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TOWN OF NEW WINDSOR
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Council Work Session Minutes
July 20, 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, and Kimberlee Schultz. Councilmember Ed Smith was not present. Also present, Town Manager Gary Dye, Town Attorney Ostrander, Director of Public Works, Wayne Myers and Town Clerk/Treasurer, Donna Alban. There were 2 others attending virtually.

Approval of Previous Month's Minutes: A Motion by Councilmember Palsgrove to approve the June 15, 2020 minutes, 2nd by Councilmember Hoffman and approved 4-0.

Agenda Items:

Wastewater Treatment Plant – Preliminary Engineering Report (PER) process: Brice Foxwell of the firm, George, Miles and Buhr (GMB) is attending the meeting via ZOOM and spoke to the Mayor and Council regarding the process to upgrade the WWTP from SBR Tanks to Enhanced Nutrient Removal (ENR). Funding is available through Maryland Department of the Environment (MDE), Bay Restoration Fund (BF) to approximately 60 minor wastewater treatment plants across the State of Maryland. **A Motion by Councilmember Palsgrove have GMB move ahead with the Preliminary Engineering process for ENR capability at the WWTP, 2nd by Councilmember Green and approved 4-0.**

Award of Contract for Safety Fence and End Wall Completion – Blue Ridge/College project:

- Town Manager stated that before you tonight there is a spreadsheet showing 4 Contractors contacted for the Fence and 4 Contractors contacted for the End Wall. Only 2 Fence contractors provided the necessary International and Residential Code Certification; Frederick Fence and Long Fence. Frederick Fence submitted a pricing of \$12,650.00 with Long Fence submitting \$20,734.00. The Town Manager recommends the Town Council approved the bid of \$12,650 from Frederick Fence at tonight's meeting. Only 2 End wall contractors submitted quotes, Stone Strong of Maryland - \$29,745.00 and Schussler's Brooke Valley Farm - \$13,835.00. The product Stone Strong would be using is overkill for this type of wall, therefore; The Town Manager recommends awarding this job to Schussler's Brooke Valley Farm for \$13,835.00. **A Motion by Councilmember Green to award Frederick Fence and Schussler's Brooke Valley Farm the**

fence and end wall contracts for a total of 26,485.00. It was 2nd by Councilmember Palsgrove and approved 4-0. State Department of Housing and Community Development (DHCD) has indicated that the Town can apply for additional funding of \$75,000.00 to cover the cost of these projects and apply the balance left to the overage by ECM for the Road improvement project. The Town will submit a request for the additional grant money.

Social Media Policy: At the June 15, 2020 Work Session the current Social Media policy dated 09-02-15 was presented for the Mayor and Town Council to review. Councilmember Schultz will provide more data to the Mayor and Town Council and this subject will be revisited at the August Work Session.

Blue Ridge Sewer Pump station upgrade: Town Manager stated that this station was built in 1993. Since it is 27 years old, problems, failures and break downs have been occurring over the last several years. This pump station handles the homes in Blue Ridge Manor, the Reserves and Snader's Summit developments. Since problems are increasing and this station has been on the capital project schedule for several years the time has come to the begin the process to upgrade the station. Town Manager Dye will request a design proposal from GMB.

MD 31 Water Main Improvements Project update: Town Manager Dye stated that GMB design engineering and plans are 98% complete. The final information needed by GMB is determination on pavement requirements and traffic control by State Highway. On July 14th, via ZOOM, a joint meeting occurred with the participation of the Town, SHA and GMB to discuss the project. Once GMB submits the proposed pavement sections, details and traffic control standards and details to the SHA for review, if the SHA approves, the Town will submit a Utility Permit application. After the Utility Permit application is approved, a SHA traffic control permit is also required. The MD 31 Water Main Improvement project is expected to take 18 months for completion and is tentatively planned to start in the summer of 2021. The Town needs to get the plans, specs, permits and approvals to 100% and collectively decide on when to start the project. The Town is planning to apply to Local Government Infrastructure Finance (LGIF) for funding. This is a part of Maryland Department of Housing and Community Development (DHCD.)

Lot Line Reconfiguration:

At the June 3rd Town Council meeting, Councilmember Smith brought this topic up after the Hartzler Crematory project was addressed. Councilmember Smith inquired about the process and timeframe to express public concerns regarding health and requested the topic be placed on tonight's Work Session agenda. There was mention of the process and rules for lot-line reconfiguration being covered in the Comprehensive Master plan. Per Attorney Ostrander, that issue is NOT covered in the Master plan. The rules regarding lot-line reconfigurations are in the Subdivision of the Land Chapter of the Town Code. To change that section, the Planning Commission would review first, a draft Ordinance would be prepared and then referred to the Council for legislative action.

Purchase of new pick up truck for Public Works – update:

Town Manager Dye instructed Director of Public Works, Wayne Myers, to contact Mike Myers, Carroll County Bureau Chief of Purchasing. Wayne put together specifications for what is needed by Public Works and sent to a few local dealerships and Mike at Carroll County Purchasing. Mike will send the contracts between the County and truck dealers so that Wayne can contact them for pricing on the specifications that Wayne put together.

Late Charges on Water/Sewer billing: The Town will not be charging late charges on billing or turning off any water/sewer service until Governor Hogan lifts the State of Emergency in Maryland and the Executive Order regarding this no longer applies.

A Motion at 8:45 p.m. to adjourn by Councilmember Schultz, 2nd by Councilmember Hoffman and approved 4-0.

**Respectfully submitted,
Donna Alban, Clerk/Treasurer**