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**TOWN OF NEW WINDSOR**  
**211 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**

November 19, 2018

**Public Hearing – Rental Ordinance No. 10-03-18:** Mayor Roop called the Public Hearing to order at 7:00 p.m. There were 3 others in attendance. A summary of the Ordinance was given by Mayor Roop. Mayor Roop then asked if there were any questions regarding the Ordinance. Hearing none a Motion by Councilmember Hoffman to closed the Public Hearing at 7:12, 2<sup>nd</sup> by Councilmember Custen and approved 5-0.

**Call to Order of Regular Work Session:** Mayor Roop at 7:13 p.m.

**Present:** Mayor Roop, Councilmembers – Sandee Custen, Ed Palsgrove, Ed Smith, Kimberlee Schultz and Dave Hoffman. Also present, Town Attorney, Ostrander, Water/Sewer Contractor – Jack Coe and Town Clerk, Donna Alban. Town Manager Dye was not in attendance.

**Approval of Minutes:** A Motion by Councilmember Palsgrove to approve the October 15, 2018 minutes. It was 2<sup>nd</sup> by Councilmember Smith and approved 5-0.

**Agenda Items:**

**Public Information Meeting – possible purchase of 209 High St for future Town Hall/Public Works:**

There have been several months of discussions and negotiations between the Town and Danny & Jacqueline Shugars in reference to gaining access across their property at 132 Church St. to the rear of 209 High St. property currently owned by Caprica, LLC. The 209 High St. building and property would be used for both Town Hall and Public Works services and operations. Steve Lorentz, owner of 209 High St. (Caprica, LLC) moved his business to Virginia and has agreed to sell the property to the Town for a very fair price and give New Windsor first-choice option to purchase.

The Public Information Meeting was advertised in Carroll County Times on Sunday November 4, 2018 and Sunday November 11, 2018.

Following is a summary of our commitment and what we agreed to do in exchange for access across rear of Shugars property:

- Striping of the parking lot for 9 spaces.
- Enter into a legal agreement between the Town and Shugars that will cover ingress and egress in addition to confirmation of relaxed parking requirements to 1.5 spaces per rental unit or 9 parking spaces. The Town Attorney will prepare the agreement and Town will cover the legal fees.
- Provide a dumpster for the Town and Shugars property. The Town will cover the annual cost of the dumpster saving Shugars \$840/year.

- Provide snow removal for the first 45' from Spoerlein Dr. for the full width of Shugars property. Due to limited space, working around parked cars and liability the Town cannot provide snow removal for the entire parking lot.
- Repave Shugars entire parking lot one time.

We have a letter from New Windsor Town Manager and Shugars Properties, LLC to Dale Gray, Zoning Administrator requesting a reduction in the requisite parking from 12 spaces to 9 pursuant to Town Code Section 215-7(D) for 132 Church Street property owned by Shugars Properties, LLC. The letter is signed by Town Manager Dye, Danny Shugars and approved by Dale Gray 11/14/18. Refer to briefing paper dated November 7, 2018 and spread sheet with financing options and revenue sources for monthly payment of loan. The Town will not have to raise taxes to purchase 209 High St. property. Monthly loan payments could be paid from the following sources:

- Myers Building Rental = \$10,800/year
- Additional residential municipal taxes (12 new homes per year at \$250K) = \$7,800/year
- Portion of full-time deputy savings (Conservatively \$80,000 available) = \$8 - \$10K/year

**Total for the above 3 revenue sources = \$26,600 to \$28,600/year.**

- Additional non-residential municipal taxes.
  - ❖ 1000 Green Valley Rd. assessed value of \$8.6 million = \$22,360/year. Could use portion of this.
  - ❖ 500 Main St. assessed value of \$5.87 million = \$15,240/year. Could use portion of this.

Councilmembers Palsgrove, Schultz and Hoffman are in support of moving ahead with the purchase of the property. Councilmembers Smith and Custen, while in support have concerns of the timing, what the outcome of the 211 High Street property will be and the high cost of the current water/sewer rates. One resident asks what happens if the \$100,000 allotted for improvements is not enough to cover the repairs what then? Architect Dean Camlin was working with current owner, Steve Lorentz on items that Carroll County made comment on, these items will be foremost to address, others can wait. **A Motion by Councilmember Hoffman to purchase the 209 High Street property for \$250,000.00. No comments or questions. It is 2<sup>nd</sup> by Councilmember Palsgrove, approved 4-1 with Councilmember Custen abstaining. A Motion by Councilmember Palsgrove to approve an additional \$100,000 for improvements to 209 High Street. This makes a total loan of \$350,000 at 5.25%, 7 year fixed, 20 year loan with Farmers and Merchants Bank. It was 2<sup>nd</sup> by Councilmember Schultz, no comments or questions. It was approved 4-1 with Councilmember Custen abstaining.**

**Rental Housing and Commercial Enterprise Ordinance No. 10-03-18- A Motion by Councilmember Smith to adopt, 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0. 201 Main Street Park – site analysis prepared by Chris Batten –** deferred to December Work Session

**Kubota tractor purchase –** Rippeon Equipment notified the Town Manager that financing the purchase of the new tractor and blade was no longer an option. The Town Manager recommends purchasing with a cash option. **A Motion by Councilmember Hoffman, 2<sup>nd</sup> by Councilmember Palsgrove to approve the purchase with a cash option in lieu of financing the purchase. It was approved 5-0.**

**A Motion by Councilmember Smith at 8:35 p.m. to adjourn the regular Work Session meeting, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.**

Respectfully submitted,  
Donna Alban, Clerk/Treasurer