

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
July 12, 2010**

A regular meeting of the Williamsport Mayor and Council was held on July 12, 2010, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Councilwoman Joan Knode
Councilman Tim Fraker
Councilman Jim Kalbfleisch
Councilwoman Tearza Knode
Town Attorney, Ed Kuczynski

Also, present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman James Kalbfleisch to accept the minutes of the regular meeting, proposed water & sewer increase, public hearing for the tax rate increase, public hearing for the 2011 fiscal budget all on June 14, 2010. Seconded by Councilwoman Tearza Knode with all voting in favor, motion carried.

Financial Report

A motion was made by Councilwoman, Joan Knode seconded by Councilwoman Tearza Knode to accept the June 14, 2010 financial report as presented with all voting in favor, motion carried.

Guests

Mayor James G. McCleaf II introduced Mrs. April Rhorbaugh from Thrasher Engineering Ms. Rhorbaugh is the project engineer for the rehabilitation of the River Bottom Boat Ramp Project. Ms. Rhorbaugh explained to the mayor and council that the design and construction concept for the boat ramp construction has been approved by the Maryland Dept. of Natural Resources. Ms. Rhorbaugh further stated that there could be some problems with the permitting agencies for this project. Mayor McCleaf suggested that a meeting be scheduled for August 2, 2010 at 6 pm prior to the August 2, 2010 workshop meeting.

Mayor James G. McCleaf II introduced Mr. Travis W. Poole Esp. of Poole and Kane Law Firm located at 29 W. Franklin St., Hagerstown, MD. Mr. Poole explained to the mayor and council that he is a representative of the owner of the former Red Barron property located at the corner of Potomac and Artizan Streets in Williamsport, MD. Mr. Poole is requesting that the town abandon a portion, 614 square feet, of a public alley which is under contract with Bowman 2000 LLC to be developed as a convenience store and gas station. This project is in the beginning stages of site planning and the owner has stated that the additional area gained by the abandonment of the public alley would optimize the development of the project. Mr.

Poole also requested that this matter be advertised prior to the August 9, 2010 regular council meeting,

Town Attorney Ed Kuczynski explained to the mayor and council the abandonment process. Mayor McCleaf then scheduled a public hearing for August 9, 2010 at 6:15 pm to hear public input on the abandonment of the public alleyway.

Mayor McCleaf then introduced Mr. Fred Frederick from Frederick & Seibert and he reviewed that this process was brought before the council two years ago prior to the appeals made by local residents and all of those issues were resolved. Mr. Frederick explained that the 614 feet requested would be needed to maximize use of the property.

Councilwoman Joan Knode introduced Scott Bragunier, Civil War Re-enactor and committee member. Mr. Bragunier thanked everyone who participated in the Civil War reenactment and especially the Town of Williamsport and its employees. He stated that this event was a true success.

Correspondence

Mayor James G. McCleaf informed the council that the next scheduled Washington County Municipal League meeting will be hosted by the Town of Williamsport on Monday July 26, 2010 at the Springfield Farm Barn. Social Hour will begin at 6 pm followed by the meal at 6:45 pm. The menu for the evening consists of crabs, roast pig, corn on the cob, baked beans, cole slaw, relish and cheese trays and cold beverages. The cost of the meal will be \$42 with crabs and \$32 without crabs.

Reports

Board of Elections Supervisor

Mayor James G. McCleaf II explained to the council that he would like to recommend that Patricia Kinsey and Deborah Green be appointed to the Board of elections Supervisors. Councilman Tim Fraker made a motion to accept Mayor McCleaf's recommendation to appoint Patricia Kinsey and Deborah Green to the Board of Elections Supervisors. Councilwoman Joan Knode seconded with all voting in favor, motion carried.

Board of Zoning and Appeals

No report

History and Museum Board

Mr. Jerry Knode of the History and Museum Board reported that the Town of Williamsport's Museum is open every Sunday. He also reported that July 2, 2010 the Springfield Farm Barn hosted the Davisson Brothers concert and dance, everyone enjoyed the show. He also reported that the town hosted a Civil War Reenactment, the Retreat Through Williamsport on July 9th, 10th and 11th, there was an excellent turnout. He also reported that the Blessing of the Pets on June 27, 2010 at the Springfield Farm Barn was also very well attended.

Jerry Knode reported that upcoming events include Williamsport Days which is scheduled in Byron Memorial Park on August 28th and 29th 2010. A Ghost Walk, a WWII weekend and a Charlie Brown Christmas.

Planning Commission

Commission member, George Stumbaugh, has been working with Williamsport Nursing Home on their expansion project which is currently underway.

Land Use

No report

Legal Council

Town Attorney, Ed Kuczynski reported that he has a water/sewer agreement from Washington County that the council will need to vote to approve. He also reported that he had with him the Town of Williamsport's budget ordinance, tax rate ordinance, parking ticket ordinance and the trash agreement which will need the mayor's and town clerk's signatures.

Code Enforcement

Letters regarding the implementation of code enforcement are being sent to property owners. The first stages of code enforcement will concentrate on the five properties identified in the Revitalization Study as have significance in the revitalization and being deemed to be in poor condition. These properties will be the first phase of code enforcement making the initial process more manageable. Letter with violations outlined should be sent over the next few weeks.

Sheriff's Report

Mayor James G. McCleaf II gave the Sheriff's report for June 2010.

Council Reports

Council man Timothy Fraker reported on the status of the L. Beard Miller Pool so far this summer season.

The pool had two rescues one was a broken ankle, rescuers assisted her to the emergency room. The other was a back injury on the side of the pool, female is fine.

Camp Participants:

Boy Scouts July 5-9th 80 scouts attended

Rehoboth Day Care, Citi Kids and Washington County Rec. totaled 200 kids

New swim lessons started on July 5, 2010 with 200 students participating.

Council man James Kalbfleisch reported that Town Clerk Donnie Stotlemeyer met with Downes Associates on Thursday July 1, 2010 to discuss updating the Town's tariff and to

follow-up with the Scheduled Fuel Rate Hearing with the Public Service Commission on Thursday July 8, 2010, both meetings went very well and all of the town's documentation was in order.

On July 6, 2010 Mr. Steve Hearn from Khepra Energy Group came to Williamsport to conduct an energy audit on all of the town's buildings. A full report will be coming with recommendations to help conserve energy. The Maryland Energy Administration has given the town a verbal approval for a \$13,000 grant to be used towards replacing the boiler for the Community Building with a more energy efficient boiler.

He also reported on a solar powered self contained camera unit that could be used in certain parts of town to reduce crime.

Council Woman Tearza Knode reported that the Davisson Brothers concert held Friday July 2, 2010 collect over \$3000 in ticket sales. She also reported that the event was a good time and would like to rebook the band for a future event.

She also reported that the town was notified by Washington County Parks and Rec. Director James Sterling that the Board of County Commissioners has approved the L. Beard Miller ADA Parking Project through DNR project Open Space Program in the amount of \$7,400, the funds that were approved will not be available until fiscal year 2012.

Council Woman Joan Knode reported that she help set up for the Hometown Suns baseball game which was played on June 24, 2010. She also reported that she has checked all of the town municipal buildings including the buildings in the park and all seem to be in good shape.

She also reported that it seemed everyone at the Davisson Brothers concert had a good time and the July 4th event in Byron Memorial Park and that all of the events that were scheduled throughout the day went extremely well.

She reported that the Civil War event was successful and she thanked all of her committee members for their help. The committee will be meeting on July 29, 2010 at 10 am in the Springfield Farm Barn to discuss and review this years' Civil War event. She also reported that the WWII weekend scheduled for October 8, 9 & 10th will be at the Springfield Farm Barn. She reported that several weddings have been scheduled for 2010 and 2011 and has collected about \$7700 in rental income from the barn.

Mayor's Report

Mayor James G. McCleaf II congratulated the Conococheague Little League and Walter Williams for a successful season. He also stated that the July 4th celebration was great and he received a lot of positive feedback on this years event.

Mayor James G. McCleaf II reported that letters regarding the implementation of code enforcement are being set to property owners. The first stages of code enforcement will concentrate on the five properties identified in the Revitalization Study as have significance in the revitalization and being deemed to be in poor condition. These properties will be the first phase of code enforcement making the initial process more manageable. Letters with violations outlined should be sent out over the next few weeks.

Bike lanes have been installed in limited application. A master bike plan is being outlined and will include more application and signage.

Bike parking racks are in and will be installed next week after the completion of Bike Night this weekend.

Beginning July, 1st a new permit process was set up with the Washington County Permit office. This new process should make the permitting process easier for businesses and reduce costs for the town.

July 8th the Heart of the Civil War Heritage Target Investment Zone for Williamsport was approved at the State level. This allows the town to seek both non-capital and capital grants. Before grant applications can be submitted a Cultural Data Analysis must be performed. This analysis will be worked on over the next few weeks in hopes that grants can be submitted in the next round of grant applications. These grants are primarily used to help promote tourism and can be requested up to \$100,000.

Williamsport was represented at the recent MML conference. A booth was set-up and visitation and interest were high. The town received an award for the Harvest Hoedown. The Williamsport Facebook page currently has approximately 558 fans. 67% of the fans are women. 55% of fans are between the ages of 35 and 54. The page can be accessed by visiting www.facebook.com/williamsportmd

A tentative date of Tuesday August 10th has been set for the next merchant meeting in Town Hall at 6:30pm.

Tuesday September 14th from 2pm to 5pm a grant writing workshop will take place at Springfield Farm Barn. The workshop is put on by the Maryland Historical Trust.

Events are being planned for the remainder of the year and a schedule of events for next year should be completed by the end of August.

- August
 - National Night Out
 - River City Classic
 - International Youth Day and Last Blast
 - Williamsport Days
- September
 - 9-11 Remembrance
 - National POW/MIA Recognition Day
 - International 'Talk like a Pirate' Day
 - Peace Day
 - Gold Star Mother's Day
- October
 - International Day of Older Persons
 - World Teachers Day
 - WWII Weekend
 - Harvest Hoedown
 - Halloween
- December
 - Christmas Parade
 - Charlie Brown Christmas
 - Pearl Harbor Remembrance Day

The Williamsport Creamery will soon be open for business. The ice cream shop has a retro look and will have a grand opening in August.

The Third Base Tavern is under new ownership. Chastity has requested her patrons' only smoke out back, has installed a new door, repaired the front steps, placed potted plants and flowers outside and is renovating the bathrooms and soon the counters of the tavern.

Desert Rose Café is planning an expansion into the vacant apartment next door to accommodate her growing business. Property owners Ronnie and Mike Byers are currently moving forward to convert the apartment into commercial space.

Several businesses in Town Center have stated that their business is doing very well over this summer.

A small business workshop is being planned for this fall

A energy saving workshop is being planned for this fall letters regarding the implementation of code enforcement are being set to property owners. The first stages of code enforcement will concentrate on the five properties identified in the Revitalization Study as have significance in the revitalization and being deemed to be in poor condition. These properties will be the first phase of code enforcement making the initial process more manageable. Letters with violations outlined should be sent out over the next few weeks.

Unfinished Business

Mayor James G. McCleaf II explained to the council that at last months council meeting a parking fine ordinance change was introduced. This change would increase the current parking fines from \$5 to \$10. Council man Tim Fraker made a motion to adopt the ordinance parking fine change from \$5 per violation to \$10 seconded by Council woman Tearza Knode will all voting in favor, motion carried.

Mayor James G. McCleaf II informed the council that he would like to entertain a motion to place a 50% deposit for the 2011 fireworks display schedules for July 4, 2011 in Byron Memorial Park. Council man Tim Fraker made a motion to put down the deposit for the 2011 fireworks display. It was seconded by Council woman Tearza Knode with all in favor, motion carried.

Mayor James G. McCleaf II held discussion concerning the American Legion property located behind the Conococheague Little League located at W. Sunset Ave. Mayor McCleaf explained that he would like to see the town construct a new maintenance yard a this site with the remaining property he would like to convey back to the Williamsport American Legion. Town Attorney Ed Kuczynski informed the mayor and council that a public hearing would have to be scheduled for the abandonment of the property. Mayor McCleaf then informed the council that a public hearing would be scheduled for 6 pm on August 9, 2010.

New Business

Mayor James G. McCleaf II informed the council that a bid opening has been scheduled for July 22, 2010 at 2 pm at Town Hall for the USDA rehabilitation of the town's four pump stations.

Town Attorney reported that he has received a contract from Washington County Division of Environmental Management to oversee the Town of Williamsport's four water sewer pump stations. Council man Tim Fraker made a motion to continue the contract with the county for fiscal year 2011, seconded by Joan Knode, voting all in favor, motion carried.

Mayor James G. McCleaf II informed the council that Zion Lutheran Church in Williamsport is requesting permission to camp in Byron Memorial Park on July 26, 2010. The church is requesting to camp behind pavilion #3. Council James Kalbfleisch made a motion to permit Zion Lutheran Church to camp in Byron Memorial Park on July 26, 2010, seconded by Council Woman Tearza Knode, voting all in favor, motion carried.

Mayor James G. McCleaf II explained to the council that the upcoming Washington County Chapter of MML is being hosted by Williamsport. He wanted to entertain a motion that would allow alcohol to be served at the event on July 26, 2010. Council woman Tearza Knode made a motion that would allow alcohol to be served at the event. Motion was seconded by Council man Tim Fraker, with all voting in favor, motion carried.

Mayor James G. McCleaf II informed the council that several wedding events have been scheduled for the Springfield Farm Barn on July 24, July 31 and August 7, 2010. The mayor explained that the council would need to give permission to serve alcohol at these events. Town Attorney, Ed K suggested that for private affairs each month that Council woman Joan Knode could outline the bookings at each months council meeting. Council man Tim Fraker stated that if tickets are not being sold then a liquor license is not required.

Citizen Participation

Mayor James G. McCleaf II introduced Washington County Commission Kristin Aleshire. He informed the mayor and council that he had attended a public information meeting with Maryland State Highway Administration. Commissioner Aleshire stated that this meeting concerned a partial closing of Maryland Route 63. The temporary closing would last about seven weeks. Commissioner Aleshire informed the mayor and council that he will be running for re-election for the Washington County Board of Commissioners this election year.

Miss Chassity Long, Owner of Third Base Tavern informed the mayor and council of a long list of changes that are coming to the tavern.

Mayor McCleaf informed the council that he and the Director of Economic Development, Mike Sparks recently met with Miss Long and had a very productive meeting.

Robert West, prior owner of the Third Base Tavern addressed the mayor and council that he has been working with Miss Long to correct all of the issues at the tavern and is looking forward to seeing the changes take place.

Town resident, Ken Lafferty, brought concerns to the mayor and council about the Church St. inflow and infiltration project. There are no storm drains on Church St. and commented that the town clock needs set and the number of commercial trucks parked on the street throughout the town and that these trucks should not be parked there.

Miss Dana Schaffer from Bikers for Sick Children questioned the mayor and council concerning the upcoming Bike Night event that the mayor and council did not want bikers in town. She commented that she would hate to see that and that she had also heard that the

town was trying to regulate the hours for the bars in town and she would hate to see that happen as well.

Mayor McCleaf responded to Miss Schaffer's concerns stating that we are inviting the bikers to town by having a bike night and that the town is not trying to regulate the bar hours.

Mr. Clarence Koontz who accompanied Ms. Schaffer, stated that they were trying to support the town and the Third Base Tavern.

Mr. George Stumbaugh, Planning Commission member, informed the mayor and council that he has served on the Planning Commission for over 15 years and has accumulated a significant amount of Planning Commission paperwork over his tenure. Mr. Stumbaugh requested that the town provide a storage area for all of his documentation. Mayor McCleaf asked Town Clerk, Donnie Stotemyer to follow up on Mr. Stumbaugh's request. Mr. Stumbaugh also requested the mayor and council place plaques on the historic buildings throughout the Town of Williamsport. He states that he is receiving numerous inquiries about the historic structures in town.

Jim Jewels, town business owner commented that last years bike night sign that he had donated for the event was missing. Mr. Jewels informed the mayor and council that he would donate \$25 for a new sign to be displayed at Williamsport Town Hall.

Mr. Larry Jessop, town resident, informed the mayor and council that there are a lot of times with people that serve in government are not given the credit they deserve. He wanted to thank Mayor McCleaf and the council along with the Williamsport Town employees for doing a lot of great things that are currently happening in the town. Mr. Jessop commented that he has seen so much progress happen in Williamsport and you would have to be blind not to see what's happening and he wanted to thank the mayor and council for a job well done.

Mayor James G. McCleaf II reported that Council woman Joan Knode had submitted the town for an achievement award for the Harvest Hoedown event which is held in October of each year. The town won the small town category for this event. Donnie Stotemyer, Town Clerk accepted this award on the town's behalf at the Maryland Municipal League conference in Ocean City, Maryland this past June.

A motion was made by Council man, James Kalbfisch, seconded by Council woman Joan Knode, to adjourn, with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotemyer
Town Clerk
Town of Williamsport