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TOWN OF NEW WINDSOR
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Council Work Session Minutes

October 21, 2019

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

Present: Mayor Roop, Councilmembers – David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Also present, Town Attorney Ostrander, Water/Sewer Contractor – Jack Coe, Town Manager Gary Dye and Town Clerk, Donna Alban. Councilmember Green was not in attendance.

Approval of Previous Month's Minutes: A Motion by Councilmember Palsgrove to approve the September 16, 2019 minutes, 2nd by Councilmember Schultz and approved 4-0.

Agenda Items:

- **FY18 Audit:** Michael Sampson, of Zelenkofske Axelrod, LLC, audit firm conducting the Town of New Windsor annual audit, presented to the Mayor and Town Council. **A Motion by Councilmember Smith to approve the FY18 Town of New Windsor Audit, 2nd by Councilmember Hoffman, approved 4-0.**
- **Potomac Edison power issues:** The Town has been in contact with Dave Kline, representative of Potomac Edison with the concerns of increased power outage blips occurring. Mr. Kline provided a response which has been placed on the Town's Facebook page.

201 Main Street: Continued discussion, at the October Council meeting we discussed a few options to bring the project within budget. The following breakdowns of costs are from Architect Chris Batten's estimate, were used by Mike for the actual POS application and include 10% contingency:

<u>ITEM</u>	<u>COST</u>
POS Sign	\$1,000.00
Paved Patio & Walkway	\$28,600.00
Lighting/Electrical	\$22,000.00
Gazebo & Benches	\$22,100.00
Landscaping	\$35,200.00
Plumbing Rough-In	\$7,810.00
Design/Engineering	\$15,000.00
Total Project Cost	\$133,200.00 (Includes 10% Contingency)
Total Project Cost	\$120,155.00 (No Contingency)

The approved POS funding is as follows:

<u>ACTUAL FUNDING</u>	<u>AMOUNT</u>
State	\$81,128.00 (90%)

County	\$4,056.40 (5%)
Local/Town	\$4,056.40 (5%)
Total	\$89,240.80

Refer to the spreadsheet in your binders for a more detailed breakdown of cost estimate and Concept Plan summary from Chris. The actual funding will not cover all proposed improvements to the park by \$30,914. The options discussed at the last meeting are: we could go through Chris's line item estimate and cut certain things to reduce the project to within the budget. We could put it out to bid with Chris's concept design and request bidders do as much of the design as possible and stay within budget. The Town could invest more than the 5%. Mike needs to put together an application to MD DNR for official award of funding which will be approved by State Board of Public Works. The actual funding numbers above are the amount the Town is approved to apply for. After a discussion, Town Manager will get with Mike Reynolds on the time frame involved for submitting the application.

Town server and e mail migration: John Mangus has left employment at InfoPathways. Our new contacts are Alec Schapiro and Mike Ditman. Mike will be contacting Town staff to schedule the email migration. Alec will assist the Town with any questions or help with New Town Hall. Mayor added that when he attended the Mayor's Conference he asked 40 other Mayors if they use a separate electronic device for Town e mail correspondence and none of them do. Mayor Roop stated he does not want to have to carry another electronic device for Town business.

- **Town Banners:** Tabled until Councilmember Green is in attendance.
- **Rough Cut Mower Purchase:** Purchase of Rough-Cut Mower for Public Works Tractor

Background:

Public Works rough-cut (bush hog) mower is a Woods brand that has lasted approximately 20 years with little to no maintenance or problems. The gear box has failed and the mower has many years of wear and tear. The mower has served the Town well for a long time but like any piece of equipment used in a commercial application equipment wears out. It is time to replace the mower. The rough-cut mower is used to maintain the well sites at the Town farms and Walnut Grove.

We have 3 prices:

1 from Rippeon for a Landpride mower with 5-year gear box warranty for \$5,000

1 from Hooper for a Woods mower with 6-year gear box warranty for \$5,200

1 from Gladhill Tractor for a John Deere mower with 5-year gear box warranty for \$5,850

We have 3 options to pay for this purchase.

Walnut Grove – money market cash account (balance = \$5,600).

Enterprise Fund Capital Reserve, split between water (balance = \$55,000) and sewer (balance = \$55,000). Recommend a 3-way split of \$1,733.33 based on recommended purchase below.

Desired Actions:

Wayne's recommendation is to purchase a Woods mower from Hooper for \$5,200. The Woods we have been very good, reliable, lasted approximately 20 years and the gear box warranty is the best. I support Wayne's recommendation. **A Motion by Councilmember Hoffman to purchase the Wood rough cut mower from Hooper for \$5,200.00. Funds will be used from Water and Sewer Capital Reserve and Walnut Grove money market. It was 2nd by Councilmember Palsgrove and approved 4-0.**

Lion's Park Bench estimates: This was discussed at the October Council meeting. Wayne requested prices from Playground Specialist for 2 options.

1st. option is to remove 4 existing benches, install 2 new benches outside of the rubber surface area and repair the rubber surface from removal of benches. The new benches are a different style from a different manufacturer. This option is \$2,850.00. Refer to proposal.

2nd option is to replace the existing 4 benches under warranty in same locations and repair the rubber surface around the legs. This option is \$350.00.

I recommend we go with 2nd option for now and possibly look to replace the benches at a later date with POS money. **A Motion by Councilmember Smith to go with Option 2, 2nd by Councilmember Schultz and approved 4-0.**

Atlee Ridge Tot Lot trees: The adjoining property owner (#1216) complained about trees overhanging his property and pine needles. Wayne requested a price from Ichabod's Tree Experts. Refer to estimate in your binders.

To trim back bordering row of White Pines, remove 1 dead White Pine and remove overhanging Mulberry Tree in corner cost is \$1,950.

To remove all surrounding trees, ground stumps, grade, seed and straw area cost is \$7,500.

I recommend the lower price trim option for \$1,950. We can use the Landscaping & Maintenance line item budget to pay for the work. If we want to remove all the trees in the future use POS money. Council agrees with maintenance of trees, not removal for now.

Financial Retreat: Mayor Roop is still trying to set this up. Town Manager contacted Glenn Barnes about attending the retreat. Glenn previously worked for University of North Carolina Environmental Finance Center. He started a new technical assistance and training venture called Water Finance Assistance. Glenn is very educated on Enterprise Funds and water/sewer rates. I think he would be a great person to participate in our retreat. Glenn asked if the Town could cover his travel cost of \$500. Also, asked Glenn if he would be interested in facilitating the retreat and what he would charge to provide that service. More to come at a later date.

- **ARRO Request for additional funds on Construction Management services on College/Blue Ridge Avenues project:** Because the project time has been extended, ARRO has submitted and requested a not-to-exceed amount of \$7,500.00 for Construction Management. **A Motion by Councilmember Palsgrove to accept the requested not-to-exceed amount of \$7,500.00 by ARRO for Construction Management on the College/Blue Ridge project. It was 2nd by Councilmember Hoffman and approved 4-0.**
- **Employee Handbook:** The draft of the handbook was reviewed page by page with Town Attorney noting changes. Town Attorney will prepare a revised handbook draft and e mail to everyone prior to the next Work Session.

The regular Work Session was adjourned with a motion by Councilmember Schultz, 2nd by Councilmember Smith and approved 4-0 at 9:40 p.m.

Respectfully submitted,
Donna Alban, Clerk/Treasurer