

NEAL C. ROOP
MAYOR
E-mail:
NRoop@newwindsormd.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

October 4th, Town Council Minutes

Present: The October 4th, 2023, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, Thomas Gubernatis Jr. Kevin Cornick 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 Cornick to approve the September 6th, 2023, minutes. It was 2nd by a motion from Councilmember Gubernatis 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...

- Finalized things for MOTM.
 - Health Department permits.
 - Invited the Governor.
- Meeting with Ted Martin and Paul Rodger the new plant manager for Lehigh
- Federal transportation grant for Lambert Ave
- Reached out to Springdale Prep and FSK for applications to shadow a council member.
- Wayne Blackston plaque for bench at Fountain Park
- December 3rd, Christmas Tree Lighting at Fountain Park date secured.

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.–

- Attended the Law-and-Order Fundraiser at the County

Public Works: Councilmember Dave Hoffman

- Public Works have been busy with landscaping and maintenance of parks and storm clean up.
- Town Gazebo roof completed this week.
- Bulk trash October 14th at Gear Lane
- Next planning commission meeting October 23rd

Water & Sewer: Councilmember William Holl –

- MD-31 has started please allow extra commute time.
- 2nd water leak at New Windsor Road and the Booster Station
- Bid documents for Snaders Booster Station

Public Safety and Health: Councilmember Kevin Cornick

- Attended Opioid Prevention Meeting
- August was National Recovery Month.
- In the month of August 28 cases and in September 18 cases.

Economic Development: Councilmember Kimberlee Schultz

- Carroll County Downtown Meeting was September 8th.
- Shop small passport finalized.
- Currently updating Town Business on our website.

Community Deputy McGinnis:

- 43 calls resulted in 4 reports.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- Fire prevention week starts October 8th.

Public Works Director Myers Report:

- MD-31 updates...
 - Test pits were completed on Monday & Tuesday.
- Bid documents for Snaders Booster Station
 - 5 Contractors reached out currently met with 3 of them at Booster Station.

Code Enforcement Officer:

- Nothing new to report.
- Followed up with all past/present complaints.

Town Manager Dye's Report:

- MD-31 Water Main Updates:
 - All insert valves have been installed.
 - Currently working on finalizing Change Order #2 for the extension of the new 8" water line approx. 275' further down Main St./New Windsor Road.
 - Test pitting completed to confirm location/depths of existing utilities.
 - GMB to finalize the additional drawing to the water main plans showing plan view and profile of extended water line.
- Water Line Replacement Chlorine Contact Tank to Booster Station
 - Pipe installation, grading and stabilization is complete.
 - Next phase is replacement of 3 existing pumps followed by internal piping, valves and fitting replacement.
- Highway User Balance (HUR)
 - Differences with our HUR balance was discovered when completing Annual HUR Report.
 - Account thought to only be HUR was indeed HUR and Capital Reserve.
 - Moving forward HUR funds and Capital Reserve Funds are completely separate.
- New Public Works Employee
 - Aaron Warnick will be starting October 11th as the Utility & Public Works Maintenance Assistant Position.
- 2023 Franklin G. Schaeffer 5K Run/Walk
 - Saturday, October 21st at 9am.
 - 61 registered for 5K and only 1 for the kids run.
 - The kids run has been cancelled.

Clerk-Treasurer's Mangus's Report:

- An Enterprise check was intercepted in the mail and the vendor's name was changed.
 - Contacted ACNB fraud department and account was locked.
 - Police report was filed on 9.13.23.
 - All accounts are now set up with Positive Pay as an extra step of protection.
 - \$2,788 the amount of the original check was refunded back to us from the bank and no loss was taken.

- Auditors were here the week of 9.11.23.
 - Deadline is November 1st,
 - Will present to Council November work session or December Council meeting.
- Music on the Main Update
 - 50+ vendors, 3 great bands
 - Saturday October 7th from 1pm to 7pm.

Water-Sewer Billing Clerk Report:

- Newsletters have been mailed.
- Water/Sewer Bills will be mailed next week.

New Business:

Water System Modeling.

- GMB submitted a draft proposal to perform water system modeling for the Town's water distribution system.
- Upon completion the model can be used to analyze the existing system to identify areas of concern.
- GMB will be on an hourly basis w/ estimated cost \$39,450. ARAP funds would be used.

A motion was made to use \$39,450 of ARPA funds for the Water System Modeling was made by Councilmember Holl and second by Councilmember Cornick. Approved by a 5-0 vote.

- Utility Locating Contract—Triple A Locating Services
 - With MD-31, SHA improvement and other future Town Capital Projects PW is unable to handle the volume of Miss Utility Tickets.
 - The agreement is set up for a per ticket cost for standard, emergency and after hour locates will run for 6-month intervals with up to 5 additional 6-month intervals not to exceed 3 years.

A motion was made to proceed with Triple A Locating Services made by Councilmember Hoffman and second by Councilmember Schultz. Approved by a 5-0 vote.

- Lighting/Electrical Upgrades
 - EmPower Maryland Energy Efficiency provides cost-effective long-term benefits.
 - Tennis Court Lights net cost to Town \$3,903.02
 - Town Hall Lights net cost to Town \$1,150.07
 - Wastewater Treatment Plant Lights net cost to Town \$2,994.95
 - Total cost to the Town \$8,048.04
 - Based on estimated electric cost savings, money spent will be recuperated in approximately 30 months.

A motion was made to proceed with EmPower Maryland Energy Efficiency made by Councilmember Gubernatis and second by Councilmember Holl. Approved by a 5-0 vote.

- Street Sweeper
 - Private Sale
 - 19 hours with only a few sensors needed to be replaced.
 - PWD suggested that we offer \$47,500 with a week of testing to see if the machine will work for the Town.

A motion was made to purchase the Street Sweeper for a cost of up to \$50,000 by Councilmember Hoffman and second by Councilmember Gubernatis. Approved by a 5-0 vote.

A motion was made to pull \$47,500 from the general fund to purchase the Street Sweeper by Councilmember Holl and seconded by Councilmember Schultz. Approved by a vote of 5-0.

Old Business:

- 2008 Dodge Transmission
 - The truck diagnosed as needing transmission repairs cost ranging from \$5,100 to \$8,100.

- PWD recommends replacing Dodge with a full-size truck and plow to better position PW's with reliable & more versatile truck.
- Money made from the sale of old dump truck and leaf machine to go towards the new truck.
- The Council instructed PWD to start looking for pricing of a new truck.
- General Fund 6-Year Capital Projects
 - Spreadsheet detailed and extensive list of GF projects.
 - 15 town roads are completed.
 - Total estimated cost for roads is \$1,535,075.
 - Other categories & estimated costs
 - Storm Drains \$40,000
 - Parks \$240,725 (all but \$20K paid for with POS or CPP money)
 - Equipment \$55,000
 - Buildings/Geer La/Public Works \$250,000

Resident's Concern:

- None at the time.

Announcements:

- Music on the Main October 7th from 1pm to 7pm.
- October 14th Bulk Trash
- Lions Club Youth Literacy Program this Saturday
- Community Halloween Party October 27th
- FGS 5K Saturday, October 21st
- November 1st, Council Meeting
- Mayor on the Square food drive November 18th from 9am to 4pm at Fountain Park.

The Town Council meeting was motioned for adjournment at 8:58p.m. by Councilmember Schultz 2nd by Councilmember Cornick and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer