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TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609
New Windsor, Maryland 21776

Town Council/ Work Session Minutes

September 20, 2021

Call to Order of Regular Work Session in person and via Zoom: Vice-President Schultz called the meeting to order at 7:00 p.m.

Present in person: Vice-President of Council – Kimberlee Schultz, Councilmembers – Sharon Gribbin-Lindemon, David Hoffman and Kevin Cornick. Also present, Town Manager Dye, Town Attorney Ostrander, Town Clerk Alban and 5 attendees in person.

Present via ZOOM: Mayor Green, Councilmember William Holl, PW Director Myers and 4 other attendees.

Approval of August 16, 2021 Work Session Minutes: A Motion by Councilmember Cornick to approve, 2nd by Councilmember Gribbin-Lindemon and approved by a vote of 5-0.

Approval of August 4, 2021, Town Council Minutes: A Motion by Councilmember Gribbin-Lindemon to approve, 2nd by Councilmember Cornick and approved by a vote of 5-0.

Council Reports:

Community Enhancement: Councilmember Gribbin-Lindemon:

- 201 Main Street Park – Phase 1 completed, Phase 2 in 2022
- New Christmas wreaths and hardware have been ordered, should be in week prior to Thanksgiving
- Music on the Main – October 2nd

Public Works: Councilmember Hoffman:

- PW have addressed all the safety issues at the Atlee Ridge Walking Path
- Regular mowing and weeding ongoing
- Planning Commission was unable to have their meeting in August due to technical issues.

Water/Sewer: Councilmember Holl:

- Thank you to PW for staying all night during Hurricane IDA
- PW has been busy installing more MXU's at properties, this will help to speed up the time it takes during quarterly meter reading

Public Safety: Councilmember Cornick:

- Defer to Deputy Colussy for his report
- Still having speeding issues throughout Town, Councilmember Gribbin-Lindemon stated that Teri Soos from the State of Maryland has ideas for the Town to address that when streetscape project begins

Economic Development: Councilmember Schultz:

- Carroll County Economic Development is due to begin meeting again in a couple of weeks, not been meeting throughout the COVID-19 situation

Town Manager's Report:

Rebid of Engineering Services for NW WWTP Enhanced Nutrient Removal Upgrade, Preliminary Engineering Report

Council approved the award of the PER to GMB at the August 16th Work Session. All required documentation was then sent to MDE on August 20th. Waiting for MDE approval.

FGS Memorial 5K Run/Walk

We are looking for volunteers to help out & work the race, which is Saturday, October 2 at 9 AM. Volunteers will get a T-Shirt. Let TM Dye know if you want to volunteer to be added to the list. Councilwoman Gribben-Lindemon submitted information about both Music on the Main and 5K Run/Walk to WTTR. Advertising will be done in the CC Times 2 Sunday's 9/5 & 9/12/21. 3 4'X6' banners have been ordered to be posted on MD31 at Mid-Atlantic Utilities property, displayed by City of Westminster Rec & Parks and the third banner to be decided. Please help spread the word and consider participating, sponsoring and/or volunteering for the event. Feel free to contact TM Dye if you have any questions or want to discuss the event. Friday Sept. 3rd. at 2:00 I will be walking the course with Abby Gruber (COW Rec & Parks). Anyone is welcome to join us.

Following is information on how to register, deadlines, and race location:

There are two sites you can register from.

1. Westminster Road Runners Club website- <https://www.wrrclub.com>. See Frank G. Schaeffer Memorial 5K Run/Walk & click on link to register. Both locations on WRRR site will take you to runsignup.com. Franklin G. Schaeffer Memorial 5K Run/Walk. Click Sign Up and input your information.
2. Go directly to runsignup.com. Franklin G. Schaeffer Memorial 5K Run/Walk. Click Sign Up and input your information.

Sponsor applications and early race registration at \$25 with guaranteed T-shirt ends Saturday, September 18th, 2021 @ 11:59pm.

Late registration for the run/walk is from Sunday September 19th, 2021 @ 12:00am to Friday October 1st, 2021 @ 11:59pm. Cost increases to \$35 with no guarantee of T-shirt.

