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May 5, 2021

Present: The May 5, 2021, Town Council meeting was attended by Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz at 209 High Street, New Windsor meeting room. Councilmember Gribbin-Lindemon attended via ZOOM. Also, Town Manager Gary P. Dye, Jr, Town Clerk Alban, Town Attorney Ostrander, PW Director Myers 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 April 7, 2021, minutes. It was 2nd by Councilmember Palsgrove and was approved 5-0.

Employee Recognition: Wayne Myers, 10-year anniversary – Mayor, Town Council and staff commented and congratulated Wayne on his 10 years of dedicated service to the Town of New Windsor. A plaque was presented by Mayor Roop.

Councilmember Smith – 8 years and Councilmember Palsgrove - 20 years were recognized. Each Councilmember had family present as Mayor Roop presented them individually with plaques for their respective years of dedication and service to the Town of New Windsor.

Mayor's Report:

April 8	Signed documents required to be eligible for ENR grant funding.
April 9	Fire Company, Health Department Zoom Meeting
April 12	Submitted a Request for the 2021 Surface Transportation Authorization Legislation for \$5,308,000.00
April 14	Received waiver letters for parks and facilities from MML.
April 22	Everbridge Discussion/Tutorial with Carroll County Emergency Management
April 23	Candidate Profile Taping at Community Media Center Contacted Joe Rogers, Regional Planner, Maryland Department of Planning to assist with the Comprehensive Plan update
April 25	Received a plaque from St. Paul United Methodist Church for Mayor on the Square Food Drives
April 29	Coordinating with Planning Chairman Schultz about furniture
April 30	Submitted budget information to MML for Accurate Distribution of ARPA Local Recovery Funds Coordinated with Flood Zone for a May 20, MML Carroll Chapter Meeting Reached out to Westminster Mayor Joe Dominick regarding broadband

Council Reports –

Public Works: Councilmember Dave Hoffman –

- Public Works is in full swing with mowing of all the Town facilities. The new PW mower is a great addition to the PW equipment.
- The bulk trash day on April 27th was successful with 3 dumpsters being filled.
- Church Street now has new signs installed limiting the truck traffic.
- The Planning Commission met in April and continued the task of updating the New Windsor Comprehensive Plan. New member, Ryan Christensen was sworn in, and State representative Joe Rogers joined the meeting via ZOOM to assist the Town with the Comprehensive plan update.

Water & Sewer: Councilmember Ed Palsgrove –

- Public Works Director Myers stated that the hydrant flushing was successful.
- The Rowe Road pedestal tank project has begun and will continue through the end of the month.
- A significant water leak was found near the WWTP but turned out to not be the Town's issue, repairs are under way.
- PW Director Myers reconverted the pump at the pedestal tank to boost water pressure.

Public Safety: Councilmember Ed Smith –

- Carroll County has seen an increase in theft from vehicles please remember to lock yours
- With warmer weather there is an increase in the number of animals out and about, do not approach, call animal control.

Economic Development: Councilmember Kimberlee Schultz –

- Carroll County Downtown will have a booth set up at the Maryland Municipal League Summer Conference in Ocean City.
- Carroll County Economic Development has posted a series of free events on their website.

Community Enhancement: Councilmember Sharon Gribbin-Lindemon –

- Met with Town Secretary Bartoszak to go over the previous banner prototype that was approved. Councilmember Gribbin-Lindemon proposed a change to the design of the new banners and Mayor Roop stated that since there had been a motion and approval on the previous design, she would need to submit the new design and ask for a new motion and approval.
- Met with contractor of the 201 Main Street Park project and the pavers have been decided on. Samples are in Town Hall tonight for the Mayor and the other Councilmembers to look at.
- Heritage Committee want to donate a sign for the 201 Main Street Park

Community Deputy Colussy – unable to attend.

West Carroll Recreation: Representative not in attendance

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

March 2021 - 26 Fire
69 EMS
Year to Date: 103 Fire
269 EMS

Summer approaches, stay in the fight and maintain COVID awareness. We will hopefully be more active this summer so be careful with your outdoor activities. Pool safety is very important watch out for the little ones around the water and make sure that there is someone capable of rescuing them to watch them.

Just a reminder about our Food Truck Wednesday May 12 and May 26 from 4:30-8:30 p.m. We also are having a Pit Beef Drive thru on May 15 from 10 a.m. until. Pit Beef, Pit Ham and Pit Turkey \$8, French Fries \$3, or Combo Deal for \$10.

Town Manager Dye's Report:

201 Main St. Park

Douglas Lawn and Landscape mobilized and began grading and demolition of concrete, stone & bricks. Phase 1 schedule was submitted with completion by July 4th. The following information was previously sent to the Mayor and Town Council:

Pavers – Company is Techo Bloc, Style is Blu and color is Champlain Gray with Onyx Black soldier course. For the benches and game tables – Standard (ductile iron frames) color is Black. For the Slats color choice is Cherry.

Need approval for recommended choices so Clyde with Douglas Lawn and Landscape can finalize order. **Town Council unanimously approved the colors for the pavers, benches, and game tables.**

Solid Waste & Recycling Collection Services and Roll-Off Container & Disposal Services

Bids due Friday May 7th. Recommendation of award will come before the Council for approval prior to beginning of FY-22 July 1st. so we will have the new vendor on-board and ready to go.

Fire Hydrant Flushing

Hydrant flushing was completed in a very smooth time period. We did receive a few complaints about cloudy water; but overall Director Myers feels it was successful and will be easier and quicker to do next time. Director Myers will be developing a schedule for future flushing.

Pedestal Tank Maintenance

Maintenance work was approved at the April 7th Council meeting. Public Works began lowering the tank level today by closing the fill valve and will allow daily consumption to lower water level. Mid-Atlantic Storage Systems will begin interior maintenance the week of May 10th. Scheduled maintenance is expected to take 4 weeks with completion on or about June 4th.

Code Enforcement Officer Position

This position was approved in the FY-22 budget. TM developed a job description based from examples from MML, local municipalities and Town needs. An advertisement was submitted to Carroll County Times on April 28th. and will run two Sunday's May 2nd and May 9th. The position will be posted on MML website, Indeed, Town website, Facebook and bulletin board.

Applications, resumes, and cover letter are due Friday May 28th. Interviews will be held first and second week of June with a start date of July 14th.

Water Main System Leak

Director Myers noticed the daily water flows were higher than normal which indicated a possible leak in the system. Public Works went through the standard procedure of checking for surface leaks, checking valves and hydrants, etc. Fluid Pinpointing Services (FPS), who we have used in the past, was called in and performed another system check for leaks on April 28th.

Blue Ridge Pump Station Upgrade

At the February 16 2021, Work Session, the Council approved the award of Final Design, Bid Phase Services and Construction Management Services to GMB for \$91,132. We need to continue the discussion of how to pay for the construction of the Blue Ridge Pump Station Upgrade. Options are to use Enterprise Funds, take a short-term loan or combination of the two.

Rebid On-Call Engineering Services

We will be re-bidding our on-call engineering services to meet MDE requirements. New Windsor has had on-call engineering services agreement with GMB since March of 2011. Back in August 2020 at the Work Session meeting Council approved GMB's proposal for engineering services for Preliminary Engineering Report (PER) to possibly upgrade the WWTP to ENR level of treatment. TM was recently informed by MDE that the current on-call contract with GMB does not meet their procurement requirements for re-imburement of engineering design cost for the PER. Therefore, we will be preparing an RFP and re-bidding our on-call engineering services. What this means for the current agreement/contract with GMB and the PER

Clerk-Treasurer's Report:

Real Property Report – 5 Properties listed for sale or to be built.

Town Election: A Thank You to Mount Airy Town Clerk, Holly McCreary for supplying protection partitions to our Town so that all can remain safe from COVID-19 on election day.

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

Water-Sewer Billing Clerk Report: No report

Lehigh Update: No report

Old Business:

- **Town/County Memorandum of Agreement**

This was last discussed at the March 3, 2021 Council Meeting. The MOA between the County and 7 municipalities is being reviewed and updated by the Water Resource Coordination Council (WRCC) over the last several monthly meetings and upcoming meetings. The draft MOA was sent to Mayor Roop and Town Attorney Ostrander for review. Attorney Ostrander had a few comments which TM sent to WRCC for verification.

Does the Council want to review the draft MOA or would you rather have TM provide an overview at a future meeting? The draft MOA is 13–14-page document.

- **Judge for Election Board:** Mayor Roop stated that one of our judges would not be able to work election day and his recommendation is Linda Eicholtz as the substitute. **A Motion by Councilmember Palsgrove to approve Linda Eicholtz, 2nd by Councilmember Hoffman and approved 5-0.**

New Business:

- **Award Contract to Lewis Contractors for Dielman Inn Foundation Restoration**

Mayor Roop stated that the Dielman Inn Foundation Stabilization Grant of \$350,000.00 through Preservation Maryland needs approval from the Town to allow Lewis Contractors to proceed with Phase 1 of the project. **A Motion by Councilmember Shultz, 2nd by Councilmember Hoffman and vote of 4-1 with Councilmember Palsgrove abstaining.**

Residents' Concerns:

Announcements:

5-6-21 – Music on the Main/5K meeting at 7:00 at Town Hall meeting room

5/20/21 – Carroll County Chapter of MML meeting at Flood Zone in Union Bridge, 6:00 social and meeting at 7:00

The regular Town Council was motioned for adjournment by Councilmember Smith at 8:20 p.m., 2nd by Councilmember Palsgrove and approved by a vote of 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer