

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, May 25 2016

3:30pm

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, May 25, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady and Maryland Independent Reporter, Tiffany Watson.

April 20, 2016 Closed Session – During the closed session held on April 20, 2016, the Mayor and Council discussed the Waste Water Treatment Plant contract and decided on a one year contract with EAST Inc. The closed session adjourned at 4:40pm.

Conference Calls for Committee Meetings – Councilman Smith originally requested this agenda item to consider changing the Town's Charter to make getting digitally permissible due to difficulties having a quorum present for some of the Committee meetings. Councilman Smith was able to find a way to accommodate his Committee members and legislation to make a change to the Charter will not be needed.

Slogan/Motto: Piscataway Feedback – Following the April meeting, Council was in agreement that they would reach out to the Piscataway tribe for their input and feedback on the Town's seal and a new slogan. Councilman Smith asked Mayor Paulin when he wanted to begin the slogan contest. Mayor Paulin had no particular date in mind but would like the contest to run over a few months. Councilman Smith should have input and renderings from the Piscataway tribe within a month.

Facility Usage Guidelines – Councilman Smith prepared a draft document for facility usage guidelines. The purpose of the guidelines is to allow Town staff to make decisions on facility use without each request having to come before Council. The draft is to serve as a starting point to be modified by Council after their review of the document.

Pavilion Revenue & Expenses – Currently the Town off sets the expense of the Pavilion by 61% from the general fund. Town Manager Hicks and the Council discussed the logistics of booking the pavilion for back to back functions. The Councils hope is to up the number of rentals of the pavilion as opposed to upping the usage fees. Despite the building costing the Town money, everyone was in agreement that it brings the community together and is an important feature in the Town.

Overtime Tracking – Councilman Smith began the discussion by giving the Taste of Indian Head as an example of why tracking overtime needs to be done for cosponsored events that have a high use of hours associated and a free rental. Town Manager Hicks said for the Taste of Indian head Karen spends between 30-35 hours, Bunnie spends 20 hours on the event and that doesn't include the public works crew. The Town has a large investment in the event. Councilman Smith's suggestion is getting the labor for these events to be covered to an extent by the group the town is cosponsoring with. Town Manager Hicks explained the Town does not currently have any overtime issues, and we try to stay away from overtime when possible. The Town staff

would be paid overtime for the events because the Town cannot afford to flex their schedule during the week due to the size of the existing crew.

Board, Commissions & Committees Application – Former Mayor, Dennis Scheessele approached Town Manager Hicks following a recent Town meeting to find out which boards, commissions or committees needed help the most. Following Town Manager Hicks suggestion, Mr. Scheessele applied for the Board of Zoning Appeals or the Planning Commission. The current BZA Chair has expressed his desire to step down and no longer serve on the board. The other two members are not interested in the Chair position. The Council agreed unanimously to appoint Dennis Scheessele to the Board of Zoning Appeals and requested to present and adopt a resolution to appoint Mr. Scheessele at the June Town meeting.

Review of June Town Meeting Agenda – Council requested the addition of the BZA resolution to appoint Dennis Scheessele. There were no additional changes.

Roundtable:

Mayor – Mayor Paulin is working on fiber with Town Manager Hicks and they are getting closer with the project.

Vice Mayor – Vice Mayor Sitoula thanked everyone, especially Councilman Smith for covering things in his absence. Vice Mayor Sitoula shared information on his trip and how it helped him see even more the bright future the Town has. Vice Mayor Sitoula spoke about the small towns he saw with boutiques, gardens and waterfront restaurants and he feels the Town has potential for those things. Vice Mayor Sitoula will speak with Mario from the local barber shop to see if he is available to attend the June Town meeting to receive his seal, and he will let Town Clerk Brady know if there needs to be a revision to the agenda.

Councilman – Councilman Smith inquired about the debris at the demolition site near the base. Town Manager Hicks explained that any liability in the case of injuries would be solely on the property owner and asked Mayor Paulin to speak with Brian Klaas to find out the plan for debris removal. Councilman Smith suggests the property owner consider putting up temporary fencing if it can't be cleaned up soon since the site is dangerous. Councilman Smith also thanked Town Manager Hicks for stepping up and attending classes for water and waste water operator.

Town Manager – Town Manager Hicks let Council know that he needs a response to the Atlantic Kayak lease agreement changes. Councilman Smith would like to have the hours of operation consistent with normal park hours. Town Manager Hicks mentioned moonlit tours being the reason for the extended hours request. Councilman Smith said moonlit tours could be an exception to the normal dusk to dawn park hours. Mayor Paulin saw no issues with the suggested changes. Vice Mayor Sitoula will review them and send a response to Town Manager Hicks. Town Manager Hicks recently met with Dave from Playground Specialists and went around to the town parks to get information on playground shades. Town Manager explained to Dave the Town would want the type of shades that could be taken down by Town public works staff, and he is expecting to receive a quote soon. Councilman Smith hopes his salary will be able to help fund the playground shades. During the budget session Council mentioned reinstating the charge to use debit/credit cards in the Town Hall. Town Manager Hicks requested cost information from

Finance Officer Ginger Foster, and the discussion of free reinstatement was tabled until the next meeting. Town Manager Hicks received a July 4th event update from Community Affairs Director Karen Williams. The Sara Gray Band will not be available for the event, and the local Peterson Band is not available either. Karen suggested a group called One Louder for the live entertainment at the event. Council agreed unanimously to move forward with booking One Louder for the 4th of July event depending on the cost of the performance. Councilman Smith suggests that the Town start trying to secure entertainment for 2017 now. Town Manager Hicks asked Council if they want to stick with the \$10 cost for unlimited ride wrist bands at the event or if they wish to drop the price. Council agreed to offer a resident discount of \$5 per wrist band. The bands will be sold at the Town Hall 2 – 3 weeks prior to the event and residents will have to provide proof of residency, such as their utility bill to take advantage of the offer.

Town Clerk – Town Clerk Brady informed Council they are invited to a scholarship event being held by Heart & Soul Ministries on June 12th, and she will handle any RSVPs. Councilman Smith had previously requested some of the Town's vendors to attend work sessions to explain the services they provide. Outsource IT will attend the June work session. The McFarlands on Arthur Ross Place had a BZA hearing for their home occupation known as Honey Bun Cake Factory. The cost of the process is \$1,350 and applicants will occasionally get a refund or owe more than the original amount depending on the cost of attorney fees, advertising and other factors. The McFarlands owe a balance of \$599.39. Since the Council has legislation assisting new businesses with permit fees they made the decision to waive the remaining fees owed by the McFarlands. Town Clerk Brady requested to change the date of the November work session to the last Wednesday of the month, November 30th. The Council was in agreement to change the date of the November work session.

Mayor Paulin adjourned the work session at 4:13pm.


Andrea Brady, Town Clerk