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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **September 6<sup>th</sup>, Town Council Minutes**

**Present:** The September 6<sup>th</sup>, 2023, Town Council meeting was attended by, Mayor Neal Roop, 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 August 2<sup>nd</sup>, 2023, minutes. It was 2<sup>nd</sup> by a motion from Councilmember Holl 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...

- MOTM
  - Attended meeting, secured sponsorship, reached out to Springdale Prep for face painter, Lions Club Train expectation.
- Meeting with Commissioner Vigliotti on Street Scape
- Completed preservation survey.
- Completed sustainable application.
- Attended Vietnam War pinning.
- Invited Jacob Day of the Housing Department to tour Dielman Inn
- Reached out to Springdale and Northwest Middle for 8<sup>th</sup> grade shadow a councilmember.

#### **Council Reports:**

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

- Met with Councilmember Schultz on updating local businesses.
- Attended MOTM meeting.

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

- Public Works have been busy with landscaping and maintenance of parks and storm clean up.
- Acquired liquor license for MOTM.
- Next planning commission meeting September 25<sup>th</sup>

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

- Drought conditions please conserve water
- Mainspring Booster Station line repaired
- MD-31 Water Line project has started.

**Public Safety and Health: Councilmember Kevin Cornick**

- Attended Vietnam War pinning.
- Attended MOTM meeting and reached out to Rec Council.
- September 13<sup>th</sup> Opioid meeting at the Health Department.

**Economic Development: Councilmember Kimberlee Schultz—(presented by Mayor Roop)**

- Carroll County Downtown group next meeting is September 8<sup>th</sup>.
- Meeting with Councilmember Gubernatis on updating local businesses.

**Community Deputy McGinnis:**

- 53 calls resulted in 8 reports.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- Crab feed September 16<sup>th</sup> from 5pm to 8pm.

**Public Works Director Myers Report: --(presented by Councilmember Holl)**

- Mainspring booster station—effluent line from chlorination tank—repairs were completed; however, an additional leak has been found.
- Insertion valves have been installed on the MD-31 water line project. Currently on schedule.

**Code Enforcement Officer: --(presented by Town Manager Dye)**

- 2 complaints for the month of August all have been notified.

**Town Manager Dye's Report:**

- MD-31 Water Line Project Update
  - Insertion valve installation completed at 103 Springdale Ave and Roop Drive at Church Street and Lambert Drive at Maple Ave.
  - Main Street at New Windsor Road insertion valve install date changed due to depth of existing 6" water line from Church Street to Springdale Ave. Will be extended to a new 8" water line.
- Mainspring Booster Station Water Line
  - Mid-Atlantic clearing wooded area this week.
  - All work expected to be completed by Friday 9.15.
- Water System Modeling Proposal from GMB
  - Town does not have a hydraulic model of the water distribution system.
  - Reviewing draft proposal from GMB with PWD Myers
  - Model will be used to analyze existing system and identify areas of concern.
- 2023 Franklin G. Schaeffer 5K Run/Walk & 1 Mile Kids Run
  - Saturday October 21<sup>st</sup> at 9am
  - Registration is live on runsignup.com.
  - 26 Registered for 5K and 1 for Kids Run

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

- Recap of Investments Made
  - \$133,000 from a previous matured CD rolled over into a Treasury Bond at 5.05% for one year.
  - \$125,000 from general fund capital account invested in a Brokered CD with BOA at 5.25% for one year.
- The Annual Audit will start Monday September 11<sup>th</sup>.
- Music on the Main Update
  - 2 vendor spots left for a total of 51 vendors.
  - \$3,700 in sponsorship
  - MOTM, Saturday October 7<sup>th</sup> from 1pm to 7pm.

**Water-Sewer Billing Clerk Report:**

- 42 shut off notices went out and 27 of them have been paid in full or working on payment plans.
- Currently working on the fall Newsletter.
- Water/Sewer bills to go out around October 3<sup>rd</sup>,

### **New Business:**

- Recognition of New Windsor Police Department
  - 21 years of service
  - Town was presented with the first license plate of the Town police car.
- 80KW Generator and Automatic Transfer Switch
  - 4 local and well-established generator suppliers were contacted and sent RFP.
  - Kelly Generator & Equipment \$42,331, Cummins \$45,700, Fidelity Power Systems \$48,040 and Curtis Power Systems \$49,979

***A motion was made to purchase the 80KW Generator and Automatic Transfer Switch from Kelly Generator for \$42,331 was made by Councilmember Cornick and second by Councilmember Gubernatis. Approved by a 4-0 vote.***

- CPA Services
  - 8 CPA firms were contacted to see if interested in receiving bid and RFP information.
  - Draper & McGinley in Frederick—not accepting new clients, Zinnamosca & Associates in Westminster—not accepting new clients, Michael Thackston CPA in Westminster—not accepting new clients, Hull Company Accountants in Westminster—not accepting new clients, Bonds in Taneytown—not qualified, WHS in Taneytown—submitted proposal for \$110 an hour, Sturgill & Associates in Westminster—not accepting new clients, Lindsey & Associates in Townson—have not responded.
  - References for WHS all responded well and very happy with their services.

***A motion was made to proceed with WHS Account Firm for \$110 an hour was made by Councilmember Holl and second by Councilmember Hoffman. Approved by a 4-0 vote.***

### **Old Business:**

- 2008 Dodge Transmission
  - Diagnosed as needing transmission repairs by Len Stoler estimated cost \$4,000.
  - Truck was appraised as is condition at \$1,000.
  - Following estimates were made...Criswell Dodge of Thurmont—new transmission \$8,100, Tate Chrysler, Jeep, Dodge of Frederick—new transmission \$7,375 or \$6,865 for a rebuilt transmission, Westminster Transmission Services—rebuilt transmission \$5,105.
  - PWD Myers recommends replacing Dodge with a full-size truck with plow.

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

- Dick Carlson of Union Square
  - Asked for a report on conservation efforts of water and the status of Town wells and water supply.

### **Announcements:**

- Music on the Main October 7<sup>th</sup> from 1pm to 7pm.
- September 16<sup>th</sup> NWFD Crab Feed.
- Lions Club Meeting Wednesday September 13<sup>th</sup> at 6:29pm

**The Town Council meeting was motioned for adjournment at 8:06p.m. by Councilmember Cornick 2<sup>nd</sup> by Councilmember Gubernatis and approved 4-0.**

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer