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TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
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Council Work Session Minutes
January 17, 2017

Present: Mayor Roop, Council members – Ed Smith, Ed Palsgrove, Kimberlee Schultz, Sandee Custen and Dave Hoffman. Also present, Town Manager, Frank Schaeffer, Water/Sewer Consultant, Jack Coe and Town Clerk, Donna Alban. There were 4 others in attendance.

Call to Order: Work Session– Call to order at 7:00 P.M. by Mayor Roop.

Approval of December 2016 minutes: A Motion by Councilmember Custen to approve, it was 2nd and passed 5-0.

L-1 Technology – announcement by Steve Lorentz, owner that they are relocating to Manassa, VA. The building will be for sale if the Town would be interested in it. They will be vacated by May 2017.

Solar Energy Facility: Town Manager Schaeffer is just bringing this to the attention of the Mayor and Council, owner is Wakefield Valley Acres, LLC and the property is 13 acres located in the New Windsor Community Comprehensive Plan designated as Employment Campus. No action is needed.

Billing Policy – Apartment Conversion – Town Manager
Rental Units - Procedure for Discontinuing Rental Unit -

Recently there have been several notifications from property owners that they either have or intend to discontinue renting an apartment or business space in their property. When an apartment or business space is rented there is a water and sewer base charge collected for each unit. The property owners are requesting the collection of the base charge be discontinued. It would be beneficial to have a standard practice and procedures on how to respond to these requests. Some possible issues and suggestions are set out below.

- 1) Base fees will be charged for the entire quarter when the rental unit is rented or occupied for any portion of the quarter.
- 2) The rental unit may not be rented or occupied for any portion of a quarter without prior notification to and acknowledgement from the Town of New Windsor.
- 3) Any existing rental unit which the property owner has stated is no longer a rental unit and has requested to not be charged a base fee and is subsequently reestablished as a rental unit is subject to then applicable regulations and fees for rental units.
- 4) The property owner shall sign an acknowledgement of the above terms and conditions.

Untagged Vehicles – Further discussion on this matter with the resolve to have the Town Attorney draft recommendations to the current Code, specifically Chapter 196, unregistered and junk vehicles and Chapter 189 – Vehicles and Traffic for presentation at the February 1st, 2017 Town Council meeting.

Councilmember Palsgrove: He recalls a prior mention of changing the Town logo. After a brief discussion everyone in agreement not to change it at this time.

Water/Sewer – Jack Coe: - The mixer motor at the WWTP has been damaged by the disposable wipes residents are flushing down the into the sewer system. He shared several pictures depicting the damage.

Councilmember Custen: -

- She suggests doing a round up on the water/sewer bills to create a fund that will assist residents having trouble paying their water bills. After a brief discussion, the consensus was this would not be a good fit for New Windsor.
- There has been contact from Lisa Macurak, regarding the student archaeological dig at the Dielman Inn site. She wants to start this again. Town Manager asked for specific dates that will not interfere with the ongoing lead abatement project resuming in the spring of 2017.

Mayor: - Former Councilmember, Kevin Null's father-in-law passed away last week

- The Town should consider the purchase of the L-1 Technology building
- Met with Clark Taggart at the Dielman inn regarding the landscaping. He suggested the removal of the boxwoods as they cannot be saved.

Town Manager: -

- **SHA** wants an update on the Streetscape project. He is working with Brice from GMB on the scope of work
- **Springdale Preparatory School:** received a permit from the County and he is in talks with representatives of the school to find out exactly what they are applying a permit for. The school is meeting with the County walk through the property to see what updates are required to meet the permit requirements. Springdale is also in discussion with the County in using the old New Windsor Middle School as a classroom facility for their school. The Planning Commission is meeting on the 23rd for discussion on the zoning text amendment for the school.
- **April 12th** –New Windsor Lion's Club will be recognizing the Town staff, Mayor and Town Council. That starts at 6:29 p.m. more information will follow.

A Motion to adjourn the Work session was made at 9:02 p.m. By Councilmember Palsgrove, 2nd by Councilmember Schultz and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer