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

August 20, 2018

Call to Order of Regular Work Session: Mayor Roop at 7:00 p.m.

Present: Mayor Roop, Councilmembers – Sandee Custen Ed Palsgrove, Ed Smith, Kimberlee Schultz and Dave Hoffman. Also present, Town Manager, Gary Dye, Water/Sewer – Jack Coe and Town Clerk, Donna Alban.

Agenda Items:

College Ave & Blue Ridge Ave. - New Windsor requested proposals for the Design and Engineering of improvements to Blue Ridge and College Avenues back in January 2017. Bids were received from ARRO and CLSI. The proposals had three phases, Design and Engineering, Bidding Services and Construction Management/Inspection. Storm water Management was a distinct component of the initial design and engineering and Storm water Management was included in the Design and Engineering Phase. The proposals were evaluated by a three-person committee and ARRO was awarded the Design and Engineering Phase (Including SWM). The proposals and award were for the total project however, only the Design and Engineering phase were awarded at the time. The intent was for the Bidding and Construction Management to proceed when funding is secured and the decision to proceed with construction is made.

	<u>ARRO</u>	<u>CLSI</u>	<u>GMB</u>
<u>Design and Engineering</u>	<u>\$ 38,442.12</u>	<u>\$ 105,990.00</u>	<u>\$ 0.00</u>
<u>Storm water Management</u>	<u>\$ 10,500.00</u>	<u>\$ 24,400.00</u>	<u>\$ 0.00</u>
<u>Sub-Total</u>	<u>\$ 48,942.12</u>	<u>\$ 130,390.00</u>	<u>\$ 0.00</u>
<u>Bidding</u>	<u>\$ 4,575.06</u>	<u>\$ 5,900.00</u>	<u>\$ 0.00</u>
<u>Construction Management</u>	<u>\$ 41,582.82</u>	<u>\$ 43,400.00</u>	<u>\$ 68,070.00</u>
<u>Total</u>	<u>\$ 95,100.00</u>	<u>\$ 179,690.00</u>	<u>\$ 68,070.00</u>
<u>Construction Management Difference</u>		<u>\$ +1,817.18 (Higher)</u>	<u>\$ +26,487.18 (Higher)</u>

Desired Action: Award of the Bidding Phase of Blue Ridge Ave. and College Ave. to ARRO, at this time for \$4,575.06. Award of Construction Management/Inspection Phase to ARRO for \$41,582.82. A Motion by Councilmember Palsgrove, 2nd by Councilmember Hoffman to award the bidding phase to ARRO for \$4575.06 and the Construction Management to ARRO for \$41,582.82. The vote was 4-1 with Councilmember Smith abstaining; he arrived to the meeting after the discussion on the topic.

Snader's Summit Public Works Agreement - Meeting held Thursday August 16th with Developer Paul Mueller and Engineer, CLSI, to go over Town & GMB's comments. All Town & GMB comments addressed and approval letter issued. Planning Commission issued conditional approval last month conditioned on all County & Town comments being addressed. County SWM approval expected to be issued this week, next step is Mylar submittal for signature expected in 2 weeks. Mayor signs for Town Council & Mark Schultz signs for Planning Commission. Signatures required on Records Plats, Road & Storm Drain Plans, SHA Improvement Plans and Water & Sewer Plans. Reached out to Mark to provide update and see if it has to go back to PC before he signs mylars.

Michelle prepared draft PWA. Met with Michelle to review on July 23rd. Michelle and I are working on a revised draft to be reviewed by Mayor & Council at September Council or Work Session. There will be 3 PWA's one for each Phase. 1st Phase will be largest due to SHA Improvements and mass grading of entire site.

FuTuRe discussion – Update is as follows. Mayor & I met with Scott Moser & Dusty Hilbert with Carroll Co. on Tuesday 8/14. We requested more financial commitment from County. The remaining tipping fees for FY19 absorbed by County. Town would still fund the gift cards from our tipping fee budget. 3 options for Revenue from sale of bags: all to Town, 50/50 Town/County or all to County. Obviously the first option is what we want. We could fund more toward purchase of bags.

Scott & Dusty to meet with County Commissioners to discuss our request. The Town/County Agreement will need to be finalized and include all necessary details. Ball is in County's hands at this point.

209 High Street Building Purchase Discussion - Michelle contacted Dean Pennington about access easement and he is ok with signing an agreement/easement. Michelle left a message with Danny Shugars about the easement and he responded by saying he is not interested in working with the Town. The town never did anything to help him, etc. The property consisted of 5 or 6 separate parcels that had been deeded to the fire company over the years. Steve Lorentz had CLSI survey and create a new meets & bounds for the property. Steve provided copies of both metes & bounds description and Boundary Exhibit. You have a copy of the Boundary Exhibit. I have been corresponding with Steve to keep him updated. Michelle will pull the necessary deeds to verify Shugars owns back to Spoerlein Drive.

We have two quotes for financing. 1 from Farmers & Merchants Bank & 1 from Adams County National Bank. F&M Bank is a little better deal. You have copies of each banks figure. Used an amount of \$350,000 (\$250,000 for purchase price and \$100,000 for improvements).

I contacted County Permits & Inspections. Steve pulled a building permit in February 2018 and Anita Brooks with P&I emailed the comments from review staff. You have copies of the comments. There are comments from Building & Fire Protection, Site, and Electric & Plumbing. County Permits & Inspections is the approval agency we will work through to get use & occupancy permit. When/If the purchase of the building is a go I suggest contacting Dave Bullock and get his opinion on what's needed for improvements.

Possible Change/Addition to Code to permit Raising chickens in Town Limits - Resident Stacy Cucina, 120 Church Street attended the July Council & Work Session meeting and asked the Council to consider changing, adding or modifying the Code to permit raising of chickens for personal use. Further discussion? After discussion it was decided not to allow. Town Manager will notify homeowner by letter.

Email/text Alert System – Mayor – e mail - \$.05 or text messages \$.01 @ Mayor recommends to use more for emergency issues, residents sign up for Councilmember Palsgrove asked if the Town could set up and send so that there is no cost? Seems that if the Town sends, we eliminate the middle person. Mayor will check into. Town Manager wants to know how the list of phone numbers will be established? Ask for the residents to contact the Town to provide originating request through the website or newsletter.

Dog Waste Stations – Councilmember Custen sees a need for this in Town, she provided 2 different ones, after a discussion

Council Items:

- **Councilmember Palsgrove** – Lion’s Club Park we removed the clappers from the bells on one of the piece of equipment there. He has received a citizen complaint that Children are still getting sticks and banging on the bells. He feels that the bells should be removed. After a discussion, no resolution
- **Councilmember Schultz** – Petition all to consider going to Preservation Maryland October 25th, at Baltimore Museum of Industry event since they have given the Town much money.
- Didn’t we have it in the budget to buy each Councilmember computer? Yes, it is budgeted. Town Clerk will get more information.

Mayor

- Received SHA special event permit
- E mailed Congressman Andy Harris authorization form to help us our USDA loan
- Transportation grant money available for 22.4 million to Municipal governments. Everyone had to sign up to receive this money. He submitted our request.
- Some interest being shown for Dielman Inn who has visited the site 2 times. His team only wants to work on 1 project at this time. More to follow.

A Motion by Councilmember Smith to adjourn the regular Work Session meeting was made at 9:20 p.m. It was 2nd by Councilmember Schultz and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer