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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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Town Council Work Session Minutes

September 16, 2024

Call to Order of Regular Work Session in person: Mayor Roop at 7:00 p.m.

Present in person: Mayor Roop, Vice president and Councilmember Kimberlee Schultz, Councilmembers, Kevin Cornick, Dave Hoffman, Connor Frock and William Holl were present. Also present Town Manager Dye and Town Attorney Ostrander.

Approval of Meeting Minutes: A Motion by Councilmember Cornick to approve the August 19th minutes, 2nd by Councilmember Schultz and approved by a vote of 5-0.

AGENDA ITEMS:

- Untagged/Unlicensed Vehicles
 - Violations have been mailed via regular mail and certified mail
 - Residents/owners are slow to respond
 - Citations to property owners/who vehicle is registered to is next step.
 - Trailer/mobile homes on private property hard to identify if they have a tag/license
 - Next step would be to issue an administrative warrant
 - This process could be costly.
 - Council requests a spreadsheet each month on where we stand on all open/closed issues
 - Notice in the newsletter as well.
- Delinquent Water and Sewer Bills
 - \$41,799.91 total past due water/sewer bills
 - \$6,809.43 of that is inactive accounts rentals/landlords
 - Michelle and Kim to meet to discuss landlord being responsible for paying water/sewer bills not tenant
 - Moving forward process will be as follows...
 - Water/Sewer bill mailed
 - 30 days after a delinquent letter to be mailed
 - 60 days after door hanger on both front and back door with a shut off notice.
- Developer Rights and Responsibilities Agreement
 - PWD started a draft and Town Attorney provided a copy of the County's current DRRA.
 - Council to review, next step will be to merge the two documents together

ANNOUNCEMENTS:

- None at this time

A Motion at 8:20 p.m. to close the meeting was made by Councilmember Hoffman, 2nd by Councilmember Frock and approved by a vote of 5-0.

Respectfully submitted, Dana Mangus Town Clerk/Treasurer