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TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
Council Work Session Minutes
January 16, 2018

Present: Mayor Roop, Councilmembers – Sandee Custen, Ed Palsgrove, Ed Smith, Kimberlee Schultz and Dave Hoffman. Also present, Town Manager, Frank Schaeffer, Water/Sewer – Jack Coe and Town Clerk, Donna Alban.

Call to Order: Regular Work Session– Call to order at 7:00 P.M. by Mayor Roop.

Approval of November 20, 2017 minutes: A Motion by Councilmember Smith to approve the November minutes, it was 2nd and passed 5-0.

Agenda Items:

FuTuRe Committee –

- Members will be – Hughes Trash Removal, Councilmember Ed Palsgrove, Councilmember Sandee Custen, Steve Aquino, Dale Lowman, Frank Vleck and Lesa Craft

FY2018 Budget – Transfer of Funds – Options

- \$10,000.00 Reserve for Community Deputy overtime, outreach programs, supplies
- \$45,000.00 Public Works
- Dump Truck New \$85,000.00 to \$90,000.00
Used \$65,000.00 to \$70,000.00
- \$10,000.00 3R Fund for General Fund
- Reduction of tax rates. \$0.01= about \$13,000.00 in revenue, \$25.00 on average tax bill.
- Recycling Bins About \$65.00 each. 600=\$39,000.00
- Renovations of Town Hall
- Improvements to ballfields

FY2019 budget schedule –

February 7, 2018	Town Council – General Budget Discussion
February 20, 2018	Work Session – Revenue/Expense Projections
March 7, 2018	Town Council - Budget Discussion/Direction
March 19, 2018	Work Session – Draft Budget
April 4, 2018	Town Council – Introduce Budget
April 16, 2018	Work Session – Budget Review
April 22, 2018	Notice of Public Hearing
May 2, 2018	Town Council - Budget Discussion
May 21, 2018	Work Session - Budget Hearing and Adoption of Budget
May 25, 2018	Notify County Comptroller of Tax Rate

Town Manager:

WWTP Tank Repair – Panels are scheduled for production the end of February. Installation will begin around the first of April.

Streetscape Lighting- Meeting rescheduled to this Friday 1/19.

New Windsor Heights Water Meters.

There were 6 units that experienced a freeze-up during the recent cold spell. All of the meter vaults were inspected to see what may be contributing to issue. Most vaults met or within range of the minimum requirements for depth. Many of the vaults had a gap between the vault and the ring which holds the lid. Some of lids were found to have defect which prevented the lids from seating properly. All of the freeze ups were on the shady side of the street.

Speaking with other jurisdictions freezing in shady areas is common. There are commercial devices to work to prevent freezing. Other methods include putting insulation batts and bubble wrap in the vaults.

Also installation requirements and an inspection requirement have been developed to address the installation issues seen during the inspection.

Mayor- None

Council Items: None

A Motion to adjourn the Work session was made at 8:15 p.m. by Councilmember Hoffman; it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer