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**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
February 22, 2022

**Call to Order of Regular Work Session in person and via Zoom:** Mayor Green at 7:02 p.m.

**Present in person:** Mayor Green, Councilmembers – Sharon Gribbin-Lindemon, Dave Hoffman, Kimberlee Schultz, Vice-President of Council, William Holl, and Kevin Cornick. Also present, Town Manager Dye, Town Attorney Ostrander, and Town Clerk Alban. There were 5 ZOOM attendees.

**Approval of and December 15, 2021 Special Work Session & December 20, 2021 Meeting Minutes:** A Motion by Councilmember Gribbin-Lindemon to approve, 2<sup>nd</sup> by Councilmember Hoffman and approved by a vote of 5-0.

**AGENDA ITEMS:**

1. **Approval of Minutes:** January 18, 2022 Work Session Meeting and February 8, 2022 Special Work Session Meeting – **A Motion by Councilmember Gribbin-Lindemon to approve the minutes of both meetings, , a 2<sup>nd</sup> by Councilmember Cornick and approved by a 5-0 vote.**
2. **Audio/Visual Equipment for Town Hall Meeting Room** – CMC Estimate and Update (Richard Turner W/CMC attending) – CMC representative Richard Turner presented the Mayor and Town Council a spreadsheet with quote for additional pricing for New Windsor to purchase their own audio/visual equipment for public meeting room. – After a brief discussion, Councilmember Holl suggested that another company proposal be submitted. The rest of the Council was in agreement, more to follow at a later meeting.
3. **Town Charter Revision – Review and Discussion** – Town Attorney summarized to the Mayor and Town Council the Charter revisions. Councilmember Hoffman the Council section of the Charter addresses removal of a Councilmember however; the mayor's section does not contain any language. He suggested that verbiage be added to the mayor's section for consistency regarding the subject. The rest of the Council was in agreement. Town Attorney will address the request and have the revised document ready for the next meeting.
4. **COVID-19 Policy/Procedure for Administrative Leave-** Town Manager Dye developed a policy for Standard operating procedure for COVID-19.
5. **SHA Streetscape Task Force Committee** - Update of members and first meeting – The 1<sup>st</sup> meeting is being held on Friday, March 26<sup>th</sup> at 9:00 - 209 High Street, Jack Coe Meeting Room and will include, Mayor Green, Town Manager Dye,

Councilmembers Hoffman and Gribbin-Lindemon, Matt Weiss (Uncle Matty's), New Windsor Vol. Fire Dept. representative and State of Maryland staff

6. **Carroll County Chapter MML Dinners spousal/significant other attendance** – A discussion on continuing to pay for spousal/significant other attendees to this function. Town Council decided that as of now the Town will only pay for Town representative and spouse/significant other at the December meeting. The spouse/significant other will be paid for by the attendee for all other meetings.
7. **Budget – Revenue/Expense Projections** – Town Manager Dye presented a summary to the Mayor and Town Council.
8. **Email from Kathi Dietrick on behalf of CC Administrator, Roberta Windham** – There is an opportunity to partner on clean water projects with Carroll County and the other Towns. The Board of Carroll County Commissioners discussed and decided to use a portion of the County's Fiscal Recovery Funds (FRF) to address eligible drinking water supply projects in the County. This would be a 50% matching funds with the Towns. Deadline for proposal submission is Friday, March 11, 2022. Town Manager Dye and Mayor Green will meet and send in the request to Carroll County.

**Clerk-Treasurer replacement** -1 application received so far with cut off date being February 28, 2022.

**A Motion at 8:55 p.m. to adjourn by Councilmember Holl, 2<sup>nd</sup> by Councilmember Hoffman and approved by a vote of 5-0.**

**Respectfully submitted, Donna Alban, Clerk-Treasurer**