



NEAL ROOP, MAYOR  
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TOWN OF NEW WINDSOR  
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### **Minutes – Town Council August 7, 2019**

**Present:** Mayor Roop, Council Members, Terry Green, Ed Smith, Kimberlee Schultz, David Hoffman and Ed Palsgrove. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 14 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 Green to approve the July 17, 2019 minutes. It was 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0.

#### **Council Reports –**

##### **Public Works: Councilmember Hoffman –**

- Mowing and weed trimming continue to overwhelm
- Repairs to the hydraulic lines on the Ford dump truck
- Repair to mower
- PW asked for the residents in Blue Ridge Manor to be more cautious with recyclables, they are blowing out of the containers and ending up in the sediment pond area which makes mowing tricky
- Planning Commission did not meet in July, however; Chairman Schultz, Vice-Chairman Monroe, Town Manager Dye and Zoning Admin. Gray met with Frank and Betty Windsor owners of Frankie's Bar and Grill on July 31, 2019 to make sure all items on the list of requirements mandated by the Planning Commission had been completed and they were substantially complete except for installing the Engineered Rubber Curb at the south side of the north entrance to the parking lot and install additional Rubber Curb at the south entrance in accordance with the signed plans. Work shall be completed by August 16, 2019 or sooner. The Windsor's were to notify Town Manager when the additional Engineered Rubber Curb is installed or if they cannot meet the completion date of August 16, 2019.

##### **Water & Sewer: Councilmember Palsgrove –**

- All water/sewer systems are operating okay according to Jack Coe

- Will be scheduling another tour of Town facilities in September or October, date to follow

**Public Safety: Councilmember Smith –**

- Defer to Comm. Deputy Colussy for his report
- A big Thank You to Deputy Colussy for his outstanding job on the National Night Out event held on August 6<sup>th</sup>.
- Spoke with Brian DeLeonardo about the opioid addiction problem to try and work together for solutions
- Thefts continue to be on the rise
- Was asked and joined the MML legislative committee

**Economic Development: Councilmember Schultz –**

- Carroll County Downtown does not meet in the summer but will be doing the Passport program again.
- Human Services program is interested in attending the Music on the Main event

**Community Enhancement: Councilmember Green –**

- Obtaining information with the help of Town staff on the banner replacement program, more to follow

**Mayor's Report:**

July 11	Blue Ridge Avenue and College Avenue Progress Meeting
July 12	Taneytown Networking Breakfast
July 13	Water & Sewer Facilities Tour
July 15	Meeting with Town Manger Dye Attended Town Council/Work Session
July 17	Tawe's Crab and Clam Bake
July 18	Let's Celebrate in Honor of Jim McCarron Dinner
July 22	209 High Street Pre-Construction Meeting
July 29	Economic Development Meeting with Garrett Glover, Retail (and Restaurant) Industries Management Consultant, MD Small Business Development Center University of Maryland, College Park
July 30	Finalized and submitted updated Sustainable Communities Application
August 1	Dielman Inn site visit with the Community Legacy review team. Team Dielman included, Chuck Messersmith, owner of the Bourbon Bar & Grill, Jeff Childs and Martha Elliott from Lewis Construction, Jessica Feldt from Preservation Maryland and me.
August 3	Change Maryland Pig Roast and discussed issues with Governor Hogan, Lt. Governor Rutherford, Secretary David Brinkley, Special Secretary Wendi Peters, Secretary Grumbles, DNR Superintendent Robert Ziegler, and Roger Conley, President, The Warfield Companies
August 6	National Night Out
	Provided information to reporters
	Organizing Town Retreat
	Reviewed MDE's Water Quality Financing Program
	Responded to numerous citizen concerns
	Worked on County-wide Public Works Mutual Aid Agreement with Steve Miller
	Follow-ups regarding SHA funding of Streetscape
	Working on Music on the Main
	Working to get weather station operational

**Community Deputy: - Brian Colussy –**

- Sheriff's department handled 39 calls in the month of July
- 6 required reports
- Introduced Lauren Bukszar founder of Carroll Baby; an organization that collects and distributes diapers and diaper wipes to qualified families. Elmer Wolfe Elementary is the distribution area now but looking to expand. The Town of New Windsor Town Office is one of the locations these items can be dropped off. Please visit [Carrollbaby.org](http://Carrollbaby.org) for other locations and more information on the program.

**West Carroll Recreation: Introduction by Mayor Roop of new coordinator – Megan Eaves.**

**Fire Chief Report: Chief Tom Coe –**

- 34 fire calls in July – YTD 197
- 43 ems calls in July – YTD 355
- July crab feed was a huge success, next date will be September 21, 2019 tickets are \$45.00
- Final inspection on new ambulance – 1<sup>st</sup> week in September

**Town Manager Report:**

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

Potomac Edison set new guy pole and guy wire on July 30<sup>th</sup>. Cost was \$2,631.62. Comcast relocated their guy wire to new P&E guy pole on August 1st. No cost to Town.

Pre-construction meeting with Sierra Construction held July 22<sup>nd</sup> and Sierra mobilized and started demolition July 29<sup>th</sup>. One issue worth noting is the heating and air conditioning of the hallway.

The hallway cannot be tied into the main building HVAC system because it's a fire rated means of egress in the event of a fire. Sierra is getting prices to install a mini-split system for the hallway. We are also considering not heating and air conditioning the hallway and see how it goes temperature wise. If needed, we could do later.

We are participating in an energy rebate program through Potomac Edison (Energy Solutions for Business). CLEAResult is the Program Administrator for P&E and Ed Sanchez is the Account Manager. Sierra Construction's electrician, Provident Electric, has worked on many energy rebate projects and has worked with Ed & CLEAResult. Provident Electric is handling the energy rebate application for the Town.

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

Progress has slowed down somewhat. ECM is working on storm drain installation in Green Valley Rd. MD-31. There are a couple reasons for the slowed progress:

- SHA work times are from 9-3, by the time ECM sets up and removes traffic control and moves equipment on and off the road, that leaves 5 hours to work at best.
- ECM has run into conflicts with unmarked underground utilities.
- ECM pipe crew did not work 2 days because they were called out on emergencies overnight.

Met with Doug Smith (ARRO) today to discuss the extension of the storm drain outfall along Green Valley Rd. and Siebel Property.

The lower end of College Ave. at the intersection with Green Valley will be closed for 3-5 days to allow for proposed lowering of the road, installation of storm drain, curb & gutter and bump out in front of 301 College Ave. This information was posted on the last construction update. Town staff will knock on doors when we distribute door hangers to notify residents. ECM will set traffic cones just past the driveway to 308 College Ave. on both sides and residents will be directed to park above the cones and walk to their homes. This will impact the residents at 302 thru 308 College the most because 3 of the 4 have driveways off of College & 1 does not have a driveway at all. Residents at 301 thru 307 have the ability to park behind their homes off of

Manning Dr. Residents will be able to exit up to Blue Ridge and out to Main St. MD-31. We will have to notify Ecology of the closure as well.

### **201 Main Street Park**

On August 1, 2019 the County Commissioners approved the recommendations of the local chapter of the Maryland Municipal League to provide funding for four (4) FY-20 municipal Program Open Space (POS) projects. New Windsor will receive \$81,128 in POS funds. For the initial POS application that Mike submitted the total project cost was as follows:

<u>ITEM</u>	<u>COST</u>
POS Sign	\$1,000.00
Paved Patio & Walkway	\$20,000.00
Lighting/Electrical	\$15,000.00
Gazebo & Benches	\$30,000.00
Landscaping	\$9,000.00
Restrooms/Utilities	\$45,000.00
Design/Engineering	\$15,000.00
Total Project Cost	\$135,000.00

<u>INITIAL FUNDING</u>	<u>AMOUNT</u>
State	\$121,000.00 (90%)
County	\$6,750.00 (5%)
Local/Town	\$6,750.00 (5%)
Total	\$135,000.00

<u>ACTUAL FUNDING</u>	<u>AMOUNT</u>
State	\$81,128.00 (90%)
County	\$4,056.40 (5%)
Local/Town	\$4,056.40 (5%)
Total	\$89,240.80

For the August Work Session, start thinking about how to reduce the cost to get to \$89,240.80

### **September 16<sup>th</sup> Work Session Meeting**

I will be out of Town and unable to attend.

### **Treasurer's Report:**

**Each of the following balances given as of July 31, 2019**

General Fund balance is - **\$265,058.38**

General Fund Capital Budget Account is - **\$183,177.56**

Enterprise Fund balance is - **\$408,931.74**

Enterprise Capital Reserve and 3 R's fund the balance is- **\$148,420.92**

Developer fees the balance is -**\$344,422.70**

Money Market fund the balance is -**\$30,535.57**

### **Real Property Report**

16 properties For Sale

3 properties in a Foreclosure process

### **Water/Sewer –**

1<sup>st</sup> late charge was assessed 8/6/2019. 2<sup>nd</sup> late charge will be assessed on 8/21/2019 with late notices being mailed out.

**Personnel Policy** – Town Manager Dye, Town Attorney Ostrander and I are meeting regularly to update the current policy. We will also be reviewing the Social Media policy and purchasing procedures.

**Lehigh Update:** No representative in attendance

**Residents' Concerns:** None

**Old Business:**

**Resolution 08-07-19 –**

- A Resolution to amend the water base rate for FY20, FY21, FY22 and FY23. **A Motion by Councilmember Smith to adopt, 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0.**

- **Grading and Stone base of proposed parking area of 209 High Street –**

We have 2 quotes:

1 from Bollinger & Brooks Construction, Inc. for \$6,992.00

1 from Condon's excavating for \$6,000.00

We will use the money from the \$55,000 CD that we cashed in.

**Desired Actions:**

Town Manager Dye's recommendation is to award the contract to Condon's Excavating for \$6,000.00.

**A Motion by Councilmember Hoffman to award the bid to Condon's Excavating for \$6,000.00, 2<sup>nd</sup> by Councilmember Green and approved 5-0.**

**New Business:**

- **Resolution No. 08-07-19A –**

A Resolution for Notice of Intent for Reimbursement for refinance of \$336,000.00 and additional new funds of \$110,000.00 for 209 High Street. **A Motion to adopt Resolution No. 08-07-19A by Councilmember Palsgrove, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.**

- **FY20 Town/County Agreement – A Motion by Councilmember Schultz to approve, 2<sup>nd</sup> by Councilmember Hoffman and approved 4-1, with Councilmember Smith abstaining because he works for the Carroll County Humane Society.**

**Announcements:**

**A Motion to adjourn the meeting by Councilmember Green at 8:00 p.m., 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer