



NEAL ROOP, MAYOR  
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR  
211 High Street - P. O. Box 609  
New Windsor, Maryland 21776  
[info@NewWindsorMD.org](mailto:info@NewWindsorMD.org)

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

## **Minutes – Town Council Meeting May 3, 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 9 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 Smith to approve the April 5, 2017 minutes. It was 2<sup>nd</sup> and approved 5-0.

### **Council Reports –**

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

- Yard waste 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month
- Cut back over hanging branches at the ball fields
- Repairing pot holes around town
- Did some pre-work for beautification day
- Cleaned up the Lions Club Pavilion for upcoming rentals
- Thanked the Public Works Employees helping with bulk trash
- Planning Commission did not meet last month, however they received the draft 2016 annual report from the County, they were requested to provide comments on the New Windsor Section.

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

- The inspection for the WWTP was complete, waiting to hear results
- Water/sewer systems are working like they are designed to.

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

- Thanked Kalena for putting together the Beautification Day.
- Thanked the Public Works employees for their help on bulk trash day.
- Went to opening day at Siebel Fields

- Lions Club playground was damaged and it is ongoing investigation with the Fire Marshall
- Talked about possibly putting cameras up at the Lions Park

**Economic Development: Councilmember Schultz –**

- Working with Carroll County Downtown Economic Development to update the website, especially the New Windsor information
- SERRV store has closed, as of right now there are no plans to open a store locally.
- Governor Hogan will be in Carroll County on Thursday, May 18 for several events, one is an open meeting at the Carroll County College at 10:00 AM

**Community Enhancement: Councilmember Custen –**

- Talked about doing more publicity for Beautification Day
- Suggested a Fall Beautification Day right before Music on the Main
- Attended the wrap-up meeting for the MML Legislative Committee

**Mayor's Report:**

April 4 Meeting/Tour with Nick Redding, Executive Director for Preservation Maryland regarding future renovations at Dielman Inn with Councilmember Schultz

April 5 Town Council Meeting

April 13 Signed Checks  
Attended Music on the Main Planning Meeting

April 14 Taneytown Business Breakfast

April 18 Walk with the Mayor

April 19 Meeting with Uri Avin, Research Professor, Director Planning and Design Center, Director, PALS Program, National Center for Smart Growth, University of Maryland about future growth issues, with Town Manager Schaeffer

April 21 Assisted a team from Preservation Maryland in measuring rooms and exterior at Dielman Inn  
Met with Jaime Ridgley, bygonemaryland.com, at Dielmann Inn, Jamie is doing a blog on the Inn.

April 24 Meeting with Johnny Graham, Springdale Prep and Lynn Wheeler, CCPL  
Community Media Center Taping

April 25 Meeting with Johnny Graham about mutual needs and goals, with Town Manager Schaeffer  
Lunch meeting with Johnny Graham about a potential Circuit Rider Candidate

April 26 Attended a zoning appeal hearing for 1001 Green Valley Road  
Filled out a CMC survey for new project  
Visitation at Haight's Funeral Home for Mark's Mother

April 27 Phone conversation with Maryland Planning Secretary Wendy Peters  
Signed checks

April 29 Participated in the Annual Volunteer Beautification Day

April 30 Attended the Brethren Service Center's Closing Ceremony

May 1 Attended FSK Jr. Eagles Baseball Open Ceremony

Ongoing Providing assistance with Deputy Fire Marshall Zach Dell on the Lions Club Park Playground arson case

**Community Deputy:** - Cpl. Tausen – Not in attendance

**West Carroll Recreation: Kevin Cornick**

- The baseball program has doubled in size last year, very encouraging.

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

- Playground fire at Lions Club Park
- YTD 196 EMS
- 94 Calls for Fire/Rescue
- Responded to several structure fires
- A significant accident this past weekend right outside of Town.
- Annual carnival is on June 5-10
- Parade is June 7<sup>th</sup>
- Reminded everyone if you see something, say something

**Town Manager Report:**

**Lagoon Decommissioning**

Condon's will begin the grading work to smooth out the bottom of the lagoons as soon as weather permits. Grace Fielder has begun work on the master plan. She will do an initial presentation at the May Work Session.

**Dielman Inn Lead Paint Abatement**

Work has begun on the additional items. Thus far the shutters have been scraped and painted. The roof painting and the chimney repair are underway.

**Blue Ridge Stormwater Management Retrofit**

The plans for the retrofit have been submitted to the County for final review and approval. There are about 170,000 cubic yards of dirt that will be removed from the site and hauled to the lagoons to be used as fill. To avoid having trucks going through the Blue Ridge development a temporary haul road to the old State road is being proposed.

**Blue Ridge and College Avenues – Design and Engineering RFP**

Survey work has begun.

**Bowersox Drive**

Pipe replacement is complete.

**Lions Park Fire Damage**

The play equipment was damaged by fire last week. The Fire Marshall's office is investigating. The cost to repair the damage is \$8,313.00. A claim has been filed with the insurance company. The Town has a \$500.00 deductible.

**Bulk Trash**

About 2 ½ dumpsters of bulk trash were collected Saturday. This is slightly less than in past collections.

**Inlets Repairs**

There are several storm drain inlets around town that are in need of serious repair. The inlet at Union Bridge Road and Spoerlein as well as the one at Main and Water Streets have collapsed sections. Stambaugh's, Inc. has been engaged to do the repair.

**Clerk/Treasurer – Each of the following balances given as of April 30, 2017**

General Fund balance is - **\$165,144.02**

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

Enterprise Fund balance is - **\$323,253.36**

Enterprise Capital Reserve and 3 R's fund the balance is- **\$702,700.54**

Loan repayment fund the balance is **-\$87,539.77**

Money Market fund the balance is **-\$42,580.95**

Lagoon Remediation fund the balance is - **\$287,058.67**

**Real Property Report**

14 properties For Sale

4 properties in a Foreclosure process

**Water/Sewer**

1<sup>st</sup> Late charges have been assessed.

**Election Information**

May 9<sup>th</sup> – 7:00 a.m. – 8:00 p.m.

**Lehigh Update** – No one in attendance

**Residents Concern:** None

**Old Business:** None

**New Business:**

**Cured-In-Place Sewer Lining Bid Award**

Sewer lining will take place on High and Main Streets. This is the first phase of Streetscape.

**A motion was made by Councilmember Palsgrove and it was 2<sup>nd</sup> by Councilmember Schultz and approved 5-0 to award the bid to Layne Inliner, LLC for \$226,275.00.**

**Sludge Press Design and Engineering Award**

New Windsor requested a proposal from ARRO for the design and engineering of the sludge press at the waste water treatment plant.

**A motion was made by Councilmember Smith and it was 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0 to award ARRO the engineering for \$33,930.43.**

**FY 2018 Program Open Space Funds**

Carroll County has announced the Program Open Space (POS) funding for FY2018. New Windsor is scheduled to receive funding. The Town would receive approximately \$61,000 from POS funding. Asked the Town Council to think of ideas on how we would like to spend the funds.

**Announcements –**

- Town election is Tuesday, May 9 7:00AM-8:00PM in the Community Meeting Room
- Memorial Day service is Sunday, May 28 at 6:00 PM at New Windsor Presbyterian Church
- Firemen's Carnival is June 5-10
- Parade is Wednesday, June 7 at 7:00 PM
- The June Town Council meeting will be Wednesday, June 14

**A Motion was made by Councilmember Palsgrove to adjourn at 8:04 p.m. it was 2<sup>nd</sup> and approved 5-0.**

Respectfully submitted,

Kalena Bartoszak, Secretary