



NEAL ROOP, MAYOR
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
info@NewWindsorMD.org

PH. 410-635-6575
FAX 410-635-2995

October 2, 2019

Present: Mayor Roop, Council Members, Terry Green, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Ed Smith. Also present was Town Attorney Ostrander, Town Clerk/Treasurer 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: 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 September 2019 minutes. It was 2nd by Councilmember Green and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works department continues the usual mowing and trimming of all Town properties
- Public Works helped with Music on the Main preparations
- Completed quarterly w/s readings
- Installing MXU's on properties for faster reading of meters
- Curbside Leaf pickup will begin on November 12th
- Yard Waste has been extended to November 6, 2019
- Planning Commission met in September with Owner, Betty Windsor of Frankie's Bar and Grill in attendance. She expressed that her overall procedures with the Town on trying to get their business open could use some revision for future business owners. Councilmember Hoffman assured her that her concern would be passed along to the Mayor and Town Council for consideration. Plans were also submitted by Wakefield Solar Energy Center for another solar panel location off Rte. #31, near Babylon Vault. The Planning Commission had no problem with this proposed plan since it is outside Town limits.

Water & Sewer: Councilmember Palsgrove –

- There will be another tour for Town officials on either October 12th or October 19th. Councilmember Green would like to go along and video tape this to put onto social media for the residents to see.

- Residents, Raymond Lynch of 2888 Union Square would like someone to explain the water/sewer bills, they don't understand it. Mayor Roop asked them to stay after the meeting and he will discuss it with them.

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report
- One resident contacted him regarding the installation of the MXU devices. They do not want it on their home. They were referred to the Town Manager. He spoke with the resident and asked for written documentation regarding this matter. The Town is still awaiting the arrival of the documentation
- A resident in the Blue Ridge Manor development has been videotaping vehicles running a Stop Sign in that development. The resident has also been putting this information and more on Facebook. A resident in attendance this evening said there is concern about the video tape showing cars and tag numbers on line. Councilmember Smith said there is nothing in the law that prohibits that.
- A Thank you to Deputy Colussy for all he does for the Town of New Windsor and surrounding areas.
- He attended the Planning Commission meeting in September.
- Have safety awareness during Trick or Treating on October 31st.

Economic Development: Councilmember Schultz –

- Carroll County Downtown is meeting this month on the 10th. They will once again be organizing the Small Business Saturday event this year.

Community Enhancement: Councilmember Green –

- Later in the meeting will be a discussion on the new Town banners
- Mark Ripper, Carroll County technology supervisor had given Councilmember Green a price of \$5,400.00 to move the current Fiber line from 211 High Street to 209 High Street. The County will not waive this fee. Councilmember Green suggests contacting Freedom Broadband and continues working with them.

Mayor's Report:

September 4 Town Council Meeting
 September 5 Progress Meeting
 September 6 MDOT Pre-Tour Meeting
 September 16 Town Work Session
 September 17 Communications with Dave Kline, Potomac Edison
 September 19 MML Carroll County Chapter Dinner/Meeting
 September 22 Emailed Information about Dielman Inn and Hibberd Property to Potential Developers
 September 23 SHA Team Meeting on Streetscape
 September 25 Emergency Town Council Meeting
 September 26 MDOT Tour Meeting
 September 25 Town Picnic
 Music on the Main Multiple Tasks – Governor Hogan Visit, Lehigh Cement Co. Quarry Tours, Donations, VMS Boards
 College Avenue & Blue Ridge Avenue Project Several Visits and Meetings

Community Deputy: - Brian Colussy –

- The Carroll County Sheriff's Office responded to 53 calls for service during the month of September 2019.

- On September 10, 2019, deputies observed a driver on High Street, near Coe Drive traveling above the posted speed limit along with multiple vehicle equipment violations. Upon stopping the vehicle and investigation, the occupant was driving on a suspended license. Driver was released to a valid driver with the appropriate paperwork. Case was closed by arrest.
- On September 12, 2019, deputies were conducting traffic enforcement near the intersection of Atlee Ridge Road and Overleigh Way observing a vehicle that failed to stop at the Stop sign. Upon contact with the driver, an odor of marijuana was detected, which resulted in a probable cause search of the vehicle. Search resulted in 3.2 grams being seized for destruction. Drive was issued appropriate paperwork, released from the scene and case was closed.
- On September 27, 2019, Deputies responded 2800 block of Graybill Court for malicious destruction of property/violation of a protective order. Upon arrival, the known suspect caused damage to victim's cell phone days prior which had resulted in the victim to file a protective order against the suspect. Victim reported that suspect had attempted contact on multiple occasions after the order was valid. Evidence was provided to support the violation claims and charges were filed on the suspect. Case remains open
- Other notes:
- Just a reminder that the 200 block of Main Street will be closed from 9 am to 8 pm on October 5, 2019 for the Music on the Main event. Please watch out for pedestrians on that day and use detour routes provided. No parking signs have been posted along the 200 block of Main, please observe, failure to do so will result in towing of vehicles at the owners expense.
- On October 24th, the Carroll County Arts Council is hosting C.A.R.E. (Carroll Anti-stigma Resilience Effort campaign sponsored by The Partnership for a Healthier Carroll County. The time is 7:00 p.m.
- On October 26th, the New Windsor Heritage Committee is holding a walking/carriage ride event in the afternoon hours. Again, parking along the 200 block of Main will be restricted and motorists should use caution in the area for the slow moving carriage and increased pedestrian flow.
- The Mayor and Town Council have been provided data for the last quarter. Overall, requests for calls of service are down from the last 2 years

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Tom Coe –

Town Manager Report:

209 High Street Building Renovation

- Condon's Excavating completed the grading at the rear of Dielman Inn property on September 10th.
- The manufacturer of the flooring we chose for the entire area to be tiled would not warranty the floor if overlaid on existing asbestos tile. There was a meeting called by Sierra with Dean Camlin while I was on vacation. A different tile chosen was actually less expensive.

- The masonry subcontractor was back on-site Monday to do the brick work on the front façade and block work on the lower rear door.
- All plumbing work is completed and has passed inspection.
- Once the block work and new lower rear door is complete this week Sierra can finish framing and will call for framing inspection and fire proofing inspection. Once fire proofing is approved Sierra will acetone cleans the floor and repaint. They will back charge the subcontractor for this work.
- MOD #02/Change Order was submitted and approved. The net increase was \$1,670, the majority of which was ADA door for unisex ADA bathroom. There was also an extension of the contract for 17 calendar days which puts the new completion date to Friday November 1st. Previous completion date was October 15th.

Blue Ridge and College Ave. Road Improvement Project

- The Filtera Water Quality inlet was installed Thursday September 26th. This was quite the undertaking and required a very large crane, temporary electrical shut down by Potomac Edison, temporary water main shut down and relocation of the water service lateral and vault for 303 College Ave. All storm drain pipe and structures are complete. The Water Quality inlet weighed 44,000 lbs. and the concrete top weighed 20,000 lbs.
- The lower end of College Ave. was originally planned to be closed Wednesday 9/25 through Friday 9/27 however the closure had to be extended until today. This section of College Ave. involves the most work and includes significant grading to lower the road grade, installation of retaining wall, bump out of curb and sidewalk in front of 301 College Ave, removal of tree at 302 College Ave. and new curb, gutter and sidewalk.
- Blue Ridge Ave. and intersection with College Ave. was paved Monday and Tuesday this week.

I personally prepared a resident notice of the planned closure and went door to door distributing the notices. I spoke with several residents and left notice on doors if residents were not home. When the closure extended our only choice for notification was the bi-weekly construction update. I want to thank the residents on Blue Ridge and College Ave for their continued patience and understanding especially the residents on the lower section of College Ave. and in particular Tom and Wendy Coe. The Coe's were most impacted with the relocation of their water service lateral and vault in addition to the other construction inconveniences.

Town Staff Thank You:

As Town Manager, I want to take this time to thank all Town staff for everything they do day in and day out for New Windsor. This is a very busy time of the year with planning for Music on the Main, quarterly newsletter, preparing for cold weather and winter, etc. On top of all that, we are extremely busy with 209 High St. renovations, Blue Ridge & College Ave. Rd. project. and a multitude of other issues we have encountered recently. We would need to dedicate an entire Council or Work Session meeting to begin to tell the Council and public all that we have going on which the staff works tirelessly to accomplish. We are a small staff and do our best every day which I will attest is a tremendous effort. We routinely hear complaints and negativity and rarely hear compliments and positivity; however, we are much better off as a Town because of the dedicated, caring staff that works for New Windsor. Things would be a lot worse without them. Please understand and take a moment to thank the staff. A little of that goes a long way.

Treasurer's Report:

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

General Fund balance is - **\$366,033.26**

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

Enterprise Fund balance is - **\$479,310.09**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$148,482.93**

Developer fees the balance is **-\$410,570.44**

Money Market fund the balance is **-\$30,550.88**

Real Property Report

21 properties For Sale

5 properties in a Foreclosure process

Water/Sewer –

One property will be turned off for non-payment of w/s billing.

New billing was mailed out on 10/01/2019

Audit – Audit fieldwork was completed on 9/17/2019. ZA is finalizing and putting together the draft of the FY19 audit to be sent to you electronically and approved at the 10/21/19 Work Session meeting.

Lehigh Update: No representative in attendance

Old Business:

- **201 Main Street Park**

This was previously discussed at the August 7th and September 4th Council meetings. The numbers presented at these meetings were taken from Frank's preliminary budget numbers which at that time included the restrooms and utilities. Refer to spreadsheet and Concept Plan & Design in your binders. The following breakdowns of cost are from Architect Chris Batten's estimate, were used by Mike for the actual POS application and include 10% contingency:

<u>ITEM</u>	<u>COST</u>
POS Sign	\$1,000.00
Paved Patio & Walkway	\$28,600.00
Lighting/Electrical	\$22,000.00
Gazebo & Benches	\$22,100.00
Landscaping	\$35,200.00
Plumbing Rough-In	\$7,810.00
Design/Engineering	\$15,000.00
Total Project Cost	\$133,200.00 (Includes 10% Contingency)
Total Project Cost	\$120,155.00 (No Contingency)

The approved POS funding is 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 \$30,914. The Council was asked to think about how to reduce the planned improvements to fall within the POS funding. Mike needs to put together an application to MD DNR for official award of funding which will be approved by State Board of Public Works. Councilmember Palsgrove made a few suggestions to reduce cost, Town Manager will consult with Mike and once he has the revisions in place have him e mail the proposed application to the Council for review.

- **Town Banners:** Councilmember Green has been working with Kalena and Shannon-Baum has provided 3 options for the new banners, Councilmember Green made a motion to accept option 1, it was 2nd by Councilmember Schultz. After a short discussion,

Motion was withdrawn and Councilmember Green was asked to get new designs for approval.

- **Town Retreat:** Mayor Roop has been trying to put together a financial retreat to take a look at the stability of the Town to be able to move ahead with the Streetscape project. After a discussion, it was decided to have Mayor Roop proceed with finalizing this retreat with an update at a future meeting.
- **Blue Ridge and College Avenue project:** Blue Ridge Avenue has been paved. Governor Hogan will be attending the Music on the Main event and looking at this project. Mayor Roop has contacted the contractor on the project, ECM and told them of the Governor's visit.

New Business:

Lions Club Park Benches:

Councilman Palsgrove noticed the benches installed by Playground Specialist had exposed metal at the base of the benches which presented a safety issue. Wayne inspected the benches and determined the problem was caused by water freezing and expanding over time during the winter. Wayne emailed Tim with Playground Specialist and sent pictures on August 14, 2019. Wayne called and talked to Tim October 1, 2019. Tim provided 2 options for the Town:

1. Replace the 4 benches which are under warranty, only cost to Town is replacement or repair of the rubber mulch in the affected area. This is not covered under warranty. Because of problems encountered with these types of benches Tim had to change manufacturers to a different style but can still get replacements for the type we have.

2. Remove the 4 old benches, repair the rubber surface, and replace with (2) new benches on the exterior of the playground outside of the mulch. (This option would be at the expense of the town, but Tim offered a discount because of the situation.) In Tim's opinion there should only be 2 benches for a park this size and they should be outside of the playground area.

Tim will provide costs for both options.

Handicapped Parking Space: A new resident residing at 107 High Street building contacted the Town to ask for a handicapped parking space at this location to accommodate his handicapped wife. Public works department will take a look at the situation and follow up.

Resident's Concern: Raymond Lynch and Katherine Whelton reside at The Reserve. They have a few concerns regarding the construction project known as Snader's Summit.

- The construction crew has started working prior to the designated times indicated in the Town Code. *Town Manager has already addressed this with the contractor but will follow up with them again*
- When the hydro-seeder was being used by the contractor, Stambaugh's, Mr. Lynch was sprayed with the mixture. He has breathing problems already and followed up with his doctor immediately when this occurred. The doctor wants a list of the ingredients in the mixture that Mr. Lynch was sprayed with and when he contacted, Stambaugh's, he has not received cooperation regarding this.

Announcements:

A Motion to adjourn the meeting by Councilmember Hoffman at 9:15 p.m., 2nd by Councilmember Smith and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer