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Minutes – Town Council Meeting April 6, 2016

Present: Mayor Roop, Council Members, David Hoffman, Kimberlee Schultz and Ed Smith. Also present was Town Clerk, Donna Alban, Town Attorney Ostrander and Town Manager, Frank Schaeffer. There were 10 others in attendance.

Call to Order: Mayor Roop called the Town Council meeting to Order at 7:00 p.m.

The Pledge of Allegiance was led by Mayor Roop.

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronical means and that the meeting will follow an Agenda. Anyone who wished to have a matter placed on the Agenda needed to submit the topic to the Mayor in writing by the last Wednesday of the month, by the close of the business day; which is 3:00 p.m. These items will be reviewed for approval.

Previous Meeting Minutes: A Motion by Councilmember Smith to approve the March 2, 2016 minutes. It was 2nd and approved 3-0.

Council Reports –

Public Works – Councilmember Hoffman –

- Yard waste has begun 1st and 3rd Wednesdays
- Bulk trash day – April 30th – 8:00 a.m. – 1:00 p.m. off Geer Lane

Water & Sewer – Councilmember Palsgrove – out of town

- Town Manager will report a couple of things under his report

Public Safety – Councilmember Hoffman

- Defer to Cpl. Tausen for his report
- He and Cpl. Tausen are coordinating on the National Night Out program
- Planning Commission did meet – 7-11 renovating the fuel pumps and a new canopy will be installed over the pumps, the Comm. Has asked that they find a water run-off for the canopy into existing Town storm water drains. Town Manager states there were only 2 options and after looking into both, it is not feasible to tie in.

Economic Development – Councilmember Schultz

- Town is developing a new website – ongoing project
- Attended CC Economic development meeting yesterday – Maryland is doing okay
- CC Downtown will have a table at MML convention – she volunteered to do a couple of hours on behalf of the Town
- Mayor Roop and I are working on a letter to send out to various organizations to help support the Dielman Inn project financially.

Community Enhancement – Councilmember Smith

- He will be taking a medical leave of absence from work for the next 3 months for health problems. During that time he will be working on moving forward on a community event this summer.

Mayor's Report –

March 2 Meeting with Jonathan Herman at Dielman Inn
Town Council Meeting
March 3 MML Chapter Dinner
March 6 Wayne Blacksten's Memorial Service
March 7 Wayne Blacksten's Funeral
March 8 Avian Affluenza Table Top Exercise
Walk with the Mayor
March 10 Carroll Cable Regulatory Commission Meeting
March 15 Carroll County Planning Commission Meeting
Web Presentation for the Town's Website
March 16 Coordinated efforts to fix the Carillon at St. Paul UMC
March 18 Everbridge Alert System Training
Comcast Taping
March 21 Town Work Session
March 22 Walk with the Mayor
March 24 Co-coordinator for Lions Club Blood Drive
March 30 Department of Housing & Community Development Block Grant Workshop
On April 6th he met and spoke to W. James Hinman, founder of Jiffy Lube about the Dielman Inn project and the Mayor will follow up with him to see if there is any financial interest there

Community Deputy: - Cpl. Tausen –

- 109 incidents in March
- Met with Chief Coe coordinating on the Firemen's parade
- Met with Cpl. Josh Keeney of DNR who is the new rep for watershed areas of the Town and he will be upping patrol at the Denning's and Bowersox locations
- Planning has begun on the National Night Out Event

West Carroll Recreation:

- Mayor Roop stated WCRC is having an open house April 11th at 7:00 p.m. at the Community Meeting Room
- Mayor Roop spoke to Vince Campanella and he stated no one had contacted Commissioner Frazier about the school closings. Mayor Roop sent an e mail yesterday afternoon, to say New Windsor would still be interested in using the cafeteria, the gymnasium and a couple of classrooms for Town functions. He also stated about the Town taking over ownership of the ballfields for recreational use.
- Representative from the WCRC asked if the Mayor would be willing to invite Commissioner Frazier to the open house on the 11th. He will reach out to him.

Fire Chief Report: Chief Tom Coe –

- Carnival week is June 6 – 11th.
- New \$600,000 fire truck is in, not ready yet to put into service.

Town Manager report:

Lagoon Decommissioning

Two No-Bids were received. Town Council authorized negotiation for the removal of the sludge only. A proposal was received from Enviro-Organic Technologies. Proposal will be presented to Town Council on April 6th.

Streetscape Planning Assistance

SHA is awaiting the Town's decision on how to proceed. GMB has developed cost estimates for engineering and construction for comparison to the SHA amounts. A decision matrix is being developed to facilitate the process.

Pump Station Replacement

Due to the use of some of the funds from the loan to do an I & I project some of the documents need to be revised and an additional hearing held. It appears that closing will occur in May.

Program Open Space - Lions Ballfield Renovations

Project has received approval from the Board of Public Works. Bid documents are being developed for spring construction.

Spoerlien Drive

Three bids were received. Bid recommendation to town Council is a scheduled for April 6th.

Blue Ridge and College Avenues Engineering Study

Draft report has been received. Currently being reviewed.

Town Beautification Day

Town Beautification Day will be Saturday, April 30th from 8:00AM until 12:00 Noon. There will be various projects around the Town to spruce up and beautify the Town. Kalena is coordinating the event.

Snow Storm Jonas

An initial meeting with FEMA was held on March 25th. Based on the initial review it is estimated the Town will get \$12,000.00 to \$13,000.00 reimbursed.

Yard Trim Pick-Up

Yard trim pick-up has begun. Yard trim is picked up the 1st and 3rd Wednesdays of the month. Yard trim should not be set out more than 24 hours in advance or on bad weather days. Yard trim must be in paper bags or containers which can be picked up and dumped. Containers must weigh less than 40 pounds. Limbs should be tied in bundles, less than 4 feet long. Residents may drop off yard trim at the Public Works shop on Geer Lane during the week during regular hours.

Clerk/Treasurer –

General Fund the balance is - \$143,525.64

General Fund – Capital Budget Account the balance is- \$76,659.22

Enterprise Fund -the balance is - \$153,984.68

Enterprise Capital Reserve and 3 R's fund the balance is– \$386,452.64

Loan repayment fund the balance is -\$2,231.26

Money Market fund the balance is \$50,931.43

Lagoon Remediation fund the balance is \$34,014.99

Real Property – There are a Total of 22 properties available in the Town of New Windsor

17 - For Sale

5 – Foreclosure

4 commercial available

New w/s bills were mailed out on 3/31/16.

Birthday acknowledgements for those residents that are 90 years young and over will be recognized at the May TC meeting.

Lehigh Update –

- Progress continuing on schedule

Residents Concern: None

Old Business: None

New Business:

- **Lagoon Decommissioning - Sludge Removal Contract Award**

Background

The Town requested bids for the dewatering and decommissioning of the waste water treatment lagoons. Two “No Bids” were received. One from Enviro-Organic Technologies (EOT) the other from Synagro. At the March 21, 2016 Work Session the Town Council authorized Town staff to contact both companies to determine if there was an interest in negotiating a contract for the removal of the sludge only. Synagro indicated they were not interested at this time. EOT expressed an interest and submitted a proposal. EOT proposes to remove the sludge and land apply it to local farms. Work would begin in mid-September and be completed by December 31, 2016. Depending on the volume of sludge removed the cost would range between \$330,000.00 and \$400,000.00.

The remaining work such as removal and disposal of the divider curtains and aerators, seeding the lagoons and demolition of the structures would either be done by Town staff or with other contractors.

Requested Action: Authorization to enter in to a services contract with Enviro-Organic Technologies to remove and dispose of the sludge from the waste water lagoons in accordance with their proposal of March 28, 2016. **A Motion by Councilmember Schultz to approve the services contract with Enviro-Organic Technologies to remove and dispose of the sludge from the lagoon, 2nd by Councilmember Hoffman and approved 3-0.**

- **Spoerlien drive Storm drain repair and paving, Roop Drive repaving project –**

Background: New Windsor requested bids for the repair of the storm drain system in Spoerlien Drive from Roop Drive to Union Bridge Road, the repaving of Spoerlien Drive and the repaving of Roop Drive. Three bids were received. The bids are shown in the table below. The budget estimate was \$83,000.00. There are sufficient funds budgeted in the Capital Improvement Budget to pay for the project.

<u>Firm</u>	<u>Bid Amount</u>	
<u>Thomas. Bennett and Hunter</u>	<u>\$125,000.00</u>	
<u>C.J. Miller</u>	<u>\$172,000.00</u>	
<u>Stambaugh’s Inc.</u>	<u>\$99,110.00</u>	

- **Desired Action:** Award of the bid for the Spoerlien Drive Storm Drain Repair and Paving, Roop Drive Repaving project to Stambaugh’s Inc. for \$99,110.00. **A Motion by Councilmember Hoffman to approve the award of bid to Stambaugh’s Inc. for \$99,110.00, 2nd by Councilmember Smith and approved 3-0.**

- **Charter Amendment Resolution – Notification Posting Requirements**

Town Attorney summarized that our Charter requires posting of Ordinance in the Post Office which they do not allow anymore and posting time of 60 days. This Resolution modifies the notice requirements for Adopted Ordinances. **A Motion by Councilmember Smith to adopt Resolution No. 04-06-16, 2nd by Councilmember Schultz and approved 3-0.**

Urban Reconstruction Project (Streetscape) Town Manager presented a decision matrix to show the fiscal impact of the project. Town Council indicated that the Town would elect to include the \$210,000.00 water/sewer service upgrade with the project

FY17 Budget tabled to the 4/18/16 Work Session

Announcements -

- May 7th – Lion's Club Family Fund Day 9 – 2
- May 7th - New Windsor annual Yard Sale – 9 -2
- Sept. 10th – New Windsor Heritage house tour

A Motion was made by Councilmember Smith at 8:37 p.m. to adjourn; it was 2nd and approved 3-0.

Respectfully submitted,
Donna Alban, Clerk/Treasurer