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Minutes – Town Council/Work Session Meeting July 11, 2018

Public Hearing: Short Term Rental Ordinance -50-02-18 – Mayor Roop opened the hearing at 7:00 p.m. There were no questions or discussion from the Town Council or the other attendees. A Motion to close the hearing was made by Councilmember Palsgrove, 2nd by Councilmember Schultz and approved 5-0.

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 40 others in attendance.

Call to Order: The regular Town Council/Work Session meeting was called to order by Mayor Roop at 7:05 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.

FuTuRe discussion: Kristen Brown – Waste Zero and Dusty Hilbert – Carroll County Solid Waste were present to discuss the program and answer any questions. After a question and answer period, **A Motion to proceed with the pilot study was made by Councilmember Custen, 2nd by Councilmember Palsgrove and approved 4 – 1 with Councilmember Hoffman voting nay.**

90th Birthday Recognition: A plaque was presented by Mayor Roop to resident Mary Jane Ecker of College Avenue on achieving her 90th birthday on June 10, 2018.

Previous Meeting Minutes: A Motion by Councilmember Smith to approve the June 18, 2018 minutes. It was 2nd and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Public Works dept. continuing to mow grass and perform weed trimming
- Pickup of yard waste on the 1st and 3rd Wednesdays of each month

- 2008 Ford truck repairs
- Thank you to Town Manager Dye on his quick response on zoning laws
- Planning Commission did meet last month and decided that the Springdale Preparatory School use was covered by existing zoning.
- Some repairs and service to the mowers

Water & Sewer: Councilmember Palsgrove –

- Continued work on the SBR tank repair project
- Mid-Atlantic continues to work on the College Avenue/Blue Ridge water project

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his report

Economic Development: Councilmember Schultz –

- Carroll County Downtown will meet later this month
- Will be attending the Human Services program meeting this month

Community Enhancement: Councilmember Custen –

- Would like a discussion at a later date on putting dog waste receptacles in Town

Mayor's Report:

June 6 Assist with Preservation Maryland's Pop Up Office
Meeting with [Andrea Faris Roberts](#), Founder & Executive Director, A Mother's Rest Charitable Respite Foundation
Fireman's Parade

June 7 Meeting with Architect Paul Van Slyke

June 10-13 Maryland Municipal League Summer Conference - *Welcome Reception & Gubernatorial Candidates Mixer *Keeping Municipalities Beautiful: Smart Solutions for Waste Reduction *Opening General Session *Maryland Mayor's Association Meeting & Lunch *Governor Hogan Meet & Greet at Seacrets *Credentials & Vote *Business Meeting & MML/Musco Banner Town Recognition *Cabinet Secretaries Roundtable *Small Towns Discussion Forum *Building Reuse: What Might It Mean for Your Municipality?
Cabinet Secretaries Roundtable & Exhibit Halls: *John Wingrove, Community Liaison for Congressman Andy Harris *Secretary Carol Beatty Department of Disabilities, *Secretary Ellington Churchill Department of General Services *Douglas Conaway Regional Supervisor MES *Roy McGrath Director & CEO MES *Secretary of State John Wobensmith * Secretary James Fielder Maryland Higher Education *Secretary Kenneth Holt Department of Housing & Community Development Chief of Staff Michael White DHCD *Secretary David Brinkley Budget & Management *Special Secretary Wendi Peters Department of Planning *Secretary Mark Belton Department of Natural Resources *Deputy Secretary Joanne Throwe Department of Natural Resources *Project Forester Donna Davis

June 14 Meeting with Gary Dye, Jack Coe and Atlantic Contractors on College Avenue

June 18 Sign F & M Loan
Bi-Monthly Meeting with Town Manager Dye

June 26 Sent email to staff of Congressman Andy Harris for financial Assistance

June 28 Sent email and talked to Mark Crampton at SHA for an update about Streetscape funding

Ongoing Meetings at College Avenue & Blue Ridge Avenues

Community Deputy: - Brian Colussy –

- 41 calls for June
- National Night Out reminder – August 7th – increase in vendors this year

West Carroll Recreation: Kevin Cornick – not in attendance

Fire Chief Report: Chief Tom Coe – not in attendance

Town Manager Report:

Wastewater Treatment Plant Repair

Sludge Tank and SBR Tank #1 are complete. SBR Tank #2 has been drained and cleaned. Mid-Atlantic Storage Systems started replacing panels Monday July 9th and Advanced Rehabilitation Technology (Spectra-Shield Liner System) is scheduled for coating July 16th.

Coating will provide a 10- year warranty on anything coated.

Pothole Repair

C.J. Miller paving repair work is complete. Waiting on Invoice form CJM

Streetscape

GMB working on 60% water line plans. Jack & I have to review the plans and schedule a walk through with GMB to discuss location meter vaults and other issues. I have to look into the plan for funding the water line. Specifically, how Frank planned to fund the water line.

Blue Ridge & College Ave.

The water line relocation and sewer clean out installation part of the project is well underway and MAU is making good progress. All water main relocation is complete and MAU is working on installation of 8 new water service connections within the parameters of the water main relocation. Next will be installation of sewer clean outs on both Blue Ridge & College Ave.

We obtained permission to remove a large Maple tree on Mr. Graham's property at 302 College Ave. and Ichabod's Tree Experts removed the tree today. The Maple tree was in conflict with the sewer lateral and location of the new clean out in addition to being hollow and growing around electric and phone lines.

On Friday May 29th we received delivery of 720' & 90 – 8' sections of 18" and 21" RCP for this project. We placed it behind the pavilion between Public Works and WWTP. Cost was \$15,400 which will go towards our 5% (\$34K) spending requirement for our grant. We also submitted a waiver letter on June 8, 2018 to Md. Dept. of Housing & Community Development requesting exemption for the remainder of the 5% spending. Waiting on a response from Cindy Stone.

Snader's Summit

GMB and Town submitted comments to design engineer (CLSI) on 6/28/18. Engineer is working through agency comments and all approvals are expected soon. Michelle and I will be working on the Public Works Agreement. We are planning to use WBCM for construction inspection on behalf of the Town. Developer will pay for the inspection and this will be part of the PWA.

We will be discussing the proposed 'Take Down' schedule later in the meeting. The developer, Mr. Mueller is here tonight and will be part of our discussion.

Public Works

Radio Communication Equipment – Public Works staff requested consideration to purchase hand held radios. Dave Valentine contacted Scott Campbell, CC Director of EOC. Possibility Town could get pricing for radios through County's supplier Hankey Radio. Cost is estimated at \$2,500 each and we would need 4-5 radios.

New Meter Reading Equipment – Our hand-held meter reading unit has outdated software that is no longer supported by LB Water. We need to update the handheld unit and wand reading unit in near future. LB Water offers a loyalty/trade in program. If we upgrade this calendar year cost

quote is \$7,605 which included handheld, command link and wand. If we wait until next year cost for just the handheld will be approximately \$7,500.

Clerk/Treasurer –Each of the following balances given as of June 30, 2018

General Fund balance is - **\$88,681.61**

General Fund Capital Budget Account is - **\$163,524.08**

Enterprise Fund balance is - **\$335,738.73**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$378,767.06**

Developer fees the balance is -**\$666,936.64**

Money Market fund the balance is -**\$37,503.63**

Lagoon Remediation fund the balance is - **\$199,171.65**

Real Property Report

12 properties For Sale - this includes 6 at Union Square

6 properties in a Foreclosure process

Water/Sewer

No water turnoffs last quarter. 4 payment plans for 4 folks that were posted. New billing mailed out on 6/29/2018.

Lehigh Update – No One in attendance

Residents' Concerns:

Mrs. Branum - 408 Church St. – Traffic & Speeding: presented by Town Manager Dye

Refer to documentation of conversation with Mrs. Branum.

Mr. Munshaur - 302 Lambert Ave. expressed same traffic concerns for Lambert Ave.

Speed Humps were suggested. Council asked Town Manager to obtain information on speed humps for presentation at a later meeting.

Old Business:

201 Main Street:

- Grace Fielder Concept proposal 2/10/17 for \$5,328.00
- Deed Plot/Exhibit Plan done by CLSI dated 2/12/18
- Special Work Session 2/17/18
 - \$42,000 from POS money allocated to the project. Will have to submit application to get approval of this leftover POS money from 2016.
 - Council Team did walk through and was invited to draw design ideas on Exhibit Plot
 - Council Team agreed to list of common design elements & features to be considered in the design plans for the park. See list of common design elements.
 - The Town Manager will approach a local landscaping design company to incorporate these items into a design and determine pricing. Frank asked Mayor & Council for any recommendations for landscape architects. Linda Luke of “The Village Gardens” and Clyde Hirt of Douglas Lawn Service were mentioned. Mike met with Clyde 4/4/18 but he declined. We never heard from Linda Luke. Chris Batten was recommended by Clyde.
 - Mike and I met with Chris Batten, Landscape Architect to discuss project 5/29/18 and received his quote 5/31/18. You have a copy of the quote in your binders.

A Motion by Councilmember Schultz to proceed with Christopher Batten with design proposal for park in the amount of \$1950.00. It was 2nd and approved 5-0.

209 High St. L-1 Building Purchase

- Steve Lorentz emailed Frank the layout drawings Dean Camlin did back in March & April 2018. Copies are provided in your binders.
- I emailed Steve and asked if he had any estimates on the work Dean proposed or what it would cost to get property ADA compliant and move in ready. No official quotes. Dean & Steve believe it should be \$100,000 or less.
- Steve has started moving equipment out and cleaning up the building. Will be another month before this is complete. He really wants to get the building sold and out of his hands. I believe Steve is motivated to sell. We know what he purchased the building for from Fire Dept. and he put a lot of money and work into it already.

Town Council will make a decision by August Town Council meeting

MOU Between Lehigh & Town

This agreement is to accept sewer from Lehigh's Maintenance Building. Lehigh constructed the sewer lateral to Coe Drive PS. We invoiced Lehigh for sewer ACC's equivalent to 4 EDU's (4X \$6,971 = \$27,884) and payment is expected this week.

A Motion to give approval to the Mayor to sign the MOU by Councilmember Schultz, 2nd by Councilmember Palsgrove and approved 4-1 with Councilmember Hoffman abstaining since his son works at Lehigh.

New Business:

Springdale Prep School

At the June 26th Planning Commission Mtg. SPS was approved to lease 1000 Green Valley Rd. (NW Middle School) for 2 years with option to purchase.

New Contracts Started July 1st.

- Ecology Services – Trash & recycling
- Republic Services – Roll off containers for yard waste and bulk trash.

Landlord Agreement with Town: This is an item that has been discussed in the past and will be on the agenda at the August Town Council Meeting.

Snader's Summit:

Proposed 'Take Down' schedule for water and sewer fees. The developer, Summit First Wave, LLC submitted a letter dated May 15, 2018 with proposed 'take down schedule' for Snader's Summit subdivision. Copy of the letter is in your binders & Paul Mueller, Sr. is here to answer questions we may have.

College & Blue Ridge Avenues:

The existing 6" water main in Blue Ridge & College Avenue is 60 – 70 years old. Mid-Atlantic Utilities is replacing 300' of water main in College Ave., 8 water service laterals and sewer clean outs in addition to installing valves and fire hydrants as part of the current project. MAU asked the Town if we wanted to replace the remainder of the water main in College Ave. and all the main in Blue Ridge since we will be doing the road improvement project next. MAU's quote is lower than expected but is still a lot of money we did not plan to spend and need to figure out how we will pay for. We have the advantage of a very good contractor on-site and we can capitalize on the economy of scale. The Town will be investing a lot of money in the road improvement project and replacing the water main makes sense and should eliminate tearing up the new road to repair the water main and/or laterals.

Desired Action: Town Council discussion and possible decision to approve Mid-Atlantic Utilities to construct: Water Main Replacement in College Avenue & Blue Ridge Avenue for \$218,895.00 or Water Service Replacements only in College Avenue & Blue Ridge Avenue for \$92,780.00.

A Motion by Councilmember Smith to accept the bid of \$219,000 for Water Main replacement on College Avenue & Blue Ridge Avenue, using the Renew, Replace, Repair fund money to pay for the project, 2nd by Councilmember Hoffman and approved 5-0.

Motion to Enter into Closed Session General Provisions Article, §3-305(b) (1) Personnel items: At 10:00 Councilmember Smith motioned to close the regular meeting, it was 2nd by Councilmember Hoffman and approved 5-0.

Motion to adjourn: A Motion by Councilmember Smith to close the Meeting at 10:15, 2nd by Councilmember Palsgrove and approved 5-0.

Respectfully submitted,
Donna Alban, Town Clerk