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Minutes – Town Council Meeting August 2, 2017

Present: Mayor Roop, Council Members, David Hoffman, Kimberlee Schultz and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 18 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 Hoffman to approve the July 5, 2017 minutes. It was 2nd and approved 3-0.

Council Reports –

Public Works: Councilmember Hoffman –

- PW busy doing curb painting
- Work was done at the Lion's Park
- Patching of roadways continues
- Regular equipment maintenance continuing
- Storm Drains were cleaned
- Removed a shed from the lot at 201 Main Street
- Planning Commission met in July and approved New Windsor portion of Carroll County Water/Sewer Master Plan. – New Member, Kevin Cornick sworn in. Also approved revision to Snader's Summit development.

Water & Sewer: Councilmember Palsgrove – Not in attendance

Public Safety: Councilmember Smith – Not in attendance

- Mayor Roop thanked everyone for successful National Night Out event
- Defer to Deputy Simmons for his report

Economic Development: Councilmember Schultz –

- Carroll County Downtown met in July
- Working on Circuit Rider grants
- Carroll County tourism is giving each Town \$500.00 to promote events and the Town's business information was updated on their website

Community Enhancement: Councilmember Custen –

- Reminder of Music on the Main event on October 7th
- Poster design for Music on the Main ends 8/15
- Several citizens have expressed an interest in setting up a Farmer’s Market at the New Windsor Middle School parking lot
- New Windsor Heritage will be honoring 11 local veterans on Nov 11th, Veterans Day
- Reappointed to the Legislative Committee at MML – focusing on improvements to Highway User Revenue

Mayor’s Report:

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| July 5 | Town Council Meeting |
| July 6 | Signed Checks |
| July 12 | Meeting with Grace Fielder, Frank & Mike Meeting with representatives from Snader’s Summit, Frank & Mike |
| July 13 | Meeting with Community Legacy Staff |
| July 14 | Taneytown Business Breakfast |
| July 17 | Submitted Music on the Main information for Neighborhood Section Town Work Session |
| July 18 | Meeting with Nick Redding, Executive Director, Preservation Maryland |
| July 19 | Governor Tawe’s Crab Feed – Charlotte Davis, Rural Maryland Council and Ian Fleming, Washington Inn & Tavern and Robert Morris Inn |
| July 20 | Signed Checks Agreed to speak at David Rapids Project Rebirth Remembrance Ceremony for the victims of the 9-11 attack, Sunday, September 10 at 7:00 PM. |
| July 23 | Hawaiian Shirt Day |
| July 25 | Submitted Preservation Maryland’s Six-to-Fix application for Dielman Inn |
| July 28 | Meeting with 2 residents along with Council Members, Palsgrove & Custen |

Community Deputy: - Dan Simmons

- 74 calls in July – some of the highlights:
- theft of construction equipment,
- theft of dirt bike,
- hypodermic needles found,
- traffic stop a juvenile speeding, license suspended
- assault
- 19 Vehicle stops

West Carroll Recreation: Kevin Cornick

- Rec. Council is looking at adding adult events in addition to the child events

Fire Chief Report: Chief Tom Coe –

- 17 Fire calls – YTD of 154, 51 EMS calls – YTD – 340
- The crab feed in July had 460 attendees, tickets still available for the September feed

Town Manager Report:

Lagoon Decommissioning

Large lagoon is complete. Small lagoon is rough finished and is drying out.

Sulphur Springs Park Master Plan

Grace Fielder presented three concepts at July Work Session. Town Council needs to develop comments and provide direction to finish plan.

Dielman Inn Lead Paint Abatement

All work that was included in the additional work orders has been completed. There is still \$93,000.00 in grant money remaining.

Blue Ridge Storm Water Management Retrofit.

The plans for the retrofit have been submitted to the County for final review and approval. It is expected that work will begin in the September /October time frame.

Blue Ridge and College Avenues – Design and Engineering RFP

30% review drawings are due by mid-August August.

Lions Park Fire Damage

Hearing was rescheduled for August 14th.

Sludge Press

Project kick-off meeting was held on July 17th with ARRO. Three possible locations are being considered for the sludge press.

Atlee Ridge POS Project

After discussion of the project with DNR it will be necessary to upgrade some of the equipment in order for DNR to approve the new safety surface. Playground Specialists is working up a plan and proposal which will satisfy DNR's requirements.

201 Main Street POS Project

Grace Fielder has submitted a proposal to prepare a plan for the 201 Main Street Property. The proposal will be discussed at the August Work Session.

Property Complaints

Three properties were inspected and notified, 109 Church, 205 Church, 304 Church. 109 Church and 304 Church have been abated. 205 Church is being maintained by a property management company located in Michigan. The conditions have not been fully abated. 205 Maple has been inspected and notified. The conditions have not been abated. Due to the condition of the property it is preferable to have an outside contractor do the work. 410 Church Street has been notified regarding unregistered vehicles.

Streetscape Progress Meeting

SHA has updated the project schedule. At this time the SHA schedule advertisement in November of 2020. Beginning with the August Work Session a complete review of the Streetscape project, project schedule, project tasks and critical decisions will begin.

Sewer Lining

Lining of sewers will be completed this week. Manhole repairs will begin next week and will take two to 3 weeks.

Waterline Design

GMB is working on plans. 30% drawing are due by the end of August.

Lighting

Multiple vendors have met with Town staff. A presentation on lighting will be scheduled for the August Work Session.

Clerk/Treasurer –

Each of the following balances given as of July 31, 2017

General Fund balance is - **\$128,741.66**

General Fund Capital Budget Account is - **\$47,277.78**

Enterprise Fund balance is - **\$238,781.10**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$586,345.33**

Developer fees the balance is -**\$448,288.42**

Money Market fund the balance is **-\$42,613.06**
Lagoon Remediation fund the balance is **-\$264,064.67**

Real Property Report

12 properties For Sale
12 properties in a Foreclosure process

Water/Sewer

1st late charge will be assessed on w/s billing on 8/4/2017

Preliminary audit work is underway. Because of the scanning program, it should cut down on the amount of field time SB & Company needs to spend in New Windsor that remains to be seen.

Lehigh Update – No one in attendance

Residents Concern: None

Old Business:

- **Sulphur Spring Park Expansion: Tom Vickery** – Atlee Ridge resident, president of FSK Athletic Boosters and softball coach supports the plans that have additional ballfields. There is currently a shortage of fields for tournaments. **Kevin Cornick**, WCRC representation inquired whether the Rec. Council would be given primary use of the fields and who is going to manage the facility? **Mayor Roop** stated his goal is to hire someone to manage it. Cal Ripken foundation will help the Town with a capital campaign to raise funding, the use of a Sludge Press will free up money to be used at the facility. He spoke with Comm. Weaver last Wednesday and asked for \$3.5 million to come to the Town for the old Middle School.

New Business:

- **New Windsor Height Public Works Agreement Amendment –**
- **Background:**
- The Public Works Agreement (PWA) for New Windsor Vistas (formerly New Windsor Heights) includes a section which set forth the conditions by which the developer could reserve water and sewer capacity. One of the key provisions is a schedule by which the developer had to pay the necessary development fees. The project has not progressed as quickly as projected and the developer has submitted a new schedule. The schedule envisions 12 units per year through 2021 and 4 units in 2022. If the revised schedule is approved the PWA would have to be amended to attached the revised schedule.
- **Desired action:** Approval of the revised phasing schedule. **A Motion by Councilmember Hoffman, 2nd by Councilmember Schultz and approved 3-0.**

Announcements –

Music on the Main meeting – August 10 – 7:00 p.m.
Music on the Main Poster contest deadline – August 15
New Windsor Heritage Veterans recognition – November 11
New Windsor Vol. Fire Dept. Crab Feed – September 9
New Windsor Vol. Fire Dept. money drawing – September 23

A Motion was made by Councilmember Custen to adjourn at 8:15 p.m. it was 2nd and approved 3-0.

Respectfully submitted,
Donna Alban, Town Clerk