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

April 17, 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 7:00 P.M. by Mayor Roop.

Approval of March 20, 2017 minutes: A Motion by Councilmember Smith to approve, it was 2nd and passed 5-0.

Service Agreement GMB – Streetscape Utility Improvements:

Background: New Windsor requested a Scope of Services and Proposal from GMB for the design and engineering of various utility improvements for the Streetscape project. Improvements include waterline upgrades for the entire length of the project from the railroad tracks on High Street to Main Street and Main Street to Church Street at 7-11. Included are the new water connection and sewer cleanouts for all properties along the length of the project. In reviewing the latest version of the SHA plans it was noticed that the streetscape project will require the relocation of 200 feet of gravity sewer line and 1500 feet of sewer force main. Since these are currently located outside SHA right-of-Way this should not be a Town cost. GMB has submitted an Add Alternate for this work in the event SHA does not agree. GMB's proposal also includes bid services.

Design, Engineering and Bid Services	\$194,778.00
Sewer Relocation Add Alternate	\$23,760.00
Total	\$218,538.00

Desired Action: Award of the Design, Engineering and Bid services to GMB for \$194,778.00. A contingent award of the Sewer Relocation Add Alternate for \$23,760.00 based on a determination of SHA responsibility. **A Motion by Councilmember Palsgrove to approve the award of the design, engineering and bid services to GMB for \$194,778.00. A contingent award of the sewer relocation add alternate for \$23,760.00 based on a determination of SHA responsibility. It was 2nd by Councilmember Hoffman and approved 5-0.**

Service Agreement ARRO – Sludge Press: This item was tabled until such time Town Manager obtains additional information the specs for this project. He is contacting Spring Grove, PA, they are currently in a similar project.

Mayor and Town Council Salary: After a discussion **A Motion to introduce Emergency Ordinance No. 04-17-17 to increase the Mayor salary to \$4,800.00 annually and \$1,500.00 per Council member annually. It was 2nd by Councilmember Schultz and approved 5-0.**

FY18 Budget: Town Manager moved \$5,000.00 for PW salaries from the General Fund budget to the Enterprise budget for approximately 300 hours in salary. **A Motion by Councilmember Hoffman, 2nd by Councilmember Smith to Introduce the Budget Ordinance No. 04-17-17(b). It was approved 5-0.** There will be a Public Hearing on the FY18 budget prior to the May 15, 2017 Work Session.

Tangible Personal Property: Town Clerk presented information to the Council at the request of Councilmember Palsgrove which explains the procedure for billing, current billing rate. No further action on this matter at this time.

Council Items:

- Councilmember Custen brought up the Hall of Fame nominations for the Heritage Committee annual event and mentioned maybe the Town Council would want to nominate Wayne Blacksten.

Town Manager Items:

- Additional work on the Dielman Inn project started today
- Meeting with Carroll County on Wednesday about the fill dirt. Condon's excavating has been contacted about the work on the lagoon
- Working on the Sulphur Spring Master Plan
- Meeting with Bob Hamilton who owns 405 High St about possible PW storage place
- Sewer lining bids are due on Monday

Town Clerk: Reminder to everyone of May 9, 2017 = Election Day.

A Motion to adjourn the Work session was made at 9:00 p.m. by Councilmember Smith, it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer