



Town of Williamsport Mayor & Town Council Regular Session October 9, 2023



On October 9, 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, 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 6:30pm.

Mayor Green acknowledged the lack of attendance of Matt Breeding, Washington County Treasurer, who requested to be on the agenda.

Mayor Green presented the meeting minutes for September 11, 2023, Public Hearing; September 11, 2023, Regular Session; September 11, 2023, Executive Session; and October 2, 2023, Work Session for consideration. Councilman Braswell made a motion to approve all minutes as presented; Councilman Brown seconded; the motion passed unanimously.

Mayor Green requested reports; no report was provided by the Board of Elections Supervisors, Board of Zoning Appeals, History & Museum Board, Land Use, nor Legal Counsel. Deputy Koontz provided the following information for the Month of September: 121 events, 16 reports, 5 arrests including 3 emergency petitions, traffic stops 13 with 1 DUI and 28 traffic violations. There is an ongoing investigation into recent vehicle break-ins.

Councilperson Yaukey explained the Town is awaiting the final version of the electric report from Optimize Renewables and she, the Mayor, and the Town Manager will present the information to Town Council in the future. Councilman Pereschuk had no report. Councilman Brown recognized another successful Harvest Hoedown this year. Assistant Mayor Grove observed the work currently underway at the Springfield Barn; cement curbing and flooring is being completed next.

Councilman Braswell outlined the progression of the Parking Committee, and it is advisable to proceed with replacing meters at this time. He also explained an interest in implementing a credit card pay system to allow users to pay with their cell phone. Councilman Braswell made a motion to direct the Mayor and Town Manager to begin working on a strategy and implement said strategy to replace parking meters as the Town can afford to do so and engage companies to offer pay by phone services; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green reported a successful lobbying campaign in the Town of Crisfield where he and the Town Manager promoted the Route 11 Bridge project and acquisition of the Manor House.

Mayor Green explained there is no Old Business.

For New Business, Mayor Green presented the proposed *Unexpected Excessive Water/Sewer Consumption Policy* to be used in the event residents or business owners approach the Town for reduction of their utility bill because of unexpected, elevated consumption. Assistant Mayor Grove motioned to approve the policy as presented; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green presented a request to hold a trunk-or-treat event on town property; Councilman Brown motioned to approve the request; Councilperson Yaukey seconded; the motion passed unanimously.

Mayor Green presented a request for the town to initiate a military banner program starting in Byron Park; Councilman Brown motioned to approve the request; Councilman Braswell seconded; the motion passed unanimously.

Mayor green explained the sign at the Cushwa Basin had previously been approved for updating and this portion of the project has been completed. He further outlined some hesitation by Town Council to install solar lighting at the location and sought direction for he and the Town Manager. Town Council took no action.

The Mayor and Town Manager explained the need to change banks; M & T Bank adamantly expressed the Town must close their accounts and find an alternate financial institution. The Town Manager explained this includes all accounts including a Certificate of Deposit. The Town Manager further outlined he and the Mayor met with several institutions and are recommending First United to service the Town because of their lower fees, higher rates, and professional interactions. Assistant Mayor Grove motioned to allow the signatories for the Town to work with M & T Bank and First United Bank & Trust to close all accounts and open new accounts on behalf of the Town; Councilman Pereschuk seconded; the motion passed unanimously.

Assistant Mayor Grove made a motion not to renew the certificate of deposit and to open a new certificate of deposit with First United Bank & Trust; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green explained the need to submit an application for Community Development Block Grant funding to update the Town's comprehensive plan. Councilman Brown made a motion to allow Town employees to move forward with the grant application; Assistant Mayor Grove seconded; the motion passed unanimously.

Mayor Green then requested Town Council consider raising the cleaning fee on Barn rentals to \$500.00; Councilperson Yaukey made the motion so moved; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green announced the grand opening of the Proud Peacock on November 2; all of Town Council is invited.

Councilman Braswell made a motion to adjourn the meeting; Councilman Pereschuk seconded; the motion passed unanimously. The meeting adjourned at 7:16pm.

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

TOWN OF WILLIAMSPORT

MAYOR & TOWN COUNCIL REGULAR SESSION AGENDA

October 9, 2023; 7:00pm

CALL TO ORDER – REGULAR SESSION

PRESENTATION

- Matt Breeding, Washington County Treasurer

APPROVAL OF MEETING MINUTES

- September 11, 2023 Public Hearing
- September 11, 2023 Regular Session
- September 11, 2023 Executive Session
- October 2, 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

- None

NEW BUSINESS

- Consider Unexpected Excessive Water/Sewer Consumption Policy
- Consider Request for Trunk or Treat Event
- Consider Request to Begin Military Banner Program
- Consider Update to Sign at Cushwa Basin
- Consider Proposal from Parking Committee
- Ratification of Change of Banks

NEW BUSINESS (Cont.)

- Consider Renewal of Certificate of Deposit
- Consider Directing Town Employees to Submit for Grant: Comprehensive Plan

PUBLIC COMMENT

Public comment on items not included on the agenda will be limited to 5 minutes. Members of the public must first be recognized by the Mayor and will state their full name prior to speaking for the record. Any member of the public requiring more than 5 minutes shall request to be placed on a future meeting agenda to present their concerns.

INFORMATION ONLY

- Invitation for Grand Opening: Proud Peacock Boutique; November 2, 2023, 2:00pm
(No RSVP Necessary)

MOTION TO ADJOURN REGULAR MEETING

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 REGULAR SESSION AGENDA

October 9, 2023; 7:00pm

CALL TO ORDER – REGULAR SESSION

PRESENTATION

- Matt Breeding, Washington County Treasurer

APPROVAL OF MEETING MINUTES

- ✓September 11, 2023 Public Hearing -
- ✓September 11, 2023 Regular Session - JB, JR
- ✓September 11, 2023 Executive Session -
- ✓October 2, 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 -

September - my - electric - optimize resources by 3 sit in present
August - Lobbying Expenses by Crawford
September - RP - No
September - JR - HH not off without hitch, Canal Bank Operating
September - DG - BARN BASE meet; Full cleanup on 10/21
September - JB - Home lot weekend; Gilbert's WALKS
September - Parking meters

OLD BUSINESS

- None

NEW BUSINESS

- Consider Unexpected Excessive Water/Sewer Consumption Policy - DG, EP
- Consider Request for Trunk or Treat Event - Retro Act JR, MY
- Consider Request to Begin Military Banner Program IN PARK DR, JB
- Consider Update to Sign at Cushwa Basin - No Solar LITHS
- Consider Proposal from Parking Committee - JB, DG
- Ratification of Change of Banks
 DG, EP
Authenticator for Treasurer, Mayor, Asst. Mayor to Close ACCTS & Open ACCTS

NEW BUSINESS (Cont.)

- Consider Renewal of Certificate of Deposit *JB, EP*
- Consider Directing Town Employees to Submit for Grant: Comprehensive Plan ✓
• *\$500 Fee @ Board* *my, EP* *JB, PG*

PUBLIC COMMENT

Public comment on items not included on the agenda will be limited to 5 minutes. Members of the public must first be recognized by the Mayor and will state their full name prior to speaking for the record. Any member of the public requiring more than 5 minutes shall request to be placed on a future meeting agenda to present their concerns.

INFORMATION ONLY

- Invitation for Grand Opening: Proud Peacock Boutique; November 2, 2023, 2:00pm
(No RSVP Necessary)

MOTION TO ADJOURN REGULAR MEETING

JB, EP

Minutes



**Town of Williamsport
Mayor & Town Council Public Hearing
September 11, 2023**



On September 11, 2023, the Mayor & Town Council for the Town of Williamsport held a Public Hearing to obtain comments about Ordinance 2023-07 Comcast Franchise Agreement.

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 Public Hearing to order at 6:45pm.

Mayor Green presented Ordinance 2023-07 and opened the floor for comment. No comments were provided by the public; no comments were provided by Town Council.

Assistant Mayor Grove made a motion to adjourn the Public Hearing; the motion was seconded by Councilman Pereschuk, the meeting was adjourned at 6:49pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer



Town of Williamsport Mayor & Town Council Regular Session September 11, 2023



On September 11, 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 6:51pm and asked for a moment of silent reflection and Pledge of Allegiance.

Mayor Green asked for a motion to approve the August 14, 2023, Regular Session minutes. Assistant Mayor Grove motioned to approve the minutes for this meeting as presented; Councilman Brown seconded; the motion passed unanimously.

Mayor Green noted there is no report for the Board of Election Supervisors, no report for the Board of Zoning Appeals; and then presented information about signage given to him by the Museum to advertise their operating hours. There was no report by Legal Counsel except a note of the Ordinance being presented for consideration this evening. There was no report by the Sheriff's Office.

Mayor Green then asked for Town Council reports; Councilman Brown explained Canal Day went well and the boats are running at the Canal Headquarters, Councilman Pereschuk noted the pool season went well and a pool cover was approved and will be worked on by the Town. He continued by offering a safety issue with drivers running the stop signs at Vermont Street and Salisbury Street. Councilperson Yaukey added the issues of walkability across intersections; she requested this be placed on the next Work Session agenda. Councilperson Yaukey noted the report from Optimize Renewables is due to the Town; the Town Manager has been working to secure the report but is waiting on the State to finalize the report. A meeting with Optimize Renewables will be scheduled in short order. Assistant Mayor Grove outlined the concerns about the Library being shut down. Councilman Braswell explained the Parking Committee will meet on September 29 and thanked Deputy Koontz for his service to the community so far.

Mayor Green reported an estimate for the sign at the basin including requested lighting for the sign at night. He then added the manhole project and milling/overlay project on Potomac Street have progressed through the approval process and both are scheduled to begin in mid- to late- October. Mayor Green explained the Town was not able to complete the Conococheague Street Project in the timeframe outlined, which means the Town lost funding through the Bikeways Grant of nearly \$200,000. The Town will reapply for grant funding in December.

Mayor Green presented Ordinance 2023-07 Comcast Franchise Agreement for consideration. Councilman Brown motioned approve the Ordinance as presented; Councilman Pereschuk seconded; the motion passed unanimously.

Mayor Green asked for Town Council's consideration to approve continued services of Manno & Associates to serve the consulting needs of the Town. The firm assisted the Town in securing \$1.5 million in a Planning & Environmental Linkages Study by the State highway Administration and the Springfield Barn Property Acquisition. Assistant Mayor Grove motioned to approve continuing services with Manno & Associates; Councilperson Yaukey seconded; the motion passed unanimously.

Members of the Library Board expressed concerns with the Library being closed for an extended period and lost materials due to conditions inside the facility.

Councilman Brown made a motion to move into Executive Session per General Provisions Article §3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction; any personnel matter that affects one or more specific individuals. Councilperson Yaukey seconded; the motion to move into Executive Session was passed unanimously. The Regular Session was recessed at 7:12pm.

The Regular Session was reconvened at 7:38pm.

The Mayor presented his request to direct the Town Manager to draft a policy for review at the October Work Session outline permissions and authority in situations of unexpected excessive consumption of water and sewer services. Following agreeable discussion, there was a consensus to have a draft version of the policy presented during the October Work Session.

Councilperson Yaukey asked if progress is being made on parking and removal of the sheds in the alley behind Town Hall. Mayor Green outlined plans being worked on currently for property acquisition and building a Public Works building to house the Town's needs.

Councilman Brown made a motion to adjourn the Regular Session; the motion was seconded by Councilman Pereschuk, the meeting was adjourned at 7:36pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer



**Town of Williamsport
Mayor & Town Council Regular Session
October 2, 2023**



On October 2, 2023, the Mayor & Town Council for the Town of Williamsport held a Work 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 6:30pm.

Mayor Green presented the proposed Unexpected Excessive Water/Sewer Consumption Policy requested at a prior meeting by Town Council. The policy provides direction to the Town Manager in the event a property has unexpected excessive usage reflected on their monthly bill.

A request for a trunk-or-treat event was presented by Mayor Green on behalf of Citi Corp; the group needs immediate attention to allow proper planning. There were no negative comments regarding the event; the Town Manager will notify the group of the discussion.

A discussion regarding improvements of selected intersections to increase safety and walkability was presented by Councilperson Yaukey. She explained the dangers of several intersections as they do not currently have pedestrian alerts installed. Councilman Braswell outlined his dissent to changing intersections to all stop signs and offered cost effective improvements which may be feasible. Mayor Green pointed out the efforts to improve intersections for emergency service response as well. Councilperson Yaukey expressed her satisfaction that changing of intersections to four-way stops is not a safety or fiscally responsible way to address the concerns, but requested the Mayor and Town Manager to research improving roadway markings for drivers and pedestrians.

Mayor Green presented a request to begin a Military Banner Program to honor veterans of the Town and immediate surrounding area. The banners would be hung in the park around Memorial Day and Veteran's Day. The idea was welcomed by Town Council.

The costs to improve the sign at the Cushwa Basin was provided to the Mayor and Town Council by the Town Manager. As requested by Town Council, the proposal included updates to the vinyl signage and installation of solar lights. The Town Manager was asked to see if updates to the signs would be able to be reviewed by the History & Museum Board prior to printing. Town Council had a consensus to remove the solar lighting as the signs would not be viewed when the canal is closed at dusk.

Councilman Braswell presented an update of the ad hoc Parking Committee. He requested the Mayor and Town Council to consider during its Regular Session Meeting to direct the Town

manager to begin purchasing annual membership to a parking app provider and metering for the downtown area as the Town can afford it over the next several years. This item will be considered by Town Council during its Regular Session.

Mayor Green announced an item was not listed on the agenda, but he would like consideration by Town Council an increase to \$500.00 for deposit to future barn rentals. The deposit offsets costs to ensure the barn is cleaned at the end of each rental. Several rentals recently have failed to clean the area following their rental leading to Town employees hauling trash off the property and spend several hours to clean the area for the next rental. This item will be placed on the Regular Session agenda.

Councilman Tinsley requested an update on the Codification Project approved earlier this year. The Town Manager explained documents are still needing to be provided for review and authentication and this is an ongoing project.

Councilman Tinsley expressed his adamancy to address property code violations through written violation. The Town Attorney expressed the Town waiting on citation books, which had arrived early today. The Town Attorney explained further the desire of the Town to work with property owners to bring their properties back into compliance or receive up to a \$1,000.00 fine. This will be a work in progress as violations have been historically complain driven. Councilman Tinsley identified several properties which should be given immediate citations. The Town Attorney expressed the importance of being strategic in the Town's approach including full understanding of the International Property Maintenance Code which would require a contracted individual or training of current employees.

There was no Public Comment offered. Mayor Green adjourned the meeting at 7:14pm.

Cordially Tendered,

Chad P. Rooney
Town Manager / Clerk / Treasurer