

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**

May 20, 2019

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

**Present:** Mayor Roop, Councilmembers – Terry Green, 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 10 others in attendance.

**Approval of Minutes:** A Motion by Councilmember Smith to approve the April 15, 2019 minutes. It was 2<sup>nd</sup> by Councilmember Palsgrove and approved 5-0.

**Agenda Items:**

- **Swearing In of Town Council Electees** - Mayor Roop administered the Oath of Office to the newly elected Town Council members, Terry Green, David Hoffman and Kimberlee Schultz. Congratulations!
- **Blue Ridge/CollegeAve. Road Imp. Project Update** Pre-Construction meeting and site walk held Friday May 10<sup>th</sup>. All MOU's (Memorandums of Understanding) were either hand delivered or mailed certified mail on Monday May 13<sup>th</sup>. We have received 7 signed MOU's so far. Waiting on schedule from ECM with mobilization soon.
- **209 High Street Purchase** - Bids opening Monday May 13<sup>th</sup> with 6 bids received. You have a copy of the bid tabulation in your binders. Bids are listed from lowest to highest. As you can see all bids were over the cost estimate and original budget. The first 4 bids are within \$8,056 of each other so that is a good indication the cost is within that range. The estimate from Dave Bullock that was submitted to Farmers and Merchants Bank as a requirement for the loan was \$105,000 which did not include profit (typically 10%). Dave's estimate was based on previous County comments from Permits & Inspections when Steve Lorentz applied for his building permit. County Permits & Inspections comments for the Town's building permit were issued April 29, 2019. The comment from Building and Fire Protection, "a fire barrier and horizontal assembly with a 3-hour fire resistance rating shall be provided to separate the lower level from the remainder of the building," is new, unexpected and likely adding significantly to the cost of renovations. The loan from Farmers and Merchants Bank approved only \$86,000 for renovations based on the appraised value of the building. Bank will only lend 80% of the appraised value. So regardless of the cost estimate submitted with the loan application the Bank would only lend \$86,000 for improvements based on the appraisal. Mike Reynolds and I have started the reference check process and will check all but one contractor. The high bid of \$335,740 is out of the question and not worth checking

references. Contractors were required to submit 3 references as general contractor and 3 references for each sub-contractor. Only one contractor is not using any sub-contractors. 3 contractors have between 2 and 5 subs and one contractor has 11 sub-contractors. That makes for 75 calls and emails to send reference questionnaire letters! It will take some time to complete the review of the proposals, check references and come up with a recommendation.

- **Water Tank Refurbishment Loan –Funding from State -** State of Maryland through the Water Supply Grant awarded \$250,000 to New Windsor that will go toward the Water Tank Refurbishment loan. Money will be allocated in July, 2019. Based on the Final Amortization Schedule provided by State the balance on the loan will be \$6,602.54. You have a copy of the Final Amortization Schedule in your binders. We should consider paying off the remaining balance in August 2019. **A Motion by Councilmember Palsgrove to pay off the balance of \$6,602.54, 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.** Mayor Roop would like to see a decrease in the water base rate by July; this will be a discussion item at the combined June meeting.
- **Ecology Refuse and Recycling Services - You** have copies of a draft letter to Tim Osborne, CEO & Managing Member of Ecology. We continue to have problems and issues with Ecology almost a year into the contract. I am considering rebidding for solid waste and recycling pickup and disposal. A decision as to what we are doing with trash service after the PAYT Pilot program as it will end with the June 25<sup>th</sup> pickup. The two items are closely related and need to be coordinated. Town Council would like answers from Carroll County, Is the tipping fee going up, will they be charging for recycling materials
- **Lagoon Remediation checking account – Balance to be moved to interest bearing CD** – Town Manager and Town Clerk recommend moving monies into a 24 month CD with NWSB/ACNB. After discussion, it was decided by the Town Council to move the monies into a 15 month CD at the same rate as the 24 month CD in case funds would be needed.
- **Office holiday closings** – Since the 4<sup>th</sup> of July holiday falls on Thursday, the office will also be closed on Friday, July 5<sup>th</sup>.
- **Request for solar panels in rear yard** - A resident on Lambert Ave. asked Neal about erecting solar panels in his rear yard instead of on his roof. I forwarded the request to Zoning Administrator Dale Gray. Town Code does not address solar panels in any manner or section. Dale referred me to Chapter 215 Zoning, 215-88 Exceptions and Yard Requirements. Basically, treat solar panels as a structure with a roof. The panels occupy an area in the same manner as the roof of a structure. They block sunlight and moisture from reaching the ground and are synonymous to/with a roof. The solar panels should meet all set back requirements of a structure. Town Attorney will check on adding legislation to cover this subject.
- **Purchase of Dave Valentine’s pickup** – The purchase did not occur because deal on Dave’s new personal truck fell through.
- **Mayor Roop** – Planning Commission member Glenn Monroe’s term is set to expire in June. Mayor has spoken to Glenn and he would be willing to remain on the Commission. Mayor recommends renewing his term for another 5 years. **A Motion by Councilmember Green to renew Glenn Monroe’s Planning Commission term for another 5 years, 2<sup>nd</sup> by Member Hoffman and approved 5-0.**
- **175<sup>th</sup> Celebration** – Mayor Roop wanted thoughts about doing a Confederate Raid reenactment , local resident, Kyle Barber would be coordinating it, after a small discussion, it was brought up that maybe an encampment could be done by both Confederate and Union representation. No decision was made.

- **Memorial Day Service** – Held at the Presbyterian Church on Sunday, the 26<sup>th</sup> at 6:00.  
The VFW from Westminster will be providing the gun salute.

**New Business: none**

The regular Work Session was closed with a motion by Councilmember Green, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0 at 8:15 p.m.

Respectfully submitted,  
Donna Alban, Clerk/Treasurer