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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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December 6th, Town Council Minutes

Present: The December 6th, 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.

Business Recognition: Mayor Roop and the Town Council recognized Hoffman Genealogical, Uncle Matty's Eatery, Little Noodles Daycare, New Windsor Dentistry and Gullo Law Firm for their dedication and service to the residents of New Windsor.

Previous Meeting Minutes: A motion by Councilmember Holl to approve the November 1st, 2023, minutes. It was 2nd by a motion from Councilmember Gubernatis and approved by a vote of 5-0.

Fiscal Year 2023 Audit Review: Mike Samson with Zelenkofske Axelrod, LLC accounting firm was present to present the FY23 Audit. Audit was submitted on October 30th to the State of Maryland in accordance with the November 1st deadline.

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 Consolidated Transportation Program meeting.
- Attended the Christmas Tree Lighting on December 3rd
- Worked with Councilman Cornick and staff at NWM on shadow meeting.
- Coordinating with Maryland Deputy Director of Intergovernmental Affairs Dylan Goldberg for Governor Moore to visit New Windsor.

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.

- Thank you to Public Works for their hard work decorating the parks.

Public Works: Councilmember Dave Hoffman

- Street Sweeper is being used.
- Thank you to Public Works for decorating the parks.
- January 3rd, 10th and 17th will be Christmas Tree Pick Up.
- Next Planning Meeting will be January 22nd.

Water & Sewer: Councilmember William Holl –

- 3 Water Main breaks on November 29th. Public Works worked with Stambaugh's to get all 3 fixed, Final leak was repaired around 1AM on December 1st. Mid-Atlantic Utilities assisted with lighting and cold patch paving.

Public Safety and Health: Councilmember Kevin Cornick

- Attended the Opioid Meeting on November 8th.
- Coordinating with NWM on student shadow meeting.
- Thank you to Sewells Tree Farm for helping with the Christmas Tree.

Economic Development: Councilmember Kimberlee Schultz

- Carroll County Downtown Group small business passports are live.
- Coordinating with Councilmember Gubernatis on survey for town businesses.
- Reminder HSP has funds available for those needing help with utility bills.

Community Deputy McGinnis:

- 40 calls resulted in 4 reports.

West Carroll Recreation:

- New Treasurer and Vice President to be approved by the board this month.
- Participation is down in a few sports.
- Looking forward to the Spring Sport Session.

Fire Chief Report:

- Santa will be coming around on a fire truck check website/Facebook page for dates and times.

Public Works Director Myers Report:

- Public Works assisted Mid-Atlantic in the watermain line project.
- Breaks on High Street were harder to replace do to old valves being harder to shut down.
- If you see green stakes around town or close to your yard. They are for Mid-Atlantic sewer clean out replacement locations, please do not remove or touch.

Code Enforcement Officer:

- Nothing new to report.

Town Manager Dye's Report:

- MD-31 Water Main Updates:
 - 3rd progress meeting on November 15th with the next meeting being December 20th.
 - Water main installation in Springdale Rd and from Springdale Rd. intersection at Main St. down to Church St. has been completed.
- 3 Water main break on November 29th.
 - Frist break on the lateral service to 110 Lower Main Street
 - Second break in front of 410 High Street
 - Third break found beyond the lateral at 410 High Street
 - 2 breaks within 20-25 feet of each other.
- Blue Ridge Pump Station Upgrade
 - Bids due December 15th at 10am
- Agricultural Preservation
 - County Program Manager looking to be here for the December Work Session to overview program and answer questions,
- WWTP ENR Upgrade
 - Jason Lytle with GMB will be here for the December Work Session to present The Preliminary Engineering Report for the WWTP ENR Upgrade.
- FY25 Budget
 - Will begin the end of the month.

Clerk-Treasurer's Mangus's Report:

- Mid-year review for both General and Enterprise Funds will be presented at the January Council meeting.
- \$213,122.61 has matured at Woodsboro Bank.
 - Woodsboro Bank \$10k min CD
 - 4.60% for 9 months

- 4.34% for 13 months
- Point Breeze Credit Union \$500 min CD
 - 4.20% for 6 months
 - 4.50% for 12 months
 - 3.75% for 36 months
- Farmers and Merchants \$500 min CD
 - 4.75% for 7 months
 - 4.50% for 13 months
 - 4.25% for 20 months
- ACNB brokered CD
 - 5.20% for 12 months and \$150K min
 - 5.25% for 9 months and \$125K min
 - T-bill at 5.05% for \$50k min

A motion by Councilmember Holl to invest \$213,122.61 with Farmers and Merchants for 7 months at 4.75%. It was 2nd by a motion from Councilmember Cornick and approved by a vote of 5-0.

Water-Sewer Billing Clerk Report:

- Nothing to report at this time.

New Business:

- Appointment of New Zoning Administrator
 - Bill Scheeman has accepted another opportunity, and his last day will be January 1st.
 - Reaching out to Mike Reynolds to see if he would like the opportunity.

Old Business:

- Sale of the Leaf Machine
 - Sold for \$6,800 and going towards the new truck purchase.
- Sale of the Dump Truck
 - Sold for \$22,500 and going toward the new truck purchase.
- Salt Barn
 - Footprint/Site Plan of building to be completed.
 - Easier for contractors to understand what we are needing/looking for.

Resident's Concern:

- None at the time.

Announcements:

- Shirley Altavater has passed away, our deepest sympathies to her family.
- Thank you to Dave and Julie Keefer for the donation of the globe for the fountain at Fountain Park.
- Christmas Tree pick up January 3rd, 10th and 17th.
- New Windsor Heritage will have pictures with Santa on December 2nd.
- If you would like a chance to win the Town Christmas Tree please contact Town Hall. Pick up of tree must be done by January 5th.

The Town Council meeting was motioned for adjournment at 8:19p.m. by Councilmember Schultz 2nd by Councilmember Cornick and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer