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## **Minutes – Town Council Meeting November 2, 2016**

Prior to the meeting Mayor Roop announced that tonight there are 9 Middle School students shadowing the Mayor, Town Council, Town Attorney, Town Manager and Town Clerk/Treasurer. This is to honor our commitment in remaining a Banner City through the Maryland Municipal League.

**Present:** Mayor Roop/David Rapids, Council Members, Sandra Custen/Ally Green, David Hoffman/Skylar Kestner, Ed Palsgrove/Quincy Defoor, Kimberlee Schultz/Ashleigh Benedict and Ed Smith/Valerie Schneider. Also present was Town Clerk, Donna Alban/Madeline Schiavi, Town Attorney Ostrander/Madeleine Snyder and Town Manager, Frank Schaeffer/Grant Johnson. There were 25 others in attendance.

**Call to Order:** Mayor Roop/Rapids called the Town Council meeting to Order at 7:05 p.m.

**Pledge of Allegiance:** Mayor Roop/Rapids led the Pledge.

**Recording and Agenda Policies:** Mayor Roop/Rapids 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.

### **Recognitions:**

**Local Businesses -** Sam and Doris Pierce – Atlee House Bed & Breakfast – 5 years  
Larry Reed – New Windsor Automotive, Inc. – 35 years

**Town Service** – Jeanne Laudermilch – 20 years – Planning Commission

**Resident 90+ Birthday** – Norman Burch – 91 years old – September 12, 2016

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

### **Council Reports –**

**Public Works: Councilmember Hoffman/Kestner –**

It's been another busy month for the Public Works Crew.

At the beginning of the month the Public Works Crew was busy cleaning up after the Town's successful "Music on the Main" event. This included returning the barricades and barrels borrowed from the County Road Department. They also removed the temporary signage from the roadways and side streets and moved the gazebo from the corner lot into storage.

As you may have heard, the Lions Club Ball Field has been undergoing renovations. The Public Works Crew performed some necessary grading behind the fence line to allow easier access to perform future maintenance. Disturbed areas were seeded and mulched to prevent soil erosion.

I'm sure you have noticed the lead paint abatement work being performed on the Dielman Inn. Prior to initiation of this work, the Public Works Crew completed up-front tasks to support the start of this major project. They graded around the rear of the Inn and outbuildings to allow the contractor access to perform maintenance and repairs to the exterior of the building and they spread stone in the rear parking lot to increase parking capacity. Trees were trimmed and weeds were removed to ensure the property was completely accessible. The archeological equipment and supplies used on the property by the Middle School students was collected and stored away in the barn.

Final mowing, brush hog work and tree trimming were completed at the Atlee Walking Trail for the 2016 season. Three areas of high grass were left standing for habitat purposes.

As the grass cutting season has wound down and final mowing is completed the Public Works Crew has transitioned to leaf collection. Collection started November 1<sup>st</sup> and will continue through the first week of December. Please refer to the Town Newsletter for the leaf curbside pick-up schedule.

This past weekend the Town held a bulk trash day. Dumpsters were available at the Public Works facility located on Geer lane to collect items that are typically too large to go in the regular trash. The Public Works Crew was on-site to help residents unload their. Although the volume of bulk trash was not as high as anticipated, many Town residents took advantage of this service and two dumpsters were filled.

Lastly, I'm sure you'll all be excited to know that this week the Public Works Crew has started to test the Town's snow removal equipment. Winter will be here before you know it!

#### **Water & Sewer: Councilmember Palsgrove/Defoor –**

We have two items to share this evening, the first is an update on the sludge removal project taking place at the site of the old lagoon. As you are aware the Town installed a new waste water treatment plant in 2011 at which time we discontinued use of the lagoon (or Town Pond as we affectionately referred to it). Having served as the sewage treatment facility for over forty years there was a significant amount of sediment or sludge that settled on the bottom of the lagoon that needed to be dealt with in order to decommission the facility. For several years we have been working with the Maryland Department of the Environment to develop a reasonable manner in which to deal with the accumulated sludge. It was determined that the sludge could be pumped out and spread on nearby farmland as fertilizer. The actual pumping process began about eight weeks ago and to date over 2.5 million gallons of sludge have been pumped onto tanker trucks, hauled to a farm in the Marston area and applied to the land. This equates to somewhere between 500 and 600 truckloads, you may have seen these tanker trucks negotiating through the town streets recently. Although we don't have a definite completion date the project is going relatively well and we should be finished with the hauling and disposal phase of the project within a month or two.

The second item to share will come to you as a public service announcement about disposable or flushable wipes and the problem they are creating in our sewer system. For several years we have been dealing with clogs and blockages in the town's sewer system pipes and pumps as a result of the disposal or flushing of so called disposable towels or wipes. While many of these household products are labeled "disposable" and some even labeled "flushable" they do not break down or disintegrate quickly enough to pass through the system without causing problems. Disposable does not mean flushable and flushable is usually a mislabeling by manufacturers. Please, do not flush any type of wipes, towels, or other cleaning products into the system. So the public service announcement reads like this: "No wipes down the Pipes". Say it with me now, "No Wipes down the Pipes". Thank you for your cooperation.

#### **Mayor Rapids asks: Once the lagoon area is totally cleaned how will that space be used?**

Councilmember Defoor states: One idea that the Town has considered is to make the space a multi-use recreational area. We have had several conversations with the Cal Ripken Sr. foundation that may be able to assist in such a project.

#### **Public Safety: Councilmember Smith/Schneider –**

Thank you Mayor, I will defer to the town deputy for his monthly calls of service report. I would like to thank the citizens of New Windsor for a very safe and happy Halloween. I would like to also thank the Town of New Windsor Maintenance Staff for applying new white stop lines at the intersections. I would like to remind the residents that Maryland law requires when stopping for a stop sign you must stop prior to the white markings.

I would also like to remind everyone that the Carroll County dog licenses for 2017 go on sale in December. Maryland law requires that all dogs and cats have current rabies vaccines and Carroll County

code requires that all dogs have current Carroll County license. Animal Control has received an increase volume of calls for dogs running at large in New Windsor. I would like to remind everyone that Carroll County code states that all dogs must be kept under proper restraint and control at all times. Failure to do so can result in fines being issued and impoundment fees if the dog(s) are taken to the shelter.

This weekend we turn our clocks back 1 hour. In keeping with the policies of local fire departments, now is a good time to change all of the batteries in your smoke and carbon monoxide detectors. With the approaching holidays I would like to suggest that everyone stay on alert for increased criminal activity that typically accompany the holiday season. It is also important to remember that our community has school buses that pick up and discharge students. It is very important for their safety that vehicles come to a full stop when the bus has their red lights and stop arms activated. Does the Mayor or any Council member have any questions?

- A lot of our homes have fireplaces and it is a good idea at this time of year to have our chimneys inspected by a licensed chimney inspector to avoid chimney and house fires.
- If you are having package (s) delivered to your home, it is a good idea to have a neighbor or friend to take the package in you are not at home at the time of delivery.
- Please remember to lock all doors on your house and vehicles. Do not leave valuables such as cell phone, GPS systems, laptops, Ipads and/or gifts sitting in plain view in our parked vehicles.
- We should have our lights set on timers when we are away so there is an appearance that someone is at home.
- Please remember when traveling out of town for the holidays to notify the post office and your newspaper delivery to have those services stopped as a collection of newspapers and mail will tip off a burglar that you are away for an extended period. If at all possible, it is best to have a house sitter, preferably a trusted friend or relative.
- Check on your neighbors, especially the elderly as this is a stressful time of year.
- Be aware of phone scams and do not give out any personal information such as bank account number, credit card account and/or social security numbers to anyone regardless of whom they claim to represent.
- Have a safe and happy holiday!!!!

### **Economic Development: Councilmember Schultz/Benedict –**

**Carroll County Downtowns Economic Development Group** met on October 19<sup>th</sup>

- The design for the holiday billboard was approved and this new electronic billboard is now on Maryland 140 near the intersection of 140 and Deed Road
- The new Carroll County Downtowns rack-cards are available. These rack-cards feature information about holiday events around Carroll County, including some New Windsor events. We have some rack-cards here on the table, so please take some if you can help distribute them around the County.
- Carroll County Downtowns is hosting a **Small Business Saturday** (November 26<sup>th</sup>) planning event on Friday, November 4<sup>th</sup> from 8:30 – 10 AM at Carroll Community College in room M157. Councilwoman Schultz will attend and represent New Windsor. We have also passed on the meeting information to New Windsor businesses and to the Union Bridge Business Association.
- Anyone interested in helping plan ways to promote Carroll County during Small Business Saturday is welcome to attend, but should preregister. See the flyer on New Windsor's Facebook page for more information.

Councilwoman Schultz attended the monthly **Human Services Programs of Carroll County Board** meeting, representing New Windsor

- HSP is having its annual Gingerbread Village Festival November 18 – 25<sup>th</sup>. Applications are due this week. Contact Matt Peregoy at HSP if you are interested; we have a flyer up here on the table with his contact information and more information about the event.

Councilwoman Schultz (along with several other members of the Council) attended the **Lehigh Community Meeting** on October 18<sup>th</sup> for a presentation on the progress of the quarry and conveyor belt.

Councilwoman Schultz has been contacted by the Union Bridge Business Association about attending some of their monthly meetings and plans to attend the November meeting to see how the two towns may be able to partner on economic development issues.

The new Town website is nearly done. The Mayor and Town staff members are going to look it over and let us know if they recommend any additional changes. Once their changes are finalized, the site will be ready to go live. Are there any questions?

**Question from Mayor Rapids: What steps have the Town taken to promote the community in the past years**

Councilmember Benedict states: The Town holds meetings and is developing a new website.

**Community Enhancement: Councilmember Custen/Green –**

As the newest member of the town council, I had the honor of attending the fall meeting of the Maryland Municipal League as the New Windsor representative. I had the opportunity to meet with and learn from officials of other towns -- large and tiny – about issues important to all of us, such as communication with utility companies, dealing with blighted properties and foreclosures, and community building events. As a member of the Legislative Committee of the MML, I also got to meet and discuss upcoming legislation that the MML will present during the state legislative session in Annapolis.

I am now busy planning the town Christmas tree lighting, which will be held on December 7, 2015 at 6 pm in the gazebo park on the corner of Main and 75. There will be music and refreshments. A town council meeting to follow here at 7.

While I can't take any credit for it – it was planned long before I became a council member – the historic Dielman Inn is being painted, and the lead abated, and it is looking fabulous. It's much easier to see now why it was such a popular attraction in the 1800s and early 1900s. To have this jewel restored; it truly enhances our community.

**Question from the Mayor Rapids:**

What do you feel is the best way for teens to get involved in this community?

**Council Member Custen/Green:**

There are many ways for teens to get involved. One example is Volunteer Beautification Day, which will be held next on Saturday April 29, 2017. This is a great way to earn Community Service hours and lots of fun.

The New Windsor Fire Department has a great program for junior fire fighters, and selects fire prevention princesses during the annual carnival.

Another way to get involved – and earn Community service hours -- is to volunteer at the New Windsor Heritage Museum on Main Street. There are volunteer opportunities for docent/helpers and for cataloging artifacts and data entry – and even be a runner at this year's fundraising Bingo event, November 19. On November 12, New Windsor Heritage is honoring a local teen and Francis Scott Key High School student, Heather Rohwein at the Hall of Fame Dinner for her service and accomplishments.

Teens can also help out with Pickle Ball outreach – we have the only Pickle Ball court in Carroll County – and Disk golf.

The boy scouts are active in New Windsor, as are the Young Marines.

There are so many ways to get involved, all of them fun!!!

**Mayor's Report:**

October 1	Music on the Main
October 4	Walk with the Mayor
October 5	Town Council Meeting
October 10	Emailed Clark Taggart, floral expert who works for The Colonial Williamsburg Foundation about the garden at Dielman Inn
October 12	Sent an email to Commissioner Rothschild requesting the property on the corner of High & Main Streets be turned over to the Town
October 13	Music on the Main Follow Up Meeting

October 17 Town Work Session  
 October 18 Dielman Inn Progress Meeting  
 Walk with the Mayor  
 Lehigh Community Council Meeting  
 October 22 Lions Club Make a Difference Day Project  
 October 31 Meeting with potential buyer about the future of the Brethren Service Center  
 November 1 Met with Lyndi McNulty about hosting a Plein Air Art Auction in the spring of 2017 for the proceeds to benefit the restoration of Dielman Inn

October Organizing tonight's Shadow Meeting  
 Communications with SHA about Streetscape  
 Disk Golf Donations

**Community Deputy:** - Cpl. Tausen

- 114 incidents in October
- 70 citations and/or warning issued
- Joshua Thompson apprehended in Baltimore and charged.
- Deputy Tausen reminded everyone to be aware of scams during the holiday season.

**West Carroll Recreation:** No one represented

**Fire Chief Report: Chief Tom Coe –**

- 21 fire calls – YTD – 202
- 50 EMS calls – YTD – 487
- Ladies Auxiliary will be serving meals at Windsor Station on election day
- Staff is busy putting the hydrant markers out for snow
- Tuesday night bingo continuing
- Santa detail schedule still being compiled check the fire department website for finalization of dates

**Town Manager Schaeffer/Johnson Report:**

**Lagoon Decommissioning**

Sludge pumping and hauling is continuing. As the sludge is being removed the remaining sludge is becoming thicker making handling more of a challenge. The contractor is picking up large amounts of stones with the sludge from the bottom of the lagoon. This has slowed hauling as the trucks must periodically be pulled from service and cleaned out.

**Sporlien and Roop Drives Paving.**

The project is complete with the exception of a few concerns with the tie-in of existing properties to the new grades in a few locations. Although there has not been much rain since the project was completed the drainage system did seem to work well.

**Lions Ballfield Project.**

This project is complete. Once the all the final invoices are received a reimbursement request will be submitted for the Program Open Space funds.

**Dielman Inn Lead Paint Abatement**

Work is progressing well. The Main Street side of the property has been scraped and painted. Work is progressing on the High Street side and the rear. It is anticipated that the project will take another 4 to 6 weeks. Representatives of the DHCD were on site November 1<sup>st</sup>. Several possible additional areas of work which would be eligible for grant funding were identified.

**ShoreScan**

The service agreement with ShoreScan has been signed. A generic web site has been set up. Staff training will take place in the next few weeks.

**Waste Water Treatment Plant Pavilion**

Lights have been installed in the pavilion. This will facilitate operations during the dark months. The pavilion was effective in protecting the equipment from the hot sun during the summer months.

#### **NPDES Training**

Carroll County conducted the annual NPDES training. A point of emphasis was the cleaning of streets, storm drains and inlets. A credit is given towards the nutrient load reduction requirement for each ton of material removed. While New Windsor collects only a small amount it is still a good practice to implement. The County Forester made a presentation on nutrient management. He emphasized not over fertilizing. He pointed out that there is about a quarter ton of nitrogen contained in a foot of snow. So there isn't a big need for additional nitrogen in the spring when there has been normal snow fall.

#### **Question from Mayor Rapids: When is the next State Highway Administration Meeting?**

The State Highway Tour meeting is tomorrow, November 3<sup>rd</sup>, at 2:30 at the Carroll County Office Building. The Mayor and I will be attending to talking about the Streetscape project.

#### **Clerk/Treasurer Alban/Schiavi Report**

Each of the following balances given as of October 31, 2016

General Fund balance is - \$263,592.99

General Fund Capital Budget Account is - \$49,507.35

Enterprise Fund balance is - \$460,300.31

Enterprise Capital Reserve and 3 R's fund the balance is - \$461,844.42

Loan repayment fund the balance is - \$54,477.45

Money Market fund the balance is - \$47,813.14

Lagoon Remediation fund the balance is - \$692,684.80

#### **Real Property Report**

There are 15 properties For Sale

There are 7 properties in a Foreclosure process

The 1<sup>st</sup> Penalty assessment on the water/sewer billing will occur on Nov. 7<sup>th</sup>

The FY16 audit process has been completed and all necessary paperwork has been filed with the State of Maryland.

Does anyone have any questions?

#### **Question from Mayor Rapids:**

**Clerk/Treasurer Schiavi.** The Town is now 1/3 of the way through the FY17 budget and things are in good shape at this point.

I actually have 1 more item but will defer to the Town Attorney at this time.

#### **Town Attorney Ostrander/Snyder –**

Statement regarding Investment Policy

Maryland State law requires that all towns adopt a policy to address how public funds are invested. To assist the towns, the State has adopted regulations to govern these investments, as well as these policies.

New Windsor does have an investment policy in place, but it has been some time since it was reviewed and updated. The Town Clerk has asked me to review the regulations and prepare a new version of the policy for review and adoption by the Council. I anticipate that we will have a draft policy for you at the December Council meeting. If it is acceptable, it can be adopted at the January meeting. After that, it will be forwarded to the State Treasurer's Office for review and acceptance.

Does anyone have any questions?

**Question from Mayor Rapid:** If we decide to amend the policy in the future, does the amendment have to be approved by the State Treasurer?

**Town Attorney Snyder:** Yes, we would have to send the amendment to the State for acceptance.

#### **Lehigh Update – None**

#### **Residents Concern: None**

**Old Business:**

- **Streetscape Update:** Mark Crampton, District Engineer of District 7, is in the process of developing our financial plan. In 3 weeks we will be presenting to the State a time frame on the project. This will enable the State to make a decision on whether the Town will be able to move forward on the project. Councilman Palsgrove asks if the State is unable to approve this project, is the Town still responsible for the water/sewer upgrade?

**New Business:**

**Citizen Participation Plan - Update Approval:** A Motion by Councilmember Palsgrove/Schneider to approve, it was 2<sup>nd</sup> and approved 5-0.

**Anti-displacement and Relocation Assistance Plan – Update Approval – A Motion by Councilmember Hoffman/Kestner to approved, it was 2<sup>nd</sup> and approved 5-0.**

**Maryland Town Manager Circuit Rider Program -** deferred to November Work Session.

**Announcements –**

- New Windsor Lion’s Club Blood Drive – November 10<sup>th</sup> -2:00 – 7:30 p.m.
- New Windsor Heritage Committee Hall of Fame recognition – November 12<sup>th</sup>

**Mayor Roop -A Thank you to Jennifer Moran, teacher coordinator for the students assisting this evening.**

**Mayor Roop – A Thank you to all the family members of the students in attendance, they can be very proud of their students this evening.**

**A Motion was made by all Councilmembers at 8:05 p.m. to adjourn; it was approved 10-0.**

Respectfully submitted,  
Donna Alban, Town Clerk