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## **Minutes – Town Council Meeting March 7, 2018**

**Present:** Mayor Roop, Council Members, David Hoffman, Ed Palsgrove, Kimberlee Schultz and Sandee Custen. (Councilmember Smith not in attendance) Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 11 others in attendance.

**Call to Order:** Mayor Roop called the Town Council meeting to Order at 7:00 p.m.

**Pledge of Allegiance:** Mayor Roop led the Pledge.

**Recording and Agenda Policies:** Mayor Roop stated that the Town Meeting is recorded by electronic means and that the meeting will follow an Agenda. Anyone who wished to have a matter placed on the Agenda needed to submit the topic to the Mayor in writing by the last Wednesday of the month, by the close of the business day; which is 3:00 p.m. These items will be reviewed for approval.

**Previous Meeting Minutes:** A Motion by Councilmember Palsgrove to approve the January 3, 2018 minutes. It was 2<sup>nd</sup> and approved 4-0.

**90+ Birthday Recognition:** Ms. Marianna Burkholder was presented a Certificate of Recognition for her 90<sup>th</sup> birthday which occurred on January 5, 2018.

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- Planning Commission met in February – more to follow under New Business
- General maintenance on snow equipment
- Pot Hole repairs

#### **Water & Sewer: Councilmember Palsgrove –**

- SBR tank repair – panels have been manufactured. 3/26 Mid-Atlantic will be here to install, Di
- Disposable wipes are still causing problems, disposable does not mean flushable

#### **Public Safety: Councilmember Smith – Not in attendance**

- Deputy Colussy will report later in the meeting

#### **Economic Development: Councilmember Schultz –**

- The next Carroll County Downtown met and is working with CMC on a project that will highlight each Carroll County municipality. They also will have a booth at the MML convention in June.

- Attended the Human Services program meeting and a substantial portion of their funding is in jeopardy.

**Community Enhancement: Councilmember Custen –**

- Winter’s Mill High School hosted a National History Expo and Lisa Macurak had the students in attendance that work on the archaeological dig at Dielman Inn and they presented a talk on the artifacts they have dug up there.
- Frank Batavick (former New Windsor resident) did a box lunch talk in Westminster
- Attended the hearing today in Annapolis on Senate bill 516 – Highway User Revenue along with 100 municipal attendees
- New Windsor Heritage Committee will hold the Hall of Fame on November 10, 2018
- There will be an Oral History series in the fall of 2018

**Mayor’s Report:**

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
February 23	Visited Springfield, VA, got some ideas for Main Street Park

**Upcoming Meetings**

TBD	Town Manager Interviews
March 8	Meeting with Lehigh Representatives regarding 1.5 acres and other issues
March 9	Taneytown Business Breakfast – Secretary Wendi Peters – Uri Avin Follow-up
March 21	Preservation Maryland’s Dielman Inn Preservation Plan
March 28	Maryland DHCD, CDBG work session
March 29	Economic Outlook

**Community Deputy: - Brian Colussy**

- Reminder that if the Snow Emergency Plan is in effect, remove vehicles from the streets
- 79 calls in February
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**West Carroll Recreation: Kevin Cornick –**

- The Rec. Council is need of a new treasurer, the current one is retiring.

**Fire Chief Report: Chief Tom Coe –**

- Reminder to update smoke alarms
- Bingo continues on Tuesday nights

**Town Manager Report:**

**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 was completed on February 21<sup>st</sup>. Many small detail items were identified and are being resolved by the engineer. Bids have been requested for waterline relocation. Bids are due March 16<sup>th</sup>. Meeting with property owners affected by the waterline are being set-up.

### **Sludge Press**

The 60% submission has been received.

### **Atlee Ridge POS Project**

Project awarded to Playground Specialist's. Service agreement has been signed. Equipment has been ordered.

### **Wastewater Treatment Plant Repair**

Repair of tanks scheduled to begin the week of March 26<sup>th</sup>.

### **Rate Study**

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

### **Waste and Recycling Services**

Bids received March 5<sup>th</sup>. Bids to be awarded March 7<sup>th</sup> meeting.

### **FuTuRe**

The FuTuRe committee met on February 23<sup>rd</sup>. Kristen Brown is developing more detailed information regarding the possible pilot program. Ms. Brown will be making a presentation to the Town Council at the March 19<sup>th</sup> Work Session. She will be making a presentation to the Lions Club at their April 11<sup>th</sup> meeting. She is looking for more groups and times to make presentations. Ms. Brown will be back before the Town Council at the April 16<sup>th</sup> Work Session for a decision and/or direction on the pilot study.

### **Pothole Repair**

Bid request for pothole repair has been issued. Bids due March 16<sup>th</sup>.

### **Hudson Trailer**

The Hudson trailer was sold for \$2,900.00 which was \$300.00 more than it was appraised for.

### **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.

### **Clerk/Treasurer – Each of the following balances given as of February 28, 2018**

General Fund the balance is - **\$312,301.46**

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

Enterprise Fund balance is - **\$269,968.24**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$378,513.97**

Developer fees the balance is -**\$511,054.10**

Money Market Fund the balance is -**\$37,466.04**

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

**Real Property Report**

There are 11 properties For Sale

There are 8 properties in a Foreclosure process

**Water/Sewer**

Water/sewer late notices were mailed out; 7 monthly reminders, 11 landlords and 62 notices

The money must be paid on or before March 15<sup>th</sup>. Turnoff notices will be the next step.

**Town Manager position** – Ad closed on February 28<sup>th</sup>. There were a total of 17 applicants

**Audit**

RFP closed on March 5<sup>th</sup>. More under new business

**Lehigh Update** – Chad Green – partial belt line is up and running, testing is continuing, transition beginning and hoping to have it completed in July

**Residents Concern:** None

**Old Business:** None

**New Business:**

- **Short Term Rental Properties** – Councilmember liaison, Hoffman states the Planning Comm. Is asking for more direction from the Town Council.

**Audit Services Bid Award** - There were 3 proposals received for FY18, FY19 & FY20.

Gorfine, Schiller & Gardyn - \$10,500.00 – FY18	
(GSG)	\$10,800.00 – FY19
	\$11,100.00 – FY20
	\$32,400.00 – 3 year total
Zelenkofske Axelrod, LLC - \$11,250.00 – FY 18	
(ZA)	\$11,475.00 - FY 19
	\$11,705.00 – FY 20
	\$34,430.00 – 3 year total
Weyrich, Cronin & Sorra - \$11,600.00 – FY 18	
(WCS)	\$11,950.00 – FY 19
	\$12,300.00 – FY 20
	\$35,850.00 – 3 year total

There is only a small cost difference in the 3 proposals. While they are the low bidder, **GSG** really does not have the experience with municipal government audits that the other 2 firms do, they are more non-profit organizations.

**ZA** although based in Harrisburg, PA; has begun expanding into Maryland and Delaware. They perform audit, accounting and consulting services strictly to governmental entities. A partner and principal actually visited with Frank and me prior to submitting their proposal. References stated, they work timely and more importantly will send the same team year after year to do our audit, which for me is a big plus. All of their references favorably recommended their services. The firm is active with MML.

**WCS** is based in Lutherville and has vast municipal experience. All of their references favorably recommended their services. Their firm is active with MML and Karen Dojan, CPA; Senior Manager has provided training for the annual MML conference.

When the factors of firm experience, continuity of staff; as well as, cost are considered Zelenkofske Axelrod, LLC was determined to have the most favorable proposal for the Town of New Windsor.

**Desired action** – Recommendation to award Audit services to Zelenkofske Axelrod, LLC for FY18, FY19 & FY20 audit years. **A Motion by Councilmember Hoffman, 2<sup>nd</sup> by Councilmember Custen to accept the bid for FY19, FY20 and FY21 submitted by Zelenkofske Axelrod, LLC. The motion passed 4-0.**

- **Waste and Recycling Collection & Disposal Services Bid Award**
- **Briefing Paper: Municipal Solid Waste and Recycling Collection and Disposal Services Bid Award**
- **Background:** The Municipal Solid Waste and Recycling Collection and Disposal Services bid was put out February 1, 2018. The bid was advertised in the Carroll County Times February 4 and 11, 2018. The bid was posted on the Town website. Bids closed March 5, 2018 at 10:00 AM. Two bids were received. The bids are the cost per unit per week to collect and transport the waste and recycling to the disposal site. The actual disposal fee is directly billed to the Town. The term of the bid is for three years with two – two year extension options. The bids are as follows:

<b>Municipal Solid Waste and Recycling Collection and Disposal Services</b>			
<b>Company</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>
<b>Hughes Trash Removal, Inc.</b>	<b>\$ 2.10</b>	<b>\$ 2.12</b>	<b>\$ 2.13</b>
<b>Ecology Services Refuse &amp; Recycling, LLC</b>	<b>\$ 1.82</b>	<b>\$ 1.87</b>	<b>\$ 1.93</b>

**Desired Action:** Award of the bid to Ecology Services Refuse & Recycling, LLC. **A Motion by Councilmember Palsgrove, 2<sup>nd</sup> by Councilmember Schultz to award the bid to Ecology Services Refuse & Recycling, LLC. It passed 4-0.**

**Roll-Off container services Bid Award Background:** The Roll-Off Container Delivery and Disposal Service bid was put out February 1, 2018. The bid was advertised in the Carroll County Times on February 4 and 11, 2018. The bid was posted on the Town website. Bids closed March 5, 2018 at 10:00 AM. The bid is the cost per container to deliver a roll-off container to Geer Lane and transport waste to the disposal site. Containers are used for yard trim and bulk waste. The actual disposal fee is directly billed to the Town. Three bids were received. The bids are as follows:

<b>Roll-Off Container Services</b>			
<b>Company</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>
<b>Hughes Roll Off, Inc.</b>	<b>\$ 170.00</b>	<b>\$ 175.00</b>	<b>\$ 180.00</b>
<b>Republic Services</b>	<b>\$ 165.00</b>	<b>\$ 168.00</b>	<b>\$ 173.00</b>
<b>W.F. DeLauter and Sons, Inc.</b>	<b>\$ 500.00</b>	<b>\$ 550.00</b>	<b>\$ 600.00</b>

**Desired Action:** Award of the bid to Republic Services is recommended. **A Motion by Councilmember Palsgrove, 2<sup>nd</sup> by Councilmember Custen to award the bid to Republic Services. It passed 4-0.**

- **March 17, 2018 Special Work Session –**
- **9:00 Meet at Town Hall**

- 9:15 Site Visits
  - Lions Ball Field
  - Waste Water Treatment Plant
  - Lagoon Fill Site
  - Public Works Shop
  - Main Street Waste Water Pumping Station
  - Myers Building
  - Lehigh Property
  - Rowe Road Water Tanks
  - Blue Ridge Storm Water Management Pond
  - Snaders Water Booster Station
  - Chlorine Contact Tank
  - Bowersox Road
    - Main Spring,
    - Walnut Grove
    - Town Farm
  - Dennings Well
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- **FY19 Budget** – continued presentation by Town Manager on the General Fund budget for FY19

**Announcements – Blood Drive – New Windsor Lion’s – 3/22 – 2:00 p.m. to 7:30 p.m.  
 Springdale Prep – Fish and Chips -3/23 – 4:00 p.m. to 7:00 p.m.**

**A Motion was made by Councilmember Schultz at 8:25 p.m. to close the regular Town Council meeting to enter into a Closed Session for personnel items. It was 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.**

Respectfully submitted,  
 Donna Alban, Town Clerk