

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, September 16, 2021 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, Kevin Strickler, Vickie Strickler, Mark Hutson, Ted Latoz, Ben Dispennett, Wade Armes, William Wheeler, Ashley Wheeler, Kathy Fultz, Tawnia Adams, Jerry Lucas, and Keith Day, and Sharon Hutchison.

Randy Wurtsbaugh called the meeting to order at 6:00 p.m.

Randy Wurtsbaugh made a motion to accept the minutes of the July 15<sup>th</sup> meeting. Paul Coffman seconded the motion. Voted and passed.

Mike Hutchison opened the 2022 Budget Adoption Meeting.

Mike Hutchison stated there is a 5.67% increase in the 2022 budget from the current year's budget. A portion of the increase is due to additional funding for Park Equipment and Pool.

Kevin Strickler discussed the need for a new roof on the bath house for the pool at the Williamsport Town Park. Mike Hutchison suggested looking into getting this done before the end of 2021. Kevin Strickler will get a quote.

Paul Coffman made a motion to adopt the 2022 Budget as presented. Randy Wurtsbaugh seconded the motion. Voted and passed.

Randy Wurtsbaugh made a motion to close the Budget Adoption Meeting. Paul Coffman seconded the motion. Voted and passed.

Randy Wurtsbaugh opened the regular meeting.

Kathy Fultz asked for an update on the drainage issues around her property.

Ingrid Barce stated that the Town would have to have utility easements to gain access to the tile in the problem areas prior to the beginning any work.

Vickie Strickler discussed the grant she is working on for the Summer Park Program and asked the Council if the Town could once again make a \$2,000.00 donation for the program.

Paul Coffman made a motion to donate \$2,000.00 to the Summer Park Program. Randy Wurtsbaugh seconded the motion. Voted and passed.

Vickie Strickler provided an update on where she is at in her efforts to obtain funding for a new pool in the Williamsport Town Park. Vickie stated grants require the Town to have a well laid out plan in place to show they are fully vested and working to come up with the funds to put in a new swimming pool.

The Council and Clerk-Treasurer will work together to come up with a financial plan for the pool. Paul Coffman also suggested a committee be formed for the pool project. Vickie Strickler will work on putting together this committee.

Kevin Strickler let the Council know that the Town was not one of the recipients of the SWIF Grant and asked if the Council would now like to proceed with OCRA and SRF applications to fund the upcoming water project for the Town.

Randy Wurtsbaugh made a motion to proceed with the application process for OCRA grant and SRF funding for the water project. Paul Coffman seconded the motion. Voted and passed.

Kevin Strickler discussed the Train Depot Pavilion. He is currently waiting on quotes from two contractors for the work needed and will provide them to the Council once he has them.

Kevin Strickler stated he would like to look into getting a second bucket truck for the Town. A used truck has a price range of \$80,000-\$100,000 and new trucks can range from \$160,000-\$170,000.

Mike Hutchison asked the Council to set Trick-of-Treat hours for 2021.

Paul Coffman made a motion to set Trick-or-Treat hours from 6:00 p.m.-9:00 p.m. on Sunday, October 31, 2021. Randy Wurtsbaugh seconded the motion. Voted and passed.

Mike Hutchison presented leak adjustments for three individuals totaling \$1,401.64.

Jim Lanham made a motion to approve leak adjustments as presented. Paul Coffman seconded the motion. Voted and passed.

Wade Armes discussed the Motorama and thanked all those involved for helping put on the event.

Wade Armes stated that Pine Village is currently borrowing the Town's Engine 34 due to one of theirs being out of service and that they have paid for annual pump testing on the engine for Williamsport. Wade stated that pump testing is done annually and is now done on all of Williamsport's trucks. The Town should be receiving a bill for this in the near future. Hose testing will also be completed before the year is up, but is delayed at this time.

Wade Armes asked if the Fire Department could look into getting their own phone line for non-emergency calls to the fire department. Wade stated these phone calls currently go to Kevin's office phone number.

Mike Hutchison stated he would like to look into new phone service for the whole Town.

Wade Armes stated the fire department has applied for an SIA grant for eight Seek Thermal Cameras and they are waiting to hear back on it.

Wade Armes stated the fire department is in need of ten radio batteries @ \$150.00 each and ten pager batteries @ \$30.00 each.

Paul Coffman made a motion to approve ten pager batteries and ten radio batteries for the fire department as requested by Wade Armes. Randy Wurtsbaugh seconded the motion. Voted and passed.

Randy Wurtsbaugh stated the employee handbook for the Town needs to be reviewed and updated.

Jim Lanham stated he would like to see the Town invest in the three-year pilot program proposed by LEDO for an economic development position for Williamsport.

Mike Hutchison stated if the Town was going to invest in this position, he felt quantifiable objectives should be set and in place prior to hiring someone.

Paul Coffman made a motion to table the discussion on investing in the economic development position for Williamsport until more definitive objectives for the position itself are in place. Randy Wurtsbaugh seconded the motion. Voted and passed.

Ingrid Barce proposed a contract be in place if an individual is hired for the economic development position, but the Town does not feel the objectives for the position are being met.

Ingrid Barce discussed unsafe building orders and the UBO Hearing process for Williamsport.

Paul Coffman discussed the two Enterprise proposals for fleet management services for the Town of Williamsport. The Council and Town department supervisors discussed their concerns with the maintenance aspect of the proposal. The Council and department heads agreed the best proposal would be the proposal to replace five vehicles, which would include selling four and giving a fifth to the Williamsport Fire Department. Paul Coffman will check with Enterprise on a revised proposal due to maintenance concerns. A special meeting will be scheduled once a revised proposal is received to present for discussion and a vote.

Paul Coffman thanked the Williamsport Fire Department for volunteering their time to assist in the Town Wide Cleanup, as well as the Warren County Recycling Center for allowing the Town to use their grounds for the Town's Cleanup.

Paul Coffman discussed the need for the Town to review employee insurance benefits and pay scale. Paul suggested that Amy Cushman head an insurance committee for Town employees and that Town department heads come up with a review process for annual employee reviews.

Ingrid Barce opened the UBO Hearing.

Ingrid Barce swore in Kathy Fultz and provided those in attendance a recap of Kathy's unsafe building order for 36 Ash Cove.

Kathy Fultz stated she has not been able to find anyone to remove the remaining debris from the demolition of her garage.

Paul Coffman made a motion to affirm the UBO order for 36 Ash Cove, and to modify it to have the Town crew perform the cleanup of the property and lien the property for the cost of the cleanup. Randy Wurtsbaugh seconded the motion. Voted and passed.

Ingrid Barce swore in William Wheeler and provided those in attendance a recap of the unsafe building order for 401 Market Street.

William Wheeler stated he has cut several trees down, removed a dumpster load of debris from the property, and put up a fence.

Ingrid Barce asked William Wheeler what he thought still needed done to keep the property in compliance with the UBO order and William stated once again what he had done.

Ingrid Barce swore in Randy Wurtsbaugh.

Ingrid Barce asked Randy Wurtsbaugh what he observed when he drove by the property prior to today's meeting.

Randy Wurtsbaugh stated there was a lot of brush in the backyard inside of the fence. Debris is scattered in the front yard. There is still a lot of work to be done.

Ingrid Barce stated John Kuiper was not satisfied that the work completed has brought the Wheeler's property in compliance with the UBO either, and that he feels there is still work to be done.

Paul Coffman made a motion to impose a \$1,000.00 fine held in advance for thirty days. Randy Wurtsbaugh seconded the motion. Jim Lanham abstained from the vote. Motion carries by majority.

Ingrid Barce swore in Tawnia Adams.

Ingrid Barce stated that upon release of the previous UBO for 14 E Monroe Street, the Town was under the impression that the house would be finished. Due to the house not being completed, the Town has issued a new UBO and would like an update on what is being done to complete the needed work on the house.

Tawnia Adams stated that the garage has been taken down and cleaned up and they are in the process of replacing the windows on the house. New siding will be put up once the windows are replaced, but due to delays in obtaining building material, it is taking more time to complete the necessary work. Tawnia Adams stated the windows and siding should be done within sixty days.

Ted Latoz stated that the order for 14 E Monroe included brush cleanup on the property, however, the brush is actually on Town property and the Town would need to clean that up.

Randy Wurtsbaugh made a motion to extend the UBO for 14 E Monroe Street sixty days. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce discussed the UBO for 31 Ross Avenue. Ingrid was advised that there is still foundation remaining and other debris from the demolition of the home on the property. Dumpsters have been removed. John Kuiper has advised that the order is not ready to be released until the foundation is gone and remaining debris is cleaned up.

Randy Wurtsbaugh and Jim Lanham stated that the foundation is gone and all remaining debris has been cleaned up.

Jim Lanham made a motion to release the UBO for 31 Ross Avenue. Paul Coffman seconded the motion. Voted and passed.

Ingrid Barce addressed concerns regarding trash on Town property behind 612 North Street, which belongs to Tawnia Adams. Ingrid stated that from a legal standpoint, though the trash may not be the property owner's, it was believed to have come from her property, and the property owner was asked to clean it up.

Tawnia Adams stated she cleaned up the trash, but does not know where the trash came from. Tawnia stated she was further confused by the fact that the neighbors did not get a notice as well.

Tawnia Adams discussed a zoning concern for 612 North Street. Ingrid Barce advised her this was an issue to be taken up with the County, not the Town.

Tawnia Adams discussed concerns with not receiving certified mail and requested the attorneys provide her with copies of the two certified letters that were returned. Ingrid stated she would get these copies to her.

Hold Harmless agreement signed and returned to Ingrid Barce.

Randy Wurtsbaugh made a motion to adjourn. Jim Lanham seconded the motion. Voted and passed.

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

ATTEST \_\_\_\_\_, President

\_\_\_\_\_, Member

\_\_\_\_\_, Member