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TOWN OF NEW WINDSOR
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Council Work Session Minutes
April 20, 2020

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

Present: Mayor Roop, Councilmembers – Terry Green, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Also present, Town Manager Gary Dye, Town Attorney Ostrander and Town Clerk, Donna Alban.

Approval of Previous Month's Minutes: A Motion by Councilmember Palsgrove to approve the March 16th Closed Session minutes, 2nd by Councilmember Smith and approved 5-0.

Agenda Items:

Town Sign Update: Mike Reynolds received 3 quotes, (those were e mailed to you)

- **Woodland Signs:** Option A - \$2,225 PVC included
- **Woodland Signs:** Option B - \$1,685 PVC included
- **Image 360 -** \$854.74 – PVC not included

There is \$1,100.00 remaining to apply to the cost from the insurance claim so the Town would have to pay the difference. The difference in the cost from Woodland Signs is in the size of the sign. The original sign was paid for and installed by the New Windsor Lion's Club and Mayor Roop suggested that once the Council has made a decision on which quote to go with, he would present the information to them to see if they would be willing to donate to the cost. **After a discussion and review of pictures of the current sign, Councilmember Green made a Motion to approve the Woodland Sign – Option B quote of \$1,685.00. It was 2nd by Councilmember Schultz and approved 5-0.**

Speeding and Accident in Town:

- The Town Manager reports that on 4/24/20 near the intersection of Church and High Streets, 1 of our MES operators, Brian Musselman was involved in a vehicular accident with a single car. The driver of the car was on their cell phone, ran the stop sign at Union Bridge Rd and High St and collided with Brian's work truck. Fortunately, neither drivers were injured but both vehicles were likely totaled. Speeding, running of stop signs, etc. continue to be an ongoing issue. The Town Manager would like to have the Council continue to discuss some resolutions for this issue.

FY-21 Budget – Discussion and Possible Introduction

With COVID-19 situation presenting an impact on jobs, spending, revenues and many other things, budget planning has been impacted more than ever. Town

Manager Dye presented 2 conservative options – Option 3A & Option 3A-1 to the Council for discussion tonight. Both options have the same changes to revenues and expenditures. Both options include hiring a new full time Public Works Maintenance worker and promoting Alan Tobery to Supervisor. Option 3A-1 has raises for the rest of the staff and Option 3A does not.

Revenue reductions in the General Fund were to Income Tax, County Building permits, State Highway User Revenue, Administration fees and Impact fees. Revenue reductions in the Enterprise Fund were to Sewer usage receipts, Sewer hookup fees, Water usage receipts, Water hookup fees and Developer meter purchases. These reductions on the Enterprise Fund were a result of decreasing the EDU's from 15 to 6 as more than likely the building industry will be affected by this COVID-19 situation as well.

Also, on the expenditures; salary percentages were adjusted for the Clerk/Treasurer and Secretary/Receptionist. Because of the salary adjustments, retirement plan line item was reduced accordingly per each Option in both the General and Enterprise Funds.

Here are other Line Items that were affected: General Fund - Public Safety – the contribution to the New Windsor Vol. Fire Department was reduced from \$20,000.00 to \$10,000.00. The General Fund saw an increase to the Trash, both household and recycling line items because Carroll County is proposing to raise tipping fees by \$1.00 to \$65.00 a ton and starting to charge for recycling at \$30.00 per ton beginning January 1, 2021.

Capital project budget lines in both funds were adjusted accordingly to balance the budget.

After discussion, the Council asked the Town Manager to provide some additional information at the May Town Council meeting before they can consider the introduction of a budget.

Mayor and Town Council Items:

- Due to the COVID-19 situation, Mayor Roop stated that he has been in contact with all our Town businesses and at the present time they are not in need of any assistance and are doing well. He also reminds everyone to please wear a mask when entering a business. A Thank you to all of our first responders for the outstanding job they are doing.
- Councilmember Palsgrove shared that in speaking with the Public Works department they have seen a decrease of grease and wipes at our pump stations with the exception of the Atlee Ridge pump station still having wipe issues.

A Motion at 8:25 p.m. to adjourn by Councilmember Palsgrove, 2nd by Councilmember Green and approved 5-0.

**Respectfully submitted,
Donna Alban, Clerk/Treasurer**