

NEAL C. ROOP  
MAYOR  
E-mail:  
NRoop@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

### **March 1<sup>st</sup>, 2023, Town Council Minutes**

**Present:** The March 1, 2023, Town Council meeting was attended by, Mayor Neal Roop Councilmembers, Sharon Gribbin-Lindemon, Kevin Cornick, Dave Hoffman and William Holl. Also, in attendance at 209 High Street were: Town Clerk Mangus, Town Manager Dye and Town Attorney Ostrander. There were 4 in person attendees and 5 others in the ZOOM meeting.

**Call to Order:** The Town Council meeting was called to order by Mayor Roop at 7:00 p.m.

**Pledge of Allegiance:** Mayor Roop led the Pledge of Allegiance.

**Recording and Agenda Policies:** Mayor Roop 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 Roop 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 1, 2022, minutes. It was 2<sup>nd</sup> by a Motion from Councilmember Gribbin-Lindemon and approved by a vote of 4-0.

**Water/Sewer Base Rate Study Report:** Jean Holloway with SERCAP, Inc presented the Town Council with her findings on the Water/Sewer Base Rate. A special work session meeting will be held on March 7, 2023 with Jean in person to answer questions that there may be.

#### **Mayor Report:**

Mayor Roop attended many meeting/events both in person and virtual to discuss and represent the Town of New Windsor. Meeting and events include but are not limited to the following...

- Attended the 2023 Maryland Mayors Association Winter Conference
- Followed up with Frank Batavick on the mural on side of building at Fountain Park.
- Attended public information meeting on February 28<sup>th</sup>.

#### **Council Reports**

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

- Eclectic Motor Company Cannon Restoration.
  - Free labor, \$5,500 for materials—Recommend adding to FY24 Budget.
- Reached out to Mr. Batavick on the mural on side of building at Fountain Park.
  - Funding to come from the Carroll County Arts Council and Heritage Committee

##### **Public Works: Councilmember Dave Hoffman –**

- Public Works cleaned storm drains in Old Town and Blueridge
- Filled potholes around town.
- Currently interviewing for the public works position
- Planning Commission next meeting March 27th

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

- Attended the public information meeting on February 28<sup>th</sup>.
- WWTP currently is having some work completed—extra weekly sludge hauling required.

- Working on replacing new meters in Old Town.
- Submitted a paving quote for the chlorination tank.
- If you have comcast please check your bill for the \$5 credit that you should have received.

**Public Safety: Councilmember Kevin Cornick**

- Following up with pricing for traffic crossing signs
  - \$17,000 for solar lite signage and cross walk button

**Economic Development: Councilmember Kimberlee Schultz –**

- Not in attendance

**Community Deputy McGinnis:**

- 34 calls resulted in 3 reports.

**West Carroll Recreation:**

- Eric Myers new representative for the West Carroll Rec Center

**Fire Chief Report; Chief Byron Welker**

- Not in attendance

**Public Works Director Myers Report:**

- Contacted well diggers for quotes.
- Replaced 2 blower at the WWTP.
  - Parts are estimated at \$4,000.
- Replaced valve at Hillside Well
  - Valve was about 30 years old.

**Code Enforcement Officer:** Nothing to report at this time.

**Town Manager Dye's Report:**

- Public Information Meeting for the MD-31 Water Main Improvements was held on 2.23.23.
  - Approximately 35 residents attended.
  - Property access agreements were mailed to residents not in attendance.
- March 7, 2023, Special Work Session Meeting with Jean Holloway

**Clerk-Treasurer's Mangus's Report:**

- Meetings set up with Woodsboro Bank, ACNB and Farmers & Merchants on CD Rates
  - \$207,476.86 will mature on 3/21/23.
  - \$516.63 was made in interest.

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

- 89 late notices went out last Friday.
- March 13<sup>th</sup> shut off notices will go out.
- March 21<sup>st</sup> shut off will occur.
- Working on newsletter.

**New Business:**

- Snader's Water Booster Station Repairs Quote by Mid-Atlantic Utilities
  - \$23,385 in repairs need before the MD-31 project.
  - Fall under the 3R's in the budget.

A Motion by Councilmember Holl to approve the quote of \$23,385 made by Mid-Atlantic Utilities to repair Snader's Water Booster Station. It was 2<sup>nd</sup> by a Motion from Councilmember Cornick and approved by a vote of 4-0.

### **Old Business:**

- Lions Club Park Retaining Wall
  - Line-Item breakdown from Douglas L&L
    - POS Funds Awarded \$46,600
    - Carroll Co. Contributions \$2,330
    - Town Contribution \$2,330
    - POS Contribution \$41,940
    - Douglas L&L Bid \$61,277
    - Additional Town Funds Needed \$14,677
    - Total Town Funding \$17,007

A Motion by Councilmember Cornick to approve \$14,677 additional funding for Lions Club Park Retaining Wall. It was 2<sup>nd</sup> by a Motion from Councilmember Gribbin-Lindemon and approved by a vote of 4-0.

- FY24 Budget Discussion/Direction
  - Confirmation on adding 5<sup>th</sup> PW position—Council not in favor.
  - Confirmation on adding PT Receptionist—Council to review.
  - Health insurance reflects the town paying for Gold Level Coverage
    - Employees pay difference if they would like Platinum Level Coverage
  - Adding Short Term Disability and Life Insurance for 6 employees approx. cost \$1,700.
  - General Fund Revenues
    - Income Tax up \$12K
    - Real Property up \$65K
    - Highway User Rev up \$50K
  - General Fund Expenses
    - Under Professional Services added Accounting Consultation per the direction of our Auditing Company.
    - Short Term Disability and Life Insurance under miscellaneous
  - Enterprise Fund Revenues
    - Decrease of \$99,595 due to build out of Snader's Summit
  - Enterprise Fund Expenses Water/Sewer
    - Complete except or the Capital Project Budget—last to balance the budget.

### **Resident's Concern:**

- No Residents' concerns.

### **Announcements:**

- Christmas Tree to be given to Connor Frock
- Reminder of the Special Work Session Meeting on March 7<sup>th</sup>

**The Town Council meeting was motioned for adjournment at 8:40p.m. by Councilmember Holl 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.**

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer