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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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June 6th, 2024, Town Council Minutes

Present: The June 6th, 2024, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, Kevin Cornick, Thomas Gubernatis and William Holl. Also, in attendance at 209 High Street were: Town Attorney Ostrander, Town Manager Dye and Clerk/Treasurer Mangus.

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 Gubernatis to approve the May 1st, 2024, 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...

- Working on Community Legacy Grant and Strategic Demolition Grant for 211 High Street.
- Secured 3 bands for MOTM.
- Working on speakers for the July 11th, History: Shaken & Stirred New Windsor event.
- Attended the Springdale Prep School's development review and the water/sewer meeting.
- Secured an American Flag that flew over the US Capitol. Flag to be presented to widow of a 27-year-old Veteran of USMC.

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.

- Reviewing paperwork from former councilmember Sharon Gribbin-Lindemon.

Public Works: Councilmember Dave Hoffman

- Public Works keeping up with Town parks, overseeing concession stand repairs and street sweeping.
- Planning Commission next meeting June 24th.

Water & Sewer: Councilmember William Holl

- Leak was found at the 100 block of Main Street.
- Piping complete at Snaders Booster Station.

Public Safety and Health: Councilmember Kevin Cornick

- Attended the Health and Safety meeting by the Health Department.
- Attended the Lions Club Community dinner.

Economic Development: Councilmember Kimberlee Schultz

- HSP has funds for utilities if you need help, please reach out to them directly.
- Meeting with Carroll County Downtown Group tomorrow.
- Newsletter meeting with Kim and Dana on Friday to discuss town businesses.

Community Deputy McGinnis:

- 48 calls resulted in 7 reports.

West Carroll Recreation:

- Spring Season wrapping up.
- Had over 400 kids participating in Spring Sports.

Fire Chief Report:

- Burn ban in effect starting June 1st.
- Thank you to everyone who came out and supported the NWFD Carnival.

Public Works Director Myers Report:

- MD 31 Update
 - Moving along and things have been relatively smooth.
- Finalizing several proposals for the ARPA Funds.
- Continue trying to find alternative water sources for the Town.

Code Enforcement Officer:

- Not in attendance

Town Manager Dye's Report:

- 1000 Green Valley Road MOU for Well Drilling Update
 - Received the revised MOU on May 15th from Springdale Prep. School.
 - Limitations put in the MOU are not possible/acceptable.
- Hoff Property/Beachum Farm Request
 - 170-acre property off of Hawk Hill Road (aka the Beachum Farm)
 - Frist request for inclusion into the Municipal Growth Area and possible annexation.
 - Planning Commission is the first step.
- MD-31 Water Main Project
 - Mid-Atlantic Utilities remains on schedule
 - Parking restrictions will be required for upcoming work on Church and Main.
 - Requested work on Sunday(s) when crossing MD75 Green Valley Road at intersection of Main Street.

Clerk-Treasurer's Mangus's Report:

- Fraud Check dedicated on 5.14.24
 - Positive Pay worked correctly, and the check was not processed, and Town did not lose any funds.

Water-Sewer Billing Clerk Report: (read by Town Manager)

- Newsletter content deadline is June 14th.
- 2nd quarter water bills will be mailed after July 4th.

New Business:

- Sewer Lining Recommendation
 - 3 Vendors
 - Victor Trenchless \$210,860, Mr. Rehab \$201,779 and Pleasant Construction \$210,762.91
 - To be paid for using ARPA funds.

A motion by Councilmember Holl to approve Pleasant Constructions bid of \$210,762.91 for the sewer lining. It was 2nd by a motion from Councilmember Schultz and approved by a vote of 5-0

- Water Facilities Painting
 - 3 Vendors reached out to, only 1 submitted a bid.
 - Barrett Coatings \$28,635.00
 - To be paid for using ARPA funds.

A motion by Councilmember Holl to approve Barrett Coatings bid of \$28,635 for the Water Facilities Painting. It was 2nd by a motion from Councilmember Cornick and approved by a vote of 5-0.

- Employee Handbook Draft/Updates
 - Please review updated policies and procedures in the Handbook.
 - Requesting to approve Maternity/Paternity Leave Policy this evening.
 - Changes to be made 10 paid days for both mother/father.
 - Town Manager has the right to approve special circumstances.

A motion by Councilmember Schultz to approve the 10 days paid Maternity/Paternity leave policy. It was 2nd by a motion from Councilmember Cornick and approved by a vote of 5-0

- Water/Sewer Connection Chargers for Non-Residential
 - Town Manager provided 3 options to consider based on experience and information gathered from other municipalities.
 - Each option will cover 3 scenarios for non-residential which will be part of any newly adopted rate schedule.
 - Scenario 1 – Renovation of existing building with no additional water/sewer requirements.
 - Scenario 2 - Renovation of existing building with additional water/sewer requirements.
 - Scenario 3 – New building with additional water/sewer requirements.
- Grants Update
 - 211 Hight Street water/sewer connections
 - Need a shared connection
 - More information on cost at work session.
 - Dielman Inn
 - Working with Lewis contractors on next phase and what is needed.
- Vietnam Memorial Traveling Wall
 - October 2025
 - New Windsor Carnival Grounds

Old Business:

- None

Announcements:

- August 6th is National Night Out

The Town Council meeting was motioned for adjournment at 8:49p.m. by Councilmember Gubernatis 2nd by Councilmember Cornick and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer