

A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, June 4, 2020 at the Williamsport Fire Station 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 Attorneys Mallory Redlin and Ingrid Barce, Amy Cushman, Ted Latoz, Gene Snoeberger, Kevin Strickler, Mark Hutson, Michele Stucky, Miles Stucky, Ryan White, Allie Lockwood, Brian Jordan, Valarie Jordan, Crystal Lister, Tom Shoaf, Tammy Shoaf, Annie Miracle, and Sharon Hutchison.

Mike Hutchison called the meeting to order at 6:13 p.m.

Mike Hutchison asked if anyone was in attendance for the disconnect portion of the meeting.

Tom and Tammy Shoaf were in attendance to set up a payment arrangement for their past due utility balance. The Council agreed to allow a payment arrangement for Tom and Tammy Shoaf in the amount of \$100/wk beginning on Wednesday, June 17th, in addition to paying the current month's bills by the 15th of each month, until the past due balance is paid in full.

Annie Miracle was in attendance to set up a payment arrangement for her past due utility balance. The Council agreed to allow a payment arrangement of \$30.00 a month, with the understanding that Annie call the office to get a list of local organizations that may be able to help with her past due balance as well.

Crystal Lister was in attendance to set up a payment arrangement for her past due utility balance. The Council agreed to allow a payment arrangement of \$150.00/wk, beginning Thursday, June 11th, in addition to paying the current month's bills by the 15th of each month, until the past due balance is paid in full. The Council requested that Crystal attend the July council meeting as well.

Mike Hutchison would like it noted that there is currently over \$18,500.00 due in outstanding utility balances 60 days and older.

Mike Hutchison made a motion to approve the three payment arrangements as discussed. Traci Latoz seconded the motion. Voted and passed.

Kevin Strickler stated that a new pool sweeper is needed. The cost of the sweeper is \$3,450.00.

Kevin Strickler stated that the condition of the Town pool is not good. The current liner is pulling away from the wall because the concrete underneath is failing. Once the liner pulls away, the pool will no longer be operational. Kevin Strickler stated he had a cost estimate from HWC that he presented last fall for the Council to review so HWC could do a study and give an estimate on a new pool and pool buildings.

Traci Latoz made a motion to approve the purchase of a new pool sweeper in the amount of \$3,450.00. Mike Hutchison seconded the motion. Voted and passed.

Mark Hutson stated that a pump was replaced at the sewer plant.

Ted Latoz stated that signs are needed at The Falls to keep people from parking in the lane, as well as additional signs to keep people off The Falls. Fencing is also needed to help in keeping people off The Falls that are coming into the area from the back side by the sewer plant.

Ted Latoz stated there is a 20-mph sign missing from the North side of the Town that needs replaced.

Miles Stucky stated they are working on getting the no ATV signs for the Falls Branch Park area. They will work with Kevin Strickler on getting the additional signs that Ted is requesting also, so that Kevin can place the order and the Town can be invoiced for the signs. The costs of the signs ranged from \$5.00 to \$100.00.

Mike Hutchison asked about The Falls sign that Steve Smith was donating. Kevin Strickler said it is done, but won't be going up for about two weeks.

Ted Latoz stated he is looking into getting grant money to purchase an off-road vehicle to get down in The Falls area.

Michele Stucky asked the Council if there were any Town permits required in order for someone to come set up a food booth by The Falls. The Council advised her there are no permits required for this by the Town, however, baked goods and/or homemade products require ServeSafe certification per the Health Department.

Traci Latoz stated that on May 27th a decision was made to allow Michele Stucky to place an ADA portable toilet at The Falls.

Trace Latoz made a motion to ratify the decision made on May 27th to place an ADA compliant portable toilet at The Falls. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison stated that the portable toilet placed at The Falls is not being paid for by the Town, but has been donated by other means.

Traci Latoz stated that she would like to see a “No Camping” sign placed at The Falls.

Miles Stucky spoke about fencing for The Falls. He has estimated approximately 140 ft of fencing would be needed to fence off The Falls to the side of and behind the white house on East Monroe.

Miles Stucky stated the tennis and basketball courts at the park will need maintenance in the next few years. The Park Board is waiting on quotes for resurfacing both courts. One quote was received for the tennis courts only and was \$16,000.00. Miles stated the Park Board still needs to know what their budget is each year in order to plan their projects.

Ryan White stated a second quote was received to resurface and repaint the two tennis courts and basketball court is \$17,000.00. Ryan stated both companies that are quoting the jobs on the courts would like the Town to put down new asphalt or concrete prior to resurfacing and painting. Ryan stated they are waiting on quotes for asphalt and concrete for the courts.

Bill Lucas stated there is \$22,000.00 in the park equipment fund that is budgeted for Kevin to replace or repair any needed equipment at the park each year. If Kevin doesn't need to repair or replace anything this year, the Park Board could use that funding for their projects this year.

Mike Hutchison stated once quotes are received, the allocation of funds for the Park Board can be determined.

Bill Lucas asked the Council if the Town can pay one employee that had to take time off of work while waiting to get test results for COVID-19, normal wages, or if this employee would have to take vacation or sick time. The attorneys advised that the time the employee had to take off should be paid as normal and turned in as COVID-19 employee-related expenses. The employee should not have to take sick or vacation time for the time they were off.

Mike Hutchison made a motion to pay the employee two days pay without using any vacation or sick time and the wage expense will be turned in as employee-related COVID-19 expenses. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce stated the attorneys will separate their COVID-19 expenses out from their normal invoice and send those to the Town so the attorney's COVID-19 expenses can be turned in as well.

Bill Lucas asked the Council and the attorneys when the Town could open the office back up for the public. Ingrid Barce stated it is just a matter of personal policy, while following crowd size limitations.

Traci Latoz made a motion to allow the office to open back up to the public on Friday, June 5th, with the recommendation that masks are worn while inside and that only one person is allowed in the lobby at a time. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison stated the Fire Department has requested that the Town begin to look into funding for a new Fire Truck because the one the Town currently has will need replaced in the next five to seven years.

Mike Hutchison made a motion to ratify the decision to purchase the silencers for the blowers at the sewer plant in the amount of roughly \$20,000.00. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison made a motion to approve the minutes of the May meeting. Traci Latoz seconded the motion. Voted and passed.

Ingrid Barce requested a time be set up to go over the Town's revised code. The Council set the meeting for Wednesday, June 24th at 6:00 p.m.

Ingrid Barce introduced a fee schedule for a reimbursement rate ordinance. The Council will review the schedule and discuss with Kevin Strickler and revisit at the July meeting.

Ingrid Barce introduced an ordinance for establishing an ordinance violation clerk for the Town of Williamsport and the associated ordinance violation fees. The Council asked that the ordinance be amended to state that the fees can be collected by the Clerk-Treasurer's designees, as well as the Clerk-Treasurer.

Traci Latoz made a motion to approve Ordinance 2020-0604 A, as amended. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce stated there was a question of ownership of the Falls Branch Park. Ingrid stated she pulled documents at the Warren County Courthouse and the Town owns everything along Falls Branch Creek, on both sides of the creek, until the last parcel before the river. This information will be given to Ted Latoz and Gene Snoeberger so the no ATV provision of the Park Ordinance can be enforced.

Ingrid Barce discussed the tax abatement for TMF. Mike Hutchison stated he spoke with Lori VanMeter concerning the fact that the tax abatement, as presented at the May Council meeting, shows no economic revitalization. Lori VanMeter stated she felt the tax abatement was not filled out correctly. The attorneys stated a new tax abatement would need to be filled out to show that six new jobs will be added.

Sharon Hutchison asked that the Council consider a new ordinance that will place a limit on the number of pets that can be kept in one household. Sharon was advised there was already an ordinance in place limiting the number of cats and dogs that can be kept in one household.

Sharon Hutchison asked that the Council consider having a town-wide trash pickup day.

Allie Lockwood asked the Council if she could plant flowers in the planter boxes on the Twin Bridges this year. This would entail replacing some of the planter boxes. Mike Hutchison will ask Kevin Strickler about the planter boxes.

Traci Latoz made a motion to ratify the Haley Bartlett consumer deposit payment arrangement made in March. Jim Lanham seconded the motion. Voted and passed.

Brian Jordan stated that he and his wife Valarie would help Allie Lockwood with planting and watering the plants, but asked if the Council could allocate \$250.00 for the plants. Traci Latoz stated this should be considered part of the Parks and should come out of the parks funding.

Mike Hutchison made a motion to allow the parks committee to spend up to \$300.00 in plants. Traci Latoz seconded the motion.

Tim Davis stated the Fire Department will donate \$300.00 for flowers for Allie Lockwood in the Spring of each year.

Mike Hutchison removed his previous motion concerning allocating \$300.00 for plants for the planter boxes.

Brian Jordan stated he has received trouble-shooting information from the company that manufactured the Town Clock and he is working on trying to fix it.

Amy Cushman presented corrected leak adjustments from the May meeting.

Mike Hutchison made a motion to approve the May leak adjustments as corrected, in the amount of \$1,756.87 as adjusted from what the Council approved via email after the May meeting. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to approve leak adjustments as presented for the month of June in the amount \$607.05. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to adjourn the meeting. Traci Latoz seconded the motion. Voted and passed.

With no further business to come before the Council the meeting was adjourned.

ATTEST _____, President

_____, Member

_____, Member