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

November 20, 2017

Present: Mayor Roop, Councilmembers – Sandee Custen, Ed Palsgrove, Ed Smith and Dave Hoffman. Councilmember Schultz not in attendance. Also present, Town Manager, Frank Schaeffer, Water/Sewer – Jack Coe and Town Clerk, Donna Alban.

Call to Order: Regular Work Session– Call to order at 7:00 P.M. by Mayor Roop.

Approval of October 16, 2017 minutes: A Motion by Councilmember Custen to approve the October minutes, with amendments, it was 2nd and passed 4-0.

Agenda Items:

WWTP Tanks – The tanks at the waste water treatment plant are experiencing corrosion and perforations. CST the tank manufacturer after performing an inspection has been unable to establish a specific cause of the corrosion. The tanks have passed the warranty period. After several discussions with CST and Mid-Atlantic the tank supplier and installer, CST has offered to provide replacement panels for all three tanks at no cost. Mid-Atlantic will install the panels at no cost. No warranty will be provided nor will they sell a warranty. CST has requested a release of liability as part of this offer.

The tanks are glass lined metal sheets. A coating is applied where the panels are bolted together to seal the seams and protect the bolts. The inspection revealed that the coating was not deteriorated. The coating can be applied to the tank panels. The coating is recommended by CST. The coating costs about \$12.00 per square foot. Based on this it would cost about \$60,000.00 to coat all three tanks to the water line. The coating will provide an additional layer of protection to the panels.

The recommendation that the CST offer be accepted, the release of liability executed and the coating be applied; **A Motion by Councilmember Palsgrove, 2nd by Councilmember Hoffman and approved 3-1 with Councilmember Smith voting nay.**

- **Water-Sewer Rate Study** – The most recent comprehensive water and sewer rate review was performed in 2010. The rates were adopted in 2011. Since that time there have been several adjustments to the rate as various grants were received and projects have been completed. With the work that is planned with the streetscape project it is time to have a comprehensive review and update to the rates to ensure they are properly set to cover the cost of streetscape while at the same time be equitable to the system users.

Four companies were interviewed about performing the study:

Davenport & Company
Municipal & Financial Services Group

George, Miles and Buhr (GMB)

Maryland Center for Environmental Training (MCET)

Davenport provides services for Taneytown, Municipal & Financial Services Group provides services for Westminster, GMB is the Town's engineer and MCET is providing services for Manchester. All the firms are well qualified.

Davenport's services are more financial advisors and they would hire Municipal & Financial Services Group to the rate study portion. Davenport did not submit a proposal but indicated their fee would be in the \$25,000 to \$30,000 range.

Municipal & Financial Services Group submitted a proposal as well as a sample of the type of information and report they would provide. They would perform a very in-depth financial and operational analysis of the existing utility operations and develop a long term rate model. Their fee would be in the \$25,000 to \$30,000 range.

GMB is the Town's utility engineer. GMB has an individual on staff that has experience operating utility systems, has served on different Utilities Commissions and has experience with developing rate studies. GMB's proposal is more in the manner of fine tuning and further developing the existing rate schedule than a full rate study. GMB's proposal is \$5,000 to \$7,500.

MCET provides training and technical services for Maryland municipal utility systems. One of the services is rate studies. Presently Manchester is using MCET to perform a rate study. The initial rate study is performed at no cost to the municipality through a grant. Future updates would be subject to a fee.

A recommendation by Town Manager Schaeffer to engage MCET to provide a rate study.

A Motion by Councilmember Custen to accept, 2nd by Councilmember Palsgrove and approved 4-0.

- **USDA Loan-** There is about \$165,000.00 remaining from the USDA loan which was taken for the pump station project. Originally it was planned to use the remaining funds for the sewer lining project. Since the Town was able to piggyback on the Carroll County's contracts for sewer lining it was decided to apply the funds to the sludge press project. However USDA requirements would effectively reduce the amount which could be applied to the construction of the sludge press to less than half of the \$165,000.00. In addition the funds need to be expended by July of 2018. The project is not proceeding quickly enough to meet that deadline. The estimated cost of the sludge press project is \$300,000.00. Therefore it would be necessary to have additional financing for the amount beyond the USDA loan. The USDA loan has 39 years remaining at 2.88%. In speaking with Charles Day of the Maryland Infrastructure Financing Program, if the sludge press is financed with the streetscape project a \$300,000.00, 15 year loan at 2.85% is available. Given the requirements and timing of the USDA loan and the availability of comparable financing returning the remaining \$165,000.00 of the USDA is a favorable alternative.

A recommendation to return the balance of \$165,000.00 to USDA. **A Motion by Councilmember Hoffman, 2nd by Councilmember Smith and approved 4-0.**

- **Streetscape Lighting** – Town Manager Schaeffer presented original and updated charts for the Town Council and Mayor to review with discussion to occur at a later meeting
- **College/Blue Ridge** – The plans are in for review. Concepts were floated with bump outs shown. Council recommends having the plans redone with removal of bump outs. Town Manager will contact the engineer, ARRO. ARRO is working on the lowering of the water line at the Rt. #75 entrance to College. Bidding should be around March 2018.
- **Community Deputy** – Discussion regarding the change in coverage to the Town since the departure of the full time deputy. The Council is in agreement to contact the Carroll County Commissioners and the Sheriff's department for a rescinding of our current

agreement. **A Motion by Councilmember Smith to rescind the current agreement with the Community Deputy program, 2nd by Councilmember Palsgrove and approved 4-0.** There will need to be an amendment to the FY18 budget to re-appropriate the public safety line item in the budget.

Town Manager: Blue Ridge SWM Pond

– Work has begun. So far they have installed the construction entrance, sediment control, removed old fence, and begun demolition of existing riser.

FuTuRe – PAYT. County Commissioners have authorized Public Engagement process. Just received outline of process today. Conference call scheduled for Wednesday 11/22. Will be presented at December Town Council meeting. There is already a lot of chatter, much of it negative, on Facebook.

Mayor- Met with Jessica Phelps last Wednesday and the Town was able to get a \$5,000 Technical grant.

Council Items: None

A Motion to adjourn the Work session was made at 9:05 p.m. by Councilmember Smith; it was 2nd and approved 4-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer