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Minutes – Town Council Meeting July 6, 2016

Present: Mayor Roop, Council Members, Sandra Custen, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Ed Smith. Also present was Town Secretary, Kalena Bartoszak, Town Attorney Ostrander and Town Manager, Frank Schaeffer. Town Clerk, Donna Alban was absent. There were 19 others in attendance.

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

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronic 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 June 1, 2016 minutes. It was 2nd by Councilmember Palsgrove and approved 5-0.

Council Reports –

Public Works – Councilmember Hoffman –

- Yard waste continuing on the 1st and 3rd Wednesdays
- Public Works have been very this month cleaning up after the carnival and mowing.
- Installed the new Town Hall sign.
- Took care of the water meter readings.

Water & Sewer – Councilmember Palsgrove –

- Spoke with Jack, everything is working as it should

Public Safety – Councilmember Smith

- Gave Cpl. Tausen report.
- Gave a statement about him looking into the waste found at NWMS.

Economic Development – Councilmember Schultz

- Attended Human Service Program Meeting, Carroll County Down Town and MML
- Doug Howard from Carroll Community College Miller Center (also a County Commissioner), is willing to come speak with New Windsor businesses at our next Economic Development meeting.

Community Enhancement – Councilmember Custen

- In the early stages of planning the Town’s next event “Music on the Main” on Saturday, October 1st. So far they have 3 bands to play for a couple hours each. Also there will be vendors and other things to do as well.
- Attended MML

Mayor’s Report –

- Responded to e-mail about Block Grant for restructuring, putting in new sidewalks and curbs on College and Blue Ridge Ave. In 2-4 weeks will find out if we were approved \$700,000.00 funding for this project
- Attended MML

Community Deputy: - Cpl. Tausen not in attendance. Councilman Smith gave Cpl. Tausen’s report.

- 89 incidents in June – Some of the highlights – Domestic disturbance at 316 Main St. Apartments, Verbal altercation at NWMS parking lot, Theft at 7-11, Assault between 408 and 410 Church. Noise complaint at 410 Church.
- 24 citations and/or warnings
- Carnival – No unexpected problems. Very orderly and safe even as usual. A few parking complaints, juvenile complaints and suspicious subjects.
- National Night Out – Initial contacts made with normal participants who all express that they wished to return and were excited. Contacts also made with Walmart and Target for donations. Lions Club also expressed willingness to donate.

West Carroll Recreation: No report.

Fire Chief Report: Chief Tom Coe

- 32 fire calls, 126 YTD
- 46 EMS calls, 288 YTD
- Thanked the Community for outstanding support at the Carnival
- June 11 Fire Department placed in service their new Fire Engine. After the meeting we were able to go outside and check out the new Fire Engine.
- Crab feed in July is sold out, over 430 tickets sold. Selling tickets for the next one September 10
- Will be participating in the National Night Out event.

Town Manager report:
July 6, 2016

Town Managers Report

Lagoon Decommissioning

Town crews removed the aerators and curtain from the small lagoon. They will be removing them from the large lagoon in the next two weeks. Pumping down of clear water in the lagoons will begin the first of August.

Streetscape Planning Assistance

Streetscape will be discussed in depth at the July 18th Work Session. Charlie Day from the Local Government Infrastructure Financing Program will be in attendance to present financing options which are available through that program.

Sporlien and Roop Drives Paving

Work is tentatively scheduled to start the first week of August. The start date will be confirmed the week of July 18th.

Blue Ridge and College Avenues Engineering Study

The project schedule was revised at the request of the Department of Housing and Community Development as part of the grant application review.

Snow Storm Jonas

FEMA has submitted the reimbursement request for approval. The final amount eligible is \$12,861.70 of which 75% would be reimbursed. Still awaiting receipt of payment.

Lions Ballfield Project

Project bids to be awarded at July 6 Town Council Meeting.

Dielman Inn Lead Paint Abatement

Revised specifications were issued. A pre-bid meeting was held on July 1st. A follow-up addendum will be issued by July 11th. Bids are due July 18th.

Pickleball Courts

Pickleball Courts are scheduled to be painted by July 12th.

John Deere Mower

Purchase order has been issued for the John Deere Z950R mower. Delivery is expected in three weeks.

Clerk/Treasurer –

General Fund

Balance of - \$181,407.93

General Fund – Capital Budget Account - \$80,312.62

Enterprise Fund

Balance of - \$171,717.14

Enterprise Capital Reserve and 3 R's fund the balance is– \$461,613.23

Loan repayment fund the balance is -\$62,242.55

Money Market fund the balance is \$50,553.21

Lagoon Remediation fund the balance is \$686,083.44

Real Property –

15 - For Sale

6 – Foreclosure

1 commercial available

Water/Sewer bills were mailed on 6/30/16

19 properties were posted for potential turnoff-glad to report everyone paid= no turnoffs.

Lehigh Update –

- Not in attendance.

Residents Concern: Alex Cruickshank, 303 Church was concerned about the waste found in the dumpsters at NWMS.

Old Business:

- Disc golf update – 2 disc golf holes will be placed in the next week. Partnership for Healthier Carroll is donating 2 holes.

New Business:

- Lions Ballfield Improvements Bid Award. Awarded bid for fence and backstop repair to CCC Fence for \$11,100.00. Retaining wall and bleacher repair to Douglas Lawn and Landscape for \$13,735.00 and \$1,835.00. **A motion was made by Councilmember Custen to accept Bid Award 2nd by Councilmember Palsgrove and approved 5-0**
- Provide basic dental and vision benefits to full time employees. **A motion was made by Councilmember Smith, 2nd by Councilmember Schultz and approved 5-0**
- Carroll County has presented Fiscal Year 2017 Town/County Agreement. **A motion by Councilmember Palsgrove to accept Agreement, 2nd by Councilmember Hoffman and approved 5-0**

Announcements -

- National Night Out event Tuesday, August 2 6:30pm-8:30pm
- Music on the Main, October 1st 1-7pm. Will be having a special meeting on Wednesday, July 20 to plan Music on the Main.

A Motion was made by Councilmember Smith at 8:00 p.m. to adjourn; it was 2nd and approved 5-0.

Respectfully submitted,
Kalena Bartoszak, Secretary