

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, November 17, 2022 at the Warren County Learning Center with the following officers present – Randy Wurtsbaugh, Council President and Council Members Jim Lanham and Paul Coffman. Also present were Mike Hutchison, Clerk-Treasurer and Town Attorney, Ingrid Barce, Amy Cushman, Melinda Story, Kevin Strickler, Vickie Strickler, Wade Armes, Mark Hutson, Gene Snoeberger, Ben Dispennett, Brian Jordan, Stephanie Knosp, Ryan White, Miles Stucky, Chantelle VanLeer, and Russell VanLeer.

Randy Wurtsbaugh called the meeting to order.

Paul Coffman made a motion to approve the October minutes. Jim Lanham seconded the motion. Voted and passed.

Paul Coffman made a motion to approve October claims. Randy Wurtsbaugh seconded the motion. Voted and passed.

Ingrid Barce stated she will send out employee handbook updates tomorrow.

Randy Wurtsbaugh reminded everyone that the special meeting to discuss year-end business is Thursday, December 8<sup>th</sup> at 1:00 p.m. at the Williamsport Fire Department.

Ingrid Barce stated UBO's will be postponed this month due to the inspector's illness.

Randy Wurtsbaugh discussed the open UBO for 401 Market Street.

Randy Wurtsbaugh made a motion to release the UBO for 401 Market Street. Jim Lanham seconded the motion. Voted and passed.

Vickie Strickler provided the Council with an additional quote for permanent fencing at the ball diamond at the Williamsport Town Park. The quote presented was from Alvin Fencing in the amount of \$7,800.00. The ball program can pay \$4,000.00 of the cost and Vickie requested that the Town pay the remaining \$3,800.00.

Paul Coffman made a motion to approve the Town pay the requested \$3,800.00 for the permanent fencing at the ball diamond. Jim Lanham seconded the motion. Voted and passed.

Vickie Strickler provided an update on the new pool fund. Personal donations currently total \$8,394.51 and business and organization donations currently total \$18,566.91, for a combined total of \$26,961.42. Vickie stated the pool committee is in the process of working on two grants for pool funding, one of which is with the Warren County Health Department and the other is a DNR grant that the Williamsport Park Board is working on.

Randy Wurtsbaugh presented the contract between the Warren County Commissioners and the Town of Williamsport concerning the county's donation to the new pool.

Randy Wurtsbaugh made a motion to approve the contract for donation of funds by the County for the new pool. Jim Lanham seconded the motion. Voted and passed.

Miles Stucky discussed the five-year park program that the park board is currently working on. The first part of the park plan was submitted Monday, November 14<sup>th</sup> and the second part of the plan is due mid-April 2023.

Miles Stucky discussed the possibility of placing wood carvings at the boat ramp at the river. The Council saw no problem with this and were in favor of the idea.

Miles Stucky discussed appointing a fourth park board member and suggested Amy Cushman.

Paul Coffman made a motion to appoint Amy Cushman to the park board. Randy Wurtsbaugh seconded the motion. Voted and passed.

Miles discussed term length of the park board per the town's park board ordinance and stated terms will expire in the following order: Miles Stucky-Ryan White-Stephanie Knosp-Amy Cushman.

Ryan White requested permission to begin a Facebook Page for the Williamsport Parks. The Council was in favor of this idea.

Miles Stucky discussed a resident concern with Old Town Park. As part of the five-year plan, the park board will be looking into adding and replacing equipment to the smaller parks in town.

Kevin Strickler stated Justin Batts has passed his water distribution test, but not his chemical treatment test. Justin will be rescheduling his failed test, but asked the Council to consider and discuss wage compensation once he does pass his chemical treatment test.

Wade Armes discussed the first annual Christmas Light's in the Park Parade for the town, to be held the evening of December 10<sup>th</sup>. Wade announced that Kevin and Vickie Strickler would be the Grand Marshal's for the parade.

Wade Armes stated the Attica Fire Department is selling their 2012 commuting truck for \$14,000.00 and asked the town to consider purchasing it for the Williamsport Fire Department.

Randy Wurtsbaugh made a motion to approve the purchase of this truck from Attica up to the purchase price of \$14,000.00. Paul Coffman seconded the motion. Voted and passed.

Miles Stucky stated the Town needs to start on the Land and Water Conservation Grant as soon as possible. The application deadline is June 1, 2023. Randy Wurtsbaugh will discuss this with Sharon Hutchison.

Randy Wurtsbaugh discussed investing in a postage machine for the Town. Mike Hutchison is going to look into the cost of getting one.

Amy Cushman discussed returned payments and associated returned payment fees.

Paul Coffman made a motion to increase the Town's returned payment fee to \$50.00. Jim Lanham seconded the motion. Voted and passed.

After further discussion on presented ordinance 2022-1117 A, the Council determined to increase all returned payment fees to \$69.00 per each returned payment, with the returned payment amount and associated fees payable only in cash. Once an account has two returned payments, the account becomes cash only for the following two months.

Paul Coffman made a motion to rescind the prior motion on increasing the Town's returned payment fee and to pass ordinance 2022-1117 A, concerning the Town's returned payment policy, as amended. Jim Lanham seconded the motion. Voted and passed.

Randy Wurtsbaugh discussed the Town's need to have an ordinance on new subdivisions.

Randy Wurtsbaugh provided an update on the Enterprise vehicles and the additional expenses for the add-ons required for the Town trucks.

Paul Coffman made a motion to approve the purchase of the two additional F350's with add-ons as submitted by Enterprise. Jim Lanham seconded the motion. Voted and passed.

Melinda Story discussed the Warren Agency's request to bring Traveling Tom's Coffee Truck to Williamsport on December 1<sup>st</sup>. Ingrid Barce stated the only thing needed is a certificate of insurance.

Amy Cushman presented leak adjustments and one sewer only adjustment request to the Council.

Randy Wurtsbaugh made a motion to approve the three leak adjustments as presented. Paul Coffman seconded the motion. Voted and passed.

The Council determined no sewer adjustment can be allowed due to summer sprinkling credit months being over for the year.

Amy Cushman stated information was just received from ACI Payments that payment processing fees are increasing for online payments.

Ingrid Barce presented ordinance 2022-1117B, regarding parking on North Monroe.

Paul Coffman made a motion to approve and pass ordinance 2022-1117 B, as amended. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce discussed the Town's options for disposal of the old skate park ramps.

Randy Wurtsbaugh made a motion to approve Resolution 2022-1117C, declaring the skate park ramps as surplus property and advertising them for bid on govdeals.com. Paul Coffman seconded the motion. Voted and passed.

Ben Dispennett discussed the two completed applications submitted for the Town's microgrant. The High Falls Saloon application scored slightly higher, therefore the review board is recommending their project as awardee for this round of the microgrant.

Paul Coffman discussed the fact that the Town was under budget for LEDO expenses this year, and would like to see both projects funded.

Paul Coffman made a motion to fund both projects this round. Randy Wurtsbaugh seconded the motion. Voted and passed.

Sharon Hutchison discussed a grant available for body cams for the Williamsport Police Department and requested permission to pursue the grant on the Town's behalf. The grant application deadline is December 15<sup>th</sup>. The Council was in favor of pursuing the grant.

Craig Greenwood stated the County turned down IMPA's request to place a solar farm on Warren County property due to site selection.

Jim Lanham made a motion to adjourn. Paul Coffman seconded the motion. Voted and passed.

With no further business to come before the Council the meeting was adjourned.

ATTEST Michael P. Hutchinson  
President

Randy H. Williams  
Member

Paul E. W.  
Member

James E. Landon  
Member

A Special meeting of the Town Council of the Town of Williamsport was held at 12:30 p.m. on Thursday, December 8, 2022 at the Williamsport Fire Department with the following officers present – Randy Wurtsbaugh, Council President, and Council members Paul Coffman and Jim Lanham. Also present were Clerk-Treasurer, Mike Hutchison, Melinda Story, Amy Cushman, Kevin Strickler, Brian Jordan, Ted Latoz, and Gene Snoeberger.

The purpose of this special meeting is to discuss year-end business.

Randy Wurtsbaugh called the meeting to order.

Paul Coffman made a motion to approve the minutes of the November 17<sup>th</sup> meeting. Jim Lanham seconded the motion. Voted and passed.

Council discussed town employee and elected official's salaries and approved the following raises to be effective on December 24, 2022:

All Town Employees and Elected Officials: 4% increase across the board. Paul Coffman motion. Jim Lanham seconded. Voted and passed.

Vickie Strickler, Summer Park Program and Pool Director, approve additional raise above 4% to increase pay to \$150.00/day. Randy Wurtsbaugh motion. Jim Lanham seconded. Voted and passed.

Justin Batts, Town Laborer, additional \$1.50/hr increase effective 12/24/22, with a second additional \$1.50/hr increase, effective upon passing second water certification test. Paul Coffman motion. Jim Lanham seconded. Voted and passed.

Deputy Clerk-Treasurers, Story and Cushman, additional \$1.50/hr increase. Paul Coffman motion. Randy Wurtsbaugh seconded. Voted and passed.

Clerk-Treasurer, Mike Hutchison, additional \$3,000.00/yr increase. Paul Coffman motion. Randy Wurtsbaugh seconded. Voted and passed.

Council President, additional \$750.00/yr. Paul Coffman motion. Randy Wurtsbaugh seconded the motion. Voted and passed.

Lifeguards, increase pay to \$12/hr. Paul Coffman motion. Jim Lanham seconded the motion. Voted and passed.

Begin quarterly pay of \$100/quarter for each park board member. Jim Lanham Motion. Paul Coffman seconded the motion. Voted and passed.

Jim Lanham made a motion to approve the 2023 holiday schedule. Randy Wurtsbaugh seconded the motion. Voted and passed.

Jim Lanham made a motion to approve the 2023 meeting schedule. Paul Coffman seconded the motion. Voted and passed.

No health insurance premium increase for employees in 2023.

Council signed nepotism and non-contracting with relatives policies for 2023.

Mike Hutchison presented the Council with three outstanding checks to write off. The three checks total \$63.58. Randy Wurtsbaugh made a motion to approve the write-offs as presented. Jim Lanham seconded the motion. Voted and passed.