**Workshop Meeting Minutes**

**Monday, May 7, 2018- 6:30pm**

In attendance:

Mayor Bill Green

Assistant Mayor Joan Knode

Councilman James Kalbfleisch

Councilman Charles Brown

Councilman Jim Braswell

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 passed out the ADA playground packets to the council. Bid packets were received from the following bidders: Cunningham Recreation, Playground Specialists, and Metro Recreation. Mayor Green asked councilmen Charles Brown to review bid packets with Town Manager, Donnie Stotelmyer and bring a formal recommendation back to the next scheduled council meeting.

Mayor Green informed the council that only one bid packet was received for the L. Beard Miller Pool concession stand bid packet. The bid was submitted by Desert Rose Café, Williamsport, Maryland. Mayor Green informed the council that this will need to be awarded at the next scheduled council meeting.

Mayor Green reviewed with the council budget amendment 2018-01. This would need to be passed at the next scheduled council meeting. Mayor Green also stated that he will also be presenting The Town of Williamsport 2018/2019 fiscal budget.

**NEW BUSINESS**

Mayor Green reviewed with the council a license agreement with the board of County Commissioners of Washington County to construct a bus shelter adjacent to the Williamsport Library. He explained that this license agreement will need to be passed as an emergency ordinance at the next scheduled council meeting.

Mayor Green passed out an ordinance to the council from the City of Martinsburg, West Virginia that addressed the physical condition of commercial structures and also addressed drugs and gang houses. He asked the council to review this ordinance and to see if something like this would need to be passed for The Town of Williamsport.

Assistant Mayor Joan Knode, made a motion to adjourn seconded councilmen Dustin Byers with all voting in favor, motion carried.

Respectfully submitted,

Town Manager, Donnie Stotelmyer