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Minutes – Town Council Meeting October 4, 2017

Present: Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Kimberlee Schultz, Ed Smith 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 September 6, 2017 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Did some pot hole fixing
- Regular mowing continues
- Did landscaping at Main and Memorial parks
- Problematic manholes have been marked
- Leaf machine ready to begin leaf pickup in November
- Yard waste continues – 1st and 3rd Wednesday through October
- Last bulk trash for the year will occur on October 28, 2017
- Planning Commission did not meet in September

Water & Sewer: Councilmember Palsgrove –

- Sewer lining project has been completed
- Manhole repair price too high – doing a re-bid
- No resolution yet on the SBR tanks – Town Manager will discuss more under his report

Public Safety: Councilmember Smith –

- Sheriff's department has had a rash of vehicles being broken into
- First meeting for the Emergency Management committee met and there will be a big focus on the opioid epidemic

- Met with Sheriff DeWees and State's Attorney office regarding the issues on lower Church Street
- He will continue to monitor the rat problem on lower Church Street as well

Economic Development: Councilmember Schultz –

- Carroll County Downtown met on the September 21st. Each Town has been given \$500.00 to use to promote small business
- Attended the Human Services program meeting
- Facebook page getting a lot of activity

Community Enhancement: Councilmember Custen –

- Thank you to all that made the Music on the Main event on October 7th a huge success would like a discussion on a time for the event before next year.
- At the 1st meeting of Legislative Committee for MML there will be continued focus on improvements to Highway User Revenue
- The New Windsor Heritage Committee is hosting a Veteran's gala on November 11th
- She is attending the MML Fall conference in Rockville on October 12th

Mayor's Report:

- Attended a CDBG grant workshop with Circuit Rider, Mike Reynolds
- A Thank you to Tom Rasmussen from NWSB for closing the drive through at the bank by 11 for the Music on the Main event
- Attended a community meeting hosted by Lehigh to get their presentation on the conveyor operation project
- Attended the Pay as You Throw meeting
- At the November Town Council meeting the Town will have its annual job shadowing with Middle School age children to fulfill part of the Banner City requirements through MML. Both Northwest Middle and Springdale Prep will be sending representatives
- Spoke with Vince Campenella (Lehigh) about the acquisition of property down by the railroad tracks for future Public Works building

Community Deputy: - Dan Simmons not in attendance

West Carroll Recreation: Kevin Cornick –

- Fall sport registration is underway

Fire Chief Report: Chief Tom Coe – No report

Town Manager Report:

Blue Ridge Storm Water Management Retrofit.

The project bid award is scheduled for October 5th. Thomas, Bennett and Hunter are the low bidder at \$429,900.00.

Blue Ridge and College Avenues – Design and Engineering RFP

The project is proceeding to 60% submission in mid-October. There are still significant decisions to be made about storm water management, sewer clean outs and waterline adjustments and improvements. The current project schedule has Notice to Proceed in January 2018. This will require quick resolution of off all issues and decisions. The grant requires that 5% of the funding be spent by February 10th. It may be necessary for the Town to pre-purchase some of the hard cost items to meet this spending requirement.

Attached is an update on the DHCD grant process.

Sludge Press

The engineers are working out a specific technical issue related to the sludge pump. Once that is resolved the project engineering should move to the final quickly How to best fund the construction will be a topic for discussion at the November Work Session.

Atlee Ridge POS Project

Project application has been submitted to Department of Natural Resources. It is a 2 to 3 month process to obtain DNR project approval.

Maple Avenue Sidewalks

Precision Concrete is scheduled for October 9th at 10:00AM to do the sidewalk repair. The work is expected to take about two hours.

Streetscape

Progress Meeting

Town representatives met with the SHA September 15th. SHA is undertaking a Purpose and Need Assessment of the project. A great deal of time was spent discussing the traffic circle, how it came to be incorporated in the plans. The SHA also provided pictures of various Town storm drain pipes which are in poor condition or clogged with debris.

Sewer Lining

A specification is being developed for the additional manhole rehab work.

Waterline Design

GMB has submitted 30% drawings for Town review.

Lighting

Met with SHA to discuss the lighting plan on September 15th. SHA is working on a preliminary lighting layout based on the fixture that was selected. SHA indicated they will only participate in the basic fixture cost and not the additional features such as the cage, outlet and banner arms. Once the lighting layout is completed a new cost estimate will be developed.

Clerk/Treasurer –

Each of the following balances given as of September 30, 2017

General Fund balance is - **\$188,637.80**

General Fund Capital Budget Account is - **\$47,277.78**

Enterprise Fund balance is - **\$195,795.60**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$459,161.03**

Developer fees the balance is -**\$479,547.48**

Money Market fund the balance is -**\$42,634.43**

Lagoon Remediation fund the balance is - **\$214,877.41**

Real Property Report

17 properties For Sale

11 properties in a Foreclosure process

Water/Sewer

Quarterly bills were mailed out on Friday, Sept. 29th

FY17 audit being presented tonight.

Lehigh Update – No one in attendance

Residents Concern: Richard Thomasson – Church St - Following up regarding items his wife Amy had presented at the September 2017 Town Council meeting. One of them will continue to come to the monthly meetings. He thanked the Town Manager for putting the Town speeding sign on their street and would like to see a copy of the report. The property neglect on lower portion of Church St continues to be a problem for them; especially since the property owner has begun to clean up they are now experiencing a rat problem. Councilmember Smith spoke with

someone from the Health Department and they met with him at the property. The Health Department will offer no assistance. Mayor and Town Council will continue to explore options.

Old Business:

New Business:

- **FY17 audit** –A presentation by William Seymour partner of S B & Company, LLC to the Mayor and Town Council. **A Motion by Introduce the FY17 audit by Councilmember Smith, 2nd by Councilmember Palsgrove and approved 5-0.**
- **SHA Tiger Grant** –Approval given to Mayor Roop by the Town Council for him to sign the paperwork

Announcements –

New Windsor Heritage Veterans recognition – November 11

New Windsor Lion’s Club blood drive – November 9 – 2pm – 7:30pm

A Motion was made by Councilmember Smith to adjourn at 8:05 p.m. it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk