

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
October 12, 2015**

A regular meeting of the Williamsport Mayor and Council was held on October 12, 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 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 Bill Green to accept the Regular Council Meeting Minutes from September 14, 2015, Executive Session Meeting Minutes from September 14, 2015, and Special Meeting Minutes from September 23, 2015. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for September 2015. Councilman Dustin Byers 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 Chief Will Ball from the Williamsport Volunteer Fire and EMS. Chief Ball was present to request the procurement of a Big Boy Hose Monster Kit to help assist in annual flow testing and flushing of fire hydrants. Chief Ball talked about how important it is to test the flow of the fire hydrants and track trends in pressure increases and decreases. The device he has researched and is trying to purchase would make the flow testing easier and more accurate. Chief Ball talked about how this data will help the Fire Department to be better prepared in the case of large fires like the one that occurred at Pavilion #3 this past spring because the hydrants will be labeled based on these flow studies. By improving the accuracy of our flow testing results, it will also help the Fire Department do better on our recertification inspections by the Insurance Service Office (ISO). Chief Ball stated he knows the device is a significant cost to the town. However, he's proposed to Town of Boonsboro to contribute to the cost of the device to help alleviate the burden off the town and the Town of Boonsboro could also make use of this device for their flow testing. Chief Ball reported on the accessibility of this device that connects to an app on the responder's phones, which again would help responders in

the case of a catastrophic fire. Mayor McCleaf stated he is in favor of purchasing the device, but he is interested in trying to get more municipalities to go in on purchasing a device. Town Resident, Ken Lafferty, said he would just hope that if we purchase this device with another town, that someone takes charge in where it will be stored so that we don't spend a lot of money on a device that will end up going missing. Chief Ball said they already have a great working relationship with the Town of Boonsboro's fire company and he feels confident this will not be an issue.

Mayor McCleaf introduced Marie Bikle, co-chair of the WWII Weekend Event. Mrs. Bikle was present to report on this year's WWII event. She stated one of the different things they did this year was to honor not just the WWII veterans, but all veterans. Mrs. Bikle said she first got started in this event as a Master Gardner. She says the value of this event is in the educational displays and activities they put on. Mrs. Bikle wanted to thank the Mayor and Council for their support of the event. She said even though she does not live in Williamsport, she appreciates how close and wonderful this community is. Mrs. Bikle thanked town clerk, Donnie Stotemyer for all of his help and guidance to acquire funding for the event. Mrs. Bikle thanked other town employees, Cyndi Powell, JC Horn, Bobby and Mr. Steve. Mrs. Bikle talked about how wonderful it was to work with Steve and Anthony. Mrs. Bikle said Steve sometimes came to meet after hours and it was just so nice working with the town workers. Mrs. Bikle said the town workers not only treated her and the visitors of the event with respect, they also treat the inmate crews with such respect and dignity. She said that once those inmates are released back into the community they will take that courtesy with them. Mrs. Bikle thanked the Williamsport Community Band and the Williamsport Community Jazz Band for their participation in the event. The Williamsport Yarn Closet participated in the event as well as the Desert Rose Café who sent young girls to dress up as cigarette girls selling goodies. Mrs. Bikle also thanked Sheetz for the donation of all of the products they provided. Mrs. Bikle said they covered their expenses and their goal as a committee was always to be able to repay the town and not to use any tax payer money for this event, and they were able to do that this year. Mrs. Bikle also talked about a church service the reenactors put on on Sunday morning and how it was an exceptional experience.

Correspondence

Mayor James G. McCleaf shared an invitation to participate in the Alsatia Mummer's Parade on Saturday, October 31st, 2015 starting at 6:00pm.

Mayor James G. McCleaf shared an invitation to attend a special reception to celebrate funding awarded for the rewatering of the Conococheague Aqueduct. The reception will be held on Friday, October 30th, 2015 from 6:00pm-8:00pm at the Trolley Barn, Cushwa Basin.

Mayor James G. McCleaf shared a thank you card from the Harvest Hoedown committee thanking the Town for all of their support with this year's event.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No Report.

History and Museum Board

Assistant Joan Knode reported the museum now features a wooden cut out for people to have a photo op by sticking their heads behind the painted board depicting the famous painting of the farmer and his wife.

Planning Commission

September 30, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for September, 2015

- There was one (1) **permit submitted** in September, and a total of (1) **approved**. There are thirteen (12) **permits unresolved**.

Permits Approved:

2015-(b) 14 West Potomac Parkway Portable office Approved

Permits Being Reviewed:

2012-36 15940 Lockwood Rd Business Usage (Road Chg. Required) Projected completion 10/2015

2014-20 124 E. Potomac Street Sidewalk and ADA replacement (County) Being designed; target 10/2015

2014-21/26 14-26 E Salisbury Street Remove & replace front sidewalks (Town) Contract & constituent interview

2014-44 104 E Potomac Street Bus Shelter (County) Completion target 10/2015

2014-45 5 N. Commerce Street Construct Visitor Center (Town) Requires BZA Scheduling

2015-30 (a) 14 West Potomac Parkway New business w/Portable office Requires Zoning Change

Planning:

Sidewalk Usage Standards: Await 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 introduced the new Deputy Sherriff, Jason Crawford who was present at tonight's meeting.

Council report

Asst. Mayor Joan Knode reported she was present for the Wellness Celebration/Bike Party on September 20th at the Barn. She reported on hosting the Canal Towns Meeting at the barn recently. Assistant Mayor Joan Knode said September 29th was the first night for the 10,000 steps program with HEAL of Washington County. The first night there were 35 people signed up, and now they are up to 50 walkers. She reported on the Sippin' Cider Event, which was held on October 4th at the Barn. She said they raised \$1,364 towards the restoration of the Springfield Tenant House. The musical performance by Elvis was great and he got a standing ovation at the end. Assistant Mayor Joan Knode reported on the winners of the quilt raffle. She said the winner of the Springfield Farm Quilt was our very own, Donnie Stotelmyer, town clerk. The rail fence quilt winner was Robert Stotler from West Virginia and Karen Hendrickson, town resident, won the third prize, which was a caned chair. The tenant house was open over the weekend for the WWII event. They also conducted tours during the Sippin' Cider event. She said the Discovery Station was renting the barn for the second year for the "Surgeons vs. Chefs" pumpkin carving event. Assistant Mayor Joan Knode said this coming Thursday evening, the C&O Canal is hosting their annual volunteer appreciation banquet at the barn and she has two more weddings scheduled for this year. After that, they will start getting ready for the annual Charlie Brown Christmas event.

Councilman Jim Kalbfleisch had no report.

Councilman Scott Bragunier wasn't present at tonight's meeting. However, he did submit the following report for the Williamsport Economic Development Committee:

- This month the EDC completed the town's Business Directory and soon will be sending out a survey trying to gauge the business climate of Williamsport. The purpose of the survey will be to take this critical information and let it guide the many directions the EDC will be go in the coming years.

- Deb Palsha, a commercial realtor met with me to go over the old sheetz property to help in a business analysis to help determine the value of the property. She's still coming up with a price but feels that the negotiation of allowing 5 parking spaces to sheetz employees will devastate its value.

We should work aggressively to negotiate a smaller number that would only utilize the top parking spaces or none at all. I would like if the Mayor could urge Ed to open talks again with Sheetz to see if we can negotiate this.

- Other projects in progress are:

Working with Zion Lutheran Church to negotiate a possible partnership to have a municipal parking area near downtown to be more shopper friendly to our downtown businesses. I should hear back from them this week.

Coming up with a work plan to have downtown WiFi.

Coming up with a rental space directory

Other various projects.

*Back to the Media will be closing their doors in October and moving their business to the CHAMBERSBURG Mall. This is a sign that a business can succeed and grow in Williamsport. Even though they're leaving it's still a good sign that businesses can work here.

* Williamsport Hardware and Tackle store will be opening soon on North Conococheague Street.

Councilman Dustin Byers reported there is a street light across from the High School that he thought was out and he asked the town to look into it and replace the bulb if necessary. Councilman Byers asked why the Town scheduled Trick-or-Treat night on the same night as the Mummer's Parade. Mayor McCleaf responded that Trick-or-Treat night is decided upon at the Washington County Chapter meeting of the Maryland Municipal League.

Councilman Alan Redding was not present.

Councilman Bill Green reported he has received a lot of complaints about kids on bicycles not following proper traffic laws. Councilman Green said Donnie Stotemyer contacted the Maryland Municipal League to find out if other municipalities have similar issues and if so what penalties do they enforce. Councilman Green said we're looking into that further. He reported we recently created copies of code books to give to the Sherriff's and the Court Commissioners. Town Attorney, Ed Kuczynski said these books are a behavioral code book and that our town ordinances should be enforced by the Sherriff's Department. Mayor McCleaf asked that we set up another meeting with Sherriff Mullendore as the next Workshop Meeting. He requested that this be a closed meeting. Town Resident, Ken Lafferty brought up that on September 19th he observed two groups of kids on bicycles riding dangerously up and down the street. He then reported an incident on September 22nd where kids mooned him. In general, he also reported witnessing kids acting unruly in the streets on the following dates: September 26, 29, October 1, 10, and 11.

Mayor's Report

Mayor McCleaf reported that Donnie Stotemyer, Councilman Bragunier and himself when to Baltimore to meet with MDE about the Garden State Tannery property. Mayor McCleaf also reported he and Donnie Stotemyer went to Washington, DC to meet with Congressman Delaney about an upcoming project. Mayor McCleaf talked about the WWII event this past weekend. He said it is one of his favorite events and it was a great event. He reported Joe Scott was the oldest WWII veteran that was present at 101 years old. The youngest WWII vet was 89. He said there were many guest speakers, which made the event interesting.

Unfinished Business

Mayor McCleaf said a lot of information has been presented about the project to install surveillance cameras at the Springfield Barn. He asked Councilman Dustin Byers and Councilman Jim Kalbfleisch to please write out all of the specifics for what they want for this project so that Town Attorney, Ed Kuczynski can write up a bid for the project. This way we're getting price quotes from the different companies for the same camera system. It's just not possible to compare the two quotes because they're different systems.

New Business

Mayor McCleaf informed the Council there will be a Special Meeting on October 15, 2015 at 6:30pm to award the bid to rebuild Pavilion #3 in Byron Memorial Park.

Mayor McCleaf asked for a motion to approve the renewal of the Town of Williamsport CD with M&T Bank. Councilman Bill Green made a motion to renew our CD with M&T Bank. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Town Clerk, Donnie Stotelmyer. Mr. Stotelmyer asked the Mayor and Council to consider a \$1.5 million loan for phase II of our water project. \$750,000 would be loaned to the town and \$750,000 would be loan forgiveness from MDE. The interest rate on the loan is 1.25%. Mr. Stotelmyer explained to the Mayor and Council there are two loans the town is almost finished paying off, which would allow us to take on this new loan without greatly effecting the town's budget. The Mayor and Council were all in agreement to pursue Phase II of the water project through MDE.

Citizen Participation

Mayor McCleaf recognized town resident, Carolyn Spinney. Mrs. Spinney asked the Mayor and Council about where we are with the clock tower project. Town Attorney, Ed Kuczynski said he sent a letter to engineer, Dan Matonic looking for some guidance about the specifications of what needs to be done to structurally stabilize the clock tower. Mrs. Spinney then asked who currently owns the old Sheetz building. Town Attorney, Ed Kuczynski replied the town now owns the old Sheetz building.

Assistant Mayor Joan Knode made a motion to adjourn the meeting. This motion was seconded by Councilman Dustin Byers. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport