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### **November 3, 2021 Town Council Minutes**

**Present:** The November 3, 2021, Town Council meeting was attended by, Mayor Green, 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, W/S Clerk Bartoszak and Town Attorney Ostrander. PW Director Myers attended via ZOOM. There were 10 others in the ZOOM meeting and 14 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:** Vice-President Schultz led the Pledge of Allegiance.

**Recording and Agenda Policies:** Mayor Green 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 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.

**Recognition of Service to Neal Roop:** Council and Mayor Green presented a plaque to Neal Roop for his 30 years of service to the Town as both Mayor and Town Councilmember.

**Presentation of Franklin G. Schaeffer Memorial 5K proceeds:** Town Manager Dye presented a check for \$2,665.50 to Gary Honeman from Westminster Road Runners Club and a check for \$3,565.50 to Mike Rodgers of Caring Carroll.

**Previous Meeting Minutes:** A Motion by Councilmember Gribbin-Lindemon to approve the October 6, 2021 minutes. It was 2<sup>nd</sup> by a Motion from Councilmember Holl and approved by a vote of 5-0.

**Mayor's Report:** defer to later in the meeting

#### **Council Reports –**

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

- **Christmas Wreath's** – The order arrived and one of the wreaths was unveiled to those in attendance. Home Town banners will come down when new wreaths are installed. Banners will be evaluated on condition and replaced if necessary.
- **December 1, 2021** -This is our annual tree lighting ceremony at 6:00 p.m. – Rt. #31 & Rt.#75 Park location

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

- Leaf pickup machine is ready to go and due to the age of the machine, Public Works has asked residents to bag if possible.
- Mowing season and park maintenance have ended.
- Bulk trash was held on October 6<sup>th</sup> with 1 dumpster being filled
- Planning Commission met in person in October, a new State representative is being assigned to New Windsor to assist in the Comprehensive Plan review, no November or December Planning Commission meeting, next meeting will be January 24<sup>th</sup>, 2022.

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

- Experiencing supply delays so Wayne has been ordering extra to prepare

- Public Works handled a leak in Union Square
- The Emergency Response plan has been updated by Director Myers and will be forwarded to the Mayor and Council

**Public Safety: Councilmember Kevin Cornick –**

- Defer to Deputy Colussy for his report.
- Defer to Fire Chief Welker for his report
- Trick or Treat was safe and successful

**Economic Development: Councilmember Kimberlee Schultz –**

- Carroll County Downtown met and will be doing the Small Business Passport shopping event
- Please continue to support local businesses.
- Donating a wreath to the Festival of Wreaths

**Community Deputy Colussy –**

The Carroll County Sheriff's Office between the dates of October 1, 2021 to October 31, 2021 responded to 59 calls for service within the town limits. Only 3 required reports, which were as follows:

**On October 19, 2021,** Deputies responded to the 100 block of Church Street regarding a domestic. Investigation revealed that known parties got into a verbal argument. During the argument one of the subjects fell twice causing injury. Both subjects advised that no physical assault occurred and were both referred to the District Court Commissioner to file for a protective order. Case was closed.

**On October 21, 2021,** Deputies responded to the 500 block of Main Street regarding a burglary. Investigation revealed that three unknown subjects entered the building and removed two fire extinguishers. Investigation continues.

**On October 26, 2021,** a Westminster Police Officer was traveling in the area of New Windsor Road and Tibbetts Lane and observed an injured deer laying in the roadway. The Officer then euthanized the injured animal. Case was closed.

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

**Fire Chief Report: Chief Byron Welker**

Calls for the month of :September	21 Fire	89 EMS
Year to Date:	279 Fire	745 EMS

We just completed Fire Prevention Week. Remember Tuesday night bingo and \$1500 Jack Pot bingo hosted by Auxiliary on Nov. 13th.

**Town Manager Dye's Report;**

**Dielman Inn Archeological Dig**

The Archeological Society of Maryland is scheduled to complete their pro bono archeological excavation at the Dielman Inn historical property this weekend November 6th and 7th. An email was forwarded to Mayor & Council on 10/27 from Esther Doyle Read on the status of the dig, findings and what to do with the findings. By MD law, the artifacts recovered are property of the Town. Does the Town want to keep the artifacts or deed them to the State? If deeded to the State, they will be kept in climate-controlled conditions and Town will have access to them. If you decide to keep the artifacts you have to figure out where and how to keep them preserved.

**MD 31 Water Main Improvement Project**

Received final plans and updated engineer's construction cost estimate electronically from GMB. GMB is working to finish the final Specifications. TM to review final plans one last time and GMB will print, sign & seal the drawings. Plans also have to be signed by the Town before making final submission to Soil Conservation District.

Formal Utility Permit Application submittal to SHA is needed. A draft application was submitted a while back, so all paperwork has been updated. Any funding related requirements need to be added into the Project Specifications if necessary.

We will go over the updated cost estimates at the 'Special' Work Session on 11/9.

### **Blue Ridge PS Upgrade**

GMB is working on design but can only take it to a certain point until they will be waiting on Gorman-Rupp to prepare the project specific drawings for the pumps. The BRPS project is #158 in the Gorman-Rupp queue, but the rep has informed GMB that G-R anticipates having the project specific drawings available on 11/15. Once GMB gets the G-R drawings the schedule is as follows:

6-8 weeks to complete 90% design documents.

3 weeks for Town review & comments

6 weeks to complete final documents

Approximate completion date mid-March 2022

### **GMB Hourly Contract to Provide Support Services for Funding Applications**

TM requested and will be approving a proposal for GMB to provide support services for development & submission of funding applications & supporting documentation for the Town to pursue funding with MDE, USDA and other potential funding sources for the MD31 Water Main Project. Mike Reynolds and TM Dye will be overseeing & preparing the applications and GMB will be providing assistance.

The contract is on an hourly fee basis plus reasonable project related expenses such as mileage, printing, postage, etc. with a not to exceed upset limit of \$5,000.

MDE, USDA and other applications require a lot of information which GMB will be able to provide having worked with the Town for many years. GMB provides this type of service to other clients.

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

- Zelenkofsze Axelrod (ZA) has completed the FY21 audit. An electronic copy of the audit was received today and will be forwarded to the Mayor and Council. The Uniform Financial Report (UFR) was filed with the State of Maryland on 10/25/21 in compliance with the November 1, 2021 deadline.
- Loan Payoff paperwork. Town Clerk Alban emailed information to the Mayor and Town Council on the financial payoff data of the current four water loans. Please review for discussion at the special Work Session of November 9<sup>th</sup>.
- November is Municipal Government Works month. A flag is displayed on the wall in the Town meeting room. Town Clerk would like to take pictures of the Mayor and Town Council after the meeting by the flag to submit to MML.

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

- We had four water shut offs on Monday, October 4th. Three of the houses are vacant. The house that was turned off, paid their balance in full and have been turned back on.
- I had several residents call me to make payment arrangements for past due balances. However, I haven't had any residents contact me for financial assistance during the covid period.
- \$16,695.34 is the amount of past due prior to covid. That is a total of eighteen residents.

- 37 Residents who 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

**New Business:**

**Christmas Wreaths – Cost overage approval** – Town Manager Dye stated at the 8/4/21 meeting, Town Council approved \$17,500.80 for the forty-five new wreath and ninety bows with gold trim. The items arrived in two separate shipments resulting in an additional shipping cost of \$620.61. **A Motion by Councilmember Gribbin-Lindemon to approve the additional \$620.61, 2<sup>nd</sup> Councilmember Cornick and approved 5-0.**

**Old Business:**

**Funding of Blue Ridge Pump Station and MD 31 Water Main Improvement projects – cont.’ discussion** -Town Manager Dye provided handouts to the Mayor and Town Council for their review; at the Special Work Session next Tuesday, Nov. 9<sup>th</sup> any questions can be addressed at that time.

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

Councilman Cornick to discuss – He stated that he plans to revisit the information supplied by the three companies, there is some confusion. Update at next meeting.

**MML Carroll County Chapter Food Drive:**

December 5<sup>th</sup>, Mayor Green is checking on the location. The Town will receive donations at Town Hall beginning Thursday, 11/4 until Friday, 12/3.

**Update from Mayor Green on results of meetings with County delegation and/or Sec.**

**Brinkley for possible funding** -Mayor Green did not have any new information, will reach out to them tomorrow.

**Resident’s Concern:** Austin Fogarty – 1208 Jo Apter Place – Why 2 separate shipping costs on wreath delivery? Did anyone reach out to Raleigh’s Outdoor to question this? Councilmember Gribbin-Lindemon will call them tomorrow.

**Announcements:**

**A Motion by Councilmember Schultz, at 8:11 p.m. 2<sup>nd</sup> by Councilmember Hoffman to enter in to Closed\_Session per General Provisions Article 3-305(b) 1. Personnel Matter. It was approved 5-0.**

**The regular Town Council meeting was motioned for adjournment by Councilmember Holl, 2<sup>nd</sup> by Councilmember Gribbin-Lindemon and approved 5-0 at 9:05 p.m.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer