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Minutes – Town Council Meeting September 6, 2017

Present: Mayor Roop, Council Members, David Hoffman, Kimberlee Schultz, Ed Smith and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 10 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 August 2, 2017 minutes. It was 2nd and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Installed lights at Main Street Park
- Regular mowing continues
- Music on the Main set up underway
- Yard waste continues – 1st and 3rd Wednesday through October
- Planning Commission did not meet in August

Water & Sewer: Councilmember Palsgrove – Not in attendance – Town Manager will give updates

Public Safety: Councilmember Smith –

- Sheriff's department has had a rash of vehicles being broken into
- Positive rabies test on a feral cat just outside of Town
- He has completed the Academy of Excellence Course
- Selected by ADHOC at MML committee – small town disaster planning will meet on Sept. 16th

Economic Development: Councilmember Schultz –

- Carroll County Downtown meeting on the 21st. Each Town has been given \$500.00 to use to promote small business
- Reminder to every one of the Social Media Policy the Town has especially pertaining to recent negative posts on Facebook

Community Enhancement: Councilmember Custen –

- Reminder of Music on the Main event on October 7th.
- 1st meeting of Legislative Committee at MML – focusing on improvements to Highway User Revenue

Mayor's Report:

- Residents on Blue Ridge and College Avenue were made aware of the awarding of a \$663,000 CDGB to redo those streets
- Selected for 6 to fix project
- Attended a community conference concerning the vandalism case at the Lion's Park

Community Deputy: - Dan Simmons not in attendance

West Carroll Recreation: Kevin Cornick – Ms. Cornick was in attendance

- Basketball registration has begun and who would the WCRC contact regarding the use of the gym at the vacated Middle School?

Fire Chief Report: Chief Tom Coe –

- 36 Fire calls – YTD of 190, 49 EMS calls – YTD – 391
- 2nd crab feed in for September is almost sold out
- Ladies Auxiliary holding a Crab Cake sale deadline to order is 10/3
- AYCE Chicken Pot Pie on 10/28 – cost \$8.00

Town Manager Report:

Lagoon Decommissioning

Carroll County is finalizing the grading permit to fill the large lagoon.

Sulphur Springs Park Master Plan

On hold pending further discussion and direction from Town Council.

Dielman Inn Lead Paint Abatement

DHCD has indicated that remaining grant money cannot be used for interior projects.

Blue Ridge Storm Water Management Retrofit.

Carroll County will bid project in mid-September. Bid award is expected in October with Notice to Proceed the first of November.

Blue Ridge and College Avenues – Design and Engineering RFP

30% review with ARRO was held on August 31st. During field inspection met with several property owners and discussed several issues related to their properties. Several options are being developed for the sidewalk and road alignment at intersection of Blue Ridge and College Aves. Some work will need to be done with the water and sewer lines. This work is not included in the grant funding.

Sludge Press

After evaluation of several options it was determined the best location for the sludge press is at the south end of the plant beyond the future plant expansion. This will extend the footprint of the plant.

Atlee Ridge POS Project

Project description has been revised to include replacement of several pieces of equipment as well as the safety surface. Project application has been submitted to Carroll County. Carroll County will sign-off and forward to DNR.

Streetscape Progress Meeting

Meeting has been set for September 15th with SHA to discuss project goals, drainage and pedestrian lighting.

Sewer Lining

Lining of sewers is complete. One manhole is left to rehab. Still waiting for a change order for additional work for manhole frame replacement that wasn't included in scope of work.

Waterline Design

GMB is working on plans. 30% drawing are due in mid –September.

Lighting

Lighting decision anticipated at September 6th Town Council meeting. A meeting to discuss lighting is scheduled with SHA on the 15th.

Clerk/Treasurer –

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

General Fund balance is - **\$277,291.02**

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

Enterprise Fund balance is - **\$199,590.07**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$480,216.17**

Developer fees the balance is -**\$479,468.66**

Money Market fund the balance is -**\$42,623.92**

Lagoon Remediation fund the balance is - **\$261,607.87**

Real Property Report

15 properties For Sale

11 properties in a Foreclosure process

Water/Sewer

2nd late charges were assessed on w/s billing on 8/25/2017

FY17 audit fieldwork is continuing.

Lehigh Update – No one in attendance

Residents Concern: Amy Thomasson – Church St. List of concerns regarding parking, speeding, property neglect on lower portion of Church St. Mayor and Town Council appreciate her coming to the meeting and bringing these items to their attention. Items will be looked into and she will receive follow up information.

Old Business:

New Business:

Announcements –

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 4-0.

Respectfully submitted,
Donna Alban, Town Clerk