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TOWN OF NEW WINDSOR  
209 High Street - P. O. Box 609  
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Town Council Work Session Minutes  
February 21, 2023

**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, Town W/S Clerk Bartoszak. There were 1 ZOOM attendees and 4 in person.

**Approval of November 21, 2022 Meeting Minutes:** A Motion by Councilmember Gribbin-Lindemon to approve, 2<sup>nd</sup> by Councilmember Cornick and approved by a vote of 5-0.

**AGENDA ITEMS:**

- **Logan Middleton Boy Scout Troop 393 – Consideration of Eagle Scout Project:**  
Logan is here tonight. Logan is an Eagle Scout candidate and is looking for a conservation project to fulfill leadership opportunities toward obtaining his Eagle Scout. He reached out to Jonathan Bowman with Carroll County Bureau of Research Management who suggested maintenance on a tree planting area at the Town Farm on Bowersox Rd. as a possible conservation project. This was discussed at the February 1<sup>st</sup>. Council meeting and the main concerns were liability/insurance, safety, importance and sensitivity of the property. The Town Farm is the location of Main Spring which provides approximately 80% of New Windsor's water supply. TM forwarded an email from Tim Mullen, BSA Troop 393 Committee chair, to Mayor, Council and Attorney Ostrander on 2/9 for review prior to tonight's meeting. Mr Mullen's email provided information and answers to questions/concerns the Town had and also included an attachment 'Navigating the Eagle Scout Service Project – Information for Beneficiaries. A Motion by Councilmember Holl -former Eagle Scout to approve conservation project, 2<sup>nd</sup> by all Councilmembers.
- **BZA Fees – Resolution 02-01-23 Final Version & Signatures** - At the February Council meeting a motion was made to adopt Resolution 02-01-23 contingent on adding verbiage that fees are subject to change to cover actual expenses of the Town. The verbiage has been added and we need signatures tonight.
- **First Amendment Audits** – Mayor Roop talked about First Amendment Auditors "YouTubers" who will record anyone in the office and try to agitate you. Mayor Roop is trying to get LGIT to come out and have all staff attend those meetings. Mayor Roop asked Town Manger Dye to put up "Staff Only" signs up at all Town Facilities.

- **Dump Truck Lift System and Attachments** – Mayor Roop asked Director Myers to send a write up about the lift system and attachments to the Council and by the March Town Council meeting the Mayor and Council could possibly have a better direction.
- **Lion’s Club Park Retaining Wall – Discussion of Bid and Use of Additional Town Funds to Complete** This was started back in July of 2022. An informal request for proposals was done. Public Works contacted 4 contractors, experienced delays with response times and finally got 2 contractors to provide proposals. The 2 contractors were Bitzel’s Lawn Care and Douglas Lawn & Landscape. The bids were discussed at the October 17th, 2022 Work Session. Decision was to push it back, develop an RFP, advertise in CC Times and follow a more standard process for requesting bids.

An RFP was generated and put out for bid on January 15, 2023. The RFP was to replace the existing wooden retaining wall with a new block wall. The wall is located behind the pavilion at Lion’s Club Park located at 312 Maple Ave. Proposals were due February 3rd and only 1 proposal was submitted. The proposal was from Douglas Lawn & Landscape for \$61,277.

Breakdown of POS Funding and cost as follows:

Funding Source	Amount	% by Source
POS Funds Awarded	\$46,600	
Carroll Co. Contribution	\$2,330	5%
Town Contribution	\$2,330	5%
POS Contribution	\$41,940	90%
Project Total (Douglas L&L Bid)	\$61,277	
Additional Town Funds Needed to Complete	\$14,677	
Total Town Funding (Including 5%)	\$17,007	

Could use GF Contingency to fund Town portion. Current GF Contingency balance is \$17,776. Could use GF Capital Project Reserve to fund Town Portion. Current balance is approx. \$340,000.

The Town is scheduled to receive POS assistance in FY-24. Letter comes out in mid-May with estimated funding and project request forms. Award is issued in early Fall. At the January 17<sup>th</sup> Work Session, 3 possible POS projects were suggested to apply for in FY-24:

1. Half-court basketball court at Atlee Ridge open space area.
2. Skate Park upgrades.
3. Atlee Spring House at Geer Lane storm drain improvements (Not sure this would qualify but looking into.?)

Could apply for additional funding to cover cost of retaining wall and the 2 or 3 projects listed above.

If we delay this project again, I do not believe we would need to re-bid it but we would have to notify Douglas Lawn & Landscape and allow them to update their proposal in the Fall after POS award. Material cost are likely to increase.

Council asked for Town Manager Dye to get a breakdown from Douglas Lawn and will continue discussion in March.

- **Budget Discussion – Revenue/Expense Projections**

A spreadsheet of where we are in the budget at this point is in tonight's folder. Clerk/Treasurer Mangus has updated the YTD numbers. Line items highlighted in yellow are key items for discussion and review tonight.

**General Fund Revenues:** Most have been input. Few more to complete.

Income Tax up \$12,000

Personal Property (Businesses W/Inventory up \$6,000

Real Property up \$65,000

Cable Franchise Fee up \$4,000

County/Town Program and County Road Grant up \$7449.

State Highway User Revenues were sent 1/12/23 and are projected at \$102,784. Used \$100,000 for budget. First time this number has been in 6 figures! Used a conservative budget number last 2 years of \$50K. Using \$100K for FY-24.

**Service Fees:**

Administrative & Impact Fees are down \$2,400 and \$5,400 respectively. Planning for Snader's Summit to be built out in FY-24. More on this under EF.

**General Fund Expenditures:** Legislative, Executive, Municipal Building, Planning & Zoning, Public Safety and Parks are complete for now. Still working on Public Works and Miscellaneous. Running budget numbers for 2 new positions. A part time Receptionist and a PW's Assistant Supervisor. Salaries and other line items reflect the addition of these 2 positions for now.

Executive – Salaries up \$24,317. Large part of this is the P.T. Receptionist which would be 100% GF but would not be eligible for health care or retirement.

Professional Service – P.T. Accounting Consultant- still need budget number for this. Mark Schultz is meeting with TM & Clerk/Treasurer on Thursday this week to discuss scope and general needs and direction.

Municipal Building – IT Support/Computers up \$4,000 – regularly scheduled staff upgrades and possible new PW's position.

Public Works – Salaries up \$35,787. Large part of this is new PW's position which would be 25% EF & 75% GF.

Trash – Household & Recycling Collection up \$7,500. Due to increased stops with build out of Snader's Summit and rate increase per 3<sup>rd</sup>. year of Hughes contract. Just since FY-19 this line item has increased \$64K or 76% to FY-24. This line item is paid for entirely by our tax rate which has not increased since FY-16 (8 years).

Miscellaneous – Health Care Benefit line item up \$9,298. The number shown is based on projected rates with our current provider for FY-24 based on age of staff, includes a 12% increase and new PW's position. We are looking into other plans and providers.

Clerk/Treasurer Mangus has gathered a lot of data and options and we need to begin discussions on this item. Health Care line item is not done yet.

**Enterprise Fund Revenues:** Waiting on adoption of the W&S rate study to finalize water & sewer usage revenues. Jean Holloway with SERCAP will be virtual for the March 1<sup>st</sup>. Council meeting and will have a PowerPoint presentation. Jean will be in person for the Special Work Session meeting on March 7<sup>th</sup>.

Bay Restoration up \$4,000

Sewer and Water Usage Receipts – up \$60,580 & \$48,475 respectfully and are based on current FY-23 base & user rates as a placeholder.

W&S hookup fees - budgeted at \$0 because Snader's Summit is expected to be built out by start of FY-24. This is a \$216,350 loss of revenue.

### **Enterprise Fund Expenditures:**

Water: Still a few line items to complete.

MES – up \$5,523

3 Rs has been increased to \$100K and up \$50,000. Now includes \$7,500 of Contractors/Consultants, \$12,500 of Equipment & Maintenance and all \$10K of Contingency.

Sewer: Still a few line items to complete.

Emergency Repairs – up \$10K

MES – up \$18,773

Sludge Disposal – up \$14K

3 Rs has been increased to \$100K and up \$50,000. Now includes \$7,500 of Contractors/Consultants, \$7,500 of Equipment & Maintenance and all \$10K of Contingency.

Personnel: Health Care needs to be completed once decision is made with what we are doing with this line item.

Executive Salaries – up \$6,235

Public Works Salaries - \$15,421 - Large part of this is new PW's position which would be 25% EF & 75% GF.

Over Time – New category to include PW's and non-salary employees. Increased \$18K.

Done for organizational reasons but also includes an increase.

Health Care Benefit line item up \$15,614. The number shown is based on projected rates with our current provider for FY-24 based on age of staff, includes a 12% increase and new PW's position. As mentioned above we are looking into other plans & providers. Health Care line item is not done yet.

Mayor Roop asked Clerk Mangus to reach out to Aflac for short term disability.

### **Announcements:**

**A Motion at 9:18 p.m. to adjourn the meeting was made by Councilmember Holl, 2<sup>nd</sup> by Councilmember Schultz and approved by a vote of 5-0.**

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