

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
December 12, 2016**

A regular meeting of the Williamsport Mayor and Council was held on December 12, 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  
Councilman Scott Bragunier

Also present, Town Attorney, Ed Kuczynski.

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

A motion was made by Councilman Scott Bragunier to accept the Regular Council Meeting Minutes from November 14, 2016. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

**Financial Report**

Town Clerk, Donnie Stotemyer presented the financial report for November. Councilman Bill Green made a motion to accept the financial report as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Mr. Donnie Stotemyer, Town Clerk to report on a letter received from the Maryland Comptroller's office. Mr. Stotemyer reported that a recent audit of the Comptroller's office revealed that a majority of municipalities in the State of Maryland, including Williamsport, were overpaid with local tax distributions for years 2010-2014. The Town of Williamsport was overpaid by a total of \$7,000. We now have to pay that money back. The first payment is not due to 2024.

**Guests**

Mayor McCleaf introduced Mr. Jimmy Black who presented a report for the 2016 Classic Car Cruise-Ins. He gave the following report:

Income: \$3,551.00

Expenses:

Toys for Tots	\$500.00
Food Bank	\$500.00
BCAWC	\$500.00

SHHS Scholarship	\$500.00	
Town of Williamsport	\$500.00	
Alsatia Club	\$151.00	
Ruritan Club	\$500.00	
Chubby	\$200.00	
Cookin With Fire	\$200.00	
Total Expenses	\$3,551.00	
Total Income	\$3,551.00	
BALANCE	\$0.00	
Moose Food Sales	\$4,600.00	
Ruritan Food Sales	\$200.00	
Alsatia Club Food Sales	\$365.41	
Total Food Sales	\$5,165.41	
Car Income	\$3,551.00	
Total Contribution to the Community		\$8,716.41

Mayor McCleaf introduced Mr. Bill Holdsworth, president of C&O Canal Association. Mr. Holdsworth was present to thank the Mayor and Council for all of their support of the projects underway at the C&O Canal National Historic Park. Mr. Holdsworth presented the Mayor with a framed collage of limited edition pictures depicting the C&O Canal National Historic Park as a thank you.

### **Correspondence**

Mayor McCleaf shared the “If I Were a Mayor, I Would...” Essay Contest information for the upcoming 2017 year.

### **Reports:**

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

No report.

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

No report.

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

Mr. Jerry Knode reported the Museum will reopen for the season for the sunrise service on Easter Sunday.

### **Planning Commission**

**November 30, 2016**

**To: Williamsport Mayor and Council**

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

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

**Permits Approved:**

2016-27	300 S. Artizan Street	Fire Proof Structure	Approved 11/2016
2016-28	30 Milestone Terrace	Construct drivewat @ West side	Approved 11/2016
2016-30	128 E Potomac Street	Install additional floor support	Approved 11/2016

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

**Responsibility:** D. Stotelmyer / Mark Stransky

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 by County 2014**

**Responsibility:** D. Stotelmyer \ Mark Stransky

2014-45	5 N. Commerce Street	Construct Visitor Center	Project on Hold
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Project Canceled, remove nest report

**2014 Town Project**

**Responsibility:** Town Council

**Planning Follow-up**

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

Await Contractor bidding – 2015

No Change - 2016

**Responsibility:** D. Stotelmyer

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

No Change - 2016

**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**

No report.

### **Sheriff's Report**

Mayor McCleaf gave the November Sheriff's Report.

### **Council report**

Asst. Mayor Joan Knode reported the Charlie Brown Christmas was open a total of 7 days. This year they had 114 decorated trees and there were some really beautifully decorated trees. Assistant Mayor Knode said they collected over \$4,700 in donations. This year, she said the publicity for the event was just wonderful.

Councilman Jim Kalbfleisch reported he, his wife and his grandson visited the barn for Charlie Brown Christmas and said it was a great crowd and a beautiful event. He especially liked the snow machine. Councilman Kalbfleisch complimented Assistant Mayor Knode for all of her hard work and the work of the volunteers who helped put on the event.

Councilman Scott Bragunier reported the lights are displayed in the park and collections are going well. There have been a few incidents of vandalism in the park and these issues are being addressed. Councilman Bragunier reported the Charlie Brown Christmas event was fantastic this year. Councilman Bragunier reported the EDC has been meeting lately. He reminded the Mayor and Council to check their smoke detectors, especially with the holiday season approaching.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported the pool is closed. Councilman Redding also reported on the Passport to Christmas event and that the event went very well this year.

Councilman Bill Green reported the Christmas Parade went really well. He's been fielding some complaints about streets and trying to get each one addressed. Councilman Green also reported he has recently been working with Mr. Stotelmyer and Mrs. Jen Carbaugh to look at and apply for different grants to get streets overlaid throughout the town.

### **Mayor's Report**

Mayor McCleaf reported we have been working closely with our local legislative representatives on the Park Service move and things are coming along well. Mayor McCleaf reported the Washington County Leadership Council met on Friday, December 9<sup>th</sup> at the Trolley building. He and Jen Carbaugh attended the meeting and greeted this year's Leadership Class. Mayor McCleaf thanked the Council for all of their support with these recent projects at the Canal. He said we are very excited about the things that are happening here and the momentum is really picking up. Mayor McCleaf said he has been working with the Planning and Zoning Commission on trying to incorporate overlay zoning with the Park Service Headquarters move. Mayor McCleaf wished everyone a safe and prosperous Christmas and New Year's.

### **Unfinished Business**

Mayor McCleaf asked Town Clerk, Donnie Stotemyer if he had the list of winners for the 2016 Christmas Decorating Contest. Mr. Stotemyer did not have the list at the meeting. Mayor McCleaf asked Mr. Stotemyer to please bring the list to the next meeting and to announce the winners on the Town's Facebook Page.

### **New Business**

Mayor McCleaf informed the Council there is not enough funds in the budget this year to give the Town employees a Christmas bonus. However, the Mayor asked the Council if they would be in favor of giving each employee a Martin's gift card for the holidays. The Council was all in agreement. Councilman Jim Kalbfleisch made a motion to purchase Martin's gift cards for each of the Town employees. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

### **Citizen Participation**

No citizen participation.

Councilman Jim Kalbfleisch made a motion to adjourn. This motion was seconded by Councilman Dustin Byers. With all voting in favor, meeting adjourned.

Respectfully submitted,

James McCleaf, II  
Mayor of Williamsport  
Town of Williamsport