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

April 15, 2019

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

**Present:** Mayor Roop, Councilmembers – Sandee Custen, David Hoffman, 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 20 others in attendance.

**Approval of Minutes:** A Motion by Councilmember Smith to approve the March 18, 2019 minutes. It was 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.

**Agenda Items:**

- **North American Zero Waste** – Mark Sanfilippo represented the company at the meeting and would welcome the opportunity to set up a meeting with the Town and go over what their company could offer. Town Manager will get in touch and set up a meeting
- **University of Maryland students – Sulphur Springs Park presentations** – Graduate students did 2 different concept presentations to the Mayor and Town Council and others in attendance on developing of the area.
- **Emergency Contact list & updating of addresses:** Deputy Colussy will provide a list to the Town of names and addresses of Town locations that need to be updated for entry into the County system
- **Blue Ridge & College Ave project** - Bid opening 4/1/19. 3 bids received. You have copy of the bid tab totals.  
Bid analysis received from ARRO on April 8<sup>th</sup>. You have copy of bid summary. ARRO checked references using a standard list of questions for each reference. Town Manager has contacted 7 other local contractors who did not bid this project to see what they know about each of the 3 contractors who bid and asking the same list of questions to each.  
**M.T. Laney** was the highest bid at \$978,650.00 but had superior references per ARRO. Town Managers reference check for M.T. Laney was all very good as well.  
**ECM Corporation** was second highest bid at \$765,163.00 and had good references per ARRO with comment ‘Work was good but not timely and had problems with billing. None of the local contractors contacted by Town Manager worked with ECM.  
**MIM Construction** was the lowest bid at \$688,017.00 and had average references per ARRO with only one overall positive reference. Two other references said they would use contractor again if low bidder and would want to know who other bidders were before recommending to Town. Two references could not be reached after several attempts by ARRO. One contractor contacted by Town Manager worked with MIM Construction and reference was very negative. Neal, Mike and I had a conference call

with Cindy Stone and Justin Fair with State DHCD Friday 4/12/19. A copy of the bid analysis was provided to Cindy and Justin. We discussed the bids, additional funding from State and preference of Town and State moving forward with award of the contract. State has additional \$75,000 they can commit to the project.

Based on bid amounts, reference checks, available State and Town funding and what I feel in in the best interest of New Windsor, my recommendation is to award the contract to ECM Corporation for Phase 1 & Phase 2 total of \$765,163.00.

- **209 High Street Purchase** -Picked up final Architectural Plans and Specs from Dean Camlin April 10<sup>th</sup> and applied for building permit at CC Permits and Inspections. Invitation to Bid has been posted on the following publications: MML Classified, E Maryland Market Place, Dodge Construction Central, Construct Connect. An advertisement will run in Carroll County Times Sunday April 14<sup>th</sup> and April 21<sup>st</sup>. Pre-bid and walk through is scheduled for Tuesday April 23, 2019 at 2:00 PM. Bids are due Monday May 13, 2019 at 10:00 AM. Hope to award contract at May Work Session on the 20<sup>th</sup>.  
Public Works has been busy. Painting of walls and floor is complete and they have started moving shelving, tools and equipment.
- **FY-20 Budget Just** a note – Budget Hearing Public Meeting and Adoption of Budget scheduled for May 1<sup>st</sup>. Town Council Meeting.
- **Rental Housing Ordinance 10-03-18** - Items needed per the ordinance: establishing a Rental Housing Board, fee for Rental License and development of License Form/Application.
- **Small Cell Ordinance** -Attorney Ostrander handed out a draft at last Council meeting. Just a reminder to review the draft for discussion at May Work Session since tonight's agenda is full. Councilman Hoffman brought up the size of the boxes are important

**New Business: none**

**Mayor -** Haven Shoemaker went to the Governor's office on behalf of the Town to get \$250,000 in loan forgiveness. There will be more to follow on that at a future meeting. Beautification day is April 27<sup>th</sup> and in speaking with, Clark Taggart, a horticulturist, the boxwoods at Dielman Inn should be taken out with cuttings replanted

**Town Manager:** The Public Works department has an opportunity to purchase Dave Valentine's 2015 truck w/ plow. Dave is putting all the information on paper and forwarding to Town Manager. The truck will be an additional one giving the Town 3 functioning vehicles. More information will be passed on to the Mayor and Council as it becomes available.

**Announcements:**

**A Motion by Councilman Palsgrove to move into Closed Session** General Provisions Article 3-305 (b) (5) Investment of Public Funds

The regular Work Session was closed with a motion by Councilmember Smith, 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0 at 9:10 p.m.

Respectfully submitted,  
Donna Alban, Clerk/Treasurer