

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

### January 06, 2021

**Present:** The January 6, 2021 Town Council meeting was a virtual meeting through ZOOM. Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz were in attendance. Councilmember Green was absent. 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 December 2, 2020 minutes. It was 2<sup>nd</sup> by Councilmember Hoffman and was approved 4-0.

**Closed Session Minutes:** A Motion by Councilmember Smith, 2<sup>nd</sup> by Councilmember Schultz to approve the December 2, 2020 Closed Session minutes. Motion was approved 4-0.

#### **Mayor's Report:**

- December 1 Emailed Main Street RFP to Playground Specialists
- December 7 Provided Towson University Additional Information
- December 9 Donna's Employee Evaluation with Town Manager Dye  
Met with Town Staff
- December 10 Contacted Kennie's Market for interest in the Hibberd Property  
MML Carroll Chapter Zoom Meeting  
Congressman Jamie Raskin, Senator Ready, Delegate Shoemaker,  
Commissioners Wantz, Rothstein, & Bouchat, Sheriff DeWees, and Scott  
Hancock
- December 14 Citigroup Request
- December 19 Attended Wreaths Across America at Pipe Creek Cemetery
- December 25-28 Checked on Town Hall for Water Leak from the Roof
- December 26 Signed and Mailed Amendment for Additional Funds for College Avenue & Blue Ridge Avenue Project

- December 29 Offered to have Vaccination Shots through the CCHD  
Sent Message to Fellow Mayors about a County-wide Christmas Decoration Contest
- December 30 Sent an email to Chamber of Commerce and County Tourism about a County-wide Christmas Decoration Contest  
Confirmed Election Judges
- January 4 Confirmed Planning Commission Positions

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- A thank you to the Public Works for doing an outstanding job during the 12/14 snow event.
- Town Manager Dye has an update on PW equipment later in the meeting.
- Christmas tree pickup dates are January 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>.
- There was NO Planning Commission meeting in December.

#### **Water & Sewer: Councilmember Palsgrove –**

- Public Works Director Myers informed that there was another significant leak at the Rowe Road water tank, it was repaired efficiently, however; additional repairs will be addressed in the spring season.
- The Atlee Ridge pump station is only operating on 1 pump as the 2<sup>nd</sup> one failed. Public Works Director Myers is scheduling the repair work on the non-functioning pump.

#### **Public Safety: Councilmember Smith –**

- Defer to Deputy Colussy for his report
- Another reminder for Fire Safety during the cold weather months in your homes.
- A reminder that for safety, all fire hydrants need to remain accessible for the Fire Department. If you have one near your property try to help by keeping the hydrant clear for easy access
- The 2021 dog licenses are now available.

#### **Economic Development: Councilmember Schultz –**

- The State of Maryland Comptroller sent out a notice today for extension on taxes for businesses, the SNAP guidance and benefits are being extended as well. The Maryland Heritage grant guidelines have been relaxed.
- Please continue to shop small in support of our local businesses.
- The Town Facebook page has been operating smoothly. The group page was stopped on 12/31/2020. A Thank You to Councilmember Schultz for heading that transition. It was quite time consuming.

#### **Community Enhancement: Councilmember Green – absent**

### **Community Deputy Colussy –**

The Carroll County Sheriff's Office responded to 47 calls for service within the Town limits from December 1, 2020 to December 31, 2020. Only 6 required reports, which follow:

**December 6, 2020** - 1:49 AM (0149 hours), Deputies responded to the 300 block of High Street in reference to a domestic. Investigation revealed that a verbal altercation ensued over a can of air freshener being placed on the stairs. During the investigation, one of the individual's continued to hinder the investigation and shoved a Deputy. As a result, the individual was taken into custody and transported to the Carroll County Detention Center without incident. Case was closed by arrest.

**December 19, 2020** - 5:56 PM (1756 hours), Deputies responded to the 100 block of Church Street in reference to a property damage accident. Investigation revealed the at fault vehicle crossed over the center line and struck another vehicle while in transit. While speaking to the at fault driver, the driver showed signs of being impaired by alcohol. The driver was asked to complete the Standardized Field Sobriety Test and they complied. The driver failed the test and was taken into custody for suspicion of driving under the influence of alcohol. The driver was transported to the Carroll County Detention Center without incident where they provided a breath sample of .15 grams of alcohol per 210 liters of breath. The driver was issued the appropriate paperwork. Case was closed by arrest.

**December 21, 2020** - 6:55 PM (1855 hours), Deputies responded to the 100 block of Main Street in reference to a domestic. Investigation revealed that known parties had gotten into a verbal argument. The verbal argument then turned physical when the suspect punched the victim in the face multiple times. While investigating the incident, Deputies located a controlled dangerous substance (CDS) at the location belonging to the victim, which was seized as evidence. The suspect was arrested for the domestic assault and transported to the Carroll County Detention Center without incident. Charges were later filed on the victim for being in possession of a controlled dangerous substance. Case was closed by arrest.

**December 24, 2020** - 6:13 PM (1813 hours), Deputies responded to the 400 block of High Street in reference to a property damage accident. Investigation revealed that the driver had turned onto the railroad tracks instead of turning onto Lambert Avenue. Deputies observed that the driver was currently driving an unregistered and uninsured vehicle. While speaking with the driver, the driver showed signs of being impaired by alcohol. The driver agreed to submit to the standardized field sobriety test which they later failed. The driver was then taken into custody for suspicion of driving under the influence of alcohol and transported to the Carroll County Detention Center without incident. Upon arriving at the detention center, the driver claimed to be injured at which time a medic was called to transport the driver to Carroll Hospital Center for treatment. The driver was issued the appropriate paperwork. Case was closed by arrest.

**December 27, 2020** - 7:35 PM (1935 hours), Deputies responded to the 100 block of Church Street in reference to a fraud. Investigation revealed that the victim provided their AT&T wireless account information to the suspect who later purchased several mobile devices under their account. Investigation continues.

**December 29, 2020** - 6:48 PM (1848 hours), Deputies responded to the 100 block of Blue Ridge Avenue in reference to assisting the fire department with a cardiac arrest. Upon arrival, Deputies observed Medics attempting to revive the patient, which all attempts were unsuccessful. No signs of foul play were observed. Case was closed.

*All participants mentioned above are innocent until proven guilty in the court of law.*

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

#### **201 Main St. Park:**

The revised RFP was released Wednesday December 9, 2020. The Town submitted to MML and EMaryland Marketplace and emailed the RFP to 9 contractors from a list prepared by Circuit Rider and Town Manager.

The Pre-Bid Meeting is scheduled for January 8<sup>th</sup> at 10:00 am.

Proposals Due – January 22, 2021

Award contract – February 3, 2021 Council Meeting

Notice to Proceed – February 4, 2021

Work Completed – May 28, 2021

**Public Works Dump Truck Plow:**

The plow on the 2008 dump truck is 12 years old and needs replaced. Public Works Director Myers weighted the cost to repair the plow versus buying a new one. Repairs to the plow would be approximately \$3,000 for what we currently know needs repairing. Due to the age of the plow, there are other components that could break or fail and would need replaced in addition to the \$3,000.

New V-Plow costs are about \$7,000. We do have a new dump truck budgeted in FY-23 and we plan to extend that a year or two. The dump truck has low mileage and is in good condition considering the age. The new plow can be used on the new dump truck when we do make that purchase. The life expectancy of a new plow is 10-12 years. Public Works Director and Town Manager believe the best option is to purchase a new V-plow. V-Plow is the best way to go versus a straight plow. They are more versatile and work well on narrow streets and cul-de-sacs PW Director requested brand and pricing from 3 local dealers as follows:

**Rippeon Equipment Co. Boss V-Plow \$7,199**

**Bob's Welding & Equipment Myers V-Plow \$7,175**

**Xtreme Fabrication Western V-Plow \$6,349**

A purchase order for the Western V-Plow from Xtreme Fabrication was signed today. Director Myers plans to sell the old plow to help offset the costs.

**FY 2022 Budget:**

Preparations of the FY-22 budget are underway. The COVID-19 Pandemic appears likely to be a factor with our budget for a second year so plan on doing a conservative approach again. At the December 2<sup>nd</sup> Council meeting, TM asked the Mayor and Council to think about any specific items you want to review, increase or decrease and any new line items to add and let TM know. This is a reminder and should be done ASAP. A copy of the FY-22 Budget Review Schedule has been provided to the Mayor & Council tonight.

February 3, 2021           Town Council – General Budget Discussion

February 16, 2021        Work Session – Revenue/Expense Projections

March 3, 2021            Town Council - Budget Discussion/Direction

March 15, 2021         Work Session – Draft Budget

April 7, 2021            Town Council – Introduce Budget

April 19, 2021         Work Session – Budget Review

April 26, 2021         Notice of Public Hearing

May 5, 2021             Town Council - Budget Discussion

May 17, 2021            Work Session - Budget Hearing and Adoption of Budget

May 21, 2021            Notify County Comptroller of Tax Rate

**Mayor & Council Tablets:**

MD IT Solutions has placed the order for laptops, Office licenses, wireless mouse, wireless headsets and equipment configuration and set up. TM contacted MD IT Solutions on January 4<sup>th</sup> for an update. The laptops and mouse are in and setup, but he is waiting on delivery of the headsets. The headsets need to be paired and then MD IT Solutions will be able to get the Mayor and Council users set up.

### **Public Works Position:**

The advertisement notice for the new fulltime Public Works Maintenance Worker position was submitted to Carroll County Times on Wednesday November 18<sup>th</sup> and ran for 3 consecutive Sunday's, 11/22, 11/29 and 12/6. The notice was also submitted to MML, posted on Town Hall bulletin board and the Town website. No applications or interest were received by the deadline of Friday, December 11<sup>th</sup> at 3:00 pm. Town Manager proceeded at that time to set up accounts and paid minimal fees to advertise on Craigslist and Indeed. Craigslist produced 1 interested person and Indeed produced the application goal limit set of 10. Emails were sent to 10 of 11 prospects on 12/16/20 with applications attached and thanking each person for their interest. Those 10 were requested to fill out and submit an application by 12/31/20 at 3:00 PM. We only received 2 applications. Director Myers and TM met to discuss and selected 3 additional prospects from the Indeed list. Interviews are scheduled for Monday & Tuesday next week.

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

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

Calls for the month of December:

30 Fire

71 EMS

#### **Year to Date:**

280 Fire

601 EMS

With the start of a New Year comes new hope. Vaccinations have begun and several of our members have received the first round. As time progresses, we anticipate more of our personnel and eventually residents will get vaccinated. A new year brings new hope and promise but fire safety is always a constant; do not let your guard down, always remain vigilant and have a Happy New Year.

#### **Clerk-Treasurer's Report:**

Clerk Alban provided profit and loss reports to the Mayor and Town Council for the quarter ending December 2020. Clerk Alban highlighted some major expenses on the water/sewer side of the budget.

There are currently 12 homes for sale and 1 in a foreclosure process.

#### **Water-Sewer Billing Clerk Report:**

Due to the Holiday's, meters are going to be read starting tomorrow. Water bills will be sent out by next week. Since there are known delays and issues with the post office, there is an option to have your billed e-mailed to you. If you wish to have your bill e-mailed to you, please contact Kalena at 410-635-6575 or e-mail the request to [info@newwindsormd.org](mailto:info@newwindsormd.org). As usual if you need to make payment arrangements please call the Town Office, we are more than happy to work with you!

**Lehigh Update:** No report

#### **Old Business:**

##### **2020 Town Road Paving Project – Final Update:**

All work has been completed and all invoices have been received and paid. Total paid to CPE was \$124,431.59 which was \$21,350.41 under their bid of \$145,782. CPE's bid included 7 road segments and 1 parking lot behind Town Hall. We were able to add an additional road segment,

Manning Dr. from High St. to Water St. and 1 lane repair on Main St. of 150' where the water main repair work was done. Final price also included repair of a buried storm drain manhole that was hit by the milling machine. CPE did a great job, and we will look to use CPE again in the future.

### **New Business:**

#### **Town Audit Firm Zelenkofske Axelrod, LLC (ZA) – 3 Year Extension of Services:**

ZA's current 3- year contract for 2018 through 2020 will expire June 2021. ZA submitted a proposal dated December 3, 2020 to extend audit services to the Town for years June 30, 2021 through 2023. The 2021 fee of \$11,700 is the same as the 2020 audit fee. Each year thereafter includes a 3% increase, 2022 = \$12,050 and 2023 = \$12,410.

Town Clerk/Treasurer and Town Manager have been very happy with ZA's service the past 3 years and we recommend approval of their audit services proposal. **A Motion by Councilmember Palsgrove to approve the 3-year renewal proposal by Zelenkofske Axelrod, LLC, 2<sup>nd</sup> by Councilmember Smith and approved 4-0.**

### **Town Election:**

Town Clerk/Treasurer Alban began this discussion by asking the Mayor and Town Council to consider the COVID-19 situation in making all decisions regarding the upcoming May 11, 2021 municipal election. Mayor Roop stated he will reach out to the other Carroll County Mayors to see what their Towns are doing for their elections. Mayor and Town Council to finalize discussion on this at the February 2021 Town Council meeting.

### **Election Board – Appointment of Members:**

Mayor Roop recommends the appointment of the following to the Town of New Windsor

Election Board:           Darlene Blacksten – Chief Judge  
                                  Judy Coe – Judge  
                                  Larry Wood – Judge

**A Motion by Councilmember Hoffman to accept Darlene Blacksten, Judy Coe and Larry Wood as the Election Judges for the May 2021 Town Municipal election. It was 2<sup>nd</sup> by Councilmember Palsgrove and approved 4-0.**

### **Planning Commission – Appointment of Member:**

Mayor Roop recommends the appointment of Kevin Shaughness to the Planning Commission.

**A Motion by Councilmember Hoffman to approve the appointment of Kevin Shaughness to the Planning Commission, 2<sup>nd</sup> by Councilmember Smith and approved 4-0.**

### **Unsolicited Distribution of Free Papers:**

Received and email from Cathey McGee, a resident in Atlee Ridge, on December 17<sup>th</sup>, 2020 regarding unsolicited free papers. There was an incident where a buried free paper caused damage to a snowblower. Mrs. McGee asked if the Council would consider a ban on unsolicited free papers in New Windsor. Mayor Roop was copied on Mrs. McGee's email and checked with the other Mayors in the County. Mayor Roop can provide more information.

### **Town Procurement Policy:**

Town Manager, Clerk/Treasurer and Town Attorney met on December 22<sup>nd</sup> to start revising and updating our procurement policy. Our next meeting is January 12<sup>th</sup>, 2021. Town Manager emailed the 7 other municipal managers and Mike Myers with Carroll County Purchasing to get information on what they are doing, limits and possible copies of policies. To date TM has heard back from Carroll County and all municipalities except Mt. Airy. TM has forwarded all information received to Attorney Ostrander.

**Library Headquarters Parking During Snow Emergencies:**

Received a call from Carroll County Facilities on December 21<sup>st</sup>. 2020. New Windsor residents and/or businesses can no longer park in the Library Headquarters lot during snow emergencies. Carroll County has remodeled the building where we used to have Town public meetings and there are several County agencies housed there now. The County will post signs and asked that the Town get the word out to residents and businesses. Kalena has posted information on Town website and Facebook Page. **Councilmember Palsgrove was asked to approach the New Windsor Fire Dept to see if parking would be permitted at the Carnival grounds during snow events.**

**Mayor:**

- Mayor asks if you know of someone that needs any assistance during the difficult time of COVID19 to reach out to him personally or call Town Hall for help.

**Residents' Concerns:**

Resident Kevin Cornick inquired about the use of the Lion's Club baseball field for the New Windsor Rec. Council. Mayor Roop stated that is all coordinated with Town Manager Dye and the Rec. Council should reach out to him.

**Announcements: None**

**A Motion at 8:17 by Councilmember Schultz, 2<sup>nd</sup> by Councilmember Smith to adjourn the meeting.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer