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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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Council Work Session Minutes
May 17, 2021

Pledge of Allegiance

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

Present: Mayor Green, Councilmembers – Dave Hoffman, Kimberlee Schultz, Sharon Gribbin-Lindemon, William Holl, and Kevin Cornick. Also present, Town Manager Dye, Town Attorney Ostrander, Town Admin & W/S Clerk, and 7 other attendees in person.

Oath of Office - William Holl and Kevin Cornick

Nomination of Council Vice President – Dave Hoffman nominated Kimberlee Schultz. A Motion by Councilmember Hoffman, 2nd by Councilmember Gribbin-Lindemon and approved by a vote 5-0.

Approval of April 19, 2021 Minutes: A Motion by Councilmember Schultz to approve, 2nd by Councilmember Holl and approved by a vote of 5-0.

AGENDA ITEMS:

Town/County Memorandum of Agreement – Summary Update

This was discussed at the March 3rd. and May 5th Council meetings. This is an Agreement between Carroll County and the 7 municipalities in the County which started on October 23, 2014. The MOA was for cost sharing of stormwater mitigation projects and co-permittee responsibilities in complying with National Pollutant Discharge Elimination System (NPDES), Municipal Separate Storm Sewer System (MS4) requirements of NPDES MS4 Permit No. 11-DP. The MOA runs concurrent with the MDE issued 11-DP permit which is intended to run for 5 years. The current permit is the fourth-generation permit and has been administratively extended until the new, fifth-generation Permit is issued which is expected in 2022.

The purpose of the MOA prescribes how the County and Municipalities will share the cost and responsibilities of compliance with the Permit as co-permittees including splitting the cost between the County and Municipalities of Stormwater Mitigation Projects. The cost split is 80% County and 20% Municipality. The Permit determines the number of acres of impervious area required to be restored/mitigated for each Municipality. The Carroll County Water Resource Coordination Council (WRCC) is comprised of County and Municipal staff that meet monthly. Over the past several months the WRCC developed a draft Memorandum of Agreement (MOA). County staff of the WRCC has requested each municipality share the draft MOA with Mayor and

Town Council in order to get a collective approval ahead of issuance of the fifth-generation permit.

The draft MOA was sent to Mayor & Council on May 7th. for review and discussion at tonight's meeting. We have a new Mayor and 2 new Council members. The MOA was sent to the new Council members and Mayor. Following is a summary of the changes to the draft MOA.

In general, the document was revised to be shorter and easier to read and follow. References to specific permit numbers were removed and now references general permit names. The revisions propose a shift from having to re-visit and resign after each permit is issued to an MOA that is in effect until all parties agree to terminate. All 5 County Commissioners, County Attorney and 8 municipal mayors sign the Agreement and signee names have been updated accordingly. The biggest and most important change was removing the Annual Municipal Payment chart from the Agreement and making it a stand-alone document. This allows for the chart to be updated annually as needed without amending the MOA. Additionally, each municipality annual payment was reduced by 42% beginning FY-22. For New Windsor the annual payment for FY-21 was \$18,668 and the proposed annual payment for FY-22 is \$10,751 which is a reduction of \$7,917. The Annual Municipal Payment chart covers FY-22 through FY-29 and increases 5% annually. A copy of the payment chart has been provided to Mayor & Council. This was a lot of information and new to some. We have some time, so please review for discussion and/or approval at the June 2nd Council meeting.

Memorandum of Understanding & Resolution of Circuit Rider Program

Each year New Windsor renews documents between the Town and Maryland Rural Development Corporation for Circuit Rider services. There are 3 documents that run concurrent with each fiscal year, a Memorandum of Agreement, Resolution and Assurance of Compliance. The 3 documents need to be renewed for FY-22 which begins July 1, 2021 and runs through June 30, 2022. The cost to the Town increased from \$750.00 to \$1250.00 annually. We just found out about the annual increase on May 13th. The annual cost has remained the same since 2017. Looking for approval and adoption of the documents.

A Motion by Councilmember Schultz, 2nd by Councilmember Holl, to approve Resolution, approved by vote 5-0.

A Motion by Councilmember Cornick, 2nd by Councilmember Gribbin-Lindemon to approve Memorandum, approved by vote 5-0.

Waste & Recycling Collection & Disposal Service and Roll-off Container Service

Bids were due Friday May 7th. We received 2 bids for waste & recycling collection and disposal services and 3 bids for roll-off container services. A bid tab spread sheet was provided to Mayor & Council. Both contracts are for 3 years and each vendor provided 1st, 2nd and 3rd. year unit costs.

For roll-off services the bids received were as follows:

Hughes Trash Removal

1st year = \$185 per container

2nd year = \$195 per container
 3rd. year = \$205 per container

Eagle Transfer Service (formerly J&J Trash Removal)

1st year = \$250 per container
 2nd year = \$195 per container
 3rd. year = \$265 per container

Republic Services

1st year = \$170 per container
 2nd year = \$175 per container
 3rd. year = \$180 per container

We currently use Republic for roll-off container services and they charge \$165 per container. Public Works has been very satisfied with Republic. My recommendation is to continue with Republic Services and award them another 3-year contract.

For waste & recycling collection and disposal services only, Hughes Trash Removal & Republic Services submitted bids.

Bid Tabulation for Waste & Recycling Collection & Disposal Services						
<i>May 7, 2021 @ 10:00 a.m.</i>						
	Hughes Trash Removal -35 Gallon			Republic Services		
Cost Type	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Per Unit	\$ 2.41	\$ 2.43	\$ 2.46	\$ 3.46	\$ 3.56	\$ 3.67
Convenience	\$ 2.10	\$ 2.43	\$ 2.46	\$ 3.46	\$ 3.56	\$ 3.67
PW Dumpster	\$ 40.00	\$ 42.50	\$ 45.00	\$ 30.00	\$ 30.90	\$ 31.83

Note: Hughes Trash Removal submitted 2 bid forms. 1 for 35 gallon and 1 for 65-gallon recycling toters. The 65-gallon bid numbers are below.

	Hughes Trash Removal -65 Gallon		
Cost Type	Year 1	Year 2	Year 3
Per Unit	\$ 2.45	\$ 2.47	\$ 2.50
Convenience	\$ 2.10	\$ 2.47	\$ 2.50
PW Dumpster	\$ 40.00	\$ 42.50	\$ 45.00

We currently use Ecology Services for waste & recycling services. Ecology did not submit a bid and we were not satisfied with the service provided. When the budget was being prepared, knowing we were going to re-bid this service, TM used projected numbers for number of unit stops, quantities and per unit stop costs to come up with a projected budget amount. 600-unit stops were used. Ecology's 3rd. year unit cost per stop is currently \$1.93. An inflation rate of 5% was used which calculates to \$2.02 per unit stop. 5-year averages for tonnage of solid waste and recycling were used. The above numbers calculated to \$101,000 for the FY-22 budget line item.

When running the numbers from the low bid from Hughes Trash Removal, the budget line item would need to be \$118,000 rounded up \$50 for the 35-gallon toters. For the 65-gallon toters the budget line item would need to be \$119,200 rounded down by \$16.

There is not much difference between the 35-gallon and 65-gallon totter costs but a significant increase either way from what was budgeted. Obviously, we should go with Hughes Trash Removal as low bidder versus Republic Services whose bid is much higher.

A Motion by Councilmember Hoffman, 2nd by Councilmember Cornick to approve Republic Services to continue Roll-off services, approved by vote 5-0.

A Motion by Councilmember Holl , 2nd by Councilmember Gribbin-Lindemon to approve 65 gallon toters and Hughes Trash Removal for trash/recycling, approved by vote 5-0.

Rebid of Engineering Services for NW Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade, Preliminary Engineering Report

This item was first mentioned at the May 5th. Council meeting. Per the last discussion, TM requested approval from MDE to piggy back on one of GMB's existing on-call engineering contracts to meet MDE's procurement requirements for re-imburement of engineering design costs for the Preliminary Engineering Report (PER). This request was denied by MDE and we now have to re-advertise to meet MDE's requirements. TM will be preparing a Request for Qualifications (RFQ) for the specific task of Engineering Services for NW WWTP Enhanced Nutrient Removal Upgrade and Preliminary Engineering Report. An RFQ does not include specific costs only qualifications whereas a Request for Proposals (RFP) includes costs and qualifications. The Town has had a long standing and very good relationship with the GMB and if possible, we very much want to continue working with GMB. TM will prepare an RFQ and send to MDE for review & comment before advertising. We must be sure the RFQ will meet all requirements of MDE. The current contract with GMB for the specific task of Engineering Services for NW WWTP Enhanced Nutrient Removal Upgrade and PER is on hold at this time. TM will keep Mayor and Council updated moving forward.

Announcements: Councilmember Hoffman announced a vacancy on the Planning Commission and made a motion to appoint Dave Grayson to Planning Commission. Mayor Green said he didn't know Dave and wanted to meet him. Councilmember Hoffman mentioned he would make arrangements for that to happen.

Zoom was not available for this meeting and it is being resolved.

MML Chapter Meeting will be this Thursday, May 20th, 6:30 PM at the Flood Zone Brewery in Union Bridge.

Mayor Green asked if any of the Councilmembers would like to attend the MML Convention in Ocean City.

A Motion at 7:53 p.m. to adjourn by Councilmember Hoffman, 2nd by Councilmember Holl and approved by a vote of 5-0.

**Respectfully submitted,
Kalena Bartoszak, Admin & W/S Clerk**