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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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Town Council Work Session Minutes

November 21, 2022

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

Present in person: Mayor Neal Roop, – Vice-President and councilmember Kimberlee Schultz Councilmembers, Sharon Gribbin-Lindemon, Kevin Cornick. William Holl and Dave Hoffman were present. Also present, Town Attorney Ostrander attended, Town Manager Dye and Town Clerk Mangus. There were 5 ZOOM attendees and 2 in person.

Approval of October 17, 2022 Meeting Minutes: A Motion by Councilmember Gribbin-Lindemon to approve, 2nd by Councilmember Shultz and approved by a vote of 5-0.

AGENDA ITEMS:

- Frank G. Schaeffer Memorial 5K
 - Presented Mike Rodgers of Caring Carrol and Gary Honeman of Westminster Road Runners Club each with a donation of \$1,700.
- Purchase of 2022 Dump Truck Crew Cab and Chassis
 - RFP to 3 local dealerships: Len Stoler Chevrolet in Westminster, Wantz Chevrolet in Taneytown and Chriswell Chevrolet of Thurmont.
 - Len Stoler and Wantz both did not have a truck in stock that met the specifications
 - Chriswell Chevrolet of Thurmont has one 2022 Chevrolet 5500 4WD Crew Cab & Chassis that meets the specs w/delivery date of one week. \$72,246.64 and includes tag & title—PWD Myers recommendation
 - Not a budget line in the FY23 budget but funds would come from the General Fund

A Motion to purchase 2022 Chevrolet 5500 from Criswell of Thurmont for \$72,246.64 was made by Councilmember Cornick and second by councilmember Hoffman and approved by a vote of 5-0.

A motion to move funds from General fund FY23 budget to purchase 2022 Chevrolet 5500 was made by Councilmember Cornick and second by councilmember Holl and approved by a vote 5-0.

- Planning Commission Vision Statement
 - New Windsor will maintain a safe, small-town atmosphere, which offers a good environment to raise children and promote family values. The clean, attractive appearance of all areas and buildings in the town will instill community pride. The town will maintain a small government which provides necessary services efficiently and effectively and adequate opportunity for citizen input. A diverse base of small businesses, concentrated in the “downtown” area, and light industry, concentrated in the Tibbetts Industrial area, will provide a strong, stable economic tax base.

A motion to approve the Planning Commission Vision Statement was made by Councilmember Cornick and second by Councilmember Holl and approved by a vote of 5-0.

- Antietam Broadband Update
 - Most materials have been delivered and Project Manager has been assigned
 - 7-10 days prior to install will reach out to TM Dye and provide verbiage for public notification.
 - TM Dye will reach out to Antietam to see if they would like to a informational meeting for Town residents.
- Employee Handbook
 - 4 new sections/updates
 - On-call/Call Back Policy, Holiday Pay, Hybrid Policy, Benefits
- Lion's Club Ballfield
 - Reapers Baseball Club Agreement Renewal
 - Requested the use of Lion's Club Field for another year as of right now there are no other requests for use of the field.
- Christmas Tree
 - 7 foot live ball in bag tree
 - Sewell's Tree Farm in Taneytown for a total of \$135
 - Sewell's would like to donate \$35 to the town for the tree making the cost \$100

A motion to approve the purchase of the Town Christmas tree from Sewell's Tree Farm and was made by Councilmember Cornick and seconded by Gribbin-Lindemon and approved by a vote of 5-0.

- Leaf Vacuum Machine
 - Fall Newsletter for 2021 and 2022 asked residents to bag leaves or place in bins
 - Current leaf machine is a Xtreme Vac purchased in 2007
 - Council would like to make a formal statement to residents stating... "Due to a change in process for the health and safety of the Town's Public Works Employees, the town will not be vacuuming leaves this year. Please place your leaves in brown paper lawn bags or bins with drainage and lids."
 - Public Works Director Myers to look into selling machine and pricing of a new one

Announcements

- Mayor on the Square Food Drive December 3rd
- Town Manager and Code Enforcement Officer will be filling in for Bill (zoning administrator) while he is recovering from knee surgery
- MDE Sewage Sludge Utilization Permit Applications
 - 2535 Marston Road property application has been pulled
 - This property was adjacent to the Town Farm and Main Spring on Bowersox Road
- Upcoming Council Meetings:
 - Town Council Meeting December 7th
 - Work Session Meeting December 19th
 - Town Council Meeting January 4th
 - Work Session Meeting for January will be moved to Tuesday January 17th to observe the holiday.

A Motion at 8:31p.m. to close meeting was made by Councilmember Holl, 2nd by Councilmember Schultz and approved by a vote of 5-0.

Respectfully submitted,
 Dana Mangus,
 Town Clerk/Treasurer