

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
October 13, 2014**

A regular meeting of the Williamsport Mayor and Council was held on October 13, 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
Councilman Bill Green
Councilman Scott Bragunier
Councilman Jim Kalbfleisch
Councilman Alan Redding
Councilwoman Maya Haines
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 Jim Kalbfleisch to accept the regular meeting held on September 8, 2014, special meeting minutes from September 30, 2014, and workshop meeting minutes from October 6, 2014. 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 2014. Councilwoman Maya Haines made a motion to accept the financial report as presented. This motion was seconded by Councilman Jim Kalbfleish. With all voting in favor, motion carried.

Donnie Stotemyer presented the following budget amendment:

**FY 2014
General Fund
Budget Amendment 2014-08**

Overview: To record transfer of budget amounts for the General Fund

Detailed Summary:

General Fund – Various Accounts

Capital outlay –parks	5,077
Other – public works	9,976
Intergovernmental grants	15,053

This increases the budget line for grant income with offsets to the related grant expenses

Community promotion –special events	30,511
Donations (INCOME)	30,511

This increases the budget line for special events revenue and related expenses

Capital outlay – public works	119,360
Other financing sources	119,360

To account for assets purchased with capital lease financing

The combination of these three items will make the expenditures and revenue in line and the variance to agree to the Other financing source related to capital lease financing.

Introduced: October 13, 2014

Assistant Mayor Joan Knode made a motion to accept the Budget Amendment 2014-08 as presented. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Guests

Mayor McCleaf introduced Jeremy Bolyard project engineer with Thrasher engineering. He was present to discuss:

- Progress of the water tower project
- Inside the tank there were only 25 pits, which have been welded and repaired.
- There were 75 on the bid sheet, so the tank was in much better shape than first thought.
- By the end of this week, the interior wet should be completed and they should have the exterior pressure washed and preparing to paint (depending on the weather)
- Titan Industrial is getting pricing from Snyder Environmental to do the work on the Vault. We are hoping they will get started soon.
- Mr. Bolyard also stated they would work with Snyder Environmental to install a control valve in the vault.

Councilman Scott Bragunier asked if the valve would be a demand valve. Mr. Bolyard responded yes, the valve would be a demand valve only opening when necessary to release water.

Mayor McCleaf introduced town resident Ken Lafferty. Mr. Lafferty said he is not satisfied with the Sherriff’s Department and how they have been handling enforcement of the Town Ordinances. He expressed to the Council they need to spend more time on improving the quality of life for the Town Residents. Mr. Lafferty also expressed per the contract the town has with the Washington County Sherriff’s Department, the Town should not be purchasing any equipment

for the Sherriff's Department like bicycles, radar equipment, etc. This is something we have done in the past, but it is not something that is in our contract. Mayor McCleaf assured Mr. Lafferty no equipment to which he referred to has been purchased recently for the Sherriff's Department. Mr. Lafferty then spoke about an incident involving 2 loose pit bulls roaming the streets that approached his back yard where his wife was outside with their two dogs. The pit bull dogs tried to go after his two dogs through the fence. When this incident occurred, Mrs. Lafferty called Town Hall to report the incident. Town employees contact the Washington County Humane Society to make them aware of the incident. Washington County Humane Society called Mr. Lafferty and then Mrs. Lafferty to try to locate where the dogs were. On September 19, 2014, a neighbor's security camera captured the whole incident. On October 6, 2014, he called the Humane Society and spoke with the animal control officer. However, by the time all of this happened, his neighbor's security system's hard drive crashed and they lost everything. Mr. Lafferty was disappointed the Sherriff's Office and Humane Society/Animal Control didn't do more to initiate an investigation. He feels the quality of life in this town is going downhill. His wife is afraid to walk their dogs because of this incident with 2 pit bulls on the loose. There is no reason why anyone should live like this. Town Attorney Ed Kuczynski suggested to Mr. Lafferty that he contact the County Attorney Kurt Downing to discuss his concerns. Mr. Lafferty said he doesn't feel like he should have to contact the County Attorney, that it's the Council's responsibility to make these types of phone calls. It is all in the Town Charter. Mayor McCleaf said Town Clerk, Donnie Stotelmyer and Mr. Lafferty just met with Sherriff Mullendore recently to discuss town issues and safety concerns. Town Attorney Ed Kuczynski said the Sherriff's Department needs to better understand all of our codes and ordinances. At one point the Sherriff's Department wanted all towns to have uniform codes, but that is not going to happen. Mr. Kuczynski doesn't really know what the solution is. Any office who patrols this area, can always ask for a copy of our codes and ordinances. Mr. Lafferty just stated the town does not need to go beyond what is stated in our contract with the Sherriff's Department since they're not holding up their end of the contract very well.

Correspondence

Mayor James G. McCleaf shared an invitation for a luncheon meeting at the Trolley Barn on October 30th, 2014 for an announcement and updates pertaining to the rewatering of the Conococheague Aqueduct.

Mayor James G. McCleaf shared a thank you from Children's Hospital for a donation we gave in memory of Kendra Palmer.

Mayor James G. McCleaf shared an invitation from the Alsatia Mummer's Parade to participate in this year's parade on October 25th, 2014.

Mayor James G. McCleaf shared an invitation to "Lights on Afterschool Open House" at the Boys and Girls Club here in Williamsport. The Open House is on October 23rd, 2014 from 3:30pm-5:00pm.

Mayor James G. McCleaf shared a thank you from Benjamin Seibert winner of the Ruby M. Seymour Scholarship.

Mayor James G. McCleaf shared a donation we received from the Williamsport High School Alumni group from the Class of 1962. They donated money towards the Harvest Hoedown and the Canal Days events.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the museum had a good month. They have had quite a few new donations. The WWII Weekend this past weekend was a good event and went well.

Planning Commission

October 10, 2014

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for September, 2014

- There were Five **(3) permits submitted** in August, and a total of three **(3) approved**. There are thirteen **(13) permits with issues unresolved**.
- **Sidewalk Usage Standards: Final document has not been received** from attorney; Letter to Commercial establishments should be composed and issued to commercial establishments.

Permits Approved:

2014-37	154 N Artizan Street	Two dwelling sewer hook-up	Approved
2014-46	28 E. Salisbury Street	12 x 24' Shed w/roll-up door	Permit Approved
2014-47	38 W. Potomac Street	Voice and Data Cabling Installation	Forwarded to WC

Permits Being Reviewed:

2012-36	15940 Lockwood Rd	Business Change	Connecting road Approvals
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Awaiting print
2014-21/26	14-26 E Salisbury Street	Remove and replace front sidewalks	Internal Town Delay
2014-30	Byron Memorial Park	Sidewalks and Trail	Awaiting County drawings
2014-38 & 39	113 E Salisbury & 2 N Vermont	Sub divide parcels	Council to Vote 10/13/2014
2014-44	104 E Potomac Street	Bus Shelter	Awaiting County drawings

Code Administration:

There were Seven (7) Code Violation letters issued in September.

Planning Group Activities:

Welcome Center Plans – Notified FEMA permit applications incomplete, USDA grant paperwork incomplete;

Structure mission and size unresolved: USDA paperwork incomplete:

Potomac St drainage and Electrical Poles relocation unresolved.

East Potomac GC District Development (South) – Traffic Study completed, discussion on-going. Request for

Annexation was submitted for Parcel 1034.

EDU - Survey continues with approximately 85% of Town completed.

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

Town Attorney Ed Kuczynski talked about the zoning Map Amendment Knode Enterprises has submitted. An application has been made by Knode Enterprises for a Map Amendment. The request is to change the zoning designation of all that property at the northwest corner of North Vermont Street and West Salisbury Street (commonly known as 2 North Vermont Street) Williamsport, MD. The present zoning is General Commercial (GC). The requested change is for the same to be designated as Town Residential (TR). Mr. Kuczynski stated back in the day when the property was designated as GC it was a mistake and it should have been TR all along. If the Mayor and Council would like to accept their application for a Map Amendment, then it would need to be presented in the form of a motion. Assistant Mayor Joan Knode made a motion to accept the application by Knode Enterprises to change the zoning designation from GC to TR. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Town Attorney Ed Kuczynski discussed his recent receipt of a Memoranda of Understanding between the Williamsport Fire & EMS Company #2 and the Town of Williamsport. The Town of Williamsport had decided to designate \$25,000 for FY 2015 to contribute to the Williamsport Fire & EMS to pay for a driver because there is not always a driver on staff to meet the needs of the town. The Town had requested a MOU from the Williamsport Fire & EMS stating the money we are contributing will only be used to pay a driver. Chief Will Ball sent a draft MOU to Mr. Kuczynski, but Mr. Kuczynski was not satisfied with the MOU. There were holes in the agreement that did not specify the money would go only to a driver. It also made it seem like this would be a recurring contribution year after year, but that is not something the town has committed to. He wants to protect the interest of the town and make sure the MOU is very clear and specific as to how these funds will be used only to pay a driver. Mr. Kuczynski will continue

to work on forming a better MOU and keep the Mayor and Council updated. Mayor McCleaf wants it to say in the MOU how the funds will be distributed to the Fire Company on a quarterly basis. Town Resident, David Kirby wanted to know why the town is giving money to fund a driver at the Fire and Company. Mayor McCleaf responded that there is a need by the Fire Company for this driver, and the town is making this contribution due to safety concerns for our residents. Councilman Scott Bragunier reported the Williamsport Fire & EMS recently hired 7 part time drivers, which will assist in covering 40 hours of driver time for the Fire Company and these are all professional fire fighters. Mayor McCleaf stated Washington County government needs to step up to help offset these financial needs for county fire departments.

Town Attorney Ed Kuczynski reported he reviewed the legal document presented by Doug Gigeous' attorney regarding a loan agreement for a painting entitled "Williamsport Crossing". He notified the Mayor and Council the agreement states the town and/or the Gigeous family needs to provide 15 days' notice if the painting is to ever be removed from town hall by either party. He told the Mayor we would need a motion to accept the legal agreement. Councilwoman Maya Haines made a motion to accept the legal agreement with the Gigeous family. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Town Attorney Ed Kuczynski reported he recently reviewed plot plans for Double Day Hill adjacent to Riverview Cemetery trying to determine if the town owns Double Day Hill or if it is a part of Riverview Cemetery. Mr. Kuczynski reported it is hard to definitively determine the boundary lines and if the town owns Double Day Hill just by looking at the plots. If the town wants to pursue this, they will have to arrange for the land to be surveyed.

Sheriff's Report

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

Council report

Asst. Mayor Joan Knode reported a fundraising event for the Discovery Station is being held tonight at the Springfield Barn called "Surgeons vs Chefs" a pumpkin carving competition. She said there are still a few weddings booked for the season. Asst. Mayor Knode reported the Sippin' Cider Party is taking place on Sunday, October 18th, 2014. This event is to raise awareness about the tenant house. She also reported they will be getting ready for Charlie Brown Christmas soon. Asst. Mayor Knode said the WWII Weekend was affected by the poor weather, but it was still a nice event. The Memorial Concert held by the Williamsport Community Band was very nice, there are not a lot of veterans from WWII still living, but some were present to be honored.

Councilman Jim Kalbfleisch reported the WWII Weekend seemed to go well. He has been following the water tower project and it is coming along well. He said it seems to be right on schedule.

Councilman Scott Bragunier reported the town hall looked nice with the pink lights to celebrate Breast Cancer Awareness Month. He said the Harvest Hoedown event seemed well attended and

WWII Weekend was a nice event, as well. Councilman Bragunier reported the Haunted Walks begins this week. He reported the new Sheetz store is set to open early November.

Councilwoman Maya Haines reported we have a lot of cool things going on in town. The businesses seem to appreciate all the events we have going on in town. She thinks the Council needs to step back and evaluate all the events we do and really focus on the ones that are most successful and maybe cut others. She said a lot of people are driving back to Lock 44 at night. There is still an issue with the speed bump on S. Vermont Street and people not stopping at the stop signs at those intersections. At night, there are kids walking up in the cemetery and people are driving up there at night, as well.

Councilman Alan Redding reported the pool is closed.

Councilman Bill Green reported he recently got an estimate to overlay Salisbury Street. The cost would be \$123,000. We need to start thinking about budgeting money to complete this project. He said he is going to be ordering “No Parking on Red” signs and start installing them throughout town where the sidewalks are painted red.

Mayor’s Report

Mayor James McCleaf reported the Boy Scouts just celebrated their 100th year anniversary. Mr. George Stumbaugh was a member of Scout troop 17 67 years ago. When he was a scout member, there were two merit badges he never received. At the 100th anniversary, the current troop 17 presented him with the old merit badges he never received. This was a special component of the ceremony held on Sunday night.

Mayor McCleaf reported he was in Emmetsburg, MD installing an exhibit sign. He just wanted to let the Council know, it is not just in Williamsport where citizens are on patrol. He had people watching him closely when he was in Emmetsburg. So it must be all small towns.

Unfinished Business

Mayor McCleaf asked for a motion to approve the extension of the mowing and snow removal contract with Advantage Landscaping for 2014-2015. Councilman Scott Bragunier made a motion to approve the contract extension. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion for adoption of the financial audit for FY 2014 conducted by Draper and McGinely. Councilman Scott Bragunier made a motion to adopt the financial audit for FY 2014 as presented. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Mayor McCleaf asked for acceptance of the Community Parks and Playgrounds grant approved by the Board of Public Works for a new playground in Billy Doub Park in the amount of \$39,600. Councilman Scott Bragunier made a motion to accept the grant. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Mayor McCleaf asked if the Council wanted to approve the fall clean up for the Town of Williamsport scheduled for Saturday, November 15th from 7am-12pm. Asst. Mayor Joan Knode made a motion to accept this date for the fall clean up. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion to award the roof repair contract to Dependable Roofing Inc. of Chambersburg, PA in the amount of \$8,543.00 for the tenant house. Asst. Mayor Joan Knode made a motion to award the roof repair contract to Dependable Roofing Inc. in the amount of \$8,543.00. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

New Business

Mayor McCleaf asked for approval to renew the town's CD at M&T Bank. Councilman Alan Redding made a motion to approve renewal of the town's CD. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor McCleaf asked the Council to consider reduction of water bill for town resident Mark Raidt due to a severe water leak in his yard sprinkler system. Asst. Mayor Joan Knode made a motion to reduce Mr. Raidt's water bill. This motion was seconded by Bill Green. With all voting in favor, motion carried.

Mayor McCleaf asked the Council to consider reduction of a water bill for town resident Ronald Guessford due to busted water pipes. Asst. Mayor Joan Knode made a motion to reduce Mr. Guessford's water bill. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Councilman Alan Redding said it would be nice to get a schedule of when the police are in town/on duty. Mayor McCleaf said he didn't see a problem obtaining that.

Assistant Mayor Joan Knode shared a correspondence from David Dell, a town resident currently living in Mehlbach Germany. He reached out to Joan to see if Williamsport would be interested in becoming a sister city for Mehlbach. Mr. Dell said Mehlbach reminds him a lot of Williamsport. It is a small town of only about 1,200 people and is a farming community with a proud heritage. The Mayor and Council were all in agreement to move forward with this sister city project.

Citizen Participation

Mayor McCleaf recognized town resident, Carolyn Spinney who talked about how dogs are going to the bathroom in the grass strip in between the sidewalk and the street. She asked if we could put out a reminder to town residents to clean up after their dogs. Mrs. Spinney also asked if there was a leash law. Councilwoman Maya Haines said there is no leash law. As long as the dog is under the control of the owner by verbal commands, no leash is require and there is no law stating a dog must be on a leash at all times.

Mayor McCleaf recognized town resident, Kenneth Lafferty who talked about how the post office is delivery packages for amazon and other online providers. There were 9 trucks over the weekend and a lot of truck traffic around the post office. He advised us to be careful because of the increased truck traffic.

Mrs. Spinney asked the Mayor and Council if when they bid out projects do they seek out multiple bids? Mayor McCleaf responded they are required to advertise and seek out multiple bids when they are bidding a project.

Town resident, David Kirby said they need dog bag dispensers installed up on Church and Artizan Street.

Councilwoman Maya Haines made a motion to adjourn. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport