**TOWN OF WILLIAMSPORT**

**MAYOR AND COUNCIL MEETING MINUTES**

**January 13, 2020**

A regular meeting of the Williamsport Mayor and Council was held on January 13, 2020, at the Williamsport Town Hall Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor William Green

Asst. Mayor Joan Knode

Councilman Dennis Grove

Councilman Jim Kalbfleisch

Councilman Jim Braswell

Councilman Charles Brown

Coumcilman Dustin Bowers

Town Manager Donnie Stotelmyer

Town attorney Ed Kuczynski

Mayor William Green called the meeting to order.

A motion was made by Councilman Dustin Bowers to accept the Regular Council Meeting Minutes from December 9, 2019 Workshop Minutes from Meeting from January 6, 2020. This motion was seconded by Councilman Dennis Grove with all voting in favor, motion carried.

**Financial Report**

No financial report presented.

**Guests**

Mayor Green introduced Kathryn Gratton and she reported the following:

This month I have visited the following communities which have long tenured Main Street programs: Mt. Airy (2004), Thurmont (2005), and Middletown (2008). I also met with representatives from Main Street Hancock that are trying to establish a program within their community as well.

Benefits the other communities highlighted that a Main Street program can bring to an area are:

* Ability to offer Façade Grants to business/property owners to improve appearance of downtown
* Farmer’s Market (which might be good since we are considered a “food desert”)
* Importance of having a point person to be able to communicate between local government and business owners

Items I am working on

* Continuing to visit other Main Street communities for ideas we can implement
* Building a business education series (Main Street requirement)
* Begin identifying possible volunteers for Main Street committees
* DESIGN: Enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems, and long-term planning
* ORGANIZATION: Building consensus and cooperation among the many groups and individuals who have a role in the revitalization process
* PROMOTION: Marketing the traditional commercial district's assets to customers, potential investors, new businesses, local citizens and visitors
* ECONOMIC RESTRUCTURING: Strengthening the district's existing economic base while finding ways to expand it to meet new opportunities and challenges from outlying development
* CLEAN, SAFE, and GREEN: Enhancing the perception o f a neighborhood through the principles of Smart Growth and sustainability

**Correspondence**

Mayor Green reported on the 2019 Christmas decorations winners **Business**1st place River City Barber Shop 2nd place Elmwood Mortgage 3rd place Rhodes Welding **Entry** 1st place Phil Murray 2nd place Jennifer Gruber 3rd place Jessie Jones **Homes** 1st place Jack Murray 2nd place Michael Nokes 3rd place Tracy Ripple **Street Scapes** 1st place Terry Taylor 2nd place McKenzie Brown 3rd place Allen Redding **Honorable Mention J**ustin Castle & Amanda Chaney, Andy Bard, Sharon Toston.

Washington County Commissioners evening meeting is scheduled for Tuesday, February 11, 2020 beginning at 6:00 pm

Washington County Maryland Muncipal League meeting is scheduled for Monday, January 27, 2020 hosted by the town of Boonsboro at 710 North Main Street Boonsboro MD Boonsboro American Legion social hour begins at 6:00 pm

**Reports**

**Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

No report

**History and Museum Board**

No report

**Planning Commission**

Land administrator Linda Kuczynski reported on the following:

* new planning commission sworn in last week, first meeting in February
* completion of various annual reports for government agencies
* application for demo for park headquarters January 16, 2020
* all plans for park headquarters to be submitted this month
* Williamsport Elementary new sign
* one new permit for 2020 follow up on 2019 permit

**Land Use**

No report.

**Legal Council**

No Report.

**Sheriff’s Report**

Mayor Green presented the sheriff’s report for the month of December.

**Council report**

Councilman Jim Kalbfleisch enjoyed the Christmas decorations in Byron Memorial Park.

Councilman Jim Braswell reported Chirstimas in the town was really nice. He also reported on the Christmas bike ride that began in Byron Memorial Park - 53 riders parcitipated. He also recommended that the snow plows in Williamsport from Advantage Landscape should raise their plows 2" when plowing the snow as they are scaring the streets.

Assistant Mayor Joan Knode thanks all the volunteers that helped this year with the Charlie Brown Christmas. She also thanked the Frederick Railroad Club, Tearza and Jeremy Knode, Roger Grimes, Beverly Knode and Connie Rupp for all their help.

Councilman Charles Brown reported that the park decorations in Byron Park were beautiful and wanted to thank all the volunteers who helped collect in the park this year, they did an amazing job.

Councilman Dennis Grove reported they are gearing up for the 2020 Pool season.

Councilman Dustin Bowers reported their were no issues with the electric department

**Mayor’s Report**

Mayor Green reported that they restoned part of the fitness trail. It has been a busy January and we continue to work on the FLAP grant for Route 11.

**Unfinished Business**

Mayor Green asked for a motion to introduce the town of Williamsport Cooperative Management AGreement CMA National Park Service Councilman Jim Braswell made a motion to approve as presented Councilman Dustin Bowers seconded with all voting in favor motion carried.

Mayor Green asked for a motion to adopt the town of Williamsport Deveopment Agreement between MEDCO and National Park Headquarters project. Town Attorney Ed Kuczynski infomred the council this agreement would need to be passed as an emergency ordninance. Councilman Charles Brown made a motion to adopt as emergency ordinance as presented, seconded by Asst Mayor Joan Knode with all voting in favor motion carried. Town Attorney Ed Kuczynski also explained there would be no financial obligation to the town with this agreement.

Mayor Green asked for a motion to appoint Jay Lauver to the Planning and Zoning Commission for the Town of Williamsport. Councilman Dennis Grove made a motion to adopt as presented seconded by Dustin Bowers with all voting in favor motion carried.

Mayor Green asked for a motion to approve Engineering Support Services with compliance with the town of Williamsport MS-4 Permit.Town Attorney Ed Kuczynski said that Storm Water Management has to be handled in a different way with the town's storm water discharge. The town of Williamsport was issued a Storm Water Permit in 2018 and the State of Maryland has mandated that storm water has to be managed in a different way. Asst Mayor Joan Knode made a motion to approve the Engineering Support Services to assist with compliance with town of Williamsport MS-4 Permit. WBCM is the company chosen to help with the compliance, seconded by Councilman Dennis Grove with all voting in favor motion carried.

Mayor Green asked for approval to adopt Washington County MOU MS-4. Town Attorney Ed Kuczynski explained to the council this would need to be passed as an emergency ordinance. Councilman Charles Brown made a motion to adopt as presented seconded by Councilman Jim Braswell with all voting in favor motion carried.

**New Business**

Mayor Green asked for a motion to participate in the Cedar Ridge Ministries sled derby scheduled for Sunday, February 9, 2020 Raindate Sunday, March 1, 2020. Asst Mayor Joan Knode made a motion to adopt as presented, seconded by Councilman Jim Braswell with all voting in favor motion carried.

Councilman Dennis Grove made the following motion: move that our contractor for snow plowing and removal Advantage Landscape or whoever be notified by registered mail that no plows are to be dragged on town streets at any time when there is less than 2" of snow on the roadways. Councilman Dustin Bowers seconded with all voting in favor motion carried.

**Citizen Participation**

None

Councilman Jim Brasell made a motion to adjourn. Seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried. Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer

Town Manager