

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, March 7, 2019 at the Town Hall with the following officers present – Mike Hutchison, Council President and Council Member Jim Lanham. Also present were Bill Lucas, Clerk-Treasurer and Jud Barce, Town Attorney, Ted Latoz, Amy Cushman, Mark Hutson, Kevin Strickler, Greg Taylor, Bill Trimble, Greg Robinson, Andy VanMeter, Mike Kay, Lee Kay, Dustin Whalen, Allie Lockwood, Shawn Cain, and Adam Gilbert from the Review Republican.

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

Jim Lanham made a motion to approve the minutes of the February 7, 2019 meeting. Mike Hutchison seconded the motion. Voted and passed.

Kevin Strickler introduced Dustin Whalen with HWC Engineering to discuss HWC's Agreement for their engineering services for the sewer project. Once the OCRA Grant is approved by the state, HWC will begin their engineering services for the sewer project, as outlined in their agreement.

Jud Barce questioned if there will be fees associated with providing copies of their work. Dustin Whalen stated those are provided at no cost.

Jud Barce would like a change made to page four of HWC's Agreement regarding failure by client to report any defect or suspected defect within a one year period would relieve HWC of any obligation to failure to report any *known* defect.

Jud Barce questioned if the Town's commercial general liability insurance is in line with what HWC's Agreement is requiring. Per HWC's Agreement, the Town's would need to have commercial general liability insurance in the amount of \$2 million.

Lee Kay with the Warren Agency stated the Town currently has general liability coverage of \$1 million per occurrence and \$2 million aggregate with an umbrella of one million over the aggregate limit.

Jud Barce stated the Town would need to increase their general liability coverage or see if HWC could decrease their liability coverage requirement. Justin Whalen will look into revisions on the liability coverage requirement.

HWC's request tonight is that their agreement be signed contingent upon the OCRA grant agreement approval from the state and with the two changes requested by Jud Barce regarding the defect wording and liability insurance limits.

Jim Lanham made a motion that the Council President signs the agreement pending the two changes and the OCRA Grant approval. Mike Hutchison seconded the motion. Voted and passed.

Mike Hutchison asked Kevin Strickler about the Town Clock. Kevin Strickler stated it may need a software update, but he is looking into what can be done to fix it.

Kevin Strickler stated King Builders is ready to start construction on the Pavilion; they are just waiting for the weather to improve.

Kevin Strickler stated it is time for the inside of the water tower to be cleaned again. He has a quote from Liquid Engineering for \$3,260.00. The inside of the tower was last cleaned five years ago by Liquid Engineering and should be done once every five years. Mike Hutchison would like to research this more before he approves it.

Jim Lanham asked Kevin Strickler if he has a full crew. Kevin stated they are a man down.

Kevin Strickler spoke about the Bobcat Program. Kevin Strickler has a quote on the trade-in value for the Town's Bobcat from the Program of \$35,527.00. The Town's Bobcat is six years old. There is no contract, and the Town can opt out of the program at any time.

Mike Hutchison made a motion to trade the Bobcat, but not commit to the lease agreement. Jim Lanham seconded the motion. Voted and passed.

Kevin Strickler spoke about pole inspections. The Town last inspected its poles in 1998. Poles should be inspected every ten years. The Town has a little more than one thousand poles and the approximate cost per pole is \$2,500. OSMOS will be sending someone to do spot inspections on the Town's poles next week. May have a quote at the April meeting from OSMOS on the Town's poles that need replaced or can be treated. Kevin stated that he would like to replace the poles that need replacing in two phases, starting with south of

the tracks due to the oldest poles being on that side of the tracks. Once bad poles are found, they will need to be replaced as soon as possible due to liability issues. Kevin Strickler discussed treating the poles. Treating the poles will cost more, but it will increase the poles life expectancy significantly.

Kevin Strickler spoke about the electric service that runs underground in the additions containing Tami Lane, Oakwood Drive, and Manor Drive. The electric service, including the transformers, needs replaced as soon as possible. This can be done in phases. Kevin will put a plan together and present it to the Council.

Kevin Strickler spoke about an IMPA conference that takes place on April 18, 2019.

Jim Lanham asked about getting someone trained at the sewer plant as a backup. Mike Hutchison stated he would like the backup to be certified and that both positions currently filled by Mark Hutson and Kevin Strickler need to start being trained for replacement in the event it becomes necessary to have a replacement.

Kevin Strickler stated Andy Strickler asked about being certified to get his water license and Justin Davis has been going to the sewer plant for training occasionally. Jim Lanham and Mike Hutchison would like to see Justin Davis at the sewer plant for training one day or more a week. Mark Hutson is to get together a plan of financial benchmarks and a schedule for training for Justin Davis at the sewer plant.

Jim Lanham asked about the water license. Kevin Strickler stated you have to do continuous education to keep the license up to date. The sewer license is the same.

Mark Hutson stated the equipment for the control panel upgrade at the sewer plant has been received and replacement will be started on March 11, 2019.

Ted Latoz had no business to discuss.

Shawn Cain spoke about the OCRA Grant Agreement. Mike Hutchison has been unable to sign the agreement at this time. There are two contracts that will need to be signed once the grant agreement has been executed. Mike Hutchison did sign a grant administrator procurement letter for Shawn Cain tonight.

Jim Lanham made a motion that when the fully executed grant comes back from the state, Mike Hutchison can sign the contracts. Mike Hutchison seconded the motion. Voted and passed.

Mike Kay and Lee Kay from the Warren Agency spoke about the commercial package renewal and worker's compensation package renewal proposals for the Town. The expiration date for these policies is March 30, 2019.

Mike Hutchison asked about insuring the electrical poles, lines, wires, and transformers. Lee Kay stated that there is some inventory that is insured, but nothing in the field is insured. They can work up some quotes for insuring the electrical equipment in the field.

Mike Hutchison asked Jud Barce about the umbrella coverage limits the Town currently has. Jud Barce stated that our limit is lower than what most towns carry.

Mike Kay asked if the contractor for the pavilion is insuring the material on the ground once delivered. Kevin Strickler will have to be asked about this.

Jim Lanham made a motion to sign the statement of values for insurance for the Town of Williamsport. Mike Hutchison seconded the motion. Voted and passed.

Jud Barce spoke about the Town's Billing Ordinance and disconnection proceedings. The disconnection policy will now follow a due process hearing procedure, as outlined in amended ordinance 2019-0307.

Amy Cushman asked about a penalty being placed on the storm water utility when not paid by the due date. Mike Hutchison stated we should be consistent across all utilities as far as each utility having a penalty. Ordinance 2019-0307 will be amended to add a 10% penalty to storm water when paid late.

Jim Lanham made a motion to adopt ordinance 2019-0307 as amended. Mike Hutchison seconded the motion. Voted and passed.

Jud Barce stated that AHW's tax abatement is on hold until the April meeting.

Jud Barce stated he has three separate declaratory resolutions and statements of benefit on personal property and equipment for Accuburn totaling \$570,095.00.

Jim Lanham made a motion to adopt Declaratory Resolution 2019-0307B for Accuburn's tax abatement. Mike Hutchison seconded the motion. Voted and passed.

Jud Barce stated Accuburn's waiver of non-compliance and confirmatory resolution for tax abatement will follow at the April 4th meeting.

Jud Barce spoke about tax abatement for TMF. Jud Barce had a declaratory resolution and statement of benefit totaling \$1,027,343.00 on equipment.

Andy VanMeter, with TMF, spoke of the benefits of tax abatement for the Town.

Mike Hutchison asked Andy VanMeter what the Town could offer, outside tax abatement, which would help benefit TMF. Andy VanMeter said more affordable housing around the area would help. Andy also stated he would not like to see the Town begin to charge demand charges on electric service.

Jim Lanham made a motion to adopt Declaratory Resolution 2019-0307C for TMF's tax abatement . Mike Hutchison seconded the motion. Voted and passed.

Greg Robinson spoke to the Council about representing the Town on the District Planning Council.

Bill Trimble spoke about the need for shelter and help in caring for stray cats in town. He asked if there was anything the Town can do to help with this. Jim Lanham said he will look into what can be done.

Mike Hutchison 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