



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 December 6, 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 10 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 November 1, 2017 minutes. It was 2<sup>nd</sup> and approved 4-0.

### **Council Reports –**

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

- Planning Commission did not meet in November
- Thank You to the Public Works crew for decorating the Town
- Leaf pickup has been extended through December 14<sup>th</sup>
- Water meters will be read December 27<sup>th</sup> – 29<sup>th</sup>
- Summer equipment has been winterized
- Winter equipment ready to go

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

- Town Manager has several w/s items under his report

#### **Public Safety: Councilmember Smith – Not in attendance**

#### **Economic Development: Councilmember Schultz –**

- The Small Business event held on November 25<sup>th</sup> was very successful
- Attended the Human Services program meeting
- The New Windsor Heritage Museum will be giving away New Windsor themed Christmas ornaments at the gift shop

#### **Community Enhancement: Councilmember Custen –**

- Thank you to all that participated in the Tree Lighting ceremony tonight, especially to Lisa Macurek for organizing the students for providing music

- Thank you to the Heritage Museum for holding the Veteran's event, it was very successful
- Will be attending the opening session of the MML Legislative Committee in January and will report back with items discussed

**Mayor's Report:**

- Met with Sheriff DeWees and Mayor Jones from Union Bridge about the Community Deputy program. The Town sent a letter to the Sheriff's department and will send one to the Carroll County Commissioners also to ask to be released from our agreement involving payment of a full time deputy. The 2 Towns will be sharing Master Dep. Colussy 20 hours @. No payment.
- There are several pictures now posted on the Town's Facebook page regarding recent events that occurred in the Town
- Six to Fix - working with Jessica Phelps on this program, the Town will be getting a grant intern – Heather Arnold to handle this.

**Community Deputy:** - Brian Colussy

- Reminder that if the Snow Emergency Plan is in effect, remove vehicles from the streets
- Please phone 911 to report concerns or emergencies, do not put on Facebook
- 106 Service calls handled in the month of November bringing the YTD to 808
- 39 Traffic stops
- The recent truck enforcement resulted in 17 trucks being stopped and 2 put out of service for violations

**West Carroll Recreation: Kevin Cornick –**

- No one in attendance

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

- 22 Fire and Rescue calls in November – YTD 272
- 55 EMS calls in November – YTD 539
- Hydrant markers have been installed for better visibility during snow events
- Santa will be visiting communities, check the website for dates and times

**Town Manager Report:**

**Blue Ridge Storm Water Management Retrofit.**

Thomas, Bennett and Hunter have begun work on the pond. The first of the dirt has been hauled to the lagoon. This project will be paid for by Carroll County out of the Storm Water Management Mitigation fund. The Town contributes \$16,000 per year to this fund. All municipalities in the County contribute, and in composite, contribute about approximately 15% of the total funds; the County contributes 85%. This storm water management pond project is expected to cost \$429,900.00.

County staff, Maryland-Midland representatives and Town staff met to discuss the possibility of hauling excess dirt from another storm water management project in Westminster to New Windsor by rail. If it is feasible there would be enough dirt to finish filling the lagoon.

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

The changes to the bump outs which the Council requested were sent to the engineer. The changes will cause conflicts with ADA sidewalk compliance and storm water management. The elimination of the bump-out at College and Route 75 will be a significant redesign and require easements to be required. It may be possible to redesign but not totally eliminate the one at Blue Ridge and College.

Scott Satchell of DHCD and Town staff met to discuss the project schedule and the timing issues. Scott is checking to see what the options are in terms of a time extension on the bid schedule and the initial expenditure of 5% of the funds.

**Sludge Press**

The 60% submission has been received.

**Atlee Ridge POS Project**

Project is tentatively scheduled for the December 20<sup>th</sup> for Board of Public Works approval.

**Wastewater Treatment Plant Repair**

The agreements with CST and Mid-Atlantic have been signed and forwarded to them. No information has been received as to when the production of the panels may be scheduled.

**Rate Study**

MCET has been notified of the award. MCET has provided a list of information that is required to begin the study.

**Meeting Dates**

Please review your calendars for February 17<sup>th</sup> and March 17<sup>th</sup> for possible additional Saturday Work Session meetings.

**Streetscape**

**Sewer Lining**

The lining work is complete. Bids are being requested for the replacement of six to eight manholes rings and covers. This work will be combined with the repair of about 25 manholes around Town that project above the road surface. These manholes have been damaged by snow plows and also cause damage to the snow plows.

**Waterline Design**

The 30 % drawings have been submitted to SHA for review. The additional cost to the project due to the traffic circle is estimated to be \$855,000.00.

**Lighting**

A meeting has been requested with SHA to review the lighting layout and estimate.

**Clerk/Treasurer –**

**Each of the following balances given as of November 30, 2017**

General Fund the balance is - **\$241,675.58**

General Fund Capital Budget the balance is - **\$91,629.88**

Enterprise Fund balance is - **\$290,519.06**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,327.38**

Developer fees the balance is -**\$479,707.78**

Money Market Fund the balance is -**\$42,655.81**

Lagoon Remediation Fund the balance is - **\$213,077.41**

**Real Property Report**

There are 11 properties For Sale

There are 8 properties in a Foreclosure process

**Water/Sewer**

2<sup>nd</sup> late charge was assessed on November 27 and 73 late notices or monthly reminders were processed and mailed.

**Lehigh Update** – No one in attendance

**Residents Concern:** None

**Old Business:** **Lisa Macurek**

- Students are continuing with the archaeological dig at Dielman Inn, as a result of past artifact findings, she presented the Town with a mosaic artwork to be displayed at Town Hall.

**New Business:**

- **Fair Trash Reduction – FuTuRe – Public Engagement**

Information provided by Kristen Brown of Waste Zero for review by the Mayor and Town Council.

New Windsor in cooperation with Carroll County is evaluating participating in pilot of a trash reduction program known as FuTuRe. At its core is an effort to encourage residents to reduce the amount of trash they generate through several steps, including increasing various forms of recycling, waste diversion, as well as paying for the amount of trash they throw away.

The County Commissioners have authorized a Public Engagement process to inform the residents of the program and gauge the receptiveness to the program and going forward with a pilot. The Public Engagement process will be coordinated by Kristen Brown of Waste Zero. The first step in the process is the creation of Advisory Committee of 6 to 12 people. The committee would include two Council members, a trash hauler, an individual with an environmental background, a financial background, a large family, a single person, a retired person and a marketing person.

The Public Engagement Process is outlined as follows:

- **Step One: Advisory Committee (December)**
- **Step Two: Public Meetings and Outreach (Mid Dec (if ready) or Early January)**
- **Step Three: Gather Resident Feedback (Mid -January)**
- **Step Four: New Windsor Council Approval (early- February)**
- **Step Five: County Approval for Pilot (late February / early March)**
- **Step Six: Begin Pilot (April)**
- **Step Seven: Evaluate Pilot Results (November)**

**Announcements –**

**A Motion was made by Councilmember Palsgrove to adjourn to Closed Session for Provisions Article Section 3-305(b) (4) – business retention at 7:47 p.m. it was 2<sup>nd</sup> and approved 4-0.**

**A Motion by Councilmember Hoffman at 8:08 p.m. to adjourn the regular Town Council meeting, 2<sup>nd</sup> by Councilmember Custen and approved 4-0.**

Respectfully submitted,  
Donna Alban, Town Clerk