

**TOWN COUNCIL WORK SESSION MINUTES**  
**Town Hall**  
**Wednesday, October 26, 2016**  
**3:30pm**

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, September 28, 2016 at the Town Hall. Also in attendance were Town Clerk Andrea Brady and Maryland Independent Reporter, Tiffany Watson. Town Manager Hicks was unable to attend because of a training course.

September 28, 2016 Closed Session – During the closed session held on September 28, 2016, the Mayor and Council discussed having the Town Manager create a course of action for the Pavilion schedule and gathering stakeholders for acquisition of vacant properties. The closed session adjourned at 4:18pm.

Broadband Resolution – Town Manager Hicks explained that another resolution for the Broadband grant may be required in order to receive the funding. Fred Sussman is working on putting something together per the guidelines that were recently received. A Resolution needs to be adopted as an official act, authorizing the execution and delivery of the grant agreement, and authorizing and directing the person executing the agreement to do so on behalf of the Town. The person executing the agreement would be the Mayor. Town Manager Hicks wouldn't anticipate any concerns from the citizens since this would be a follow up ordinance in order to receive the grant funding/reimbursement. Once the resolution is received from Mr. Sussman, a special meeting may need to be called.

JLUS – The JLUS was placed on the agenda because the Council tabled the adoption of the resolution for the JLUS due to concerns brought up by Brian Klaas and Vince Hungerford at the October Town meeting. Amy Blessinger from the County spoke with project manager for the JLUS and he advised her that the study needs to be finished as soon as possible, preferably within the window of the grant time period, which expires December 31<sup>st</sup> of this year. The project has already been granted three time extensions. He advised that the JLUS should be completed soon so that implementation can begin. Councilman Smith expressed that he doesn't see anything prohibiting the Council from passing the resolution since the JLUS is a working document that can be revised at any time. Once the Council receives the completed ULI Study they will meet to review all reports for consistency and consideration of the concerns expressed at the October Town meeting. Town Manager Hicks will contact Mr. Klaas for a list of his concerns for the Council's consideration when they being review of all reports.

Conference Fees/Per Diems – Councilman Smith's request to have this on the agenda stemmed from the MML fall conference. Councilman Smith asked if there is or if there should be a policy in place for reimbursement for fees in situations where a member of the Council is unable to attend or has to leave a conference early. Councilman Smith expressed the need for a decision to be made going forward on if there will be a requirement for repayment or if it will be considered cost of business. It was the general consensus that health comes first and occasionally emergencies will come up. Council unanimously agreed that as long a good faith effort is made to attend the conference reimbursement will not be required.

Review of November Town Meeting Agenda – No changes or additions.

Roundtable:

Mayor – Mayor Paulin would like the Council to consider doing a proclamation for Lackey High School in support of their playoff run. Mayor Paulin feels it would breed community positivity. Councilman Smith mentioned the need to take into consideration any impact this may have on students who do not attend Lackey, and the importance to consider any broader implications. Mayor Paulin feels that since Lackey is the zoned school for Indian Head and it is being done specifically for a special occasion it shouldn't have a negative impact. Town Manager Hicks suggested Council make sure to do this for all feeder schools in the future for their accomplishments. Council agreed to do a proclamation if Lackey makes it into the playoffs.

Vice Mayor – Vice Mayor Sitoula requested a follow up on updating the Town Code. Town Clerk Brady explained that once the revised Zoning Ordinance is adopted the Town Code will be updated. The Planning Commission is currently working on revising the Comprehensive Plan to make it match the suggested Zoning Ordinance revisions. Once revisions are complete on both documents and Council adopts them the Town Code will be updated. Vice Mayor Sitoula mentioned residents wanted the Town to allow chickens in Town. Currently the suggested revision to the Zoning Ordinance does include allowing chickens. Vice Mayor Sitoula brought up the need for accounting policies to be put in place and requested that the finance department actively start working on putting together these policies with the assistance of the auditors. Vice Mayor Sitoula asked for an update on Washington Gas. Town Manager Hicks said Washington Gas plans to set up a tent in River Watch on Saturday, November 5<sup>th</sup> from around 10am to 3pm to bring residents up to speed on the current progress. Vice Mayor Sitoula asked if there is a transition plan for the Waste Water Treatment Plan in place. Town Manager Hicks explained that EAST Inc will be attending the November work session per Councilman's Smith's request to explain what would be required for licensing and other requirements for the WWTP. Councilman Smith mentioned the Council may want to consider using an independent person for insight into the transition process since it's in EAST Inc.'s best interest to extend their contract as long as possible. Vice Mayor Sitoula said it would do no harm for the Council to listen to the input from EAST Inc. Town Manager Hicks will work on putting together a transition plan. Vice Mayor Sitoula asked for an update on setting up a meeting with the Ely family. At this point Mayor Paulin has been unable to reach Mark Ely. Vice Mayor Sitoula requested an update on the PNC ATM. Town Manager Hicks is still working with Ms. Fells from PNC and they currently have two possible locations in mind.

Councilman – Councilman Smith said the Parks and Rec Commission and the Environmental Sustainability Committee are looking to hold education classes for little to no charge in the Senior Center on Saturdays. Karen is currently looking into availability and they hope to start classes in January. The Nixel presentation Councilman Smith plans to do is about the straight forward application of the service. Councilman Smith said residents would have to sign up to receive updates from the system and he would suggest giving a 90 day sign up period and then Council consider making it a budget item for FY18 depending on interest.

Town Manager – Town Manager Hicks said with PNC closing in December the Town needs to decide if they plan to continue banking with PNC or if the Town accounts will be moved to a different financial institution. There are currently two banks in Bryans Road, Community Bank and Old Line. Town Manager Hicks said the Town has worked with Community Bank in the past without any issues. Vice Mayor Sitoula suggested the Town also look at Old Line since they have supported Town events. Councilman Smith asked about any security concerns with having to take the daily deposits further. Town Manager Hicks said he will be the one transporting the deposits once PNC closes and he will ask Community Policing to accompany him if he has any concerns. The Town also needs to pick a financial institution before online bill pay can be set up. Town Manager Hicks will set up meetings with both Community Bank and Old Line to get information/numbers and he will provide Council with the information for a final decision.

Town Clerk – Town Clerk Brady suggested that Council make it standard procedure to ask for questions or comments immediately following any resolution or ordinance being read and before any motions are made. Town Clerk Brady also confirmed attendance for the November SMMA meeting in North Beach and reminded Council that she will be out of the office from Veterans Day through Thanksgiving and will be unable to be reached for those two weeks.

Mayor Paulin adjourned the work session at 4:06pm.

  
Andrea Brady, Town Clerk