

NEAL ROOP, MAYOR NRoop@NewWindsorMD.org

## TOWN OF NEW WINDSOR 211 High Street - P. O. Box 609 New Windsor, Maryland 21776 info@NewWindsorMD.org

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# Minutes – Town Council Meeting February 3, 2016

**Present:** Mayor Roop, Council Members, Wayne Blacksten, David Hoffman, Ed Palsgrove and Kimberlee Schultz. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 16 others in attendance.

<u>Call to Order:</u> 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.

<u>Previous Meeting Minutes:</u> A Motion by Councilmember Hoffman to approve the January 6, 2016 minutes. It was  $2^{nd}$  and approved 4-0.

#### Council Reports -

## Public Works - Councilmember Blacksten-

 Thank you to the residents for getting vehicles off the streets during the major snow event, the Public Works employees had some equipment problems and still managed to do a great job during the event

## Water & Sewer - Councilmember Palsgrove

- The new WWTP pavilion is complete
- Also wanted to thank the staff and residents for a great job during the snow event

## **Public Safety – Councilmember Hoffman**

- Defer to Cpl. Tausen for his report
- Planning Commission did not meet in January
- Also a thanks to all the residents for their cooperation in removing their vehicles for better snow removal efforts during the snow event

## Economic Development – Councilmember Schultz

- Setting up a meeting with Josh Kohn of Kohn Creative has been regarding the new website design.
- Also wants to thank to all for a great job during the snow event.
- 1st monthly breakfast scheduled for Maryland 10<sup>th</sup>
- Applied for a small Town award grant

## **Community Enhancement – Councilmember Smith**

• No report

## Mayor's Report -

January 6	Town Council Meeting
January 8	Taneytown Business Breakfast
January 12	State of the County Address
	Walk with the Mayor
January 13	School Board Meeting
January 14	Carroll County Traffic Team Meeting
	Meeting with Melissa Archer – Community Legacy Grant
	Carroll Cable Regulatory Meeting
January 19	Webinar on Project Tasking
	Town Work Session
January 20	Chiefs' of Police Meeting
Jan. 22-28	Communications with Town Manager and Public Works Crew – Snow Storm
	Handled Several Phone Calls about Snow Removal
Jan. 22-23	Assisted in Preparing Meals for State, County & Town Crews
January 26	Walk with the Mayor
January Worked on CDBG Block Grant for Lead Paint Abatement at Dielman Inn	

## **Community Deputy:** - Cpl. Tausen –

- 95 incidents handled in January
- 32 citations and/or warnings issued

<u>West Carroll Recreation</u>: A Thank You to the New Windsor Lion's Club for their donation. Nothing else to report

## Fire Chief Report: Chief Tom Coe -

- A Thank You to the Town for working together during the major snow event Mayor Roop expressed thanks to the Fire Dept. for opening their facility to aid crews, emergency personnel, Town personnel and serving meals during the event
- Month of January 21 Fire calls

**53 EMS** 

• 2015 saw the Fire Department handling a total of 288 Fire calls and 597 EMS

## **Town Manager report:**

## **Lagoon Decommissioning**

MDE Letter of Authorization to land apply the sludge has been received. Enviro-Organic Technologies has received a modification to their Sludge Utilization Permit to receive the lagoon sludge. MDE has agreed to allow clay bottom and rip-rap bank liner to remain in place until lagoon is further developed. Plans and Specifications have been developed for review.

## **Streetscape Planning Assistance**

Currently working with SHA to determine which came first the Town Utilities or the SHA title to road. This establishes which party is responsible for certain costs related to relocation of utilities. MOA is under review. Lighting is under review.

## Pump Station Replacement

Project has received final inspection and acceptance. Pre-Closure review in process. Closure will be the last week of January or first week of February. Interest rate will be 3.125% which will save \$100,000.00 over the life of the loan.

## **Program Open Space - Lions Ballfield Renovations**

Project has received approval from the Board of Public Works. Bid documents are being developed for spring construction.

#### **Sporlien Drive**

Final revisions made to plans. Plans and bid request will be send to three contractors on the Carroll County's approved contractor list.

## **Waste Water Treatment Plant Pavilion**

Use and Occupancy permit has been issued. Minor final site grading needs to be completed.

#### Blue Ridge and College Avenues Engineering Study

Kick –Off meeting is scheduled with ARRO for Tuesday February 9<sup>th</sup>.

## <u>Clerk/Treasurer –</u>

General Fund

Balance of - \$209,578.56

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

Enterprise Fund

Balance of - \$193,149.14

Enterprise Capital Reserve and 3 R's fund the balance is \$262.150.78

Loan repayment fund the balance is -\$2231.08

Money Market fund the balance is \$50,906.47

Lagoon Remediation fund the balance is \$34,014.99

#### Real Property – There are a Total of 18 properties available in the Town of New Windsor

13 - For Sale

5 – Foreclosure

4 commercial available

Met with Tim Owings of NWSB today and discussed the investment funds through Cetera. Information will be presented at the February 16<sup>th</sup> Work Session in closed session.

## <u>Lehigh Update –</u>

• Power point presentation by Andy(Lehigh) and Hughes Hines –(Fay) on the progress of the project

## **Residents Concern:** None

Old Business: Cable Franchise Agreement – Marion Ware – Carroll Media Center – spoke to the Mayor and Council requesting a delay in signing the agreement – CMC has questions about the agreement and needs them clarified. Ms. Ware to put in writing the questions and concerns and forward to the Town – Council agreed to table the signing of the agreement until the February 16, 2016 Work Session.

#### **New Business:**

- Gale Engles Carroll County presentation on the Storm water Management project updates
- Roy Libdan invitation to participate in the TryVent.org event on April 24, 2016
- Streetscape Memorandum of Understanding Town Attorney has reviewed and questions whether property owners need to meet to discuss their property rights, a meeting will be set with the State for a better understanding of the MOU

## **Announcements:**

- Free gospel sing February 28<sup>th</sup> at St. Paul's United Methodist Church
- New Windsor Lion's Club Blood Drive March 24<sup>th</sup>

A Motion was made by Councilmember Blacksten at 8:55 p.m. to adjourn; it was 2<sup>nd</sup> and approved 4-0.

Respectfully submitted, Donna Alban, Clerk/Treasurer