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**June 3, 2020**

**Present:** Because of the COVID-19 situation the June 3, 2020 Town Council meeting was held via ZOOM. Those in attendance representing the Town were Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Councilmember Green was not in attendance. Also, Town Attorney Ostrander, Town Manager Gary P. Dye, Jr, Town Clerk Alban, Director of Public Works, Wayne Myers, Sec/Rec. Kalena Bartoszak took part in the meeting via ZOOM. There were 7 others in the ZOOM meeting.

**PUBLIC HEARING:** Mayor Roop called the Public Hearing to order at 7:00 p.m. The purpose of this hearing is the Fiscal Year 21 budget. The Mayor thanked, Town Manager Dye, Town Clerk Alban, and Director of Public Works, Wayne Myers for all their hard work regarding the FY21 budget. Town Manager Dye, summarized Budget Option 3A-1 was introduced at the May 6, 2020 Council meeting. The budget hearing was advertised in the Carroll County times on May 20<sup>th</sup> and 27<sup>th</sup>. The Budget Hearing and invite link to this meeting were posted on the Town website last Friday. The FY-21 introduced budget is posted on the Town website. The FY-21 introduced budget is based on conservative revenue projections, is balanced and does not propose a property tax increase. Introduced Budget 3A-1 is \$68,767 (3.24%) lower than the FY-20 budget. A significant amount of hard work by Town staff went into the preparation of the FY-21 budget and Town staff fully supports the adoption of the 3A-1 budget as introduced and approved. Mayor Roop and each Councilmember in attendance expressed their opinion on the introduced FY21 Option 3A-1 budget. **A motion by Councilmember Palsgrove to close the Public Hearing was made at 7:19 pm. It was 2<sup>nd</sup> by Councilmember Schultz and approved 4-0.**

**Call to Order:** The Town Council meeting was called to order by Mayor Roop at 7:19 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 Smith to approve the May 6, 2020 minutes. It was 2<sup>nd</sup> by Councilmember Hoffman. Motion carried 4-0.

**Mayor's Report:**

- Attended Town meetings – Town Council, Planning Commission and Work Session
- Carroll County Chamber of Commerce – GoToSeminar

- Heroes Act - House has proposed legislation it will be sent to the Senate – Mayor has had conversations with Julie Tagen, Chief of staff for Rep. Jamie Raskin to stay on top of this situation which may result in additional funding for municipalities
- Monthly meetings with all Carroll County Mayors via ZOOM
- Coordinated with New Windsor Lion’s Club for Sidewalk Coloring Contest, Trash Can decal replacement on 12 Lion’s Club cans throughout Town and use of Lion’s Park Picnic tables. Thank you to the Lion’s Club for their donation to support the winners of the Sidewalk Coloring Contest.
- Multiple meetings with Town Manager and staff
- Corresponded with all local businesses
- Worked with Secretary, Kalena Bartoszak on the Congratulations banner for 2020 Seniors.
- Pop-up parks for outdoor eating areas which may assist our local restaurants

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- Yard waste will continue the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month. You are encouraged to use the paper bags specified for yard waste; if using a container; it cannot be heavier than 40 lbs. If you can’t pick it up, we can’t either. Residents are using this service more than ever.
- Public works has returned to a regular work week. Working hard to keep up with the mowing.
- PC did meet in May to discuss approval of the plan submitted by Hartzler Funeral Home for a crematory. The New Windsor Zoning Administrator, Bill Schneeman, submitted documentation stating this is an accessory use. There were 51 attendees in the ZOOM meeting to hear this discussion. The Hartzler’s attorney, Clark Schaffer and Jeffrey Hartzler were available in the meeting to answer any questions by the Commission or residents. Chairman Schultz did allow residents to speak during the meeting to voice their opinions. The Planning Commission did vote to unanimously approve the plan.

#### **Water & Sewer: Councilmember Palsgrove –**

May 28, 2020 received a call regarding a sewer back up on Atlee Ridge Road, responded to the location along with Mayor Roop and Director of Public Works, Wayne Myers. Upon investigating there was a pipe that was clogged not allowing flow to the pump station. Fogles’s Septic was alerted for an emergency response and upon arrival were able to jet vac the blockage to open up the flow. The blockage was caused by a very large amount of grease. This has been a continual problem in the Atlee Ridge development and Councilmember Palsgrove, Director of Public Works Wayne Myers and Town Manager Dye are working on language to place on a letter to each of the residents in the Atlee Ridge development to educate them on this ongoing problem. This particular incident cost the Town \$3,000.00.

#### **Public Safety: Councilmember Smith –**

- He will defer to Deputy Colussy for his report
- Concerns for what is happening in law enforcement throughout the country. The recent death of a citizen from police force shown in a video have resulted in protests. Although everyone has the right to participate in a protest, I want to commend our local law enforcement and our residents for the way they have responded to this situation.
- The Community Deputy, as of May 28<sup>th</sup>, has now returned to his regular schedule with Union Bridge and New Windsor.

#### **Economic Development: Councilmember Schultz –**

- A Thank You to everyone for their continued support to the Town of New Windsor local businesses and Belisimo’s, Frankie’s Bar and Grill, Lonestar Barbecue and Uncle Matty’, our local eateries

- Season of Magnolia business is now open for both small and large venues.
- Small businesses are continuing to get support from the State of Maryland and I will continue to forward that information to our businesses
- A reminder that when posting on the Facebook page, please try to keep your posts a little kinder to each other and not sound accusatory.

**Community Enhancement: Councilmember Green –**

- Not in attendance tonight because of a family emergency, please keep him and his family in your thoughts and prayers.

**Community Deputy Colussy -**

The Carroll County Sheriff's Office between the dates of May 1, 2020 to May 31, 2020, responded to 70 calls for service within the town limits. Out of those 70 calls for service only 9 required reports, which were the following:

On May 3, 2020, Deputies responded to the 100 block of Main Street in reference to a domestic in progress. Upon arrival it was learned that several family members got into a verbal argument which turned physical over child custody. Two of the victims were transported to Carroll Hospital Center for treatment. All parties were referred to the Carroll County District Court Commissioner to file their own charges. Case remains open.

On May 20, 2020, Deputies while conducting traffic enforcement in the area of Maryland 31 and Slingluff Lane observed a moving violation. Vehicle was stopped and it was discovered that the driver's driving privilege in Maryland was currently suspended. Driver was released on the appropriate paperwork and to a valid driver. Case closed by arrest.

On May 20, 2020, Deputies while conducting traffic enforcement in the area of Maryland 31 and Slingluff Lane observed a moving violation. Upon contacting the driver, an odor of marijuana was detected from the vehicle which lead to a probable cause search. The search lead to possession of less than 10 grams of marijuana and the driver was released on the appropriate paperwork. Case closed.

On May 26, 2020, Deputies responded to the 100 block of Main Street in reference to a domestic in progress. Upon arrival it was learned that several family members got into a physical altercation over their living arrangements and alcohol. All parties were referred to the District Court Commissioners Office to file their own charges. Case remains open.

On May 27, 2020, Deputies responded to the 2800 block of Carlisle Drive in reference to assisting the fire department with a cardiac arrest. The patient was later declared deceased by medics on scene. Patient had several medical issues and no signs of foul play were observed. Case was closed.

On May 29, 2020, Deputies responded to the 100 block of Church Street in reference to a 2 year old child who was found alone roaming the streets. It was later learned that the child was from the 100 block of Main Street. Child Protective Services was contacted and is currently investigating the case. Case closed.

On May 29, 2020, Deputies responded to the 2800 block of New Windsor Road in reference to a late reported theft. Investigation revealed that an unknown suspect removed items from the store without paying for them. Suspect was later identified and charged with theft less than \$100. Case remains open pending service of paperwork.

May 31, 2020, Deputies while patrolling in the 1200 block of Jo Apter Place, noticed that a unregistered vehicle was parked along the street. Vehicle was in the process of being towed,

however the vehicle owner removed the vehicle from the street prior to it being towed. Case was closed.

On May 31, 2020, Deputies while patrolling in the 100 block of Main Street were summoned by a resident who reported to have been bitten twice by their neighbors' dog over the past two days. Animal bite report was completed. Case was closed.

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

**Fire Chief Report: Chief Byron Welker – not in attendance**

**Town Manager's Report:**

Beginning Monday June 1<sup>st</sup>. Town Hall and Public Works staff went back to working regular hours. Social distancing will still be used as much as possible. With few office staff, Public Works mainly working either downstairs or outside and the spaciousness of new Town Hall, staff can easily stay distanced.

Town Hall will remain closed to the public until further notice. This is in line with what the other CC municipalities are doing.

**Director of Public Works**

Wayne has been very busy handling a multitude of water and sewer related issues. One item of note was a sewer back up on Thursday night May 28, 2020 just above the Atlee Ridge Pump Station in the area of 3200 Atlee Ridge Rd. This resulted in an emergency call and response by Fogle's Septic to clear the blockage. The blockage was caused by crease, rags and wipes. This sewer back up cost the Town and its tax payers \$2,800 for Fogle's services not to mention Town staff's time. The Director of Public Works, Councilman Palsgrove and Town Manager are working on a letter to be distributed to Atlee Ridge residents prior to the next meter reading at the end of this month. The flyer will detail the problem, provide information and encourage a community effort to eliminate the problem. The best way to report a water or sewer problem is to call Town Hall. The message will get forwarded to the Director of Public Works during regular working hours as well as after working hours. Social media is not the best way to report a water or sewer problem.

**Treasurer's Report:**

**General and Enterprise Fund** – We are at the end of the 11<sup>th</sup> month of the current fiscal year. I am happy to report that according to the monthly profit and loss statements the operating funds for both are in good shape.

**Real Property Report**

There are 12 properties For Sale

There is 1 property in a Foreclosure process

**Water/Sewer**

As of 5/31/2020 no special payment requests have been initiated by residents. The Town Clerk will continue to monitor during the remaining 30 days of this quarterly bill payment.

**Lehigh Update:** Mayor Roop stated that Lehigh does send letters out to the residents that adjoin the quarry every 5 years outlining updates on the project.

**Old Business: None**

**New Business:**

**FY21 Budget Adoption:**

**A Motion to adopt the FY21 Budget, Version 3A-1, by Councilmember Hoffman, 2<sup>nd</sup> by Councilmember Palsgrove and approved with Councilmembers Hoffman, Schultz and Palsgrove voting yeah and Councilmember Smith voting nay. Budget passed 3-1.**

**No Parking of College Avenue:**

Town Manager Dye stated that this was brought to my attention by Deputy Colussy via an email on May 21, 2020. It was probably the first time Deputy Colussy has driven on College Ave. since the white parking lines were painted on the northbound side of the road. Currently the ‘no parking’ signs have not been installed on the southbound travel lane side of College Ave. Residents of #302 and #304 College Ave. are parking in front of their residences in the southbound travel lane causing vehicles to move into the northbound travel lane to get around them. Deputy Colussy recommends ‘no parking’ signs be installed along the southbound side of College Avenue so that there is not a head on collision from vehicles turning off of MD 75. The typical road section for College Ave. shows parking on the south side of the road and the typical section for Blue Ridge Ave. shows parking on the west side of the road. The Pavement Marking and Signage Plan shows 1 ‘no parking’ sign on the east side of Blue Ridge Ave. and parking spaces have been stripped on the west side of the road. For College Ave. there are 2 ‘no parking’ signs shown on the north side and parking spaces have been stripped on the south side. Another option would be to restrict parking on the southbound travel lane or north side of College Ave. in front of #302 and #304. This could be done by placing 1 ‘no parking from here to corner’ sign at the property line between #304 and #306 on north side of College Ave. #304 College Ave. is the only property that does not have a driveway for off street parking but the residents could park in designated spaces on the south side of the road or above the ‘no parking from here to corner’ sign on the north side of the road.

**A discussion by the Mayor and Council recommended to have the Council take another look at the situation and be prepared to make a decision on this at the June Work Session.**

**Residents’ Concerns: None**

**Announcements:**

- 6/18/20 – Blood Drive 2:00 – 7:00 at the Community Meeting Room, 1100 Green Valley Rd. All precautions are in place for safety to donors and workers.
- The Sidewalk Contest is still ongoing.
- Pop-up Parks to support the local businesses. No alcohol on Town property.
- Work Session will be a ZOOM meeting.
- Councilmember Smith recommends that because of the Governor’s decision to implement Phase II from the COVID-19 situation recovery on Friday, can we post this on Facebook. Councilmember Schultz will take care of that.

**There was a Motion to adjourn the regular meeting by Councilmember Schultz at 8:25 p.m., 2<sup>nd</sup> by Councilmember Smith and approved 4-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer