

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
December 14, 2015**

A regular meeting of the Williamsport Mayor and Council was held on December 14, 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 Scott Bragunier
Councilman Jim Kalbfleisch
Councilman Alan Redding
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 November 9, 2015. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Financial Report

No financial report.

Guests

Mayor McCleaf introduced Mr. Jimmy Black who gave a report on the 2015 Cruise Ins hosted in Byron Memorial Park. He discussed the money raised and where the money was donated this year.

Income	\$2,622.00
Entertainment	\$ 400.00
Toys for Tots	\$ 400.00
B.C.A.	\$ 400.00
Williamsport Food Bank	\$ 400.00
Wounded Warriors	\$ 200.00
Town Tenant House	\$ 222.00
Christmas Lights	\$ 600.00

Income	\$2,622.00
Expenses	\$2,022.00

Correspondence

Mayor James G. McCleaf shared a thank you card from the family of Jeff Cline for the town’s donation of flowers in honor of the passing of his mother.

Mayor James G. McCleaf shared a donation from the Williamsport High School alumni in the amount of \$100 to support the Christmas lights in the park.

Mayor James G. McCleaf shared a letter announcing this year’s “If I Were Mayor, I Would...” Essay Contest. Mayor McCleaf said he would have to schedule a time for us to visit the local 4th grade classes to talk about the upcoming contest.

Mayor James G. McCleaf shared a thank you from the Faith Christian Church for letting them use Byron Memorial Park for their Trunk or Treat event. They had over 1,000 people attend the event and gave away a lot of food and candy.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported their next event is around Easter.

Planning Commission

November 30, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for November, 2015

- There were **(3) permits submitted** in October, and a total of **(3) approved**. There are twelve **(12) permits pending but unresolved**.

Permits Approved:

2015-033	12 N. Conococheague St.	Remodel interior	11/16/2015
2015-034	127 S Artizan Street	Remodel & Addition	11/25/2015
2015-035	33 S. Sunset Avenue	Opening of instructional space	11/25/2015

Permits Being Reviewed:

2012-36 15940 Lockwood Rd Business Usage (Road Chg. Required) No
 Update4 11/1/2015
 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 Zoning Chg
 required, pending
 2015-032 44-46 W.Salisbury Street Construct Duplex BZA approve; await rev
 w/client

Planning:

Sidewalk Usage Standards: Await final document from attorney (No Change to
 status)

Zoning Review for Proposed Business:

LIC 2015-04 45 N Conococheague St. Williamsport Tackle and Hardware 9/14/2015
 LIC 2015-06 12 N Conococheague St. Williamsport Barber Shop (relocate
 11/18/2015
 LIC 2015-07 41 N.Conococheague St. Canal View Candle & Barrel (relocate)
 11/18/2015
 LIC 2015-08 16.5 Conococheague St. Appliance Recon LLC 11/24/2015

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

Town attorney, Ed Kuczynski said if the Mayor and Council want to go ahead and introduce the requested map amendment that was reviewed at the public hearing earlier this evening they could go ahead and do that, or they could wait to discuss it at the next workshop meeting. Mayor asked the council if they would like to introduce this amendment tonight. Councilman Bill Green made a motion to introduce a map amendment as presented by Divelbiss & Wilkinson (see attached document). This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Sheriff's Report

Mayor McCleaf gave the November Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported there was great attendance at the Charlie Brown Christmas. They hosted a bus tour from New Jersey and York, Pennsylvania. She and Jerry counted the

donations and they totaled \$5,851.31. She said the Charlie Brown Christmas was open 6 times. When they opened during on the week day, they hosted many tours.

Councilman Jim Kalbfleisch reported the lights and everything in the park looks nice.

Councilman Scott Bragunier reported the lights in the park are going well and we have been collecting donations. Councilman Bragunier reported there will not be a Kelly Miller Circus this year. Councilman Bragunier reported we've received many surveys back from local businesses that the EDC mailed out. Councilman Bragunier reported the trees in the barn for Charlie Brown Christmas look wonderful.

Councilman Dustin Byers reported there are not electrical issues. Councilman Byers said the Charlie Brown Christmas was awesome.

Councilman Alan Redding reported there was a pool meeting scheduled for tomorrow, Tuesday, December 15th. Councilman Redding reported the Passport to Christmas event was this past Saturday. The attendance to this event was much less than last year, but it was still a really nice day. Councilman Redding said we're thinking about moving this event next year to host it on "Small Business Saturday" which falls the Saturday after Thanksgiving.

Councilman Bill Green reported the barn and the park look great! Councilman Green said they've been gradually replacing the street lights with new LED lights.

Mayor's Report

Mayor McCleaf reported he attended the Christmas concert hosted by the Williamsport Community Band. At the concert they honored Mr. Nelson Deal and the concert was a very nice event.

Unfinished Business

Mayor McCleaf asked the council for permission to bid the Phase II Fitness Trail project. Assistant Mayor Joan Knode made a motion to allow the town to bid the Phase II Fitness Trail project. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

New Business

Mayor McCleaf asked the council to consider the reduction of a water bill at 414 S. Conococheague Street. The Fast Gas Company experienced a leak and requested reduction of their bill. Mayor and Council took no action. Mayor McCleaf explained they do not reduce water bills for businesses.

Mayor McCleaf held discussion to consider reduction of water bill for the American Legion. Mayor McCleaf called on Donnie Stotemyer who explained the water leak occurred over a three month billing period. He explained the American Legion found the leak and fixed it. They asked if the town could do anything to reduce the water/sewer bill. Mayor McCleaf said normally they do not reduce the bills for businesses. However, the American Legion is a non-profit organization and they would like to help them. Mayor McCleaf asked Mr. Donnie Stotemyer to

call City of Hagerstown to find out how much the water lost would be and to request they give the town a credit for that water loss and then we could pass on the credit to the American Legion. The American Legion also requested we waive the late charges on their bills while they were working on solving the leak. No action was taken at this time. Mr. Stotelmyer will report back at the next meeting.

Citizen Participation

Mayor McCleaf recognized town resident, Mr. Wayne Snodderly who presented the Mayor and Council with a disc of photos he shot of the Charlie Brown Christmas giving the town permission to use the photos to maybe make post cards.

Mayor McCleaf recognized town resident, Mr. Ken Lafferty who was present to talk about a zoning sign at Turner's property on W. Salisbury Street that needs to be removed. Mr. Lafferty explained to the Mayor and Council that the Board of Zoning Appeals should never have approved the implication to build down there for Turner Enterprises because there is not adequate parking. Councilman Scott Bragunier agreed with Mr. Lafferty on this point. Mr. Lafferty said he had an issue with the Christmas Parade because he was not able to get out of town because of streets being closed off. Mr. Lafferty discussed the ordinance books that the town made for the Sherriff's Department. Mr. Lafferty explained that Sherriff Mullendore suggested some changes/updates to some of the ordinances and until those changes made, the town deputy cannot enforce them.

Mayor McCleaf recognized town resident, Ms. Karen Hendrickson who was present to explain there was a contractor hired to work at her neighbor's house. The contractor parked in front of her house making it so that she could not see to get out of her driveway. Also, he was using foul language and she wanted to know what could be done about this. Mayor McCleaf told her he would have to follow up with Mr. Ed Kuczynski about this matter.

Councilman Bill Green 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