

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

March 18, 2019

Call to Order of Regular Work Session: Mayor Roop at 7:00 p.m.

Present: Mayor Roop, Councilmembers – Sandee Custen, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Also present, Town Attorney Ostrander, Town Manager, Gary Dye, Water/Sewer Contractor – Jack Coe and Town Clerk, Donna Alban. There were 6 others in attendance.

Approval of Minutes: A Motion by Councilmember Smith to approve the February 19, 2019 minutes. It was 2nd by Councilmember Custen and approved 4-0.

Agenda Items:

Blue Ridge and College Ave. Road Improvement Project Public Information meeting and update:

Welcome and please fill out the sign in sheet. Project is out to bid for second time as of 2/27/19. Project was out to bid last August. We received 4 bids and all were over the grant amount and budget. All bids rejected. There have been some changes to the plans since last time and the Town wanted to hold another public information meeting to update residents on the status of the project. Some key dates are as follows:

3/13/19 – Pre-bid meeting (Mandatory). 7 Contractors attended.

3/15/19 – ARRO issue pre-bid minutes/questions

3/22/19 – Bid questions close

3/27/19 – ARRO issue all bid questions and Addendum

4/1/19 – Bid opening 10:00am at Town Hall

4/5/19 – ARRO bid analysis and recommendation

4/15/19 – Award bid at Work Session

We will be preparing individual Memorandum of Understandings (MOU's) for each property on Blue Ridge and College Avenue. The MOU's will include property specific improvements to be done with the road improvement project. Once the MOU's are complete the Town will distribute to each property address by owners preferred method i.e., mail, email or phone. Please indicate your preferred method of contact on the sign in sheet. After homeowner reviews their MOU they can sign and return to Town Hall or if there are questions call Town Hall to schedule a meeting.

During the construction there will be equipment, disturbances, noise, limited traffic access and disruption to the area. The Town will stress communication and understanding with the contractor. ARRO will be providing an inspector and Town staff will periodically visit the site a few times a week.

We will be posting bi-weekly construction updates on the Town website like we did for the water line replacement project. Communication was stressed at the pre-bid meeting on March 13th and will be stressed with the selected contractor at bid award and pre-construction meeting. The project is expected to take 5-6 months and there will be inconveniences but when complete Blue Ridge and College Avenues will be the newest and nicest roads in Town. The Mayor, Council and Town staff ask for your patience, understanding and communication during the project.

Town Engineering firm ARRO representative Doug Smith did a power point presentation on the project. There were 11 residents from College/Blue Ridge present for the presentation and question and answer period. Tom Coe, 303 College was concerned about the coordination of the bus stop for children. Doug stated that would be a contractor decision, hopefully with the Town stressing the importance of having 1 lane open at all times, the bus situation will not be affected. One resident asked about where to park during the construction process, Mayor Roop stated he will find another place for parking.

Town Manager passed out a draft Memorandum of Understanding that will be in place between the Town and each resident during this project.

209 High Street Purchase:

Settlement was Friday March 15th and Town is new owner of 209 High St.! The few comments from some of the Council on the latest proposed façade were forwarded to Dean Camlin. Next steps will be:

- Building Permit application with County Permits.
- Request for Proposals for interior renovations.
- Public Works to scrape and paint lower level. Will be looking to purchase a commercial paint sprayer that will also be used for striping parking spaces, curbs and other uses. More on that once we get prices

FY20 Budget – draft budget & capital projects discussion: Town Manager pointed out highlights

Small Cell Ordinance: Sample of City of Taneytown's Ordinance provided for review with Town Attorney Ostrander advising that she will have a draft of New Windsor's ready for the April Town Council meeting

209 Main Street Park – Concept/Preliminary plan: The updates are shown that were asked to be incorporated into the concept design from last month. Chris Batten has provided some next steps and amended plans which are in your binders tonight.

City of Aberdeen, MD – PAYT program: Councilmember Schultz was able to get information about their program which you have before you tonight. This may be another option for the Town to look at when deciding whether or not to continue the program.

New Business: None

Announcements: Mayor Roop stated that the 4 bands that performed at last year's Music on the Main have agreed to return this year.

Resident, William Holl will be taking the Mayor's place for the Carroll County Cable Commission.

The regular Work Session was closed with a motion by Councilmember Schultz, 2nd by Councilmember Custen and approved 4-0 at 8:55 p.m.

Respectfully submitted,
Donna Alban, Clerk/Treasurer