



NEAL ROOP, MAYOR
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
info@NewWindsorMD.org

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

Minutes – Town Council Meeting February 1, 2017

Present: Mayor Roop, Council Members, Ed Smith, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 20 others in attendance.

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

Pledge of Allegiance: Mayor Roop led the Pledge.

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 Custen to approve the January 4, 2017 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Completed Christmas tree pick up.
- PW department installed signage on Church St
- PW fixed pot holes on Union Bridge Rd and Church St
- Temporarily fixed a storm water pipe at Bowersox Farm location
- Inspected fire trails at Dennings Rd
- Clean rain spouting at Geer lane
- Programming and installation of meters at Union Square with Jack Coe
- Installed caps on curb boxes that had been broken or misplaced
- New brakes on 2008 Ford and repair of snow plow on 2013 Chevy.
- Holiday decorations are down, wreaths on streets lights to be done mid February

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
- Continued problems with the disposable wipes being flushed down the sewer system. It is causing equipment issues, remember no wipes down the pipes

Public Safety: Councilmember Smith –

- There has been an increase in juvenile bullying

- Defer to Cpl. Tausen for his report

Economic Development: Councilmember Schultz –

- New website is live
- Attended the Human Services meeting
- Attended the Carroll County Downtown meeting. Will be doing the Shopping Passport again. Working on a golf tournament
- Putting a Music on the Main ad on the electronic billboard near Finksburg

Community Enhancement: Councilmember Custen –

- Working on the Music on the Main event for 2017 – meetings are the 2nd Thursdays at the Community Meeting Room
- She is a member of the MML legislative committee and is putting together a summary of items being discussed that apply to New Windsor

Mayor's Report:

January 4 Town Council Meeting
 January 5 Signed Checks
 January 11 Meeting with Town Manager
 January 12 Carroll Cable Regulatory Commission Meeting
 Music on the Main Planning Meeting
 January 16 Meeting with Clark Taggart about landscaping at Dielman Inn
 January 17 Meeting with Town Manager
 Meeting with Dwight Ricker, Vice-President, New Windsor Heritage Committee
 Town Work Session
 January 19 Signed Checks
 January 25 Submitted Intent to Apply for the MHAA Grant for Dielman Inn
 January 27 Posted Video on Facebook about Disposable Wipes
 January 30 Reserved Moon Bounce for Music on the Main 10% off
 January 31 Initiated MHAA Grant for Dielman Inn
 Ongoing Contacting Bands for Music on the Main

Community Deputy: - Cpl. Tausen

- 102 incidents in January
- 1/2 – 300 block of College Ave. – domestic disturbance
- 1/23 – 900 block of Murphy Ct., - assault – arrest made
- Also brought up the fact that juvenile bullying is on the rise
- 6 parking complaints
- 45 citations and/or warnings issued

West Carroll Recreation: Representative Kevin Cornick not in attendance

Fire Chief Report: Chief Tom Coe –

- 19 fire calls in Jan.
- 42 EMS calls in Jan.
- A Thank You to the Mayor and Town Council for the annual donation
- At the January banquet recognized for 50 years of active service – Richard Hooper
- Received a grant from B G & E - \$4,000.00 will help purchase extrication equipment for the new truck

Town Manager Report:

Lagoon Decommissioning

A meeting is set for February 2nd, to meet with Grace Fielder of G. E. Fielder and Associates to discuss the development of a master plan for the area of the lagoons, Lions Ballfield, the tennis courts and the Public Works shop. Ms. Fielder has developed open space plans for several communities including Frederick and Carroll County.

Lions Ballfield Project.

POS reimbursement request is being processed through the 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

DHCD has approved all of the additional work orders. The additional work includes, painting the roof, repairing the chimneys, new roof supports and rain spout. Work will be scheduled to begin in March.

Blue Ridge Stormwater Management Retrofit.

County staff will provide and update on the progress of the project at the March Work Session. It will also be a Community meeting for the project.

Blue Ridge and College Avenues – Design and Engineering RFP

The proposal for the design and engineering of the improvements to College and Blue Ridge Avenues have been received. Councilman Hoffman, Council Palsgrove and I will evaluate the proposals and bring a recommendation for award to the February Work Session.

WWTP Tank Repair

The tank vendors rejected the idea of using a crane and basket to do the tank inspection. Therefore the tank will need to be fully drained for the inspection. That being the case the inspection will be delayed to late March/early April to avoid draining the tank in cold or bad weather conditions.

Clerk/Treasurer –

General Fund balance is - \$293,643.52

General Fund Capital Budget Account is - \$2,000.38

Enterprise Fund balance is - \$211,090.70

Enterprise Capital Reserve and 3 R's fund the balance is– \$642,026.50

Loan repayment fund the balance is -\$87,502.58

Money Market fund the balance is -\$42,502.58

Lagoon Remediation fund the balance is - \$287,352.17

Real Property Report

11 properties For Sale

4 properties in a Foreclosure process

Water/Sewer

Quarterly payments are due on 2/3/17. Due to problems with the original mailing of the w/s bills, Remailing of water/sewer bills was completed.

POS project – Lion's Club Ballfield

Reimbursement of \$25,547.49 was received from Dept. of Natural Resources on 1/23/17. County reimbursement of \$1,419.31 also received. The Town paid \$1,419.31 in expenses on the project.

Dielman Inn Lead Abatement reimbursement

The 2nd reimbursement in the amount of \$138,566.00 was received on 1/27/2017.

Lehigh Update – None

Residents Concern: None

Old Business:

- **Rental Unit Termination Acknowledgement** – Town Manager presented form that will be used as a policy guideline when receiving requests from property owners to terminate rental unit/apartments at their address. (See attached)
- **Unregistered Vehicles** – Town Attorney Ostrander presented a memorandum to the Mayor and Town Council with recommendations for changes to Chapter 196 and Chapter 189 regarding this topic. Review and discussion at the February work session.

New Business:

- **Text Amendment – Employment Campus District, Educational Institution – 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 Planning Commission at its January meeting unanimously determined that the proposed changes are appropriate and necessary and therefore recommends adoption of amendments to Sections 215-53(A)(2), 215-54(6), 215-55(A) and 215-56(E) of the Town Code – **Ordinance 02-01-17 introduced on a motion by Councilmember Hoffman , 2nd by Councilmember Smith and passed 5-0 to make these amendments to the Town Code. A Public hearing will be held on February 21, 2017 at 7:00 p.m.**
- **FY2018 Budget Review Schedule** – Town Manager Schaeffer presented the following information to the Mayor and Town Council on the upcoming FY18 budget
- February 1, 2017 Town Council – General Budget Discussion
- February 21, 2017 Work Session – Revenue/Expense Projections
- March 1, 2017 Town Council - Budget Discussion/Direction
- March 20, 2017 Work Session – Draft Budget
- April 5, 2017 Town Council – Introduce Budget
- April 17, 2017 Work Session – Budget Review
- April 23, 2017 Notice of Public Hearing
- May 3, 2017 Town Council - Budget Discussion
- May 15, 2017 Work Session - Budget Hearing and Adoption of Budget
- May 25, 2017 Notify County Comptroller of Tax Rate

Announcements –

- 2/26 – 3:00 – 5:00 In honor of Black History month 5 music groups will be performing at Uniontown Bible Church
- 3/23 – Lion’s Club blood drive – 2 – 7:30 at Union Station
- 4/29 – Annual Town beautification day – 8-12

A Motion was made by Councilmember Smith at 8:10 p.m.; it was 2nd and approved 5-0 to close the regular Town meeting to enter into closed session for a discussion on land acquisition.

A Motion was made by Councilmember Custen to adjourn at 8:18 p.m. it was 2nd and approved 5-0.

Respectfully submitted,

Donna Alban, Clerk/Treasurer