



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

September 2, 2020

Present: The September 2, 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 Manager Gary P. Dye, Jr, Town Clerk Alban and Public Works Director, Wayne Myers 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 August 5, 2020 minutes. It was 2nd by Councilmember Smith. Motion was approved 5-0.

Mayor's Report:

August 6	Indigo Vision/Westminster Security Meeting Paving Meeting
August 7	COVID-19 Call: Municipal Leaders
August 18	GoToWebinar – Cybercrime Spotlight: Summer Hacking Update Census Ice Cream Social event
August 25	Carroll County Mayor's Zoom meeting

Working with multiple contractors on Dielman Inn Foundation Stabilization project
Working on Town work retreat
Addressed several Town resident issues and College/Blue Ridge Aves truck traffic issue

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works Director, Wayne Myers is working on details for the bulk trash pickup in October
- Public Works marked roads for upcoming paving
- Mowing continues.
- The leaf machine was readied for the upcoming season.
- A thank you to Public Works for displaying the 2 new banners thanking first responders and health care workers

- PC did not meet in August

Water & Sewer: Councilmember Palsgrove –

- Public Works Director, Myers offered 2 solutions because the pump stations continue to have issues with unacceptable items being flushed into the system -1. Grinder pumps or 2. Eradicators. Updates will follow
- The SBR tank repair is in progress

Public Safety: Councilmember Smith –

- He will defer to Deputy Colussy for his report
- Public awareness to the increase in phone fraud. Do not give out any personal information when requested to do so by phone and report to the local law enforcement agency
- Councilman Green mentioned the issues with political signs and I totally concur that the theft of the signs from resident's private property is not acceptable. Everyone is allowed their opinion on displaying their support.
- There is a rise in heroin overdoses again
- Since stage 3 of the COVID-19 pandemic lifting will happen on Friday, use safety because it will increase traffic and public activity

Economic Development: Councilmember Schultz –

- Please remember to continue to support the Town of New Windsor local businesses, especially since Stage 3 of lifting happens on Friday.
- Carroll County Arts Council will need support because of the COVID-19 pandemic
- Carroll County Human Services is planning shelter for this winter but has a limited space available
- Social Media policy is being updated for the Town, continued discussion at the September Work Session
- Supports door hangers to try and get Census numbers up

Community Enhancement: Councilmember Green –

- Was contacted by Suzette Covalt and Heather regarding a Breast Cancer awareness event scheduled for October 2020 called Paint Carroll Pink
- As of this Friday, Governor Hogan is putting COVID-19 Stage 3 reopening into effect
- Have 3 designs for new Town banners
- The issue of person (s) removing political signs from resident's properties is not acceptable. Be respectful of individual rights to display.

Community Deputy Colussy -

- 55 calls for August 2020
- 8/6/20 – 400 block of High St – disorderly subject over asked to wear a facial mask. Customer caused damage to items within the store and assaulted the clerk – charges were filed on the customer and arrest was made
- 8/7/20 – Deputies observed a subject walking in the center of the railroad tracks w/I the 100 block of Main St. Upon contact with the subject they were later charged with trespassing on posted property and arrest was made.
- 8/8/20 – 2800 block of New Windsor road a property damage accident was reported. Upon investigation a customer backed into a gas pump at the location, driver was contacted by the Deputy and a moderate odor of alcohol emanated from the driver. A Standardized Field Sobriety test was administered to the customer. The customer did not pass and was arrested for suspicion of driving under the influence and agreed to provide a

breath sample and was transported to the Sheriff's office for the test. The driver's breath sample resulted in a reading of .13 and the case was closed by arrest.

- 8/12/20 – 2800 block of Graybill Ct – Extortion incident – investigation continuing
- 8/18/20 – 200 block of Maple Ave – routine traffic stop for a traffic violation, Deputies suspected drug use and a K9 unit was requested to scan the vehicle. Scan resulted in no alert and driver was released with appropriate paperwork, case closed.
- 8/23/20 – 200 block of Main Street – theft – Known suspect stole items from the victim's parked vehicle, case remains open
- 8/28/20 – Routine traffic enforcement by Deputies on Maryland 31 near Tibbetts Lane and traffic violation observed – A traffic stop was conducted and upon contact with the driver, an odor of marijuana was detected. Probable cause search resulted in the location of 4.6 grams of marijuana which was seized, driver released on appropriate paperwork and case was closed.
- 8/28/20 – 200 block of Maple Avenue – Malicious destruction of property – Investigation revealed a suspect broke door night prior at the location and attempted to fix it with negative results. Identified suspect advised they accidentally broke it and would pay for damages. Incident closed due to lack of prosecution.
- 8/28/20 – 2800 block of New Windsor Rd – Deputy was stationary in their vehicle and observed subject placing a traffic cone belonging to the business within their vehicle trunk and drove away. Deputy stopped the vehicle, retrieved the traffic cone, returned it to the business and case was closed by lack of prosecution
- 8/29/20 – 300 block of Church St – theft – Unknown suspect (s) removed political signs from front yards along Church St. Case remains open,
- 8/31/20 – Meadow Lane Skate Park – Malicious destruction of property. Unknown parties caused damage to the field doing donuts with their vehicle – case suspended.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

- 17 Fire calls in August – YTD 170
- 56 EMS calls in August – YTD 380
- The Department has been awarded a Federal Emergency Management “Assistance to Firefighters Grant” of over \$10,000.00 to improve overall operations and safety for the department. The amount awarded is \$10,215.30. This amount will go to the purchasing of 13 new nozzles and 2 intergraded thermal imaging face masks. A Thank you to Lt. Brad Kreimer and Grant's Committee Chairman, Neal Roop for their hard work and helping the Fire Department receive this much needed funding.
- 9/19/20 – 1 -4 p.m – Drive-thru steamed crabs. Cost is \$40.00 per ticket for a dozen hot steamed crabs. Tickets must be purchased prior to the event, call 410-775-7402 or 443-277-0554.

Town Manager's Report:

Blue Ridge Pump Station Upgrade:

Update: CLSI will be performing the topographical survey for GMB in the next couple of days or early next week. Town Manager provided GMB and CLSI with Director Myers and Town Manager's contact information to coordinate access to the pump station.

Town Road Paving Request for Proposals:

Update: The Request for Proposals (RFP) was issued Thursday August 20th. Town Manager Dye sent email notifications to 12 paving contractors from the Carroll County Dept. of Public Works pre-qualification list announcing the RFP. The contractors could either request an email copy of the RFP or go to MML or eMaryland Marketplace websites. The mandatory pre-bid and walk through was held Friday August 28th and there were 10 contractors in attendance. Revisions to 7

pages of the RFP, pre-bid meeting minutes, questions and answers and AMEC Report for Mill Dr. and Spoerlein Dr. were sent Monday August 31st. to all contractors who attended the pre-bid meeting. The cut off for questions is Tuesday September 8th at 3:00 pm. Bids are due Friday September 11th at 10:00 at which time there will be a formal bid opening. We did get approval from Danny and Jackie Shugars to repave the parking lot for their property at 132 Church St. which is part of the MOU between the Shugars and the Town when 209 High St. was purchased. The parking lot for 132 Church St., which is directly behind Town Hall, cannot be paid for with Highway User Funds and will be paid from General Fund Capital budget.

Hiring of Third Full Time Public Works Position:

Effective August 17, 2020, Dave Valentine resigned from his position with Public Works Department. Dave began in October 2013 was a part time employee. Dave's resignation was unforeseen and came as a surprise to staff. However, I would like to thank Dave for his years of service and wish him an enjoyable and healthy retirement.

Dave's resignation has caused us to push up the hiring of a third full time Public Works employee which was approved as part of the adopted FY-21 budget. Director Myers and TM will be working on updating the job description for the full time Maintenance Worker position and moving forward with the process of hiring for that position.

Managed I.T. Services Request for Proposals:

We are close to making a decision and awarding the contract. We emailed reference questions to all references provided by the vendors and we have received about 75% of the responses back so far.

2020 Census Reminder:

This is another reminder the last day to complete the 2020 Census is September 30th. Completing the Census assures Federal and State funding for many services that affect all people. New Windsor is the only municipality in Carroll County that has not surpassed the response rate from the 2010 Census. The Town's 2010 response rate was 70.2 % and the 2020 rate so far is 66.1% which is a difference of 4.1%. If my math is correct, it would only take 67 residents to complete the Census and surpass the 2010 response rate.

The County has offered assistance and can provide 11" X 17" posters, two 10' X 4' banners and doorhangers. The 11" X 17" posters can be displayed at Town Hall and we will check with Uncle Matty's and 7-11 about displaying at their businesses. The NW Post Office is not an option because that is against Post Office policy. If anyone has other ideas about possible locations let me know. The logical location for the banners to maximize exposure would be across High & Main Streets which are State roads. Permission would be needed from SHA in addition to approved locations that would allow perpendicular display of the banners. That process may take more time than we have. As for the doorhangers, Town staff does not have the manpower or time to distribute door to door. The County reports the same problem, no manpower to canvas the community to distribute the doorhangers. Therefore, if Mayor & Council have any ideas for volunteers to do this work let me know.

I encourage and challenge New Windsor residents to take 5 minutes to complete the survey. Consider it your civic duty and make it happen.

Fall Bulk Trash Reminder:

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.

Clerk-Treasurer's Report:

General Fund – REVENUES

- The 2nd Local Income Tax payment is in and the total is \$35,910.33. This amount is more consistent with what the Town usually receives for August. That is good news.
- The Highway User Revenue payments are slow in coming in and the Town is still awaiting the final FY20 amount.

Audit

The annual audit for FY20 will not be getting underway until the week of September 14, 2020 because one of the audit team members at, ZA (Zelenskofske Axelrod, LLC) is on vacation the week of the 7th. At the last meeting, Mayor Roop asked if the State had made any adjustments on extending the filing of the UFR report because of the COVID-19 pandemic and they have not. It will still be 1st of November deadline.

Real Property Report

Snader's Summit – 4

The Reserve – 4

Others - 5

Water/Sewer

As of 8/31/2020, the Water/Sewer billing Clerk, Kalena Bartoszak, states that the Town is continuing to work with those residents that need special payment arrangements on paying their water/sewer bill during the COVID-19 pandemic, however; responsibility lies with the residents to contact the Town. Communication is vital. Governor Hogan has issued an extension on the Executive Order for Utility shutoffs stating for those who are at risk of service termination, notices will not be sent to customers until at least October 1, 2020 providing a 45 day notice. This extends termination of service to November 15, 2020.

The Water/Sewer billing Clerk, Kalena Bartoszak, would also like to let residents know the next billing will be out the first week of October. On the October billing, the new rates as of July 1, 2020, will be effective. The new rates for sewer will be \$115.00 for the base rate and \$8.37 per thousand gallons for usage. The new rates for water will be \$133.00 for the base rate and \$4.10 per thousand gallons for usage. As always, you may find this information on the Town website at www.newwindsormd.gov.

Old Business: - Purchase of new Town truck

Director of Public Works Wayne Myers developed the specifications for a new truck based on the needs and best interest of the Public Works Department and the Town. Director Myers requested pricing from 4 dealers based on the specifications for the truck. Director Myers left the manufacturer of the V-Plows, salt spreader and the specs for safety lights and strobes up to the dealers. We received pricing from 3 dealers as follows:

Century Ford of Mt. Airy = \$53,366

Apple Ford of Columbia = \$48,665

Hagerstown Ford = \$49,306

Crouse Ford Taneytown could not provide a price in a timely manner. 2021 pricing was not available by the bid close date of August 31st.

Apple Ford is on the current State contract for vehicle purchases and are the lowest bid.

It came down to a choice between Apple Ford of Columbia and Hagerstown Ford. The difference between these two is \$641. Based on Director Myers research and expertise, his recommendation is Hagerstown Ford for the following reasons:

- The dealership is local and on the smaller side compared to Apple Ford and still was able to provide us with competitive pricing.
- PW likes the advanced features of the snow removal equipment. Both the salt spreader and plow are the same brand.
- The expected delivery date is 30 days before the projected delivery date of Apple Ford. (Due to Covid-19 restrictions delivery is subject to change.)
- Hagerstown Fords proposal is very detailed and informative. Although the specifications I provided are the same in all the bids Wayne believes greater time was taken to explain the various packages and features.

All vehicles were priced as F-250 (3/4 Ton), gas engine, XL STX & FX4 package, upgraded alternator, power group package, emergency light system, bed liner, skid plates, V-Plow and Salt Box among other specifications. The truck has been budgeted for several years at \$60,000 and will be paid for from the General Fund Capital Budget at the direction and in concurrence of Town Treasurer Donna Alban.

Desired Actions:

Mayor and Council to approve the purchase of a 2021 Ford F-250 Crew Cab with Western V-Plow, Western Salt Box and other specifications as prepared, requested and recommended by Director of Public Works Wayne Myers, from Hagerstown Ford for \$49,306. I fully support Director Myers recommendation and ask the Council do the same. **There was a Motion by Councilmember Hoffman to award the bid to Hagerstown Ford, 2nd by Councilmember Green and approved 5-0.**

New Business: Enterprise Fund Capital Project List

At the August meeting, Town Manager Dye was asked to prepare a Capital Project list for the Enterprise Fund. Town Manager Dye presented this information tonight.

Mayor:

- Mayor Roop was approached by someone wanting to have permission to give tennis lessons at the Tennis Courts in Town, this was okayed by Town Council and Mayor Roop will notify the individual to contact Town Manager Dye for scheduling.
- There will be an upcoming date announced for the Jack Coe dedication.
- Hampstead is the only local municipality to resume in person meetings. After a short discussion, Council recommends mid October,

Residents' Concerns: None

Announcements: None

There was a Motion to adjourn the regular meeting by Councilmember Schultz at 8:50 p.m., 2nd by Councilmember Palsgrove and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer