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Minutes – Town Council November 7, 2018

The Town Council meeting is being led by students from Northwest Middle School and Springdale Preparatory School.

Mayor Michael Schechter	Shadowing	Mayor Neal Roop
Councilmember Davis Maistros	Shadowing	Councilmember Ed Palsgrove
Councilmember Heather Lapp	Shadowing	Councilmember Dave Hoffman
Councilmember Spenser Conaway	Shadowing	Councilmember Kimberlee Schultz
Councilmember Francesca Walters	Shadowing	Councilmember Ed Smith
Councilmember Ryleigh Lanza	Shadowing	Councilmember Sandee Custen
Town Manager Taylor Miller	Shadowing	Town Manager Gary Dye
Clerk/Treasurer Trinity Sherfey	Shadowing	Clerk/Treasurer Donna Alban

Present: Mayor Roop/Schechter, Ed Palsgrove/Maistros, Vice-President of Council, Council Members, David Hoffman/Lapp, Ed Smith/Walters, Sandee Custen/Lanza and Kimberlee Schultz/Conaway. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban/Sherfey and Town Manager Gary P. Dye, Jr/Miller. There were 40 other attendees.

Call to Order: The regular Town Council meeting was called to order by Mayor Schechter at 7:00 p.m.

Pledge of Allegiance: Mayor Schechter led the Pledge.

Recording and Agenda Policies: Mayor Schechter 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 Maistros to approve the October 3, 2018 minutes. It was 2nd by Councilmember Walters and approved.

Recognition of local Business anniversaries:

- 5 years – Hoffman Genealogical Services
- 5 years – Uncle Matty's Eatery
- 15 years – New Windsor Family Dentistry
- 15 years – Little Noodles Daycare
- 25 years – Law office of Jay Gullo
- 25 years – Cotherman Air Conditioning

Introduction of Jennifer Borcik: Mayor Roop introduced and thanked Jennifer Borcik from Northwest Middle School for coordinating the shadow program this year. She spoke about the process that the students go through in order to be chosen to be here tonight. She is proud of each and every one of them.

Council Reports –

Public Works: Councilmember Lapp –

- Public Works crew were instrumental in assisting in the set up and break down of necessary items for the Music on the Main event
- Yard Waste ends and mowing will cease resulting in the winterizing of the equipment
- Leaf collection will begin in November
- Lion's Club Park has been winterized
- At bulk trash on October 27th, 4 dumpsters were filled
- Public Works crew installed State Highway size STOP signs to increase visibility and hopefully help with speeding issues on Church St.
- Military banners were installed by the Public Works crew
- With winter weather approaching a reminder to all residents to observe the parking restrictions during the Snow Emergency Plan routes

Mayor Schechter asked – Seems like the Public Works crew is involved in everything around town. Can you tell the attendees the main benefits the Public Works crew provides to the Town?

Councilmember Lapp – The mission of the Public Works crew is to enhance the quality of life for all the residents of the Town by providing the vital services the public depends upon.

Water & Sewer: Councilmember Maistros –

- The Town's water supply is tested annually as required by the Environmental Protection Agency. (EPA) The Town contracts with Maryland Environment Service, (MES) and they provide a report to the EPA that states the Town's drinking water is well within the prescribed maximum limits of certain contaminants. The complete Town's Drinking Water Quality Report is found on the Town website and a few copies are available here tonight.
- At present, all water and sewer systems are functioning properly. Due to aging of the underground water and sewer pipes, the potential for leaks or failure is an ongoing concern. Within the last year there have been 5 large emergency situations. A thank you to Town staff and outside contractors for providing the services that we sometimes take for granted.
- Disposable or flushable wipes continue to create problems in our sewer system. For several years we have been dealing with clogs and blockages in the sanitary sewer system pipes and pumps. While many household items are labeled "disposable" or "flushable" they do not break down or disintegrate quickly enough to pass through the system without causing problems. So the public service announcement tonight reads "No Wipes down the Pipes".

Mayor Schechter asks – What is the source of our drinking water?

Councilmember Maistros – New Windsor's water currently comes from 2 wells, one located in Town off Hillside Drive the other from Dennings Road. There is also a spring on Bowersox Road. We also have other sources on standby should the need arise. However; the water that comes from the Dennings Road Well and Main Spring on Bowersox is being conveyed through an underground pipeline that is well over 100 years old and is vulnerable to failure as we discussed earlier.

Public Safety: Councilmember Walters –

- Defer to Deputy Colussy for his report
- Please be aware that there are numerous school buses on the roads in our Town and County, slow your speed and keep a close eye out for the flashing yellow and red lights on buses. Stop and wait for the children to safely exit the roadway and make sure the bus lights are off before proceeding.
- We are also entering into the holiday seasons. This time of year can bring an increase in property crimes such as theft. A reminder to lock your doors and windows. Leave lights on or use a timer, let your neighbors and friends know if you will be away and ask them to keep an eye on your property.
- We recently changed our clocks back and it is a good time to also check our smoke and carbon monoxide detectors. Also check to make sure your fire extinguishers are properly charged and your flashlight has fresh batteries. Establish a meeting place to insure safety if needing to evacuate the home in an emergency situation.

Economic Development: Councilmember Conaway –

- Attended the Human Services Program (HSP) of Carroll County October Executive Committee and Board Meetings. HSP is currently reviewing applications and resumes for a new Executive Director. HSP is also re-starting its campaign to purchase a building on Carroll Street to improve its shelter and homeless services
- Attended and/or assisted - the Public Information Compliance Board meeting, the Preservation Maryland benefit on October 25th and the Music on the Main event on October 6th
- Attended the Carroll County Downtowns economic development group meeting The Small Business Saturday passport program will be done again this year starting on 11/24/18 through 12/02/18. On December 7th winners will be picked for 20 \$100 gift certificates that may be used at any of the 172 businesses participating. 5 New Windsor businesses are participating. This program is supported by a grant from Tourism. I have ordered the American Express (free) Small Business Saturday promotional items and will distribute these to local businesses in time for the Shop Small passport promotion.
- The local promotional video project between Carroll Media Center and the Carroll County Downtowns is back on track – update next month
- In order to promote New Windsor, a wreath will be submitted to the Carroll County Festival of Wreaths event with the theme: “ A Weekend in New Windsor” and donations have been received and/or items purchased from 7 New Windsor businesses, organizations and/or artists

Mayor Schechter asks – What is Small Business Saturday?

Councilmember Conaway states it is held on the Saturday after Thanksgiving, so this year, November 24th and is a counterpart to Black Friday and Cyber Monday, which highlight big stores and online shopping, instead, Small Business Saturday encourages holiday shoppers to shop at small, local businesses.

Community Enhancement: Councilmember Lanza

- This year, thanks to New Windsor’s participation in a pilot Pay-To-Throw trash program, we actually have a chance to make real changes to increase recycling and reduce waste. The program began on Nov. 6th Participates are using new orange pay-to-throw trash bags and really filling up their recycling bins. New Windsor is the 1st and so far the only to participate in Carroll County and will be the leader in green practices and will set an example for the rest of the County and the State. When the program concludes in June 2019, the Town will evaluate the results to determine whether the program should be continued. Resident input is encouraged at the conclusion of the program.
- Another way to enhance our community goes out to all dog owners and walkers in Town. Please remember to bring poop bags on your walks and clean up after your dog.

Mayor’s Report: Mayor Roop

Attended the Lehigh Community Council Meeting

Meeting with Town Manager Dye

Attended FSK’s Homecoming Parade

Town Council Meeting

Finalized plans, helped setup and tear down for Music on the Main

Meeting with Town Manager Dye and Springdale Head of School/CEO Johnny Graham

Finalized Military Banners & picked up banners

Meeting with Town Manager Dye

Town Work Session

Sewer Capacity meeting with Town Manager Dye and Brice Foxwell from GMB

MDOT Pre-Tour

Meeting with West Carroll Rec about Cheerleading Practices

Conference with Sara Jackson from Community Legacy Program

Meeting with Town Manager Dye and Treasurer Alban to discuss Town finances

Preservation Maryland’s Phoenix Rising Benefit at the Baltimore Museum of Industry

Ride-Along with Master Deputy Colussy

Answered questions for several Northwest Middle School students

Meeting with representatives from the University of Maryland, National Center for Smart Growth and tour of Dielman Inn

College Avenue and Blue Ridge Avenue Bid Review
Worked with Jennifer Borcik to get student applications from Northwest Middle School
Attended the MML Fall Conference
Meeting with a resident over his water & sewer bill
Addressed on FuTuRe and water & sewer issues and complaints
Conversation with Mike Siers from Towson University about an Impact Study
175th Celebration Planning Meeting

Community Deputy: - Brian Colussy –

- 53 calls for service from the Sheriff's Dept. in October 2018
- Continuing to stop and ticket violators for speeding

West Carroll Recreation: Kevin Cornick – Not in attendance

Fire Chief Report: Chief Tom Coe –

- 51 EMS calls for October – YTD – 532
- 28 Fire calls for October – YTD – 292
- Elmer Wolfe kindergarten students visited the Fire Department as part of Fire Prevention month
- Santa detail visits will be listed on the Fire department website – www.nwfd10.org

Town Manager Report: Town Manager Miller

MD 31 High St. Water Main & Streetscape

No change. A revised schedule was submitted on 9/21/18. If all goes as planned, GMB will submit 65% plans beginning of December 2018, Final Design (100%) by June/July of 2019 and award contract and Notice to Proceed November 1, 2019. Updated cost estimates will be provided at 65% and Final Plans submittal.

Blue Ridge & College Ave.

The Road Improvement phase of the project.

Pre-bid kick off & field visit was held 9/28/18, 8 contractors attended and purchased bid specifications and plans.

Bid Opening was held 10/26/18 at 10:00am. 4 bids received. All bids are well over the engineer's probable cost estimate. Mayor Roop, Mike Reynolds & Town Manager Dye talked with Cindy Stone (DHCD) immediately after the bid opening to let her know all bids came in high. Cindy directed us to contact the design engineer and get their input as to why bids were so high and provide copies of the bids for their review. A meeting was held with Scott Satchel (DHCD), Brian Hopkins (ARRO Engineering), Mike Reynolds, Mayor Roop and Town Manager Dye on Tuesday 11/6 to go over the bids. A letter will be sent to all 4 contractors who submitted bids requesting re-evaluation of specific line items to see if bids can be lowered and be closer to grant limits.

Snader's Summit

Mylar distribution expected this week or next. Town Attorney Michelle Ostrander and Town Manager Dye met with Developer, Paul Mueller 10/24/18 to go over final review of the Public Works Agreement (PWA). Final draft PWA now being reviewed by Mr. Mueller.

209 High Street L-1 Building Purchase

The Shugars agreed to a two-document process to cover the agreements with the Town. The first document will be an Agreement, prepared by Town Attorney Michelle Ostrander, reviewed and approved by both parties will be recorded in the Land Records of Carroll County. The Agreement will run with the property and will cover the ingress, egress and regress easement and the relaxation of parking requirements from 2 spaces per unit (12 spaces required) to 1.5 spaces per unit (9 spaces required). The second document, a Memorandum of Understanding (MOU). The MOU prepared by Attorney Ostrander, reviewed, approved and signed by both parties. The MOU between the Town and the Shugars will cover the following items the Town agrees to provide: One-time repaving of entire parking lot. Striping of 9 parking spaces as part of new paving. Maintenance of striping as needed, approximately every 5 years. Dumpster for both Town property at 209 High Street and Shugars property at 132 Church Street. Snow removal of the first 45' in from Spoerlein Drive for full width of Shugars property at 132 Church Street, approximately 35'. One

additional request from the Shugars was; could the one-time repaving be done at a later date? Town Manager Dye is ok with deferring the repaving to a later date but a time frame should be defined in the MOU.

Mayor Schechter asks: How many miles of Town Road does New Windsor Public Works staff maintain? Councilmember Miller replies: 8.22 miles.

Treasurer's Report: Treasurer Sherfey

Each of the following balances given as of October 31, 2018

General Fund the balance is - **\$145,819.12**

General Fund Capital Budget the balance is - **\$143,872.00**

Enterprise Fund the balance is - **\$290,472.72**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$272,989.68**

Developer fees the balance is -**\$729,696.37**

Money Market Fund the balance is -**\$37,541.56**

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

Real Property Report

There are 11 properties For Sale

There are 8 properties in a Foreclosure process

Water/Sewer

1st late charge on water/sewer billing will be assessed on November 8, 2018

Audit The FY18 audit has been finalized and all the necessary paperwork was submitted to the State of Maryland.

Mayor Schechter asks – Is the Position of Clerk/Treasurer an elected or appointed position?

Councilmember Sherfey – The position of Clerk/Treasurer is appointed by the Mayor with the approval of the Council. He or she shall serve at the pleasure of the Mayor and is the chief financial officer of the Town.

Lehigh Update: No representative in attendance but Mayor Roop shared the rain has caused delays and overabundance of dirt to haul. Still aiming for January or February of 2019 to go live with the conveyor system

Residents' Concerns: None

Old Business:

209 High St. L-1 Building Purchase

- ❖ Refer to Town Managers report. Mayor and Council have a briefing paper with financial and budget information to review. The Public Information Meeting for the possible purchase of 209 High St. by the Town will be held on Monday November 19th 2018, 7:00pm during the Town Council Work Session.

Blue Ridge and College Avenue Road Improvement Project

- ❖ Refer to Town Managers report. Mayor and Council have spread sheets showing the contractor bid comparisons along with the Engineers probable cost estimate.

FuTuRe

- ❖ Waste Zero was in New Windsor Wednesday October 24th and Thursday October 25th and went door to door from 12:00 to 6:00pm. Less than half of the residents were available during those times and an orange door hanger was left if no one answered the door with instructions of how and where to get packet information which included: \$35 gift card for 7-11, 1 large starter bag, program brochure and composting information. The orange door hanger also stated in bold type Town Hall will be open Saturday October 27th from 9:00am to 3:00pm. Only about 65 residents came to Town Hall on Saturday for packet pick-up. Town Manager Dye decided to extend Town Hall hours on Tuesday October 30th and Wednesday October 31st until 6:00pm in an effort to give residents additional opportunities to pick-up their packet information.

- ❖ Yesterday, November 6th - the first trash pick-up for the PAYT Pilot Trash Program. Staffs from Carroll County Solid Waste and Waste Zero were in Town to monitor and assist. Approximately 55-60 residents did not use the orange bags. An 'OOPS' card was left at these locations with information and statement saying 'Next week, please make sure your trash is placed in the official orange bags before placing your trash curbside for collection. Trash that is not in orange bags will not be collected'.

Rental Ordinance Updated Draft

- ❖ The Ordinance was introduced at the October 3, 2018 Town Council meeting. Letters were sent to all landlords requesting their attendance at the October 15th Work Session to discuss the Rental Ordinance. Approximately 10 landlords attended that meeting. A Public Hearing will be held on November 19, 2018 at the Town Council Work Session at 7:00pm.

New Business:

New Tractor Purchase for Public Works

The Public Works tractor is currently a 2008 Kubota L5240, purchased used in 2013. There have been 3 turbo failures since 2013. To date we have spent \$6,128.67 however, the first turbo repair was under warranty and did not cost the Town. The second turbo repair previous Town Manager negotiated paying for parts only and Rippeon absorbed the labor cost. The \$6,128.67 would have been actually higher by approximately \$1,500 to \$2,000. The tractor is at Rippeon Equipment Company for transmission shifting and solenoid problems. Rippeon has another \$1,000 into the current repairs which includes general service maintenance but the repairs have not fixed the transmission problems. Rippeon's estimates an additional \$2,766 for additional work however; they cannot guarantee the work will solve the problem. This would bring the total current repair cost up to \$3,766 and total repair cost up to \$9,895 without a guarantee.

The current Kubota tractors lift capacity does not meet Public Works needs for two reasons.

1. We need to the ability to safely lift 2,500 pounds to load pallets of lime at the Wastewater Treatment Plant, load salt during Winter snow operations, load bulk trash items into roll offs and other Public Works operations. 2. With a Hydrostatic Transmission (HST) you cannot move forward and lift at the same time without loss of power which is a very important function for several Public Works operations.

Based on the above history and current problems Public Works employee, Wayne Myers and I decided to look into the purchase of a new tractor. Wayne contacted and negotiated prices with 3 dealers, convincing Rippeon to forgive the current \$1,000 repair bill and coming up with ideas on how to reduce the cost of a new tractor purchase. Wayne is a tough negotiator and should be commended. It is also his suggestion we sell the skid loader and put the money toward purchase of a new tractor. Public Works will not need the skid loader with a new tractor and we have trade in prices of \$10,500 and \$11,000. Public Works uses the skid loader mainly for lifting and they put under 50 hours a year on it. We have trade in prices for the current Kubota tractor from all three dealers. Additional advantages of purchasing a new tractor and trading in two pieces of equipment are savings on maintenance, service and repairs. One new tractor will meet all Public Work needs and add dependability to our equipment force.

The 3 quotes are as follows:

Rippeon Equipment - \$19,161.86 Kubota

Hooper, Inc. - \$20,030.00 Case

Finch Services - \$18,976.04 John Deere

All are larger models that will provide safe lifting capacity needed as well as the ability to simultaneously lift and move forward and backwards. The reason for the increase in size is more horse power, wider base for safety during lifting and most importantly to get away from Hydrostatic Transmission models which limit simultaneous lifting and moving. All three models have clutch, gear driven transmission with separate hydraulics for lifting.

Given the history with our current tractor and the information Wayne has gathered I believe it to be in the Town's best interest to trade in both the tractor and skid loader while they still have decent value, not chance spending another \$3,766 and hope we do not have more problems and purchase a new Kubota M7060 tractor from Rippeon Equipment Company. After researching product information, compiling dealer specifications and offers and relying on his experience and expertise, Wayne recommends the Town purchase the Kubota M7060 from Rippeon. As Town Manager, I support Wayne's recommendation. Please refer to the spread sheet for dealer information and pricing.

Desired Action: Discussion, consideration and approval to move forward with purchase of new Kubota M7060 tractor and trade in the current Kubota L5240 and Case 1845C Skid Loader. If approved the purchase can be made from cash or financed.

Note: Refer to spread sheet for dealer comparisons, cost and warranties.

After a short discussion, A Motion by Councilmember Palsgrove/Maistros to approve the 0%, 84 month financing of the Kubota as recommended. It was 2nd by Councilmember Schultz/Conaway and approved.

Sustainable Community Designation Renewal:

In February of 2014 New Windsor applied for and received Sustainable Community (SC) Designation. The renewal date is approaching on February 19, 2019. Sara Jackson, Maryland Dept. of Housing Community Development representative contacted the Town on Oct. 23, 2018 via e mail with the renewal application. Mayor Roop, Circuit Rider, Mike Reynolds and I spoke with Sara on October 25th. I will prepare a letter of intent to renew allowing some flexibility on the February 19, 2019 deadline if needed. DHCD can offer me some technical support to assist with the renewal application.

Announcements:

- November 16th – Springdale Preparatory School hosting New Windsor Heritage for a discussion on the history of the Brethren Center at 7:00 p.m.
- November 15th – Lion’s Club Blood Drive 2:00 – 7:30 p.m. at New Windsor Station
- November 16th – 3rd Annual Mayor’s Food Drive to benefit the New Windsor Food Bank 9-5
- December 7th – Christmas Tree lighting ceremony – Rt. #75 & Rt. #31 park – 6:00 p.m.

A Motion by all students Councilmember to adjourn at 8:25 p.m.

Respectively submitted,

Town Clerks Alban/Sherfey