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December 4, 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.

Moment of Silence: Mayor Roop asked for everyone to join in a moment of silence to recognize the passing of 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 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 Palsgrove to approve the November 2019 minutes. It was 2nd by Councilmember Smith and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Leaf machine is under repair – more to follow later in the meeting under Town Manager's report
- Meters will be read beginning December 19th
Public Works did a storm drain repair
- Public Works did an outstanding job in decorating the Town for the holiday season
- Planning Commission did meet in November – A letter of concurrence was approved and signed regarding the 201 Main Street Park project, the Commission will begin a review of the Comprehensive plan

Water & Sewer: Councilmember Palsgrove –

- Defer to the Town Manager for several items

Public Safety: Councilmember Smith –

- Since it is the holiday season and deliveries of packages to residents homes will increase theft
- Thank you to the Fire department for placing the markers which helps with location of hydrants during snow events,

- Be aware of parking during snow emergencies
- Have chimneys cleaned before using during the winter season

Economic Development: Councilmember Schultz –

- The Small Business passport is still out and several New Windsor businesses are participating. The event will end this weekend.

Community Enhancement: Councilmember Green –

- He will reach out to Kalena again and rework the concept for the new Town banners.
- A Thank You to Donna Alban and Tiffany Myers for providing entertainment at tonight's Christmas tree lighting ceremony.

Mayor's Report:

November 6	Meeting with Town Manager Dye Town Council Meeting
November 8	Taneytown Networking Breakfast
November 12	209 High Street Walk Through
November 14	Provided Dielman Inn Tour to Rob Brennan, AIA, and Lili Mundroff from Brennan & Company Architects Coordinated Efforts for the Town to Receive a Portable Stage
November 18	Meeting with Town Manager Dye Town Work Session
November 19	Connections with Carroll Delegation
November 21	Meeting with Community Media Center for 209 High Street needs
November 22	Received Notification of Grant Award of \$350,000
November 25	Blue Ridge Avenue and College Avenue Walk Through At Master Deputy Colussy's Request, I met with Brian and his Supervisor
November 26	Meeting with SHA and Mid Atlantic Utilities regarding valve leak
December 2	Submitted PIA Request for Police Service Calls
Ongoing	Correspondence with Dave Kline at Potomac Edison Helped Design Town's Website Help Request Feature

Community Deputy: - Brian Colussy – Not in attendance but submitted report via email

- 52 calls in November – 7 with reports
- 11/8 – theft of folding table from front porch of residence in the 1200 block of Old New Windsor Rd, case remains open pending further investigation
- 11/14 – a Deputy conducted a tobacco enforcement check at a business in the 2800 block of New Windsor Rd., during the check the store clerk was found in violation of selling tobacco products to someone under age 21. Appropriate paperwork issued to the store clerk, case closed
- 11/18/19 – 100 block of Main St – theft – known suspect(s) removed items from residence prior to the eviction scheduled later in the day, investigation continues
- 11/20/19 – 2800 block of Union Square – deputies responded to assist fire dept. with a patient in cardiac arrest. Victim was pronounced deceased by medics, no sign of foul play was observed, case was closed.
- 11/20/19 – 2800 block of New Windsor Rd., theft from store w/o paying, case closed by arrest
- 11/26/19 – 400 block of Church St - verbal domestic
- 11/30/19 – 300 block of High St – assist Fire Dept. – cardiac arrest – patient pronounced deceased by medics – no signs of foul play – case remains open pending death certificate issuance

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Tom Coe –

- New \$280,000 Ambulance went in service in November
- 32 Fire calls in November – YTD 306
- 59 EMS calls in November – YTD 578
- Santa Claus detail starts tomorrow night, check Fire department website for dates and times
- 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

Town Manager Report:

209 High Street Building Renovation

Councilman Palsgrove and Town Manager Dye met with County inspector for fire alarm systems on November 25, 2019. Need to upgrade 1 emergency exit, add exterior lights on all 3 exit doors & test the fire alarm system with County inspector. Once the exterior lights are installed, the County can be called to schedule an inspection. Upon approval of the fire alarm system, Sierra Const. can call County for final electrical inspection.

Handicap parking space asphalt paving and concrete work was done November 20th thru 22nd. J.G. Benhoff's striping contractor installed the striping on November 27th. Inspection of handicap paving, striping and signs was December 3rd. Inspector required 2 additional signs. Once confirmation from inspector that the 2 signs are all that is needed for approval, contact can be made to JG Benhoff to add them.

Carroll County is letting the Town borrow 50 chairs from the Community Meeting Room temporarily.

A new 75" TV was purchased for the new public meeting room at Black Friday sale.

Post construction cleaning will need to be done. We have a proposal from ServPro to clean the duct work, carpets and upholstered chairs that we got from City of Westminster. Proposal is \$3,145.00. In trying to get another estimate there was not a company that did both duct cleaning and carpet cleaning. An estimate from T&D Duct Cleaning out of Sykesville for duct cleaning only came in for \$3,700.00. ServPro's proposal is good and they will be contacted to award the contract to them. This work will need to be done first thing upon issuance of Use & Occupancy permit. The new tile floors cleaned and buffed. There is a gentleman that does the Fire Department floors so if anyone has his contact information to give to me, I will call and see what he will charge. Jack Coe has the information and will provide to Town Manager after the meeting.

Blue Ridge and College Ave. Road Improvement Project

Walk through inspection held November 25, 2019. Punch list generated.

SHA was not satisfied with the paving work done by ECM on Green Valley Rd. and is requiring them to mill and overlay the area done for this project.

Town and ARRO agreed to issue Substantial Completion however, 10% contingency will be held until all punch list items are addressed, disturbed areas have 70% stabilization and SHA comments are addressed. It will be spring 2020 at the earliest before contingency is released.

I have sent 2 emails and called the PM twice to get a schedule to address the punch list items!

LGIF Loan - Update

On November 21st Maryland's Community Development Administration successfully closed the Local Government Infrastructure Finance Program's 2019 Series B pooled issuance. The loan with Farmers and Merchants Bank has been paid off. The new money or unspent loan proceeds for renovations to 209 High St. are resting in a very safe liquid money market account (administered by CDA's trustee – Wilmington Trust) ready to be drawn as we incur capital expenditures for our project.

201 Main Street Park POS Application Update

Mike Reynolds submitted the POS application on November 25th. The County will review and forward to Dept. of Natural Resources to be placed on the MD Board of Public Works agenda for review and vote. It will likely be on the January 2020 agenda at the earliest.

Treasurer's Report:

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

General Fund the balance is - **\$411,491.82**

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

Enterprise Fund the balance is - **\$454,273.20**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$148,544.98**

Developer fees the balance is -**\$427,242.05**

Money Market Fund the balance is -**\$30,576.37**

Real Property Report

There are 14 properties For Sale

There are 4 properties in a Foreclosure process

Water/Sewer

2nd late charge on water/sewer billing will be assessed on December 5, 2019 with late notices being mailed out. Since it is the holiday season, turn off postings will be delayed until January 2020.

Lehigh Update: No representative in attendance

Old Business:

- **Employee Handbook Resolution –A Motion by Councilmember Hoffman to approved Resolution No. 12-04-19 – Employee Handbook Resolution, 2nd by Councilmember Green and approved 5-0.**

New Business:

Main Street MD 31 Water Main Break and Leaking Valve Update

There was a 6" water main break on Main St. MD 31 at intersection with Blue Ridge Ave. reported by Mayor Roop at 6:00 a.m. on November 14th. Mid-Atlantic Utilities was called and they were onsite by 8:00 a.m. There was a problem with closing valves to isolate and shut down the water so repair could be made. Our valves, particularly in this area of Town are very old and many are not operational or only partially operational. Valves were closed that we could in the area and 2 fire hydrants were opened to help reduce water pressure in the main. MAU was not able to reduce pressure very much but enough to make the repair (barely). MAU's crew was getting blasted with water trying to make the repair in slightly above freezing temperatures. Many thanks to MAU for another job well done in difficult conditions. The cost of that repair was \$8,667.

As you are probably aware, after the repair; the 6" valve in the intersection started leaking. SHA is very concerned with cold temperatures and possible undermining of the paving and soil. A meeting was held on November 26th at Town Hall with SHA, the Town and Mid-Atlantic Utilities to discuss a plan. MAU is scheduled to try to repair the leaking valve on December 5th & 6th. This will require a detour of Main St. which will be handled by SHA. MAU does not plan on shutting the water off to make the valve repairs so they do not anticipate residents will be without

water, however, water shut downs are always a possibility. MAU is confident they can repair the valve and that is best case scenario. Plan B will be more costly, difficult and time consuming.

Dielman Inn Foundation Grant Award Update

Mayor Roop state that the Town has received \$350,000 in grant monies from the State to begin repairs on the foundation at Dielman Inn.

Yard Waste Dumpsters & Security at Geer Lane Facility

FYI - Public Works suspects and is fairly sure that there has been after hours dumping in the yard waste containers that is not yard waste. The Town provides a free service to residents for yard waste and Carroll County does not charge tipping fee for yard waste. The Town absorbs the cost of the yard waste containers and Public Works time to collect yard waste. One of the containers was considered contaminated and not acceptable as yard waste by the County Landfill. The County removed the contaminated contents from the container and only charged us the tipping fee for the contaminated contents. The County could have easily charged the Town the tipping fee on the entire container and I'm surprised they didn't.

The problem is there is no security at Geer Lane. There is a gate on Geer Lane which can be locked but anyone can easily come in from the pavilion side and drive into the building and container area. Is there a need for greater security especially now that Public Works is working out of 209 High St.? Anyone could drive down there during the day or night and if PW's is not there, which most of the time they are not, there is no security.

Leaf Collection – Damage to Leaf Collector

The leaf collector is currently out of service with a damaged suction hose. The hose and impeller were damaged by sticks, stones or other debris about 2 weeks ago. This has happened on at least one other occasion in recent past. The replacement hose cost \$900 and was on back order.

Replacement hose was delivered today. Do not know the cost to replace the impeller when that is damaged to point of not working. Only leaves and grass clipping are acceptable. We may want to consider going to paper bag pick up only or stopping leaf collection all together and sell the leaf machine?

Zoning Administrator replacement: Until a replacement can be named, Town Manager Dye was appointed acting Zoning Administrator.

Residents' Concerns:

- Resident, William Holl asked why there was a 10 day period between the water main leak and fixing of the problem. Town Manager stated several factors, holiday season, and several attempts were made to try and seat the valve with no avail. Mr. Holl also asked if there was a way to determine how much water was lost, Town Manager stated no, it's a guessing game. Councilmember Smith also stated that this occurrence in no way affects resident's water bills. Mayor Roop states that next spring there will be scheduling of hydrant flushing.

Announcements: None

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