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## **Minutes – Town Council Meeting December 7, 2016**

**Present:** Mayor Roop, Council Members, Sandra Custen, David Hoffman, Ed Palsgrove, Kimberlee Schultz. Councilmember Ed Smith not in attendance. 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. Mayor Roop recognized and asked for remembrance of Pearl Harbor.

**Pledge of Allegiance:** Boy Scout Troop 420 led the Pledge.

**Recording and Agenda Policies:** Mayor Roop stated that the Town Meeting is recorded by electronical 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 November 2, 2016 minutes. It was 2<sup>nd</sup> and approved 4-0.

### **Council Reports –**

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

- Leaf pickup finished this week.
- Public Works will be reading meters December 19<sup>th</sup> – 21<sup>st</sup>.
- Public Works completed decorating around Town for the holidays.
- General maintenance completed on the snow plows.
- General maintenance completed on winterizing the lawn equipment.
- Christmas tree pick up dates are Jan. 4<sup>th</sup> and Jan. 18<sup>th</sup>.

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

- SBR tank issues still not resolved and the Town Manager will talk about under his report

#### **Public Safety: Councilmember Smith – Not present**

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

- New website will go live on January 2<sup>nd</sup>.
- Carroll County Downtown small business day was observed in New Windsor

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

- Thank You to Lisa Macurak for her work in providing the singing group at tonight's Christmas tree lighting event
- A Thank You by Mayor Roop to Councilmember Custen in organizing the program

**Mayor's Report:**

November 1 Progress meeting at Dielman Inn  
Walk with the Mayor

November 2 Town Council Meeting

November 3 Maryland Department of Transportation Tour  
Girl Scout Meeting

November 10 Coordinator for Lions Club Community Blood Drive

November 15 Progress meeting at Dielman Inn  
Walk with the Mayor

November 16 Maryland Department of Housing & Community Development meeting  
for Circuit Rider

November 21 Town Work Session

November 22 pick up stickers for Passport for Shop Local Day

November 27 Attended Sounds of the Season at St. Paul United Methodist Church

November 28 Assisted Donna with article on Music on the Main in MD Clerk's  
newsletter

November 29 Progress meeting at Dielman Inn

December 1 Conference call with SHA  
Met with Town Staff

**Community Deputy:** - Cpl. Tausen

- 93 incidents in November
- 11/5 – 300 block of Church Street -Theft of political signs
- 11/29 – 500 block of Church Street-theft and fraud – 2 suspects – charges pending
- 12/6 – 1199 Old New Windsor Rd-theft of Public Works salt spreader
- 32 citations and/or warnings issued

**West Carroll Recreation:** Representative Kevin Cornick not present

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

- Check the Fire Department website – [www.nwfd10.org](http://www.nwfd10.org) for Santa detail schedule
- Be aware of increased safety during this time of year.

**Town Manager Report:**

**Lagoon Decommissioning**

Sludge hauling is complete. 3,536,000 gallons were hauled. The sludge disposal cost \$436,000.00. The bottom drains have been opened to prevent the lagoons from filling up with rain water. Some grading work will still need to be done, weather permitting, to prevent pockets of ponding in the lagoons. In the spring when conditions are better the bottoms will be smooth graded and seeded.

**Lions Ballfield Project.**

POS reimbursement request is being prepared for submittal. There is about \$7,000.00 remaining which may be applied to additional improvements such as team benches.

**Dielman Inn Lead Paint Abatement**

Work on initial phase in nearly complete. Several change orders for additional work are pending approval from DHCD. It is likely that due to the winter weather any change order work will be completed in the spring.

### **Brethren Center**

The Town Attorney and I met with representatives of the contact purchasers to discuss the zoning text amendments necessary to permit a boarding school at the Brethren Center. They will draft the proposed amendments for a submission to the Town in January.

### **Dielman Inn Feasibility Study Desk Monitoring**

DHCD completed a desk monitoring of the grant for the Dielman Inn Feasibility Study. The only issue noted was the final presentation of the study was not advertised in the newspaper.

**Streetscape Update** Town preparing for engineering part of our project in 2017, construction in 2018 and completion done by 2019. State Highway Administration is looking at their part of the project beginning in 2019. The Town has been in touch with Charlie Day from the State to arrange financing. GMB has been contacted to develop a scope of work for the project.

**Salt Spreader Theft** To replace this item will be at a cost of \$1,100.00. It should be replaced sometime next week and a claim will be submitted to the Town's insurance company.

### **Clerk/Treasurer –**

**Each of the following balances given as of November 30, 2016**

General Fund balance is - \$205,596.70

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

Enterprise Fund balance is - \$441,970.11

Enterprise Capital Reserve and 3 R's fund the balance is - \$461,900.83

Loan repayment fund the balance is - \$54,484.10

Money Market fund the balance is \$47,822.90

Lagoon Remediation fund the balance is \$689,686.97

### **Real Property Report**

17 properties For Sale

5 properties in a Foreclosure process

The 2<sup>nd</sup> Penalty assessment on the water/sewer billing occurred on November 28<sup>th</sup>, 91 late and/or reminder notices were mailed out. Penalties were a total of \$1,920.00. Payments must be made by December 8<sup>th</sup>. The Town is allowing special payment arrangements for a couple of residents that are experiencing difficult financial problems.

### **Lehigh Update – None**

**Residents Concern:** None

### **Old Business:** Circuit Rider Update

The Department of Housing and Community Development (DHCD) funds a Circuit Rider program for small municipalities with populations less than 5,000. Circuit Riders are individuals with skills in certain areas that provide those skills to small municipalities that would not otherwise be able to afford them. The skills are specific to each municipality and could include such things as grant procurement and management, developing project specifications and management, economic development, document management, fiscal planning and any number of other skills a small municipality might need.

DHCD approached New Windsor about creating a circuit in Carroll County with several of the other Towns. Recently representatives of Sykesville, Union Bridge and New Windsor met with Chris Benzing, Executive Director of Maryland Rural Development Corporation (MRDC). MRDC has been sponsoring and managing several circuit rider programs in Maryland for some time. Based on discussions at that meeting it was Mr. Benzing's assessment that there were

sufficient funds to hire two circuit riders. He felt that based on the needs Sykesville would need a circuit rider about 40 hours per week and Union Bridge and New Windsor about 20 hours each per week.

The DHCD grant pays the salary and benefits for the circuit rider. The Towns must contribute a match to cover the other costs of the position. Mr. Benzing's initial assessment is the match will not be more than few thousand dollars annually. The Town budget includes \$5,000.00 for grant administration which could be applied to the match. By working with MRDC as the sponsor agency they will be responsible of all the administration of the program. The circuit riders would be employed by MRDC, subject to the Town's approval. As such MRDC would handle the entire payroll and other costs associated with the positions. MRDC has circuit riders with a wide variety of skills. By working with MRDC the Carroll circuit would be able to access those circuit riders from time to time if necessary.

During December MRDC will be drafting the application and some of the other documents as well as developing the matching costs. MRDC will be looking for an initial acceptance of the application in December with the complete final application in January.

**New Business:**

- **Snow Emergency Parking** – Resident, Kathy Sibbald of Blue Ridge Manor spoke to the Mayor and Council asking them to consider changing the current snow emergency plan for the Town to an alternative solution of allowing on-street parking on odd/even days during snow emergencies. After a question and answer period the item was deferred to the Work Session on December 19<sup>th</sup>. A decision would be made at that meeting.
- **MML Legislative Reception Sponsorship**- Councilmember Custen is a member of this committee. Is the Town interested in contributing to the annual Legislative Reception? After a short discussion, the Council decided not to contribute this year.

**Announcements -**

**A Motion was made by Councilmember Schultz at 8:04 p.m. to adjourn; it was 2<sup>nd</sup> and approved 4-0.**

Respectfully submitted,  
Donna Alban, Town Clerk