



NEAL ROOP, MAYOR
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Minutes – Town Council February 6, 2019

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, Sandee Custen, David Hoffman, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr. There were 10 other attendees.

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

Pledge of Allegiance: Boy Scout, Connor working on merit badge, led the Pledge of Allegiance.

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 January 2, 2019 minutes. It was 2nd by Councilmember Palsgrove and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works spent time installing more radio reads for water meters
- Handled small storms that the Town has had
- Christmas lights taken down
- Now using a log sheet to keep track of salt used, so far 45 tons
- Planning Commission did not meet in January

Water & Sewer: Councilmember Palsgrove –

- Sewer back up on Route #31, caused by inappropriate items placed in the sewer, issue now resolved
- Jack Coe states everything else flowing okay

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his monthly report
- Thank you to everyone for their cooperation during snow emergency events

- Thank you to Chief Coe and the New Windsor Vol. Fire Dept. for promptly responding to a house fire which contained several animals. The Fire Dept. handled the situation very humanely and professionally when bringing out the perished pets.
- Please make sure your chimneys are cleaned to avoid fire risk
- Noticed more dogs running loose, a reminder that all dogs must be tagged, to avoid late charge, tag before March 1st
- Humane Society running a free microchip program this weekend

Economic Development: Councilmember Schultz –

- Carroll County Downtown will be meeting later this month
- Facebook page is not the source to be having long conversations, she and Mayor Roop monitor this very closely
- The Town of Sykesville and the Chamber of Commerce are holding an event on February 27th at 6:30 p.m. She is handing out information to the Mayor and Council tonight.

Community Enhancement: Councilmember Custen –

- She will be attending the MML Legislative Committee meeting later this month and will report back in March, Mayor Roop asked her to monitor the 5G situation and report findings

Mayor's Report:

January 2 Town Council Meeting

January 3 Chamber of Commerce Legislative Breakfast
Meeting with Tamar Osterman, Senior Business Development Representative at [Maryland Department of Commerce](#)

January 4 Walk Through at 209 High Street with Contractor and County Inspector

January 7 Conversation with Special Secretary of Smart Growth, Wendi Peters on possible projects for New Windsor

January 8 Photo Op for Carroll Magazine's Feature on Pay-As-You-Throw Pilot Program
State of the County Address

January 11 Taneytown Business Breakfast

January 15 Meeting with Chris Batten for 201 Main Street Park

January 16 Signed Agreement for Bank Loan on 209 High Street

January 19 Addressed Sewer Overflow Issue

January 21 Contacted Lidl Grocery Stores

January 28 Conference Call with Cindy Stone & Scott Satchell for Additional Funding for Block Grant Project
Town Work Session
Received Confirmation from Manchester Town Manager Steve Miller that he had received all of the Emergency Equipment and Emergency Contractor list from all of the municipalities.

January 29 Conference Call with Town Manager Dye and Doug Smith, ARRO on Re-Bidding College & Blue Ridge Avenues Project

January 30 Meeting with Town Manager Dye, Betty & Frank Windsor

January 31 Maryland Mayor's Association Winter Conference
Reception at the Governor's Mansion

Worked on the Sustainable Communities Application
Multiple Correspondences with State Delegation
Finalized details for the March 14 MML Chapter Dinner

Multiple Correspondences with Master Deputy Colussy

Community Deputy: - Brian Colussy –

- 69 calls in January – 6 required reports -
 - violation of protective order
 - Missing person
 - Fraud
 - 3 thefts

He issued warnings this time for snow emergency violators, next time will result in a fine and/or tow.

West Carroll Recreation: Kevin Cornick –

- Not in attendance

Fire Chief Report: Chief Tom Coe –

- Not in attendance – Mayor Roop states that the annual Fireman’s banquet is this Saturday

Town Manager Report:

209 High Street L-1 Building Purchase

Update since January 28th Work Session as follows:

- On 1/15/19 draft MOU and Deed of Easement to the Shugars for review and comment. A meeting held today with the Shugars to discuss 2 main issues.
 1. Shugars want an easement plat with metes and bounds description of the ingress, egress and regress easement. Randy Bachtel with BPR offered to prepare the easement plat for a nominal fee. Original agreement to reduce the required number of off-street parking spaces for Shugars property 132 Church St. from 12 to 9 however, providing 9 parking spaces will be difficult due to width of their property only being 35’ and maintaining access to rear of 209 High St. They are agreeable to reducing the parking requirement down to 6 spaces which is 1 space per unit. I spoke with Zoning Administrator, Dale Gray about the reduction down to 6 spaces and he is agreeable as well. The letter between the Town and Shugars will be revised by Dale Gray documenting the request to reduce of parking requirements accordingly. It will be signed by Town Manager, Danny Shugars and Dale Gray.
 2. The specifics in paragraph 4 on the second page of the Deed of Easement which reads as follows: **Grantor** shall not directly or through others park vehicles of any kind other than in designated striped parking spaces, erect any buildings or other structures, fill or excavate earth so as to change in contour, or inundate the land with water within the Perpetual Easement and access areas. In the event Grantee removes any obstruction or otherwise corrects any condition constituting a violation of this paragraph, Grantor shall promptly reimburse Grantee’s reasonable cost to correct or otherwise cure such violation. Shugars do not want to be responsible for violations by anyone other than their tenants. In the meeting today, we agreed to revise wording and add additional language. Town Manager will provide Town Attorney with mark ups of the changes to MOU, Deed of Easement and the reduction of parking requirements letter. Town Attorney will revise the documents and Town Manager will send back the Shugars for approval and signature. I hope to have the signed documents by the February Work Session.
- 2/1/19 Randy Bechtal with BPR stated via e mail they could do the topographic survey and proposed Parking Lot Grading/Site Plan for back portion of Dielman Inn property for \$2,950. Official proposal upon request. CLSI’s proposal was for \$4,100. Obtaining a 3rd

proposal from John Lemmerman with RTF on Monday 2/11/19. Upon receipt of RTF's proposal, we will be in position to make a decision and recommend award.

- 2/4/19 Dave Bullock provided rough cost estimates for proposed improvements. Copy is in your binders. Lisa Eckard with Bitzel & Associates did the appraisal on 1/22/19, I will forward her list of improvements for her completion of appraisal
- Hope to schedule settlement date by the end of February

Blue Ridge and College Ave. Road Improvement Project

Update since January 28th Work Session as follows:

- 1/30/19 issued Notice to Proceed to ARRO Consulting for additional Design and Engineering services for the road improvement project for a not-to-exceed lump sum cost of \$8,122.00.
- ARRO is working on revising the plans and specification to rebid as 2 back to back phases per the direction of Scott and Cindy with DHCD. Phase 1 will be College Ave. and Phase 2 will be Blue Ridge Ave.
- ARRO to provide a schedule for the rebid process later this week and should have plans and specifications revised in 2 weeks.

1000 Green Valley Road Arena Complex Impact Study –

Mayor Roop stated based on the discussion on this at the Work Session, item will be tabled for now.

Treasurer's Report:

Each of the following balances given as of January 31, 2019

General Fund the balance is - **\$255,522.85**

General Fund Capital Budget the balance is - **\$175,522.61**

Enterprise Fund balance is - **\$250,125.71**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$273,161.74**

Developer fees the balance is -**\$842,405.96**

Money Market Fund the balance is -**\$30,490.18**

Lagoon Remediation Fund the balance is - **\$199,171.65**

Real Property Report

There are 14 properties For Sale

There are 5 properties in a Foreclosure process

Water/Sewer

Water/sewer bills were mailed out on January 4th, bills were due by February 4, 1st late charge will be assessed on February 8th. No turn offs. Working with several residents are special payment arrangements to avoid turn off.

Election Information There are 3 Council seats up for election in May, Certificate of Nomination forms and the Election date schedule are now posted on the Town website – www.Newwindsormd.gov.

Lehigh Update: No representative in attendance

Residents' Concerns: None

Old Business:

New Business: FY 20 Budget Update – Town Manager presented Power point on the budget

Announcements:

March 10th – History Talk #2 at Uncle Matty’s Eatery – 3 p.m. – Topic - Roop’s Grocery.
February 28th at 7:00 p.m. is the next planning meeting on the 175th Anniversary celebration of the Town

A Motion by Councilmember Custen to adjourn the regular meeting at 7:45 p.m. it was 2nd by Councilmember Hoffman and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk