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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **April 3<sup>rd</sup> 2024, Town Council Minutes**

**Present:** The April 3<sup>rd</sup>, 2024, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, 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 Cornick to approve the March 6<sup>th</sup>, 2024, minutes. It was 2<sup>nd</sup> by a motion from Councilmember Schultz 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...

- Meeting with Paige Sutherland on March 8<sup>th</sup> and 15<sup>th</sup> on economic development
- Sustainable application submitted.
- Task Force Meeting with Councilmembers Hoffman and Cornick on 211 High Street
- Attended the MML Chapter Dinner
- Attended the 75<sup>th</sup> anniversary banquet dinner for NWFD.
- Meeting with David Smith, new owner of The Baltimore Sun.

#### **Council Reports:**

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

- Not in attendance.

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

- Public Works busing mowing and cleaning up parks/walking trails.
- Salt/Snow Equipment has been removed from all Town Trucks.
- Yard Waste starts tomorrow reminder 1<sup>st</sup> and 3<sup>rd</sup> weeks of the month.
- Bulk Trash and Beautification Day is April 27<sup>th</sup>.
- Next Planning Commission Meeting will be April 22<sup>nd</sup>.

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

- 1 water main leak at 300 block of Main Street.
- Reminder please do not flush wipes.

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

- Attended the Carroll County Overdose meeting.
- Attended the MML Chapter Dinner.

- Task Force Meeting with Mayor Roop and Councilmember Hoffman on 211 High Street.

**Economic Development: Councilmember Kimberlee Schultz**

- HSP has funds for utilities if you need help, please reach out to them directly.
- Attended the MML Chapter Dinner
- Working with Town Staff/Councilmember Gubernatis on a Facebook/Newsletter Business Spotlight.

**Community Deputy McGinnis:**

- 44 calls resulted in 7 reports.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- 34 Fire and 76 Ems calls.
- Carnival May 21<sup>st</sup>-25<sup>th</sup> and the Parade will be May 22<sup>nd</sup>.

**Public Works Director Myers Report:**

- Generator Maintenance has been completed.
- Semi Final Inspection @ Snader Summit for Final Phase 1 of the project.
- Waiting to finalize/permission to start drilling at 100 Green Valley Road.

**Code Enforcement Officer:**

- Violation letters are being finalized and will be sent to unmarked trailers first then cars.

**Town Manager Dye's Report:**

- Blue Ridge Pump Station
  - Still working on the submittal process.
- MD-31 Water Main Project Update
  - Mid Atlantic installing sewer cleanouts with 15-20 remaining.
  - Monthly progress meeting March 27<sup>th</sup>.
  - Above ground water system bypass/new water main install to start 2<sup>nd</sup> week in April.
- Public Works Property Survey, Site Plan and Design.
  - RFP sent to 5 local surveying/engineering Firms.
  - Proposals due March 27<sup>th</sup>.
  - Proposal comparison spreadsheet for the April Work Session.
- Request to Use Lion's Club Filed
  - Coordinating with Reapers Baseball to allow Monarchs Softball to use the field.

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

- Music on the Main applications are available.

**Water-Sewer Billing Clerk Report:**

- Newsletters have been mailed.
- Water/Sewer bills will be mailed out by the end of the week.

**New Business:**

- The Jones's and Snader's Summitt Residents
  - Concerns on Water/Sewer Rates and what can be done.
- Carroll County Health Department Presentation
  - Amy Baker and Cathy Baker on hand to speak about Mental Health, Overdose Prevention, and what tools the Health Department has in place to help those in need.
- Zoning : Village Center (VC) Conditionnel Use
  - The Planning Commission recommends a new resolution/ordinance to allow Brewery and Distilleries.
- Resolution 04-03-24 Water & Sewer Base & Usage Rate—no change

*A motion by councilmember Holl to accept the resolution 04-03-24 it was 2<sup>nd</sup> by councilmember Hoffman and approved by a 4-0 vote.*

**Old Business:**

- Snaders Booster Station-Phase 2 Piping Upgrades
  - Complete refurbishment of Snaders Booster Station.
  - Mid-Atlantic Utilities proposal for Phase 2 is \$37,840.00—to be paid with ARPA Funds

*A motion by councilmember Holl to moved forward with Mid-Atlantic Utilities and Phase 2 of Snaders Booster Station Upgrade, it was seconded by councilmember Schultz and approved by a 4-0 vote.*

- Snader’s Water Booster Station and Hillside Wells Pipe Painting—to be paid with ARPA Funds
  - Frederick Painting \$22,031
  - Barrett Coatings \$10,725
  - Ease Painting \$22,728

*A motion by councilmember Holl to award Barret Coatings bid of \$10,725 for Snader’s Water Booster Station and Hillside Wells Pipe Painting, was 2<sup>nd</sup> by councilmember Cornick and approved by 4-0 vote.*

- FY25 Budget Introduction
  - No changes since last presented.

*A motion by councilmember Hoffman to introduce the FY25 Budget as shown and Ordinance 04-03-24 was 2<sup>nd</sup> by councilmember Schultz and approved by 4-0 vote.*

**Resident’s Concern:**

- Richard Wolf
  - Memorial Park lights were out, and monuments not illuminated.

**Announcements:**

- April 20<sup>th</sup> Shred and Drug Take Back Day
- April 27<sup>th</sup> Bulk Trash and Beautification Day
- May 6<sup>th</sup> Youth Basketball Game

*The Town Council meeting was motioned for adjournment and to go into close session at 8:36p.m. by Councilmember Schultz 2<sup>nd</sup> by Councilmember Cornick and approved 4-0.*

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer