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Minutes – Town Council/Work Session Meeting June 18, 2018

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith, Kimberlee Schultz and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander, Town Manager, Gary Dye and retiring Town Manager, Frank Schaeffer. There were 15 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 May 2, 2018 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

It has been an extremely busy month for the Public Works Crew. They have had a difficult time keeping up with the mowing due to all the rain. Here is a list of their accomplishments:

- * Mowing Town Properties
- * Cleaning inlets after rain storms
- * Cold patching on roads on the fireman's parade route
- * Manicured Memorial park and Main Street park
- * Removed grass from the Main Street/ High Street corner property pavement
- * Weed trimming along state roads /town property and mowing for carnival
- * Mowing at Town farm
- * Fixed down spout at Town Hall
- * Washed Town Hall
- * Made additional parking at skate park/ballfields (Meadow lane)
- * Welded /fabricated storm drain inlet cover at Main and Water Street
- * Installed handicap accessible paper towel and soap dispensers at Lions Club pavilion
- * Repaired deck drive clutch on 430d mower
- * Rolled carnival grounds and Lions Field

Because of all the rain, many yard waste bags waiting for pick-up had begun to disintegrate and broke open. Also, the rain soaked bags and cans have filled with water and exceeded the 40 pound weight limit.

The Town still does not have a yard waste dumpster situation at the Public Works facility resolved which is causing extra work for the Crew.

Water & Sewer: Councilmember Palsgrove –

- Thanks to Public Works for timely repair of storm drain grate. It was a possible safety concern.
- Work progresses on repairs at the WWTP. Interior coating has been applied to SBR 1 and the sledge tank . I assisted Jack Coe and MES in returning sledge tank piping to original configuration.

Public Safety: Councilmember Smith –

- Reminder that National Night Out event will happen on August 7, 2018.

Economic Development: Councilmember Schultz –

- **Carroll Media Center** has been to New Windsor to film “B-roll” for the development of the PSA about the Town. They will be following up to get some sound bites from the May and local residents.
- **The Carroll County Downtown’s** group had a booth at the MML Summer Conference. The Mayor suggested that we have materials about Music on the Main at the next MML conference, I will develop some handouts.
- **The June HSP meeting** was rescheduled, will be attending next week.
- A resident posted on Facebook complaining about not receiving his water bill. I passed the information along to Donna and she followed up with information in a registered letter on what to do going forward if he does not receive his bill.
- Attended a meeting with the Governor’s communication staff and have some suggestions for updates to our social media policy. I will discuss these with the Town Attorney and bring the subject up at an upcoming meeting.

Community Enhancement: Councilmember Custen –

- **Dog Waste** – I would like to discuss installing dog waste stations at several locations, I am handing out two examples – one basic model with a sign and bag dispenser at a cost of 103.00 and the other includes a waste deposit unit at a cost of \$198.00.
- **New Windsor Heritage** – The Town will be celebrating its 175th anniversary, we believe in 2019. We would like to see a multi-front event.
- **Community Events** – Residents have asked for more community events, lets discuss at a future date possible Town picnic/fireworks on July 4th or Memorial Day in addition to the speakers.
- **Student Shadow Meeting** – Lets discuss making the program more meaningful for the students, maybe asking them to write something to present about the position they are representing, Town Manager, etc. or ask them to write a short research paper on a specific topic about New Windsor (e.g. – baseball in New Windsor, Fireman’s parade, etc.)

Mayor’s Report:

May 2	Town Council Meeting
May 11	Taneytown Business Breakfast
May 15	Lunch with Dwight Ricker
May 16	MML Joint Chapter Dinner
May 17	Preservation Maryland’s Best of Maryland Awards at the Star Spangled Banner Flag House
May 21	Town Work Session
May 22	Meeting with County Commissioner Dennis Frazier
May 27	Memorial Day Service
May 30	Meeting with Paul Mueller & Bob Ward
June 6	Assist with Preservation Maryland’s Pop Up Office Meeting with Andrea Faris Roberts , Founder & Executive Director, A Mother's Rest Charitable Respite Foundation Fireman’s Parade
June 7	Meeting with Architect Paul Van Slyke
June 10-13	Maryland Municipal League Summer Conference - *Welcome Reception & Gubernatorial Candidates Mixer *Keeping Municipalities Beautiful: Smart Solutions for

Waste Reduction *Opening General Session *Maryland Mayor's Association Meeting & Lunch *Governor Hogan Meet & Greet at Seacrets *Credentials & Vote *Business Meeting & MML/Musco Banner Town Recognition *Cabinet Secretaries Roundtable *Small Towns Discussion Forum *Building Reuse: What Might It Mean for Your Municipality?

Cabinet Secretaries Roundtable & Exhibit Halls: *John Wingrove, Community Liaison for Congressman Andy Harris *Secretary Carol Beatty Department of Disabilities, *Secretary Ellington Churchill Department of General Services *Douglas Conaway Regional Supervisor MES *Roy McGrath Director & CEO MES *Secretary of State John Wobensmith * Secretary James Fielder Maryland Higher Education *Secretary Kenneth Holt Department of Housing & Community Development Chief of Staff Michael White DHCD *Secretary David Brinkley Budget & Management *Special Secretary Wendi Peters Department of Planning *Secretary Mark Belton Department of Natural Resources *Deputy Secretary Joanne Throwe Department of Natural Resources *Project Forester Donna Davis

June 14 Meeting with Gary Dye, Jack Coe and Mid-Atlantic Contractors on College Avenue

June 18 Sign F & M Loan

Bi-Monthly Meeting with Town Manager Dye

Community Deputy: - Brian Colussy – not in attendance – information provided by e mail

- The Carroll County Sheriff's Office responded to 50 calls for service within the town of New Windsor between May 1, 2018 to May 31, 2018.
- The first quarter of 2018 (January 1, 2018 to March 31, 2018), the Sheriff's Office has completed approximately 110 traffic stops within town limits.
- During the past couple of months the Sheriff's Office has been receiving an uptick of calls for service about new scams and or frauds that are taking place around the county. Within the past month, several citizens within New Windsor and Union Bridge have fallen victim to these scams by losing a total estimated loss of approximately \$14,000 worth of US currency.
- **REMINDERS:**
- If you see something, say something. Please do not wait days to report an incident. This causes several issues, because when the incident is not reported to the police, the problems will never be solved.
- In the future, all traffic complaints should be forwarded by email or by contacting my phone extension at town hall. In the future, no complaints will be taken from social media posts.
- I want to thank the public works crew for assisting in providing the barricades for the Fireman's Parade that was held on June 6, 2018.

West Carroll Recreation: Kevin Cornick – not in attendance

Fire Chief Report: Chief Tom Coe – not in attendance

Town Manager Report:

Sludge Press

The 60% submission has been received. Put project on hold for now and pushed back a year or two due to College Ave. and WWTP Tank Repair projects. ARRO is working to finish the Design & Permitting phase of the project under the contract for \$33,930.43. Will investigate if sludge press can be funded through ENR upgrade. I did have a brief conversation with Brice Foxwell of GMB. There is State funding available for ENR and State will partially fund sludge press. Brice will send information and we will discuss further.

Wastewater Treatment Plant Repair

Sludge Tank and SBR Tank #1 are complete. SBR Tank #2 has been drained and scheduled for cleaning June 26th. Mid-Atlantic Storage Systems is scheduled to replace panels July 9th and Advanced Rehabilitation Technology (Spectra-Shield Liner System) is scheduled for coating July 16th. Coating will provide a 10- year warranty on anything coated.

Pothole Repair

C.J. Miller paved Church St. by 7-11 and Garber's on Friday last week and is did lower end of Church, Lambert and Atlee Ridge today. We had to scale back limits of patching on Lambert and Atlee Ridge to stay within the budget of \$75,315 which includes the original budget of \$48,135 plus the additional \$27,181 approved by Council. We used the additional money to do as much patching as possible.

Streetscape

GMB working on 60% water line plans. They have been held up somewhat by SHA in trying to get topo files to be able to move forward with final design of the water line. GMB is being diligent is requesting the right information needed. I have to look into the plan for funding the water line. Specifically, how Frank planned to fund the water line.

Clerk/Treasurer –Each of the following balances given as of May 31, 2018

General Fund the balance is - **\$148,392.81**

General Fund Capital Budget the balance is - **\$160,816.13**

Enterprise Fund balance is - **\$319,517.60**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,704.81**

Developer fees the balance is -**\$604,636.57,**

Money Market Fund the balance is -**\$37,494.38**

Lagoon Remediation Fund the balance is - **\$199,817.41**

Real Property Report

There are 14 properties For Sale

There are 5 properties in a Foreclosure process

Water/Sewer

Water/sewer bills – late notices were sent which included some monthly customer reminders (no fee) On 6/12/18 – turn off notices were posted; a record 40. The cutoff date for payment is tomorrow, 6/19/18 with the turn off date being 6/20/18. As of today we still have 16.

Annual Health Insurance Renewal –

- Current Monthly payment - \$461.08 - Wayne
Health, Dental & Vision \$678.46 – Larry Total - \$1,139.54 Annual - \$13,674.48
- **Renewal Monthly payment** - \$461.41 – Wayne
Health, Dental & Vision \$695.34 – Larry Total - \$1,156.75 Annual - \$13,881.00

A difference of \$17.21 per month to leave as is, the FY19 budget is \$20,000.00. Decision? Mayor and Town Council - decision to leave coverage as is for FY19.

Lehigh Update – No One in attendance

Old Business:

Short Term Rental Property Ordinance.

Schedule hearing date for July 11th at the combined Council & Work Session meeting. Donna working with Michelle on hearing paperwork. Newspaper add must run for 2 weeks prior to hearing. Submit to CC Times by Wednesday this week for inclusion in paper June 24th and July 1st.

FuTuRe

I sent and email dated May 31st to Mayor & Council with some answers to questions you had from our previous discussion. Conference call with Dusty (CCSW) and Kristen (Netzero) 6/14/18. Some discussion/clarification on cost to Town and money for the gift cards to purchase bags. During the pilot

study the Town would use money budgeted for tipping fees to put \$25-\$30 dollars on gift cards for residents. Food Lion or 7-11 would carry the gift cards. The Town would transfer money to Food Lion to print 600 cards. (600 X \$25 = \$15,000). CC would waive the tipping fee during the pilot study. It would not cost the Town anything other than a lot of time during the pilot study but we would not save money until a County wide program was in effect and we would save the tipping fees each year.

Kristen did contact Food Lion about participating and they are agreeable. She will also contact Dollar General in UB as well about participating. Town, Mike or I will contact 7-11. I tried to get Dusty & Kristen here for this meeting but Dusty is on vacation and Kristen said she would attend but then her plans changed. I believe it's imperative they attend the next meeting on July 11th if they want this program to happen!

MOU Between Lehigh & Town

This agreement is to accept sewer from Lehigh's Maintenance Building. Lehigh constructed the sewer lateral to Coe Drive PS. We invoiced Lehigh for sewer ACC's equivalent to 4 EDU's (4X \$6,971 = \$27,884). Michelle is working with Lehigh's attorney on this.

Public Works Building Location Discussion.

Steve with L1 Standards Building was in town and stopped in Town Office while I was on vacation and spoke with Donna. He inquired about where the Mayor & Council are with possible purchase of 209 High St? Steve also offered some furniture, desks & filing cabinets, to Town free of charge. Donna told him we are interested in the furniture. Further discussion!

New Business:

Springdale Prep School Letter to Dale Gray

You all have a copy of the letter in your binders. Dale provided comments to Michelle. Will go before PC on June 26th. Dale's issues: SPS is a private entity not a public entity! Use of recreation fields, agreement should be done! Question for Michelle, is a hearing required? No Anything to add? Nothing additional from Town Manager.

InfoPathways and Freedom Broad Band.

Tom Bethane & John Mangus met with Town staff about possibly switching to Freedom Broad Band for internet service. Currently we are with Comcast and up until May, 2018 we were not paying for internet service for Town Hall. Under the original contract going back several years Comcast did not charge County Municipalities for internet service. The Agreement was updated a couple of years ago and now Municipalities have to pay for Comcast service. We flew under the radar for a few years after the revised Agreement and when we recently put in a service call Comcast realized we were not being charged and started charging. We pay \$150/ month for the WWTP at 1027 Water St. and now pay \$183/month for Town Hall for total of \$333/month. We provided InfoPathways with a list of Town Facilities to investigate for possible location of transmitting antennae. Freedom Broad Band exchanges services via reduced rates for use of facilities. Most of our facilities can be connected via existing Freedom Access Points or to the New Windsor Water Tank. Denning's & Bowersox wells will need additional engineering to complete. We do not have a cost estimate yet.

