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TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609
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TOWN COUNCIL MEETING MINUTES
SEPTEMBER 2, 2026

In Attendance: Mayor Kevin Cornick, Vice-chair and Councilwoman Kim Schultz, Councilmembers Joshua Wolfe Mallow, and Danté Howard via Teams. Also in attendance were Town Manager Dye, Clerk/Treasurer Ginger Reinhardt, Director of Public Works Wayne Myers, Water/Sewer Billing Clerk Kim Herche, 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 August 5, 2026, Town Council meeting for approval.
Action
Motion: Approve the August 5, 2026, Town Council meeting minutes as presented.
Motion by: Councilwoman Schultz **Second by:** Councilman Wolfe Mallow
Vote: Approved unanimously, 3-0.

MAYOR'S REPORT

The mayor reported on activities during August, including:

- Meetings concerning the potential purchase of Atlee House.
- Participation in National Night Out.
- Completion and submission of the Maryland revitalization grant application for 211 High Street.
- Meeting with the Maryland Municipal League liaison regarding municipal needs and legislative advocacy.
- Participation in a special Planning Commission meeting concerning the Atlee House.
- Participation in the Leading Ladies Summit.
- Discussions concerning potential use of Lions Club Field for a youth baseball program.
- Discussions with a potential grant writer/town planner regarding planning and grant-writing assistance.
- A meeting with Town staff and the Town's engineering consultant regarding the ENR wastewater treatment project.

- Attendance at scheduled Council and organizational meetings.

The mayor reported that the 211 High Street grant application was submitted ahead of the deadline and that the Town expects to receive a response from the State later in the year.

COUNCIL COMMITTEE REPORTS

Community Enhancement and Community Relations

Councilwoman Schultz reported on her participation with the Human Services Programs of Carroll County Board and the Carroll County Downtowns group. She provided updates concerning local businesses, community organizations, and upcoming events, including **Music on the Main**, scheduled for October 3, 2026, and the New Windsor Heritage Group's Liberty and Legacy Ball scheduled for December 12, 2026. Councilwoman Schultz also encouraged local organizations and businesses to provide information to the Town for promotion through Town communication channels.

Public Works

The Public Works report included:

- Continued mowing and string trimming.
- Mowing at spring and wellhead locations.
- Removal of storm-damaged trees at the Town Farm.
- Scheduled yard-waste collection.
- Cleaning of the old Town Hall building.
- Use of the newly purchased storage box for the large utility truck.
- Pothole repairs on Lambert Avenue.
- Cleaning of storm drains throughout Oldtown.

Residents were encouraged to keep debris out of storm drains adjacent to their properties.

The Planning Commission continued work on final revisions to the Comprehensive Plan and coordination with County and State planning officials. The next Planning Commission meeting was noted as September 28, 2026, at 6:00 p.m.

Public Safety and Health

Councilman Howard reported on National Night Out, Music on the Main planning, the August Council meeting, and the August work session. He reminded residents and motorists that school had resumed and encouraged caution around school buses, traffic signs, and school areas. The August overdose report is not yet available and will be presented at a future Council meeting. Upcoming community events and public-health activities were announced, including Recovery Month activities, an opioid prevention coalition meeting, E-bike Safety Day, and a Red Cross blood drive.

Economic Development and Technology

Councilman Wolfe Mallow reported on the Town's Sustainable Maryland certification efforts. A community survey is being prepared for inclusion in the Town newsletter and online distribution. He also discussed the need to address accessibility requirements for the Town's website and documents. The Council discussed bringing the website into WCAG 2.1 AA compliance, particularly with respect to documents, agendas, and meeting minutes. Town staff will continue researching available solutions and vendor pricing. The discussion noted an anticipated compliance deadline for April 2028.

TOWN MANAGER'S REPORT

Lions Club Field

The Town Manager presented a letter of interest from Mid-Atlantic Rage Baseball regarding use of Lions Club Field beginning in 2027. The Council discussed the existing license agreement with the Reapers Baseball Club, including requirements for monthly field-use schedules and concerns regarding compliance and communication. No action was taken. Council members were asked to review the letter of interest, and the prospective organization may be invited to attend a future Council meeting.

Wastewater Treatment and Water Infrastructure

The Town Manager reviewed the Town's State Revolving Fund applications for water-main replacement and the ENR wastewater treatment plant upgrade. Preliminary State funding determinations were discussed, including estimated State and local shares. The wastewater project was identified as a significant future financial obligation for the Town. The water-main project received a preliminary ranking that was lower than anticipated. Staff and the Town's Engineer will review the application language, including potential emphasis on lead and copper line replacement, before a future application.

The wastewater project was determined ineligible because of a Priority Funding Area issue associated with the proposed Hoff Farm expansion. The Planning Commission is continuing work on the Comprehensive Plan, which may help address the issue before the next application deadline.

PUBLIC WORKS DIRECTOR'S REPORT

The Public Works Director reported on several utility issues:

- A transformer failure caused a power surge at the wastewater treatment plant, affecting automated control-system components. Most repairs have been completed.
- A sanitary sewer overflow in Atlee Ridge was attributed to an accumulation of wipes that had been flushed into the sewer system.
- A lightning strike and control failure affected the Blue Ridge water tank site. The issue was corrected with limited-service interruption.
- Denning's Well, previously rated at approximately 45 gallons per minute, is currently producing approximately 25 gallons per minute following rehabilitation. Staff intend to reconnect the well and install a new pump.
- A permitted water source at the Bowersox Farm remains unconnected to the Town's raw-water main. Completing the connection is required as part of the Town's water permitting process and would provide an additional water-source option.

COMMUNITY DEPUTY'S REPORT

The mayor presented the Community Deputy's report for August 5 through September 1, 2026.
The Sheriff's Office responded to 36 events within the Town during the reporting period. The report included traffic stops, medical/welfare checks, disturbances, suspicious incidents, vehicle accidents, and other calls.

Two reportable incidents were highlighted: a check-fraud complaint involving approximately $2,700 and a domestic incident on Main Street. Both matters remained under investigation at the time of the report.
No Fire Chief's report was presented.

CLERK/TREASURER'S REPORT

The Clerk/Treasurer reported that a Farmers & Merchants certificate of deposit had been renewed for seven months at approximately 3.5%, with a maturity date of February 24, 2027.

The Council discussed approximately $260,000 in available cash-equivalent funds and current certificate-of-deposit rates.

Motion: Motion made by Councilman Wolfe Mallow to divide the available balance approximately equally between a six-month certificate of deposit and a twelve-month certificate of deposit.
Second: Motion was seconded by Councilman Howard
Vote: Approved unanimously 3-0.

The Clerk/Treasurer also reported that another certificate of deposit will mature October 6, 2026. Current rates will be obtained before the October work session for Council consideration.

The Council discussed the upcoming Family and Medical Leave Insurance deduction requirement. The matter was postponed until a future meeting so the full Council could participate in the decision. The Clerk/Treasurer noted that deductions would begin January 1. A vote will be made at the September Work Session.

The annual audit was scheduled to begin the following week.

WATER AND SEWER BILLING REPORT

The Water and Sewer Billing Clerk reported:

- Previous quarterly billing: approximately **$347,196**.
- Outstanding balance at the prior Council meeting: approximately **$50,712**.
- Approximately **$32,000** was collected following notices and communications.
- Current outstanding balance: **$17,622.19**, representing approximately five percent of the total billing.
- Approximately 53 accounts remained outstanding, with 14 accounts owing less than $100.

Another round of notices will be issued, including shut-off notices where applicable.

CODE ENFORCEMENT REPORT

Two complaints were reported for August:

- Bags placed on a sidewalk/parking area. The matter was addressed through the contracted waste-removal service.
- An untagged vehicle on a roadway. The Sheriff's Office tagged the vehicle for towing if it was not moved.

Nine notices were issued concerning sidewalk maintenance, grass growth, cracks, and related conditions.

NEW BUSINESS
211 HIGH STREET REDEVELOPMENT — BRICK MASONRY RESTORATION

The Town Manager reviewed the bid process for exterior brick masonry restoration at 211 High Street. The project is part of the redevelopment of the former Town Hall/fire department building.
One bid was received from **Keller Masonry Services** in the amount of **$66,344**.
Town staff recommended accepting the proposal.

Motion: Motion made by Councilman Wolfe Mallow to accept the proposal from Keller Masonry Services for exterior brick masonry restoration at 211 High Street in the amount of $66,344.
Second: Motion was seconded by Councilwoman Schultz.
Vote: Approved unanimously 3-0.

The Council was advised that the project is being funded through the State Revitalization Program grant. Other phases of the project include demolition and roof replacement, with exterior wood-trim work anticipated for consideration at a future work session.

OLD BUSINESS
WAR MEMORIAL PLAQUE

The Council discussed proposed wording for a plaque honoring veterans who served following the September 11, 2001, terrorist attacks.

The proposed heading is **"Global War on Terrorism."**
Two versions of commemorative language were discussed, including a longer version honoring the courage, sacrifice, and devotion to duty of members of the United States Armed Forces and a shorter version in case of space limitations.

The proposed wording will be forwarded for review and confirmation of available space before final production.

PUBLIC COMMENTS
No residents signed up to speak during the public comment portion of the meeting.

COUNCIL VACANCY — CANDIDATE INTERVIEWS

The Council conducted a question-and-answer session with two candidates for the vacant Council seat:

- **David Wood**
- **Jennifer Chesebrough**

The candidates were asked questions regarding:

- Their reasons for seeking the vacant Council position.
- Their history of involvement in the Town and community.
- Community engagement.
- What they value about New Windsor.
- Challenges facing the Town, including water and wastewater issues.
- Budget priorities and responsible use of taxpayer funds.
- Traffic flow, speeding, and pedestrian safety.
- Communication and transparency between the Council and residents.
- Ideas for strengthening community involvement.

Both candidates expressed an interest in serving the community and highlighted the Town's sense of community and historic character.

No appointment was made during the meeting.
The mayor thanked both candidates for their interest and participation.

MEETING ANNOUNCEMENTS

Upcoming meetings were announced as follows:

- **Town Council Work Session:** Monday, September 21, 2026.
- **Town Council Meeting:** Wednesday, October 7, 2026.
- **Town Council Work Session:** Monday, October 19, 2026.

ADJOURNMENT

There being no further business, a motion was made to adjourn.
Motion: Motion made by Councilman Wolfe Mallow to adjourn.
Second: Motion was seconded Councilman Howard.
Vote: Approved unanimously 3-0.
The meeting was adjourned at approximately 8:37 pm.

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