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## **Minutes – Town Council October 3, 2018**

**Present:** Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr. There were 15 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 September 5, 2018 minutes. It was 2<sup>nd</sup> and approved 4-0.

**Introduction of New Town Employee:** Town Manager Dye introduced Alan Tobery as the new Public Works employee.

### **Council Reports –**

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

- Thank you to Town Manager Dye for assistance in removal of tree at Memorial Park
- Thank you to Councilmember Palsgrove for assistance in the light at the Tennis Court
- Pot hole repairs – Thank you to Deputy Colussy for his assistance in traffic control
- October 27<sup>th</sup> is bulk trash pickup – Geer Lane – 8 – noon – will not accept electronics this year
- Yard Waste ends November 7<sup>th</sup>
- Planning Commission did meet last month and the preliminary plan for the 4 home development on Lambert Avenue known as “Highbrow” was approved as submitted

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

- Mid-Atlantic Utilities have completed their work on the College/Blue Ridge Ave project

#### **Public Safety: Councilmember Smith –**

- Defer to Deputy Colussy for his report

- Health Department has issued a statement of the increase in overdoses, if you see something , say something

**Economic Development: Councilmember Schultz –**

- Carroll County Economic Development did meet and the video featuring each municipality has been delayed due to staff issues at the Carroll Media Center
- MDE Keep America Beautiful grant is available every October and Nancy McCormick from Taneytown is going to forward information that the Town may be able to use next year for parks, etc.
- Carroll County Small Business passport program will be done again this year
- Music on the Main – October 6<sup>th</sup> – 1:00 – 7:00 p.m. Lots of vendors, great music

**Community Enhancement: Councilmember Custen – Not in attendance**

**Mayor’s Report:**

Several meetings with Town Manager Dye

Town Council Meeting

Lunch with Kent Martin and Vince Campanella about updates at Lehigh

Phone conversation with Airbnb about being a vendor at Music on the Main

Finalized Military Banners application

Town Work Session

Grant Station Webinar

MML Chapter Dinner

Traffic Meeting at Town Hall

College Avenue and Blue Ridge Avenue Pre-Bid meeting

Lehigh Community Council Dinner

Correspondence with the Virginia and Maryland Film Offices regarding Julia Roberts

Responded to the County Commissioners Open Meeting about FuTuRe

Discussion with Towson University doing an impact study for the town

Dealt with a complaint regarding a council member’s Facebook posts

Finalizing details for Music on the Main

Interview for Carroll Magazine

175<sup>th</sup> Birthday Planning Committee Meeting

Coordinating with others for a Prescription Drug Affordability Public Forum on 11/11/18

Lions Club Baseball Field scheduling issues

Assist with the FSK Homecoming Parade

**Community Deputy: - Brian Colussy –**

- 106 calls for service from the Sheriff’s Dept. in September 2018
- Continuing to stop and ticket violators for speeding – 63 of the 106 calls
- Mayor Roop Thanked Deputy Colussy for all he is doing to make New Windsor residents safe
- A thank you for a resident from the 100 block of Main Street for all the Sheriff’s Dept. is doing for that area
- A thank you from a resident in Atlee Ridge for his prompt handling of the school bus issue
- Resident asked about enforcement of the snow emergency routes plan- Deputy Colussy responded that if residents do remove their vehicles from the plowing area, it cuts down on the number of hours the PW department plows and makes everything safer

**West Carroll Recreation: Kevin Cornick – Not in attendance**

**Fire Chief Report: Chief Tom Coe – Not in attendance**

**Town Manager Report:**

**MD 31 High St. Water Main & Streetscape**

GMB is working on 65% plans. A revised schedule was submitted on 9/21/18. If all goes well, as planned, 65% plan submittal beginning of December 2018, Final Design (100%) by June/July of 2019 and award contract and NTP November 1, 2019. Updated cost estimates will be provided at 65% and Final Plans submittal.

**Blue Ridge & College Ave.**

Water Line & Sewer clean out phase of the project. MAU is done. Paving work completed last week.

The Road Improvement phase of the project. The following schedule of dates has been set.

9/9/18 Add to post in Baltimore Sun, eMD Marketplace and MML website.

9/28/18 Pre-bid kick off & field visit. **8 contractors attended and purchased bid spec's and plans.**

10/19/18 Cut off for Q&A.

10/26/18 Bid Opening

11/7/18 Town Council to Award Bid

11/8 or 11/9 NTP.

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

**Snader's Summit**

Still waiting on Mylar distribution. The draft PWA was reviewed by Council at the September Work Session. The draft PWA was sent to Developer, Paul Mueller 10/2/18.

**209 High Street L-1 Building Purchase**

Refer to old business.

**Lambert Ave. 4 Lot Subdivision - Highbrow**

Concept Plan went before Planning Commission on 9/24/18. Voted unanimously to approve the Concept Plan and requested the Engineer & Developer look at moving proposed driveways to get better spacing and possibly relocating one lot to come off of Union Bridge Rd. and access a 12' unimproved alley. Engineer will make formal submittal to County Development Review.

**Treasurer's Report:**

**Each of the following balances given as of September 30, 2018**

General Fund balance is - **\$283,033.94**

General Fund Capital Budget Account is - **\$143,872.00**

Enterprise Fund balance is - **\$250,311.50**

Enterprise Capital Reserve and 3 R's fund the balance is - **\$378,930.63**

Developer fees the balance is - **\$729,510.50**

Money Market fund the balance is - **\$37,532.00**

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

**Real Property Report**

17 properties For Sale – 6 of these are new ones at The Reserve

6 properties in a Foreclosure process

**Water/Sewer**

Quarterly bills will be completed and mailed out on Thursday, October 4, 2018

**FY18 audit** Fieldwork is completed, ZA is working on the draft copy of the audit.

**Mayor/Council meeting computers** – Info Pathways is putting together several options, will e mail information once I have received it.

**Election:** The next election will be May 14, 2019 with 3 Council seats available.

**Lehigh Update:** No representative in attendance but Mayor Roop shared that they will be going live in January or February 2019 with the conveyor

**Residents' Concerns:**

- Rachel Harper – Atlee Ridge – concerns about the FuTuRe pilot study – her family does not support the program, will be hard for them with 2 small children to afford buying the bags

**Old Business:**

**FuTuRe**

At the September 17, 2018 Council Work Session Meeting Council decided on the MOU option that gave the revenues from bag sales to County. We put a 1-page informational section in the Newsletter and we have had some emails and phone calls from residents. WasteZero will be in Town going door to door handing out gift cards and kickoff brochures Wednesday 10/24 and Thursday 10/25. You have an email from Dusty with update from WasteZero and a list of retailers who will sell bags. We will be sending letters to landlords requesting their attendance at the October 15<sup>th</sup> Work Session to discuss FuTuRe Pilot Program. Dusty & Kristen will be attending.

**209 High St. L-1 Building Purchase**

9/23/18 received email from Danny & Jackie Shugars with their requests for the easement across their property at 132 Church St. 9/24/18 I forwarded the email from Shugars with my comments and suggestions to Mayor & Council. At the last meeting the Mayor & Council instructed me to obtain paving information which will be discussed in closed session. You have copies of paving estimates in your binders

**Snader's Summit PWA**

Refer to Town Managers report.

**Rental Ordinance Updated Draft**

Michelle revised the draft ordinance and on Tuesday 9/25/18 I sent an email to Mayor & Council requesting review and comments. Dave responded and had no additional comments. If no one has any further comments we can introduce the Ordinance. Once introduced a hearing is required and hearing notice has to be advertised in newspaper. We can plan to hold the hearing at the November or December Council or Work Session meeting. We will be sending letters to landlords requesting their attendance at the October 15<sup>th</sup> Work Session to discuss the Rental Ordinance. **A Motion by Councilmember Hoffman to introduce Ordinance No. 10-03-18, 2<sup>nd</sup> by Councilmember Smith and approved 4-0.**

**New Business:**

**Meeting with County Traffic Engineer**

- ❖ On Tuesday 9/25/18 we had a meeting with Chris Letnaunchyn, Traffic Engineer with Carroll County at Town Hall. The meeting was to discuss options for speeding and cut-through traffic on Church and Lambert and was attended by Neal, Brian, Wayne and I. We discussed several things including: speed humps, signage, line stripping, islands and making certain sections of Church Street one way. Decided to try striping and signage for an initial cost-effective possible solution. Carroll County strips municipality roads and will do so for New

Windsor in the near future. For Church Street the County will strip centerline and edge of road. Other Town roads will be centerline only. Larger stop signs will be purchased and additional 'Stop Ahead' signs will be purchased and installed on Church St. Also look into red flashing lights to mount on top of stop signs. Try these two measures first and see how affective they are.

### **Walnut Grove Maintenance**

- ❖ For informational purposes I wanted to fill you in on the Walnut Grove. As some of you may know the Town owns a farm property on Bowersox Road with one Town Well and area known as the Walnut Grove. Former Mayor Randall Spoerlein and his wife gave the Town a gift in the form of twelve \$1,000 municipal bonds to establish, maintain and protect a 5-acre memorial forest of black walnut trees on the Town Farm. The Town invested some of the money in a CD and kept some money, approximately \$5,000 available for maintenance. DPW staff has tried to maintain the Walnut Grove over the years but it has been difficult due to location and not having the right equipment to mow. Mike Reynolds solicited bids to mow 3 times per year, spring, fall & summer. Mike spoke with four contractors but only one showed real interest and actually provided a proposal. Douglas Lawn and Landscape provided a bid of \$2,850.00/year for mowing three X/year. This will be self-funded for first two years and may be able to continue beyond two years.

### **Town Responsibilities for Springdale Village, The Reserve at New Windsor and Snader's Summit**

- ❖ Springdale Village and The Reserve at New Windsor are private roads with public water, sewer and storm drain systems. The Town maintains the public water, sewer and storm drain systems in these two subdivisions but is not responsible for plowing or maintenance of the Roads. Snader's Summit will be public roads with public water, sewer and storm drain systems. The Town is responsible for maintenance of the roads and water, sewer and storm drain systems.

### **Announcements:**

- Lion's Club Halloween Party – October 26<sup>th</sup>, registration at 6:00, judging begins at 6:30
- November 7<sup>th</sup> Town Council meeting will be the job shadowing meeting with Middle School kids.

**A Motion was made at 9:19 by Councilmember Smith, 2<sup>nd</sup> by Councilmember Schultz to enter into Closed Session under General Provisions Art. §3-305(b) to “consider the acquisition of real property for a public purpose and matters directly related thereto.” It was approved 4-0.**

**A Motion by Councilmember Schultz to close the regular meeting at 9:40, 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.**

Respectfully submitted,  
Donna Alban, Town Clerk