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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **August 7<sup>th</sup>, 2024, Town Council Minutes**

**Present:** The August 7<sup>th</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, 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 Cornick, to approve the July 2<sup>nd</sup>, 2024, minutes. It was 2<sup>nd</sup> by a motion from Councilmember Holl and approved by a vote of 4-0.

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

- Danna Blum the HR Consultant started review of Employee Handbook
- ZA our Auditors have begun the FY24 Audit
- FY24 Review
  - General
    - Total Revenue \$1,237,622
    - Total Expenses \$872,407
    - \$365,215 Transfer to the General Capital Reserve Fund

***A motion by Councilmember Holl to transfer \$365,215 from the general fund to the general capital reserve fund. It was 2<sup>nd</sup> by a motion from Councilmember Schultz and approved by a vote of 4-0.***

- Enterprise
  - Total Revenue \$1,421,733
  - Total Expenses \$1,421,733
  - \$362,457 Transfer to the Enterprise Capital Reserve Fund

***A motion by Councilmember Hoffman to transfer \$362,457 from the enterprise fund to the enterprise capital reserve fund. It was 2<sup>nd</sup> by a motion from Councilmember Cornick and approved by a vote of 4-0***

- Investments
  - 4 CD's have matured
    - T-Bond \$133,000 @ 5.05% matured for \$139,716.50
    - Brokered CD \$250,000 @ 3.03% matured for \$266,772.25
    - Brokered CD \$125,000 @ 5.20% matured for \$131,500
    - CD \$213,128.16 @ 5.849% matured for \$218,977.54
  - Total \$35,838.13 was made in interest

- Re-invest the following...
  - T-Bond \$250,000 @3.85% for 1 year with ACNB
  - CD \$250,000 @ 4.75% for 7 months with Farmers and Merchants
  - CD \$250,000 @ 5% for 8 months with Sandy Springs Bank
  - \$6,966.29 to be transferred into the General Capital Reserve Fund

**Council Vacancy:**

- Connor Frock and Joshua Mallow

***A motion by Councilmember Cornick to move into closed session. 2<sup>nd</sup> by a motion from Councilmember Hoffman and approved by a vote of 4-0.***

***A motion by Councilmember Holl to accept Connor Frock’s application for Council. 2<sup>nd</sup> by a motion from Councilmember Cornick and approved by a vote of 4-0.***

- Swearing in of Connor Frock

**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...

- Carroll County Historical Society Shaken & Stirred New Windsor event
- Meeting with HR Consultant Danna Blum
- Presenters at the MML Summer Symposium Housing
- Attended National Night Out
- Requested a meeting with State Highway Administration on Streetscape Project

**Council Reports:**

**Public Works: Councilmember Dave Hoffman**

- Public Works highlights—mowing/weed eating parks, painted curbs and installed new swings at Lions Club Park for safety issues.
- Planning Commission next meeting August 26<sup>th</sup>.

**Water & Sewer: Councilmember William Holl**

- All painting at water source locations has been completed.
- First Class mechanical has finished most meter deletes on High Street.
- Issues with grease and wipes at Blue Ridge Sewer Pump Station. Please dispose those items in the trash rather than sewer system.

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

- Attended Opioid Prevention Coalition with the Health Department
- Attended Shaken and Stirred-Short Stories about New Windsor
- According to U.S. News and World Report’s Sixth Annual 2024 Healthiest Communities report, out of 3,150, Carroll County ranked 156<sup>th</sup> Third Highest in Maryland.

**Economic Development: Councilmember Kimberlee Schultz**

- Carroll County Downtowns Economic Development meeting is next week.
- HSP did not meet in July and reminder that HSP offers Home Energy utility costs. Please contact them Directly.

**Community Deputy McGinnis:**

- 56 calls resulted in 6 reports.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- Forecasted to receive 6 inches of rain this weekend please be prepared for road closures.

### **Public Works Director Myers Report:**

- MD 31 Update
  - 3 water valves have been discovered closed
  - Expect signification improvement with water quality, pressures etc...
- HVAC Units for Water Pumping Stations and Gear Lane
  - Install mini split units for climate control
    - First Class Mechanical \$15,491 not including running power to breaker
    - Bowers Services \$11,670 does include running power to breaker
    - Jem Heating/Air \$20,500 not including running power to breaker

***A motion by Councilmember Cornick to authorize Bowers Services of \$11,670 to install mini splits and to be paid via the Capital Budget line item. 2<sup>nd</sup> by a motion from Councilmember Holl and approved by a vote of 5-0***

- Mini Excavator
  - Atlantic Tractor \$64,420
  - Metro Bobcat \$50,681
  - GT Mid-Atlantic \$64,500
  - Rippeon Equipment \$57,695.95

***A motion by Councilmember Cornick to award Metro Bobcat the bid of \$50,681 using the funds from the FY24 General and Enterprise Capital Reserve Funds. 2<sup>nd</sup> by a motion from Councilmember Schultz and approved by a vote of 5-0***

### **Code Enforcement Officer:**

- 3 Violation letters have been mailed.

### **Town Manager Dye's Report:**

- MD-31 Water Main Project
  - Mid-Atlantic Utility remains on schedule.
  - Sunday Work at MD-31 and MD-75 intersection is planned for August 11<sup>th</sup> and 18<sup>th</sup>.
  - Received signed property access agreement for 415 Main Street.
- MD-31 SHA Sidewalk Retro Project
  - Andrew Radcliffe and Scott Newell with MDOT SHA stated several reasons for not extending sidewalk to 7-11.

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

- Water/Sewer Bills mailed out July 9<sup>th</sup>.
- Review of active accounts over 60 days delinquent revealed a total past due of \$29,791.78
- Delinquent/Shut off letters were sent the week of 7/22.
- As of August 5<sup>th</sup>, past due amount is \$20,795.21 approximately \$9,000 collected and payment plans have been put into place.

### **New Business:**

- MD-31 Water Main Project
  - Project is approximately halfway completed.
  - Change order for additional water min replacement from Mid-Atlantic Utilities.
  - Addition at Green Valley Road, MD-75 and will connect at the intersection of College Ave.
  - Change order is for \$169,460

***A motion by Councilmember Holl to approve the change order of \$169,460. 2<sup>nd</sup> by a motion from Councilmember Hoffman and approved by a vote of 5-0***

- Lions Club Field Concession Stand
  - Seeking Council Direction on updates for the Lions Club Field Concession Stand.
  - Council would like Town Staff to gather prices/information on getting stand up to date and Code compliant.
- Re-appointment of Glenn Monroe to the New Windsor Planning Commission

***A motion by Councilmember Hoffman to approve the re-appointment of Glenn Monroe to the Planning Commission. 2<sup>nd</sup> by a motion from Councilmember Holl and approved by a vote of 5-0***

**Old Business:**

- None at this time.

**Resident Concerns:**

- None at this time.

**Announcements:**

- Music on the Main Planning Meeting 6pm on August 19<sup>th</sup>.

***The Town Council meeting was motioned for adjournment at 8:58p.m. by Councilmember Frock 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.***

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer