

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
December 12, 2011**

A regular meeting of the Williamsport Mayor and Council was held on December 12, 2011, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Asst. Mayor Anthony Drury
Councilwoman Joan Knode
Councilman Jim Kalbfleisch
Councilman Tim Fraker
Councilman Bill Green
Councilwoman Maya Haines
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 Tim Fraker to accept the minutes of the regular meeting minutes held on November 14, 2011, Executive meeting minutes held December 5, 2011, workshop meeting minutes from December 5, 2011, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Financial Report

A motion was made by Councilman Tim Fraker to accept the Financial report as presented seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Guests

Mayor James McCleaf introduced Mike Nestor of Thrasher Engineering. Mr. Nestor reported on the following.

- Snyder is changing out backup pump at Station #1.
- Roberta Adams retired, Kendra Harmon will handle this project.
- Alton Gibbs asked if MDE was notified of spill.
- All spill reports were completed. Williamsport to get copies to TEI and SES.
- TEI to review aluminum door options.
- Snyder needs to revise submittal on trailer mounted generator (Tier 4 commissions).
- P.S. #3 has been painted.
- P.S. #1 Town requests removing cage from stairs into wet well.
- P.S. #1 SES adjusted meter vault. TEI will review bollard locations.
- P.S. #4 SES wants to adjust generator location.
- General Contractor is responsible for red lines.
- Alton Gibbs noted a skew on the valve vault. SES will address.
- P.S. #1 SES wants recommendation for leak.
- P.S. #1 SES wants recommendation for bracing emergency pump suction line.
- Alton Gibbs → Photos must be on glossy paper and labeled on back. TEI to resubmit.
- Pay Requisition has been sent to Kendra Harmon. No pending change orders at this time.

PROJECT STATUS:

Contract #4

Contractor:	Snyder Environmental
Notice to Proceed:	May 8 th , 2011
Original Contract Calendar Days:	210 Days
Approved Contract Time Extension:	90 Days
Approved Weather Days:	0 Days
Total Weather Days Requested to Date:	0 Days
Substantial Completion Date:	February 2nd, 2012
Calendar Days Used:	218 Days
Calendar Days Remaining:	82 Days
Project Complete Percentage:	50%
Project Elapsed Time (Including Approved Weather Days):	73%
Project Inspection Budget Used	61%

COMPLAINTS, REQUESTS & CONCERNS

CONCERNS -

REQUESTS - Change Order #3

COMPLAINTS -

RECENT WORK:

PUMP STATION #1: * Pumps in place
 * Piping in place
 * Painted headworks

PUMP STATION #2: * Core borings

PUMP STATION #3: * Painted

PUMP STATION #4: * Pumps in place
 * Pipe in place

SCHEDULED WORK:

PUMP STATION #1: * Complete electrical work
 * Set muffin monster

PUMP STATION #2: N/A

PUMP STATION #3: N/A

PUMP STATION #4: * Emergency pump connection
 * Complete electrical (couple weeks)

NOTES: P.S. #1 & P.S. #4 will be worked on concurrently. Once both are substantially complete, work will start on P.S. #2 & P.S. #3.

Mayor James McCleaf introduced Pat Schooley, a member of the Washington County Historical Advisory Committee. Ms Schooley advised the aging building on the Red Barron property could be used for the new Sheetz store, among other possible uses. She said the building, which was built about 1820, is also referred to as the Potomac House. Over the years, it was used as a hosiery mill and an overall factory, among other uses, and rather than tearing it down, Ms. Schooley asked if the two-story brick building could be a part of Williamsport's gateway into its historical district which the town is trying to promote. Ms. Schooley explained that the developers who want to tear down the building could get tax breaks that could offset more than 40 percent of the cost of rehabilitating the cost of the building.

Mayor James McCleaf introduced Ms. Terry Leiter and Washington County Commissioner Ruth Ann Callahan representing the Williamsport Rotary Club. Ms. Leiter was present to request of the Mayor and Council that the Rotary would like to be part of an upcoming project in Williamsport. Ms Leiter explained that the Rotary participated with the Rotary playground in Byron Memorial Park. Mayor McCleaf stated that the Town has several projects that the Rotary could participate in. He also thanked Ms. Leiter and the Williamsport Rotary for their recent participation with the Town's Charlie Brown Christmas.

Correspondence

Mayor James McCleaf read a thank you note from David B Cole family thanking the Mayor and Council for the beautiful floral arrangement that was sent in remembrance of David and for draping the Town Hall in Williamsport. Dave loved the Town and was always proud to be a Williamsporter.

Mayor James McCleaf read a thank you note from Cumberland Valley Cycling Club thanking the Mayor and Council for their generous support of the Cumberland Valley Century held on August 13, 2011. This event attracted 324 cyclists to Washington County. The funds raised by this event allowed us to contribute \$5,000 to San Mar Children's Home. We are already making plans for our 2012 Century and hope you will be able to continue to support this event.

Mayor James McCleaf a thank you note from Rehoboth Learning Center thanking the Mayor and Council for allowing Rehoboth Learning Center's staff and children tour the barn. They really enjoyed the beautiful decorations. What an amazing display. We have been encouraging all of our families to attend the Charlie Brown Christmas with their children as well.

Reports:

Board of Elections Supervisor

No report

Board of Zoning and Appeals

Town Attorney Ed Kuczynski reported that a request by owners, Stephanie and David Hanna of Dogs R Us, for variances to erect advertising signage at their business located at 7 East Potomac Street Williamsport, MD which would require a 34 inch variance due to the bracket and sign extension and a 0.70 square foot variance since the proposed sign is to be 4.70 square feet.

History and Museum Board

Councilwoman Joan Knode reported on the Charlie Brown Christmas at the Springfield Farm Barn held December 3, 4, 10 & 11, 2011 that it was well attended - what a great event. She advised they plan on running the Charlie Brown Christmas from 12:00 noon to 8:00 pm. The museum will be closed for the winter.

Planning Commission

Mayor James McCleaf reported on the following:
Activities Report for October, 2011 Permits Reviewed:

2011-043	247 E. Potomac Street	Access Building	Approved
2011-044	22 N. Conococheague St.	Business Signage	Approved
2011-045	18 N. Conococheague Street	New ADA Ramp (rear)	Approved
2011-046	415 N. Conococheague St.	Site plan updates	Approved
2011-047	18 N. Conococheague Street	Business Zoning	Approved
	38 E. Potomac Street	Sheetz Project	Traffic Study Rev.

Business:

Outstanding Business:

- Buffer Ordinance – pending from attorney
- Demolition Ordinance – pending from attorney
- Zoning Map 1st Draft available, updates forwarded to WCP.

New Business:

Scripting Abandonment Ordinance for Mayor and Council Review

The Planning and Zoning Commission meets the 1st Wed of each month, with occasional work session each of the subsequent Wednesdays of the month.

Land Use

No report

Legal Council

No report

Sheriff’s Report

Mayor James McCleaf gave the October and November Sheriff’s report

Council report

Councilman Tim Fraker reported pool committee met on Wednesday, November 17, 2011.

- Pool employee’s letters of interest for the 2012 season have been mailed.
- ADA handicap lift will need to be purchased for upcoming pool season to meet State of Maryland ADA mandate.

- An ad will be placed in the local newspaper over the Christmas holidays advertising for new pool employees.
- Committee met with representatives from Swim Care Pool Company and they are helping to put together a priority of repairs that are needed at the pool.
- Next scheduled pool meeting is Wednesday, January 18, 2012.

Councilman James Kalbfleisch reported the following:

- ***Retail Rate Filing*** – Initial discovery has been completed and final preparations are being made for the evidentiary hearings this week.
 - The evidentiary hearings for this case are scheduled for Thursday, December 15, 2011 and (if more time is necessary) Friday December 16, 2011 at the Commission.
 - The Public Utility Law Judge hearing this case is scheduled to provide a final Order by Friday, February 24, 2011.
 - Appeals regarding the Judge's ruling will be due by Monday, March 19, 2012.
 - The Final Order is scheduled to be provided by April 27, 2012.
 - Williamsport has responded to numerous data requests from the Commission Staff and the Office of People's Counsel ("OPC").
 - The Town has also provided rebuttal testimony in response to the positions filed by Commission Staff and the OPC.
 - A public hearing for comments will be held in Williamsport at the Town Hall on December 20, 2011 at 7:00 PM.
- ***Wholesale Power Supply*** – In October, Williamsport finalized a one year contract extension to its current power supply contract to begin June 1, 2013.
 - The final price is for \$55.88 /MWh which represents approximately a 15% reduction in comparison to Williamsport's current wholesale power price.

He also thanked Boy Scout Troop 17 from Williamsport for setting the luminaries out along Park Road in Byron Memorial Park.

Councilwoman Joan Knode gave her report under History & Museum.

Asst. Mayor Tony Drury reported attended the Thanksgiving dinner sponsored by the Williamsport Moose Club held on November 20, 2011. Approximately 100-120 attended this event. He also reported that he participated in the Town's Christmas parade on December 2, 2011 - it was a great parade and well attended. The Williamsport Food Bank will be hosting carriage rides in Byron Memorial Park on Wednesday, December 14, 2011 from 7:00 - 9:00. He also reported that a fundraiser is being held for Ms. Kim Yumlu at Chick a Fil on Tuesday, December 13, 2011.

Councilman Bill Green reported that the traffic lines were recently repainted in the Town of Williamsport and seasonal banners on the light poles for the downtown area have been installed for the upcoming holiday season.

Councilwoman Maya Haines reported that she is looking forward to working with Councilman Bill Green organizing this year's Earth Hour event which is scheduled for March 31, 2011 in Byron Memorial Park. Councilwoman Haines informed the Council that she will be organizing bands to participate in this year's event.

Mayor's Report

Mayor James McCleaf reported that Williamsport had a great month and a great year. He gave a thank you to the Town of Williamsport employees for a fantastic year.

Mayor James McCleaf reported the winners of Williamsport's annual Christmas decorating contest. The winner of the best decorated entry way was Cloyd and Maybelle Schetrompf of 36 W. Salisbury St. The winner in the commercial category was Rosemary's Florist at 21 E. Potomac St. The winner of the best overall house and yard was Jack and Jean Murray of 38 W. Frederick St. Honorable mentions went to Byron Memorial Park and Springfield Barn.

Unfinished Business

Mayor James McCleaf reviewed with the Council the upcoming The Town of Williamsport's calendar of events scheduled for 2012 Councilman Jim Kalbfleisch made a motion to accept the calendar of events as presented seconded by Councilman Tim Fraker with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council the proposed Town of Williamsport 2011 employee Christmas bonus. Councilman Tim Fraker made a motion to give one week's extra pay to all Town of Williamsport employees as a Christmas bonus, seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Town Attorney Ed Kuczynski reviewed with the Mayor and Council the recommended amendments to the Town of Williamsport truck traffic ordinance. Mr. Kuczynski explained that he met on November 16, 2011 with Town Clerk Donnie Stotelmyer and Washington County Sheriff Doug Mullendore to discuss the necessary amendments to the truck traffic ordinance. The amendments would include:

- Clarifying Gross Vehicle Weight and VIN
- To include local deliveries
- Show manifest for local deliveries
- Prepayment schedule, set amount \$100 maximum penalty not to exceed \$500
- Uniform citation will be issued
- Exceptions for passenger vehicles, school buses, tour buses and vehicles for agricultural use
- Boundary change Potomac Street to Sunset Avenue

Councilman Tim Fraker made a motion to introduce the amended changes as presented seconded by Councilwoman Maya Haines with all voting in favor motion carried.

New Business

No new business

Citizen Participation

Town resident Walter Williams questioned the Mayor and Council about the getting the Town's water tower back into operation. Mayor James McCleaf explained that the Town did apply for a grant through MD Department of Environment but this project did not rank high enough to be funded and the Town will be applying this year for funding.

Town resident Chris Grimes questioned that wouldn't the money the town would receive for the use of the tower by the cellular companies placing cellular antennas on fund the cost to repair the tower.

Councilman Bill Green received complaints that an antenna for a home based radio was placed on a rental property owned by Jack and Dottie Bowers and it has been interfering with the several resident's phone's and TV's. Town clerk Donnie Stotemyer to follow up with Town Attorney Ed Kuczynski concerning this matter.

A motion was made by Councilman Tim Fraker to adjourn, seconded by Asst. Mayor Tony Drury with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotemyer
Town Clerk
Town of Williamsport