



NEAL ROOP, MAYOR  
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR  
211 High Street - P. O. Box 609  
New Windsor, Maryland 21776  
[info@NewWindsorMD.org](mailto:info@NewWindsorMD.org)

PH. 410-635-6575  
FAX 410-635-2995

## **Minutes – Town Council Meeting May 4, 2016**

**Present:** Mayor Roop, Council Members, Sandra Custen, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 25 others in attendance.

**Call to Order:** Mayor Roop called the Town Council meeting to Order at 7:00 p.m.

The Pledge of Allegiance was led by Gary Brown & Gordon Smith, veterans in attendance.

**Recording and Agenda Policies:** Mayor Roop stated that the Town Meeting is recorded by electronic means and that the meeting will follow an Agenda. Anyone who wished to have a matter placed on the Agenda needed to submit the topic to the Mayor in writing by the last Wednesday of the month, by the close of the business day; which is 3:00 p.m. These items will be reviewed for approval.

**Previous Meeting Minutes:** A Motion by Councilmember Palsgrove to approve the April 6, 2016 minutes with corrections. It was 2<sup>nd</sup> and approved 5-0.

### **Recognition of 90+ Residents –**

- Ruby Bollinger – 93 years young on April 11, 2016 – Daughter and Son and families in attendance
- Raymond Gary Brown – 93 years young on April 4, 2016 – Wife, 2 of his daughters and family in attendance
- Gordon E. Smith – 98 years young on April 20, 2016 – Son and family in attendance
- William Wagner Miller was not able to attend but was recognized for achieving 93 years of age on January 23, 2016
- Betty L Young 92 years of age on March

### **Council Reports –**

#### **Public Works – Councilmember Hoffman –**

- Yard waste continuing on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays
- Bulk trash day was held on April 30<sup>th</sup> – and was a success – filled 5 dumpsters
- Planning Commission did meet – working on review of the Carroll County 2015 Annual Report

#### **Water & Sewer – Councilmember Palsgrove –**

- Town Manager will report a couple of things under his report
- WWTP is experiencing some minor leaks in the SBR tanks, Company that installed them will be doing the maintenance in them

### **Public Safety – Councilmember Smith**

- Thank you for all the well wishes from everyone during my recent surgery recovery
- Cpl. Tausen is adjusting his hours to address the speeding issue and some juvenile issues that have been happening
- Defer to Cpl. Tausen for his report
- Councilwoman Schultz brought up the no parking sign on High Street by her residence, people are not abiding it. It will be addressed

### **Economic Development – Councilmember Schultz**

- Town website – ongoing project
- New guidelines for Americans with Disability Act she e mailed it to the website developer
- Uncle Matty’s business breakfast is in the works.

### **Community Enhancement – Councilmember Custen**

- 1<sup>st</sup> Town Council meeting as newly appointed Councilmember – glad to be representing the citizens of New Windsor – will have a full report next month

### **Mayor’s Report –**

April 5 Economic Outlook

Walk with the Mayor

April 6 Town Council Meeting

April 8 Taneytown Business Breakfast                      Meeting with SHA Administrator Greg Johnson and Staff

April 11 West Carroll Recreation Council Open House with Commissioner Frazier

April 13 Meeting with Roy Libdan & Jon Hawksford about a Disc Golf Course

April 14 Mock Interviews at Westminster High School  
College Avenue & Blue Ridge Study with Frank & Councilman Hoffman

April 18 Town Work Session

April 19 Chamber of Commerce Post Legislative Session breakfast at the Zigler Conference Center

April 20 Baltimore Region Traffic Incident Management Conference – DOT Secretary Pete Rahn

April 21 Chiefs’ of Police Meeting  
Meeting with James Castle & Frank Regarding CDBG Grants

April 22 Meeting with Nancy McCormick and Council Woman Schultz Regarding a Business Breakfast for  
New Windsor Business Owners

April 23 New Windsor Heritage Committee’s Pints & the Past at Uncle Matty’s

April 25 Meeting with Kent Martin & Vince Campanella

April 26 Chamber of Commerce P.M. Connections at Union Bridge Community Center  
New Windsor Community Council Meeting at Lehigh Cement Company

April 27 Retirement for Mike Whitson & Joe Farinholt

April 28 Drug & Violence Awareness Expo

April 30 Volunteer Beautification Day

April Working on Special Projects Grant (Lead Paint Abatement) at Dielman Inn and CDBG Grant for  
College Avenue and Blue Ridge Avenue

Co-Organizing the New Windsor Lions Club Family Fun Fest

Co-Organizing the Community Wide Yard Sale

Co-Organizing the Memorial Day Service

### **Community Deputy: - Cpl. Tausen –**

- 125 incidents in April – Some of the highlights - Obstruction of property incident, Drawings placed on some of the poles at the no smoking area at the BSC, sinkhole at Seibel Field barriers were pushed into the sinkhole, neighborhood dispute on Church St
- Traffic control has been coordinated with Chief Coe for the Firemen's parade in June
- 56 citations and/or warnings

**West Carroll Recreation:** No report – Mayor stated if the NW Middle School does close, he has contacted the BSC to see if their gymnasium would be available

**Fire Chief Report: Chief Tom Coe – not in attendance**

- Mayor announced Carnival week is June 6 – 11<sup>th</sup>. Parade on Wednesday, the 8<sup>th</sup>.
- New \$600,000 fire truck is in, not ready yet to put into service.

**Town Manager report:**  
**May 4, 2016**

**Town Managers Report**

**Lagoon Decommissioning**

Sludge removal contract was awarded to Enviro-Organic Technologies at the April 18<sup>th</sup> Work Session for a not to exceed cost of \$400,000.00. The service agreement has been prepared and has been forwarded to EOT for review and signature. EOT will be onsite during May to do testing of their equipment and flowmeters.

**Streetscape Planning Assistance**

In follow-up to the April 8<sup>th</sup> meeting with the top State Highway Administration officials we are awaiting a response for any ideas they may have to make the project more affordable. About \$3,000,000.00 of possible funding over 20 years has been identified within the current Town fiscal plan. There have also been discussions with USDA about possible loans.

**Pump Station Replacement**

The loan closure was this week. The Town is receiving \$740,445.00 reimbursement for project costs. The leaves about \$180,000.00 to be applied to inflow and infiltration projects.

**Sporlien and Roop Drives Paving.**

The bid was awarded to Stambaugh's Inc. at the April 18<sup>th</sup> Work Session for \$99,110.00. The service agreement has been prepared and has been forwarded to Stambaugh's for review and signature.

**Blue Ridge and College Avenues Engineering Study**

The draft report has been reviewed and comments returned to the engineer. The final report will be presented to the Town Council at the May 16<sup>th</sup> Work Session.

**Town Volunteer Beautification Day**

Town Volunteer Beautification Day on Saturday, April 30<sup>th</sup> was a great success. There were 40 to 50 volunteers. Despite the poor weather projects were completed at Memorial Park, Lions Park, Main Street Park and Atlee Walking Trail. Many thanks to Kalena and Wayne for all their efforts both in advance and on the day of the event. Also thanks to Roy Libdan for assisting with the planning and leading the Atlee Walking Trail team. In addition four dumpsters will filled with bulk trash.

### **Snow Storm Jonas**

FEMA continues to process the reimbursement. Based on the most recent review about \$11,000.00 of costs are eligible of which 75% would be reimbursed.

### **Blue Ridge Storm Water Management Retrofit**

Carroll County has submitted a \$200,000.00 grant request to the National Fish and Wildlife Foundation to fund a portion of the retrofit cost of the Blue Ridge storm water management pond retrofit. The retrofit will improve the sediment and nutrient reduction features of the pond. The total project cost is estimated at \$593,313.00. The project cost will be paid from the storm water management fund to which the Town contributes approximately \$16,000.00 annually.

### **Clerk/Treasurer –**

General Fund

Balance of - \$125,333.07

General Fund – Capital Budget Account - \$86,779.22

Enterprise Fund

Balance of - \$220,520.16

Enterprise Capital Reserve and 3 R's fund the balance is– \$386,499.84

Loan repayment fund the balance is -\$2,231.35

Money Market fund the balance is \$50,943.91

Lagoon Remediation fund the balance is \$34,014.99

### **Real Property –**

17 - For Sale

5 – Foreclosure

3 commercial available

### **Lehigh Update –**

- Progress continuing on schedule

**Residents Concern:** None

**Old Business: None**

**New Business:**

- **Introduction of Budget Ordinance** – Ordinance No. 05-04-16 – Mayor Roop read the Ordinance – **A Motion by Councilmember Custen, 2<sup>nd</sup> and approved 5-0.** Town Manager added the Public Hearing will be June 1, 2016 at 7:00 p.m. prior to the regular Town Council meeting.

### **Announcements -**

- May 7<sup>th</sup> – Lion's Club Family Fund Day 9 – 4
- May 7<sup>th</sup> - New Windsor annual Yard Sale – 9 - 2
- May 29<sup>th</sup> – Annual Memorial Day ceremony 6:00 p.m.

**New Windsor accepted a challenge from the Westminster Mayor and Town Council in the cornhole event at Tri-Vent a couple of weeks ago. New Windsor won 2 out of 3.**

**A Motion was made by Councilmember Smith at 8:00 p.m. to adjourn; it was 2<sup>nd</sup> and approved 5-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer