

**The Town of Williamsport
Mayor & Town Council Work Session
December 12, 2022; 6:00pm**

On December 12, 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 Councilperson Margaret Yaukey. Town employees in attendance were Chad Rooney, Town Administrator; and Ed Kuczynski, Town Attorney.

Mayor Green called the meeting to order at 6:00pm.


Mayor Green introduced Addie Blickenstaff, CPA, Audit Supervisor, from Delong & Stang. Addie presented the financial audit by printed PowerPoint slides present to the Mayor and Town Council. The Town was identified to have one finding because of three of thirty tested deposits not having a secondary signature to certify the amount and date of deposit. Town Council was provided an opportunity to ask questions related to the audit.

Mayor Green presented a request to allow alcoholic drinks at the employee party being held Friday, December 16, 2022, at the Community Building. Several Council members raised concerns regarding alcohol in the park and did not wish to pursue a vote during the Regular Session.

Mayor Green explained to Town Council the ongoing design for the Billy Doub Sidewalk Project. He explained the desire to have Town Council approve the project being advertised for proposals to move the project towards completion. Town Council was favorable of doing so.

The Town Administrator outlined progression of maintenance to the community pool. The sole company providing a submission for the RFP earlier this fall was asked the cost of improving the expansion joint and tile and to paint the pool. The costs were returned to be \$3,800 to service the expansion joint and tiles and \$936 for caulk. This project was moving forward as it did not meet the bid threshold. The Town Administrator explained the desire to advertise an RFP to paint the pool surface which was well above the bid threshold. Councilperson Yaukey expressed a desire to include a three to five year warranty of work completed as part of the RFP.

Mayor Green adjourned the meeting at 6:37pm.



**The Town of Williamsport
Mayor & Town Council Regular Session
December 12, 2022; 7:00pm**

On December 12, 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 Councilperson Margaret Yaukey. Town employees in attendance were Chad Rooney, Town Administrator; and Ed Kuczynski, Town Attorney.

Mayor Green called the meeting to order at 7:03pm.

Mayor Green asked everyone to stand for a moment of silent reflection for the loss of Councilman Kalbfleisch.

Mayor Green then led those in attendance in the pledge of allegiance.

Councilperson Yaukey made motion to approve the meeting minutes from the November 14 Regular Session and the November 14 Executive Session; Assistant Mayor Grove seconded, the motion passed unanimously.

Mayor Green then asked Town Council for their reports. Councilman Braswell noted impending weather expected for Thursday and encouraged everyone to be safe in their travels. He further outlined a bicycle ride will take place on December 21st and outlined expected delays in traffic due to the amount of riders.

Assistant Mayor Grove expressed his gratification for the trees in Springfield Barn and the lights in the park. He explained they are beautiful and there have been many attendees.

Councilman Brown expressed his thanks for the Town employees setting up the lights in the park and there has been a lot of people driving through to see the beautiful display.

Councilperson Yaukey echoed Councilman Brown's observations. She also requested the Town Administrator provide information on the electrical grid study currently being completed. The Town Administrator said he would follow up with Councilperson Yaukey after gathering more information.

Mayor Green expressed his pleasure with seeing the Town government moving forward with many projects. Many RFP's have been advertised and awarded; he noted we still have more work to do. Mayor green explained the Town has been given verbal confirmation of money which will be placed in the Governor's budget to offset the cost of a Planning & Environmental Linkages Study to move the Route 11 Bridge project forward.

No Old Business was presented.

Assistant Mayor Grove made a motion to accept and approve the Fiscal Year 2022 Financial Audit; Councilman Brown seconded; the motion passed unanimously.

Councilperson Yaukey made a motion to approve Request for Proposals 2022-19: The Billy Doub Sidewalk Project to be advertised for submissions, Councilman Braswell seconded; the motion passed unanimously.

Councilperson Yaukey made a motion to approve improvements to the community pool and for the drafting and advertisement of a Request for Proposals to have the pool painted, language will be included to have a warranty of the work for 3 to five years, Councilman Braswell seconded; the motion passed unanimously.

Assistant Mayor Grove made a motion to close the meeting and move into Executive Session; Councilman Braswell seconded; the meeting was closed at 7:19pm.

Assistant Mayor Grove made a motion to end the Executive Session and reconvene in Regular Session, Councilman Braswell seconded; the meeting was reconvened in Regular Session at 7:43pm.


Mayor Green acknowledged the resignation from Town Manager Donnie Stotelmyer which explained he will be moving into the role of Main Street Manager.

Per the Town Charter, Mayor Green made a recommendation to promote Town Administrator Chad Rooney to the position of Town Manager/Clerk/Treasurer. Assistant Mayor Grove made a motion to promote Chad Rooney to the position of Town Manager/Clerk/Treasurer, Councilperson Yaukey seconded; the motion passed unanimously.

Town Manager Chad Rooney thanked the Mayor and Town Council for their vote.

Mayor Green opened the floor for public comment. Chris Comer, Director of Government Affairs for Comcast, outlined his desire to have the Town consider his request for a franchise agreement and pole attachment agreement. The Town Attorney explained this is something currently being worked on by Town employees. Mr. Comer, speaking over the Town Attorney, continued to explain this is the case, but he feels compelled to attend the meeting and promote his intentions. The Town Attorney outlined the need for the Town's agreements to be identical to those approved for past providers. Mr. Comer disagreed and outlined his feeling that the agreements previously presented to the Town Attorney were close enough. To alleviate the continuation of disagreement between the Town Attorney and Mr. Comer, Assistant Mayor Grove requested Mr. Comer reach out to the Town Manager and a meeting with Town employees will be scheduled.

Councilperson Yaukey made a motion to close the Regular Session, Councilperson Braswell seconded; the motion passed unanimously. The meeting was adjourned at 8:16pm.



William "Bill" Green, Mayor
Dennis Grove, Assistant Mayor

Donnie Stotelmyer, Town Manager
Clerk/Treasurer



Jim Braswell, Councilmember
Charles Brown III, Councilmember
Michael Nokes, Councilmember
Margaret Yaukey, Councilmember

CHD, ED

TOWN OF WILLIAMSPORT

MAYOR & TOWN COUNCIL

WORK SESSION / REGULAR SESSION AGENDA

DECEMBER 12, 2022; 6:00pm

CALL TO ORDER – WORK SESSION

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT REFLECTION - COUNCILMAN KALBFLEISCH

PRESENTATION / DISCUSSION: FISCAL YEAR 2022 FINANCIAL AUDIT

DISCUSSION: EMPLOYEE CHRISTMAS PARTY

Addie - INCC Power Point

by ordinance about alcohol & consumption. Several exceptions for minors "hold harmless clause"

DISCUSSION: REQUEST FOR PROPOSALS 2022: BILLY DOUB PARK SIDEWALK PROJECT

DISCUSSION: L. BEARD MILLER COMMUNITY POOL IMPROVEMENTS

- warranty

ADJOURN WORK SESSION

CALL TO ORDER – REGULAR SESSION

APPROVAL OF MEETING MINUTES

- ✓ November 14, 2022 – Regular Session
- ✓ November 14, 2022 – Executive Session

① Margaret Slide #3; item #3

② Emp. Christmas Party
by

CORRESPONDENCE

REPORTS

- ✓ Board of Elections Supervisors
- ✓ Board of Zoning Appeals
- ✓ History & Museum Board
- ✓ Planning Commission
- ✓ Land Use
- ✓ Legal Counsel
- ✓ Sheriff's Report - August
- ✓ Town Council Reports
- Mayor's Report

Jim B
by expecting week; Be Safe
by Dec 21 - Bike ride in town @ 5:30P
by New Year's Day - phone - traffic Be wary
Denny by Ann is full, open for times
Jk. by parks placement, study Redler
mkt by study on electrical grid
Mayor - Nice Noel, RFPs alot
- some things forward
- next busy
P&L study
neg. session

**The Town of Williamsport
Mayor & Town Council Regular Session
November 14, 2022; 7:00pm**

On November 14, 2022, a Regular 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, Councilman Michael Nokes, and Councilperson Margaret Yaukey. Town employees in attendance were Chad Rooney, Town Administrator; and Ed Kuczynski, Town Attorney. Accountant.

Mayor Green called the meeting to order at 7:00pm with a moment of silence and Pledge of Allegiance.

A report on the success experienced in 2022 with car shows and events was provided to the Mayor & Town Council. A donation was able to be made for the three young men from Clear Spring who tragically lost their lives in an accident on Interstate 81. The dates of April 2, 14, and 21; May 5, 12, and 19; June 2, 9, and 16; July 7, 14, and 21; August 4, 11, and 18; September 1, 8, 15, and 22; October 14, 21, and 28; and November 4 and 5 (Rain Date) were presented to Town Council for consideration. No issues were discussed, these dates will be promoted for car shows in 2023.

Mayor Green asked for a motion to approve the October 17, 2022, Regular Session Meeting minutes. Assistant Mayor Grove motioned to approve the minutes as presented; Councilman Brown seconded; the motion passed with Councilperson Yaukey abstaining.

Mayor Green asked for a motioned to approve the November 7, 2022, Work Session Meeting minutes. Councilman Braswell motioned to approve the minutes as presented; Councilman Brown seconded; the motion passed with Councilperson Yaukey abstaining.

Mayor Green explained a letter from The Saint Andrew Presbyterian Church was provided in Town Council's information packets.

Mayor Green explained the Board of Elections Supervisors will provide a report in December.

There was no report from the Board of Zoning Appeals, History & Museum Board, Planning Commission, or Land Use. The town Attorney requested an Executive Session be held following the items in New Business for the purpose of Potential Litigation.

Councilman Braswell began Town Council reports outlining the intentions for a holiday parade and asked everyone to plan ahead and be safe. Assistant Mayor Grove informed Council he and the Mayor have assisted with setting up the trees in the Springfield Barn for display. Councilman Brown expressed his observations of Les Guessford's efforts to set up the holiday lights in the park. Councilman Nokes and Councilperson Yaukey had no report. Mayor Green echoed Assistant Mayor Grove's note of setting up trees for display and the efforts of the Public Works Department to see the Town is readied for the holiday season.

Request for Proposals 2022-16 Mowing and Landscape Services – Due to two out of the three submissions being provided to the Town lacking a signed addendum or not containing the information outlined in the Request for Proposals and Addendum; Councilman Nokes motioned to reject all bids and readvertise; Councilman Braswell seconded; the motion passed unanimously.

Mayor Green introduced the desire to advertise a Request for Proposals for the manhole and sewer rehabilitation project on Potomac Street. Thrasher Engineering is drafting the advertisement and RFP. Councilman Nokes motioned to advertise the RFP for this project; Councilman Braswell Seconded; the motion passed unanimously.

Assistant Mayor Grove made a motion to close the meet and go into Executive Session; Councilman Braswell seconded; the meeting was closed at 7:32pm.

Assistant Mayor Grove made a motion to end the Executive Session and reconvene in Regular Session, Councilman Braswell seconded; the meeting was reconvened in Regular Session at 7:44pm.

Councilman Brown made a motion to adjourn the Regular Session; Councilman Braswell seconded; the meeting was adjourned at 7:46pm.



Certificate of Appreciation

Presented in gratitude to

Williamsport Town Hall

Williamsport, MD

For Outstanding Support of the

United States Marine Corps Reserve

Toys for Tots Program



December 2022

Date

Diane Dutrow

Washington Co Toys for Tots

Coordinator – US Marine Corps Reserve Toys for Tots Program



Fiscal Year 2022 Audit Dashboard

Town of Williamsport, MD

Presented by:

Michele R. Mills, CPA
Engagement Principal

Addie Blickenstaff, CPA
Audit Supervisor



2022 AUDIT DASHBOARD: Government-Wide

- 1) Unmodified Opinion on the Financial Statements
- 2) Hybrid approach for the 2022 audit – both onsite at Town Hall and remote
- 3) All transactions were found to be properly supported and recorded
- 4) No material misstatements detected as a result of audit our procedures
- 5) We encountered no difficulties in performing the audit and had no disagreements with management.
- 6) The audit report and UFR are due to the State by 12/15/22.
- 7) One significant deficiency in internal controls identified (details on next slide)



AUDIT FINDING 2022-001: Internal Controls over Cash Receipts

Criteria: It is the Town's practice for **individual deposits to be reviewed** once the deposit has been taken to the bank. After the bank receipt is provided, a **secondary employee** who did not prepare the deposit is to review the daily cashiering screenshot, the deposit ticket, and the bank receipt to ensure they all match and sign the deposit packet.

Condition: During our cash receipts testing, we noted three out of thirty deposits tested that did not have a secondary review.

Cause: Per inquiry, these deposits were most likely an **oversight**.

Effect: The secondary review serves as a **detection control** to ensure cash was properly deposited. Without this secondary control, the **risk of misappropriation could increase**.

Recommendation: The Town is responsible for ensuring its **internal controls are operating as intended**. We recommend the Town review its internal control policies over cash receipts and make changes, as applicable to ensure the cash receipts process has adequate internal controls to reduce the risk of misappropriation.

Response: The policy was reviewed with employees to ensure a second employee compares the bank deposit slip with the daily deposit slip that is prepared by the Front Desk Clerk to make sure there are no discrepancies. The employee will initial screenshot or bank deposit slip and note any discrepancies.



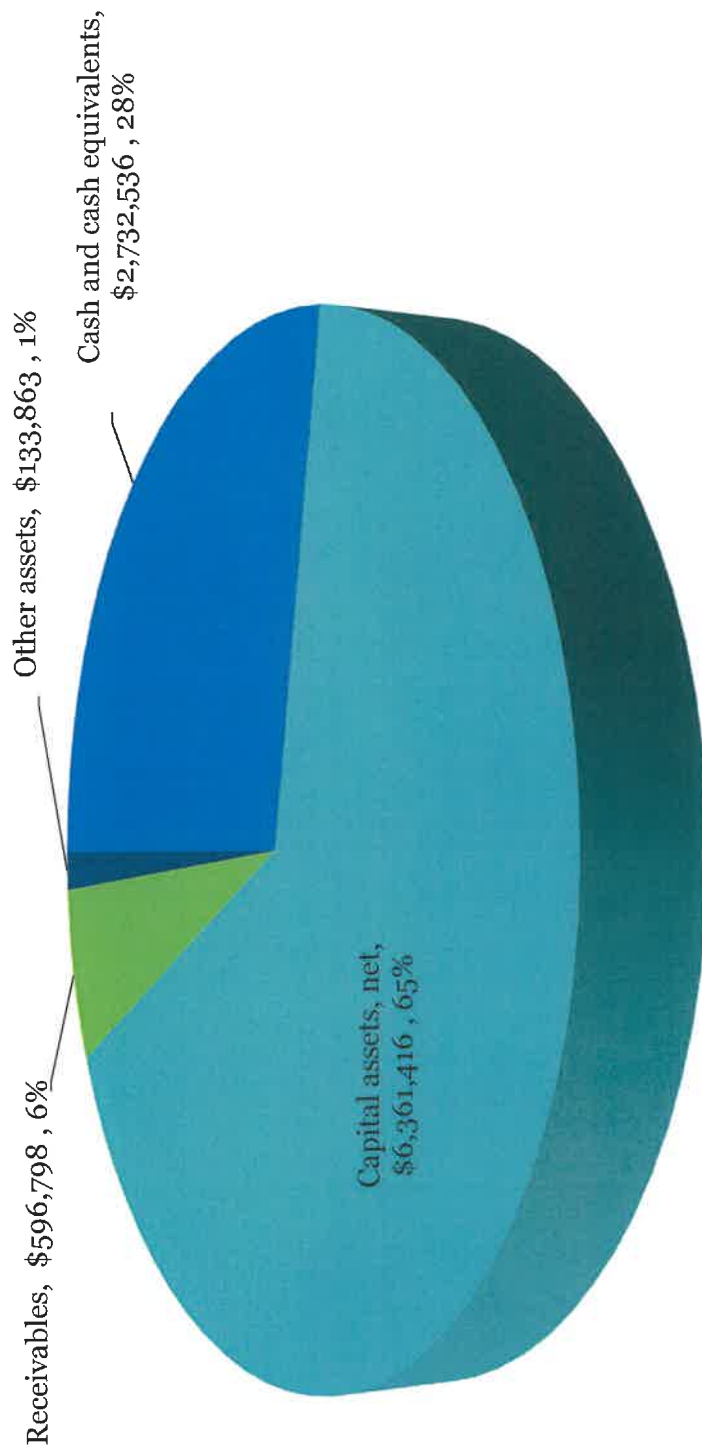
2022 AUDIT DASHBOARD: Government-Wide

Financial Highlights

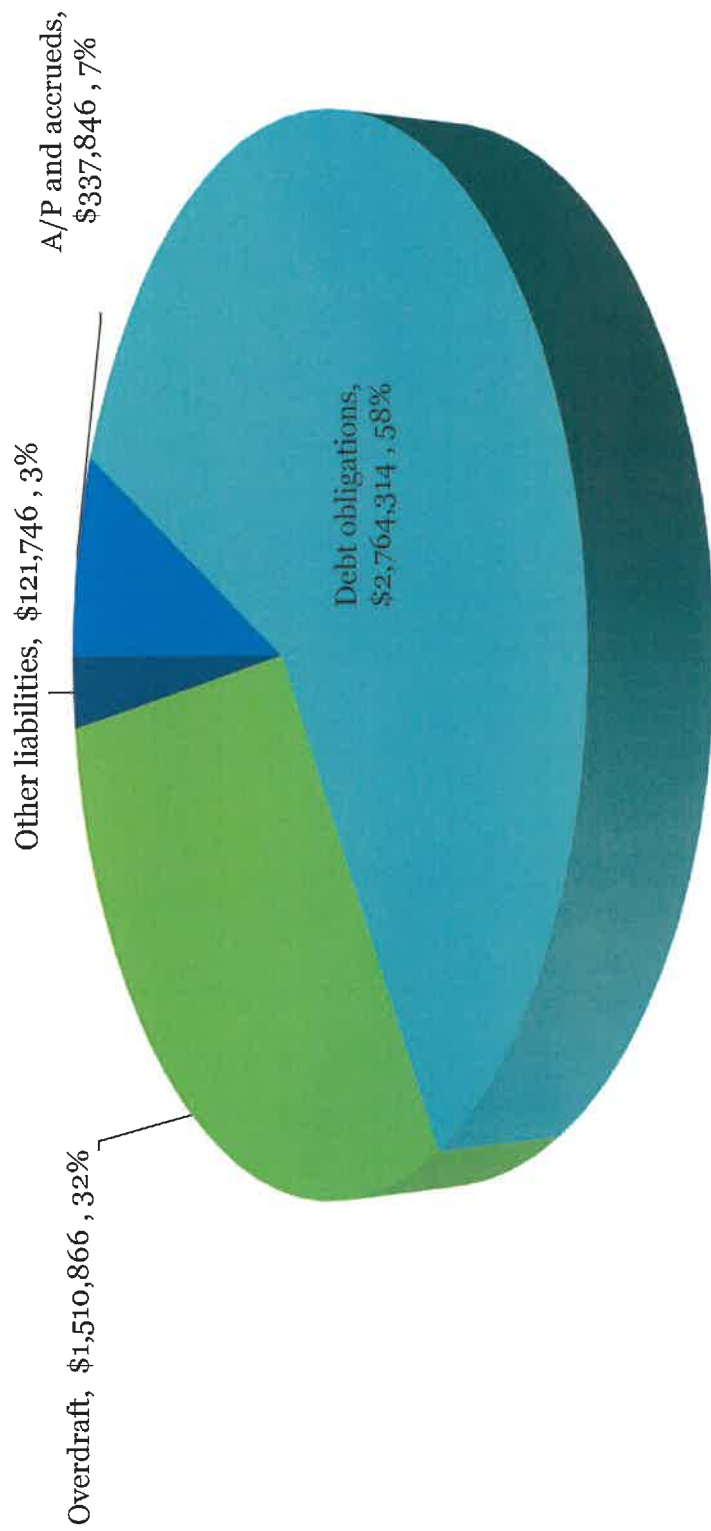
- 1) Government-wide total **assets** were \$9.8 million, a \$562,000 increase (6%) from FY21
- 2) Government-wide total **liabilities** were \$4.7 million, a \$303,000 decrease (6%) from FY21
- 3) Government-wide total **net position** was \$4.3 million, of which \$237,000 is restricted
- 4) Overall government-wide **change in net position** was an increase of \$38,000
- 5) Total government-wide **revenues** of \$4.6 million, a \$529,000 (13%) increase from FY21
- 6) Total government-wide **expenses** of \$4.5 million, a \$146,000 increase (3%) from FY21
- 7) During FY22 the first ARPA payment of \$1,029,100 was received, of which \$321,400 was spent through year-end. The remaining amount is represented as a deferred inflow on the Statement of Net Position of the General Fund (\$300,800) and Water Fund (\$406,900).
- 8) Total debt payments due within the next year are \$96,000



Government-Wide Total Assets



Government-Wide Total Liabilities



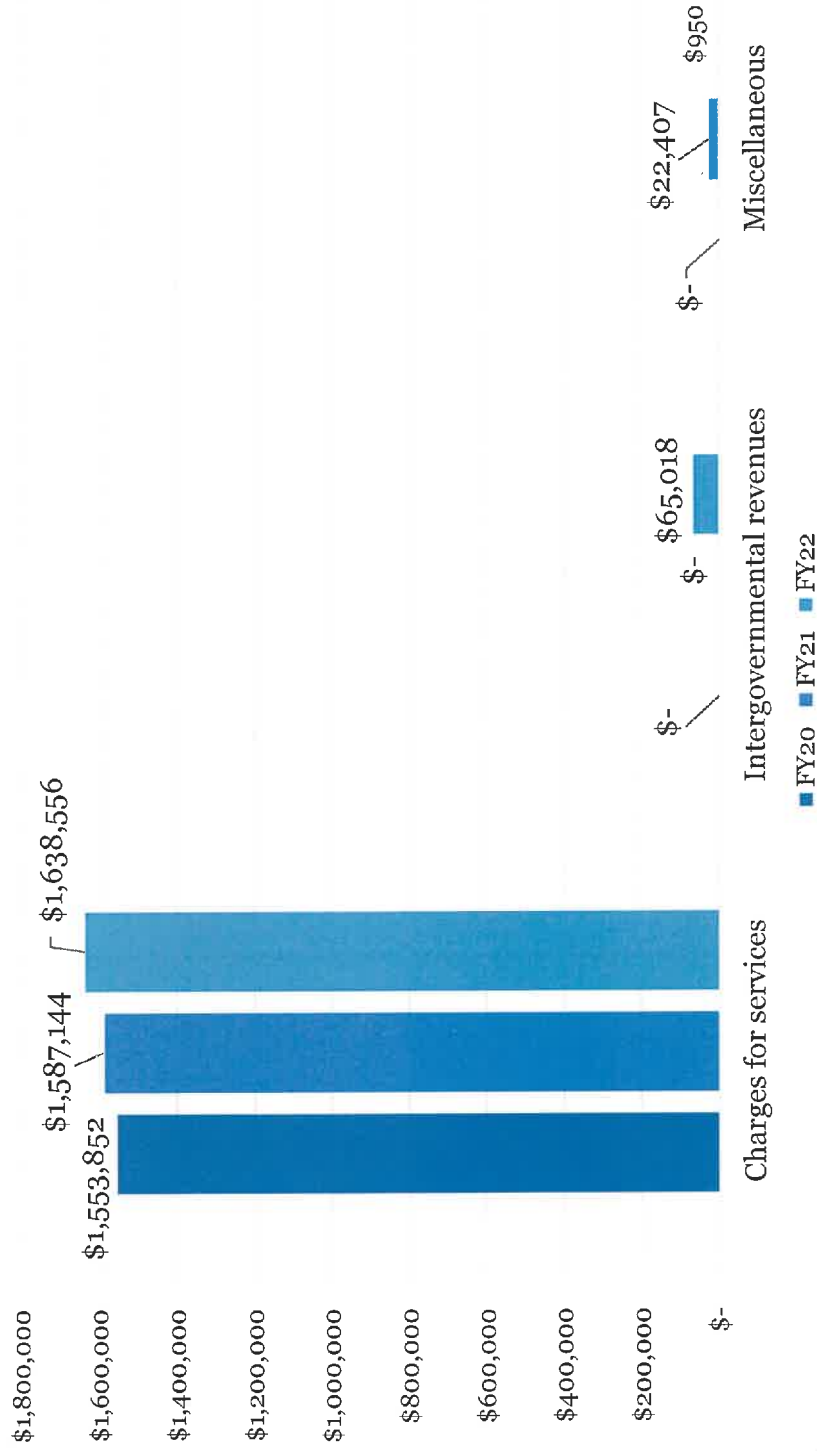
2022 AUDIT DASHBOARD: Electric Fund

Financial Highlights

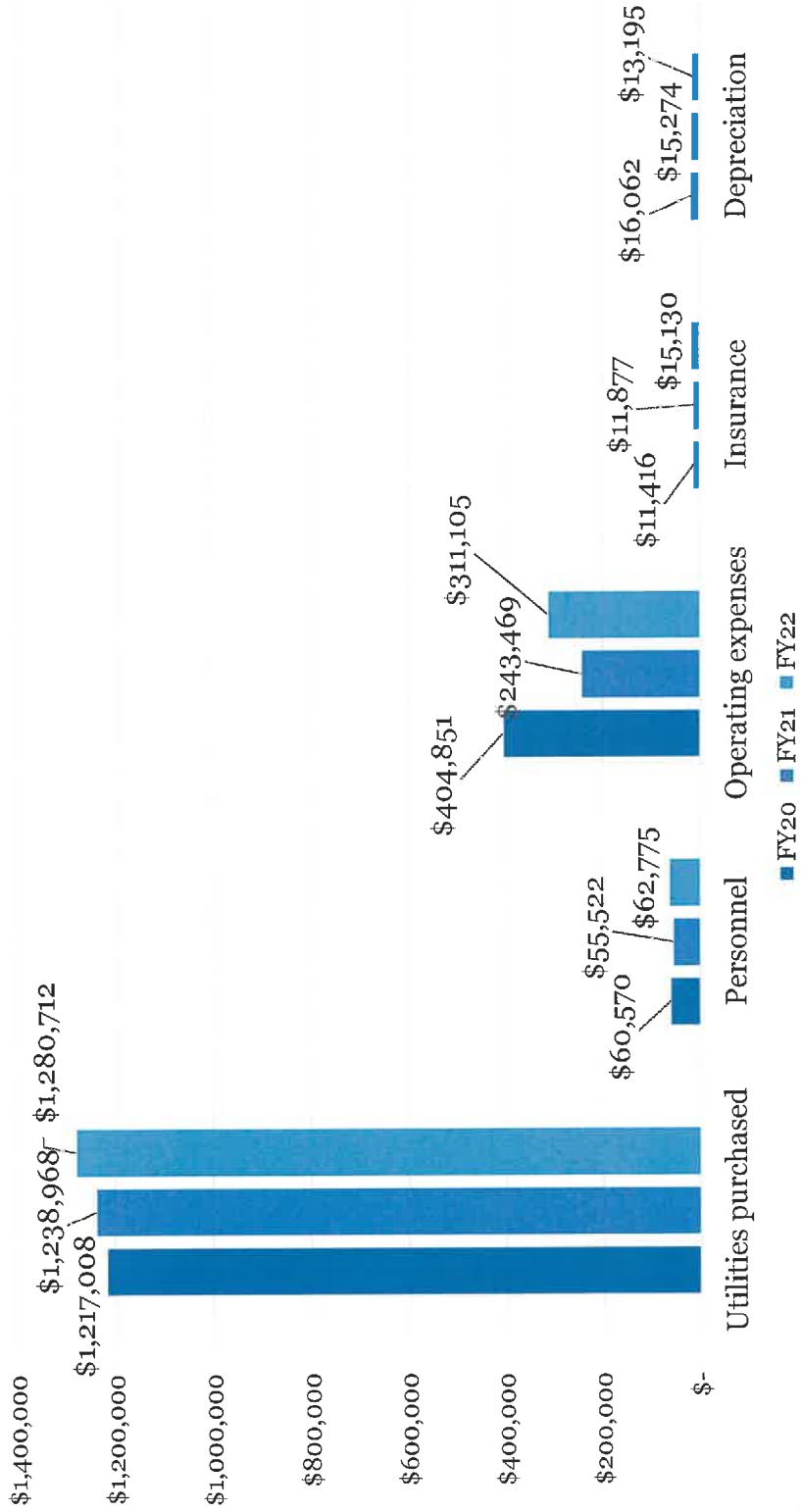
- 1) Assets and liabilities of the Electric Fund were comparable to FY21.
- 2) The Town received a \$100,000 award from Maryland Energy Administration (MEA) to fund an electric grid study. During fiscal year 2022, \$65,018 was incurred in related expenses for the study.
- 3) As of June 30, 2022, \$95,849 remained due to the General Fund for the advance that was funded during fiscal year 2020.



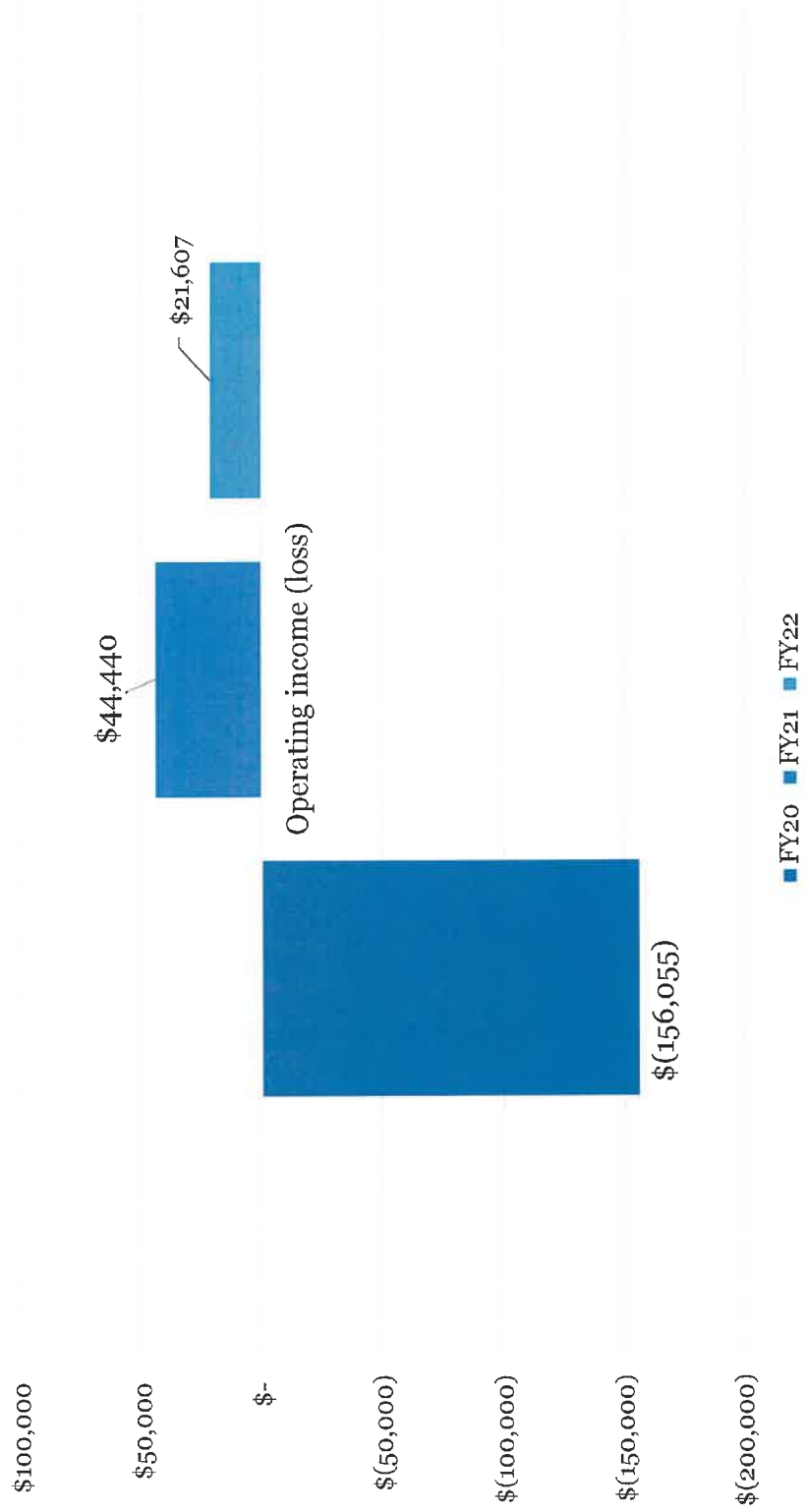
Electric Fund – Revenues (Three Year Comparison)



Electric Fund – Expenses (Three Year Comparison)



Electric Fund – Operating Income (Loss) (Three Year Comparison)



2022 AUDIT DASHBOARD: Water & Sewer Fund

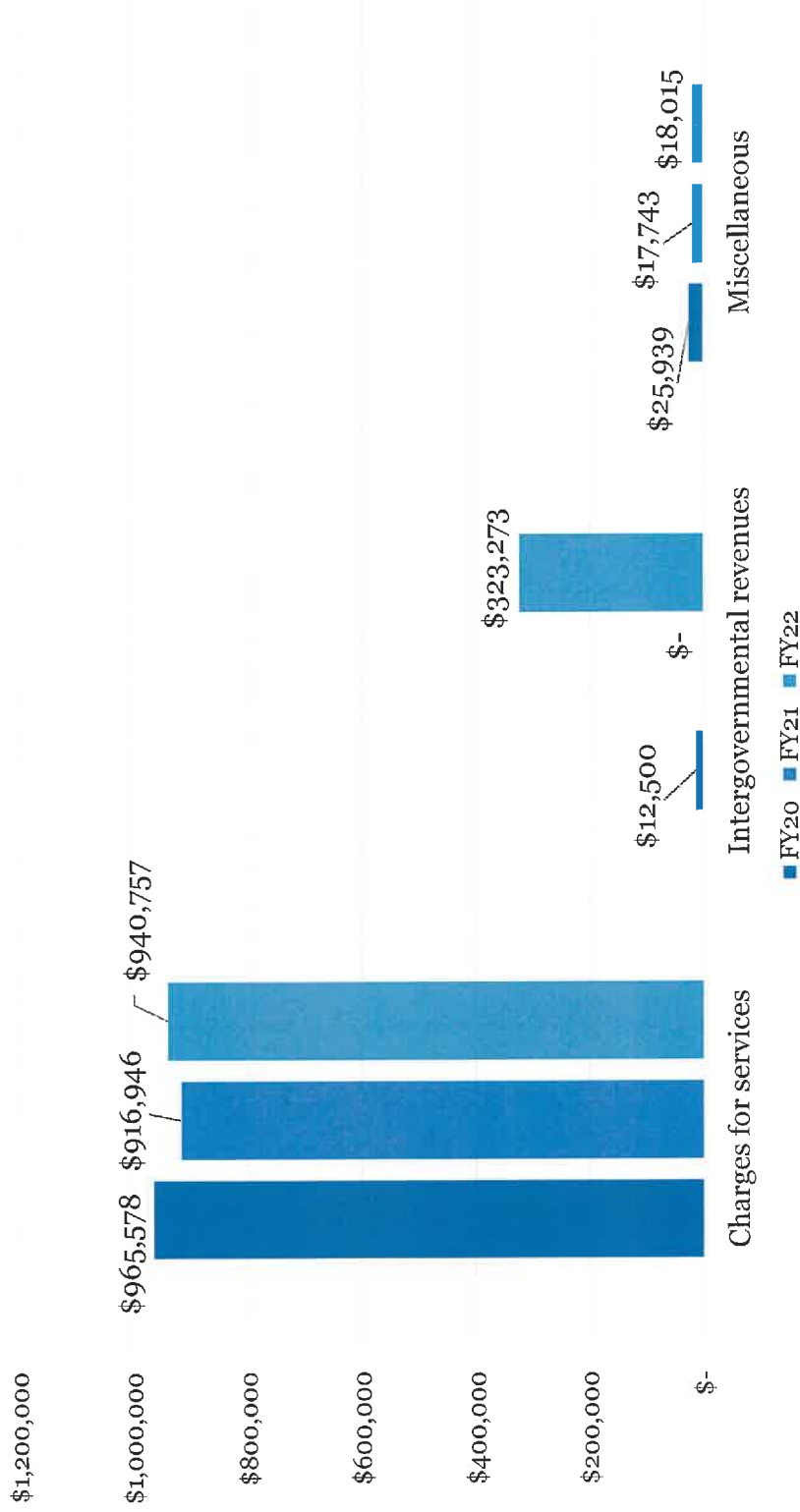
Financial Highlights

- 1) Assets of the Water & Sewer Fund increased 4.5% from FY21 due to \$168,000 due at year-end from USDA for the Street Sweeper purchase.
- 2) The cash overdraft at year-end for the Water & Sewer Fund was \$1.5 million.
- 3) As of June 30, 2022, \$406,900 is recognized as unearned revenue relative to the ARPA award.
- 4) During fiscal year 2022, the Water & Sewer Fund recognized \$323,000 in grant income; \$168,000 from USDA for the Street Sweeper and \$155,000 from ARPA

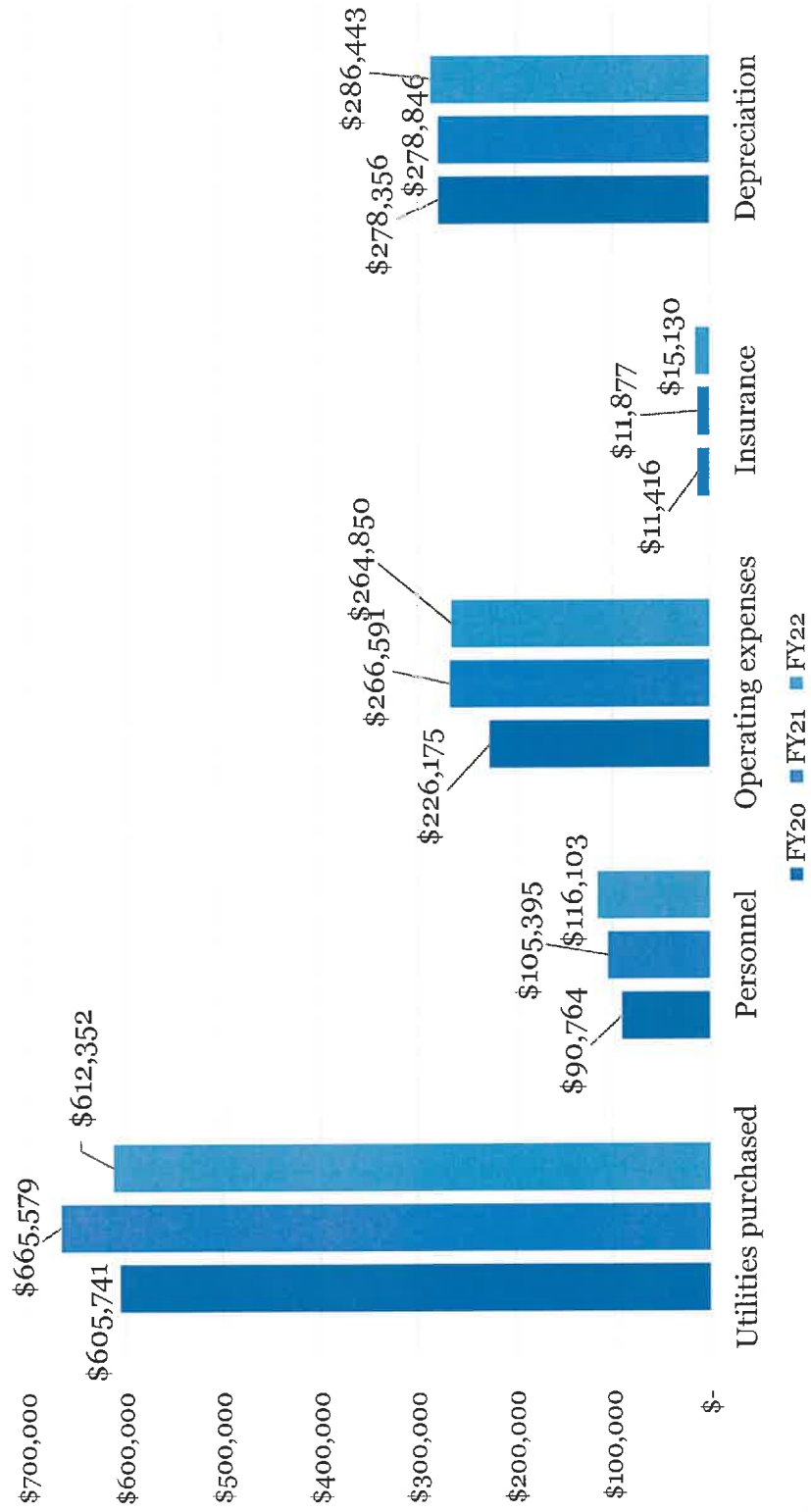


Water & Sewer Fund – Revenues

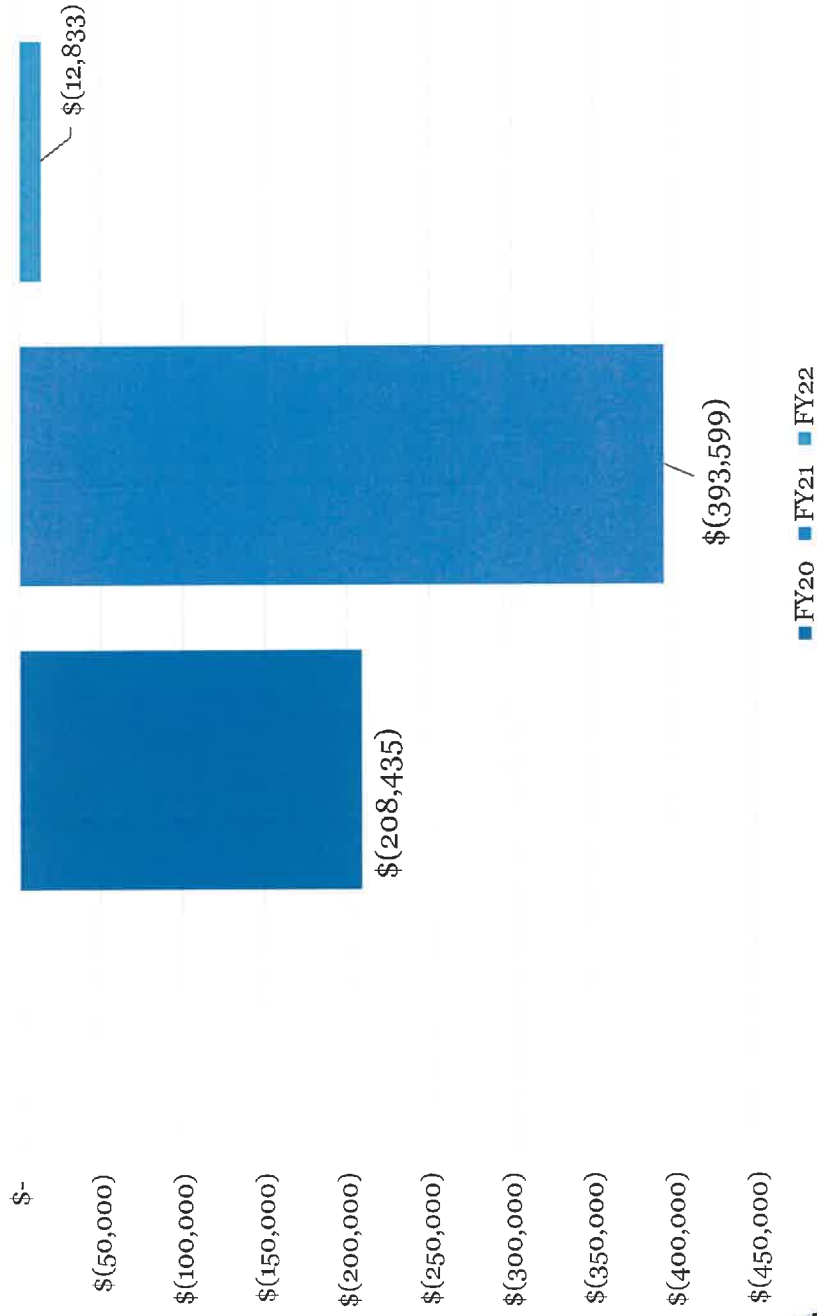
(Three Year Comparison)



Water & Sewer Fund – Expenses (Three Year Comparison)



Water & Sewer Fund – Operating Loss (Three Year Comparison)



QUESTIONS?