Run/Walk is 9:00am Saturday October 2nd, 2021. Registration and packet pick up will be Friday Oct. 1st at Town Hall from 12:00 pm to 6:00 pm and beginning at 7:30am on race day.

Race location:

Wakefield Valley Park
1000 Fenby Farm Rd.
Westminster, MD US 21157

New 5-Year Electric Contract

APPI Energy has managed the Town's electricity contracts since 2014. Our current 5-year contract expires the last day of December 2021. The Town's energy consultant contacted me about renewing the contract and prepared a renewal RFP for the best current pricing. Current market prices have risen somewhat since in 2017 we locked in at \$.05139 per kilowatt hour. APPI reached out to all the top-tier suppliers in the Potomac Edison/BGE service territories. The best offer was from Engie Resources for 60 months at \$.05808 per kilowatt hour. For comparison, the current Potomac Edison price is over \$.075 per kilowatt hour. At the recommendation of APPI, based on the anticipated increase in prices in upcoming months before our contract ends, Town Manager Dye signed a new contract and locked in the \$.05808 per kilowatt hour rate. The new contract goes into effect 1/1/2022.

Lehigh Quarry Community Council Meetings

Vince Campanella with Lehigh contacted Town Manager Dye on Monday this week. Lehigh is looking to resume having Community Council Meetings again. Prior to COVID-19, Lehigh would hold Community Council Meetings open to Town elected officials, staff, local businesses and organizations to provide current information on Lehigh and their operations. The meetings will not have a dinner due to COVID-19 but will be informational as to Lehigh's operations. Update provided as Town Manager Dye receives information.

TM'S NOTES:

My Ireland trip has been postponed again to June 2022. I will not be out as planned September 9th. thru 20th so, Mayor Green, I will be able to prepare the September Work Session agenda.

Public Works Director Myers: SCADA System:

SCADA System- The main hub or control for our water distribution system. It controls all emergency response systems, pumps, wells, level and pressure systems. Imperative to daily operations and water distribution control and was originally installed in 2012, the majority its components are original.

- **CONTROL SYSTEM 21 (OUR CURRENT VENDOR Since 2012.)** Control System 21 is our current vendor for our WTP Scada System however, they are in Dillsburg PA and have often been known to be late to respond to SCADA issues or unresponsive to my request in the past. The town is required to pay a port-to-port trip charge. They currently own the SCADA program that we use our computer mirrors their program and only simple changes can be made on our end, meaning we must call them on more frequent basis.
- **IMAC** A local New Windsor business. Provides PW with information and training to perform repairs in house when possible. Minimal travel charges, if any, due to their location within the Town. Very responsive
- **Prices**

Control 21 – Total Cost - \$144,493.05

Includes – WTP Scada System, Basic Control of WWTP, 8 site Communication upgrade only no new PLCs (except for Dennings Well) connect existing monitoring devices, Cell boosters at Dennings Well and Bowersox Well, VTS 1000 tag redundant server, VTS SCADA remote access, reports, security features, static IP address. Wiring Diagrams

IMAC- Total Cost - \$ 72,819.47

Includes – WTP Scada System, Control of WWTP, 8 site Communication upgrade with new AB PLCs, connect existing monitoring devices, Cell boosters at Dennings Well and Bowersox Well, redundant server, VTS SCADA remote access for 5 people, reports, security features, static IP address, composite enclosure for Chlorination tank, stainless enclosure Bowersox well, 2 custom reports, 2 new custom Scada Computers.

Desired action

A Council vote to switch control companies to IMAC and begin to upgrade the SCADA system immediately. IMAC has proven reliability with the town and is a local business. IMAC is very responsive to my phone calls and very helpful to resolve any issues I'm having. They are offering a total package upgrade with extra components at a competitive price.

A Motion by Councilmember Gribbin-Lindemon to accept the proposal by IMACS up to \$75,000.00 using Enterprise Reserve Funds, it was 2nd by Councilmember Holl and approved 5-0.

Deputy Report:

The Carroll County Sheriff's Office between the dates of August 1, 2021, to August 31, 2021, responded to 60 calls for service within the town limits. Only 4 required reports, which were the following:

August 2, 2021, a Deputy responded to the 100 block of Church Street regarding found drug paraphernalia. The items were seized for destruction. Case was closed.

On August 13, 2021, at approximately 1:59 AM (0159 hours), a Deputy while in the area of the 200 block of High Street observed two individuals in a vehicle engage into a verbal argument at the intersection of High Street and Main Street. The Deputy approached the individuals in the vehicle on foot at which time the vehicle sped away. The Deputy returned to their marked patrol vehicle and was able to locate the vehicle on Green Valley Road at which time the vehicle was stopped. Upon contact with the driver and occupant they advised that they got into a verbal argument over the occupant not wanting to return home. The driver then stated that they were going to jail this evening since they were highly intoxicated. The driver was asked to submit to Standardized Field Sobriety Test which the driver was unable to complete the test and again advised that they were highly intoxicated. The driver was arrested for suspicion of driving under the influence of alcohol and transported to the Westminster Police Department for a breath test that the driver agreed to. The driver provided a breath sample which resulted in a reading of .19 grams of alcohol per 210 liters of breath. It was further learned that the driver's driving privilege was also suspended in Maryland. Driver was released on the appropriate paperwork. Case was closed by arrest.

On August 18, 2021, a Deputy responded to the 1000 block of Tibbets Lane regarding a commercial burglary. Investigation revealed that an unknown suspect entered the business through an unlocked door the night prior and disrupted the office space before removing a hard hat and safety goggles from the building. Case has been suspended due to lack of evidentiary leads.

On August 24, 2021, Deputies responded to the 100 block of Main Street regarding a subject in a mental health crisis. It was learned that the subject was having suicidal thoughts and was transported to Carroll Hospital Center without incident. Case was closed.

All schools will be back in session starting next Tuesday. Motorists are urged to watch for children at bus stops, school buses and their speed in school zones.

WCRC: Councilmember Cornick stated that the Rec. Council will be participating at the Music on The Main event on October 2nd. The Rec Council is experiencing limits in facilities for sports to practice. Rec. Council is still in great need of adult volunteers to keep things going.

Fire Chief Report: Chief Welker: Chief Welker unable to participate in the meeting, he is working. Fire Department member Neal Roop, stated that the Crab feed held last Saturday was very successful. Tuesday Night Bingo is being held, make sure to have your chimneys cleaned before using this season.

Water/Sewer Clerk Report: Provided by Town Manager Dye

Penalties have been assessed and late notices were mailed on 9/8/2021.

Meters are being read this week. W/S bills will be mailed out the first week of October.

If you wish to have your bill e-mailed to you, please contact Kalena via kbartoszak@newwindsormd.org or 410-635-6575

If you need to make payment arrangements, please contact Kalena for assistance.

Councilmember Hoffman asked for more information in future meetings, Dollar amount of penalties, is this more or less than usual, a comparison between current year and prior to COVID-19, Has anyone contacted the Town about getting assistance in paying their past due balances?

Code Enforcement Report: Nicole Felder: CEO Felder provided a spreadsheet to Mayor and Council with information on the type of complaint, how it is addressed and any resolution to the complaint.

New Business:

Top Priority Water and Sewer Projects:

Director Myers and Town Manager Dye met to go over the list of water and sewer projects. Following are what they believe to be the top water and top sewer projects in terms of priority.

Water Projects:

MD 31 Water Main Improvements

Description: Project limits are High St. from Lambert Ave to Main St., Main St. to split at Springdale Rd. and 850' out Springdale Rd. The water line in High St. & Main St. is approximately 115 years old, will increase from 8" to 12" and includes about 3,810' of 12" pipe and approximately 450' of 8" pipe at the road connections to High & Main Streets. This is part of the main water line feed for the Town. Design is 95% complete.

Cost: in December 2018 - \$2.93 Million plus **\$450,000**+/- CMI

Engineering Costs, Total Contract= \$224,000, \$5,077 remaining

Until GMB provides an updated construction cost estimate, TM used a 20% inflation on the Dec. 2018 estimate.

Cost: TM inflated estimate as of 9/28/21 - **\$3.516 Mil plus \$550,000 CMI**

Total inflated estimate = \$4,066,000.

Main Spring Water Main Replacement

Description: Project limits are from Lambert Ave. out to Bowersox Well. This is approximately 12,000' of 8" water line approximately 115 years old. This is the other part of the main water line feed for the Town. Pipe size will likely increase from 8" to 12" to match and tie into the MD 31 Water Main project above. This project is in the out years and no design has been done. Easements, property owner coordination and environmental permitting will be key aspects of this project.

Cost: Very ballpark in today's dollars - \$5.4 Million construction, \$250,000 Design & Permitting, 15% CMI @ \$810,000. Total ballpark = **\$6,460,000**

WTP SCADA System Upgrade

Description: SCADA stands for Supervisory Control and Data Acquisition. The Water Treatment Plant SCADA system is made up of hardware devices and software that allow users the ability to control and monitor plant operations. SCADA systems can collect, monitor and analyze data from the plant in real-time, allowing users ability to monitor and control operations with greater visibility. The current SCADA system is approximately 10 years old and is a vital part of the WTP.

Cost: **\$75,000 –\$150,000.** Director Myers has received 2 quotes. This is a specialized service and not many vendors available locally.

Council approved going with IMAC for \$75,000+/- at 9/20/21 meeting.

Water System Evaluation

Description: Overall evaluation of the Town's water system to look at flows, pressures, valves and other system components.

Cost: approximately **\$100,000**

Total for 3 water projects = \$10,626,000

Sewer Projects:

Blue Ridge Pump Station Upgrade

Description: Functional replacement to meet current applicable MDE design requirements to include pumps, piping, fiberglass doghouse enclosure, emergency diesel generator, automatic transfer switch, on-site electrical service and alarm/remote monitoring system. Additionally, there will be minor site improvements to expand paving and fencing for better safety when entering and exiting MD 31. Preliminary design is complete. Final design is ongoing. Blue Ridge PS was constructed in 1992, 29 years old.

Cost: **\$500,000** for Design, Construction and Construction Management & Inspection.

Atlee Ridge Pump Station Upgrade

Description: Similar to Blue Ridge PS Upgrade except for site development improvements. Atlee Ridge was constructed in 1990, 31 years old and is next PS to be upgraded.

Cost: Approximately \$450,000 - **500,000** for Design, Construction and Inspection.

WWTP ENR Upgrade Preliminary Engineering Report

Description: Preliminary report for the possible Enhanced Nutrient Removal (ENR) Upgrade of the WWTP. The engineering report will look at several ENR upgrade methods to best meet the needs of the Town's WWTP and MDE requirements. The RFP for Engineering Services to prepare the PER was advertised and vetted to meet MDE requirements and be eligible for reimbursement by MDE for engineering services. The State, MDE, has funding available to encourage the smaller WWTP facilities in Maryland, under 500,000 GPD, to upgrade to ENR treatment standards. MDE funding is available for construction and engineering costs. The construction is funded based on formulas and specific, qualifying improvements. The Council approved the award of the PER to GMB at the August 16th Work Session. All required documentation was then sent to MDE on August 20th.

Cost: **\$30,610**

WWTP ENR Upgrade

Description: Final Design, permitting, construction, construction management and inspection for the upgrade of the WWTP to ENR treatment levels. Once the PER is complete and presented to the Mayor and Council, the elected officials will have to decide whether to move forward with the ENR Upgrade or not. If the decision is to not move forward, all PER engineering fees will be reimbursed and New Windsor will waive available State funding. Once the Town declines moving forward with the ENR Upgrade, we will no longer be eligible to receive State money for ENR. MDE will more than likely mandate WWTP's under 500,000 GPD upgrade to ENR treatment levels at some point in the future.

If the decision is to move forward, then we can use GMB for final design and do not have to rebid for those engineering services.

Cost: Total Construction = \$12,000,000, Town Portion = \$4,200,000 (35%)

Final Design = \$600,000 (5% of Total Const.)

Construction Management & Inspection = \$1,800,000 (15% of Total Const.)

Total Town Cost = **\$6,600,000**

Inflow & Infiltration Study

Description: An I&I study of the sewer collection system looks at how much clean water is getting into the sewer system. Inflow is rainfall that gets into the sewer system via openings in manholes, illegal downspout or storm drain connections and other sources of surface water. Infiltration is groundwater that gets into the sewer system underground via holes, joint failure, connection failures & other openings in sewer pipes and manholes. I&I can account for as much as 45% of the annual flow to the WWTP thus eating up

plant capacity. Our WWTP average daily flow is between 75,000 & 80,000 GPD. If we use a conservative percentage of 25% I&I and 80,000 GPD that would be 20,000 GPD I&I.

I&I uses up WWTP capacity, affects the composition or make up of the sewer and increases treatment & operational costs. Reducing I&I does just the opposite, increases plant capacity and reduces treatment & operational costs. Correcting or reducing I&I is done by replacing sewer lines or more cost effective, lining existing sewer systems. New Windsor did sewer lining on the existing sewer in High St. & Main St. ahead of the SHA Streetscape project.

Cost: Is based on the size and layout of the existing sewer system. For New Windsor an approximate cost for a study would be \$150,000 and take 8 to 18 months.

More than likely will not do this project and use \$150,000 toward lining and do 2,300 to 2,500' of sewer! Did not count in total sewer costs.

Sewer Lining

Description: Technology that allows for complete pipe restoration utilizing various types of lining methods and materials. The more common and cost-effective method is CIPP or cured-in-place pipe. This involves an epoxy resin or fiberglass liner to be inserted via manhole access into an existing sewer pipe and cured via steam, UV or heat. One cured, the liner forms to the existing pipe creating a very durable and long-lasting replacement pipe inside the host pipe.

The advantages to sewer lining are reduced costs, no excavation and disruption to paving and traffic flow, long lasting product, quicker installation time. Approximate average cost is \$60 -\$75/linear foot versus \$125 to \$250 plus per linear foot for traditional remove and replace.

The I&I study would determine what locations of the sewer system to line but Public Works knows areas that are expected to have high I&I mainly Old Town sections of sewer.

Cost: Using \$65/foot = \$65,000/1000' versus using \$175/foot for traditional remove and replace = \$175,000/1000'

For reference and information, there are approximately 10,000' of sewer mains in the Old Town section of New Windsor! To line all sewer in Old Town at \$65/foot would be **\$650,000.**

Total for 5 sewer projects = \$8,281,000

Total for water & sewer = \$18,907,000

Town Manager Dye also provided possible funding sources for the projects in a spreadsheet. Town Council will prioritize the projects at a future meeting.

Old Business:

- Town Hall Virtual meetings and Audio Solutions – Councilmember Cornick stated that he has 3 proposals - Carroll Media Center, CW Technologies, and Audio-Visual Group. He still must reach back out to the companies to make sure he is comparing apples to apples. He will put all the information into a spreadsheet before the next meeting so the Council can see a comparison. He doesn't see much difference between using ZOOM vs. Teams for virtual meetings.
- New Windsor's ARPA funds and using some of the funds to assist residents with outstanding w/s bills. Councilman Holl stated that the late payers have decreased by over 50% and there have not been any residents contact the Town asking for help. After a short discussion, this item was closed. Deputy Colussy did offer that Human Services Program (HSP) of Carroll County has received funding through ARPA so residents can

- reach out to them for help. Deputy Colussy will provide the Town with the necessary contact information to pass along to residents inquiring.
- Dielman Inn – Archeological Society of Maryland proposed dig – Town Manager Dye gave background to the Council on this project. Mayor Green received correspondence from Claude Bowen, President of the Society explaining the project and needs permission from the Town to perform the dig with the following dates: It will begin the 1st weekend in October and will take 3-4 weeks (weather depending) for completion.
 - Dielman Inn – Lewis Contractors – Foundation stabilization project – Town Manager Dye has been working with Jeff Childs of Lewis Contractors. Lewis was hired by the Town in April 2021 as the design build construction manager to provide professional design criteria for the structural foundation restoration work and to manage the day-to-day construction of the site. The Foundation repair plans and specifications are ready to go out for bid but have not due to a potential conflict with the archeological dig. Direction and approval are needed by the Council regarding these 2 projects. **A Motion by Councilmember Hoffman to proceed with the Archeological Dig project followed by the Stabilization project, 2nd by Councilmember Cornick and approved 5-0.**

A Motion at 9:06 p.m. to adjourn by Councilmember Cornick, 2nd by Councilmember Gribbin-Lindemon and approved by a vote of 5-0.

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