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# TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609  
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## TOWN COUNCIL MEETING MINUTES JUNE 3, 2026

**In Attendance:** Mayor Kevin Cornick, Vice-chair and Councilwoman Kim Schultz, Councilmembers Dave Hoffman, Danté Howard, Conner Frock, and Joshua Wolfe Mallow. Also in attendance were Town Manager Dye, Director of Public Works Myers, Town Clerk/Treasurer Reinhardt, Code Enforcement Officer Belton and Town Attorney, Michelle Ostrander.

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### CALL TO ORDER

Mayor Cornick called the meeting to order and welcomed those in attendance. The meeting was opened with the Pledge of Allegiance. Mayor Cornick reviewed public comment procedures and advised that comments would be limited to New Windsor residents who had signed in prior to the meeting.

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### PUBLIC HEARING – 2024 CARROLL COUNTY WATER RESOURCES ELEMENT

Town Manager Dye reported that information regarding the 2024 Carroll County Water Resources Element had been distributed to the Mayor and Council on May 21, 2026, including supporting documents provided by Carroll County to assist with the adoption process. The Water Resources Element is a component of the Town's Comprehensive Plan and requires formal adoption.

#### **Action**

**Motion:** Adopt the 2024 Carroll County Water Resources Element.

**Motion by:** Councilman Hoffman

**Second by:** Councilman Frock

**Vote:** Approved unanimously, 5-0.

#### **Action**

**Motion:** Close the public hearing.

**Motion by:** Councilwoman Schultz

**Second by:** Councilman Frock

**Vote:** Approved unanimously, 5-0.

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## **APPROVAL OF MINUTES**

Mayor Cornick presented the minutes of May 6, 2026, Town Council meeting for approval.

### **Action**

**Motion:** Approve the May 6, 2026, Town Council meeting minutes as presented.

**Motion by:** Councilman Howard

**Second by:** Councilman Frock

**Vote:** Approved unanimously, 5-0.

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## **MAYOR'S REPORT**

Mayor Cornick reported participation in several community and regional events during May, including the Historical Society of Carroll County Gala, the Helen Gorman Library ribbon-cutting ceremony, the Carroll County Firemen's Convention, and the Maryland Municipal League quarterly dinner. He also attended Town Beautification Day, the New Windsor Fire Department Carnival and Parade, and various town meetings and project planning sessions.

The mayor encouraged residents to visit the newly opened Helen Gorman Library and thanked all volunteers who participated in community events throughout the month.

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## **COUNCIL REPORTS**

### **Community Enhancement & Community Relations**

Councilwoman Schultz thanked residents and volunteers who participated in Town Beautification Day and recognized former Council member Sharon Gribbin-Lindemon for coordinating plantings and beautification efforts.

She announced that the New Windsor Story Map project is now live and available through county tourism and economic development platforms. The project highlights ten historic locations throughout New Windsor and includes photographs, narration, and accessibility features.

Additional updates included:

- Progress on Music on Main planning activities.
- Distribution of America 250 commemorative flags.
- Promotion of the Carroll County Agritourism Passport Program.
- Information on services available through Human Services Programs (HSP), including energy assistance, housing support, employment services, and tax preparation assistance.

### **Public Works**

Councilman Hoffman reported that Public Works staff:

- Installed memorial and America 250 banners throughout town.
- Assisted with Town Beautification Day.
- Swept parade routes and carnival grounds.
- Completed rehabilitation work at the Lions Club concession stand.
- Installed fencing near the Route 31 town entrance sign for event banners.

He also reported that the Planning Commission is reviewing the final draft of the Comprehensive Plan and expects to complete its review at the June meeting.

### **Water & Sewer**

Councilman Frock reported that hydrant flushing operations have been completed in several sections of town, with remaining areas scheduled for completion on June 4.

He also reported:

- Ongoing survey work within the Town Farm Water Resource Area.
- Continued hydraulic modeling efforts with GMB Engineering.
- Groundwater levels remain below normal despite recent rainfall.
- Public Works continue to monitor drought conditions and make operational adjustments as needed.

At this time, the Town's aquifer remains stable, although future drought advisories may be considered if conditions persist.

### **Public Safety & Health**

Councilman Howard reported participation in several coalition meetings and community events.

Upcoming activities include:

- Car Seat Safety Check Event – June 18
- Nicotine and Cannabis Prevention Coalition Meetings – June 10
- Suicide Prevention Coalition Meeting – June 18
- Opioid Prevention Coalition Meeting – July 8
- Red Cross Blood Drive – July 31

Health Department announcements included information regarding Pride Month, heat safety, National Gun Violence Awareness Day, Alzheimer's awareness, and travel health recommendations.

### **Economic Development & Technology**

Councilman Mallow reported that the FY2027 Town Budget has been posted on the Town website for public review.

He also provided a historical note recognizing the first recorded commercial property sale in New Windsor in June 1797 and reminded residents that the New Windsor Business Network will meet on June 15 at Town Hall.

New Windsor Business Network's target focuses on enhancements to the town website and newsletter to better support local businesses and events. The group is also working to plan for the installation of signage near both town entrances along MD-31.

Councilman Mallow also encourages everyone that its not too late to join!

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## **TOWN MANAGER'S REPORT**

Town Manager Dye provided updates on several active projects and procurement activities.

### **Capital Projects and RFPs**

Current Requests for Proposals include:

- Lions Club Pavilion roof improvements
- Lions Club Pavilion painting
- Sulphur Springs improvements
- Multiple assessments and restoration-related projects associated with 211 High Street

Recommendations for contract awards are expected at upcoming work sessions and council meetings.

### **EPA Community Grant**

The Town has been approved for a \$500,000 EPA Community Grant requiring a local match of \$125,000. Proposed projects include water meter replacement, well exploration, lead and copper compliance improvements, and sewer rehabilitation projects.

Staff members have begun mandatory federal grant training and compliance requirements associated with the funding.

### **Wastewater Treatment Plant ENR Upgrade**

Planning and design services have begun for the Enhanced Nutrient Removal (ENR) upgrade project. The project kickoff meeting is scheduled for June 4, 2026.

### **Cleaning Services Contract**

The Town Manager recommended renewal of the Town Hall cleaning services agreement with Metcalf Cleaning Services based on favorable pricing and minimal annual increases.

### **Action**

**Motion:** Renew the Metcalf Cleaning Services contract for an additional three-year term.

**Motion by:** Councilman Frock

**Second by:** Councilman Mallow

**Vote:** Approved unanimously, 5-0.

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## **PUBLIC WORKS DIRECTOR'S REPORT**

Public Works Director Myers presented a year-end overview of Public Works operations.

Highlights included:

- Advancement of long-term water supply initiatives.
- Installation of more than 50 new water meters.
- Continued sewer rehabilitation and infrastructure maintenance.
- Development of vehicle replacement and capital improvement programs.
- Completion of emergency repairs related to water main breaks and sewer system issues.
- Receipt of an Outstanding Sanitary Survey review from the Maryland Department of the Environment.
- Receipt of a Maryland Rural Water Association Water Protection Award.

Director Myers also reported that the Town recently received a utility vehicle, skid loader, and long-awaited plow attachment.

Discussion followed regarding a recent town-wide power outage caused by wildlife interference with electrical infrastructure and the performance of emergency generators during the outage.

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## **TREASURER'S REPORT**

Treasurer Reinhardt reported that reconciliation of the financial records has been completed through April and substantially completed for May.

Additional updates included:

- Evaluation of employee retirement plan options.
- Review of investment opportunities for idle funds currently held in low-interest accounts.
- Information regarding Maryland's Family and Medical Leave Insurance program (FAMLI), which becomes effective January 1, 2027.

Council will discuss future decisions regarding employer and employee contribution responsibilities later.

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## **WATER & SEWER BILLING REPORT**

The Water & Sewer Billing Office reported a significant reduction in delinquent accounts.

As of May 13, 2026:

- 67 delinquent accounts
- Balance due: \$30,458.56

As of June 3, 2026:

- 22 delinquent accounts
- Balance due: \$11,013.35

Eleven of the remaining delinquent accounts are currently participating in payment plans.

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## CODE ENFORCEMENT REPORT

Code Enforcement Officer Belton reported that a complaint about construction debris was resolved and also investigated a complaint regarding overgrown grass.

The Mayor and Public Works Director reminded residents not to blow grass clippings into streets, noting that clippings can clog stormwater infrastructure, contribute to pollution, and increase maintenance costs.

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## ANNOUNCEMENTS

Mayor Cornick announced the following upcoming events:

- Mayor on the Square – June 13, 2026, 9 – 1:00 p.m.
- Alliance for Literacy Summer Send-Off – June 13, 2026, 10:00 – 12:00 p.m.
- New Windsor Business Network Meeting – June 15, 2026, 5:30 p.m.
- Town Work Session Rescheduled to June 18, 2026, due to attendance at the Maryland Municipal League Conference, 6:00 p.m.

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## CLOSED SESSION

### Action

**Motion:** Enter Closed Session.

**Motion by:** Councilman Mallow

**Second by:** Councilwoman Schultz

**Vote:** Approved unanimously, 5-0.

The Council entered closed session to discuss a matter permitted under the Maryland Open Meetings Act.

**Meeting recessed to Closed Session at approximately 7:55 p.m.**

*Respectfully submitted,*

*Ginger M. Reinhardt*

*Clerk/Treasurer*

*Town of New Windsor*