

NEAL C ROOP  
MAYOR  
Email:  
NRoop@NewWindsorMD.org

Phone: 410-635-6575  
Fax 410-635-2995  
Email:  
Info@NewWindsorMD.org

**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
January 21, 2020

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

**Present:** Mayor Roop, Councilmembers – David Hoffman, Ed Smith, Terry Green and Kimberlee Schultz. Also, present, Town Manager Gary Dye, Town Attorney Ostrander and Town Clerk, Donna Alban. Councilmember Palsgrove was not in attendance. There were 17 others in attendance.

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

**Recognition and Thank You - Sierra Construction –**

Sierra Construction was the general contractor for the improvements to 209 High St., new Town Hall and Public Works Building. Sierra utilized 3 subcontractors for plumbing, concrete/masonry and HVAC. Collectively Sierra and their subcontractors did a great job with the renovations. The project was completed in a timely, professional manner with 1 short time extension and only 3 justifiable change orders. Sierra was great to work with and maintained an open line of communication throughout the project which is key for any type of project.

Brian Boteler, Vice President Capital Project Management of Sierra Construction is here tonight, and I would like to take this opportunity to recognize and thank Brian, their staff and subcontractors for a job well done.

Mayor Roop stated that there were 30 members of the New Windsor Vol. Fire Dept that toured the building last Monday and a few others attended last Wednesday.

**Agenda Items:**

- **Lambert Avenue and Hillside Drive traffic and speeding discussion** -Letters were sent to all residents at these 2 locations inviting them to attend the meeting tonight. Mayor Roop and all Councilmembers thanked those residents in attendance. A discussion followed with the following comments:
  - One resident stated that speeding is worse than ever
  - One resident asked for signs alerting drivers of children crossing at bus stop locations
  - The discussion brought up suggestions for calming mounds, signs that would indicate no traffic during specific hours, addition of Stop Signs at Maple and Lambert and lowering of speed limit

After further discussion, Councilmember Hoffman recommended to start with the signs and have a study done on the placement of the calming mounds for effectiveness. The

Council agreed, New signs will be posted for now, along with flags alerting travelers of a new traffic control procedure in place.

- **Town Banners-** Councilmember Green discussed the new design for the banners, copies of this was in the Council binders for review. After a short discussion and a couple of suggestions, Councilmember Green asked that all Council be prepared to decide at the next Work Session meeting in February.
- **Appointment of new Zoning Administrator –** A recommendation by Mayor Roop to appoint William (Bill) Schneeman as the new Zoning Administrator. **A Motion by Councilmember Hoffman to approve the appointment of William (Bill) Schneeman as the new Zoning Administrator, it was 2<sup>nd</sup> by Councilmember Green and approved 4-0.**

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

Project is 97% complete and looks good.

Outstanding items as follows:

- Handrails for concrete steps and railing/fence for top of block retaining wall - #301 thru #307 College Ave.
- Installation of wing wall at the end of the block retaining wall on 301 College Ave.
- Schedule final walk through after completion of first 2 bullet items.
- We finally have all requested invoices from ECM. Invoice #5 was submitted back on November 20, 2019. Invoice #6, Proposed Change Order (PCO) for extra work and Fence cost were submitted January 3, 2020. A detailed email response was sent January 9, 2020 to ECM President, Vice President and lead Project Manager requiring detailed documentation to verify and support the Invoices and Proposed Change Orders by 3:00 PM Friday January 17<sup>th</sup>. You have a copy of the email response in your binders. I do not have the requested information, however; did receive an email from ECM Project Manager Friday at 2:00 PM stating they are working on the requested information and will continue over the weekend. Mayor Roop, Attorney Ostrander and Circuit Rider Mike Reynolds have been kept in the loop and informed throughout the process. We will continue to monitor and evaluate the information when provided by ECM.

**Deputy Colussy – 2019 Year End Report -**Deputy Colussy presented a power point presentation with statistics on Sheriff department responses for the Town of New Windsor during the 2019 year.

#### **Mayor Item:**

- He is President of the Carroll County Chapter of MML. Carroll County and Frederick County are to host the 2021 Fall Conference. There is no location in Carroll or Frederick Counties large enough to host the event. The Chapter is looking at Turf Valley and both Carroll and Frederick County municipalities have been asked to contribute financially. Thus far, 7 of the 8 Carroll municipalities are in support and 4 from Frederick, Mayor asked the Council if New Windsor would contribute financially. Councilmember Smith stated that while he supports it in theory, more time is needed before a financial decision can be made. End of discussion for tonight.

**Town Manager:** A reminder to Councilmembers, Smith, Green and Schultz to finish working with InfoPathways regarding the Microsoft 365 e mail migration.

The regular Work Session was adjourned with a motion by Councilmember Schultz, 2<sup>nd</sup> by Councilmember Smith and approved 4-0 at 8:20 p.m.

Respectfully submitted,  
Donna Alban, Clerk/Treasurer