A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, January 7, 2021 at the Warren County Learning Center with the following officers present – Mike Hutchison, Council President and Council Members Randy Wurtsbaugh and Jim Lanham (attended telephonically). Also present were Bill Lucas, Clerk-Treasurer, and Town Attorney Ingrid Barce, Amy Cushman, Ted Latoz, Mark Hutson, Wade Armes, Kevin Strickler, Bill Trimble, Kathy Fultz, Craig Greenwood, Ryan White, Michele Stucky, Miles Stucky, Brian Jordan, Melinda Story, Dustin Whalen, and Sharon Hutchison.

Mike Hutchison called the meeting to order at 6:02 p.m.

Mike Hutchison made a motion approve the minutes of the December 3rd council meeting. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison stated the board needs to elect a President for the new year. Mike suggested things continue as they are through March 1, 2021, at which time he will be taking over as Clerk-Treasurer.

Jim Lanham made a motion for Mike Hutchison to continue as Council President for January and February of 2021. Randy Wurtsbaugh seconded the motion. Voted and passed.

Bill Trimble discussed stray cats in Williamsport and the need for the Town to do something about them.

Michele Stucky discussed Falls Branch Park. The Community Foundation is currently working on getting estimates for a staircase that will go down into the Falls area, as well as getting estimates for fencing that will extend on existing fencing. A surveyor is expected in the next few weeks to determine the property line between the Town’s land and a property owner’s land that is at the top of the Fall’s area.

Michele Stucky discussed the potential of the school deeding over a small strip of land at the top of the Falls area to the Town. Michele stated the land could be used as parking for visitors to the Falls and asked if the Town would be open to receiving and maintaining this land.

Ingrid Barce asked if the Town would be open to including a Right of First Refusal in the deeding process which would allow the property to revert to the school if the Town does not use it.

The Council agreed to receive and maintain the property the school would deed over, as well as include the Right of First Refusal as suggested by Ingrid Barce.

Kevin Strickler asked how the Town is handling employees that have to be off for COVID in 2021.

Mike Hutchison stated the same protocol from 2020 is in effect through March 31, 2021.

Mark Hutson stated the new flow meter at the sewer plant is in. It has been recalibrated and is working properly.

Melinda Story discussed the permitting process for solicitors per the Town’s ordinance and asked if a notary is required as part of the process any longer.

Ingrid Barce stated nothing needs notarized, however, the Town should witness that each person with the company that has applied for a permit is who they say they are.

Ted Latoz discussed the background checks done for each individual requesting a permit.

Melinda Story discussed the new ordinance no longer having a time frame in which solicitors are allowed to go door-to-door, which the old ordinance had.

The Council discussed amending the current solicitor’s ordinance to add an allowed time frame for soliciting in Town.

Randy Wurtsbaugh made a motion to set 5:00 p.m. as the cut off time for soliciting in Town. Jim Lanham seconded the motion. Voted and passed.

Wade Armes updated the Council on the Fire Department’s monthly and yearly run reports.

Wade Armes updated the Council on the new fire truck and the work being done on it.

Wade Armes discussed the sale of brush truck 33. It sold for $25,000. Wade has been discussing getting Engine 34 listed for sale with Ingrid Barce.

Randy Wurtsbaugh asked about the status of resurfacing the basketball and tennis courts at the park.

Ryan White stated they were waiting on a quote for the job, which they now have from Leslie Coatings and can be discussed further at a future meeting.

Randy Wurtsbaugh asked about the condition of the Town’s pool and what is being done about it.

Mike Hutchison stated there is a pool study with HWC in the works.

Randy Wurtsbaugh asked about the Town clock.

Mike Hutchison stated that Brian Jordan repaired the clock and could discuss it further.

Brian Jordan stated that initially the clock face motor needed replaced. Once it was replaced, the clock worked for about a month before it quit working again. The last resort to fix the clock would be for the Town to buy a new controller which would cost around $3,000.00.

Randy Wurtsbaugh asked about the Town’s progress in cleaning up properties in Williamsport and if a new round of properties can begin.

Ingrid Barce stated the Council could get another list of properties together and pass them along to them.

Mike Hutchison stated there was a resident of Williamsport in attendance tonight for a UBO Hearing.

Ingrid Barce swore in Williamsport resident, Kathy Fultz.

Ingrid Barce stated the property to be discussed is 36 Ash Cove, belonging to Vinod Gupta, but being bought on contract by Kathy Fultz. The orders for the property were to repair the garage and remove trash and debris around the premises.

Kathy stated she had removed most of the debris around the home, however, there is still some heavier debris around the garage that she is unable to move. She is working to try and find help with debris removal and removal of the garage. Kathy stated Vinod Gupta has refused to help with the work required.

Ingrid Barce asked if Kathy could complete the work if the Council would allow a sixty-day extension.

Kathy Fultz stated she cannot complete the work on her own, so if she cannot find someone to help her, an extension will not help. Kathy asked if the Town could do the work and she could pay the Town back for it in payments.

Ingrid Barce stated the Town can perform the work and then lien the property for the cost, but suggested more time be allowed prior to any plans being made for the Town to complete the work for Kathy.

Randy Wurtsbaugh made a motion to allow Kathy Fultz another sixty day to clean up her property. Mike Hutchison seconded the motion. Voted and passed.

Ingrid Barce explained to Kathy Fultz that she will receive another letter in the mail which will extend her allotted time to clean up her property by another sixty days, no fine will be assessed at this time, and she will have to attend another UBO Hearing on March 4, 2021.

Randy Wurtsbaugh expressed his concerns regarding the hospital-owned property located two houses north of the hospital.

Ingrid Barce provided the Council with an update on properties that have previously been discussed at a UBO Hearing and been granted extensions.

Mike Hutchison discussed changing the monthly council meetings to the third Thursday of the month.

Mike Hutchison made a motion to change the monthly council meetings to the third Thursday of each month. The time will remain at 6:00 p.m. with the disconnect hearings just before at 5:30 p.m. Jim Lanham seconded the motion. Voted and passed.

The Council discussed and decided to transition to the third Thursday in June 2021.

Jim Lanham discussed having an internet service provider set up equipment on the Town’s water tower and asked Ingrid Barce if this could be done.

Bill Lucas stated prior council has looked into this and decided against it due to equipment that would be placed on the water tower rusting.

Ingrid Barce stated that if a service provider approaches the Town to provide such a service, the Town could enter into a lease with the service provider to rent space on the water tower and there could be provisions in the lease that if the service provider’s equipment begins to fail, they have to come fix or replace it. The Town would also want to have a provision in the lease stating that the new service provider’s frequency will not interfere with an existing frequency utilized in the Town.

Amy Cushman presented the Council with one leak adjustment in the amount of $124.93.

Mike Hutchison made a motion to approve the leak adjustment as presented in the amount of $124.93. Randy Wurtsbaugh seconded the motion. Voted and passed.

Ingrid Barce presented the Council with Resolution 2021-0107A. This resolution is a declaration of surplus property for the second fire truck the fire department is wanting to list for sale online.

Mike Hutchison made a motion to approve Resolution 2021-0107A. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce presented the Council with Resolution 2021-0107B. This resolution provides for Warren County to deed over real estate owned by the county to the Town. The real estate deeded includes seven roads which the Town maintains.

Mike Hutchison made a motion to approve Resolution 2021-0107B. Randy Wurtsbaugh seconded the motion. Voted and passed.

Dustin Whalen with HWC provided the Council with a deduct change order for Midwest Mole in the amount of $7,870.00.

Mike Hutchison made a motion to approve the change order for Midwest Mole which decreases the contract price by $7,870.00. Randy Wurtsbaugh seconded the motion. Voted and passed.

Dustin Whalen provided the Council with a Certificate of Substantial Completion for Graves Construction’s work on the sewer project. The one-year warranty on their work began November 5, 2020.

Mike Hutchison made a motion to accept the Certificate of Substantial Completion for Graves Construction as of November 5, 2020. Jim Lanham seconded the motion. Voted and passed.

Dustin Whalen provided the Council with a Certificate of Substantial Completion for Midwest Mole’s work on the sewer project. There is still some seeding and clean up that will need to be completed in the spring, but outside of that, the completion date for Midwest Mole and the beginning of their one-year warranty became effective November 19, 2020.

Mike Hutchison made a motion to accept the Certificate of Substantial Completion for Midwest Mole as of November 19, 2020. Randy Wurtsbaugh seconded the motion. Voted and passed.

Dustin Whalen discussed the final pay application for Graves Construction in the amount of $6,902.00.

Mike Hutchison made a motion to approve the final pay application for Graves Construction in the amount of $6,902.00. Jim Lanham seconded the motion. Voted and passed.

Dustin Whalen discussed the final pay application for Midwest Mole in the amount of $175,070.94. This will pay their services in full except for retainage, which comes in at $32,981.86.

Dustin Whalen provided the Council with a letter concerning the water study the Town had HWC complete on the Town’s water system.

Craig Greenwood thanked the Council for allowing them to use the Town park area for the Christmas lights display.

Mike Hutchison 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