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TOWN OF NEW WINDSOR
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Council Work Session Minutes
September 21, 2020

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

Present: Mayor Roop, Councilmembers – Terry Green, Ed Palsgrove, Kimberlee Schultz and Edward Smith. Councilmember Hoffman was absent. 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 August 17, 2020 minutes, 2nd by Councilmember Green and approved 4-0.

Agenda Items:

Social Media Policy: Councilmember Schultz reminds Council of importance of switching from a group to a page. Councilmember Green would like to see text alerts as communications with residents. Attorney Ostrander was instructed to have a Draft Ordinance ready for discussion at the October 2020 Work Session.

2020 Road Paving RFP – Award of Contract:

Background:

TM, Director of Public Works and Circuit Rider prepared a Request for Proposal for Town of New Windsor Road Paving – 2020 dated August 28, 2020. Bids were due September 11, 2020 at 10:00 AM at which time a formal bid opening was held. We received 7 bids which were opened in the order they were received. 5 of the 7 contractors who submitted bids attended the bid opening and bid results were emailed to all bidding contractors. TM and Circuit Rider followed standard protocol and developed reference question letters that were emailed to the required 3 references for the top or lowest 3 bids.

TM is presenting tonight via ZOOM a spread sheet of the 4 lowest bidders where you can see the difference in the various bid item prices as well as the total cost difference between each of the top 4. White Pine Paving did not use the revised bid tabulation sheets that were provided to all contractors who attended the pre-bid meeting and therefore, references were not checked for White Pine Paving.

The contractors were required to provide bids for two different Schedule of Prices. One for road segments 1-7 and one for segment 8 which is the parking lot for 132 Church Street.

From lowest to highest, bids received were as follows:

1. CPE, Inc. \$145,072 & \$8,330.40

2. M.T. Laney \$179,614 & \$10,829.10
3. Pleasants \$221,461 & \$18,888
4. White Pine Paving \$230,344.10 & \$19,889.97
5. J.G. Benhoff \$238,770 & \$13,356.36
6. C.J. Miller \$249,565 & \$26,329
7. American Asphalt Paving \$291,098 & \$15,552.50

Based on good reference checks and the fact that CPE, Inc. is \$33,832 less for segments 1-7 and \$2,498.70 less for segment 8 than the second lowest bid from M.T. Laney, the choice is obvious, CPE, Inc.

Also, of note, when TM calculated the quantities for GAB, Base and Surface asphalt, a 10% contingency was used. Additionally, the quantity for GAB assumes a worst-case scenario with the existing stone base needing replaced for all road segments. The condition of the existing stone base will not be known until the existing asphalt is removed. A decision will be made for each road segment as to the condition of the existing stone base. The contractor will be paid per ton of material for each of these item numbers and tickets will be provided on a weekly basis to determine amount used. The Town will only pay the contractor for the materials used.

Desired Actions:

Mayor and Council to approve the award of the 2020 Road Paving contract to CPE, Inc. in the amount of \$145,072.00 for Road Segments 1-7 and \$8,330.40 for Segment 8 Parking Lot per the Schedule of Prices for each. **A Motion by Councilmember Palsgrove to accept, 2nd by Councilmember Schultz and approved 4-0.**

2020 Census – Final Push:

Mayor, Town Council remind everyone of the financial importance to the Town in completing the 2020 Census – Deadline is September 30, 2020.

Town Banner Projects Councilmember Green:

Councilmember Green has provided 2 drafts for the Council's consideration tonight. The 1st is a Welcome banner. Mayor Roop pointed out that the word Welcome is shown twice on the banner, 1 should be removed. Councilmember Green will have a new draft to propose for approval at the October Town Council meeting.

The 2nd is a fall seasonal banner. After discussion, it was decided not to pursue this banner any further.

Paint Carroll Pink – Councilmember Green:

Councilmember Green was contacted by this organization from Carroll County to see if New Windsor would support this Breast Cancer awareness project for October 2020. The organization would reach out to our local businesses to see if they will allow window painting to show New Windsor's support. Mayor and Town Council in full support of this and Councilmember Green will contact the necessary people to allow this to move forward.

Mayor:

- Announcement that Halloween trick or treating will be held on October 31, 2020 from 6 – 8 in New Windsor.
- Dielman Inn Stabilization project still being pursued, will be meeting with individual contractors
- A Workshop Retreat is needed with Town staff and Council to work on the Town of New Windsor's capital project list for water/sewer. Mayor Roop has reached out to Towson University for assistance. More to follow on this later.

A Motion at 8:33 p.m. to adjourn by Councilmember Smith, 2nd by Councilmember Schultz and approved 4-0.

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