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**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
February 16, 2021

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

**Present:** Mayor Roop, Councilmembers – Dave Hoffman, Ed Palsgrove, Kimberlee Schultz and Edward Smith at Town Hall, 209 High Street, New Windsor. Also present, Town Manager Dye, Town Attorney Ostrander, Town Clerk/Treasurer Alban, PW Director Myers and 10 others via ZOOM.

**Approval of January 19, 2021 Minutes:** A Motion by Councilmember Smith to approve, 2<sup>nd</sup> by Councilmember Palsgrove and approved 4-0.

**Candidates for Open Town Council Seat:** Mayor Roop stated he and Council are attending the meeting in person tonight to appoint a new Councilmember to complete the term left vacant by the resignation of Terry Green. Mayor Roop thanked each candidate for wanting to be involved in the Town and applying to fill the vacancy. The vacancy was advertised on the Town website, Town Facebook page and Carroll County Times. The Town received 2 Certificates of Candidacy: William R. Holl and Sharon Gribbin-Lindemon. Mayor Roop with the assistance of MML received candidate questions from 8 municipalities. There were 20 questions sent to each current Councilmember to rate from 1 to 10. The top 6 will be presented tonight to the 2 candidates. We will go in order of the date the Certificates of Candidacy were received. After hearing from each candidate, the Town Council will select one of the candidates to fill the vacancy which ends May 2023. William R. Holl was the 1<sup>st</sup> to answer the 6 questions, followed by Sharon Gribbin-Lindemon.

**At 7:20, Motion by Councilmember Smith, 2<sup>nd</sup> by Councilmember Palsgrove to go into Closed Session for Council to discuss merit of both candidates under the Open Meetings Act, General Provisions Article § 3-305(b) (1). It was approved 4-0.**

A Thank you by Mayor Roop to both candidates and there was encouragement for the candidate not selected tonight to run again in the regular municipal election in May 2021.

**At 7:32, regular Work Session meeting resumed, A Motion was made by Councilmember Hoffman to appoint Sharon Gribbin-Lindemon to fill the vacancy on the Town Council. It was 2<sup>nd</sup> by Councilmember Palsgrove and approved 3 -1 with Councilmember Smith abstaining.**

**Oath of Office was administered to Sharon Gribbin-Lindemon and she assumed her place on the Town Council.**

**Agenda Items:**

**Blue Ridge Pump Station Upgrade – Award Final Design to GMB** – At the February 2021 Town Council meeting a briefing paper was provided to the Mayor and Council outlining the project cost numbers for completion of the upgrade.

The current project cost numbers from GMB are as follows:

- 1.** GMB’s Preliminary Design = \$23,500. This work is complete.
- 2.** GMB’s proposed Final Design, Bid Phase Services and Construction Management Services = \$91,132. Final Design = \$62,548, Bid Services = \$3,166 & CM Services = \$25,418. This would be the next step in design.
- 3.** GMB’s Total Engineering = \$114,632.
- 4.** GMB’s ***Preliminary Estimate*** for Construction, 10 HP pumps = \$335,910. This was provided w/ Preliminary Design.
- 5.** GMB’s ***Preliminary Estimate*** for Construction, 15 HP pumps = \$343,860. This was provided w/ Preliminary Design. Difference between 10 HP & 15 HP pumps = \$7,950.
- 6.** WBCM Inspection Estimate per Town Manager = \$46,000.
- 7.** Going with 15 HP pumps, which is recommended, total ***estimated*** costs = \$504,492.

Tonight, Town Manager provided account balances:

Enterprise Fund	Fund Balances
Developer Fees checking	\$999,751.82
Capital Reserve/3R’s ckg	\$252,325.47
Developer Fees CD	\$698,447.36
Capital Reserve/3R’s CD	\$129,342.10
<b>Total Enterprise Fund</b>	<b>\$2,079,866.75</b>

Mayor Roop Mayor and Town Council discussed options on how to pay for the upgrade and a recommendation was made to put this on the March Town Council meeting agenda for further discussion.

A decision to proceed with GMB’s proposal for Final Design Bid Phase Services and Construction Management Services. **A Motion by Councilmember Hoffman, to approve the proposed amount of \$91,132.00 for Final Design (\$62,548), Bid Phase Services (\$3,166) and Construction Management Services (\$25,418) to be paid for from the Enterprise Fund, it was 2<sup>nd</sup> by Councilmember Palsgrove and approved by a vote of 5-0.**

### **201 Main St Park – Award construction contract?**

Bids were due on February 5<sup>th</sup>, the Town received 1 bid from Douglas Lawn and Landscape. (DL & L) Their proposal of \$144,916.30 (copy of proposal previously e mailed to Mayor and Town Council) is \$55,676.00 over the available Project Open Space (POS) monies awarded to the Town for this project. The Town has \$89,240.00 POS available. Circuit Rider Mike Reynolds and Town Manager reviewed the bid and discussed several items that could be reduced or cut back. The Town of New Windsor is eligible for additional POS money later in 2021 around September or October. This may allow the Town to divide the project into 2 phases. Circuit Rider Reynolds and Town Manager Dye are scheduled to meet with Clyde Hirt of DL & L tomorrow at 10:00. Town Manager Dye suggests that the Mayor and Council review the bid and let him know of any items they would like discussed with Mr. Hirt.

**Procurement Policy** – Town Attorney Ostrander has prepared, and the Council received a draft of the proposed Ordinance. Mayor and Town Council to review and this item will be added again on the March Town Council meeting agenda.

**US Postal Service** – Town Manager Dye is making the Mayor and Town Council aware of the ongoing delays in both mailing and receiving postal items. This has resulted in several problems with lost or delayed water/sewer bills, late charges on invoices and vendors receiving their payments late or not at all. Cumulatively, Town Manager and Town Clerk are spending too much time resolving these issues. Mayor and Town Council recommend that the Town Clerk set up electronic payments to vendors as much as possible. Town Clerk and Town Manager will use the necessary procedures to accomplish this.

**FY22 Budget Review-** A copy of FY22 budget was presented to the Mayor and Town Council. These are the highlights presented by Town Manager Dye:

#### **General Fund**

**Revenues** – Increase of \$26,336. \$20,000 is from Real Property and \$4,000 from Cell Tower Lease.

#### **General Fund**

##### **Expenditures**

**Executive - Salaries** – Increase \$27,432. Proposed PT Code Enforcement Officer is \$18,000. Sec./Rec. W/S Billing Clerk/TM Admin. Asst. to FT plus increase \$7,650.

**Professional Service – Legal Fees** – Decrease \$5,000

**Municipal Building – I.T. Support/Computers** – Increase \$3,350 to cover support & maintenance of Mayor & Council and CEO laptops (\$480/Year/Computer).

**Public Works – Salaries** – Decrease \$24,083. Director's change in percentage from 50/50% to 25/75% plus increase. The 75% is Enterprise Fund. Elimination of PT Maintenance Worker.

**Trash Household & Recycling Collection** – Increase \$7,900. CC \$1 increase in tipping fee/ton and charging \$30/ton for recycling. Rebidding this service and will take effect July 1, 2021.

**Capital Project Budget** amount will go in later after rest of budget is set.

**Public Safety – NWFD** – Shows increase of \$10,000. Recommended for reduction of \$10,000 in FY-21 but not approved by Mayor & Council. Did not get changed back to \$20,000 in the budget spreadsheet. The actual for FY-21 is \$20,000.

**Parks – Equipment Repair/Seasonal** – Increase \$25,500. Replacement of Christmas wreaths and lights with Snowflakes with LED lights and mounting hardware. Also increasing quantity from 35 to 40. Will be similar to what Taneytown is using. Will confirm pricing.

**Town Activities** – Increase \$5,000 at request of Mayor.

**Miscellaneous – Health Care Benefit** – Decrease \$8,700. New PW employee did not take Town health care.

## **Enterprise Fund**

**Revenues** – Increase \$95,900.

**Interest Earned** – Decrease \$15,000. CD & Checking rates down.

**Sewer Usage Receipts** – Increase \$51,500. Based on current EDU's plus 8 new and FY-22 rates.

**Sewer Hook-Up Fees** – Increase \$17,300. Based on 8 new EDU's.

**Water Hoop-Up Fees** – Increase \$21,250. Based on 8 new EDU's.

**Water Usage Receipts** – Increase \$24,200. Based on current EDU's plus 8 new and FY-22 rates.

## **Enterprise Fund**

### **Expenditures**

**Water & Sewer** – Have to finish.

**Personnel** – Increase \$29,791.

**Executive Salary** – Increase \$14,000. Sec./Rec. W/S Billing Clerk/TM Admin. Asst. position to full time and change percentage split to 50/50 plus increase.

**Public Works Salary** – Increase \$13,945. Director change percentage split to 75/25 plus increase.

### **Maryland Environmental Service**

**Water** – Increase \$1,978 or 2.5%.

**Sewer** – Increase \$2,371 or 2.14%.

Mayor Roop stated that he has been working on scheduling a Memorial Run to coincide with the Music on the Main event in October 2021. This is in memory of former Town Manager, Frank Schaeffer. He has received unanimous support from Westminster Roadrunners Club and Flying Feet Running Club. They will help the Mayor to make this event happen and be successful.

**A Motion at 9:00p.m. to adjourn by Councilmember Smith, 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.**

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