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August 4, 2021 Town Council Minutes

Present: The August 4, 2021, Town Council meeting was attended by Mayor Green, Council Members, David Hoffman, Vice-President, Kimberlee Schultz, Sharon Gribbin-Lindemon, Kevin Cornick and William Holl in person at 209 High Street. Also, in attendance at 209 High Street were: Town Clerk Alban and Town Attorney Ostrander. PW Director Myers, Town Manager Dye and Admin/W-S Clerk Bartoszak attended via ZOOM. There were 11 others in the ZOOM meeting and 11 others in attendance in person.

Call to Order: The Town Council meeting was called to order by Mayor Green at 7:00 p.m.

Pledge of Allegiance: Mayor Green led the Pledge of Allegiance.

Recording and Agenda Policies: Mayor Green stated that the Town Meeting is recorded by electronic 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 Mayor Green 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 Holl to approve the July 7, 2021, minutes. It was 2nd by Councilmember Gribbin-Lindemon and was approved 5-0.

Mayor's Report:

- Been going to other local municipalities to view their current audio setups. Going to Hampstead this week.
- Had a meet and greet with Sheriff's department in the New Windsor Town Hall meeting room.

Council Reports –

Community Enhancement: Councilmember Sharon Gribbin-Lindemon –

- **Discussion on new Town Christmas Décor-** The poll for snowflakes vs. wreaths result from the Town's Facebook page was wreaths. Councilmember Gribbin-Lindemon obtained estimates for a 3' wreath. There were estimates from Rileighs Outdoor Décor for \$17,275.80 and Display Sales for \$19,305.00. Councilmember Gribbin-Lindemon would also like the Council to consider upgrading the bows on the wreaths to include gold trim for an additional \$225.00. After a discussion, Councilmember Gribbin-Lindemon motioned to approve the quote from Rileigh's Outdoor Décor for \$17,275.80 plus \$225.00 for gold etching on bows located on wreaths. It was 2nd by Councilmember Schultz and approved by a vote of 5-0.
- **Discussion on new HomeTown Heroes banners –** Councilmember Gribbin-Lindemon obtained 2 estimates, 1 from Rileighs Outdoor Décor and 1 from Display Sales. We currently have 21 banners and both estimates were quoted at 25. To do the banners based on an individual amount would increase the cost considerably. After a discussion, it was decided to revisit this when the Town has the quoted 25.

Public Works: Councilmember Dave Hoffman –

- Public works have been busy with normal mowing and yard waste pickup.
- They worked on dead tree removal.

- Planning Commission met in July. Chairman Schultz is to draft future Code language for future Planning Commission vacancies. Councilmember Holl inquired if those recommendations would come before the Council. Yes, it would. The Commission continues to review the Comprehensive Plan.

Water & Sewer: Councilmember William Holl –

- There was a water leak issue reported in Union Square which has been resolved. It turned out to be caused by someone tapping into the hydrant.
- The Rowe Road pedestal tank repair project has been completed and the tank is refilled.
- Upgrade to the SCADA system – The Town has received 2 quotes which are under review.
- Bowersox Farm – electrical issues – Rodkey Electric to work on repairs and has also recommended that a light duty generator be purchased for that location
- There was a power outage at Snader’s booster station.
- An altitude valve was replaced at the Chlorination tank. This helps control the water level.

Public Safety: Councilmember Kevin Cornick –

- Defer to Deputy Colussy for his report.
- National Night Out event was successful and well attended. Season’s by Magnolia also hosted a NNO luncheon for the senior New Windsor Community which was well attended.
- Speed continues to be an issue throughout Town. After a discussion, this item will be revisited.

Economic Development: Councilmember Kimberlee Schultz –

- Carroll County Economic Development has a newsletter with a lot of information on small businesses and workshops
- Please continue to support local businesses.
- Music on the Main needs’ vendors.
- August 8 – 15th is Carroll County Restaurant week.

Community Deputy Colussy –

The Carroll County Sheriff’s Office responded to 59 calls for service within the town limits between the dates of July 1, 2021 to July 31, 2021. Only 4 required reports, which were as follows:

On July 7, 2021, Deputy’s conducted a traffic stop for a traffic infraction in the area of Maryland 31 and Wakefield Valley Road. At that time, the Deputy observed three children not secured in the required child safety seats. Deputy advised the driver the vehicle was not to be moved until the children were secured in the required child safety seats at which time the driver advised that they had planned for someone to bring them the safety seats. Approximately ten minutes after the stop, the same Deputy observed the vehicle enter New Windsor which the Deputy felt was not a reasonable amount of time for the driver to obtain the child safety seats. The Deputy then observed the children again not secured in the required child safety seats; at which time a traffic stop was completed on the vehicle once again in the 100 block Main Street. The Deputy again confirmed that the driver had failed to obtain and secure the three children in the required car seats. The driver was charged once again for failing to secure children under the age of 8 in the required child safety seats and charged with child neglect. Case was closed by arrest.

On July 7, 2021, Deputy’s responded to the Carroll County Sheriff’s Office regarding a fraud. Upon arrival it was learned that the victim was contacted by an unknown subject claiming to be from the Sheriff’s Office. The victim advised that the unknown subject stated that they had a warrant out for their arrest and to avoid arrest they needed to provide two Green Dot money

cards, which the victim complied. Victim did not have a warrant and investigation revealed the money was transferred to Canada. Case was suspended.

On July 27, 2021, at approximately 7:59 PM, Deputy's responded to the 100 block of Main Street regarding an animal cruelty incident. Investigation revealed that the caller had witnessed a subject forcibly throw a dog to the ground and begin punching the dog multiple times in the face with a closed fist. The witness then observed the subject then forcibly throw the dog into the rear compartment of a vehicle and began punching the dog in the face once again with a closed fist. The subject was later identified however could not be located. The case was forwarded to the Carroll County Humane Society for further investigation. Case was closed.

On July 31, 2021, at approximately 9:04 PM, Deputy's responded to the 100 block of Main Street regarding a residential burglary. Investigation revealed that unknown suspect(s) entered the residence through an unlocked window and stole medications and money. Investigation was suspended due to lack of evidentiary leads.

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

West Carroll Recreation: No Report

Fire Chief Report: Chief Byron Welker unable to attend – report read by Clerk Alban

July 2021 - 35 Fire
71 EMS
Year to Date: 201 Fire
489 EMS

A big Thank You to the Community for their support at National Night Out.

Just a reminder Tuesday night bingo has resumed, hope to see you there.

Next crab feed is September 18th from 5 -8- p.m. \$50.00 per person. Visit the nwfd10.org website for information.

Town Manager Dye's Report:

Rebid of Engineering Services for NW Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade, Preliminary Engineering Report

RFPs were due to Town Hall Friday, July 30th by 10 AM. We received proposals from 4 engineering firms. The proposals will be reviewed, evaluated and scored based on 5 weighted criteria categories. The three-person selection committee will be comprised of Wayne Myers, Director of Public Works, Mike Reynolds, Circuit Rider and Gary Dye, Town Manager. The schedule is to have a recommendation for an engineering firm at the August 16th. work session meeting for approval by Council. Upon approval by Council, the selected engineering firm, their RFP and any other required documentation will be submitted to Maryland Department of the Environment. M.D.E. approval will take approximately one month.

FGS Memorial 5K Run/Walk

A lot of planning for the Frank G. Schaeffer Memorial 5K Run/Walk has taken place over the last month or so. A list of approximately 40 potential sponsors has been developed. A sponsor request letter and sponsor application form has been developed and is being sent out to potential sponsors. A race flyer and save the date has been developed with the help of Abby Gruber with City of Westminster Recreation and Parks. Advertising for the race is well underway. Kalena and Gary are working on T-shirt design. Race logo & information will be on front of shirt and sponsors will be listed on the back.

Town Manager worked with Westminster Road Runners Club to set up the race website on runsignup.com.

We are also looking for volunteers to help out & work the race, which is Saturday, October 2 at 9 AM. Following is information on how to register, deadlines, and race location:

There are two sites you can register from.

1. Westminster Road Runners Club website- <https://www.wrrclub.com>. See Frank G. Schaeffer Memorial 5K Run/Walk & click on link to register. Both locations on WRRRC site will take you to runsignup.com. Franklin G. Schaeffer Memorial 5K Run/Walk. Click Sign Up and input your information.
2. Go directly to runsignup.com. Franklin G. Schaeffer Memorial 5K Run/Walk. Click Sign Up and input your information.

Sponsor applications and early race registration at \$25 with guaranteed T-shirt ends Saturday September 18th, 2021 @ 11:59pm.

Late registration for the run/walk is from Sunday September 19th, 2021 @ 12:00am to Friday October 1st, 2021 @ 11:59pm. Cost increases to \$35 with no guarantee of T-shirt.

Run/Walk is 9:00am Saturday October 2nd, 2021. Registration and packet pick up opens at 7:30am.

Race location:

Wakefield Valley Park

1000 Fenby Farm Rd.

Westminster, MD US 21157

Please help spread the word and consider participating, sponsoring and/or volunteering for the event. Feel free to contact me if you have any questions or want to discuss the event.

TM'S NOTES:

My work schedule for August will be Monday thru Thursday at Town Hall and Fridays from home. Monday's & Wednesday's schedule will be around my physical therapy which is early in the mornings.

I should lose the sling and be cleared to drive August 27th.

I will prepare the agenda for the August 16th Work Session and attend virtually. I will prepare the September 1st. Council agenda and should be able to attend in person.

I will be unable to prepare the September 20th. Work Session agenda or attend the meeting as I will be out of the Country from Sept. 9th. until Sept. 20th.

Clerk-Treasurer's Alban's Report:

- Final revenues and expenditures for FY21 have been emailed to everyone. After you have had a chance to review, please contact Clerk/Treasurer Alban with any questions.
- Contact will be made with our audit firm – Zelenkofsze Axelrod (ZA) for FY21 start date, update at the August Work Session.

Water-Sewer Billing Clerk Bartoszak's Report: Water bills are due 8/7/2021. The next monthly due date is 8/20/2021.

If you would like to pay monthly, please contact Kalena at the Town Office to fill out a form for the Monthly agreement.

As always, if you are having issues with paying your bill, please contact Kalena and she will be more than willing to work with you.

Music on the Main: we have only 5 vendors so far. Please reach out to friends or family to see if they know of any vendors who would like to participate!

Lehigh Update: No report

Old Business:

- **Corona Virus Funding Application (to assist residents) – Councilman Holl:**
Councilmember Holl feels that part of the ARPA money the Town received can be used to help the residents that are behind on their water/sewer bill payment. There was a

lengthy discussion regarding this with input from other Councilmembers. Councilmember Holl will work with Town Attorney Ostrander to develop an application. Councilmember Cornick requested more information is needed on the topic for discussion at the August Work Session.

- **Town Hall Audio issues:** There continues to be issues with the virtual measures being used for Town meetings. Mayor Green states that it is still a work in progress, all Council agreed that other options need to be looked into.

New Business:

- **Music on the Main Resolution:** Resolution No. 08-04-21 to authorize the consumption and possession in open containers of alcoholic beverages on public property during the October 2, 2021 Music on the Main event. **A Motion to approve by Councilmember Hoffman, it was 2nd by Councilmember Gribbin-Lindemon and approved by a vote of 5-0.**
- **Snader's Summit complaints:** The Town has been receiving complaints from residents in the Snader's Summit development regarding dirt and sediment in their basements after rains. Town Manager Dye and Public Works Director Myers are corresponding with Paul Mueller since the developer Bob Ward Homes is still responsible for the infrastructure at the development. The storm drain system, sediment control and stormwater management are handled by Carroll County. Updates will be provided as information is obtained.

Announcements:

The regular Town Council meeting was motioned for adjournment by Councilmember Schultz at 8:40 p.m., 2nd by Councilmember Hoffman and approved by a vote of 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer