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### **Minutes – Town Council June 17, 2019**

**Present:** Mayor Roop, Council Members, Terry Green, Ed Smith and Kimberlee Schultz. Councilmember Hoffman and Palsgrove were not in attendance. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 13 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:** Mayor Roop 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 May 1, 2019 minutes. It was 2<sup>nd</sup> by Councilmember Schultz and approved 3-0.

#### **Council Reports –**

##### **Public Works: Councilmember Hoffman – not in attendance- presented by Mayor Roop**

- Mowing, weed trimming
- Equipment has been cleaned out of Myer's Rental building and moved to other locations
- Planning Commission met and approved parking plan for 209 High St
- Planning Commission County liaison, Arco Sen has taken another job, unsure of who the County representative will be assigned to New Windsor

##### **Water & Sewer: Councilmember Palsgrove – Not in attendance**

- All water/sewer systems are operating okay according to Jack Coe
- Snader's Summit project is underway

##### **Public Safety: Councilmember Smith –**

- Deputy Colussy could not attend tonight but provided a summary report to the Town. In May 2019 there were a total of 73 calls for service with 5 requiring reports
- 5/10/19 – 100 block of Church St for a domestic disturbance – upon arrival unable to find domestic disturbance but observed 2 individuals in a parked car. Upon contact, a strong odor of marijuana emanated from the vehicle, search produced marijuana and 4 pills on 1 juvenile, drugs were seized and juvenile referred to Dept. of Juvenile Services, case closed by arrest

- 5/16/19 – vehicle traveling at high speed at Rt. #31 and Wakefield Valley Rd was stopped, upon contact, strong odor of marijuana resulted in search and location of marijuana, seized drugs and driver was issued appropriate paperwork and case closed by arrest
- 5/18/19- - 100 block of Springdale Ave – assault – upon arrival 1 of the individuals had fled the area, investigation revealed mutual assault, both parties were referred to District Court Commissioner where both parties filed charges on one another, case closed by arrest
- 5/19/19 – 1000 block of Gullo Rd for theft of a temporary registration plate from a parked trailer along street, no additional leads have developed and case has been suspended
- 5/27/19 – 400 block of Church St for a domestic. Mutual assault occurred between husband and wife, no signs of injuries were observed, both parties referred to District Court Commissioner to file own charges, case closed by lack of prosecution.

**Economic Development: Councilmember Schultz –**

- Carroll County Downtown will have a booth at the upcoming MML conference in Ocean City

**Community Enhancement: Councilmember Green –**

- Still getting acclimated to his Council position but Mayor Roop stated that he has an extensive background in IT and will be able to help the Town out with advancement on Wi-Fi
- Some items that would fall under community enhancement would be updating of Town banners, replacing of 12 Lion’s Club trash cans

**Mayor’s Report:**

May 1	Meeting with Town Manager Dye Town Council Meeting
May 6	Addressed a Resident’s issue on Solar Panels
May 9	Lunch with Town Manager Dye Candidate Forum
May 10	Taneytown Networking Breakfast
May 13	Submitted Responses to the Carroll County Time Regarding the Eligibility Issue
May 15	Received Revised Amortization Schedule for the Water Tank Loan
May 16	175 <sup>th</sup> Birthday Event Planning Meeting
May 20	Meeting with Town Manager Dye Town Work Session
May 21	Contacted Commissioner Rothstein to be Keynote Speaker for the Memorial Day Signed Checks
May 23	Reference Check on Former Town Resident Roy Libdan to be a USAPA Ambassador in Sierra Vista, AZ
May 26	Memorial Day Service
June 4	Along with Councilman Palsgrove, Picked Up Conference Tables & Chairs from the City of Westminster Attended FSK Graduation
June 5	Fireman’s Parade
June 6	Baltimore Metropolitan Council Transportation Meeting
June 12	Submitted Grant Application to Community Legacy for Foundation Stabilization for \$850,862.
June 13	MML Joint Dinner/Meeting – Elected Chapter President
June 14	Attended the 1 <sup>st</sup> Graduation at Springdale Preparatory School

**Community Deputy:** - Brian Colussy – report e mailed to Town office – listed under Councilmember Smith’s report

**West Carroll Recreation: Kevin Cornick** –

- Rec Council is interested in participating again in the Music on the Main event

**Fire Chief Report: Chief Tom Coe** – attending the Fireman’s Convention in Ocean City

- Mayor Roop thanked everyone for their support during the annual Fire Department carnival

**Town Manager Report: under Old and New Business**

**Treasurer’s Report: Each of the following balances given as of May 31, 2019**

General Fund the balance is - **\$266,620.60**

General Fund Capital Budget the balance is - **\$180,317.25**

Enterprise Fund balance is - **\$423,817.59**

Enterprise Capital Reserve and 3 R’s Fund the balance is– **\$148,358.93**

Developer fees the balance is -**\$280,216.59**

Money Market Fund the balance is -**\$30,520.26**

Lagoon Remediation Fund the balance is - **\$0- moved into CD**

**Real Property Report**

There are 14 properties For Sale

There are 4 properties in a Foreclosure process

**Water/Sewer**

Water/sewer bills –Turn off notices were posted on 6/4/19 - a total of 37. The cutoff date for payment was 6/10/2019 with the turn off date being 6/11/2019. Meters will be read for billing on June 24, 25 and 26<sup>th</sup> if needed. Bills will be out before the 4<sup>th</sup> of July holiday.

**Annual Property Insurance Renewal**

Quotes were solicited from our current carrier- Barnes/Bollinger (Cincinnati Ins.) and LGIT. I spoke with Dave Bollinger and he compared the quote provided by LGIT and coverages are identical. Based on the big difference in premium, I would like to recommend to the Town Council that we switch our property insurance to LGIT for the upcoming FY20. Barnes Bollinger will continue to carry our Crime Dishonesty policy, Dielman Inn and Worker’s Compensation. In speaking with the underwriter at LGIT, Ellen Nudd, she will be able to price the Dielman before the December renewal.

LGIT - \$7,795.00

Barnes/Bollinger – Spoke with Dave Bollinger he stated that his renewal quote would be double this amount. **A Motion by Councilmember Schultz to move property insurance to LGIT for the upcoming renewal year of 7/1/19 – 6/30/20. It was 2<sup>nd</sup> by Councilmember Green and approved 3-0.**

**Lehigh Update:** No representative in attendance

**Residents’ Concerns:** Paul Vergey – He has a travel baseball program and would like permission from the Town to use the fields located off Meadow Lane. He will take care of maintenance and any repairs that are needed currently to get the fields playable. Season runs

May through June with tryouts in July for the next season through the fall. Kevin Cornick, West Carroll Rec. Council representative recommends that he also talk with them in order to have communication with scheduling of events since the Rec. Council also uses the fields.

### **Old Business:**

#### **209 High Street L-1 Building Purchase**

The Parking Area Plan on the Dielman Inn Property off of Spoerlein Drive was presented to the New Windsor Planning Commission on May 29<sup>th</sup>. The Planning Commission approved the plan with only one comment which was to add lighting. Plan to mount dusk to dawn or motion lighting on side of 209 High St. building.

The Parking Area Plan was sent to Scott Bode with Potomac Edison on May 3<sup>rd</sup>. I spoke with Scott on May 30<sup>th</sup> and confirmed he had what he needed to prepare Right of Way Agreement and complete guy pole design and cost estimate. Scott provided the Right of Way Agreement, new pole, guy wire design and cost is \$2,631.62. I sent Scott and email today for clarification of pole placement location and limits of Right of Way. Neal to sign Agreement upon clarification of items.

Comcast has an existing secondary guy wire that will have to be relocated to P&E's new pole. Sent email to my Comcast contact today for their cost

Mike Reynolds & I checked 75 references for the General Contractors and sub-contractors. You have 2 spread sheets in your binders for reference. As you can see on the bid evaluation spread sheet the low bid is \$186,938 and high bid is \$335,740. The 4 lowest bids are within \$8,056. I have reviewed all references and developed an evaluation scale to help select the best fit contractor. I recommend Sierra Construction with lowest bid of \$186,938. Refer to the evaluation spread sheet for ranking of the bidding contractors. We only considered the 4 lowest bids. **Town Manager will contact the bidders to see how long the bids are valid before finalization of financing is made.** Before a decision is made Mayor and Council must understand we need to come up with an additional \$100,000 over and above the loan from Farmers and Merchants Bank and consider our options.

Donna & I met with Tom Rasmussen and Tanya Boczek with New Windsor State Bank on May 30<sup>th</sup> about other funding options to cover the additional cost. They provided 3 options which are in your binders.

Another possibility for funding is through MD Local Gov't Infrastructure Finance Program. Donna contacted Charlie Day to see if the additional funding of approximately \$100,000 would be eligible. Charlie said based on Donna's description it sounds eligible. Donna & I to conference call with Charlie.

#### **Blue Ridge and College Ave. Road Improvement Project**

ECM mobilized and started construction on June 7<sup>th</sup>. First progress meeting and bi-monthly progress report will be June 21st. The bi-monthly progress reports will be posted on Town Facebook page and website. All MOU's have been signed and returned except for Verizon. Upon Excavation for the new curb, gutter and sidewalk on Blue Ridge Ave. ECM discovered there is not enough base material for mill and overlay as planned for approximately 50'. This will require excavation to install sub grade and base material prior to final paving or possibly reducing the depth of mill and overlay. Doug Smith with ARRO did a site visit today to make a proper recommendation.

#### **FuTuRe PAYT:**

The PAYT Pilot trash program is scheduled to end after the last trash pickup in June on the 25<sup>th</sup>. A decision is needed as to what the Town is doing with the PAYT program.

The Council voted 4-1 to participate in the 8-month pilot program. Per email from Stephen Blake, Bureau Chief of CC Solid Waste; "there no definitive plans to do a Countywide PAYT, Solid Waste is closely looking at the results of the pilot in considering recommending the program

throughout the County to the BCC. Also, at this point the budget for 2020 does not have any changes in the tipping fee structure. The recycling market is generally in decline and we are considering several options to make our program more sustainable". **Mayor Roop read a letter from Councilmember Palsgrove in which he thanks the residents for participating in the program, however; due to the uncertainty from Carroll County, he cannot support continuing the program and we should return to the old way of collection. Mayor also shared a thank you letter from Kristen Brown of Waste Zero, thanking the Mayor and Town for doing the pilot program. After getting input from Councilmember Smith, Schultz and Green, a recommendation was made by Mayor Roop to discontinue the program after the June 25, 2019 pickup.**

### Water /Sewer Rates

Effective July 1, 2019, the rates will change according to the Resolution that was passed in May of 2018. The Mayor and Town Council will continue to re-evaluate and try to work to lower rates if possible. Residents are encouraged to review the Chronology that Mayor Roop did in 2018 which is available under the documents section of the Town website at [www.newwindsormd.gov](http://www.newwindsormd.gov).

### Frankie's Bar and Grill

Discussion by Councilman Green. Parking lot. See copy of comment letter to JNM Engineering dated March 20, 2019 in your binders.

### New Business:

#### Circuit Rider Program – Application Renewal

Mike Reynolds is New Windsor's Circuit Rider and splits time with Union Bridge. **A Motion by Councilmember Smith to approve Resolution 06-17-19 authorizing the Town to participate in the Maryland Circuit Rider program for FY 20 and FY 21, beginning on March 1, 2019 and ending February 28, 2021, it was 2<sup>nd</sup> by Councilmember Schultz and approved 3-0.**

### John Deere Z950R Mower – Discussion & Update.

The Z950R mower is one of 3 Public Works mowers. The mower was purchased in July of 2016. There have been problems with the mower since purchase, most recently the engine, Wayne Myers, myself and Councilmember Palsgrove have all reviewed the report provided by Finch Services and have secured an extended 1 year warranty on the engine since the current warranty expires in July 2019. A future meeting will be set with Finch Services to discuss the situation with myself and Wayne attending.

### Date for July Council & Work Session Meeting

Hold separate Council meeting on July 3<sup>rd</sup> day before 4<sup>th</sup> of July and July 15<sup>th</sup>. or joint Council & Work Session meeting on July 15<sup>th</sup>.? **A decision to combine and meet on July 15<sup>th</sup>.**

### Council Committees

Mayor's discussion – After each election, Mayor Roop reviews and assigns committees, he passed out the updated assignments.

<u>Public Works -</u>	Councilmember Hoffman*
	Councilmember Palsgrove
<u>Water &amp; Sewer -</u>	Councilmember Palsgrove*
	Councilmember Smith
<u>Public Safety -</u>	Councilmember Smith*
	Councilmember Schultz
<u>Economic Development -</u>	Councilmember Schultz*
	Councilmember Green

**Community Enhancement -** Councilmember Green\*  
Councilmember Hoffman

\*Indicates Chairman

**Board of Zoning Appeals:**

Mayor Discussion – Current member’s terms expire June 2019. All members, Charlotte Hollenbeck, Marcell Munshaur and Dale Lowman, have agreed to stay on as Board members, Mayor recommends renewing their terms for another 4 years. **A motion by Councilmember Smith, 2<sup>nd</sup> by Councilmember Green and approved 3-0.**

**Announcements:**

Mayor Roop asked each attendee to give their names and where they reside.

**A Motion by Councilmember Schultz to adjourn the regular meeting at 9:25 p.m., it was 2nd by Councilmember Smith and approved 3-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer