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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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January 3rd, Town Council Minutes

Present: The January 3rd, 2024, 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 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 Gubernatis to approve the December 6th, 2023, 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...

- Attended the Christmas Tree Lighting at Fountain Park
- Attended Wreaths Across America
- Met Governor Moore at Wreaths Across America and discussed several issues including Dielman Inn, Street Scape, Veteran Issues and invited him to the Town.
- Communication with Deputy Director of Intergovernmental Affairs Dylan Goldberg.

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.

- Recovering from health issues.
- Thank you to the Town Staff for the Holiday Decorations.

Public Works: Councilmember Dave Hoffman

- Christmas Tree Pick Up scheduled for January 10th and 17th.
- Snow equipment is ready to go.
- Planning Commission did not meet in December.

Water & Sewer: Councilmember William Holl

- Annual inspection at the WWTP was held no violations issued.
- Water main leak at Maple Ave. Mid-Atlantic was on site.

Public Safety and Health: Councilmember Kevin Cornick

- Attended the NWFDC Christmas Dinner as well as Wreaths Across America.
- Next Opioid meeting is January 10th.
- Will be attending the Carroll County Commissioners Reception on January 23rd.

Economic Development: Councilmember Kimberlee Schultz

- Carroll County Municipal Scholarship is open, and applications are due by April 26th.
- Attended the Christmas Tree Lighting as well as the MML Chapter Diner.
- HSP has funds for utilities if you need help, please reach out to them directly.

Community Deputy McGinnis:

- 30 calls resulted in 6 reports.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- Not in attendance.

Public Works Director Myers Report:

- Public Works assisted Mid-Atlantic in end of year water line details.
- Attended MDE training for lead detection.
- Attended training to become Water Sampling Certified for Drinking Water.
- Received temporary plumbing/electrical license.

Code Enforcement Officer:

- Nothing new to report.

Town Manager Dye's Report:

- MD-31 Water Main Project Update
 - Progress meeting was held December 20th, next meeting January 25th.
 - Installation is complete for this year and will resume in the Spring of 2024.
 - Mid-Atlantic will be doing pavement repairs on Maple Ave related to a service line leak at 211 Maple Ave.
 - Another possible service line leak at 301 Maple Ave.
- MDOT SHA MD-31 Sidewalk/Storm Drain and Paving Project
 - Latest updated plans delivered 12.22.23
 - SHA requested a meeting to discuss and review.
- FY25 Budget
 - Preparation has begun and will be on-going.
 - Weekly meetings scheduled with Town Treasurer and Director of Public Works.
 - Please review and reach out to discuss on any line items before the January Work Session.

Clerk-Treasurer's Mangus's Report:

- Not in attendance.

Water-Sewer Billing Clerk Report:

- Newsletters were mailed/emailed to residents.
- Water/Sewer bills will be mailed/emailed this next week.

New Business:

- Blue Ridge Pump Station Upgrade
 - Bids due date was December 15th.
 - 4 Bids received.
 - Johnston Construction Co \$624,394, W.F. Delauter & Son \$716,100.68, Conewago Enterprises \$723,581, Lee Foundation Co. \$1,049,100.
 - Lowest bid is \$185,320 higher than engineer's estimate of \$439,075.
 - ARPA funds have been earmarked for project.

A motion was made Councilmember Holl to award Johnston Construction Company with a bid of \$624,395 the Blue Ridge Pump Station Project. 2nd by Councilmember Schultz and approved by a 5-0 vote.

- Enterprise Fund 6 Year Capital Projects
 - Re-evaluated and revised the 6-year ARPA funded Capital Projects spreadsheet.
 - ARPA funds must be appropriated or spent by December 16th, 2024.

Old Business:

- Interior Water Removal for MD-31 Water Main Project
 - Additional information on the Pressure Reducing Valves for residents.
 - With the upgrades on the water line, we will see a decrease in friction loss and an increase in pressure.
 - Could cause issues for residents private plumbing.
 - PRV's are a safeguard for residents.

A motion was made by Councilmember Holl to proceed with the installation of PRV's in residential homes with a cost not to exceed \$48,520. 2nd by Councilmember Schultz and approved by a 5-0 vote.

Resident's Concern:

- None at the time.

Announcements:

- Christmas Tree pick up January 10th and 17th.
- New Windsor Heritage will be open every Saturday this month.

The Town Council meeting was motioned for adjournment at 8:05p.m. by Councilmember Gubernatis 2nd by Councilmember Cornick and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer