

**TOWN COUNCIL WORK SESSION MINUTES**  
**Teleconference via GoToMeeting**  
**Wednesday, March 25, 2020**  
**3:30pm**

Mayor Paulin and Vice Mayor Sitoula met in work session via teleconference on Wednesday, March 25, 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.

COVID-19 – Town Manager Hicks reported that the Town will be holding virtual meetings for the foreseeable future. The Town Hall staff will begin teleworking on Thursday, March 26<sup>th</sup> 4 days a week, alternating the 5<sup>th</sup> day in the office. Town Manager Hicks and Community Affairs Director, Karen Williams will be in the office daily. Public Works is running their usual schedule as is the Wastewater Treatment Plant. Code Enforcement will maintain their Monday, Wednesday, Friday schedule. Mayor Paulin was recently on a call with the Governor's Office and was informed that if the Town is in need of personal protection equipment (PPE), they can contact the Health Department to receive it. Town Manager Hicks will reach out to the Health Department while he is also working on ordering more. The Town does have some PPE in stock at this time. Vice Mayor Sitoula spoke about government assistance and expressed the need to be prepared to file with any required documentation. Town Manager Hicks is actively keeping a list of all salaries, supplies, equipment and other expenses so he will be able to file as soon as assistance is available. Town Manager Hicks and the Council briefly discussed the local parks, which they will continue to leave open at this time, but the Town will not be opening the restrooms at the park or the fountain on the Village Green. Town Manager Hicks informed Council that he will need to speak with them in reference to essential employee salaries. The Council will discuss this with Town Manager Hicks during their closed session on March 30<sup>th</sup>.

Councilman Smith's Resignation – The Council received Councilman Smith's resignation on March 10, 2020. As of today, the Mayor has been unsuccessful in setting up a meeting with Mr. Smith to receive back items including his Town issued cell phone. Town Manager Hicks suggested reaching out on to Mr. Smith on his personal email for return of Town issued equipment and he will have the Town's attorney send a letter. Once the Council is able to reach Mr. Smith, they would like to present him with a key to the Town or a Town seal in recognition of his service. The Council is seeking applicants for the position of Councilperson. Via the Town's Charter section C2-10, the remaining town council members can appoint a replacement within 30 calendar days. Applicants shall have resided in the Town for at least six (6) months immediately preceding their appointment and shall be qualified voters of the Town. If appointed, the applicant will be required to maintain permanent residence in the Town during their term of office. The appointed member of Town Council's term will begin in April 2020 and end in May 2023. Applications can be downloaded on the Town's website and emailed to [annie@townofindianhead.org](mailto:annie@townofindianhead.org). Applicants can also request an application via email. The deadline to submit applications is March 27<sup>th</sup>, 2020. The Council will review the applications during a closed session on March 30<sup>th</sup> at 3:30pm. The session will be closed per §305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific

individuals. The Council will then appoint the new councilperson via Resolution during the April 6<sup>th</sup> Town meeting.

Virtual Meetings – The Town will utilize GoToMeeting until further notice due to the COVID-19 State of Emergency. Residents can join all open meetings by going to [gotomeet.me/TOIH](https://gotomeet.me/TOIH).

Soap Box Derby – Vice Mayor Sitoula spoke about the Soap Box Derby that will be held on Capital Hill and suggested the Council consider closing roads in Town to allow practice and community involvement. Town Manager Hicks told Council that the Town did previously hold a soap box derby and Karen Williams would be able to provide further information since she was involved in the planning and execution of the event. Karen Williams stated that when the Town hosted a soap box derby it cost the Town around \$5,500 and had about 25 participants and there was a lot involved in closing the roads. The Council will look into details further once the Capital Hill event is finalized, but Vice Mayor Sitoula will inform the organization that the Town Council supports the event.

Centennial Celebration Update – Karen Williams gave an update on the cancellation of Town and private events. The Senior Center, Pavilion and Mattingly Park Pavilion are closed to reservations. The planning of the Centennial and the 4<sup>th</sup> of July celebration are moving forward. Vice Mayor Sitoula asked if there was a list of dignitaries that will be invited and suggested sending them a save the date. Karen emailed the Council a list previously but will resend it for their review and additions or changes. Once the list is finalized Karen will send out save the dates.

Boardwalk Project Update – Town Manager Hicks gave the Council an update on the Boardwalk Project. The Town has obtained the construction schedule and it has been forwarded to the State Highway Administration and the Department of Transportation. The Town is in the process of hiring a construction inspector and scheduling a pre-construction meeting. Town Manager Hicks has not spoken with the contractor recently, but he will reach out to her to find out if the construction schedule will be affected by COVID-19.

April Town Meeting Agenda – Town Clerk Brady will remove the Pledge of Allegiance from the beginning of the meeting while the meetings are being done virtually. Everyone will go to [gotomeet.me/TOIH](https://gotomeet.me/TOIH) to provide their usual reports. There were no other changes to the agenda.

Roundtable:

Mayor – None.

Vice Mayor – None.

Town Manager – Town Manager Hicks suggested moving the FY21 Budget Hearing to May 7<sup>th</sup>, with adoption of the Ordinance in June and the effective date would remain July 1<sup>st</sup>, 2020. Town Manager Hicks suggested moving the meeting to allow it to be held in the Pavilion instead of virtually. The Council agreed to postpone the hearing until May, but they were unable to settle

on a final date at the time of the work session. Once the final date/time is selected, Town Clerk Brady will update it on the Town's website and the ad will run in the Maryland Independent.

Town Clerk – None.

Mayor Paulin adjourned the work session at 3:54pm.

  
Andrea Brady, Town Clerk