



NEAL ROOP, MAYOR
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TOWN OF NEW WINDSOR
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March 4, 2020

Present: Mayor Roop, Council Members, Terry Green, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 8 other attendees.

Call to Order: The regular 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 the Mayor 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 February 5, 2020 minutes. It was 2nd by Councilmember Green, Councilmember Palsgrove stated that the budget information was presented in the 1st person and suggested it be changed to Town Manager Dye for better understanding. Motion was approved with Councilmember Palsgrove's suggestion 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Pothole repairs are being done by Public Works
- Installed new signage at Lion's Club Park, fixed benches at the same park
- Preparing mowing equipment for mowing season
- Director of Public Works, Wayne Myers has been doing additional training with PW employee, Alan Tobery to prepare him for more responsibility
- Planning Commission did not meet in February

Water & Sewer: Councilmember Palsgrove –

- Met with Director of Public Works, Wayne Myers with the following results
- Pump motor will be replaced at Main Spring
- A new blower motor has been ordered and will be replaced at the WWTP
- A sewer blockage on Spoerlien Drive today, Fogle's Septic was called, and situation has been resolved
- Director Wayne has identified some I & I issue, and a plan will be initiated to begin to address those
- 1 manhole need repairs and will be addressed
- The WWTP SBR tank has a liner issue. The sledge tank liner has failed and is pulling away from the tank. These repairs will be addressed and are under warranty.

- Items that don't belong being put into the sewer system, cause a continuing problem with blockages at the Atlee Ridge pump station. Director Myers has initiated an aggressive pumping schedule with Fogle's Septic to try and control this issue. Council discussed options to bring this problem to the attention of residents living in Atlee Ridge development to alleviate the constant blockages. No permanent solution was arrived at and further discussions will continue on this matter.

Public Safety: Councilmember Smith –

- As a member of the legislative committee for Maryland Municipal League (MML) and attending the meetings, there are a few public safety bills being presented in session. Councilmember Smith will put together a summary for presentation at the next meeting.

Economic Development: Councilmember Schultz –

- Lone Star barbecue business has returned to New Windsor. They will only be open to the public on Fridays. Please continue to support the other businesses in New Windsor also.
- Carroll County Downtown met in February. Discussion was on the Small Business Passport event time being extended, as well as offering a small business gift card.

Community Enhancement: Councilmember Green –

- Continue to work with Sec. Kalena Bartoszak on the new banners. Director of Public Works will also need to be consulted about the necessary hardware needed for the banner replacement. Mayor Roop stated that at the Mayor's Conference he had discussion on Town banners with some of the Mayors and a lot of Town's have the banners showing all 4 seasons on them and if they display military banners, they put them up and leave them up through November. This cuts down on Public Works having to put them up for Memorial Day in May, taking them down and putting them up again for Veteran's Day in November. NO final decision on banners currently.

Mayor's Report:

February 5	Contacted SHA about the Medford Road & New Windsor Road Intersection Meeting with Town Manager Dye Town Council Meeting
February 6	Maryland Mayor's Association Winter Conference
February 7	Maryland Mayor's Association Winter Conference Meeting with State Delegation Lunch with Secretary of Budget & Management David Brinkley
February 11	NFL Hall of Fame Lenny Moore signing at Uncle Matty's
February 13	Checked with FEMA and Carroll County Emergency Management for back-up generators for the Bowersox water pump and for Town Hall.
February 14	Taneytown Networking Breakfast Agreed to be a Presenter at the Maryland Municipal League Summer Conference on Pay as You Throw Program.
February 18	Town Work Session
February 22	Coordinated with the Caring Carroll to host a Walk/Run for Music on the Main
February 24	Received, Signed, and Returned Dielman Inn Foundation Stabilization Grant Agreement (Briefing Paper Attached)
February 26	Received photo of Jack Coe from Jack's family for a portrait to be hung later. Scheduled to meet Lyndi McNulty tomorrow to discuss size and framing along

with looking at the New Windsor High School class pictures with the officers of the Alumni Association.

Mayor's Item:

Grant Agreement – Dielman Inn Foundation Stabilization

Discussion:

Briefing / Discussion

Background:

Eliminating the future threat of structural damage to Dielman Inn by fortifying the 222-year old foundation.

- Submitted grant application on June 13, 2019 to Community Legacy for \$850,862.
- Received notification on November 22, 2019 of award of \$350,000 from the Strategic Demolition Fund Program
- Signed and Submitted Grant Agreement on February 24, 2020

Action:

Assembling a team to determine the sections of foundation to stabilize first and create a Request For Proposal. The Team will consist of:

- Town - Mayor Roop & Mike Reynolds
- Representative from Lewis Contractors, Old Line Architects, Brennan & Company Architects, Preservation Maryland, and New Windsor Heritage Committee
- Two restaurant owners with historic renovation experience
- **Mike Campanile** – Masonry Instructor at the Carroll County Career & Tech Center
- A New Windsor resident

Activities:

<u>Activity Start Date</u>	<u>Activity End Date</u>	<u>Description of Activity</u>
<u>01/01/2020</u>	<u>01/31/2020</u>	<u>Commencement Date</u>
<u>02/01/2020</u>	<u>05/31/2022</u>	<u>Pre-Bid Meeting & On-Site Tour</u>
<u>02/01/2020</u>	<u>05/31/2022</u>	<u>Advertising & Bidding Process</u>
<u>02/01/2020</u>	<u>05/31/2022</u>	<u>Awarding of Bid at Town Work Session</u>
<u>02/01/2020</u>	<u>05/31/2022</u>	<u>Complete Foundation Stabilization Work</u>
<u>06/01/2022</u>	<u>06/30/2022</u>	<u>Completion Date</u>
<u>07/01/2022</u>	<u>08/15/2022</u>	<u>Final Report within 45 Days after completion</u>

Community Deputy Colussy -

The Carroll County Sheriff's Office between the dates of February 1, 2020 to February 29, 2020, responded to 65 calls for service within the town limits. Out of those calls for service only 4 required reports, which were the following:

On February 9, 2020 at approximately 1054 hours (10:54 AM), Deputies while conducting traffic enforcement in the area of Maryland 31 and Tibbetts Lane, observed a traffic violation. Upon stopping the vehicle, it was discovered that the driver's driving status was currently suspended. The driver was released on citations and to a valid driver. Case closed by arrest.

On February 13, 2020 at approximately 2100 hours (9:00 PM), Deputies responded to the 100 block of Main Street in reference to a domestic in progress. Upon arrival, it was discovered that known parties got

into a physical altercation over drugs. Both parties had injuries and were referred to the District Court Commissioner Office to file for their own charges. One subject was arrested on an outstanding warrant and was transported to the Carroll County Detention Center without incident. Case remains open.

On February 14, 2020 at approximately 1720 hours (5:20 PM), Deputies responded to the 100 block of Main Street in reference to mental health emergency. Upon arrival, Deputies observed that the residence was in disarray and that the resident was highly intoxicated. Deputies further observed that the subject currently had a dog leash wrapped and a blood-soaked towel wrapped around their arm. Upon further investigation, Deputies observed that the subject had a deep 4-inch laceration to their arm. Medics were alerted and responded to the location to transport the subject to Carroll Hospital Center for further treatment. Deputies responded to Carroll Hospital Center and completed an emergency petition on the subject due to said injuries. Case closed.

On February 19, 2020 at approximately 1621 hours (4:21 PM), Deputies responded to 2800 block of Graybill Court, in reference to a malicious destruction of property. Upon arrival it was discovered that a glass sliding door panel was shattered by unknown means. Case has since been suspended.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

- 38 Fire calls in February – YTD 63
- 49 EMS calls in February – YTD 106
- On 2/29/20 the Fire department had a successful smoke alarm drive, with 100 being installed
- A Thank You to the Town for the annual donation

Town Manager's Report:

The New Windsor Town welcome sign as you come into Town on MD-31 was damaged in the tornado/storm on February 7th. Circuit Rider Mike Reynolds has contacted 2 sign vendors to get a quote to replace the sign. Mike will share the quotes once they are received.

The storm damage at Denning's Farm has been cleaned up by Ichabod's Tree Experts. We filed a claim with LGIT for both the tree and sign damage. LGIT will pay \$10,000 total for all damage. We will have approximately \$1,100 for the sign repair/replacement. The Town will have to cover the cost if the quotes are over the remaining amount from the claim.

MDE did perform inspections on the WWTP and WTP & distribution system on two separate occasions. Director of Public Works Wayne Myers and MES staff met with MDE staff and managed the inspections on behalf of the Town. Both inspections went well and there were no major issues or violations. MDE submitted a WWTP inspection report and there are a few items we need to provide to MDE. MDE submitted a WTP and Water Distribution inspection report. There is one item considered a significant deficiency which is the main spring collection vault and metal lid. The steel lid and concrete vault above ground have deteriorated and are no longer watertight. A written response to the Water Supply Program (MDE) is required within 30 days with a corrective action plan to correct the deficiencies. Director of Public Works, Wayne and MES will develop a corrective action plan to address replacing the steel lid, making repairs to the concrete vault and making the structure watertight. A response will be sent to MDE within the 30-day timeframe.

Treasurer's Report:

Each of the following balances given as of February 29, 2020

General Fund the balance is -\$477,939.44

General Fund Capital Budget the balance is - \$209,354.47

Enterprise Fund the balance is - \$403,219.69

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$148,637.42**

Developer fees the balance is **-\$625,583.10**

Money Market Fund the balance is **-\$27,786.69**

Real Property Report

There are 12 properties For Sale

There are 3 properties in a Foreclosure process

Water/Sewer

1st late charges were assessed on February 25, 2020. The 2nd late charge will be assessed on March 11th with notices being mailed out to both owners and if known, tenants. Potential water shut off will be posted on March 23rd with a shut off date of March 30th.

Lehigh Update: No representative in attendance

Old Business:

Lambert and Hillside traffic and speeding –

- Signs have been posted. “No Left Turns between 6 a.m. – 9 a.m. & 4 p.m. – 7 p.m. on Church Street at the intersection with Hillside Ave
- Signs have been posted. “No Right Turns between 6 a.m. – 9 a.m. & 4 p.m. – 7 p.m. on High Street (Rt. 31) at the intersection with Lambert Ave
- 2 orange flags have also been placed at the top of each “No Turn” sign
- There are 2 new stop signs on Lambert Avenue at the intersection with Maple Avenue. A solar powered red blinking light is on top of both stop signs to help alert motorists of the new traffic pattern.
- These changes also apply to residents residing on those streets.
- Deputy Colussy also contacted GPS programs: Waze App., Google maps and Apple (TomTom) maps in reference to the changes.

New Business:

June Town Council meeting date - The regular Town meeting hits on parade night of the New Windsor Volunteer Fire Department parade. The regular Town Council meeting will take place on June 10, 2020.

FY21 Budget:

Town Manager Dye displayed a power point presentation of the proposed FY21 budget.

Budget is still preliminary at this point, but a lot of the bulk work has been done.

General Fund Revenues have all been calculated. Increase of \$32,670.

GF Revenue line items of note:

Real Property is expected to increase \$28,000.

County Town Program & County Road Grant is expected to decrease \$11,217.

General Fund Expenditures have been input except for a few line items.

The remaining line items will be completed soon.

Enterprise Fund Revenues have all been calculated. Increase of \$117,500.

Revenue line items of note:

Interest Earned is expected to increase \$18,000. This is due to reinvesting money from the Developer Account and 3R Account to interest bearing CD's.

Sewer Usage Receipts are expected to increase \$63,000.

Water Usage Receipts are expected to increase \$20,000.

Enterprise Fund Expenditures have been input except for a few line items.

The remaining line items will be completed soon.

Residents' Concerns: None

Closed Session Per General Provisions Article 3-305(b) 1 – Personnel Matter

At 8:11 p.m. a Motion by Councilmember Smith to enter a Closed Session, 2nd by Councilmember Palsgrove and approved 5-0.

There was a Motion to adjourn the regular meeting by Councilmember Smith at 9:44 p.m., 2nd by Councilmember Palsgrove and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer

