**TOWN OF WILLIAMSPORT**

**MAYOR AND COUNCIL MEETING MINUTES**

**October 11, 2021**

A regular meeting of the Williamsport Mayor and Council was held on October 11, 2021, at the Williamsport Town Hall Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor William Green

Asst. Mayor Dennis Grove

Councilwoman Margaret Yaukey

Councilman Michael Nokes

Councilman Jim Braswell

Councilman James Kalbfleisch

Councilman Charles Brown

Town Clerk Treasurer Emily Rider

Town Attorney Ed Kuczynski

Mayor Green Called the Meeting to order

**Minutes**

Can we get a motion to accept the regular council meeting minutes for August 10, 2021. The workshop meeting minutes for September 6, 2021. public hearing meeting minutes for September 13, 2021. And the regular council meeting minutes for September 13, 2021. A motion was made by Councilman Jim Braswell. Seconded by Councilman Charles Brown. With all voting in favor, motion carried.

**Correspondence**

Mayor Green made sure everyone had Kathryn’s Main Street report.

**Financial Report**

**Guests**

Michelle Mills and Addie Blickenstaff from Deleon and Stang the Town Auditors

My name is Michelle Mills, and I'm with Deleon and Stang, one of the audit principles. With me is Addie Blickenstaff. She was the senior auditor that worked on the job and worked most closely with Emily. Thank you guys for inviting us this evening. We'll see everyone has received a handout. Typically, we do a PowerPoint just to kind of ease you through the process of a 50 Plus page report. And we're trying to just focus on what we think are the most important things for you to know about the recently completed audit, and for which we're seeking your approval. So, let's begin. The first page of the handout is titled required communications. We are required by professional standards to communicate the following items to you at the completion of the audit. And we've summarized a few of the key points. There were no new accounting policies adopted and existing policies were not changed during fiscal year 2021. There were no transactions that were entered into by the town that lacked authoritative guidance or consensus. We had no difficulties in performing and completing the audit. None of the misstatements that were detected as a result of our audit procedures and corrected by management were considered material. And there were no disagreements with management during the course of the audit. We were engaged to do a financial statement audit. And most of you who have worked with us for years know that I always think it's important to make sure everyone understands individual responsibilities. So, the financial statements are the responsibility management. We use your auditors are required to plan and perform the audit to make sure that the financial statements are free of material misstatement, and to issue an opinion on the financial statements. The audit was performed in accordance with generally accepted auditing standards as well as government only standards. And, in accordance with government auditing standards, we are required to challenge internal controls over financial reporting and on compliance. There are two levels of required deficiencies. One is a material weakness; we've provided a definition of what a material weakness is in accordance with professional standards. And you'll see that it's a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement will not be prevented or detected. There were no material weaknesses identified during this most recent audit. A significant deficiency is a deficiency that is less severe than material weakness, but important enough to merit attention by those charged with governance. And we did identify one significant deficiency during the current period. So one significant deficiency that we did identify was internal controls over trash Billings, and I'm going to summarize there's a lot of words in the slides that summarize for you so to begin with the criteria in June 2020, the town implemented an ordinance that stated that all water and sewer customers that are required to be connected to the town's water and sewer system shall be billed the monthly minimum rates for sewer trash collection and Bay restoration fees, whether or not they're actually connected. We pulled a sample of utility Billings and we noted out of our sample of 25 customer bills, that there were two not being charged the required trash collection fee. We inquired of town management Why this occurred and from one of the accounts, it was noted that the account had not been charged for trash shirt services for several years and was most likely requested the service to be turned off as they were not utilizing it. For the second customer it appeared to have been an oversight error as it was a residential customer that should have been charged for trash collection. The overall effect of the finding, the town does not appear to be following their established ordinance and as a result, the service charges could be understated. Recommendation, the town's responsible for ensuring your adequate internal controls over their utility billing process and following their stated policies. We recommend the town to review its established ordinance and make changes as considered necessary. If exemptions are to be allowed for certain residents, we recommend the town document these exemptions and update the above policy. Management is required to provide a response that will be in the audit report. Emily, would you mind giving a brief update of what you and Bill and Donnie had talked about. So, Jamie went through them there wasn't that many. So, we are looking at them. And then we're going to review and add what is necessary to add five happens or three or five wasn't many. As I mentioned in the intro, we are required to issue an opinion as a result of our audit, the town will receive an unmodified opinion on the financial statements. And again, as a reminder, an unmodified opinion is positive. It means that the financial statements were fairly stated in all material respects. You may recall that as you look at the audit report, there are two sets of financial statements that are required under governmental accounting standards. The first is a government wide presentation and you'll see here on the handout we've identified where the government wide financial statements are in the full report, as well as the final level of financial statements. On the next several pages are going to be some financial highlights, so I'm going to turn it over to Addy to do a few of the slides.

The first required statement is a statement of net position which reports the town's assets, liabilities and net position. So, in this first slide, the government wide total assets were just over 9.2 million, which was just about a 1% decrease from the prior fiscal year. As you can see in the graph, governmental activities, which is your general fund represent just over 5 million or 54%. And the business type activities, i.e., the electric in the water and sewer have $4.2 million of assets or 46% of the total balance.

And at the bottom of each handout, you're going to see a page number that's referenced back to the audit report. So, if you want to go back and see where the data is being pulled from, that's a quick reference for you.

Linux pie chart we break down those $5 million of governmental activity total assets into the most significant categories. So, as you can see, by the dark blue, the most significant asset is the capital assets, which are just under 2.7 million or 53%. cash and cash equivalents represent 43% or 2.1 million. The advanced to the sewer fund had a balance of 118,000 as of year-end, and then there's 2% or approximately 92,000 other assets such as receivables. If we take that in the comparison of the business type total assets again a 4.2 million in total, you can see that the capital assets represent 91% or 3.8 million of the total cash and cash equivalents had about 48,000 in receivables represented 8% or 349,000 and a year. If we flip to the other side, the government wide total liabilities again were just over $5 million, which was a 5% increase over the prior fiscal year. As you can see business type activities again the electric and the water and sewer fund comprise 96% of the total fat $5 million balance with governmental activities having a small 194,004% of urine liabilities. The next slide we break down in 194,000 for governmental activity liabilities, and you can see 59% is represented by accounts payable and accrued expenses. With the remaining 70,000 of unearned revenue for the business type liabilities, as you can see by the gray color, the lowest or the largest category is the long-term debt which is just under 2.9 million or 59%. The business safe activities reported overdraft of cash of 1.5 million or 33%. And again, the remaining two categories of accounts payable and accrued expenses in the advanced in the advanced the general and other liabilities 144,000. The last required piece of the statement of position is assets minus liabilities equal or net position, which was 4.2 billion as of year-end 7.6% decrease from the prior year. As you can see governmental activities have 89% of their balance with business type activities reporting a negative 620,000 or 11% of the Year in balance. This slide just highlights the breakdown of the net position for governmental activities. capital assets net of their related debt again is 2.6 million. There's 256,000 of restricted net position which we will touch on later in the presentation. And the remaining 1.9 million is unrestricted. In comparison to the right side for business type activities, capital assets where net related debt were 959,000 and a negative unrestricted net position of 1.5 million.

The second required government wide financial statement is the statement of activities that you will see on the left-hand side we're focusing on the governmental activities. The total expenses for fiscal year 2021 was just over 1.4 million. We had program revenues and general revenues. Our program revenues of charges for services were just over 200,000. In grants and contributions of just under 330,000. Our capital grants and contributions were just under 68,000. Our general revenues which include our real estate taxes, our local income taxes, and again, the most significant revenue source for government activities was just over 889,000. The next slide gives you the same snapshot for our business type activities. Our total expenses for the business type activities were just over 2.9 million. We collected charges for services are billed charges for services of 2.5 million, and we had general revenues of about $40,000 for fiscal year 2021. The change in net position government wide was a decrease of 346,000. broken down that was an increase for governmental activities of 43,000 and a decrease in our business type activities of about 359,000.

So, the next several slides, we're going to take in more of a fund level perspective. Does anyone have any questions before we switch to a fund level presentation? All right, we are starting with the balance sheet path for our governmental funds includes the general fund and a special revenue fund the total assets from a government from a fund level perspective, were just under 2.6 million. The liabilities were just over 382,000. And then you're going to see that fund balance in total was just under 2.2 million. And you see a lot of categories. These five categories are required by governmental accounting standards. We'll go over them quickly. And then we're going to give you a little bit more detail. The largest item is unassigned at just under 1.6 million. We have assigned at 65,000 are committed represented 241,000 our restricted was just over 256,000 and our non-spendable items worth just under 15,000.

So, in this slide, we break down what's included in those restricted, committed and assigned amounts as of year-end. So just a reminder, restricted needs a restraint was externally imposed. So at year end, the town had received a $40,000 request that was restricted for use for the town Library and Museum and the remaining fund balance of the special revenue fund of 216,000 remains in that category. Committed fund balance is amount used for specific purposes that was done because of a formal action IE resolution or ordinance by mayor and council. So the 240,000 at year end is the farm account that has been committed for specific purposes. The assigned is the next level down again, it can amount that are constrained by the town's intent to be used for specific purposes by the mayor and council have work done so via formal action like a resolution or an ordinance. So a year in fiscal year 21 $65,000, remains earmarked for specific projects, which originated from the sale of the sheets property.

For governmental funds, total revenues were about 1.4 million, total expenditures of 1.3 million 429,000 excess of revenues over expenditures. When we talked about the overall change in net position of the government wide statements, we had we talked about an increase of 43,000. Those three items sitting in the middle is how we get from a funding level to a government wide perspective. So as you can see, there's about 90,000 of capital outlay, a small loss on disposal of capital assets and depreciation expense was recognized that 184,000. These last two slides focused on the revenue and expenses of the electric and the water and sewer fund as compared to the prior year. So the first one is the electric Fund, which as you can see, operating revenues had a 4% increase from fiscal year 20. About 1.5 million to just over 1.6 million. The operating expenses had a 9% decrease went from 1.7 million to 1.5 million at year end. That is changed the operating income from fiscal year 20 as a negative 156,000, to record a positive 44,000 per year and the overall change in that position at 630 21 was 41,000. And again, the slight difference there is student interest income and interest expense. For the water and sewer fund, operating revenues had a 7% decrease. for fiscal year 20. They were just over $1 million. And they fell to about 935,000. for fiscal year 21. operating expenses for water and sewer had a 10% increase, jumping from 1.2 million to 1.3 million, again, causing the operating loss to grow from a negative 208,000 to a negative 393,000. Again, after we added interest income and interest expense that gets to the overall change in net position of the water and sewer funds were negative 431,000. And you are having questions regarding the PowerPoint and or the audit report.

**Board of Elections Supervisor**

No Report.

**Board of Zoning and Appeals**

**History and Museum Board**

Mayor Green reported they were still working to get the museum open.

**Planning Commission**

Linda Kuczynski reported that they are revisiting the usage chart for our ordinances to bring it up to date a little bit. And looking at what it is today compared to what it was when it was developed back in the 70s.

**Land Use**

We have two new businesses. We have the Cindy's Country Time. shop down where the French’s used to be. Then the property right across the street that everybody knows is jewels, or J & J’s Ice cream was purchased by Justin Anderson and his wife. They're going to keep the apartments upstairs, but they plan to have a plant specialty gift shop in the lower floor.

**Legal Council**

No Report

**Sheriff’s Report**

Mayor Green read the sheriff’s report. dispatch date self-initiated 47, for total 55. No arrests. Five traffic enforcements with five violations

**Council Reports**

**Councilman James Kalbfleisch**- no report

**Councilman James Braswell**- I did want to just touch on a couple things. We had the homecoming parade Saturday, and we're blessed to live in this small town that we do. You know, the big schools in Hagerstown. They can't have that. Okay, and we can so there's things we do that just make it nice to live here. So, I hope you took advantage of that. Before we meet again, Halloweens, October 31. So just be and the traffic. we'll probably have some extra police presence at night with the deputies, but a lot of kids will be out and about. So just remember that's on the calendar. We are running the street sweeper. And mayor's want to touch on a new person that's on board here to do our traffic ticketing as a follow up that around the Thursday & Fridays. the cemetery work, you can tell if you look, you can see the headstones are cleaner, the ones they've worked on. the trees that we put out on the front street; they're blooming.

**Assistant Mayor Dennis Grove-** two things. I sat in the Christmas planning meeting today and there's a lot of really good ideas going on. So, I think everybody's going to be pleasantly surprised at how Christmas is coming together. We got some ideas for some new decorations and different things. So, I think everybody's going to be pleasantly surprised at that. Secondly, Margaret brought up at a workshop about the veterans displays down front. So, I'm looking at that and trying to figure out what we really need to do to get them upgraded in some kind of shape.

**Councilman Charles Brown-** The Harvest Hoedown was successful. And we met with the gentleman from the parks about the grant that we got for the new playground. He's supposed to bring it to the display and show those here.

**Councilman Michael Nokes**- no report

**Councilwoman Margaret Yaukey-**  we're waiting to hear what the County's got going on with that study that's supposed to be coming to an end. That's what we're all sort of waiting on. For the veteran’s monument the Rotary was hoping we could use a high school group and maybe we can do some community action around that and do more than just repair to them and get the rotary involved and get a little face time. And the other thing I wanted to mention is we fared well in the Herald Mail article about stormwater. And I thought that they did a really good job with that. And the Donnie gave him a lot of information about what we're doing, taking on the positive approach that even though the small bits of mitigation that residential people can do, that are real mood boosters. When there were a couple of things that I know that the Hagerstown’s considering doing because I served on the stormwater commission, was that the removal of beaten up old garages and things like that. And so that that is something that no that they're thinking about, we might want to think about, too is how do we reward the small efforts, and how does the town get engaged in doing some deconstruction and things like that, so we can look to what they did for some solution.

**Mayor’s Report**

I would like to bring counsel up to date really quick. The Graveyard cleaning is coming along really good. We have a slight issue with the guy that was supposed to be training, how to put the stones back was cancelled. I would like to go ahead and schedule for this guy, get with him and schedule him to come in here. So that he can train our guys how to do that. If I could get one of you all to make a motion for that so we can continue that in the house. Scott Osborne did ask if they were any closer to finding who did the vandalism. He also wanted to address that when Rob Green and the Department of Corrections came, they left everyone under the assumption that neither the town or the Riverview Association had to worry about taking care of it and they had it covered. They were going to use this as a model program for the work release inmates. Mr. Osborne stated that he received a phone call from a town employee wanting money for more cleaning supplies because the employee heard that he received a $200 donation. However, he wasn’t going to make any moves until he spoke with the mayor because he was under the assumption that the Department of Corrections was to financially undertake this project. Mayor Green stated that yes, the Town was to be reimbursed for this project by the State.

**Unfinished Business**

Appointing William Joy to be a parking ticket attendant. A motion was made by Assistant Mayor Dennis Grove. Seconded by Councilman Michael Nokes. All voting in favor, motion carried.

Approval to install the three flagpoles at Town Hall. A motion was made by Assistant Mayor Dennis Grove. Seconded by Councilman James Kalbfleisch. All voting in favor, motion carried.

Approval to move Douglas, the donkey from town hall to the town museum. A motion was made by Councilman Jim Braswell. Seconded by Assistant Mayor Dennis Grove. All voting in favor, motion carried.

Approval to move forward with the sewer project/manhole rehab. / Route 11. West Potomac Street. A motion was made by Assistant Mayor Dennis Grove. Seconded by Councilman Michael Nokes. All voting in favor, motion carried.

Approval for the Town of Williamsport Main Street volunteer handbook. A motion was made by Councilman Jim Braswell. Seconded by Councilman Charles Brown. Five votes in favor. One vote opposed by Councilwoman Margaret Yaukey; motion carried.

Approval to extend Town of Williamsport mowing and snow contract with Advantage Landscape. A motion was made by Assistant Mayor Dennis Grove. Seconded by Councilman Charles Brown. All voting in favor, motion carried.

A motion to introduce the ordinance to the pole attachment licensing agreement. A motion was made by Councilman Jim Braswell. Seconded by Councilman Charles Brown. With all voting in favor, motion carried.

next is approval to move the static display from town hall to its new location at the Globe Hotel. A motion was made by Councilman Charles Brown. Seconded by Councilman Jim Braswell. With all voting in favor, motion carried.

Next one, there is approval to recondition the Veterans Memorial at Town Hall. A motion was made by Councilwoman Margaret Yaukey. Seconded by Assistant Mayor Dennis Grove. With all voting in favor, motion carried.

Approval to move forward with the MEA Grant and Brandon from Pinnacle. A motion was made by Assistant Mayor Dennis Grove. Seconded by Councilwoman Margaret Yaukey. With all voting in favor, motion carried.

**New Business**

None.

**Citizen Participation**

Town Resident Marshal Maravelis addressed the Mayor and Council about traffic issues in town. He would like more police enforcement on W. Potomac Street. He also wanted to address that the Park Service told him that he cannot use their parking lots on the days when the street sweeper runs. Mayor Green said that he would call and speak with them regarding this issue.

Another town resident who didn’t identify himself wanted to talk about the loud humming that he has been hearing in town. Council and other members of the audience have also heard that loud humming.

Scott Osborne asked for an update on Conococheague St. progress. Mayor Green responded with saying that stuff has been added for stormwater to the project and are hoping for a thumbs up from State Highway in about two weeks. Mayor Green said that right now the project is expected to begin in the spring of 2022. Scott Osborne also asked about who is to enforce the vegetation in town. Linda Kuczynski addressed Mr. Osborne and explained the process and steps she takes, she did say there is no legal action that can be taken based on town ordinances.

A motion was made to adjourn by Councilman James Braswell. Seconded by Councilman Charles Brown. With all voting in favor, motion carried.

Meeting Adjourned

Minutes Prepared by

Crystal Danfelt