

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
February 8, 2016**

A regular meeting of the Williamsport Mayor and Council was held on February 8, 2016, 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 Alan Redding
Councilman Jim Kalbfleisch
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 Dustin Byers to accept the Regular Council Meeting Minutes from January 11, 2016. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report for January 2016. Councilman Scott Bragunier 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

No guests.

Correspondence

Mayor James G. McCleaf shared a letter confirming our upcoming meeting with the Washington County Commissioners here at Town Hall on April 19, 2016 at 7:00pm.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported the repairs are underway at the Museum and they should be able to open on time.

Planning Commission

No report.

Legal Council

No report.

Sheriff's Report

Mayor McCleaf gave the January Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported on the water damage to the Museum. She said hopefully the insurance approval to move forward with the repairs will come this week. She reported the remodeling efforts to the Tenant House have stopped during these winter months and they are getting the barn ready for the upcoming wedding season. Assistant Mayor Knode said she researched other similar wedding venues as discussed at the last Council meeting to see if we needed to raise our fees. Currently, the barn rents for \$1,550 plus a \$200 deposit fee. The deposit is returned if the garbage is cleaned up and the barn is left in good shape after the event. Assistant Mayor Knode said she reviewed other venues to compare our rates and she suggests we raise the rental rate to \$1,850 with a \$200 security deposit for a total of \$2,050. The profit from barn rentals in the last year was \$81,400. Assistant Mayor Knode also reported on the condition of the Council room. There was water damage from the roof leaking after the recent snow storm. Town Clerk, Donnie Stotemyer said Heidler Roofing has been working to repair the roof. Assistant Mayor Knode suggested if this most recent repair is not sufficient in preventing the leaks, then we may have to look into a better solution. Assistant Mayor Knode said she was working at the Community Building and noticed a window was cracked. She also reported there were issues with the blinds to many of the windows being damaged. She said we need to replace these blinds as soon as we can. Assistant Mayor Knode brought up again how she would like to see the Tenant House fully restored because it is a part of the Springfield Farm Barn complex. If the Tenant House was completed, we could rent it out with wedding reservations as a staging area for the bridal party and it could be another revenue source for the town. Town Attorney Ed Kuczynski said he agrees the Tenant House needs to be completed to further compliment the facilities on the grounds. Mayor McCleaf suggested we add an additional \$500 to the new suggested rental fee for the barn taking it to \$2,350. The additional revenue would then go towards the cost to renovate the Tenant House. Assistant Mayor Knode responded saying she doesn't trust the town to complete the repairs at the Tenant House. Councilman Bragunier said do we have a list of the projects that need to be completed at the Tenant House. Town Attorney Ed Kuczynski suggested we talk with architect George Harne and have him put together a list of action items to complete the restoration to the Tenant House and then let him bid the project to get a contractor in to complete it. Mayor McCleaf said he has no problems with the project and we can borrow the money from the town to fund the project, but he wants to see a plan in place as to how we would pay ourselves back for the cost of the project. He would like to see the list of

the projects that need completed, how much it will cost, how much we will plan to rent it out for once it's completed and have it all outlined so we can move forward. Councilman Byers said the sky is the limit with the complex up there. He said we need to put money into the grounds in order to make money. Assistant Mayor Knode said she wants to renovate the building in the style of the 1920's to be consistent with the National Park Service's efforts to restore their historical structures in that era. Town Attorney, Ed Kuczynski said we just don't want to do anything to lose the town money. Councilman Bragunier said Joan has a great vision for that building's potential. Councilman Bragunier asked Joan if she could come back to the Council with numbers so they can review and continue to discuss the project. Assistant Mayor Knode said the building is just sitting there. Mayor McCleaf said he is ok with a 5 year pay back plan so that Joan can borrow the money from the town to get this project moving, but he wants to see the plan. Assistant Mayor Knode said the Tenant House should be something the citizens treasure just like the barn. Councilman Byers asked how many people the Tenant House can accommodate. The general consensus was that the building could accommodate 20-30 people. Assistant Mayor Knode suggested we meet up at the Tenant House to walk through to see what is needed to complete the project. Mayor McCleaf suggested we host our next Workshop Meeting on March 7th at the Tenant House to walk through the building. Town Clerk Donnie Stotemyer will contact architect, George Harne to see if he would be available to attend this meeting as well. Town Attorney, Ed Kuczynski said we should look into any possible grant opportunities, maybe through Project Open Space, to help with the cost of renovations. Assistant Mayor Joan Knode said she has looked into some different foundations funding, but to qualify for those types of grants we would have to be a 501-C3 non-profit organization. Assistant Mayor Knode asked if we received paperwork from the Fire Company to replace knox boxes in all of the town facilities. Town Clerk, Donnie Stotemyer said he has the form and we will be ordering those knox boxes. Assistant Mayor Knode said the exterior of Town Hall is looking poorly. The paint is chipping and she would like for us to look into having Town Hall painted in the Spring. Assistant Mayor Knode said she would like to see the Town Museum expanded. Town employee JC Harne has given her an approximate cost of \$20,000 to expand the Museum.

Councilman Jim Kalbfleisch thanked the town employees for doing a good job with the snow removal from the recent storm.

Councilman Scott Bragunier reported the town employees did a great job with the snow removal efforts. Councilman Bragunier reported the EDC met this past month. They sent out surveys to the local businesses and received about 12% of the surveys back. He reported parking was a major issue that a lot of businesses mentioned on their surveys. He also said some of the businesses like it when we close the streets for major events, but other businesses do not like this. Councilman Bragunier discussed the Grand Opening for the Canal View Candle & Barrel Co. this past Saturday. He talked about how it was a nice, well attended event. Councilman Bragunier talked about the Tackle Shop located next to Canal View Candle & Barrel Co is slated to open in April and he also heard about a new pharmacy that opened out at Milestone Terrace. He's hoping and has heard about other businesses that wish to relocate to Williamsport because of all of the exciting things coming to this town and down at the canal.

Councilman Dustin Byers reported the guys did an outstanding job on the recent water break out on Maplehurst Avenue. He also commended the town employees and road crews for doing a great job cleaning up the snow.

Councilman Alan Redding reported the Desert Rose Café was recognized on a recent online poll as one of the top 15 places to eat at in Maryland before you die.

Councilman Bill Green reported the guys all did a good job with the cleanup of the snow. He is currently addressing damaged roads that need repaired.

Mayor's Report

Mayor McCleaf reported the all-county band concert was held recently and Williamsport High School was well represented. The guest band director was from LSU. It was one of the best concerts he has attended. Mayor McCleaf told the council members if they have any budget request for the upcoming budget year to let Donnie know.

Unfinished Business

Mayor McCleaf reviewed the ordinance prohibiting smoking in all town parks. Councilman Bill Green raised a concern about not having designated areas for smokers in a part of each park. Town Attorney, Ed Kuczynski said we could adopt the ordinance as is, and then submit a resolution to include designated smoking areas in each park. Councilman Scott Bragunier said we could maybe include a designated area somewhere around the Community Building, but we should avoid having the area near the playgrounds. Mayor McCleaf suggested on March 7th when we host the Workshop meeting at the Tenant House, we could also walk through the park to identify where it would be good to designate smoking areas in the park. Councilman Scott Bragunier made a motion to introduce the ordinance prohibiting smoking in all Town of Williamsport parks as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Town Attorney, Ed Kuczynski reviewed the discussion held at the last Council Meeting regarding the approval of the zoning map amendment at the Lindecamp property. At the last meeting, this approval was tabled because we were waiting on the "findings and fact" document from Attorney Jason Divilbliss. Since then, Mr. Kuczynski has received and reviewed this document and he suggests the town approve the zoning map amendment. Mayor McCleaf asked for a motion to approve the zoning map amendment. Councilman Bill Green made a motion to approve the zoning map amendment as presented. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf asked the council to accept a grant from Project Open Space for the sidewalk project at the L. Beard Miller Memorial Pool in the amount of \$3,206. Councilman Alan Redding made a motion to accept the grant. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

New Business

Mayor McCleaf reviewed a new Special Events form. Mayor McCleaf explained the town accountant and town clerk helped create a new form to help facilitate better accounting for the

different town sponsored events. There is no need for a motion to adopt this form, but he would like for us to start using. The Mayor and Council were all in agreement to start utilizing this form for events.

Mayor McCleaf explained that due to the weather, Eagle Construction Company is requesting a 60 day extension on their contract to complete construction on the Pavilion #3 in the park. Mayor McCleaf said the project will still be completed before our rental season. Assistant Mayor Joan Knode made a motion to approve the 60 day extension. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Citizen Participation

Mayor McCleaf recognized town resident, Ken Lafferty. Mr. Lafferty was present to discuss the snow removal process. He feels like routes 63, 68 and 11 are the main thoroughfares through town and should be plowed first. Mr. Lafferty said the snow was piled up very high out by the American Legion and could they work on diminishing those piles because it is hard to see around the piles when pulling out into traffic. Mr. Lafferty said as you come off route 81 by McDonalds there used to be a 35mph sign off the ramp and he thinks it needs to be reinstated. Mr. Lafferty also said the post office in town is one of the busiest places in town and we didn't get it cleared out until Wednesday and he feels like we could have done better.

Mayor McCleaf recognized Chief Will Ball from the Williamsport Fire & EMS Company. Chief Ball was present to update the Mayor and Council with information following the recent major snow storm. Chief Ball said there were a total of 81 people that volunteered to staff the Fire Hall from 8am Friday, January 22nd through 5pm on January 25th, which totaled 1,600 volunteer hours. He said the County has met the FEMA guidelines to apply for financial assistance. Chief Ball said the town did a wonderful job with the snow removal. He talked about the recent fire at Maya Blickenstaff and Todd Haines' house on S. Vermont Street. As a result of that fire and the residents not having smoke detectors, the Williamsport Fire & EMS Company has gone door to door to install smoke detectors. The smoke detectors they are installing have a special 10 year lifetime battery. Chief Ball also reported they just put in service a new fire engine. He invited the Mayor and Council to tour the Fire Station and see the new equipment in April. Assistant Mayor Joan Knode asked Chief Ball if the Fire Department was going to host the Sportsman's Bash again this year. Chief Ball said yes, they are still planning on it.

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