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**TOWN OF NEW WINDSOR**  
**211 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Minutes - Council Work Session**  
January 19, 2016

Mayor Roop called the work session meeting to order at 7:00 p.m.

**Present:** Mayor, Neal C. Roop, Council members – Dave Hoffman, Ed Palsgrove, Wayne Blacksten, Kimberlee Schultz and Ed Smith. Also present, Town Manager, Frank Schaeffer, Water/Sewer contractor, Jack Coe, Town Clerk, Donna Alban and Town Attorney, Michelle Ostrander. There were 2 others in attendance.

**Approval of December 21, 2015 minutes and December 29, 2015 Special meeting minutes–**  
A Motion by Councilmember Blacksten , 2nd and approved 5-0.

**Cable Franchise Agreement –** Carroll Media Center, Marion Ware was present and sated the Media Center had several issues with the new agreement and to ask the Council for support in a 90 day postponement in approving the agreement. After a discussion Ms. Ware was to send the Town Manager a list of the points that CMC wants addressed on the agreement. Council agreed to revisit this item at the February Town Council meeting.

**Award of College and Blue Ridge Engineering Study – Town** Manager received 3 proposals for an engineering study for street work on these streets. ARRO - \$6,782.00; CLSI 0 \$18,690.00 and JMT - \$58,032.46. A 4 person committee evaluated and scored each firm on technical and cost purposes. ARRO had the highest score for both. Tonight, requesting an award of the study to ARRO. **A Motion by Councilmember Hoffman to award the study to ARRO for \$6,782.00, it was 2<sup>nd</sup> and approved 5-0.**

**Letter of Support NPDES Position - A Motion by Councilmember Palsgrove to approve the position, it was 2<sup>nd</sup> and approved 5-0.**

**FY 2017 Budget Overview -** Town Manager passed out FY17 budget overview on the General Fund for review by the Mayor and Council.

**Streetscape Pedestrian Lighting –** Councilmember Palsgrove has contacted an individual to attend the February Work Session and present street light comparison for the project.

**Mayor –** He filed a personal appeal on the new Windsor Middle School closing.

- He and the Town Manager met with Melissa Archer from the State. She indicated that the Town may qualify for Community Legacy grant for possible Dielman Inn or pedestrian lighting projects.
- The CDBG for Dielman Inn lead paint removal should be awarded by April 1<sup>st</sup>.
- He is visiting businesses in New Windsor to see if there is anything the Town can do to enhance their business.

- He was contact by resident, Roy Libdan who is willing to donate a table tennis for kids to use if there is anywhere to house it.

**Town Manager –**

- White Property has been taken over by the County. They have \$45,000.00 to recover on the property. Town Manager instructed by Council to let the County know the Town is interested in the property.
- U & O has been issued on the WWTP pavilion.
- A purchase order was done to Kohn Creative to proceed on the new website design process.

**A Motion to adjourn the Work session was made at 8:45 p.m. by Councilmember Smith, 2<sup>nd</sup> and approved 5-0.**

Respectfully submitted,  
Donna Alban, Town Clerk