

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

### February 3, 2021

**Present:** The February 3, 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, Town Sec/WS Billing Clerk Bartoszak, PW Director Myers and Deputy Colussy took part in the meeting via ZOOM. There were 7 others in the ZOOM meeting.

**Moment of Silence:** Mayor Roop asked for a moment of silence for the passing of former Town Manager, Frank Schaeffer.

**Call to Order:** The Town Council meeting was called to order by Mayor Roop at 7:03 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 January 6, 2021 minutes. It was 2<sup>nd</sup> by Councilmember Hoffman and was approved 4-0.

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

January 6	Meeting with Lewis Contractors at Dielman Inn
January 7	Submitted Agenda Items for Maryland Mayors Association Meeting on February 5. Free Newspapers and Election Processes.
January 11	Responded to Times Reporter's Questions Concerning Council Member Green
January 13	Meeting with Pub Dog Owner for Grant Information
January 15	Checked with Steve Lorentz about the Roof Warranty Contacted Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns Grant Program to see if a Green Roof would be allowable in their grant program.
January 19	Received Band Information for Music on the Main.
January 20	Received several Candidate Registration Forms from MML.
January 22	Zoom Meeting with University of Maryland, Partnership for Action Learning in Sustainability (PALS) program on the Capital Projects Analysis for a Town Retreat
January 24	Received the sad news from Sharon Schaeffer about Frank's death.
January 26	Responded to a request to hunt on Town property.
January 27	Suggested a feature article on Frank Schaeffer to Megan Ann Woodward at the Carroll County Times Contacted Special Secretary Wendi Peters about an Archaeological Dig at Dielman Inn
January 28	Google Meet with Elizabeth Hughes, Director and State Preservation Officer Maryland Historical Trust and staff about a potential Archaeological Dig at Dielman Inn Zoom Meeting with Mathew Gluck, Towson University on the Capital Projects Analysis for a Town Retreat

Confirmed a Joint Effort with Townson University and University of Maryland on the Capital Projects Analysis for a Town Retreat

January 28 Dielman Inn Archaeology Dig Conference Call  
January 29 Updated Water & Sewer Chronology for FY21  
February Requested and Received Information on Moving Fiber Network from 211 High Street to 209 High Street  
Requested No Parking Signs on Main Street and High Street during Snow Emergency Plan  
Created a Certificate of Candidacy Form

### **Council Reports –**

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

- A thank you to the Public Works for doing an outstanding job during the recent snow event. Director Myers informed Councilmember Hoffman they used 30 tons of salt.
- The new Fulltime Public Works employee started February 1<sup>st</sup>.
- There was NO Planning Commission meeting in January.

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

- Not much to report, Town Manager has items in his report.
- Also want to Thank the Public Works Department for always doing an outstanding job.
- I had a chance to see the new Public Works truck and it is a great addition for the Town.

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

- Defer to Deputy Colussy for his report
- A reminder for Health Safety during shoveling.
- I would like to Thank the citizens of New Windsor for their cooperation during the snow event. It makes the Public Works department jobs much easier.
- I also want to thank the Public Works Department for all they do.
- During snow events, please try to shovel around fire hydrants to help the Fire Department have easier access.

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

- A Thank You to Mayor Roop for his kind words in the featured newspaper article on former Town Manager, Frank Schaeffer.
- Carroll County has additional financial relief applications for restaurant through the end of this week.
- The State of Maryland has increased the time to 10:00 p.m. for restaurants.
- Human Services of Carroll County does have help to citizens to apply for to help with utilities, rent etc.

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

### **Community Deputy Colussy –**

The Carroll County Sheriff's Office between the dates of January 1, 2021 to January 31, 2021 responded to 59 calls for service within the town limits. Out of those 59 calls for service only 4 required reports, which were the following:

On January 3, 2021 at approximately 9:38 PM (2138 hours), Deputies responded to the 400 block of High Street about a domestic assault. Investigation revealed that known parties had gotten into a verbal argument which turned physical. Injuries were observed on the victim at which time the suspect was arrested and transported to the Carroll County Detention Center without incident. Case was closed by arrest.

On January 8, 2021 at approximately 9:23 AM (0923 hours), a Deputy observed an abandoned unregistered motor vehicle in the 1100 block of Green Valley Road. The vehicle was towed from the location and impounded. Case remains open.

On January 20, 2021 at approximately 7:49 AM (0749 hours), Deputies responded to the 100 block of Main Street about a missing person. Investigation revealed that a juvenile at the location ran away from home at approximately 12:17 AM (0017 hours) in an unknown direction. A search of the area was conducted which yielded negative results. The subject was later located in Westminster at which time it was learned that the juvenile wanted to go south for warmer weather. The juvenile was returned to their parents. Case was closed.

On January 30, 2021 at approximately 9:36 PM (2136 hours), a Deputy was on routine patrol in Maryland 31 and Wakefield Valley Road. At that time, they observed a vehicle passing other vehicles at a high rate of speed. The Deputy activated their emergency equipment and attempted to stop the vehicle. The driver continued down Maryland 31 and failed to stop. The vehicle then pulled over onto Church Street where the Deputy was able to contact the driver. The driver was charged with fleeing and eluding, along with other traffic violations. Case was closed by arrest.

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

Other Notes:

As discussed last month, the Carroll County Government will soon be limiting parking by installing signs at the Carroll County Library Headquarters property, located at 1100 Green Valley Road. Residents who park their vehicles on said property will need to find alternative parking as this will be strictly enforced.

Please continue to lock your vehicles when parking around town as thefts from motor vehicles are up throughout the county. Do not be a victim, simply keep your valuables out of view and lock your doors.

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

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

Calls for the month of December:

24 Fire            **YTD: 304**                      61 EMS            **YTD: 666**

We hope everyone safely survived the recent snow event. Just remember it helps us gain access in emergency if you keep your fire hydrant dug out. Also, several fires in the area remind us to properly dispose of ashes from your fireplace or woodstove. Please keep them away from anything combustible. Watch the Fire Department website for upcoming fundraisers during this new year.

**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 was held January 8<sup>th</sup> at 10:00 am. 2 contractors attended. Cut off for questions was 2/1, several questions were submitted, Addendum #2 and revised RFP was emailed to both contractors on 2/1/21.

Proposals Due – February 5, 2021 at 10:00

Award contract – February 16, 2021 Work Session meeting

Notice to Proceed – February 17, 2021

Work Completed – May 28, 2021

**Public Works Dump Truck Plow:**

The new V-plow from Xtreme Fabrication was picked up and installed on the truck. During this recent storm Public Works reported how pleased they were with it.

**Coe Drive Pump Station:** Director Myers reported the station has been experiencing power issues for several weeks. Director Myers worked persistently with the electric company, First Energy and on Friday, January 29<sup>th</sup>, their crews installed 3 new transformers and the power issues seem to have been resolved.

**New Public Works Position:** On February 1<sup>st</sup>, new employee, Ed Barnett began his employment with the Town. He has a background in operating, repairing, and selling both farming and construction equipment so he was able to become acquainted with the Town snow removal procedures very quickly. He will be a great addition for the Town.

**Mayor and Town Council laptops:** All have received their new laptops and Town Manager Dye has not heard of any problems or issues.

**Procurement Policy update:** Town Attorney Ostrander will have a draft policy for review at the February 16, 2021 Work Session meeting.

**Blue Ridge Pump Station Upgrade project:**

**Background:**

The Blue Ridge Pump Station Upgrade total costs are higher than expected. An estimated budget number of \$300,000 was used when the PS upgrade was first put in the Capital Project list for the Enterprise Fund back in FY20. At that time, we only had an estimate from Envirep who a Gorman Rupp pump dealer is. Envirep provides Fiberglass enclosure packages, Gorman Rupp pumps and limited pump station components. The budget estimate provided by Envirep was \$140,000 to \$145,000. Approximately \$155,000 for engineering and other costs was added and rounded up to \$300,000. The original plan was a basic, as is, upgrade of the pump station. We are now planning for enlargement of the site and a more involved upgrade that includes estimated EDU count and associated flows and safety improvements.

The current project cost numbers we have today from GMB are as follows:

GMB's Preliminary Design = \$23,500. This work is complete.

GMB's proposed Final Design, Bid Phase Services and Construction Management Services = \$91,132. Final Design = \$62,548, Bid Services = \$3,166 & CM Services = \$25,418. This would be the next step in design.

GMB's Total Engineering = \$114,632.

GMB's Preliminary Estimate for Construction, 10 HP pumps = \$335,910. Was provided w/ Preliminary Design.

GMB's Preliminary Estimate for Construction, 15 HP pumps = \$343,860. Was provided w/ Preliminary Design. Difference between 10 HP & 15 HP pumps = \$7,950.

WBCM Inspection Estimate per Town Manager = \$46,000.

Going with 15 HP pumps, which is recommended, total estimated costs = \$504,492. Preliminary Design for \$23,500 is complete.

Some reasons for the increase are as follows:

We are expanding the footprint of the site to allow for better maneuverability and safety. This work required a site survey which was performed by CLSI under the Preliminary Design. The additional site work adds grading, stone base, paving and fencing costs, approximately \$33,000. We are adding a generator to the upgrade which will be a more reliable option for back- up power than the existing back up power system. The current back-up power is a propane fueled pony motor that can run only one pump and is unreliable. The generator cost is \$40,000 and was not

part of the original estimate from Envirep. Generator back-up power is very reliable and can run both pumps in alternating sequence which is how the station operates normally. GMB's preliminary estimates for construction include mobilization at 5%, contingency at 20% and profit at 10%. These items total an average of \$88,115 of the average direct total cost of \$251,766. (The average of the 10 HP & 15 HP pumps)

My recommendation is to upgrade to the 15 HP pumps. GMB's Preliminary Estimate for Construction of \$343,860 is approximately \$199,000 higher than Envirep's original estimate. This accounts for most of the increase above what was originally budgeted.

**Desired Actions:**

First for tonight's meeting, Mayor and Council to consider how to pay for the upgrade of the Blue Ridge Pump Station upgrade.

Options are to either use Enterprise Fund money or take another loan? As Town Manager, I do not recommend taking another long-term loan for a pump station with a life expectancy of 20-25 years.

Second for the February Work Session, Mayor and Council to approve GMB's proposal for Final Design, Bid Phase Services and Construction Management Services for \$91,132.00.

**Clerk-Treasurer's Report:**

Revenue is slow in coming in from the State of Maryland.

There are currently 11 homes for sale and 1 in a foreclosure process.

Election discussion later in the meeting.

**Water-Sewer Billing Clerk Report:**

If you still have not received your water/sewer bill, please call the Town Office and I can e-mail you a copy. If you need to make payment arrangements, please do not hesitate to contact me.

**Lehigh Update:** No report

**Old Business:**

**Town Election:** 3 different Certificate of Candidacy Nomination forms were emailed to the Town Council prior to tonight's meeting. 2 were designed by Town Clerk Alban and 1 by Mayor Roop. After a short discussion, the Town Council unanimously approved Mayor Roop's form for use in the upcoming May 2021 election.

**Grants and Project Updates:**

Mayor Roop is working on several funding opportunities for the Dielman Inn project. More updates will follow as he receives them.

**New Business:**

**FY-22 Budget – General Discussion**

The FY-22 budget process is well underway, and today's meeting is the first Council budget meeting to begin discussions and plan for the FY-22 budget. The COVID-19 Pandemic continues to be a factor with our budget for a second year. Plan on a conservative approach in calculating revenues for the General Fund and Enterprise Fund.

On the EF for FY-21, 6 new homes/EDUs were used for calculations and this year 8 new EDU's will be used. The number of EDU's, base and usage rates and average water consumption of 10,000 gallons per quarter are used to calculate revenues. This year a spreadsheet was generated so it is easy to make revisions now and in the future. Just must plug in certain numbers and revenues calculate throughout the spreadsheet. Water & Sewer usage and hookup fees are the big revenue generators in the EF. A reminder and something to consider, revenues from hook-up fees

are finite and will reduce significantly once Snader's Summit is built out. After Snader's Summit, there are not any large properties with potential for development within Town limits or outside of Town limits requesting annexation that we know of currently.

On the General Fund, income tax, real property tax, highway user and Town/County Program & Road Grant are the big revenue generators. Income tax is down & Town County Program has been declining over the last few years. Real Property is up and looking good with new homes from the Reserves and Snader's Summit, but we are keeping the FY-22 projections conservative.

Staff pay rate increases, retirement and insurance numbers have been calculated. Two items of note relative to staff. Plan on making Kalena full time, from 27.5 hours per week to 40 hours per week. A Code Enforcement Officer (CEO) has been added as a part time, 16 hours maximum per week position. It is anticipated that 16 hours per week will not be required indefinitely. Possibly for 6-12 months but after residents know the Town has a CEO, violations should decrease and hours can be cut back. The CEO position will not be eligible for health care, retirement, overtime, etc. and the schedule can be flexible up to 16 hours.

Request to Maryland Environmental Service (MES) was emailed on January 21<sup>st</sup>. requesting their FY-22 budget.

TM and Public Works Director met January 29<sup>th</sup> for our first budget meeting. Director Myers provided a comprehensive list of planned & proposed projects for Public Works, Water and Sewer. There is never a shortage of projects that need to be done.

TM and Town Treasurer met February 2<sup>nd</sup> for our first of several meetings. Treasurer Alban provided year to date numbers. We started with General Fund revenues and discussed staff pay rate increases, changes for Kalena and new CEO position.

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 to let TM know. We can discuss any new items, increases, or decreases starting tonight. A copy of the FY-22 Budget Review Schedule was provided to the Mayor & Council at the previous meeting.

**Residents' Concerns: None**

**Announcements: None**

**A Motion at 8:15 by Councilmember Smith, 2<sup>nd</sup> by Councilmember Palsgrove to enter Closed Session under General Provisions Article 3-305(b) 1 – Personnel Matter**

**The regular Town Council was motioned for adjournment by Councilmember Smith at 8:35 p.m., 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer