

TOWN COUNCIL WORK SESSION MINUTES
Teleconference via GoToMeeting
Wednesday, December 16, 2020
3:30pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Albright met in a work session via teleconference on Wednesday, December 16, 2020. Also, in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady. The meeting was open to the public via the GoToMeeting site.

Family Enrichment Center – Town Manager Hicks requested specifics on what the Council would like to see at the Center. Once he receives specifics, he will forward that information to ARRO to work on a more detailed plan. Mayor Paulin discussed the three aspects he would like represented in the Center, recreation, education, and service. For the education aspect have computers and tutoring services. Discussed the possible recreation activities. The service aspect could be provided by United Way as well as other non-profit organizations. Vice Mayor Sitoula and Councilman Albright agreed with the three aspects discussed. Vice Mayor Sitoula felt 3 levels would be ideal and suggested through town staff, do research on other enrichment centers that are multi-function buildings to help give ideas on how to design the facility. Town Manager asked if Mayor Paulin has had a chance to reach out in reference to an extension on the bond bill. Mayor Paulin has not received a response to his emails, but he has a conversation set up with Senator Ellis to discuss the bond bill. Town Manager Hicks is preparing a request for the first \$200,000.

Community Events & Pavilion/Senior Center Rentals for 2020 – Council will make this agenda item bi-monthly. No further discussion on this topic at this time. All previous decisions on rentals will continue until further notice.

Moose Lodge Pavilion Request – The Moose Lodge is requesting to rent the Pavilion on September 25, 2021. This date conflicts with the 101 Celebration and the Moose Lodge will need to provide an alternate date for their event and resubmit their request. Council would like Karen Williams to work with the Moose Lodge to secure a different date for the event.

Utility Bill Requests – Council reviewed two utility bill requests. Vice Mayor Sitoula was not comfortable with a complete waiver as requested; he does not want the Council to set a precedence for these types of requests. On the first request the property was inherited, and the new owner may not have been aware of the growing balance. The second request had to make repairs to their home which took the majority of their disposable income to allow them to utilize the residence again. Both accounts are high due to penalties and late fees. Town Manager Hicks felt the penalties and late fees could be waived, but the base rate should be paid since they are assessed on each residence and business in Town. Councilman Albright stated that these fees are established for a reason and they are a condition of owning property in Town. Mayor Paulin was of the opinion that the Council should waive the penalties and late fees only and all charges for base rates and water usage will need to be paid. Town Manager Hicks will have Diane generate bills waiving the penalties and late fees and email them to Council for their final decision.

Village Green Fountain Request – Mayor Paulin received an email with an interesting history on the construction of the Village Green fountain. Robert Eastburn and Louie Wilkerson worked to build the fountain in 1952. Mr. Eastburn's family would like to have a plaque placed at the commemorating their work to construct the fountain. Vice Mayor Sitoula suggested verifying the information provided in the letter to have an additional source of documentation to go along with this before moving forward with the purchase of a plaque. Councilman Albright suggested that any historical materials verifying the information could be referenced on the plaque. The Council is unanimously in support of placing the

plaque at the fountain once the verification is acquired. Mayor Paulin will reach out to local historians and former Council for verification and he will forward the verification to the Council.

New Business Permit Process – Mayor Paulin requested the item when he received an email from a property owner. At this time, all inquiries have been addressed and no further discussion is needed.

Proposed Initiatives: SOMD Sierra Club – Vice Mayor Sitoula received a request from the Sierra Club to partner with the Town on additional tree planting. The Sierra Club would also like to install 3 air quality monitoring devices in Town to study the results. The Sierra Club is willing to handle the cost of the devices and installation. Town Manager Hicks suggested looking into if there are there any other municipalities in the State doing this. Council agreed to partner with the Sierra Club on the tree planting but would like further information on the intent of the air quality study before making a decision. The council will discuss this further once the Sierra Club provides further information.

Save the date invitation for elected officials for Town's 101 celebration – Vice Mayor Sitoula suggested with COVID and everyone's schedules being all over the place, the Council should request that Karen send a save the date invitation to elected officials to allow the event to be added to their calendars. Town Manager Hicks would also like to show them the Boardwalk during the 101 and well as the Velocity Center and additional development.

Vice Mayor Sitoula requested that the contractor for the Boardwalk provide a progress presentation to the Council in three months. Town Manager Hicks will work on setting up the update.

MOU: USBTA – Mayor Paulin shared that United States Bomb Technician Association (USBTA) signed a lease with Mid Atlantic Development who is closing on the Phillip's property. The Town was working as co-applicants on an EDA grant with USBTA. Town's legal counsel has reviewed the requested MOU and provided comment for the Council's review. Vice Mayor Sitoula expressed concern over manhours this is taking away from the Town, and the need to build into this MOU some sort of reimbursement policy for the amount of work town staff is putting into this project and suggested having a conversation with USBTA in reference to financial reimbursement. Town Manager Hicks and Mayor Paulin held that conversation with USBTA last week and made sure it was understood that financially everything needed to be handled by USBTA. Town Manager Hicks does not anticipate much work on the Town's end for the 2nd grant submission and does not believe the Town will have to handle the finances of the award if the grant is awarded. Vice Mayor Sitoula stated that as long as the Town is not being used as a shield in the process, he is ok with moving forward. Mayor Paulin is also good with the MOU once all of Fred's comments have been addressed. Councilman Albright also agreed to move forward with the MOU. The MOU will be printed for signatures and it will be attached with the 2nd grant submission. If USBTA receives the grant they are hoping to open in September 2021.

Atlantic Kayak Company: Lease Renewal Request – Kim with Atlantic Kayak Company has reached out to renew the lease. Council inquired about their rent payments. They have been paying their rent payments but not always on time. The Council would like to review the old lease before making their final decision on renewal.

Environmental Sustainability Committee Application – Vice Mayor Sitoula approved Hunter Paulin's application to join the Environmental Sustainability Committee (ESC). Councilman Albright also approved the application. Mayor Paulin recused himself from the approval since he is related to the applicant. The resolution for appointment will be completed once more members are found.

January Town Meeting Agenda – The Council discussed adding the Zoning Ordinance adoption to the January agenda. Fred's comments stated that there was nothing to prevent the adoption, but the document

should be in compliance with the Comprehensive Plan. The Planning Commission will be reviewing the updated Comprehensive Plan in January and it will be given to the Town Council for adoption following their review. Town Manager Hicks suggested waiting until Planning Commission completes their review before moving forward with the Zoning Ordinance adoption. The Town Council agreed to wait until February to move forward with adoption of the Zoning Ordinance and revised map.

Roundtable:

Mayor – None

Vice Mayor – Vice Mayor Sitoula thanked everyone involved in the virtual tree lighting ceremony. Vice Mayor Sitoula inquired about the Christmas lights being up. During the Council's previous discussion there was potentially going to be a large cost for installation of the lights that may have prevented them from going up this year. Town Manager Hicks explained that SMECO took care of the cost and installation this year. Vice Mayor Sitoula suggested reaching out to the SMECO board to request continued support of the Town each year. Vice Mayor Sitoula thanked Town staff for the work they do each day.

Councilman – Councilman Albright also thanked everyone and wished everyone a Merry Christmas and Happy New Year.

Town Manager – None

Town Clerk – None

Mayor Paulin adjourned the work session at 4:19pm.

Andrea Brady, Town Clerk