

NEAL C. ROOP
MAYOR
E-mail:
NRoop@newwindsor.md.org



Phone: 410-635-6575
Fax: 410-635-2995
E-mail:
Info@NewWindsorMD.org

TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776

September 4th, 2024, Town Council Minutes

Present: The September 4th, 2024, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, Kevin Cornick, Connor Frock 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 August 4th, 2024, minutes. It was 2nd by a motion from Councilmember Holl 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...

- Attended and presented at the MML Housing Symposium.
- Passed MML Carroll Chapter Offers of Ethics and Leadership Orientation Training.
- Meeting with County on funding for Town projects.
- Streetscape Project meeting scheduled for September 25th.

Council Reports:

Community Development: Councilmember Connor Frock

- Nothing to report at this time.

Public Works: Councilmember Dave Hoffman

- Public Works highlights—mowing/weed eating parks, repairs on the fence at Lions Club Park should be completed next week.
- Planning Commission next meeting September 23rd.

Water & Sewer: Councilmember William Holl

- Mini excavator should arrive late October.
- Water & Sewer capacity study is moving forward.

Public Safety and Health: Councilmember Kevin Cornick

- Opioid Health Department meeting scheduled for next month.
- Reminder to residents about school starting up again and the importance safety with driving.

Economic Development: Councilmember Kimberlee Schultz

- Carroll County Downtowns Economic Development meeting is August 12th.
- Small business passport is in the works.
- County tourism will be giving each community \$1,000 more information at work session.

Community Deputy McGinnis:

- Not in attendance.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- 34 Fire calls, 72 Ems calls

Town Manager Dye's Report:

- MD-31 Water Main Project
 - Mid-Atlantic Utility remains on schedule.
 - 415 Main Street twin sewer connection property access agreement was signed.
 - 417 Main Street twin sewer connection property access agreement has not been signed multiple attempts to contact owner.
- MD-31 SHA Sidewalk Retro Project
 - September 25th meeting has been scheduled,
- Sewer Lining Project
 - Pleasant Construction cleaned lines on August 22nd and 23rd, lining started August 26th.
 - Some communication and public notification issues as well as equipment failures.
 - Waiting on projected schedule and status of equipment from Pleasants and then residents will be notified of work moving forward.
- HR Consultant
 - Danna Blum currently reviewing handbook and job descriptions.
 - Meeting set up with staff and council.
- Frank Schaeffer Memorial 5K
 - Saturday October 19th at Wakefield Vally Park.
 - Register at runsignup.com and search Franklin G. Schaeffer Memorial 5K.

Public Works Director Myers Report: (Presented by Town Manager Dye)

- Hydraulic Modeling by GMB continues.
- Water Sewer Capacity Study is ongoing.
- Water Appropriation Permit Modification
 - MDE overruled the combining of the Town's existing water appropriation permits.

Clerk-Treasurer's Mangus's Report:

- The following investments were made per last month council meeting...
 - \$250,000—1year T-Bond @4.15% with ACNB
 - \$250,000---8 month CD @ 4.63 with Sandy Springs
 - \$250,000---7 month CD @4.64 with Farmers and Merchants.
- HR Consultant will be meeting with staff and council starting Monday the 9th.
- Kayla with ZA our auditors will be here Tuesday the 10th.
- Music on the Main vendors are full.

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

- Currently reviewing all accounts for past due balances.
 - 48 active accounts have 120 days past due balances totaling \$41,799.91
 - Shut off notices have been sent
 - Non-active accounts of 120 days past due balances totaling \$6,809.43
 - Newsletters should be in homes by September 30th.
- Water/Sewer bills to be mailed first week of October.

Code Enforcement Officer:

- 6 complaints regarding overgrown weeds and grass
 - Letters have been mailed.
 - Trees on Pilson in the alley way have been resolved.

New Business:

- Banner Purchase for Music on the Main
 - Teardrop Flag saying Beer and Wine from Shannon Baum Signs \$245.00

A motion to purchase a Large Teardrop Flag saying Beer and Wine for a total of 245 was made by Councilmember Hoffman 2nd by Councilmember Schultz and approved 5-0.

- Resolution for MML Dinners
 - Motion to introduce Resolution 09-04-24 where the Town would pay for both Councilmember and spouse to attend MML Chapter dinner.
 - Motion was not approved, no second

Old Business:

- Developer's Rights and Responsibilities Agreement
 - Attorney Ostrander prepared a draft Ordinance to amend Town Code Chapter 175 Subdivision of Land that would add Article XI—Development Rights and Responsibilities Agreements.
 - Council would like time to review and discuss at the Work Session Meeting.

Resident Concerns:

- None at this time.

Announcements:

- Music on the Main October 5th from 12pm to 6pm

The Town Council meeting was motioned for adjournment at 7:56p.m. by Councilmember Cornick 2nd by Councilmember Frock and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer