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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **August 2, 2023, Town Council Minutes**

**Present:** The August 2nd, 2023, Town Council meeting was attended by, Mayor Neal Roop, Council Woman and Vice Chair Kimberlee Schultz, Councilmembers, David Hoffman, Thomas Gubernatis Jr. and William Holl. Also, in attendance at 209 High Street were: Town Attorney Ostrander, Town Clerk Mangus and Town Manager Dye.

**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 July 5th, 2023, minutes. It was 2<sup>nd</sup> by a motion from Councilmember Gubernatis and approved by a vote of 4-0.

#### **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...

- Took part in the dunking booth for the Fire Department.
- State Highway permit for MOTM.
- Spoke with Lehigh on tours for MOTM.
- Requested information on the next phase for the Dielman Inn with Lewis Contractors.
- Spoke with Senator Radcliffe on street scape approval/update after MD-31 project.
- Spoke with Senator Van Hollen's office on funding for Roops Meadow Spring
- Followed up on property access agreements.
- Communicated with PWD on water issues.
- Attended NNO

#### **Council Reports:**

##### **Community Enhancement: Councilmember Thomas Gubernatis Jr.–**

- Attended NNO
- Setting up a meeting with Councilmember Schultz for an Economic Development Group

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

- Public Works have been busy with landscaping and maintenance of parks.
- Stump by welcome sign removed.
- MOTM liquor notice submitted.
- Next planning commission meeting August 28<sup>th</sup>.

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

- July 20<sup>th</sup> sewer clog @ Coe
- July 24<sup>th</sup> insertion valve installed/dicolored line was flushed.

- Down tree @ Main Spring—insurance Claim submitted.

**Public Safety and Health: Councilmember Kevin Cornick—presented by Mayor Roop**

- Attended opioid meeting on July 11<sup>th</sup>.
- Animal tranquilizers on the raise.
- Attended the New Windsor Fire Department fundraiser.

**Economic Development: Councilmember Kimberlee Schultz**

- Carroll County Downtown group not meeting till the fall.
- HSP is looking for board members.
- Planning and Economic Meeting August 21st with Councilmember Gubernatis

**Community Deputy McGinnis:**

- 42 calls resulted in 5 reports.
- Thank you to all that attended NNO.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- 53 EM calls and 42 Fire calls for the month of July.
- 4<sup>th</sup> Annual Mini Boat Parad raised \$32,000 to be split between NWFD and UBFD.

**Public Works Director Myers Report:**

- Lightning strikes at
  - water plant—damage to a backup control system.
  - Chlorination Tank—damaged level sensors
- Repaired water leak near New Windsor Road and High Street
- Issues @ Mainspring booster station—effluent line from chlorination tank—repairs completed.
- Necessary future capital investments (unexpected items not part of the original capital project list)...
  - Replacing aging pumps at booster station
- Looking into Potomac Edison’s small business direct install program

**Code Enforcement Officer:**

- 3 complaints for the month of July all have been notified.

**Town Manager Dye’s Report:**

- MD-31 Project
  - 550 calendar days estimated completion date December 29<sup>th</sup> 2024.
  - Delivery of the 4 remaining valves as been delayed.
  - ETA on installation of remaining values will be August 7<sup>th</sup>
- Gazebo Park Project
  - First phase to begin soon.
  - Deposit check was cut on July 24<sup>th</sup>
- Lions Club Park
  - Down tree removed and fence repaired.
- Main Spring Tree Damage
  - Very large tree fell across the driveway @ Main Spring
  - Tree removed and insurance claim submitted.
- 2023 Franklin G. Schaeffer 5K Run/Walk
  - October 21<sup>st</sup>, 2023 @ Wakefield Vally Park

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

- Fiscal Year 2023 Review
  - General Fund
    - Revenue—Personal Property, Real Property, Alcoholic Beverage Licenses, Cell Towers are all above predicted budgets.
    - Budgeted Revenue was \$908,472, Actual Revenue was \$1,209,261 a positive difference of \$300,789.

- Expenditures---Advertisements, Town Activities, Telephones, Insurance (everything but Health) are all above predicted budgets. Legal Fees, Electric, Capital Budget are all below predicted budgets.
- Budgeted Expenditures was \$907,848, Actual Expenditures was \$852,377 a positive difference of \$55,471.

***A motion was made to transfer \$356,884 from the General Fund checking account to General Fund Capital Reserve account by Councilmember Holl and second by Councilmember Hoffman. Approved by a 4-0 vote.***

- Enterprise Fund
  - Revenue---Interest and Water/Sewer Hook ups are all above budget.
  - Budgeted Revenue was \$1,445,750, Actual Revenue was \$1,516,422 a positive difference of \$70,672.
  - Expenditures---3R's on the water side and Sludge is above predicted budgets. Chemicals, electric, emergency repairs (sewer) MES, are all below budgets.
  - Budget Expenditures for water was above budget by \$56,086, sewer was below budget by \$151,386.

***A motion was made to transfer \$229,115 from Enterprise Fund checking account to Enterprise Fund Capital Reserve account by Councilmember Schultz and second by Councilmember Gubernatis. Approved by a 4-0 vote.***

- CD Mature
  - July 28<sup>th</sup> \$132,916.79 matured with ACNB
    - \$3,739.73 was made off of the original investment in interest.
  - Current CD Rates
    - ACNB
      - Brokered CD @ 5.30% min of \$125K for 1 year
      - Treasury Bond @ 5.05% min of \$125k for 1 year
      - Treasury Bond @4.65% min o \$125K for 2 years
    - Woodsboro Bank
      - 4.08% min of \$10K for 8 months
      - 3.15% min of \$10K for 14 months
    - Farmers & Merchants Bank
      - 4.64% min of \$500 for 7 months
      - 4.40% min of \$500 for 13 months

***A motion was made to transfer \$133,000 from the original CD mature and invest in the 1 year Treasury Bond at 5.05% by Councilmember Schultz and second by Councilmember Holl. Approved by a 4-0 vote.***

***A motion was made to transfer \$125,000 from the General Fund Capital Reserve and invest in the 1 year Brokered CD at 5.30% by Councilmember Holl and second by Councilmember Hoffman. Approved by a 4-0 vote.***

- Annual Audit
  - Scheduled to Start the week of September 11<sup>th</sup>.

**Water-Sewer Billing Clerk Report:**

- Water bills were mailed out July 10<sup>th</sup>
- Late notices will go out @ the end of the month.

**New Business:**

- **Purchase of a Town Tent**
  - Reached out to 3 business for a 10x10 logoed pop up tent
    - Banner Buzz--\$1,141
    - 4imprints--\$1,275

- Imagin360--\$1,071
- Shannon Baum Signs--\$725

*A motion was made to purchase the town tent with Shannon Baum Signs was made by Councilmember Hoffman and second by Councilmember Gubernatis. Approved by a 4-0 vote.*

**Old Business:**

- None at this time

**Resident's Concern:**

- None at this time

**Announcements:**

- Music on the Main October 7<sup>th</sup> from 1pm to 7pm.
- September 16<sup>th</sup> NWFD Crab Feed.
- Saturday September 9<sup>th</sup> guest speaker at the Heritage Museum
- Craft show August 26<sup>th</sup> at the NWFD

**The Town Council meeting was motioned for adjournment at 8:05p.m. by Councilmember Holl 2<sup>nd</sup> by Councilmember Gubernatis and approved 4-0.**

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer