

NEAL C ROOP  
MAYOR  
Email:  
NRoop@NewWindsorMD.org

Phone: 410-635-6575  
Fax 410-635-2995  
Email:  
Info@NewWindsorMD.org

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

December 17, 2018

**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, Water/Sewer Contractor – Jack Coe and Town Clerk, Donna Alban.

**Approval of Minutes:** A Motion by Councilmember Palsgrove to approve the November 19, 2018 minutes. It was 2<sup>nd</sup> by Councilmember Smith and approved 5-0.

**Agenda Items:**

**Dates for the January and February Work Sessions-** Tuesday, January 22, 2019 and Tuesday, February 19, 2019

**Dielman Inn Archeological Dig -**

**Lion's Club Park – Overnight Parking-** Deputy Colussy brought this to my attention. Cars are parking overnight sometimes longer for 1 night. Suggested a sign posted stating overnight parking is prohibited. However, this lot is used during snow emergencies and for extra parking for visitor's per Wayne. If we post a sign it should read 'Overnight Parking Prohibited except during snow emergencies. – **No action to be taken at this time.**

**Lambert Ave and Church St – restrict parking on side of road -** For Lambert Ave. Deputy Colussy asked if parking could be restricted to one side of the street with signage like other street in Town? Considerations – what side to you restrict parking? Restricting parking to one side may increase speeds and will certainly make some residents un-happy.

For Church St. There have been many complaints about the trailer parked near Roop Drive and the limited lane width when cars park on either side. Considerations – post no parking where road is narrow from Union Bridge Rd. to Hillside Dr?

**Handicap parking space request for 132 Church St (resident request)-** A friend of a resident in 132 Church St. (Shugar's rental property), has requested a handicap parking space in front of 132 Church St. There is an existing handicap parking space in front of the property next door 126 Church St. that was approved for Jake Bitzel who recently passed away. A formal letter of request to Town Manger or Mayor & Council is needed for consideration of the request.

The Zoning Administrator's stance is the property owner is required to provide handicap parking for tenants of a residential. Dale was unaware of the existing handicap space getting approved.

**Blue Ridge & College Ave.- Road Improvement project reduction to scope of work**

**discussion –** Doug Smith is new project manager/contact with ARRO for the project. ARRO was tasked with reviewing the plans to determine how the scope could be changed and project scaled back to lower the cost. Spoke with Doug on 12/11/2018 and requested a complete list of potential reductions in scope of the project by end of the day Thursday December 13<sup>th</sup> in order to prepare

for tonight's meeting. Did not receive list of reductions in scope on 13<sup>th</sup> and emailed Doug on Friday December 14<sup>th</sup> requesting the list again ASAP.

Some reductions in scope that I thought of are:

- Changing 2 areas of full depth paving reconstruction to mill and overlay. Only area to be full depth paving reconstruction will be first 250' of College Ave. where the grade is being lowered. Rest of College (approx.. 575') and all of Blue Ridge would be mill & overlay.
- Reducing sidewalk to only one side of College Ave.
- Reducing width of sidewalk from 5' to 4'. 5' may be required for ADA?
- Eliminate storm drain in College Ave. Have to get approval from County and State. If storm drain is eliminated have to try & sell concrete pipe we purchased.
- Eliminate cheek wall and use block wall instead.

We have 4 additional locations/publications to post the revised bid request.

- PenBid – Pennsylvania exposure.
- Dodge Construction Central
- Contract Connect
- CMD Insight

Mayor Roop states that a conversation could happen to see if Lehigh would be willing to donate the concrete for the project.

**209 High Street Purchase – update -** Progress is going well. We should have a Purchase and Sales Agreement/Contract signed by Steve Lorentz Tuesday or Wednesday this week. Neal to sign for Town and copies provided to Steve and Suzette Covalt with Farmers and Merchants Bank.

Bank needs signed Agreement/Contract to begin their process and to order the appraisal.

Tentative settlement date of January 30, 2019.

Town needs provide bank list of improvements, cost and estimated completion dates.

Neal and I met with Dave Bullock Friday December 14<sup>th</sup>.

**1000 Green Valley Rd – Arena Complex –** Mayor Roop reminds Council of the paperwork he handed out on the feasibility study to be conducted by Towson University. Cost is \$13,000, Springdale Preparatory School is willing to pay ½ - \$6,500 would the Town cover the other half? After a short discussion, Council delayed voting on this to allow representative from Towson to attend the January work session to present and answer questions.

**FY20 Budget -** FY-20 budget has started, let me know if you have anything to propose or discuss.

**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