

NEAL ROOP, MAYOR
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TOWN OF NEW WINDSOR
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December 2, 2020

Present: The December 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, 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.

Previous Meeting Minutes: A Motion by Councilmember Smith to approve the November 4, 2020 minutes. It was 2nd by Councilmember Palsgrove and was approved 5-0.

Mayor's Report:

- November 4 Town Council Meeting
- November 5 Contacted USDA regarding information about the sewer pump stations loan
- November 7 Vietnam Veterans Pinning at Babylon Vault
Lunch with Lt. Governor Boyd Rutherford and staff at Uncle Matty's
Coordinated visit to Lehigh Cement Company for Lt. Governor Rutherford
Coordinated visit to Flood Zone for USMC 245th Birthday with Lt..Governor
Discussed several issues with Lt. Governor Rutherford
- November 12 Blood Donation
- November 19 Maryland DHCD Block Grant Workshop
Zoom Informational Meeting on Variance Request
- November 21 Mayor on the Square Food Drive
 - Over 2 Tons of Food Donated – New Windsor Food Bank
 - Over \$2,000 Donated – New Windsor Food Bank
 - Appx. 75 Coats Donated – 2nd Chances
 - Many Personal Hygiene Products – Blessing Closet
 - Thank Gary, Michelle, Council Members Palsgrove, Schultz, and Hoffman for their support.
 - NWLion's Club – Sub Sale – Uncle Matty's
 - 159 + 25 = 184 Subs
 - 49 Containers of Salad
 - 67 Gift Cards
- November 30 Streetscape Meeting with Town Manager Dye, Senator Ready, SHA Representatives

December 1 Contacted Cindy Stone at DHCD about rental assistance
 Following up with Debby Standiford
Financial Retreat – Continuing working with Towson University
Refinancing USDA Loan – Working with MDE to lower interest rate and annual payment on the
sewer pump stations loan

Council Reports –

Public Works: Councilmember Hoffman –

- A thank you to the Public Works for decorating the Town for the holiday season
- Leaf pickup has ended
- Public Works Director Myers is states that the new Town truck is still in production
- Public Works completed sign installations and repairs
- Public Works completed work at the Stormwater pond
- There was NO Planning Commission meeting in November

Water & Sewer: Councilmember Palsgrove –

- Director of Public Works, Myers says there are no current issues with the water and sewer systems
- Please continue to support our local businesses through the COVID-19 pandemic

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report
- During the holiday season, there is usually an increase in theft of packages being delivered. Please use caution
- Senator Ready's office let Sheriff DeWees do a statement policy virtually regarding the COVID-19 pandemic.
- MDE has scheduled 2 informational meetings regarding Hartzler Crematory. The 1st is on 12/14 at 7:00 p.m.

Economic Development: Councilmember Schultz –

- Small Business passport was cancelled at the last minute due to the COVID-19 situation
- A thank you again to the Public Works on doing such a good job decorating the Town for the holidays
- Please continue to shop small in support of our local businesses
- The Town Facebook page has been updated. A reminder that the group page will stop on 12/31/2020.
- The Board of Directors for Human Services has programs available for rental assistance. Their contact number is 410-857-2999.

Community Enhancement: Councilmember Green –

- A big Thank you to the Public Works department in making the Town look great for the holidays
- Let's support local as much as possible
- Mayor Roop stated that Councilmember Green should start looking at pricing on replacement of the pole Christmas decorations. They are showing their age.

Community Deputy Colussy –

Town Manager Dye's Report:

Upcoming Meeting Reminders

December 21st Work Session meeting is cancelled. The January Work Session meeting will be on Tuesday January 19th due to Martin Luther King Holiday and the February Work Session will be on Tuesday February 16th due to Presidents Day Holiday.

FY 2022 Budget:

It will soon be budget time again. The COVID-19 Pandemic appears likely to be a factor with our budget for a second year. Plan on a conservative approach and should the Mayor and Council have any specific items they want to review, increase or decrease and any new line items to add; let Town Manager Dye know.

Mayor & Council Tablets:

Cory of MD I.T. Solutions prepared and submitted 3-4 quotes. We were able to take advantage of Black Friday deals and got a very good price on 15” HP laptops. The Town Manager approved the most recent quote and invoice on November 30th and Cory has placed the order for laptops, Office licenses, wireless mouse, wireless headsets and equipment configuration and set up.

Snader’s Summit Subdivision:

Phase 1 sales have been going very well, much better than expected. Town Manager had a long conversation with Paul Mueller, Summit First Wave, the developer of Snader’s Summit. Mr. Mueller plans to start Phase 2 construction mid-December. The Public Works Agreement is for all 3 phases, but each phase will have a separate bond and inspection amount. Mr. Mueller submitted contractor’s construction cost for Phase 2 today. The Town Manager can now establish the bond amount and send to Mr. Mueller. We are waiting on a proposal for inspection on behalf of the Town from WBCM for Phase 2.

Phase 1 is complete except for surface paving which will be done upon completion of Phase 3 at the end of the project. Phase 1 bond will be reduced to 5% of the original bond amount plus cost to surface pave Phase 1 at a later date which has been provided by Mr. Mueller.

Public Works Position:

The advertisement notice for the Public Works Maintenance Worker position was submitted to Carroll County Times on Wednesday November 18th and will run 3 consecutive Sunday’s, 11/22, 11/29 and 12/6. The notice has also been submitted to MML, posted on Town Hall bulletin board and Town website. Applications are due Friday December 11th at 3:00 pm. References will be checked, and interviews scheduled for the first week of January.

Citizen Complaints:

There has been much discussion by Councilmembers about citizen complaints pertaining to water and sewer rates and other things at recent meetings. However, the complaints are not making it to our monthly complaint log because residents are not calling Town Hall to make their complaints known to staff. The best way to make an official complaint and have it logged into Town record is to call Town Hall at 410-635-6575 Monday through Friday between 9:00 am and 3:00 pm and speak to staff directly. You can also call after hours and leave a detailed message. Complaints on social media do not get recorded in the Town complaint log.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

Calls for the month of November:

34 Fire

43 EMS

Year to Date:

250 Fire

529 EMS

We at the New Windsor Fire Department would like to extend our best Holiday Wishes to Everyone this year. Have a Safe Holiday Season and just remember as we move into the

Holidays that the Pandemic isn't over so don't let your guard down or relax the precautions you've been taking this past year.

Clerk-Treasurer's Report:

Lehigh Update: No report

Old Business: 201 Main Street Park – RFP Update:

The RFP was released Friday November 6, 2020. Advertised in Carroll County Times for 2 consecutive Sundays, submitted to MML and eMaryland Marketplace.

The mandatory Pre-Bid Meeting was scheduled for November 20, 2020 at 10:00 am, however, no contractors showed up to attend. Mike is due back in New Windsor tomorrow and we will discuss how to proceed. Does Council have any comments or suggestions?

Proposals Due – December 4, 2020

Award contract – January 6, 2021 Council Meeting or January 19, 2021 Work Session.

Work Completed – April 30, 2021

New Business:

Delinquent Water & Sewer Bills:

Wanted to provide numbers on past due water and sewer bills. Kalena, Town Billing Clerk, is able to run various reports with our utility billing software and TM asked her to run reports for customers who are 90 and 120 days past due and our current number of water and sewer customers. As you can see, we have many accounts that are past due which equates to a lot of outstanding revenue. In past quarters we have send letters to customers who are past due with little response. We have not sent letters this past quarter. The State of Emergency is still in effect but I believe Governor's Executive Order prohibiting utility shut offs has expired. I am certainly not advocating New Windsor shut off any customers water during these difficult times but wanted to make the Mayor and Council aware of the situation and provide some numbers.

We only have 8-10 'special' payment plans and they date back to pre-COVID. We have approximately 180 customers who pay monthly at this time. This varies month to month where some customers will pay monthly one quarter and pay the whole amount next quarter.

Current water accounts = 621

Current sewer accounts = 561

90 days past due:

140 accounts (76 @ 90 days/64 @ 120 days)

Total revenue = \$27,058

Highest amount due = \$1,890.56

Lowest amount due = \$101.47

120 days past due:

64 accounts

Total revenue = \$13,089

Highest amount due = \$1,484.56

Lowest amount due = \$116.77

Town Hall Building Remaining Open to Public:

With the COVID-19 numbers on the rise in Maryland and just about every State, wanted to discuss the Town Hall building remaining open to the public. We have posted a 'Mask Required

Prior to Entry' sign on the front door and we do have masks available if needed. Staff are wearing masks when moving about in the building and during meetings. All meetings with people outside of office and public works staff are being held in the Public Meeting Room. Public use of the bathrooms is restricted for the most part. Public visitation to Town Hall on a daily basis remains low and is contained to the Public Meeting Room area and walk up window.

More than likely the COVID-19 numbers will continue to rise especially with the recent Thanksgiving Holiday, entering into flu season and the upcoming Christmas & New Year Holidays. The Town will follow any specific direction or recommendations from the Governor's Office regarding municipal public buildings.

Mayor:

- Local resident, Mary Jane Ecker has moved and has an old desk that belonged to Charlie Beckman, former Treasurer for the New Windsor Fire Department that she would like to donate.
- The New Windsor Lion's Club will be doing the Christmas decoration judging on 12/14
- The local MML Chapter meeting is a virtual meeting on 12/10/20 at 7:0 p.m.
- The House of Representative is proposing a \$900 billion stimulus package.

Residents' Concerns: None

Announcements: None

A Motion at 8:15 by Councilmember Green, 2nd by Councilmember Palsgrove to enter into Closed Session.

Respectfully submitted,
Donna Alban, Clerk/Treasurer