

**TOWN OF WILLIAMSPORT**  
**MAYOR AND COUNCIL MEETING MINUTES**  
**July 13, 2015**

A regular meeting of the Williamsport Mayor and Council was held on July 13, 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

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 June 8<sup>th</sup>, 2015. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

**Financial Report**

Town Clerk Donnie Stotemyer gave the financial report for June 2015. Councilman Scott Bragunier 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. Clint Rawlings from the Williamsport Rotary. Mr. Rawlings was present to notify the Mayor and Council that the Williamsport Rotary is interested in finishing the project to hang signs on the fence coming into town for all of the local groups and churches. The rotary is also interested in learning about other projects that are going on in Williamsport that the rotary can get involved in. Mayor McCleaf said Donnie Stotemyer, Town Clerk and Cyndi Powell, Event Coordinator are members of the Williamsport Rotary and they would work with the rotary to identify areas of need in the community.

Mayor McCleaf introduced Maya Haines, former Councilwoman. Mayor McCleaf had presented Mrs. Haines with an ordinance prohibiting smoking in all of the Williamsport parks for her to review. Mrs. Haines reviewed the ordinance and was present at this meeting to discuss it further. Mrs. Haines said she was glad to see the Town of Williamsport was going smoke free and not tobacco free for the parks. She made a few suggestions to change some of the verbage in the proposed ordinance, but she was glad to see the town was planning on designating smoking

sections outside the parks for people who smoke. Mrs. Haines said the proposed ordinance is very similar to the ordinance the City of Hagerstown has passed. Mrs. Haines said the town should start a campaign now letting the residents know that this policy is coming soon, but she didn't suggest we implement the ordinance until October sometime after the season. She also said when we do implement the new policy we should have a plan for how we will implement it with signage throughout the parks, etc. Mrs. Haines said we could spread the word through the town newsletter, social media outlets, and other resources. Mrs. Haines said she should consider having a contingency plan. For example, we could look into offering classes and other methods for our community members who want to quit smoking. There are grants and programs through the Washington County Tobacco Free Coalition that we could look into. Mrs. Haines said she was glad to see the Mayor and Council moving forward with this project. She thanked everyone and said she would like to stay involved in the project as it progresses. Town resident, Anthony Drury asked the Mayor and Council who would enforce the new policy. Mayor McCleaf said the Washington County Sheriff's Department and the town Deputy Sheriff would be responsible for enforcement.

Mayor McCleaf introduced Lindsey Radar from the law firm of Funk and Bolton in Baltimore. Ms. Radar was present to review the bond agreement between the Town of Williamsport and the Hagerstown YMCA. She reviewed and amended the original request from \$3,430,000 to \$3,600,000.

#### 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~~ \$3,600,000, 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 Eastern 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.

Ms. Radar said the town must have a connection to the YMCA in order for this bond agreement to be valid. The connection is that there are town residents and town employees who are members and utilize the services provided at the YMCA. There will be no debt service to the Town of Williamsport. Everything will be covered by the YMCA. Mayor McCleaf recognized town resident, Todd Snook who is a board member of the Hagerstown YMCA. Mr. Snook spoke in favor of accepting the bond application for the YMCA. He said the YMCA is a financially sound organization. Mayor McCleaf recognized Maria Rubeling, CEO of the YMCA asked the Mayor and Council for their support of this bond agreement.

Mayor McCleaf introduced Bill Blair from the Downsville Ruritan. Mr. Blair was present to thank the Mayor and Council for allowing the Downsville Ruritan to host their annual carnival in Byron Memorial Park again this summer. Mr. Blair asked if there were any questions concerning what went wrong with the carnival this year. Mr. Blair said it was a bad weather year, which hampered attendance. Mr. Blair talked about the ride company who were supposed to provide a variety of 17 rides for all ages of kids. Mr. Blair said most of the rides were for younger kids and only one ride was appropriate for older kids. This was the same company that supplied the rides for the Boonsboro Carnival. Mr. Blair said the company only brought 7 rides. Assistant Mayor Joan Knode said the carnival this year was an embarrassment to the town. The Town of Williamsport hosts many quality events throughout the year and this was not a quality event. Assistant Mayor Joan Knode said she never wants to see a carnival in Byron Memorial Park again. She said there was no parking in the pool parking lot for patrons of the pool, which affected their attendance. The boy's scouts couldn't access their building, the library patrons couldn't access the library easily and it affected the swim lessons, as well. Assistant Mayor Joan Knode said there were people who witnessed the carnival attendants taking showers in the parking area. She said the police were called for numerous issues. Carnival employees were also reported to be sleeping in the park. She said the carnival people started setting up on June 9<sup>th</sup> and they didn't leave until June 22<sup>nd</sup> and she felt this was too long. Councilman Alan Redding said that we went over to talk with the carnival attendants before the carnival and those staff members assured us they would leave spaces available in the pool parking lot, but this was not done. There was no parking provided. He felt like he got no support from the carnival attendants with this at all. Assistant Mayor Joan Knode asked if they could host the carnival at the ruritan grounds in Downsville. Mayor McCleaf suggested they hold it down at River Bottom Park. Councilman Scott Bragunier said it would not be a problem to get the equipment delivered and set up down there.

### **Correspondence**

Mayor James G. McCleaf reported the Downsville Ruritan Club gave a \$1,000 donation for use in Byron Memorial Park to thank the town for letting them use the park to host their annual carnival.

Mayor James G. McCleaf shared a letter of thanks from the Boys and Girls Club for the donation given to them from the Polar Bear Plunge event.

Mayor McCleaf shared a thank you from Savannah Quick who was the winner of this year's Ruby Seymour Scholarship. She thanked the Mayor and Council for the scholarship and mentioned she will be attending Shepherd University in the fall.

Mayor McCleaf reported the Williamsport High School Alumni donated \$100 for the July 4<sup>th</sup> fireworks and \$100 towards the Williamsport Museum.

### **Reports:**

#### **Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

No Report.

**History and Museum Board**

Jerry Knode reported they recently received a canal boat light to put on display in the museum.

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

No report.

### **Sheriff's Report**

Mayor McCleaf gave the June Sheriff's Report.

### **Council report**

Asst. Mayor Joan Knode reported the Town of Williamsport manned a booth at the MML Conference in Ocean City, MD. She said she walked around and got information on what other towns are doing. One of the towns created walking groups who walked around the town and reported to the Council on any issues or concerns going on with the town and its residents. Assistant Mayor Joan Knode talked about new Canal Towns Brochures that were being delivered to town hall and they are going to be distributed throughout the region. She talked about Scott Gordon closing his bike shop downtown. There was also a bike shop in Hancock, MD that recently closed. She hated to see this happen. Assistant Mayor Joan Knode reported the new gateway signs are up and they look great. She is looking into a program from Maryland Preservation Grant Program called "Six to Fix." She is looking into getting some grant money to work on the summer kitchen at the Springfield Tenant House.

Councilman Jim Kalbfleisch gave the following report on the Water Tower Project:

- Tower is filled
- Vault is completed
- Telemetry is in place and working
- Williamsport has been coordinating with Hagerstown to tweak the pressure at the mainline so that there is just enough to fill the tank to capacity

(only required adjusting the pressure 2-3 psi)

- Last item to address is installing a small sump pump in the base of the vault to bleed out water from valving

(once complete, the project is 100%)

- Will request final inspection by MDE so that all paperwork can be signed and project closed.

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Councilman Kalbfleisch also reported the fireworks for the 4<sup>th</sup> of July were great.

Councilman Scott Bragunier reported he attended the MML Conference in Ocean City, MD. He said he had a great time and it was very educational. He said there are a lot of small towns in Maryland that are doing great. The parks are being used a lot. The playground equipment that was broke is currently being replaced and repaired. Councilman Bragunier said he went to a class at the MML Conference on policing. Councilman Bill Green and he went to classes focusing on economic development. They got some information on the Main Street program from the Maryland Department of Planning. He feels that we need a Commission in this town on economic development and he volunteers to chair this commission. Mayor McCleaf told Scott to

go ahead and move forward with his plans to establish and Economic Development Council in Williamsport.

Councilman Dustin Byers reported the fireworks on July 4<sup>th</sup> were great. The carnival was a mess in Byron Memorial park. He reported he dived to put covers on drains at the bottom of the pool in the park. Mayor McCleaf thanked him for doing that. Councilman Byers reported he too attended the MML Conference in Ocean City, MD. He attended a lot of classes. He talked about the guest speakers at the opening ceremony and the take home message from their speeches was that everyone has opinions and it's important to hear everyone's opinions and to hold discussion, but at the end of the day we all have to find a common ground. He talked about a class he attended on policing and body cameras.

Councilman Alan Redding reported the pool is doing very well. It is clean and the life guards are doing great. He said that on July 25<sup>th</sup> ACWA will be doing a clean-up at River Bottom Park along the Conococheague Creek and the Potomac River for anyone who wishes to join them. Councilman Redding reported his friend Mario Martinez from the Williamsport Moose Lodge recently competed and won a national singing competition among all the Moose Lodges.

Councilman Bill Green reported the town is working on a storm drain that needs repaired on West Salisbury Street. He said he is working with the merchants to schedule a meeting at town hall on August 17<sup>th</sup> at 7:00pm. Councilman Green reported on Bike Nite scheduled for this Saturday, July 18<sup>th</sup>. He said he received a corrective action list from the State Fire Marshall's Office that he was working on to ensure the event met all of their requirements. Councilman Green said the company that sponsors the "Ugly Tattoo Contest" has a portable tattoo parlor and they requested permission to utilize this parlor at the Bike Nite event as long as it did not conflict with any Town Ordinances. The Mayor and Council said they would be ok with this as long as it did not violate any of the town ordinances.

### **Mayor's Report**

Mayor McCleaf reported the fireworks on July 4<sup>th</sup> was outstanding and the food was great. Mayor McCleaf said town employee, Steve Danfelt will be setting the schedules and assigning tasks to all of the public works employees each day. Mayor McCleaf said he also attended the MML Conference in Ocean City, MD. He and Town Clerk, Donnie Stotemyer stayed an extra night to meet with all of the cabinet secretaries who met on Wednesday afternoon. They made significant connections and progress with the new secretaries and had good conversations about the Town of Williamsport.

### **Unfinished Business**

Mayor McCleaf asked the Council to make a motion to approve the amended Bond Resolution with the YMCA as presented. Councilman Scott Bragunier made a motion to adopt the Bond Resolution with the YMCA as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion to approve the purchase of property located at 13 W Salisbury Street for parking behind Town Hall at a cost of \$55,000. Councilman Dustin Byers

made a motion to approve the purchase of this property. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf reported the town now owns the old Sheetz property located at 100 E Potomac Street.

### **New Business**

Mayor McCleaf asked the Council to approve a movie night hosted by the Town of Williamsport and National Park Service on Saturday, August 22<sup>nd</sup> at River Bottom Park at dusk. Councilman Scott Bragunier made a motion to approve this movie night. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf asked the Council to approve reduction of water bill due to a leak at 14 S Conococheague Street. Councilman Scott Bragunier made a motion to approve the reduction in this water bill. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf asked the Council to approve reduction of water bill due to a leak at 12 N Artizan Street. Councilman Scott Bragunier made a motion to approve the reduction in this water bill. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf asked the Council to approve the 50% deposit for fireworks for the July 4<sup>th</sup> celebration in 2016. Councilman Alan Redding made a motion to approve the 50% deposit for fireworks. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

### **Citizen Participation**

Mayor McCleaf recognized town resident, Mr. Ken Lafferty who asked about a water meter project at Williamsport High School. He wanted to know if the water meter had ever been moved from inside the building to outside the building. Town Clerk, Donnie Stotemyer responded saying he has worked with officials from the Washington County Schools to assess the situation at the High School. The approximate cost to move the water meter is \$25,000 and the School Board is very reluctant to pay to have the meter moved. Mr. Lafferty then asked about the two store fronts on N. Conococheague that recently got approval to be converted from commercial to residential properties. Mr. Lafferty said it is a 3/4" line that feeds into those properties, which is insufficient for two apartments. It would need to be converted to a large line to service the two properties. Mayor McCleaf asked Town Clerk, Donnie Stotemyer to contact Washington County to notify them of this situation. Mr. Lafferty then raised concerns about pitbulls down around his house on Salisbury Street running loose. He says something needs to be done about it. Town Clerk, Donnie Stotemyer explained the Washington County Humane Society has affidavits that can be filled out for complaints. The Washington County Humane Society needs two complaints about the same issue in order to pursue the case. Mr. Lafferty said he thought it wasn't right. Councilman Dustin Byers said if he has a problem with these dogs, then he needs to fill out an affidavit.

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 recognized town resident, Walter Williams. Mr. Williams raised concerns regarding the mowing of weeds and grass at the Wolfe property. Mayor McCleaf asked if the town could change the ordinance for yard maintenance if we could lessen the time in between warnings and letters we send to residents. He also thinks there should be a fine associated with non-compliance. Mayor McCleaf asked town attorney, Ed Kuczynski to work on amending the ordinance and bring it back to the Mayor and Council to review. Mr. Williams asked about the large sign at Doubleday Hill. He said the sign says Abner Doubleday is responsible for creating major league baseball and Mr. Williams says that is not accurate. He asked why this sign was not updated when other renovations occurred at the site with the new cannons. Councilman Scott Bragunier said the sign was already there before the other renovations took place. Mr. Williams said he has checked with different historians and the information is not correct. Mr. Williams raised concerns about trash cans sitting out in front of a residence on N. Conococheague Street. Town Clerk, Donnie Stotelmyer said he would address this issue. Mr. Williams raised concerns about truck traffic issues. Mayor McCleaf said the Sheriff's office will not enforce truck traffic issues unless it is through our Deputy Sheriff because they have other issues that are more pressing.

Councilman Bill Green made a motion to adjourn. This motion was seconded by Councilman Dustin Byers.

Meeting adjourned.



Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport