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TOWN OF NEW WINDSOR
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Council Work Session Minutes
October 19, 2020

Call to Order of Regular Work Session Via Zoom: Mayor Roop at 7:00 p.m.

Present: Mayor Roop, Councilmembers – Terry Green, Dave Hoffman, Ed Palsgrove, Kimberlee Schultz and Edward Smith. Also, present, Town Manager Gary Dye, Town Attorney Ostrander and Town Clerk/Treasurer, Donna Alban. Attending via ZOOM is Michael Samson, partner of Zelenkofske Axelroad (ZA), audit firm and 2 other attendees.

Approval of Previous September 21, 2020 Minutes: A Motion by Councilmember Palsgrove to approve the September 21, 2020 minutes, 2nd by Councilmember Green and approved 5-0.

Agenda Items:

FY20 Audit: Mr. Samson of ZA presented a summary of the FY20 audit findings to the Mayor and Town Council. **A Motion by Councilmember Smith to approve the FY20 audit, 2nd by Councilmember Palsgrove and approved 5 -0.**

Social Media Policy: Councilmember Schultz suggested adding verbiage to address potential elected officials. After a short discussion, Town Attorney Ostrander will have the Resolution done and ready for approval at the November Town Council meeting.

2020 Road Paving RFP – Update:

Town Manager Dyes reports that CPE mobilized this morning, October 19, 2020. Schedule for the week is as follows:

Monday 10/19 – Segment 7 Mill Dr. mill and base pave.

Tuesday 10/20 – Segment 1 Spoerlein Dr. Main to High, mill and base pave.

Segment 7 Mill Dr. final surface pave.

Wednesday 10/21 – Segment 1, final surface pave.

Segment 3 Spoerlein Dr. Roop to Main, mill and base pave.

Thursday 10/22 – Segment 3, final surface pave.

Friday 10/23 – Walk through, clean up and back up day for weather and stone base repairs as needed.

A job at the White House Campus the week of October 26th will cause CPE to push off returning to the Town on Monday November 2nd. Schedule to follow.

Sulphur Springs Park Master Plan – status

Town Manager Dye states that GMB has begun working on the Preliminary Engineering Report (PER) for possible ENR upgrade of the New Windsor WWTP and have asked for an update of the Sulfur Springs Park Plan. This is needed so GMB can design possible layout options of WWTP structures, tanks, etc.

Mayor Roop has re-contacted Cal Ripken Foundation, and they are still interested in the project. Mayor Roop also has reached out to a couple of new investors. Town Manager Dye states that the final design for the WWTP tank upgrade needs to have been completed before this project can get under way.

Coronavirus Relief Fund additional funding -

Town Manager Dye was made aware by Debby Standiford, Grants Manager for Carroll County that additional funding is available from Coronavirus Aid, Relief and Economic Security Act (CARES Act) and that he has submitted a work sheet for an additional \$16,240. Town Manager Dye will give follow-up information as he receives it.

Possible New W/S Hook-up fees distribution to lower w/s base rates –

Councilmember Green:

Councilmember Green made a **Motion that because of the State of Emergency for COVID19 in State of Maryland, the Town of New Windsor will not impose base rate and usage charge increases until the State of Emergency is lifted – It was 2nd by Councilmember Smith. A discussion followed a vote being cast 2 – 3, Councilmember Green and Smith in favor and nay from Councilmembers Hoffman, Palsgrove and Schultz, motion denied.**

Mayor:

- Towson University Applied Mathematics lab is interested in assisting with the Town's financial retreat, more to follow as information becomes available

A Motion at 7:50 p.m. to adjourn by Councilmember Smith, 2nd by Councilmember Hoffman and approved 5-0.

**Respectfully submitted,
Donna Alban, Clerk/Treasurer**