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TOWN OF NEW WINDSOR
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Council Work Session Minutes
February 18, 2020

Call to Order of Regular Work Session: Mayor Roop at 7:00 p.m.

Present: Mayor Roop, Councilmembers – David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Councilmember Green was absent. Also present, Town Manager Gary Dye, Town Attorney Ostrander and Town Clerk, Donna Alban. Councilmember Palsgrove was not in attendance. There were no others in attendance.

Approval of Previous Month's Minutes: A Motion by Councilmember Schultz to approve the January 2020 minutes, 2nd by Councilmember Smith and approved 4-0.

Agenda Items:

February 7, 2020 Storm Update

On Friday February 7th the National Weather service confirmed an EF1 tornado struck parts of Carroll County. NWS also confirmed 4 other tornadoes in Maryland, 1 in Frederick County, 2 in Montgomery County and 1 in Cecil County. Refer to the report from NWS and Director of Public Works Wayne Myers summary in your binders. Although the New Windsor area was not mentioned specifically in the report, the Town did have damage at both Bowersox and Denning's Wells. Public Works believes the damage at Denning's well was caused by a tornado. Bowersox was not that bad, but Denning's was hit hard. Both wells lost power for several hours. Bowersox well is powered by Potomac Edison and Denning's well is powered by BG&E. Both electric companies were very busy dealing with damage throughout Maryland. Tree crews from P&E and BG&E had to clear the down trees first before the line crews could get in and restore power. With damage throughout the State, this took some time.

The wells were without power for most of the day, approximately 10 hours. Fortunately, the Town's wells and pipe system function as a gravity system and the pumps ramp up volume, pressure and production. The gravity system allowed the Town to keep pace with water use while the pumps were offline. However, the gravity system alone cannot sustain water levels for too long especially during high use times of the day or year. The capacity in the water tanks allowed the maintaining of pressure and volume during the outage. The pumps also refill the water tanks when levels drop; so, the pumps and electric are essential to maintaining water levels and volume in the Town's water system.

The Town submitted a claim through LGIT. LGIT will pay \$10,000 and there is a \$500 deductible on the policy. Public Works Director Wayne Myers and Circuit Rider Mike Reynolds met with Ichabod's Tree Experts at Denning's Well to assess the damage. Ichabod's has submitted a proposal for cleanup of the down trees throughout the property. The claim through LGIT will cover the cost and the Town Manager will approve Ichabod's proposal and move forward with the clean-up.

The Town does not have backup generators at either well site. The Bowersox location is the main well and the Town should consider getting a generator Bowersox. MES has also recommended a backup generator. Brian, who is with MES, and Wayne, Director of Public Works will get estimates for a generator and installation. Mike, Circuit Rider is checking on possible grants and other funding.

This was a reminder that severe weather can happen anywhere, anytime. Town staff and residents should be vigilant and prepared.

Re-allocate Funds from Water & Sewer Consultant to Public Works

The money allocated for the Water & Sewer Consultant in the FY 20 budget needs to be re-allocated to Public Works since PW's will be performing the duties previously handled by the Water & Sewer Consultant. A motion and vote are needed for the record to move \$7,500.00. **A Motion by Councilmember Hoffman to move the \$7,500.00 from Water/Sewer consultant line item in the FY20 Enterprise Budget to Director of Public Works line item in the FY20 Enterprise Budget, it was 2nd by Councilmember Palsgrove and approved 4-0.**

Town Hall Public Meeting Room Audio-Video Systems Proposal

Mayor Roop is working with Cenero and Community Media Center (CMC) in getting a proposed equipment list and cost estimate to add technology necessary to broadcast Town Council meetings and other events to residents and local viewers. Cenero is an industry leader in technology design and integration. They are the only firm in our region exclusively focused on corporate audio-video technology. CMC provides technical production and enables Carroll County municipalities to use one central resource for video production. CMC records our Council meetings on a quarterly schedule.

Cenero's proposal and cost estimate were emailed to Council members on Thursday February 13th and you can find copies in your binders. Mayor Roop asked Council to look over the proposal and get opinions to him.

FY-21 Budget – Revenue & Expense Projections

In keeping with the FY-21 Budget Schedule, Town Clerk Donna and Town Manager Gary wanted to give you an update as to where we are to date. Donna & I met for the second time this past Friday, February 14th and will continue to meet on Friday's to work on the budget. PW Director, Wayne and I are meeting Thursday February 20th to go over Public Works, Capital and Enterprise budgets.

The FY-21 budget spreadsheet is on the TV screen. In general, the FY-19 actuals and FY-20 year to date numbers have been input for General Fund and Enterprise Fund. Most of the initial proposed FY-21 numbers have been input for the General Fund and there will be continued work to input the proposed numbers for Enterprise Fund.

The Increase/(Decrease) 20-21 column on the far right calculates the change from FY-20 to FY-21.

New for the FY-21 budget we will be changing the funding percentages on most of the staff. Staff salaries are split up between General Fund and Enterprise Fund. As a result, a recommendation will be made to split up the Health Care Benefit and Retirement line items (line #127 & \$128 respectfully) by the applicable percentages. Both the Health Care Benefit and Retirement have been paid out of the General Fund. Splitting both to match the employee's percentage of GF and EF will simplify the accounting side of payroll and more efficiently disburse funding from the appropriate fund. Approval to split the Health Care Benefit and Retirement line items will be needed accordingly.

Mayor's Items: Mayor Roop met with Secretary Brinkley to discuss the Streetscape project and the possibility to acquire \$1,000,000 for a loan paydown. The loan paydown won't be happening but Mr. Brinkley is going to try and get the Town a 0% loan.

Carroll County WRCC, Tom Devilbiss has been contacted by Mayor Roop to discuss the idea of having water from the Lehigh Quarry available for Union Bridge, New Windsor and Westminster. Discussions will continue.

The regular Work Session was adjourned with a motion by Councilmember Palsgrove, 2nd by Councilmember Schultz and approved 4-0 at 7:44 p.m.

Respectfully submitted,
Donna Alban, Clerk/Treasurer