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

Present: The October 2nd, 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 Schultz, to approve the September 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 a Breakfast with Union Bridge Mayor Perry Jones, Vince Campanella, and the new Heidelberg Materials Plant Manager, Walter Smith.
- Met with Kim Hershe to review late water and sewer bills.
- Meeting with State Highway Administration to discuss concerns with Streetscape.
- Met with Tammy Ray to discuss the Vietnam Memorial Wall.
- Attended and presided over the Maryland Municipal League's Carroll Chapter Dinner.

Council Reports:

Community Development: Councilmember Kimberlee Schultz

- Shop small business passport coming soon.
- CC Tourism giving \$1,000 to each municipality.

Public Works: Councilmember Dave Hoffman

- Public Works highlights—mowing/weed eating parks, prepared for MOTM, Bulk Trash Day Saturday October 12th from 8am to 12pm.
- Planning Commission next meeting October 28th.

Water & Sewer: Councilmember William Holl

- Scada System Update is near completion.
- Rain replenished Town water supply.
- 100 block of Main Street did have a water leak.

Public Safety and Health: Councilmember Kevin Cornick

- Opioid Health Department meeting scheduled for this month.

Economic Development: Councilmember Conor Frock

- No report at this time.

Community Deputy McGinnis:

- Not in attendance.

West Carroll Recreation:

- Fall registration numbers are strong.
- 400 Kids signed up for soccer

Fire Chief Report:

- October 6th to 12th fire prevention week.
- Pavement project to start soon.

Town Manager Dye's Report:

- MD-31 Water Main Project
 - Mid-Atlantic Utility remains on schedule. Completion date by early to mid-December of this year.
 - 415/417 Main Street twin sewer connection property access agreement has been signed.
- MD-31 SHA Sidewalk Retro Project
 - September 25th meeting was held.
 - Plans are at 85%
 - Funding for construction needs to be finalized. FY-26 & 27 don't look good. FY-28 is forecasted to be better.
- Billing Landlords only for rental properties
 - Discussed at the Council meeting as part of Kim's report.
 - A resolution will need to be in place.
- Frank Schaeffer Memorial 5K
 - Saturday October 19th at Wakefield Vally Park.
 - Register at runsignup.com and search Franklin G. Schaeffer Memorial 5K.
- Second On-Call Engineer Firm
 - Union Bridge is currently using and are happy with All 4 Him Environmental.
 - Currently reviewing proposal and will need to let GMB know about it.

Public Works Director Myers Report:

- Attended meetings with County regarding water resource element planning and growth area planning.
- Generator installation was completed at Mainspring water source.
- A water leak was discovered on the 100 block of Main Street and a lateral was replaced from the public main to the curb stop and a meter pit was installed.
- Working on the lead inventory documents with Mike Reynolds.
- Sewer liners are on backorder and waiting for an update from Pleasants.

Clerk-Treasurer's Mangus's Report:

- Meeting scheduled for a final review of the handbook with Danna Blum.
- Currently reviewing the FY25 1st quarter and will have a breakdown next meeting.
- LGIT sent an email stating there was an issue with the methodology used to calculate property premiums for the past 10 years. Will keep Council updated on any discrepancies they found with the Town.

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

- Collected \$19,271.94 on past due water and sewer bills
- Currently 63 accounts remain past due
- Newsletters sent on 9.30.24/water bills will be sent the week of 10.7.24.

Code Enforcement Officer:

- Second notices have been mailed
- Moving forward will be working on 4 to 5 vehicle cases at a time.

New Business:

- HVAC System at Town Hall
 - RFP sent to 4 companies
 - Jem Heating and Air only company to respond with a bid of \$53,400
 - Rodkey electric to install with a bid of \$5,950

A motion to approve \$59,350 with \$53,400 for Jem Heating and Air and \$5,950 to Rodkey Electric for a new HVAC system for Town Hall was made by Councilmember Holl 2nd by Councilmember Cornick and approved 5-0.

- Fire Hydrant Painting and Vietnam War Memorial Wall
 - Looking to paint Town Fire Hydrants patriotic for the traveling Vietnam War Memorial
 - Council to think about Town being a \$3,000 sponsor for event.

Old Business:

- Geer Lane Public Works Facility
 - RFP sent to 5 local survey/engineering firms back in April.
 - Tired to utilize plans from the Bureau of Resource Management. Plans did not show enough information.
 - Reached out to Podolak & Associates for an updated and modified proposal.
 - Total revised proposal is \$6,750.

A motion to award Podolak & Associates the survey and conceptual plans for Geer Lane with a bid of \$6,750 was made by Councilmember Hoffman 2nd by Councilmember Holl and approved 5-0.

- Springdale Prep Update
 - Town sent a letter dated 6.18.24 outlining water and sewer connection and other fees.
 - SPS responded back on 9.16.24 and Town Attorney Ostrander is currently reviewing.
 - Town Attorney Ostrander to respond to letter.
- Developer's Rights and Responsibilities Agreement
 - The Town Manager developed a draft that incorporated Town Attorney's draft, County's draft and Public Work draft into one.
 - Draft Ordinance was emailed to Mayor and Council.
 - Town Manager, Attorney and Public Works Director to meet and bring to next meeting.

Resident Concerns:

- None at this time.

Announcements:

- Music on the Main October 5th from 12pm to 6pm
- Bulk Trash October 12th from 8am to 12pm at Geer Lane
- New Windsor Lions Club Halloween Party October 25th
- Big Money BINGO, October 26th

The Town Council meeting was motioned for adjournment at 8:16p.m. by Councilmember Holl 2nd by Councilmember Frock and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer