



**Town of Williamsport  
Mayor & Town Council Regular Session  
December 11, 2023**



On December 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 Jim Braswell, and Councilman Ben Tinsley. 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 asked for a motion to approve the meeting minutes for the Public Hearing on November 13, 2023. Councilman Brown made a motion to approve the minutes as presented; Councilperson Yaukey seconded; the motion passed unanimously. Mayor Green then asked for a motion to approve the minutes for the Regular Session on November 13, 2023, Councilman Brown motioned to approve the minutes as presented; the motion was seconded by Councilman Tinsley; the motion passed unanimously.

Mayor Green shared correspondence thanking the Town for participating in Toys for Tots donation of over \$3,000 towards the Parkinson's Foundation from the 2023 Polar Plunge.

The Mayor indicated no report was provided by the Board of Elections Supervisors, Board of Zoning Appeals, History & Museum Board, Planning Commission, Land Use, Museum Board, nor Legal Counsel.

The Mayor presented the Washington County Sheriff's report reflecting 96 events including 6 reports, 3 arrests, 1 DUI, 10 traffic stops, 11 citations, and 11 warrants.

Councilperson Yaukey had no report; Councilman Pereschuk thanked employees for the lights in the park and barn; Councilman Brown mention that the lights in parks are going well, the holiday parade went well, and asked for everyone to stay positive when making posts on Facebook. Assistant Mayor Grove museum being renovated, mayor green does a lot for town. No Report from Councilman Tinsley. Councilman Braswell thanked town employees for their efforts to set up Christmas lights, to maintain awareness of traffic, the limit on the street sweeper during the winter months, and on December 21<sup>st</sup> will be a bicycle ride through town.

Mayor Green added information related to the continuation of various projects and grant opportunities.

Under Od Business, Mayor Green requested a motion to update Ordinance 2023-08 Update Regarding the Washington County Livability Code (2006). Assistant Mayor Grove made a motion

to approve the update to the ordinance; Councilman Pereschuk seconded; the motion passed unanimously.

Under New Business, the Mayor asked for a motion to approve holiday parking from December 18, 2023, until January 2, 2024. Councilman Braswell made a motion to approve the request as presented; Councilperson Yaukey seconded; the motion passed unanimously.

Mayor Green presented a request for Williamsport Elementary to have summer programming in Byron Park and to waive the fees typically associated with use of the pavilions. Assistant Mayor Grove made a motion to approve the request as presented Councilman Braswell seconded; the motion passed unanimously.

Mayor Green requested a motion to approve the route of the Nick Adenhardt 5k Walk/Run in 2024 on May 18, 2024. Councilman Braswell made a motion to approve the route and permit the Mayor to sign the special permit for the event; Assistant Mayor Grove seconded the motion; the motion passed unanimously.

Mayor Green reminded Town Council of the town Christmas Party Friday evening.

Assistant Mayor Grove made a motion to adjourn the meeting; Councilman Tinsley seconded; the motion passed unanimously. The meeting adjourned at 7:11pm.

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 REGULAR SESSION AGENDA December 11, 2023; 7:00pm

### CALL TO ORDER – REGULAR SESSION

### APPROVAL OF MEETING MINUTES

- November 13, 2023 Public Hearing - JB/DG
- November 13, 2023 Regular Session DG/BT

### CORRESPONDENCE

- Letter of Appreciation – Parkinson’s Foundation →

### REPORTS

- Toys for TOTS

- Board of Elections Supervisors
- Board of Zoning Appeals
- History & Museum Board
- Planning Commission
- Land Use
- Legal Counsel
- Sheriff’s Report - October/November - 92 60 PTS
- Town Council Reports -
- Mayor’s Report - Busy like normal  
Summer Times down

MY - NONE  
 EP - EMPLOYEES PARK/BANK  
 JB - PARK LIGHTS / PARK AVENUE  
 - stay positive w/ FB POSTS  
 - museum library - bike path TAX BILL  
 DG - NONE  
 BT - LIGHTS IN BANK; STREET SUMMER, SNOW  
 JBR - Dec 21; Bicycle RIDE Lit & Lights  
 7PM 6:30

### OLD BUSINESS

- Consider Ordinance 2023-08 Update Regarding the Washington County Livability Code (2006)  
LP DG, EP

### NEW BUSINESS

- Holiday Parking - JB/My - Dec 18, Jan 2
- Summer Programming for WASHD - DG, EP
- Consider Request to Support the Nick Adenhardt 5k Walk/Run - JB/DG

### 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.

Christmas Party  
New @ RPT / STOP  
POM

INFORMATION ONLY

- None

MOTION TO ADJOURN REGULAR MEETING

AG DG/EP

Reopen  
BT/2

Public Comment - Donald Hammond  
HAMMONT  
↳ WATER RATES

↳  
Electric Rates  
↳

↳ Kathleen Miller  
- 25 SART  
- Speed TRAILER "Success" 2.

Close - DG/BT

# Minutes

Mayor Green offered Ordinance 2023-08 Update Regarding the Washington County Livability Code for further discussion and consideration. Following brief clarity by the Town Attorney in which he reiterated the intention of identifying the proper code for enforcement purposes, Councilman Tinsley made a motion to formally introduce the ordinance as presented; Councilperson Yaukey seconded; the motion passed unanimously.

Mayor Green then presented the idea to advertise Request for Proposals 2023-10 Byron Memorial Park Restroom Facility Improvement Project for consideration. Councilman Pereschuk motioned to approve the advertisement of the RFP; Councilman Brown seconded; the motion passed unanimously.

Mayor Green introduced the proposed 2024 Activities and Holiday schedule for consideration. Assistant Mayor Grove made a motion to approve the document as presented; Councilman Tinsley seconded; the motion passed unanimously.

Resident Pamela Godlove expressed her concern regarding recent break-ins of vehicles, feral cats, and community nuisance. Deputy Kuhns of the Washington County Sheriff's Office responded to the concern about break ins and delayed arrest as this was an enforcement tactic to ensure felony charges would be brought following his investigation.

Heath Barnes, Mayor of Woodsboro, announced his candidacy for United States House of Representatives.

Councilman Tinsley made a motion to adjourn the meeting; Councilman Yaukey seconded; the motion passed unanimously. The meeting adjourned at 7:11pm.

Cordially Tendered,

Chad P. Rooney  
Town Manager / Clerk / Treasurer



**Town of Williamsport  
Mayor & Town Council Public Hearing  
November 13, 2023**



On November 13, 2023, the Mayor & Town Council for the Town of Williamsport held a Public Hearing to obtain comments about the Town's Community Development Block Grant funding to update the Comprehensive Plan.

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, Town Attorney Ed Kuczynski, and Town Planner Linda Kuczynski.

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

Mayor Green and the Town Planner presented the intentions to update the comprehensive plan including funding and opened the floor for comment. The Town Planner offered a letter of support from the Planning Commission for the Mayor and Town Council's review. No public comments were offered.

Assistant Mayor Grove made a motion to adjourn the Public Hearing; the motion was seconded by Councilman Brown, the meeting was adjourned at 6:50pm.

Cordially Tendered,

Chad P. Rooney  
Town Manager / Clerk / Treasurer



## Chad Rooney

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**From:** julia houser <jhouser05@yahoo.com>  
**Sent:** Monday, December 4, 2023 9:00 PM  
**To:** maknight@washco-md.net; Chad Rooney  
**Subject:** Special Event Permit - Nick Adenhardt 5K run/walk 2024  
**Attachments:** Special Event Permit - Nick Adenhardt 2024.pdf

Good evening,

I would like to request a special event permit for the 15th annual Nick Adenhardt 5K run/walk on May 18, 2024. If you have any questions, please feel free to reach out to me.

Thank you.  
Julie Houser  
818-605-9089



# Maryland Department of Transportation

## Special Event Permit - Data Sheet

STATE HIGHWAY  
ADMINISTRATION

Event Name: NICK ADENHART 5K RUN/WALK  
 Submittal Date: 12/4/23  
 Start Date: 5/18/24 End Date: 5/18/24  
 Start Time: 08:05 End Time: 11:00  
 Purpose/Type: NON-PROFIT FUNDRAISER  
 Organizer: WILLIAMSPORT HIGH SCHOOL ATHLETIC BOOSTERS  
 Contact Person: JULIA HOUSER Daytime Phone: 818-605-9089  
 Address: 7853 FAIRPLAY RD Evening Phone: 818-605-9089  
FAIRPLAY MD 21733 Email Address: jhouser05@yahoo.com  
 Number of Participants: 200 Number of Vehicles: 2 Rain/Snow Date: n/a

**Proposed Route (Written Description)**

MD RT 68 (CONOCHEAGUE ST) FROM SUNSET AVE TO CHURCH ST WILLIAMSPORT MD 21795

Will you be occupying all or part of a travel lane? Yes

Will you be closing all or part of a roadway? No

Have you enlisted local police assistance? Yes  Number 240-313-2

Have you enlisted Maryland State Police assistance? No  Number 0

**THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR MARYLAND STATE POLICE ASSISTANCE AND APPROVAL SIGNATURES**

Place an "X" on the line next to the MDOT SHA District(s) your event will take place in.

- District 1 Dorchester / Somerset / Wicomico / Worcester
- District 2 Caroline / Cecil / Kent / Queen Anne's / Talbot
- District 3 Montgomery / Prince George's
- District 4 Baltimore / Harford
- District 5 Anne Arundel / Calvert / Charles / St. Mary's
- District 6 Allegany / Garrett / Washington
- District 7 Carroll / Howard / Frederick

**Attach The Following**

- Map of affected routes
- Cue sheets (If Available)
- TRAFFIC CONTROL PLAN** - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.
- Other Event Details:

(Contact the MDOT SHA District Office in which the majority of your event takes place to determine if any additional information is required.)

Submit completed DATA SHEET and SIGNATURE SHEET to the MDOT SHA - NO LATER THAN 60 DAYS PRIOR TO YOUR EVENT



# Maryland Department of Transportation Special Event Permit - Signature Sheet

STATE HIGHWAY  
ADMINISTRATION

Event Name: NICK ADENHART 5K RUN/WALK

### Organizer's Acknowledgement

I/We hereby affirm that the Organizer of the Event and all Participants will comply with the Laws of the State of Maryland and any applicable county and municipal ordinances and will adhere to the terms and conditions set forth in the Permit. My/Our signature(s) below confirm that the Organizer and all Participants agree to hold harmless from any liability incurred by them or to others associated with this Event, or the various governmental agencies providing assistance for this Event. The Organizer may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

Organizer: WILLIAMSPORT HIGH ATHLETIC BOOSTER

Representative: JULIA HOUSER

Signature: *Julia Houser*

### Terms and Conditions

- 1 This Event shall adhere to the route, number of participants, and vehicles (Not more than 10% higher than the numbers on this Permit), Date(s), and times shown on Page 1.
- 2 The Organizer shall ensure the the approved **TRAFFIC CONTROL PLAN** is followed.
- 3 In the event of winter weather during the event, the MDOT SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4 Immediately following the event, the Organizer shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5 Additional Stipulations:

### Agency Approvals

Before signing and giving approval for your agency, consider the following:

- 1 Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2 Ensure you have looked over the entire application package, including Route Map, Cue Sheets and Traffic Control Plan. If you identify any problems, have the event Organizer address them prior to signing.
- 3 If reimbursement is required, ensure you have mutually agreed upon the amount (In writing) and terms under which payment will be made.

### Local Government / Police

	Signature	Print Name	Date
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### Local Government / Police

	Signature	Print Name	Date
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### Local Government / Police

	Signature	Print Name	Date
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### Maryland State Police

	Signature	Print Name	Date
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### MDOT SHA

	Signature	Print Name	Date
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# Certificate of Appreciation

Presented in gratitude to

*Town of Williamsport*

*Williamsport, MD*

For Outstanding Support of the

**United States Marine Corps Reserve**

**Toys for Tots Program**



*December 2023*

Date

*Diane Dutrow*

*Toys for Tots Washington Co. MD*

Coordinator – US Marine Corps Reserve Toys for Tots Program



November 6, 2023

Mayor and Council Town of Williamsport  
2 North Conococheague St  
Williamsport, MD 21795

Dear Friends,

Thank you so much for your gift of \$3,885.00 for our *Parkinson's Champions* fundraiser. We received your gift to the Parkinson's Foundation on Tuesday, October 17, 2023.

Your generosity is already driving change for the one million Americans living with Parkinson's Disease (PD), and the 90,000 more who will be newly diagnosed this year. Your donation allows us to:

- Fund the next life-changing Parkinson's drug through the Parkinson's Virtual Biotech, which is accelerating the development of medications that address symptoms or aim to slow, stop or prevent the disease altogether;
- Enroll people in *PD GENERation: Mapping the Future of Parkinson's Disease*, our genetics study that provides genetic testing and counseling at no cost to people with Parkinson's, and works to connect them to clinical trials already testing new therapies that target specific genetic mutations;
- Support the scientists who will lead us to the next breakthrough — these researchers are focused on understanding what causes Parkinson's and finding ways to attack it;
- Expand our Global Care Network in new regions of the country, allowing more people to access quality Parkinson's care and treatment by a specialized team of health professionals; and
- Address the growing demand for education and support in local communities on key issues like mental health, exercise and wellness, care partner support and resources for veterans.

**Through your support, you are moving us toward a world without Parkinson's.**

Please accept my most sincere appreciation.

Sincerely,

A handwritten signature in blue ink that reads 'Mercedes'.

Mercedes Muniz  
Senior Director, Donor Relations

A handwritten note in blue ink that says 'Thank you!'.

P.S. As a caring friend of the Parkinson's Foundation, I also want to tell you about our **Reach Further campaign**, a four-year fundraising campaign to invest an **additional \$30 million** in Parkinson's disease research, clinical care, and community support programs. For more information, please visit [Parkinson.org/Reach](https://www.parkinson.org/Reach).

Please retain this letter as your gift receipt. Parkinson's Foundation is a 501(c)(3) tax-exempt organization. EIN #13-1866796.  
In accordance with IRS guidelines, no goods or services were provided in exchange for your gift.