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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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April 5th, 2023, Town Council Minutes

Present: The April 5th, 2023, Town Council meeting was attended by, Mayor Neal Roop Council Woman and Vice Chair Kimberlee Schultz, Councilmembers, Sharon Gribbin-Lindemon, Kevin Cornick, Dave Hoffman and William Holl. Also, in attendance at 209 High Street were: Town Manager Dye and Town Attorney Ostrander, Town Clerk Mangus attended via zoom. There were 6 in person attendees and 4 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 Schultz to approve the March 1st, 2022, minutes. It was 2nd by a Motion from Councilmember Cornick and approved by a vote of 5-0.

Mayor Report:

Mayor Roop attended many meetings/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...

- Sent a memo of understanding for the mural at Fountain Park
- Followed up on a \$2 million request to Senator Cardin and Senator Hollen offices.
- Secured moderator for the Candidate Forum on April 25th.
- Emceed the Fireman's banquet.
- Emceed the Lions Club 75th Charter Night
- Followed up with Governor Moore and invited him to the town.
- Spoke with Carter Reitman on Town's Sustainable Communities Designation

Council Reports

Community Enhancement: Councilmember Sharon Gribbin-Lindemon –

- April 22nd is Town Beautification Day
- Reached out to Public Works regarding flowers for Beautification Day
- Reminder that the budget amount for Parks and Recs is not just for Beautification Day but for Park Maintenance as well.

Public Works: Councilmember Dave Hoffman –

- Grass cutting season has started for Public Works
- All spring equipment has been sent in for maintenance.
- Purchased new trimmers and a pole saw.
- Coordinated w/Rodkey Electric on Christmas light circuit.

- Public Works met with Steve Strasburg's Superintendent from the City of Westminster Street Department to view their fleet of equipment and discuss pro and cons to help in our decision making process as we move forward with outfitting the new dump truck.
- Planning Commission met in March and Randolph Mitchell will be our new County representative.

Water & Sewer: Councilmember William Holl –

- Hillside Well —Public Works pulled the pump and motor needs replaced.
- Meeting with Carroll County Resource Management/Town of Hampstead to camera the well.
- Continue to upgrade water meters.

Public Safety: Councilmember Kevin Cornick

- Attended the NWFD Awards Banquet
- Contacted Carroll County Health Department/Maggie Rauser on the Safe Kids Program
- Attended the West Carroll Rec meeting.

Economic Development: Councilmember Kimberlee Schultz

- Attended the Carroll County Downtown Economic Development
- HSP has funding for utilities bills please contact them for more information.
- New Business in Town
 - John Lindemon—HB Industry
 - IT Solutions, Web Design and Marketing

Community Deputy McGinnis:

- 44 calls resulted in 6 reports.

West Carroll Recreation:

- Not in attendance

Fire Chief Report:

- March 25th NWFD participate in Practical Skill Training
- Mary 23rd to the 27th is the Carnival.

Public Works Director Myers Report:

- Hillside Well
 - Town of Hampstead came to Town and we have camera footage of inside the well.
 - Pump is set at 223 feet will need to move back to 270 feet.
 - Well set at 350 feet
- Meeting with City of Westminster Street Department to view their fleet of equipment and go over pros and cons to help in our decision making for our new dump truck.

Code Enforcement Officer:

- Spring is here please watch your grass/over grown shrubs
- Issue with abandoned cars

Town Manager Dye's Report:

- Antietam Broadband
 - They are behind schedule.
 - Poor communication on their behalf
 - We have a meeting set up for April 6th at 2pm to go over things to start moving forward.
- Road Paving
 - Expected to start on Monday April 10th on Church Street from High to MD-31
- Open Positions
 - 2 Public works positions are open and posted.
 - Positions are Utility Maintenance Public Works Assistant and Public Works Maintenance Assistant

Clerk-Treasurer's Mangus's Report:

- Closed the Farmer's & Merchants CD for \$207,476.86 on March 22nd.
 - Gain of \$414.34 in interest
- Open 8-month CD with Woodsboro Bank at 4% or 4.08% yield
- Election Update
 - 3 certificates of nominations have been submitted for the 3 councilmember seats.
 - Deadlines
 - April 10th by 3pm Certificate of nominations due.
 - April 14th 1st day to request an absentee ballot.
 - April 25th is the Candidate Forum at 7pm
 - May 8th by 3pm deadline for returning the absentee ballots.
 - May 9th Election Day from 7am to 8pm @ Town Hall
- Phone App
 - Reached out to Josh Kohn of Kohn Creative
 - \$4,000 fee to develop the App and an additional \$50 a month for hosting.
 - App would be customizable to the Town.
 - Update the website and the App will update as well.
 - It takes 40 to 48 hours to develop.

Council wished to discuss this further at the work session meeting.

- MOTM
 - Started promoting/seeking vendors.
 - We have 3 sign ups so far.
 - Saturday October 7th.

Water-Sewer Billing Clerk Bartoszak's Report:

- Turn off was schedule for the 24th.
 - No one was turned off.
- Water bills will be sent on Monday.

New Business:

- Sprinkler Fees
 - Current Rate is \$.025 (per gallon projected use) at the building sq. ft.
 - Rates have stayed the same for 22 years.
 - Proposed annual fee \$.0435 (per gallon projected use) at the building sq. ft.

Council wished to review and discuss at the work session meeting.

Old Business:

- FY24 Budget Introduction
 - 2 changes on the general fund side
 - Advertising line increased to \$6,000.
 - Municipal Building—Office Equipment/Service Agreements we have decided to keep it the same at \$9,000 due to the HVAC system repairs and new copier.
 - This decreased the Capitol Budget number to \$117,686.
- Budget Hearing Schedule for May 3rd Town Council Meeting.

Motion to introduce ordinance 04-05-23 was made by councilmember Hoffman and second by councilmember Cornick and approved by a vote of 5-0.

- Project Open Space
 - Half-court basketball court at Atlee Ride Butterfly Open Space Area
 - Skate Park Improvements
 - Sulfur Springs Spring House improvements

- Public Meeting Streaming Options
 - Publicize YouTube not Zoom with Carroll Media Center
 - Currently 5 ppl on YouTube and only 2 on Zoom
 - Can get the link 3 days ahead of time for the meetings.

Council wishes to move forward with Zoom only on an as need/emergency for town staff.

Resident's Concern:

- John and Brad w/ Eclectic Motors
 - Would like to make a donation to the town of \$1,000 and \$500 to NWFD.
- Teresa
 - Birthday Party Charity Basketball game April 29th

Announcements:

- April 8th Lions Club Easter Egg Hunt
- April 10th last Day to submit a certificate of nominations.
- April 22nd Beautification Day
- April 25th Candidate Forum @ 7pm
- April 29th Birthday Party for Teresa
- May 6th Bulk Trash @ Gear Lane from 8am – 12pm
- May 6th Heritage Birthday Party from 2pm to 4pm
- May 9th Town Election @ Town Hall from 7am to 8pm
- May 23rd to 27 NWFD Carnival
- May 27th Parade @ 7pm
- October 7th Music on the Main

The Town Council meeting was motioned for adjournment at 8:31p.m. by Councilmember Gribbin-Lindemon 2nd by Councilmember Holl and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer