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Minutes – Town Council Meeting April 05, 2017

Present: Mayor Roop, Council Members, Ed Smith, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 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 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 March 1, 2017 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- PW has been doing general maintenance on the equipment getting ready for mowing season
- PW doing some work at the ballfields on Meadow Lane
- Yard waste began today, it will be the 1st and 3rd Wednesday of each month
- Bulk trash day – April 29th at Geer Lane, 8-1
- Planning Commission met last month and approved the current storm water management plan for the Snader's Summit project and Employment Campus Plan for Springdale Preparatory School, They are also reviewing and preparing to discuss the Air B&B concept

Water & Sewer: Councilmember Palsgrove –

- SBR tank issue still ongoing on 4/27 engineers will inspect the tanks for a solution
- **Question from the audience – Is there a resolution in place to protect residents for sewer backup?** That situation needs to be revisited to determine the responsibilities of expenses for sewer backup.

Public Safety: Councilmember Smith –

- Defer to Cpl. Tausen for his report
- Starting to work on the National Night Out event

Economic Development: Councilmember Schultz –

- Carroll County Downtown Economic group met last month and there is a new brochure tracking trains and New Windsor is in it. Work also continues on Small Business Saturday
- SERRV store is closing at the end of the month with no new location at this point
- Met with Nick Redding of Preservation Maryland on the Dielman project
- Attended the Human Services Program meeting, they are in need of members

Community Enhancement: Councilmember Custen

- Still wanting a Community composting project, she has a handout available tonight for anyone wanting information. These will also be available at Town Office.

Mayor's Report:

Resident in Attendance asks: Why is the Town dumping money into the Dielman Inn? Mayor Roop states it will become a destination for people visiting the Town with shops, etc. Sidewalks will be replaced with Urban Reconstruction project.

March 1 Town Council Meeting

Check for an update on the Lt. Governor being our Memorial Day Keynote Speaker

March 2

Signed checks

Phone call from Commissioners Rothschild & Wantz about Springdale Prep and suggested the County provide \$3M to \$4M from the sale of the middle school

A dinner to welcome Dr. Charles Chen, Ashley Yuan and Johnny Graham and Springdale Preparatory School.

March 7 Meeting with Town Manager Schaeffer

March 9 MML Chapter Dinner in Sykesville

March 13 A snow Storm preparedness meeting with Fire Company

March 14 Assisted Fire company in preparing meals for snow storm personnel

Addressed complaint about snow removal

March 15 Snader's Summit meeting with Town Manager Schaeffer, Marty Hackett and Paul Mueller

March 16 Grant research at the Carroll County Nonprofit Center

Signed checks

March 20 Meeting with Town Manager Schaeffer

Check for an update on the Lt. Governor being our Memorial Day Keynote Speaker

Attended Town Work Session

March 27 Attended Lions Club Board Meeting, requested & received approval of \$3,000 for ball fields

March 29 Attended CDBG Block Grant Application Workshop

Attended Lehigh Cement Community Council meeting

March 30 Attended Maryland/Pennsylvania Motor coach Expo – Discover New Windsor

Attended Carroll Cable Regulatory Commission meeting

March 31 Email to Lynn Wheeler about New Windsor getting a library

Community Deputy: - Cpl. Tausen

- 101 incidents in March
- 32 citations and/or warnings issued
- Parking complaints are on the rise
- Juvenile complaints not too bad
- Working on preparations for the New Windsor carnival parade night

West Carroll Recreation: Kevin Cornick

- Baseball program is growing and looking forward to using the Siebel Fields again.

- Met with Springdale Prep. and they will allow the WCRC basketball program to use the NW Middle School gym should they acquire the property.

Fire Chief Report: Chief Tom Coe – Not in attendance

Town Manager Report:

Lagoon Decommissioning

I will attend a meeting with the County on April 19th to discuss the conversion of the small lagoon to a storm water management facility. The Services agreement with Grace E. Fielder and Associates is complete. The development of the master plan for the area of the lagoons, Lions Ballfield, the tennis courts and the Public Works shop will begin by the end of April.

Dielman Inn Lead Paint Abatement

Work on the additional items which were approved by DHCD is scheduled to begin April 17th.

Blue Ridge Storm water Management Retrofit.

The plans for the retrofit have been submitted to the County for final review and approval. There are about 17,000 cubic yards of dirt that will be removed from the site and hauled to the lagoons to be used as fill. To avoid having trucks going through the Blue Ridge development a temporary haul road to the old State road is being proposed.

Blue Ridge and College Avenues – Design and Engineering RFP

ARRO has been given Notice to Proceed. Survey work will begin within the next few weeks. As soon as a schedule is firmed up, a letter will be sent to the residents on those two streets letting them know the status of the project.

Bowersox Drive.

Pipe replacement will be complete by the end of April. Stambaugh's has been contracted to replace the pipe and repair the driveway at a cost of \$5,984.00.

University of North Carolina, Environmental Finance Center

March 30th I attended a utilities rate setting workshop conducted by Glen Barnes with the UNC Environmental Finance Center. All small utilities are struggling with the same issues of reduced consumption, mandated upgrades and escalating cost of operation, maintenance and upgrades. While there are no easy answers to the funding issue, however; good information was presented on how to evaluate the financial condition of a utility and a process for determining what projects is the real priority.

Sludge Press

ARRO has submitted a proposal for the design and engineering for the sludge press. This project will be funded in part with the remaining USDA loan funds and in part from Utilities Enterprise funds. The proposal is under review and will be presented for consideration at the April work session

Sewer Lining

The request for bids for the sewer lining has been issued to the three companies which Carroll County has term contracts with. The firms were selected through a competitive bid process. Bids are due April 24th.

Streetscape

GMB has submitted a proposal for the design and engineering of the water line improvements for the streetscape project. The proposal is under review and will be presented at a future session.

Clerk/Treasurer – Each of the following balances given as of March 31, 2017

General Fund balance is - **\$211,656.10**

General Fund Capital Budget Account is - **\$44,521.61**

Enterprise Fund balance is - **\$245,221.60**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$702,585.62**

Loan repayment fund the balance is -**\$87,525.45**

Money Market fund the balance is -**\$42,720.61**

Lagoon Remediation fund the balance is - **\$287,352.17**

Real Property Report

13 properties For Sale

4 properties in a Foreclosure process

Water/Sewer

Quarterly billing was mailed out on 3/31/2017. Total billed was \$201,525.04.

Election Information

First day to obtain papers and to file	
Certificates of Nomination	February 6, 2017
Last day to file Certificates of Nomination	Monday, April 10, 2017
Last day to register to vote	Monday, April 03, 2017
First day to request Absentee Ballot	Tuesday, April 11, 2017
Deadline for returning Absentee Ballot	Monday, May 08, 2017
ELECTION DAY	Tuesday, May 09, 2017
Certify Election Results	Thursday, May 11, 2017

Only 1 person has filed – Neal Roop – Mayor

Lehigh Update – No one in attendance

Residents Concern: None

Old Business: None

New Business:

- **FY2018 Budget Review – Enterprise Fund**

Town Manager Schaeffer presented the Mayor and Town Council a power point report showing the entire Enterprise Fund budget along with Capital Projects

Announcements –

- Annual Community Beautification Day Saturday, April 29 8am-12pm
- April 22nd will be opening day for WCRC tee ball program at Siebel fields

A Motion was made by Councilmember Smith to adjourn at 9:00 p.m. it was 2nd and approved 5-0.

Respectfully submitted,

Donna Alban, Clerk/Treasurer