

A Special meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Tuesday, December 17, 2019 at the Town Hall with the following officers present – Mike Hutchison, Council President and Council members Traci Latoz and Jim Lanham. Also present were Bill Lucas, Clerk-Treasurer, Town Attorney’s Ingrid Barce and Jud Barce, Amy Cushman, Melinda Story, and Ted Latoz.

The purpose of this special meeting is to discuss year-end business.

Mike Hutchison called the meeting to order.

Mike Hutchison made a motion to approve the December 5, 2019 meeting minutes. Bill Lucas advised there is a correction that needs to be noted to his previously stated total of \$29.96 per plate for the employee’s Christmas dinner. The Town was charged for 32 meals, however, only 28 individuals attended, therefore, the actual cost per plate came out to \$41.10. Traci Latoz asked if this was with gratuity included. Bill Lucas stated it was. Traci Latoz seconded the motion to approve the minutes. Voted and passed.

Bill Lucas discussed the Leaf Vac donation. In 2018, the Town paid \$500.00. The Council discussed increasing the donation. Traci Latoz made a motion to donate \$1,000.00 to the County for leaf vac services. Jim Lanham seconded the motion. Voted and passed.

Bill Lucas discussed the Town’s aged outstanding checks. Both checks, one in the amount of \$7.19 and one in the amount of \$63.45, are consumer deposit refunds. Bill Lucas requested approval to return both outstanding checks back to the Electric fund.

Jim Lanham made a motion to return both outstanding checks back to the Electric Fund. Mike Hutchison seconded the motion. Voted and passed.

Bill Lucas presented the Council with meeting dates for 2020. Traci Latoz requested that the Council revisit the idea of moving the meeting dates to the fourth Thursday of the month. The Council discussed the pros and cons of moving the meeting dates. Traci Latoz would like the meeting date moved to the second Thursday of each month.

Mike Hutchison made a motion to accept the meeting dates as presented. Jim Lanham seconded the motion. Traci Latoz opposed the motion. Voted and passed by majority.

Bill Lucas presented the Council with the 2019 Write-Offs for uncollectable utility bills in the amount of \$7,714.80. Traci Latoz asked about writing off the balance owed by Wright Implement. Bill Lucas stated they are not eligible for write-off at this time. Mallory Redlin will check into whether or not Wright Implement has filed bankruptcy and let the Council know.

Traci Latoz made a motion to write off the 24 uncollectable utility accounts as presented by the Clerk-Treasurer in the amount of \$7,714.80. Jim Lanham seconded the motion. Voted and passed.

Bill Lucas discussed the Town’s lack of a retirement policy. Town employee, Jeff Abolt, will be retiring in January 2020 after 43 years of service, and Bill Lucas would like to know what the Town can do for him. Traci Latoz stated she would like to see some sort of small fund set up for things like an employee’s retirement. Bill Lucas stated in the past when an employee retires, a \$200.00 gift card is given to a place of the employees choosing, and this is paid out of the General Fund. The Council would like to see the Town’s standard retirement gift become a plaque and a \$200.00 gift card to the retailer of the employee’s choosing. If a cake is purchased by an employee out-of-pocket, the Town should reimburse the employee for the cake. Mike Hutchison will call to get the plaque made for Jeff Abolt’s retirement.

Bill Lucas gave the Council two forms to sign; one to affirm that the Council is not contracting relatives to do jobs for the Town and one on nepotism.

Traci Latoz questioned her monthly pay to maintain the Town’s website and whether or not there is anything else she needs to disclose for receiving this pay. Jud Barce stated the Town should be issuing her a 1099 each year and any other vendor that the Town pays \$600.00 or more a year.

Bill Lucas stated three funds need to have money encumbered from 2019 so it can be used in 2020.

1. \$32,393.54 for Mike Alsop Chevrolet for the new police car

Traci Latoz made a motion to encumber funds for the 2020 police car in the amount of \$32,393.54 from the 2019 budget. Mike Hutchison seconded the motion. Voted and passed.

2. Milestone Contractors street money needs the following encumbered:  
 MVH \$41,835.00  
 Local roads and streets \$13,787.00  
 CCI \$24,000.00

Jim Lanham made a motion to encumber the 2019 funds, as stated, for Milestone Contractors to 2020. Total encumbered \$79,622.00. Mike Hutchison seconded the motion. Voted and passed.

3. Nowak Supply for fire department gear  
 General 4 Fire Department Supply \$12,694.30

Mike Hutchison made a motion to encumber \$12,694.30 for Nowak Supply Company for fire department gear from the 2019 budget into 2020. Traci Latoz seconded the motion. Voted and passed.

Amy Cushman advised that a total of \$4,439.07 was adjusted off of water charges and a total \$4,141.72 was adjusted off of sewer charges for water leak adjustments. This included all previously approved retro-active leak adjustments and one additional leak adjustment that was discussed with Mike Hutchison. Bill Lucas stated there are still several leak adjustments pending calculation with the office. Once completed, they will be presented to the Council for approval.

Bill Lucas stated that there were seven water disconnects for the month of December. All but one has been paid in full and turned back on. Electric disconnects have been put on hold due to cold temperatures.

Traci Latoz asked if waiving the penalties on leak adjustments **has** to be included in the motion to approve the leak adjustments. Ingrid Barce stated the way that the ordinance is set up, they should specify if they are waiving penalties.

The following transfers will be made to adjust for 2019 appropriations:

1. From: General 3-Other Garage & Motor  
 To: General 1-Town Attorney  
 Amount: \$4,100.00

Traci Latoz made a motion to approve the \$4,100.00 transfer from General 3 to General 1. Jim Lanham seconded the motion. Voted and passed.

2. From: MVH 2-Concrete  
 To: MVH 4-Bituminous Material  
 Amount: \$700.00

Traci Latoz made a motion to approve the \$700.00 transfer from MVH 2 to MVH 4. Jim Lanham seconded the motion. Voted and passed.

3. From: P&R 3-Repairs  
 To: P&R 1-Wages  
 P&R 1-Social Security & Medicare  
 P&R 3-Utility Bills
- |                    |
|--------------------|
| Amount: \$2,400.00 |
| Amount: \$1,960.00 |
| Amount: \$ 100.00  |
| Amount \$ 340.00   |

Traci Latoz made a motion to approve the \$2,400.00 transfer from P&R 3 to P&R 1 Wages \$1,960.00, P&R 1 Social Security and Medicare \$100.00, and P&R 3 Utility Bills \$340.00. Mike Hutchison seconded the motion. Voted and passed.

4. From: Pool 2-Repairs  
 To: Pool 3-Telephone  
 Pool 3-Utility Bills
- |                    |
|--------------------|
| Amount: \$1,500.00 |
| Amount: \$ 200.00  |
| Amount: \$1,300.00 |

Traci Latoz made a motion to approve the \$1,500.00 transfer from Pool 2 to Pool 3 Telephone and Pool 3 Utility Bills as stated by the Clerk-Treasurer. Mike Hutchison seconded the motion. Voted and passed.

Bill Lucas advised the Council they need to set the Town Employee's salaries for 2020. The Council discussed Town Employee's salaries for 2020.

Mike Hutchison made a motion to raise the Town Council Member's salary to \$7,500.00 per year. Traci Latoz seconded the motion. Jim Lanham abstained from the vote. Voted and passed by majority.

Mike Hutchison made a motion to raise Utility Clerk Cushman's hourly rate to \$18.50/hr. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to raise Utility Clerk Story's hourly rate to \$19.25/hr. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison made a motion to raise the Clerk-Treasurer's salary to \$12,999.96 per year. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to approve all other Town Employee's salaries as discussed and agreed upon. Jim Lanham seconded the motion. Traci Latoz abstained. Voted and passed by majority.

Mike Hutchison discussed proposed employee benefit changes.

- Vacation Time (amended to)
  1. 1 week after 6 months
  2. 2 weeks after 2 years
  3. 3 weeks after 7 years
  4. 4 weeks after 20 years
- Sick Time (amended to)
  1. 6 days per calendar year (keep max at 240 hrs)
- Bereavement Time (amended to)
  1. 3 days paid with the ability to use sick time as additional bereavement time
- Pay Schedule (amended to)
  1. Every other Friday, pending office research and completion of necessary changes
- Increase on call-pay/Holiday Pay at double time
  1. No changes at this time. Open to discussion at a later time.
- Shop around for Health Insurance
  1. This can be looked into.

Ted Latoz discussed holidays for the police department. Ted is requesting that his department be able to take holidays off with pay without having to use vacation time.

Melinda Story requested that health insurance premiums per employee be looked at if there is going to be an increase in insurance premium costs for employees. The Council will take this into consideration for future discussion.

Ingrid Barce introduced Resolution 2019-1217A, regarding ADA Compliance.

Jim Lanham made a motion to adopt Resolution 2019-1217A. Traci Latoz seconded the motion. Voted and passed.

Ingrid Barce introduced Resolution 2019-1217B, regarding Title 6 Compliance. The Council discussed amending the ordinance to remove the executive order paragraph, as well as correcting one instance of referring to Williamsport as a city, as opposed to a town.

Traci Latoz made a motion to adopt Resolution 2019-1217B, as amended. Jim Lanham seconded the motion. Voted and passed.

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