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Minutes – Town Council Meeting January 4, 2017

Present: Mayor Roop, Council Members, Ed Smith, David Hoffman, Ed Palsgrove, Kimberlee Schultz. Councilmember Sandee Custen not present. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 10 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: Mayor Roop 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 Smith to approve the December 7, 2016 minutes. It was 2nd and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Christmas tree pick up started today, the next pick up is Jan. 18th.
- PW department worked on dump truck to get it ready for winter
- PW fixed pot holes on Union Bridge Rd
- A thank you to Carroll County for delivering a truck load of salt to the Town while our truck was being worked on
- There have been a couple of unauthorized dumps at the Town dumpsters on Geer Lane resulting in the gates being locked after 4 p.m.
- Trash totes are at a cost of \$65.00@, Town not purchasing any at this time

Water & Sewer: Councilmember Palsgrove –

- SBR tank issues still not resolved and the Town Manager stated he spoke with the companies about 2 weeks ago and no decision has been made
- Water/sewer bills were mailed out

Public Safety: Councilmember Smith –

- Defer to Cpl. Tausen for his report

Economic Development: Councilmember Schultz –

- New website will go live on January 2nd.

Community Enhancement: Councilmember Custen – not in attendance

Mayor's Report:

December 1	Conference Call with State Highway Administration about Streetscape Met with Staff
December 7	Christmas tree Lighting Town Council Meeting
December 8	MML Chapter Dinner
December 10	Town Christmas Breakfast
December 13	Walk with the Mayor
December 15	Conference call with CST and Mid Atlantic
December 19	Town Work Session
December 20	Emailed Jim Hindman about Dielman Inn
December 20	Town Luncheon

Community Deputy: - Cpl. Tausen

- 73 incidents in December
- 12/12 – 900 block of Clauser Ct. – fraud on a credit card
- 12/21 – theft at 7-11 store
- 34 citations and/or warnings issued

West Carroll Recreation: Representative Kevin Cornick stated basketball program is going well; utilization of Middle School is going smoothly

Fire Chief Report: Chief Tom Coe –

- 26 fire calls in Dec. – 251 total for year
- 60 EMS calls in Dec. – 584 total for year
- Santa detail was a big success
- January is the annual recognition banquet
- Received a grant from B G & E - \$4,000.00

Town Manager Report:

Lagoon Decommissioning

The final total sludge disposal cost was \$399,740.00. Sludge hauling is complete. 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 has been submitted to Carroll County. Upon their approval the request will be forwarded on to Department of Natural Resources. 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 is complete. Several change orders for additional work are pending approval from DHCD. 1st reimbursement payment has been received, the 2nd reimbursement request is in process.

Blue Ridge Storm water Management Retrofit.

The preliminary design of the retrofit of the Blue Ridge storm water management pond is nearly complete. The pond is much larger than the existing pond. The pond will have a sand filter layer in the bottom to remove nutrients from the storm water. A meeting is scheduled with County staff for January 11th to review the progress to date. A more complete update will be provided at the February Work Session.

Blue Ridge and College Avenues – Design and Engineering RFP

The RFP for the design and engineering of the improvements to College and Blue Ridge Avenues has been issued. The pre-proposal meeting is set for January 18th and proposals are due January 31st.

Salt Spinner Replacement

The stolen salt spinner has been replaced. The replacement spinner cost \$1021.46. An insurance claim has been filed and is being processed. The policy has a \$500.00 deductible.

Clerk/Treasurer –

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

General Fund balance is - \$182,538.71

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

Enterprise Fund balance is - \$278,204.61

Enterprise Capital Reserve and 3 R's fund the balance is– \$504,809.82

Loan repayment fund the balance is -\$87,491.51

Money Market fund the balance is \$42,693.51

Lagoon Remediation fund the balance is \$689,254.97

Real Property Report

8 properties For Sale

3 properties in a Foreclosure process

Water/Sewer

Quarterly billing was completed and bills were mailed out on December 29, 2016. There were also a total of 65 letters sent to owners, landlords and/or tenants who owed a past due balance on the previous quarter. The deadline date for those payments is 1/12/2017. This is a high number.

Exempt Employee Status see insert

Lehigh Update – None

Residents Concern: None

Old Business: None

New Business:

- **Springdale Preparatory School** – J. Brooks Leahy, attorney for the school presented information to the Mayor and Council stating that to allow the school in New Windsor, the zoning text needs an amendment to allow educational institution as a permitted use in the Employment Campus District – New Windsor Town Attorney, Ostrander stated the only action needed tonight is to send it to the Planning Commission for review and discussion – **A motion by Councilmember Smith , 2nd by Councilmember Palsgrove and passed 4-0 to send this amendment to the New Windsor Planning Commission.**

Announcements -

- Music on the Main meeting next Thursday, January 12th, 7:30 p.m. at the Fire Department meeting room.
- 1/18 – Christmas tree pick up

A Motion was made by Councilmember Hoffman at 7:40 p.m. to adjourn; it was 2nd and approved 4-0.

Respectfully submitted,
Donna Alban, Town Clerk