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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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March 5th, 2025 Town Council Minutes

Present: March 5th, 2025, Town Council meeting was attended by, Mayor Neal Roop, Vice-chair and Councilwoman Kim Schultz, Councilmembers, Dave Hoffman, Kevin Cornick, Conor Frock and William Holl. Also, in attendance at 209 High Street was: Town Attorney Ostrander, Town Manager Dye, Clerk/Treasurer Mangus, Code Enforcement Officer Henard and Public Works Director Myers.

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.

Public Hearing: Ordinance 02-05-25

A motion by Councilmember Hoffman to close public hearing for Ordinance 02-05-25. It was 2nd by a motion from Councilmember Schultz and approved by a vote of 5-0.

Previous Meeting Minutes: A motion by Councilmember Holl, to approve February 5th, 2025, minutes. It was 2nd by a motion from Councilmember Cornick 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...

- Meeting with Brag Gist at Seibel's Field for a youth baseball team
- Reached out to Election Judges
- Attended the Evening in Annapolis with District 5 and spoke about Streetscape.
- Finalized setting up an account for the Fire Company-Benevity Causes

Council Reports:

Community Development: Councilmember Schultz

- Carroll County Downtown Group currently setting up a walking tour map
- Beautification Day is April 26th
- HSP has free tax help for families/individuals please reach out to them directly

Public Works: Councilmember Dave Hoffman

- Public Works removed Christmas Decorations and cleaned storm drains at Atlee Ridge
- No Planning Commission Meeting in February

Water & Sewer: Councilmember William Holl

- 2nd round of letters mailed for MD-31 water meter replacement
- Generator installed at Blue Ridge

Public Safety and Health: Councilmember Cornick

- Opioid meeting next month
- Meeting with Mayor Roop

Economic Development: Councilmember Conor Frock

- Meeting with TM Dye on tax rate
- Researched funding for Dielman Inn

Deputy McGinnis:

- 6 calls and 4 reports

West Carroll Recreation:

- Not in attendance

Fire Chief Report:

- Not in attendance

Town Manager Dye's Report:

- Town Staffing
 - All 3 positions have been filled and Town is fully staffed.
- Blue Ridge Pump Station Upgrade
 - Johnston Construction is working on bypass piping, project completion estimated Mid-May.

Public Works Director Myers Report:

- CPE was out to do warranty repairs on Church Street
- Hillside Well currently working on pumping more water
- In the works we are looking to at see what it takes to get Atlee Ridge Well onto the system.

Clerk-Treasurer's Mangus's Report:

- Business License Renewals
 - Currently 3 business that have past due payments due to the Town. Letters were mailed stating if past due amounts were not paid by March 15th their account would be marked "unpaid" in the MD Courts portal.
- 2 CDs up for renewal as of March 15th more info at work session
- Town Election will be May 13th from 7am to 8pm
 - Certification of Nominations due by April 14th at 3pm.

Water-Sewer Billing Clerk Report:

- 79 past due accts total amount past due = \$47,782.78
- Currently training Part-Time Receptionist

Code Enforcement Officer:

- 0 complaints this month
- 2 follow letters are pending investigation, 2 second notice letters mailed

New Business:

- Adoption of Ordinance 02-05-25

A motion by councilmember Frock to adopt ordinance 02-05-25. It was seconded by councilmember Holl and approved by a 5-0 vote.

- Potomac Edison Electric Pole Replacement
 - Part of the State Streetscape Project
 - Fern Rodkey came out and gave estimate on re-wiring poles for Christmas Wreaths.

Old Business:

- Memorandum of Lease Agreement for 211 High Street
 - Comments from staff, council and attorney
- Vehicles Parked on Snow Emergency Route
 - Discussed ways to decrease parked cars on Snow Emergency Route during storm.
- FY26 Budget Discussion
 - Expenditures are exceeding Revenues for both general and enterprise at this time.
- Tax Rate Discussion
 - Council to revisit next year.

Resident Concerns:

- No Resident Concerns at this time.

Announcements:

- Town Beautification Day will be Saturday April 26th.
- Lions Club Book Reading Saturday March 8th
- Town to host quarterly MML Dinner on March 19th.

The Town Council meeting was motioned to go into closed session at 853p.m. by Councilmember Schultz 2nd by Councilmember Frock and approved by a vote of 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer