A meeting of the Town Council of the Town of Williamsport was held at 6:00 p.m. on Thursday, November 5, 2020 at the Warren County Learning Center with the following officers present – Mike Hutchison, Council President and Council Members Traci Latoz and Jim Lanham. Also present were Bill Lucas, Clerk-Treasurer, and Town Attorney Ingrid Barce, Amy Cushman, Ted Latoz, Mark Hutson, Dustin Whalen, Wade Armes, Clayton Zac, Ellie Smith, Dan Smith, Duane MyCroft, Jesse Stoner, James Rothrock, Todd Whittenhauer, Ed Bowen, Craig Greenwood, and Tawnia Adams.

Mike Hutchison called the meeting to order at 6:02 p.m.

Mike Hutchison made a motion to approve the minutes of the October 1st meeting. Traci Latoz seconded the motion. Voted and passed.

Mike Hutchison made a motion to approve the minutes of the October 1st Disconnect Hearing. Traci Latoz seconded the motion. Voted and passed.

Clayton Zac and Wade Armes with the Williamsport Volunteer Fire Department discussed a cadet training program for the youth of Warren County due to declining interest and participation.

Ingrid Barce suggested a confidentiality agreement be signed by any participants of the cadet training program.

The Council voiced their support and gave consent for implementation of the cadet training program.

Todd Whittenhauer with Community Care provided further information on Community Care and the benefits of including this as a benefit for the Town’s employees.

Ed Bowen, with Harrison Steel, discussed the benefits of having Community Care as an individual and for the employees of Harrison Steel.

Dustin Whalen with HWC presented a change order for Graves Construction in the amount of $1,902.00 for the level transducer at the wastewater treatment plant.

Traci Latoz made a motion to approve the change order from Graves Construction in the amount of $1,902.00. Mike Hutchinson seconded the motion. Voted and passed.

Dustin Whalen presented a change order for Midwest Mole in the amount of $68,406.20 for unexpected point repairs on Third Street.

Traci Latoz made a motion to approve the change order from Midwest Mole in the amount of $68,406.20. Jim Lanham seconded the motion. Voted and passed.

Jesse Stoner and Duane Mycroft, Williamsport residents, asked Dustin Whalen when paving will be done to fix streets affected by the sewer project. Dustin Whalen stated they are hoping to begin the week of November 15th.

Dustin Whalen presented a pay application for Graves Construction in the amount of $25,403.40.

Mike Hutchinson made a motion to pay the pay application from Graves Construction in the amount of $25,403.40. Jim Lanham seconded the motion. Voted and passed.

Dustin Whalen presented a pay application for Midwest Mole in the amount of $176,513.80.

Jim Lanham made a motion to pay the pay application from Midwest Mole in the amount of $176,513.80. Traci Latoz seconded the motion. Voted and passed.

Dustin Whalen presented SRF disbursement requests for the Council to sign that were approved previously.

Mark Hutson discussed a few problems at the sewer plant that resulted in expenses for the Town, including the cost of a new screen and power supply for the control panel at the wastewater treatment plant and the cost of a new underground wire for transducer #1 SBR.

Ted Latoz discussed the need for new portable breath tests. The cost for two portable breath tests is $880.00, which can be reimbursed through CARES act funding. Ted stated he would like to initially pay for the tests from the court costs fund.

Bill Lucas requested that the Council approve a $500.00 donation to the County for leaf vac this year.

Traci Latoz made a motion to approve the $500.00 donation to Warren County for leaf vac. Mike Hutchison seconded the motion. Voted and passed.

Bill Lucas discussed purchasing Christmas trees for downtown Williamsport.

Mike Hutchison made a motion to approve the purchase of Christmas trees for the Town. Jim Lanham seconded the motion. Voted and passed.

Wade Armes stated that the fire department would like to list the fire truck they are selling on different sites than what was previously discussed due to govdeals.com charging a percentage of the truck if it sells through their website.

Ingrid Barce stated that the notice that was ran would need to be amended if it stated that the truck would be listed on govdeals.com. She will check on this and let Wade know.

Mike Hutchison thanked Allie Lockwood for decorating the flower boxes for fall at the Twin Bridges.

Mike Hutchison discussed utility deposits for outbuildings such as sheds and garages that are on the same physical property as a house that carries a utility deposit.

Mike Hutchison made a motion to amend the current utility deposit rules to allow for a second meter on a garage or shed on the same property as a house that carries a utility deposit, so long as the garage or shed is not lived in and to refund any existing deposits that fall under these amended rules. Traci Latoz seconded the motion. Voted and passed.

Amy Cushman presented leak adjustments totaling $1,431.07.

Mike Hutchison made a motion to approve the leak adjustments presented in the amount of $1,431.07. Traci Latoz seconded the motion. Voted and passed.

Amy Cushman requested a leak adjustment exception for the Williamsport Day School due to hydrant flushing causing a toilet to run.

Mike Hutchison made a motion to make an exception to the Town’s leak adjustment ordinance and approve a leak adjustment for the Williamsport Day School due to the Town’s hydrant flushing causing the excessive water usage at the Day School. Traci Latoz seconded the motion. Voted and passed.

Amy Cushman discussed a leak at one of the Town’s ball diamonds. The Council agreed the adjustment could be done, but they would approve it at the next meeting once the calculation is done to show how much the adjustment would be.

Amy Cushman discussed a sewer adjustment for a pool fill done outside of the summer sprinkling credit timeframe.

Mike Hutchison made a motion to approve the sewer adjustment in the amount of $66.27. Traci Latoz seconded the motion. Voted and passed.

Ingrid Barce began the UBO Hearing for the evening by discussing two modified orders on properties belonging to Tawnia Adams at 14 E Monroe Street and 308 Thomas Street. A third property, 327 Market Street, also belonging to Tawnia Adams, was demolished and the order rescinded.

Tawnia Adams stated that all requested items for 14 E Monroe Street have been completed. Ingrid Barce stated John Kuiper will inspect a final time and with his approval, they will release the order.

Tawnia Adams stated that all requested items for 308 Thomas Street have been completed. Ingrid Barce stated John Kuiper will

Traci Latoz made a motion to rescind the orders for Tawnia Adam’s properties at 14 E Monroe Street and 308 Thomas Street as discussed. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce provided an update from the prior UBO Hearing; 327 Market Street was rescinded; 36 Ash Cove will be set for December’s UBO Hearing; 116 W Third Street was sold in a tax sale and they will try to reach out to the new owners to attend the December UBO Hearing; 328, 330, 332 Market Street can be rescinded due to the orders being complied with.

James Rothrock stated it is his intent to remove the trailers and they have a buyer for the property.

Traci Latoz made a motion to rescind the orders for James Rothrock’s properties on Market Street. Jim Lanham seconded the motion. Voted and passed.

Ingrid Barce continued with the UBO updates: 131 E Fourth Street owned by Russell and Chantell VanLeer was rescinded; 129 E Fourth Street, also owned by Russell and Chantell VanLeer was dismissed; 102 S Third Street owned by Tim Holliman is set for review at the March UBO Hearing and he was told no further wood was to be brought on the property; 401 Market Street owned by Ashley and William Wheeler is set for review at the July UBO Hearing; 110 W Second Street was rescinded due to the address being incorrect; April Nowicki has retained Counsel concerning the property at 4 Jackson Street and the attorneys are responding to that.

Bill Lucas asked Ingrid Barce and the Council if the Town should continue to send unpaid utility accounts to Eagle Collections, or if the accounts should be sent to the State first for collection through the TRECS Program.

Ingrid Barce stated that most other Towns send unpaid accounts through the TRECS program first and then through collection agencies. Mike Hutchison and Traci Latoz agreed that this is what Williamsport should do.

Bill Lucas stated that the year-end meeting for the Town is set for December 17th at 6:00 p.m. at the Learning Center.

Bill Lucas stated that he is retiring from the Clerk-Treasurer position February 28, 2021.

Mike Hutchison asked what the Town wanted to do for a Christmas dinner this year. Traci Latoz will look into catering options.

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

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Member