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## **December 1, 2021 Town Council Minutes**

**Present:** The December 1, 2021, Town Council meeting was attended by, Mayor Andrew Green, Vice-President, Kimberlee Schultz, Councilmembers, Sharon Gribbin-Lindemon, Kevin Cornick and William Holl. Also, in attendance at 209 High Street were: Town Clerk Alban, Town Manager Dye, Deputy Colussy, Code Enforcement officer, Nicole Freeland and Town Attorney Ostrander. PW Director Myers and W/S Clerk Bartoszak attended via ZOOM. There were 8 others in the ZOOM meeting and 13 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 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.

**Previous Meeting Minutes:** A Motion by Councilmember Holl to approve the November 3, 2021 minutes. It was 2<sup>nd</sup> by a Motion from Councilmember Cornick and approved by a vote of 5-0.

**Mayor's Report:** Mayor Green attended 2 fund raising events, one for resident Robin Bartlett and Wreaths Across America.

### **Council Reports –**

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

- **Christmas Wreath's** – A Thank You to Public Works department for installing all the new wreaths. Also, thanks to Councilmember Hoffman and Josh Lindemon for their assistance in prepping the wreaths for installation. Councilwoman Gribbin-Lindemon contacted Rileigh's Outdoor regarding the 2 separate shipping costs assessed to the Town and they are reducing the 2<sup>nd</sup> charge. She will be focusing on the Hometown banners next.
- **December 1, 2021** -This was our annual tree lighting ceremony at 6:00 p.m. – Rt. #31 & Rt.#75 Park location and a big Thank You to Rebecca Price for providing the entertainment at the event.

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

- Welcome to the Town's new Public Works employee, Josh Small. He started his employment on November 10<sup>th</sup>.
- Public Works will extend the leaf pick up 1 more week.
- Christmas tree pick up will happen on January 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup>, 2022.
- Planning Commission did not meet in November next meeting will be January 24<sup>th</sup>, 2022.

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

- Public Works handled a major water main break. A Thank you to PW Director Myers, and Town staff for the quick and efficient handling of this most catastrophic water event. Director Myers was able to contact the necessary crews to handle this event.

**Public Safety: Councilmember Kevin Cornick –**

- Defer to Deputy Colussy for his report.
- Defer to Fire Chief Welker for his report

**Economic Development: Councilmember Kimberlee Schultz –**

- A Thank you to Councilmember Gribbin-Lindemon and Public Works for making the Town look incredible for the holiday season.
- Small Business Passport event runs this week through Saturday.
- A thanks to the Carroll County Emergency Management staff for sending out the alert to residents when the major water leak event occurred.

**Community Deputy Colussy –**

The Carroll County Sheriff's Office between the dates of November 1, 2021 to November 30, 2021 responded to 44 calls for service within the town limits. Only 4 required reports:

On November 6, 2021- 300 block of Main Street regarding a violation of a protective order. Victim was referred to the District Court Commissioner for charges. Case was suspended.

On November 11, 2021- 200 block of Lambert Avenue regarding a fraud. Victim's credit card number was used by unknown suspect(s) in Montgomery County. Case remains open pending further investigation.

On November 16, 2021- 100 block of Main Street regarding an assault. Victim was struck by the known suspect after the victim threatened to hit the suspect. The victim was referred to the District Court Commissioner to file their own charges. Case remains open.

On November 17, 2021 - 2800 block of Town View Circle regarding a theft. Unknown suspect(s) stole construction materials from the active construction site. Case remains open.

**West Carroll Recreation:** Councilmember Cornick mentioned the Rec. Council finally has enough people to fill the vacant positions.

**Fire Chief Report: Chief Byron Welker** – no report

**Town Manager Dye's Report:**

**Water Main Break**

The major water main break occurred on the main water supply line from Bowersox Well between the Chlorine Tank and Wakefield Valley Road on the Bassler Farm. On November 18<sup>th</sup>. Director Myers received an alarm for low water level at the Chlorine Tank. Public Works & MES started inspecting the line on foot Friday morning November 19<sup>th</sup>. and found the leak at approximately 1:00. Director Myers followed established protocol by calling Councilman Holl who then notified the Mayor and Council. Director Myers priority during any emergency, especially one of this magnitude, is to focus on the emergency situation and finding a solution. Mid-Atlantic Utilities mobilized crews and started exaction and dewatering of the water line and farm field Friday afternoon. Mr. Bassler, the property owner, was understanding and accommodating. Mid-Atlantic Utilities returned on Saturday morning and was able to repair the leak by around 1:00. The break was longitudinal and approximately 24" in length. 20' of pipe was replaced. The water line had to be sanitized and recharged first; then the Chlorine Tank had to be

drained, sanitized, and filled. By Sunday morning, Director Myers started to slowly release water from the Chlorine Tank into the system to fill the Stand Tank at Rowe Rd.

Director Myers contacted a water hauling contractor and City of Westminster about getting water for the tankers. Jeff Glass, Director of Public Works for City of Westminster, was extremely helpful and accommodating. Jeff provided technical assistance for Wayne and COW did not charge the Town for water they provided. The reason for hauling water at the time was to fill the Chlorine Tank with water from the water tankers while the repair was being done and until the Chlorine Tank could fill on its own. The Stand Tank at Rowe Rd. is filled from the Chlorine Tank and provides the majority of water to the distribution system. Thanks to water conservation by residents and storage levels in both water tanks, we were able to meet system demand until we could safely add water from the Chlorine tank.

A Boil Water Advisory was required by MDE and CCHD. The Boil Water Advisory was posted on the Website & Facebook on Saturday by early afternoon. In addition, door hangers were printed, folded and distributed by volunteers to all water customers Saturday afternoon. Councilman Holl and Kalena contacted BJ's and purchased 3 pallets of bottled water for residents use during the Boil Water Advisory.

In accordance with MDE regulations and requirements, samples were taken Monday morning and sent to a lab. The Boil Water Advisory had to remain in effect until test results came back negative for bacteria Tuesday at approximately 12:00.

I want to thank Director Myers primarily for his leadership and doing an excellent job handling the situation. For several days beginning late day Thursday November 18<sup>th</sup>. through Tuesday November 23<sup>rd</sup>. Wayne put in 63 hours overtime coordinating with MES, MDE, COW, CC Utilities, Councilman Holl, Town Staff and others. Wayne was under a lot of pressure and made exceptionally good, but tough decisions all in the best interest of time and the Town. This has been said before but must be said again here tonight, New Windsor is truly fortunate to have such a dedicated and caring Public Works Director who is willing to put his life on hold and do whatever it takes to get the job done. I know first-hand what Wayne does day in, day out and especially during emergencies and could not imagine where the Town would be without him. I want to thank the many other volunteers who helped in any way they were asked Friday, Saturday & Sunday. All Council members volunteered at some point doing whatever was needed. Josh Small, our new PW's employee worked many overtime hours helping Wayne. W/S Admin Clerk Kalena Bartoszak and her whole family were a huge help. Planning Commission member Drew Strine & his wife, PC Chairman Mark Schultz and Councilman Cornick's wife Darnella also volunteered. Code Enforcement Officer Nicole assisted on Friday. I am sure there were others that I am missing but it really was a team effort. So, thanks again to everyone who helped in any way.

#### **MML Carroll County Chapter Food Drive - Reminder**

Date is Sunday December 5<sup>th</sup> from 10:00 to 2:00. Mayor Green was checking on a location for the MML Food Drive. Do we know a location yet? Mayor Green stated the donations can be given to location of the Town's choice. Donations will be accepted at Town Hall until Friday 12/3.

#### **Dielman Inn Archeological Dig**

The Archeological Society of Maryland finished the dig at the Dielman Inn November 6<sup>th</sup> & 7<sup>th</sup>. The email from Esther Doyle Read dated 10/27/21 was forwarded to the Mayor & Council on the status of the dig, findings and what to do with the findings. This was discussed at the November 3<sup>rd</sup>. Council Meeting. Either the Town keeps them or deed over to the State's archaeological facility and stored in climate-controlled conditions? A Motion by Councilmember Holl to donate the items to State's archaeological facility, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.

#### **On-Call Engineering Services – Re-Bid**

We will be re-bidding our on-call engineering services contract. GMB has been the Town's on-call engineer since 2011. The contract needs to be updated and TM will develop the RFP and will provide updates at future Council meetings & Work Sessions.

### **Bowersox Farm Lease of Agricultural Farmland – Re-Bid**

The current Lease Agreement between the Town and Jerry & Richard Lease expires December 31<sup>st</sup>. 2021. A Request for Bids was prepared and advertised in 2 local farming/agricultural publications. Bids were due Wednesday November 24<sup>th</sup> at 10:00 am and we received 6 bids. 1 Bid was submitted late and will not be considered. References will be checked and bids will be evaluated. Plan to have a summary of bids and recommendation to the Council at the December Work Session.

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

**A):** A big Thank You to Councilwoman Gribbin-Lindemon for all her arduous work on the new Christmas decorations and for putting together tonight's Tree lighting ceremony. Her efforts are appreciated.

**B): Town Code** – After the holidays, Town Attorney Ostrander, Town Manager Dye and Town Clerk will resume reviewing the Town Code.

**C):** Town Clerk is continuing to work on scanning of older documents into our scanning system as a backup for the irreplaceable paperwork.

**D):** December is also a big month for Clerk/Treasurer duties since it marks the end of year 2021.

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

1. Late notices were printed and mailed out Wednesday, November 24<sup>th</sup>. A total of 67 were sent.
2. Meters will be read the last week of December.
3. Bills will be out the first week of January. If you do not get your bill by then, please call me!

**Lehigh Update:** No report

### **New Business:**

**Mass Notification of Emergencies to Town Residents -** We need to look at any and all ways of notifying residents of emergencies. Valerie Hawkins, Emergency Management Manager for Carroll County, provided assistance to the Town during the water main break. Carroll County has a mass notification system called Carroll Alert. It is free and anyone can sign up and receive alerts via text, phone call and/or email. Valerie provided the link: [www.carrollalert.org](http://www.carrollalert.org). The link has been posted on the Town website and Facebook Page.

### **Old Business:**

- **Town Hall Virtual Meetings and Audio Solutions:** Councilmember Cornick had No added information to share tonight, he has contacted CMC and will provide update at next meeting.
- **Update from Mayor Green on results of meetings with County delegation and/or Sec. Brinkley for funding** -Mayor Green is meeting with our commissioner the middle of next week, December 9<sup>th</sup> at 11:00 here at Town Hall.
- **Ethics Commission** – Councilmember Holl inquired where the Mayor was on this matter. The Mayor has reached out to several people but has not heard from them. Since the Council is unaware of these person(s) Councilmember Holl asked the Mayor to forward the names of these people to the Town Council. After a brief discussion, this matter will be addressed again at the January 2022 Town Council meeting.

### **Resident's Concern:**

- Residents, Mark Schultz, Matt Fowler and Austin Fogarty all spoke out about the lack of leadership from Mayor Green. Residents, Betty and Frank Windsor spoke in support of

the Mayor. After further discussion regarding this matter, the consensus was that everyone should work together for the betterment of the Town.

- Resident Neal Roop spoke specifically to the Mayor, questioning his lack of pursuing and following through with obtaining funding opportunities from the State delegation and Carroll County Commissioners.

**Announcements:**

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

Respectfully submitted,  
Donna Alban, Clerk/Treasurer