

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Wednesday, March 29, 2017**

**3:30pm**

Mayor Paulin and Vice Mayor Sitoula met in work session on Wednesday, March 29, 2017 at the Town Hall. Councilman Smith joined the meeting via phone and was in attendance by 4:10pm. Also in attendance were Town Manager Hicks, Town Clerk Andrea Brady, Jason Henry and Maryland Independent Reporter, Tiffany Watson.

Before beginning with the first agenda item Mayor Paulin suggested moving item 8, ARRO Consulting under closed session since it deals with a contract. Vice Mayor Sitoula requested to keep item 8 in open session but change the topic to general contract practices and not discuss ARRO specifically. Council agreed to the change.

Watershed Conservation District – The Council discussed the recent Watershed Conservation District opposition meeting they recently attended and if they felt informed enough to issues an official statement. The consensus of the Council was to wait to decide on releasing an official statement until the group who supports the WCD has a chance to present their argument and the County Planning Commission makes their final recommendation, however the Council will prepare a letter with their list of concerns for consideration by the County. The Council also agreed that any opinion expressed on this topic should be done in a personal capacity since giving an opinion under your Town title would make it seem as though it is the opinion of the Town. Mayor Paulin did share that he is currently opposed to the down zoning in the Town's trade area. The Council will work on their list of concerns and the Watershed Conservation District will be an agenda item at the April Work Session.

Mallows Bay Resolution – The Council will review Mallows Bay information received from NSF Indian Head and they will discuss the information under closed session if needed. After review of the information the Council will decide if they will provide an opinion on Mallows Bay.

Mutual Aid Agreements – Councilman Smith is part of the Maryland Municipal League Emergency Preparedness team and they suggest having mutual aid agreements in the event of a major disaster or a need for assistance. Currently the Town works with the Town of La Plata without an official agreement in place. The Council decided to have Town Manager Hicks reach out to the La Plata Town Manager, Daniel Mears to see if La Plata would be interested in having an official mutual aid agreement. The Council feels that having a formal agreement in place would be beneficial.

MML Emergency Preparedness Survey – In preparation for the upcoming summer MML conference, Councilman Smith has been tasked with creating and distributing an emergency preparedness survey throughout Town. Councilman Smith and Town Manager Hicks will meet next week to complete the questions for the survey.

Citizens/Business Survey – Vice Mayor Sitoula forwarded information to Council on the survey recently done in the Town of La Plata. Vice Mayor Sitoula would like the Town to do a survey for residents and a separate survey for businesses to find out their opinion on doing business within Town. Council agreed that doing a survey is a great idea. Mayor Paulin recently found an old survey they Town did previously and he will share the information with Council. Vice Mayor Sitoula would like to consider doing the survey digitally on survey monkey and he will look into what the generic questions for both surveys would be.

Potomac Watershed Cleanup – Councilman Smith reported that Community Affairs Officer, Karen Williams registered the Town to take part in the annual Potomac Watershed Cleanup. The cleanup will take place on April 8<sup>th</sup> from 10am to 2pm at Mattingly Park. Town Manager Hicks will make Public Works available to pick up the collected trash on the day of the event. Karen Williams will provide lunch for the volunteers and the County provides gloves and bags for the cleanup.

General Contract Practices – The Council discussed current contract and bidding processes. The Council decided that when any contract expires the Town Manager should solicit three bids for the contract and then the Town Manager can review the situation and bids and make his recommendation to Council.

Board, Commission, Committee Application – The Mayor and Vice Mayor agreed to appoint Xavier Smith to the Parks and Recreation Commission and to add a resolution to the April Town meeting to appoint Mr. Smith. Councilman Smith recused himself from the vote since the applicant is a family member.

Review of April Town Meeting agenda – Add the resolution to appoint Xavier Smith to the Parks and Recreation Commission.

Roundtable:

Mayor – None

Vice Mayor – Vice Mayor Sitoula suggested adding a message to the utility bills and other town resources such as the marquee to address Officer Elliot's concern about the recent drug and driving problems. Mayor Paulin mentioned Chesapeake Beach and North Beach having the message addressing the same issues and he believes there is also a State emergency line available. The Council will decide on what message they would like included on the bills and Town marquee and provide the information to Town Clerk Brady. Vice Mayor asked for an update on Frisbee golf. Councilman Smith said it is currently on hold until the gentleman who made the suggestion is available to help with the program.

Councilman – Councilman Smith reported that the dance program is going well and they recently got shirts. The program has also been applying for grants and going fundraisers and they are looking to get more people involved. The dance program recently had to institute some rules requiring siblings to remain outside of the dance area and to only allow one parent with each child in the program. The County has kickball league and Councilman Smith would like the Town to sponsor a youth team. Councilman Smith does not have the associated cost at this time. Council agreed to move forward with the process of having a Town sponsored youth kickball league. Taste of Indian Head is coming up in May and the Business Association has expanded the pageant to include male contestants. Mayor Paulin will be master of ceremonies for the event and Councilman Smith will be a judge at the pageant. Councilman Smith reported that the Town is waiting to receive an updated proposal from Atlantic Kayak for building modification since there was some concern on pricing.

Town Manager – Town Manager Hicks provided Council with a document containing the information on the original dedication plaque at Mattingly Park. Several months ago Town resident, Ms. McGuigan requested the Council recreate the plaque and place it back at Mattingly Park. Mayor Paulin will meet with Ms. McGuigan to share the information that was found and if it is correct the

Town will move forward with ordering a new plaque for Mattingly Park. Town Manager Hicks also provided the Council with a letter of support that was requested by Vice Mayor Sitoula for the upcoming Global Nepal Fest in Baltimore. Town Manager Hicks asked Council to review the letter and to please sign it if they were in support of the event.

Town Clerk – Town Clerk Brady asked to be excused from the July Town meeting and informed Council that Karen Williams has agreed to fill in. Council agreed to excuse Town Clerk Brady from the July Town meeting. Town Clerk Brady also asked the Council to please hold any unnecessary business until the August meeting, such as extra briefings because Town staff will need to prepare the room for the following day's 4<sup>th</sup> of July event immediately following the July 3<sup>rd</sup> meeting. Town Clerk Brady asked Council if the November work session could be moved from November 22<sup>nd</sup> to November 29<sup>th</sup>. Council agreed to the date change. Town Clerk Brady asked Council for their final decision on the Parade of Flags at the upcoming MML Conference. Council agreed to take part in the Parade of Flags. Councilman Smith will be the flag bearer and the Council will provide Town Clerk Brady with a Town slogan as soon as possible. Town Clerk Brady asked for an update on the required signatures for the Banner City form. Mayor Paulin will be getting the final signature at the end of this week.

Mayor Paulin adjourned the work session at 4:20pm.

  
Andrea Brady, Town Clerk