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

February 19, 2019

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 Attorney, Ostrander, Town Manager, Gary Dye, Water/Sewer Contractor – Jack Coe and Town Clerk, Donna Alban. There were 6 others in attendance.

Approval of Minutes: A Motion by Councilmember Smith to approve the January 28, 2019 minutes. It was 2nd by Councilmember Palsgrove and approved 5-0.

Agenda Items:

209 Main St. Park – Presentation of Concept Plan & Narrative, Architect Chris Batten

FY-20 Budget – Revenue/Expense Projections

Town Manager Presentation – Budget Excel Worksheet

Blue Ridge and College Ave. Road Improvement Project – Possible Scope Reductions

ARRO is scheduled to have revised plans and bid documents complete and submitted tomorrow 2/20/19. Project will be 2 Phases with College Ave. as Phase 1 and Blue Ridge Ave. as Phase 2. Project to bid separately but constructed together without any break between phases.

Re-bid schedule and dates are as follows:

- 2/25/19 – Release for bids (5 weeks)
- 3/13/19 – Pre-bid meeting (Mandatory)
- 3/15/19 – ARRO issue pre-bid minutes/questions
- 3/22/19 – Bid questions close
- 3/27/19 – ARRO issue all bid questions and Addendum
- 4/1/19 – Bid opening 10:00am at Town Hall
- 4/5/19 – ARRO bid analysis and recommendation
- 4/15/19 – Award bid at Work Session

We will post the bid request to the following locations;

- Carroll County Times , MML Classifieds, EMaryland Market Place, PenBid – Pennsylvania exposure, Dodge Construction Central, Contract Connect and CMD Insight

209 High Street Purchase

Update since February 6, 2019 Council Meeting as follows.

- 2/6/19 - Meeting with Danny & Jackie Shugars to work through changes on the MOU and Deed of Easement. Provided Attorney Ostrander with mark-ups of changes to documents at February 6th Council meeting.
- 2/13/19 – Received revised MOU and Deed of Easement from Attorney Ostrander.

- 2/14/19 – Meeting with John Lemmerman with RTF to request proposal for Topographic Survey and Parking Lot Grading/Layout Plan for rear of Dielman Inn property. RTF’s proposal will be the 3rd. proposal. See last bullet item.
- 2/14/19 – Email from Suzette Covalt with Farmers & Merchants Bank. Appraisal complete and is lower than expected. Loan amount to reduce by \$14,000. This will affect amount we have for renovations (\$14,000 less).
- 2/15/19 – Emailed revised MOU and Deed of Easement to Shugars for their review and hopefully approval.
- 2/18/19 – Received Ingress, Egress and Regress Easement Description and Plat from BPR. Attorney Ostrander will record with Deed of Easement between Town and Shugars.
- 2/18/19 Received RTF’s proposal for Topographic Survey and Parking Lot Grading/Layout Plan.
- Settlement no later than 3/15/19.
- Refer to briefing paper for recommended award of Survey and Grading/Site Plan.

New Business:

Reference: Award of Topographic Survey and Design of Parking Lot Grading/Site Plan for 209 Main St. Building Purchase Improvements

Background: A Topographic Survey and Parking Lot Grading/Site Plan is needed to address Carroll County comments, required handicap parking and access to 209 High St. building. The entrance ramp and door will be part of the improvements to the front of the building and the Grading/Site Plan will show the proposed handicap parking space, grading and access route to the entrance. I requested proposals from 3 local survey/engineering firms for the Topographic Survey and Design of Parking Grading/Site Plan.

Following is a list of firms and their respective proposals:

BPR - \$2,950.00

RTF - \$3,400.00

CLSI - \$4,100.00

Desired Action: Recommendation to award the bid to BPR for \$2,950.00 Town Council vote to award the bid to BPR.

A Motion by Councilmember Smith to accept and award the bid to BPR for \$2,950.00, 2nd by Councilmember Hoffman and approved 5-0.

Announcements:

A motion to enter into Closed Session – Under Open Meetings Act (General Provisions Article § 3-305 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or more specific individuals was made by Councilmember Schultz, 2nd by Councilmember Palsgrove and approved 5-0 at 8:45 p.m.

The regular Work Session was closed with a motion by Councilmember Schultz, 2nd by Councilmember Custen and approved 5-0 at 9:25 p.m.

Respectfully submitted,
Donna Alban, Clerk/Treasurer