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Minutes – Town Council Meeting October 5, 2016

Present: Mayor Roop, Council Members, Sandra Custen, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 8 others in attendance.

Call to Order: Mayor Roop called the Town Council meeting to Order at 7:00 p.m.

Pledge of Allegiance: Mayor Roop led the Pledge.

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronical 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 the Mayor 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 Smith to approve the September 7, 2016 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- The Public Works employees have been busy trimming limbs, patching pot holes, normal mowing, final mowing at Town farm and will be doing year end maintenance on the mowers
- Leaf Machine will be readied to start pick up the 1st Monday in November
- Assisted with the Music on the Main event
- Yard waste continuing through October
- Bulk trash on 10/29 from 8 – 1 at Geer Lane
- Mayor Roop asked for Councilmember Hoffman to put in additional money in next year's budget for road closure signs

Water & Sewer: Councilmember Palsgrove –

- SBR tank issues that Town Manager will talk about under his report

Public Safety: Councilmember Smith –

- Presented Cpl. Tausen's report – 135 incidents in September
- 3 property damage incidents
- 47 traffic warnings and/or citations

Economic Development: Councilmember Schultz –

- Contact made from Mike Lippy, president of UB Business Association requesting a meeting
- Website under final review
- Carroll County Downtown scheduling several New Windsor events over the holidays

Community Enhancement: Councilmember Custen –

- Thank You to everyone for making the 1st annual Music on the Main such a success

Mayor's Report:

September 6	Walk with the Mayor
September 7	Town Council Meeting
September 8	Music on the Main Planning Meeting
September 9	Taneytown Business Breakfast
September 19	Music on the Main Planning Meeting
September 20	Walk with the Mayor
September 22	Met with County Roads Staff for Road Closure Supplies
September 26	Music on the Main Planning Meeting
September 27	Dropped off Health Department Permit Requests Pre-Construction Meeting for Dielman Inn Lead Paint Abatement
September 30	Picked up Health Department Permits MDOT Pre-Tour
October 1	Music on the Main Discussed Streetscape Project with Lt. Governor Boyd Rutherford along with our Sidewalks and Dielman Inn Wished Town Attorney Happy Birthday
Ongoing:	Visits to the Waste Water Treatment Facility Visits to the Areas of Paving Meetings with Town Manager Schaeffer Miscellaneous Tasks for Music on the Main

Community Deputy: - Cpl. Tausen – not present

West Carroll Recreation: Representative Kevin Cornick stated that fall sport registrations underway. The Middle School will be used for basketball tryouts.

Fire Chief Report: Chief Tom Coe – Not in attendance Mayor Roop stated that this Sunday will be the dedication ceremony for 2 new pieces of apparatus

Town Manager Report:

Lagoon Decommissioning

Pumping off of the clear water is complete. Pumping and hauling of the sludge has begun. The pumping and hauling operation will go 11 to 12 hours a day. Depending on the weather the operation could take three to five weeks. There will be some temporary parking restrictions at the intersection of Church and High Street to facilitate trucks turning.

Sporlien and Roop Drives Paving.

The final grading for the paving is being completed today Weather permitting paving will begin Thursday or Friday. Paving should be complete in day or so.

Lions Ballfield Project.

The wall replacement portion of the project is complete as well as the leveling and resetting of the bleachers. The fence replacement is set to begin October 10th and should take less than a week.

Dielman Inn Lead Paint Abatement

Contractor is schedule to move on site and begin work Thursday. The project is expected to take eight to ten weeks.

ShoreScan

ShoreScan will make a presentation of their document management system at the October Work Session.

State Aid for Police Protection

The application for the SAPP grant was submitted. The Town gets about \$10,000.00 annually from this grant.

WWTP Discharge Permit Renewal

MES submitted the application for discharge permit renewal for the WWTP to MDE. However MDE has determined that due to the plant permit limit, the short form permit application is not sufficient. As a result some additional sampling and testing is required.

WWTP SBR Repair

As a result of some rust spotting which was noticed on the SBR's the tanks were drained and inspected. The first tank revealed numerous spots where the coating on the interior of the tank failed. Approximately 160 repairs were made to the tank. In addition the baffle wall was found to be severely damaged. The second SBR was drained and was also found to have coating failures although not as much. In all 36 panels from the first SBR and 19 panels from the second SBR need replacement. As of this time there is no schedule for when this work will be performed.

Clerk/Treasurer – September 2016 financials

General Fund balance of - \$252,086.48

General Fund – Capital Budget Account - \$85,355.79

Enterprise Fund balance of - \$364,296.07

Enterprise Capital Reserve and 3 R's fund the balance is– \$461,786.14

Loan repayment fund the balance is -\$54,470.58

Money Market fund the balance is \$49,842.84

Lagoon Remediation fund the balance is \$678,266.66

- **Real Property –**
 - 14 - For Sale**
 - 5 – Foreclosure process**
- **Water/Sewer bills were mailed out on 9/30/16. Total billing was \$209,586.20**
- **Rental Housing License Application – Work Session item**
- **FY16 Audit – Introduction under New Business**

Lehigh Update – None

Residents Concern: None

Old Business: Streetscape Update – Town Manager stated that upon being notified that the Town was ready to move forward with the project, the Town was informed the project for New Windsor is on hold. However; at the SHA pre-tour meeting last week, the State staff level people were unaware of that information. The Town Manager is waiting to hear back from Ted Ulrich from the State.

Mayor Roop asked the Council and staff present if they wanted to continue the tradition of student job shadowing at the November Town Council meeting and it was unanimously approved. He will contact the necessary parties to make it happen.

New Business: Introduction of FY16 Audit – A Motion by Councilmember Smith to Introduce the FY16 audit, 2nd by Councilmember Palsgrove and approved 5-0.

Announcements -

- **Lion's Club Halloween Party – October 28th**

A Motion was made by Councilmember Schultz at 7:50 p.m. to adjourn; it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk