

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Monday, April 27, 2015**

**1:09pm**

Mayor Scheessele, Vice Mayor Rice, and Councilman Albright met in work session on Monday, April 27 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, and Town Clerk Andrea Brady.

March 23, 2015 Closed Session –During the closed session held at the end of the Work Session on March 23, 2015 the Mayor and Council discussed performance of duties and division of duties. Action was delayed pending further review. The closed session adjourned at 4:00pm.

Facility Dude– Mayor, Council and Town Manager Hicks conducted a brief web conference with Jay Wisner of Facility Dude. Mr. Wisner went over Facility Dude’s new program called Crisis Plan. Crisis Plan would allow the Town to put out notifications, provide their employees with easily accessible knowledge, the ability to check in after emergency situations, and fill out crisis reports. The program is an app that is available on smart phones, iPads and other devices. The program also contains contact information and allows the administrator to as many plans as they need and select groups for notification. The program has unlimited users and unlimited downloads. The setup is simple and it comes with unlimited training and support. The price for the first year is \$3,000 and \$2400 each additional year. Mr. Wisner proposed allowing the town to try the program fee for the first 2 months. The information stored in the program is handled by a third party Mayor and Council discussed the possibilities of using this program for Town resident notification. Town Manager Hicks asked Mayor and Council to email him any questions they have and he will forward them to Jay Wisner for further information.

314 & 306 Parran Lane – Town Manager Hicks explained that the Welches who own 314 and 306 Parran Lane are currently marketing their properties for sale. They plan to apply for a growth allocation that would support a total of 24 townhouse units. Richard Parks and Town Manager Hicks told the Welches the process of applying for a growth allocation. The Town is hoping to receive a development agreement/easement that would allow the Town access on the properties for the construction of the Boardwalk Project.

2015 Village Green Flea Market – Mayor and Council reviewed an email sent from Community Affairs Director, Karen Williams discussing the revenue versus expenditure of the Town’s Village Green Flea Market. Attendance of both vendors and interested buyers has been lacking. Councilman Albright felt that the \$7 fee could possibly be a deterrent for interested vendors and suggested waiving the fee. Vice Mayor Rice brought up another issue of not having a Flea Market Manager available for this year’s market. Mayor Scheessele agreed with removing the fee unless trash becomes an issue. Mayor and Council agreed to waive the \$7 fee for a trial period of 3 months, if the Town is able to find a Flea Market Manager. If the attendance of both vendors and buyers does not increase in those 3 months, Mayor and Council will consider canceling the event. If attendance does increase but trash becomes an issue, Mayor and Council will consider reinstating the \$7 fee.

Planning Commission Members: Termination – Mayor and Council agree that the attendance issues of two of the Commission members needs to be addressed by sending a letter of notification. Town Clerk Brady will contact the Town’s attorney Fred Sussman to help draft a letter addressing the members attendance and notifying them that it could result in their termination.

Fernandez Map Amendment: PC Recommendation & Findings of Fact – Mayor and Council reviewed the Planning Commission Recommendation and Findings of Fact for the Fernandez Map Amendment. Mayor Scheessele asked that the Town’s Zoning Administrator, Richard Parks revise the Findings of Fact to make it more clear that the Commission determined the original zoning was a mistake. Town Clerk Brady will contact Mr. Parks for the revision and Mayor and Council will discuss the map amendment under new business at the Town meeting on May 4<sup>th</sup>.

Review of May Town Meeting Agenda – Mayor Scheessele asked Town Clerk Brady to change Glymont Animal Hospital to Veterinary Hospital under Presentations/Recognitions. There we no other changes.

#### Roundtable:

Mayor – Mayor Scheessele asked for an update on the Wamsley properties, 304 Indian Head Avenue and the tall grass at 7, 8, and 10 Indian Head Avenue. Town Manager Hicks reported that the foundation wall at 4077 Indian Head Highway has been repaired but no cert has been received. Only 1 wall has been repaired at 4005 Indian Head Highway. Town Manager Hicks will have to check with Code Enforcement Officer, Richard Wilcher for an update on 4035 Indian Head Highway. If the deadline is not met, the Town’s attorney Fred Sussman will notify the court and they will schedule a date with the same judge who has been handling the case so far. Town Manager Hicks will check with Fred Sussman on the exact timeline. Town Manager Hicks reported that the owner of 304 Indian Head Avenue has done everything that was on Richard Wilcher’s list. Richard Wilcher reported that there are still several issues he needs to address with 304 Indian Head Avenue but he was holding off until all of the other items were complete. Tall grass letters have been issued to the properties on Indian Head Avenue. Mayor Scheessele asked for an update on the sign for the Trailhead Plaza. Town Manager Hicks reported that Richard Parks sent the information to the contractor on April 6<sup>th</sup>. Town Clerk Brady will contact Richard Parks for an update.

#### Vice Mayor – None

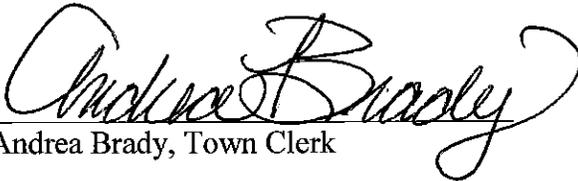
Councilman – Councilman Albright discussed an article he read recently that said it is starting to be recognized that the 401k retirement plan has failed and is not conducive to living after retirement. Council Albright asked that Mayor Scheessele and Vice Mayor Rice strongly consider going the State plan for the Town’s employees. Councilman Albright asked that Code Enforcement address the issues at the vacant law office on Indian Head Highway, and he asked for an update for the building permit for 101 River Watch Drive. Diane Campbell reported that everything is complete on the Town’s part but final approval is pending HOA approval.

Town Manager – Town Manager Hicks reported that the Town has received authorization to advertise the Boardwalk project for bid. The tentative dates are, advertisement on or before May

11<sup>th</sup>, pre-bid meeting May 28<sup>th</sup>, bid due date June 25<sup>th</sup> and Mayor and Council to approve pending SHA approval July 6<sup>th</sup>. Mayor Scheessele asked to push back the approval to July 13<sup>th</sup> so Mayor and council will have a week to review the bids, and a special meeting can be held to award the contract.

Town Clerk – Town Clerk Brady reminded Mayor Scheessele that the Town's Banner City paperwork needs to be signed by the school before May 26<sup>th</sup> for verification of the Mayor's visit, and had Mayor and Council sign birthday cards for Town employees.

Mayor Scheessele adjourned the work session at 3:22pm.

  
Andrea Brady, Town Clerk