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**TOWN OF NEW WINDSOR**  
**209 High Street - P. O. Box 609**  
**New Windsor, Maryland 21776**  
**Council Work Session Minutes**  
June 21, 2021

**Pledge of Allegiance**

**Call to Order of Regular Work Session in person and 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 Clerk Alban, Cory Ditzel – MD IT Solutions and 13 other attendees via ZOOM.

**Approval of May 17, 2021 Minutes:** A Motion by Councilmember Gribbin-Lindemon to approve, 2<sup>nd</sup> by Councilmember Schultz and approved by a vote of 5-0.

**AGENDA ITEMS:**

**Town/County Memorandum of Agreement – Summary Update**

The Agreement between Carroll County and New Windsor is ready for Mayor Green to sign. It will go into effect July 1, 2021. The total grant amount to the Town is \$62,536.00. **A Motion by Councilmember Schultz to approve to have Mayor Green sign the agreement for the Town of New Windsor, the motion was 2<sup>nd</sup> by Councilmember Cornick and approved 5-0.**

**Distribution of Coronavirus Local Fiscal Recovery Funds –** The Town of New Windsor is considered a Non entitlement unit of local government under the American Rescue Plan Act. A special Work Session took place on June 15<sup>th</sup> to discuss this topic. The Council voted unanimously to have Mayor Green proceed with filing of necessary paperwork to receive this funding.

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

Town Manager Dye has had numerous discussions with MDE and the Town will be moving forward with a Request for Proposal (RFP) versus an RFG as previously discussed. The ad for the RFP is required to run in both a minority business newspaper and a local newspaper. The ad will be submitted this week to run on Saturday and Sunday, respectfully. Schedule of RFP is as follows:

- June 26, 2021 – RFP release
- July 28, 2021 – Proposals due
- August 16, 2021 – Council contingent approval to award contract.
- August 20, 2021 – Submittal to MDE for approval
- September 10, 2021 – MDE approval – Official award

Design work cannot officially begin until MDE Board of Public Works takes action/approves money, approximately 2 months after MDE approval – official award.

**SCADA System Discussion:** Town Manager Dye stated that PW Director Myers has contacted vendors for proposal to upgrade the current system. The SCADA system has requirements that are mandated by the Federal Government. More information to follow at a future meeting.

**Alternative Video Conferencing Options: Councilmember Holl:** - The other good option available to the Town for meetings is Microsoft Teams. Councilmember Holl has been researching and feels there are some advantages to Microsoft vs. ZOOM. There was no decision made tonight, this topic will remain in discussion.

**Approval of Planning Commission member: A Motion by Councilmember Hoffman to approve the appointment of David Grayson to the New Windsor Planning Commission to fill the vacancy left by Kevin Cornick. The motion was 2<sup>nd</sup> by Councilmember Cornick and approved 5-0.** Planning Commission Chairman Mark Schultz will swear in Mr. Grayson at the June 28, 2021, Planning Commission meeting.

**Councilmember Schultz:** She made mention of the Music on the Main event in October and stated that Neal Roop has offered to chair the event with an approved budget. After a short discussion, **A Motion to set \$5,000.00 budget for this event by Councilmember Schultz, it was 2<sup>nd</sup> by Councilmember Gribbin-Lindemon and approved 5-0.** Councilmember Gribbin-Lindemon agreed to chair the event and will send a e mail out in the next couple of days to establish the next meeting date.

**Town Manager Dye items:**

- Reaper's Baseball wants a lease agreement with the Town on the Lion's Ballfield. After a short discussion, Town Manager Dye will draft an agreement and send to the Mayor and Town Council for approval.
- Town Manager will be out for surgery starting July 14<sup>th</sup>. He has added up his meeting time and time spent on the Franklin G. Schaeffer 5K run/walk and has 66 hours. He would like Town Council approval to use this time for salary before using his annual leave time. The Town Council voted unanimously by 5-0.

**Announcements:**

**A Motion at 8:15 p.m. to adjourn by Councilmember Holl, 2<sup>nd</sup> by Councilmember Hoffman and approved by a vote of 5-0.**

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