

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
July 14, 2014**

A regular meeting of the Williamsport Mayor and Council was held on July 14, 2014, 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  
Councilwoman Maya Haines  
Councilman Bill Green  
Councilman Scott Bragunier  
Councilman Jim Kalbfleisch  
Councilman Alan Redding  
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotelmyer

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 Scott Bragunier to accept the regular meeting minutes held on June 17, 2014, Public Hearing on the Water Rate Increase, Public Hearing on the Sewer Rate Increase and Public Hearing on the FY 2015 Budget minutes, and Special Meeting Minutes from July 7, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

**Financial Report**

Town Clerk Donnie Stotelmyer gave the financial report for June 2014. Councilwoman Maya Haines made a motion to accept the financial report as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Town Clerk Donnie Stotelmyer presented the following Budget Amendments:

**FY 2014  
Water Fund  
Budget Amendment 2014-02**

**Overview:** To record transfer of budget amounts for Outside Contractors - Sewer.

**Detailed Summary:**

**Outside Contractors – Sewer repair**

\$20,000 – Outside Contractors - Sewer  
\$20,000 – Sewer Service Purchases

Councilman Jim Kalbfleisch made a motion to adopt this amendment as presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

**FY 2014  
Water Fund  
Budget Amendment 2014-03**

**Overview:** To record transfer of budget amounts for Maintenance Water.

**Detailed Summary:**

**Maintenance Water – Fire Hydrants**

\$7,000 – Maintenance - Water  
\$5,000 – Maintenance - Sewer  
2,000 – Supplies – Water

Councilman Jim Kalbfleisch made a motion to adopt this amendment as presented. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

**FY 2014  
Water Fund  
Budget Amendment 2014-04**

**Overview:** To record transfer of budget amounts for Electric Sewer.

**Detailed Summary:**

**Electric Sewer – Pump stations**

\$8,000 – Electric Sewer  
\$8,000 – Salaries - Sewer

Councilman Jim Kalbfleisch made a motion to adopt this amendment as presented. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

**Guests**

Mayor James McCleaf introduced Chief Will Ball from Company 2 Volunteer Fire and EMS. Chief Ball was present to talk about the Junior Fire Program. The program was first put together

in 1999. They recently received a special award at the Maryland State Fireman's Convention in Ocean City, MD. Atlantic Coast Charters provided free transportation for the program members to go to the convention. The members also did some fund raising to be able to go to the convention. They were recognized at the convention and presented the Edwin L. Emkey, Sr. Cadet Award for their excellent Junior Fire Program. Mayor McCleaf read a proclamation commending the junior program for their accomplishments and thanked them for their services.

### **Correspondence**

Mayor James G. McCleaf informed the Council we received a thank you from Donna Spickler and family thanking the Mayor and Council for the flower arrangement they sent for the passing of her father.

Mayor James G. McCleaf informed the Council we received a thank you from the Dunes Manor hotel thanking us for staying at their hotel during the MML Conference in Ocean City, MD.

Mayor James G McCleaf informed the Council we received a thank you from the Ruby Seymour Scholarship winner, Julianne Baker thanking the Mayor and Council for selecting her for this scholarship.

Mayor James G McCleaf informed the Council we received a thank you from the Rehoboth United Methodist Church thanking the Mayor and Council for their assistance with the 2014 Community Street Fair they hosted in June.

Mayor James G McCleaf informed the Council we received a thank you from the Rehoboth Learning Center thanking the Mayor and Council for allowing them to plant a community garden on the Springfield Farm property.

Mayor James G McCleaf informed the Council we received correspondence inviting us to the MML Crab Feed hosted by us, the Town of Williamsport on Monday, July 28<sup>th</sup>, 2014 at 6:00pm at the Springfield Barn.

### **Reports:**

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

No report.

#### **Board of Zoning and Appeals**

Town attorney Ed Kuczynski reported on an appeal hearing that was held on July 10, 2014. He explained the committee reviewed and approved variances to allow construction of a two family semi-detached residence. The address in question is at 17 E Frederick Street

#### **History and Museum Board**

Jerry Knode reported the museum is open and going well. They had a couple from California visiting. There were also quite a few people from the Eastern Shore visiting this past weekend when they were here for Little League Tournament.

**Planning Commission**

**July 9, 2014**

**To: Williamsport Mayor and Council**  
**From: Williamsport Planning and Zoning Commission**

**Subject: Activities Report for June, 2014**

- There was (1) one new permit submitted in June, and a total of four (4) were approved. A total of ten (10) permits are under review.
- Welcome Center Plans are progressing, FEMA permit applications should be in system within six weeks, grant paperwork finalization pending. Town needs to define structure mission and size.
- Sidewalk Usage Standards are written and have been approved by Council. Letter to Commercial establishments needs to be composed and mailed. Require formal document from Town Attorney

**Permits Reviewed and Disposition Made:**

2014-27	26 E. Salisbury Street	Remove & Replace Fence	Permit Approved
2014-28	25 W. Frederick Street	Demolish Porches/Replace	Permit Approved

**Permits Under Review:**

2012-36	15940 Lockwood Rd	Business Change	Connecting road Approvals
2014-15	17 E Frederick Street	Construct semi attaché dwell.	Appeal date Jun12 chg to Jul10
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Awaiting print
2014-21/26	14-26 E Salisbury Street	Remove and replace frnt sidewalks	Meeting w/property owners
2014-30	Byron Memorial Park	Sidewalks and Trail	Awaiting print

**Code Administration:**

There were no Code violations listed in June

**Planning Activities:**

Visitor Center – USDA paperwork pending, addressing Potomac St drainage and Electrical Poles  
East Potomac GC District Development (South) – Traffic Study completed, discussion on-going.  
EDU Survey to begin in August (Conococheague Street; 154 N. Potomac Street)

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

### **Legal Council**

No Report.

### **Sheriff's Report**

Mayor James McCleaf gave the June 2014 Sheriff's Report.

### **Council report**

Asst. Mayor Joan Knode reported the barn is being cleaned to prepare for a wedding this weekend. She reported the Springfield Farm Barn was recognized in a recent issues of Hagerstown Magazine as the best wedding venue in Washington County.

Councilman Jim Kalbfleisch had no report.

Councilman Scott Bragunier thanked the Council members for attending the Civil War Retreat this past weekend. He reported it was a successful event and everything worked out well. Visitor's came from Southern Maryland and the Eastern Shore because they were here as a part of the Little League Tournament in the park. We need to address the one way signs in Byron Memorial Park. People are not following these signs and we need to look into how we can better enforce the one way street through the park. We also need to lock up all of the breaker boxes in the park. He said he witnessed kids playing with the breaker boxes in the park. Councilman Bragunier also said we lost a tree in the park with the recent storms.

Councilman Alan Redding reported the pool operations are going well.

Councilman Bill Green reported Bike Nite is this coming Saturday, July 19<sup>th</sup>, 2014. The entertainment this year are two country music bands. He lost a few vendors and a few sponsors for this year's event, but he is still looking forward to the event. He reported on the "Bone to be Wild" motorcycle ride for the Humane Society. They will be ending their ride here in Williamsport for Bike Nite.

Councilwoman Maya Haines reported on the grant we received from the Cigarette Restitution Fund. We used the money to purchase book bags to distribute to kids in the area. She talked with Town Clerk, Donnie Stotemyer about setting up a table to hand out the bags at National Night Out on July 29<sup>th</sup>, 2014. She also asked if there has been much damage or trees down from the

recent band of storms we have had through the area. If there has been damage, then our employees and crews have done a really good job of addressing any issues because she hasn't noticed any major damage.

### **Mayor's Report**

Mayor James McCleaf reported the July 4<sup>th</sup> event in the park was a great event. It was a perfect day. The bands were really good and the fireworks display was spectacular. The Mayor also reported Donnie and Town Accountant Sue Harrison have been working to get things ready to close the books for this fiscal year and that our audit is getting close.

### **Unfinished Business**

Mayor James McCleaf reintroduced the topic of allowing the raising of chickens within town limits. He reminded if the Council was in favor of allowing the raising of chickens, it would require amending Chapter 6 Animal Control Ordinance to include any regulations regarding chickens. He asked the Council what their opinions were in this matter. Councilman Bill Green asked the Mayor if they are going to consider also allowing the raising of other animals such as reptiles. Councilman Scott Bragunier asked if the Mayor and Council would consider creating a committee to study this issue and to research what other towns and cities have done. He asked that this committee come up with a suggestion and bring it before the Mayor and Council. Town Attorney Ed Kuczynski suggested we permit the Planning and Zoning Commission to review this issue and for them to make a recommendation to the Mayor and Council. The town had adopted the County's ordinance with regards to animal control. He said a zoning text amendment would need to be changed to the ordinance. He informed the Mayor and Council the Town of Boonsboro is also considering the raising of chickens in Boonsboro and it would be helpful if we could get information from them about what they are considering. Councilman Scott Bragunier said the ordinance, section one needs to be revised/updated. Town Attorney Ed Kuczynski responded this ordinance is up to date. Councilman Bill Green stated it needs to be updated to include the different types of species that are allowed to be raised within Town limits and that it is not specific. Councilwoman Maya Haines asked if we could go around to each council member to get each person's opinion about the raising of chickens to see if this is an issue we should pursue further. Mayor McCleaf asked the Council what they feel about the raising of chickens. Councilwoman Maya Haines is not in favor of allowing the raising of chickens. Councilman Alan Redding is not in favor of the raising of chickens. Councilman Bill Green said he would like to learn more about the issue before making a decision. He thinks we should study it further. Assistant Mayor Joan Knode is not in favor of the raising of chickens. Councilman Scott Bragunier said he would like to see the town move forward in looking into this issue. Councilman Jim Kalbfleisch said he is not in favor of the raising of chickens. Councilman Bill Green asked if we could hold a public hearing to get the citizens feedback about what they want before the Mayor and Council make a definitive decision about this. Town of Attorney Ed Kuczynski said that the type of change that needs to be made to the ordinance would require a public hearing. Ed Kuczynski said the planning and zoning commission can look into this further because it relates to land use which falls under their jurisdiction.

### **New Business**

Mayor McCleaf asked for a motion to approve payment for 50% deposit to Schaffer Pyrotechnics for next year's July 4<sup>th</sup> fireworks display. Councilman Scott Bragunier made a motion to pay 50% deposit to Schaffer Pyrotechnics for 2015 July 4<sup>th</sup> Fireworks display. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor McCleaf asked for permission from the Council to sell two of the town's older vehicles. One of the vehicles is a Ford 1998 F250 with a plow and salt dog. The other vehicle is a 2000 Chevy S10. Councilman Scott Bragunier made a motion to sell two of the town's old vehicles. This motion was seconded by Maya Haines. With all voting in favor, motion carried. Mayor McCleaf informed the Council the vehicles will be sold through Cochran Auction House in Boonsboro, MD.

### **Citizen Participation**

Mayor McCleaf recognized Mayor Hose and the Council from Clear Spring. They were present to thank the Mayor and Council for allowing Town employees and inmate crews for assisting them clean up their town after the recent flooding that devastated the area. They were very grateful for the help and for the use of town vehicles and equipment. They couldn't thank us enough. Mayor McCleaf said it was the right thing to do to help our neighbors.

Town resident, Matt Shaver asked about the town's website. He stated he could not find the meeting minutes on the website. Donnie Stotemyer responded that our current website is being redone and those minutes should be available online in the near future. Mr. Shaver questioned the Mayor and Council about the water and sewer rate increases. He stated at the last meeting the County was passing along a 6% sewer rate increase and the city was passing along a 4% water rate increase. He looked into these rate increases and discovered the county only raised their sewer rates by 3.5% and the city only raised their water rates by 2%. So he wanted to know why the town had raised their rates by more. Donnie Stotemyer, town clerk, explained that currently the town does not generate enough revenue to cover their debt service. Mr. Shaver asked how long the town anticipated the city and the county to continue raising their rates. The county and city are currently anticipating raising their rates for the next 5-6 years. Mr. Shaver would like the Mayor and Council to consider a blasting ordinance to protect the historic structures in Williamsport. He suggests we prohibit blasting in the historic district of Williamsport. He stated his house was damaged from the recent blasting at the Sheetz site. He is having a hard time working with the blasting company's insurance company to try and get compensated for the damages done. Councilman Jim Kalbfleisch asked Mr. Shaver what kind of damage was done. Mr. Shaver said there are cracks all throughout the house. He has gotten the State Fire Marshall's office to assist him with the issues at his house.

Town resident, Ken Lafferty commented about the new town hall signs and asked when would they be hung? He also asked when the gateway signs into town would be put up. He indicated there was a camper down on W Salisbury Street and that the vehicle needs to be moved because they cannot park there. Donnie Stotemyer had already contacted the owner of the camper and informed Mr. Lafferty the vehicle was parked there so the family could move their belongings into the camper and they would be moving the vehicle shortly as they were going on a camping trip. Mr. Lafferty informed the Mayor and Council that the residence at 33 W Church Street

needed mowed and was overgrown with weeds. Donnie Stotelmyer informed Mr. Lafferty a letter had been sent about the weed issue at this house and that the town would follow up to make sure they comply with the ordinance regulations for yard maintenance.

Town resident, David Kirby said his relation's sidewalk on W Frederick Street was cracked when the town did the overlay project and this needs to be addressed. Mayor McCleaf asked town clerk, Donnie Stotelmyer to follow up and make sure the sidewalk was repaired.

Chief Will Ball from the Volunteer Fire and EMS Company spoke about how Julie Pipel with the Washington County Division of Environmental Management has worked with the fire company on new reporting policies. With the watershed implementation plan, any time the fire company taps into a fire hydrant, the fire company needs to report which fire hydrant was used, they need to notate how much water was used, and other reporting, as well. Chief Ball also discussed how with the recent storms, he would like the Mayor and Council to help with notifying town residents not to call 911 for downed trees, unless the trees are on fire. If trees fall down and take out power lines, but they are not on fire, they should contact their power company. Chief Ball also commended Scott Bragunier for helping with the rescue efforts during the flooding in Clear Spring, MD.

Town resident, Carolyn Spinney questioned the Mayor and Council again about the town gateway signs. Who has the signs and when will they be installed. Mayor McCleaf informed her Tim Fraker has the signs. He is working on the signs one at a time.

Councilman Alan Redding made a motion to adjourn this meeting. This motion was seconded by Councilman Bill Green. Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport