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TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
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Council Work Session Minutes

March 20, 2017

Present: Mayor Roop, Council members – Sandee Custen, Ed Palsgrove, Kimberlee Schultz, Ed Smith and Dave Hoffman. Also present, Town Manager, Frank Schaeffer Town Clerk, Donna Alban. There were 4 others in attendance.

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

Approval of February 21, 2017 minutes: A Motion by Councilmember Custen to approve, it was 2nd and passed 5-0.

Blue Ridge Storm Water Mngt. Pond Retrofit – County Staff – Gale Engles and Christopher Heyn presented a power point to the Mayor and Council on the project. There was a brief discussion.

Seibel Ballfields –

Wyatt Griffin was in attendance representing the rec. council baseball program. The numbers are really up in enrollment for the baseball program and the Rec. Council is in need of additional playing fields. They want to utilize the Seibel ballfields again but both are in need of work to get them playable. The Council had already been given a list of the items required to accomplish this. He approached the Council for a donation so that the rec council can work on the fields. After discussion on the items needed, there was a **Motion by Councilmember Schultz , 2nd by Councilmember Custen and approval of 5-0 to donate \$3,000.00 to be used for dirt, safety items, bridge and paint.** The Town Clerk will issue payment to the Rec Council upon receiving information on where to send it and how it is to be made payable. The Mayor would like to have a special ceremony at the fields on opening day. Mr. Griffin will get the opening day date to the Mayor.

Circuit Rider Update:

New Windsor, Union Bridge and Sykesville have been approved for a Maryland Circuit Rider Program grant. The Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Circuit Rider Program for small municipalities to provide professional management services that they could not otherwise afford. The grant requires a sponsoring agency which provides the day to day administration of the program. The Maryland Rural Development Corporation (MRDC) provides this service for several existing Circuit Rider programs in the State and has agreed to provide that service for the New Windsor, Union Bridge and Sykesville circuit. The Town will receive the services of a qualified Circuit Rider for an average of 20 hours per week. The Town will have an annual expense of \$750.00. To receive the grant the Mayor and Council must adopt several documents: an Authorizing Resolution, a Memorandum of Agreement with MRDC and an Assurance Agreement that the Town will comply with EOO, Civil Rights, Drug and Alcohol Free Workplace requirements.

Desired Action: Approval of the Authorizing Resolution, Memorandum of Agreement with MRDC and an Assurance Agreement.

Dielman Inn Progress Update

Background:

The Town received a \$450,000.00 grant from the Department of Housing and Community Development (DHCD) to abate the lead paint and paint the Dielman Inn. The initial abatement work was bid and awarded to A&I Environmental for \$211,000.00. The lead abatement and painting project was undertaken in the fall of 2016 and completed in December of 2016. In the course of the initial work additional work that was not included in the original scope was found to be necessary to abate the lead paint and to remediate certain deteriorating conditions that would adversely affect the abatement work which had been completed. The emphasis of much of the additional work is to prevent water from damaging the paint coating that has been applied. The additional work orders which total \$143,716.00 are attached. All of the additional work has been approved DHCD. A&I has submitted the attached work schedule. A&I anticipates beginning work on April 17th and the work being complete by the end of May. After the additional work is completed there will be a grant balance of \$95,284.00.

201 Main Street – Acceptance of Deed

Background:

Carroll County and the Town have previously agreed to the Town’s purchase from the County of the lot located at 201 Main Street for \$1,000.00 subject to a fifty percent repayment provision if the Town sells the property within ten years. The County has prepared the deed and repayment provisions acceptance document. To complete the transfer the Council must vote to accept the deed and repayment provisions.

Desired action: Acceptance of deed and repayment provisions for 201 Main Street. **A Motion by Councilmember Smith, 2nd by Councilmember Palsgrove to accept the deed and repayment for 201 Main Street, it was approved 5-0.**

Dielman Inn Heritage Committee Request –

Councilmember Schultz and Councilmember Custen are both members of the Heritage Committee. The Committee would like permission to hold an event in the fall at the Dielman Inn location after all the work is completed by A & I Environmental. Mayor and Council decided that a decision will be made later depending on what the event will be.

Purchase Approval – replacement of snow plow and trailer

The snow plow on the pick-up truck has been malfunctioning for the last two years. The main hydraulic pump failed last year and was replaced. This year the cylinders have been locking-up preventing the plow from lifting and angling at times. The dealership has not been able to diagnosis the problem. Quotes have been gotten from three suppliers for a new Meyer Pro 8 replacement plow. There are sufficient funds remaining in the Public Works FY 2017 budget to cover the cost.

<u>Vendor</u>	<u>Bob’s Welding</u>	<u>B& D Welding</u>	<u>Hitchman</u>
<u>Price</u>	<u>\$4,895.00</u>	<u>\$5,420.00</u>	<u>\$5,295.00</u>
<u>Trade</u>	<u>\$1000.00</u>	<u>0</u>	<u>0</u>
<u>Price After Trade</u>	<u>\$3895.00</u>	<u>\$5,420.00</u>	<u>\$5,295.00</u>

The FY2017 General Fund Capital budget includes \$2,500 for the purchase of a trailer. The Town has a Hudson deck-over trailer which is too large for the Town’s purposes. Three quotes were gotten for a replacement trailer. The vendors did not want to trade the Towns existing trailer. The existing trailer has an estimated value of at least \$2,500.00. The Town will sell the existing trailer through a bid process.

<u>Vendor</u>	<u>Hitchman</u>	<u>Hitchman</u>	<u>Barrick Garden Cent.</u>
<u>Trailer Brand</u>	<u>Sure-Trac</u>	<u>Holmes</u>	<u>Big Tex</u>

Price	\$3,450.00	\$4,290.00	\$4,100.00
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Desired Action: Approval of the purchase of Meyer Pro 8 snow plow from Bob' Welding for \$4,895.00 with the trade in of the existing plow for \$1,000.00. Approval of the Sure-Trac trailer from the Hitchman for \$3,450.00. The existing trailer to be sold through a bid process. **A Motion by Councilmember Hoffman, 2nd by Councilmember Schultz to accept the bid from Bob's Welding for \$3,895.00 on the replacement of the snow plow. It was approved 5-0. A Motion by Councilmember Smith, 2nd by Councilmember Palsgrove to accept the bid from Hitchman for \$3,450.00 on a replacement trailer. It was approved 5-0.**

FY18 Budget Discussion – Town Manager Schaeffer presented a power point presentation overview on the FY18 budget for the General Fund. Mayor Roop had sent out an e mail to the Council regarding a discussion on increased salary for the Mayor and Council. It has been 15 years since the last increase. There was a discussion on doubling the Mayoral salary to \$4,800.00 and a monthly stipend of \$100.00 for each Council member regardless of attendance. There was no concrete decision and discussion will continue at the next meeting.

A Motion to adjourn the Work session was made at 10:04 p.m. by Councilmember Smith, 2nd by Councilmember Custen and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer