**TOWN OF WILLIAMSPORT**

**MAYOR AND COUNCIL MEETING MINUTES**

**April 15, 2020**

A regular meeting of the Williamsport Mayor and Council was held on April 15, 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 Braswell

Councilman Charles Brown

Town Manager Donnie Stotelmyer

Town Clerk Treasurer Emily Rider

Town attorney Ed Kuczynski

Mayor William Green called the meeting to order.

Mayor Green presented the following:

**OPEN MEETING COMPLIANCE BY MUNICIPALITIES**

**DURING COVID19 PANDEMIC**

The Annotated Code of Maryland, Local Government Article Sec. 3-101, et seq generally requires meetings of elected officials and government boards and commissions to be open to the public. However, virtual meetings, electronic online meetings and conference calls can comply with the Act as long as they meet the goals of the Open Meetings Act which is to allow the public an opportunity to observe the conduct of public business. Emergency situations can justify, if not necessitate, a deviation from a public bodys’ customary and usual practice of allowing the public to physically attend their meetings.

 Based upon the serious threat to the health of the citizens of the Town and attendees of Town Meetings, the declaration of a State of Emergency by the Governor of the State of Maryland and the restrictions and limitations placed on public gatherings set forth in the Executive Orders of the Governor of Maryland, including but not limited to Number 20-03-23-01 as it exists and/or may subsequently be amended, the following meeting methodologies will be considered compliance with the Open Meetings Act:

* Conference calls involving the necessary officials so long as the conference call can be heard by the public.
* An electronic online meeting.
* A virtual online meeting, such as Skype, Zoom, etc.
* An in-person meeting of the public body which is not open to the public but allows the public to observe a live feed online, i.e. Facebook, web-stream, etc.
* An in-person meeting of the public body which is not open to the public but allows the public to observe a live broadcast by a local television or cable television station.
* Any reasonable combination of the above designed to meet the goals of the Act.

 In the event of a meeting held via conference call, access numbers and codes will be provided to allow accessibility to the extent necessary and practicable.

 If personal attendance is not permitted, any interested persons who wish to comment will have the opportunity to submit comments in writing by regular mail sent to Town Hall or email to the Town Manager. These comments will be included in the minutes of the meeting.

 As with all Regular and Special Meetings, reasonable advance notice of the meeting will be posted (at Town Hall, on the Town’s webpage and/or Facebook page and by any other means the Town Manager deems necessary and appropriate based upon the circumstances. In addition to the Notice, an Agenda will, if possible, be posted at least 24 hours prior to the meeting.

 Minutes shall be prepared and maintained in accordance with the Act (Sec. 3-306). As usual these minutes shall be available to the public upon request.

 In the event that a closed meeting becomes necessary, the procedure set forth at Sec. 305 of the Act shall be followed and a summary of the closed session shall be included in the Minutes.

 In the event that a public hearing would be required by Statute, Charter or Ordinance, public input, if not possible by in person attendance, will be allowed in writing for ten (10) days following the public hearing.

**RESOLUTION TO ADOPT POLICIES AND PROCEDURES**

**REGARDING OPEN MEETING COMPLIANCE**

**DURING THE COVID19 PANDEMIC**

**RECITAL**

**WHEREAS,** a State of Emergency has been declared by the Governor Larry Hogan; and

**WHEREAS,** in order to preserve and protect the health of the citizens of the State of Maryland, the Governor has issued a series Executive Orders which restrict, limit and control public gatherings; and

**WHEREAS,** the Mayor and Council deem it advisable to adopt a policy regarding the conduct of meetings while said Executive Orders or in force and/or while there is a health risk to attendees at public meetings; and

**WHEREAS,** the Mayor and Council deem it to be in the best interests of the citizenry of the Town to adopt the Policies and Procedures attached hereto and incorporated herein by reference (Exhibit “A”);

**NOW, THEREFORE, BE IT RESOLVED** that the Policies and Procedures relating to compliance with the Maryland Open Meetings Act attached hereto as Exhibit “A” are hereby adopted until such time as the Executive Orders issued by the Governor for the State of Maryland, or as subsequently amended, are rescinded and/or there is no longer a health risk to attendees at the public meetings of the Town.

Mayor Green asked the Council for a motion to adopt the **RESOLUTION TO ADOPT POLICIES AND PROCEDURES REGARDING OPEN MEETING COMPLIANCE DURING THE COVID19 PANDEMIC** as presented Councilman Charles Brown seconded with all voting in favor motion carried.

No prior minutes presented

**Financial Report**

No financial report presented.

**Guests**

No guests

**Correspondence**

No correspondence presented

**Reports**

**Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

No report

**History and Museum Board**

No report

**Planning Commission**

No report

**Land Use**

No report.

**Legal Council**

No Report.

**Sheriff’s Report**

No report

**Council report**

No report

**Mayor’s Report**

No report

**Unfinished Business**

No report

**New Business**

Mayor Green informed the Council that the MML Conference for Ocean City is scheduled for June 28 - July 1, 2020.

Mayor Green asked for a motion to approve renewal of a CD at M & T Bank. Asst Mayor Joan Knode made a motion to adopt as presented, seconded by Councilman Dennis Grove with all voting in favor motion carried.

**Citizen Participation**

None

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer

Town Manager