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Minutes – Town Council May 1, 2019

Present: Mayor Roop, Ed Palsgrove, Vice-President of Council, Council Members, Sandee Custen, Ed Smith and Kimberlee Schultz. Councilmember Hoffman was not in attendance. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 20 other attendees.

Public Hearing on FY20 budget: Mayor Roop called the Public Hearing on FY20 Budget to order at 7:00 p.m. Hearing no comments from the public, Councilmember Palsgrove motioned to close the Public Hearing and Councilmember Schultz 2nd the motion . It was approved 4-0.

Call to Order: The regular Town Council meeting was called to order by Mayor Roop at 7:05 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 electronical 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.

Recognition of 90th birthday : Mayor Roop presented a Certificate of Recognition to Kenneth M. Munshaur who will reach his 90th birthday on May 11, 2019.

Recognition of Service: Mayor Roop presented a plaque to Councilmember Custen for her service on the Town Council.

Previous Meeting Minutes: A Motion by Councilmember Smith to approve the April 3, 2019 minutes. It was 2nd by Councilmember Schultz and approved 4-0.

Council Reports – presented by Mayor Roop

Public Works: Councilmember Hoffman – not in attendance

- Mowing, weed trimming
- Yard waste is under way on the 1st and 3rd Wednesday of each month
- Prepped for Beautification day on 4/27/19
- Thank you to Public Works for all their hard work on bulk trash day, April 27th
- Prepared Lion's Park pavilion for rental season
- Planning Commission met and approved the New Windsor section of the Carroll County Master Plan

- Mayor Roop publically thanked Councilmember Hoffman for leading the beautification of Main Street Park on April 27th.

Water & Sewer: Councilmember Palsgrove –

- Water/Sewer equipment have been functioning well
- Public Works crew did a great job on renovating their area of the new building purchased at 209 High St.

Public Safety: Councilmember Smith –

- Defer to Deputy Colussy for his monthly report
- Since the warmer months are here, there are some home improvement scams out there, be careful
- School is almost out watch for the increase in children in the neighborhood

Economic Development: Councilmember Schultz –

- Carroll County Downtown did not meet. But will meet in June
- The Department of Tourism for Maryland contacted here and walking tour brochures were provided to them for all the Welcome Centers
- Human Services is doing a capital campaign for renovation of their new building

Community Enhancement: Councilmember Custen –

- Expressed great appreciation for being on the Town Council the last 3 years
- Need to keep the dog waste stations and dog park items active for discussion
- Consider a Composting area
- Have quarterly meetings on Saturday for those that cannot make it home to attend the Wednesday night Town Council meeting
- Would love to see bike paths
- Have a list of teens that could assist the elderly residents with snow removal
- Would like to see a 2nd Beautification day in the fall

Mayor's Report:

April 1	College Avenue & Blue Ridge Avenue Bid Opening SHA/Town CL841 Main Street Alternatives Meeting
April 2	Carroll County Economic Outlook Breakfast
April 3	Meeting with Town Manager Dye Town Council Meeting
April 5	Obtained \$400 from Comcast Cares for Beautification Day Supplies
April 11	WasteZero/Town Meeting College Avenue and Blue Ridge Avenue Street Project Bid Review Submitted Sustainable Communities Application to DHCD
April 12	Taneytown Business Breakfast
April 15	Meeting at Dielman Inn with Clark Taggart Meeting with Town Manager Dye Town Work Session
April 17	Contacted Dennis Nola with Comments about Future Park
April 18	Lecture on Local Government at Springdale Preparatory School Supplied Candidate Names to Carroll County Times & Community Media Center
April 22	Meeting with Town Staff for Beautification Day
April 23	Pre-Bid Walk-Through at 209 High Street
April 24	Confirmed Final Amortization Schedule after \$250,000 State Funding
April 27	New Windsor Beautification Day

April 30 Sent Email to SHA Administrator Greg Slater and Local Delegation about Streetscape Project

Community Deputy: - Brian Colussy –

- 58 calls in April – 2 required reports
- National Night Out planning has begun, need volunteers, if interested meet on 5/15 at Town Hall at 4 p.m.
- Project 365 – finding a location in Town that has issues and solving the issues within 365 days

West Carroll Recreation: Kevin Cornick –

- Not in attendance

Fire Chief Report: Chief Tom Coe –

- 24 calls for fire – YTD 131
- 56 EMS – YTD 213
- Carnival June is 6-3-19 – 6-8-19 with the parade on Wednesday evening
- 5/3 there will be a training event at 1400 block of New Windsor Rd

Town Manager Report:

SHA Streetscape & Water Line Project:

Waiting on submission of 100% plans from GMB. Sent email to GMB Monday and again today requesting a schedule, timeframe and status for submittal of 100% plans.

FuTuRe PAYT:

At the Work Session in April we started the discussion as to what New Windsor will do after the pilot program ends on June 25th of this year. Should New Windsor continue with PAYT on our own beginning July 1st there are many factors to consider. Mark Sanfilippo with North American Solid Waste gave a presentation at the Work Session meeting. My recollection from Mark's presentation is if New Windsor is interested in working with Mark and North American Zero Waste next step would be a Needs Analysis meeting.

Project Open Space (POS):

New Windsor is up for grant funding in FY-20 and May 15th is deadline to make an official request for funds to County. There are 2 parks that we could apply for funding. Main St. Park at corner of Green Valley Rd. and Main and 201 Main St. Park. Looking for direction and to prioritize projects and specific items. Expected POS grant money is approximately \$100,000 including County and Town match. We could apply for more and see if we get it. More than likely all municipalities who are eligible for funding will apply for their share but you don't know for sure.

Chris Batten provided cost estimate for 201 Main St. Park. You have copies in your binders. There are a couple of items which are costly: Bathroom/Storage Building = \$50,500, Electrical and Lights = \$14,040, Construction Management & Contingency = \$54,290. We do not need Construction Management with this project and 20% contingency is high. Application for funding for 201 Main St. Park will be relatively easy because Frank & Mike already have a lot of needed paper work, plans & information.

Main St. Park we will need a scope of work for what we want done, sketch or plan and cost estimates. Mike would be starting from scratch on this! May not have time to prepare by May 15th **Town Council wants to move forward on the 201 Main St. location**

209 High Street L-1 Building Purchase

Update since April 15th Work Session as follows:

Pre-Bid and Walk Through meeting held April 23rd. We had 12 Contractors attend. On April 30th I met with a subcontractor, GC who wanted a second walk through and a new contractor who did not make the April 23rd date. Cut off for questions is May 6th. with bids being due May 13th.

Dean Camlin and I have Addendum #2 prepared from questions that resulted from the Pre-Bid. At this point we will wait until the cut off for Questions on May 6th and then release Addendum #2 with attachments. This way we do one last addendum.

Good news on the electrical outlets. Based on information received from County electrical inspector most existing outlets should meet ADA requirements.

Carroll County review comments from Permits and Inspections were provided to Dean Camlin on April 29, 2019. One comment was not anticipated, requirement to separate the basement from the upper level with fire rated construction. Dean plans to dispute this requirement and will be providing a written response to all comments.

BPR has completed the Grading and Parking Area Plan off of Spoerlein Drive on Dielman Inn property. The plan will be submitted with Dean's response letter to County, submitted to Potomac Edison for guide pole design, used for construction and grading and presented to New Windsor Planning Commission.

Blue Ridge and College Ave. Road Improvement Project

Update since April 15th Work Session as follows:

Council voted to award the contract to ECM Corp. An Acceptance & Award of Contract letter and draft Service Agreement was sent to ECM on April 22nd. ECM hand delivered 2 signed copies of Certificate of Liability Insurance, Performance Bond and Service Agreement yesterday at 12:30. Pre-Construction meeting sometime next week. ECM provided dates and time which have been forwarded to ARRO and Town staff.

There are some aspects of the contract we need to discuss with Town Attorney. I have added a brief closed session on the agenda. 3-305(b)(7).

Treasurer's Report: Each of the following balances given as of April 30, 2019

General Fund the balance is **-\$294,035.01**

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

Enterprise Fund balance is **- \$392,677.86**

Enterprise Capital Reserve and 3 R's Fund the balance is **-\$148,327.44**

Developer fees the balance is **-\$232,109.43**

Money Market Fund the balance is **-\$30,512.49**

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

Real Property Report

There are 14 properties For Sale

There are 5 properties in a Foreclosure process

Water/Sewer

Water/sewer bills will have the 1st late charge assessed on 5/3/2019.

Election

The Candidate Forum is scheduled for 5/9/19 at 7:00 p.m. at Windsor Station. There are a total of 7 candidates that have filed for 3 (three) available Town Council seats. The election date is 5/14/19 at Community Meeting Room. Polls are open from 7:00 a.m. – 8:00 p.m. No write-in votes will be allowed and will void the entire ballot. The Election Judges are, Darlene Blacksten, Chief Judge, Judy Coe, Election Judge and Larry Wood, Election Judge.

Lehigh Update: No representative in attendance

Residents' Concerns: None

New Business:

Possible purchase of Dave Valentine's Truck. At last month's Work Session meeting I mentioned Dave is selling his personal truck. As requested, Dave provided information for the year, make, model and specific features, vehicle description sheet from dealer and vehicle service contract. I also pulled KBB value for private party seller. You have copies in your binders.

In the Capital Budget General tab of the introduced budget a new pick up is planned for FY21 for \$60,000. This purchase would be a year earlier than planned but would save the Town \$24,000. I think this is a good deal and good opportunity. Dave has taken good care of the truck, has service work done by dealer every 5000 miles so we know what we would be getting.

Money savings of \$24,000 can be reallocated toward a mower (\$15K in FY22) or dump truck (\$110K in FY23).

Funding can be from General Fund Capital.

Announcements:

A Motion by Councilmember Smith to adjourn the regular meeting to enter in a Closed Session for 3-305(b) (7) at 8:48 p.m., it was 2nd by Councilmember Palsgrove and approved 4-0.

Regular Meeting motion to adjourn by Councilmember Custen, 2nd by Councilmember Smith at 8:58 p.m. and approved 4-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer