



**Town of Williamsport
Mayor & Town Council Regular Session
July 10, 2023**



On July 10, 2023, the Mayor & Town Council for the Town of Williamsport held a Regular Session to conduct business of the town.

Those in attendance included Mayor William Green, Assistant Mayor Denny Grove, Councilperson Margaret Yaukey, Councilman Earle Pereschuk, Councilman Charles Brown, Councilman Ben Tinsley, and Councilman Jim Braswell. Employees in attendance included Town Manager Chad Rooney, and Town Attorney Ed Kuczynski.

Mayor Green called the meeting was called to order at 7:00pm.

Mayor Green requested everyone to stand for a moment of silent reflection and Pledge of Allegiance.

Mayor Green asked for a motion to approve the May 8, 2023, Public Hearing minutes. Councilman Brown motioned to approve the minutes for this meeting as presented; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the May 8, 2023, Regular Session minutes. Assistant Mayor Grove motioned to approve the minutes for this meeting as presented; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the June 5, 2023, CDBG Public Hearing minutes. Councilman Tinsley motioned to approve the minutes for this meeting as presented; Councilperson Yaukey seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the June 5, 2023, Utility Rates Public Hearing minutes. Councilman Tinsley motioned to approve the minutes for this meeting as presented; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the June 5, 2023, Special Session minutes. Councilman Tinsley motioned to approve the minutes for this meeting as presented; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the June 5, 2023, Work Session minutes. Assistant Mayor Grove motioned to approve the minutes for this meeting as presented; Council Person Yaukey seconded; the motion passed unanimously.

Mayor Green asked for a motion to approve the June 12, 2023, Regular Session minutes. Assistant Mayor Grove motioned to approve the minutes for this meeting as presented; Council Person Yaukey seconded; the motion passed unanimously.

Mayor Green presented a thank you card from Emily Stiller, the recipient of the Ruby M. Seymour Scholarship and a certificate from the Washington County Public Schools Job Coaching Program.

Mayor Green noted a report was not provided by the Board of Elections Supervisors, Board of Zoning Appeals, History & Museum Board, Planning Commission, Land Use, nor Washington County Sheriff's Office.

The Town attorney noted work being done to finalize the Franchise Agreement between Comcast Communications, LLC, and the town. He continued to outline work being completed by he and the Town Manager to secure signatures for temporary easements for 205, 207, and 209 South Conococheague Street. The Town Attorney request the Mayor and Town Council to provide formal authorization to the Mayor to execute the agreements and ratify one easement currently signed by one of the property owners. Assistant Mayor Grove motioned to approve the execution of unsigned easements and ratify the signed easement by Resolution of Town Council; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green asked for Council Reports; Councilperson Yaukey had no report, Councilman Pereschuk had no report, Councilman Brown noted the fireworks were a success and there were many complimentary reports, Assistant Mayor Grove conveyed the chimney at the Community Building is allowing water into the facility, but a plan has been created to correct the issue, Councilman Tinsley had no report, and Councilman Braswell outlined a course he attended regarding active shooters and it would be desired for Town Council to research the topic and potentially have someone assess the safety of Town owned facilities. Mayor Green thanked Town Council for a great turnout at the Maryland Municipal League's Annual Conference and provided an update on the Williamsport Library.

Mayor Green then moved into Old Business; first item to be addressed was Request for Proposal 2023-03 for the flooring portion of the Springfield Barn Project. The Town Manager opened submissions during the Work Session showing two proposals, one by Superior Facilities Management Services, LLC, Bethesda, MD, for the lump sum amount of \$28,626.00, and a second submission from Henson & Son, Hagerstown, MD, for the lump sum amount of \$42,065.53. Councilman Tinsley motioned to award the project to Superior Facilities Management Services, LLC, for the lump sum amount of \$28,626.00; Councilperson Yaukey seconded; the motion passed unanimously.

The next item was Request for Proposals 2023-05 for the codification of ordinances. The sole submission was from General Code, Rochester, New York, for the lump sum amount of \$12,250.00; and subsequent years maintenance for the annual cost of \$1,195.00. Councilman Tinsley motioned to award the project to General Code, for the lump sum amount of \$12,250.00 and then \$1,195.00 for one year of maintenance services; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green outlined there were no submissions for the HVAC/Lighting portion of the project. The project will be readvertised.

Mayor Green reviewed the lone submission for Request for Proposals 2023-07 to replace and rehabilitate the windows portion of the Springfield Barn Project. The submission was from Henson & Son, Hagerstown, Maryland, for the lump sum amount of \$5,025.00. Councilman Tinsley motioned to award the project to Henson and Son for the lump sum amount of \$5,025.00; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green then outlined the only submission for Request for Proposals 2023-08 for the food/beverage area portion of the Springfield Barn Project. The submission was from Henson & Son, Hagerstown, Maryland, for the lump sum amount of \$8,040.00. Assistant Mayor Grove motioned to award the project to Henson and Son for the lump sum amount of \$8,040.00; Councilman Tinsley seconded; the motion passed unanimously.

There was no New Business nor Public Comment. Assistant Mayor Grove made a motion to adjourn the Regular Session; the motion was seconded by Councilman Pereschuk, the meeting was adjourned at 7:27pm.

Cordially Tendered,



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
Earle Pereschuk, Councilmember
Ben Tinsley, Councilmember
Margaret Yaukey, Councilmember

TOWN OF WILLIAMSPORT
MAYOR & TOWN COUNCIL
WORK SESSION & REGULAR SESSION AGENDA
July 10, 2023; 6:30pm

CALL TO ORDER – WORK SESSION 6:30P

Pledge of Allegiance

- ✓ Request for Proposals 2023-03: Springfield Barn Improvement Project - Flooring
- ✓ Request for Proposals 2023-05: Ordinance Codification
- ✓ Request for Proposals 2023-06:
Springfield Barn Improvement Project – HVAC/Lighting *Re-sub*
- ✓ Request for Proposals 2023-07: Springfield Barn Improvement Project - Windows
- ✓ Request for Proposals 2023-08: Springfield Barn Improvement Project – Food Beverage
- ✓ Updates – *0206* –
- Signs

Adjournment of Work Session 6:57P

CALL TO ORDER – REGULAR SESSION 7:00P

APPROVAL OF MEETING MINUTES –

- May 8, 2023 Public Hearing: Fiscal Year 2024 Budget Ordinance General Fund, *DR, EP*
Water/Sewer Fund, Electric Fund, and Utility Rates
- May 8, 2023 Regular Session *DG, EP*
- June 5, 2023 Public Hearing: Community Development Block Grant Application *BT, MY*
- June 5, 2023 Public Hearing: Utility Rate Increase *BT, DG*
- June 5, 2023 Special Session *BT, MY*
- June 5, 2023 Work Session *DG, MY*
- ~~June 12, 2023 Regular Session~~

CORRESPONDENCE

- Thank You Note: Emily Stiller, Ruby M. Seymore Scholarship Recipient
- Washington County Public Schools Job Coaching Program

**Town of Williamsport
Mayor & Town Council
Public Hearing Minutes
Fiscal Year 2024 Budget Ordinance
General Fund, Water/Sewer Fund, Electric Fund, Utility Rates
May 8, 2023**

On May 8, 2023, the Mayor & Town Council for the Town of Williamsport held a Public Hearing for the purpose of soliciting comments from the public regarding the Fiscal year 2024 budgets. The meeting was called to order at 6:45pm by Mayor Green.

No members of the public were immediately present to provide comment. The Mayor kept the meeting open to allow the public time to attend the meeting. No members of the public in attendance provided comment.

Town Council questioned several areas of the budget where increases were proposed. The Mayor and Town Manager responded to the questions.

Councilman Brown motioned to adjourn which was seconded by Councilman Braswell; the meeting adjourned at 7:08pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer

Town of Williamsport
Mayor & Town Council
Regular Session
May 8, 2023

On May 8, 2023, the Mayor & Town Council for the Town of Williamsport held a Regular Session; the meeting was called to order at 7:09pm by Mayor Green.

The Mayor led the Pledge of Allegiance.

The Mayor then asked for a motion to approve the meeting minutes for April 10, 2023, Regular Session and May 1, 2023, Work Session. Councilman Braswell motioned to approve both meeting minutes; the motion was seconded by Councilman Pereschuk; the motion passed unanimously.

The Mayor then reviewed the correspondence regarding the 2023 Main Street Maryland Accreditation. Progress with the program continues with a Farmer's Market on Thursday, May 11, 2023, with a ribbon cutting.

The Mayor asked for reports. There were no reports provided from the Board of Election Supervisors, Board of Zoning Appeals, Land Use, or Legal Counsel. The Mayor provided information related to the Museum and making room for additional displays and hours of operations. Councilperson Yaukey provided an update on the Planning Commission's review of the comprehensive plan, chicken ordinance, and Optimize Renewables final report. Councilman Pereschuk noted town employees are preparing for the opening of the pool. Councilman Brown reviewed a request by the Williamsport Rotary Club to place flags in Byron Park; Councilman Brown made a motion to approve the request and allow the Rotary Club to place the flags near the gazebo; Assistant Mayor Grove seconded; the motion passed unanimously. Assistant Mayor Grove reported work done to the Community Building and ivy on the side of Town Hall which he requested be removed. Councilman Braswell noted the importance of following street sweeping regulations and Spring Clean-Up review. Mayor Green reviewed the Sheriff's Report, reports on meetings with Councilmembers and Town Manager, and upcoming MML events.

The Town Attorney outlined the necessity to have a pole attachment agreement with businesses placing wires on town owned poles. The passing of this ordinance is the final step towards allowing Comcast to submit plans to the town regarding which poles will be used for their projects. Assistant Mayor Grove motioned to pass Ordinance 2023-02: Comcast Pole Attachment Agreement; Councilman Brown seconded; the motion passed unanimously.

The Town Manager offered an updated version of the Illicit Discharge Detection and Elimination and Stormwater Connection Ordinance. The Maryland Department of the Environment expected this update as part of the town's MS4 permit review. Councilperson Yaukey made a motion to approve the introduction of this ordinance; Councilman Braswell seconded; the motion passed unanimously.

The Town Attorney presented Ordinance 2023-04 Nuisance Abatement for emergency passage; due to the upcoming weather changes, passage is urgently needed to allow the Town Planner to

enforce ordinances of the town. Assistant Mayor Grove motioned to pass Ordinance 2023-04 Nuisance Abatement as an emergency ordinance taking effect immediately; Councilman Pereschuk seconded; the motion passed unanimously.

The Town Attorney presented Ordinance 2023-05 Misdemeanors, Municipal Infractions, and Penalties; due to the upcoming weather changes, passage is urgently needed to allow the Town Planner to enforce ordinances of the town. Assistant Mayor Grove motioned to pass Ordinance 2023-05 Misdemeanors, Municipal Infractions, and Penalties as an emergency ordinance taking effect immediately; Councilman Braswell seconded; the motion passed unanimously.

The Mayor presented the desire to advertise for proposals to codify the town's ordinances. Councilman Brown motioned to advertise to receive proposals to codify the town's ordinances; Councilperson Yaukey seconded; the motion passed unanimously.

The Mayor presented the desire to advertise for proposals to purchase a cover for the community pool. Councilman Brown motioned to advertise to receive proposals to codify the town's ordinances; Councilperson Yaukey seconded; the motion passed unanimously.

The Mayor presented a request from Prime Time for Women donation. The Mayor asked for \$250 to go towards the programs offered by this organization. Councilperson Yaukey motioned to donate in the amount of \$250.00; Councilman Tinsley seconded; the motion passed unanimously.

The Mayor presented the need for the town to update its agreement with Washington County to provide police services through its Community Deputy Program. Councilman Braswell motioned to approve the agreement and direct the Mayor to sign on behalf of the town; Councilman Pereschuk seconded; the motion passes unanimously.

The Town Manager presented the location for a memorial bench and tree to be placed for resident Ken Lafferty. Councilperson Yaukey motioned to approve the location; Councilman Pereschuk seconded; the motion passed unanimously.

Councilperson Yaukey asked for an update regarding the video production presented to the Mayor & Town Council at a previous meeting. The Mayor outlined we currently receive services for free. Discussion resulted in using the current service and piecing out commercial production in the future should the need arise.

Councilman Pereschuk motioned to adjourn which was seconded by Councilman Tinsley; the meeting adjourned at 8:07pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer

**Town of Williamsport
Mayor & Town Council
Public Hearing: CDBG Application Minutes – June 5, 2023**

On June 5, 2023, the Mayor & Town Council for the Town of Williamsport held a Public Hearing to accept public comment on the Community Development Block Grant Application. Those members of the elected body who were present included Mayor William Green, Assistant Mayor Dennis Grove, Councilman Jim Braswell, Councilperson Tinsley, Councilman Charles Brown, Councilman Pereschuk, and Councilperson Margaret Yaukey. Town employees in attendance included Chad Rooney, Town Manager; Kathrine Gratton, Circuit Rider/Grant Writer, and Ed Kuczynski, Town Attorney

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

Ms. Gratton presented the application for CDBG funding and opened the floor for public comment. No public comment was given during the hearing. The Town Manager noted the application would be completed and sent on Tuesday, June 6, 2023, to arrive before the Wednesday, June 7, 2023, 2:00pm deadline set forth by the Department of Housing and Community Development.

Assistant Mayor Grove motioned to adjourn and was seconded by Councilman Braswell; the public hearing adjourned at 6:45pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer

Town of Williamsport
Mayor & Town Council
Public Hearing: Utility Rate Increase – June 5, 2023

On June 5, 2023, the Mayor & Town Council for the Town of Williamsport held a Public Hearing to accept public comment on the proposed utility rate increase. Those members of the elected body who were present included Mayor William Green, Assistant Mayor Dennis Grove, Councilman Jim Braswell, Councilperson Tinsley, Councilman Charles Brown, Councilman Pereschuk, and Councilperson Margaret Yaukey. Town employees in attendance included Chad Rooney, Town Manager; Kathrine Gratton, Circuit Rider/Grant Writer, and Ed Kuczynski, Town Attorney

Mayor Green called the meeting to order at 6:45pm.

The Mayor presented the need to increase utility rates based on a study completed in the summer/fall of 2022. The rates were increased in late 2022 and again as part of the fiscal year budget. The next proposed increase would not occur until the passing of Fiscal Year 2025 budgets.

Discussion among members of Town Council regarding the desire and lack of desire to increase rates a second time in less than one year. The importance of building the Water/Sewer Fund to use for future projects balanced by the burden of an increase on consumers was discussed.

Assistant Mayor Grove motioned to adjourn and was seconded by Councilman Tinsley; the public hearing adjourned at 7:15pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer

**Town of Williamsport
Mayor & Town Council
Special Session
June 5, 2023**

On June 5, 2023, the Mayor & Town Council for the Town of Williamsport held a Special Session; the meeting was called to order at 7:16pm by Mayor Green.

The Mayor briefly reviewed the public hearing held for the purpose of gathering public comment for the proposed increased utility rates for the Fiscal year 2024 Budget. The Mayor then called for a motion; Councilman Braswell made a motion to introduce the utility rate ordinance to include the figures proposed; Assistant Mayor Grove seconded; the Mayor conducted a role call vote with Councilman Braswell voting in favor, Councilman Tinsley voting in favor, Assistant Mayor Grove voting in favor, Councilman Brown voting no, Councilman Pereschuk voting in favor, and Councilperson Yaukey voting in favor; the motion passed.

The Mayor briefly reviewed the public hearing held for the purpose of gathering public comment for the Community Development Block Grant Application. The Mayor then called for a motion; Assistant Mayor Grove made a motion to approve the application as presented; Councilman Braswell seconded; the motion passed unanimously.

Councilman Tinsley motioned to adjourn which was seconded by Councilman Braswell; the meeting adjourned at 7:27pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer

Washington College
c/o Bursar's Office
300 Washington Avenue
Chester town, MD 21620

Emily D. Stiles
Student ID: 3171013

Dear Mayor Green & Town Council, 6-2023
Thank you for awarding me the Ruby
N Seymour Scholarship. It is through
generosity such as yours that
helps students further their education.
I truly am thankful for your support
as I embark on my College journey
to attend Washington College to study
History & Secondary Education. Again, thank
you for your support.

Sincerely,
Emily Stiles



Certificate of PARTICIPATION

We Hereby Commend

WilliamSPORT Town Hall

for participation in

Weeps Job Coaching Program

and award this certificate

Given at *Hagerstown, MD* this *30th* day

of *May* year of *2023*

Crystal Frazer *Lama Creeff Dawn Coakley*

