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## **Minutes – Town Council Meeting May 2, 2018**

**Present:** Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, David Hoffman, Ed Smith, Kimberlee Schultz and Sandee Custen. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander, Town Manager, Gary Dye and retiring Town Manager, Frank Schaeffer. There were 15 others in attendance.

**Call to Order:** Mayor Roop called the Town Council meeting to Order 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.

**Previous Meeting Minutes:** A Motion by Councilmember Smith to approve the April 4, 2018 minutes. It was 2<sup>nd</sup> and approved 5-0.

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- Planning Commission met in April – Short Term Rental Ordinance to be addressed later in this meeting
- Public Works crew continuing routine mowing
- Yard waste pickup continuing on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays through October
- Bulk Trash on April 28, 2018 netted 3 full dumpsters with approximately 50 residents taking part

#### **Water & Sewer: Councilmember Palsgrove –**

- Jack Coe stated the repairs to the SBR tanks are on schedule
- Town Manager will be addressing other water/sewer points later in the meeting

#### **Public Safety: Councilmember Smith –**

- Deputy Colussy will report later in the meeting
- Reminder that National Night Out event will happen on August 7, 2018.
- Warmer weather means more children outside playing, watch speed
- Last week went to Annapolis to watch a bill be signed increasing penalties for animal cruelty and witness the signing of Highway User Revenue bill which is important to all smaller municipalities
- Complaints are up on social media regarding vehicles rolling through stop sign areas

**Economic Development: Councilmember Schultz –**

- Carroll County Downtown did not meet in April.
- Attended the Human Services program meeting and good news was their funding came through in full

**Community Enhancement: Councilmember Custen –**

- Beautification Day was a big success on April 28<sup>th</sup> with many volunteers turning out to help
- A Thank You to Councilman Smith for representing New Windsor in Annapolis for the bill signings.

**Oath of Office:** Mayor Roop administered the Oath of Office for Gary P. Dye, Jr. – Town Manager

**Mayor's Report:**

April 4 Dielman Inn Preservation Planning Session

Town Council Meeting

Tour L-1 Building

April 10 Dielman Inn Foundation Assessment with Lewis Contractors

April 13 Taneytown Business Breakfast

April 16 FuTuRe Informational Meeting

Town Work Session

April 18 College Avenue & Blue Ridge Avenue Informational Meeting

April 23 Meeting with Rural Maryland Council Representatives

April 26 Partnership for Action Learning in Sustainability (PALS) Brain Storming

April 27 SHA Streetscape Meeting

Meeting with Senator Justin Ready

April 28 Beautification Day

May 1 Conference Call for FuTuRe

May 2 Lunch with Frank Schaeffer

**Community Deputy:** - Brian Colussy

- 59 calls in April, 5 required a report
- Continuing traffic enforcement, wrote 7 violations within 1 hour
- Parks will have portable cameras set up and moving them around periodically

**West Carroll Recreation: Kevin Cornick –**

- The Rec. Council is continuing their search for a new Treasurer

**Fire Chief Report: Chief Tom Coe –**

- Snow markers will be taken from hydrants this weekend
- May 12<sup>th</sup> is the Ladies Auxiliary shrimp or chicken dinner
- May 19<sup>th</sup> is a Comedy show
- Annual carnival will be June 4<sup>th</sup> through the 9<sup>th</sup>, Firemen's parade, Wednesday, the 6th

**Town Manager Report:**

**Blue Ridge Storm Water Management Retrofit.**

Filling of lagoon is complete. Contractor finished removing temporary access road and stabilization last week and all work is complete.

**Blue Ridge and College Avenues – Design and Engineering RFP**

Plans have been submitted to agencies for review. Need approval from SCS, SWM and SHA. Waterline relocation portion awarded to Mid-Atlantic Utilities, Inc. Pre-construction meeting held 4/26/18 and NTP issued 4/30/18. MAU scheduled to mobilize and start test pitting existing utilities 5/29/18 and full-scale construction 6/7/18 after parade.

### **Sludge Press**

The 60% submission has been received. Put project on hold for now and pushed back a year or two due to College Ave. and WWTP Tank Repair projects. Will investigate if sludge press can be funded through ENR upgrade.

### **Atlee Ridge POS (Project Open Space) Project**

Project awarded to Playground Specialist's. Service agreement has been signed. Equipment has been ordered. Pre-Construction meeting scheduled for Friday May 4<sup>th</sup>. Work scheduled to start May 15<sup>th</sup>. Approximately 1 week to complete.

### **Wastewater Treatment Plant Repair**

Sludge tank has been drained and cleaned. After many negotiations with Mid-Atlantic Storage Systems and Advanced Rehabilitation Technology we have reached an agreement on work to be done, schedule and cost sharing. Some panels will be replaced in sludge tank and SBR tanks depending on condition and then the interior sides will be coated. Coating will provide a 10-year warranty on anything coated. SBR tank 1 has been drained and was power cleaned this week. Mid-Atlantic Storage Systems to start work 5/7/18 & Advanced Rehabilitation Technology (Spectra-Shield Liner System) to start May 14th.

### **Rate Study**

Rate Study done by Edgar Jones and presented at the April 16<sup>th</sup> Work Session. Rates have been adjusted and incorporated into proposed budget. Budget hearing at work session on May 21<sup>st</sup>.

### **FuTuRe**

Public information meeting was held on April 16<sup>th</sup> prior to the Work Session and attended by approximately 65 residents. A lot of good comments and discussion and overall was positive. Carroll County supports and is behind the Pilot study. Council needs to discuss & address some issues and concerns and make a decision as to whether they want to move forward with the pilot study.

### **Pothole Repair**

C.J. Miller awarded bid. Meeting & walk through held yesterday with CJM. Based on CJM's recommendation the extent of the patching increased to make for a better job. The areas to patch increased and the number of locations decreased. We also discovered 2 or 3 more inlets that need repaired. Also requesting a price from CJM to repair paving around several manholes in various Town roads. Wait and see what price they come up with.

### **Streetscape**

### **Sewer Lining**

Bids were requested for the replacement of six to eight manholes rings and covers. No bids received. The 6-8 manholes will be incorporated into the proposed water main work. These manholes have been damaged by snow plows and also cause damage to the snow plows.

### **Waterline Design**

GMB is developing the 65% drawings, expected in October 2018 (GMB is 4-5 months behind schedule). Awaiting a determination regarding the traffic circle. It does seem that the traffic circle is the best method to address all intersection geometry and traffic speed concerns. The additional cost to the project due to the traffic circle is estimated to be \$855,000.00. Cost responsibility depends on prior rights. RW 57 form needs to be completed by Town and submitted to District 7 for determination of prior rights. SHA has assigned a new project manager, Marguerite Smith-Clark.

### **Lighting**

Meeting with SHA resulted in a number of possible revisions to the lighting plan which presently is under consideration. The Town's revisions were eliminating a pole or two at far end of project and reduced the wattage by 1/3 for each pole location thus reducing amount of wire. The

revisions could potentially lower the Town's portion of the lighting cost to about \$200,000.00. We are waiting on revised cost estimate from SHA.

### **Progress Meeting**

Progress meeting held on April 27<sup>th</sup> with new project manager at SHA. At this time no State money in fund 84 for construction.

### **Clerk/Treasurer –**

**Each of the following balances given as of April 30, 2018**

General Fund the balance is - **\$213,607.86**

General Fund Capital Budget the balance is - **\$158,600.92**

Enterprise Fund balance is - **\$349,994.43**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$378,640.49**

Developer fees the balance is -**\$557,887.46**

Money Market Fund the balance is -**\$37,484.83**

Lagoon Remediation Fund the balance is - **\$212,431.65**

### **Real Property Report**

There are 12 properties For Sale

There are 8 properties in a Foreclosure process

### **Water/Sewer**

Water/sewer bills will have the 1<sup>st</sup> late charge assessed on 5/3/18.

**Lehigh Update** – No update

**Residents Concern:** None

### **Old Business:**

- **Short Term Rental Ordinance** – Planning Commission sending to Town Council to review and be prepared for discussion at the May Work Session

**FuTuRe Pilot Study** - Council has had meetings, discussions and a presentation on the FuTuRe program over last couple of months. Following is a summary and some things that need to be discussed further before making your final determination.

- Pilot study will be an 11-month study beginning August 1<sup>st</sup> and will run to end of fiscal year.
  - After 8-9 months Waste Zero will provide an analysis of where we are and a final report just prior to end of the pilot study.
- Rebates to customers.
  - Frequency will be 2 times, 1 at beginning and 2nd half way through pilot.
  - First will be for \$25 and we will re-evaluate the amount for 2<sup>nd</sup> based on where we are with tonnage at half way point.
  - Rebate will be a redeemable gift card at specific locations.
  - Waste Zero will handle administering the gift cards.
- Locations for bag purchase?
  - Determination of locations, 7-Eleven, Safeway, etc. perhaps where bags are purchased.
  - Provide list of locations to Waste Zero and Kristin will handle contacting locations about participating.
- How to handle businesses?
  - Develop list of businesses, approximately 15+/-.

- Waste Zero does have commercial size bags that businesses can use. Will not have Town of New Windsor logo or identification.
- Could distribute from Town Hall
- How to handle rental units and renters?
  - Want the renters to get the gift card; they will be purchasing the bags.
  - Develop list & number of rental units from W&S data base.
  - If addresses are available mail notification letters to educate renters about program and purchasing bags.
  - Waste Zero can assist contacting renters by going door to door if necessary.

Need Council decision if Town wants to go ahead with pilot program.

The Mayor and Town Council need more information so delayed to Work Session meeting in May.

- **211 High Street building repairs – FY2018 Budget transfer –**

**Background:** With the change in the Community Deputy program the Town has \$65,812.65 in unexpended funds. The Council had previously discussed how to allocate those funds to other projects. It was agreed to maintain \$10,000.00 in the Law Enforcement category. Repairs and improvements to Town Hall were also given consideration. Some basic repairs and electrical wiring amount to about \$7,125.00. Remodeling of the front area of the office was another \$8,400.00. However these renovations were not the full renovation that is necessary to improve the function of the front office and provide security for staff. Consideration of more full scale renovations to Town Hall have been holding while other possible options are being considered.

The Town has bid and awarded a road patching contract for \$48,134.00. The Public Works budget line for this work needs to be supplemented by \$18,347.00 to pay for the patching work. The paving contractor and Town staff walked the areas to be patched and have identified additional storm drain inlet repairs and patching that should be done.

\$65,812.65	Available Funds
\$10,000.00	Law Enforcement
\$10,000.00	Town Hall Repairs
\$18,347.00	Supplement for current patching contract
<b><u>\$38,347.00</u></b>	<b>Total Transfers</b>

\$27,465.65 Balance

Since consideration of larger scale renovations to Town Hall are pending, supplementing the road patching is another option for the use of the remaining funds. This would allow taking advantage of current bid pricing.

**Recommendation:** Funds be transferred to the projects as listed above and the remaining \$27,465.65 be used to supplement the road patching project. **A Motion to approve the additional \$27, 465.65 to be used for supplementation of road patching by Councilmember Palsgrove, 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.**

**New Business:**

- **College Avenue and Blue Ridge Water Relocation Financing –**
- **Background:** The Town has awarded the bid for the lowering of the water main in College Avenue as part of the College and Blue Ridge project. The cost of the waterline project is \$185,000.00. The Town is also going to install sewer lateral cleanouts for properties on those streets. The estimate for the cleanouts is \$60,000.00. This will be brought back to the Council as an official change order to the water main contract at a future meeting. This will bring the cost of the utilities portion of the project to

\$245,000.00. The utilities portion of the project is being paid for by the Water and Sewer Enterprise fund and is not part of the grant money. Due to the total amount, financing of the project is being considered. Financing will preserve the cash in the Enterprise fund Capital Project Reserve for costs related to the Main and High Streets Streetscape project. Farmers and Merchants' has offered a ten year fixed rate loan at 4.99%. ACNB offered seven years fixed at 5.1% with a variable rate after that. The Farmers and Merchants' offer is more favorable to the Town.

- **Recommendation:** The College Avenue water main and sewer cleanout project be financed with Farmers and Merchants' bank per loan offer dated May 2, 2018. **A Motion by Councilmember Palsgrove to secure the College Avenue Financing project loan with Farmers and Merchants' Bank, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.**

**Recognition of Retiring Town Manager Frank Schaeffer:**

**Speakers included**

- **Tom Coe, Chief of New Windsor Vol. Fire Dept.**
- **Steve Miller, Town Manager, Town of Manchester –**
- **Roberta Wyndham – Carroll County Administrator**
- **Brian Colussy – Carroll County Sheriff's Dept.**
- **Town Council Members - Custen, Hoffman, Palsgrove, Schultz and Smith**
- **Town Attorney Michelle Ostrander**
- **Town Clerk/Treasurer – Donna Alban**
- **Town Secretary/Receptionist – Kalena Bartoszak**
- **Mayor Roop – card from all Town employees, Mayor and Town Council, Gift Certificate from Mayor and Town Council, Plaque from everyone**

Appreciation expressed to all who spoke and attended tonight from Frank.

**Announcements:**

- May 26<sup>th</sup> Memorial Day service – 6:00 p.m. at New Windsor Presbyterian Church

**Motion to Adjourn:** At 8:35 Councilmember Custen motioned to adjourn the meeting, it was 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.

Refreshments provided for all in attendance.

Respectfully submitted,  
Donna Alban, Town Clerk