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Minutes – Town Council/Work Session July 15, 2019

Present: Mayor Roop, Council Members, Terry Green, Ed Smith and Kimberlee Schultz. David Hoffman and Ed Palsgrove. Also present was Town Attorney Ostrander, Town Clerk/Treasurer Alban and Town Manager Gary P. Dye, Jr. There were 8 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 Smith to approve the June 17, 2019 minutes. It was 2nd by Councilmember Palsgrove and approved 5-0.

Council Reports –

Public Works: Councilmember Hoffman –

- Mowing, weed trimming
- Landscaping at Memorial Park, Rt. #75 & Rt.#31 park and Walking Path
- Repairs were made to the Chev. Pickup and Ford dump truck
- Kubota tractor was down but repair was covered under warranty.
- Pot hole fixed on Union Bridge Rd
- PW asked for the residents in Blue Ridge Manor to be more cautious with recyclables, they are blowing out of the containers and ending up in the sediment pond area which makes mowing tricky
- Planning Commission did not meet in June.

Water & Sewer: Councilmember Palsgrove –

- All water/sewer systems are operating okay according to Jack Coe – recent changes to chemicals at the Hillside wells
- Annual report on the Town's water was included in the newsletter mailing, once again New Windsor has great water
- Several members of the Council attended a tour guided by Councilman Palsgrove of the water/sewer facilities. It was very informative.

Public Safety: Councilmember Smith –

- Defer to Comm. Deputy Colussy for his report
- Amazon has a big push in sales today and tomorrow so there will be an increase in deliveries, watch out for shoplifters

Economic Development: Councilmember Schultz –

- Carroll County Downtown had a booth at the MML conference in Ocean City
- She represents New Windsor on the Board of Human Services – they do provide help with rent or utilities
- Facebook had very positive feedback on the Dielman Inn article ran by the Carroll County Times

Community Enhancement: Councilmember Green –

- He reached out to Mark Ripper, head of IT at Carroll County about the fiber situation in New Windsor. Mark would be willing to come to a future meeting to talk about expanding fiber.

Mayor's Report:

June 15	Joint Town Council/Work Session
June 21	Sign Right of Way for Potomac Edison Pole for 209 High Street Parking Lot
June 23-25	Maryland Municipal League Summer Conference Discussed Possible Funding for Sulphur Springs Park with Secretary David Brinkley, Maryland Department of Budget & Management Discussed State Funding of Streetscape Project – Discussions Continue
June 28	Blue Ridge & College Avenue Street Project Progress Meeting Finalized Site Visit with a Team for the Community Legacy Grant Program Received Design Drawings for Sulphur Springs Park
July 2	Follow-Up with Amanda Allen, Director of Intergovernmental Affairs, Office of Governor Hogan about Streetscape Funding Requested Estimated Cost for Sulphur Springs from Dennis Nola
July 8	Submitted Draw Request for the \$250K Water Supply Grant
July 11	Blue Ridge & College Avenue Street Project On-Site Meeting Submitted SHA Special Event Permit Application
July 12	Taneytown Networking Breakfast Contacted Garrett Glover, Retail & Restaurant Industries Management Consultant, MD Small Business Development Center, UMD about Downtown Economic Revival Program Contacted Edouard Sanchez, Implementer of Potomac Edison's Commercial and Industrial Energy Efficiency Program
July 13	Water & Sewer Infrastructure Tour
July 15	Contacted Cindy Stone, DHCD, about the Circuit Rider Program and Additional Funding if Needed for Blue Ridge & College Avenue Street Project Received Approved SHA Special Event Permit
June & July	Daily Blue Ridge and College Avenue Site Visits Facebook Posts for Blue Ridge and College Avenue Updates Facebook Posts for Snader's Summit Blasting Updates Scheduling and Preparing Information for a Town Council/Staff Retreat Responded to Carroll County Times Reporter Questions

Community Deputy: - Brian Colussy –

- Handled 55 calls in the month of June
- 6 required reports –
- 6/3/19 – 3200 block of Atlee Ridge Rd., assisted Fire Dept. with unresponsive juvenile, juvenile had drank alcohol and smoked marijuana prior to returning home, transported to CC Hospital Center for add'l treatment, case closed

- 6/7/19 – undercover operation during New Windsor Carnival resulted in 2 juveniles violating tobacco laws by using electronic cigarette (VAPE device), devices seized, both juveniles were served paperwork, case closed by arrest.
- 6/7/19 – Another incident involving juvenile with same circumstances as above, case closed by arrest
- 6/7/19 - 2800 block of New Windsor Rd., traffic stop of vehicle with equipment malfunction, one of the occupants admitted that they had a glass smoking device within the vehicle, search of the vehicle recovered the device which contained trace amounts of a white powdery substance, item was seized and both parties were released on citations.
- 6/15/19 – 1000 block of Green Valley Rd., Deputies observed a suspicious condition, upon investigation, Deputy located 3 juveniles walking around a closed business, approached the juveniles and they fled on foot. All 3 were later located, it was discovered all 3 were attempting to gain access to the building, charges are pending.
- 6/30/19 – area of Green Valley Rd. and Main St., Deputy completed a random check of vehicle registration and observed that the owner was currently suspended, verification that the driver was indeed the owner after a vehicle traffic stop, resulted in citations being issued and owner released to a valid drive. Case was closed by arrest

West Carroll Recreation: Kevin Cornick – not in attendance

Fire Chief Report: Chief Tom Coe – not in attendance

Town Manager Report: under Old and New Business

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

General Fund balance is - **\$287,377.74**

General Fund Capital Budget Account is - **\$180,317.25**

Enterprise Fund balance is - **\$353,909.33**

Enterprise Capital Reserve and 3 R's fund the balance is– **\$148,389.41**

Developer fees the balance is -**\$344,349.58**

Money Market fund the balance is -**\$30,527.79**

Real Property Report

14 properties For Sale

3 properties in a Foreclosure process

Water/Sewer

Quarterly bills were mailed out June 28th. The Public Works department is going to be starting a program to begin replacing aged meters.

Health Insurance – There was a slight increase in employee's health insurance for FY20.

\$613.92 for the year. This is one of those budget items that are hard to predict and prepare for.

The additional amount can be funded from the contingency line item of the budget.

Lehigh Update: No representative in attendance

Residents' Concerns:

Old Business:

209 High Street Renovations – Update, briefing and award of contract. Refer to briefing paper.

Reference: 209 High Street Renovation Additional Funding and application for funding through Maryland Local Government Infrastructure Finance Program.

Background: We received 6 bids for renovations to 209 High Street for New Town Hall and Public Works building. Mike Reynolds and I evaluated the 4 lowest bids which were all within

\$8,056. At the June meeting, I recommended we award the renovations to Sierra Construction with lowest bid of \$186,938. Before a decision is made Mayor and Council requested more specific information on how we will pay for the additional \$100,000 needed over and above the loan from Farmers and Merchants Bank.

We have 3 options from NWSB that we discussed last month. Refer to the print out. I believe option 2 would be the best of the 3 options. Option 2 is to closeout our current CD of \$115,000 with Windsor Wealth Advisors and use funds for balance of renovations. This would deplete our reserve money for the General Fund. I believe this should be a contingency plan should we not get approved through MD LGIF Program.

Another option is the MD Local Government Infrastructure Finance Program. Donna and I have had a couple of conference calls and several emails with Charlie Day, Manager of the Infrastructure Bond Program. We have considered many options and asked many questions of Charlie to learn about the program and specifically what types of projects qualify and what information is needed to fill out the application. The LGIF Program is new to Donna & me. The LGIF Program has either 1 or 2 pooled mechanisms each year where they borrow large sums of money for several municipalities and the projects each municipality needs funded. Whether there are 1 or 2 pooled mechanisms each year depends on need. Charlie is fairly sure there will be at least 1 opportunity in 2020 but cannot be sure when it will be.

We can apply for the next pooled loan application through MD LGIF Program. Application is due by July 18th with approval of loan and disbursement of money mid to late November 2019. The fall application will include 11-12 jurisdictions for a pooled loan of approximately \$20 - \$30 million dollars which allows for a very low fixed rate loan (estimated @ 3.25 % +/-).

There would be 2 New Windsor projects included in the July application; 209 High St. additional funding for \$110,000 and re-finance of the 209 High St. loan with Farmers & Merchants Bank for \$340,000. The Farmers & Merchants loan is fixed at 5.25% for 7 years. The loan through MD LGIF will be approximately 2 percent lower interest rate over 20 years. These 2 projects can have separate loan terms but the maximum is 30 years.

Our current loan with Farmers & Merchants Bank is \$2,280 per month. I ran numbers to estimate our monthly payment to the State. Using \$450,000 at 3.5% (conservative) for 20 years payment would be \$2,600. This is an increase from the F&M loan of \$320/month and \$3,840/year. The F&M loan is currently budgeted in FY-20 and the additional money can be paid from the Contingency line item or General Fund reserve this fiscal year. In FY-21 the budget can be adjusted to cover the additional money.

We will first use the \$86,000 from the Farmers & Merchants loan to pay Sierra Construction. If Sierra Const. finishes the renovation before disbursement of the State loan money, we can temporarily use General Fund Capital Budget money to pay the contractor and then reimburse the General Fund upon availability of State loan. Sierra Construction has stated they can start construction 5-10 days upon NTP and the renovation will take 90 calendar days. That would be approximately October 28th so the timing will be close to disbursement of State money!

In our conversations with Charlie Day he is confident New Windsor's application will get approved. We are finalizing the application and with your approval will submit prior to deadline of July 18th. The Town is not committed to the money applied for until we officially accept the loan. The application gets us in the que and the timing is right for the fall pooled application for our 209 High St. projects. We will need to pass legislation for Notice of Intent to Reimburse via Town Resolution. Depending on your decision this can be done next month. There will also be legislation required when we borrow money from MD LGIF Program and Charlie has template form to use.

My recommendation - apply for the 2 projects for 209 High St. on July 18th so that, we can award the Renovation Project and get started.

Desired Actions:

1st. - Vote to approve applying for funding of 2 projects for total of \$450,000 through the LGIF Program on July 18, 2019. **A Motion was made by Councilmember Palsgrove to apply for LGIF funding for \$450,000, 2nd by Councilmember Hoffman and approved 5 -0.**

2nd. -Award the bid for Renovations to 209 High Street New Town Hall and Public Works Building to Sierra Construction for \$186,938.00. **A Motion by Councilmember Green to award the renovations at 209 High Street – New Town Hall and Public Works Building to Sierra Construction for \$186,938.00, 2nd by Councilmember Schultz and approved 5-0.**

Main Street Park (Gazebo Park) – Wayne put together a scope of work for your review, comment and input. Refer to your binders. We wanted to get your thoughts and any suggestions so that Wayne can get cost estimates needed for Maryland Community Parks and Playgrounds Program Grant application. Mike Reynolds is preparing the application which is due on August.21, 2019 with award of grant in May 2020. **Town Council okay with moving forward on the project.**

Water Tank Refurbishment Loan – Final payoff amount was different from what was approved at the May 20th Work Session. Donna to present and explain:

Payoff of Water Refurbishing Loan the Town Council approved the payoff amount of \$6,602.54 at the May 20th Work Session. That amount was for the principal only. The final payoff amount came in at \$8,689.80, this is a difference of \$2,087.26, which includes interest of \$1026.41 and Administration fees of \$1060.85. (Copies in your binders)Need approval for the new amount. **A Motion by Councilmember Palsgrove, 2nd by Councilmember Schultz to pay off the additional \$2,087.26 on the Water Tank Refurbishment loan, approved 5-0.**

Reduction of Water Base Rate: Mayor Roop recommends that \$8.00 be deducted off the base rate for water beginning with the October 2019 billing. This would continue with each quarterly billing for FY20. This is the savings generated by paying off the Water Tank refurbishment loan. Councilmember Green suggested keeping the water base rate and user rate the same for FY-20 and not increasing either. A discussion resulted with Town Attorney Ostrander being instructed to prepare a Resolution adjusting the water base rate only for action at the August Town Council meeting.

New Business:

Resolution No. 07-15-19 – A Resolution for Authorization of consumption and possession in open containers of alcoholic beverages on Public Property during the Music on the Main event in October 2019. **A Motion was made by Councilmember Hoffman to adopt, 2nd by Councilmember Green and approved 4-1 with Councilmember Palsgrove voting nay.**

National Night Out Proclamation – Mayor Roop read a Proclamation to proclaim Tuesday, August 6th, 2019 as “National Night Out” in New Windsor.

Announcements: National Night Out – 8/6/19 – 6:30 p.m. to 8:30 p.m. at the New Windsor Carnival grounds.

Respectfully submitted,
Donna Alban, Clerk/Treasurer