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Minutes – Town Council Meeting March 2, 2016

Present: Mayor Roop, Council Members, David Hoffman, Ed Palsgrove and Kimberlee Schultz and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 10 others in attendance.

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

The Pledge of Allegiance was led by Mayor Roop.

Moment of Prayer: Mayor Roop led a prayer in memory of Councilmember Wayne Blacksten.

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronical 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 Smith to approve the February 3, 2016 minutes. It was 2nd and approved 4-0.

Council Reports – Public Works –

- Mayor Roop gave a nice summary of Councilman Wayne Blacksten's contributions to the Town, he belonged to New Windsor Fire Dept., Town Council, New Windsor Lion's Club and was also a member of the Westminster Municipal Band.

Water & Sewer – Councilmember Palsgrove

- He wanted to relate that Public Works employee, Wayne Myers thought very highly of Councilmember Blacksten as head of their committee

Public Safety – Councilmember Hoffman

- Cpl. Tausen ill tonight, unable to provide detail for month of February. Will present at the April meeting. He did want everyone to know that the fire from 2014 at the New Windsor Post Office – arrests have finally been made.
- Planning Commission met in February - a discussion on Snader's Summit development. The developer was present to obtain permission from the Commission to proceed with a change in the plan to delete the town homes and proceed with all single family homes. The Planning Commission granted permission for the project to proceed with this change.

- On Sunday attended the Appreciation luncheon held at Sykesville Fire Hall which recognized and thanked police emergency responders and firefighters.

Economic Development – Councilmember Schultz

- Thank You to the Mayor for the nice words on Wayne Blacksten
- Need to postpone the business breakfast at Uncle Matty’s
- Attending the Carroll County downtown meeting on March 7th

Community Enhancement – Councilmember Smith

- Heritage Committee having a tea on March 12th
- Has started working on summer concert series, Mayor asked his thoughts on during a committee wide event in lieu of concerts, including local organizations and businesses. The Town Council is in agreement with this suggestion. A committee will be formed for brainstorming ideas.

Mayor’s Report –

February 2	Met with and interested party in developing the Brethren Service Center
February 3	Town Council Meeting
February 6	Negotiation Workshop
February 9	Meeting about Snader’s Summit WWTM
February 12	Hot Wash for Snow Storm
February 16	Cool & Connected Webinar Meeting with SHA Personnel Town Work Session
February 22	Tour of Dielman Inn with Paul Muller
February 25	Meeting with a Technician to repair the Carillon
February	Submitting forms and documentation for the Lead Paint Abatement Grant
February	Working on a joint grant with the New Windsor Heritage Committee

Community Deputy: - Cpl. Tausen – not in attendance

West Carroll Recreation: Rec. Council would like to know how to contact regarding the continuation of field use after the New Windsor Middle School closes. Recommendations of School Board and/or Jeff Degitz of Parks and Recreation for the County.

Fire Chief Report: Chief Tom Coe –

- Month of February – 19 Fire calls
43 EMS
- Fire Dept. received a \$4,000 grant from the electric company which enabled the purchase of a power unit for the jaws of life
- New \$654,000.00 fire engine almost ready and will replace a piece of apparatus that is 22 years old

Town Manager report:

Lagoon Decommissioning

The project is out for bid. Pre-Bid meeting was held March 2nd. Two possible contractors were in attendance. Bids are due March 16th. Discussions are continuing with MDE on an approved method to discharge the Clearwater in advance of the sludge removal.

Streetscape Planning Assistance

SHA has placed the project on hold until Town makes a decision on how to proceed with utility work. GMB is developing an engineering cost proposal as well as looking at construction costs and quantities. This will be further discussed at the March Work Session. .

Pump Station Replacement

Due to the use of some of the funds from the loan to do an I&I project some of the documents need to be revised and an additional hearing held. It appears that closing will occur in April. .

Program Open Space - Lions Ballfield Renovations

Project has received approval from the Board of Public Works. Bid documents are being developed for spring construction.

Sporlien Drive

Plans are out to bids. Plans and bid request were sent to four contractors on the Carroll County’s approved contractor list. Bids are due March 30th.

Waste Water Treatment Plant Pavilion

Minor final site grading needs to be completed.

Blue Ridge and College Avenues Engineering Study

Kick –Off meeting with ARRO was held Tuesday February 9th.

Water Appropriation Permit

MDE has deactivated the Emergency Water Appropriation permit. The permit was deactivated due to have not been utilized for an extended period, lack of an entry agreement with the property owner and the introduction of surface water into the system. In the event an emergency may arise the permit could possibly be reactivated.

Town Beautification Day

Town Beautification Day will be Saturday, April 30th from 8:00AM until 12:00 Noon. There will be various projects around the Town to spruce up and beautify the Town.

Clerk/Treasurer –

General Fund

Balance of - \$173,872.74

General Fund – Capital Budget Account - \$76,659.22

Enterprise Fund

Balance of - \$296,091.67

Enterprise Capital Reserve and 3 R’s fund the balance is– \$262,181.73

Loan repayment fund the balance is -\$2231.17

Money Market fund the balance is \$50,918.53

Lagoon Remediation fund the balance is \$34,014.99

Real Property – There are a Total of 20 properties available in the Town of New Windsor

11 - For Sale

5 – Foreclosure

4 commercial available

Turnoff postings will occur on March 7th with turnoff to happen on March 14th

Lehigh Update –

- Progress continuing on schedule

Residents Concern: None

Old Business: None

New Business:

- **Don Ludke – New Windsor Heritage** – Hall of Fame event is going into its 4th year and he is asking the Town’s help in getting the word out so that the event will be more attended

- **USDA Loan Amended Resolution and Post Issuance Compliance Resolution – Ordinance No. 03-02-15 – Motion to Introduce – Councilmember Palsgrove, 2nd by Councilmember Schultz and passed 4-0. Resolution 03-02-16A, Motion to Introduce, Councilmember Hoffman, 2nd by Councilmember Smith and approved 4-0.**
- **Waste and Recycling Collection and Disposal Services Contract Extension –**
The Municipal Solid Waste and Recycling Collection and Disposal Services contract was awarded to Hughes Trash Removal, Inc, based on a competitive bid process in June 2011. The contract provided for a 3 year initial term and 2 two year extensions. Hughes has submitted a proposal for the second two (2) year extension. The proposal is to provide waste and recycling collection and disposal services for \$2.05 per unit/week in the first year and \$2.10 per unit/week in the second year. This is the same as the current per unit charge. The landfill disposal fee is a pass through cost. Carroll County has announced at \$2.00 per ton increase to \$64.00 per in the tipping fee for waste. There is currently no tipping fee for recyclables.

Recommendation: Award of the second two (2) year contract extension to Hughes Trash Removal Inc. **A Motion by Councilmember Palsgrove to approve, 2nd and passed 4-0.**
- **Roll-Off Container Delivery and Disposal Service Contract Extension –**
The Roll-Off Container Delivery and Disposal Service bid was awarded to Hughes Roll Off, Inc. based on a competitive bid in June 2011. The contract provided for a 3 year initial term and 2 two year extensions. Hughes has submitted a proposal for the second two (2) year extension. The proposal is to provide roll-container service for \$170.00 per container in the first year and \$175.00 per container in the second year. This is a \$5.00 per container increase over the current rate of \$165.00. Containers are used for yard trim and bulk waste. The actual disposal fee is a pass through cost.

Recommendation: Award of the second two (2) year contract extension to Hughes Roll Off, Inc **A Motion by Councilmember Smith to approve, 2nd and passed 4-0.**
- **Announcements:**
- 3/12 – New Windsor Heritage Committee Tea – 2-4 p.m.
- 3/24 – Lion’s Club Red Cross Blood Drive – 2-7 p.m.
- 11/12 – New Windsor Heritage Hall of Fame

A Motion was made by Councilmember Smith at 8:00 p.m. to adjourn; it was 2nd and approved 4-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer