

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
February 13, 2017**

A regular meeting of the Williamsport Mayor and Council was held on February 13, 2017, 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

Town Clerk, Donnie Stotemyer
Also present, Town Attorney, Ed Kuczynski.

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

A motion was made by Councilman Dustin Byers to accept the Regular Council Meeting Minutes from January 9, 2017. This motion was seconded by Assistant Joan Knode. With all voting in favor, motion carried.

Financial Report

Mayor McCleaf presented the financial report for January. He went over the new format of the financial report because it is the first that has been generated with the new Tyler Technologies software.

Guests

Mayor McCleaf introduced Jen Carbaugh, circuit rider for the Town of Williamsport. Mrs. Carbaugh presented a report on the projects and grant opportunities she has been pursuing on behalf of the Town of Williamsport.

Grants submitted:

- FLAP grant-overlay of 63 & 68-\$983, 407.00
 - Bikeways grant-bike lane improvements and crosswalks-\$200,000.00-approved
 - Wal-mart-supplies for events-\$2500.00
 - MDE-MD Dept of Environment-sanitary sewer collection system and lift station improvements-\$724,000.00
 - Trail Development Project-(6) bike racks and (5) benches-\$5512.00-approved
 - Program Open Space-to complete-\$10,800.00
- Working on Safe Routes due in April

Correspondence

Mayor McCleaf shared a Thank You letter from the Civil War Heritage Area Annual Appeal Campaign for a donation of \$165.

Mayor McCleaf announced the Washington County Commissioners will host their annual meeting in Williamsport on Tuesday, April 4th, 2017 at 7:00pm.

Mayor McCleaf shared a Thank You letter from the Williamsport Food Bank for a donation of \$500 from funds raised at the Classic Car Cruise-In events throughout the Spring and Summer.

Reports:

Board of Elections Supervisor

Donnie Stotemyer gave the following report:

Williamsport Town Election will be held on March 6, 2017 from 7:00am-7:00pm at Williamsport Town Hall in the lower level. The election is for the positions of Mayor, Assistant Mayor, and two council members to serve a period of four years. Deadline to file is February 24, 2017 by 4pm. Deadline to request an absentee ballot is February 13, 2017. Voter registration will be held at Town Hall on February 6th and 13th from 9:00am-1:00pm and 3:00pm-7:00pm. Williamsport voters registered with Washington County do not need to register for the Town election. This registration is for change of address or new voter registration. If you cannot make it on February 13, 2017, stop by Town Hall before the 13th and pick up a voter registration form.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported they are getting the museum ready to open in the Spring.

Planning Commission

Williamsport Planning and Zoning Commission Activities Report					
Report Date: January, 2017					
Permit Number	Address	Discription of Work	Status Update	Activity Update	Responsibility
Permits Approved:					
1/10/2017 2017-01	110 E Sunset Avenue	Interior Renovations	Approved 01/30/2017	N/A	P & Z
1/17/2017 2017/03	415 S Conococheague St	Modify part of interior for new business	Approved 01/30/2017	N/A	P & Z
2016-31	400 S Cnococheague Ste	Solar Panel Installation	Approved 01/30/2017	N/A	P & Z
2016-32	12 S Vermont St	16' X 16' unattached building	Permit not required, sq ft. less than 400'	Cancel	P & Z
Permits Pending					
01/15/17	144 N Artizan St	Basement remold to allow office space	Awaiting parking information	Pending	Brooke Grove
Incompeted Town Permits and/or Projects					
2014-21	124 E Potomac Street	Library ADA Sidewalk Updates	Established as Priority 1	08/01/15	John Smith
07/06/14		Requires County Financing	Awaiting County Fund Allocation	08/30/15	John Smith
			Town Letter clarifying financial	11/30/16	D Stottlemyer
			Newspaper reports funding apporved	01/11/17	Needs Verified
2014-21	14-26 E Salisbury Street	Unsafe Sidewalk Replacement	Second bidding required	08/01/14	W. Green
08/01/14	(Initiated after code violation letter to property owners)		Canvassing of Property Owners Complete	08/01/16	W. Green
			Property Owner Agreement Document	09/01/16	E Kuczynski
			Need Contract and Signatures	10/01/16	E Kuczynski
2014-44	104 E Potomac Street	Commutor Shelter	Design work approved	09/01/14	Mark Stransky
04/01/14	(County Proposal)	(County Request)	Monies not made available	12/30/15	Mark Stransky
09/15/14	2 N Conococheague Street	Town Clock Reclamation	No update since 2015	12/30/16	D Stottlemyer
			Town unable to contract. Must have Town Attorney initiate	06/30/15	E Kuczynski

Legal Council

Town Attorney, Ed Kuczynski reported he is currently working with Jason Divilbiss and Associates Esq on the annexation of property owned by the Fulton family.

Sheriff's Report

Mayor McCleaf gave the January Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported she has met with the Frederick County Fire Marshall's staff to tour the Springfield Barn to see how the Barn is set up for events and weddings. The Frederick County Fire Marshall's Office wanted to make note of the ways we have complied with policies and rules mandated from the Fire Marshall's Office of Washington County so that they can implement similar policies in Frederick County.

Councilman Jim Kalbfleisch reported he attended River Rat Day on February 4th and it was a very nice event.

Councilman Dustin Byers had no report.

Councilman Alan Redding was not present. No report.

Mayor's Report

Mayor McCleaf reported he was in Annapolis for the Washington County Lobbying Coalition Day and it went very well. He also reported the Town has made its first payment for the EDU debt to the Washington County Board of Commissioners. The payment amount was approximately \$46,000. Mayor McCleaf reported he has requested a new sewer contract from the Washington County Board of Commissioners. Mayor McCleaf reported on February 28th, the Town is on the agenda to speak at a meeting of the County Commissioners to ask for their formal support of the relocation of the C&O Canal National Park Service Headquarters to the Town of Williamsport.

Unfinished Business

Mayor McCleaf reported the Town Elections will be held on Monday, March 6, 2017. The polls open at 7am and close at 7pm. They will be held in the lower level of Town Hall. The offices at Town Hall will be closed on this day. The elections are for the positions of Mayor, Assistant Mayor and two Council seats.

Mayor McCleaf recommended the Board of Election Supervisors duties be reassigned. He suggested the Chairperson be Debbie Green, with committee members Jerry Stumbaugh, Pat Shadrach and George Stumbaugh. Assistant Mayor Joan Knode made a motion to approve the suggested assignments for the Board of Election Supervisors. This motion as seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

New Business

Mayor McCleaf asked for a motion to approve the Town of Williamsport 2017 Calendar of Events. Councilman Dustin Byers made a motion to approve the 2017 Calendar of Events as presented. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Mayor McCleaf asked for approval to renew the CD with M&T Bank. Councilman Dustin Byers made a motion to approve the renewal of the Town's CD with M&T Bank. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Mayor McCleaf asked for approval to close Town Hall on Friday, May 5th for the groundbreaking event for the Restoration of the Conococheague Aqueduct. Mayor McCleaf explained they foresee the need for Town employees to be on site to help with the event. Councilman Jim Kalbfleisch made a motion approving the closing of Town Hall on May 5th, 2017. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Councilman Scott Bragunier. Councilman Bragunier read his letter of resignation from his Council seat.

Mayor McCleaf read Councilman Bill Green's letter of resignation from his Council seat.

Mayor McCleaf reminded the Council they need to complete the Elected Officials Financial Disclosure Form on or before April 30th, 2017 and turn the forms into Town Clerk, Donnie Stotelmyer.

Citizen Participation

Mayor McCleaf recognized Chief Will Ball with the Williamsport Volunteer Fire & EMS. Chief Ball reported they have partnered with the Williamsport Lion's Club on an upcoming service project to do a smoke alarm check throughout the Town of Williamsport. Volunteers will door to door to check to ensure that homes have properly working smoke detectors. This event will take place on Saturday, February 18th, 2017. Town residents can call ahead to make arrangements for getting their smoke detectors checked by calling (301) 793-0530. Chief Ball thanked Lowes for donating several thousand dollars worth of smoke alarms for this project. Chief Ball also thanked the Mayor and Council for continuing to include a \$20,000 allotment in the Town's budget to help fund a part time drive for the Fire Company. These funds have really made a difference for the community.

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