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Minutes – Town Council November 6, 2019

The Town Council meeting is being led by students from Northwest Middle School, Francis Scott Key High School and Springdale Preparatory School.

Mayor Spenser Conaway	Shadowing	Mayor Neal Roop
Councilmember Khamani Ambrose	Shadowing	Councilmember Ed Palsgrove
Councilmember Carly Holden	Shadowing	Councilmember Dave Hoffman
Councilmember Evan Gillis	Shadowing	Councilmember Kimberlee Schultz
Councilmember Nasir Tate	Shadowing	Councilmember Ed Smith
Town Attorney Sawyer Conaway	Shadowing	Town Attorney Michelle Ostrander
Clerk/Treasurer Davis Maistros	Shadowing	Clerk/Treasurer Donna Alban

Present: Mayor Roop/Conaway, Ed Palsgrove/Ambrose, Vice-President of Council, Council Members, David Hoffman/Holden, Ed Smith/Tate and Kimberlee Schultz/Gillis. Also present was Town Attorney Ostrander/Conaway, Town Clerk, Donna Alban/Maistros and Town Manager Gary P. Dye, Jr. Councilmember Green was not in attendance. There were 40 other attendees.

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

Pledge of Allegiance: Mayor Conaway led the Pledge.

Recording and Agenda Policies: Mayor Conaway 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 Tate to approve the October 2, 2019 minutes. It was 2nd by Councilmember Ambrose and approved.

Recognition of local Business anniversaries:

5 years – Myer’s Crab Shack
20 years – Vida Callier
35 years – Earthwood Builders
70 years – SERRV International
75 years – Brethren Service Center

Introduction of Jennifer Borcik: Mayor Roop introduced and thanked Jennifer Borcik from Northwest Middle School for assisting in coordinating the shadow program this year. She spoke about the process that the students go through in order to be chosen to be here tonight. She is proud of each and every one of them.

Council Reports –

Public Works: Councilmember Holden –

October has been another busy month for the Public Works Crew.

At the beginning of the month, the Public Works Crew was busy setting up for the successful “Music on the Main” event. This included cleaning the streets and marking the vendor spaces on Main Street. They also erected a fence at the Main Street lot for the refreshment area. On the day of the event, they set up the road barricades to block the street, helped erect the band stage and put up the signs for parking and detour routes.

As usual, October marks the end of the mowing season and yard waste pick-up. The Public Works Crew will make their final rounds by mid-November.

As the mowing is winding down, the Public Works Crew will transition to leaf collection which starts on November 12th and will continue through the first week of December. Refer to the Town Newsletter for the leaf curbside pick-up schedule. Please remember, leaves should not be raked into the gutter during inclement weather (rain, snow, or sleet) as this creates blockage of the storm drainage system. Also, please do not rake sticks, stones, or trash curbside as this will damage the leaf collection machine. New this year, residents can put leaves out in brown lawn bags or trash bins and they will be collected as well.

The last Saturday of October was the Town’s bulk trash day. Per the vehicle count, it is estimated that at least 50 town residents took advantage of this service and filled 4 dumpsters. The Public Works Crew spent the morning on-site to help unload the items. The dumpsters were available at the Public Works facility located on Geer Lane and were for the collection of items that are typically too large to go in the regular trash.

I hope you noticed the Veteran banners hanging in town the last several months. The Public Works Crew is responsible for hanging and removing the banners. They also took advantage of recent favorable weather and installed the decorations on the poles in anticipating of the upcoming Holiday season.

Lastly, as we move towards winter weather, the Public Works Crew would like to remind everyone to obey the parking prohibition on Snow Emergency Routes. Vehicles parked in prohibited areas during snow emergencies create a hazardous situation for the crew and hinder their snow removal efforts. Please plan ahead and find a suitable place to park your vehicle before the snow falls this year.

Mayor Conaway –It seems like the Public Works department is involved in just about everything that is going on in Town. How many employees does the Public Works department have?

Councilmember Holden – The Public Works department has 2 full time and 2 part-time employees. The Town is fortunate to have such dedicated employees that take such good care of our water and sewer and Town properties.

Water & Sewer: Councilmember Ambrose –

We have several items to share with you this evening.

First, we call your attention to the Town’s Drinking Water Quality Report. The Town’s water supply is tested annually as required by the Environmental Protection Agency and the Safe Drinking Water Act. Our water and sewer operator, Maryland Environmental Service, provides a report which basically states that New Windsor’s drinking water is well within the prescribed maximum limits of certain contaminants. In most cases the measured level of contaminants is less than half of the safe allowable level and some are only a fraction of the maximum contaminant level. We take comfort in the knowledge that New Windsor’s water is safe and actually tastes pretty good. The full report for the year 2018 can be found on the Town’s website, go to the latest document search and type in WATER. We also have a copy here at the front table.

Second item: One of our major projects this year, which is in its final stages, is the upgrade to Blue Ridge and College Avenues which in addition to new pavement and sidewalks includes the replacement of the water line under the roadway. As is often the case, once digging commenced, we discovered that more of the piping was in need of replacement than originally expected. Although this increased the total cost of the project, it is far more cost effective to replace pipes while they are exposed than to wait until a pipe fails and then dig it up for repairs. This project has taken considerably longer than anticipated and we appreciate the patience and understanding of the residents that have been impacted. When it is completed, they will enjoy improved streets, sidewalks and reliable underground piping for years to come.

The last item to share is a repeat from the last several years November council meetings and will come to you as a public service announcement about disposable or flushable wipes and the problem they continue to create in our sewer system. For several years we have been dealing with clogs and blockages in the town's sanitary sewer system pipes and pumps as a result of the disposal or flushing of so called disposable towels or wipes. While many of these household products are labeled "disposable" and some even labeled "flushable" they do not break down or disintegrate quickly enough to pass through the system without causing problems. Disposable does not mean flushable and flushable is usually a mislabeling by manufacturers. Please, do not flush any type of wipes, towels, or other cleaning products into the system. So the public service announcement reads like this: "No wipes down the Pipes". Say it with me now, "No Wipes down the Pipes". Thank you for your cooperation.

Mayor Conaway asks – Is New Windsor's water safe to drink right out of the tap and there is no need to buy bottled water?

Councilmember Ambrose: Absolutely. I happen to have some right here so how about you and I raise a toast to New Windsor's water.

Public Safety: Councilmember Tate –

Good evening Mayor, Council and Citizens,

I will defer to the Town Deputy for the monthly statistics. I would like to remind everyone that at this time of the year, particularly at the holidays there is sometimes an increase in property crimes, including theft and burglaries. Please be mindful of your surroundings and report any suspicious activity to the Carroll County Sheriff's Department.

As the weather turns colder, more folks will be utilizing their fire places and wood-burning stoves. It is very important that you use caution when using these devices, using them safely and within manufacturer specifications.

You may have read recently that there have been at least five positive tests for rabies in Carroll County. There have been four raccoons and one cat from various areas around the county that have tested positive. While it is not unusual to find rabid animals in such a rural setting, the fact that there have been this many in such a short period of time has caused alarm with public health officials, animal control, wildlife officials and law enforcement. It is important that you and your family avoid contact with wild animals, wild or feral cats and stray domestic animals that may be unvaccinated. An animal that carries the rabies disease may or may not show symptoms. Some of the symptoms can be over aggressiveness, no fear of humans, slow moving, walking with a drunken stupor, sickly appearance and/or frothy discharge from the mouth and eyes. If you suspect an animal of being sick, do not try to confine the animal and contact animal control immediately! The phone number for animal control is 410-848-4810.

If you or any of your pets have been exposed to an animal, have been bitten or scratched by the animal, you may dial 911 and seek medical attention immediately. Report the incident to the Carroll County Health Department Rabies Coordinator.

To minimize the risks of exposure:

- It is recommended that you have trash cans with proper fitting lids

- Do not leave food, such as cat food left outside
- Secure outbuildings such as sheds and garages

When you are allowing your domestic pets outside, turn on lights, make a noise to help scare off any wildlife and closely monitor your pet while they are outside. Also remember that it is Maryland law that all domestic pets must be vaccinated with current rabies vaccines. If you or your family do come in contact with a wild or feral animal, it is very important that you seek medical care/attention, which may include rabies and/or tetanus vaccines. Remember, rabies is a very dangerous and deadly to all mammals, including humans. While all mammals are capable of contracting rabies, there are animals that are known as “vector” animals which are more likely to contract and spread the disease. These include, but not limited to, bats, cats, rats, fox, and raccoons.

I have with me tonight a brochure that was prepared by the Maryland Department of Mental Health and Hygiene with some guidelines and tips on how to “Take a Bite Out of Rabies.” I also have a brochure prepared by the Carroll County Health Department of points we can teach our children about wild animals. Finally, I have a copy of all the animal control laws and contact numbers for the Humane Society of Carroll County and Animal Control, located in Carroll County Maryland. Remember, for your safety and those around you, report any suspicious animal to the proper authorities!

Mayor Conaway asks – What is it that everyone can do to keep themselves safe during the upcoming holiday season?

Councilmember Tate - Please be safe and keep an eye out for any suspicious activity, in and around your community!

- Check in on elderly neighbors
- Set your lights on timers to make it appear as if people are home
- When having packages delivered, try to have someone there to pick them up or delivered to a neighbor who may be home
- Be aware of your surroundings at all times
- Cut back bushes and trees that may conceal a person
- Make sure all doors are locked and secured.
- DO not leave valuables in your vehicle
- If you have service individuals coming to your house, make sure you check their identification to verify that it is actually the person who is scheduled to be at your residence
- For those that do have fire places and/or wood-burning stoves, have your chimneys checked and cleaned if necessary to avoid the potential of a fire
- Most of all, be very diligent and keep your eyes and ears open for anything that seems out of the ordinary.

If you feel uncomfortable about any situation contact your local authorities!

Economic Development: Councilmember Gillis –

- Attended and represented New Windsor at the Human Services Programs of Carroll County’s October Executive Committee and Board meetings. This organization is known as HSP.

- New Windsor citizens should know that HSP can help when a family has trouble paying a utility bill (water, electricity, heat, etc.) and can help with emergency housing, as well as many other needs.
- Attended the preservation Maryland benefit on October 24th, along with Mayor and Mrs. Roop, and Councilman and Mrs. Hoffman.
- Volunteered at Music on the Main event on October 5th.
- Attended the October Carroll County Downtowns economic development group meeting, which was held in New Windsor. The group is working on its annual Small Business Saturday shopping passport program.
 - This is the fourth year for this program, which encourages shoppers to “shop small” and shop at local Carroll County businesses.
 - Six New Windsor businesses are participating.
 - The program is supported by a grant from Carroll County Tourism and is free for the participating businesses.
 - Anyone wanting more information about the Passport program should contact Councilwoman Schultz.
- In order to promote New Windsor, a wreath will be submitted to the Carroll County Festival of Wreaths event with the theme: “A Visit to New Windsor” and donations have been received, and/or solicited from several New Windsor businesses, organizations, and/or artists.

Mayor Conaway asks: What is Small Business Saturday and why does the Carroll County Downtowns economic development group have a Shop Small Passport?

Councilmember Gillis: Small Business Saturday is held the Saturday after Thanksgiving, so this year, on November 30th. The Carroll County Downtowns Passport lists hundreds of small businesses in Carroll County. Shoppers who visit 8 of these businesses between 11/30 and 12/8 can win one of twenty, \$50 gift certificates!

Community Enhancement: Councilmember Green not present – No report

Mayor’s Report: Mayor Roop

- October 2 Meeting with Town Manager Dye
Town Council Meeting
- October 5 Music on the Main
Conversations with Governor Hogan, Budget & Management Secretary Brinkley, and Special Secretary of Smart Growth, Wendi Peters.
Streetscape Project, PALS Program & the Park Designs, Dielman Inn, and the College Avenue & Blue Ridge Street Project.
- October 11 Tree Farm Inspection
- October 14 Maryland Municipal League Fall Conference
Maryland Mayor’s Association Meeting
- October 17 Music on the Main Follow Up Meeting
- October 18 Organizing Retreat
- October 21 Town Work Session
- October 24 Blue Ridge & College Avenue Walk-Through
Preservation Maryland’s Phoenix Rising

Conversations with Rob Brennan, AIA, and Lili Mundroff from Brennan & Company Architects, Lewis Contractors, and Michael Coomes from LaGrange Hall Masonry who specializes in Historic Renovations
October 28 Presentation of Park Designs to a Local Businessman
Suggested \$500,000 Contribution for Naming Opportunity

Community Deputy: - Brian Colussy –

- 79 calls during October 2019
- 5 requiring reports –
 1. 1100 block of Jo Apter Place – fraud investigation ongoing
 2. 2800 block of New Windsor Rd – theft – case closed by arrest
 3. 100 block of High St – malicious destruction of property – investigation ongoing
 4. 400 block of Church St – domestic – case closed by lack of prosecution
 5. 200 block of Main St – stolen vehicle spotted in Westminster – Magna Way, case remains open
- Deputy Colussy reported that he has received numerous complaints about the delivery trucks blocking traffic when delivering to Uncle Matty’s. He spoke with the owner who stated he had spoken with his delivery people but nothing has changed. Deputy Colussy suggested placement of signs in front of Uncle Matty’s stating designated time frame of NoParking/Loading/Unloading Zone
- Signs have been purchased and are ready for installation to cut down on the cut through traffic on Church St. and Lambert Ave.
- Signs have also been purchased and are ready to install on Church St. revising the truck tonnage limit from ¾ ton to 5 ton
- Complaints have been received regarding overnight parking on the Lion’s Park parking lot. Signs have been ordered to state “No Overnight Parking” and once installed will be enforced.
- The Dept. of Natural Resource Police and Deputy Colussy will work together on the Dennings Road and Bowersox Road properties to enforce violators. Deputy will be asking for funds to purchase some cameras and locks for the gate areas.
- Complaints are always coming in about trailers, semi-truck, campers, etc. parking along the streets. This is in violation of the Town Code and these must be moved as soon as possible.
- A reminder to citizens that with snow season approaching, observe the SNOW EMERGENCY ROUTES signage to avoid fines.

West Carroll Recreation: Megan Eaves –

- Basketball season will be underway.
- Rec. Council is always looking for gym space for their program.

Fire Chief Report: Chief Tom Coe – No report – not present

- Mayor Roop stated Santa detail visits will be listed on the Fire department website – www.nwfd10.org

Town Manager Report:

209 High Street Building Renovation

Semi-final walk through inspection will be Tuesday November 12th. at 9:00 AM.

Councilman Palsgrove and Town Manager Dye are working on the fire alarm permit and inspection.

Handicap parking space bids were due November 1st. We received 4 bids. Town Manager Dye will go over in more detail under new business.

Blue Ridge and College Ave. Road Improvement Project

Concrete sidewalks, curbs and steps are complete.

Final grading, milling and paving of College Avenue are planned for this week.

Hand rails and railings for steps and retaining walls, street signs and stop signs need to be completed.

Preliminary walk through was held October 24th. Punch list items to be addressed.
There will be another walk through. No date set at this time.
Project is nearing completion. FINALLY!

Treasurer's Report: Treasurer Maistros

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

General Fund the balance is - **\$402,196.99**

General Fund Capital Budget the balance is - **\$186,769.12**

Enterprise Fund the balance is - **\$557,567.98**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$148,514.46**

Developer fees the balance is -**\$410,657.62**

Money Market Fund the balance is -**\$30,558.66**

Real Property Report

There are 14 properties For Sale

There are 4 properties in a Foreclosure process

Water/Sewer

1st late charge on water/sewer billing will be assessed on November 8, 2019

Audit

The FY19 audit has been finalized and all the necessary paperwork was submitted to the State of Maryland.

Mayor Conaway – Is the Clerk-Treasurer required to attend Council meetings?

Clerk-Treasurer Maistros - The position of Clerk/Treasurer serves as Clerk to the Council. He or she shall attend every meeting of the Council and keep a full and accurate account of the proceedings and shall keep such other records and perform such other duties as may be required by the Charter of the Town of New Windsor or the Council.

Lehigh Update: No representative in attendance

Residents' Concerns: None

Old Business:

Potomac Edison – power outages – Mayor Roop introduced, Dave Kline representative from Potomac Edison in attendance at tonight's meeting. Mr. Kline stated that Potomac Edison is aware of the problems that New Windsor is experiencing with power blips. There are 1300 customers on this circuit and Potomac Edison has scheduled an upgrade in early 2020. One of the things that will take place at that time will be the segregating of the 3 lines, which will help isolate any future problems. Potomac Edison will continue to try and locate any problems during the current time frame. For any future blips, Mr. Kline encouraged those in attendance to let either himself or the Town know the address they reside.

2019 Audit Approval

At the October 21st Work Session, the Council voted to approve the 2018 Audit. It should have been the 2019 Audit. Re-vote to approve 2019 audit for the record. **A Motion by Councilmember Ambrose/Palsgrove, 2nd by Councilmember Holden/Hoffman and approved 4-0.**

Employee Handbook Revision Update

The draft version was reviewed at the October 21st Work Session meeting. Michelle made changes per discussion and recommendations of the Mayor and Council and the revised

document is in your binders. This item will be placed on the November Work Session agenda for final approval.

Town Banners Update

This was last discussed in any detail at the October 2nd Council meeting. Councilman Green and Kalena are working on this. Last week, Kalena sent the suggestions from Council to Shannon Baum Signs to revise the 3 options.

LGIF Loan Update.

New Windsor is participating in a pooled issuance with 7 other Maryland municipalities through State of Maryland Community Development Administration Local Government Infrastructure Finance Program. The Town applied for funding for 2 projects as follows:

Project 1: New Windsor Town Hall & Public Works Building Loan Refinance.

Amount = \$336,000.00

Project 2: New Windsor Town Hall & Public Works Building Renovations.

Amount = \$110,000.00

The pooled issuance is on schedule. We will receive documents to sign the week of November 11th. and return by November 18th. The bond issuance will close on November 21st. and money will be available by the end of November.

Sulfur Springs Park Update

Mayor Roop at the recommendation of Wendy Peters from the State of Maryland contacted the PALS program. This resulted in 2 teams submitting designs for the Town to consider. Both designs have the possibility of being a very nice park area when completed. Any funding needed for this project could be obtained through a State of Maryland matching grant program. Mayor Roop has also had conversations with the Cal Ripken Foundation since 2014.

New Business:

Handicap Parking Paving for 209 High Street – Award of Contract

A Request for Proposals was prepared and put out for bid October 11, 2019. There were 2 parking areas in the RFP however after the RFP was made public the Shugar's notified me that they did not want the parking lot for 132 Church St. done at this time. Addendum #1 was issued October 17th and made part of the RFP. Addendum #1 requested proposals for only the van accessible handicap parking area and unloading space off of Spoerlein Dr. on back of Dielman Inn Property.

Addendum #2 was issued October 21st. and made part of the RFP. Addendum #2 resulted from the pre-bid meeting held October 18th and further defined the following:

- Handicap access isle and associated striping within the new paved area and across Spoerlein Dr. to front of 209 High St. new Town Hall.
- Requirement to saw cut existing edge of Spoerlein Dr. and require tack material along entire area of proposed paving.
- Requirement to adjust existing paving of Spoerlein Drive in area of the striped cross-walk to meet ADA requirements and approval by County.
- Remove requirement for compaction testing of existing RC-6.

Bid opening was November 1st and we received 4 bids:

J.G. Benhoff = \$5,758.00

Bollinger & Brooks Construction = \$8,306.00

White Pine Paving = \$8,956.00

ECM = \$9,500.00

Three references were required and checked for the three lowest bids. All references were good. Time is of the essence as the paving season is quickly coming to an end temperature wise. I want to issue NTP tomorrow November 7th and the Contractors have been clearly told verbally and in several sections of the RFP they have 20 calendar days to complete the paving. Date of completion shall be no later than November 27th.

We will pay for this work from the \$55,000 CD cashed in for 209 High St. improvements.

Desired Actions:

My recommendation is to award the contract to J.G. Benhoff for \$5,758.00 with the guarantee to complete by November 27th. As stated, and required in the RFP. **A Motion by Councilmember Palsgrove/Ambrose, to award the contract for handicap parking area at 209 High Street to J. G. Benhoff for \$5,758.00, 2nd by Councilmember Schultz/Gillis and approved 4-0.**

Announcements:

- November 9th – New Windsor Heritage Committee hosting the Hall of Fame event, 6:00 p.m. at Zigler Hall.
- November 22nd – 4th Annual Mayor on the Square Food Drive to benefit the New Windsor Food Bank 9-5, the New Windsor Lion's Club will also be doing a coat drive to benefit Shepherd's Staff at this location
- December 4th – Christmas Tree lighting ceremony – Rt. #75 & Rt. #31 park – 6:00 p.m.

Mayor Roop had each student tell where they attend school, their grade and little bit about them.

A Motion to close the meeting was made by Councilmember Smith/Tate, 2nd by Councilmember Palsgrove/Ambrose to adjourn at 8:40 p.m. It was unanimously approved.

Respectively submitted,

Town Clerks Alban/Maistros