



NEAL ROOP, MAYOR  
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR  
211 High Street - P. O. Box 609  
New Windsor, Maryland 21776  
[info@NewWindsorMD.org](mailto:info@NewWindsorMD.org)

PH. 410-635-6575  
FAX 410-635-2995

## **Minutes – Town Council Meeting January 3, 2018**

**Present:** Mayor Roop, Council Members, 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 6 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 Palsgrove to approve the December 6, 2017 minutes. It was 2<sup>nd</sup> and approved 4-0.

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- Planning Commission did not meet in December
- Tree pickup started today
- Leaf pickup has concluded
- Water meters were read
- General maintenance on the equipment

#### **Water & Sewer: Councilmember Palsgrove –**

- Cold weather is causing issues at the WWTP. One SBR tank sprung another leak. It has been plugged.

#### **Public Safety: Councilmember Smith – Not in attendance**

#### **Economic Development: Councilmember Schultz –**

- The next Carroll County Downtown meeting will be in late January.
- Attended the Human Services program meeting
- Selling tickets for bull roast fundraiser at Reese Fire Hall, items needed for silent auction

#### **Community Enhancement: Councilmember Custen –**

- Will be attending the MML Legislative Session later this month, will report on it at the February Town Council meeting

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

- December 6 Christmas tree Lighting  
Town Council Meeting
- December 8 Working with Uri Avin on a PALS/MDP Collaboration on Assistance to Small MD Communities project
- December 9 Town Christmas Breakfast
- December 11 Employee Appreciation  
Completed W-9 form for the Preservation Maryland Six-To-Fix project
- December 12 Registered for a Leverage your Volunteer Program - Partner with Volunteer Maryland training  
Communicated with potential buyers of the former New Windsor Inn
- December 13 Communicated with Lili Mundroff with Brennan & Company Architects to assist with the Six-To-Fix project
- December 14 MML Carroll Chapter Legislative Dinner
- December 15 Requested and received an update from Gale Engles, Carroll County Department of Planning on the Blue Ridge Manor project
- December 27 Coordinated with Jessica Feldt on future steps for the Six-To-Fix project
- December 28 Contacted James H. Moore III, President, Explosives Experts, Inc. about the blasts at the Blue Ridge Manor project  
Along with Frank, met on-site with representatives from Explosives Experts  
Communicating with Kevin Chambers, Explosives Experts on a daily basis to confirm blast days and times. Posting in Town Facebook page.

### **Community Deputy:** - Brian Colussy

- Reminder that if the Snow Emergency Plan is in effect, remove vehicles from the streets
- 82 calls in December being the YTD to 890
- 43 Traffic stops
- Will be handing out monthly chart at the meetings showing the police calls for service

### **West Carroll Recreation:** Kevin Cornick –

- No one in attendance

### **Fire Chief Report:** **Chief Tom Coe** – Not in attendance

### **Town Manager Report:**

#### **Blue Ridge Storm Water Management Retrofit.**

Good progress is being made on the pond. Blasting of rock has been occurring since Christmas. It is expected to go another 10 to 14 days. The project is expected to be complete in March weather permitting.

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

A meeting is being set with the engineer to finalize the design issues. All issues should be resolved by mid-January. Still awaiting response from DHCD regarding project schedule revisions

#### **Sludge Press**

The 60% submission has been received.

#### **Atlee Ridge POS Project**

Project was approved by the Board of Public Works at the December 20, 2107 meeting. Working with Playground Specialists on the final specifications.

#### **Wastewater Treatment Plant Repair**

The agreements with CST and Mid-Atlantic have been signed and forwarded to them. No information has been received as to when the production of the panels may be scheduled.

**Rate Study**

MCET has been provided the information that is required to perform the study. A draft of the study is expected in January.

**Meeting Dates**

Please review your calendars for February 17<sup>th</sup> and March 17<sup>th</sup> for possible additional Saturday Work Session meetings.

The January Work Session will be Tuesday the 16<sup>th</sup>, the February Work Session will be Tuesday the 20<sup>th</sup>. Both meetings will be held at the New Windsor Fire Hall.

**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. Waiting SHA review comments on the water line plans. Also awaiting a determination regarding the traffic circle. The additional cost to the project due to the traffic circle is estimated to be \$855,000.00.

**Lighting**

A meeting is set for January 9<sup>th</sup> with SHA and the lighting rep to review the lighting layout and estimate.

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

General Fund the balance is - **\$268,664.51**

General Fund Capital Budget the balance is - **\$93,338.83**

Enterprise Fund balance is - **\$319,642.92**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,391.64**

Developer fees the balance is -**\$479,789.26**

Money Market Fund the balance is -**\$37,447.88**

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

**Real Property Report**

There are 11 properties For Sale

There are 11 properties in a Foreclosure process

**Water/Sewer**

Because of the holidays, water/sewer bills will not be ready to go out until Friday. No turn offs were processed during the holidays, but will be addressed during the month of January.

**Audit**

The Town will need to bid for audit services because FY17 was the final year with our current auditors, S B & Company. Town Manager and I are working on the RFP, ads will run in February. Bids will be due by March 2<sup>nd</sup>.

**Lehigh Update** – No one in attendance

**Residents Concern:** None

**Old Business:** None

**New Business:**

- **Fair Trash Reduction – FuTuRe** – Committee will consist of Hughes Trash, Frank Vleck-business owner, Retired person, Steve Aquino – accountant, Councilman Palsgrove, Councilwoman Custen and a 6 member family representative
- **FY2018 – Budget – Transfer of Funds** – Preliminary discussion on the use of Law enforcement budget amount remaining and will have further discussion at a future meeting

**Announcements –**

**A Motion by Councilmember Schultz at 7:53 p.m. to adjourn Town Council meeting, 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.**

Respectfully submitted,  
Donna Alban, Town Clerk