

TOWN COUNCIL WORK SESSION MINUTES
Town Hall
Wednesday, April 20, 2016
3:30pm

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, March 23, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, Forrest Heath of Digitizing Democracy, Brian Klaas, President of the MAC and Maryland Independent Reporter, Tiffany Watson.

March 23, 2016 Closed Session – During the closed session held on March 23, 2016, the Mayor and Council discussed procedures and operations and future events. The closed session adjourned at 4:29pm.

Digitizing Democracy – Forrest Heath, of Digitizing Democracy gave a brief presentation explaining the services his company would provide. Digitizing Democracy's goal is to make government more effective and transparent through technology and design. Main functions would include Council legislation and minutes, upcoming meetings and other council related events, Council images and bios, and machine readable data in multiple formats. If the Council chooses to take part in the program there is no cost and a link would be provided to put on the Town's website for residents to access the portal. Town Manager Hicks inquired about what municipalities are currently taking part in the program. Mr. Heath explained that at this time there are no communities signed up yet, the company is in the stage of gauging interest levels first. The Mayor and Council agreed to do further research on Digitizing Democracy and expressed that mock ups of what the site would look like would be helpful. Mr. Heath will follow up with Mayor Paulin and he will distribute any information he receives to the other members of Council.

Autumn Fest – Brian Klaas, President of the MAC gave a brief background on Autumn Fest. Autumn Fest was an annual event held by the Base. In the past, the Base would open their gates for the event, but following 9/11 a lot of things had to change. The MAC feels that the event helped form a tremendous bond between the Base and the Town's residents. The purpose for Mr. Klass coming to the Council in reference to this event is to get their blessing, thoughts and input. Mayor and Council agreed the Autumn Fest is a great idea. Mr. Klaas said he will move forward with finding dates and times. The MAC wants to see these types of activities taking place in Town. The Base would like to use the pavilion for the event. Mr. Klass will reach out to community affairs and he will come back for the May work session with an update.

ICMA Restatement – The purpose of the ICMA restatement is to put the plan in compliance with the IRS. There is no additional cost as a result of the restatement, but a decision is required by April 30th. Mayor and Council agreed to move forward with compliance with the restatement.

Town Motto/Slogan Competition – Mayor Paulin came up with an idea, in competitive spirit, pitch the idea of coming up with the Town's motto/slogan to the local schools, and residents. Run the competition through the summer and decide on the best motto/slogan at a work session. Councilman Smith suggested this would be an opportune time to get involvement from the

Piscataway to fix the Town seal which would help suggest theming to narrow down the slogan submissions. Finding out what the Piscataway find valuable would help guide the slogan. Mayor and Council agree to move forward with speaking with the Piscataway to get their input before moving forward.

Continuity of Operations Plan – Town Manager Hicks explained that Councilman Smith had brought to everyone’s attention that a COOP was needed. Town Manager Hicks kept the template Councilman Smith had started but added additional info. The document is for Council review and feedback. It is a live document that will change from time to time. Once the document is adopted a hard copy will be available in the town hall as well as digital copies. All appendices documents will be attached. Town Manager Council will review the document and provide comment. The next step in the process will be adoption.

Review of May Town Meeting Agenda – No changes.

Roundtable:

Mayor – None

Vice Mayor – Vice Mayor Sitoula expressed that it was excellent that the COOP was started and the next item to plan for should be the financial plan.

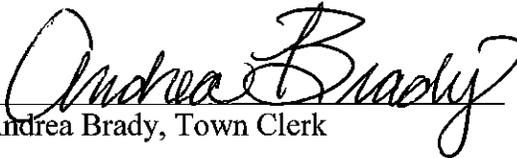
Councilman – Councilman Smith reported that the watershed clean up on April 16th was well attended. The Girl Scout troop was very helpful and they plan to attend the volunteer appreciation dinner. Councilman Smith has been approached by residents interested in the Town having a dog park. There was brief discussion of possible locations and Mayor and Council agreed to move forward with looking into the feasibility of have a dog park in Town. Councilman Smith brought up the three quotes obtained by Town Manager Hicks for the WWTP. The quotes range from \$300,000’s to \$800,000’s. Councilman Smith requested that Town Manager Hicks assess the feasibility of having Town employees run the WWTP to see if it would reduce the cost at all. Town Manager Hicks ran down a list of what would be needed such as the baseline salary for an operator and a trainee, benefits, communications, vehicles and uniforms. La Plata currently contracts and uses staff for their WWTP. Town Manager Hicks will reach out to his contact with the Town of La Plata to get an idea on cost. The Council recently received an inquiry for use of the pavilion. Councilman Smith suggested coming up with a plan to provide to staff that will lay out the criteria for use of the Pavilion to prevent requests that do not meet the criteria from being sent to the Council. Town Manager Hicks received a request form Heart and Soul Ministries to use the pavilion for a scholarship program and they have requested to use it free of charge. Town Manager Hicks has given the request to Karen Williams and she is looking into available dates. Mayor and Council agree to draft conditions for use. Councilman Smith asked about the Crime Watch meeting that was canceled and has not at this point been rescheduled. Karen Williams will be contacted about the new date.

Town Manager – Town Manager Hicks asked Mayor and Council their decision on the Heart and Soul Ministries request. Council will review the request and respond via email. Town Manager Hicks attended a FEMA meeting that went well and he should hear back soon on their decision. FEMA can reimburse up to 75% of the Town’s cost for the snow storm. The Town could

potentially receive \$10,000 to \$15,000. Town Manager Hicks heard back about the Town's Sustainable Community application. There are six areas they would like to leave completely forested. One of the areas is the CIRI land, and the property owners are looking to build. Town Manager Hicks does however anticipate the application being approved. The CIRI group will likely be before the Planning Commission in June with their ideas for development. Town Manager Hicks has provided Judy Lathrop with the lease for 108 A Mattingly Avenue and she has a few issues with it. One issue is the two year term. Ms. Lathrop would like a longer lease if she is going to make an investment into the building. Vice Mayor Sitoula feels a clause should be in place expressing that reasonable progress will need to be made in a certain amount of time if the Town agrees to a longer lease. Ms. Lathrop feels that kayak rental is incidental from her overall mission to provide education and classes. Councilman Smith feels that the building should be rented to a business that is primarily water sport related with classes being the incidental part of the business. Town Manager Hicks will speak with Ms. Lathrop further in reference to the lease.

Town Clerk – Town Clerk Brady received a request made by Councilman Smith to update the Town's records retention policy. The Town's current resolution was adopted in 1991. Town Clerk Brady has received feedback from the Town's attorney in reference to the records retention timetable and is waiting to receive feedback from the Town's auditor. Town Clerk Brady also reached out to several local municipalities for their records retention timetables. Several of the municipalities did not have policies in place and the timetable that was received was from the 80s. Town Clerk Brady will try to meet the Councilman's May deadline.

Mayor Paulin made a motion to move into closed session. Councilman Smith seconds the motion. Mayor Paulin adjourned the open session at 4:16pm and Council moved into closed session.


Andrea Brady, Town Clerk