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TOWN OF NEW WINDSOR

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Council Work Session Minutes

August 16, 2021

Call to Order of Regular Work Session in person and via Zoom: Mayor Green at 7:00 p.m.

Present in person: Mayor Green, Councilmembers – Sharon Gribbin-Lindemon, Kimberlee Schultz, William Holl, and Kevin Cornick. Also present, Town Manager Dye via ZOOM, Town Attorney Ostrander in person, Town Clerk Alban in person, PW Director Myers via ZOOM, 4 other attendees via ZOOM and 1 attendee in person. Councilmember Hoffman was not in attendance.

Approval of July 19, 2021, Minutes: A Motion by Councilmember Schultz to approve, 2nd by Councilmember Cornick and approved by a vote of 4-0.

AGENDA ITEMS:

American Rescue Plan Act Funds to Municipalities, Use of New Windsor Funds to Assist Residents with Outstanding Water & Sewer Bills:

This was first discussed at the August 4th Council meeting and the consensus was to continue the discussion at tonight's Work Session. Councilman Holl, Donna, Kalena and Gary had a meeting August 10th and discussed application requirements and other aspects of this option.

Councilmember Holl led the discussion stating that he and Town Attorney Ostrander have discussed this topic and there will be many moving parts to establishing the application criteria for residents to apply for this. There was a lengthy discussion by the other Councilmembers and Mayor Green and more information will be needed to be presented at a future meeting before a decision can be made on this matter.

MD 31 Water Main Improvement Project and State Highway Administration MD 31 Streetscape Project:

Councilwoman Gribbin-Lindemon had a conversation at National Night Out with Teri Soos, District Engineer with MD Dept. of Transportation State Highway Admin. District 7 about the Town Water Main and SHA Streetscape projects. Since 4 of 6 elected officials are new to this project, Town Manager Dye wanted to take this time to provide some background, history and update.

The MD31 Water Main Replacement Project and MD31 SHA Streetscape Project are closely integrated but separate projects. The Water Main Replacement Project will be funded completely by the Town. The SHA Streetscape Project will be funded by the State except for streetlights which will be split 50-50. The Water Main Replacement Project must be done ahead of the SHA Streetscape Project.

The Town hired GMB to design the Water Main Replacement Project a couple years ago. The plans were approximately 75% complete and former Mayor Roop thought it was best to have a retreat to examine the strength and balance of our current Enterprise Fund and review and project the future revenues & stability of the Enterprise Fund. The idea was to make sure the elected

officials at the time understood and were comfortable with moving forward with the project. COVID hit in mid-March 2020 and the retreat was delayed. Councilwoman Gribben-Lindemon replaced former Councilman Green in March 2021. Then the May 2021 election significantly changed the lineup of elected officials.

The MD31 Water Main Replacement Project has been on hold for some time. The plans are currently 95% complete. It is time to move the project to the finish line and get ready to go out for bid. The last engineers estimate done back in December 2018 when plans were at 65% was \$2.932 million plus construction management and inspection at approximately \$600,000 to \$700,000 for total of 3.55 to 3.6 million. We will be getting an updated engineering estimate and the cost will undoubtedly be higher with cost of materials these days.

Town Manager Dye reached out to GMB to get the project moving again. He also reached out to Teri Soos and Charlie Day with MD Dept. of Housing & Community Development, Local Gov't Infrastructure Finance (LGIF) Program. The LGIF Program is one very good funding option. Town Manager Dye wanted to reconnect with Teri & Charlie and provide them with an update on our Water Main Project.

The Town has already invested a lot of money in design and in my opinion the project must get done. The water main from Bowersox Well is the main source of water for the Town and is approximately 115 years old. The section of the water main within MD31 is only a portion of the main water line supply for the Town and will soon be 100% designed and ready for bid & construction ahead of the SHA Streetscape Project.

The Mayor and Council as current elected officials must understand the project, funding options and collectively decide with finishing this project.

Engineering Services for WWTP ENR Upgrade Preliminary Engineering Report – Approval to Award Contract:

Refer to briefing paper which was emailed to the Mayor & Council. Town Manager Dye explained the scoring system for each engineer that submitted. After a short discussion, **A Motion by Councilmember Holl to award the WWTP ENR Upgrade engineering to GMB for \$30,603.90 based on their Technical and Price proposals dated July 29, 2021. It was 2nd by Councilmember Cornick and approved by a vote of 4-0.**

There was mention of still trying to have a retreat to discuss the many water/sewer capital budget items and funding to get these items addressed. Councilmembers Schultz, Cornick and Gribbin-Lindemon volunteered to assist Town Manager Dye to work on making this happen.

A Motion at 8:22 p.m. to adjourn by Councilmember Schultz, 2nd by Councilmember Gribbin-Lindemon and approved by a vote of 4-0.

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