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Minutes – Town Council Meeting September 7, 2016

Present: Mayor Roop, Council Members, Sandra Custen (arrived late), David Hoffman, Ed Palsgrove, Vice-President of Council, Kimberlee Schultz and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 10 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

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 August 3, 2016 minutes. It was 2nd by Councilmember Schultz and approved 4-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Grading at Coe Drive pump station,
- worked on pot holes at the Skate Park on Meadow Lane and Lambert Ave
- Regular mowing duties
- Cleaning up of tree and debris
- Safety class on mowers conducted by Finch Services
- Preparation at lagoon for remediation project
- The PC met and approved spring amendment to the Water/Sewer Master plan regarding Lehigh

Water & Sewer: Councilmember Palsgrove –

- Working on pumping down the lagoon, about 6 inches of clear water on top
- Mayor wants a tour of all water & sewer facilities before bad weather sets in, Town Manager to schedule

Public Safety: Councilmember Smith - work continues on preparing for the Music on the Main event on 10/1.

Economic Development: Councilmember Schultz –

- A letter was mailed out to local organizations, churches, restaurants inviting them to participate in the Music on the Main event
- Meeting with Kalena regarding the updated website
- Attended the Human Services meeting, the County is giving \$10,000 for events

Community Enhancement: Councilmember Custen – nothing to report

Mayor's Report:

- Frank, Donna and I met with Charlie Day from the State regarding streetscape financing options
- Music on the Main event has had a positive response from the Community
- Aug. 24th met with a delegation at the Brethren Service Center, looking at the possibility of purchasing the property and putting in a boarding school
- Attended the rededication of the Old Washington Hotel and spoke with the owner of the project. He seemed interested in speaking with the Town about the Dielman Inn project
- Worked with the PW employees in preparing the corner lot on High and Main Street for the Music on the Main event
- Town Manager will be contacting the State for removal of the 3 large trees along Main St on the Dielman side
- Councilwoman Schultz asked the status of the corner lot still owned by the County at High and Main. Town Manager states they still want to sell the lot and need to recoup the money they have in it.

Community Deputy: - Cpl. Tausen

- 65 incidents for August 2016
- Will assist at the Music on the Main event from 10-8
- Issued 14 warnings/and or citations in August
- Unregistered vehicle count is growing
- Attended the Casey Cares event that the NWVFD held

West Carroll Recreation: No report.

Fire Chief Report: Chief Tom Coe – Not in attendance. Mayor stated the Fire Department is coordinating with the Town on the Music on the Main event and the Casey Cares event was very successful.

Town Manager Report:

Lagoon Decommissioning

Pumping off of the clear water is underway. The small lagoon has been emptied to the extent possible and the large lagoon is currently draining into the small lagoon. Pumping should be complete by mid-September. Phil Snader has indicated hauling will most likely begin the week of October 3rd.

Streetscape Planning Assistance

Mayor Roop, Art Siebel, Donna and I met Charlie Day from the Local Government Infrastructure Financing Program on August 26th. Charlie has reviewed the Towns financial status and feels the Town is a strong loan candidate. He has developed several loan amortization schedules. The schedules will be discussed more under Old Business.

Sporlien and Roop Drives Paving.

The project is under way. The surface paving has been milled. About half of the storm drain system has constructed. With weather cooperating the storm drain work should be complete next week to be followed by the repaving.

Lions Ballfield Project.

Work on the wall repair will begin September 15th. The fence work will be held off until after the wall work to avoid a possible damage to the fence during construction.

Dielman Inn Lead Paint Abatement

The basic service agreement has been approved by DHCD. The agreement is currently being held pending a wage determination from HUD.

Sewer Line Cleaning

The Town cleaned and inspected several sewer lines. The inspection revealed root intrusions in multiple locations. Also several laterals from homes were noted to be severely clogged with roots. The property owners of those lots will be sent a letter making them aware of the blockage and advising them to have their laterals cleaned.

ShoreScan

Donna, Kalena and I were given a document management system demonstration by ShoreScan. The system seemed very user friendly and was flexible in the variety of uses and means of accessing data. The initial cost was about \$5,000.00. The annual ongoing cost was about \$1,600.00. Staff was favorably impressed.

Clerk/Treasurer –August financials

General Fund the balance of - \$246,705.51

Enterprise Fund the balance of - \$386,900.41

Enterprise Capital Reserve and 3 R's fund the balance is- \$461,729.75

Loan repayment fund the balance is -\$54,463.93

Money Market fund the balance is \$50,375.11

Lagoon Remediation fund the balance is \$683,381.44

Real Property –

16 - For Sale

4 – Foreclosure

Audit field work was completed. Draft copy will be available by the end of September and forwarded to Mayor and Town Council for review.

Rental Housing License Application – working on an application for landlords that would need to be completed annually. This will allow better tracking of the rental properties in the Town. A minimal fee (to be established) Sample of Westminster's application provided

Lehigh Update – None

Residents Concern: None

Old Business: Streetscape Planning - Town Manager distributed to the Mayor and Town Council several amortization tables provided by Charlie Day from the State and this matter will be the sole discussion topic at the September 19th Work Session

New Business: Water/Sewer Master Plan Amendment – Lehigh

- Town Manager states this is informational only, no action required. The Water and Sewer Master plan must be amended to allow Lehigh to send their wastewater to New Windsor from the New Windsor Quarry office and maintenance building. Carroll County handles the amendments procedurally and has included it in the spring 2016 amendment

cycle. On August 29th, the Town of New Windsor Planning Commission made the determination the amendment is not inconsistent with the Community Plan, The amendment is now being processed at the County level and will be forwarded to the Carroll County Commissioners for a public hearing and adoption before being forwarded to the Maryland Dept. of the Environment for final acceptance.

Announcements -

- Music on the Main, October 1st 1-7pm.
- September 10th, crab feed at NWVFD
- FSK homecoming parade held in Taneytown on September 28th at 5:30
- Heritage Committee open house tour this Saturday from 1-5 – 3 new houses
- In need of a delegate from the Council to attend the Fall MML conference as part of our Banner City requirement – Councilwoman Custen to attend
- Will continue the student job shadowing at the November Town Council meeting

A Motion was made by Councilmember Hoffman at 8:15 p.m. to adjourn; it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk