

NEAL ROOP, MAYOR  
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR  
209 High Street - P. O. Box 609  
New Windsor, Maryland 21776  
[info@NewWindsorMD.org](mailto:info@NewWindsorMD.org)

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

**November 4, 2020**

**Present:** The November 4, 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, Town Attorney, Ostrander and Deputy Colussy took part in the meeting via ZOOM. There were 6 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 Business Awards:** Mayor Roop recognized the following New Windsor businesses for their years:

- Michele High – Daycare – 15 years
- Universal Forest Products (UFP) – 15 years
- 7-11 – 25 years
- Immtech – 25 years
- Munshaur’s Upholstery – 45 years
- Hartzler Funeral Home – 90 years

**Previous Meeting Minutes:** A Motion by Councilmember Smith to approve the October 7, 2020 minutes. It was 2<sup>nd</sup> by Councilmember Palsgrove and was approved 5-0.

**Mayor’s Report:**

- October 14 – Participated in the Blessing Closet Opening ceremony at St. Paul’s U. M. Church
- October 14 – Re-established contact with Cal Ripken Sr., Foundation to discuss assistance with new park
- October 15 – submitted grant application for additional funding at Dielman Inn for foundation stabilization project - \$488,000
- October 16 – attended LGIT Virtual Annual Meeting
- October 17 – Gave a tour of Dielman Inn for interested investor
- October 26 – Virtual meeting with Matt Gluck of Towson University Applied Mathematics Laboratory regarding Town retreat

Continued coordination with Lt. Governor Rutherford’s Executive Assistant, Heather Poston regarding his visit to Flood Zone Brewery & Market and Lehigh Cement Company this Saturday, November 7<sup>th</sup>.

**Council Reports –**

**Public Works: Councilmember Hoffman –**

- Final day for yard waste is 11/4/2020
- Leaf pickup begins 11/9/2020
- A huge Thank You to the Public Works department for organizing and carrying out a very successful bulk trash day on October 24, 2020.
- New Public works truck has been ordered and may be in by December.
- Public works has been active in assisting with the road paving project
- PC did not meet in October

**Water & Sewer: Councilmember Palsgrove –**

- Public works along with Fogle's Septic did sewer line clean out in the Atlee Ridge development. The wipes issue had improved slightly.
- The water leak at Main and High Streets was addressed resulting in less running of the water booster systems.

**Public Safety: Councilmember Smith –**

- He will defer to Deputy Colussy for his report
- Another reminder that 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.
- The incident in Manchester with the package explosion emphasizes the importance or increased safety precautions

**Economic Development: Councilmember Schultz –**

- A Thank You to all the Town of New Windsor local businesses for pushing through the difficult COVID-19 situation.
- Carroll County Downtown is finalizing the Small Business Passport program for this year
- Carroll County Department of Economic Development still has Carroll Rebound grants available. Information can be found on the Town's Facebook page.

**Community Enhancement: Councilmember Green –**

- A Thank you to the New Windsor residents, Lions Club, Fire Department and St. Paul's United Methodist Church for a very successful Halloween Trick or Treat.
- As we see an increase in the number of COVID-19 cases, please exercise social distancing.

**Community Deputy Colussy –**

The Carroll County Sheriff's Office between the dates of October 1, 2020 to October 31, 2020 responded to 66 calls for service within the town limits. Out of those 66 calls for service only 4 required reports, which were the following:

**On October 1, 2020** at approximately 9:16 PM (2116 hours), Deputies responded to the 3200 block of Atlee Ridge Road about a suicidal subject. Investigation revealed that the victim had consumed medication to harm themselves. Victim was taken into custody and transported to Carroll Hospital Center without incident for a mental health evaluation. Case was closed. **On October 9, 2020** at approximately 2:09 PM (1409 hours), Deputies responded to the 100 block of Main Street about a cardiac arrest. Upon arrival, Deputies observed the victim unresponsive and administered a dose of Narcan which caused the victim to become responsive. Victim stated that they did not use any drugs and refused any additional medical treatment. No drugs were observed on scene. Case was closed. **On October 11, 2020** at approximately 1:07 PM (1307 hours), Deputies responded to the 900 block of Murphy Court about a death. Upon arrival of medics, the subject was later pronounced deceased. No signs of foul play. Case was closed. **On October 20, 2020** at approximately 5:31 PM (1731 hours), Deputies responded to the 400 block of Main Street

about a theft. Investigation revealed that unknown suspects stole two political signs from the location. Case was suspended. **Other Notes:** Winter Weather will be soon upon us and just a reminder that if a snow emergency is declared, all vehicles including trailers and campers that are parked along a posted snow emergency route will be required to be moved off the streets. Failure to remove your vehicle could result in a \$70 traffic citation or tow bill. Please monitor the weather and check Maryland Coordinated Highways Action Response Team website at [chart.maryland.gov](http://chart.maryland.gov) for a list of all active snow emergencies during winter weather.

### **Town Manager Dye's Report:**

#### **Town Road Paving -2020 - Update:**

CPE started the second phase of paving yesterday November 3<sup>rd</sup>. The 4 remaining road segments to pave are:

Segment #2 – Spoerlein Dr. from High St. to Union Bridge Rd.

Segment #4 – Union Bridge Rd. from Spoerlein Dr. to Church St.

Segment #5 – Union Bridge Rd. from Church St. to Maple Ave.

Segment #6 – Union Bridge Rd. from Maple Ave. to Lantz Dr.

Segment #2 was done today to accommodate the dental office which is closed on Wednesdays. Public Work Director Myers communicated and coordinated with NW Bank and Doctor Uffer's office about access and parking. Segment #2 was to have been finished today both base and surface paving. However, our first significant setback today occurred while CPE was milling Segment #2. Their milling machine hit a buried storm drain manhole. This required the teeth on the milling machine to be replaced and a new manhole frame, cover, riser, and lid to be ordered, picked up and installed. Despite this setback CPE was able to base pave Segments 2, 4, 5, and 6 today. Tomorrow at 7:00am CPE will start base paving on Segment #2 beginning at High St. to get past the dentist office as soon as possible since they open at 8:00 am. They will have access from Main St. through the bank. The dentist office staff can park in the Town lot off Spoerlein Dr. next to Town Hall.

CPE is planning to complete the remaining 4 segments by Friday, since the weather has been cooperating.

The 3 segments completed the week of October 26<sup>th</sup>, no Graded Aggregate Base (GAB) was needed, and CPE was approximately \$21,000 under their bid amounts. The 3 segments of Union Bridge Rd. and 1 segment of Spoerlein Dr. milled yesterday and today did not need GAB. The savings on GAB for these 4 segments was approximately \$15,000. Based on where we are today, how the base paving has gone and where the surface paving amounts end up, we are able to pave another road. PW Director Myers and TM Dye decided Manning Dr. would be a good road to get paved. We measured Manning Drive and calculated quantities for paving that road. Yesterday TM Dye met with CPE and inspected Manning Dr. CPE provided their recommendation and did their own measurements for Manning Dr. CPE has provided a change order to pave Manning Drive for \$16,256. This is a great opportunity since we are under CPE's budget and they are mobilized and able to pave Manning Dr. to get another Town road completed. A vote is needed by Council and TM Dye recommends approval of CPE's change order #1 for Manning Dr. for \$16,256. **A Motion by Councilmember Hoffman to approve C.P. E. Change order for \$16,256.00 to pave Manning Drive, it was 2<sup>nd</sup> by Councilmember Palsgrove and approved 3-2 with Councilmembers Green and Smith voting nay.**

#### **Water Leak Repairs at 201 Main St. - Update**

Mid-Atlantic Utilities and Fox Tapping excavated and installed 3-6" insert valves on October 19<sup>th</sup> through October 21<sup>st</sup>. The insert valves were needed because the old system valves did not function properly, and we needed to be able to isolate the system to minimize service shutdowns. One 6" valve in Main St. below the intersection with High St. is permanent. The other 2-6" valves, 1 near the bank entrance on Main St. and 1 on High St. near the intersection with Church

St. will remain in place until the Water Main Replacement project and will be able to be reused for that project.

The leak was fixed on October 21<sup>st</sup>. and turned out to be less involved than anticipated. Water service was turned off around 8:00am and was back on by 10:30am.

**Coronavirus Relief Fund Additional Funding – Update**

At the October 19<sup>th</sup> Work Session meeting it was reported that TM Dye applied for \$16,240 of additional CARES Act grant funding. New Windsor was approved and received the money on Friday October 30<sup>th</sup>.

The Town is working with 2 vendors, IndigoVision and Westminster Security Company, on a Camera Monitoring and Recording Project which will be paid for by the CARES Act funding. A Notice to Proceed was issued to Westminster Securities and the Town received the invoice on Friday October 30<sup>th</sup>. for their work in conjunction with IndigoVision. The Town will pay half of the invoice up front and the remainder upon completion. Westminster Security Co. will be scheduling a date to install the cameras and recording equipment soon.

The Town's new Managed I.T. Service provider, Maryland I.T., will be providing options for tablets for Mayor and Council. More to come on this.

**Date for January and February Work Session Meetings**

Monday January 18<sup>th</sup> is Martin Luther King Holiday and Monday February 15<sup>th</sup> is Presidents Day Holiday. **Town Council and Mayor approved changing both meetings to Tuesday of each week.**

**West Carroll Recreation: Representative not in attendance**

**Fire Chief Report: Chief Byron Welker –**

Calls for the month of October:

26 Fire

63 EMS

**Year to Date:**

216 Fire

486 EMS

We thank all that came out and supported us at Local Homestead Products two weekends ago. Even though the weather did not cooperate as we would have liked it to the event was a success. We thank Local Homestead Products for this opportunity and their support.

Just remember as we move into the Holidays that the Pandemic is not over so do not let your guard down and relax the precautions you have been taking this past year.

**Clerk-Treasurer's Report:**

The audit for FY20 was completed and a copy of the final audit is now available on the Town website. The audit firm, Zelenkofske Axelrod, LLC. (ZA) filed the UFR with the State of Maryland on October 30, 2020. ZA also provided a document with their final summary of the FY20 audit process which the Treasurer will forward to the Mayor, Town Council, Town Attorney and Town Manager.

**Real Property Report – 17 properties for sale**

Snader's Summit - 12

The Reserve -2

3 others

**Water/Sewer**

Water/Sewer billing Clerk Bartoszak and Town Clerk/Treasurer Alban are working with Diversified Technology, our billing software company to switch the billing program to the Cloud.

**Lehigh Update:** No report

**Old Business:**

- **Social Media Policy:** Motion by Councilmember Schultz to approve Social Media Resolution No. 11-04-2020, it was 2<sup>nd</sup> by Councilmember Smith and approved 5-0.

**New Business:** None

**Mayor:**

- November 21<sup>st</sup> – 9 – 5 annual Mayor on the Square Food Drive.
- Lion’s Club Sub sale – flyer is on the Town Facebook page
- Christmas tree lighting will be discussed at the November Work Session
- Lion’s Club Blood Drive at the Community Meeting Room, 1100 Green Valley Rd, November 12<sup>th</sup> from 2:00 – 7:30 P.M. – Appointments are needed.

**Residents’ Concerns:** None

**Announcements:** None

**There was a Motion to adjourn the regular meeting by Councilmember Green at 8:45 p.m., 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer