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Minutes – Town Council April 3, 2019

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, Sandee Custen, David Hoffman, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 7 other attendees.

Call to Order: The regular Town Council meeting was called to order by Mayor Roop at 7:00 p.m.

Pledge of Allegiance: Mayor Roop led the Pledge of Allegiance.

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.

Previous Meeting Minutes: A Motion by Councilmember Hoffman to approve the March 6, 2019 minutes. It was 2nd by Councilmember Palsgrove and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Snow removal equipment has been removed from trucks
- Working on new PW location – 209 High St
- Worked on landscaping at all the Parks
- Worked on Sulphur Spring house parking area
- Tree removal
- Pothole repair
- Yard waste began today and is the 1st and 3rd Wednesdays
- April 27th bulk trash from 8-12 at Geer Lane location
- Planning Commission did not meet in March

Water & Sewer: Councilmember Palsgrove –

- Water/Sewer equipment have been functioning well
- Was able to accompany Deputy Colussy in a ride along. A Thank You to all that he does for the community.

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his monthly report

Economic Development: Councilmember Schultz –

- Carroll County Downtown did not meet.
- The meeting in Downtown Sykesville was rescheduled for April 11th.
- New business open – Frankie’s Bar and Grill
- Town Facebook page reminder that it is not the place to sell items

Community Enhancement: Councilmember Custen –

- Sulphur Spring house will be the site of a new archaeological dig for the Middle School students
- None of the small cell legislation has made it to a vote and MML will be doing a summer study on the topic

Mayor’s Report:

March 1 Sign Documents for 209 High Street Building

March 4 Meeting with Andrea Berstler, Executive Director, CCPL

March 6 Meeting with Town Manager Dye

Town Council Meeting

March 7 Completed Survey for Carroll Transit System’s Transportation Development Plan

March 8 Taneytown Business Breakfast

Contacted SHA about Snow Emergency Route Signs

Communicated with Comcast to Fund \$400 for Beautification Day

March 10 Heritage Committee Talk at Uncle Matty’s

March 11 Emailed Funding Request Letter to Commissioner Bouchat

March 12 Road Trip to Frederick with Town Manager Dye to Look at Office Furniture

Meeting with Dennis Nola and UMD Grad Students – Sulphur Springs Park

March 13 College Avenue & Blue Ridge Avenue Street Project Pre-Bid meeting

Dig Site Meeting

March 14 Lions Club Community Blood Drive Coordinator

MML Chapter Dinner

March 15 Sign Documents for 209 High Street Building

March 18 Meeting With Town Manager Dye

Town Work Session

Sign Band Contracts for Music on the Main

Secured Three Election Judges

March 19 Heritage Committee Meeting

Arranged for a May 9 Candidate’s Forum at Windsor Station

March 20 Special Events Seminar Presented by LGIT

March 21 Road Trip to Westminster with Town Manager Dye to Look at Office Furniture

March 26 Sent an Email to CCG Regarding Requesting an Update on the Trash Program

Community Deputy: - Brian Colussy –

- 82 calls in February – 5 required reports
- Bike patrol training was completed and he is now certified
- National Night Out planning has begun
- YTD data – 223 calls, 13 required reports, this is down 4 from last year

West Carroll Recreation: Kevin Cornick –

- Not in attendance

Fire Chief Report: Chief Tom Coe – Not in attendance

Town Manager Report:

SHA Streetscape & Water Line Project:

On Monday April 1st Neal, Mike Reynolds, GMB and I had a meeting with SHA to discuss the Streetscape Project and Town Water Line Replacement Project. Terri Soos, Deputy District Engineer with District 7,

Lamar Leonard, new Transportation Engineer Highway Design Division and Moreswar Kulkarni new Transportation Design Engineer with Office of Highway Development attended from SHA.

Discussed:

The history of the project since all SHA staff were new to the project. Project has been in the works since 2014 and one main thing that has changed besides elimination of roundabout is SHA staff.

Roundabout is out of the plan. Town has agreed and SHA stated the lower the cost of the Streetscape project the better chance it has of getting funding. Eliminating the roundabout will reduce cost approximately \$2.5 – \$3.0 million. Without roundabout the Streetscape is approximately \$5.0 million. SHA is considering eliminating or reducing certain features of the Streetscape project including storm drain, SWM, sidewalk, paving and pedestrian lighting. Asked Town, more than once, to prioritize the features mentioned above. Final direction from Town was our priority is for everything except roundabout be done. If anything, reduced or eliminate storm drain and SWM.

State funding has been cut significantly, funding for construction is being prioritized and they are short on funding to finish design. None of this is good news!

Town funding for water line will be partly from Enterprise Fund but mainly from low interest loan from State DHCD, Charlie Day's division. Latest cost estimate from GMB for water line without roundabout is \$2,932,000.

The issue of paving requirement for installation of water line was discussed in our last meeting with SHA in November 2018 and again on Monday this week. Terri Soos stated SHA can allow permanent patching in area disturbed by water line versus full resurfacing **IF** State resurfaces within 1 year! Timing is critical and Town needs to get water line construction schedule to SHA as soon as possible.

GMB's 65% plan submittal to Town and SHA on December 17, 2018 – SHA had basically no comments and said GMB did a great job avoiding proposed storm drains (that may never be constructed). I gave GMB my mark up set of plans which were minor as well.

In summary, Town gave GMB direction to finish plans and get to 100%. Set up a meeting with Charlie Day to get timeframe for funding and see where SHA is with funding and status. Make a decision at that time on whether to move forward with water line construction or wait? At least plans will be 100% and ready for construction. Waiting to construct water line will likely increase construction costs.

FuTuRe PAYT:

Discussion of action steps we can take with trash left behind at 212 Maple Ave. Property has been vacated and in foreclosure. 314A Main St. there have been several complaints and any other properties with complaints about trash piling up.

Additionally, the Pilot PAYT program will be complete the end of June 2019 with the last trash pick up being June 25th. The FY-20 budget will be finished and adopted by that time. Need to start discussion as to what New Windsor will do after the pilot ends? Will New Windsor continue with PAYT on our own beginning July 1st? If you are considering our own program there are several things that need to be worked out. For example, what company will supply bags? How much will bags cost? How will we pay for the bags? Where will we store bags? What businesses will sell bags? How will bags be distributed to businesses selling bags? Will residents be able to purchase bags at Town Hall? Town staff is not able to handle the storage and distribution part of a PAYT program that is currently being handled by the County during the pilot. Moving forward with our own PAYT program may also impact the FY-20 budget and future budgets. Currently the Trash-Household & Recycling Collection budget line item is \$89,500 in FY-20 which is a \$1,500 increase from FY-19. \$1,500 increase is based on Ecology's contract and FY-20-unit price increase of \$0.05 from \$1.82/unit to \$1.87/unit with an increase in total units from 560 to 575. Again, if you are seriously contemplating our own PAYT program there are many factors that need to be considered and I wanted to start the discussion and give you key points to consider.

Future Council & Work Session Meetings:

April 15th Work Session – Award Blue Ridge & College Ave. Road Improvement Project.

Continue with budget process – budget review is scheduled. Refer to remainder of budget review schedule in your binders.

April 22nd – Notice of public hearing. I think we are ahead of schedule with budget and can hold public hearing and adopt budget at May 1st Council meeting if Council is ok with that? Public hearing has to be advertised in paper 2 weeks prior to hearing & adoption. If we get the add into the paper Friday this week or Monday/Tuesday next week that will provide 2 weeks' notice.

May 1st Council Meeting – Budget Public Hearing and Adoption of Budget?

May 20th Work Session.

June 5th Council Meeting falls on parade night and carnival week is 6/3 thru 6/8. I am on vacation June 7th thru 16th. Does Council want to push TC meeting back a week to June 12th. or combine TC and Work Session on June 17th?

201 Main Street Park

Chris Batten is working on cost estimates. Understand Chris is a Landscape Architect and is getting estimates based on his Conceptual Design plan not construction drawings. However, Chris is working with several contractors he has good, long term relationship with and the cost estimates will be accurate. He will also list the contractor's information who provided the estimate so we will have that information if we need to contact them as we move forward.

Old Business:

209 High Street L-1 Building Purchase

BPR did survey work for grading/parking area and handicap access to front of building. Waiting on grading/parking lot plan from BPR. Emailed Randy 4/1/19 as to status. Hopefully have plan end of this week or early next week.

Draft RFP for interior renovations has been started and will be reviewed by Mayor, Dean Camlin, and Town staff. A very rough draft is in your binders so let me know if you have comments ASAP.

Public Works staff has been busy preparing for renovations and doing general prep work. New paint sprayer delivered Friday 3/29. PW's started painting Monday 4/1 and finished all but minor trim by today. With Council permission PW's will take down the existing white garage to make additional room for parking.

Expecting proposed interior renovation plan from Dean Camlin this week. Will be applying for building permit when we get plan from Dean.

Met with Bollinger & Brooks Construction on 3/28 to get updated prices for Shugars parking lot at 132 Church St., estimates on paved handicap and gravel parking spaces on rear of Dielman Inn and estimates for lower portion of Spoerlein Dr. and Union Bridge Rd. from Church to Maple. The estimates for Spoerlein and Union Bridge are more for budget purposes but Spoerlein could possibly be done with Shugar's lot and Dielman Inn Lot

Blue Ridge and College Ave. Road Improvement Project

Bid opening 4/1/19. 3 bids received. You have copy of the bid tab totals.

Bid analysis and recommendation due Friday 4/5 from ARRO. ARRO is checking references and using standard list of questions for each reference. I will be contacting 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.

FY-20 Budget Update

The FY-20 budget is ready to be introduced. Michelle has budget ordinance. **A Motion by Councilmember Schultz to introduce the FY20 budget, 2nd by Councilmember Hoffman and approved 5-0.**

Small Cell Ordinance

Continued discussion by Town Attorney Ostrander

Treasurer's Report:

Each of the following balances given as of March 31, 2019

General Fund the balance is - **\$276,397.56**

General Fund Capital Budget the balance is - **\$177,972.18**

Enterprise Fund balance is - **\$305,516.16**

Enterprise Capital Reserve and 3 R's Fund the balance is- **\$273,272.14**

Developer fees the balance is -**\$890,875.94**

Money Market Fund the balance is -**\$30,504.97**

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

Real Property Report

There are 9 properties For Sale

There are 5 properties in a Foreclosure process

Water/Sewer

Water/sewer bills were mailed out on 4/2/2019.

Election -

First day to obtain papers and to file	
Certificates of Nomination available	February 5, 2019
Last day to file Certificates of Nomination	Monday, April 15, 2019
Last day to register to vote	Monday, April 08, 2019
First day to request Absentee Ballot	Friday, April 19, 2019
Deadline for returning Absentee Ballot	Monday, May 13, 2019
ELECTION DAY	Tuesday, May 14, 2019
Certify Election Results	Thursday, May 16, 2019

3 Certificates of Nomination have been received as of today.

Lehigh Update: No representative in attendance

Residents' Concerns: None

New Business:

- Melvin Baile, resides at 1827 Old New Windsor Pike, New Windsor, MD is not a resident in the municipal limits but resides right outside of Town. He was inquiring of the Town if they would ever consider broadband service. Town Manager and Town Clerk are scheduled to meet with Freedom Broadband on April 17th. Information will be provided at future Town meeting.

Announcements:

- Town Beautification Day – 4/27 – meet at Town Hall
- Mark Taggart will be attending on that day to give recommendations on landscaping at Dielman Inn
- Next planning meeting for the 175th anniversary will be on 4/11 at 7:00 p.m.

A Motion by Councilmember Custen to adjourn the regular meeting at 8:20 p.m., it was 2nd by Councilmember Schultz and approved 5-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer