

A Special meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Monday, December 13, 2021 at Williamsport Town Hall with the following officers present – Randy Wurtsbaugh, Council President and Council Members Paul Coffman and Jim Lanham. Also present were Mike Hutchison-Clerk-Treasurer, Kevin Strickler, Mark Hutson, Justin Davis, Melinda Story, Amy Cushman, and Ted Latoz.

Randy Wurtsbaugh called the meeting to order at 6:00 p.m. The purpose of this special meeting is to discuss year-end business.

Mike Hutchison provided the Council with the 2021 salary ordinance for all Town employees and asked that the Council set the 2022 employee salaries.

Randy Wurtsbaugh made a motion to increase all Town employee's salaries by 5%, effective on the first pay in January 2022. Paul Coffman seconded the motion. Voted and passed.

The Council discussed implementing a review process for 2023 to determine employee raises.

The Council opted to not increase elected official's salaries for the 2022 calendar year.

Mike Hutchison presented the Council with the 2022 Holiday schedule. The Council discussed the 2022 holiday schedule and the possibility of adding an additional paid holiday.

Paul Coffman made a motion to add President's Day as a paid holiday for Town employees. Jim Lanham seconded the motion. Voted and passed.

Jim Lanham discussed the salary for Waste Water Superintendent, Mark Hutson.

Jim Lanham requested to amend the previous motion on salary increases to increase the Town Waste Water Superintendent's wages so they are equal to Lineman Brad House's wages, after the 5% increase. Paul Coffman seconded the motion. Voted and passed.

Paul Coffman requested that an additional amendment be made to the motion for 2022 salaries. Paul Coffman made a motion to increase the street and water superintendent's wages \$2,000.00/yr in addition to the 5% increase already approved for 2022. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison provided the Council with the 2022 meeting schedule. Randy Wurtsbaugh stated the Learning Center has been reserved for Town meetings through May, with the exception of March being an unknown at this time.

Paul Coffman made a motion to approve the 2022 meeting schedule as presented. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison presented the Council with the following appropriation transfers:

- Transfer \$820.00 from MVH Concrete to MVH Gravel
- Transfer \$10.00 from MVH Concrete to MVH Retirement
- Transfer \$150.00 from MVH Concrete to MVH St Commissioner
- Transfer \$2,060.00 from Repairs to P&R Utility Bills
- Transfer \$3,100.00 from Repairs to Lifeguards
- Transfer \$700.00 from Maintenance Contracts to Other Garage and Motor
- Transfer \$4,000.00 from Gas to Other Garage and Motor
- Transfer \$700.00 from Maintenance Contracts to Allowances
- Transfer \$19.00 from Maintenance Contracts to Subscriptions and Dues
- Transfer \$6,700.00 from General Reserve to Fire Fighting

Transfer \$3,931.26 from General Reserve to Fire Fighting
Transfer \$100.00 from General Reserve to Office

Randy Wurtsbaugh made a motion to approve the appropriation transfers as presented. Paul Coffman seconded the motion. Voted and passed.

Mike Hutchison presented the Council with four outstanding checks, totaling \$497.16, that need approval to be written off.

Paul Coffman made a motion to approve the write off of the four checks presented, totaling \$497.16. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison provided the Council with nepotism and “no contract with relatives” agreements that need to be signed by elected Town officials for 2022.

Mike Hutchison presented the council with thirty-two utility accounts from 2014 and 2015, totaling \$18,854.41, that need approval for write off.

Randy Wurtsbaugh made a motion to approve the write offs of the outstanding utility accounts as presented. Jim Lanham seconded the motion. Voted and passed.

Randy Wurtsbaugh discussed the Town’s policy on rolling over vacation at the end of the year and vacation accrual time.

Randy Wurstbaugh made a motion to allow employees to roll over up to one week of unused vacation time at the end of the year, as well as changing the Town’s vacation accrual policy for employees so that new vacation is added January 1st of the year it is earned instead of waiting until the anniversary date of hire. Paul Coffman seconded the motion. Voted and passed.

The Council discussed the possibility of reinstating COVID pay for Town employees.

Randy Wurtsbaugh made a motion to approve COVID pay for the upcoming pay period and the one employee currently affected, and to table the vote on the resolution concerning COVID pay for Town employees until Thursday’s meeting. Jim Lanham seconded the motion. Voted and passed.

The Council discussed the possibility of approving bonuses for Town employees with ARP funds. This will be tabled for further discussion at a future meeting.

Randy Wurtsbaugh made a motion to adjourn the meeting. Paul Coffman seconded the motion. Voted and passed.

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

ATTEST Michael D Hutchison
Randy H. Wurtsbaugh
President
[Signature]
Member
James E. Lanham
Member