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**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
March 15, 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, Sharon Gribbin-Lindemon and Edward Smith. Also present, Town Manager Dye, Town Attorney Ostrander, Town Clerk/Treasurer Alban, PW Director Myers and 1 other attendee via ZOOM.

**Approval of February 16, 2021 Minutes:** A Motion by Councilmember Schultz to approve, 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.

**AGENDA ITEMS:**

**Procurement Policy:** Town Attorney Ostrander incorporated the changes suggested at the April 2021 Town Council meeting into the policy. **A Motion to Introduce Ordinance 03-15-21A, Purchasing and Procurement Chapter 3 be added to the Code of the Town of New Windsor by Councilmember Palsgrove, 2<sup>nd</sup> by Councilmember Schultz and passed 5-0.** A Public hearing will be advertised and scheduled for the April 19, 2021 Work Session.

**201 Main St Park – Award construction contract:** Discussion involving a decision to allow work on Phase 1 to proceed and expenses for future bathrooms. Council unanimously agreed to not include bathrooms in the park project. Councilmember Hoffman commented on placement of the sign for the park in the center would limit the ability to use that area for any events that may require a tent. The rest of the Council agreed to have it placed in a side area, not the center. **A Motion to allow Douglass Lawn and Landscape to proceed with Phase 1 of the POS project, not to exceed \$89,240.00 by Councilmember Palsgrove. It was 2<sup>nd</sup> by Councilmember Gribbon-Lindemon and approved 5-0.**

**FY22 Budget:** A Motion to Introduce Budget Ordinance 03-15-21-B by Councilmember Hoffman, 2<sup>nd</sup> by Councilmember Smith and approved 5-0. A Public Hearing will be advertised and scheduled for the April 19, 2021 Work Session.

**Public Works Mower Purchase:** Public Works currently has three mowers. They are as follows:

2011 Grasshopper 430D zero turn, diesel, 72” deck	10 years old
2013 John Deere X758 diesel, 60” deck and snow plow	8 years old
2016 John Deere Z950 M zero turn, gas, 60” deck	5 years old

This mowing season Public Works will now mow an additional 7 acres at the old wastewater lagoon site for the first time. Due to the age and condition of the existing mower fleet and the fact that PW’s has three full time employees, it is time to update our fleet. PW Director Myers

recommends keeping the oldest mower (2011 Grasshopper) for rough cut mowing, town farm maintenance and as a spare, keep the 2013 John Deere for mowing and for its snow plowing abilities and sell the newest mower (2016 John Deere). The 2016 John Deere has had multiple issues since purchasing that include several warranty issues with the engine and fuel system. The 2016 John Deere also needs \$1,000 worth of repairs before the mowing season and is out of warranty. Fortunately, the mower still has a decent resale value so we could sell it and apply the money to offset the purchase of new mowers.

Director Myers has done research and reached out to several mower manufacturers and the top 3 are as follows:

Grass Hopper-	325D Diesel Mower 61" Deck – Price = \$13,148
	400D Diesel Mower 72" Deck – Price = \$16,164
Kubota-	ZD1211R-3 Diesel Mower 60 "Deck – Price = \$13,800
	ZD1211R-3 Diesel Mower 72" Deck - Price = \$14,450
Exmark	LZX980EKC606WO Gas Mower 60" Deck – Price = \$12,479
	LZX980EKC726WO Gas Mower 70" Deck – Price = \$12,799

PW Director Myers recommends the Kubota brand & diesel because of lower fuel consumption, longer fuel life and higher torque. Due to Covid-19, commercial mower and lawn care equipment stock are very low, however, the local Kubota dealer has a 60" and 72" diesel mower in stock and available. We have \$30,000 for mower purchase in Capital Projects list for FY-22 but recommend purchasing now to ensure availability and use of in this mowing season. With additional acreage to mow and three Public Works staff, the purchase of two new mowers will supply PW's with 3 dependable mowers and a backup.

Funds are available in the General Fund Capital Project budget line item to pay for the purchase.

**Desired Action:**

Purchase two new Kubota Diesel mowers, one 60" deck and one 72" deck with General Fund Capital Budget money and sell the problematic John Deere 2016 Z950 M zero turn. The cost for the 60" is \$13,800 and for the 72" is \$14,450, total is \$28,250. **A Motion was made by Councilmember Smith to approve the purchase of 1 60" deck and 1 70" deck Kubota diesel mower, not to exceed \$28,250.00 with General Fund Capital project budget money. The Motion was 2<sup>nd</sup> by Councilmember Hoffman and approved 5-0.**

Councilmember Hoffman stated he received information for MDE that they will hold a Virtual meeting on April 8<sup>th</sup> at 7:00 and a in person meeting on April 12<sup>th</sup> at Hartzler Funeral Home. These meetings are being held to discuss Air Quality Control on the Hartzler Crematorium project.

Mayor and Town Council will resume their meetings on location at 209 High Street, New Windsor meeting room beginning with the April 7, 2021 Town Council meeting. Because of the COVID-19 situation, Town Manager will look at space in the meeting room for additional staff to be able to attend as well. The public will still attend the meetings virtually through ZOOM.

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

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