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Minutes – Town Council August 1, 2018

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith and Kimberlee Schultz. Councilmember Sandee Custen was not in attendance. Also present was Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr.

Call to Order: The regular Town Council meeting was called to order by Mayor Roop 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 July 18, 2018 minutes. It was 2nd and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works dept. continuing to mow grass and perform weed trimming
- Repairs to some equipment
- Downed trees on the Atlee Ridge walking path
- Road Patching
- Planning Commission met and approved the site plan modifications for Hartzler Funeral Home Crematory.

Water & Sewer: Councilmember Palsgrove –

- Continued infrastructure issues with 3 major water main leaks in the last 3 weeks. A special Thank You to Jack Coe and Mayor Roop for their service above and beyond on the 1st break
- The water/sewer rate resolution that was passed in May, in reviewing there needs to be some clarification between the fiscal years and the rate structure. Town Manager and Town Attorney will review and have more information at a future meeting

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report

- Vandalism is up in the County, keep doors locked
- Speeding complaints are being addressed by the Deputy
- Mayor Roop e mail other Towns to get input on how they handle pass through traffic on side streets

Economic Development: Councilmember Schultz –

- Met with Carroll County Downtown – will be doing Small Business Saturday again this year, the Public Service announcements filming for each local municipality will be completed this week
- Mayor Roop and I managed the Town Facebook page – If you have a problem, call Town Hall don't post it on Facebook

Community Enhancement: Councilmember Custen – not in attendance

Veteran's Banner Project: Anitra Colbert from Taneytown spoke about the Taneytown project and had a sample of the banner with her. Mayor Roop will be heading this project for the Town of New Windsor. All the Town Council is in support of moving forward with it.

Mayor's Report:

WATER & SEWER: Phone conversation with Congressman Andy Harris seeking financial assistance with our USDA loan for the two sewer pump stations. Congressman Harris is going to contact USDA and see if there is anything that can be done to help with our loan. This was a follow-up from a letter and chronology I sent his staff on June 26, 2018.

Contacted Delegate Haven Shoemaker about financial assistance for our water loans with MDE in the next General Assembly Session.

Assisted on the 100 block of Church Street Water Main Leak and 400 block of Church Street water leak.

DIELMAN INN: Phone conversation with Dennis Murphy, a real estate broker in Annapolis about finding interested parties to renovate Dielman Inn.

Provided tour with Chuck, owner of Bourbon Bar & Grill in Hanover. He is very interested in pursuing possibilities at Dielman Inn.

FOOD DESERT DESIGNATION: Started the application process for Food Desert Designation through the Maryland Department of Housing & Community Development. Resolution needed at August work session.

IMPACT STUDY: Conversation with Michael Siers, Interim Director of Research at Towson University about doing an Impact Study for the Indoor Track Facility at 1100 Green Valley Road

PALS: Partnership for Action Learning in Sustainability, conversation with Kimberly Fisher, PALS Program Manager, National Center for Smart Growth at the University of Maryland.

Prioritized four projects for PALS to help the Town create a more sustainable future.

MILITARY BANNERS: Solicited prices from several vendors. \$100 will cover the banner and hardware. Forms will be available at Town Hall.

MUSIC ON THE MAIN: Secured a new person for the sound system as Steve Brandenburg moved to the Eastern Shore. Attended the July Music on the Main Planning meeting.

TOWN MANAGER: Multiple meetings, phone calls and emails regarding Streetscape, water leaks, College & Blue Ridge Avenue project, water line replacement, former fire hall, resident's complaints

MEETINGS: Town Council/work session, Music on the Main, Carroll Cable Regulatory Commission, Town Manager, Tawes Crab & Clam Bake.

STREETSCAPE: Multiple communications with SHA Administrator Greg Slater & Mark Crampton, MDOT Assistant Secretary of Operations and Delegate Shoemaker about funding for their responsibilities.

PUBLIC SAFETY: Multiple conversations with Master Deputy Colussy regarding property owner issues, National Night Out, street closure, etc.

NATIONAL NIGHT OUT: Arranged for Lions Club to increase refreshments due to anticipated increase in attendance.

NEW WINDSOR ELECROLETTER: Contacted Josh Kohn at Kohn Creative about an alert system similar to what Lehigh Cement Company uses. Text messages are \$.05 and emails are \$.01 per person per alert. I will demonstrate at the August work session.

Community Deputy: - Brian Colussy –

- National Night Out event on August 7 – 6:30 – 8:30 p.m. at the carnival grounds.
- 43 calls for July 2018

West Carroll Recreation: Kevin Cornick – not in attendance

Fire Chief Report: Chief Tom Coe – not in attendance

Town Manager Report:

Wastewater Treatment Plant Repair

SBR Tank #2 has been completed. Mid-Atlantic Storage Systems started replaced 10 panels and Advanced Rehabilitation Technology (Spectra-Shield Liner System) coated the tank. SBR #2 was brought back on-line Wednesday July 25th. Coating will provide a 10- year warranty on anything coated.

Streetscape

GMB working on 60% water line plans. Jack & I have completed our review of the plans and a walk through is scheduled with GMB Friday August 3rd at 9:00am to discuss location meter vaults and other issues. Look into MD Infrastructure Program to fund the water line. Reach out to Charlie Day after walk through. Request an updated project schedule form GMB.

Blue Ridge & College Ave.

The original water line and sewer clean out project has merged with the additional water line replacement and water service lateral replacement. Weather has hindered production somewhat and the long-range forecast is much of the same, rain & thunderstorms. MAU has completed the water line bypass and is working on installation of sewer clean outs on both Blue Ridge & College Ave.

We should be receiving approval from County SWM and SHA very soon. ARRO is working on finalizing spec/contract documents so we can get the project out to bid ASAP. ARRO was contracted for Engineering & Design only and as part of the contract we will get 3 copies of finalized plans, specs, and digital copies. We have to consider the Bidding Phase and Construction Management Phase of the project. ARRO's original proposal has cost for these phases. Bidding = \$4,575 and CM = \$41,582. See paperwork for description of services provided in Bidding Phase.

Snader's Summit

GMB and Town submitted comments to design engineer (CLSI) on 6/28/18. Engineer is working through agency comments and all approvals are expected soon. Have not heard any updates on approval status. Michelle and I met on 7/25 and reviewed the first draft of the Public Works Agreement. We are working to pull together information and get the document to a point where we can send to Paul Mueller for his review. Ultimately Mayor and Council will have to review and approve.

Public Works

Radio Communication Equipment – I mentioned at last meeting Public Works staff requested consideration to purchase hand held radios. Cost is estimated at \$2,500 each and we would need 4-5 radios. Councilman Palsgrove informed me that the Brethren Center has 4 or 5 hand held radios they are not using and are willing to donate to Town. Need to set up a repeater for signal coverage. Plan is to mount on Water Tank which should provide good coverage.

New Meter Reading Equipment – Our hand-held meter reading unit has outdated software that is no longer supported by LB Water. We need to update the handheld unit and wand reading unit in near future. LB Water offers a loyalty/trade in program. If we upgrade this calendar year cost quote is \$7,969.10 which includes handheld unit, command link, wand and wand extension. This is \$364 higher than last month because of adding the wand extension. If we wait until next year cost for just the handheld unit will be approximately \$7,500. I believe it is in our best interest to take advantage of trade in program, save some money and order by the end of the year.

Clerk/Treasurer –Each of the following balances given as of July 31, 2018

General Fund balance is - **\$86,575.91**

General Fund Capital Budget Account is - **\$140,448.73**

Enterprise Fund balance is - **\$360,256.91**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$378,831.40**

Developer fees the balance is -**\$729,256.74**

Money Market fund the balance is -**\$37,513.19**

Lagoon Remediation fund the balance is - **\$199,171.65**

Real Property Report

15 properties For Sale

8 properties in a Foreclosure process

Water/Sewer

1st late charge will be assessed on w/s billing on 8/7/2018

Annual Audit

I have started on the preliminary audit work. Auditor will start field work 2nd week in September.

Lehigh Update – No One in attendance

Residents' Concerns:

Scott Ingraham – Owner of a 2 unit rental property at 112 Main St. at corner of Geer Lane. Scott submitted a complaint letter and photographs of 3 rental properties owned by Dean Pennington. The property locations are 110, 115 & 117 Main St. Town Council appreciates him bringing issues to their attention. They will be discussed and addressed.

Old Business:

- ❖ **201 Main St Park** – Last month Council approved Chris Batten, Landscape Architect to prepare concept design for the Park for \$1,950. Chris is requesting a topographic survey be done for the Park property. CLSI did not do a topo survey when they prepared the exhibit. They did submit a price upon my request \$1,450. I want to get at least one other price from DRS & Assoc. and sent an email with information to DRS requesting a proposal.
- ❖ **209 High Street – L1 building purchase** - Last month the Council directed me to contact Steve Lorentz, Caprica, LLC, the owner of 209 High St. Donna & I met with Steve last Thursday 7/26. He requested a formal letter of interest from the Town. Letter of interest dated 7/27 emailed to Steve. Steve sent response letter dated 7/27. You have copies of both letters, information and documents. Details will be discussed in closed session
- ❖ **FuTuRe Pilot Study** - Last month approved 4-1 to move forward with pilot study.

- ❖ Donna, Kalena & I have had 3 conference calls and spent several hours with WasteZero and County discussing what is needed from Town, County & WasteZero to get the pilot up and running by September 1st.
- ❖ Draft Agreement from County. You have a copy. Needs to be discussed and comments sent back. Michelle has reviewed and had a few comments which I will cover in Michelle's absence. The Agreement is very basic. Dusty Hilbert with Carroll County Solid Waste is here to answer questions.

New Business:

- **FY19 Town/County Agreement – Receiving \$61,852.00 this year. A Motion by Councilmember Hoffman, 2nd by Councilmember Palsgrove to accept the FY19 agreement. It was approved 4-0.**
- **Water and Sewer Chronology Presentation – Mayor Roop**
- **Snader's Summit - Draft PWA is in process will be presented at the September meeting.**
- **Rental Housing Section & Rental Housing Application – Town Manager stated that this would be a section that would be added to the Town Code. Town Attorney is preparing a draft copy for presentation at the September meeting.**

Motion to enter into Closed Session – General Provisions Art. §3-305(3)“To consider the acquisition of real property for a public purpose and matters directly related thereto” A Motion by Councilmember Smith at 9:21 p.m., 2nd by Councilmember Schultz and approved 4-0.

Motion to adjourn: A Motion by Councilmember Schultz to adjourn the Meeting at 9:40 2nd by Councilmember Hoffman and approved 4-0.

Respectfully submitted,
Donna Alban, Town Clerk