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TOWN OF NEW WINDSOR
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Council Work Session Minutes
June 15, 2020

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

Present: Mayor Roop, Councilmembers – Terry Green, David Hoffman, Ed Palsgrove, Ed Smith and Kimberlee Schultz. Also present, Town Manager Gary Dye, Town Attorney Ostrander and Town Secretary Kalena Bartoszak.

Approval of Previous Month's Minutes: A Motion by Councilmember Palsgrove, with the changes to approve the May 18, 2020 minutes, 2nd by Councilmember Hoffman and approved 5-0.

Agenda Items:

PIA Request: Town Attorney, Town Manager and Town Clerk have reviewed and made some minor modifications. Updated form was e-mailed out to Council on June 11th for review. Once approved it will be posted on the Town website. Councilmember Schultz is the designated person for PIA request.

Revenue Transfer Enterprise Fund to General:

The Town has an On-Call Engineering Services Agreement with the firm of GMB for SHA Streetscape Utility Improvements. The service agreement is for preparation of bid documents for the replacement of the water system and short section of gravity sewer and force main in preparation of the SHA Streetscape project along MD 31 from Lambert Ave, to 7-11. The service agreement was signed in May, 2017 and the first of many monthly invoices was submitted in June, 2017. The project design and engineering are nearing completion with approximately \$8,000 remaining on the service agreement contract.

Former Town Manager Schaeffer instructed Town Clerk Alban to pay GMB's engineering design services from the General Fund Reserve. In discussions with Clerk Alban and Mayor Roop we believe this money should have been paid out of the Enterprise Fund Reserve because it was engineering for water and sewer infrastructure. Recommend the transfer of approximately \$216,000 from the Enterprise Fund Reserve to the General Fund Reserve.

A Motion to transfer \$216,000.00 from Enterprise Fund to General Fund from Councilmember Palsgrove, 2nd by Councilmember Green

Social Media Policy: Attorney Ostrander requested this agenda item for discussion.

In searching Town files & records the most recent Social Media Policy is Resolution No. 09-02-15 which was emailed to the Mayor & Council on June 11th. The Mayor & Council can take this time to review and discuss the policy. The Social Media Policy will be put on the Town website upon final approval.

Re-opening Town Hall and Public Meetings: Town staff and Mayor Roop have started discussing this item.

Opening Town Hall to the public can be done easily and safely without much trouble. The hallway door to the offices will remain closed and locked. Residents could enter the building through the front door and communicate with Receptionist through the sliding window at the front of her office. We discussed putting a tape line on the floor 6' from the sliding window with signs saying wait here until Receptionist directs you to the window. Also, can put X's on floor at 6' intervals in the event that multiple residents come into the building at one time, which is uncommon. Appointments with staff can be made upon request and proper safety protocols can be used, social distancing, masks, etc. as necessary.

Public Meetings at Town Hall: this may be more challenging until the 6' distancing protocol is lifted. Staff did a seating layout for Mayor, Council, staff and public. Maintaining 6' spacing would allow for only one person per table. We have 6 permanent tables which would cover the Mayor & Council. There is room to set up folding tables for Town Clerk and Town Manager. Town Attorney, Community Deputy, Rec Council, Fire Chief, Lehigh, Public Works Director and any special guests would have to sit in the audience.

No Parking Signs on College Ave.: This was discussed at the June 3rd Council meeting. TM measured distance from property line between #304 and #306 College Ave. to intersection with Green Valley Rd. for placement of sign 'NO PARKING FROM HERE TO CORNER'. There is approximately 135' from property line to edge of Green Valley Rd. There is a stop sign approximately 17' back from edge of Green Valley Rd. and a diagonal cross walk back approximately 15' from stop sign. Council was to walk and/or drive College Ave. to see and get a feel for the situation.

Announcements:

Letter from President of MML regarding Racial Injustice, Town of New Windsor will be added to the list in support.

Tuesday, June 30 at 5:00 PM there will be a celebration at Floodzone in Union Bridge for Mayor Perry Jones for becoming the President of MML

A Motion at 7:45 p.m. to adjourn by Councilmember Smith, 2nd by Councilmember Schultz and approved 5-0.

**Respectfully submitted,
Kalena Bartoszak, Secretary**