



NEAL ROOP, MAYOR
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TOWN OF NEW WINDSOR
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September 4, 2019

Present: Mayor Roop, Council Members, Terry Green, Kimberlee Schultz and David Hoffman. Councilmembers Ed Smith and Ed Palsgrove were not in attendance. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 8 other attendees.

Moment of Silence: Mayor Roop asked for a moment of silence in memory of former Councilmember and Mayor – Samuel Pierce

Call to Order: The regular Town Council meeting was called to order by Mayor Roop at 7:02 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 August 2019 minutes. It was 2nd by Councilmember Hoffman and approved 3-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works department continues the usual mowing and trimming of all Town properties
- Public Works cleared out storm water facility
- Rented a mini excavator to realign water run off
- Planning Commission did not meet in August

Water & Sewer: Councilmember Palsgrove – not in attendance

Public Safety: Councilmember Smith – not in attendance

Economic Development: Councilmember Schultz –

- Carroll County Downtown will meet next week, the group is working on Small Business Saturday
- As representative for New Windsor on the Human Services Program board, there is utility assistance for delinquent water/sewer customers
- Working on designing a tee shirt for Music on the Main

Community Enhancement: Councilmember Green –

- Working with Kalena on pricing for new pole banners, more information at a later meeting
- Contacted Mark Ripper, Carroll County technology supervisor about partnering on grants for internet reliability, New Windsor does not qualify because Comcast services our area

Mayor's Report:

August 1	Dielman Inn Site Visit for Community Legacy Grant
August 7	Met with Town Manager Dye Town Council Meeting
August 12	CDBG Grant Management Training Photo Op for Diaper Donations
August 14	Meeting with Steven Colella with the Maryland Small Business Development Center along with Councilmember Schultz
August 15	Music on the Main Planning Meeting
August 19	Met with Town Manager Dye Town Work Session
September 4	Submitted Sustainable Communities Draft Application
Monthly	Worked on Music on the Main Addressed Numerous Reporter Questions Addressed Issues with College & Blue Ridge and 209 High Street Project

Community Deputy: - Brian Colussy –

- The Carroll County Sheriff's Office between the dates of August 1, 2019 to August 31, 2019, responded to 63 calls for service On August 12, 2019, the 2800 block of New Windsor Road in reference to a robbery in progress. Upon arrival, it was discovered that an unknown suspect held the clerk up at gun point and stole an undisclosed amount of currency before fleeing the scene. Investigation is still on going.
- On August 20, 2019, responded to the 300 block of Main Street in reference to assisting the Mobile Crisis Team. Upon arrival, it was discovered that the subject drank a 1.5 liter bottle of wine and was highly intoxicated. Due to the intoxication level, the subject was taken to Carroll Hospital Center by Medic 109 for further treatment. Case was closed.
- On August 26, 2019, Deputies responded to Carroll Hospital Center in reference to a sex offense that occurred on Main Street. Investigation revealed that known suspect engaged in sexual acts without the victim's permission. It appears that both parties were intoxicated at the time of the incident. Investigation continues.
- On August 28, 2019, Deputies responded to the 100 block of Church Street in reference to a fraud. Investigation revealed that the victim was contacted by unknown suspects claiming to be Federal Agents by phone demanding Target gift cards. Victim purchased the gift cards and provided the suspects with the account numbers of said gift cards. Investigation continues.
- On August 31, 2019, there was a report of a vehicle in the area of Clear Ridge Road and Green Valley Road operating recklessly. Deputies upon further investigation observed said vehicle pulled over on Main Street near Springdale Avenue partially off the roadway and in the grass. Upon making contact with the driver, the Deputy detected a strong odor of alcohol coming from the operator. When asked, the driver stated that they only consumed two drinks. The driver was asked to submit to the standardized field sobriety test, which they complied. The driver failed the test and was taken into custody. Upon arrival at the Carroll County Detention Center, the driver then blurted out that they knew

they drank too much as they consumed two liters of vodka and two forties. However they still believed that they were good to drive. The driver submitted to a breath test which resulted in .19 grams of alcohol per 210 liters of breath. Case was closed by arrest.

- Other notes:
- This week marks back to school for schools throughout Maryland. With that said, please be mindful of children and school buses while on your commute. Drivers who pass school buses on alternating flashing red lights are subject to a fine not exceeding \$570 and three points being attached to your driving record. Also remember that fines for speeding in posted school zones are doubled. So obey the laws to avoid the fines.
- FRAUDS, FRAUDS, FRAUDS!!! Please don't be a victim!! Government agencies will not contact you by phone or DEMAND GIFT CARDS for payment!! If you receive a call from someone claiming to have a warrant for your arrest or that you owe money to the government, tell them to come see you in person and hang up the phone and block the number. Also do not answer calls where you don't recognize the phone number. If it is important they will leave you a message. However, if it is an automated message requesting that you call a government agency it is a fraud and don't call them back.
- Stop sign violations continue to increase in town so enforcement will be coming to a neighborhood near you soon. So avoid the fine by coming to a complete STOP at all STOP SIGNS!!
- Maryland Midland Railroad has contacted me in reference to trespassing on the railroad tracks. Being on any part of the railroad tracks or bridges is considered trespassing and violators will be handled accordingly. Railroad bridges are used for train traffic to get over the waterways and not for fishing. SO STAY OFF THE RAILROAD **West Carroll Recreation: Representative not in attendance**

Fire Chief Report: Chief Tom Coe –

- Mayor Roop stated that there are still tickets available for the September 21, 2019 crab feed

Town Manager Report:

209 High Street L-1 Building Purchase

Condon's Excavating is scheduled to do the grading at the rear of Dielman Inn property on Monday September 9th. Progress meeting scheduled for Thursday September 5th.

The spray on fire proofing in the lower level is complete. So far there has been 2 framing, 1 plumbing and 1 electrical inspection, all have passed. The work on the front façade began last week and continues this week. Block, sand and cement delivered today. Walls and drywall work are complete and sub-contractor is working on taping, spackling and finishing the walls in preparation for painting. The drywall subcontractor worked Saturday, Sunday and Monday over the Labor Day weekend. New lighting has been installed in some areas and continues this week. The school bus pick up location has been moved to in front of Town Hall, 209/211 High St. Pick up is between 7:40 & 7:45! Town Manager will discuss this at progress meeting tomorrow.

Blue Ridge and College Ave. Road Improvement Project

The August 31st deadline has come and gone. At the request of State DHCD, Mike Reynolds submitted a letter signed by Mayor Roop requesting an extension until March 2020. We have not received a response or been contacted by DHCD.

Town Manager sent an email to President and Vice President of ECM expressing his concerns about the administrative handling of the project. There was a meeting with ECM management and ARRO inspector on August 27th to discuss change orders and the Town's concerns about the

administrative handling of the project. The meeting was productive, I believe our point was made and the administrative management will improve.

Storm drain installation continues. The lower end on Seibel property and inlets on College Ave. are being installed this week. Concrete crew will be returning later this week or next week. ECM submitted a revised project schedule and the final walkthrough and punch list is scheduled for October 7 -9th.

201 Main Street Park

Mike Reynolds, Circuit Rider submitted the initial POS application for the total project based on the following amounts:

<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

The approved POS funding are as follows:

<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

As you can see the actual funding will not cover all proposed improvements to the park by \$45,759.20. The Council was asked to think about how to reduce the planned improvements to fall within the POS funding. The most logical item to eliminate is the Public Restrooms/Utilities estimated at \$45,000.

September 16th Work Session Meeting

Town Manager will be out of Town and unable to attend. TM will send out agenda Wednesday September 11th and will request any additions or changes ASAP but by Friday noon at the latest.

Treasurer's Report:

Each of the following balances given as of August 30, 2019

General Fund balance is - **\$329,277.79**

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

Enterprise Fund balance is - **\$439,388.84**

Enterprise Capital Reserve and 3 R's fund the balance is- **\$148,452.43**

Developer fees the balance is -**\$410,483.09**

Money Market fund the balance is -**\$30,543.35**

Real Property Report

18 properties For Sale

5 properties in a Foreclosure process

Water/Sewer –

2nd late charge was assessed and 70 reminders were mailed out.

Personnel Policy – Town Manager Dye, Town Attorney Ostrander and I are continuing to meet regularly to update the current policy.

Audit – Audit fieldwork to begin on September 9th. ZA is our audit firm and they will be on site the entire week.

Lehigh Update: No representative in attendance

Residents' Concerns: None

Old Business:

- Councilmember Green wanted to go on record to state that in the prior monthly meeting, the discussion on the robbery at the 7-11 store he felt that Mayor Roop was unjustly bashed on social media. Mr. Green further stated that as a governing body, we are genuinely concerned with the safety of our residents, employees and children.
- Mayor Roop stated that the retreat originally scheduled for September 7th will need to be rescheduled. More to come on that at a later time.

New Business:

- Mayor Roop stated that the term for Mark Schultz, Chairman of the Planning Commission will expire in October. He contacted Mr. Schultz and he would be in agreement to remain on the Commission. **A Motion by Councilmember Hoffman to approve and recommend the reappointment of Mark Schultz to the Planning Commission for another term. It was 2nd by Councilmember Green and approved, 2-1 with Councilmember Schultz abstaining since Mark is her spouse.**
- **Request from Justin Mosely of 413 Church Street to install a driveway –**
- Justin Mosley, resident at #413 Church St. called Zoning Administrator, Dale Gray and inquired about putting in a driveway off of his residence at 413 Church St. There is sidewalk on this side of Church St. and driveway would require cutting and removing sidewalk and curb & gutter. There are already 11 existing driveways on Church St. There is parking available to Church St. properties on one side of the street and both sides in the rear of the property off of Spoerlein Dr. and Robertson Dr. After a short discussion it was decided to have the Town Attorney research this and provide an opinion at a future meeting.

Announcements:

- Music on the Main meeting September 5th at 7:00 in the Community Meeting Room
- Memorial service for Samuel Pierce on September 14th at New Windsor Station

A Motion to adjourn the meeting by Councilmember Schultz at 7:48 p.m., 2nd by Councilmember Green and approved 3-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer