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April 1, 2020

Present: Because of the COVID-19 situation the April Town Council meeting was a virtual meeting. Mayor Roop was on site at the Town Hall meeting room and , Council Members, Terry Green, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz joined the meeting from their residences Also Town Attorney Ostrander and Town Manager Gary P. Dye, Jr, took part in the meeting from their residences.

Call to Order: The 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 electronical 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 Green to approve the March 4, 2020 minutes. It was 2nd by Councilmember Schultz. Motion was approved.
A Motion to approve the March 4, 2020 Closed session minutes by Councilmember Schultz, 2nd by Councilmember Hoffman and approved.

Introduction of Maryland Secretary for Department of Commerce – Kelly Schulz-

She spoke that because of the COVID-19 pandemic the State is offering assistance to small businesses. There are 3 relief packages available and details regarding them can be accessed by going to the <https://govstatus.egov.com/md-coronavirus-business>. Councilmember Schultz also works for the State of Maryland and is willing to be contacted with questions from Town businesses. Her e mail address is kschultz@newwindsormd.org.

Council Reports –

Public Works: Councilmember Hoffman –

- Pothole repairs are being done by Public Works.
- The Public Works department is following all disinfecting practices to maintain safety
- Mowing has begun and will be completed on a priority basis.
- Yard waste has started and is the 1st and 3rd Wednesday of the month. You are encouraged to use the paper bags specified for yard waste; if using a container; it cannot be heavier than 40 lbs. If you can't pick it up, we can't either.
- Bulk trash has been changed top May 23rd. Watch the website for any additional information on that.

Water & Sewer: Councilmember Palsgrove –

- Met with Director of Public Works, Wayne Myers and Town Manager Dye with the following results
- First, a big Thank You to Wayne Myers for the outstanding job he is doing as the new Director of Public Works. Wayne would also like to Thank Maryland Environmental Service (MES) for all their assistance to him in this transition.
- There was a leak at the Dennings Well site and that has been repaired.
- The #1 well at Hillside Drive is now back online and Director Myers is working with Easterday Well Drilling to try and bring the 2nd well back online as well.
- The announcement earlier by Mayor Roop addressed the flushable wipe issue and the continued problem this causes to our pump stations. There is still a major issue with an excessive amount of grease being dumped in the system in the Atlee Ridge development area. If anyone has any information they can share on this matter, please contact Councilmember Palsgrove at epalsgrove@newwindsor.md.org or call the Town Office.
- Lastly, during this COVID-19 situation, all residents can be assured that New Windsor's water is safe for consumption and use.

Public Safety: Councilmember Smith –

- Councilmember Smith spoke with Sheriff DeWees and law enforcement is fully staffed during this pandemic. They are prioritizing calls somewhat differently but still handling.
- Please realize that during these times, there will be an increase in scammers. Use caution when being asked to give out personal information to someone you do not know.

Economic Development: Councilmember Schultz –

- During this COVID-19 situation, please continue to support our local businesses.
- Paige Sunderland of Carroll County shared with Councilmember Schultz that the County is working on some grants and will share the information when available.

Community Enhancement: Councilmember Green –

- Banners are put on hold because of the current situation with the COVID-19. He encourages everyone to abide with the mandates issued by Governor Hogan to address this crisis.

Mayor's Report:

Mayor Roop read a statement regarding the COVID-19 pandemic and its effect on the Town and its residents

Community Deputy Colussy -

The Carroll County Sheriff's Office between the dates of March 1, 2020 to March 31, 2020, responded to 63 calls for service within the town limits. Out of those calls for service only 4 required reports, which were the following:

- On March 3, 2020, Deputies while on routine patrol observed a traffic moving violation and conducted a traffic stop in the area of MD 31 and Tibbetts Lane. Upon contact with the driver, a smell of marijuana was detected coming from the vehicle and trace amounts were observed in plain view. A license check of the driver, it was discovered that the operator's privilege to drive in Maryland was currently suspended. The driver was released on citations.
- On March 7, 2020, Deputies responded to the 2800 block of New Windsor Road in reference to a hit and run that occurred on the parking lot. Investigation revealed that the operator stated a delivery truck backed into their vehicle. The delivery driver advised the

vehicle owner that he contacted the police, which caused the other vehicle to leave the scene of the accident. Accident information was provided to the delivery company who advised they wished not to pursue charges. Case closed by lack of prosecution.

- On March 22, 2020, Deputies responded to the 400 block of High Street in reference to an intoxicated person. Investigation revealed the store clerk was highly intoxicated and open for business. Upon several attempts to resolve the issue peacefully, the store clerk became disorderly with Deputies and was taken into custody without incident. Case was closed by arrest. The Carroll County Liquor Board was contacted and advised of the above violation which places the establishment on notice.
- On March 29, 2020, Deputies responded to 100 block of High Street in reference to police information. Investigation revealed that 2 juveniles removed a wreath from a door and once observed, dropped the wreath and ran. Juveniles were located and their parents were advised of the incident. Juveniles apologized to the victim who did not wish to pursue any further police actions. Case closed.
- On March 10, 2020 to March 14, 2020 Deputy Colussy attended training in Howard County to become certified as a Child Passenger Safety Seat Technician. He joins 2 other members of the Sheriff's office in this certification.
- The National Council for National Night Out has recommended be cancelled for August 2020 due to the COVID-19 situation. Therefore, the New Windsor National Night Out event will not take place.

West Carroll Recreation: Representative not in attendance

Fire Chief Report: Chief Byron Welker –

- 25 Fire calls in March – YTD 88
- 45 EMS calls in March – YTD 151
- Congratulations to former chief, Tom Coe on his promotion to Chief of the Frederick County Department of Fire and Rescue Services.

Town Manager's Report:

Town Hall & Public Works Staff Scheduling -

The Town of New Windsor should continue to follow Governor Hogan's directives and do our part to help control the spread of COVID-19. Assuming this is the direction of the Mayor and Council and Town Hall/Public Works will remain closed to the public beyond the March 31st reevaluation date, beginning April 6, 2020 Town staff work schedules will be as follows:

Town Clerk/Treasurer will be Monday, Wednesday & Friday from 7:30 – 4:00 as necessary.

Secretary/Receptionist will be Monday & Wednesday 9:00 – 3:00.

Two Public Works staff will both work Tuesday, Wednesday & Thursday from 7:30 -4:00. The Director of Public Works will be off on Friday's and the Maintenance position will be off on Monday's.

Town Manager will work in the office Tuesday, Wednesday, and Thursday from 7:30 – 4:00 and from home on Monday and Friday from 7:30 – 4:00.

Calls to Town Hall on Tuesday's and Thursday's will be forwarded to the Secretary/Receptionist from 9:00 – 3:00. The Clerk/Treasurer will answer calls on Friday's from 9:00 – 3:00. Messages for Town staff will be forwarded to the appropriate person during regular business hours of 9:00 – 3:00 and after hours as soon as possible.

All levels of government are on Governor Hogan's list of essential businesses. Our goal is to follow the Governor's executive orders, protect Town staff and residents while still maintaining

core services and basic operations. Staff will only work at Town Hall as much as needed to complete essential administrative and operational services.

Town Welcome Sign Update -

The New Windsor Town welcome sign as you come into Town on MD-31 was damaged in the tornado/storm on February 7th. Mike Reynolds contacted 2 sign vendors to get quotes to replace the sign. Mike received both quotes, one from Woodland Signs and one from Image 360.

Woodland Signs provided two options, A & B. Details of the 3 options have been provided by each vendor. We have \$1,100 left from the insurance claim we made to LGIT for storm damage. Therefore, depending on which vendor and option we go with the Town will have to pay:

Woodland Signs Option 'A' - \$1,225.00

Woodland Signs Option 'B' - \$685.00

Image 360 - \$854.74

If Council has any questions, input, or preference we can discuss that now or you can let me know later.

Mayor Roop states that he would like to take this to the New Windsor Lion's Club to discuss since Lion Dave Alt was the person that originally put the sign in and the Club may contribute to the cost above and beyond the remaining \$1,100.00.

MDE Inspections of the WTP and WWTP Update -

MDE performed an inspection of the WWTP on February 13, 2020. They submitted a WWTP inspection report on February 20, 2020 and there were a few items the Town needed to provide to MDE.

The Town Manager sent a letter to MDE on March 18, 2020 along with the requested information. MDE acknowledged receipt of the information. Nothing additional needed at this time.

MDE performed an inspection of the WTP & Distribution System on March 2, 2020. They submitted a WTP and Water Distribution inspection report on March 4, 2020. There was one item considered a significant deficiency. A written response to the Water Supply Program (MDE) is required within 30 days with a corrective action plan to correct the deficiencies. Public Works and MES developed a corrective action plan to address the significant deficiency in the short term and long term. The Town Manager sent a response letter to MDE on March 18, 2020. The letter outlined the immediate, short term, corrective action measures taken and the long-term plan. Photos of the corrective action measures performed by Public Works were sent with the letter. MDE acknowledged receipt of the letter and pictures and will notify the Town if additional information is needed.

Old Business:

New Business:

Executive Order –

Town Attorney states that because of the COVID-19 situation and limited staff availability, this gives the Town extended time to respond to a Public Information Request (PIA). It is a standard format and once approved will be sent to State of Maryland. Mayor states this will be Executive Order No. 04-01-2020. Mayor Roop will sign tomorrow and Town Attorney will send the signed version by e mail to the State of Maryland for approval.

Temporary Waiver of Water/Sewer base fees:

Councilmember Green began the discussion stating that because of the COVID-19 situation this may be causing financial hardships for residents to be able to pay their expenses. He would like to use a 30 period to monitor residents that contact the Town and state they cannot pay their current water/sewer bill and see if there is an increase in numbers due to financial changes. At that time, based on the numbers the Town can re-evaluate. After further comments by Councilmember Smith and Hoffman, it was decided to have the Town Clerk keep track of this information and present to the Council at the next meeting.

FY 2021 Budget Introduction.

Projecting revenues is always a challenge under 'normal' circumstances. Most revenue line items are based on known numbers, formulas and information provided by various entities. As you can imagine, under current circumstances, the known and unknown impacts and uncertainties of the COVID-19 Crisis make revenue projections very challenging. Information received from Maryland Municipal League (MML) project reduced revenues in: Income Tax, Property Tax, Highway User Revenues, and other line items related to the economy and the current COVID-19 situation. That being said, no one has a crystal ball and can say with certainty how long the COVID-19 Crisis will continue and what the final impacts will be.

Collectively we have to be comfortable with the revenue projections we use for the FY-21 budget. We do have some time before July 1st to see how the crisis plays out and we can always make amendments before adoption or after.

The budget schedule has been adjusted slightly but overall, we are still on schedule to have budget hearing and adoption at the May 18th Work Session.

Town Manager will need direction tonight from the Council as to direction and changes, if any, to be made to the budget in order to maintain the budget schedule.

Council has copies of the FY-21 budget we are discussing tonight. A lot of work has gone into preparation of this budget and want to thank Donna and Wayne for working together in various meetings to get the budget to this point. The budget includes the staff restructuring plan and salary adjustments as discussed by the Council, Donna and Gary. The budget is balanced without a tax increase.

Items of note:

- GF – Expenditures - Planning & Zoning – Increase Zoning Administrator's Salary from \$800 to \$1,200/year. Increase from \$66 to \$100/month.
- EF – Expenditures – Water – Maryland Environmental Service (MES) – Increase of \$1,500 or 1.9%.
- EF – Expenditures – Sewer – MES – Increase of \$1,600 or 1.5%.

Treasurer's Report:

Each of the following balances given as of March 31, 2020

General Fund the balance is **-\$644,421.69**

General Fund Capital Budget the balance is **- \$221,664.40**

Enterprise Fund the balance is **- \$407,406.25**

Enterprise Capital Reserve and 3 R's Fund the balance is **-\$148,668.89**

Developer fees the balance is **-\$625,742.06**

Money Market Fund the balance is **-\$27,804.35**

Real Property Report

There are 10 properties For Sale

There are 1 property in a Foreclosure process

Water/Sewer

No turn offs due to current COVID-19 situation. New billing will be mailed no later than Friday, April 3rd.

The Town Clerk/Treasurer will provide a Year to Date report each month for the remaining fiscal year.

Residents' Concerns: None

Announcements: Memorial Day Service May 17th earlier than normal which will allow more opportunity to obtain speakers.

A Thank you to Carroll Media Center from the Mayor for all their assistance in getting the Virtual meeting process up and running. A Thank you also to the staff and Town Council for their dedication in keeping the Town running smoothly.

There was a Motion to adjourn the regular meeting by Councilmember Smith at 9:00 p.m., 2nd by Councilmember Palsgrove and approved.

Respectfully submitted,
Donna Alban, Clerk/Treasurer