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Minutes – Town Council Meeting January 6, 2016

Present: Mayor Roop, Council Members, Wayne Blacksten, David Hoffman, Ed Palsgrove, Kimberlee Schultz, and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 8 others in attendance.

Call to Order: Mayor Roop called the Town Council meeting to Order at 7:00 p.m. The Pledge of Allegiance was led by Mayor Roop.

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 December 2, 2015 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works – Councilmember Blacksten-

- Public Works getting the mowing equipment ready.
- All drains have been cleaned out.
- Tree pickup dates are January 6th and 13th.

Water & Sewer – Councilmember Palsgrove

- Slide presentation on the water street repair and paving project

Public Safety – Councilmember Hoffman

- Defer to Cpl. Tausen for his report
- Planning Commission did not meet in December

Economic Development – Councilmember Schultz

- Josh Kohn of Kohn Creative has been contacted regarding the new website design approval
- Carroll County Main Street development committee will meet later this month
- Mayor spoke with Uncle Matty's about hosting a monthly breakfast to help promote community involvement

Community Enhancement – Councilmember Smith

- Reminder to purchase the 2016 dog licenses, now available at Town Office

Mayor's Report –

December 1	Meeting and tour of the Emergency Operations Center with officials from the Maryland Department of Agriculture. Highly Pathogenic Avian Influenza, (HPAI)
	Walk with the Mayor
December 2	Town Council Meeting
December 3	School Board hearing at Francis Scott Key
December 5	New Windsor Christmas Breakfast
December 7	Meeting with Steve Guthrie & Jon O'Neal on school closing City of Westminster's City Hall Open House
December 8	Joint meeting with Delegation/Commissioners/School Board at Carroll Community College
December 9	Urban Reconstruction Project Progress Meeting
December 10	MML Chapter Dinner
December 11	Taneytown Business Breakfast
December 15	Walk with the Mayor
December 16	VIP tour of the Community Media Center
December 18	Community Media Center's Open House
December 20	Community Christmas Caroling
December 21	Town Work Session
December 22	GoToMeeting on Highly Pathogenic Avian Influenza Exercise
December 29	Walk with the Mayor Special Town Work Session
December	Multiple correspondences regarding school closing and grant applications

Community Deputy: - Cpl. Tausen –

- 125 incidents handled in December
- 42 citations and/or warnings issued

West Carroll Recreation: No one in attendance

Fire Chief Report: Chief Tom Coe –

- Monthly bingo has resumed on Tuesday nights
- Month of December – 21 Fire calls
49 EMS

Town Manager report:

Lagoon Decommissioning

MDE has drafted a Letter of Authorization to land apply the sludge. Enviro-Organic Technologies is submitting a modification to their land application permits to include the lagoon sludge.

Streetscape Planning Assistance

The Semi-Final Review meeting was held November 9th. A set of the plans have been received at Town Hall and may be reviewed in the office. Follow-up meetings are being scheduled for lighting and sidewalk paving details. The New estimate for the cost of Town upgrades and repairs to the water and sewer system is \$3,593,000.00.

Pump Station Replacement

Project has received final inspection and acceptance. Documents have been submitted for preparation of bond.

Program Open Space - Lions Ballfield Renovations

The State Clearing House 60 day review process is complete. DNR has indicated the project is consistent with POS objectives and will schedule it for Board of Public Works approval.

Spoerlien Drive

Review comments have been proved to GMB.

Water Street Repair and Repaving

Project is scheduled for the week of December 7th.

Waste Water Treatment Plant Pavilion

The building permit has been issued. A construction date has not yet been set.

Sludge Press Pilot Test

A pilot test of the P.W. Tech sludge press was done for the week of November 9th. The press performed very well. The press and associated equipment and controls are priced at \$139,000.00. That price does not include a building, site work, sludge handling and disposal equipment.

Blue Ridge and College Avenues Engineering Study

Four firms, ARRO, CLSI, JMT and Wilson T. Ballard attend the pre-proposal conference on November 17th. Proposals are due December 8th.

Bowersox Farm Tree Planting

The Stewardship agreement has been delivered to Carroll County. The planting contract has been awarded and the planting will be completed this fall. The farm rental agreement has been forwarded to the tenant for review and signature.

National Fish and Wildlife Foundation Grant

The National Fish and Wildlife Foundation grant to control non-native invasive species in the Town's watershed was not received.

Clerk/Treasurer –

General Fund

New Balance of - \$158,690.02

General Fund – Capital Budget Account - \$76,659.22

Enterprise Fund

New Balance of - \$193,169.09

Enterprise Capital Reserve and 3 R's fund the new balance is– \$337,116.48

Loan repayment fund is -\$117,221.98

Money Market fund is \$50,893.58

Lagoon Remediation fund is \$104,155.25

Real Property – There are a Total of 17 properties available in the Town of New Windsor

13 - For Sale

4 – Foreclosure

4 commercial

The quarterly water/sewer bills were mailed out on 12/31/15. They were changed to blue postcard.

Lehigh Update – Go to www.newwindsorquarry.com. Project is somewhat ahead of schedule. McKinstry Mill Road scheduled to re-open January 18th. Blasting going on again.

Residents Concern: None

Old Business: None

New Business:

- **Cable Franchise Agreement Briefing – Carol Shawver** –member of the Carroll County Cable Regulatory Commission – new 10 year agreement presented to all the municipalities. CMC has written a letter asking for a 90 postponement on finalizing the agreement. CMC will be attending the Work Session on January 19 to address the Mayor and Town Council with their concerns in the agreement. Decision by February Town Council meeting for approval by the Council.
- **FY 2017 Budget Review Schedule** –

- January 19, 2016 Budget Overview – FY 2016 Budget Review
- February 3, 2016 Town Council – General Budget Discussion
- February 16, 2016 Work Session – Revenue/Expense Projections
- March 2, 2016 Town Council - Budget Discussion/Direction
- March 21, 2016 Work Session – Draft Budget
- April 6, 2016 Town Council – Introduce Budget
- April 18, 2016 Work Session – Budget Review
- April 26, 2015 Notice of Public Hearing
- May 4, 2016 Town Council - Budget Discussion
- May 16, 2016 Work Session - Budget Hearing and Adoption of Budget
- May 19, 2016 Notify County Comptroller of Tax Rate

Announcements:

- Bingo has resumed at the New Windsor Vol. Fire Dept. on Tuesday nights
- Union Bridge Lion’s Club blood drive – Jan. 15th at the Community Center
- January 13th is the last Christmas tree pickup in Town
- Community Legacy Grant was turned down. Mayor is meeting with Melissa Archer from the State next Thursday
- Cindy Stone from the State notified the Town \$450,000 grant was awarded to the Town for the Dielman Inn Lead Paint abatement
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A Motion was made by Councilmember Blacksten at 8:04 p.m. to adjourn; it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer