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TOWN OF NEW WINDSOR

211 High Street - P. O. Box 609
New Windsor, Maryland 21776

Public Hearing and Council Work Session Minutes

February 21, 2017

Present: Mayor Roop, Council members – Ed Palsgrove, Kimberlee Schultz and Dave Hoffman. (Councilmember Smith not in attendance) Also present, Town Manager, Frank Schaeffer, Water/Sewer Consultant, Jack Coe and Town Clerk, Donna Alban. There were 4 others in attendance.

Public Hearing: Zoning Text Amendment – Educational Institution in the EC Employment Campus District – Mayor Roop called the Public Hearing to Order at 7:00 p.m. He then read a summary of Ordinance No. 02-01-17 amending Chapter 215 Sections 215-53(A)(2), 215-54(6), 215-55(A), 215-56E. Mayor Roop asked for any questions or comments from the Council. There were none. Mayor Roop asked for comments from those in attendance, hearing none a **Motion by Councilmember Palsgrove to close the Public Hearing. It was 2nd by Councilmember Hoffman and approved 3-0.**

Call to Order: Regular Work Session– Call to order at 7:01 P.M. by Mayor Roop.

Approval of January 17, 2017 minutes: A Motion by Councilmember Custen to approve, it was 2nd and passed 5-0.

Zoning Text Amendment Ordinance No. 02-01-17 – A Motion by Councilmember Hoffman to adopt Ordinance No. 02-01-17, 2nd by Councilmember Palsgrove and approved 3-0.
(Councilmember Custen arrives at 7:03)

College/Blue Ridge Ave – Design and Engineering Award:

Background: New Windsor requested proposals for the design and engineering of improvements to Blue Ridge and College Avenues from ARRO and CLSI. The proposals had three phases, Design and Engineering, Bidding Services and Construction Management. Storm water management is distinct component of the initial design and engineering since the requirement to provide storm water management and the method of management will be established as the design proceeds. The proposals were evaluated by a three person committee. The technical and cost proposals were evaluated separately and the scores combined to achieve a total score. The combined total scores are shown below. ARRO had the highest score for both the technical and cost proposals. Although the proposals and award are for the total project only the design and engineering phase will proceed at this time. The bidding and construction management will proceed when funding is secured and the decision to proceed with construction is made.

	<u>ARRO</u>	<u>CLSI</u>
<u>Design and Engineering</u>	<u>\$ 38,442.12</u>	<u>\$ 105,990.00</u>
<u>Storm water Management</u>	<u>\$ 10,500.00</u>	<u>\$ 24,400.00</u>
<u>Sub-Total</u>	<u>\$ 48,942.12</u>	<u>\$ 130,390.00</u>
<u>Bidding</u>	<u>\$ 4,575.06</u>	<u>\$ 5,900.00</u>
<u>Construction Management</u>	<u>\$ 41,582.82</u>	<u>\$ 43,400.00</u>
<u>Total</u>	<u>\$ 95,100.00</u>	<u>\$ 179,690.00</u>
<u>Total Points</u>	<u>154.5</u>	<u>108</u>

Desired Action: An award of the design and engineering of Blue Ridge and College to ARRO, with design, engineering and storm water management, if required, to proceed at this time for \$48,942.12 – **A Motion by Councilmember Palsgrove to award to ARRO for \$48,942.12, 2nd by Councilmember Hoffman and approved 4-0.**

201 Main Street – Purchase Decision – Town Manager

- **Background:**
Carroll County owns the lot located at 201 Main Street. The council authorized an offer of \$1,000.00 to the County for the lot. The County has accepted the offer subject to a fifty percent repayment provision if the Town sells the property within ten years.
- **Desired action:** Approval of purchase of lot at 201 Main Street subject to repayment provision.

A Motion to finalize purchase of 201 Main Street property from Carroll County by Councilmember Schultz, 2nd by Councilmember Custen and approved 4-0.

Sulphur Spring Park Expansion Master Plan Proposal by GEF: - Town Manager passed information proposed by Grace Fielder of G. E. Fielder & Assocs., Chartered outlining services necessary to develop a Master Plan for the Sulphur Springs Park Expansion. The Council was Town Manager Schaeffer to arrange for Ms. Fielder to attend the next Town Council meeting to answer questions.

FY18 Budget – Revenue/Expense Projections – Town Manager Schaeffer handed out revenue and expense projections for FY 2016 – FY 2022 for Mayor and Council review. A continued discussion will occur on the FY18 budget at the next Work Session.

Council Items:

- **Councilmember Custen** – Composting project? Interest? Town Manager Schaeffer will contact Maria Myers from Carroll County and forward any information on to the Mayor and Town Council. The MML Legislative Committee is encouraging support on the Highway User Revenue bill
- **Councilmember Schultz** – There is information on Facebook for Music on the Main, the electronic billboard on Rt. #140 near Finksburg will also feature Music on the Main ad as the time gets closer. Why are there signs up already advertising Springdale Academy? Mayor Roop states they were put up prematurely, since settlement has not occurred yet, they will need to come down.

Mayor - Attended the Maryland Mayor’s convention and Sec. of MDE Grumbill presented 100% financing information going from DNR to ENR. He received an e mail today asking for the speed limit on Rt. #31 dropping from 40 to 30 coming into New Windsor from Westminster, he advised the individual to contact the State of Maryland since that is not the Town’s roadway.

Town Manager - Working with GMB on the sewer lining specs for Streetscape along with scope of services for the water line also. There is a 2/28/17 meeting with SHA to look at their latest plan. He will bring further information and update to the Council in March regarding the Circuit Rider.

A Motion to adjourn the Work session was made at 8:20 p.m. by Councilmember Hoffman, 2nd by Councilmember Schultz and approved 4-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer