

KIMBERLEE C. SCHULTZ
COUNCILWOMAN/INTERIM MAYOR
E-mail:
KSchultz@newwindsor.md.org



Phone: 410-635-6575
Fax: 410-635-2995
E-mail:
Info@NewWindsorMD.org

TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776

Town Council Work Session Minutes

March 21, 2022

Call to Order of Regular Work Session in person and via Zoom: Councilmember Schultz at 7:00 p.m.

Present in person: 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. There were 14 ZOOM attendees and 3 in person.

Announcements: Councilmember Schultz announced Donna Alban was not in attendance but if you would like to wish her well in her retirement you can call the Town Office or contact her via email. The second announcement is the resignation of Mayor Green. Councilmember Schultz read Mayor Green's resignation letter,

"As of 3-21-2022 I resign as Mayor of New Windsor. I will return Town property by the end of the day as well as personal belongings from Town office. Thanks.

Andrew R. Green
Mayor
New Windsor, MD
21776"

Councilmember Schultz spoke with our Town Attorney Ostrander and will be acting as Mayor which is per our Town Code.

Approval of February 22nd Meeting Minutes: A Motion by Councilmember Gribbin-Lindemon to approve, 2nd by Councilmember Cornick and approved by a vote of 4-0.

AGENDA ITEMS:

- MML Chapter Dinners, Conferences and Special Events Resolution. A motion by Councilmember Holl to approve Resolution 03-21-22A, 2nd by Councilmember Hoffman and approved by a vote of 4-0.
- COVID-19 Resolution for Administrative Leave - A motion by Councilmember Gribbin-Lindemon to approve Resolution 03-21-22B, 2nd by Councilmember Cornick and approved by a vote of 3-1.
- Town Charter Resolution Revision – A motion to Introduce the Town Charter Revision by Councilmember Hoffman, 2nd by Councilmember Holl and approved by a vote of 4-0.
- Town Beautification/Clean Up Day – resident Corby Fowler brought up ideas for Town Beautification Day. Resident John Hawksford mentioned about trees that are down by the ball

fields. Town Beautification Day is planned for Saturday, April 30th from 9am-12pm and we need volunteers.

- Seibel Fields and Skate Park - Email on 3/4/22 from Jeff Degitz, Director of CC Dept. of Rec & Parks was forwarded to Mayor, Council & staff on 3/7/22. Requests for funding through the department's capital budget are to be submitted through a link to an online form and are due April 15th. Requests for funding will be reviewed by Rec & Parks Advisory Board at their May 2022 meeting. New projects are typically placed in the last year of the plan which is 2029. If a project is not recommended for County funding in its CIP, dept. staff may recommend other possible funding sources that could help move projects forward. Rec & Parks also mentioned Maryland's Community Parks & Playground (CPP) program which will be accepting applications this summer with awards announced next year. These grant funds do not require a match and could be available as early as next year rather than 2029 through the County CIP.

Question from Councilmember Gribbin-Lindemon as to applying for funding for the Town Skate Park and Seibel Fields. The Skate Park and Seibel Fields are in close proximity to each other and are accessed off the same road Meadow Lane but need to be treated separately. Meadow Lane is a Town Rd from Old New Windsor Rd. for approximately 500'. Beyond the Town Maintenance sign, it becomes a private driveway. The both have several issues, restrictions, problems, etc.

The Skate Park is owned by the Town on a parcel of land approximately 5 acres. The Skate Park was funded through Project Open Space back in 2008. The equipment in the park is still in good condition. The fence around the park could stand to be replaced or repaired.

Seibel Fields – in December 2011 the Town sold 6.69 acres to Lehigh for \$696,520. On the same date the Town entered into a lease of the 6.69 acres. The Town is responsible for all maintenance of the fields and property. Any improvements, alterations, additions or changes of any kind are required to have written consent approval from Lehigh. The ball fields have not been used in recent years by any organization. The fields need work to make them usable again and is there a demand for use?

Just few examples of work needed are:

Provide quality infield dirt, spread and level

Clean out and repair bench areas

Set new base pegs for drop-in bases

Repair outfield fences especially Field #1 (smaller field). The fence has been compromised by meandering of the stream.

The public portion of Meadow Lane needs to be milled and paved. Parking for the Skate Park should be paved as well. Repairing the private stone portion of the driveway presents issues and concerns. Also, it's important to note, the entire area of the Skate Park and ball fields is in a flood plain and subject to flood damage.

- Town Hall Audio/Visual Solution – Councilmember Holl received the 2nd quote from Tomlin Tech. The last Work Session the original quote was for equipment and installation. The installation in the 2nd quote is higher.

Councilmember Holl said Mr. Turner from Carroll Media Center mentioned the 2nd quote of \$3,894.95 does not include mounting brackets for the camera. CMC provides the brackets but do not install them. That may end up being an additional cost.

Tomlin Tech said they would work hand in hand with CMC if they were selected for the proposal.

The install of the brackets would be needed to be added to the quote.

The Council would like Councilmember Holl to get a price quote on adding another monitor on the opposite wall.

- American Rescue Plan Act of 2021 (ARPA) – The Treasury Dept. sent an email to Mayor Green on March 7th as the Town’s applicant/contact regarding the ARPA money. The email was forwarded to Donna and me. The email contained a lot of information and links. Most importantly the email provided directions to set up the Town’s online account to access the Treasury’s Portal to designate important reporting roles. The roles that need designated for the Town are:

- Account Administrator
- Point of Contact for reporting
- Authorized Representative for Reporting

Donna & I tried to log in and designate roles but was unable to. We will have to figure out how to set up what is needed so we can submit the required reporting and documents.

The first reporting deadline to submit the Project and Expenditure Report is April 30, 2022 and will cover the period between March 3, 2021 and March 31, 2022. For New Windsor the Project and Expenditure Report will be due annually. TM forwarded an email from MML to Mayor & Council on March 17th about a webinar today at 3:00. The webinar was hosted by the Treasury Dept. and provided information about reporting requirements. If the report is not filed and requirements and regulations are not followed the Town will be responsible for paying the ARPA money back.

- Budget – Draft Review - Following are the changes since the March 2nd Council meeting.

General Fund Expenditures:

Public Works

Trash – Household Recycling Collection – Significant changes since last meeting. There are several reasons.

- Effective July 1, 2022 CC is increasing the tipping fee for recycling \$25/ton from \$30 to \$55/ton.
- The number of stops is projected to increase by 55 based on Snader’s Summit development.
- Tonnage for trash & recycling is estimated to increase 55 tons and 14 tons respectfully.
- To be more conservative using last 3-year Avg. instead of 5-year Avg. for both trash & recycling which increased tonnage somewhat in addition to the above noted increase.

Result, this line item increased and additional \$16,500 from last time it was discussed at the March Council meeting.

Capital Project Budget – \$107,807, input last. A decrease of \$15,816 from FY-22 and accounts for the increase in Trash- Household Recycling Collection of \$16,500 and Equipment & Supplies (Traffic Sign) of \$6,000. General Fund Revenues were higher than Expenditures by \$107,807. Now balanced. This line item will change again if there are further changes to any other line items in the budget.

Public Safety

Equipment & Supplies (Traffic Sign) – This increased \$6,000 to account for the purchase of 2 new signs.

Parks

Equipment Repair/Seasonal – down \$17,000 to be in line with prior years. Decision at the March Council meeting to keep this line item at \$3,000 and use \$3,802 from the Town Activities line item in the FY-22 budget to purchase new Hometown Hero Banners.

In summary, unless there are line-item changes, the GF section is balanced.

Enterprise Fund Expenditures:

Water

MDE MWQFA Loan For MD31 W.L. Project – Line item added to plan for future loan. Used \$80,000 per year cost which is based on \$1,960,000 loan at 1.15% for 30-years, rounded up from calculated yearly cost of \$77,621 for cushion. Will not know exact loan amount or interest rate until later date if and when we get approved for the MDE loan and apply.

Capital Project Budget – To account for new MDE Loan line item, lowered by \$30,001 from \$96,026 to \$66,025 which is a decrease of \$24,213 from FY-22.

3 R's Operating – To account for new MDE Loan line item, lowered by \$25,000 from \$75,000 to \$50,000 which is no change from FY-22.

Sewer

3 R's Operating – To account for new MDE Loan line item, lowered by \$25,000 from \$75,000 to \$50,000 which is no change from FY-22.

In summary, unless there are line-item changes, the EF section is balanced.

The budget is complete and balanced at this time. There is no proposed tax rate again this fiscal year for the 8th year. Something to keep in mind for future years, may need to raise the tax rate to generate more revenue on the General Fund. The Enterprise Fund is self-sufficient and does not use any Town tax dollars.

Councilmember Hoffman and Planning Commission Chairman Schultz are looking to have someone to take notes and update the comprehensive plan based on Planning Commission discussions.

Councilmember Hoffman asked if \$1500 is available out of the FY 22 budget and adding \$3500 for the FY 23 budget.

Public Comment: Resident Jonathan Hawksford mentioned about putting stop sign on Route 31 and Church Street.

A Motion at 8:42 p.m. to adjourn by Councilmember Cornick , 2nd by Councilmember Hoffman and approved by a vote of 4-0.

Respectfully submitted, Kalena Bartoszak, Admin. & W/S Billing Clerk