

NEAL C ROOP
MAYOR
Email:
NRoop@NewWindsorMD.org

Phone: 410-635-6575
Fax 410-635-2995
Email:
Info@NewWindsorMD.org

TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
Council Work Session Minutes
February 20, 2018

Present: Mayor Roop, Councilmembers – Sandee Custen, Ed Palsgrove, Ed Smith, Kimberlee Schultz and Dave Hoffman. 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 January 16, 2018 minutes: A Motion by Councilmember Custen to approve the minutes, it was 2nd and passed 5-0.

Agenda Items:

Council Committees –

- **Hoffman** – PC did meet in January and began discussion on short term rental properties, will have continued discussion at the February meeting
- PW went through 25 tons of salt in January
- **Palsgrove** – The SBR panels are manufactured and work should start in April 2018.
- **Smith -** Attended the ADHOC committee this month; a survey will be completed and returned to MML by Mayor Roop. 2 separate topics will be at the MML convention – OPIOD addiction and a discussion panel on Civil Unrest. The committee will be filming a PSA on some local TV channels and radio stations regarding the OPIOD epidemic. Our local 3 delegates are focusing on getting the State Highway Revenue returned to the municipalities. The next meet and greet with citizens will be at Uncle Matty’s on March 10th. Dog licenses can be obtained by March 1st with no penalties.
- **Schultz** – Carroll County downtown met last month and will be getting \$10,000 from the CC Commissioners. Some of that money will be used to work with Carroll Media for public announcements on each municipality.
- **Custen** – Attending Legislative meetings at MML. The Highway User Revenue hearing is scheduled for the 1st week of March. I attended the 1st meet and greet at Uncle Matty’s. There will be a Pay as you go organizational meeting this Friday at Town Hall.

Mayor’s Report

January 3 Town Council Meeting
January 9 State of the County Address
January 11 Toured the Westminster Boys and Girls Clubs current and new facilities
January 11 Carroll Cable Regulatory Committee Meeting
January 12 Taneytown Business Breakfast
January 12 Meeting with Town Manager
January 16 Town Work Session

January 17 Began updating Town Manager Job Description
 January 20 New Windsor Firemen's Annual Banquet
 January 22 Meeting with Master Deputy Brian Colussy
 January 23 Took a Market Force Style Test
 January 23 Contacted the Clyfford Still Museum
 January 25 submitted a letter supporting legislation to support the County's Fire, EMS and Rescue Services
 February 1 Maryland Mayor's Association Winter Conference
 February 1 Reception at Governor House – Invited Governor Hogan to Music on the Main and proposed an idea to the Governor which he liked
 February 1 talked to an owner of an Annapolis Restaurant about Dielman Inn
 February 2 Maryland Mayor's Association Winter Conference – Met with our 3 Delegates
 February 6 submitted request to MDE for Loan Forgiveness on our existing MDE loans
 February 6 talked with a town resident interested in renovating Dielman Inn
 February 12 Submitted request to Lehigh Cement Company to discuss obtaining 1.5 acres of their property along Old New Windsor Road
 February 12 Sent MDE letter to Secretaries Brinkley & Grumbles
 February 14 Contacted Jeff Zigler at CLSI for park designs
 February 14 Contacted Paul Van Slyke at Goode Van Slyke Architects for park designs
 February 14 Contacted Tim Boyle at Playground Specialists for park designs
 February 17 Contacted Commissioner Rothschild about County funding for our park
 February 18 Special Town Work Session

Community Deputy –

- 80 Traffic citations and/or violations
- Last Tuesday because of disorderly house issues there was an eviction in the 300 block of Main St
- 2 juveniles – recorded themselves ringing resident's door bells and running away and placed the video on Utube that continued to shoplifting and destruction of property. They were contacted and charged.
- Highlights of other calls – domestic dispute, stolen vehicle, DUI traffic stop, malicious destruction of property(is ongoing investigation), injured deer being put down, fraud

Town Manager:

Blue Ridge Storm Water Management Retrofit.

Work is continuing on the excavation and hauling of dirt. Blasting is complete for the time being. There may be a limited amount of additional blasting once the excavation gets further along. The project is expected to be complete in March weather permitting.

Blue Ridge and College Avenues – Design and Engineering RFP

Field walk and review of plans is scheduled for February 21st. Bids request for waterline work will be issued this week. The plat for Blue Ridge Ave. has been prepared. Arranging a meet with the Springdale Prep folks to discuss how to proceed. DHCD has accepted the revised project schedule.

Sludge Press

The 60% submission has been received.

Atlee Ridge POS Project

Bid to be awarded at February 20 meeting.

Wastewater Treatment Plant Repair

Panels have been manufactured and shipped to Mid-Atlantic. Mid-Atlantic will be setting up schedule for installation in April.

Rate Study

Draft of rate study has been submitted and is under review. .

Waste and Recycling Services

The waste and recycling services contract is out for bids. Bid responses are due March 5th.

Pothole Repair

Bid request for pothole repair is being prepared and will be issued this week.

Streetscape

Sewer Lining

Bids are being requested for the replacement of six to eight manholes rings and covers. This work will be combined with the repair of about 25 manholes around Town that project above the road surface. These manholes have been damaged by snow plows and also cause damage to the snow plows.

Waterline Design

GMB is developing the 65% drawings. Awaiting a determination regarding the traffic circle. It does seem that the traffic circle is the best method to address all intersection geometry and traffic speed concerns. The additional cost to the project due to the traffic circle is estimated to be \$855,000.00. SHA has assigned a new project manager, Marguerite Smith-Clark.

Lighting

Meeting with SHA resulted in a number of possible revisions to the lighting plan which presently is under consideration. The revisions could potentially lower the Town's portion of the lighting cost to about \$200,000.00.

Town Clerk –

Each of the following balances given as of January 31, 2018

General Fund the balance is - **\$294,469.52**

General Fund Capital Budget the balance is - **\$95,946.52**

Enterprise Fund balance is - **\$251,529.07**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,455.91**

Developer fees the balance is -**\$510,975.70**

Money Market Fund the balance is -**\$37,457.42**

Lagoon Remediation Fund the balance is - **\$213,077.41**

Real Property Report

There are 7 properties For Sale

There are 9 properties in a Foreclosure process

Water/Sewer

Water/sewer bills were mailed out on January 4th, bills were due by February 5, 1st late charge will be assessed on February 8th. No turn offs. Working with several residents are special payment arrangements to avoid turn off.

Town Manager position – Ad will run through February 25th. 8 applicants to date.

Audit

Audit ad will begin on Feb. 8th running on Sundays and Thursdays through March 4th. The bids are due by 10:00 a.m. on March 5th. A recommendation to Town Council will occur at the March 19th Work Session meeting.

New Business –

- **Atlee Tot Lot Safety Surface and Equipment Upgrade Award –**

Background: Atlee Ridge Tot Lot was installed by the developer in the mid 90's. There are safety concerns with some of the equipment and the safety surface. The upgrade will replace the swings and spring riders with a new accessible swing set and balance buttons. In addition the wood fiber safety surface will be upgraded with a rubberized safety surface. The project will be

funded 90% with Program Open Space (POS) funds, 5% Carroll County and 5% Town. The total project cost is \$70,800.00.

New Windsor is a member of the National Joint Powers Alliance (NJPA). The NJPA is a government agency offering competitively solicited contracts for use by education, government and nonprofits. Playground Specialists through its parent company Playworld Systems is an NJPA contract provider. Per the NJPA contract # 030117-LTS, Playground Specialists Inc. has provided a price of \$70,800.00 to provide all materials, labor and equipment to complete the upgrade installation.

- **Desired Action:** Award of the Atlee Tot Lot Safety Surface and Equipment Upgrade to Playground Specialists for \$70,800.00. **A Motion by Councilmember Palsgrove to accept proposal from Playground Specialists, Inc. in the amount of \$70,800.00, 2nd by Councilmember Custen and approved 5-0.**

Lion's Park Pavilion Rental –

Background: Atlee Ridge Tot Lot was installed by the developer in the mid 90's. There are safety concerns with some of the equipment and the safety surface. The upgrade will replace the swings and spring riders with a new accessible swing set and balance buttons. In addition the wood fiber safety surface will be upgraded with a rubberized safety surface. The project will be funded 90% with Program Open Space (POS) funds, 5% Carroll County and 5% Town. The total project cost is \$70,800.00

New Windsor is a member of the National Joint Powers Alliance (NJPA). The NJPA is a government agency offering competitively solicited contracts for use by education, government and nonprofits. Playground Specialists through its parent company Playworld Systems is an NJPA contract provider. Per the NJPA contract # 030117-LTS, Playground Specialists Inc. has provided a price of \$70,800.00 to provide all materials, labor and equipment to complete the upgrade installation.

Desired Action: Award of the Atlee Tot Lot Safety Surface and Equipment Upgrade to Playground Specialists for \$70,800.00. **Tabled until Mayor Roop speaks to the Lion's Club about making a \$1,000 donation for the increased maintenance cost to the Town**

- **FY19 General Budget Discussion – deferred to next meeting**
- **Recap of February 17th special Work Session meeting**

In Attendance

Town Representatives: Mayor Neal Roop, Council Members: Sandee Custen, Kimberlee Shultz, Ed Smith, Town Manager Frank Schaeffer, W/S Consultant Jack Coe and Circuit Rider Mike Reynolds

Visitors: Ron Seibel, Penny Rockwood and Jeff Degitz

Agenda Item 1: Sulphur Springs Park

1. A discussion was held to determine the next steps for the project. The following timeline and action items were agreed upon:
 - a) Decision to be made for park options and design in 3 months (end of May).
 - b) Neal to meet with Lehigh to discuss property purchase options for potential public works facility
 - c) Neal to meet with the fire department regarding property for park

2. Jeff Degitz from the Carroll County Department of Recreation & Parks recommend some ideas to consider when planning the park:
- a) Consider putting a lighting plan in the master plans to alert residents
 - b) Consider linking popular walking trail with surrounding communities if possible to include Atlee Ridge
 - c) Consider grant money to assist with costs
 - d) Volunteered to attend any meetings pertaining to this project with County and State to show support

Agenda Item 2: 201 Main Street

1. Town Manger Schaeffer commented that the Town has a little over \$42,000 from POS allocated money to put towards the property located on 201 Main Street. The team conducted a walking tour to familiarize them with the property and were invited to draw design ideas on provided plat sheets. After completion of the designs, each designer presented their ideas and the group agreed upon the following design elements to be considered in the design plan:

<u>Open space in the center of the property.</u>	<u>Gaming tables with chairs.</u>
<u>Restore and re-install fountain that was previously removed from the property.</u>	<u>Place an arch with New Windsor sign incorporated to be placed at the corner of the lot at Main & High Streets.</u>
<u>Pergola</u>	<u>Have a short, perimeter brick wall with a flat top which extends along the inside of the sidewalks.</u>
<u>Dedication pavers can be purchased from residents & local businesses/organizations.</u>	<u>Have native, perennial plants throughout.</u>
<u>Mural on the side of the current brick building if acceptable.</u>	<u>Bathrooms – 2 unisex to be open during the day and for special events.</u>
<u>Flat/open area for concessions with available electrical outlets.</u>	<u>Benches</u>
<u>Lighting</u>	<u>Storage</u>

<u>Dielman Mosaic incorporated</u>	
---	--

The Town Manager will approach a local landscaping design company to incorporate these items into a design and determine pricing.

Councilmember Smith brought up the subject of the Meet and Greet meetings. There was a short discussion.

A Motion to adjourn the Work session was made at 9:20 p.m. by Councilmember Hoffman; it was 2nd and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer