

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

PH. 410-635-6575
FAX 410-635-2995

February 2, 2022 Town Council Minutes

Present: The February 2, 2022, Town Council meeting was attended by, Mayor Andrew Green, Vice-President, Kimberlee Schultz, Councilmembers, Sharon Gribbin-Lindemon, Kevin Cornick, Dave Hoffman and William Holl. Also, in attendance at 209 High Street were: Town Clerk Alban, Town Manager Dye, and Town Attorney Ostrander. PW Director Myers, Deputy Colussy and W/S billing Clerk Bartoszak attended via ZOOM. There were 11 others in the ZOOM meeting.

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 Gribbin-Lindemon to approve the January 5, 2022 minutes. It was 2nd by a Motion from Councilmember Schultz and approved by a vote of 5-0.

Mayor: Mayor Green administered the Oath to the 3 newly appointed Ethics Commission members – Sandra Bowman, Edwin Palsgrove and Rebecca Price. Ed Palsgrove thanked the Town for their annual donation to the New Windsor Vol. Fire Dept.

Council Reports –

Community Enhancement: Councilmember Sharon Gribbin-Lindemon –

- Spoke with Public Works Director Myers about possibility of adding electric to more utility poles on High Street for displaying additional Christmas wreaths. More information to follow.
- Hometown Hero banners are being worked on, still an ongoing program. She received a cost of \$3,802.00 to replace all current banners. After a brief discussion, Councilmember Holl was not comfortable with making a Motion to proceed without knowing where the money will be coming from in the current budget. More to follow.
- An organization meeting for Music on the Main will take place in March on the 2nd Tuesday at 6:30 p.m.

Public Works: Councilmember Dave Hoffman –

- PW has done an outstanding job of keeping our streets plowed and/or salted during the crazy storms. They have spread 50 tons of salt so far and PW Director Myers just ordered an additional 40 tons to replenish the stock.
- A new salt barn and new retainment wall for the dumpsters is needed at the PW facilities located on Geer Ln – Town Manager Dye to look at funding in the FY23 budget

- Planning Commission met in January and approved Carroll County updates for 2021 annual report. The new State Regional Planner Aviva Lugh was unable to attend. PC will continue discussing/revising Chapters 6 & 7 of the Comprehensive Plan at the February PC meeting.

Water & Sewer: Councilmember William Holl –

- PW Director Myers continues to do an excellent job maintaining our water and sewer operations.

Public Safety: Councilmember Kevin Cornick –

- Fire Chief notified him that the Fire Department wants a representative on the Streetscape Committee
- Defer to Deputy Colussy for his report.

Economic Development: Councilmember Kimberlee Schultz –

- Carroll County Downtown Small Passport had 2 \$50 gift certificate prizes redeemed at a New Windsor business. Participating business make money because most customers spend more than the value of the gift certificate and there is no cost to the business.
- Carroll County Economic Development has several events coming up which can be viewed at <https://carrollbiz.org>
- Carroll County has a small business resource – visit: <https://carrollbiz.org/where-business-succeeds/>

Community Deputy Colussy –

The Carroll County Sheriff's Office between the dates of January 1, 2022, to January 31, 2022, responded to 51 calls for service within the town limits. The following generated reports:

On January 16, 2022, a Deputy while on routine patrol, struck a deer within the 1000 block of Green Valley Road. The deer was injured due to the collision and had to be euthanized by the Deputy. Case was closed.

On January 16, 2022, Deputies responded to the 100 block of High Street, regarding a domestic in progress. The victim was assaulted by the known suspect. During the investigation, it was learned that the suspect had choked and threatened the victim with a knife, prior to fleeing the scene. Deputies conducted a search of the area and were unable to locate the suspect. Charges were filed regarding the assault and a warrant was issued. Case remains open.

On January 23, 2022, Deputies responded to the 500 block of Main Street, regarding a domestic in progress. Investigation revealed that known parties got into a verbal argument which turned physical. During the investigation, it was discovered that the victim currently had a valid protective order in place against the suspect. The suspect was taken into custody for the violation of the court order and was transported to the Carroll County Detention Center without incident. Case was closed by arrest.

All parties are presumed innocent until proven guilty in the court of law.

Other Notes: In December 2021, Deputy Colussy charged three out of county juveniles that were involved in an incident that occurred in town. As part of their punishment, the juveniles must complete community service within the town limits. He will be supervising the juveniles while the project(s) are completed. He was thinking that the juveniles could paint the equipment at the skate park and the baseball dugouts on Meadow Lane. The town would have to provide the supplies and equipment. If everyone agrees of these project(s), I will set up the date for late March to mid-April.

West Carroll Recreation: No updates

Fire Chief Report: Chief Byron Welker –(working) report read by Clerk Alban

Calls for the month of January: 28 Fire, 88 EMS YTD - same

In the event of a significant snowfall keep your fire hydrant dug out so that it is accessible in an emergency. Also, several fires in the area remind us to properly dispose of ashes from your fireplace or stove. Make sure to treat them as if they are still on fire and keep them away from and do not put them in anything combustible. Keep an eye on our website www.nwfd10.org for upcoming fundraisers for the New Year and when Bingo will start back up.

Public Works Director Myers Report: (report given by Councilmember’s Hoffman and Holl)

Code Enforcement Officer Freeland:

January 2022 Code Enforcement	
New Cases	5
General Nuisance/ junk storage	3
Inoperable/Unlicensed Vehicles	2
Site Inspection	8

Town Manager Dye’s Report:

201 Main St. Park Wall & Lettering Sketch Clyde Hirt with Douglas Lawn & Landscape provided a sketch of the wall and lettering as requested by the Council at the January 18th Work Session. A copy of the sketch is available in the Mayor & Council Only – Documents in the Council meeting date of 2.2.22. **A Motion by Councilmember Holl to approve the design of the wall, it was 2nd by Councilmember Cornick and approved by a vote of 5-0.**

MD Low Income Household Water Assistance Program (LIHWAP)

At the January Council meeting, the Council agreed to the Town’s participation. All registration forms required for participation were completed and submitted as of Monday 1/31.

MDE & USDA Funding Application & Process For MD-31 Water Main Project

The MDE application was submitted on Friday January 21st ahead of the January 31st deadline. The Town received confirmation the application was received and MDE will contact Town Manager Dye if they have any questions. Mike Reynolds started on the USDA application.

Water Main Break – Coe Drive

Public Works Director Myers discovered another water main break on Coe Drive late afternoon on Friday 1/28. Due to cold temperatures, time of day and availability of Mid Atlantic’s Utilities crew, the break was repaired Monday morning 1/31 by 10 am. There have been 4 breaks on this line in 5 years and there are only 2 houses serviced by this line. This short section of water main would be a suitable candidate for lining. Director Myers will be looking into that option and getting prices.

FY-23 Budget Schedule

The February 22nd Work Session will be looking at Revenue/Expense Projections. The March 2nd Council Meeting will be a continued budget discussion and general direction.

Clerk-Treasurer’s Alban’s Report:

A): Town Charter –Town Attorney Ostrander, Town Manager Dye and Town Clerk have finished reviewing the Town Charter and more on that later in the meeting.

GENERAL FUND – Budget updates. FY22

Clerk Alban gave updates on: Highway User Revenue, Real Property Taxes, Snow Removal expenses, impact fees, Town building permit fees, administrative fees, and Local Income Tax revenue.

ENTERPRISE FUND – Budget updates.

Town Clerk Alban gave updates on: Water hookup fees and Sewer hookup fees collected. Town Clerk/Treasurer will have final figures for the emergency repair events at the next Town Council meeting in March.

Water-Sewer Billing Clerk Bartoszak’s Report:

- W/S bills were mailed out on January 10th. Due date for bills is February 10th. If you are monthly, the due date is the 20th of each month.
- If you have not received your quarterly bill, contact her to obtain a copy.
- Late charges will be assessed on February 11th.

Lehigh Update: No report

New Business:

Resolution to – Authorize Town Manager to Apply for a Department of Agriculture Rural Utilities Service Loan for MD-31 Water Main Improvement Project

This is a requirement for USDA application for the MD-31 Water Main Project.

A Motion by Councilmember Schultz to approve Resolution No. 02-02-2022, 2nd by Councilmember Hoffman and approved by a 5-0 vote.

FY23 Budget: Town Manager Dye initiated a general budget discussion and next budget presentation will be at the February Work Session with revenue/expenditures discussion.

Old Business:

COVID-19 – Public Meeting Status and Approval of Administrative Leave

On January 4th, 2022 Governor Hogan declared a 30-Day State of Emergency to take urgent short-term actions to combat the current COVID-19 surge. State and Carroll County Government required masks and all virtual meetings for January. I have not heard of any change from Governor Hogan’s Office. Has anyone else heard anything? Councilmember Schultz stated the State of Emergency is set to stop on February 4, 2022. Beginning with the February Work Session all meetings will be open in person to the public.

At the January 5th Council meeting Council was asked for feedback on allowing administrative leave for staff who are required to quarantine due to COVID or to take care of a family member with COVID. TM reached out to the 7 other municipalities in Carroll County and all provide some type of administrative leave with most allowing 10 days. TM requests this be retroactive back to November 1, 2021. Mayor & Council thoughts? Town Manager was instructed by Council to put together a policy to present at the February Work Session meeting with further discussion.

Resident’s Concern: None

Announcements: Town Manager Dye reminded everyone the Carroll County Library Headquarters parking lot is no longer an option for parking during a snow emergency event.

The Town Council meeting was motioned for adjournment at 8:36 p.m. by Councilmember Holl, 2nd by Councilmember Gribbin-Lindemon and approved 5-0.

Respectfully submitted, Donna Alban, Town Clerk/Treasurer