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TOWN OF NEW WINDSOR
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January 2, 2020

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 18 other attendees.

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

Moment of Silence: Mayor Roop asked for everyone to join in a moment of silence to recognize the passing of former Zoning Administrator, Bill Eicholtz, Water-sewer consultant, Jack Coe and Zoning Administrator, Dale Gray.

Pledge of Allegiance: Mayor Roop led the Pledge of Allegiance.

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronical 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 Palsgrove to approve the December 2019 minutes. It was 2nd by Councilmember Smith and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Leaf machine hose still damaged
- Thanks to the Public Works department for pushing hard to get things done here at the new Town hall
- Snow removal equipment ready to go
- Christmas tree pickup dates are January 8th, 15th and 22nd
- Planning Commission did not meet in December

Water & Sewer: Councilmember Palsgrove –

- Defer to the Town Manager for several items
- Thank you to Wayne Myers for stepping in to help out with the water/sewer duties

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report
- Be aware of bus safety
- Have chimneys cleaned before using during the winter season
- New dog licenses are available at Town Hall

- Remember to vaccinate your cats, dogs and ferrets for rabies
- Sheriff DeWees and Councilmember Smith are united in their support for Deputy Colussy

Economic Development: Councilmember Schultz –

- The Small Business passport is now closed with over 700 businesses participating in Carroll County

Community Enhancement: Councilmember Green –

- A picture of the newly proposed Town banner is in your binders this evening, let me know your thoughts so that this process can be finalized

Mayor's Report: December 2019

- Submitted a PIA request for 911 Service Calls in New Windsor
- E mailed letter to SHA Administrator Greg Slater, requesting full funding of Streetscape project
- Met at new Town Hall with Colin Karell from Cenero for discussion on Video and audio system
- Met with Water/Sewer consultant Jack Coe
- MML Carroll County Chapter dinner
- Attended Wreaths Across America at Pipe Creek Cemetery
- Attended multiple meetings regarding the Main Street valve leak and College/Blue Ridge project

Community Deputy Colussy The Carroll County Sheriff's Office between the dates of November 1, 2019 to November 30, 2019, responded to 52 calls for service within the town limits. Out of those calls for service only 7 required reports, which were the following:

On November 8, 2019, at approximately 1539 hours (3:59 PM), a Deputy while on routine patrol was flagged down by a resident in the 1200 block of Old New Windsor Road, in reference to a theft. Investigation revealed that unknown suspect(s) stole a 8 foot folding table from the front porch of the residence. Case remains open pending further investigation.

On November 14, 2019, at approximately 2011 hours (8:11 PM), a Deputy conducted a tobacco enforcement check at a business located in the 2800 block of New Windsor Road. During that check, the store was found to be in violation as the store clerk sold tobacco products to someone under the age of 21. Appropriate paperwork was issued to the store clerk. Case was closed. *Side note, as of October 1, 2019, Maryland State Law has since changed about the selling of tobacco products to anyone under the age of 21. This includes electronic cigarettes products as well.

On November 18, 2019, at approximately 1645 hours (4:45 PM), Deputies responded to the 100 block of Main Street in reference to a theft. Investigation revealed that known suspect(s) removed several items from the residence prior to the eviction scheduled later in the day. Investigation continues.

On November 20, 2019, at approximately 0648 hours (6:48 AM), Deputies responded to the 2800 block of Union Square in reference to assisting the fire department with a patient in cardiac arrest. Upon arrival, the victim was pronounced deceased by medics. No signs of foul play were observed and case was closed.

On November 20, 2019, at approximately 1506 hours (3:06 PM), Deputies responded to the 2800 block of New Windsor Road in reference to a theft. Investigation revealed that

known suspect removed items from the store without paying for them on November 18, 2019. Suspect was charged with theft less than \$100. Case closed by arrest.
On November 26, 2019, at approximately 1242 hours (12:42 PM), Deputies responded to the 400 block of Church Street in reference to verbal domestic. Investigation revealed that two subjects got into a verbal argument over a notebook. Both parties advised that the incident was only verbal and no physical assault occurred. Case was closed.
On November 30, 2019, at approximately 1847 hours (6:47 PM), Deputies responded to the 300 block of High Street in reference to assisting the fire department with a patient in cardiac arrest. Upon arrival, the victim was pronounced deceased by medics. No signs of foul play were observed. Case remains open pending receipt of death certificate.

Other Notes:

Just a reminder, New Windsor has several roads that are dedicated as Snow Emergency Routes throughout town. Please prepare to have all parked vehicles including trailers removed from all posted streets when snow is predicted in the forecast. Stay up to date by checking the town's social media platforms and the CHART (Coordinated Highways Action Response Team) website. Violators could face a \$50 fine and have their vehicles towed at their expense. Avoid the fees by removing your vehicles during snow events. Motorist should use extra caution while driving this time of year as deer are on the run which are causing several vehicular accidents along are roadways.

During this month and January 2020 there will be two commercial truck enforcement details being conducted within the New Windsor and Union Bridge communities.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

- Byron is the new Chief and will now be reporting at the meetings
- 21 Fire calls in December – YTD 327
- 41 EMS calls in December – YTD 578
- On 2/29/20 the Fire department will have a smoke alarm drive, concentrating in Old Town, if a residence does not have one, the Fire Department will install one

Treasurer's Report:

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

General Fund the balance is - **\$369,008.55**

General Fund Capital Budget the balance is - **\$195,710.82**

Enterprise Fund the balance is - **\$443,181.13**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$148,576.57**

Developer fees the balance is -**\$509,825.34**

Money Market Fund the balance is -**\$30,595.85**

Real Property Report

There are 12 properties For Sale

There are 3 properties in a Foreclosure process

Water/Sewer

Since the staff in Public Works is down to 2 right now, readings are still being obtained. Bills should go out by Monday, the 6th.

FYI -The 1st 5 permits for Snader's Summit have been issued so things are moving along.

Lehigh Update: No representative in attendance

Old Business:

209 High Street Town Hall

Final Building inspection approval on December 27th. U&O Permit same day.

I want to thank everyone who helped make the new Town Hall and Public Works Building possible:

Dean Camlin Architects provided the architectural plans and assisted with change orders, details, submittals, inspections, meetings and general support.

Sierra Construction performed the renovation work. Thanks to Dave Sutterland, Joe Liberto and his staff.

Wayne Myers and Alan Tobery did a tremendous amount of work behind the scenes from roof repairs, installing lights & exit signs, ordering and installing interior signage, many, many things downstairs. Wayne & Alan also assisted with inspections and worked closely with Sierra staff. Mayor Roop attended various meetings with Sierra, Carroll Media Center, InfoPathways and provided general support and input.

Councilman Ed Palsgrove assisted with the fire and security alarm system. Provided I.T. support and attended meetings with Carroll Media Center, Omega Fire & Life and Sierra. Ed put me in contact with JEM Heating and Air Conditioning. JEM installed the current HVAC system for the previous owner and did maintenance & repairs for the Town. Ed worked in this building for the previous owner and probably knows more about the building than anyone.

Condon's Excavating did the stump removal, grading and stone base for the parking area.

J.G. Benhoff did the paving for the van accessible handicap parking area and cross walk on Spoerlein Dr.

ServPro performed duct cleaning, carpet and chair cleaning

Doug Myers, Speedy Cleaning Service cleaned, waxed and buffed floors. Doug also provides janitorial services and we will get price for those services and yearly cleaning of floors.

InfoPathways performed I.T. services.

Blue Ridge and College Ave. Road Improvement Project

Town staff has done several follow up walk through inspections to check status of punch list items. The most recent was December 26th. and done by me, Wayne and ECM Vice President Emilio Cruz. A revised and updated punch list was generated and sent to ECM and ARRO and others. Waiting on 'SLEEVE-IT' System installation for fence post and fence to be installed by Long Fence. Lagoon is being cleaned up and all concrete & asphalt will be removed. There may be some suitable fill material but it must be approved by me and Wayne.

SHA required ECM to re-do the mill and overlay of Green Valley Rd. MD 75. Work scheduled for December 26th & 27th. weather permitting.

Mayor Roop and I met with David & Emilio, PM and VP for ECM on December 23rd. Fence and punch list update and final schedule discussed. ECM to submit final invoice with all bid cost and all additional cost to TM. A letter will be sent to State requesting additional funding needed above original grant amount.

Sent email to ECM requesting status and completion date of:

Final invoice with all bid cost and all additional cost

Repaving of MD 75 Green Valley Rd.

SLEEVE-IT System

Decorative Fence

Clean up of the lagoon

Updated punch list

Completion date for the above items.

Main Street MD 31 Water Main Break and Leaking Valve Update

On December 5th Mid Atlantic Utilities (MAU) attempted to repair/repack the leaking valve.

Repairs were not able to be completed due to the age and condition of the valve so the excavation was backfilled.

December 18th MAU & Fox Tapping installed 2-6" TEAM insert valves on the existing water main in Main St. on either side of the Blue Ridge Ave. intersection.

December 19th MAU attempted to remove leaking valve but was unable to obtain the shutdown needed to complete the work. The existing valve on 8"

interconnection at Blue Ridge Avenue did not function so a repair clamp was installed on the existing 6" main and the excavation was backfilled. A temporary fix was able to be done to stop the leak from reaching the road surface.

On Tuesday January 7th MAU & Fox Tapping are scheduled to install an 8" TEAM insert valve on the 8" interconnection main and restore the area.

On Wednesday January 8th MAU is scheduled to remove the faulty 6" valve at the intersection of Main St. & Blue Ridge and restore the paving for all excavations in the area. The Work on January 7th & 8th will require a lane closure and flagging operation. The work on January 8th will require temporary water service shut down for approximately 4 hours of only 2 houses, #411 & #415 Main St.

Lambert Ave. Traffic

The cut through traffic and speeding on Lambert has been discussed previously by Deputy Colussy at the November Work Session and Councilman Palsgrove requested it be placed on the agenda again for discussion. There was discussion of posting 'No Left Turns' onto Hillside Drive from Church St. between 7-9 AM and 4-7 PM and 'No Right Turns' onto Lambert from High St. during the same hours.

There was also mention of sending a letter to Hillside and Lambert residents inviting them to attend a meeting to discuss and get their input. The residents should be involved and given a chance to provide their opinions and input. Should we plan for the January Work Session? Yes, invite them to attend the January Work Session on the 21st.

New Business:

209 High St. Open House

For Fire Dept. members the open house is scheduled for Monday January 13th at 6:00 PM. Mayor Roop and Councilman Palsgrove will be handling that.

For general public the open house is scheduled for Wednesday January 15th at 6:00 PM. Mayor Roop and I will handle that; all Council members and public is invited.

FY 2021 Budget Schedule

See schedule in your binders.

ARRO Consulting Request to Increase Construction Management & Inspection Service Agreement

See request in your binders. This is due to the Blue Ridge and College Ave. Road Improvement Project being long overdue for completion. Councilmember Palsgrove asked if we could go after the contractor, ECM for the additional cost, Town Attorney Ostrander stated we could go forward by suing and that of course would be additional attorney costs. After a short discussion, **Motion by Councilmember Palsgrove to approve the additional \$7,500.00 requested by ARRO for construction management on the Blue Ridge/College Ave project, it was 2nd by Councilmember Hoffman and approved 4-1, with Councilmember Green voting nay.**

FYI

First Energy is expanding their public safety programs. These safety programs are being developed for contractors, community first responders and school-age children.

In the coming weeks, First Energy will launch the first of many initiatives by mailing utility hazard awareness information directly to thousands of local businesses, first responder organizations, public works agencies and educational institutions (K-6). The mailings will include practical tips, posters and best practices that review the fundamentals of electrical safety.

These materials are produced by the Culver Company and Moore Syndication, two organizations that are well respected in the utility industry for their dedication to encouraging a safe

environment around electrical equipment. The information also is available at the following websites:

- First responders: www.firstenergycorp.com/firstresponders
- Third-party contractors: www.firstenergycorp.com/worksafe
- Educational institutions: <http://firstenergy.electricuniverse.com/>

Zoning Administrator replacement: Mayor Roop has contacted an individual about this position, that individual wants to talk with the Town Manager and Town Attorney before committing. More on that to come.

Residents' Concerns:

- Resident, William Kubik, 306 Church Street, - expressed concern about the operation of a proposed crematory by Hartzler Funeral Home. The Funeral home purchased the property next to his and he has heard that they are going to put in extra parking and a crematory. He is opposed to this. The Town has not had any contact from Hartzler's and at this point until such time, there is no further action required.

There was a Motion to adjourn the meeting by Councilmember Smith at 7:40 p.m., 2nd by Councilmember Schultz and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer