

**Town of Williamsport  
Mayor & Council Minutes  
February 8, 2010**

A regular meeting of the Williamsport Mayor and Council was held on February 8, 2010, at 7:00 p.m. at the Williamsport Town Hall.

In attendance were:

Mayor James G. McCleaf II  
Assistant Mayor Tony Drury  
Council member Tearza Knode  
Council member Joan Knode  
Council member Timothy Fraker  
Council member James Kalbfleisch  
Council member Monty Jones  
Town Attorney Edward Kuczynski

Also Present – Donnie Stotelmyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order.

Mayor James G. McCleaf II asked all in attendance to stand for a moment of silence followed by the Pledge of Allegiance.

A motion was made by Councilwoman T. Knode to accept the minutes of the January 11, 2010 Regular Meeting, the minutes of the January 20, 2010 Emergency Meeting and the minutes of the February 1, 2010 Workshop, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

**Financial Reports**

A motion was made by Councilman Jones, seconded by Councilwoman T. Knode to accept the January 2010 Financial Report as presented, with all voting in favor, motion carried.

Town Clerk, Donnie Stotelmyer presented Budget Amendment 2010-1 as follows:

**Overview:** The State Highway Administration has revised their estimate of fiscal year 2010 Highway User Revenues and the State Aid for Police Protection has also revised their estimate of Fiscal Year 2010 reflect this adjustment.

**Detailed Summary:** To adjust Highway User Fees & State Aid for Police Protection

**Budget as approved:**

Income: Highway User Fees	\$111,182.
Police Protection	\$ 10,000.

**Expenses:**

Highway Salaries	\$21,000.
Highway Maintenance	\$19,200.
Highway Supplies	\$ 8,000.
Outside Contractors	\$15,000.
Capital Outlay	\$17, 982.

Electric	\$20,000.
Vehicle Maintenance	\$10,000.
Police Protection	\$ 10,000.
Total Budget Expense	<b><u>\$121,182.</u></b>

**Budget as amended:**

Income: Highway User Fees	\$11,118.
Police Protection	\$ 8,772.

**Expenses:**

Highway Salaries	\$ 16,200.
FICA	\$ 1,300.
401K	\$ 300.
Depreciation – Highway	\$ 4,057.
Fire Department	\$ 5,500.
Ambulance	\$ 5,500.
Capital Outlay – Highway	\$ 20,000.
Boy Scouts	\$ 2,000.
Park Decorations	\$ 4,000.
Fireworks	\$ 2,000.
Special Events	\$ 435.
Transfer from General to Water /Sewer	\$ 40,000.

Total Budget Expense	<b><u>\$101,292.</u></b>
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A motion was made by Councilman Jones, seconded by Assistant Mayor Drury to adopt the Budget Amendment 2010-1 as presented, with all voting in favor, motion carried.

**Guests**

Mayor James G. McCleaf II informed the Council that Springfield Middle School Student Toby Frevert spent the day with the Town of Williamsport Town Hall employees and participated in “Day on the Job” program.

**Correspondence**

Mayor James G. McCleaf II read a thank you from the Jay Grimes Family for the flowers sent in memory of Mr. Richard Grimes who recently passed away.

Mayor James G. McCleaf II read a thank you from the Malatt and Henderson families thanking the Mayor and Council for the Christmas Lights in Byron Memorial Park. They had made several trips through the park this past holiday season and they also enclosed a donation for next season.

**Reports**

Councilman Monty Jones gave the January 2010 Sheriffs Report.

Board of Zoning Appeals – No Report

Mr. Jerry Knode gave the Museum and History Report for the month. The Museum was closed on Sunday February 7, 2010 due to weather. They are expecting to be open next Sunday and Elvis will be participating in a Valentines Celebration weather permitting.

There is a Land Use Committee Meeting scheduled for next Monday, February 15, 2010, weather permitting at 6:00 p.m. at the Town Hall.

## **Council Reports**

Councilman Jones reported that the Town Employees were very busy trying to keep the streets clean after the latest snow storm. He felt that the Town of Williamsport was doing a much better job of this than most towns in the surrounding area.

Assistant Mayor Drury reported that he has attended 2 Barn Use Committee Meetings and feels that things are going well. He also reported that the Canal Meeting held on January 25, 2010 was a great success and that many State Officials were in attendance.

Councilwoman T. Knode reported she too had been attending the Barn Use Committee Meetings.

Tim Fraker thanked the Town Employees for all their hard work getting the snow removed after the latest storm.

Councilman Kalbfleisch gave the electric report as follows:

On Friday, January 22, 2010 Town Clerk, Donnie Stotemyer and Richard Hartle of Diamond Electric met with Richard Miller of the PSC. This meeting was held to review the Town of Williamsport's electric distribution system records review for 2010.

- Reviewed electric system drawing for the Town of Williamsport. The map needs to be updated.
- Electric System 4kv to 12kv conversion – reviewed progress made by the Town and the timeline for completion.
- Reviewed major maintenance or equipment replacements made during 2009 or planned for 2010.
- Reviewed the O & M Program for any changes made during 2009 or planned for 2010.
- Reviewed records of electric service interruptions in the Town during 2009.
- Discussed the Town of Williamsport's line loss or unaccounted for electricity.
- Reviewed inspections made for tree trimming problems or any tree trimming activity performed during 2009.
- Reviewed voltage related complaints from power outages and the action taken by the Town during 2009.
- Reviewed records that indicated that the Town is still an active member of a one call system (Miss Utility).
- Reviewed records for a new electrical service that must be placed underground.
- Reviewed the COMAR regulations as related to reportable accidents, which may cause injury and/or death

Councilwoman J. Knode reported she had attended a meeting on January 21, 2010 with the National Park Service. Re-enactors from the Maryland 8<sup>th</sup> Regiment were also in attendance. She reported that the Town will be starting an annual Civil War Event that is scheduled for July 9 – 11, 2010. Union Soldiers will be encamped at the Springfield Barn in Byron Memorial Park. Confederate Soldiers will be encamped at the River Bottom Park. Activities will be scheduled throughout Town Center. She also reported that she attended a Canal Town-Trail Town Meeting with Ms. Beth Porter, of the National Park Service River Trails Conservation Assistance Program. This Assistance Program is a 2 year program to help promote Canal Towns, by marketing our Town and encouraging businesses to relocate to Towns all along the Canal. Councilwoman Knode will be attending another meeting on March 15, 2010 in Cumberland. This meeting is going to be specifically about promoting Canal Towns. The Barn Use Committee has held 2 meetings so far. These meetings have been very productive and she will be presenting a proposed contract to the Town Attorney for his review. The contract includes the rules and regulations that renters will need to abide by when renting Springfield Barn. She will be meeting with some parish nurses from the area to plan a "Walk around the Clock" event in the near future. On April 7<sup>th</sup>, 2010 which is "National Walk Day" Councilwoman Knode is encouraging Town residents to participate in this event. Nurses will be on hand to provide information, blood pressure screening and more. Other meetings she had attended this past month are Williamsport Volunteer Fire Company Awards Ceremony and the Washington County Municipal

League Chapter meeting. The World War II Event is scheduled for October 8 – 10, 2010 at the Springfield Barn located in Byron Memorial Park. They would like to hold a ceremony to recognize the USS Cole victims this year.

### **Mayors Report**

Mayor James G. McCleaf II participated in a Canal Meeting held on January 25, 2010. He felt the meeting was a great success and that many State Officials were in attendance.

Mayor James G. McCleaf II reported that he will be in Washington D.C. on Friday, February 12, 2010 to talk to the entire C & O Canal Board to make sure that Williamsport remains a top priority.

Mayor James G. McCleaf II reported that snow from the first major snow storm had been removed with the exception of Conococheague St. and Vermont St. which will be finished tomorrow. The Mayor thanked the Williamsport Fire Department, Town Employees, Inmate Work Crew, Advantage Landscape and Nick Russell from Antietam Paving for the great job they did removing snow in the Town.

### **Unfinished Business**

Mayor James G. McCleaf II reviewed with the Council the bid proposals that were submitted by Swimkare and The Pool People. These proposals would bring the baby pool in compliance with the Virginia Grahme Baker Act. Swimkare proposes to remove the existing main drains and install two (2) ASA 12 x 12 sump pots. They will also install (2) VGB compliant frame and grates. They will also get all necessary permits and applications associated with the project. They will also re-pour concrete to the existing grade. The total price is \$3,995.00. The Pool People propose to remove the existing main drain sumps and install (2) ASME approved manufactured sumps with (2) VGB 2008 approved covers rated for the maximum flow. Installation will include all supplies and plumbing necessary to facilitate the installation of new sumps. Total cost \$7,824.00. Councilman Fraker reminded the Mayor and Council that a Pool Committee Meeting is scheduled for February 24, 2010 at 6:00p.m. at the Town Hall of Williamsport. A motion was made by Councilman Fraker to award the Baby Pool Project to SwimKare of Hyattsville, MD to bring the baby pool into compliance with the Virginia Grahme Baker Act, seconded by Councilman Jones, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the Council the request from Cub Pack 58 of Downsville, MD for use of Pavilion 3 and parking along the grassy area near the barn along Springfield Lane. This is for a “Spring Fling” to be held in Byron Memorial Park on May 15, 2010 from 10:00a.m. to 2:00p.m. Setup and tear down would be completed between 8:00a.m. to 4:00p.m. on that day. This request is from Mr. Dan Horn, Cub Master of Pack 58. A motion was made by Councilman Jones, seconded by Councilman Fraker to permit the from Cub Pack 58 of Downsville, MD for use of Pavilion 3 and parking along the grassy area near the barn along Springfield Lane. This event is scheduled for May 15, 2010 from 10:00a.m. to 2:00p.m., with all voting in favor, motion carried.

Mr. Richard Grimm, Zoning Administrator, reviewed with the Council that Mr. Frank Turner is seeking permission to convert approximately two thirds of the existing barber shop into a one bedroom apartment. The plan indicates the construction of an exit/entrance doorway and a small stoop attached to the north wall of said building. It is estimated that the north wall is also the northernmost property line. Therefore, the stoop/porch would be on the right-of-way of West Salisbury St. Mr. Turner is seeking a license agreement with the Town of Williamsport for construction of an exit/entrance doorway and a small stoop attached to the north wall of said building. Discussion was held concerning this request. Pictures and a drawing of the proposed stoop were given to the Mayor and council for their review. Town Attorney Ed Kuczynski, explained to the Mayor and Council that the Board of Zoning Appeals had placed a condition on either approving or not approving this matter. Councilman Kalbfleisch expressed his concerns that this could start a trend in the Town of Williamsport. No action was taken at this time.

### **New Business**

Town Attorney, Ed Kuczynski, explained to the Mayor and Council the proposed license agreement with Mr. Raphael Roman for the concrete block casing wall as built, without permit, and which lies within the Town of Williamsport's right of way. A portion of a plat was provided to the Mayor and Council that delineates the exact amount of encroachment. A motion was made by Councilman T. Knode, seconded by Councilman Fraker to grant the license agreement with Mr. Raphael Roman, with all voting in favor, motion carried.

A motion was made by Councilman Jones, seconded by Councilman Fraker to reduce Mr. Frank Kimble's water bill by approx. \$110.00 in consideration for a leak he had during the last billing period, with all voting in favor, motion carried.

Mayor McCleaf II presented to the Council a proposed Snow Removal Plan for the Town of Williamsport. The following is the proposed Town of Williamsport Snow Plan that will be placed in effect 24 hours prior to when a snow storm is expected. Snow will be plowed on East and West Church St. and East & West Frederick St. to the center of the street. On Artizan St. there will be no parking on the west side of the street. Snow will be plowed to the west side and will be removed after the storm. There will also be no parking on the south side of Sunset St. and on Potomac St. Snow will be plowed to the vacant side of these streets and it will be removed after the storm. There will be no parking on the east side of S. Conococheague St. from Salisbury St. to Sunset St. and also on S. Vermont St. There will be no parking on either side N. Conococheague St. from Salisbury St. to Potomac St. A motion was made by Councilman Jones, seconded by Councilwoman T. Knode, to adopt the plan as presented, with all voting in favor, motion carried.

### **Citizen Participation**

Town Resident, Jim Jewells commented on blocking streets off and preventing traffic from entering these closed streets.

Mr. Williams Ball of the Volunteer Fire and EMS asked that an article be placed in the newsletter asking if anyone in the Town would be interested in "adopting" a fire hydrant in the Town. By adopting a hydrant they would be agreeing to keep the hydrant free of snow and accessible after a snowstorm. Further information will be in the next monthly newsletter.

Mr. Ken Lafferty, Town Resident commented on the icy conditions of the curb cuts and the yellow pads on the curb cuts, State Highway will be notified of these matters.

A motion to adjourn was made by Councilman Kalbfleisch, seconded by Councilwoman T. Knode with all voting in favor, motion carried.

Meeting Adjourned.

Respectfully submitted,

Donnie Stotlemeyer  
Town Clerk  
Town of Williamsport