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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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July 2nd , 2024, Town Council Minutes

Present: The July 2nd, 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, Public Works Director Myers 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 Schultz to approve the June 6th, 2024, minutes. It was 2nd by a motion from Councilmember Cornick 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 Delegate Bouchat and other Councilmembers on needs/issues of the Town.
- Booked bands for Music on the Main.
- Attended the MML Dinner in Mt. Airy
- Secured speakers for the Shake/Stirred historical event.
- Sustainable Community application has been approved.
- 211 High Street grant has been submitted.

Council Reports:

Community Enhancement:

- Council space is currently vacant and seeking applications.

Public Works: Councilmember Dave Hoffman

- Public Works highlights—mowing/weed eating parks, several trees have been taken down, equipment has been serviced.
- Planning Commission next meeting July 22nd.

Water & Sewer: Councilmember William Holl

- No leaks for the month of June.
- NWFD pulled water for an emergency and there were some pressure issues, but all has been restored.
- 6 laterals have been replaced on the water line.

Public Safety and Health: Councilmember Kevin Cornick

- Attended the MML Summer Conference and continued to gather academy class credits.
- Received and overview of the tank lining process.

Economic Development: Councilmember Kimberlee Schultz

- HSP has funds for utilities if you need help, please reach out to them directly.
- Carroll County Downtown Group had a booth at MML.
- Newsletter meeting with Kim and Dana to discuss town businesses and ways to highlight them.

Community Deputy McGinnis:

- 44 calls resulted in 4 reports.
- National Night Out August 6th from 6pm to 8pm.
- Seeking Town donation for the bounce house obstacle course.

A motion by Councilmember Schultz to donate up to \$900 for National Night Out. It was 2nd by a motion from Councilmember Holl and approved by a vote of 4-0.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- Not in attendance.

Public Works Director Myers Report:

- MD 31 Update
 - Everything is moving forward and progressing nicely.
 - First Class Mechanical reaching out to residents.
- Lead/Copper testing completed.

Code Enforcement Officer:

- 1 complaint for the Month of June
- Violation letters have been finalized and mailed.

Town Manager Dye's Report:

- 1000 Green Valley Road MOU for Well Drilling Update
 - Springdale Prep. School reluctant to move forward with MOU until fees are established.
 - At June Work Session Resolution 06-17-24 was approved for establishing non-residential water and sewer connection fees.
 - A letter was prepared outlining the EDU calculation, water and sewer connection fees and mailed on June 18th.
- MD-31 Water Main Project
 - Mid-Atlantic Utilities remains on schedule
 - 415 and 417 Main Street a combined SHC discovered and two attempts to contact owners. Need access to private property to separate SHC. An additional \$29,428 for an additional 6 days to correct.
- Water and Wastwater Capacity Study
 - Have received clarification from GMB on the question of “will the capacity study report provide the Town with future wastewater capacity/demand?” Answer—Capacity study is proposed to answer the question by reviewing the committed and planned development within the Town’s growth areas and comparing this to existing usage to determine the capacity needed.
- ARPA Funds
 - All ARPA funds have been either spent or obligated by the Town.
 - June Council meeting it was approved to use ARPA funds in the total of \$28,635 to paint the water facilities. This would put the ARPA funds over and we will need to pay this out of enterprise.

A motion by Councilmember Holl to approve the use of \$28,635 of Enterprise Capital Budget Funds for the painting of the water facilities. It was 2nd by a motion from Councilmember Cornick and approved by a vote of 4-0.

Clerk-Treasurer's Mangus's Report:

- Reviewing the FY 24 budget a breakdown will be presented at the August Meeting.
- 3 CD's will mature in the next 30 days and will have options at the August Meeting.
- HR Consultant will start July 30th.
- MOTM accepting vendor applications.

Water-Sewer Billing Clerk Report: (read by Town Manager)

- Newsletter have been mailed.
- Water/Sewer bills to be mailed next week.

New Business:

- Signature on Resolution 06-17-24.

Old Business:

- Review and discussion of draft employee handbook.
 - To review with HR Consultant.
- Development Rights and Responsibilities Agreement
 - Draft agreement prepared by Town Attorney Ostrader and gave overview to start general discussion.
- Resolution 07-02-24 Music on the Main Open Containers

A motion by Councilmember Hoffman to approve resolution 07-02-24 to allow open containers for Music on the Main. It was 2nd by a motion from Councilmember Holl and approved by a vote of 4-0.

Resident Concerns:

- None at this time.

Announcements:

- Application deadline for the Town Council Opening is July 24th by 3pm. Term will run through May 2027.
- August 6th is National Night Out
- Music on the Main October 5th

The Town Council meeting was motioned for adjournment at 8:38p.m. by Councilmember Cornick 2nd by Councilmember Schultz and approved 4-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer