

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, February 26, 2020

3:30pm

Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, February 26, 2020 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, and Sheila Zattau from AVSI. Mayor Paulin joined the meeting remotely due to geographic distance. Karen Williams joined the meeting for the Centennial Celebration Update.

Vice Mayor Sitoula made a motion to allow Mayor Paulin to join the meeting via phone. Councilman Smith seconds the motion. Motion carried.

AVSI – Sheila Zattau spoke to the Council about the possibility of incentive programs that may help residents and businesses increase security coverage. Ms. Zattau spoke about a possible CDBG program the Town may be able to leverage for this purpose. Ms. Zattau also spoke about the possibility of the Town providing a tax break similar to what they have done in the past with the façade program. The Sheriff’s Department has the free security analysis program that Ms. Zattau suggested should be a requirement for the incentive and the Town should also be required to register their camera with the Sheriff’s Department’s virtual camera registration program. Ms. Zattau stated that the MAC could potentially assist with pursuing a grant. Town Manager Hicks and Mayor Paulin spoke about a previous discussion on this topic at MML. Ms. Zattau stated that there are models available in other municipalities that the Town could use as a template. Vice Mayor Sitoula briefly spoke about the Sheriff’s Department’s virtual camera registration program, that he recently joined himself. Ms. Zattau also suggested that the Council have the Sheriff’s Department give minimum security camera requirements. Town Manager Hicks discussed the security discussions he has had with Ms. Zattau in reference to the Public Works facility and the Boardwalk. If the Town received a block of grant money it could possibly be used on Town security as well as an incentive program. There was a brief discussion on the incentive program for putting up secured buildings. Ms. Zattau will forward her research to Town Manager Hicks for his review.

Centennial Celebration Update – Karen Williams provided an update for Centennial planning. Ms. Williams is currently working with BJ Promotions out of La Plata to get quotes on merchandise for the event including t-shirts, mugs, pens and pencils using the Council approved 100th logo. Council said to move forward with ordering. Ms. Williams has set the first official event planning meeting for Tuesday, March 10th at 11am. The meeting will be held at the Pavilion. There will be people from the community coming and representatives from NSF Indian Head. The meetings will be held monthly. Ms. Williams is working with Lackey and Pomonkey alumni to be involved. Ms. Williams has a parade packet from the Firemen’s Association to use as a template. Ms. Williams already has a few groups lined up for live entertainment and she requested the Mayor’s contact for the Piscataway Tribe to work on getting them involved in the event.

Boardwalk Groundbreaking Planning – Town Manager Hicks gave an update on the Boardwalk project. The Council will wait for an official start date before planning the groundbreaking, and they will be inviting County representatives to the event as well as former Council members.

Velocity Center – The Council agreed to schedule a meeting with the new Velocity Center President to discuss what benefits will be given to Town residents. Mayor Paulin briefly spoke with him

around a month ago and he was speaking about engineering students from local high schools and robotics teams that will be able to utilize the facility.

Vision Mission of Guiding Principles – Vice Mayor Sitoula suggested the Council look at Gaithersburg’s website to use as a template to put together a vision mission and guiding principles for the Town. The Council will work on a draft to discuss at a future meeting.

Financial Policy – The auditors have provided the Town’s Finance Officer with two templates from municipalities and Vice Mayor Sitoula provided an additional template and offered to assist with the project if his help is needed. Once the audit and budget are complete the Town’s Finance Officer should be able to start work on this project and will have it reviewed by Town legal counsel once it is complete.

Charles County Economic Development Partnership – Town Manager Hicks recently had a meeting with the Economic Development Department, and Mr. Brown has offered to meet with Mayor Paulin on a monthly basis. Town Manager Hicks also offered a seat on the Planning Commission to keep the EDD informed of developments in Town. Town Manager Hicks stated that the Council should put together a letter if they want to request a seat on the EDD’s Board. Mayor Paulin anticipates his monthly meetings with Mr. Brown to start in April.

Town Infrastructure Tactical & Strategic Planning – Town Manager Hicks spoke about some of the issues in Town including some that the Town has already started to work on. TV-ing has been done on some of the lines in Town and the flood study was completed for Teates. The lesser expensive project from the flood study will cost \$350,000. Town Manager Hicks will provide the Council with further information prior to budget discussions.

Spring Parks & Creek Cleanup Schedule – Councilman Smith has been speaking with the Alice Foundation trying to sync the cleanup and it will likely be sometime in April. Councilman Smith will share further information as it becomes available. Town Manager Hicks will also be doing his annual Earth Day program with the Indian Head Elementary School students to plant trees.

Commercial Parking – The Council will monitor the situation before moving forward with further action.

March Town Meeting Agenda – The Council has received a recommendation from the Planning Commission to approve/adopt the revised Zoning Ordinance & map. The Council will hold a public hearing prior to the April meeting and make the announcement of the recommendation and the hearing at the March meeting. There were no changes to the agenda.

Roundtable:

Mayor – None.

Vice Mayor – Vice Mayor Sitoula asked if the Council should do anything to address news and concerns over the coronavirus. The Council agreed to direct people to the CDC if they ask for information.

Councilman – None.

Town Manager – The Council received a request for an extension from a resident. Councilman Smith made a motion to approve the extension. Vice Mayor Sitoula seconds the motion. The Council agreed to allow extension. Town Manager Hicks Email from a woman as it relates to her sister who is an EMT. The sister does not live in the Town, but is the family is requesting the Town Council recognize her for her lifesaving efforts. The Council agreed to recognize her with a Town seal. Town Manager Hicks received a request from Mark with Clarity for an extension on the waiver of his water bill. Council did not approve the request for an extended waiver. Town Manager Hicks is still working on trash service for the Base. Town Manager Hicks is waiting to hear back from PNC in reference to the loan for the purchase of the Henderson Property and he will keep the Council informed. Town Manager Hicks asked the Council how they would like to handle the budget schedule. The Council agreed to meet biweekly to allow presentation of further information. AVSI has a proposal to do the camera system at the shop but it came in at \$21,000. There is a large tree in River Watch that is a danger. Town Manager Hicks has met with the contractor they plan to take it down this week. Town Manager Hicks will be out of the office March 16th to 18th.

Town Clerk – None.

Vice Mayor Sitoula adjourned the work session at 4:11 pm.


Andrea Brady, Town Clerk