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October 7, 2020

Present: The October 7, 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 Town Attorney, Ostrander took part in the meeting via ZOOM. There were 10 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.

Presentation of Town Secretary/Receptionist 5-year Service Award: Mayor Roop recognized the 5-year anniversary of Kalena Bartoszak, Town Sec/Rec. A plaque was presented, and many great comments were shared by Mayor, Town Council and staff.

Previous Meeting Minutes: A Motion by Councilmember Green to approve the September 2, 2020 minutes. It was 2nd by Councilmember Palsgrove and was approved 5-0.

Mayor's Report:

September 2	Town Council Meeting
September 15	Zoom meeting with members of the Towson Applied Mathematics Laboratory AML team for a retreat
September 18	COVID-19 Conference Call
September 21	Town Work Session
September 23	Attended Planning Commission member Dwight Ricker's viewing & Memorial Service
October 7	Voted Yes for MML's Legislative Priority to reinstate municipal highway user revenue (HUR) funding to pre-recession levels with no sunset on funding. Emailed Lt. Governor Boyd Rutherford to do a PSA on the Census Contacting Congressman Raskin's Chief of Staff, Julie Tagen on the status of the stimulus package

Coordinating with Towson AML to set a date for a council retreat

Coordinating with Lewis Contractors and Paul Mueller to get a set of guidelines for bids on the Dielman Inn Foundation Stabilization Project

Council Reports –

Public Works: Councilmember Hoffman –

- Final day for yard waste is 11/4/2020
- Leaf pickup begins 11/7/2020
- Bulk trash day is 10/24/2020 at Geer Lane from 8 - 12.
- Snow removal equipment is being made ready for the upcoming season
- PC did not meet in September

Water & Sewer: Councilmember Palsgrove –

- A Thank you to Public Works Director, Myers for all his work on the SBR Tank repair project at the WWTP
- The small leak at the pedestal tank on Rowe Road has been fixed
- The week of 10/21 the water leak at Main and High Streets will be addressed. Public Works has notified everyone involved in the water shut off
- Mid-Atlantic is putting together a quote for inspection of water tank on Rowe Road
- Public Works Director, Wayne Myers is working on the implementation of a maintenance program for the water and sewer

Public Safety: Councilmember Smith –

- He will defer to Deputy Colussy for his report
- With the change of seasons, please implement fire safety by cleaning chimneys, wood stoves, etc.
- Increased theft from vehicles in Carroll County, be sure to lock your vehicles.

Economic Development: Councilmember Schultz –

- Please remember to continue to support the Town of New Windsor local businesses.
- Carroll County Downtown is busy coordinating the Small Business Passport program for this year
- Carroll County Human Services is planning fund raisers and will be supporting Shepherd's Staff in their Gingerbread house and wreath project.

Community Enhancement: Councilmember Green –

- Town Banners – Changes discussed at the last meeting were forwarded to the banner company, no final proof yet for Council approval
- Pleased to be selected for the MML Hometown Emergency Committee

Community Deputy Colussy –

The Carroll County Sheriff's Office between the dates of September 1, 2020 to September 30, 2020 responded to 46 calls for service within the town limits. Out of those 46 calls for service only 4 required reports, which were the following:

On September 4, 2020 at approximately 9:53 AM (0953 hours), Deputies responded to the 100 block of Church Street in reference to assisting a sick or injured person. Investigation revealed that a nine-month-old accidentally ingested an extinguished cigarette that fell onto the floor. Child was transported to Carroll Hospital Center for additional treatment. Child Protective Services was

contacted and advised that they would follow up with the family. Case was closed. On September 6, 2020 at approximately, 7:41 AM (0741 hours), Deputies responded to the 300 block of Church Street in reference to a theft. Investigation revealed that unknown suspect stole political signs from the front yard. Case remains open.

On September 17, 2020 at approximately 8:10 AM (0810 hours), Deputies responded to the 400 block of Church Street in reference to a theft. Investigation revealed that unknown suspects stole political signs from the front yard. Case remains open.

On September 24, 2020 at approximately 12:52 AM (0052 hours), Deputies responded to the 300 block of Church Street in reference to a suicidal subject. Investigation revealed that the victim had thoughts to harming themselves at which time the victim was taken into custody and transported to Carroll Hospital Center for additional treatment, without incident. Case was closed.

On September 30, 2020 at approximately 7:30 PM (1930 hours), Deputies responded to the 30 block of Lambert Avenue in reference to assisting the fire department with a patient in cardiac arrest. Attempts were made to revive the patient which yielded negative results, at which time the patient was pronounced deceased. No signs of foul play were observed, and investigation was closed.

Other Notes:

Due to the COVID 19 Pandemic, the annual National Night Outs throughout the county was canceled. However, the Carroll County Sheriff's and the Westminster Police Department has teamed up and will be holding a Virtual National Night Out during the week of October 5, 2020 until October 9, 2020. Please follow the Carroll County Sheriff's Office Facebook page for a series of crime prevention tip videos. Please make sure you show us support by pushing the "like" button!!

Please be mindful that in the very near future school will be starting, so you will start to see school bus traffic traveling along our roadways. Please make sure that you stop for a school bus using their alternating flashing red lights and have their stop signs deployed. If you fail to obey the signs, you could face a \$570 fine and have three points placed onto your driving record.

Lastly, hunting season has officially started causing wildlife to begin running for cover. Please use caution by slowing down and focusing on the roadways while you are traveling down them.

Town Manager Dye's Report:

Blue Ridge Pump Station Upgrade:

Update: Meeting scheduled for Friday October 9th with Brice Foxwell, GMB, Public Works Director Myers and TM Dye to go over the preliminary site plan for the PS upgrade.

Town Road Paving -2020:

Update: Pre-construction meeting held October 2nd with CPE, Inc., Public Works Director Myers and TM Dye. CPE will mobilize tomorrow and start the parking lot for 132 Church St. CPE will finish the parking lot by Friday at the latest and then start with Mill Dr. the week of October 19th. CPE has submitted a preliminary schedule for the rest of the road segments which will be verified tomorrow and may need to be adjusted somewhat and coordinated with planned water main leak repairs which is discussed later in this report.

Letters were sent to all residents and businesses providing general information and notification of the paving project. Public Works will hang door fliers 1-3 days prior to each road segment being

paved. A press release has been posted on the Town website, Facebook page and bulletin board next to Town Hall.

We have secured parking for approximately 36 vehicles at the Library Headquarters parking lot. The lot is located off of High Street just past Manning Dr. and adjacent to the Community Meeting Room. The area will be coned off for Town residents parking.

Public Works Director Myers has communicated and worked directly with New Windsor Bank and Doctor Uffer's dentist office. Access to the bank and dentist office will be from Main St. once that segment of Spoerlein paving starts. We have communicated to CPE that the dentist office is closed on Wednesdays and they will take advantage of that day to minimize disruption.

Managed I.T. Services Request for Proposals:

Update: Decision has been made to go with Maryland I.T. for managed I.T. services. Contract was signed on October 5th. Services Agreement will be signed soon, we are working through some revisions to that document. The contract with MD I.T. is month to month and will likely start Monday October 19th or Monday October 26th. InfoPathways is paid through October and Town Hall will transition from InfoPathways to MD I.T. by the end of October.

Once MD I.T. has Town Hall set up and running we will discuss the purchase of tablets for Mayor & Council. The CARES grant money must be spent by end of the year.

Plastic Bags in Recycling:

A reminder from Carroll County Recycling Manager and the Town's trash service provider Ecology, PLASTIC BAGS ARE NOT ACCEPTABLE IN THE COUNTY'S RECYCLING. Plastic bags are considered contamination and the bags and items in the bags will not be recycled. If a truck load of recycling is deemed contaminated at the County Landfill the entire load will be dumped as trash and charged the tipping fee of \$64/ton soon to be \$65/ton January 1, 2021. Contamination reduces the quality of recycling, increases cost to recycle and tipping fee costs which are paid by municipalities.

Plastic bags are still accepted at supermarkets and grocery stores usually in front of the store.

Water Leak Repairs at 201 Main St.:

Mid-Atlantic Utilities will be doing preliminary work for the water main leak starting October 13th. Preliminary work will take approximately 3 days to complete and will include traffic patterns disruption, excavation, valve installation and road plating.

On October 21st. there will be a planned water shut down to repair the water main leak. The shutdown should take 6-8 hours if repairs go smoothly. The water main repair work will be below the bank entrance toward the intersection of Main St. and High St. Bank customers will likely be restricted to entering the parking lot via left turn from Main/MD 31 and right turn exiting onto Main/ MD 31. Parking spaces in front of the bank will not be available during the repair work. Approximately 11 properties on Main St. and 4 properties on High St. will be without water during the repair work. 3-4 fire hydrants will also be out of service and Fire Chief Welker has been notified.

2020 Census:

Update: Received an email at 1:30 today from MML. The Census Bureau announced on October 2nd that the Census has been extended back to October 31st. MML provided a MDBeCounted flier that municipalities can use to try to get the word out. As of September 30th the original deadline for census data capture to end, New Windsor remains 3.6% behind the 2010 response rate. Kalena will make copies of the MDBeCounted flier and post around Town.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

- 20 Fire calls in September – YTD 190
- 43 EMS calls in September – YTD 423
- This is Fire Prevention Week October 4-10. This year's theme "Serve up Fire Safety in the Kitchen". The Fire Prevention Week 2020 campaign highlights this year's focus on

cooking safety and preventing kitchen fires at home. Not that we should lower our guard the other 51 weeks out of the year. As we move into fall and winter our risk of fires in the home increases, so we use this week as a reminder to be on guard a bit more and pay attention to increased fire risk in your home. Feel free to contact the station for further information on Fire Safety Tips or to obtain a smoke detector if you need one.

- Also, we will be selling food at Local Homestead Products during their fall events on Oct. 24 from 9 a.m. until and Oct. 25 from 1030 a.m. until. We will be selling pit beef, pit turkey, pit ham, hot dogs, hamburgers, french fries and drinks. Local Homestead Products is also donating \$1 from every Corn Maze admission to the New Windsor Fire Department. We thank them for their support.

Clerk-Treasurer's Report:

As of 9/30/2020 budget highlights are:

General Fund – REVENUES

- The Highway User Revenue payment for June 2020 is finally received. The amount was \$15,097.95 making the total received for FY20 - \$70,649.84. This is better than expected but still under the amount budgeted for FY 20 which was \$77,800.00.

Enterprise Fund – Highlights

- Snader's Summit development continues to pull permits for new dwellings, the Town has already collected the budgeted 6 units for developer fees so far for FY21.
- The Reserve has pulled the final 4 permits for the development.

Audit

The annual on-site audit for FY20 began the week of September 14, 2020. A draft will be prepared by ZA and sent to Mayor and Town Council for review prior to the October 19th Work Session. The Audit will need to be voted on and approved at the Work Session for guaranteed submittal to the State of Maryland November 1st deadline.

Real Property Report – 13 properties for sale

Water/Sewer -Water sewer billing was completed and mailed out this morning, October 7th. As always, the Town will continue to work with residents that need special payment arrangements to complete their payments on time.

Lehigh Update: Mayor Roop stated that Lehigh representative, Chad Green reported everything is running smoothly with the quarry operation.

Old Business:

- **Social Media Policy:** Town Attorney Ostrander presented Draft Resolution for Mayor, Town Council and staff to review. A short discussion resulted in a few minor changes. Town Attorney will implement the changes and at the November Town Council meeting, Resolution will be ready to introduce.

New Business: None

Mayor:

- 10/31/20 – Trick or Treat – 6 – 8 p.m.
- 10/31/20 – New Windsor Lion's Trunk or Treat at church parking lot

Residents' Concerns: None

Announcements: None

**There was a Motion to adjourn the regular meeting by Councilmember Smith at 8:40 p.m.,
2nd by Councilmember Hoffman and approved 5-0.**

Respectfully submitted,
Donna Alban, Clerk/Treasurer