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Minutes – Town Council Meeting April 4, 2018

Present: Mayor Roop, Council Members, David Hoffman, Ed Smith, Kimberlee Schultz and Sandee Custen. (Councilmember Palsgrove not in attendance) Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 11 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 electronical 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 7, 2018 minutes. It was 2nd and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Planning Commission met in March – continued to work on Short Term Rentals, Town Attorney Ostrander to draft Ordinance in preparation for April Planning Commission meeting
- Grading work done at Dennings Road Location
- Thanks for Public Works crew for outstanding job on the March 20th snow event
- Public Works department reading summer equipment for the season
- Pot Hole repairs
- Some sign replacements were done
- Salt equipment prepped for storage
- Yard waste pickup began today and will be on the 1st and 3rd Wednesdays through October
- Bulk Trash will occur on April 28th, from 8 - 1

Water & Sewer: Councilmember Palsgrove – Not in attendance

Public Safety: Councilmember Smith –

- Deputy Colussy will report later in the meeting
- Reminder that all dogs and ferrets must be vaccinated against rabies, there will be a rabies clinic hosted by the Health Dept. on 4/22 from 2 -4 at the Ag Center, cost \$7.00

- Received numerous calls from residents about removing their vehicles during a Snow Emergency event. The Snow event on the 20th caused some problems for the Public Works crew because of residents not removing their vehicles from the streets.

Economic Development: Councilmember Schultz –

- She also received calls about the lack of communication on parking during a snow event,
- She and Mayor Roop administrate the Town Facebook page and it is for official Town items not other County areas
- Carroll County Downtown will meet this month. Still working on the videos for each municipality
- Met with Preservation Maryland today – Mayor Roop will present more about that

Community Enhancement: Councilmember Custen –

- The Heritage Committee is talking about the possibility of beginning history talks
- FuTuRe project still ongoing, next presentation on 4/11 at the New Windsor Lion’s Club
- Mayor Roop stated that volunteer firefighter, David Coe brought up having a volunteer evening to invite the community to learn about the Fire Dept. Mayor will follow up with David to set a date

Mayor’s Report:

March 5 Sign Checks
 March 7 Town Council Meeting
 March 8 Meeting with Lehigh Cement Company – Property for Public Works Building
 MML Chapter Dinner
 March 9 Taneytown Business Breakfast
 March 12 Town Manager Interviews
 March 15 Comcast Newsmakers Taping
 March 26 Confirmed Community Meeting Room for Preservation Maryland’s Pop Up
 26th Annual Human Relations Awards Dinner
 March 28 Community Development Block Grant Application Workshop
 New Windsor Lions Club 70th Charter Night
 March 29 Economic Outlook 2018 Breakfast
 April 4 Preservation Maryland Preservation Planning Meeting

Upcoming April meetings

Partnership for Action Learning in Sustainability (PALS) UMD Brainstorming Session
 (Wendi Peters, Special Secretary of Smart Growth)
 Pro-bono Estimate of the Dielman Inn Foundation.

Community Deputy: - Brian Colussy

- Reminder that if the Snow Emergency Plan is in effect, remove vehicles from the streets
- 50 calls in March

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.

Filling of lagoon is complete. Contractor is installing filter media in bottom of pond.

Blue Ridge and College Avenues – Design and Engineering RFP

Plans have been submitted to agencies for review. Community meeting is scheduled for Wednesday April 18. Waterline has been re-bid. Bids are due April 11th.

Sludge Press

The 60% submission has been received.

Atlee Ridge POS Project

Project awarded to Playground Specialist's. Service agreement has been signed. Equipment has been ordered.

Wastewater Treatment Plant Repair

Sludge tank has been drained and cleaned. Mid-Atlantic is proposing different options on the repair of the tank. One option is to coat the interior of tanks. This would provide a 10 year warranty. However the cost is well above the initial coating estimate. Mid-Atlantic will contribute some funds toward the cost.

Rate Study

Review of rate study will done at the April 16th Work Session.

FuTuRe

A public information meeting is scheduled for April 16th at 6:00 prior to the Work Session. There will be a mail out to the residents prior to the meeting.

Pothole Repair

C.J. Miller awarded bid. They will begin work as soon as service agreement is signed. Bid request for pothole repair has been issued. Bids due March 16th.

Streetscape

Sewer Lining

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

GMB is developing the 65% drawings. Awaiting a determination regarding the traffic circle. It does seem that the traffic circle is the best method to address al intersection geometry and traffic speed concerns. The additional cost to the project due to the traffic circle is estimated to be \$855,000.00. SHA has assigned a new project manager, Marguerite Smith-Clark.

Lighting

Meeting with SHA resulted in a number of possible revisions to the lighting plan which presently is under consideration. The revisions could potentially lower the Town's portion of the lighting cost to about \$200,000.00.

Progress Meeting

There will be a progress meeting on April 27th. There is a new project manager at SHA.

Clerk/Treasurer –

Each of the following balances given as of March 30, 2018

General Fund the balance is - **\$266,849.40**

General Fund Capital Budget the balance is - **\$158,600.92**

Enterprise Fund balance is - **\$255,578.26**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,578.26**

Developer fees the balance is -**\$557,795.77**

Money Market Fund the balance is -**\$37,475.59**

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

Real Property Report

There are 6 properties For Sale

There are 9 properties in a Foreclosure process

Water/Sewer

Water/sewer bills were mailed out on 3/29/18.

Lehigh Update – site that the Town looked at belonging to Lehigh by the railroad tracks as a future for Public Works building is off the books. An area also owned by Lehigh (1.5 acres) will be discussed at the next Work Session

Residents Concern: Amy Garrison resides in Taylorsville but is an amateur metal detector. She knows that New Windsor has a rich history and would like permission to explore in cooperation with the Heritage Committee. This idea will be taken under consideration.

Old Business: None

New Business:

- **Water/Sewer Rate Study -**

Rate Study Summary

The rate study proposes only slight changes to the current rate structure. The study recommends decreasing the annual percentage usage increase from 5% to 3%. The study also recommends increasing the annual sewer base charge increase from \$6.00 to \$12.00. No change in the water base charge increase is recommended. Under the proposed rate structure the total FY 2019 increase would be \$5.00 more than the FY 2019 increase in the current rate structure.

Historic Water and Sewer Rates				
Fiscal Year	Water Rates		Sewer Rates	
	Unit \$/unit/Qtr.	Usage \$/1000 gals	Unit \$/unit/Qtr.	Usage, \$/1000 gals
2012	\$97	\$2.80	\$125	\$5.00
2013	\$103	\$2.94	\$80	\$6.00
2014	\$109	\$3.09	\$86	\$6.30
2015	\$115	\$3.24	\$92	\$6.62
2016	\$121	\$3.40	\$73	\$6.95
2017	\$127	\$3.57	\$79	\$7.29
2018	\$133	\$3.75	\$85	\$7.66

Announcements:

- April 28th in the Annual Beautification Day , Shred day and Bulk Trash

Motion to Adjourn: At 8:25 Councilmember Hoffman motioned to adjourn the meeting, It was 2nd and approved 4-0.

Respectfully submitted,
Donna Alban, Town Clerk