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Minutes – Town Council Meeting July 5, 2017

Present: Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Kimberlee Schultz, Ed Smith and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 6 others in attendance.

Call to Order: Mayor Roop called the Town Council meeting to Order at 7:00 p.m.

Pledge of Allegiance: Mayor Roop led the Pledge.

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 Smith to approve the June 14, 2017 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Yard waste 1st and 3rd Wednesday of every month
- Gazebo in place on corner of Main & High in preparation for Music on the Main
- Patching of roadways continues
- Regular lawn maintenance continuing
- Will be obtaining the special event permit for Music on the Main
- Planning Commission did not meet in June

Water & Sewer: Councilmember Palsgrove –

- Hydrant replacement on Springdale Road & Rowe Road went smoothly today
- Defer to Town Manager Schaeffer for several water/sewer items.

Public Safety: Councilmember Smith –

- Remember National Night Out event on August 1st
- Defer to Deputy Simmons for his report

Economic Development: Councilmember Schultz –

- Carroll County downtown will meet next Wednesday
- Attended the Human Services program meeting
- Rural Maryland Council provides money to small rural communities and New Windsor would qualify

Community Enhancement: Councilmember Custen –

- At the MML convention in June spoke with Trip Hazard removal specialist about our sidewalks in Town and they would like to come out and do a free estimate. She will work with Town Manager on that item.

Mayor's Report:

June 5 handled issue with Myer's Crab Shack/Carnival Donation
June 7 Fireman's Parade
June 8 Signed Checks
Submitted Community Legacy Grant
June 9 Taneytown Business Breakfast
Met SHA Representatives at Dielman Inn for Tree Removal
June 14 SHA Street Project Meeting
Town Council Meeting
June 16 Luncheon with Senator Cardin
June 18 Submitted SHA Special Event Permit Application
June 19 Submitted 2 responses to questions about the Block Grant Application
June 22 submitted a letter to Cindy Stone at DHCD for the Block Grant Application
Hearing
Signed Checks
June 23 Responded to Carroll County Times Public Information Act Request
Questions
June 25 – 28 Maryland Municipal League Summer Conference
June 29 Chamber of Commerce Breakfast at Mt. Airy Library with Commissioner
Rothschild
Meeting with Sheriff De Wees

Community Deputy: - Dan Simmons

- 76 calls in June
- 17 Vehicle stops
- 2 incidents at the carnival

West Carroll Recreation: Kevin Cornick not in attendance**Fire Chief Report: Chief Tom Coe –**

- 27 Fire calls – YTD of 137, 51 EMS calls – YTD – 289
- Carnival was very successful
- The crab feed in July is sold out – 400 tickets sold, next one is September
- The working house fire on Springdale Rd was under control within 14 minutes
- New Windsor's Fire Queen – Sarah Paul also won the Carroll County and State level fire queen titles

Town Manager Report:**Lagoon Decommissioning**

Large lagoon is graded and is drying out nicely. Underdrain was located and unclogged. Small lagoon is still drying out. Electric service was deactivated. Carroll County is developing the grading plan to fill the large lagoon.

Sulphur Springs Park Master Plan

Grace Fielder is continuing her work on developing the base mapping for the plan. She will be bringing three concepts to the July 17th Work Session for some initial discussion and feedback.

Dielman Inn Lead Paint Abatement

Rain spouts have been installed. Carroll Highlands Masonry is working on the large chimney. Piers for roof supports have been temporally repaired. Additional work needs to be completed on piers. Roof painting is complete.

Blue Ridge Storm Water Management Retrofit.

The plans for the retrofit have been submitted to the County for final review and approval. It is expected that work will begin in the September /October time frame.

Blue Ridge and College Avenues – Design and Engineering RFP

Survey work has been completed. Town staff met with the engineer on June 8th to kick-off the design. Issues related to the entrance on Route 75, parking on College Avenue, water line depth and storm water management were discussed.

Lions Park Fire Damage

Subpoena has been issued to appear in court July 30th to provide testimony regarding damages to the play equipment.

Sludge Press

The field survey has been completed. Evaluating whether or not the use of remaining USDA loan funds is the best option to fund this project.

Streetscape Progress Meeting

SHA has updated the project schedule. At this time the SHA schedule advertisement in November of 2020. Beginning with the August Work Session a complete review of the Streetscape project, project schedule, project tasks and critical decisions will begin.

Sewer Lining

Layne Inliner has completed the initial cleaning and inspection. Lining of the sewers is scheduled to begin July 17th, and will take two to three weeks. Manhole repairs will follow after that and will take another two to three weeks.

Waterline Design

GMB has received the survey and other data from the SHA. GMB will have staff doing field reconnaissance and verification of data the next week or so.

Lighting

Multiple lighting vendors were contacted at MML. A presentation on lighting will be scheduled for the August Work Session.

Clerk/Treasurer –

Each of the following balances given as of June 30, 2017

General Fund balance is - **\$182,565.72**

General Fund Capital Budget Account is - **\$47,277.78**

Enterprise Fund balance is - **\$158,883.09**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$586,246.12**

Developer fees the balance is -**\$448,212.56**

Money Market fund the balance is -**\$42,602.23**

Lagoon Remediation fund the balance is - **\$276,765.67**

Real Property Report

13 properties For Sale

11 properties in a Foreclosure process

Water/Sewer

Happy to report there were no water turnoffs last quarter. New billing mailed out on 6/27/2017.

My Notary Commission has been renewed for another 4 years.

An entrance meeting for FY17 audit is scheduled for July 10th with S B & Company.

Lehigh Update – No one in attendance

Residents Concern: None

Old Business:

Renewal of Electricity Contract – Town Clerk presented information to Mayor and Town Council on the January 2018 renewal for the electricity contract for the Town. We have 20 electric accounts. We currently have Potomac Edison with Direct Energy as our supplier. The Town is currently paying \$.08895 per kWh for the BGE account and \$.06848 per kWh for the Potomac Edison Accounts. Daniel Flaherty from APPIenergy was able to get 8 competitive bids. The recommendation is the 47 month offer from NextEra Energy at \$0.05136 for all the accounts. It is very good given market prices are lower now and market reports indicate energy prices will increase gradually over the coming months. We could lock in to the lower rate now and it would go into effect at our renewal. **A Motion by Councilmember Palsgrove, 2nd by Councilmember Hoffman to lock in with NextEra at 0.01536 for 47 months at renewal. It was approved 5-0.**

New Business:

- **Town/County FY18 Agreement** –Town Manager Schaeffer presented a summary of this year's agreement with the County. **A Motion by Councilmember Palsgrove to approve, 2nd by Councilmember Hoffman and approved 4-1, with Councilmember Smith abstaining since he works for the Carroll County Humane Society which is part of the agreement.**
- **Planning Commission appointee** –Mayor Roop would like to recommend Kevin Cornick to fill the vacate position on the Planning Commission. **A Motion by Councilmember Smith to accept Kevin Cornick as Planning Commission member, 2nd by Councilmember Hoffman and approved 5-0.**

Announcements –

- Music on the Main meeting – July 13th – 7:00 p.m.
- National Night Out event – August 1st – 6:30 – 8:30 p.m.

A Motion was made by Councilmember Custen to adjourn at 8:00 p.m. it was 2nd and approved 5-0.

Respectfully submitted,

Donna Alban, Town Clerk