



NEAL ROOP, MAYOR
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Minutes – Town Council Meeting March 1, 2017

Present: Mayor Roop, Council Members, Ed Smith, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Sandee Custen. Also present was Town Secretary, Kalena Bartoszak, 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 February 1, 2017 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Fixed pot holes around Town
- Fixed stopped sign on College Avenue
- Had a meeting about Disc Frisbee locations
- Cleaned up Siebel Fields
- Planning Committee met earlier this week to review the bicycle pedestrian master plan. Provided the County with the initial OK for the New Windsor portion. Citizen outreach meeting will be on March 21st 6-8pm at Carroll Community College Room K1.

Water & Sewer: Councilmember Palsgrove –

- Mixer in SBR has been repaired.
- As a reminder the WWTP isn't new anymore. There will be upcoming repairs to keep the system up and running.

Public Safety: Councilmember Smith –

- Defer to Cpl. Tausen for his report
- Councilman Smith wanted to thank Cpl. Tausen for reaching out to the special needs person who was being bullied and gave that person his home phone and personal cellphone number.
- Received complaints about graffiti done at the Lions Park Pavilion and the neighborhood got together and cleaned it up.

- If you see any bullying please report it.

Economic Development: Councilmember Schultz –

- Carroll County Downtown Economic group did not meet last month but will be meeting on the 10th. They are continuing working on promoting events in Carroll County. Music on the Main will be on their electronic billboard.
- We launched a Music on the Main Facebook page. Please like and share the page.

Community Enhancement: Councilmember Custen –

- Seeking local businesses to be vendors for the Music on the Main. Contact Kalena for vendor application
- Community composting project, looking for interest and input.
- Legislative Committee of MML did not meet last week.

Mayor's Report:

February 1	Town Council Meeting
February 2-3	Maryland Mayor's Association Winter Conference Learned about 100% funding of BNR to ENR Waste Water Treatment Plant Invited Governor Hogan to be Memorial Day Keynote Speaker (Has prior commitment) Invited Governor Hogan to attend Music on the Main 2017
February 4	Follow-up e-mail to Kyle Gilbert, Special Assistant to the Governor Invited Lt. Governor Rutherford to be Memorial Day Keynote Speaker
February 8	Began Grant Application for Heart of Civil War for Dielman Inn Contacted NWSB & Lehigh for Donation for the Music on the Main Bands Contacted Paul Mueller for estimate for Dielman Inn Restoration Requested Music on the Main Band Donation from New Windsor Lions Club
February 9	Worked on Grant Application for Heart of Civil War for Dielman Inn Music on the Main Planning Meeting
February 13	Met with Dave Bullock and Phil Gugliuzza for estimates on Dielman Inn restoration
February 14	Phone conversation with Matt Griffin about Seibel Ball Fields
February 15	Met with Matt Griffin and Dave Keefer at Seibel Ball Fields to look at the condition of the fields
February 21	Responded to an e-mail concerning the Speed Machine on Rt. 31 Responded to four complaints Attended Town Work Session
February 22	Signed agreements with two bands for Music on the Main
February 23	Met with Frank, Roy and John about Disc Golf Basket placement
February 24	Met with Johnny Graham at the Springdale Preparatory School
February 27	Follow-up e-mail to Kyle Gilbert, Special Assistant to the Governor on requests for the Governor to attend MOTM and Lt. Governor to be Memorial Day keynote speaker Photo Op with Johnny Graham at the Springdale Preparatory School
February 28	SHA, MD 31 – Utility Design Coordination Meeting

Community Deputy: - Cpl. Tausen

- 73 incidents in February
- 2/10 – 2800 Carlisle – Reported \$600 of unauthorized purchases
- 2/20 – 100 Block of Church – Reported unauthorized purchases on credit card
- 2/25 – 411 High Street – Broke window at Carry-Out with asphalt, still under investigation
- Reminded to check your bank account often
- 35 citations and/or warnings issued
- State Highway put speed sign on 31

West Carroll Recreation:

- Registration is still going on

- Concerned about the use of the middle school being taken away. It would impact their program.

Fire Chief Report: Chief Tom Coe – Not in attendance

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.

Siebel Ballfields

West Carroll Recreation Council has indicated they will be making sure of the ballfields this spring. The fields have not been used for several years. The fields have been kept mowed, the infields have not been maintained. Public Works staff have been cutting back the overgrown trees and clearing the bench areas. The fences need some repair as well. There may be some expenses for the infield dirt and fence repair

Dielman Inn Lead Paint Abatement

There will be an advertised public meeting at the March 20 Work Session to provide an update on the progress of the project and the schedule for spring work.

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. There are about 17,000 cubic yards of dirt that will be removed from the site and used to fill the lagoons.

Blue Ridge and College Avenues – Design and Engineering RFP

Project was awarded to ARRO. The services agreement has been sent to ARRO for their review and signature. Once that is signed work will proceed as soon as possible. The project schedule is 6 months,

Bowersox Drive

One of the pipes under driveway which serves the main spring at the Bowersox farm is collapsing. Temporary repairs have been made to the pipe. Stambaugh's has been contracted to replace the pipe and make some additional repairs at a cost of \$5,984.00.

University of North Carolina, Environmental Finance Center

Glen Barnes with the UNC Environmental Finance Center made a presentation to the WRCC about the various rate models and financing methods available to utilities system. The Center has an EPA grant to assist communities with less than 5,000 users on their water systems to evaluate their funding requirements, rates, capital projects and developing sustainable funding systems. This assistance is available no cost. They are holding workshop on March 30th in Easton to cover all the various aspects of utility system management.

Clerk/Treasurer –

General Fund balance is - \$259,887.75

General Fund Capital Budget Account is - \$44,521.61

Enterprise Fund balance is - \$269,238.88

Enterprise Capital Reserve and 3 R's fund the balance is– \$642,099.88

Loan repayment fund the balance is -\$87,512.58

Money Market fund the balance is -\$42,710.70

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

Real Property Report

12 properties For Sale

4 properties in a Foreclosure process

Water/Sewer

Late notices will be mailed out Friday, March 3, 2017.

Election Information

First day to obtain papers and to file	
Certificates of Nomination	February 6, 2017
Last day to file Certificates of Nomination	Monday, April 10, 2017
Last day to register to vote	Monday, April 3, 2017
First day to request Absentee Ballot	Tuesday, April 11, 2017
Deadline for returning Absentee Ballot	Monday, May 08, 2017
ELECTION DAY	Tuesday, May 09, 2017
Certify Election Results	Thursday, May 11, 2017

Lehigh Update – New crusher is built and complete. Hopeful there will be power in New Windsor by end March. The main shop is currently being built. Lehigh is working with New Windsor and Union Bridge Fire Department on training. Project is ahead of schedule.

Residents Concern: None

Old Business: None

New Business:

- **G.E. Fielder Sulphur Park Expansion Plan** – Grace gave a presentation on the Sulphur Park Expansion plan. Proposal for this is \$31,465. A motion was made by Councilmember Hoffman and it was 2nd and approved 5-0 to approve G.E. Fielder to design the master plan for Park expansion.
- **Financial Audit Request for Proposal** – Permission to obtain bids for FY18-FY20 audits. Council approved.
- **Circuit Rider Update** – The application has been approved. The estimated cost to the Town is \$750.00 annually. A resolution will be brought to the Mayor and Council at the March 20th Work Session.
- **FY 2018 Budget Discussion/Direction** – Projecting about \$56,000 in revenue in General Fund. Asking Mayor and Council on direction on what to do.
- **Town Code, Article X, Maintenance of Water and Sewer Connections** – Discussed the blockage on 306 College Ave and if it is the Town's or Resident's responsibility.
- **Election Judges** – A motion was made by Councilmember Smith and it was 2nd and approved 5-0 to approve the 3 judges for upcoming election

Announcements –

- New Windsor Lions Club community blood drive March 23rd 2-7pm
- Annual Community Beautification Day Saturday, April 29 8am-12pm
- Fire hydrant testing March 2nd on Blue Ridge and College Ave between 1pm-3pm

A Motion was made by Councilmember Smith at 9:24 p.m.; it was 2nd and approved 5-0 to close the regular Town meeting to enter into closed session for legal advice

A Motion was made by Councilmember Schultz to adjourn at 9:51 p.m. it was 2nd and approved 5-0.

Respectfully submitted,

Kalena Bartoszak, Secretary