

ANDREW R. GREEN, MAYOR  
AGreen@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

### **October 6, 2021 Town Council Minutes**

**Present:** The October 6, 2021, Town Council meeting was attended by, Vice-President, Kimberlee Schultz, Councilmembers, 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, Town Manager Dye, and Town Attorney Ostrander. PW Director Myers and W/S – Admin. Clerk Bartoszak attended via ZOOM. There were 10 others in the ZOOM meeting and 6 others in attendance in person. Mayor Green and Councilmember Hoffman were not in attendance, they were meeting with State officials to discuss the massive project debt of the Town.

**Call to Order:** The Town Council meeting was called to order by Vice-President Schultz at 7:00 p.m.

**Pledge of Allegiance:** Vice-President Schultz led the Pledge of Allegiance.

**Recording and Agenda Policies:** Vice-President Schultz 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:** None to approve, September 2021 was a joint TC/WS meeting on 9/20/21.

#### **Mayor's Report: Not in attendance**

#### **Council Reports –**

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

- **Music on the Main-** The event was very successful last Saturday. A Thank you to all that helped and to those that attended.
- **Veteran's Day –** Will try to put together some type of program
- **Christmas Decoration –** Will do a follow up with Rileigh's on the status.

##### **Public Works: Councilmember Dave Hoffman – not in attendance report given by Vice-President Schultz**

- Public works are still busy with normal mowing and yard waste pickup.
- Did some road patching
- Planning Commission continues to meet to work on the Comprehensive Plan

##### **Water & Sewer: Councilmember William Holl –**

- SCADA System upgrade project is underway

##### **Public Safety: Councilmember Kevin Cornick –**

- Defer to Deputy Colussy for his report.
- Defer to Fire Chief Welker for his report
- The 1<sup>st</sup> annual Franklin G. Schaeffer 5K Walk/Run was very successful. A Thank you to all the participants and particularly to Town staff and Town Manager Dye for their work.

- Speed continues to be an issue throughout Town. After a discussion, this item will be revisited.

**Economic Development: Councilmember Kimberlee Schultz –**

- Carroll County Downtown will meet later this week to plan for holiday season and next year.
- Please continue to support local businesses.
- A big Thank you to everyone involved with Music on the Main.

**Community Deputy Colussy –**

The Carroll County Sheriff’s Office between the dates of September 1, 2021, to September 30, 2021 responded to 67 calls for service within the town limits. Out of those 67 calls for service, 4 required reports, which were the following:

**On September 1, 2021,** Deputies responded to the 100 block of Main Street regarding a theft. The incident was later reclassified as a civil issue. Case was closed.

**On September 6, 2021,** Deputies responded to the 100 block of Church Street regarding a domestic assault. All parties were referred to the District Court Commissioner to file their own charges. Case remains open.

**On September 14, 2021,** Deputies responded to the 100 block of Main Street regarding a domestic in progress. One subject was transported to Carroll Hospital Center for a mental health evaluation and later was arrested on a warrant regarding this incident. Criminal charges were also filed on the second subject involved in the assault. Case was closed by arrest.

**On September 25, 2021,** Deputies responded to the area of Meadow Lane and Old New Windsor Road regarding a malicious destruction of property. Case was suspended due to lack of leads and evidence.

**Other Notes:** On Wednesday, September 29, 2021 a team of subjects went around town stealing decorative and American flags from residences. Currently, we have 6 reported incidents that occurred here in town. This is now a joint investigation with other areas, Deputies were able to locate and identify the out-of-town suspects and are currently looking for more victims before filing for charges. If you are a victim, please contact the Sheriff’s Office to file a report.

**West Carroll Recreation:** Councilmember Cornick still mentioned the Rec. Council needs people to fill vacated areas.

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

Calls for the month of :September	32 Fire	87 EMS
Year to Date:	256 Fire	655 EMS

Thanks to everyone who came out and supporting us at “Music on the Main.” This is Fire Prevention Week. Remember to have a plan to get out. When the emergency really occurs you will not have time to figure out what you are going to do.

**Town Manager Dye’s Report**

**Rebid of Engineering Services for NW WWTP Enhanced Nutrient Removal Upgrade(ENR), Preliminary Engineering Report**

After the Council approved the award of the PER to GMB at the August 16<sup>th</sup> Work Session, all required documentation was then sent to MDE. An email from MDE with an Architect/Engineer Procurement approval letter approving GMB’s proposal as eligible for Bay Restoration Fund (BRF) grant funding. It will now move on to the State Board of Public Works agenda for final approval. BPW meets twice a month and action has been averaging 60 days for placement on an agenda and approval. The Town is scheduling a kick-off meeting with GMB for the week of October 11<sup>th</sup>.

### **FGS Memorial 5K Run/Walk**

The first annual FGS Memorial 5K Run/Walk was a huge success. Great weather and 120 out of 129 registered participants, ranging in age from 18 months to 77 years old were there. Frank's immediate family, other relatives and many friends were in attendance. Final numbers are still being compiled allowing donations to Caring Carroll and Westminster Road Runners Club. Would Council consider donating any Town funds? Town Manager suggests presenting checks at the November Town Council meeting.

### **Dielman Inn Boxwood Garden**

The boxwood garden has become overgrown with various invasive scrub trees. Public Works is requesting Council approval to have Ichabod's Tree Service remove the invasive trees and most of the boxwoods. They will leave 2-3 of the original boxwoods. Approved.

### **Dielman Inn Archeological Dig**

The Archeological Society of Maryland, Inc. in conjunction with Esther Doyle Read with the Baltimore Center for Archaeology, Ancient Studies Department, University of Maryland Baltimore County will be performing a pro bono archeological excavation at the Dielman Inn historical property in New Windsor. The excavation work will take place on October 9th and 10th., October 23rd. and 24th. and November 6th and 7th. if needed from 8:00 AM to 4:00 PM. A press release has been prepared and will be posted on the Town website and Facebook Page.

### **201 Main Street Park**

On 9/14, at the suggestion of Douglas Lawn & Landscape, TM sent a letter and Phase 2 budget to Robin Kirby with Lehigh Cement. The letter provided background on 201 Main St. Park and asked Lehigh to consider funding a portion of Phase 2 of the park. On 9/30 TM received an email from Kent Martin with Lehigh requesting a tour of the new park, review of Phase 2 and to discuss the Town's request for funding. Mayor Green and TM Dye have a meeting scheduled for Friday October 15<sup>th</sup> at 1:00. Updates to follow.

### **TM'S NOTES:**

**Dedication of Town Hall Public meeting room in honor of Jack Coe is being planned for the November 3<sup>rd</sup> Town Council meeting at 6:00. November 3<sup>rd</sup> would be Jack's birthday.**

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

- Zelenkofsze Axelrod (ZA) has completed the field work for the FY21 audit. They are preparing the draft copy of the audit for presentation to the Mayor and Council.

### **Water-Sewer Billing Clerk Bartoszak's Report:**

- We had 4 water shut offs on Monday, October 4th. 3 of the houses are vacant. The 4th house that was turned off paid balance in full and have been turned back on.
- Several residents called to make payment arrangements for past due balances. However, no residents contacted Town Hall for financial assistance during the COVID period.
- \$16,695.34 is the amount of past due prior to COVID. That is a total of 18 residents.
- 37 Residents are past due from the previous quarter totaling \$18,115.09. That is not including the past due prior to COVID.
- W/S bills were mailed out on Tuesday, October 5<sup>th</sup>.

**Lehigh Update:** No report

### **Old Business:**

#### **Top Priority Water and Sewer**

Director Myers and Town Manager Dye met to go over the list of water and sewer projects. At the September 20<sup>th</sup> combined Council & Work Session meeting, 4 top priority water and 6 top

priority sewer projects were presented, and a general description and estimated/known costs were provided. The WTP SCADA System Upgrade was approved at the 9/20 Council/Work Session meeting. One priority sewer project, Inflow & Infiltration Study was removed from the sewer list with the idea of putting the \$150,000 estimated cost toward sewer lining.

**Total for 3 water projects = \$10,626,000**

**Total for 5 sewer projects = \$8,281,000**

**Total for water & sewer = \$18,907,000**

Tonight, we'll take a look at the Enterprise Fund both currently and in the future.

**Current Enterprise Funds as of 9/24/21:**

Developer Fees Checking (W/S Hook Up Fees) \$2,463,130

Capital Budget/3R's (Repair/Replace/Rehab.) \$ 356,314

**\$2,819,444**

FY-2022 – Budgeted Revenues

Sewer Usage Revenues \$591,000

Sewer Hook Up Fees (8 EDU's) \$63,000

Water Usage Revenues \$515,000

Water Hook Up Fees (8 EDU's) \$77,500

FY 2022 – Budgeted Total **\$1,246,500**

American Rescue Plan Act – 1<sup>st</sup> Tranche 7/15/21 **\$688,696**

**Total Current Enterprise Fund Balance \$4,754,640**

**Future Enterprise Funds:**

Developer Fees Checking (W/S Hook Up Fees)

Approx. 60 new EDU's left at Snader's Summit X \$18,026 = **\$1,081,560**

FY-23 Sewer Connection Fee/EDU = \$8,081

FY-23 Water Connection Fee/EDU = \$9,945

Total FY-23 W/S Connection Fee = \$18,026

There is a 4-lot subdivision possible on Lambert Ave. @ Pilson but there has not been activity recently. 4 lots @ \$18,026 is another **\$72,104**.

FY-2023 - Projected

Sewer Usage Revenues Per year \$665,000

Water Usage Revenues Per year \$550,000

FY 2022 – Projected Total Per year **\$1,215,000**

American Rescue Plan Act – 2nd Tranche 7/15/22 **\$688,696**

**Total Future Enterprise Fund Balance \$3,057,360**

**Total Current Enterprise Fund Balance \$4,754,640**

**\$7,812,000**

**Total for water & sewer: \$18,907,000**

**Difference/Shortage: \$11,095,000**

**Enterprise Fund to remain in reserve \$ 1,500,000**

**Actual Difference/Shortage \$12,595,000**

As you can clearly see there is quite a difference between the cost for our top priority water and sewer projects and the current & future Enterprise Fund balances. Even though the Town has a very strong and healthy EF, it will require additional funding through new grants & loans and possible forgiveness on existing grants & loans to complete the much-needed priority projects. **Also, keep in mind, we cannot completely deplete the Enterprise Fund and should maintain a minimum of \$1,500,000 in reserve.**

Of the top priority projects, Blue Ridge & Atlee Ridge PS's along with the MD-31 Water Main Replacement project are first in line to be done.

#### **Town Hall Virtual Meetings and Audio Solutions**

Councilman Holl & Cornick continued discussion – Councilmember Cornick has obtained 3 different proposals, Carroll Media Center, Audio Visual Group and CW Technologies. He will have the concrete figures and descriptions to the Mayor and Town Council prior to the November 3<sup>rd</sup> Town Council meeting.

#### **Old Town Hall 211 High Street – Possible Uses/What to Do with Building**

This was discussed at the July Council meeting at the request of Mayor Green and he requested it be placed on tonight's agenda. Old Town Hall, 211 High St. has been vacant since mid-January 2020 and there was some brief discussion for uses, preferably a use that would generate some revenue. Public Works has been unable to check contractor prices and options due to workload and being down a staff member.

#### **New Business:**

##### **Upcoming Holidays, Halloween decoration contest and annual Christmas tree lighting.**

Councilwomen Schultz to discuss in Mayor Green's absence.

##### **MML Carroll County Chapter Food Drive.**

Councilwomen Schultz to discuss in Mayor Green's absence. A box will be located in Town Hall for New Windsor's donations to be collected.

#### **Announcements:**

- **New Windsor Heritage Committee holding** Spirited Tales – 10/16/21 at 7:00 p.m., \$10 for adults, \$5 for children, under three free. Rain date to be 10/23/21.

**The regular Town Council meeting was motioned for adjournment by Councilmember Holl at 8:07 p.m., 2<sup>nd</sup> by Councilmember Gribbin-Lindemon and approved by a vote of 4-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer