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

**March 2, 2022 Town Council Minutes**

**Present:** The March 2, 2022, Town Council meeting was attended by, Mayor Andrew Green, Vice-President of Council, 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, attended via ZOOM. There were 5 in person attendees and 6 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 electronic 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 Cornick to approve the February 2, 2022 minutes. It was 2<sup>nd</sup> by a Motion from Councilmember Gribbin-Lindemon and approved by a vote of 5-0.

**Mayor: No Report**

**Council Reports –**

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

- Franklin G. Schaeffer walk/run will take place this year in October, the date will be announced later.
- Hometown Hero banners will be addressed later in the meeting.
- An organization meeting for Music on the Main took place on March 8<sup>th</sup>. The Council should have received band information to review.
- Memorial Day service will be May 29, 2022 at 6:00 p.m. More information will follow.

**Public Works: Councilmember Dave Hoffman –**

- Public Works have been busy with road patching, picking up limb debris from the various storms and maintaining snow removal equipment.
- PW Director Myers has been meeting with Town Manager Dye to work on the FY23 budget.
- Planning Commission did not meet in February, next meeting is March 28, 2022.

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

- A new water meter was installed at Main Spring.
- Both wells at Hillside are now on-line and operational.
- Talks are underway with MDE and Mid-Atlantic Utilities on the Snader's Booster chlorination tank refurbishment project
- A meeting will take place with GMB for the WWTP ENR upgrade project.
- SCADA system has been upgraded and is operational

**Public Safety: Councilmember Kevin Cornick –**

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

**Economic Development: Councilmember Kimberlee Schultz –**

- Carroll County Downtown did not have a meeting
- 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/>
- Board of HSP have funding available for water/sewer bill and homelessness help

**Community Deputy Colussy** – Not in attendance.

**West Carroll Recreation:** No updates

**Fire Chief Report: Chief Byron Welker** –

Calls for the month of February: 27 Fire, 59 EMS

YTD – 55 Fire, 145 EMS

Spring is just around the corner. Even though vegetation is dead, brush and grass around your property is still dry and can easily catch fire and spread from unattended fires. Exercise caution when burning leaves and brush.

Tuesday night bingo has resumed. The carnival will take place on Thursday, Friday and Saturday, dates will follow.

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

**Code Enforcement Officer Freeland:**

<b>February 2022 Code Enforcement</b>			
	Issued	Open	Closed
Citations/Fines	2	1	1
Warning Letters	6	3	3
Fines	2	2 (unpaid)	
General Nuisance/ junk storage	7	4	3
Inoperable/Unlicensed Vehicle	1		1
Parking Complaints	1		1

**Town Manager Dye’s Report:**

**Draft Policy for MML Chapter Dinners, Conferences & Special Events**

A draft policy has been developed and sent to Attorney Ostrander for review. A copy is in the Mayor & Council Only Documents – Council Meetings folder dated 3/2/22.

### **Standard Procedure for COVID-19 and Administrative Leave**

The standard procedure for COVID-19 leave has been revised per the few comments from the February Work Session.

### **Municipal Proposal for County Federal Fiscal Recovery Funds for Water Supply Projects**

TM Dye completed the Municipal Proposal Form on behalf of the Town requesting a portion of the County's Fiscal Recovery Funds (FRF) for the MD-31 Water Main Improvement Project. A copy was sent to the Mayor and Town Council. Proposals are due by Friday March 11<sup>th</sup>.

### **Virtual Meeting Representatives For Senator Cardin**

A meeting is scheduled for Friday March 4<sup>th</sup> at 12:00 with Jessica Cook and Mike Thomas with Senator Cardin's Office. Mayor Green, Councilmembers Schultz and Hoffman and TM Dye will attend. Please review Senator Cardin's County & Municipal Governments Guide to Congressionally Directed Spending-Earmarks prior to Friday's meeting.

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

- The Town has experienced several water emergency repair projects during FY22. The total spent has been \$48,059.00.
- The Clerk-Treasurer has attended several virtual webinars in reference to the ARPA(American Rescue Policy Act) for NEU's (Non-entitlement Units of local government). The Treasury is expected to release the final reporting guidelines within the next couple of weeks. The 1<sup>st</sup> report is due on April 30, 2022.

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

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

**Lehigh Update:** No report

### **New Business:**

#### **General Budget Discussion/Direction:**

There were some minor changes and adjustments made after the February 22<sup>nd</sup> Work Session which was our first look at and review of the budget as a whole. Following are the changes made and line items affected.

#### **General Fund Revenues:**

No changes. Overall, Revenues up \$27,050

**General Fund Expenditures:** (the incomplete line items from last meeting are now complete)

#### **Public Works**

Public Works Salaries – minor change due to slightly higher percentage to COLA to account for higher inflation. The increase is less, was \$25,144 now \$20,776. The percentage split for the Maintenance Worker position changed from 90/10 to 75/25. Includes new position. The new proposed position is titled, Utilities and PW's Maintenance and would be a 50%/50% split between GF & EF.

Street Lights – up \$5,000 instead of \$6,000, new electric contract and higher kilowatt charges increased 13.5%. Used 15% versus 20% increase for anything electric.

Capital Project Budget – \$130,307 was input last which is up \$6,684. General Fund Revenues were higher than Expenditures by \$130,307 at this point with all other line items complete. Now balanced. This line item will change if there are further changes to any other line items.

## **Parks**

Equipment Repair/Seasonal – down \$17,000 to be in line with prior years. Increased in FY-22 budget for new Christmas wreathes which has been done. Hometown Hero banners were discussed at the February Council meeting. Councilmember Gribbin-Lindemon received a cost of \$3,802 to replace all current banners. What is the status on this? If this FY, where will money come from in current budget? If FY-23, have to budget accordingly if replacing all banners. Only \$3,000 in this line item for FY-23.

## **Miscellaneous**

Health Care Benefit – change from up \$7,733 to \$10,902. Forgot to budget for 3% increase in costs for inflation and new Clerk/Treasurer taking insurance. This also includes PW's Maintenance Worker taking insurance and percentage change from 90/10 to 75/25. Previous PW's Maintenance Worker did not take insurance and new PW's Maintenance Worker position taking insurance.

Insurance – up \$5,000 for inflation and cost of materials increase.

Payroll Expense – no change from FY -22, remains at \$45,000. However, this FY, Payroll Expense is not included in Total Miscellaneous Expense. Executive and Public Works Salaries account for payroll expenditures which are based on 40 hours/week, no O.T. except for PW's Director to attend Council meetings. Withholdings for Fed, State tax, Medicare & SS should not have been included in Total Miscellaneous Expenses as was the case in previous years. This year, show as line item for tracking only. Note, O.T. for emergencies does show up in this line item!

There has been mention of adding a second speed sign. Need to discuss tonight since Deputy Colussy is here. The cost of the second sign would go in Equipment & Supplies under Public Safety.

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

## **Enterprise Fund Revenues:**

No changes. Overall, not including the ARPA money, revenues up \$145,200.

American Rescue Plan Act – new line item for 1<sup>st</sup>. tranche of \$688,696. This is earmarked for Blue Ridge PS Upgrade and not included in Total Revenue.

## **Enterprise Fund Expenditures:** (the incomplete line items from last meeting are now complete)

### **Water**

Loans for – Chlorine Tank, College/Blue Ridge, Denning's Well and New Water Tank have been paid off. The loan for MD-31 Water Line project, approximately \$1,960,000 total or \$78,000 per year, was **not** put in the FY-23 budget because not sure when the Town will incur the loan. If loan is taken in FY-23, amend the budget accordingly.

Capital Project Budget – As stated last meeting this line item gets filled in last. At this point unless something changes - \$96,026 which is an increase of \$5,788 from FY-22.

3 R's Operating – Again, this line item gets filled in last. At this point unless something changes - \$75,000 which is an increase of \$25,000 from FY-22.

Public Works Emergency Over Time – New Line Item. Now that we have taken a deeper look into Payroll Expense in both GF & EF and the number of emergencies in water and sewer we have experienced, added new line item to estimate O.T. for water. Based on FY-22 amounts, estimating \$4,500 for water in FY-23.

## Sewer

Electric – up \$7,000 instead of \$9,000, new electric contract and higher kilowatt charges increased 13.5%. Used 15% versus 20% increase for anything electric.

Capital Project Budget - this line item gets filled in last. At this point unless something changes - \$98,026 which is an increase of \$7,788 from FY-22.

3 R's Operating - this line item gets filled in last. At this point unless something changes - \$75,000 which is an increase of \$25,000 from FY-22.

Public Works Emergency Over Time – New Line Item. Based on FY-22 amounts, estimating \$2,500 for sewer in FY-23.

## Personnel

Executive Salaries – up from \$3,810 to \$5,080, minor change due to slightly higher percentage to COLA to account for higher inflation.

Public Works Salaries – up from \$28,632 to \$34,040, The percentage split for The Maintenance Worker position changed from 90/10 to 75/25. Minor change due to slightly higher percentage to COLA to account for higher inflation.

Payroll Expense – This was very underestimated last FY. Up \$42,000 as estimated for FY-23. However, as stated above in GF, this FY Payroll Expense is not included in Total Miscellaneous Expense. Executive and Public Works Salaries account for payroll expenditures which are based on 40 hours/week, no O.T. except for PW's Director to attend Council meetings. Withholdings for Fed, State tax, Medicare & SS should not have been included in Total Miscellaneous Expenses as was the case in previous years. This year, show as line item for tracking only. Note, O.T. for emergencies does show up in this line item!

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

In summary, the budget is complete and balanced at this time. The tax rate does not need to increase again this fiscal year. The last tax increase was FY-2016 which is 8 years! Something to keep in mind for future years, when the revenues from new home connection charges dry up, we may need to raise the tax rate to generate more revenue.

## Old Business:

Resident's Concern: None

## Announcements:

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

Respectfully submitted, Donna Alban/Dana Mangus, Town Clerk/Treasurer