

**TOWN OF WILLIAMSPORT**  
**MAYOR AND COUNCIL MEETING MINUTES**  
**June 8, 2015**

A regular meeting of the Williamsport Mayor and Council was held on June 8, 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 May 11<sup>th</sup>, 2015. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

**Financial Report**

Town Clerk Donnie Stotemyer gave the financial report for May 2015. Councilman Jim Kalbfleisch made a motion to accept the financial report as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

**Guests**

Mayor McCleaf introduced Mr. Jimmy Black representing the Classic Car Cruise-Ins. Mr. Black presented a donation of \$600 to the Mayor and Council from the proceeds of his Cruise-Ins. Mr. Black indicated the donation was for the Christmas lights in the park.

Mayor McCleaf introduced Bryan Hout, Eagle Scout. Mr. Hout was present to be honored by the Mayor and Council for becoming an Eagle Scout. Mayor McCleaf read a proclamation and presented it to Mr. Hout.

Mayor McCleaf introduced Rachel Drury who recently graduated from Radford University. Ms. Drury has worked for the town for many years. Mayor McCleaf wanted to congratulate Ms. Drury on her graduation. Mayor McCleaf also recognized Mark Guessford for graduating from Shepherd University. Mr. Guessford has also worked for the town at the pool over the summer months.

Mayor McCleaf introduced Jennifer Carbaugh with the Washington County Boys and Girls Club and Michael Nokes with the Williamsport Volunteer Fire & EMS. Mayor McCleaf presented Ms. Carbaugh and Mr. Nokes each with a check for \$666 to go towards their organizations from the proceeds raised from this year's Polar Bear Plunge event.

### **Correspondence**

Mayor James G. McCleaf shared a letter from town employee, David Danfelt. Mr. Danfelt issued a letter notifying the Mayor and Council of his decision to retire. Mr. Danfelt thanked the Mayor and Council for everything they have done for him over the many years of his employment.

Mayor James G. McCleaf notified the Mayor and Council of the Nick Adenhardt 5K Run/Walk to take place on Saturday, June 13<sup>th</sup> at Williamsport High School.

Mayor McCleaf shared an invitation to attend the 2015 Alzheimer's Association Caregiver Summit on June 19<sup>th</sup>, 2015 from 11:30am-2:30pm at the Washington County Free Library at 100 S. Potomac Street in the Community Room.

Mayor McCleaf shared a letter from Selena Wilkes Tory. This letter was addressed to the Mayor and Council to notify them of a 5K Run/Walk that is being hosted by Zion Lutheran Church and Kinder Haven Daycare on September 5, 2015 from 7:30pm-12:00pm. Zion Lutheran Church will provide a free breakfast on this morning and the event is family friendly, even dogs are welcome. Mrs. Wilkes Tory wanted to address this letter to let the Mayor and Council know the race route would close N. Vermont Street. Mrs. Wilkes Tory wanted to make sure the Mayor and Council approved Zion Lutheran Church to move forward with the planning of this event. Assistant Mayor Joan Knode made a motion to permit the Zion Lutheran Church to host their 5K Run/Walk. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf shared a letter from Mandy Kaufman with the Williamsport Memorial Library. Ms. Kaufman is requesting to use Pavilion #1 in Byron Memorial Park on August 5<sup>th</sup> from 12:30pm-2:00pm for a fire safety instruction led by the Williamsport Volunteer Fire & EMS. This event is for children ages 3 and up and is in conjunction with the library's Summer Reading Club highlighting community heroes. Councilman Dustin Byers made a motion to allow the Williamsport Memorial Library to allow them to use Pavilion #1 for their program at no charge. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor McCleaf shared a letter from TiAnna Doyle requesting to use the Community Building in Byron Memorial Park at no charge on August 13<sup>th</sup> from 1:30pm-7:00pm to host a Red Cross Blood Drive in memory of Brigitte Heller. Councilman Scott Bragunier made a motion to allow Ms. Doyle to use the Community Building at no charge on August 13<sup>th</sup>. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf shared an invitation to an Opening of the Art Gallery in Town Hall on Friday, June 12<sup>th</sup> from 6:00pm-8:00pm. This Opening is to honor the first anniversary of the gallery being open.

Mayor McCleaf shared a letter from Washington County Public Schools notifying the town of the Ruby M. Seymour Scholarship recipient. This year's winner was Savannah Minnick.

**Reports:**

**Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

Councilman Scott Bragunier asked about the sidewalk replacement for Salisbury Street that has been listed on the Planning and Zoning report for several months. He just wanted to know what the status of that project was. Town Clerk, Donnie Stotemyer responded they're working on this project, but they do not have a time line for its completion.

Councilman Scott Bragunier asked about the two store front properties at 22 and 24 N Conococheague Street being converted to apartments. He said he wrote a letter of opposition to this project. Town Attorney, Ed Kuczynski said Mr. Byers applied for a special exception to change the zoning from a commercial property to a residential property. Councilman Scott Bragunier asked if there is a way to stop this process. Mr. Kuczynski said the town could enact an ordinance that would mandate commercial use only in the town center, but since we do not have such a mandate, Mr. Byers was allowed to apply for an exception. Mr. Byers has tried to keep these properties as commercial, but with little success. Mr. Kuczynski said how long we expect someone to hold a commercial property without any renters. Councilman Bragunier asked about parking at these properties and where the residents would park. Mr. Kuczynski asked how is parking designated for residents who currently live in town center. Rental properties have to provide two parking spaces for their renters. Mr. Byers said he can provide that parking. Mayor McCleaf said parking has always been an issue, especially in the town center. Mr. Kuczynski reported there were two members who heard this case. The Board of Zoning Appeals is doing exactly what needs to be done. Mr. Kuczynski said the Board of Zoning Appeals is following the guidelines for smaller towns. Mr. Kuczynski said our Planning Commission did not oppose this conversion. Mr. Kuczynski said he understands the council's concern. Councilman Bragunier said he encourages the Council members to voice their opinion with regards to these town issues.

**History and Museum Board**

Jerry Knode reported the museum is open every Sunday with no problems. He also reported there have been many donations coming in recently.

**Planning Commission**

**May 31, 2015**

**To: Williamsport Mayor and Council**

**Subject: Planning and Zoning Activities Report for May, 2015**

- There was **(1) permit submitted** in May, and a total of **(2) approved**. There are eleven **(11) permits with issues unresolved**.

**Permits Approved:**

2015-21 5 S. Clifton Drive 4000 sq ft addition to Athletic Area Approved  
 2015-17 425 S Conococheague Street 56'X 30' Pole Barn Addition Approve

**Permits Being Reviewed:**

2012-36 15940 Lockwood Rd Business Change (Road Chg Required) Projected completion 10/2015  
 2014-20 124 E. Potomac Street Sidewalk and ADA replacement Being designed; target 10/2015

**2014-21/26** 14-26 E Salisbury Street Remove and replace front sidewalks **Requires Town Authorization**

2014-44 104 E Potomac Street Bus Shelter Completion target 10/2015  
 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 Approved 5/28/2015

**Code Violations:**

C2015-03 thru 011 There were 7 Code Violations issued for Grass and Weeds 6 Finalized

**Planning:**

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

**Respectfully Submitted,**  
*Charles Stumbaugh*  
**Planning and Zoning Commission**

**Legal Council**

Town Attorney Ed Kuczynski reported he is still waiting to hear from Sheetz Company attorneys on the recommended drawing of parking spaces so they can turn the building over to the town.

**Sheriff's Report**

Mayor McCleaf gave the May 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 14<sup>th</sup> 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. Assistant Mayor Knode reported they just installed a designated entrance and exit in the barn yard area. She reported the basement wall of the tenant house collapsed and one of the members of the inmate crew is a mason. He has been working to repair the stone wall. Assistant Mayor Knode reported on the community garden up by the tenant house that is being maintained by Rehoboth Learning Center. The garden is doing very well and is beautiful. Assistant Mayor Knode reported the HEAL 10,000 steps program just finished up and it was a very successful program. At the end of the program celebration they had a nutrition demonstration that was very informative. They averaged 25-50 walkers at each weekly walking session. Assistant Mayor Knode reported on an Eagle Scout project possibly building bird houses for the park.

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 on the Kelly Miller Circus event. He reported it was a good time and a success. Councilman Bragunier said there was broken playground equipment but replacement pieces have been ordered. Councilman Bragunier reported the carnival would be taking place in Byron Memorial Park again this year.

Councilman Dustin Byers no report.

Councilman Alan Redding reported there was an opening scheduled for the art gallery on Friday, June 12<sup>th</sup> from 6-8pm. Councilman Redding wanted to invite everyone to attend the opening. He said this opening is to celebrate the first year of the gallery being open. Councilman Redding also gave the following report for the pool:

- Recently replaced the sand filter in the main pump room and repairs to the valve in the baby pool pump room
- All repairs are now complete
- Swim lesson sing-ups are still ongoing and afternoon lessons began today, June 8, 2015
- Carnival is setting up in the pool parking lot
- Making provisions so that parking is still available; carnival is bigger this year with more rides

Assistant Mayor Joan Knode asked Councilman Redding if they were having aqua fitness classes at the pool again this season. Councilman Redding said they were looking for an instructor.

Councilman Bill Green reported he worked with Dave Danfelt about purchasing an LED light from CRE to light up the intersection of S. Conocoheague Street and Sunset Avenue. This light is half the cost of a normal street light and uses 70% less electricity. Councilman Green said we applied for funding from Tri-County Council for an overlay project to overlay our streets. He said our project was ranked 2<sup>nd</sup> on the list of priorities and hopefully we can obtain funding for our project.

## **Mayor's Report**

No report.

## **Unfinished Business**

Mayor McCleaf informed the Council they would need to adopt the 2016 Fiscal Budget. Councilman Dustin Byers made a motion to accept the Town of Williamsport 2016 FY Budget. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf informed the Council he needs a motion to adopt the 3.7% sewer rate increase as presented. Councilman Dustin Byers made a motion to accept the 3.7% sewer rate increase as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf informed the Council he needs a motion to adopt the 2% water rate increase as presented. Councilman Dustin Byers made a motion to accept the 2% water rate increase as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

## **New Business**

Mayor McCleaf said he needs a motion to appoint to the Board of Zoning Appeals Mr. Douglas Dangerfield of 12 N. Clifton Drive. Assistant Mayor Joan Knode made a motion to appoint Mr. Douglas Dangerfield to the Board of Zoning Appeals. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Councilman Scott Bragunier observed a property owner setting a person out on N. Conococheague Street and he wanted to know what we could do about it. That the trash and belongings on the street was an eyesore. Councilman Dustin Byers asked if we can create a standard fee for cleaning up belongings and trash when people are set out. Mayor McCleaf reviewed our current policy. The Town cannot remove trash and belongings from a resident being set out until it has been out for 24 hours. At that point, town employees remove all trash and belongings and we bill the home owner for this service. Town Attorney Ed Kuczynski said the Mayor and Council can create an ordinance to set up a standard fee and it can be passed by resolution. Mr. Kuczynski said if we implemented the ordinance, the town would not be responsible for picking up the trash, they would contact an outside vendor to do that. Mayor McCleaf said the bulk pick up scheduled the first Friday of the month is a benefit for residents who pay taxes. Chief Will Ball with the Williamsport Fire & EMS Company was present and he raised concerns regarding leaving the belongings and trash out for more than 24 hours because there is a greater risk of arson, someone setting it on fire. Mayor McCleaf said he would like to discuss this further at the next Workshop meeting.

