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July 1, 2020

Present: The July 1, 2020 Town Council meeting was a virtual meeting through ZOOM. Mayor Roop, Council Members, Terry Green, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz were in attendance. Also Town Attorney Ostrander, Town Manager Gary P. Dye, Jr, Town Clerk Alban, Director of Public Works, Wayne Myers took part in the meeting via ZOOM. There were 7 others in the ZOOM meeting.

Call to Order: The 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 electronical 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 Schultz to approve the June 3, 2020 minutes. It was 2nd by Councilmember Smith. Motion was approved 5-0.

Mayor's Report:

June 8 ECM Finalization
June 9 COVID-19 Zoom Meeting
June 15 Town Zoom Work Session
Communicated with Music on the Main bands
June 16 Service calls from the past year from CCSO
June 18 Community Blood Drive
June 25 Met with Brice Foxwell of GMB regarding WWTP
June 30 Attended celebration for Mayor Perry Jones being appointed President of the MML – upcoming year
Virtual meeting regarding the SHA Md. 31 Water Main Improvements

- Zoom meetings with other Carroll County Mayors
- Presented checks to the winners of the Sidewalk Coloring Contest
- Signed 4 municipal POS agreements.

Council Reports –

Public Works: Councilmember Hoffman –

- Discussed with Public Works about a new Town vehicle
- Slingsluff Lane sign has been replaced along with others that Deputy Colussy reported.
- Public works mowing continues.
- Deputy Colussy reported several tree trimming locations that Public Works addressed

- A Thank You to Councilmember Palsgrove and the Brethren Center for providing a boom lift to Public Works for necessary work
- PC did not meet in June

Water & Sewer: Councilmember Palsgrove –

- Met with Director of Public Works, Wayne Myers on 6/18 at the WWTP to discuss multiple issues. Due to the age of the plant, problems are occurring,
- An emergency pump out by Fogle's Septic after a power failure at the Blue Ridge Manor pump station. This will be the next important project for the Town.
- A flyer was mailed to all residents in the Atlee Ridge development addressing the ongoing problem with disposable and/or flushable items being put into the sewer system and causing many issues at the pump station

Public Safety: Councilmember Smith –

- He will defer to Deputy Colussy for his report
- A reminder that fireworks are illegal and with the 4th of July holiday there will be increased traffic, use common sense

Economic Development: Councilmember Schultz –

- Please remember to support the Town of New Windsor local businesses.
- The Carroll Rebound program is available.
Carroll County has secured additional grant money from the federal government through the Carroll County Coronavirus Relief Fund Plan (CRF Plan).
\$4 million dollars to assist small businesses and nonprofits who have been impacted by the COVID-19 pandemic.
The application portal is open until 5:00 p.m. August 31st.
To check your eligibility and for full application requirements, go to <https://carrollbiz.org/carrollrebound/>
- Carroll County Downtown did not meet in June
- Mayor Roop extended Congratulations to Councilmember Schultz for being named as Woman of the Year in Carroll County

Community Enhancement: Councilmember Green –

- The new banners are back in discussion. He has contacted Secretary Kalena Bartoszak and she is obtaining more information that he requested on seasonal banners. Director of Public Works Wayne Myers stated that new hardware will be necessary for the installation of the new banners. This is an additional cost and will be included in the information presented the Council
- Please remember that fireworks are not permitted in Town limits.

Community Deputy Colussy -

The Carroll County Sheriff's Office between the dates of June 1, 2020 to June 30, 2020, responded to 63calls for service within the town limits. Out of those calls for service only 5 required reports, which were the following:

- On June 4, 2020, Deputies responded to the 2800 block of Union Square in reference to a suspicious condition.. Homeowner reported their residence was being hacked and broken into on a regular basis. No signs of forced entry were observed. Deputies were unable to locate any hacking devices with the residence as well. Case was closed.

- On June 9, 2020 Deputies responded to the 300 block of High St in reference to a subject in cardiac arrest. Medics were unable to revive the patient who was eventually pronounced deceased. No signs of foul play were observed. Case was closed.
- On June 12, 2020 Deputies responded to the 300 block of Lambert Avenue for a domestic in progress. Investigation revealed that family members got into a physical altercation over a video game. Marks were observed on the victim which resulted in the arrest of the other party. Case was closed by arrest.
- On June 23, 2020, Deputies conducted a traffic stop on a commercial truck for a DOT vehicle inspection in the 1000 block of Green Valley Road. While completing the inspection, suspicious behavior was observed which lead to a K9 scan of the vehicle for drugs. The K9 did alert however, no drugs were located within the vehicle after the search. Case was closed.
- On June 25, 2020, Deputies responded to the 100 block of Main Street for violation of a protective order. Upon arrival it was determined that a violation did occur when the respondent did attempt to contact the petitioner 5 times by phone. The respondent was later located and taken into custody for the Court order violation. Case was closed by arrest.
- Westminster City police and the southern end of the County are seeing an increased number of calls for service for thefts from vehicles. A reminder to make sure you are locking your vehicle and keeping personal items out of view.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker – not in attendance Mayor Roop provided

- 21 Fire calls in June – YTD 141
- 41 EMS calls in June – YTD 269
- A Thank You to all that supported the drive-through Pit beef, turkey and ham event
- There will be a drive-through Crab Cake sale on July 18, 2020. Cole Slaw and Potato salad will also be available for purchase.

Town Manager's Report:

Blue Ridge & College Ave Road Project:

We have finally come to an agreement on final payment amounts to ECM Corporation. We have or will soon have a signed letter from ECM agreeing to the terms. ECM ended up \$161,000 over budget which is 20%. However, when you take into account the approximate \$85,000 of additional work requested by the Town to enhance and make a better project for the residents of Blue Ridge and College Avenues, the overage drops to \$76,000 which is 8.2% over budget. The final retainage money will be held until March 31, 2021 to serve as a performance bond. We have approval from State DHCD to apply for an additional \$75,000 of grant funding to help cover the overage.

We still have to do installation of the safety fence along the top of the retaining wall in front of #301 through #307 College Ave. and end wall treatment at corner of College Ave. & Green Valley Rd. TM has been meeting with fence contractors and retaining wall contractors to request quotes to do this work. I'm waiting on one more quote for end wall treatment and then make a recommendation for a fence and retaining wall contractor. We have approval from State DHCD to apply for an another \$75,000 of grant funding to cover these costs. Per State, we can also use any remaining money from the \$75,000 and put toward the balance due to ECM. Depending on which contractors we choose for the fence and end wall work there will be between \$25,000 and

\$50,000 remaining. TM has prepared a comparison spread sheet of fence and end wall contractors and prices.

PIA Request Form:

This was discussed at the June 15th Work Session. We made minor changes to the request form and decided to keep the cost per copy at \$0.25. TM developed a time card to be used for working on PIA requests. The standard procedure will be for staff to use the time sheet at the very beginning of a PIA request and keep track of their time. When the PIA request is complete, TM will check the amount of employee time spent preparing the request and make a decision whether to charge or not charge for employee's time.

The PIA Request form is now posted on the Town website under documents.

Public Works:

Director Wayne Myers has started the process and paperwork of purchasing a new pickup truck. The purchase of a new pick-up truck has been planned and budgeted at \$60,000 in the 6-year Capital Budget General plan for the last couple years. The new truck will replace the 2013 Chevy 2500 pick-up as the main, daily use Public Works vehicle.

The Chevy has a lot of rust, some other mechanical issues and it's time to replace it with a new truck. PW's will continue to use the 2013 Chevy as well as the 2008 Dodge Dakota.

The new pick up will most likely have to be ordered because local inventory is depleted and finding a truck in the inventory of a local dealer set up with what we need will be difficult. The new truck will come with a V-Snow Plow and salt box among other things.

By continuing to use the Chevy, which has a snow plow and salt box, we can use 3 Town trucks to plow snow and will not need to use Dave's truck at a contractor's price. Depending on the storm event we can bring Dave in as an employee and he can use a Town truck to plow snow.

Lagoon Filling Project:

The project is going well. You may have noticed a stoppage in work for about 2 weeks. This was because the contractor (HTI) who is constructing the new SWM pond in Westminster had to perform utility work. Hauling resumed on Monday June 29th. Approximately 25,000 cubic yards of material has been hauled by train from the Westminster site to New Windsor. Stambaugh's Inc. is handling the hauling, filling and compaction of the material at the lagoon.

2020 Census Update:

The date to complete and respond to the 2020 Census has been extended to October 31st. 2020. Carroll County's response rate is 77.4% as of June 28th which is tops in the State of Maryland and 27th in the US. Carroll County has 3 census tracts that lag behind the others and New Windsor is in last place among Carroll County municipalities. New Windsor residents still have the opportunity to take the census and increase the Town's response rate numbers.

The announcements from the US Census about their additional efforts are as follows:

- ★ The U.S. Census Bureau is sending [postcards](#) between June 24 and July 3 to an estimated 1.3 million post office boxes in communities where P.O. boxes are the only mailing address available. The postcards alert households that a census taker may drop off census invitations soon or will visit later to interview them. The postcards also provide information on how to respond to the 2020 Census online or by phone. Households are encouraged to respond to the 2020 Census as soon as they receive their invitation packet. Households that receive mail in P.O. boxes should provide their street address (not their P.O. box number) when responding to ensure their response is associated with the physical location where they live, not where they receive mail.

- ★ The U.S. Census Bureau announced this week that it will send an additional reminder postcard to households that have not yet responded to the 2020 Census. The postcard is scheduled to arrive between July 22 and July 28, a few weeks before census takers are set to begin visiting most households that haven't responded.

- ★ Nonresponse Follow up on August 11 and conclude no later than October 31. All census takers will be trained on social distancing protocols. They will be issued personal protective equipment (PPE) and follow local guidelines for their use.

Old Business:

New Business:

Town Hall Opening to the Public:

This was discussed in general at the June 15th Work Session. Decision has been made to open Town Hall to the public beginning Monday July 6th. and will be resuming normal business hours Monday -Friday 9:00am – 3:00pm. The Town office will be following CDC guidelines. When visiting Town Hall, a face covering is required. Follow the flow arrows and safe distance markings on the floor as well as all posted signage. If another resident is already at the walk-up window please wait at the sign and stripping on the floor until staff calls you to the window. Hand sanitizer will be available at a table just inside the front door entrance. Meetings with staff will be by appointment only.

If you are not feeling well, please stay home. The safety of staff and residents is of the utmost importance.

Opening Town Hall to the public can work if we all do our part, respect and obey the regulations and be considerate of others. If rules and regulations are not followed and/or problems arise, we will have to re-evaluate and may close Town Hall again to the public.

Town Council, Work Session, and Planning Commission Meetings:

Public meetings, Council, Work Session & Planning Commission will continue to be virtual Zoom meetings. As a transition, we could have staff gather at Town Hall in the meeting room and continue to have residents use Zoom. This will require staff have a laptop or tablet to log into Zoom so that residents can see everyone attending the meetings. Another option to consider would be to have staff gather at Town Hall in the meeting room and limit public attendance to the number of chairs available while still meeting 6' separation requirements which would be 15 chairs. This would be similar to a reduced maximum occupancy for a building or room as set by County Permits and Inspections based on situational circumstances i.e. COVID-19 restrictions.

Renewal of Circuit Rider Resolution, Memorandum of Agreement and Assurances

Agreement:

The State funded Circuit Rider program is normally good for 2 years before renewal is needed and we renewed the documents in June of 2019. However, due to a funding shortage last year the term was reduced to one year and the State Dept. of Housing and Community Development has requested new documents for FY-21 to cover from July 1, 2020 to June 30, 2021. Nothing has changed in the agreement or other documents including the annual fee to the Town of \$750.

There are 3 documents needing your attention:

- Resolution No. 07-01-2020 which requires Mayor & Council signatures & Donna's witness signature. **A Motion by Councilmember Smith to adopt, 2nd by Councilmember Green and approved 5-0.**
- Memorandum of Agreement which requires Mayor's signature and Chris Benzing, Director MRDC signature. **A Motion by Councilmember Smith to adopt 2nd by Councilmember Hoffman and approved 5-0.**
- Circuit Rider Assurances Agreement which requires Mayor's signature and Donna's witness signature. **A Motion by Councilmember Smith to approved, 2nd by Councilmember Schultz and approved 5-0.**

Mike Reynolds is signed into the meeting and available to answer any questions. Council, please make arrangements to stop by Town Hall and sign the Resolution

Clerk-Treasurer's Report:

As of 6/30/2020 budget highlights are:

General Fund – REVENUES

- **The final Local Income Tax payment is in and the total for the year is \$186,122.00. This tax base and growth projects of this category are difficult to project, given the variable involved (employment data, individual reported earnings, etc.)**
- **The Highway User Revenue funding source is a local share of the State tax gas and vehicle titling. It was budgeted at \$77,800.00, however; because of the pandemic situation, the Statewide totals were revised by the State and the Town was notified. New Windsor's FY20 revised estimate was reduced to \$66,805.00. Final total received will be shared at the August Town Council meeting.**
- **Real Property Tax is the primary local government revenue in Maryland and the Town has received \$410,736.00 through May 2020. The amount budgeted was \$392,000.00. This increase can be attributed to the new housing in New Windsor. The final total received will be shared at the August Town Council meeting.**
- **Impact fees and administrative fees are both related to all new residential development. The fees can be used to benefit the existing and future Town residents resulting from new development for which the fees are paid. The totals received in FY20 were \$9,000.00 and \$4,000.00 respectively. These are an increase over \$6,500.00 and \$3,000.00 in the approved FY20 budget, respectively.**

General Fund - Expenditures

- **The College/BR project grant has reimbursed the Town for the total amount of the grant and the balance of the project will be paid for with Town operating funds. The Town Manager referred to that total in his report tonight.**

ENTERPRISE FUND – Revenue

- **The water hook up fees for FY20 budget were shown at \$137,000.00. Because of development growth, the total collected for FY20 was \$182,000.00.**
- **The sewer hook up fees for FY20 budget were shown at \$111,000.00. Because of development growth, the total collected for FY20 was \$147,920.00.**

Enterprise Fund – Expenditure highlights

- **The water emergency repair budgeted for FY20 was \$20,000.00. Due to the large water leak repair at Main Street and Blue Ridge Ave. the cost for that alone was over \$68,000.00. That situation is something that can be expected with an aging infrastructure.**

All in all, the Town of New Windsor will show that operationally, things are good. The annual audit will be getting underway soon.

Real Property Report

There are 12 properties For Sale – 6 of which are in the new Snader's Summit development.

Water/Sewer

As of 6/30/2020 no special payment requests have been initiated by residents. The total outstanding in water/sewer bills is still \$26,604.10. The next billing will carry over to any resident that has a past due balance. The Town may see an increase in special payment arrangement requests once the new billing is mailed out by the 1st full week in July. The Clerk/Treasurer will continue to give monthly updates on this situation. A reminder that water/sewer rates change effective, 7/1/20 and residents will see this change on the October 2020 billing. The water base rate will be \$133.00 with usage rate of \$4.10 per thousand gallons. The sewer base rate will be \$115.00 with usage rate of \$8.37 per thousand gallons.

Residents' Concerns: None

Announcements:

- On Saturday, the 4th Uncle Sam will be riding around the Town on a fire truck.
- On Saturday, the 4th, there will be a Motorcycle ride. Meet at the Fire Hall to participate.
- Lion's Club Raffle for half of beef – 1st prize + \$150 to process, 2nd prize – whole hog + \$100.00 to process, 3rd prize – 1 bushel of crabs, 4th and 5th prize – whole turkeys
- Mayor Roop has contacted all the bands for the Music on the Main event. The event is on for now with a decision deadline of September 1st.

There was a Motion to adjourn the regular meeting by Councilmember Palsgrove at 8:20 p.m., 2nd by Councilmember Green and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer