

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
May 11, 2015**

A regular meeting of the Williamsport Mayor and Council was held on May 11, 2015, at the Williamsport Town hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Asst Mayor Joan Knode
Councilman Bill Green
Councilman Scott Bragunier
Councilman Alan Redding
Councilman Dustin Byers
Councilman Jim Kalbfleisch
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotemyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Dustin Byers to accept the Regular Council Meeting Minutes from April 13th, 2015, Special Meeting Minutes from April 20th, 2015, Workshop Meeting Minutes from May 4th, 2015 and Executive Session Minutes from May 4th, 2015. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for April 2015. Councilman Scott Bragunier made a motion to accept the financial report as presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Guests

Mayor McCleaf introduced Becky Wilson with Maryland Forestry who was present to present an award to the Town of Williamsport from the National Arbor Society designating the Town of Williamsport as Tree City USA. Ms. Wilson said one of the main reasons why we received this award was because of our tree planting event with the Journey Through Hallowed Ground last spring. Ms. Wilson said we are one of 36 municipalities out of 157 municipalities in the state of Maryland that is recognized as a Tree City.

Mayor McCleaf introduced town resident Edith Wathen. Ms. Wathen was present to raise concerns about the Conococheague Little League that plays baseball and softball at Billy Doub Park near her home on W. Sunset Avenue. There was a sign that was posted saying "Resident Parking Only Beyond This Point" and that sign was taken down. Councilman Bill Green said that discussion was held at the last Council Meeting about removing that sign because there were

other residents who were wanting similar signs posted on their streets and it was causing too many problems. Conococheague Little League President, Rob Green was present at last month's Council Meeting to discuss the parking issues at Billy Doub Field. It was discussed that Mr. Green would be purchasing a sandwich board sign to direct traffic to the parking lot at Billy Doub Field and away from Sunset Avenue. The Mayor and Council dictated that it would be the responsibility of the Little League to put out the sign and police the parking. Ms. Wathen complained about the parents smoking cigarettes while watching the baseball games. She said she doesn't feel like she should be the one out cleaning up cigarette butts in front of her house. Town Attorney, Ed Kuczynski said there is not much we can do to help control the cigarette smoking. He said we could make part of the park or the whole park non-smoking, but then we would have to enforce it somehow. Town Attorney Ed Kuczynski said the town could pass a resolution that bans smoking in Billy Doub Park from April 1st to October 1st. Councilman Scott Bragunier said he will take care of the people smoking and leaving their butts everywhere

Correspondence

Mayor James G. McCleaf reported the Nick Adenhardt 5K Run will take place on June 13th, 2015 starting at 8:30am.

Mayor James G. McCleaf shared an invitation to attend the next MML Meeting for the Washington County Chapter on Monday, May 18th, 2015 at Smithsburg Fire Hall. Social hour starts at 6:00pm and dinner at 6:45pm.

Mayor McCleaf shared an award presented by the Salvation Army for our efforts with Toys for Tots.

Mayor McCleaf shared an invitation to attend an Eagle Scout Ceremony for Dillon Hutson on May 17, 2015 at 2:00pm at the Williamsport Moose Lodge.

Mayor McCleaf shared an invitation to attend an Eagle Scout Ceremony for Bryan Hout on May 31, 2015 at 3:00pm at the Rehoboth United Methodist Church.

Mayor McCleaf shared an invitation to attend the 2015 Alzheimer's Association Caregiver Summit to be held on Friday, June 19th from 11:30am-2:30pm at the Washington County Free Library.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

Town Attorney, Ed Kuczynski reported on a request by Rollin Byers for a special exception to convert two existing store fronts into residential units at 24 N Conococheague Street. The hearing date for this case is on May 28th, 2015 at 5:30pm.

History and Museum Board

Jerry Knode reported the museum is open every Sunday with no problems.

Planning Commission

April 30, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for April, 2015

- There were **(4) permit submitted** in April, and a total of **(4) approved**. There are eleven **(11) permits with issues unresolved**.

Permits Approved:

2015-18	Pavilion Demolition	Tim Ammons/ Town of Williamsport	Approved
2015-19	13 W Sunset Avenue	Construct Deck	Approved
2015-20	316 S Artizon Street	Construct Porch	Approved
2015-16	125 E Potomac Street	Parameter fence	Approved

Permits Being Reviewed:

2012-36	15940 Lockwood Rd	Business Change	Meeting scheduled 5/20/15
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Awaiting County design
2014-21/26	14-26 E Salisbury Street	Remove and replace front sidewalks	Requires Town

Authorization

2014-44	104 E Potomac Street	Bus Shelter	Appropriation underway
2014-45	5 N. Commerce Street	Construct Visitor Center (exception)	Requires BZA Scheduling
2015-06	22/24 N Conococheague St	Change 2 store fronts to 2 apartments	BZA Hearing 5/28/2015
2015-17	425 S Conococheague St	Construct Pole Storage Garage	Variance Required; BZA 5/28/15

Code Violations:

C2015-002	7 S Vermont Street	Grass and Weeds	To Be Finalized 2/29/15
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Planning:

Sidewalk Usage Standards: Awaiting final document from attorney **(No Change to status)**

Meeting w/County Planning and Zoning Planned County Updates **May 6, 2015**

Meeting Review	Annexation E Potomac	May 28, 2015
	Spirit Services- Road Acquisition	May 28, 2015
	Sewer Mandate Chapter 27	May 28, 2015
	Annexation N.Conococheague	May 28, 2015

Respectfully Submitted,
Charles Stumbaugh
Planning and Zoning Commission

Legal Council

Town Attorney Ed Kuczynski presented a drawing of parking places near the old Sheetz store and the new Sheetz store. Mr. Kuczynski reported he is currently negotiating with the lawyers of Sheetz over 5 parking spaces the Mayor and Council previously approved giving to Sheetz. Mayor McCleaf said no one is using those spots right now. Mr. Kuczynski said it is more complicated than just giving them the spots, because these spots are contingent on Sheetz giving the property to the Town.

Sheriff's Report

Mayor McCleaf gave the April Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported said the Williamsport Community Band hosted a great concert for Mother's Day this past Sunday at the Springfield Barn. She reported on an upcoming event "Crazy for Patsy" on Sunday, June 14th at 7:00pm at the barn. Assistant Mayor Knode also reported on the quilt raffle going on now. Both events benefit the restoration of the Tenant House.

Councilman Jim Kalbfleisch on the water tower project:

- Snyder Environmental will be painting new piping in base of water tower. This will be completed this week, which completes the rehabilitation of the water tower.
- Snyder Environmental will be installing a new inserta valve at Route 63 on Monday, May 18th. Water service will not be interrupted.
- Once valve is in place, the vault at Honeyfield Road can be completed and the project will be completed. This should all come to a conclusion in the next 1-2 weeks.

Councilman Scott Bragunier reported the parks are starting to see more people using the parks now that the weather is getting better. Councilman Bragunier reported the Kelly Miller Circus is coming to town on May 27th for two shows at 4:30pm and 7:30pm. Councilman Bragunier reported town clerk, Donnie Stotemyer is escorting a clown around to local schools tomorrow to promote the circus.

Councilman Dustin Byers no report.

Councilman Alan Redding:

- Wednesday, May 6th we met and interviewed new lifeguards for positions at the pool for this summer.
- Pool flyers have been distributed to all public and private schools for swim lesson sign-ups.
- Pool inspection is scheduled for Wednesday, May 13th at 1pm. They will also inspect the concession stand area.

- New benches for the pool house have been installed.
- Pool employee meeting is scheduled for Tuesday, May 12th at 6:00pm at the Springfield Farm Barn.

Councilman Bill Green reported we just met with State Highway Administration about Safe Routes Grant funding to try and raise funds to install sidewalks along Clifton Drive and Sunset Avenue for children who walk to school. Councilman Green said both principals at the Elementary and Middle School support the project. We will need to hold a public hearing to get the town's input on the project. Councilman Green said SHA is requesting we find out about right-of-ways and easements on resident's properties before we construct the sidewalks.

Mayor's Report

Mayor McCleaf reported town clerk, Donnie Stotemyer and town accountant, Sue Miller are working on putting together the Town Budget for FY 2016. He said if anyone has a wish list or something they would like to see included in this year's budget, to please talk with Donnie or Sue.

Unfinished Business

Mayor McCleaf reported on the upcoming public hearings on Monday, June 8th, 2015. There will be a public hearing at 6:30pm for the proposed 2% water rate increase, at 6:40pm for proposed 3.7% sewer rate increase, and at 6:50pm for proposed 2016 fiscal budget.

Mayor McCleaf explained about the rental process for the Community Building. Previously, we collected the \$50 deposit and paid the remaining prior to the reservation date. Recently, we had an issue with a bounced check. Moving forward we would like to collect the full rental fee at the time a reservation is made, and the deposit portion can be returned to the renter after their event. Mayor McCleaf asked for a motion approving this policy change. Assistant Mayor Joan Knode made a motion to change the office policy for Community Building rentals so for future reservations the full \$200 fee must be paid at the time a reservation is made. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf asked for approval to reduce a water bill for a water leak at 28 E Sunset Street. Councilman Scott Bragunier made a motion to reduce the water bill for the water leak. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

New Business

Citizen Participation

Mayor McCleaf recognized town resident,

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Mayor McCleaf recognized town resident,
Assistant Mayor Joan Knode made a motion to adjourn. This motion was seconded by
Councilman Scott Bragunier.

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport