

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, December 5, 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 Town Attorneys, Mallory Redlin and Ingrid Barce, Amy Cushman, Ted Latoz, Gene Snoeberger, Justin Davis, Dustin Whalen, and Danny Kincade.

Mike Hutchison called the meeting to order.

Mike Hutchison asked if anyone was in attendance for the disconnect hearing portion of the meeting. No one was in attendance for the disconnect hearing.

Traci Latoz made a motion to proceed with all disconnects on the list provided, pending any late arrivals during the course of the meeting. Mike Hutchison seconded the motion. Voted and passed.

Mike Hutchison stated Kevin Strickler would not be in attendance for tonight's meeting due to him attending an IMPA seminar. Kevin Strickler left a list with the following updates for his department, which Mike Hutchison read through:

OSMOSE has finished their pole inspections. There were four critical failures and 100-150 poles that need replaced in the near future.

Milestone will not be able to complete paving streets this year due to cold temperatures.

The Fire Department ordered five sets of turnout gear.

Bill Lucas asked if the money for the street paving could be encumbered to next year. Ingrid Barce will get an answer for Bill Lucas and let him know.

Mike Hutchison made a motion to approve the minutes for the November 1, 2019 special meeting. Mike Hutchison was the only Council Member in attendance for this meeting. Per Dustin Whalen with HWC, this meeting was not a formal meeting.

Jim Lanham made a motion to approve the minutes of the November 7, 2019 meeting. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to approve the minutes of the November 14, 2019 special meeting. Jim Lanham seconded the motion. Voted and passed. Traci Latoz abstained due to not being in attendance for the special meeting.

Dustin Whalen with HWC discussed the bid results for the upcoming sewer project. Their recommendation is:

Division A
Graves Construction
Voluntary Alternate 3 deduct of \$15,151.00
Total \$228,092.00
Contingent upon legal review and SRF review

Division B
Midwest Mole
\$599,101.00

Total project cost of \$827,193.00.

Jim Lanham made a motion to award Graves Construction Division A with voluntary alternate three, contingent upon legal review and SRF review, for a total cost of \$228,092.00. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to award Division B to Midwest Mole, contingent upon legal review and SRF review, for a total cost of \$599,101.00. Jim Lanham seconded the motion. Voted and passed.

Dustin Whalen stated that the SRF Loan has to be closed by February 14, 2020.

Bill Lucas asked Dustin Whalen who checks into the contractors to certify that they are ok to run federal contracts. Dustin Whalen stated that Shawn Cain with KIRPC is a Labor Standards Officer and she checks them.

Bill Lucas asked who checks to make sure KIRPC is ok to run federal contracts. Dustin Whalen stated he will check into this.

Ted Latoz asked when the ordinance violation penalties were going to be discussed. The attorneys stated they are tentatively set for January 2020.

Amy Cushman discussed a water leak at a rental unit in town and asked whether or not a leak adjustment could be done due to the uncertainty of it being classified as residential or commercial. The attorneys will look into how this unit is classified and give an answer at a future meeting.

Amy Cushman discussed water shut offs at the Williamsport Apartments. Amy asked the attorneys if the apartment manager let the Town employees into the apartments, can the Town legally enter the apartment to disconnect water. The attorneys stated they need a copy of the lease agreement to review. Amy Cushman is to get a copy of the lease agreement for the attorneys.

Ted Latoz stated there is an ordinance that states Town employees are the only individuals that are supposed to turn the water meters on or off, but there is no penalty if another individual does turn the water meter on or off.

Mike Hutchison asked about the date of the year-end meeting. Bill Lucas stated it was set at the last meeting for Tuesday, December 17, 2019. The attorney's asked if they needed to attend the year-end meeting. The Council stated they would like them to be in attendance.

Traci Latoz discussed the possibility of changing the Council meeting dates. The Council decided to leave the meeting dates for 2020 as the first Thursday of the month at this time.

Traci Latoz discussed an email sent from Kevin Strickler earlier in the week that discussed employee concerns on benefits. The Council will discuss this memo further at the year-end meeting on December 17, 2019.

Mike Hutchison stated that a letter was received from the Area Planning Commission regarding a property in Town that is adding onto their house.

Mike Hutchison stated a second letter was received from the Area Planning Commission regarding the Town's current representative, Ruann Marks, to the Area Planning Commission, will expire on December 31, 2019 and the Town will need to appoint a new individual or reappoint Ruann Marks.

Jim Lanham made a motion to reappoint Ruann Marks as the Town Representative for the next term to the Area Plan Commission, contingent upon her acceptance. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz made a motion affirming receipt of the Nov 18th letter from the Area Plan Commission regarding the Kym Kennedy property, for debate by that entity. Mike Hutchison seconded the motion. Voted and passed.

Mike Hutchison requested that a thank you card be given to Allie Lockwood for her work around Town on Christmas decorations. Melinda Story will get a thank you card and send to Allie Lockwood.

Mike Hutchison thanked Traci Latoz for organizing the employee Christmas party. Bill Lucas stated the cost was \$29.96 per person.

Danny Kincade donated \$1,500.00 to the Town of Williamsport/Town Pool. He provided the Town Council with the check and a contract that will need to be signed by the Council and Vickie Strickler, as the pool director. He will donate \$1,500 in 2020 as well and increase his budget for 2021 so he may be able to donate a larger sum in the future.

Danny Kincade stated he needs the following information from the Town, per the contract signed by the Council regarding the pavilion donations from the trustee: the final bid and contracts of said billing, list of donations and contributions from other donors, and any work that the Town crew has done on the pavilion. Bill Lucas stated he will get this information to Danny Kincade.

Mike Hutchison made a motion that the Town accept the contract for the \$1,500.00 donation being given by the Washington Township Trustee. Jim Lanham seconded the motion. Voted and passed.

Traci Latoz stated she received tenant protection ordinances from Jud Barce for review. The Council will review these and discuss these at a later time.

Ingrid Barce presented the Leak Forgiveness Ordinance to the Council.

Mike Hutchison made a motion to approve Ordinance 2019-1205. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz made a motion to approve all leak adjustments presented for the months of January through November 2019. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce asked if any of the Council would like to volunteer to be the ADA Coordinator. Traci Latoz stated she would fill this position.

Ingrid Barce asked the Council about lowering the speed limit in Town for the traffic study discussed at a previous meeting. They will work on getting a quote for the Town on a traffic study to discuss at a future meeting.

Ingrid Barce discussed updating the Town's codes. A legal review and recodification of the Town's ordinances will be done in 2020 and she will provide the Council and the Clerk-Treasurer a code book to review and discuss at a future meeting.

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

Mike Hutchison made a motion to adjourn the meeting. 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