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Minutes – Town Council Meeting June 14, 2017

Present: Mayor Roop, Council Members, 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 6 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 May 3, 2017 minutes. It was 2nd and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Yard waste 1st and 3rd Wednesday of every month
- Repaired tennis court damaged fence
- Repairing pot holes around town
- Prepared ballfields
- Parade preparations
- Mulched at Atlee Ridge tot lot
- Planning Commission did meet in May

Water & Sewer: Councilmember Palsgrove –

- Extensive work going on at the old lagoon site in preparation for final approval from MDE. Councilman Palsgrove asks if the Town will receive anything from MDE agreeing the lagoon project has been finished? Town Manager Schaeffer will have to check on that.
- Water/sewer systems are working like they are designed to.

Public Safety: Councilmember Smith –

- Not in attendance

Economic Development: Councilmember Schultz –

- Carroll County downtown did not meet this month

- They will have a booth at the upcoming MML convention and Councilmember Schultz will be representing New Windsor in the booth for a couple of hours.
- Meeting with the Human Services program tomorrow

Community Enhancement: Councilmember Custen –

- New Windsor Firemen’s parade was very nice
- The MML legislative committee will be meeting at the MML convention

Mayor’s Report:

May 2017 Mayor’s Report
June 14, 2017

May 3	Town Council Meeting
May 4	National Day of Prayer Breakfast
May 8	Met with State Delegation at Springdale Met with Public Library Director, Lynn Wheeler & Staff
May 9	Agreed to Introduce the Session and Instructor, Laura Van Eperen at the MML Summer Conference
May 11	Governor’s Cabinet Meeting at Carroll Community College Governor’s Cabinet Luncheon at Carroll Community College Secretary Holt of Housing & Community Development Meeting at Springdale Signed Checks
May 15	Town Work Session
May 16	Provided Public Library Staff Tour of New Windsor Middle School
May 17	Met with Melissa Archer, Community Legacy Grant
May 18	Attended Springdale Preparatory School’s Open House
May 23	Met with Penguin Random House Personnel
May 25	Signed Checks
May 28	Memorial Day Service
May 29	Lowered and Raised Flags of Memorial Day Attended Union Bridge VFW’s Memorial Day Service
May 30	Met with Frank to Finalize CDBG Application Hand Delivered CDBG Application in Tanham
May 31	Attended MML Carroll/Frederick Joint Dinner
June 8	Submitted Community Legacy Grant on Behalf of Springdale

Community Deputy: - Dan Simmons introduced himself to everyone as the new Deputy Sheriff for the Town of New Windsor.

- 84 calls in May
- 21 Vehicle stops

West Carroll Recreation: Kevin Cornick

- Summer programs in full swing
- There is an issue of adequate gym space so a couple of summer programs may end up being cancelled. Mr. Cornick asks if the Town knows of the status on the New Windsor Middle School? Mayor Roop stated no.

Fire Chief Report: Chief Tom Coe – not present

Jack Coe stated the carnival week went good

There was a working house fire on Saturday and it was under control within 14 minutes.

Town Manager Report:

Lagoon Decommissioning

Condon's has begun to smooth out the bottom of the lagoons. Carroll County is developing a grading plan for filling the lagoons with dirt from the Blue Ridge storm water management pond retrofit.

Sulphur Springs Park Master Plan

Grace Fielder is continuing her work on developing the base mapping for the plan. She will be bring three concepts to the July 17th Work Session for some initial discussion and feedback.

Dielman Inn Lead Paint Abatement

Roof painting is complete. Shutters have been painted and as many as possible have been reinstalled. Two of the chimneys have been repaired. The large chimney still needs to be repaired. Gutters and downspouts need to be repaired and installed. The piers for the roof support post need to be repaired/rebuilt. Work is scheduled to resume next week.

Blue Ridge Storm Water Management Retrofit.

The plans for the retrofit have been submitted to the County for final review and approval. There are about 17,000 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. The County is developing the grading plan for filling the lagoon. The project will be out for bid by the mid to late summer.

Blue Ridge and College Avenues – Design and Engineering RFP

Survey work has been completed. Town staff met with the engineer on June 8th to kick-off the design. Issues related to the entrance on Route 75, parking on College Avenue, water line depth and storm water management were discussed.

Lions Park Fire Damage

The insurance company has paid the \$8,313.00 damage claim. The Town has requested reimbursement through Juvenile Services of the \$500.00 deductible. Repair work is scheduled to begin June 19th

Bulk Trash

6.26 tons of bulk trash were collected and disposed of during the April bulk trash event.

Inlet Repairs

Inlets on Water Street and Spoerlien Drive have been repaired

Sludge Press

The field survey have been ordered for the project

Streetscape

Progress Meeting

Progress meeting was held on June 14th. All SHA agencies, GMB and Town staff were in attendance. The current SHA would have the project going to bid in late 2018 with construction in 2019. However construction funding has not been approved for the project yet. The need for another public information meeting was discussed. A meeting may be scheduled this fall.

Sewer Lining

Layne Inliner has been given Notice To Proceed. Layne is developing their Maintenance of Traffic plan. Once that is approved by the SHA they will begin cleaning and inspecting the lines. Layne hopes to begin work within 3 weeks.

Waterline Design

GMB has had the kick-off meeting for the waterline design. GMB projects 17 months until the project is ready to go to construction.

Lighting

Within the next two months the Town must make a decision on the lighting fixtures. The type of fixture dictates the number and location of fixtures. This in turn effects design of the lighting plan.

Clerk/Treasurer –Each of the following balances given as of May 31, 2017

General Fund balance is - **\$137,338.74**

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

Enterprise Fund balance is - **\$126,074.38**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$586,150.25**

Developer fees the balance is -**\$448,139.26**

Money Market fund the balance is -**\$42,591.76**

Lagoon Remediation fund the balance is - **\$279,912.17**

Real Property Report

14 properties For Sale

9 properties in a Foreclosure process

Water/Sewer

2nd penalties assessed and late notices mailed out. Turn off posting will be distributed on June 14th with a turnoff date of June 20th.

Election

Election results certified and entered into official minutes at 6/14/2017 meeting.

Lehigh Update – No one in attendance

Residents Concern: None

Old Business: None

New Business:

- Doug Howard – Miller – Resources for Entrepreneurs – Stated the organization is an outreach for small business startup. He left brochures to be available for pickup at the Town Office
- Fair Housing and Equal Opportunity (FHEO) Adoption -

Announcements –

- Music on the Main meeting – July 13th – 7:00 p.m.

A Motion was made by Councilmember Palsgrove to adjourn at 8:38 p.m. it was 2nd and approved 4-0.

Respectfully submitted,

Donna Alban, Town Clerk