



NEAL ROOP, MAYOR
NRoop@NewWindsorMD.org

TOWN OF NEW WINDSOR
211 High Street - P. O. Box 609
New Windsor, Maryland 21776
info@NewWindsorMD.org

PH. 410-635-6575
FAX 410-635-2995

Minutes – Town Council August 27, 2019

Present: Mayor Roop, Council Members, Terry Green, Ed Smith, Kimberlee Schultz and David Hoffman. Councilmember Palsgrove was unable to attend. Also present was Town Manager Gary P. Dye, Jr. and 4 other attendees.

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

Town Manager **209 High Street –Proposed Mod #01-R2:**

Sierra Construction submitted MOD #1 – R2 (Change Order) for the renovations to 209 High St. for a total of \$13,683. There are 11 items that make up MOD #1 – R2, three are credits and 8 are additional modifications. All items are the result of demolition of the drop ceiling and acoustic tiles, progress of the renovation project now in full swing and regular walk through site visits and meetings with Sierra Construction. There are 2 specific items that are the costliest.

Item C – New Exterior Side Door. Sierra brought the poor condition of the existing side door to the attention of Town Manager and Architect Dean Camlin during an on-site meeting. The existing door is rusting around the frame and in bad condition. This door will be behind the Mayor and Council during our public meetings and will be an eye sore in our new public meeting room. The Town Manager and Architect thought it was best to replace the door. The total cost for this item is \$2,394.25.

Item G – Demolition of Existing Drop Ceiling and Add New Drop Ceiling. This is in the hallway stairs leading to the lower level and second means of egress and is related to providing fire protection. Upon demolition of the existing drop ceiling in the upper level it was discovered there is no fire rated barrier between the hall way and the kitchen/rear offices. The solution was to install a new, lower, fire rated ceiling down the hall way stairs similar to what is being done in the upstairs hall way. This requires a new surface mount LED light fixture. The total cost for this item is \$2,342.00.

The other items are more minor in nature and self-explanatory. It is not uncommon to discover changes and modifications to construction projects of this type once the project and demolition begins.

The additional cost can be offset in a couple of ways.

1. Our application to the MD Local Government Infrastructure Program was for \$110,000. So, between the Farmers & Merchants loan of \$86,000 for renovations and the additional \$110,000 that gives us \$196,000. Sierra's bid was for \$186,938 leaving \$9,062.

2. The Potomac Edison LED Light Rebate will be \$3,700 (\$12,762)
3. The remaining \$921.00 can come out of the Public Works Contractors budget line item of \$12,000, the General Fund Contingency budget line item of \$20,000 or the remainder of the \$55,000 CD we cashed in for 209 High St. related expenses if there is any money remaining.

My recommendation is to approve the proposed MOD #01-R2 for \$13,682.77.

A Motion by Councilmember Hoffman to approve Mod. #01-R2 for \$13,683.00 and use the remaining \$55,000 CD proceeds as 1st option to pay up front as needed and reimburse funds when LGIF money is received and apply Potomac Edison Lighting rebate money when it becomes available. It was 2nd by Councilmember Green and approved 4-0.

A Motion to adjourn the meeting by Councilmember Schultz at 7:30 p.m., 2nd by Councilmember Smith and approved 4-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer