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**TOWN OF NEW WINDSOR**  
**211 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**

November

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

**Present:** Mayor Roop, Councilmembers – David Hoffman, Ed Palsgrove, Terry Green and Kimberlee Schultz. Also present, Town Manager Gary Dye and Town Clerk, Donna Alban. Councilmember Smith and Attorney Ostrander were not in attendance. There were 2 others in attendance.

**Approval of Previous Month's Minutes:** A Motion by Councilmember Schultz to approve the October 2019 minutes, 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.

**Agenda Items:**

- **3197 Atlee Ridge Road, -** A letter was received from the homeowner requesting to opt out of the MXU radio reader installation at the property. After a short discussion, **A Motion by Councilmember Green that no one can opt out on the MXU radio reader for the water meter, it was 2<sup>nd</sup> by Councilmember Palsgrove and approved 4-0.**
- **Lambert and Hillside Aves., = no turn signs discussion –** Mayor Roop asked the Town Manager to send letters to all the residents on Hillside and Lambert asking them to come to the next Work Session for discussion on this item.
- **Delivery trucks double parking on Church Street – Deferred to Deputy Colussy for a later presentation**
- **Trailer and unmarked cars –** The last discussion on this item was in July 2017 with no decision being made. Town Council needs to keep this item in the forefront as it is still an issue.
- **New public meeting room at 209 High St – Audio/visual set up –** Mayor to check with CMC for a cost on them having cameras and a flat screen for presentation at the meetings. Councilmember Palsgrove asks what is the ultimate goal that we are trying to achieve? Further discussion at a later meeting.
- **Employee Handbook – A Motion to approve the Employee Handbook made by Councilmember Hoffman, 2<sup>nd</sup> by Councilmember Green and approved 4-0.** Town Manager will check with the Town Attorney to see if a Resolution is needed.
- **January Town Council meeting –** The meeting date will be changed to January 2, 2020 since the 1<sup>st</sup> is a holiday.

**Town Manager items:**

**209 High Street Renovations**

Semi-final inspection & walk thru held November 12<sup>th</sup>. Minor punch list items. Sierra to address. Handicap parking paving planned for Wednesday this week.

Fire alarm permit issue still to be worked out. Councilman Palsgrove and I met with Omega Fire & Life Safety on November 12<sup>th</sup>. Waiting to hear back from Omega with cost estimate to bring the fire alarm system up to Code, plan to address the changes that have been done to the existing alarm system and schedule for upgrading the system to Code.

**College & Blue Ridge Ave. Road Project**

Project is 95% complete and looks good.

Outstanding items as follows:

- Hand rails for concrete steps and railing/fence for top of block retaining wall - #301 thru #307 College Ave.
- Testing results for soil, asphalt & concrete. Mike has 3 invoices totaling \$254,405.76 ready to submit to the State but ECM has been told several times the Town will not approve submittal until we have the requested test results.
- Clean up schedule for the lagoon
- Asphalt paving tie in at 105 Blue Ridge Ave. driveway.
- Schedule for final walk through

**Town Email Migration to Cloud**

Mike with InfoPathways ran into issues that can only be resolved by Microsoft. Migration is on hold until further notice from Mike.

**Town Council Items:**

- Councilmember Green contacted Elmer Wolfe chorus director to invite the chorus to perform at the tree lighting ceremony in December. Unfortunately, they are unable to do it. Mayor Roop will check with Springdale Preparatory School about performing.

The regular Work Session was adjourned with a motion by Councilmember Green, 2<sup>nd</sup> by Councilmember Schultz and approved 4-0 at 8:04 p.m.

Respectfully submitted,  
Donna Alban, Clerk/Treasurer