

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, November 18, 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, Melinda Story, Sharon Hutchison, Kevin Strickler, Mark Hutson, Ted Latoz, Gene Snoeberger, Wade Armes, Nancy Dillworth, Jeremy Bishir, Christian Beaver, Michele Stucky, and Miles Stucky.

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

Randy Wurtsbaugh made a motion to approve the minutes of the October 21<sup>st</sup> meeting. Paul Coffman seconded the motion. Voted and passed.

Nancy Dillworth discussed storm water drainage and flooding between Debbie Lane and Fall Street and requested the Town do something about this problem area.

Kevin Strickler stated they could route it out again once the ground is frozen.

Ingrid Barce stated that all open UBO's set for tonight's hearing have been reset for December 16<sup>th</sup> due to the building commissioner being unable to attend. Notices will be sent to property owners advising of this.

Ted Latoz discussed April Nowicki's property and the process of having her removed if she is unwilling to leave if the Town has to remove the house and cleanup the property.

Mike Hutchison stated State Board of Accounts would like the Council to begin approving claims at monthly council meetings.

Jim Lanham made a motion to approve October's claims. Randy Wurtsbaugh seconded the motion. Voted and passed.

Mike Hutchison stated State Board of Accounts will soon be concluding their audit for Williamsport and the exit meeting is set for 2:30 p.m. on November 30<sup>th</sup> at Town Hall.

Ingrid Barce will check into a committee for drain systems.

Miles Stucky advised the Council that funds approved for resurfacing the tennis courts will need encumbered due to the work not being completed yet.

The Council advised Miles Stucky that they need a letter from Leslie Coatings stating that they still plan to do the work before they will encumber the funds.

Miles Stucky discussed the \$100,000.00 donation the park board received from the Washington Township Trustee. The Council requested that Miles email them the list of projects that showed how they planned on spending these funds for review and discussion at a later time.

Sharon Hutchison discussed a survey for the pool project and requested approval for these surveys to go out with the December utility bills.

Jim Lanham made a motion to approve surveys go out with the December utility bills. Paul Coffman seconded the motion. Voted and passed.

Michele Stucky discussed the train depot project and the panels that Steve Smith with Accuburn is going to do. Michele stated the actual value of the project is around \$60,000.00, however, Steve Smith is doing the work at cost, which will bring the total down to \$27,000.00.

The Warren County Community Foundation can donate \$15,000.00 to the project, the park board will be allocating \$5,000.00 for the project, which would leave the Town needing to pay \$7,000.00 for the project. No decisions were made at this time on funding the train depot project.

Michele Stucky requested permission to once again put Christmas lights at the train depot pavilion. The Council said this was ok.

Michele Stucky discussed the possibility of installing benches along the river by the boat ramp in Williamsport. This would be a project funded by the Warren County Community Foundation if the Council approved the project. Michele also discussed the need for more clearly defined property lines of Town property at the boat ramp.

Kevin Strickler stated the Town was awarded the Community Crossing Matching Grant. The bid opening will be held at Town Hall on December 9<sup>th</sup> at 10:00 a.m.; review and recommendations will be on December 13<sup>th</sup>; winning bid will be awarded on December 16<sup>th</sup>.

Kevin Strickler stated he has solicited bids for the property cleanups at 4 Jackson Street and 401 Market Street but has yet to hear back on either of them.

Kevin Strickler stated he needs to purchase a water tap machine. The cost is \$3,879.00.

Paul Coffman made a motion to approve the purchase of a water tap machine in the amount of \$3,879.00. Randy Wurtsbaugh seconded the motion. Voted and passed.

Mark Hutson discussed new bacteria testing guidelines and processes set by IDEM. Due to the changes, Mark stated he has to purchase a new bacteria testing system. The cost is \$5,200.00.

Jim Lanham made a motion to approve the purchase of the new testing system. Paul Coffman seconded the motion. Voted and passed.

Mike Hutchison discussed the Town's annual leaf vac donation for Warren County.

Jim Lanham made a motion to approve a \$500.00 donation to Warren County for leaf vac. Randy Wurtsbaugh seconded the motion. Voted and passed.

Mike Hutchison discussed State Board of Accounts audit of the Town and the need for a capital asset plan for the Town.

Ingrid Barce presented the Council with Ordinance 2021-1118 A, establishing a capital asset policy for the Town.

Jim Lanham made a motion to approve Ordinance 2021-1118 A. Paul Coffman seconded the motion. Voted and passed.

Mike Hutchison asked the Council what they would like to do for the employees for Christmas.

Paul Coffman made a motion to approve an employee dinner and \$100.00 gift cards for each employee. Randy Wurtsbaugh seconded the motion. Voted and passed.

Mike Hutchison stated the Council needs to set a meeting to discuss employee salaries and year-end business.

The Council set a special meeting for year-end business for Monday, December 13<sup>th</sup> at 6:00 p.m. at Town Hall.

Mike Hutchison discussed utility metering at multi-family units and proper zoning for these units.

Ingrid Barce stated a provision could be added to the Town's utility connection and disconnection ordinance stating all tenants and landlords desiring to turn on service to a multi-unit dwelling must show proof of correct zoning prior to utility connection.

Ingrid Barce went through the Town's utility connection and disconnection ordinance with the Council. The Council requested the ordinance be amended to add the provision for multi-unit dwellings and proof of correct zoning prior to utility connection, as well as amending reconnect fees to be split between water/electric/and general funds equally.

Jim Lanham made a motion to approve ordinance 2021-1118 B as amended. Paul Coffman seconded the motion. Voted and passed.

Wade Armes stated Santa will be at the fire station on Saturday, December 4<sup>th</sup> from 10:00 a.m. to 12:00 p.m. The Christmas parade will be Saturday, December 18<sup>th</sup>.

Wade Armes discussed several repairs and equipment purchases needed for Town fire trucks.

Wade Armes stated the fire department is in need of a new generator.

Paul Coffman made a motion to approve the purchase of a 2000-watt generator. Randy Wurtsbaugh seconded the motion. Voted and passed.

Melinda Story will look into adding a phone to the Town's current plan for the fire department.

Wade Armes discussed the donation of one of the Town's fire trucks to Warren County. Wade stated this will be discussed on December 6<sup>th</sup> by the county at the commissioner's meeting.

Ingrid Barce stated a resolution to donate the fire truck will need to be done if the county agrees to take the fire truck.

Wade Armes discussed encumbering funds for gear on order that the Town has approved but has not yet come in. He will provide the Council with a bill so this can be done.

Wade Armes stated the fire department received an SIA grant in the amount of \$6,025.00 for seek thermal cameras.

Randy Wurtsbaugh discussed the employee handbook and stated that Melinda is working to put together an updated version for review at the December meeting.

Paul Coffman provided an update on Enterprise Fleet Management Services for the Town's vehicles.

The Council reviewed a leak adjustment in the amount of \$377.34.

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

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

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

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

President

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Member

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Member