Town Attorney Ed Kuczynski explained to the Mayor and Council that the town would need to introduce a bond for the Hagerstown YMCA. Mr. Kuczynski read the following:

## Resolution No. 2015

A Resolution of the Council of The Town of Williamsport (the "Town") to authorize the Town, a public body (as defined in the Act identified below), pursuant to and in accordance with Sections 12-101 through 12-118, inclusive, of the Economic Development Article of the Annotated Code of Maryland, as amended, being the Maryland Economic Development Revenue Bond Act (the "Act"), to issue and sell, at one time or from time to time, as limited obligations and not upon its faith and credit or pledge of its taxing power, its economic development revenue bonds in an original aggregate principal amount not to exceed \$3,430,000, and to loan the proceeds from the sale of such bonds to the Young Men's Christian Association of Hagerstown, Maryland, Incorporated, a facility applicant and a facility user as defined in the Act ("the Borrower"), to be used for the purpose of (a) refinancing the costs of the acquisition and improvement of a certain facility (within the meaning of the Act) located on the Borrower's campus at 1100 Easter Boulevard N., Hagerstown, Maryland 21742, as more fully described herein, and (b) financing certain costs relating to the issuance of such bonds and other related eligible costs.

Mr. Kuczynski explained to the Mayor and Council there is no obligation to the town for doing this bond. In doing this, it will allow the YMCA to be able to refinance their current loan. The Town recently did a bond similar to this for the Brooke Grove Foundation right here in town. Councilman Bill Green made a motion to introduce a bond for the YMCA as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Councilman Dustin Byers discussed concerns with the traffic coming off Route 81 through Williamsport. There was a major accident on Route 81 causing traffic to bottle neck through the Town of Williamsport. There were fire and police present to help guide traffic through Williamsport, but still he is concerned because they are scheduled to start construction on Route 81 in the near future and how that will affect traffic through town. Mayor McCleaf will follow up with State Highway to address these concerns.

Councilman Scott Bragunier asked Chief Ball if fire pits are allowed in town. Chief Ball said they are allowed, but they need to be placed 10-15 feet from the dwelling and are mostly used for entertaining people.

### **Citizen Participation**

Mayor McCleaf recognized town resident, Mr. Ken Lafferty who discussed concerns the town will need to install some type of heating device in the base of the water tower now that it will be back in service. They will need the heating device in the winter months to prevent freezing. Mr. Lafferty asked the Mayor and Council what progress has been made to get copies of the 4 ordinance books to Sherriff Mullendore's office. Mayor McCleaf said a meeting will be scheduled to follow up on this.

Mayor McCleaf recognized town resident, Carolyn Spinney. Mrs. Spinney asked Mayor McCleaf where we are with getting the gateway signs installed. Town Clerk, Donnie Stotelmyer responded the gateway signs are at town hall. We are waiting for some of the metal pieces for the framing and once we have these last few pieces, we will be getting them installed.

Mayor McCleaf recognized town resident, Walter Williams. Mr. Williams wanted to know if the Town of Williamsport got permission from the Patsy Cline Foundation to use her name and perform her music at our recent event. Town Attorney, Ed Kuczynski responded the Town has a commercial license that allowed us to use her name and to host this event. Mr. Williams also asked about the flower pots that were moved from the streets in town center up to the barn area. Mr. Williams asked weren't these pots purchased with a grant. Assistant Mayor Joan Knode said management at Tony's Pizza had reported they did not want the flower pots in front of their store. So it was moved and the one in front of town hall was moved. Councilman Bill Green said they are working to replace the pots in town center.

Mayor McCleaf recognized town resident, Tony Drury. Mr. Drury raised concerns about people turning left out of the new Sheetz store. He has witnessed many near accidents from this new traffic pattern. Mr. Drury suggests the town look into putting a sign at the exit on E. Potomac Street exit that says no left turns. Mayor McCleaf said he will have the Planning Commission look into installing a sign there. Councilman Green said they already looked at this and there is no place to put a sign. Mayor McCleaf says he will have the Planning Commission take another look at how and where a sign can be placed.

Mayor McCleaf invited everyone to come out to Byron Memorial Park for the July 4<sup>th</sup> festivities. There will be food, entertainment and fireworks.

Councilman Jim Kalbfleisch made a motion to adjourn. This motion was seconded by Councilman Dustin Byers.

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport