



NEAL ROOP, MAYOR  
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TOWN OF NEW WINDSOR  
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**February 5, 2020**

**Present:** Mayor Roop, Council Members, Terry Green, David Hoffman, Ed Palsgrove and Kimberlee Schultz. Councilmember Ed Smith was not in attendance. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 11 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 Palsgrove to approve the January 2, 2020 minutes. It was 2<sup>nd</sup> by Councilmember Schultz and approved 4-0.

**Council Reports –**

**Public Works: Councilmember Hoffman –**

- Christmas decorations and Military banners have been taken down
- Christmas tree pickup is completed
- Assisted contractors with water emergency work
- Will be continuing installation of MXU units in Atlee Ridge and Blue Ridge developments
- Planning Commission did not meet in January

**Water & Sewer: Councilmember Palsgrove –**

- Defer to the Town Manager for several items

**Public Safety: Councilmember Smith – not in attendance**

**Economic Development: Councilmember Schultz –**

- Lone Star barbecue business will be returning to New Windsor. They will be focusing mostly on catering but will be open to the public on Fridays.

**Community Enhancement: Councilmember Green –**

- Shannon-Baum has updated banner drawing and I received it from Kalena on Monday.

### **Mayor's Report: January 2020**

January 6	Oath of Office for a Mark Elksnis as Commissioner for Penn Township
January 9	Luncheon for Jim Hindman
January 10	Taneytown Networking Breakfast Meeting with Lauren Bukszar with Carroll Baby
January 13	Open House and Tour of new Town Hall for members of the fire department
January 14	State of the County Event
January 15	Open House and Tour of new Town Hall for the public
January 18	NWFD Annual Banquet
January 23	Talked to Robin Groves about outdoor ping-pong table
January 24	Provided tour of Dielman Inn
January 29	Lunch with Vince Campanella about Community Council
Ongoing	Dielman Inn Grant Agreement Grow & Fortify serving the Brewers Association of Maryland College Avenue and Blue Ridge Avenue Project News Reporter Questions MML 2021 Fall Conference Potomac Edison Town meeting and Work session

### **Community Deputy Colussy -**

The Carroll County Sheriff's Office between the dates of January 1, 2020 to January 31, 2020, responded to 82 calls for service within the town limits. Out of those 82 calls for service only four required reports, which were the following:

On January 6, 2020, at approximately 8:44 AM, Deputies responded to the 2800 block of Union Square in reference to a domestic. Upon arrival it was discovered that known parties got into a verbal argument over a cell phone which turned physical. No injuries were observed on the victim. The victim was referred to file their own charges at the District Court Commissioners Office. Case remains open.

On January 27, 2020, at approximately 9:50 AM, Deputies while on routine patrol in the 1000 block of Green Valley Road, observed a traffic violation which resulted in a traffic stop. Upon contacting the occupants, it was discovered that there was a valid protective order on file with the courts, advising that both parties were not to be in contact with each other. Due to this information, the passenger was taken into custody without incident for violating a protective order. Case was closed by arrest.

On January 27, 2020, at approximately 5:34 PM, Deputies responded to the 1000 block of Tibbetts Lane in reference to a single motor vehicle collision. Upon arrival, it was discovered that a single vehicle had driven off the roadway and struck a sign. It was further discovered that the sole occupant (driver) admitted to taking two unprescribed Percocets and other prescription medications earlier in the day. Driver agreed to submit to standard field sobriety test and was charged with driving while under the influence of drugs and or alcohol. Driver was released on citations and to a sober driver. Case closed by arrest.

On January 31, 2020, at approximately 1:50 AM, Deputies while on routine patrol in the 300 block of High Street, observed a vehicle stopped in a no parking zone. Upon further investigation, it was discovered that the sole occupant (driver) was passed out behind the wheel. Upon contacting the driver, it was discovered that the driver had pulled over to take a break and dosed off. While speaking with the driver, an odor of marijuana was detected coming from the vehicle. A probable cause search was conducted, and 5.4 grams of marijuana was located and seized for

destruction from the vehicle. No signs of impairment were observed, and driver was released with the appropriate paperwork. Case was closed.

*All parties are presumed innocent until proven guilty in the court of law.*

Other Notes:

This year directed enforcement zones will be coming to a neighborhood near you. Throughout the year these zones will be worked for several weeks at a time in order to combat the several traffic complaints throughout town. Avoid the fines by obeying the laws.

**West Carroll Recreation: Representative not in attendance**

**Fire Chief Report: Chief Byron Welker –**

- 25 Fire calls in January – YTD 25
- 57 EMS calls in January – YTD 57
- 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 – you can call 443-297-7247 to schedule an appointment.

**Treasurer's Report:**

**Each of the following balances given as of January 31, 2020**

General Fund the balance is - **\$361,185.84**

General Fund Capital Budget the balance is - **\$209,354.47**

Enterprise Fund the balance is - **\$418,437.15**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$148,607.98**

Developer fees the balance is -**\$559,447.51**

Money Market Fund the balance is -**\$27,770.18**

**Real Property Report**

There are 10 properties For Sale

There are 3 properties in a Foreclosure process

**Water/Sewer**

There was a glitch with the USPS when water bills were mailed out on 2/6/20. There were a lot of residents that did not receive the original bills, so the quarterly due date was extended to 2/14/20 and the 1<sup>st</sup> monthly payment was extended from 1/20/20 to 2/04/2020. Special thanks to Kalena, Town Secretary and Mike, Circuit Rider for assisting me in making sure all the residents that notified us received their bills.

**Lehigh Update:** No representative in attendance

**Old Business:**

**David Kline with First Energy/Potomac Edison – Electric Power Update**

Since the November 2019 meeting, Potomac Edison has increased circuit patrols. They found that bad weather events were not causing the power problems which told them it is 90% animal activity. 4 transformers were found to be damaged from this activity and were replaced. Animal guards have been installed on the transformers as well. On Friday work was completed on the installation of reclosers at the substations.

**Dielman Inn Grant update** – Mayor Roop is working on this and will bring updates as they occur.

**New Business:**

**FY 2021 General Budget Discussion**

The Town Manager and Town Clerk have started the FY 2021 budget process. Most of the FY19 Actuals and FY20 year to date numbers have been input. Town Manager and Town Clerk will meet on Friday to go over some questions on the actuals. This will be the first of several regularly scheduled meetings with Town Clerk to prepare for presentation of FY21 budget. Town Manager Dye will be meeting with Wayne, Director of Public Works as well. There are only 5 months remaining in FY20. Work will begin on the Revenue/Expense projections for presentation at the February 18, 2020 Work Session.

**Residents' Concerns: None**

**Carroll County Commissioner Eric Bouchat** – In attendance tonight and stated how proud he is to be representing the New Windsor area. He hopes that anyone will feel free to reach out to him with any concern they feel needs to be addressed.

His e mail address is: ebouchat@carrollcountymd.gov

**Closed Session Per General Provisions Article 3-305(b) 1 – Personnel Matter**

**Closed Session Per General Provisions Article 3-305(b) 5 – Investment of Public Funds.**

**At 7:48 p.m. a Motion by Councilmember Hoffman to enter into a Closed Session, 2<sup>nd</sup> by Councilmember Green and approved 4-0.**

**There was a Motion to adjourn the regular meeting by Councilmember Schultz at 8:23 p.m., 2<sup>nd</sup> by Councilmember Green and approved 4-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer