

NEAL C ROOP
MAYOR
Email:
NRoop@NewWindsorMD.org

Phone: 410-635-6575
Fax 410-635-2995
Email:
Info@NewWindsorMD.org

TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
Council Work Session Minutes

May 21, 2018

Public Hearing for FY19 Budget: Call to Order by Mayor Roop at 7:00 p.m.

No comments from anyone in attendance. A Motion by close the hearing by Councilmember Palsgrove, 2nd by Councilmember Hoffman and approved 4-0, with Councilmember Custen absent.

Call to Order of Regular Work Session: Mayor Roop at 7:02 p.m.

Present: Mayor Roop, Councilmembers – Ed Palsgrove, Ed Smith, Kimberlee Schultz and Dave Hoffman. Also present, Town Manager, Gary Dye, Water/Sewer – Jack Coe and Town Clerk, Donna Alban. Councilmember Custen arrived at 7:06.

Approval of April 16, 2018 minutes: A Motion by Councilmember Smith to approve the minutes, it was 2nd by Councilmember Schultz and passed 4-0.

Agenda Items:

- **FY19 Budget Discussion and Adoption** – No questions or discussion, **A Motion by Councilmember Palsgrove, to adopt the budget as amended by the additional \$5,000.00 and 2nd by Councilmember Schultz to approve Ordinance 04-16-18 on the FY19 budget, approved 4-0.**
- **Adoption of Water/Sewer Rates FY2019 – FY2023 – Resolution 05-21-18 – Motion to adopt by Councilmember Hoffman, 2nd by Councilmember Schultz and approved 4-0.**
- **FuTuRe discussion** –

We last discussed the Pay As You Throw Pilot Program at the May 2nd Town Council Meeting. Council requested additional information on the following items:

- Cost for the commercial size bags for businesses is \$2.40. These bags will not have Town logo for the pilot study. The size will be approximately twice the size as the regular large residential bags. Could distribute the commercial bags from Town Hall?
- We have developed a list of businesses. Handout has information for name, address, phone #, contact person, trash pickup provided by, amount of trash, dumpster, yes/no, notes. Refer to handout.
- We have developed a list of renters, landlords and tenants. See handout. We have names and addresses for about half but we do know the total number of tenant renters. Kristen has offered to use interns to go door to door to educate the tenant renters we do not have contact information for. We will have to send letters to landlords before we do this so they can let their tenant renters know.

- We provided a list of 8 potential businesses to sell bags but Kristen with NetZero is only recommending we use 3. The 2 Food Lions, 1 in Taneytown and 1 in Westminster and 7-11 in New Windsor. To use multiple supermarkets is too cumbersome for the gift cards and letting residents choose during the pilot study.

Need Council decision if Town wants to go ahead with pilot program. Town Manager is instructed to keep the project ongoing.

- Public Works Building Discussion** – Councilmember Palsgrove wants to keep the Public Works department involved in the entire process and it was mentioned that Jeff Degitz, Carroll County Parks and Rec. recommended naming it the Maintenance building, not Public Works building to open funding opportunities.

 - **Banner Program** – Mayor Roop distributed information regarding the Military Banner program
 - **Resolution for Music on the Main – Temporary Liquor License – A Motion by Councilmember Hoffman to approve Resolution 05-21-18(b), 2nd by Councilmember Smith and approved 4-1 with Councilmember Palsgrove voting nay.**
 - **Conveyance of Blue Ridge Avenue to the Town** – Town Attorney Ostrander stated in order to convey property to a government; the government has to approve it. **A Motion to accept the conveyance of Blue Ridge Avenue from New Windsor Holding, LLC to the Town of New Windsor by Councilmember Palsgrove, 2nd by Councilmember Hoffman and approved 5-0.**
 - **Short Term Rental Ordinance hearing** – Need to schedule a hearing
 - **Funding for College & Blue Ridge Ave. Water Main and Sewer Clean out Financing - Background:** The Town has awarded the bid for the lowering of the water main in College Avenue as part of the College and Blue Ridge project. The cost of the waterline project is \$185,000.00. The Town is also going to install sewer lateral cleanouts for properties on those streets. The estimate for the cleanouts is \$60,000.00. This will be brought back to the Council as an official change order to the water main contract at a future meeting. This will bring the cost of the utilities portion of the project to \$245,000.00. The Council was previously briefed that we will be financing the \$245,000.00 with a loan from Farmers and Merchants Bank in order to preserve the cash in the Enterprise fund Capital Project Reserve for costs related to the Main and High Streets Streetscape project. We are working through the loan process with Farmers & Merchants Bank however; due to necessary paperwork and timing of next Council meeting on June 18th and due to the MML Conference we may run into a situation where the water line and sewer clean out work is finished before processing of the loan. Should this timing occur, we would request a temporary transfer of funds from the Enterprise Fund 3 R's/Reserve to pay the contractor and then reimburse the fund when the loan is complete.
 - Mr. Paul Burkitt is a candidate for County Commissioner of District 4 and wanted to introduce himself to the Mayor and Town Council.

Council Items:

- **Councilmember Schultz** – Carroll County Downtown is still working on a 1 minute, 30 second segment for each Town in Carroll County, Mayor Roop asked to be a part of the segment
- **Councilmember Custen** – She wanted the minutes to reflect that she was late to the meeting and would have voted nay on the Adoption of the FY19 – FY23 Water/Sewer Rates. Also, would like consideration to hold a meeting on a Saturday to accommodate

those who cannot attend the regular Town Council meeting night. There was discussion on these 2 points.

- **Councilmember Hoffman** – He has been questioned by residents about the lack of yard waste dumpsters on Geer Lane.
- **Jack Coe** – 1 SBR tank is complete
- **Mayor** – handed out a Water & Sewer Chronology for the Council to review

A Motion by Councilmember Palsgrove to adjourn the regular Work Session meeting was made at 8:48 p.m. It was 2nd by Councilmember Smith and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer