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

June 7, 2023, Town Council Minutes

Present: The June 7th, 2023, Town Council meeting was attended by, Mayor Neal Roop, Council Woman and Vice Chair Kimberlee Schultz, Councilmembers, Thomas Gubernatis Jr., Kevin Cornick and William Holl. Also, in attendance at 209 High Street were: Town Attorney Ostrander and Town Clerk Mangus and Town Manager Dye. There were 7 in person attendees.

Call to Order: 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 May 3rd, 2023, minutes. It was 2nd by a Motion from Councilmember Cornick and approved by a vote of 4-0.

Recognition: Mayor Roop took a moment to recognize Pervious Water/Sewer Billing Clerk Kalena Batoszak for her 8 years of service to the Town of New Windsor.

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...

- Walked in the NWFD Parade
- Appointed rental housing board.
- Invited Governor Moore to visit New Windsor
- Met with Jeff Childs and Mike Reynolds on the next Dieleman Inn Grant
- Research on the FEMA back up generator
- Grant letter for wood trail clean up.

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.–

- Missed 2 Military Banners when placing the order. They have been ordered and will be up ASAP.
- Researched Little Free Library and possible Splash Pad and Movie Night Events

Public Works: Councilmember Dave Hoffman – not in attendance Mayor presented report.

- Bulk Trash was on May 6th and collected 3 dumpsters.
- Public Works:
 - Mowing/weeding parks
 - Removed Street Sign
 - Up rooted tree stump
- Next planning commission meeting is June 26th at 6pm.

Water & Sewer: Councilmember William Holl –

- County Wide Drought Warning in place
- Atlee Well pumping 60 to 100 gallons a min.
- Hillside Well updates have been completed.

Public Safety and Health: Councilmember Kevin Cornick

- Attended Lower Main Street drainage system meeting.
- Reviewed drawing for SHA Streetscape
 - Bump out as a safety feature has been included.
- Attended the Safe Kids Collation Meeting.

Economic Development: Councilmember Kimberlee Schultz

- Chamber of Commerce has a Carroll Business Challenge Meeting tomorrow night.
- Downtown Carroll County will be at MML this year.
- HSP has funding for utility assistance.

Community Deputy McGinnis:

- 48 calls resulted in 3 reports.

West Carroll Recreation:

- Family Summer Fest will be June 23rd.

Fire Chief Report:

- Thanks to everyone who came out to the Carnival.
- Burn Ban in effect till September 1st.

Public Works Director Myers Report:

- Hillside Well Update:
 - Replaced several components.
 - Currently at 54,000 gallons per min.
 - Possibility to increase.
- Atlee Well Update:
 - HydroTerra meeting set up for this month.
 - Well has been sitting for 25 years.
 - Projecting 60 to 100 gallons per min.
 - More testing and MDE requirements are coming.
- Bid evaluations for Dump Truck Hook System:
 - Intercom \$68,381
 - Extreme \$51,352
 - Original budget including the dump truck was set for \$125,000

Code Enforcement Officer:

- All issues have been resolved.
 - Overgrown grass/weeds
 - Parking issues

Town Manager Dye's Report:

- Antietam Broadband Project Update
 - Initially, complaints from residents on not being notified in advance of utility marking and start of construction.
 - Town Manager Dye has confirmed that subcontractors are distributing doorhangers and getting notices out well in advance of work.
 - Currently working in Snader's Summit on Town View Circle.
 - The Reserves and Springdale Village on hold until they receive permission from HOA.
- Lions Club Park Retaining Wall
 - Construction started May 8th project should be finished in another week.
- MD-31 Water Main Improvement
 - The projected start date is after July 4th Holiday.
 - Pre-construction meeting scheduled for June 28th.
- Water and Sewer Service Lion Protection Programs
 - Contacted by HomeServe USA.

- 2 programs available to residents on public water and sewer systems.
- Creation of Business Group/Council
 - Status of Business Group or Council being added?
- CPE 6.12-6.13
 - Will be back to install bituminous curb on Water St and Lower Main.
 - Patching at 3 repair locations on Church Street.
- Water/Sewer Billing Clerk and Receptionist
 - Kim Herche will be starting June 14th.

Clerk-Treasurer's Mangus's Report:

- Cell Tower
 - T-Mobile/Springer merged we will need to pay the property tax on the cell tower.
- Rental Housing Agreements
 - 24 of the 52 agreements have been returned.
 - 2nd notice will be mailed no later than June 26th.
- Property Access Agreements
 - 20 agreements still need to be signed and returned.
 - 2nd notice will be mailed no later than June 16th.
- Music on the Main
 - 20 vendors spot already filled out of the max 43 vendor spots.
 - MOTM will be October 7th.

Water-Sewer Billing Clerk Report:

- Nothing to report at the time.

New Business:

- FY24 Town/County Agreement
 - County grant to Town \$92,313
 - County payment to Town in lieu of State Roads Aid Program \$1,233.00
 - Total of \$93,546.00
 - Town payment to County for NPDES \$4,960.00
 - Town payment to County for NPDES & MS4 requirements \$11,853.00
 - Net to Town \$76,733.00

Motion to approve the FY24 Town/County Agreement was made by councilmember Holl and 2nd by councilmember Schultz. Approved by a 4-0 vote.

- 2022 Carroll County Hazard Mitigation Plan—Adopt Town Resolution
 - Carroll County is now eligible to apply/receive federal hazard mitigation project grants.
 - Municipality must formally adopt the Plan to apply/receive funding.

Motion to adopt Resolution 06-07-23 was made by councilmember Schultz and 2nd by councilmember Cornick. Approved by a 4-0 vote.

- Board of Rental Housing Appeals
 - Members appointed by the mayor are...
 - Dave Hoffman
 - Mark Schultz
 - Marcell Munshower
 - Alternate-Tom Gubernatis

Old Business:

- **Completion of Town Hall Audio/Visual System**
 - Materials delivered on May 17th.
 - 2-3 days to finish instillation.

Resident's Concern:

- None at this time

Announcements:

- National Night Out will be August 2nd
- Music on the Main will be October 7th
- Tuesday June 20th Work Session Meeting

- Wednesday July 5th Council Meeting
- Monday July 17th Work Session Meeting—Town Manager will not be in attendance.

The Town Council meeting was motioned for adjournment at 8:22p.m. by Councilmember Schultz 2nd by Councilmember Cornick and approved 4-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer