

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
November 10, 2014**

A regular meeting of the Williamsport Mayor and Council was held on November 10, 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 Alan Redding
Councilwoman Maya Haines
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 Bill Green to accept the regular meeting held on October 13, 2014, Executive Session Minutes from November 3, 2014, and Workshop Meeting Minutes from November 3, 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 October 2014. Councilwoman Maya Haines 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 Mike Nestor project engineer with Thrasher engineering. He was present to discuss:

- The interior and exterior of the tank has been completed.
- The stenciling will be applied soon (decal is completed)
- Met on Friday to finalize valve vault and telemetry
- Snyder Environmental will be completing the vault installation
- Should have final completion by the end of the year, if not sooner.

Councilman Scott Bragunier asked if the water service will be disrupted when they install the new vault out on Honeyfield Road. He also wanted to know if there would be any settlement.

Mr. Nestor did not think there would be any settlement, but there probably will be a temporary disruption in service. He will get back to the Mayor and Council on that topic.

Mayor McCleaf introduced Jimmy Black, coordinator of the Classic Car Cruise-Ins. Mr. Black was present to report on the earnings of donations from this year's Cruise-In season. He collected at total of \$3,827.00. Below are the pay outs:

- Entertainment \$945.00
- Williamsport Food Bank \$600.00
- Toys for Tots \$600.00
- B.C.A.R. Wash. County \$600.00
- D.A.V. \$345.00
- Holly Place \$400.00
- Williamsport Moose
- Xmas Baskets \$137.00
- Xmas Lights in Park \$200.00
- Total Pay-Out \$3827.00

- Moose sold over \$1500.00 worth of food at cruise-ins, which will go towards xmas meals and food baskets.

Mr. Black asked the Mayor and Council if they would consider allowing him to use the park again next year for these Cruise-In. Mayor McCleaf stated it will be on the agenda at the next Workshop Meeting on December 1st, 2014.

Mayor McCleaf introduced Kim Bowers, chairman of the WWII Weekend Event. He was present to thank the Mayor and Council for their help and support of this event for the past 7 years. He said the event has grown where it is now self-sustaining. Mayor McCleaf thanked Mr. Bowers for leading the event for the past 7 years. Mr. Bowers said that he will be stepping down as chairperson for this event, and he introduced Mr. Will Snyder who will be in charge of the event next year.

Mayor McCleaf introduced town resident, David Kirby. He was present to thank the town employees for all they do for the Town of Williamsport. He thanked Councilman Bill Green for organizing the Haunted Walks. He thanked Jimmy Black for doing a great job organizing the car shows this past season. Mr. Kirby thanked Councilman Scott Bragunier for the playground they are going to install at Billy Doub Field. He thanked Councilwoman Maya Haines for her efforts in trying to make Byron Memorial Park smoke-free. He also thanked Assistant Mayor Joan Knode for his assistance during his wife's illness. He expressed his overall gratitude to the Mayor and Council for all they do for the Town of Williamsport.

Correspondence

Mayor James G. McCleaf shared an invitation for the next MML Meeting on Monday, November 24th, 2014 at 6:00pm. The meeting will be held at the Clear Spring American Legion.

Mayor James G. McCleaf shared an invitation from Rehoboth United Methodist Church to attend a special worship service on Sunday, November 23rd, 2014 at either 8:15am or 10:45am. The

church is celebrating November as a *Month of Thanks* and they wish to recognize and show appreciate for the Town of Williamsport Mayor, Council and all employees at these services.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the museum is currently.

Planning Commission

November 6, 2014

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for September, 2014

- There were Five **(3) permits submitted** in October, and a total of three **(3) approved**. There are thirteen **(14) 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. (No Change to status)

Permits Approved:

2014-48	316 S Artizan Street	12 x 24' Shed w/roll-up door	Permit Approved
2014-49	3016 S Artizan Street	Erect Chain link fencing	Permit Approved

Permits Being Reviewed:

2012-36	15940 Lockwood Rd	Business Change	Road access under discussion
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Awaiting print (no change)
2014-21/26	14-26 E Salisbury Street	Remove and replace front sidewalks	Internal Town Delay (No Chg)
2014-30	Byron Memorial Park	Sidewalks and Trail	County drawings (No Chg)
2014-38 & 39	113 E Salisbury & 2 N Vermont	Sub divide parcels	Council Agenda 11/10/2014
2014-44	104 E Potomac Street	Bus Shelter	County drawings (No Change)
2014-45	5 N. Commerce Street	Construct Visitor Center	Zoning Exception required

Code Administration:

No information available

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 completed, drafting final documents

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

No report.

Sheriff's Report

No report.

Council report

Asst. Mayor Joan Knode reported the Sippin' Cider event was a great event. It raised \$1,395.00, which will go towards paying for the roof repairs to the Tenant House. She also said she has met with event coordinator, Cyndi Powell regarding the planning of the Santa 5K Run/Walk for a Claus event on December 6th, 2014. She also met recently with Eagle Scout, Daniel Cook and Rehoboth Learning Center staff regarding the planning of his project to build/expand the community garden by the tenant house. Assistant Mayor Joan Knode reported on the Veteran's Day Ceremony scheduled for 11am at the Williamsport American Legion tomorrow, November 11th, 2014. She reported Jack Myers a local WWII will be going to Europe to the location where he was stationed during the WWII conflict.

Councilman Scott Bragunier reported the town Christmas Parade and lighting of the park is scheduled for Friday, December 5th at 7:00pm. He reported the town employees are setting up the Christmas lights in Byron Memorial Park and are doing a fine job.

Councilwoman Maya Haines reported she has tried to get in touch with Rodney Tissue to follow up on the smoke free parks movement. She asked the Mayor and Council if they wanted to vote

tonight on proceeding forward with looking into making the park smoke free. It was discussed that she could follow up with Rodney Tissue to get a copy of the ordinance from the City of Hagerstown, so we can review it and modify it for the Town of Williamsport. Mayor McCleaf responded everyone in the council is ok with her to proceed and to obtain a copy of this ordinance to bring back to the Mayor and Council. Councilwoman Maya Haines raised concerns to Councilman Bill Green regarding some parking issues by the Desert Rose Café.

Councilman Alan Redding reported the pool is closed. He reported on the Haunted Walks saying they were very successful this year. He also reported he was working with event coordinator, Cyndi Powell to order Douglas the Donkey ornaments to be sold at town hall this holiday season. Town Resident, Karen Hendrickson wanted to know if there was a book just about Williamsport. The town wasn't sure about this but we can look into it.

Councilman Bill Green reported there are several parking issues in town. One of the issues is on Artisan Street, the other on Potomac Street near the Catholic Church. Mayor McCleaf brought up to Councilman Bill Green there seems to be issues with the traffic flow at the new Sheetz store. Councilman Bill Green reported we are already working with Sheetz to make sure traffic will be only oneway on the alley next to Sheetz.

Mayor's Report

No report.

Unfinished Business

Mayor McCleaf reviewed an application 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). Mayor McCleaf asked for a motion to approve this amendment. Councilman Bill Green made a motion to adopt the amendment as presented. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor McCleaf reviewed the Town Employee Holiday Schedule for 2015 with the Council. He asked the Council to make a motion to accept the 2015 Holiday Schedule. Councilman Scott Bragunier to accept the 2015 Town Employee Holiday Schedule as presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

New Business

Councilman Scott Bragunier made a motion to solicit requests for proposals for playground equipment for Billy Doub Field. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Councilman Bill Green made a motion for free holiday parking in downtown Williamsport from December 23rd-January 2nd. This motion Councilman Alan Redding. With all voting in favor, motion carried.

Citizen Participation

Mayor McCleaf recognized town resident, Carolyn Spinney. Mrs. Spinney reported there is a problem with the electrical surges in Williamsport. Mayor McCleaf responded it is not the Town's electric problem, it is First Energy who feed the town's electric. The town is working with First Energy to resolve this issue. Mrs. Spinney wanted to commend Jimmy Black for doing a good job with the Cruise-Ins this year. Mrs. Spinney also discussed the alleyway behind her home, which should have been paved completely and not partially. Mayor McCleaf said Sheetz refused to fully pave the alleyway due to issues with one of her neighbor's property. Mrs. Spinney brought up about candidates running for public office being invited to town events. She expressed her opinion that all candidates should be invited, not just a select few. Assistant Mayor Joan Knode responded saying all candidates are invited and maybe they need to check their emails.

Mayor McCleaf recognized town resident, Ken Lafferty who questioned the Mayor and Council if we had contacted Washington County Humane Society Animal Control regarding his concern over pit bulls running loose in the streets. Town Clerk, Donnie Stotemyer said he called and left messages with Animal Control, but no one had returned his call as of yet. Mr. Lafferty said it is up to the Council to speak up for the citizens. Mr. Lafferty also raised concerns about skateboarding and traffic concerns, and something needs to be done about this. Mayor McCleaf suggested we set up a meeting with Sherriff Mullendore, and Town Attorney, Ed Kuczynski to review the town ordinance and hopefully find some way to address these growing concerns.

Mayor McCleaf recognized town resident, Karen Hendrickson who said she had a problem yesterday evening with a car blocking her driveway. She said it was a police cadet who was parked in front of her driveway. She was able to find the owner of the vehicle to have them move their car. Mrs. Hendrickson said the neighborhood kids are riding their bikes up and down the sidewalks and this has been a recurring issue. She has even observed adults riding their bicycles on the sidewalks. Mayor McCleaf said people on bicycles have to obey state laws. Mayor McCleaf informed Mrs. Hendrickson that if she has these problems, then she needs to contact the Sherriff's Department. Councilwoman Maya Haines said you have to keep calling the Sherriff's Department. Mayor McCleaf suggested we put a notice in the Town Newsletter and on the Town's Facebook page about not riding bicycles or skateboards in town.

Mayor McCleaf recognized town resident David Kirby who has also observed pit bulls running around without a leash. Councilwoman Maya Haines said there is no leash law. The Sherriff's Department and Animal Control has said if your dog is under voice command you do not have to have them on a leash. If your dog is not under voice command, you do have to have a leash.

Councilman Alan Redding made a motion to move into Executive Session. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried. Mayor McCleaf excused himself from the meeting.

Councilwoman Maya Haines made a motion to move back into Open Session. This motion was seconded by Councilman Bill Green. With all voting in favor, motion passed. Council moved back into Open Session. Mayor McCleaf excused himself from the meeting. Assistant Mayor Joan Knode took over the meeting. Assistant Mayor Joan Knode reviewed a previous discussion regarding a salary increase request from the town accountant. Assistant Mayor Joan Knode informed the Council she had researched the request and compared it with the average salaries for CPAs in this area, and what is being asked is at the very bottom end of the range. Assistant Mayor Joan Knode made a motion to approve the requested salary increase as presented. This motion was seconded by Councilman Alan Redding. Assistant Mayor Joan Knode asked for a hand vote. Councilman Scott Bragunier and Councilman Bill Green voted no. Councilwoman Maya Haines, Assistant Mayor Joan Knode, and Councilman Alan Redding voted yes. The motion passed 3 to 2.

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

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport