

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Wednesday, March 23, 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, Judy Lathrop, President of Atlantic Kayak Company and Maryland Independent Reporter, Tiffany Watson.

February 24, 2016 Closed Session – During the closed session held on February 24, 2016, the Mayor and Council discussed the MS4 permit through EPA and possible steps moving forward. The closed session adjourned at 4:57pm.

Atlantic Kayak Company – President of the Atlantic Kayak Company, Judy Lathrop, started the business in 1995 and they are currently based on the Piscataway Creek. The quality of the water has caused Ms. Lathrop to want to relocate the business. Atlantic Kayak Company currently does programs for the National Aquarium and they have done a number of programs for the Smithsonian Association. A program at Malloys Bay is due to start in July. Ms. Lathrop would like to have an environmental education center and a kayak center at Mattingly Park. Ms. Lathrop said heat would need to be added in the building to allow year round programs and after school programs. Ms. Lathrop expressed the benefits of nature for physical and mental health, and her desire to start a program with United Way. While the company is structured as a "for profit" they function more as a nonprofit and hope to get grant money for any improvements that would need to be made to the building. Council discussed a rental fee for use of the building, and decided to provide the building to Atlantic Kayak Company for one year rent free then reevaluate after the first year. Council requested that Ms. Lathrop consider giving the residents a discount since the Town would be providing the facility to her rent free for the first year. Ms. Lathrop is open to the idea of providing Town residents a discount and discussed discount options such as a frequent flyer pass. Mayor and Council unanimously agreed to move forward with leasing the building to the Atlantic Kayak Company, rent free for the first year with a reevaluation done after that initial year of business. Town Manager Hicks will contact Ms. Lathrop about signing a lease and any other details such as improvements that need to be made.

Douglas Pipkin: Maryland Independent – Mr. Pipkin did not attend.

Town of Indian Head Staff Culture – Councilman Smith expressed the need to give the staff a sense of the Council's priorities and talked about the importance of continuity planning and the operations plans that have been discussed previously. The Council agreed to each make a list of their priorities to share with the Town Manager, and then develop a plan to share with the staff based on those priorities. Town Manager Hicks explained that these priority lists should also be a part of budget planning.

Periodic Suitability Reviews – Councilman Smith has done research on other municipalities and expressed the need for periodic reviews. Councilman Smith feels the Town has a great staff but it would be prudent to have a mechanism for periodic reviews to make sure individuals are still

legally entitled to have their position. Vice Mayor Sitoula was in agreement and discussed the types of reviews done at the federal level. Town Manager Hicks currently uses MVA records and the judiciary search to see past violations and asked for clarification on how far back violations will be held against individuals interested in working for the Town. The Council asked that the Town's attorney Fred Sussman be contacted to find out what is permitted legally for reviews/background checks.

4<sup>th</sup> of July Reduced Ticket Costs – Councilman Smith has had a few residents ask about the cost of events and his suggestion is to have a discount from vendors and on ticket fees for Town residents at the annual 4<sup>th</sup> of July event. Town Manager Hicks explained that the vendors pay a fee to take part in the Town's 4<sup>th</sup> of July event and the Town cannot make the vendors give a discount on the good they are selling. The only thing the Town could potentially give a discount on would be the tickets for rides and then it is a matter of how to implement and control the discount. Council agreed to review the idea further and discuss it at a future meeting.

Town Hall Location – Mayor Paulin explained that the idea to relocate the Town Hall to a larger location where a rec center could also be created stemmed from Town Manager Hicks. The Council has heard from residents that there is a need for a rec center. Mayor Paulin said the first step would be to look at what properties would be ideal and suitable for this purpose and step two would be to speak with property owners. Vice Mayor Sitoula feels it would make more sense to have the Town Hall in toward the center of the Town where there would be more foot traffic. Potentially uses for the Town Hall could be a sheriff's station or a museum. Mayor Paulin suggested holding further discussion until conversations have been had with property owners and this is strictly an idea at this point.

Mario's Barber Shop – Vice Mayor Sitoula was the first customer at Mario's Barber Shop 10 years ago and he feel it would be a good idea for the Council to recognize local businesses on milestones, for example, 10, 25, and 50 years. Town Manager Hicks suggested Town seals to recognize the local businesses. Mayor and Council agreed to start recognizing local businesses with a Town seal for important milestones.

EPA Fine – Vice Mayor Sitoula asked what procedure the Town has to notify the public on items such as the EPA fine. Town Manager Hicks explained that with the EPA fine, the Town has to wait for the EPA to post the fine and then the public will be informed at the time of the budget amendment.

Centennial Celebration – The Town's Centennial Celebration is part of the Town's budgetary plan in department 71. \$5,000 has been put into the account for the FY17 budget.

Annual Vision – Council agreed that this time is the same as the topic of staff culture and did not need further discussion.

Review of April Town Meeting Agenda – EAST Inc. will be added to the briefings section for the April Town meeting.

Roundtable:

Mayor – None

Vice Mayor – None

Councilman – Councilman Smith inquired about the Town's Comprehensive Plan, the most current plan dated 2005. Town Manager Hicks explained that the Planning Commission handles updating the Comprehensive Plan and they are currently in the process of updating the document. Councilman Smith asked for an update on the WWTP quotes. Town Manager Hicks has received two quotes, one from the current service provider EAST Inc., and one from MES. Town Manager Hicks is waiting to receive the third requested quote.

Town Manager – Town Manager Hicks informed Mayor and Council that Community Affairs Director, Karen Williams would like to meet to discuss community activities. Councilman Smith said this is an item that members of Council would be discussing under closed session.

Town Clerk – Town Clerk Brady informed the Council about a public information request received from attorney, Gary Jones in reference to the Stuart Court project for Rainbow Construction. Town Clerk Brady gave the Council catalogs to look through for an upcoming promotional items order and discussed the set up for the Town meetings.

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