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Minutes – Town Council September 5, 2018

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith and Kimberlee Schultz and Sandee Custen. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr. There were 26 other attendees.

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 August 1, 2018 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works dept. continuing to mow grass and perform weed trimming
- A special Thank You to part time PW employee, Dave Valentine for putting in extra hours during the short staff time
- Citizen complained about water pooling in front of their property, Public Works found a blockage in the storm drain, Fogle's came in and used the jet vac to clear all obstructions found.
- Planning Commission did not meet in August.

Water & Sewer: Councilmember Palsgrove –

- Defer to Town Manager for updates

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report

Economic Development: Councilmember Schultz –

- Carroll County Downtown or Human Services did not meet.

Community Enhancement: Councilmember Custen – Will bring up new projects for consideration at a later meeting

Mayor's Report:

Phone conversation with Michael Siers, Towson University about an Impact Study on an Indoor Track Facility

Phone conversation with Congressman Any Harris seeking financial assistance on our USDA loan

2 Meetings with Town Manager Dye

Town Council Meeting & Work Session

Streetscape Walk-Through meeting

Meeting with Master Deputy Colussy for National Night Out and attended National Night Out

Meeting with County Staff on the FuTuRe program

Dielman Inn tour with potential investors, county and state staff

Sign Checks - twice

Interview for Carroll Magazine

Music on the Main meeting

CDBG Grant Management Work Shop

Phone conversation with Susan Krebs

Mayor's dinner meeting

Finalizing Veteran's Banner Project

Finalizing 175th Anniversary Planning Committee

Numerous phone calls and emails

Community Deputy: - Brian Colussy –

- 42 calls for August 2018
- Continuing to stop and ticket violators for speeding

West Carroll Recreation: Kevin Cornick –

Fire Chief Report: Chief Tom Coe –

- 24 Fire Calls – YTD 245
- 45 EMS Calls – YTD 450
- Offering a prescription drug drop off program at the Fire Dept. – check their website
- Tickets still available for the September crab feed

Town Manager Report:

MD 31 High St. Water Main & Streetscape

GMB working on 95% water line plans. Jack & I along with Dave & Brice did walk through is on August 3rd. Emailed Charlie Day with MD Dept. of Housing & Community Development on 8/10/18 in reference to Local Government Infrastructure Financing Program. Charlie to return to Town Hall in September to meet with Donna & I to go over information needed for application. GMB cannot finalize construction schedule until SHA confirms data files are latest/greatest. I sent email to Lindsey Bobian, Mark Crampton, Greg Slater, GMB about lack of response from SHA. Lindsey taken off project and replaced with new PM's, so hopefully SHA will be more responsive.

Blue Ridge & College Ave.

Water Line & Sewer Clean Out part of the project. MAU has finished work on College Ave. and started on Blue Ridge this week.

We received approval from County SWM and SHA. Issued NTP to ARRO for Bidding and CMI Phases of the project. ARRO finalized specs and contract documents and delivered 10 sets of plans and contract documents to Town for Bid. The following schedule of dates has been set.

9/09/18 Ad to post in Baltimore Sun, eMD Marketplace and MML website

9/28/18 Pre-bid kick off & field visit

10/19/18 Cut off for Q&A

10/26/18 Bid Opening

11/07/18 Town Council to Award Bid

11/8 or 11/9 Notice to Proceed

Project must be complete per grant 8/31/19.

Snader's Summit

Town approval issued 8/17/18. Mylar distribution expected soon. PWA draft for review by Council. Discussion at the September 17th Work Session

209 High Street L-1 Building Purchase

Michelle contacted Dean Pennington about access easement and he is ok with signing an agreement/easement. Michelle called Danny Shugars about the easement and he said he is not interested in working with Town. Town never did anything for him, etc. I called Mr. Shugars and followed up with email couple of days later after no response. Mr. Shugars called and we talked on 8/27/18. There are 6 rental units in Mr. Shugars building and 2 off-street parking spaces are required according to code. Residents are not using rear of property for parking now but will be able to once the basement walk through is complete. Told Mr. Shugars I would check into parking requirements to see if it's possible to relax the required number of spaces. See Chapter 215-7 Off-street parking from Town Code specifically A (11) and (12). If 12 spaces are required that does not leave room to allow access to rear of 209. We need 20-25' or 2-3 spaces.

Replacement of 6" valve on High St. at intersection with Church

MAU started today. Resident and business notices handed out this past Friday 8/31. Water was planned to be shut down for 4 hours on Thursday 9/6/18, however, upon excavation it was discovered the valve was not opening completely which was causing it to leak. MAU was able to close the valve and stop the leaking. It was decided not to replace the valve at this time. This saved us approximately \$12,000 now and hopefully the valve will not leak and can be replaced as part of the High St. MD31 Water Main Replacement project.

Public Works Maintenance Worker Position

Made an offer to Alan Tobery and he accepted. He will start on Wednesday 9/19/18. Alan comes to us from Frederick County Parks & Recreation and should be a welcomed asset to the Town. This is to fill Larry Bennett's position.

Lambert Ave. 4 Lot Subdivision

Project is called Highbrow and Developer is Ricky Stem. Had a pre-submittal meeting with County, RTF and Mr. Stem on 8/28/18. Concept Plan will be mailed out to the Planning Commission before the Planning Commission meeting on 9/24/18 with discussion at that meeting.

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

General Fund balance is - **\$219,292.19**

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

Enterprise Fund balance is - **\$326,333.47**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$378,895.75**

Developer fees the balance is -**\$729,680.61**

Money Market fund the balance is -**\$37,522.75**

Lagoon Remediation fund the balance is - **\$199,817.41**

Real Property Report

12 properties For Sale

7 properties in a Foreclosure process

FY18 audit fieldwork will begin on 9/10/18 with new audit firm Zelenkofske Axelrod.

Town/County agreement monies were paid to the Town on 8/31/18 in the amount of \$61,852.00

Lehigh Update – No One in attendance

Residents' Concerns: None

Old Business:

FuTuRe

- ❖ Latest update on FuTuRe.
- ❖ On July 11, 2018 at the Town Council/Work Session meeting Council voted 4-1 to proceed with Pilot Study.
- ❖ History on the MOU/Agreement between County and Town. I stated from the beginning of my involvement with the Pilot Program that a MOU or Agreement between the County and Town is of the utmost importance. There have been at least 3 versions of the MOU and the Town and County were working through some issues/details that needed resolution before we began the program. See following timeline for the MOU:
 - Original Draft dated 7/13/18 without termination clause.
 - Revised Draft dated 7/27/18 added termination clause (60 days).
 - Discussed at 8/1/18 Town Council Mtg. Town requested some changes. 30-day termination clause and Town to receive all or some of the bag sale revenues.
 - 8/14/18 Neal and I met with Scott and Dusty at Town Hall at County's request. Discussion was much the same as the 8/1/18 discussion. Scott & Dusty left it that they would discuss with Jeff, Roberta and Commissioners.
 - 8/27/18 Phone call from Dusty. Jeff, Roberta and Scott discussed with couple Commissioners and they decided to suspend the Pilot Program due to Town wanting revenue and rising cost and uncertainty with global recycling market. This had to go before BCC's for a vote.
 - 8/30/17 Open Session BCC. Jeff, Scott and Dusty presented suspending NW Pilot Program. BCC wanted to hear from Mayor & Council.
 - 9/4/18 Dusty emailed latest version of MOU with 2 changes. County to provide \$1,500 additional funding to NW to offset admin. and enforcement cost. Termination Clause removed all together. A copy of the latest MOU is in your books.
 - Jeff Castonguay, Director of Public Works, Scott Moser, Deputy Director of Public Works and Dusty Hilbert, Bureau Chief of Solid Waste for Carroll County are here tonight.

201 Main St. Park.

- ❖ Chris Batten was awarded Concept Design contract and requested a topographic study to do his design. Requests for proposals were requested from 4 local Surveyors and 3 have provided prices.
- ❖ CLSI - \$1,450.00
- ❖ Podolak & Assoc. – \$2,000 approximately.
- ❖ RTF - \$2,750.00
- ❖ DRS & Assoc. – No response after several attempts.
- ❖ Recommend we move forward and award to CLSI for \$1,450.00.

There was a Motion by Councilmember Schultz to accept the proposal from CLSI for \$1,450.00, 2nd by Councilmember Custen and approved 5-0.

209 High St. L-1 Building Purchase

Refer to Town Manager's Report.

Snader's Summit PWA

- ❖ PWA Draft sent via email yesterday and you have a copy in your folders.

Water & Sewer Rates Resolution # 05-21-18 Revision

- ❖ Michelle and I met with Frank 8/28/18 to get clarification on the proposed water & sewer rate increase. Each fiscal year beginning July 1st. the sewer base rate will increase \$10.00 and the water base rate will increase \$2.00. The water & sewer base rates are quarterly and are assessed 4 times each fiscal year. The yearly increase in water and sewer base charges will be \$8.00 and \$40.00 respectfully for a total of \$48.00 before any water is used. Michelle has a revised resolution that corrects the dates for each fiscal year Base Unit Charge, Usage Rate and Connection Fee for both Water and Sewer. **A Motion by Councilmember Palsgrove to accept the amended Resolution #05-21-08, 2nd by Councilmember Hoffman and approved 4-1 with Councilmember Custen voting nay.**

New Business:

Rental Housing Section & Rental Housing Application – Addition to Town Code. Michelle provided draft Ordinance which was sent via email and you all have copies in your folders. Please read over the information and be prepared to discuss at the September Work Session meeting on September 17th.

Re-appointment of Bill Schneeman to Planning Commission.

Bill's term expired July 2018. – A Motion by Councilmember Hoffman to reappoint Mr. Schneeman to the Planning Commission for a 5 year term, 2nd by Councilmember Palsgrove and approved 5-0.

Motion to adjourn: A Motion by Councilmember Palsgrove to adjourn the Meeting at 8:45 2nd by Councilmember Schultz and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk