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## **Minutes – Town Council Meeting November 1, 2017**

**Present:** Tonight's meeting is being shadowed by Middle School students from Northwest Middle School and Springdale Preparatory School. Mayor Roop/Olivia Mason, Council Members, David Hoffman/Hadley Abbott, Ed Palsgrove/Harley Kalin, Kimberlee Schultz/Natalie Riley, Ed Smith/Hunter Kalin and Sandee Custen/Brian Dougherty. Also present was Town Clerk, Donna Alban/T. J. Frazier, Town Attorney Ostrander/Ashton Graham and Town Manager, Frank Schaeffer/Mackenzie O'Connor. There were 21 others in attendance.

**Call to Order:** Mayor Roop/Mason called the Town Council meeting to Order at 7:00 p.m.

**Pledge of Allegiance:** Mayor Roop/Mason 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.

**Recognition of Business Awards** – Mayor Roop/Mason presented the following plaques to local businesses: New Windsor State Bank – 85 years, Garber's Automotive – 35 years, Belisimo's – 5 years

**Previous Meeting Minutes:** A Motion by Councilmember Kalin/Smith to approve the October 4, 2017 minutes. It was 2<sup>nd</sup> and approved.

### **Council Reports –**

**Public Works: Councilmember Hoffman/Abbott** – October has been another busy month for the Public Works Crew.

At the beginning of the month the Public Works Crew was busy setting up for the successful "Music on the Main" event. This included cleaning the streets and marking the vendor spaces on Main Street. They also erected a fence at the Main Street lot. On the day of the event they set up the road barricades to block the street and put up the signs for parking and detour routes. October marks the end of the mowing season and yard waste pick-up. Also as part of the change of seasons, the Public Works Crew winterized the Lions Club Park to ensure it will be ready for usage next spring.

Since the final mowing has been completed the Public Works Crew has transitioned to leaf collection. The leaf machine has been serviced, this year it needed to have the battery replaced. Collection starts the first Monday in November and will continue through the first week of December. Refer to the Town Newsletter for the leaf curbside pick-up schedule. Please remember, leaves should not be raked into the gutter during inclement weather (rain, snow, or sleet) as this creates blockage of the storm drainage system.

Last Saturday was the Town's bulk trash day. In preparation, the Public Works Crew had to perform maintenance at the site to ensure the dumpsters could be properly placed for safety of the crew and citizens. As I'm sure you know, the dumpsters were available at the Public Works facility located on Geer lane for the collection of items that are typically too large to go in the regular trash. The Public Works Crew spent the morning on-site to help unload the items. Many Town residents took advantage of this service. Three dumpsters were filled.

Lastly, as we move towards winter weather, the Public Works Crew would like to remind everyone to obey the parking prohibition on Snow Emergency Routes. Vehicles parked in prohibited areas during snow emergencies create a hazardous situation for the crew and hinder their snow removal efforts. Please plan ahead and find a suitable place to park your vehicle before the snow falls this year.

*Question from Mayor: Since you brought up winter weather, how are the Town's salt reserves and when will the public works crew test the snow removal equipment?*

We have plenty of salt and testing of the equipment will start in the next two weeks.

**Water & Sewer: Councilmember Palsgrove/Kalin –**

Our first item to share is a progress report on the town's portion of the Maryland State Highway Administration's Urban Reconstruction project, previously known as Streetscape. As you may be aware, SHA is moving ahead with plans to replace roadway surfaces, sidewalks, curbs and make other improvements on Main and High Streets in New Windsor. Before this can move ahead the Town must repair or replace major sections of water and sewer piping under these roadways. We have completed the repairs to the sewer pipes using an internal lining process which caused minimal disruption and street closures but the replacement of the water lines will necessitate digging up sections of these two main roads to remove the old pipes and install new ones. This means there will be lane closures and possibly short street closures as well as service disruptions. We ask for your patience and understanding as we take the necessary steps to insure that this portion of an aging infrastructure is maintained in order to provide adequate water service to New Windsor's residents.

The second item to share is a repeat from last year's November council meeting and will come to you as a public service announcement about disposable or flushable wipes and the problem they continue to create in our sewer system. For several years we have been dealing with clogs and blockages in the town's sanitary sewer system pipes and pumps as a result of the disposal or flushing of so called disposable towels or wipes. While many of these household products are labeled "disposable" and some even labeled "flushable" they do not break down or disintegrate quickly enough to pass through the system without causing problems. Disposable does not mean flushable and flushable is usually a mislabeling by manufacturers. Please, do not flush any type of wipes, towels, or other cleaning products into the system. So the public service announcement reads like this: "No wipes down the Pipes". Say it with me now, "No Wipes down the Pipes". Thank you for your cooperation.

Answer to Mayor's follow-up question: If we follow the present schedule the earliest we would see activity to replace the under street piping would be November of next year and it could last approximately 12 months.

**Public Safety: Councilmember Smith/Kalin –**

I am happy to report that we had a safe and happy Halloween. There were no reports of any incidents and we have received several compliments about how great the people from this town were. We also received comments that residents were happy to see a continuous patrol by the sheriff's department through the neighborhoods.

We are now entering into the holiday season and with that, more postal deliveries are expected. With the popularity of businesses like Amazon and retail stores doing more mail orders, we have seen throughout the country an increase in thefts of these packages. These crimes are becoming more common and we all can help curb this. Try to make arrangements to have the deliveries made when somebody is home or have a neighbor take the delivery. Everybody can also keep a close eye out for individuals and cars coming into the neighborhoods that may seem suspicious. If you see something, please report it to the local authorities.

Make sure all valuables are removed from vehicles and lock you're the doors. Leave lights on in your homes when you leave and let your neighbors know if you are going to be gone for extended periods and have family and friends keep an eye of your property.

We would also like to remind residents that those who have and use fireplaces, to have their chimney's checked and cleaned prior to using them. The fall is a great time for you to do this.

Fire safety begins at home.

We have received several complaints of drivers not properly stopping at stop signs and failing to stop for buses. I would like to remind everybody that stop signs are there for a reason and you must come to a complete stop before safely proceeding. There are children in our community and it is very important that drivers are aware that the law requires them to stop for all school buses when they have their red lights activated. There could be children running to the bus and they may dart out in front of you at any time. Take an extra second or two even after the buses leave to look around and make sure you can proceed safely. Remember to drive like your own child lives here. We will have discussions with the town deputy about the problem areas. Councilman Smith has spoken to former town deputy Tausen and he advised that he will also assist with educating the new deputy about these areas and will work with him to continue to assist New Windsor.

On October 31st, Councilman Smith attended the second meeting of the Maryland Municipal League's Small Town Emergency Management Committee in Annapolis. This year's committee agenda will largely focus on the Opioid addiction crisis that the country and the State of Maryland are facing. This is a problem that has affected all areas of the state and in particular our county. The other agenda items will be the increase of civil disobedience and protests and the upcoming flu pandemic. The committee will be working with the Maryland Association of Counties in developing best practices in dealing with these problems. There are other monthly meetings planned and more information will be forthcoming.

**QUESTION FOR MAYOR TO ASK:**

"How will this committee affect small towns like New Windsor?"

Answer: The President and the Governor have each declared this a health crisis and that will allow for state and federal money and agencies to be allocated to help fight this growing problem. The committee will also develop a system of communication protocols that will allow for the sharing of information and assistance from State, County, Local and neighboring jurisdictions. The best practices that seem to be working in other jurisdictions will be implemented throughout

the State and will be available to assist municipalities that may be facing these situations and may not have the resources to implement these types of efforts.

We are also going to develop a list of items that citizens will need in the event of natural or man-made disasters. These will educate people about things they will need in the event of this type of event that they may not have thought of. These will be in the form of a brochure that can be distributed to local communities.

**Economic Development: Councilmember Schultz/Riley –**

- The Carroll County Downtowns, economic development group met on October 26<sup>th</sup>. They are working on several events to draw people to Carroll County's small businesses.
- The next event is a shopping passport event for Small Business Saturday.
- The shopping passports will be delivered to hundreds of small retailers and restaurants throughout Carroll County. Shoppers will be given a passport when they shop at a participating merchant.
- Every time people visit a participating merchant, they will be given a sticker, and when they have 8 stickers, they can drop off the passport at designated collection sites.
- A drawing of the completed passports will take place on December 5<sup>th</sup> and several \$100 gift cards will go to the winners.
- Councilwoman Schultz will distribute the shopping passports and stickers, and Small Business Saturday materials to New Windsor area businesses.

**Six to Fix**

- Mayor Roop will be talking about Preservation Maryland's Six to Fix program in his report. A Six to Fix event was held on October 19<sup>th</sup>. Mayor Roop and Councilwoman Schultz were out of town and could not be there, so Councilman Hoffman and Town Manager Schaffer attended. Councilwoman Schultz and Manager Schaffer developed materials for a presentation at the event, including a poster and leaflet.

**Town Facebook Group Guidelines Reminder**

- Councilwoman Schultz and Mayor Roop want to remind everyone that the Town Facebook group is an official Town group, so please limit posts to information relevant to the Town and local area, and, please be respectful in your comments and posts. The posting guidelines are pinned to the top of the page. Comments and posts that violate the guidelines will be deleted and individuals who post inappropriate comments/posts may be removed from the group.

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**Community Enhancement: Councilmember Custen/Dougherty –**

One of the ways in which I have tried to make New Windsor a better place to live is through a Facebook campaign called "New Windsor Saves the Planet."

Did you know that our town pays tens of thousands of dollars annually for our garbage to be hauled and dumped in the landfill, but pays only for hauling (and nothing to dump) our recycling? And that this landfill – otherwise known as the dump – is a stinky mountain of garbage that has nowhere else to go? It should be our families' goal to have bigger (and fuller) recycling bins than garbage cans.

So what can we take out of our trash and put in recycling bins (or cardboard boxes) at the curb? Cardboard, cereal & other paperboard boxes, paper bags, newspapers, gift wrap, inserts, office paper, junk mail, magazines & catalogs, paperback books, aluminum, tin & steel cans,

containers & foil, glass jars and bottles, plastic, plastic tubs, wide-mouth containers, paper money(just kidding - but glad you were listening!)

And what is NOT recyclable? **NO TO**

Batteries, Styrofoam, electronics, food waste, ceramics or dishes, trash or yard waste, motor oil containers, #6 clamshell containers, household hazardous waste, light bulbs, window glass or mirrors.

What else can we do in New Windsor, in addition to recycling, to improve the environment now and for the future?

- Turn things off if we're not using them. Turning our TV's and computers off at the end of the day can be a difficult and time-consuming process (\*cough, cough\*) – but leaving them on standby overnight is not only a pointless addition to our carbon footprint; it adds to the electric bill
- Get a bike – bikes use no fuel, produce no emissions, keep you fit and help you live longer. Also, bikes are cool.
- Reuse plastic bags or use reusable bags. Stop killing so many dolphins. There are more than five trillion pieces of plastic in the world's oceans – of which plastic bags account for a large portion –they strangle sea animals and seriously damage the food chain.
- Don't leave chargers plugged in – phone and laptop chargers constantly left in the socket will continue to use a small amount of electricity, completely unnecessarily. Take a second to pull them out.
- Think of the bees. Bees are very important to the food ecosystem and it's a huge cause of concern that their numbers are declining. You can help out by making your garden bee friendly, with plants such as lavender, roses, sunflowers and geraniums.

**Please join the New Windsor Heritage as they honor New Windsor Veterans throughout history in a gala event at 6:00 p.m. on November 11, 2017 at the fire department social hall. The event is open to everyone and tickets are still available at \$25 for veterans and \$30 for everyone else. There will be a dinner, stories, color guard, induction of Veterans into the 2017 Hall of Fame and Councilman Smith will be our DJ with vintage music.**

#### **Mayor's Report:**

- Attended a CDBG grant workshop with Circuit Rider, Mike Reynolds
- A Thank you to Tom Rasmussen from NWSB for closing the drive through at the bank by 11 for the Music on the Main event
- Attended a community meeting hosted by Lehigh to get their presentation on the conveyor operation project
- Attended the Pay as You Throw meeting
- At the November Town Council meeting the Town will have its annual job shadowing with Middle School age children to fulfill part of the Banner City requirements through MML. Both Northwest Middle and Springdale Prep will be sending representatives
- Spoke with Vince Campenella (Lehigh) about the acquisition of property down by the railroad tracks for future Public Works building

#### **Community Deputy: -**

- Master Deputy Brian Colussy will be the new deputy for New Windsor – 20 hours per week.
- 43 Calls in Sept – 6 vehicle stops
- 48 calls in October – 19 vehicle stops

**West Carroll Recreation: Kevin Cornick – presented by Mrs. Cornick**

- Fall sport programs are wrapping up
- Cheerleading and basketball tryouts have started
- Taneytown and New Windsor rec. councils have merged and will be known as the Junior Eagles
- Received permission from Carroll County to use the New Windsor Middle School gym
- Council needs a new treasurer if anyone is interested
- This evening the FSK girls field hockey team won regionals and will be going to the semi-finals

**Fire Chief Report: Chief Tom Coe –**

- Thank you to Councilmember Smith/Kalin for reminding everyone about chimney safety
- 27 Fire calls in October – YTD total – 250
- 55 EMS calls in October – YTD total – 484
- Tuesday night bingo continues
- Santa schedule will be posted on the Fire Dept. website

**Town Attorney Ostrander/Graham:**

There is a State law that allows various government entities to sue people who file false claims against these entities. That same law requires these entities to file reports with the State, detailing these suits.

In the 2017 session, the General Assembly amended this law to add municipalities to the list of government entities. As a result, I now have to file a report, as Town Attorney.

The Town of New Windsor has not filed any such suit; we haven't had any claims filed against us, true or false. Therefore, my report to the State will state that we have nothing to report. I will send the Town Clerk a copy for her records.

**MAYOR'S QUESTION**

How often will the Town have to file this report?

**ANSWER**

Every year by October 1.

**Town Manager Report Schaeffer/Kalin:**

**Blue Ridge Storm Water Management Retrofit.**

The project has been awarded to Thomas, Bennett and Hunter. Work is expected to begin in mid-November. No date has been scheduled for when filling of the lagoon may begin.

**Blue Ridge and College Avenues – Design and Engineering RFP**

The 60% submittal has been made to the Town. Upon completion of the Town review the project will be submitted to Maryland State Highway Administration and Carroll County for review. The latest Engineer's estimate of probable cost still has the project with the budget limit. Attached is an update on the DHCD grant process.

**Sludge Press**

The engineers have selected a sludge pump. The project engineering should move to the final design quickly. How to best fund the construction will be a topic for discussion at the November Work Session.

### **Atlee Ridge POS Project**

Project is tentatively scheduled for the December 20<sup>th</sup> for Board of Public Works approval.

### **Maple Avenue Sidewalks**

The sidewalk repair was completed by Precision Concrete. Photos of the work that was completed are attached.

### **Streetscape**

#### **Sewer Lining**

The lining work is complete. Bids are being requested for the replacement of six to eight manholes rings and covers. This work will be combined with the repair of about 25 manholes around Town that project above the road surface. These manholes have been damaged by snow plows and also cause damage to the snow plows.

#### **Waterline Design**

The 30 % drawings have been submitted to SHA for review. This about a 4 week period.

#### **Lighting**

SHA is completing the preliminary lighting plan based on the fixture the Town selected. Once the lighting layout is completed a new cost estimate will be developed. SHA indicated they will only participate in the basic fixture cost and not the additional features such as the cage, outlet and banner arms.

#### **Mayor Question:**

How much dirt will be hauled from the Blue Ridge pond to the lagoon? Will there be a notification to the residents?

#### **Answer:**

There will be about 1,700 cubic yards of dirt hauled to the lagoon. When the dates for the hauling have been scheduled they will be posted on the Town website and Facebook page. The residents that are adjacent to the project and are most affected will receive letters as well.

### **Clerk/Treasurer –**

**Each of the following balances given as of October 31, 2017**

General Fund the balance is - **\$224,668.55**

General Fund Capital Budget the balance is - **\$91,629.88**

Enterprise Fund balance is - **\$273,584.54**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,265.20**

Developer fees the balance is -**\$479,628.94**

Money Market Fund the balance is -**\$42,645.29**

Lagoon Remediation Fund the balance is - **\$213,077.41**

#### **Real Property Report**

There are 12 properties For Sale

There are 11 properties in a Foreclosure process

#### **Water/Sewer**

1<sup>st</sup> late charge will be assessed on November 6, 2017

FY17 audit has been finalized and all the necessary paperwork has been submitted to the State of Maryland.

**Mayor Question** – When and how often does the Town need to have an audit?

**Answer** – The Town of New Windsor is required by law to have an annual audit performed. The fiscal year ends June 30<sup>th</sup> of each year and the audit must be filed with the State of Maryland prior to November 1<sup>st</sup> of each year.

**Lehigh Update** – Mayor announced the long belt is operational. They are continuing testing on the conveyor. Blasting continues. C J Miller will be working on the safety berm around the property. Tree planting will resume next fall.

**Residents Concern:**

**Old Business:**

- College and Blue Ridge Avenues Road improvements – Town Manager states Environmental review has been filed as well as the request for fund reimbursement The November work session will be the review of the final plan
- New Windsor Urban Reconstruction – TIGER Grant – should hear final response next month
- Review of the streetscape lighting plan will occur at the work session on the 20th

**New Business:**

- **Yaskawa Booster Pump Drive -**

**Background:**

The Rowe Road booster station has three pumps which boost water to the large pedestal tank. Each pump has an electronic control called a drive. One of the original drive's which is a mid-1990's vintage has failed. The station currently has only two operational pumps. Three pumps are necessary to meet peak demand and maintain redundancy. One of the original drives has been replaced previously, the third drive is original. Control Systems 21 has submitted a proposal of \$3,042.00 to supply and install a Yaskawa P1000 for a price of \$3,042.00.

- **Desired Action:** Approval of the proposal by Control Systems 21 to supply and install the Yaskawa P1000 Pump Drive for \$3,042.00.

**A Motion to proceed with the proposal by Control Systems 21 by Councilmember Kalin, 2<sup>nd</sup> by Councilmember Riley and approved**

**Announcements –**

- New Windsor Heritage Veterans recognition – November 11
- New Windsor Lion's Club blood drive – November 9 – 2pm – 7:30pm
- Mayor Roop doing a food drive for the St. Paul's Food bank on November 17<sup>th</sup> beginning at 9:00
- Annual tree lighting ceremony on Dec. 6<sup>th</sup> at the Main Street Park starts at 6:00 p.m.

**A Motion was made by Councilmember Kalin to adjourn at 8:15 p.m. it was 2<sup>nd</sup> and approved.**

Respectfully submitted,  
Donna Alban/T. J. Frazier, Town Clerks