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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **May 1<sup>st</sup> 2024, Town Council Minutes**

**Present:** The May 1<sup>st</sup>, 2024, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, Kevin Cornick, Thomas Gubernatis 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.

**Public Hearing:** Ordinance 04-03-24 FY25 Budget. A motion by Councilmember Holl to approve Ordinance 04-03-24 FY25 Budget. It was 2<sup>nd</sup> by a motion from Councilmember Gubernatis and approved by a vote of 5-0.

**Previous Meeting Minutes:** A motion by Councilmember Gubernatis to approve the April 3<sup>rd</sup>, 2024, minutes. It was 2<sup>nd</sup> 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...

- Talking with NWFD on renovations for 211 High Street.
- Meeting with Dave Smith of the Baltimore Sun.
- Attended Beautification Day.
- Attended MOTM Meeting.
- In communication with Governor Moore.

#### **Council Reports:**

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

- Meeting with Councilmember Schultz and former Councilmember Gribbin-Lindmon.
- Attended Beautification Day.

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

- Public Works has been busy with spring clean up of trucks, and mowers.
- Attended Beautification Day.
- Next Planning Commission meeting will be Tuesday, May 28<sup>th</sup>.

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

- WWTP blower was replaced.
- PW seeing an increase in wipes being flushed. Please no wipes down the pipes.

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

- Attending the public health and safety meeting at the Health Department.
- Attending Beautification Day.
- Attended the 10<sup>th</sup> annual Legacy Gala.

**Economic Development: Councilmember Kimberlee Schultz**

- HSP has funds for utilities if you need help, please reach out to them directly.
- Meeting with Councilmember Gubernatis and former Councilmember Gribbin-Lindmon.
- No meeting for Carroll County Economic Group they will be at MML this year.

**Community Deputy McGinnis:**

- 38 calls resulted in 7 reports.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- Burn ban in effect starting June 1<sup>st</sup>.
- 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:**

- MD 31 Update
  - Uncommon twin connection has been discovered. Reached out to the affected property owners to correct the situation.
  - The bypass line is installed and the water line replacement has started.
- Capital Water Projects-updates
  - Pipe painting completed at Hillside Well.
  - Phase 2 of Mainsprings Booster Station is currently just waiting on materials.
  - Pulling of Dennings Well pump is tentatively scheduled.
  - MOU for well drilling at 1000 Green Valley Road still pending approval from SPS.
- Public Works will attend the Maryland Rural Water Conference next week.

**Code Enforcement Officer:**

- Violation letters will be mailed by Monday.

**Town Manager Dye's Report:**

- Public Works Property Survey, Site Plan and Design.
  - 2 of the 3 costs very high as discussed at the April Work Session.
  - Received SWM Plan from the county.
  - Meeting set up with DPW Myers to discuss Salt Storage Building.
- Capital Projects
  - Staff meeting to review capital projects and ARPA funding.
- SCADA System Integration
  - Council approved \$51,524.22 at the December 2023 Work Session paying for it with a 50/50 split from the water & sewer capital project budget line.
  - After the staff Capital Projects/ARPA meeting we are requesting council approval to use ARPA funds to pay for the SCADA Integration to help use those funds before the December 31<sup>st</sup>, 2024 deadline.

*A motion by Councilmember Holl to use ARPA funds to pay for the SCADA Integration, 2<sup>nd</sup> by a motion from Councilmember Cornick and approved by a 5-0 vote.*

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

- April 15<sup>th</sup> we submitted the annual ARPA Project and Expenditure Report in compliance with the April 30<sup>th</sup> deadline.

**Water-Sewer Billing Clerk Report:**

- Deadline for the July newsletters will be June 15<sup>th</sup>.

**New Business:**

- Adoption of FY25 Budget Ordinance 04-03-24
  - Total General Fund Budget=\$1,151,810
  - Total Enterprise Fund Budget=\$1,355,637

- Total FY25 Budget=\$2,507,477

*A motion by Councilmember Hoffman to adopt FY25 Budget by Ordinance 04-03-24, 2<sup>nd</sup> by a motion from Councilmember Schultz and approved by a 5-0 vote.*

**Old Business:**

- None

**Announcements:**

- Carnival May 21<sup>st</sup>-25<sup>th</sup> and the Parade will be May 22<sup>nd</sup>.
- May 11<sup>th</sup> Lions Literacy Program reading.

*The Town Council meeting was motioned for adjournment and to go into close session at 8:00p.m. by Councilmember Holl 2<sup>nd</sup> by Councilmember Cornick and approved 5-0.*

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer