

**The Town of Williamsport
Mayor & Town Council Regular Session
November 7, 2022; 6:30pm**

On November 7, 2022, a Work Session of the Mayor & Town Council for the Town of Williamsport was held. Those members of the elected body who were present included Mayor William Green; Assistant Mayor Dennis Grove, Councilman Jim Braswell, Councilman Charles Brown, and Councilman Michael Nokes (at 7:00pm). Town employees in attendance were Chad Rooney, Town Administrator; Ed Kuczynski, Town Attorney; and Emily Rider, Accountant.

Mayor Green called the meeting to order at 6:30pm.

Mayor Green reviewed the proposed 2023 Holiday Schedule for Employees.

Mayor Green reviewed an invitation for the MML Washington County Chapter Dinner in Clear Spring on November 28. Town Council members were directed to RSVP to the Town Manager who will relay the Town's attendees to the Chapter President.

Mayor Green introduced the necessity to renew a CD at M & T Bank coming due in April 2023. He explained this is done from time to time to permit Town staff to complete documentation with the bank to extend the CD. The Town Administrator will provide the current rate and new rate at next week's Regular Meeting.

Staff Accountant, Emily Rider, presented information related to money currently restricted as part of a previous directive of Town Council commonly referred to as "Sheetz Money". The money derived from the sale of the property now the Williamsport Pharmacy. She outlined a proposal to maintain \$57,575.00 for the Town's match of the Bikeways Grant and improvements to the L. Beard Miller Memorial Pool. \$115,716.54 would then be unrestricted and moved into the General Fund.

Staff Accountant, Emily Rider, presented information necessary for a budget adjustment. The adjustment occurs each year to make proper adjustments to the operating budgets of the Town. The attached documents were provided to the Mayor and Town Council outlining the modifications.

Request for Proposals 2022-10: L. Beard Miller Memorial Pool Rehabilitation Project - Town Administrator, Chad Rooney, opened one submitted bid from Millennium Pools & Spas, 5558 Port Royal Road, Springfield, Virginia, in the lump sum amount of \$128,186.00. Mayor Green indicated this amount was much higher than expected and offered to reject the bid and readvertise. No dissent was offered by members of Town Council.

Request for Proposals 2022-11 Paving of Parking lot at Town Hall - Town Administrator, Chad Rooney, opened one submitted bid from Huntzberry Brothers, Inc., 21536 Chewsville Road, Smithsburg, Maryland, for the lump sum amount of 28,250.00; White 4" Line Striping at \$0.90/lf, Yellow 4" Line Striping at \$0.90/lf, Blue 4" Line Striping at \$0.90/lf, Handicap Symbol at \$60.00/each, and Sub-Grade Repair at \$14.95/ft³. Mayor Green identified money for this project would be paid through a secured grant up to \$25,000.00.

Request for Proposals 2022-12 Consulting Services - Town Administrator, Chad Rooney, opened one submitted bid from Manno & Associates, LLC., 2138 Merrifields Drive, Silver Spring, Maryland, in the lump sum amount of \$42,000.00 for a twelve-month contractual period as outlined in the RFP.

Request for Proposals 2022-13 Sewer System Lining - Town Administrator, Chad Rooney, opened three submitted bids: 1) Insituform Technologies, LLC., 580 Goddard Avenue, Chesterfield, Missouri, for a lump sum amount of \$49,500.00; 2) Mobile Dredging & Video Pipe, LLC., 11420 Old Baltimore Pike, Beltsville, Maryland, for a lump sum amount of \$49,000.00; AND 3) Standard Pip Services, LLC., 567 Walther Road, Newark, Delaware, for the lump sum amount of \$34,500.00. The Town Administrator was directed to clarify the discrepancy in the price difference between all three bids to ensure all three companies had the same understanding of the scope of work and relay this information during the Regular Session before a motion is made.

Request for Proposals 2022-15 Winter Weather Response - Town Administrator, Chad Rooney, opened one submitted bid from Advantage Landscape & Construction, 12936 Salem Avenue, Hagerstown, Maryland, for the lump sum amount of \$48,000.00. Mayor Green led a discussion on the elevated number from previous years and Town Administrator Rooney addressed questions related to the information contained in the advertised Request for Proposals. The Town Administrator was directed to confirm the contractor's understanding the proposal included the cost of salt, cinders, and transport from the Port of Baltimore and that Town staff would no longer supplement manpower for the contractor. The response to this information will be provided during the Regular Session and prior to a motion.

Request for Proposals 2022-16 Mowing and Landscape Services - Town Administrator, Chad Rooney, opened three submitted bids: 1) Advantage Landscape & Construction, 12936 Salem Avenue, Hagerstown, Maryland, for the lump sum amount of \$38,969.90, and Springfield Barn & Museum Area at \$225.00/service, Byron Memorial Park (except baseball field) at \$800.00/service, Riverbottom Park at \$395.00/service, Billy Doub Park (except baseball field) at \$400.00/service, Williamsport Volunteer Fire & Emergency Medical Services at \$200.00/service, and Nelson Field at \$200.00/service; 2) TNT Lawn Care, 9909 Corley Court, Hagerstown, Maryland, at \$2,500.00 per weekly service, however, no response was provided to Addendum #1; 3) Youngs Lawn Service, 13115 Greencastle Pike, Hagerstown, Maryland, for a lump sum weekly service cost of \$2,750.00, and Springfield Barn & Museum Area at \$650.00/service, Byron Memorial Park (except baseball field) at \$1,200.00/service, Riverbottom Park at \$550.00/service, Billy Doub Park (except baseball field) at \$225.00/service, Williamsport Volunteer Fire & Emergency Medical Services at \$225.00/service, and Nelson Field at \$200.00/service. Town Administrator Rooney explained the requirement of Addendum #1 for all submissions to include the breakdown for one service at each of the identified properties and explained the Town's requirement to have a per service cost as opposed to a per season cost as submitted by Advantage. It was recommended the submission TNT Lawn Care be rejected as it did not contain required information from Addendum #1. In relation to the remaining submissions, the Town Administrator was directed to clarify the number of cuts used to determine the costs submitted by Advantage and report this information during the regular session prior to a motion being made.

David Mays explained he e-mailed two Councilpersons who did not reply; he wanted to confirm he e-mail addressed on the Town's webpage were accurate. Town Administrator, Chad Rooney, will ensure any incorrect contact information is updated in short order.

Mayor Green adjourned the meeting.

