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**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
August 17, 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, Kimberlee Schultz and Edward Smith. 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 Hoffman to approve the July 20, 2020 minutes, 2<sup>nd</sup> by Councilmember Schultz and approved 5-0.

**Agenda Items:**

**Social Media Policy:** Councilmember Schultz had provided examples of other Social Media Policies at the August 4<sup>th</sup> Town Council meeting for Council to review. After a short discussion with Council and Town Attorney, Town Attorney Ostrander will prepare a draft Ordinance for review and discussion at the September Work Session meeting.

**Re-Investment of Lagoon Fund CD:** On August 22, 2020 the current CD will mature, CD rates are currently low, it is the recommendation of Town Manager Dye and Town Clerk Alban to reinvest the Certificate of Deposit into a 8 month Certificate and re-evaluate rates at maturity time. **A Motion by Councilmember Palsgrove to reinvest to a 8 month Certificate of Deposit, 2<sup>nd</sup> by Councilmember Green and approved 5-0.**

**Use of Enterprise Funds:** Town Manager Dye and Town Clerk Alban have been discussing this topic. Specifically, how the Town spends Enterprise Fund money. Enterprise Revenues consist of developer related fees as follows:

- Water area connection charge – EF in separate checking account and CD
- Sewer area connection charge – EF in separate checking account and CD
- Water meters and radio reads – EF operation
- Impact fee – GF
- Administrative fee – GF
- Permit fee - GF

These charges are assessed with each building permit and moved to the various accounts noted above by Treasurer Alban. The major revenue generators are water and sewer area connection charges currently \$9,375 and \$7,617 per EDU/new home. Currently these revenues are being collected but not being spent and we have significant amounts in both the checking account and CD. Treasurer Alban and Town Manager Dye wanted to bring

this topic up for discussion and get your permission to use the funds for specific water and sewer related projects.

For example:

- Fix and make repairs on the water main leak at Main & High St.
- Repairs at Main Spring Well
- Blue Ridge Pump Station upgrade

After a discussion, Town Manager Dye was instructed to compile a Capital Project report for presentation to the Town Council at the September Town Council meeting.

**GMB's Proposal for Blue Ridge Pump Station Upgrade Design:** This project was discussed at the July 20<sup>th</sup> Work Session meeting and again at the August 5<sup>th</sup> Council meeting. As discussed at the August Council meeting, Town Manager Dye and Public Works Director Myers met with GMB Engineers on-site July 28<sup>th</sup> to discuss our needs, options, a plan moving forward and request for a Preliminary Engineering Report (PER). GMB submitted the PER on August 11<sup>th</sup> and their proposal is for \$23,500. The PER includes:

Topographic survey.

Site investigation

Preparation of Preliminary Engineering Report including hydraulic analysis of the system, analysis of required wet well size, verification of new equipment, evaluating alternatives for pump replacement and description of proposed site improvements.

Design of new station will be based on Gorman Rupp pumps.

PER will include a summary, site sketch of proposed improvements, cost estimate, meeting minutes and design calculations.

Hydraulic analysis of the force main based on as-built drawings and Manning's Formula calculations.

The initial preliminary design phase will be followed by a final design phase which GMB will submit a separate proposal for.

TM requests Council approve GMB's proposal for Engineering Services – Preliminary Engineering Report for Blue Ridge Sewage Pump Station Upgrade for a not to exceed total fee of \$23,500. **A Motion by Councilmember Palsgrove to approve this recommendation by Town Manager Dye, 2<sup>nd</sup> by Councilmember Smith and approved 5-0.**

**Preliminary Engineering Report for WWTP – update:** At the July 20<sup>th</sup> Work Session meeting, Brice Foxwell of the Engineering firm GMB presented and overview of the process to upgrade the New Windsor Wastewater Treatment Plant to Enhanced Nutrient Removal (ENR) and funding available from MDE and the Bay Restoration Fund (BRF). The Council unanimously approved moving forward with the Preliminary Engineering Report (PER). On August 13<sup>th</sup> GMB submitted their proposal for the PER in the amount of \$30,610. In summary, the PER will include project planning, evaluation of existing facilities, establish need for the project, develop and evaluate alternatives, select an alternative based on life-cycle costs and non-monetary factors, development of the

proposed project, make a recommendation and develop a plan for fiscal sustainability of the recommended projects.

Town Manager Dye will issue Notice to Proceed with GMB for the PER. The first steps will be a kickoff meeting with GMB and the Town followed by a meeting with MDE to discuss the project before we start working on the actual PER tasks. TM Dye wanted to provide Council with an update.

**Bowersox Main Spring Well Repairs:** Director of Public Works Wayne Myers has been monitoring some on-going problems with Main Spring Well at the Bowersox Rd. Town Farm. On August 11<sup>th</sup>, PW Director Myers and TM Dye met with Mid-Atlantic Utilities (MAU) on-site to discuss a plan to remediate the problems we are experiencing with Main Spring Well. On August 13<sup>th</sup> MAU submitted a proposal for \$21,910 for the water system repairs and improvements to Bowersox Rd Main Spring Well. The proposal includes three parts:

- Furnish & Install 6” PVC Drain Line – LS Price = \$6,825
- Furnish & Install 4” Discharge Line - LS Price = \$7,700
- Furnish & Install 4” Emergency Pump Connection – LS Price = \$7,385.

TM Dye requests Council approve all three parts for the water system repairs and improvements to Main Spring Well in the amount of \$21,910. **A Motion by Councilmember Palsgrove to approve, 2<sup>nd</sup> by Councilmember Green and approved 5-0.**

Mayor Roop will check with Circuit Rider Mike Reynolds on the status of the FEMA grant for emergency generator.

**A Motion at 8:10 p.m. to adjourn by Councilmember Schultz, 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.**

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