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TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609
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TOWN COUNCIL MEETING MINUTES
OCTOBER 7, 2026

In Attendance: Mayor Kevin Cornick, Vice-chair and Councilwoman Kim Schultz, Councilmembers David Hoffman, Joshua Wolfe Mallow, Danté Howard, and Jennifer Chesebrough. Also in attendance were Town Manager Dye, Clerk/Treasurer Ginger Reinhardt, Director of Public Works 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.

SWEARING IN OF COUNCIL MEMBER

Jennifer Chesebrough was sworn in as a member of the New Windsor Town Council. The mayor congratulated Councilwoman Chesebrough and welcomed her to the Council, expressing appreciation for her commitment to the community. Councilwoman Chesebrough thanked the Council for the opportunity to serve and represent New Windsor residents.

APPROVAL OF MINUTES

Mayor Cornick presented the minutes of September 2, 2026, Town Council meeting for approval.
Action
Motion: Approve the September 2, 2026, Town Council meeting minutes as presented.
Motion by: Councilman Wolfe Mallow **Second by:** Councilman Howard
Vote: Approved unanimously, 5-0.

MAYOR'S REPORT

The mayor reported on activities and meetings attended during September, including:

- The Maryland Municipal League quarterly dinner hosted by the City of Westminster at the Wakefield Valley Event Complex.
- The New Windsor Volunteer Fire Department's annual Crab Feast.
- A progress meeting concerning the redevelopment of 211 High Street.
- A September 30 site visit to a property on 3 Mill Drive being considered for potential purchase by the Town.

The property owner has offered Council members the opportunity to tour the 3 Mill Drive property before October 20. Interested members were asked to coordinate with the Town Manager. The mayor also proposed

inviting the Town's Maryland Municipal League liaison to an upcoming work session to explain available resources and support for municipal officials.

COUNCIL AND COMMITTEE REPORTS

Community Events and Economic Development

Council members reported that Music on the Main was successful, with strong attendance and participation from Town staff, volunteers, and local organizations. Appreciation was expressed to everyone involved in organizing and supporting the event.

Updates on local activities included fundraising events, karaoke, and other community programs. The New Windsor Heritage Museum experienced approximately $30,000 in damage from a leaking pipe, with insurance expected to cover approximately $14,000. A fundraising effort is planned to help address the remaining costs.

The Carroll County Downtown group is preparing its holiday Shop Small promotion. The previous year's program used a QR code and offered cash prizes to participating businesses and customers at no cost.

A Veterans memorial ceremony is planned for Saturday, November 7, 2026, focusing on the existing Vietnam Veterans Memorial. The previously discussed installation of an additional plaque recognizing conflicts following September 11, 2001, was not proceeding as originally planned because the plaque provider was no longer offering the service.

Residents and organizations were encouraged to contact the Mayor or Town Hall staff to have community events shared through the Town's social media.

Public Works and Planning Commission

The Public Works report included the following activities:

- Continued mowing and string trimming, including work at the Bowersox and Denning Road properties.
- Scheduled yard waste collections.
- Installation of Music on the Main and Frank G. Schaefer Memorial 5K signs.
- Tennis court maintenance, including weed removal from cracks, treatment to discourage regrowth, cleaning, and adjustment of court lighting.
- Removed the siren tower, conduit, piping, and antenna equipment from 211 High Street to prepare for roof work.
- Park maintenance, electrical work, event signage, vendor parking arrangements, and cleanup preparations for Music on the Main.
- Bulk trash collection on October 3, during which approximately two and one-half dumpsters were filled.

Fall leaf collection is scheduled to begin November 5, 2026, following the regular yard waste collection schedule. Residents were directed to the Town newsletter for additional information.

The Planning Commission completed final edits to the Comprehensive Plan. Some late changes may require minor revisions before the document proceeds through the required review and routing process. The next Planning Commission meeting is scheduled for October 26, 2026, at 6:00 p.m.

Council members also reported attending State Highway Administration meetings concerning the Town streetscape project, Maryland Municipal League activities, and meetings regarding the 211 High Street redevelopment.

The mayor thanked the Planning Commission for its work on the Comprehensive Plan.

Public Safety and Health

The Council received the September public safety and health report. The reported overdose statistics were:

- **September 2026:** 16 overdoses, compared with 15 in August 2026 and 16 in September 2025.
- **Year to date:** 135 overdoses, compared with 138 during the same period in 2025.
- **September fatalities:** Three overdose fatalities, compared with two in September 2025 and three in August 2026.

Three additional fatal overdose cases were listed as unknown or pending official medical examiner results at the time of the report.

The Council was provided with information regarding emerging substances in the illicit drug market and the importance of continued prevention efforts.

Additional health and safety notices included mental health awareness, breast cancer screening resources, a countywide health needs survey, emergency preparedness, and bullying prevention. Residents were encouraged to use the resources identified by the Carroll County Health Department.

The Council also announced that Councilman Dante Howard would assume the Water and Sewer liaison responsibilities the following month. Councilwoman Chesebrough will take over the Public Safety and Health report.

Economic Development, Technology, and Sustainable Maryland

The Council received an update on the New Windsor Business Network's efforts to increase awareness of local businesses. The group expressed interest in developing scheduled social media content and expanding business information and event listings on the Town website.

The Council discussed the need to distinguish informational business promotion from endorsements of individual businesses. Any future arrangement would need to preserve neutral communications and comply with applicable accessibility requirements.

The Town is also pursuing Sustainable Maryland certification. The initial community survey received nine responses. Survey results and an action plan will help identify activities for which the Town may receive certification credits. The first certification level requires 150 points. Residents were encouraged to complete the survey and consider participating in the initiative.

Town Manager's Report

The Town Manager provided updates on the following projects:

211 High Street Redevelopment
The roof replacement was complete, although staff identified items requiring follow-up with the contractor. Interior demolition was complete, and brick and masonry restoration was underway, with completion estimated in approximately three to four weeks, weather permitting. Wood restoration is expected to follow.

Staff are preparing a request for proposals for architectural design services covering apartment layouts, entrances, and the building's front façade. Several architectural firms have expressed interest. Staff are also obtaining estimates for termite treatment now that the building has been gutted.

Wastewater Treatment Plant ENR Upgrade
The Town's engineers submitted 30% design drawings, updated construction cost estimates, and related funding eligibility information on September 30. The Town Manager and Public Works Director will review the full-size plans and schedule a design review meeting with the engineers.

Frank Schaefer Memorial 5K
The sixth annual Frank Schaefer Memorial 5K is scheduled for October 17, 2026, at Wakefield Valley Trail Park. At the time of the meeting, 62 participants had registered. Registration was available online through October 16 and on the morning of the event.

Public Works Director's Report

The Public Works Director provided updates on water system improvements, park projects, and environmental management.

Sulphur Spring Park: Available grant funding allowed staff to proceed with improvements, including a paved parking area in place of stone, a period-appropriate stacked-stone wall around the spring's upwelling, and a security door to restrict access to the spring structure because of safety concern.

Hillside Wells: Both variable-frequency drives serving the wells were replaced due to age and equipment condition. A spare functioning drive was transferred to Denning's Well for use with the new pump and motor.

Mainspring Well No. 5: The Town rehabilitated the well and installed a new pump producing approximately 20 gallons per minute, or 28,000 gallons per day. Staff are obtaining estimates for electrical service and directional drilling to connect the well to the Town's raw water system. The additional well could provide backup capacity if the spring or other sources experience problems. The Director noted that the Town's older 1907 pipeline remains a consideration.

Town Farm Barn: Public Works used a rental lift to install used metal roofing and seal the barn to help preserve its condition while the Town considers the property's future.

Forestry and Water Quality: The Maryland Forest Service reviewed work completed following the Town's tree audit and commended the Town's fire trail maintenance, invasive species control, and forestry management. Staff are awaiting recommendations and exploring grants for future tree planting, forestry projects, and water quality improvements in the spring.

Sheriff's Office Report

The Sheriff's Office reported 40 calls for service in New Windsor during the reporting period, including seven accidents, seven parking complaints, 11 traffic stops, four medical calls, and other incidents. Six incidents were identified as reportable.

Reported accidents included collisions at Church and High Street, High Street and Springdale Avenue, MD-31 and Tibbets Lane and MD-31 at Town View Circle. The latter included a vehicle striking a temporary event sign borrowed from Westminster. Insurance follow-up was underway.

A fraud investigation involving compromised personal information and an incident involving indecent activity remained open. No further details were provided regarding the latter due to its sensitive nature.

The Sheriff's representative noted an increase in mental health-related calls and advised residents that the 988 Suicide and Crisis Lifeline is available for support. Residents were also encouraged to report suspicious activity through the Sheriff's Office, including anonymously through its tip line. Narcan is available at the local library and hospital.

Recreation Council and Fire Department

The mayor reported that Brad Rockwood is serving as the liaison between the Town and the West Carroll Recreation Council. Volunteers, coaches, and program coordinators continue to be needed.

The Fire Chief's report, delivered in his absence, noted that local schools were visiting the fire station for Fire Prevention Week education. Residents were reminded to maintain a home fire escape plan, working smoke detectors, and an accessible fire extinguisher. The Fire Department also thanked the community for supporting its pit beef stand at Music on the Main.

Treasurer's Report

The Treasurer reported that a $250,000 certificate of deposit had matured. Available rates included 4.55% for one year, 4.7% for 18 months, and 4.9% for two years. After discussion of interest rates and the timing of other certificates maturing over the next several months, the Council favored an 18-month term.

Motion: To reinvest the matured $250,000 certificate of deposit into an 18-month CD at 4.7%.
Motion by: Councilman Wolfe Mallow **Second by:** Councilman Hoffman
Vote: Approved unanimously, 5-0.

The Treasurer also reported that the audit fieldwork had been completed over three days. Staff were awaiting confirmation whether additional documentation would be needed.

Water and Sewer Billing Report

Delinquent accounts from the previous quarter represented approximately 1.7% of total billings. A significant portion of the outstanding balance was associated with an account involved in an unresolved court case.

The latest water bills were issued September 29 and 30. Due to email delivery problems, some customers did not receive their electronic copies. Customers who did not receive a bill were advised to contact Town Hall for assistance.

Code Enforcement

The Code Enforcement Officer reported that routine enforcement activity had been limited while staff prepared for Music on the Main. Several complaints have been received and would be reviewed. Council members acknowledged improvements in sidewalk weed control and thanked staff for their work supporting the community event.

No report was provided by Heidelberg Materials, whose representative was absent.

NEW BUSINESS

Mid-Atlantic Rage Baseball Organization

The scheduled presentation by the Mid-Atlantic Rage baseball organization was postponed due to an issue with the organization. The presentation is expected to be the first item on October 19, 2026, work session agenda.

Community Media Day Proclamation

The mayor read a proclamation recognizing October 20, 2026, as Community Media Day. The proclamation recognized the Community Media Center of Carroll County for providing media resources to residents, nonprofit organizations, schools, and government agencies; covering municipal meetings and elections; streaming local school sports; preserving local history; honoring veterans; and providing opportunities for community members to share their stories.

Representatives Lisa Wack and Richard Turner attended on behalf of the Community Media Center.

Town Hall Roof Replacement – 209 High Street

The Public Works Director presented the results of the request for proposals for replacement of the Town Hall roof. The existing roof is estimated to be more than 25 years old and has experienced recurring leaks, standing water, and drainage problems. Previous repairs have not adequately resolved the issues, and continued leakage has delayed interior repairs.

Four bids were received: SK Roofing, Corley Roofing, Urbana Construction, and 5K Construction. Staff reviewed pricing, warranty terms, drainage options, and completeness of the submissions. The proposed work includes a white reflective roofing system and a tapered system to direct water toward the roof drains.

Corley Roofing's proposal was identified as the best overall value for the recommended scope. The base comparison for the tapered system was approximately $81,250, with additional costs possible for plywood replacement. Staff recommended a higher not-to-exceed amount to account for unforeseen conditions discovered during removal of the existing roof.

Council members discussed the potential extent of plywood replacement, project timing, and the need to complete the work before colder weather. The Public Works Director estimated the project could take approximately three to four days, depending on conditions. Funding would come from the General Fund Reserve.

Motion: To award the Town Hall roof replacement contract to Corley Roofing for an amount not to exceed $125,000.
Motion by: Councilman Wolfe Mallow **Second by:** Councilwoman Chesebrough
Vote: Approved unanimously, 5-0.

211 High Street Redevelopment – Additional Work Orders

The Town Manager presented two additional work orders arising from the completed interior demolition at 211 High Street. The contractor, Urbana Multi-Services, identified structural concerns and provided a structural observations report.

The first work order, totaling approximately $6,520, covers temporary framing and shoring to stabilize a broken and sagging main roof support beam. Temporary support will be installed on the first and second floors to help carry the structural load until permanent repairs can be incorporated into the interior renovation project.

The second work order, totaling approximately $6,371, covers replacement of approximately 180 linear feet of deteriorated wood nailers embedded in the brick walls and repointing of historic mortar around the affected locations.

The combined cost of the two work orders was approximately $12,891. The work will be funded through the State Revitalization Program grant. Council members discussed the temporary nature of the beam support and the need to coordinate permanent structural repairs with the future architectural layout.

Motion: To approve both additional work orders to Urbana Multi-Services in the total amount of $12,891.00.
Motion by: Councilman Hoffman **Second by:** Councilwoman Schultz
Vote: Approved unanimously, 5-0.

RESIDENT COMMENTS – NEW WINDSOR BUSINESS NETWORK

Savannah Mitchell, representing the New Windsor Business Network and Sunday Morning at Savannah's, addressed the Council regarding the need to improve the visibility of local businesses.

Ms. Mitchell explained that businesses frequently hear from customers who were unaware that the businesses existed in New Windsor. The Network proposed a business directory organized by category, opportunities to publicize business events, and social media promotion. The group is exploring partnerships with Carroll Community College and McDaniel College to involve students in content creation through internship programs.

Council members discussed the Town's website redevelopment and the need to comply with digital accessibility requirements under the Americans with Disabilities Act. Staff explained that the current website's document center and PDF postings present accessibility challenges, and that an updated website or related services may need to be competitively procured through a request for proposals. The discussion also identified an opportunity to improve the Town's event calendar and online business information.

The Council emphasized that content published through Town channels must remain neutral and accessible. One option discussed was for the Business Network to establish its own social media presence, with the Town potentially sharing or linking to that content where appropriate. No final decision was made.

The mayor and staff indicated that additional review and discussion would be needed to determine the Town's accessibility obligations, potential costs, and the appropriate process for website improvements. The Business Network representative agreed to take the proposal back to the group for further consideration.

UPCOMING MEETINGS

- **Town Council Work Session:** Monday, October 19, 2026.
- **Town Council Meeting:** Wednesday, November 4, 2026.
- **Town Council Work Session:** Monday, November 16, 2026. Town Manager will not be in attendance.

ADJOURNMENT

There being no further business, a motion was made to adjourn.
Motion: Motion made by Councilwoman Schultz to adjourn.
Second: Motion was seconded Councilwoman Chesebrough.
Vote: Approved unanimously 5-0.
The meeting was adjourned at approximately 8:45 pm.

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