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**April 7, 2021**

**Present:** The April 7, 2021 Town Council meeting was attended by Mayor Roop, Council Members, Sharon Gribbin-Lindemon, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz at 209 High Street, New Windsor meeting room. 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 9 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 March 3, 2021 minutes. It was 2<sup>nd</sup> by Councilmember Schultz and was approved 5-0.

**Lehigh Quarry Representatives:** Tyler Rockley, Jonathan Borg, Kent Martin and Kwaku Boakye were present via ZOOM and presented 2 different power point presentations on the New Windsor Quarry project. The main topic of discussion was the blasting incident that occurred on March 23, 2021. Lehigh representative explained the blasting process and why the March 25<sup>th</sup> incident was an exception to the normal blast impact. During the question-and-answer period,

1. Mayor Roop asked if New Windsor's wells are checked and how often? – Answer – Wells are checked monthly with reports submitted to MDE (Maryland Department of the Environment)
2. Councilmember Schultz – Can a short summary of tonight's presentations be put together so that the Town can place it on the Town Website? Answer – Absolutely, once compiled the summary will be forwarded to the Town.
3. Councilmember Palsgrove = Did any residents contact you directly regarding the March 25<sup>th</sup> incident? – Answer -Yes, they are working with 1 individual
4. Councilmember Palsgrove – What is the potential of reoccurrence? – Answer: The potential of reoccurrence is slim.
5. Councilmember Smith – Will Lehigh face ramifications from MDE for the March 25, 2021 incident? Answer – No, this is the only incident on the project since the start in 2018. If there were habitual occurrences, hefty fines would be administered and eventually a cease-and-desist order.

**Mayor's Report:**

**March 3** Zoom meeting with the PALS team members on w & s capital projects  
Town Council Meeting

- March 8** Meeting with Jeff Childs, Lewis Contractors regarding the Dielman Inn foundation project. A Scope of Work should soon be completed and will be moving forward with the project.  
Agreed to be a speaker at the MML Summer Conference on PAYT.  
Received preliminary options for storm water management on the open lot at Dielman Inn for a parking lot. Estimate: \$40,000 to \$50,000 – Grant funded.
- March 11** Received information about the American Rescue Plan  
MML Carroll Chapter Zoom Meeting
- March 16** Requested Manchester Town Manager, Steve Miller to update the Municipal resources for emergency preparedness. Steve is working with the other Town Managers to update the list.  
Walked the 5K course.
- March 17** Ball Field use meeting
- March 23** Contacted Special Secretary Wendi Peters about a Planner/Consultant for the Comprehensive Master Plan update.
- March 29** Talked to Dave Cotton, Maryland Department of Planning, Director of the Western Maryland Regional office, and ARC. He is willing to assist the Town with the Comprehensive Master Plan update.
- April 1** Music on the Main Meeting and Franklin G. Schaeffer Memorial Walk/Run Meeting. Future meetings will be on the first Thursday of the month.

### Council Reports –

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

- Public Works has all equipment ready to begin the mowing season.
- Improvements are being made to the Public Works facilities on Geer Lane.
- Yard Waste scheduled to begin on April 21 and will continue each 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month from April – November.
- The Planning Commission met in March and began the task of updating the New Windsor Comprehensive Plan. Next meeting is scheduled for April 26, 2021 where Chapter 4 will be reviewed.

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

- Public Works Director Myers is working on process and schedule for hydrant flushing.

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

- Just diagnosed with Prostate cancer and is working with the doctors on plan for treatment, therefore, he will not be seeking re-election in May. A Thank you to everyone for their support during his time as a Councilmember and he encourages residents to continue to support the Mayor and Town Council of New Windsor. Mayor Roop and the rest of the Council expressed concern and hope that everything goes well.

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

- Carroll County Downtown will have a booth set up at the Maryland Municipal League Summer Conference in Ocean City.
- As always, continue to support all local businesses.
- There is a new MD COVID-19 relief Act released today for small businesses.

#### **Community Enhancement: Councilmember Sharon Gribbin-Lindemon –**

- Met with Town Manager regarding the sitting wall at the 201 Main Street and discussed the placement of the Town of New Windsor sign at the park.
- Will be setting up a date and time with Town Secretary to look at the previous information on the new Town banners.

### Community Deputy Colussy –

The Carroll County Sheriff's Office between the dates of March 1, 2021 to March 31, 2021 responded to 58 calls for service within the town limits. Out of those 58 calls for service only 3 required reports, which were the following:

On March 7, 2021 at approximately 10:21 AM (1021 hours), Deputies while working the tobacco grant enforcement conducted a check within the 2800 block of New Windsor Road. A juvenile was sent into the location to attempt to purchase tobacco, at which the time the sale was completed. A citation will be issued to the business and future checks will be conducted. Case closed by arrest.

On March 11, 2021 at approximately 11:09 AM (1109 hours), Deputies responded to the 3200 block of Atlee Ridge Road, regarding unemployment fraud. Investigation revealed that unknown suspect(s) utilized the victim's identity to obtain unemployment fraudulently. Investigation continues.

On March 16, 2021 at approximately 12:41 PM (1241 hours), Deputies responded to the 100 block of East Main Street, Westminster, regarding an unemployment fraud that occurred in the 1100 block of Jo Apter Place. Investigation revealed that unknown suspect(s) utilized the victim's identity to obtain unemployment fraudulently. Investigation continues.

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

#### **Other Notes:**

Last month, I was assigned an additional assignment within the Sheriff's Office, as the Homelessness Liaison Deputy. In this position, I will be attending a meeting twice a month with several county agencies and will be checking on homeless encampments throughout Carroll County at least once a month.

Also, last month, I was also asked to be a member of the Greater Baltimore Regional IntegratedCrisis System Community Engagement Committee. This assignment will require attending meetings and possibly some future events regarding mental health services throughout Baltimore City, Baltimore County, Carroll County and Howard County. The hope of this committee is to add additional mental health services throughout the region.

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

#### **Fire Chief Report: Chief Byron Welker - working – Mayor Roop gave report.**

March 2021 - 30 Fire  
64 EMS  
Year to Date: 77 Fire  
200 EMS

As we move through Spring, please be careful about outdoor burning. While it may seem wet and green outside there is still dry underbrush out there. With breezy low humidity days there is a greater chance of brush and field fires spreading. Please be careful with all outdoor heat sources including disposal of smoking materials.

Just a reminder about our Food Truck Wednesday April 14 and April 21 from 4:30-8:30 p.m. We also are having a Fried Chicken Drive Thru on April 17 from 2-5 p.m.

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

**Procurement Policy-** Notice of Public Hearing has been sent to Carroll County Times and both the notice and ordinance has been posted to the Town website and bulletin board. Public Hearing and adoption will be at the April 19<sup>th</sup> Work Session.

**FY-2022 Budget-** Notice of Public Hearing has been sent to Carroll County Times and both the notice and Ordinance has been posted to the Town website and bulletin board. Public Hearing and adoption will be at the April 19<sup>th</sup> Work Session.

**Public Works New Mowers-** The new mowers were picked up on March 26<sup>th</sup>. The mowers are a great addition to Public Works fleet of equipment. Public Works also purchased a plate tamper and have already used it fixing some potholes on Maple Ave.

**Solid Waste & Recycling Collection Services and Roll-Off Container & Disposal Services-** Request for Proposals of both services were issued today. RFPs were emailed to 6 Carroll County approved vendors. The advertisement was submitted to CC Times today and will run Sunday April 11<sup>th</sup> and 18<sup>th</sup>. RFP will also be posted on MML and eMaryland Marketplace websites. Bids due May 7<sup>th</sup>. Recommendation of award will come before the Council for approval prior to beginning of FY-22 July 1<sup>st</sup>. so we will have the new vendor on-board and ready to go.

### **Music on the Main & Frank G. Schaeffer 1<sup>st</sup> Annual Memorial 5K Run/Walk-**

Held the first meeting April 1<sup>st</sup>. with MOM meeting at 7:00 followed by the 5K meeting at 7:30. Planning and preparation for both events are well under way. This year I will be more involved with the 5K Run/Walk. I have walked and/or run the course 7-8 times and have a good route established. The planned start and finish will be on the Seibel Farm and will also extend to the Hibberd Farm. The route will be a challenging cross-country course with stream crossings and a lot of hills.

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

#### **Real Property Report – 7 Properties listed for sale or to be built.**

#### **Town Election:**

1 Certificate of Nomination for Mayor received

2 Certificate of Nominations for Councilmember received

Deadline to file is April 12, 2021 by 3:00 p.m.

April 13, 2021 – Chief Judge to verify Certificate of Nomination qualifications

Other Dates to remember –

**April 16<sup>th</sup>, 2021** -1<sup>st</sup> date to request Absentee Ballot.

**May 10, 2021** by 3:00 p.m. – Deadline for returning Absentee Ballot.

**May 11, 2021** – ELECTION DAY – 7:00 a.m. – 8:00 p.m.

**May 13, 2021** – Certify Election Results

#### **Certificates of Deposit:**

2 Certificates matured with New Windsor Bank/Adams County National Bank. One is Developer water/sewer hookup fee monies and the other is 3 R's/Capital Budget. Both are Enterprise monies. Below are the current rates which became effective today:

8 & 13 months - .20%

15 months - .25%

24 months - .35%

The Town has several upcoming projects that may require access of these funds and since the rates are so low right now, the Clerk/Treasurer would recommend approval to place the monies into the regular checking accounts for easier access and the hope that interest rates will improve.

Town Council approved to place the CD monies into the regular checking account as recommended by Clerk Alban.

**Water-Sewer Billing Clerk Report:**

W/S bills were mailed out Monday, April 5<sup>th</sup>. Everyone should start receiving them by the end of this week. E-mailed bills should have been received on Monday, April 5<sup>th</sup>.

Newsletters have been mailed out as well. There is a copy of the newsletter on the Town's Facebook page as well as Town website.

Question for Council: Are we going to be opening the Lions Club Pavilion this summer for rentals? I have had a couple of inquiries.

**Lehigh Update:** No report

**Old Business:**

**201 Main St. Park – Update**

Met with Clyde Hirt, Douglass Lawn & Landscape. Clyde reviewed and signed the Service Agreement and provided copies of his landscape design/layout plan with list and quantities of plants, shrubs & trees. A construction schedule was also requested. Douglass Lawn & landscape plans to start mid- April. The adjoining property owners, John & Marian Goettee and the Heritage Committee have been contacted via email about the Park project and meetings are being scheduled. PW's Director Myers contacted Potomac Edison on behalf of the Town as owner of the Park to request a service order for new nonresidential service.

Met with Councilwoman Lindemon Monday March 29<sup>th</sup> about the Park sign. Councilwoman Lindemon suggested incorporating the sign into the siting wall in Phase 2. Clyde to provide cost.

**Pedestal Tank Maintenance- Approval of Proposal**

The planned pedestal tank maintenance is scheduled to begin May 5<sup>th</sup>. Public Works will begin lowering the water level to clean the interior prior to Mid-Atlantic Storage Systems doing the interior maintenance work beginning May 10<sup>th</sup>. The scheduled maintenance is expected to be complete by June 4<sup>th</sup>.

At Director Myers request, Mid-Atlantic Storage Systems (MASS) submitted a proposal for the pedestal tank maintenance. Council approval is needed prior to signing the proposal and moving forward. The Scope of Work includes four options.

Option 1- recondition and re-caulk ALL horizontal and vertical interior seams and the bottom manway on the pedestal tank. 5-7 days are needed for the sealant to properly cure. **The cost is \$21,454.00.**

Option 2- provide and install 5 new sacrificial anode bars on the inside floor of the pedestal tank. The sacrificial anode bars are part of a new National Science Foundation (NSF) approved cathodic protection system, which was not available when the tank was originally installed. The anode bars assist with protecting the interior wetted surfaces from excessive corrosion. **The cost is \$2,500 (\$500 for each anode).**

Option 3- inspection of the tank interior and repair of any miscellaneous glass chips, etc. in the tank coating using a sealer. **No charge for this option.**

Option 4- assist with installation of a GridBee Mixing System to include installing a junction box on roof adjacent to roof manway hatch. Supply & install stainless steel channel bracing near base for control panel placement. Junction box, wiring, conduit, penetration nozzle, control panel and all electrical run to panel by others.

**No charge for this option.**

**Total cost of the maintenance work is \$23,954.** The maintenance work does not require an MDE construction permit. A vote of approval is needed from Council. **A Motion by Councilmember Palsgrove to approve, 2<sup>nd</sup> by Councilmember Schultz and approved by a vote of 5-0.**

Additionally, Director Myers requested a cost estimate for a tank mixer from Kappe. The mixer will improve turnover of the water stored and reduce/prevent ice formation and build up during cold weather. Ice buildup was the cause for both leaks we had this past winter. Adding the tank mixer does require an MDE construction permit. GMB submitted the MDE construction permit on March 31<sup>st</sup>. The MDE construction permit is good for 2 years. The cost of the mixer is \$9,200.00 plus electrical installation. Waiting on MDE permit approval and electrical installation costs.

### **New Business:**

#### **Fire Hydrant Flushing:**

Plan to meet Scott Getchel with GMB this week to discuss and go over Public Works plan for hydrant flushing. GMB has been the Town's on-call Engineering firm for many years and is familiar with our water system. Public Works has been developing a flushing plan, exercising hydrant nuts, greasing, and replacing gaskets. Hydrant flushing is to begin Monday April 12<sup>th</sup>, will be M-F between 9:00 am and 3:00 pm and is expected to take 3 weeks. Public Works has communicated the process and schedule with the Fire Dept. The schedule is as follows:

April 12<sup>th</sup> – 16<sup>th</sup> – Old Town

April 19<sup>th</sup> – 23<sup>rd</sup> - Blue Ridge Development

April 26<sup>th</sup> – 30<sup>th</sup> - Atlee Ridge Development

The notice about the hydrant flushing was put in the April, May, June newsletter, is posted on the Town website and Facebook Page. A door hanger will be distributed to all Town businesses this week.

#### **Planning Commission Recommendation:**

Mayor Roop makes a recommendation to appoint resident, Ryan Christensen to fill the last spot on the Commission. **A Motion by Councilmember Hoffman to approve the appointment of Ryan Christensen as the 7<sup>th</sup> member of the Planning Commission, it was 2<sup>nd</sup> by Councilmember Palsgrove and approved by a 5-0 vote.**

#### **Residents' Concerns: None**

**Announcements:** October 2, 2021 – Music on the Main

**The regular Town Council was motioned for adjournment by Councilmember Smith at 8:30 p.m., 2<sup>nd</sup> by Councilmember Hoffman and approved by a vote of 5-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer