**Mayor and Council Workshop Minutes**

**Monday, October 4, 2021, 6:30pm**

In attendance:

Mayor Bill Green

Assistant Mayor Dennis Grove

Councilman Charles Brown

Councilman Michael Nokes

Councilman James Braswell

Councilman James Kalbfleisch

Clerk Treasurer Emily Rider

Town Manager Donnie Stotelmyer

Town Attorney Ed Kuczynski

**Mayor Green**

Call the workshop to order for October 4, 2021. new business. The Fall cleanup is scheduled for Saturday, October 23, 2021, 7am to 12 noon, we'll need to approve that in the regular meeting. I do want to talk about William Joy not being named the parking ticket attendant but training him to do the parking tickets. We need a discussion to move forward with the sewer project/ manhole rehab project /route 11. West Potomac Street. To bring everybody up to date. This is the collapsing sewer line on Potomac Street, that comes up from pump station four, with the force mains been blowing apart this manhole for years now. We applied for grants to do sewer holes, but it ended up being several holes around this area. We'd like to schedule it to be done and possibly, we'll look into using the ARPA money to cover that fee on that, if it's allowed. If not, it'll be a fee we have to do but we're pretty sure we can go to MDE to use that money from the grant in this position. it'll replace the manholes on Potomac Street. Christmas in the park. If anybody wanted anything added new to it now's the time to have the conversation on if that's something we are interested in pursuing or just use what we already have. It's completely up to you guys. They're starting to talk, so anybody that wants to join in on the conversation about Christmas, we have a big one that's going to happen. So, they're going to meet Monday 11:30 and Tony's to start discussing they have National Christmas Tree will be here on November 16. Main Street's, putting that all together. Then moving on to Christmas lights in the park. that will all tie in with helping at the barn. So, anybody that is up for volunteering a couple of nights. 101.5 Bob Rocks, the radio station we advertise with, is going to do a day of volunteering at the barn and help the lights. They're not using the name Charlie Brown Christmas, there was another name. it's the same concept. Okay, the next is the procedures and guidelines for volunteering for the committees for Main Street. She has five committees, and we have to be putting them together. I did call Sykesville and they do have the same template, that is ok with Main Street. Thurmont also has an application, and they review everybody. When you volunteer, they take your name, your number, your email address, and then they email you the application that you fill out. When you are on site you do have a set of rules. You should have revised copy that was sent out this morning for everybody. Next up was a discussion of the flag.

**Councilwoman Margaret Yaukey**

So, I feel like this is discouraging to volunteers. But I'm one voice. And I'm you know; folks want to go ahead and go forward with it. If there's a positive feeling about it. I haven't served on a Main Street in over three or four years, so maybe this is the way things are being done.

**Councilwoman Margaret Yaukey**

In here she had asked for your willingness to do a background check.

**Mayor Green**

you have to be willing to if they decide to do one

**Mayor Green**

So then next discussion is flag poles at Town Hall. We have received a donation to put up another flagpole in. I don't know if anybody knows the history of the flag poles. When we fly at half mast, We can't because of the Maryland flags on it, and it’s hard. I mean we do it. It's difficult to do because the Maryland flag is under it. we received a donation to put in another flagpole in to make it easy on us. the only problem with the flagpole is the location and where they're at in front of town hall. There is the donkey that sets where flagpole would be put. the thought was to move the donkey into the tenant house, the barn, or giving it to the headquarters, however, the headquarters doesn't want it. there's a plaque that sets out front that says about Duet Wrench, the first Civil War incident happened in Williamsport. The plaque is at corner, but it was actually Globe Hotel it actually happened, so I wanted to talk to Jessie about if she would take that over there.

**Councilwoman Margaret Yaukey**

this brings into discussion the plaque for the fallen heroes, our veterans, that is in really bad shape. the wood is rotting it’s in rough shape back there in that corner one of the Rotary members walked me out there said Look at this. And if we're talking about a facelift, maybe we ought to be thinking about including it in the grant.

**Mayor Green**

it was just a donation for the flagpole. by moving the plaque for the Globe Hotel, it allows a plaque about town hall to be put in its place, and as she's saying why not fix that too.

**Councilman James Braswell**

So, my question is since its flagpole related, Double Day Hill? That flagpole is terrible?

**Mayor Green**

Yeah. Double Day Hill is a telescopic one. I think it's same with the insurance bid. If we have to put the insurance bid through, we'll have a new flagpole up down there.

**Councilwoman Margaret Yaukey**

Does Rotary provide any kind of funding for that sort of thing. Lions Club was doing it, could the rotary do the other piece and make a partnership out of it?

**Mayor Green**

Bring it up Wednesday. Because other than that, we're looking at Osborne funeral home turning it in on the insurance, but they're waiting because of the state supposed to be paying these fees that are going on? I guess we're holding our receipts in their breath. What's everybody think about the flagpoles out front and the donkey?

**Assistant Mayor Dennis Grove**

just my idea, but I think the point would be maybe out in front of the museum

**Mayor Green**

So just put like a concrete pad out there. either way won't get moved until the flag poles go to get put in. So, it all be done. Hopefully all within the same couple of days. That'll be something we'd have to stipulate on the work. Okay. And pole attachment between town Williamsport and Point Broadband on Piedmont. This is the Hagerstown fiber, and we still have no idea what to charge for poles

**Town Attorney Ed Kuczynski**

Hagerstown charges $20 has been verified.

**Town Manager Donnie Stotelmyer**

Yes, sir.

**Town Attorney Ed Kuczynski**

They can't tell us how many poles they think they're planning on? A suspect that we're going to have less than the City of Hagerstown. Donnie asked him how many poles

**Town Manager Donnie Stotelmyer**

I asked him and he said he couldn't tell me because they needed to engineer the town. He didn't want to spend the money to engineer the town.

**Mayor Green**

Okay, so then we'll just regular meetings just put down at the $20 pole. discussion of mountain snow removal. Donnie?

**Town Manager Donnie Stotelmyer**

Last year we awarded Advantage Landscaping and Construction, for our mowing and snow removal. The contract is up in December, however, there is a clause in the contract that that can be extended for a second year. If the mayor and council so choose, I would need approval at the council meeting to pass it to extend that contract for another year. Before we would formally put it out in an RFP. if they so choose not to do that. We will put it out for bid again.

**Assistant Mayor Dennis Grove**

Do you have or can you bring us what that figure was doing, and we did figure it was?

**Town Clerk Emily Rider**

$43,000

**Town Manager Donnie Stotelmyer**

Keep in mind that they store our salt. I just put in for 35 loads of road salt down in Baltimore and Eastern salt they go down and haul that up for us. there are other things that they do for us other than mow and snow

**Councilwoman Margaret Yaukey**

Okay, one last thing. The police presence, is there any way that we can set up a subcommittee? Can we do some kind of address the issue at some level of police presence. It's getting worse.

**Mayor Green**

I'm hoping I'm hoping with the next Sheriff that we get a little bit better. Like I was saying a couple months ago I keep meeting with the candidates will not Mr. Holsinger he's not feeling well but I keep meeting with the candidates with you know one of the issues the cruiser you know, things of that nature and I don't want to pay more we can't afford to pay more. But can we get more time? Can we get more designation? can we work out something to get more? I've asked them about them stoplight cameras that we talked about a couple years ago because Doug won't sign off on them and ask these guys how they felt about it. They said it's just an easy signature to put you know the stoplight will catch on because they're running the red lights, they're turning right on right I mean the one car literally on our walks in the evening I'll watch cars just go right through the red lights.

**Councilwoman Margaret Yaukey**

There's a real downside to citizen watch.

**Mayor Green**

I asked for meeting with the sheriff was told he spoke enough to us about our ordinances not interested in meeting so it's just the same old story we've been getting for.

**Town Attorney Ed Kuczynski**

we have town ordinances that have town laws that should be enforced. Sheriff Mullendore's attitude is that without a uniform county code, he's not going to do it. And he just tells us guys not to do it. doesn't matter that they could be enforced. His problem is each town has their own set of laws he loses the concept of home rule you know self-governance so that's the problem. So, Scott has offered to put up with a light display Christmas that I thought you were going to talk about tonight when identical that's what it was and it's for free and it's pretty yeah but and he's been asking every month for the last yeah 10 months and you guys have yet to say anything

**Councilman Charles Brown (Jr)**

are we going to do the big downtown event? Just curious about that because, like, last year was perfect. reason I'm saying that is because the people that give out candy. I end up spending about $300 on candy to give out and then I've run out then first hour, and then you have the big event. But last year, I was able to give out the whole time. It's all good. But I mean, there was not a lot of people that give out because of that. Because it's just too big and too much. It's just too many. I mean he is talking 10,000 kids coming by I mean I don't know I bought

**Mayor Green**

yes, so you don't want to you have the fire truck and everything down here.

**Councilman Charles Brown (Jr)**

As long as it's not as large and not as many people

**Mayor Green**

I can't control. everybody's doing the 31st. But we're not running radio ads either. I pulled back. We had to cut some things on the budget to do other things. So, we put radio in half. So, we can only do a few special things on it so that might slim the group down. But I do think a lot of the kids do look forward to coming downtown and jumping on that wagon and they hang out with fire hall guys, that's like good recruitment time.

**Councilman Charles Brown (Jr)**

It’s a good thing it just gets to the point like my little girl can go get candy throughout the whole town. She'll get this much in the bottom of the bag, which isn't very much. People just don't give out because there's just too many people. And it's not like it was when we were kids, we'd go around and get a whole brown paper bag full.

**Mayor Green**

I mean, there's always a lot of kids here. And if you ever, if you remember when they started this stuff out front, it's because trick or treat did fall off. And there was not so by getting the businesses together and handing out candy and coming up with that and having the wagon rides and games in the fire hole down here. It actually brings people into that center. So, I don't know what it's like on the other streets. I never did. I never make it to the other streets. My wife does. My kids get my kids get candy.

**William Ball**

Good evening mayor and council. For those of you that don't know me, my name is William ball, and I'm an assistant fire chief. And we come before you tonight to try to make an official request to have a discussion with you about the American Rescue Plan. And every community across the country received a calculated dollar amount and I know the town's is a little more than a million dollars. When they release the second funding will be a little over two million dollars. And we have a number of significant projects that we're working on out of the station, to support our community and one of them is probably the highest dollar value project is we're in the process if we are awarded, we're in the process of finalizing the specifications is any large dollar value well process that we have is a new ambulance. This ambulance is right on schedule for the replacement schedule. we try to replace our ambulances every 8 to 10 years depending on the mileage and wear and tear and cost of operation. And the ambulance will be replacing the 2013. So, it's eight years old. All of our units average about 20,000 miles a year. We have two units that are in service and the 2013 ambulances 153,524 miles and our 2016 has 97,932. And what we're hoping for is that in our research and consultation with the International Association of fire chiefs, they have kind of gotten a lot of fire departments community volunteer firefighters that are fortunate enough to be in a town but not town sponsored, is to see if any of these funds can be utilized for that. And from what I've been told through this group, is that we kind of fall into two categories. One is the COVID response and mitigation for emergency medical services and transport patients to the hospital. COVID still very much alive in our community and our county. I can't tell you about the last time with my hospital hasn't been on some type of status of work. That there's been two- or three-day break. Sometimes they get that break but the ERs are full and the ICC /ICU and their COVID wing. The other category that we would fall into is any kind of services to nonprofits. According to the federal registry. The interim guidance is limited to 501C3 organizations which we fall into the specifications for this unit match our 2016 unit, with just a few modifications. We went with an F550 chassis, which is a little bit heavier duty versus our 450. And with that, we're hoping that it gets to a greater service life of 10 years. One of our other concerns, and while we're doing it now is the county lacks a reserve. There are a couple companies within the county community Rescue Service being one of them, that has a few reserves, but there's no designated reserve for the county. And we have two units. we try to keep one unit is in service 24 hours a day, 365 days a year. And our other unit is in service during peak hours Monday through Friday. And many of those hours is from 7am to 5pm, where we staff that with one career person and one volunteer. And just as an example today, unfortunately, our second unit is out of service. But we had Jefferson County, ambulances running all the way from everything was kind of stripped, and we're seeing that increased call volume. So, this third unit would be able to be put in service after our second units in service mainly to deal with. If one of them breaks that flex surge. One of the greatest things that we've been concerned with COVID is surge on our emergency medical services. And it's still again very much present to us. And being able to address that in for our community is one of our primary goals out of this. So, we will be keeping our 2013 unit, we'd like to keep them again in that 8-to-10-year mark. But you're trying to cap that out at 200- 220,000 miles. But looking at what it's costing us to operate. You know, when you start spending more money per year to maintain a vehicle than it is worth in a resale value, then it's not good business for us. So, what we're respectfully asking for is $150,000. Out of the American Rescue Plan, the total project cost is $299,000. The contract for the ambulance is $267,558. A large portion of that when we bought the original 2016, we were at about $210,000. But increased metal costs, tariffs and things like that, that is increased the cost of the vehicles. And the other thing that we've added that we didn't add originally that we made as an add on is we have a self-loading system that we put it back in the ambulances we have experienced over our 10 year and trends, noticing that we were receiving a lot of injuries by our paramedics and EMTs and firefighters from loading our patients. And we went through a bad time when we were spending excessive amount of monies and workers comp because we had several claims. Since that time to outfit our two units was $50,000 with these automatic load systems, but we took our workers comp from 100,000 down to 27,000. So as long as we keep our workers comp low, that self pays for itself in which helps increase our opportunities to do these capital expenditures. We don't receive any money from the county for capital expenditures, everything that we have out of it as a fleet, and our facility is all paid for by the citizens and our fundraising efforts. Now the county does reimburse us for fuel and maintenance and utilities and very small portion of our salaries. Our payroll is just over $500,000 a year for paramedics and part time drivers which the town is very gracious to support a part time driver program. But we only get about $200,000 a year to offset that difference. So, we hope that our billing money covers the difference. If it doesn't, we have to take that funding from a fundraising to make sure that we're meeting payroll because that's our primary responsibility. The difference the other portions of this budget project or the project is $25,000 for a battery powered cot that lifts the patient up and down. Again, preventing injuries and that it mirrors with the automatic load system and about $10,400 for equipment because we want it to be ready serve. So, we turn it turn it on and be ready to serve our citizens. If it's not and we try to have the rob equipment off or something is there with that, so Our goal is to try to make any prepayment to the company we're purchasing it from. Because we don't want to have a debt, if we're not able to do that, we're going to have to finance a portion of this, the fire company can afford to put down our half of 150,000. And if we could get the 150,000 out of the American Rescue Plan, we wouldn't have to have any debt. Currently, it's no lie, our debt service annually is about $325,000. That's a lot of money to raise, to pay our bills, our debt services, first facility, our debt, we have a debt service to for our last engine that we bought in 2015. We did a renovation in 2011, which is been 10 years. And we still mortgage on that, because that was just under $800,000, to do that, and to build a new fire station today with just under about 5 or 6 million. So, we're trying to maintain that and keep up with that. And still have a ready reserve of cash. In case we do have that bad day. So, we don't want to have that additional debt service to us. So, I guess the unfortunate part for us is we always wanted to get the get the units purchased in Bravo to us to serve our community, because of the computer chip issue that's going on throughout the country and all the manufacturers were somewhere between a 10-to-12-month delivery. And it's only going to take about 45 days to get the unit once they get the chassis, but they first have to get the chassis. So again, our number one goal is to try to get this prepayment done. And which then allows us to have a little bit of savings. And with that savings, we're able to purchase the additional equipment that we may need for this ready reserve status. And again, it's ready to go in a moment's notice. But we would hope that we can be considered as part of your projects. With that I understand that there may be some new validation that need to be done through the IRS in such, but I know they haven't published their federal final federal registry. It's still an interim state, but from what I'm hearing for the political connections to the International Association of fire chiefs, it's not changing too much. And as long as you're addressing the payroll and essential needs for that, and you're ready to respond primary, the primary high-level goals are ready response and supporting the community being reactivated so again, that's what I've been told from that group.

**Town Clerk Emily Rider**

So, I'm going to be honest and what I need to look into it. However, the money is for town specific, and I believe your county, right, you view with your, within the county, right you do services put in the whole county

**William Ball**

The very first category. Actually, if you look at online, they have a couple of summary sheets, it's emergency medical response. And emergency medical transport is related to COVID-19. So, if we can't transport the patients, and there's a delay, I know several fire departments throughout the country that never had an ambulance service. And they use their first round of money to establish an emergency medical transport service within their fire department. We are in the town limits. We're just not a word ad hoc agency of the town because the town does support us through the budget as a budgeted item through the charter. And we mainly record our authority or authority comes through the fire prevention code of the town sets which is very old and the county. So, it's kind of like we are we are the designated fire department for the Town of Williamsport unless you would establish a contract with another fire company.

**Town Manager Donnie Stotelmyer**

Will, if I may, USDA has about $20 million. Right now, they're trying to get rid of they'll pay 75% of your project cost. If my math is correct, that they would cover about 223,000 to three of your calls. So at least somewhere around 75,00 that you guys would have to fund so they'll pay 75% of the cost and then that would leave the 25% that you would have to make up, but I would be willing to work with you and Michael and whoever with USDA to see if we can get that funding

**Mayor Green**

I gave Kathryn that information today for her to get hold of. But I think if we can the first box you were talking to check off in the category. What did you call it? Again?

**William Ball**

It's called COVID-19 response and mitigation, it, breaks it down further to mention emergency medical response, and including emergency medical training.

**Mayor Green**

I know you're not going to find out in a week, what do you think by November?

**Town Clerk Emily Rider**

I have to see what it is exactly since we are non-essential,

**William Ball**

team in, in those categories, this still follows under this category, because you're mitigating. And you're and you're still providing emergency medical care, because that's a whole separate section of the Federal registry that I was able to read for about 45 minutes before coming in here because that was, he told me that about in most cities and towns fall into that category. The county doesn't most cities and municipalities. I think it's the population, the calculation of population, they use the population of the town to calculate the appropriations and anything over 250,000 people is a different category.

**Mayor Green**

I'm all for finding out. If we can use Yeah, I just absolutely, and help in any way we can with something like that. And in the meantime, I think you know, working with Katherine, towards your other project that you were telling me about earlier, maybe that can help with that.

**William Ball**

We have, we have a lot of projects, and you will be very fortunate to get a grant for watercraft. And unfortunately, what we thought was going to be a year something here again, we experienced the metal prices. And we went from a project that was budgeted out 18 months ago at $35,000 as a round number, it's a little bit less than that 34,000. And some change that is now significantly increased, that we have to fund we have to fund that significant increase because of this grant. And we're very blessed and very fortunate for all the assistance the town gives us with these grant opportunities. But we still have a lot of times I have to come up with a 50%. And you know, we I think we're good stewards of our money, and making sure our bills are paid. But anything you all can do to this, especially the way they publish the federal registry information through the American Rescue Plan that we greatly appreciate. Not, you know, whatever commitment that you can get sooner than later so that we can try to make this payment. Yeah, I mean, if you can, we were kind of waiting for the waiting to see where this federal registry was going to drop. Its public comment was over in July/ first of August, and then they haven't published it yet.

**Mayor Green**

yeah, they just sent me a survey the other day, with thoughts on how spending should be. And I've been answering like it should be us, you know, just about everything everywhere.

**David Mays**

And again, through my research and reading through the blogs on the ichiefs, you know, everybody's looking at it, hey, we're going to lay off a bunch of firefighters. Well, that's a degree that you can pay for these firefighters to come back. But in 2025, when the grant period reporting ends, they're not saying that you're going to continue to have that money. Partly your revenues recovered, but you're not going to have that money back to continue to fund those that had to be laid off because of that many cities had to do that and police, so you bring back the public safety. Unfortunately, we didn't have to do any of that. Everything got tight. And we've been very blessed to get some of the grants through the COVID monies and different things from the town, county, state but it's this is one of our greatest opportunities. And it's also would be one of the first times ever, that has been a label as a public private partnership between the town and in the fire department that you're purchasing apparatus. The town has always been great to support the project such as helping us to offset our career firefighter program. But this is the first time that the town would actually have a large investment in our fleet and serving the citizens.

**Councilman Charles Brown (Jr)**

You know, we can stand up and say we're not defunding the police and the fire department we're funding so you already could be proud of that.

**William Ball**

we're always very appreciative if anybody has any questions. While he's on the contact, Michaels got my contact information, please give me a shout and I can stay in the right direction. But we just appreciate openness offset this, as we just we don't want to have any debt. Thank you

**Mayor Green**

we know for sure it can be used to replace lead line water lines, which we have a few we know we can do sewer, we know we can do stormwater, we know we can use it for COVID related things. So hopefully, this money will fall on that line, we'll get the okay on that too, because we were able to use a chunk for the street sweeper. So, it's probably no problem at all kinds of issue. And we will have the extra money and like was mentioned, next year, we're going to have the same amount again. So, we'll be able to repair a lot of the problems with the water sewer throughout town, we'll be able to fix a lot of stormwaters problems and help the fire hall at the same time, which is all pretty positive stuff for the town.

**William Ball**

you know, obviously you would have done it this this, again, we've gone out and looked at brush truck project, and our ATV grant that the town was instrumental in helping us in the right direction. And, just putting a little bit of latitude, in some graphics on the side of the ambulance would be there for the town, obviously recognizing our federal tax dollars, again, you know, in big letters about the town supporting, and this is this is a purge of extremely large dollar value that the town helped us with the ATV. I think the other project that we went out and see a lot of public assistance with was a brush truck, we did receive a used vehicle from the county that they were going to put out on their govdeals. And we were able to get pulled down off that. And for less than $5,000 in community donations, we were able to put that in service and still in service today. So, all that recognition would be, we'd be excited to be able to put that out there and get a very nice PR campaign to recognize the town for that.

**Mayor Green**

so, we should get around about idea. So once this is for sure, then we can get a price. then we get a price thing together on the exact amount of water lines, the exact amount of sewage the exact amount of storm water, including that with this first round, because we do have another round coming next year. So, it's not like they don't have another year to wait. It's always going to take a year to get it. So, our priority list. I put it right there for our storm drain here on Salisbury.

**David Mays**

wanted to make a quick comment about your snow removal. Just consider instead of taking them out for bid, just with the inflation and everything that's going on. Would you want to do that if you get the pricing you've got in 2019?

**Mayor Green**

that's a good point, we are keeping the same price and by rolling it.

**Linda Kuczynski**

I just have the bed and breakfast amended text proposal that I wanted to get into your hand so you guys can look over before I scheduled public hearing. feel free to contact me if you have a question to meet anything clarify we happy to do that for you. I was correcting the Lions Club grant because we've had that before the donkey came. yeah, there's about six or seven years ago that just somebody had asked I don't remember was what you told me that it was it was it was before the donkey came. So, if nobody has anything else.

**Mayor Green**

Can we have a motion to adjourn

**Assistant Mayor Dennis Grove**

move

**Councilman Michael Nokes**

Second,

**Mayor Green**

all those in favor (all) anyone opposed (none). Meeting adjourned.

Prepared by Crystal Danfelt

10/25/21