

Town of Williamsport
Mayor & Town Council
Work Session Meeting Minutes – February 13, 2023

On February 6, 2023, the Mayor & Town Council for the Town of Williamsport held a Regular Session. 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 included Chad Rooney, Town Manager; and Ed Kuczynski, Town Attorney

Mayor Green called the meeting to order at 7:01pm and called for a moment of silence and Pledge of Allegiance.

Mayor Green asked for a motion to approve the meeting minutes for a Regular Session held on January 9, 2023; an Executive Session held on January 9, 2023; a Special Session held on January 11, 2023; and a Work Session held on February 6, 2023. Councilman Brown made a motion to approve all meeting minutes; Councilperson Yaukey seconded; the motion passed unanimously.

Mayor Green indicated there was no Correspondence nor Reports to be provided. Mayor Green added there is no Old Business.

Mayor Green asked for a motion to approve the Pole Attachment Agreement through Ordinance-Resolution 2023-01. The Town Attorney explained two options for Town Council to pass this Ordinance-Resolution; the first option is to pass it by emergency ordinance and the second option is to vote to introduce the ordinance at this meeting and then vote to approve the ordinance at a Special Session or the next Regular Session. Councilman Brown made a motion to pass Ordinance 2023-01 as an emergency ordinance; Councilman Braswell seconded; the motion passed unanimously.

Mayor Green outlined a request to approve the renewal of a CD held with M & T Bank; Councilman Brown made a motion to direct Town staff to renew the CD for another year; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green reviewed a request from 25 West Salisbury Street, to offset costs associated with a water leak. Councilman Braswell made a motion to offset the costs for sewer reflecting charges for water which did not pass through to the sewer system; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green presented requests from the management company at 113 North Conococheague Street (Gideon Properties) and 25 East Salisbury Street (Valley Properties) to offset costs from water leaks. No motion was made.

Mayor Green asked for a motion to approve the Vendor Application for Farmers Market presented and discussed at the Work Session; Councilman Brown made a motion to approve the application for use; Councilman Braswell seconded; the motion passed unanimously.

Mayor Green requested a motion to approve the request by Trinity Huffman in her quest for Miss Maryland Outstanding Teen in the amount of \$150.00 for a Silver Sponsorship. Councilperson Yaukey made a motion to approve the request for the Silver Sponsorship; Councilman Brown seconded; the motion passed unanimously.

Mayor Green and Town Manager Rooney presented and reviewed the request by the Washington County Soil Conservation District for donation to cover expenses for the County's Envirothon Competition. Councilman Brown made a motion to donate \$250.00; this was seconded by Councilman Braswell; the motion passed unanimously.

Mayor Green called for a motion to approve the continuation of Williamsport's Façade Program utilizing state funding; Assistant Mayor Grove made a motion to approve; Councilman Braswell seconded; the motion passed unanimously.

Town Manager Rooney reviewed submissions for Request For Proposals 2022-14 Williamsport Boat Ramp Design. One submission was submitted via e-mail and was recommended to be rejected and a second submission did not include all required completed documentation and was recommended to be rejected. Councilman Braswell motioned to reject both bids; Councilman Brown seconded; the motion passed unanimously.

Town Manager Rooney explained the submission from A. Morton Thomas and Associates, LLC, in the amount of \$73,930 included all required documentation and held a favorable reputation with the Town. Town Manager Rooney recommended the submission be approved. Councilman Braswell motioned to approve AMT's submission; Assistant Mayor Grove seconded; the motion passed unanimously.

Town Manager Rooney provided a written recommendation provided by Thrasher Engineering to approve Snyder Environmental in the amount of \$613,000 to complete the manhole and sewer lining project on Potomac Street. Assistant Mayor Grove made a motion to follow this recommendation and approve Snyder Environmental to complete this project; Councilman Brown seconded; the motion passed unanimously.

Mayor Green directed Town Manager Rooney to open all submissions for Request for Proposals 2023-01 Mowing & Landscape Services and Winter Weather Response. Town Manager Rooney explained three submissions were provided prior to the deadline. The submissions included:

- Youngs Lawn Care – Both RFP's – Lump Sum Amount \$87,500
- TNT Lawn Care – Mowing & Landscape Services Only - \$2,100/week; Springfield Barn \$200/service, Byron Memorial Park (Except Baseball Field) \$800/service, Riverbottom Park \$350/service, Billy Doub Park (Except Baseball Fields) \$350, Williamsport Fire & EMS Property \$150, Nelson Diel Field (Except Baseball Field) \$150, Pump Stations/Old Town garage Property \$100;
- Advantage Landscape & Construction – Both RFP's – Lump Sum Amount \$74,223.

There was a consensus to delay consideration until the next meeting.

No public Comment was offered by those in attendance.

Councilperson Yaukey asked for clarification about the Famer's Market. More specifically, she asked about the reason the market is scheduled for Thursdays. Town Manager Rooney explained there is a partnership between all Washington County markets to minimize competition between themselves and this is the day which there are no other markets open.

Councilperson Yaukey reviewed a letter from the Planning Commission supporting the creation of a parking committee to consist of members from Town Council, the citizenry, business owners. Councilperson Yaukey stated Donnie, Main Street Williamsport; Chad; I; Jim Braswell; Lauren Rhodes; Justin Anderson; and a member from Port 44, have agreed to serve. Assistant Mayor Grove questioned the consistency as the motion to create the committee was for Councilperson Yaukey, Councilman Braswell, Town Manager Rooney, two business owners, and two residents. Councilperson Yaukey explained this was an oversight and she will regroup and present information at a later time. She is hoping to have a meeting the third Tuesday each month.

Assistant Mayor Grove motioned to adjourn which was seconded by Councilman Braswell; the meeting adjourned at 7:26pm

Cordially Tendered,

A handwritten signature in black ink, appearing to read 'Chad P. Rooney', written in a cursive style.

Chad P. Rooney
Town Manager / Clerk / Treasurer

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

Chad P. Rooney, Town Manager
Clerk/Treasurer



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

TOWN OF WILLIAMSPORT

**MAYOR & TOWN COUNCIL
REGULAR SESSION AGENDA
February 13, 2023; 7:00pm**

CALL TO ORDER – REGULAR SESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF MEETING MINUTES

- January 9, 2023 – Regular Session
- January 9, 2023 – Executive Session
- January 11, 2023 – Special Session
- February 6, 2023 - Work Session

CORRESPONDENCE

- None

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

OLD BUSINESS

- No Old Business

NEW BUSINESS

- ✓ DQE Pole Attachment Agreement
- ✓ M & T Bank CD Renewal
- ✓ Request to Off-Set Water/Sewer Bill – 25 West Salisbury Street
- ✓ Vendor Membership Application
- ✓ Request from Miss Maryland Outstanding Teen
- ✓ Request Washington County Soil Conservation District
- ✓ Façade Grant Funding

