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**TOWN OF NEW WINDSOR**  
209 High Street - P. O. Box 609  
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### **November 6<sup>th</sup>, 2024 Town Council Minutes**

**Present:** The November 6<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 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 Holl, to approve the October 2<sup>nd</sup>, 2024, minutes. It was 2<sup>nd</sup> 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...

- Met with Tammy Ray to discuss the Vietnam Memorial Wall.
- Attended MOTM
- Attended MML Dinner at the Antrim
- Spoke with Jake Day Maryland Secretary of Housing and Community Development about the 211 High Street grant.
- Attended Public Works Supervisor Alan Tobery 6-year luncheon.
- Sent in a funding request letter to Governor Moore for Street Scape and Dielman Inn.

#### **Council Reports:**

##### **Community Development: Councilmember Kimberlee Schultz**

- Rescheduled Tree Lighting for December 8<sup>th</sup>
- Shop Small Business Passport starts this weekend.
- Looking into ways to spend the \$1,000 grant from Carroll County Tourism

##### **Public Works: Councilmember Dave Hoffman**

- Leaf pick-up starts this week
- Attended MOTM, FGS 5K and Bulk Trash Day
- Next Planning Commission Meeting is December 30<sup>th</sup>.

##### **Water & Sewer: Councilmember William Holl**

- Sewer lining project is completed.
- MDE water inspection completed and went well.

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

- Attended the MD Housing and Community Development meeting.

- Attended the Vietnam War Memorial Informational Meeting
- Opioid Health Department meeting scheduled 11.13.24

**Economic Development: Councilmember Conor Frock—presented by Mayor Roop**

- Meeting scheduled with Councilwoman Schultz on 11.12.24
- Met with the NWFD about the fire siren
- Thank you to all the residents who participated in Halloween.

**Community Deputy McGinnis:**

- From August 7<sup>th</sup> to November 6<sup>th</sup> responded to 157 calls.
- 10 were reportable.

**West Carroll Recreation:**

- Not in attendance.

**Fire Chief Report:**

- Statewide burn ban in effect.

**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.
- Springdale Prep School Building Permit for Windsor Hall
  - Springdale agreed to pay all fees.
- Frank Schaeffer Memorial 5K
  - Held Saturday October 19<sup>th</sup> at Wakefield Vally Park.
  - 81 participants registered online and 10 walk ups.
- 2021 Lead and Copper Rule Revisions
  - EPA mandated all public water systems in the US to inventory the water service connections. MDE oversees the process for Maryland
  - Submitted the inventory by the deadline of October 16<sup>th</sup>, 2024.
  - Must notify water customers whose service lines are either Lead, Galvanized Requiring Replacement of Lead Status Unknown by November 15, 2024.
  - Letters will go out to approximately 75 residents.
- Developer Rights and Responsibilities Agreement
  - Revised draft in the folder for this evening.
  - Second draft to be presented at a later date.

**Public Works Director Myers Report:**

- Water leak investigation on the 100 block on Main Street.
  - Currently assessing the issue.
- Sinkhole at Town Farm
  - Working with Carroll County to address.

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

- FY24 Audit was submitted on 10.30.24—before the 11.1.24 deadline
- Town Bond
  - Currently have a blanket bond that only covers a \$10,000 loss.
  - Recommend increasing this to \$250,000 with a d \$2,500 deductible

*A motion by Councilmember Schultz, to increase the Town Bond to \$250,000 with a \$2,500 deductible. It was 2<sup>nd</sup> by a motion from Councilmember Cornick and approved by a vote of 4-0.*

- Quarter 1 Budget Review
  - General Fund
    - Income lines are falling into place
    - Expenditure areas to watch are Dues and Postage.
  - Enterprise Fund
    - Income lines are falling into place
    - Expenditures areas to watch are Water 3R's

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

- Nothing to report at this moment.

**Code Enforcement Officer:**

- No new complaints for this month.
- 3 letters for untagged vehicles are going out this week.

**New Business:**

- Mayor and Council Statement regarding Local Impacts of Proposed Power Line Project.
- Lions Club Field for 2025 Vietnam Memorial Event
  - Depending on weather
  - Equipment to be displayed on field

**Old Business:**

- Employee Handbook
  - Resolution 11.6.24

*A motion by Councilmember Hoffman, to approve the updated Employee Handbook. It was 2<sup>nd</sup> by a motion from Councilmember Holl and approved by a vote of 4-0.*

- War Memorial Park Cannon Restoration
  - Working with Eclectic Motors on the restoration of cannons
  - Pricing for approval to come later.

**Resident Concerns:**

- Mr. and Mrs. Worden
  - Request a revisal of the Town Code regarding having chickens in Town limits.
- Phil Snader
  - Stop MPRP meeting to be held at the Ag center next Wednesday

**Announcements:**

- Mayor on the Square food drive November 22, 2024
- November Work Session scheduled for the 20<sup>th</sup>.

*The Town Council meeting was motioned to go into closed session at 8:07p.m. by Councilmember Hoffman 2<sup>nd</sup> by Councilmember Cornick and approved 4-0.*

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer