

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, June 6, 2019 at the Town Hall with the following officers present – Mike Hutchison, Council President and Council Members Jim Lanham and Traci Latoz. Also present were Bill Lucas, Clerk-Treasurer and Jud Barce, Town Attorney, Ted Latoz, Amy Cushman, Mark Hutson, Kevin Strickler, Bill Trimble, Vickie Strickler, Phil Astell, Tracy Odle, Allie Lockwood, and Melinda Story.

Mike Hutchison called the meeting to order. All in attendance were advised the meeting was being recorded.

Bill Trimble asked the Council if there was any assistance the Town could offer in setting up a shelter for stray cats. Jim Lanham advised him there were no funds available at this time to assist with this.

Mike Hutchison asked if there was anyone in attendance for the disconnect hearing. Tracy Odle was in attendance for disconnects. The Council agreed to a payment arrangement that would allow Tracy Odle to pay \$300.00 a month by the third Wednesday of every month until the utility balance is caught up.

Jim Lanham made a motion to approve Tracy Odle's payment plan as described above. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz made a motion to approve the May minutes. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison discussed making the traffic flow at the park one-way. The Council determined this was not needed.

Traci Latoz asked Kevin Strickler if he followed up with the residents on Short Street regarding the water flow on the street. Kevin Strickler stated the excessive amount of rainfall this year is causing the problem. The rock fill they did on the street due to a washout is not contributing to the excessive water build-up on the street in any way.

Mike Hutchison asked Kevin Strickler about unmowed yards in Town. Kevin Strickler stated the Oak Street address has been mowed.

Bill Lucas asked Mike Hutchison about approving disconnection for all remaining unpaid April accounts.

Traci Latoz made a motion to approve disconnection of utilities on all remaining unpaid April accounts. Jim Lanham seconded the motion. Voted and passed.

Amy Cushman asked about disconnecting a resident who has set up a payment plan and then the resident misses a payment on the payment plan or does not stay current with their bill. Jud Barce stated that due to the payment plan stating services will be disconnected if there is a breach in the payment plan terms, then services should be disconnected. However, revisions should be made to the Payment Plan Agreement and/or the ordinance pertaining to the timing of the disconnection of water and electric utilities once there is a breach in the terms of the payment plan.

Mike Hutchison would like it noted that since the disconnection proceeding changes, the number of delinquent residential accounts has increased considerably.

Mike Hutchison opened bids for the Town's street paving project.

Bid 1: Reith-Riley-\$285,704.00 base bid for paving streets  
Bid 2: Milestone-\$267,000.00 base bid for paving streets

Traci Latoz made a motion to approve Milestone's bid at \$267,000.00 for street repairs. Jim Lanham seconded the motion. Voted and passed.

Kevin Strickler stated he will no longer be fire chief as of December 31, 2019.

Mike Hutchison and Kevin Strickler discussed Kevin's project list. Kevin stated the Kyger-Wright edition project can be split into four sections. Kevin will work on getting a plan scheduled out for the Kyger-Wright project and present it at a later meeting for consideration.

Traci Latoz made a motion to replace the three phase feed from Mill Street on Front Street to downtown at a cost of \$18,000. Jim Lanham seconded the motion. Voted and passed.

Kevin Strickler discussed the deteriorating condition of the Town's swimming pool and the pool buildings. The Council would like a plan put together for the work needed at the pool so it can be looked at at future meetings for consideration.

Traci Latoz asked about improvements at the tennis courts. Kevin Strickler stated he was waiting to get an answer on if there was available funding from Bill Lucas. Bill Lucas said the funding was not available this year to resurface the tennis courts.

Vickie Strickler asked if the Community Foundation could paint pickle ball lines on the tennis courts if the Town is not resurfacing them this year. The Community Foundation would pay for the work.

Traci Latoz made a motion to approve the Community Foundation to paint pickle ball lines on the tennis courts. Jim Lanham seconded the motion. Voted and passed.

Vickie Strickler stated the Community Foundation will be placing cabinets inside the old skate park area to keep game pieces in for the new gaming area at the park. Vickie suggested that the cabinets be locked and would like to know how the Council felt about locking the cabinets at a certain time and if a sign can be made regarding contacting an individual to unlock the cabinets.

Traci Latoz stated she would like people to have access to the pieces after 7:00 p.m.

Jim Lanham stated he would not like any of the pieces to be taken and he would like the cabinets to be locked.

Mike Hutchison stated he did not believe it was the Town's responsibility to make any decision on this. Mike stated this should be the Park Board's decision. If a sign needs to be made, Park Board should make a decision and come to the Town requesting approval and funding for the sign.

Vickie Strickler asked, on behalf of The Community Foundation, if the Community Foundation could have permission to use the park around Christmas time to hang Christmas lights and allow different organizations to sell hot chocolate, smores, etc. Mike Hutchison stated this is a Park Board request.

Vickie Strickler stated the Community Foundation, in conjunction with the Park Program, would like to host a fundraiser on July 12<sup>th</sup> at the Town pool. The event would only be open to adults 18 years of age or older. There would be no cost to the Town, outside of utility usage for the event. The charge would be \$5.00 per person and the two lifeguards on duty would be paid out of the profits from the fundraiser. The money made from the fundraiser would go to the park program.

Traci Latoz made a motion to approve the event. Jim Lanham seconded the motion. Voted and passed.

Mark Hutson asked if WeCare has been looked into for Town employees. Traci Latoz will get information on WeCare and present information at a future meeting.

Mike Hutchison asked Mark Hutson if he had any more information regarding Justin Davis getting his certification to run the sewer plant. Mark Hutson said he had a call in to get more information on what exactly was entailed in the 3 years' experience or two years' experience and high school diploma before Justin Davis can take the class for certification.

Traci Latoz asked Mark Hutson if Justin has been consistently going out to the sewer plant once a week. Mark Hutson stated they've been trying to work around meter reads and other work that has come up. The Council agreed that Justin being at the sewer plant every Friday needs to be prioritized and it needs to be a rule that Justin go to the sewer plant every Friday, regardless of what else is going on.

The Council discussed the need to hire additional help for Kevin's crew. There is a need to fill one, possibly two, positions.

Traci Latoz made a motion to begin the hiring process for two additional people for Kevin's crew.

Jim Lanham stated he would like to start with hiring only one person until he can talk with Kevin.

Traci Latoz modified her original motion from beginning the hiring process for two people to one person immediately. Jim Lanham seconded the motion. Voted and passed.

Traci Latoz asked Bill Lucas whose responsibility it is to put together an article for the Review Republican advertising for the open position. Bill Lucas stated the office staff or Kevin Strickler could. Traci Latoz requested that once the advertisement is put together, it be emailed to her so it can be posted to the Town's Facebook page.

Phil Astel discussed Code Red, a mass notification system that will notify of emergency or potential emergency situations. The notifications will go out to individuals that have signed up to receive them. You can sign up to receive notifications by going to the County's Facebook page for emergency management and clicking the Code Red Icon. You would fill out your name, address, phone numbers and specify how you want to be notified for these notifications. Code Red is not up and running at this time.

Ted Latoz discussed citing and tagging cars over the past month.

Traci Latoz wanted it noted that the emergency disaster plan is now on flash drives and stored off site, as well as an additional copy being kept in the fireproof safe at the Warren Agency.

Mike Hutchison questioned Cloud storage for the Town. He will discuss this with Access PC technician, Jeff, when he is completing work for the Town tomorrow.

Bill Lucas discussed Aflac coverage. No Town employees signed up for any new coverage through Aflac.

Bill Lucas discussed Town employees' medical insurance premiums and questioned if the Town would want to waive an employee's medical insurance premium cost while they are on short term disability.

Traci Latoz made a motion for the Town to cover the cost of an employee's insurance premium for up to ninety days if an employee is on short term disability. This benefit is to be made retro-active to January 1, 2019. Jim Lanham seconded the motion. Voted and passed.

Bill Lucas stated the Town's Policy Manual will need to be updated with the changes regarding the waiving of employee's insurance premiums while on short term disability.

Bill Lucas stated that the State Board of Accounts took issue with the Town's policy on property and equipment use regarding employees use of Town vehicles for personal use.

Traci Latoz stated that the State Board of Accounts did not take issue with the use of the town vehicle, rather they took issue that there wasn't any policy that specified what police officers can use their vehicles for. Traci Latoz stated there is a policy in the handbook and this policy was not brought to the attention of the State Board of Accounts during audit.

Mike Hutchison said there are questions regarding the taxability of personal use of the Town vehicle. He will look into this and get an answer.

Bill Lucas discussed revising the sewer rates and presented the Council with a proposed revision to the sewer rates.

Traci Latoz made a motion to approve a reduction in sewer rates for volume users. Jim Lanham seconded the motion. Voted and passed.

Jud Barce discussed the Town's ordinance regarding disconnection of services for users who have entered into a payment plan. There is contradictory language in the ordinance about when a user can be disconnected that is on a payment plan.

Traci Latoz made a motion to immediately disconnect service for a customer if they are on a payment plan and have defaulted on the agreement, as well as revise the ordinance to remove any contradictory language. Jim Lanham seconded the motion. Voted and passed.

Jud Barce discussed April Nowicki's property. Two ordinances can be applied to the property if action is to be taken: the unsafe building ordinance for the removal of the shed on the property and to repair the roof of the house and the nuisance ordinance for trash and debris in the yard. No action will be taken at this time.

The council is going to work on composing a list of several properties in Town that they would like to see cleaned up. These properties will be discussed at a later time.

Traci Latoz would like to request that April Nowicki be allowed considerable time to remove her possessions from her property if action is taken.

Jud Barce introduced Ordinance 2019-0606A for its second reading amending the Golf Cart ordinance.

Mike Hutchison asked if there were any public comments. There were no public comments.

Traci Latoz made a motion to adopt Ordinance 2019-0606A amending Ordinance 2011-3 regarding the use of golf carts. Jim Lanham seconded the motion. Voted and passed.

Jud Barce introduced Ordinance 2019-0606B for its second reading. Ordinance 2019-0606B is repealing and replacing provisions of Chapter 43 of the Code of the Town of Williamsport as it relates to vegetation and tall grass.

Traci Latoz asked the public if there were any objections to Ordinance 2019-0606B regarding weeds and tall grass. There were no public comments.

Traci Latoz made a motion to approve ordinance 2019-0606B regarding tall grass. Jim Lanham seconded the motion. Voted and passed.

Jud Barce introduced Confirmatory Resolution 2019-0606A for Accuburn's tax abatement.

Traci Latoz made a motion to adopt Resolution 2019-0606A confirming the ERA for Accuburn and granting abatement. Jim Lanham seconded.

Mike asked if there were any public comments regarding the abatement for Accuburn. There were no public comments. Motion to adopt Resolution 2019-0606A voted and passed.

Jud Barce discussed late filing on tax abatements. He suggested the Town charge a fee when a business files an abatement late and has to do a waiver of non-compliance and advertise for it. The Council agreed this would be a good practice. Jud will have more on late filing at the next meeting.

Jim Lanham made a motion to adjourn. Traci Latoz 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