



NEAL ROOP, MAYOR
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776
info@NewWindsorMD.org

PH. 410-635-6575
FAX 410-635-2995

August 5, 2020

Present: The August 5, 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 and Deputy Brian Colussy took part in the meeting via ZOOM. There were 8 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 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 July 1, 2020 minutes. It was 2nd by Councilmember Smith. Motion was approved 5-0.

Mayor's Report:

July 14 ZOOM meeting with State Highway to discuss the water line replacement and Streetscape revitalization project
July 22 Corresponded with Senator Ready about funding opportunities available for the Streetscape/Water line project
Communicated with Cindy Stone regarding additional grant funding for the College/Blue Ridge project
Attended a Go to Webinar
July 24 Contacted Potomac Edison regarding removal of a downed tree
Working on an RFP for Dielman Inn Foundation Stabilization
Music on the Main event will be cancelled for this year

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works Director, Wayne Myers is waiting on quotes for a new Town truck
- Public Works completed grading at the Atlee Ridge Walking trail
- Public works have been addressing several pothole issues on the Town's streets.
- A new mower deck was installed on the John Deere by Gladhill
- Routine servicing of Town vehicles was completed
- A thank you to Public Works Director, Wayne Myers for continuing to do an outstanding job.

- PC did not meet in July

Water & Sewer: Councilmember Palsgrove –

- The Sludge tank at the Wastewater Treatment Plant will need repair work done, Director of Public Works, Wayne Myers has been scheduling with all the necessary vendors to make this happen
- The pump stations continue to have issues with unacceptable items being flushed into the system
- Director of Public Works, Wayne Myers is working with Town Manager Dye and others to get quotes on replacing the aging Blue Ridge Manor pump station.

Public Safety: Councilmember Smith –

- He will defer to Deputy Colussy for his report
- Public awareness to the increase in phone scams. Do not give out any personal information when requested to do so by phone.

Economic Development: Councilmember Schultz –

- Please remember to continue to support the Town of New Windsor local businesses.
 - The Carroll Rebound program has been extended to the end of August.
- 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/>

- Sykesville Downtown is offering a marketing seminar tomorrow
- Congratulations extended to Nancy McCormick – Taneytown Economic Chairman on retiring

Community Enhancement: Councilmember Green –

- As of 5:00 p.m. last Friday, Governor Hogan has mandated the wearing of masks even in outdoor places. Please continue to use safety during the COVID-19 pandemic. The State of Maryland has been at 5% since April. Continue to limit the number of attendees at all family gathering and backyard BBQ's.

Community Deputy Colussy -

The Carroll County Sheriff's Office between the dates of July 1, 2020 to July 31, 2020, responded to 68 calls for service within the town limits. Out of those 68 calls for service only 10 required reports, which were the following:

On July 3, 2020 at approximately 7:28 PM (1928 hours), Deputies responded to the 100 block of Church Street in reference to a suicidal subject that was highly intoxicated and armed with a firearm. Upon arrival, Deputies observed that the subject had already been disarmed and being pinned down by witnesses on scene. Investigation revealed that the subject became highly intoxicated and removed a firearm from their backpack and began waving the loaded firearm around before pointing the firearm at themselves. Subject was taken into custody and transported to Carroll Hospital Center for additional treatment. Due to the information learned, the subject was later charged for being in possession of a firearm and being under the influence of alcohol. Case was closed by arrest.

On July 8, 2020 at approximately 9:23 AM (0923 hours), Deputies responded to the 2800 block of Union Square in reference to a malicious destruction of property. Investigation revealed that the items that were reported damaged were not damaged by the suspected suspect but from either faulty construction or weathering. Case was closed as a suspicious condition.

On July 18, 2020 at approximately 4:49 PM (1649 hours), Deputies responded to the 100 block of Main Street in reference to a domestic. Investigation revealed that known parties got into a verbal argument which turned physical. Both parties fled the area and the victim was later located however was uncooperative with Deputies. Case was closed by lack of prosecution.

On July 02, 2020 at approximately 2:10 AM (0210 hours), Deputies responded to the 2700 block of Miles Court in reference to a domestic. Investigation revealed the husband and wife got into a verbal altercation which later turned physical. Both parties were referred to the Carroll County District Court Commissioner to file their own charges. Case has been closed by lack of prosecution.

On July 21, 2020 at approximately 9:59 PM (2159 hours), Deputies responded to the 100 block of Main Street in reference to a suspicious condition. Investigation revealed that the resident at the location was under the influence and became disorderly. While on scene it was later discovered that the subject had attempted to commit suicide the night prior and asked for help. The subject was taken into custody and transported to Carroll Hospital Center for additional treatment. Case closed.

On July 24, 2020 at approximately 6:00 PM (1800 hours), Deputies responded to the 400 block of Main Street in reference to an out of control juvenile. Upon arrival, it was learned that the juvenile had threatened to harm others within the residence as well as caused harm to their self. The juvenile was taken into custody and transported to Carroll Hospital Center for additional treatment. Case was closed.

On July 25, 2020 at approximately 8:44 AM (0844 hours), Deputies responded to the 1100 block of Jo Apter Place in reference to a fraud. Investigation revealed the unknown suspect had registered a vehicle under the victim's previous business. Case remains open.

On July 25, 2020 at approximately 8:44 AM (0844 hours), Deputies while on scene investigating the previous incident was advised about a late reported theft. Investigation revealed that known suspects were paid a deposit to complete home improvement work which the suspects failed to complete. Case remains open.

On July 26, 2020 at approximately 2:20 PM (1420 hours), Deputies responded to the 300 block of Main Street in reference to a suspicious condition. Investigation revealed that a subject claiming to be recruiter for a modeling / talent agency contacted two juveniles by phone. Parents and both juveniles advised that they were unsure how the recruiter received their information as they did not contact the agency. Investigation continues.

On July 30, 2020 at approximately 12:13 PM (1213 hours), Deputies responded to the 300 block of Lambert Avenue for a reported shooting. Investigation revealed that a foreign scam artist had called in the false report in order to get back with the homeowner who was not willing to provide any of their social security benefits to them. Due to the lack of evidence the case was closed.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker – Mayor Roop provided

- 21 Fire calls in June – YTD 153
- 56 EMS calls in June – YTD 325
- A Thank You to all that supported the drive-through Crab Cake sale on July 18, 2020, over 1000 sold in 2 hours. Cole Slaw and Potato salad were also available for purchase.
- A welcome to Robert McCoy, named the 1st Director of Fire and EMS services in Carroll County. As director, McCoy “will be charged with the overall direction, administration and evaluation” of the department and “plan, develop, implement and evaluate a county-wide combination fire and EMS system, policies and procedures,” the release states. He will work closely with the Department of Public Safety and coordinate with Carroll County Volunteer Emergency Services Association, or CCVESA.

Town Manager’s Report:

Blue Ridge Pump Station Upgrade:

All of the houses in Blue Ridge Subdivision, the Reserves and Snader’s Summit flow to this station. Blue Ridge PS has been in the Enterprise Capital Projects schedule for several years and the time has come to start the process to upgrade the station.

Town Manager Dye and Public Works Director Myers met with GMB on-site July 28th to discuss our needs, options and plan moving forward for the upgrade. We do plan to expand the site and fence by grading and utilizing retaining walls to allow more room for service vehicles and also provide a diesel or gas generator. Since we have been unable to locate a readable set of plans, the next step will be for GMB to have a local survey firm prepare a topographical survey for preparation of a Site Plan.

2020 Census:

Just received word today the date to complete and respond to the 2020 Census has been extended to September 30th. This is different than the original extension date of October 31st. 2020. As of July 30th. U.S Census plans to accomplish this by ramping up and speeding up data collection and hiring more employees. Carroll County’s response rate is 78.4% which surpassed the 2010 response rate for the County. Carroll County remains the highest response rate in State of MD and Maryland has risen to 13th in the U.S.

Carroll County is planning two ice cream giveaways titled “Get the Scoop on the Census” in Union Bridge & New Windsor which remain the lowest count areas. The events will be two nights during the week of August 17th from 6:00 to 8:30 pm. and the County will keep us up to date with and provide details.

Laura Russel is the Carroll County Census Coordinator. Town Manager Dye put Laura in contact with Councilman Palsgrove about use of New Windsor Fire Department grounds for the New Windsor ice cream event. I believe Councilman Palsgrove received approval from NWFD for the Census event and he met with Laura today.

Following are announcements from the US Census about their additional efforts:

The US Census is sending emails to non-responsive households beginning the week of August 3rd and into September. Enumerators have started going door to door last week. In some cases, they are just dropping off Census forms in bags. Hiring more staff, ramping up and speeding up efforts to collect data to meet the new completion date of September 30th.

Lagoon Filling Project:

Project is going well despite the recent rain from the tropical storm slowing progress for a few days. There was a large sinkhole that opened up on July 20th. One of the large dump trucks being used to move the dirt from the rail cars to the lagoon was partially swallowed up by the sinkhole but fortunately no one was hurt and no equipment was damaged. Zack Neal, a Hydrogeologist with Carroll County, was on site monitoring and documenting the repairs. Zack provided a report

for Town record. The Town also received a call from Tom Devilbiss, Director of Resource Management with Carroll County about the Town paying for the repair of the sinkhole. The sinkhole was unplanned, unpredictable and not the fault of the County, Stambaugh's or New Windsor's.

Fall Bulk Trash:

At this time, the Fall bulk trash is still scheduled however the date has been moved up 1 week to Saturday October 24th. More information will be provided regarding changes to procedures with the COVID 19 pandemic.

Old Business:

Social Media Policy:

This was discussed at the June 15th and July 20th Work Session meetings. At the July Work Session, it was requested to keep this on the agenda for review. Councilwomen Schultz sent examples of social media policies for review & comparison to staff, Mayor and Council on 8/4/20.

New Business:

Town Road Paving Request for Proposals:

Circuit Rider Reynolds and Town Manager Dye have been working on an RFP for paving of 3 Town Roads. The roads in the RFP are Spoerlein Drive, 3 segments, Union Bridge Road, 3 segments and Mill Drive in its entirety. Based on the 2015 AMEC Report, discussion with Public Works Director Myers and field inspections, we believe these roads are priority. Requesting prices for full depth reclamation or reconstruction as these roads are beyond basic 2"- 3" mill and overlay. An RFP is to be issued by August 21st. Mandatory pre-bid meeting and walk through September 9th., Proposals due September 14th. bid award at either the September 21st Work Session or October 7th Council meeting. Notice to Proceed will be the day after award. There will be 45 days allotted to complete the work on or around Thanksgiving weekend and end of the 2020 paving season.

Re-investment of Enterprise CD's:

New Windsor has two CD's with Enterprise Fund money that came due July 31st. 2020. Clerk/Treasurer Alban researched other banks and options and CD's in general are not earning much interest these days. The Town's CD's are currently with New Windsor State Bank and they are offering the Town an above market rate of 0.75% for 8 or 12 months. The Town Manager and Town Clerk recommend re-investing the CD's with NWSB for either 8 or 12 months at which time we can re-evaluate and see what the market is doing at that time. **A Motion by Councilmember Schultz to reinvest both maturing CD's into 8 month Certificates of Deposit at the rate of \$0.75%, it was 2nd by Councilmember Green and approved 5-0.**

Managed I.T. Services Request for Proposals:

Town Manager requested proposals from 4 vendors to provide the Town with Managed I.T. Services. The Town currently has an on-call contract with InfoPathways. Staff believes it would be a better option to have a regular managed service agreement to provide a consistent budget cost and hopefully better service. Staff has met with all 4 vendors to hear proposals, discuss Town needs and allow for site inspections. Staff also sent each vendor a list of questions from review of their proposals and requested written responses. Vendor's were asked to provide 3 references and we will develop a list of questions to ask each reference. Upon final review of all the information staff, will make a decision as to which vendor to go with.

Clerk-Treasurer's Report:

As of 7/31/2020 budget highlights are:

General Fund – REVENUES

- The first Local Income Tax payment is in and the total was only \$313.35. This amount is about ½ of what we usually receive compared to past July revenues. Since 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 final funding payment for June 2020 is not in yet. In checking past years records, the State typically does not distribute this until the end of August. The Clerk/Treasurer will keep you up to date for the final total received.
- Real Property Tax is the primary local government revenue in Maryland and the Town has received the June 2020 payment bringing the FY20 budget total to \$411,743.71. The amount budgeted was \$392,000.00.

Audit

The annual audit for FY20 will be getting underway the week of September 7, 2020. Due to the COVID-19 pandemic, the work that ZA (Zelenskofske Axelrod, LLC) usually does on sight will be adjusted to assure the safety of all involved in the process.

Real Property Report

There are currently 12 properties For Sale.

Water/Sewer

As of 7/31/2020, the Water/Sewer billing Clerk, Kalena Bartoszak, mailed out letters to residents that are over 1 quarter behind in paying their water/sewer bills. There were a total of 50, including 5 landlords. The Town will continue to try to be accommodating to residents that are experiencing financial difficulties during the COVID-19 pandemic, however; responsibility also lies with the residents to contact the Town. Communication is vital.

Residents' Concerns: None

Announcements:

There was a Motion to adjourn the regular meeting by Councilmember Smith at 8:00 p.m., 2nd by Councilmember Green and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer