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### **Minutes – Town Council March 6, 2019**

**Present:** Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, Sandee Custen, David Hoffman, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Secretary, Kalena Bartoszak and Town Manager Gary P. Dye, Jr. There were 6 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 of Allegiance.

**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 February 6, 2019 minutes. It was 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0.

#### **Council Reports –**

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

- Public Works have cleared roads of snow several times since last meeting
- Done repairs to the Dump Truck, replace 6 hydraulic lines
- Have been getting landscape equipment ready for spring
- Propane heater went up at the shop, been working on getting the heater fixed
- List of repairs suggested by the insurance company on parks and buildings, they have been working on.

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

- Water/Sewer equipment have been functioning well
- Had a pump problem at Bowersox Road and has been repaired on Monday morning.

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

- Defer to Deputy Colussy for his monthly report
- County put out an alert about opioid overdoses, possible bad batch going around. Suggested to check on people you may know about.

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

- Carroll County Downtown did meet but was not able to attend. Was able to get the minutes. Last year the Carroll Media Center was working on a project of small videos. The project got started then stopped. They are trying to start it up again. They are asking each Town to contribute something. She will come back and talk about it.
- The meeting in Downtown Sykesville was cancelled due to the presenter having a family emergency.

**Community Enhancement: Councilmember Custen –**

- Mayor Roop will be doing a presentation about Roop's Grocery Store on Sunday, March 10<sup>th</sup> at Uncle Matty's. Everyone will be getting a free drink with dip and chips. E-mail Sandee or Kim to reserve a spot.
- Looking to revisit dog waste station.

**Mayor's Report:**

February 1	Maryland Mayor's Association Conference
February 4	175 <sup>th</sup> Planning Meeting
February 6	Meeting with Town Manager Dye Town Council Meeting
February 8	Taneytown Business Breakfast
February 9	Fireman's Annual Banquet
February 19	Meeting with Town Manager Dye Town Work Session
February 21	Meeting with Commissioner Bouchat Music on the Main Planning Meeting
February 22	Meeting with Dennis Nola, PLA, ASLA, Chair, Landscape Architecture Undergraduate Program University of Maryland
February 25	Signed Bank Loan Documents for 209 High Street
February 26	Signed Agreement Documents with the Shugars
February 27	Meeting with GMB on Water Line
February 28	Walk Through - 209 High Street with Dave Bollinger, Barnes-Bollinger Insurance
February	Finalized Sustainable Communities Application

**Community Deputy: - Brian Colussy –**

- 71 calls in February – 5 required reports
- Sex offender Registry Unit investigated Jo Apter Place – Child Care Place was being ran at the Registered Sex Offender house. State's Attorney Office decided not to press charges, case was closed.
- MD 31/Slingluff Lane a traffic stop, a strong odor of marijuana, arrest was made
- Move bus stop from Main Street & High Street to in front of Town Hall. Town Council agrees
- Bike patrol training in a couple of weeks. Will be riding around in the summer time
- Updating CAD system with road names.
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**West Carroll Recreation: Kevin Cornick –**

- Not in attendance

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

- Thanked Town Council for coming out to the banquet
- 30 calls for Fire Rescue, YTD 55
- House Fire on Good Intent Road
- Bad accident on Route 26 and Hooper Road
- 49 Medical Calls, YTD 110

- Bought a new ambulance, last one was bought 10 years ago

## **Town Manager Report:**

### **Old Business:**

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

Update since February 19th Work Session as follows:

- 2/21/19 Sent letter to Dean Pennington. Mr. Pennington owns 126 & 128 Church St. which adjoins Shugars Property at 132 Church St. There is a fence on Mr. Pennington's property on the common property line between the 2 properties which will make backing out of designated parking spaces on Shugars property difficult and may cause fence to be damaged. The letter respectfully requested Mr. Pennington consider removing his fence. Mr. Pennington has not responded.
- 2/26/19 Danny Shugars and Mayor Roop signed MOU and Deed of Easement for 132 Church St. for Town access to rear of 209 High St. Danny Shugars, Town Manager Dye and Zoning Administrator Gray signed parking requirement reduction request letter.
- 2/26/19 Emailed signed proposal and NTP to BPR for the topographic survey and proposed Parking Lot Grading/Site Plan for back portion of Dielman Inn property for \$2,950.
- 2/28/19 Confirmation from F&M Bank – closing set for Friday March 15<sup>th</sup>. Time will be in morning and will be confirmed by Attorney Ostrander.
- 3/1/19 emailed Steve Lorentz with closing date and information. Requested revised paragraph 5.1 Time & Place of Closing. The Purchase & Sales Agreement has the original closing date of January 30<sup>th</sup>.
- 3/4/19 Received architectural layout plans from Dean Camlin. Copies are in Council binders for your review and information.
- 3/5/19 received revised Purchase & Sales Agreement from Steve Lorentz. Forwarded to Attorney Ostrander for review and record.
- Getting all documents needed for settlement together to send to Suzette with F&M Bank. Discuss: 'Town Council approval of borrowing of funds/Verification of Signers (Resolution)' from Suzette's latest list of items needed for settlement dated 3/5/19.

#### **Blue Ridge and College Ave. Road Improvement Project**

Update since February 19th Work Session as follows:

- 2/25/19 DHCD gave approval on Project Manual/Specs and IFB.
- 2/26 and 2/27/19 Officially out to bid. IFB posted on all publications except for PennBid. Ad sent to Carroll County Times and will run Sunday March 3<sup>rd</sup> and Sunday March 10<sup>th</sup>. Other publications are: MML, eMaryland Marketplace, Dodge Construction Journal, Construct Connect and CMD Insight (Construction Market Data).
- 2/28/19 ARRO delivered 5 paper sets and 5 digital sets of plans and specs to Town.
- 3/13/19 Mandatory Pre-Bid Meeting and Site Visit at 10:00.
- Another public information meeting is needed and required by the Grant. The Public Meeting advertisement has been submitted and will run in the Carroll County Times 3/7 & 3/14/19. Letters to all residents on Blue Ridge & College Avenues were mailed 3/4/19. The Public Meeting will be held during the March 18<sup>th</sup> Work Session and will inform and update residents on Blue Ridge and College Ave.

#### **FY-20 Budget Update**

The FY-20 budget was presented at the February 19<sup>th</sup> Work Session Meeting. Since then I have made some changes which are highlighted in yellow on your copies in your binders. I am also working on updating the General Fund and Enterprise Fund Capital Improvement Projects.

Copies of the updated salaries spreadsheet have been handed out for Council use and review. The changes are per Council direction from the February 19<sup>th</sup> closed session of the Work Session meeting. The salary line items in the proposed FY-20 budget reflect the salary changes. If you have any questions let me know.

Further discussion and explanation of Councilman Palsgrove's question from last meeting in reference to water & sewer connection fees and planning for the future when Snader's Summit is complete and we do not have revenue from new home construction.

Based on FY-20 Water & Sewer Rates and Connection Fees:

Proposed revenues for Sewer Hook-Up Fees are \$111,000 (15 units X \$7,396 Conn. Fee)

Proposed revenues for Water Hook-Up Fees are \$137,000 (15 units X \$9,101 Conn. Fee)

Proposed revenue for Water and Sewer Hook-Up Fees total is \$248,000

Snader's Summit has 128 lots and we do not know when all lots will be complete, approximately 5 years? The revenue from Water & Sewer Hook-Up Fees will be partially offset by the Water & Sewer Usage revenues. Again, we do not know for sure what the Water & Sewer Rates will be in 5 years or when Snader's is completely built out! Using FY-20 Rates:

FY-20 Sewer Usage revenue would be \$95,386

FY-20 Water Usage revenue would be \$90,522

Projected FY-23 Sewer Usage revenue would be \$114,585

Projected FY-23 Water Usage revenue would be \$95,487

However, the Water & Sewer Rate revenues are split up between payment of the loans, Capital Project Reserves and Water/Sewer Operating expenses. The following is from the 2018 Water & Sewer Chronology PowerPoint presentation.

Quarterly Sewer Base Rates FY-19 = \$85.00

WWTP Loan = \$12.56

Sewer Pump Station Loan = \$15.03

Capital Project Reserve = \$15.50

WWTP Operating Expenses = \$41.91

Quarterly Water Base Rates FY-19 = \$133.00

Dennings Well Loan = \$2.66

Chlorine Tank Loan = \$10.15

New Water Tank Loan = \$13.46

Rehab Water Tank Loan = \$8.29

Capital Project Reserve = \$53.33

Water Operating Expenses = \$45.11

In the short range, 10 years, we will use the revenue generated from Water & Sewer Hook-Up Fees to fund various Enterprise Fund Capital projects such as Main St./High St. Water Line, Main Spring Water Line, Water and Sewer Pump Station upgrades, etc.

In the long range, 10 years and beyond, we will use revenue generated from a portion of the Water & Sewer Base Rates to fund Enterprise Fund Capital projects and scale back scope accordingly.

**Note from Town Manager:**

Complaint was received from resident on Church St. about 212 Maple Ave. Owner of 212 Maple has vacated the house and it's now under foreclosure. The owners left a lot of trash in trash bags (not orange bags) in the back yard. We cannot do anything about this until we have bank information or new owner information because it is private property. We do not want Public Works staff trespassing on the property to remove the trash and it is not PW's responsibility to do.

**Treasurer's Report:**

**Each of the following balances given as of February 28, 2019**

General Fund the balance is - **\$290,768.48**

General Fund Capital Budget the balance is - **\$175,522.61**

Enterprise Fund balance is - **\$290,158.18**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$273,214.13**

Developer fees the balance is -**\$890,649.01**

Money Market Fund the balance is -**\$30,497.20**

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

**Real Property Report**

There are 16 properties For Sale

There are 5 properties in a Foreclosure process

**Water/Sewer**

Water/sewer late notices were mailed out; 60 notices

The money must be paid on or before March 15<sup>th</sup>. Turn off notices will be the next step.

**Election**

May 14, 2019 – Flyer going out in next newsletter, it is also posted on the Town bulletin board, and on the Town website

Last day to register – Monday, April 8<sup>th</sup>

Certificates of Nomination – 1 turned in so far

**Lehigh Update:** No representative in attendance

**Residents' Concerns:** None

**Old Business:** See Town Manager Report

Town Manager did a Power Point presentation on the budget.

209 Purchase Resolution 03-06-2019 – A Motion by Councilmember Hoffman to adopt Resolution 03-06-2019. It was 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.

**New Business:**

- Snow Emergency – Possible hire of tow company or putting stickers on vehicles such as one's that come off easy or will need a scraper to get it off. Talked about a possible Code Enforcer.
- Sulphur Spring Park Study – getting a group of students from University of MD to do a study to get ideas/suggestions for the park.

**Announcements:** On 3/10/19 Mayor Roop will be speaking at Uncle Matty's about Roop's Grocery, NW Lions Club Blood drive on 3/14/19 at Community Meeting Room 2:00PM-7:30PM, MML Dinner is 3/14/19 at 6:30 PM (all Town's to invite a High School Student to attend), Former Councilman Kevin Null son in law has passed away.

**A Motion by Councilmember Smith to adjourn the regular meeting at 8:42 p.m. it was 2nd by Councilmember Custen and approved 5-0.**

Respectfully submitted,  
Kalena Bartoszak, Town Secretary