

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
November 14, 2016**

A regular meeting of the Williamsport Mayor and Council was held on November 14, 2016, at the Williamsport Town Hall Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Asst Mayor Joan Knode  
Councilman Dustin Byers  
Councilman Jim Kalbfleisch  
Councilman Bill Green  
Councilman Alan Redding

Also present, Town Attorney, Ed Kuczynski.

Mayor James G. McCleaf II called the meeting to order.

A motion was made by Councilman Bill Green to accept the Regular Council Meeting Minutes from October 10, 2016 and Workshop Meeting Minutes from November 7, 2016. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

**Financial Report**

Mayor McCleaf presented the financial report for October. Councilman Bill Green made a motion to accept the financial report as presented. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

**Guests**

No guests.

**Correspondence**

Mayor McCleaf shared an invitation to attend the next MML Meeting for Washington County Chapter to be held on Monday, November 28, 2016 at Clear Spring American Legion. Social hour will begin at 6:00pm and dinner will be at 6:45pm.

**Reports:**

**Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

No report.

**History and Museum Board**

Mr. Jerry Knode reported the Museum is open and doing really well. Mr. Knode announced they recently obtained some new artifacts.

**Planning Commission**

**October 30, 2016**

**To: Williamsport Mayor and Council**

**Subject: Planning and Zoning Activities Update for October, 2016**

There were **three permit submitted** in October, and a total of three (3) **approved**. Nine (9) permits remain under review.

**Permits Approved:**

2016-24	134 Sunset Avenue	Enclose Porch East Side	Approved 10/2016
2016-25	202 S Conococheague St	Complete Remodel Structure	Approved 10/2016
2016-26	310 E Potomac Street	Convert several motel rooms Into Singular Appartment	Approved 10/2016

**Permits Being Reviewed: (updated as of 10/30/2016) no change**

2014-20	124 E. Potomac Street	ADA Sidewalk replacement	Priority 1 /Sched.
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Spring 2016 WC

**2014 Project** Still await County financing 9/2016

**Responsibility:** D. Stotelmyer

2014-21	14-26 E Salisbury Street	Remove & replace sidewalks	Contractor rebid
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required due to time **Code violation 2014**  
lapse; Awaiting formal agreement

**Responsibility:** B.Green;  
E. Kucznski D. Stotelmyer

2014-44	104 E Potomac Street	Bus Shelter (County Request)	Fed monies not allocated by County
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**Proposed Project 2014** **Responsibility:** D. Stotelmyer

2014-45	5 N. Commerce Street	Construct Visitor Center	Project on Hold
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**2014 Project** **Responsibility:** Town Council

**Planning Follow-up**

9/15/2014	Town Clock Reclamation	Update Town Clock Structure	Funds
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budgeted by Council -2015;

**2015 Project** Await Contractor bidding - 2015

**Responsibility:** D. Stotelmyer

1/18/2015	Town Center	Sidewalk Usage Ordinance	Approved by Council - 2015
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Awaiting Document – 2015  
**Responsibility:** Town Attorney

### **Zoning Review for Proposed Business:**

There were no applications reviewed and approved

**Respectfully Submitted,**

*Charles Stumbaugh*

**Chairman**

**Planning and Zoning Commission**

### **Legal Council**

Town Attorney, Ed Kuczynski reported he has been working with the Washington Sherriff's Department to complete the ordinance books for better enforcement of Town ordinances in Town. The Sherriff's Department reviewed our books and had a few suggestions that he will discuss further.

Mr. Kuczynski reviewed the need to revoke an ordinance pertaining to a curfew for minors. He presented a resolution to revoke Chapter 11 "An ordinance establishing a curfew for minors within the corporate limits of the Town of Williamsport, Maryland." Councilman Bill Green made a motion to revoke this ordinance. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Town Attorney, Ed Kuczynski introduced an emergency ordinance providing for the approval and adoption of a map depicting the location and boundaries of drug-free school zones and making an official finding and record of the location and boundaries of such zones. Mr. Kuczynski reported that after some research, we could not find any such maps depicting the drug-free zones around the school grounds. Sherriff Mullendore asked us to provide these maps, which could become important for them to be able to enforce the drug-free zones. We were also asked to change the terminology in one of the chapters to ensure the proper language was used. Two motions are needed: one to revoke the previous ordinance and one to accept the new ordinance. Councilman Bill Green made a motion to revoke the existing ordinance. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried. Councilman Bill Green made a motion to accept the new ordinance pertaining to drug-free zones around school grounds. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mr. Kuczynski talked about two other house-keeping issues. Mr. Kuczynski said more signage needs to be posted around Town relating to the truck traffic, but nothing more needed to be noted in the ordinance books. Mr. Kuczynski also reviewed and talked about the current ordinance pertaining to any peddlers wishing to sell their wares throughout Town.

### **Sheriff's Report**

Mayor McCleaf gave the October Sheriff's Report.

### **Council report**

Asst. Mayor Joan Knode reported there was a dedication of spruce trees in memory of Bev Shank two weeks away. The garden club donated money for one of the trees and Chevron donated the other tree. They also installed 20 new bricks in the remembrance garden. Assistant

Mayor Knode said they have been working on getting the trees set up and decorated at the Barn for the Charlie Brown Christmas. They will also try to have the Town Museum open and staged as the “Elf’s Workshop”. The Tenant House will be open and there are vintage toys on display in the front two rooms. Assistant Mayor Knode talked about some publicity the Charlie Brown Christmas event has garnered this year in the Hagerstown Magazine and the Herald Mail.

Councilman Jim Kalbfleisch no report.

Councilman Scott Bragunier not present; no report.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported he hosted a fundraiser at the Williamsport Moose Club for the Junior Fire Fighter Company. They hosted a Bingo and raised \$2,369 to go to paying for uniforms and for them to stay in Ocean City, MD when they go to accept their award this year. Councilman Redding reported he has been helping with the upcoming Passport to Christmas Pop Up Shop event on December 10<sup>th</sup> and 11<sup>th</sup>. There will be arts and craft vendors in some of the empty store fronts and a gingerbread competition. Councilman Redding talked about a need for donations to put together boxes to send overseas to our soldiers. Donations can be brought to the Desert Rose Café.

Councilman Bill Green reported on the results of the trial speed camera that was set up on W. Salisbury Street. Councilman Green said the camera tracked the number vehicles, the time period and the speed. He said we could set up this camera on other streets whenever we want; we just have to set it up with the Sherriff’s Department.

### **Mayor’s Report**

Mayor McCleaf.

### **Unfinished Business**

Mayor McCleaf asked a motion to award the mowing and snow removal services to Advantage Landscape and Construction Company. The council held discussion about the bid packet. Councilman Byers was asking about snow removal. They give us a price for snow removal and plowing, but we still end up paying our employees overtime to plow and remove snow in addition to the crews from Advantage Landscaping. Councilman Redding agreed that is a concern. Councilman Green voiced his opinion that now we are in November and even if we’re not very satisfied with this proposal it’s probably too late to try and put it back out to bid to see if any competing bids will come in. The rate increase was discussed due to the price of gas going up. Councilman Alan Redding made a motion to award the Mowing and Snow Removal Bid to Advantage Landscaping Company. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion to accept a grant from the Maryland Bikeways Program in the amount of \$200,000. Motion was made by Councilman Bill Green to accept this grant. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

### **New Business**

Mayor McCleaf was supposed to open and award project to purchase benches and bike hooks. No packets were present so no action was taken.

Mayor McCleaf presented the Town of Williamsport employee holiday schedule for 2017. Councilman Bill Green made a motion to adopt the 2017 Holiday Schedule for employees. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf held discussion about free holiday parking in Town. Councilman Green suggested we offer free parking through the Christmas and New Year's holiday. Councilman Alan Redding suggested we not advertise free parking because all of the residents in the apartments park in the streets, which doesn't really benefit the Town like we intend. No action was taken.

### **Citizen Participation**

Mayor McCleaf recognized Will Ball, Chief of Fire Company. He asked for some guidance from the Mayor and Council regarding fire hydrant testing. They are supposed to be tested every 5 years per law, but they wish to test the hydrants every year. They recently obtained permission from the Town of Williamsport to purchase a machine to test the hydrants properly. Now, he is asking for permission to move forward with their testing of the fire hydrants. He discussed the importance of testing the fire hydrants and ensuring the water in town is sufficient to supply water to the hydrants. He also talked about some of the differences in their type of testing and the type of testing the Town just conducted a few weeks ago.

Mayor McCleaf recognized a local resident who raised concerns about the pain management doctor working out of a store front on N. Conococheague Street. She asked how he was able to practice there. Mayor McCleaf assured the audience that the situation is being investigated. They discussed the fact that the doctor has moved out, but what would prevent someone else prescribing pain management medications from coming into the Town.

Councilman Scott Bragunier came to the meeting late. He reported he has met with Zion Lutheran Church about trying to finalize an agreement with them to utilize their parking lot for municipal parking. He reported he has a few things to meet with Mr. Kuczynski about, but that we are close to completing that project.

Councilman Scott Bragunier made a motion to adjourn. This motion was seconded by Councilman Bill Green. With all voting in favor, meeting adjourned.

Respectfully submitted,

James McCleaf, II  
Mayor of Williamsport  
Town of Williamsport