



NEAL ROOP, MAYOR  
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR  
211 High Street - P. O. Box 609  
New Windsor, Maryland 21776  
[info@NewWindsorMD.org](mailto:info@NewWindsorMD.org)

PH. 410-635-6575  
FAX 410-635-2995

## **Minutes – Town Council Meeting October 5, 2016**

**Present:** Mayor Roop, Council Members, Sandra Custen, 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.

**Pledge of Allegiance:** Mayor Roop led the Pledge.

**Recording and Agenda Policies:** Mayor Roop stated that the Town Meeting is recorded by electronical 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 7, 2016 minutes. It was 2<sup>nd</sup> and approved 5-0.

### **Council Reports –**

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

- The Public Works employees have been busy trimming limbs, patching pot holes, normal mowing, final mowing at Town farm and will be doing year end maintenance on the mowers
- Leaf Machine will be readied to start pick up the 1<sup>st</sup> Monday in November
- Assisted with the Music on the Main event
- Yard waste continuing through October
- Bulk trash on 10/29 from 8 – 1 at Geer Lane
- Mayor Roop asked for Councilmember Hoffman to put in additional money in next year's budget for road closure signs

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

- SBR tank issues that Town Manager will talk about under his report

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

- Presented Cpl. Tausen's report – 135 incidents in September
- 3 property damage incidents
- 47 traffic warnings and/or citations

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

- Contact made from Mike Lippy, president of UB Business Association requesting a meeting
- Website under final review
- Carroll County Downtown scheduling several New Windsor events over the holidays

**Community Enhancement: Councilmember Custen –**

- Thank You to everyone for making the 1<sup>st</sup> annual Music on the Main such a success

**Mayor’s Report:**

September 6 Walk with the Mayor  
 September 7 Town Council Meeting  
 September 8 Music on the Main Planning Meeting  
 September 9 Taneytown Business Breakfast  
 September 19 Music on the Main Planning Meeting  
 September 20 Walk with the Mayor  
 September 22 Met with County Roads Staff for Road Closure Supplies  
 September 26 Music on the Main Planning Meeting  
 September 27 Dropped off Health Department Permit Requests  
 Pre-Construction Meeting for Dielman Inn Lead Paint Abatement  
 September 30 Picked up Health Department Permits  
 MDOT Pre-Tour  
 October 1 Music on the Main  
 Discussed Streetscape Project with Lt. Governor Boyd Rutherford along with our Sidewalks and Dielman Inn  
 Wished Town Attorney Happy Birthday  
 Ongoing: Visits to the Waste Water Treatment Facility  
 Visits to the Areas of Paving  
 Meetings with Town Manager Schaeffer  
 Miscellaneous Tasks for Music on the Main

**Community Deputy:** - Cpl. Tausen – not present

**West Carroll Recreation:** Representative Kevin Cornick stated that fall sport registrations underway. The Middle School will be used for basketball tryouts.

**Fire Chief Report: Chief Tom Coe –** Not in attendance Mayor Roop stated that this Sunday will be the dedication ceremony for 2 new pieces of apparatus

**Town Manager Report:**

**Lagoon Decommissioning**

Pumping off of the clear water is complete. Pumping and hauling of the sludge has begun. The pumping and hauling operation will go 11 to 12 hours a day. Depending on the weather the operation could take three to five weeks. There will be some temporary parking restrictions at the intersection of Church and High Street to facilitate trucks turning.

**Sporlien and Roop Drives Paving.**

The final grading for the paving is being completed today Weather permitting paving will begin Thursday or Friday. Paving should be complete in day or so.

**Lions Ballfield Project.**

The wall replacement portion of the project is complete as well as the leveling and resetting of the bleachers. The fence replacement is set to begin October 10<sup>th</sup> and should take less than a week.

**Dielman Inn Lead Paint Abatement**

Contractor is schedule to move on site and begin work Thursday. The project is expected to take eight to ten weeks.

**ShoreScan**

ShoreScan will make a presentation of their document management system at the October Work Session.

**State Aid for Police Protection**

The application for the SAPP grant was submitted. The Town gets about \$10,000.00 annually from this grant.

**WWTP Discharge Permit Renewal**

MES submitted the application for discharge permit renewal for the WWTP to MDE. However MDE has determined that due to the plant permit limit, the short form permit application is not sufficient. As a result some additional sampling and testing is required.

**WWTP SBR Repair**

As a result of some rust spotting which was noticed on the SBR's the tanks were drained and inspected. The first tank revealed numerous spots where the coating on the interior of the tank failed. Approximately 160 repairs were made to the tank. In addition the baffle wall was found to be severely damaged. The second SBR was drained and was also found to have coating failures although not as much. In all 36 panels from the first SBR and 19 panels from the second SBR need replacement. As of this time there is no schedule for when this work will be performed.

**Clerk/Treasurer – September 2016 financials**

**General Fund balance of - \$252,086.48**

**General Fund – Capital Budget Account - \$85,355.79**

**Enterprise Fund balance of - \$364,296.07**

**Enterprise Capital Reserve and 3 R's fund the balance is- \$461,786.14**

**Loan repayment fund the balance is -\$54,470.58**

**Money Market fund the balance is \$49,842.84**

**Lagoon Remediation fund the balance is \$678,266.66**

- **Real Property –**
  - 14 - For Sale**
  - 5 – Foreclosure process**
- **Water/Sewer bills were mailed out on 9/30/16. Total billing was \$209,586.20**
- **Rental Housing License Application – Work Session item**
- **FY16 Audit – Introduction under New Business**

**Lehigh Update – None**

**Residents Concern:** None

**Old Business:** Streetscape Update – Town Manager stated that upon being notified that the Town was ready to move forward with the project, the Town was informed the project for New Windsor is on hold. However; at the SHA pre-tour meeting last week, the State staff level people were unaware of that information. The Town Manager is waiting to hear back from Ted Ulrich from the State.

Mayor Roop asked the Council and staff present if they wanted to continue the tradition of student job shadowing at the November Town Council meeting and it was unanimously approved. He will contact the necessary parties to make it happen.

**New Business: Introduction of FY16 Audit – A Motion by Councilmember Smith to Introduce the FY16 audit, 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0.**

**Announcements -**

- Lion's Club Halloween Party – October 28th

**A Motion was made by Councilmember Schultz at 7:50 p.m. to adjourn; it was 2<sup>nd</sup> and approved 5-0.**

Respectfully submitted,  
Donna Alban, Town Clerk