Is this something Mayor & Council want to pursue? **Yes, get more information and pricing.**

Ethan Harden working with Deputy Colussy:

Ethan Harden is the Carroll Co Housing Inspector for all rental units in the County. He and Deputy Colussy have talked about rental units in both Union Bridge & New Windsor. Ethan & Brian are looking for better ways to police and enforce problems with landlords and rental units. Ethan has also reached out to Dale Gray to discuss multi-family zoning in New Windsor. Deputy Colussy will have more information on this next month.

Landlord Agreement with Town:

This has been discussed in the past. Town Attorney will take another look and bring update to a future meeting.

Date for July Council Meeting:

A joint Council & Work Session Meeting will take place on Wednesday July 11th.

WORK SESSION ITEMS:

College & Blue Ridge Avenues:

Water Line relocation and sewer clean out installation project has started. An issue/question did arise when contractor opened fire hydrants while setting up the water service bypass. The hydrant in the middle of College Ave. stopped flowing when the hydrant at the top & intersection of College & Blue Ridge was

opened. The Contractor believes the 6" water line installed in late 40's/early 50's is badly tuberculated. The pipe is not flowing at full capacity due to mineral deposits over the years. MAU met with Jack, Neal & I on site last week and brought this to our attention. MAU is asking do we want to replace all the old water line in College & Blue Ridge before we do the paving & storm drain project? We run the risk of spending \$650,000 on the road improvement project and have to tear it up to fix water line. The additional water line is 900' +/- for both roads. MAU will give us a proposal next week but my estimate is \$500,000 to \$600,000.

Paving & Storm Drain Project – ARRO is still working to get County SWM and SHA approvals. Project has been delayed by issues associated with these approvals. MAU electronically located the water line prior to start of the relocation project and it appears to conflict with ARRO's proposed storm drain alignment. Jack found the as-built drawing and we are making a copy for ARRO to pick up tomorrow. I have conveyed to ARRO via email that this has to be resolved asap!

Background: As part of CDBG grant guidelines for the Blue Ridge and College Avenue project, the Town was required to expend and request reimbursement for 5% of the \$673,300 granted funds (approx. \$34k) within 180 days from the grant agreement date, which was February 10, 2018. Due the change in project engineers within ARRO, the Town requested and was granted an extension for this draw to the end of June 2018. As we are still working with the engineering firm and the county and the SHA to approve the stormwater management plans that were submitted, we will not be ready to bid out the project or request the 5% requirement by the end of June.

To help spend as much as we can of the requirement prior to bidding out and awarding the project, we worked to identify some material that we could purchase and any contractor could use on the project. There were only a few items on the bid list that would meet this criteria and the highest dollar item was for the Reinforced Concrete Pipe (RCP).

As the purchase would be over \$10,000.00 a formal bid was required per the town's purchasing policy. A request for bids was developed and posted in the Carroll County Times and bids were due on June 7, 2018 by 10am. One bid was formally received from Concrete Pipe and Precast for \$15,436.00. As this total is much less than the \$34,000.00 requirement, we also sent a letter to request a waiver to Cindy Stone with the Department of Housing and Community Development (DHCD) to waive this requirement. To show good faith that we are working to move the project along by purchasing the concrete pipe and storing until the pipe is needed.

Desired Action: Town Council votes to accept the bid from Concrete Pipe and Precast for \$15,436.00. **A Motion by Councilmember Hoffman, 2nd by Councilmember Custen – approved 5-0.**

Ecology Services:

New contract for trash removal starts July 1st. I had a discussion with Tim Osborne with Ecology Services about recycle bins and starting the contract. Tim wants to send out an informational post card to residents. Hughes will not be picking up the old recycle bins. Residents can either use their old bins until they need recycled and Ecology will provide new ones upon request or if residents want a new bin Ecology will provide. Tim is to send over a draft version of the post card for Town approval. Donna will provide a mailing list for distribution of the post card.

Status of New Town Hall Building:

Where do we stand on possible purchase of L1 Standards Building @ 209 High St? Steve was in town last week and was inquiring as to the status. He also offered the Town some free office furniture, couple of desks and filing cabinets. **Town Council instructed Town Manager to obtain more information on the Code violations and bring to the July meeting.**

Motion to approve May 2018 Work Session minutes – A Motion by Councilmember Smith, 2nd by Councilmember Schultz and approved 5-0.

Motion to Adjourn: At 8:35 Councilmember Custen motioned to adjourn the meeting, it was 2nd by Councilmember Schultz and approved 5-0.

Refreshments provided for all in attendance.

Respectfully submitted,
Donna Alban, Town Clerk