

NEAL C. ROOP  
MAYOR  
E-mail:  
NRoop@newwindsormd.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

### **April 2<sup>nd</sup>, 2025 Town Council Minutes**

**Present:** April 2<sup>nd</sup>, 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, Public Works Director Myers and Water/Sewer Clerk Kim Herche.

**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 March 5<sup>th</sup>, 2025, minutes. It was 2<sup>nd</sup> 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 the MML dinner hosted by the Town
- Attended the Mayors Conference in Annapolis
- Spoke with a commercial real estate broker on the Dielman Inn
- Set up a Music on the Main guide on the Town Drive.

#### **Council Reports:**

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

- Attended HSP executive meeting
- Attend the MML dinner hosted by the Town
- Working with Town staff on planters for Main/High Street
- May 4<sup>th</sup> – 10<sup>th</sup> Carroll County Tourism Week—highlighting Heritage Museum

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

- Public Works removed salt boxes from trucks
- Mowers are ready to go

- Bulk Trash is this Saturday
- Yard waste pick up begins April 10<sup>th</sup>.

**Water & Sewer: Councilmember William Holl**

- Roop Drive main replacement is in progress
- Please do no flush wipes-estimated \$3,000 to repair damage pump meter on March 17<sup>th</sup> due to wipes.

**Public Safety and Health: Councilmember Cornick**

- Attended the opioid meeting on March 12<sup>th</sup>
- County drug take back and shred day April 12<sup>th</sup>
- Attended the MML dinner hosted by the Town

**Economic Development: Councilmember Conor Frock**

- Attended the Lions Club reading
- Meeting with Gary on water/sewer-tiered system
- Working with Mike on some grants
- Attended the MML dinner hosted by the Town

**Deputy McGinnis:**

- 24 calls and 2 reports

**West Carroll Recreation:**

- Winter sports have wrapped up
- Over 400 kids signed up for Spring Soccer

**Fire Chief Report:**

- May 20<sup>th</sup>-24<sup>th</sup> NWFD Carnival

**Town Manager Dye's Report:**

- See new and old business reports.

**Public Works Director Myers Report:**

- Working on cleaning up 1321 New Windsor Road property
- Possibility of drilling wells at chlorination sight and 1321 New Windsor Road property

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

- Quarter 3 breakdown
  - General Income
    - Everything is pretty much in line
    - Received \$104,261 of the \$120,000 Highway User Revenue
  - General Expenses
    - Keeping an eye on the following areas...
      - Office supplies, gas and diesel, snow removal subcontractor.
  - Enterprise Income
    - Sprinkler Fees went out and waiting on one payment
    - Sewer/water hook up fees for Springdale Prep
  - Enterprise Expenses
    - Keeping an eye on of the following areas....
      - Water-Contractor/Consultants, Scada Sim Card, New Meters
      - Sewer- Contractor/Consultants, Scada Sim Card
- Election
  - Last day to file for Candiance is April 14<sup>th</sup> by 3pm
  - Last day to request an Absentee Ballot is April 21<sup>st</sup> by 3pm
  - Election Day is May 13<sup>th</sup> from 7am to 8pm

- CD's
  - Per the work session we invested
    - \$250K of general fund funds at SECU for 9 months at 4.05%.
    - \$250K of developer fee funds at ACNB for 12 months at 4.05%

#### **Water-Sewer Billing Clerk Report:**

- Working on updated Landlord Rental list
- Working on Town Service Agreements
- Water and Sewer bills mailed and emailed today
- 23 door hangers were sent out with 8 shut offs—all have been paid

#### **Code Enforcement Officer:**

- No complaints in March
- 2 letters in follow up status
- Looking into how Union Bridge handles vehicles
- Complaint log in folder

#### **New Business:**

- Planning Commission Vacancy
  - Ryan Christensen stepping down
  - Planning Commission to advertise for vacancy
- Hillside Wells Pump Replacement
  - 2 estimates to replace the pumps and motors
  - Well #078 is \$9,377 and Well #079 is \$8,870 total for both \$18,247

*A motion by councilmember Holl to spend up to \$18,247 to purchase new pumps for Hillside Wells. 2<sup>nd</sup> by councilmember Frock and approved by a 5-0 vote.*

- 2013 Chevy Pick-up Truck
  - \$10,487 estimated to repair by Wantz to pass State inspection
  - Estimated value of truck is \$2,000
  - The council would like to get pricing for new truck and review at next meeting.

#### **Old Business:**

- Water and Sewer Rate Resolution
  - To review past rate resolutions and bring more information at the work session meeting. Consider adding the Water and Sewer connection fee to the new resolution.
- FY26 Budget
  - General Revenue:
    - Completed added a capital reserve transfer of \$213,640 to balance deficit of Revenues to Expenditures.
  - General Expenditures:
    - IT Support/Computers increased to plan for cybersecurity
    - Capital Vehicle & Equipment-held at \$60K
  - Enterprise Revenue:
    - Completed added a capital reserve for both water and sewer transfer of \$286,931 to balance deficient of Revenues to Expenditures.
  - Enterprise Expenditures:
    - Water: Capital Vehicles & Equipment for both water and sewer held at \$15,000 each depending of decision of the 2013 Chevy.

*A motion by councilmember Hoffman to introduce the FY26 budget ordinance 04-02-05. 2<sup>nd</sup> by councilmember Cornick and approved by a 5-0 vote.*

**Resident Concerns:**

- No Resident Concerns at this time.

**Announcements:**

- Lions Club Book Reading Saturday April 12<sup>th</sup> at 10am
- Easter Egg Hunt on April 19<sup>th</sup>.

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

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer