

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

A regular meeting of the Williamsport Mayor and Council was held on August 8, 2016, at the Williamsport Community Building in Byron Memorial Park 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 Alan Redding
Councilman Bill Green
Councilman Scott Bragunier
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotemyer

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 July 11, 2016, and Workshop Meeting Minutes from August 1, 2016. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for July 2016.

Guests

Mayor McCleaf introduced Delegate Mike McKay. Delegate McKay was present to present his 90 day report. He read the following document:

Now that the 2016 Session of the Maryland General Assembly has passed, I wanted to share with you, Mayor and Council, a report from your legislator representing the Town of Williamsport and the people within District 1C.

The Department of Legislative Services each year creates a 90 Day Report, that is a review of the Legislative session for the President of the Senate the Honorable Mike Miller, the Speaker of the House, the Honorable Mike Bush and the Members of the General Assembly.

The Town is equally important to me therefore I have created a similar report for District 1C. This 90 day report contains the status of legislation of 103 bills either sponsored or co-sponsored by myself as your representative in Annapolis.

Each week in Annapolis, I posted my votes from the floor to include every Third Reader vote taken by me. I have enclosed how I voted and the results of each bill. My goal was to encourage all to participate in open and transparent government and be accountable to all by posting this on social media in real time.

I hope that this will encourage others to follow my lead, engage all in the conversation, contribute and weigh in on matters to District 1C and the State of Maryland.

I look forward to have many conversations with you as we prepare for the 2017 Session in Annapolis.

Delegate McKay said he is only a phone call away for anyone who needs help, he will do his best to help in any way he can. The Session in Annapolis this year starts the second Wednesday in January, 2017. Councilman Scott Bragunier asked what bills the Delegate are looking to submit this year. Delegate McKay said he is looking to submit a bill authorizing Fire Police to write parking tickets for people who violate parking laws in marked handicapped parking spaces or for people who park in fire zones. Another bill he is looking at writing is a bill for small business owners with 30 employees or less a tax break. He said these small businesses are the back bone of the county.

Correspondence

Mayor James G. McCleaf shared a thank you card from Cindy Miller, Director of Strategic Partnerships, Tourism Development. Ms. Miller thanked the Mayor and Council for inviting her to our recent crab feed dinner.

Mayor James G. McCleaf shared an invitation to an Eagle Scout ceremony for Boy Scout Mason Kreps on Sunday, August 14, 2016 at 3:00pm at Zion Lutheran Church.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

Town Attorney reviewed a recent board of zoning appeals. There is an appeal scheduled for Thursday, August 18, 2016 at 5:30pm at Town Hall.

RE: Request by Tammy A. Decker, Lessee, to modify/update an existing basement in the Mid Atlantic District of the Christian & Missionary Alliance Church, located at 300 S. Artizan Street, Williamsport, Maryland, owned by said church for proposed educational purposes. Denied under Article 3-305.D.28 of the Williamsport Zoning Ordinance which requires a Special Exception be obtained in connection with the same. Said property is currently zoned SR (Suburban Residential).

Pursuant to the provisions of the Zoning Ordinance for the Town of Williamsport, Maryland, this is to formally request comments and an advisory opinion from you in reference to the above-captioned application for a variance, special exception and/or non-conforming use.

History and Museum Board

Mr. Jerry Knode reported the repairs are basically completed and the Museum is getting ready to open for C&O Canal Days. The Museum displays will be themed to fit with C&O Canal Days.

Planning Commission

July 30, 2016

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for July, 2016

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

Permits Approved:

2016-21 106 S Artizan Street Replace rear porch Approved 07/2016

Permits Being Reviewed:

2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Priority 1
/Sched. Spring 2016 WC			
2014-21/26	14-26 E Salisbury Street	Remove & replace front sidewalks	Councilman
Green			
2014-44	104 E Potomac Street	Bus Shelter (County)	Financing Fed
Approval–Wash Co			
2014-45	5 N. Commerce Street	Construct Visitor Center (Town)	Project on
Hold – Town Council			

Planning Follow-up

9/15/2014	Town Clock Reclamation	Town Council Approved Project	Bid
Submission pending – Donnie			
1/18/2015	Sidewalk Usage Standards:	Town Council Approved	No Formal
Document – Kuczynski			

Zoning Review for Proposed Business:

No New Applications

Respectfully Submitted,

Charles Stumbaugh

Chairman

Planning and Zoning Commission

Legal Council

Town Attorney, Ed Kuczynski reported he received an annexation request from Jason Divilbliss to annex a parcel adjacent to Interstate 81. He is in the process of working through this request.

Sheriff's Report

Mayor McCleaf gave the July Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported town hall is undergoing some repairs and improvements to the exterior façade. It's getting painted. She reported the air conditioning in the library needed repaired recently and we are looking forward to having a new air conditioning units in the council chambers. Assistant Mayor Joan Knode reported on the Washington County Historic Society, Small Museum Board recently had a display at the Discovery Center. They loaned some items related to the C&O Canal to be displayed at our museum. She plans on having special displays related to the C&O Canal prepared for the re-opening during C&O Canal Days. She has 3 weddings in a row coming up.

Councilman Jim Kalbfleisch thanked the Mayor and Council for allowing him to attend the MML Conference in Ocean City, MD. Councilman Kalbfleisch said he attended the trade show during the event and he found a street sweeper that has a plastic liner to hold the water. Our street sweeper has a metal container to hold water. We may want to consider looking into replacing our metal water tank with a plastic tank. The plastic water tank has a much longer lifespan than the metal container does. Councilman Kalbfleisch said he had a chance to talk with County Commissioner John Barr and obtained a lot of useful information.

Councilman Scott Bragunier apologized for being absent the last few meetings. Councilman Bragunier reported the fitness equipment for Phase II will be installed starting tomorrow morning. The equipment being installed is weight based/hydraulic resistant equipment. Councilman Bragunier reported he applied for a grant through Community Parks and Playgrounds for handicap playground equipment. The approximate cost for installing this special playground would be \$200,000. If we are awarded this grant, Williamsport would have one of the only ADA compliant handicap playgrounds in the county.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported the Williamsport Pool is closing on August 16th, 2016. He couldn't see keeping the pool open until the Labor Day holiday because of low staffing and low attendance once school is back in session. He also reported he has been helping with the Second Sunday events in town. The next Second Sunday is scheduled for August 14th, 2016.

Councilman Bill Green reported town employees have been working on painting curbs throughout town. He is also working on a sidewalk project on W. Salisbury Street to replace damaged sidewalks in front of 5 properties along that street.

Mayor's Report

Mayor McCleaf reported C&O Canal Days is coming up at the end of the month and the town is getting prepared for the 40th Anniversary event. Assistant Mayor Knode is hosting a special event Friday evening at the Springfield Barn, a “River Rat Rally” with music and food for sale to kick off the weekend. He also reported there will be a special concert event with fireworks at the Springfield Barn on Saturday night to celebrate the 40th Anniversary. Mayor McCleaf reported the audit will be taking place towards the end of this month and to try not to bother the staff at town hall if it is not something that is pressing until after the audit. Mayor McCleaf said there are approximately 3 new businesses that will soon be coming to the Town of Williamsport’s downtown area. The arrangements for these businesses are tentative at this time, but its exciting news.

Unfinished Business

Mayor McCleaf shared a bill requesting a water bill reduction at the residence, 227 Maplehurst Avenue. Mayor McCleaf called on Donnie Stotemyer who discussed the letter that was received. The residents were prepared to pay for the water charges, but asked for a reduction in the sewer charges. The Mayor and Council determined they would not reduce the sewer charges and instructed Mr. Stotemyer to work with the residents to create a payment plan to pay down the fees.

Mayor McCleaf held discussion regarding the RFP for the Old Sheetz Building. A RFP was advertised to try and find possible buyers or leasers for the building. No responses or proposals were submitted. Mayor McCleaf asked Town Attorney, Ed Kuczynski if there was a way to rewrite the RFP to make it easier to use and more approachable. Mr. Kuczynski said if the Town of Williamsport wants to sell the property, that property will no longer be for public use and we would have to follow the ordinance and state law for dispensing this property. His suggestion is to sell the property. Mayor McCleaf suggested we ask for the public’s input on what the Town should do with the Old Sheetz Building. We will invite people to come to our next Council Meeting and start at 6:30pm to allow for enough time to discuss this issue.

New Business

Mayor McCleaf discussed setting a set date for bulk pick up. With the new contract for trash removal, we eliminated monthly bulk pick up. Mayor McCleaf suggested we schedule Spring, Summer and Fall bulk pick up events in Byron Memorial Park for town residents. He asked Town Clerk, Donnie Stotemyer to please make recommendations for when these events can take place to get them on the calendar.

Mayor McCleaf asked for permission to bid the mowing and snow removal services for the Town of Williamsport. Mayor McCleaf asked Mr. Stotemyer when the current contract expires. Mr. Stotemyer responded it expires in November of this year. Mayor McCleaf asked Mr. Stotemyer to go ahead and prepare the RFP for snow removal and mowing services. Councilman Bill Green made a motion to approve the bidding of snow removal and mowing services. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Mr. Stotemyer to discuss utility billing policies and procedures for the Town. Mr. Stotemyer passed out a copy of the Town of Boonsboro’s policies and procedures to

use as an example. We need a written document outlining these procedures because every month we have questions and problems with billing. Mayor McCleaf asked Mr. Stotemyer to create a document specific to the Town of Williamsport and present it at an upcoming meeting.

Citizen Participation

Mayor McCleaf recognized town resident, Mr. Ken Lafferty. Mr. Lafferty was present to express his growing concerns about the issues with juveniles on W. Salisbury Street. The kids are out until passed 1:00am. When he and his wife go out early in the morning to walk their dogs down at the canal, there have been people sleeping on benches and picnic tables. Mr. Lafferty said we need to call the Sherriff's Office to let them in know there are people sleeping down there and they need to patrol the area; it is not safe. Mr. Lafferty asked Town Attorney, Mr. Kuczynski to ask where we are with the Town Ordinance books for the Washington County Sherriff's Office. Mr. Kuczynski reported he met with Sherriff Mullendore last month and he had a few edits to make and the books should be ready shortly.

Mayor McCleaf recognized town resident, Mr. Kenny Smith. Mr. Smith was present to thank Councilman Green and the Bike Nite committee for the recent event. He said it was a good event. The event helps feed people in this town. Mayor McCleaf said at the last council meeting there was mixed support for this event. He said there are a few problems that need fixed as we move forward with this event.

Mayor McCleaf recognized town resident, Mr. Eric Schwartz and Margaret. Margaret expressed concerns about the speed limit throughout town. She feels like there needs to be more signs posted with the speed limit. She says people drive over the speed limit on Conococheague Street and the police aren't doing enough to prevent it. It is unsafe. She asked if there is anything we can do about the trucks with jake braking. Mayor McCleaf stated Maryland Law indicates jake braking is a safety device and there is nothing we can do to try and stop them from using this device. She expressed concerns about the congested traffic through Williamsport whenever there is an accident on Interstate 81. Mayor McCleaf says they have met about this issue with a larger target committee. When there is an accident on I-81, the Fire and Police are supposed to come to Williamsport to help regulate the increased traffic, but this system does not always work out. Mayor McCleaf also expressed he is aware of the truck traffic problems through town. Mr. Schwartz talked about Bike Nite. He said the sound checks at 10:00am that day were too loud and totally uncalled for. Councilman Bill Green said he agrees it was too early and too loud. He said that issue will be addressed in the future. Mr. Schwartz reported there was graffiti on a building in the alleyway behind Tony's Pizza of a swastika and it needs to be removed or painted over. Mayor McCleaf said we can check into this issue.

Mayor McCleaf recognized town resident and business owner, Tonya Williams. Ms. Williams was present to discuss Bike Nite in relation to her Bed and Breakfast business on N. Conococheague Street. She expressed concern over the timing of the event and how early the streets were closed to parking and traffic. Councilman Alan Redding asked Ms. Williams didn't she address these concerns at a previous meeting. Ms. Williams also said she felt like the music was too loud. She feels the event hurts the local businesses. She feels like it hurts her business and also referred to the owner of Zelda's Boutique who closed her business during this event.

Councilman Bill Green said it was the owner's decision to close her business that day. Ms. Williams expressed her displeasure at the event starting earlier this year at 3:00pm. She didn't feel like the sound checks and the start time for the bands needed to start so early. Councilman Green said the event started earlier this year because the Evolution Rock School was invited to perform. The Evolution Rock School is a place for local youth and students to learn about music. Ms. Williams commented on the Cutting Lane business closing early because of the event. Councilman Green replied that they specifically accommodated the Cutting Lane business by allowing for parking in front of the business for their patrons. Ms. Williams wanted to know why this event can't be hosted down in River Bottom Park. Councilman Green explained there is a concern for flooding and weather when it comes to River Bottom Park. Ms. Williams asked why it couldn't be held in Byron Memorial Park. Councilman Green responded the event couldn't be held in Byron Memorial Park because alcohol cannot be served and also because the Bike Nite event is the same weekend as the River City Classic for Little League in Byron Memorial Park. Town resident, Don Munson spoke up and talked about the volume. He said last year, the volume was so loud it vibrated the windows of his home. However, this year, he said the sound volume wasn't nearly as loud and he didn't have any issues with the volume. Councilman Green talked about Tony's Pizza and Third Base Tavern who are big sponsors and benefactors of the event. He talked about how the money raised from this event is donated to the Williamsport Food Bank. Councilman Green said there is a lot of work that goes into planning this event behind the scenes that the public isn't aware of. Ms. Williams asked who runs the beer garden. Councilman Green responded the beer garden is managed by Tony's Pizza. The money raised by the beer sales goes to Tony's Pizza. Ms. Williams said she wants this event to be a success. Councilman Green said they raised t-shirt prices this year to help cover the cost. The system is working it draws in local and out of the area visitors. We always host Bike Nite the third weekend in July because there are no other biker events in the four-state region on that weekend.

Mayor McCleaf recognized town resident Ms. Kay Call who was present to explain to the Mayor and Council that her neighbor has large pine trees. The limbs of the tree extend into her yard and the pine needles fall in excess. She had a pool in her yard that was just so overrun with the fallen pine needles that she had to have it removed. She had asked the Town to send a letter to her neighbor to do something about these trees. Town Attorney, Mr. Kuczynski said this is a private matter between her and her neighbor to resolve; it is not a town issue. Mr. Kuczynski said he could not give Ms. Call legal advice, and just reiterated that her issue is a private matter and if she wanted to pursue doing something about these trees maybe she needed to seek counsel.

Mayor McCleaf said he was contacted by Superintendent Kevin Brandt of the C&O Canal National Historic Park. Superintendent Brandt would like to purchase the property adjacent to the C&O Canal National Park. Town Attorney, Mr. Kuczynski advised Mayor McCleaf to request a letter outlining this request from Superintendent Brandt.

Councilman Bill Green made a motion to adjourn. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport