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Minutes – Town Council December 5, 2018

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith, Sandee Custen and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr. There were 10 other attendees.

Call to Order: The regular Town Council meeting was called to order by Mayor Roop 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.

Recognition of Business: Mayor Roop presented a plaque to Jack A. Gullo, Jr. – Attorney-at-law for 25 years

Previous Meeting Minutes: A Motion by Councilmember Smith to approve the November 7, 2018 minutes. It was 2nd by Councilmember Custen and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Leaf pickup is still going on, will be extended through next week. Please don't rake leaves into gutters of the roadway as they wash into the storm drains, due to the wet weather makes pickup difficult
- Public Works department did an outstanding job decorating the Town for the holidays, if you see them, please thank them.
- New Kubota tractor for the Public Works department was delivered today
- Planning Commission did not meet in November

Water & Sewer: Councilmember Palsgrove –

- No current issues with water/sewer however; this is the time of year to try and prevent freezing of pipes

Public Safety: Councilmember Smith –

- Due to the time of year there has been an increase Countywide of stolen packages from porches and vehicles – take precautions
- Make sure chimneys are cleaned to avoid possibility of fires,
- Ongoing problem of vehicles not stopping for school buses, please use caution
- Defer to Deputy Colussy for his monthly report

Economic Development: Councilmember Schultz –

- The Carroll County Downtown passport program was a success with 4 New Windsor businesses participating
- Human Services still looking for a director and will be moving locations next year
- Received donations from organization or businesses for a wreath and it brought in \$360.00 in donations

Community Enhancement: Councilmember Custen –

- Thank you to those that attended the tree lighting ceremony tonight, a special thanks to the music provided by Catalina Custen accompanied by Donna Alban.
- Thank you to the Public Works for the great job decorating
- Glad to see the successful start to the FuTuRe program, bags now available at Safeway
- Please clean up after your animals

Mayor's Report:

November 1 175th Birthday Planning Meeting
 November 2 Meeting with Dan Hoff – Future Development
 November 6 College & Blue Ridge Avenues Bid Review
 Replaced batteries in the candles at Dielman Inn
 November 7 Meeting with Gary
 Town Council Meeting
 November 8 MDOT Tour
 Junior Girl Scout Meeting
 November 11 Prescription Drug Forum
 Military Banner Dedication
 November 14 Dielman Inn Lead Paint Abatement Monitor Meeting
 November 16 Mayor on the Square Food Drive
 November 19 Meeting with Gary
 Town Work Session
 November 20 Floodplain Meeting with Gary, Springdale Prep & County
 November 21 Picked up Floodplain Map at County Office Building
 Signed Checks
 November 29 Webinar for Dodge Construction Central
 November 30 SHA Streetscape Meeting

Addressed numerous resident's concerns and complaints.

Community Deputy: - Brian Colussy –

- 58 Calls in November – 100 block of Church St assisted the Fire Dept. with a sick victim, Medic 109 transported
- 300 block of Lambert – suicidal victim – mental health evaluation recommended
- 1200 block of Overleigh Way – overdose – revived with Narcan, victim wanted no additional treatment
- 300 block of Main – theft of a wallet
- 600 block of Main – theft of diesel fuel from parked semi-truck

- Please adhere to vehicle off the roads for snow emergency routes with winter weather approaching

West Carroll Recreation: Kevin Cornick –

- Good cooperation with Springdale Prep School for coordinating of basketball practices and games
- The Rec Council is in danger of folding if volunteers do not step into the open officer positions

Fire Chief Report: Chief Tom Coe –

- 28 Fire and rescue calls in November
- 55 EMS calls in November
- Santa detail will be on 12/19 at 6:30 p.m.
- Fire Department offering free CPR, stop bleed training – information on website at www.nwfd10.org

Town Manager Report:

209 High Street L-1 Building Purchase

Letters of intent were sent to Farmers & Merchants Bank, Caprica, LLC Steve Lorentz and Shugars Properties, LLC to accept Option 2 loan terms, purchase 209 High St. property and acquire access across 132 Church St. respectfully.

Letter of intent to Caprica, LLC requested a draft purchase contract between Town and Caprica, LLC. Steve Lorentz to have prepared and delivered to Town ASAP. Follow up email sent to Steve 12/3/18 requesting status of purchase contract, submittal of letter to Permits & Inspections requesting hold on BP 18-0051 and asking for a key to 209 High St. for Town access.

Letter of intent to Farmers & Merchants Bank to utilize the loan services offered and acceptance of Option 2 loan specifics.

Letter of intent to Shugars Properties, LLC to pursue access across Shugars property at 132 Church Street New Windsor in accordance with agreed to terms and conditions.

On Wednesday November 28th I stopped into Permits and Inspections at the County Office Building and spoke with Bureau Chief Lionel Stickles in reference to Town's plan to purchase 209 High St. property from Caprica, LLC and what the Town needs to do moving forward. Mr. Stickles recommended the Town have Steve Lorentz send letter to Permits and Inspections notifying the County that he is selling property to New Windsor and request a hold be placed on Building Permit 18-0051. This permit was applied for by Steve in January 2018. New Windsor should apply for a building permit when we decide and know what improvements we want to do.

I suggest as a next step to contact Architect Dean Camlin to get some general information as to process and requirements moving forward with converting 209 High St. to New Windsor Town Hall and Public Works. Request a proposal from Dean to provide his services and assist the Town through the process. Dean had already done work for Steve Lorentz and is familiar with the property, County process and requirements.

Blue Ridge and College Ave. Road Improvement Project

All contractor bids were rejected via certified letter dated 11/28/18. History and status as follows:
4 Bids received 10/26/18. All over grant budget.

Meeting 11/6/18 to review and discuss bids. Decision at direction of State (DHCD) send letter to 4 bidders requesting re-examination of bids in general and specifically 14-line items with goal of lowering bids to within limits of grant and Town budget. Revised bids due by COB 11/26/18

Letter dated 11/13/18 mailed to all 4 bidders.

Bid protest dated 11/20/18 and received 11/26/18 from attorney Andrew Vance representing MIM Construction. MIM Const. was not at pre-bid meeting (not required) and was lowest bidder.

Meeting with Michelle 11/26/18. Recommendation of Michelle and Scott Satchel with DHCD was to reject all bids, cancel current bid process, revise scope of work and re-bid project at later date.

Letter dated 11/28/18 sent certified mail to all 4 bidding contractors.

Meeting with Doug Smith, new PM for ARRO, on 12/3/18. ARRO to look at revising scope of work, providing additional cost estimate for design and bidding phase and get back to me. Doug sent a request for additional funds over the original contract amount in order to support the re-bid process. The proposal was a Not-to-Exceed cost of \$5,025.62. Council has copies of ARRO's request. **A Motion by Councilmember Smith to extend ARRO the additional funds in the amount of \$5,025.62 to rebid this project, 2nd by Councilmember Hoffman and approved 5-0.**

FuTuRe PAYT Pilot Program

We are 1 month into the Pilot program. There were some complaints about a few locations that were not in compliance. Wayne & I drove all Town roads and generated a list of non-compliant addresses. There were only 6 properties that we saw during our drive around and 4 of the 6 have been addressed. Letters were sent to 3 addresses on 11/30/18 and 2 of these have not been addressed. Refer to spread sheet

SHA Streetscape and Town Water Main Replacement Projects

On 11/30/18 meeting held at Town Hall with GMB, SHA, Neal and I to discuss status of both the State Streetscape project and Town Water Line project. GMB is on schedule to submit 65% plans mid-December. Plans are actually further along in design, closer to 90%, and will be submitted to the Town and SHA. SHA design plans are 65% complete. GMB has incorporated SHA design into the Water Line design. Both Town and SHA will review 65% Water Line Plans and will meet again to discuss comments end of January 2019. As part of SHA review of 65% Water Line Plans, they will do a cost benefit analysis and evaluation of repaving/resurfacing versus patching for State Rd. MD 31. Repaving/resurfacing is more extensive and costlier.

SHA is having trouble justifying the roundabout. Cornelius Barmer, lead engineer for SHA asked if there is Town support to remove the round-about. Neal and I said we have no issues with removing the round-about.

201 Main Street Park

Council has the Site Analysis prepared by Chris Batten for review. At the November Work Session meeting Councilwomen Custen mentioned a History Plaza that she knew about in Littlestown. She sent an email to everyone on 11/26/18 with pictures of the Littlestown History Plaza. You have copies of the picture in your binders. Town Manager will forward this information to Chris Batten

Snow Emergency – Handling of vehicles not moved from roads.

Defer to Master Deputy Colussy and Attorney Ostrander. Refer to email in Council binders dated 11/26/18 from Deputy Colussy for more information. Town Attorney states we have the authority to tow, but do we have the ability to tow. Are all routes marked? Yes, they are marked. The Town will have to contact some tow companies to arrange for one of them to be the contact for this procedure.

Treasurer's Report:

Each of the following balances given as of November 30, 2018

General Fund the balance is - **\$211,079.97**

General Fund Capital Budget the balance is - **\$192,019.59**

Enterprise Fund the balance is - **\$308,084.91**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$273,045.77**

Developer fees the balance is -**\$793,946.61**

Money Market Fund the balance is -**\$35,250.34**

Lagoon Remediation Fund the balance is - **\$199,817.41**

Real Property Report

There are 16 properties For Sale

There are 6 properties in a Foreclosure process

Water/Sewer

2nd late charge on water/sewer billing was assessed on November 26, 2018

Ride Along with Deputy Colussy

I had the privilege to ride along with Deputy Colussy last night. I have always had an appreciation for law enforcement and last night confirmed that and more.

A recap of the night is as follows:

16 traffic violations consisting of 4 warnings, 3 equipment repair orders and 9 citations.
Total cost of citations was \$1,030.00
One foot pursuit which lead to an arrest of a wanted subject
Deputy Colussy assisted on 1 mental health emergency. These 2 incidents were outside
Town limits
Other calls within the County: 1 attempted suicide, 1 fatal cardiac arrest, 1 domestic, 1
CDS arrest and 1 fatal overdose.
I would like to Thank Deputy Colussy for the outstanding job he does for New Windsor
and Union Bridge and for giving me the opportunity to see this first hand.

Lehigh Update: No representative in attendance but Mayor Roop shared that they will be going
live in January or February 2019 with the conveyer

Residents' Concerns: None

Old Business:

New Business:

- **Nuisance Ordinance:** Deputy Colussy and Town Attorney have been discussing this,
Town Attorney states that in order to update, we need to have information from the
Sheriff's Office, Master Deputy Colussy has drafted an Ordinance and would like to
coordinate this with Union Bridge as well. After the 1st of the year this will be worked on
again
- **Personnel Policy:** There are several areas of this that need to be updated. This will be
upcoming.
- **On-call/After hours emergency response:** After the recent water leak at 142 Church St,
there needs to be a call down list in place for future water/sewer emergencies to be
handled in a timely and efficient method Mayor Roop asks Town Clerk to contact Info
Pathways to see if there is a program that our current phone system can house for a
contact call list for emergencies.

Announcements:

- New Windsor Lion's Club holding annual home and door decorating on Dec. 17th at 6:30
p.m.

**A Motion by Councilmember Palsgrove to close the regular meeting at 8:42, 2nd by Councilmember
Schultz and approved 5-0.**

Respectfully submitted,
Donna Alban, Town Clerk