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TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
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Council Work Session Minutes
April 16, 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 March 19, 2018 minutes: A Motion by Councilmember Smith to approve the minutes, it was 2nd by Councilmember Hoffman and passed 5-0.

Agenda Items:

- **Bid Award – College Avenue Water Main Relocation –**

Background: The College Avenue water main relocation and lowering project was put out to bid March 21, 2018. The bid was advertised in the Carroll County Times April 1, 2018. The bid was posted on the Town website. Bids closed April 11, 2018 at 10:00 AM. Two bids were received. The bids are lump sum cost to provide materials, supplies, equipment and incidentals to lower the water main per Scope of Work. The bids are as follows:

<u>Company</u>	<u>Bid</u>
<u>C.J. Miller, Inc.</u>	<u>\$285,000.00</u>
<u>Mid-Atlantic Utilities, Inc.</u>	<u>\$185,495.00</u>

Desired Action: Award of the bid to Mid-Atlantic Utilities, Inc. in the amount of \$185,495.00 A Motion by Councilmember Schultz, 2nd by Councilmember Palsgrove and approval of 5-0 to award the bid to Mid-Atlantic Utilities, Inc. in the amount of \$185,495.00.

- **Water and Sewer Rate Study Presentation by Ed Jones**
 - **Rate Study Summary**
- The rate study proposes only slight changes to the current rate structure. The study recommends decreasing the annual percentage usage increase from 5% to 3%. The study also recommends increasing the annual sewer base charge increase from \$6.00 to \$12.00. No change in the water base charge increase is recommended. Under the proposed rate structure the total FY 2019 increase would be \$5.00 more than the FY 2019 increase in the current rate structure.

Historic Water and Sewer Rates				
Fiscal Year	Water Rates		Sewer Rates	
	Unit \$/unit/Qtr	Usage \$/1000 gals	Unit \$/unit/Qtr	Usage, \$/1000 gals
2012	\$97	\$2.80	\$125	\$5.00
2013	\$103	\$2.94	\$80	\$6.00
2014	\$109	\$3.09	\$86	\$6.30
2015	\$115	\$3.24	\$92	\$6.62
2016	\$121	\$3.40	\$73	\$6.95
2017	\$127	\$3.57	\$79	\$7.29
2018	\$133	\$3.75	\$85	\$7.66

- **FY19 Budget – Ordinance No. 04-16-18 - A Motion to Introduce the FY19 budget ordinance by Councilmember Palsgrove, 2nd by Councilmember Schultz and approved 5-0.**

A Motion to go into Closed Session was made at 8:36 p.m. by Councilmember Smith; it was 2nd and approved 5-0. This is to discuss

- Article 3-305 (b) (3), to consider the acquisition of real property for a public purpose and matters directly related to the acquisition
- Article 3-305 (b)(4), to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

A Motion by Councilmember Smith to adjourn the regular Work Session meeting was made at 9:05 p.m. It was 2nd by Councilmember Custen and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer