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TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609
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TOWN COUNCIL MEETING MINUTES
JULY 1, 2026

In Attendance: Mayor Kevin Cornick, Vice-chair and Councilwoman Kim Schultz, Councilmembers Danté Howard, Connor Frock, and Joshua Wolfe Mallow. Also in attendance were Town Manager Dye, Director of Public Works Myers, Town Clerk/Treasurer Reinhardt, Director of PW Wayne Myers, Water/Sewer Billing Clerk Kim Herche, Code Enforcement Officer Anne Marie Belton and Town Attorney, Michelle Ostrander.

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.

APPROVAL OF MINUTES

Mayor Cornick presented the minutes of June 3, 2026, Town Council meeting for approval.
Action
Motion: Approve the June 3, 2026, Town Council meeting minutes as presented.
Motion by: Councilwoman Schultz
Second by: Councilman Frock
Vote: Approved unanimously, 4-0.

MAYOR'S REPORT

The mayor reported on municipal activities during June, including:

- Attendance at Commencement Ceremony at FSK High School.
- Participation in Leadership Carroll graduation events.
- Attendance at the Lions Club monthly meeting.
- Successful completion of the Mayor on the Square Food Drive.
- Attendance at the Maryland Municipal League (MML) Summer Conference.

- Meetings regarding future development opportunities at the Atlee House with Zoning Administrator Ed Palsgrove and an interested purchaser.
- Participation in the Juneteenth celebration at McDaniel College.
- Attendance at all regularly scheduled Town meetings and planning sessions.

COUNCIL COMMITTEE REPORTS

Community Enhancement and Community Relations

Councilwoman Schultz reported on:

- Carroll County Downtown Council activities.
- Human Services Program Executive Committee and Board meetings.
- Attendance at the Maryland Municipal League Summer Conference.
- Delivery of commemorative Mini-250 flags sponsored by Carroll County Tourism have been received and will be distributed at Music on the Main.
- Upcoming Downtown Council meeting scheduled for July 22.
- Legislative updates discussed during the MML conference, including proposed legislation concerning speed cameras, election administration, and drainage safety requirements.
- Opportunities to strengthen community engagement using the Community Heart & Soul model.

Public Works

In Councilman Hoffman's absence, his report was presented by Mayor Cornick, including:

- Routine mowing and grounds maintenance.
- Yard waste collection completed as scheduled.
- Assistance provided for surveying Town-owned property.
- Cleanup of the Geer Lane dumpster area.
- Planning Commission updates regarding:
    - Lambert Avenue residential development.
    - Water Resources Element.
    - Comprehensive Plan revisions.
- Participation in State Highway Administration meetings.
- Attendance at multiple educational sessions during the Maryland Municipal League Conference focusing on infrastructure, energy resilience, municipal safety, and community development.

Water and Sewer

Councilman Frock reported:

- Hydrant flushing completed successfully.
- Flow testing was performed to support hydraulic modeling.
- Water system continues operating normally despite regional drought conditions.
- No water restrictions are currently necessary.
- Sewer operations remain stable.
- A minor water leak on Lower Main Street is being monitored, and repair planning is underway.

Public Safety and Health

Councilman Howard reported:

- Attendance at Town meetings and MML Conference.
- Carroll County overdose statistics for May 2026.
- Upcoming community health events.
- Cooling center information during periods of excessive heat.
- Public health reminders regarding cannabis safety, preventive health screenings, and mental wellness resources.

Economic Development and Technology

Councilman Wolfe-Mallow reported:

- Website enhancement planning for Fiscal Year 2027 to include improvements to organization of documents, including Council agendas, meeting minutes, public documents, and emergency notifications as well as updated town photos. This improvement will allow easier access to Town documents.
- Continued support for the New Windsor Business Network.
- Next Business Network meeting scheduled for July 20.

Residents were encouraged to submit ideas for additional website improvements.

STAFF REPORTS

Town Manager

The Town Manager reported:

- Execution of Resolution 060326 adopting the 2024 Water Resources Element.
- Annual Town/County Agreement funding agreement totaling **$87,446**, available for unrestricted municipal purposes.
- Recommendation that funding be considered for future traffic-calming (speed hump) improvements.

Public Works Director

The Public Works Director reported:

- Completion of hydrant flushing.
- Ongoing paving project planning.
- Wastewater treatment facility engineering work.
- Continued staffing shortages affecting operational response times.

Sheriff's Office / Community Deputy

The Community Deputy presented the monthly Sheriff's Office activity report, summarizing calls for service that included animal incidents, motor vehicle accidents, a domestic disturbance, and other law enforcement activity.

Additional discussion included:

- Planning for National Night Out on August 4, including community activities, vendors, public safety demonstrations, CPR education, and emergency response displays.
- Storage needs for community policing equipment.
- Evaluation of the Town-owned bicycle.
- Community partnerships and vendor participation for upcoming public events.

Council discussed possible options for equipment storage and future use of the bicycle.

Treasurer

The Treasurer reported:

- In upcoming months review of municipal investment portfolios.
- Upcoming decisions regarding Family and Medical Leave Insurance payroll contributions.
- Fiscal Year 2026 budget closeout activities.

Water and Sewer Billing

The Water and Sewer Billing Clerk presented quarterly billing information and customer account updates.

Code Enforcement

The Code Enforcement Officer provided an update regarding ongoing code enforcement activities and encouraged residents to report potential violations.

NEW BUSINESS

Temporary Liquor License Resolution

The Council executed the annual resolution authorizing a temporary liquor license for the Music on the Main event.

Circuit Rider Program

The Council discussed changes to the Maryland Circuit Rider Program following the resignation of the Town's current Circuit Rider.
Topics included:

- Reduced on-site availability.
- Increased program costs beginning in Fiscal Year 2028.
- Future program costs.
- Continued Grant administration responsibilities.
- Transition to remote assistance.
- Long-term staffing considerations.

Action: No formal action was required.

Sulphur Spring Improvements

The Council reviewed bids for improvements funded through the Project Open Space grant.

Action
Motion: Award the construction contract to **Remsburg Family Partnership (RFP Inc.)** in the amount of **$18,972**.
Motion by: Councilwoman Schultz
Second by: Councilman Howard
Vote: Approved unanimously, 4-0
Council discussed using remaining grant funds for additional improvements, including parking area enhancements and landscaping.

OLD BUSINESS

Paving Program and Traffic Calming

The Council received an update regarding:

- Fiscal Year 2027 paving priorities.
- Highway User Revenue funding.
- Proposed speed hump locations on Church Street.
- Coordination with the Town's paving contractor.
- Future public safety and traffic calming improvements.

Discussion only; no formal action was taken.

PUBLIC COMMENT
Public comment was conducted in accordance with Town policy. Any comments received are maintained in the official meeting recording.

ADJOURNMENT
There being no further business, the meeting was adjourned.

Action
Motion: Close July 1, 2026, Town Council Meeting
Motion by: Councilman Frock
Second by: Councilman Mallow
Vote: Approved unanimously, 4-0.
Meeting recessed at approximately 8:13 p.m.

Respectfully submitted,
Ginger M. Reinhardt
Clerk/Treasurer
Town of New Windsor