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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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February 7th, Town Council Minutes

Present: The February 7th, 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, Town Manager Dye and Clerk/Treasurer Mangus.

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 January 3rd, 2024, 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 Street Scape Meeting
- Meeting with NWFC and Tom Coe for use of 211 High Street.
- Attended the Carroll County Commissioners Dinner
- Meeting with Jeff Childs on the next step for the Dielman Inn
- Will not be in attendance to the February Work Session Meeting

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.

- Nothing to report on at this time.

Public Works: Councilmember Dave Hoffman

- Did maintenance on plows both before and after the snowstorms.
- Reminder during Snow Emergency please remove your cars.
- Started Park clean ups.
- Next Planning Commission Meeting will be February 26th.

Water & Sewer: Councilmember William Holl

- No Sewer back-ups in 8 months
- Snader Pump Station is almost complete.

Public Safety and Health: Councilmember Kevin Cornick

- Attended Carroll County Commissioners Dinner
- Attended the opioid meeting at the Health Department on January 10th.
- Researching a lock-zone Naloxone box for the town.

Economic Development: Councilmember Kimberlee Schultz

- Carroll County Municipal Scholarship is open, and applications are due by April 26th.
- Will be attending the February 13th Downtowns Meeting.
- HSP has funds for utilities if you need help, please reach out to them directly.

Community Deputy McGinnis:

- 44 calls resulted in 4 reports.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- 2023 responded to 382 Fire and 914 Ems calls, a total of 1,296 calls.
- Carnival will be May 21st to 25th.
- Parade on the 22nd.

Public Works Director Myers Report:

- Winter Operations include plowing approx. 12 miles of Town Roads including cul-de-sacs, roads, Town parks and property.
- Working on a yard waste and street sweeper schedule for the spring.

Code Enforcement Officer:

- No complaints
- Sidewalks were kept clear after the snow emergency.

Town Manager Dye's Report:

- Blue Ridge Pump Station
 - Pre-construction meeting was January 18th.
 - Notice to Proceed has not been executed due to the long lead times.
 - Pre-packaged pump station estimated for delivery November 19th, 2024.
- Employee Handbook
 - Minor/basic changes made in December of 2022.
 - Major Employee Handbook overview is being conducted.
 - Once the staff has made changes it will go to the Town Attorney and then present it to the Town Council.
- MD-31 Water Main Project Update
 - Construction progress had been slowed due to weather and SHA restrictions.
 - A two week lookahead is posted to Town website and on the official Town Facebook page.

Clerk-Treasurer's Mangus's Report:

- Mid-year review of the budget
 - General Fund YTD income is \$953,752, YTD expenses are \$568,192.
 - Enterprise Fund YTD income is \$1,082,833, YTD expenses are \$726,695.
 - HUR Fund has a balance of \$45,370.51.
 - ARPA Fund has a balance of \$1,132,672.08.
 - Funds must be allocated or spent by the end of 2024.
 - Allocated funds must be spent by the end of 2025.
 - MD-31 Grant has a balance of \$3,111,759.57 spending \$844,074.28 so far this FY.
 - Developer Fee Account has a balance of \$2,856,936.21.
 - Enterprise account and was strictly used to hold funds received from Developer for Snaders Summit.
 - Currently in a high interest money market account making approx. \$1,780 a month in interest.
 - Asking Council to invest \$250K in a high interest short term CD.

Town Council agreed to allow Clerk/Treasurer to move \$250,000 from the Developer Fee account into a high interest/short term CD.

Water-Sewer Billing Clerk Report:

- Water/Sewer Bills and Newsletters have all been mailed.
- 69 shut off letters mailed, and 1 property has been shut off all have 90 days past due balances.
- Over \$42,000 in past due bills.

New Business:

- Use of 211 High Street to New Windsor Fire Department
 - Presentation by Tom Coe of remodeling of old Town Hall for Fire Department Housing.
- Sprinkler Fee Resolution 02-07-24

A motion to adopt Resolution 02-07-24 was made by Councilmember Holl. 2nd by Councilmember Cornick and approved by a 5-0 vote.

- Part Time Receptionist Position
 - Approved and placed in the FY24 budget as needed.
 - Move Kim to Water/Sewer Clerk and Project Manage
- FY25 Budget Review
 - General Revenues:
 - Waiting on 2-line items Real Property provided by the state mid-February and County Town Program & Co. Road Grant again due mid-February.
 - General Expenditures
 - Salaries are awaiting Council approval and currently still waiting on Audit Fees, I.T. Support/Computers, and cyber security.
 - Hughes contract is up there's an option for a 3-year renewal.
 - Capital Project Budget is the last line to balance General Fund.
 - Enterprise Revenues:
 - Interest earned is projected to increase, minor changes on EDU numbers for Sewer and Water Usage, Sprinkler Fees increased to new rate.
 - Enterprise Expenditures
 - Water side: 3 lines to still input--Contractors/Consultants, MDE and the Capital Project Budget.
 - Sewer side: 3 lines to still input—MDE, New Tools and the Capital Project Budget.

Old Business:

- None at the time.

Resident's Concern:

- None at the time.

Announcements:

- Not at the time.

The Town Council meeting was motioned for adjournment and to go into close session at 9:09p.m. by Councilmember Schultz 2nd by Councilmember Hoffman and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer