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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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November 3rd, 2025 Town Council Minutes

Present: November 3, 2025, Town Council meeting was attended by, Mayor Kevin Cornick, Vice-chair and Councilwoman Kim Schultz, Councilmembers, Dave Hoffman, Connor Frock, Dante Howard and Joshua Wolfe Mallow. Also, in attendance at 209 High Street was: Town Attorney Ostrander, Town Manager Dye, Water/Sewer Clerk Herche, Public Works Director Myer, Code Enforcement Officer Henard, and Town Clerk/Treasurer Mangus.

Call to Order: Town Council Meeting was called to order by Mayor Cornick at 7:00 p.m.

Pledge of Allegiance: Mayor Cornick led the Pledge of Allegiance.

Recording and Agenda Policies: Mayor Cornick 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 Cornick, 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 Wolfe Mallow to approve October 1st, 2025, minutes. It was 2nd by a motion from Councilmember Howard and approved by a vote of 5-0.*

Mayor Report:

Mayor Cornick 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 MOTM
- Attended the Traveling Vietnam War Memorial
- Attended the FGS 5K
- Attended the Carroll County Chamber Annual Business Meeting
- Attended the Lions Club Halloween Party
- Attended a meeting with a lead paint testing contractor for 211 High Street
 - Update on 211 High Street a new RFP will be going out with new standards for lead paint. This will go out once we receive grant notification, which should be late November or early December.
- MPRP
 - There have been several conversations with the County. We are and will be backed by the County and the Commissioners 100%. Our next step is to gather all information before moving forward.

Council Reports:

Community Development: Councilmember Schultz

- Attended Music on the Main and the FGS 5K
- Carroll County Downtown Group is moving forward with the storyline map and is looking for 10 historic sites from each Municipality. This is to go live by Memorial Day.
- Worked with Mike Reynolds on the Heart of the Civil War Grant and using it for signage for the Spring House. Town will need to match the \$1,500 grant and per Clerk/Treasurer that is to come from the sign maintenance line in the budget.
- Town Tree Lighting will be December 3rd at Fountain Park starting at 6pm. Would like to thank Deeply Rooted for donating cookies for the event.

Public Works: Councilmember Hoffman

- Public Works busy getting ready for Music on the Main, FGS 5K and getting the parks ready for the Traveling Vietnam War Memorial. Also collected 2 dumpsters for bulk trash day. Leaf pick up started today.
- Planning Commission did meet in October and is looking to finish the Comprehensive Master Plan by the end of the year.

Water & Sewer: Councilmember Frock

- Water leak was located on Old New Windsor Road on October 28th. Original repair plan was unsuccessful due to the stream crossing. Work was delayed till Friday due to weather. A 6-inch bypass line was successfully installed, and water pressure and adequate supply were restored by 7pm. This is a temporary fix; permanent repairs are ongoing.
- Blue Ridge Sewer Station generator issue has been resolved.

Public Safety and Health: Councilmember Howard

- Attended the sustainable action webinar.
- Opioid meeting will be next week at the Health Department.
- Anyone needing food assistance during the government shut down please reach out to 211MD.org for information on food assistance in the area.
- Looking into a blood drive with the Red Cross more information to come.

Economic Development: Councilmember Wolfe Mallow

- At the Work Session Meeting Council agreed to move forward with the Cyber Security Update for the Town.
- Several volunteers/committees have opening within the County if you're looking for ways to give back and volunteer. Please see the Carroll County Government Facebook page for more information.

Deputy McGinnis:

- 28 calls 5 reports

West Carroll Recreation:

- Not in attendance

Heidelberg Updates:

- Not in attendance

Fire Chief Report:

- Not in attendance

Town Manager Dye's Report:

- C.P.E. Paving update
 - C.P.E. will be in the area this week from Tuesday to Friday to repair manhole covers.

- Town is working with Mid-Atlantic on the Old New Windsor Road watermain leak. Permanent repairs are looking to be completed by early December. Since it is so close to a stream, we will need to acquire special permitting.
- FGS 5K was October 18th, proceed checks will be given out at the Work Session Meeting. Both Caring Carroll and WRRC will receive \$2,725 each.

Public Works Director Myers Report:

- Attended a meeting with Carroll County regarding interest in a County owned water source.
- Winterized all the Public Works trucks
- Coordinated on-going water meter replacements with First Class Mechanical
- Hillside well to support long-term sustainable demand. Currently producing an average of 63,000 GPD a increase from 19,000 GPD in 2021.
- Atlee well preliminary results indicate a sustainable yield of 20 gpm. Next step is to complete a 96-hour pump test.
- 2021 and 2023 trucks have been sold

Clerk-Treasurer's Mangus's Report:

- Fiscal year 2025 audit was submitted to the government in compliance with the November 1st deadline. Auditors are currently waiting for the 2025 compliance supplement that is issued by the Federal Office of Management & Budget to submit the single audit.
- A breakdown of the 1st quarter FY26 budget review will be presented at the work session.
- Mayor on the Square will be November 22nd and 28th please check Facebook for times.
- Tree lighting will be Wednesday, December 3rd at 6pm at Fountain Park.
- Bring a new unwrapped toy to the tree lighting or Town Hall for the Toys for Tots box and get a chance to win a large poinsettia. Winner will be announced Friday the 5th.

Water-Sewer Billing Clerk Herche Report:

- 102 delinquent accounts totaling \$42,632.57 as of today
- Town Hall is a Toys for Tots collection site.

Code Enforcement Officer:

- 0 complaints for October
- 4 pending letters for untagged/unregistered vehicles

New Business:

- Public Works staff update
 - Will Fisher resigned as Utility Assistant. Dustin Bane former Public Works Maintenance Worker 2 will be moved to Utility Assistant and Josh Small will be moved to PW Maintenance Worker 2.
 - Will post for the PW Maintenance Worker 1 in January/February.
- Project Open Space
 - Skate Park lighting was approved for \$48,722
 - Reached out to the other Municipalities for contractor info. Most municipal skate parks close at dusk and don't have lighting.
 - Musco Sports Lighting was recommended by a couple of municipalities.
 - Musco quoted 2 options
 - Option A is \$38,500
 - Option B is \$42,500 and provides the best value due to the 25-year warranty, remote control, monitoring system and 24.7 customer support is within budget

A motion by Councilmember Frock to accept Option B for \$42,500 was 2nd by Councilmember Wolfe Mallow and approved by a 5-0 vote.

- Civil War Grant signage funds approval
 - \$1,250 is the Town's portion of the grant

A motion by Councilmember Frock to approve \$1,250 from the sign maintenance line in the budget for the Civil War Grant match, it was 2nd by Councilmember Howard and approved by a 5-0 vote.

- Capital Project overview for both General and Enterprise Fund
 - A 5-year Capital Fund Project spreadsheet was presented to the Council.
Highlighting paving, parks, equipment, buildings and upgrades to the water line and wastewater treatment plant.
 - Total Estimated for all projects is \$11,946,363

Old Business:

- None at this Time

Resident Concerns:

- Theresa Hebron
 - Starting an outreach program for children struggling with reading and mental health issues.
 - Looking for new or slightly used blankets for those in need this holiday season.

Announcements:

- Work Session meeting will be Wednesday, November 19th at 7pm.

A motion was made at 8:35pm to adjourn the Town Council meeting by Councilmember Schultz 2nd by Councilmember Hoffman and approved by a vote of 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer