**Workshop Meeting Minutes**

**Monday, July 2, 2018- 6:30pm**

In attendance:

Mayor Bill Green

Assistant Mayor Joan Knode

Councilman James Kalbfleisch

Councilman Charles Brown

Councilman Dustin Byers

Town Manager Donnie Stottlemyer

Mayor Green called meeting to order

**GUESTS**

Mayor Green introduced Jerry Stumbaugh, zoning administrator for The Town of Williamsport Planning and Zoning Commission. Mr. Stumbaugh was present to present the phase one project for the tenant house. His proposal was to finish the first four only, insulate, dry wall, and finish electrical. He also suggested to install baseboard electric heat. No plumbing will be completed at this time. He commented that the tenant house will be limited use. ADA sidewalk would need to be installed from the front of the house to the Springfield Farm Barn bathrooms. He suggest to the mayor and council that they should come up with a phase two plan to complete other items on their wish list. Assistant Mayor Joan Knode, raised concerns on having steps installed to the basement area. Councilmen Charles Brown, informed the mayor and council that he recently received a quote to install water and sewer to the tenant house at a cost of $5,200. Assistant Mayor, Joan Knode, stated that she recently spoke to Audi Colombo about applying for a Maryland preservation grant to finish their summer kitchen.

Mayor Green passed out to the council a revised planning and zoning ordinance for The Town of Williamsport. Mr. Stumbaugh informed the council that the planning and zoning ordinance has not been revised since 1978. Mr. Stumbaugh thanked David Cotton from the Maryland Department of Planning with his help with this review of the ordinance.

Mayor Green introduced Brandon Orff from Cunningham Recreation. Mr. Orff was present to present Option A and Option B playground design. The mayor and council liked Option A. Mayor Green informed the council that the other bidders were given the opportunity to present their projects to the council but they decided not to.

**UNFINISHED BUSINESS**

Mayor Green held discussion with the council concerning creating a nuisance ordinance for The Town of Williamsport. Mayor Green provided a copy of an ordinance provided by The Town of Martinsburg, West Virginia that deals with neusance, drug, and gang house. Mayor Green informed the council since the inception of this ordinance, 23 drug and gang houses have been closed in Martinsburg, West Virginia. Mayor Green also provided pictures of trash accumulated between two structures located at 40 North Conococheague Street. He also informed the council there has been an increase that adult beverages are being consumed on front porch areas along North Conococheague Street. He also informed the council that as long as the beverages are not on the sidewalk area, it is legal to have an open container on your porch. Councilmen Dennis Grove stated that we need to do something about this. Mayor Green stated that Washington County resident deputy, Jason Crawford, has followed up on these issues. Mayor Green also stated our town residents have been following how the Martinsburg ordinance is being effective with these problem areas. Councilman Dennis Grove feels some of the problem is contributed to the landlords not following up with the tenants when these issues have been raised in the past. He also stated that we need to create some type of ordinance that will provide some teeth to address these issues. Mayor Green stated that Martinsburg police are utilizing this ordinance to shut down drug houses. Councilman Dustin Byers stated that he does not have a problem having a beverage on the front porch as long as it is not taken to the sidewalk area. Mayor Green polled the council to see if there was interest in pursuing a nuisance ordinance for The Town of Williamsport. The council was all in agreement to pursue a nuisance ordinance for The Town of Williamsport. Mayor Green informed the council that this would be on the agenda on the next scheduled council meeting for approval.

**NEW BUSINESS**

Mayor Green reviewed with the council a copy of the utility policy provided by The Town of Boonsboro. Mayor Green stated that by creating a utility policy, it would address water, sewer, and trash issues. This policy would address how to conduct charges for vacant structures and town residents to request having their water service terminated while they travel on vacation or abroad. Mayor Green asked the council if they would like to create a utility policy for The Town of Williamsport. The council was in agreement to proceed with this policy. Mayor Green explained that this would be an agenda item at the next scheduled council meeting.

Mayor Green held discussion of annexing the lower South Artizan Street into the corporate limits of the town. Mayor Green informed the council that at the dead end of South Artizan Street that the town was recently informed by Maryland Highway Administration that we own that parcel property and it is required to be mowed and weed wacked by the town. Mayor Green stated that he would like to start the process of annexation for this section of South Artizan Street. Mayor Green informed the council that he has reviewed council minutes from past administrations and found that the past councils were opposed to annexing this section of South Artizan Street. Mayor Green informed the council that one of the things that the town could offer these residents is cheaper electric that would save them about $400 per year. He also stated that public safety is the number one issue that town residents like to address. Councilman Dustin Byers stated that he thinks things are going to get worse before they get better. Mayor Green informed the council that we are still waiting on our second resident deputy for the town. He further stated that Donnie and himself had a great meeting in Washington at the White House. Mayor Green stated that the White House provided contact information for different federal administrations. Mayor Green informed the council that he recently wrote an email to the Department of Justice to see if grant funding would be available to assist the town with police coverage. Mayor Green also stated that he feels that the law enforcement needs to be seen by the general public and walking through town helps with building relationships with the local law enforcement. Councilman Dennis Grove suggested to the mayor and council that he would like to see the council set plans in motion for the town to have their own police force. He also stated that he looks at Hancock’s police force that they have 4-5 officers. Councilman Dennis Grove also stated we would have a constant presence in The Town of Williamsport.

Respectfully submitted,

Town Manager, Donnie Stotelmyer