

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, May 23, 2018

3:30pm

Mayor Paulin, Vice Mayor Sitoula met in work session on Wednesday, May 23, 2018 at the Town Hall. Also, in attendance were Town Manager Hicks, Town Clerk Andrea Brady and Maryland Independent reporter, Charlie Wright. Councilman Smith joined the meeting via FaceTime.

Mayor Paulin made a motion to allow Councilman Smith remote participation due to geographic location. Vice Mayor Sitoula seconds the motion. Motion carried.

Intergovernmental Support Agreements - Mayor Paulin asked everyone to look over the letter received from the Navy. Town Manager Hicks spoke with Lynne Keenan, Base Liaison on the Planning Commission and there are some services that the Council could potentially evaluate, such as snow removal, pavement cutting and refuse and recycling. Council unanimously agreed to move forward with an Intergovernmental Support Agreement. Town Manager Hicks will reach out to the Base to work out the details.

1 N. Prospect Avenue: Old PNC Building – Town Manager Hicks reached out to PNC to negotiate a price as it relates to the Old PNC Building for the potential use as a Rec. Center. The Town put in a bid of \$250,000 and they came back with a counter offer of \$275,000 with the Town paying all closing costs They are providing a due diligence period up to June 8th. The Council agreed to move forward with a counter offer of \$265,000 with the closing costs being shared between both parties. The Council also agreed to the request to leave the ATM at the building with a lease payment of \$500 per month being made to the Town. Town Manager Hicks will send in the counter offer and will keep the Council informed of any response he receives to help facilitate a quick decision.

Farmers Market & Flea Market – Councilman Smith stated that there is tremendous interest in the Farmers Market, with Thursday being the higher business day. Councilman Smith is looking to integrate activities on Sundays such as yoga to help bolster attendance at the market on that day. Councilman Smith is very pleased with the response so far and felt it was a great idea to change the time on Thursday's to 11am. Councilman Smith asked if there is any Council concern about the event to let him know. Mayor Paulin stated that the additional hour was the only thing he had heard so far. Councilman Smith thanked Town staff for updating the website and signs. The Flea Market is doing pretty well and having no cost has been attracting more people.

“GirlNoticed” Event – Councilman Smith stated the “GirlNoticed” event is still scheduled for June 15th and 16th and the mural will be created on the Black Box Theater using charcoal. Councilman Smith asked if PW will have access to repaint after the 30-day period, Town Manager Hicks stated it will not be a problem. Councilman Smith stated that the Town will need to purchase painting supplies for the “GirlNoticed” workshop but it will not be an exorbitant amount.

Big Day of Play with STEAM – Councilman Smith stated that the 3rd annual will be held on August 25th. It will be a day to get people to put down electronics and come out to have some fun. This year the Parks & Rec Commission is integrating STEAM into the event. There will be speakers and STEAM related activities. Councilman Smith asked Mayor Paulin and Vice Mayor Sitoula to host a table at the event with a STEAM activity. The event will have a lot of outdoor and indoor activities. Mayor Paulin agreed to host a table and he will work on coming up with his activity. Councilman Smith would like to use recycled materials for the STEAM activities if possible to keep down cost and teach the youth to use materials that have been used for other purposes. Councilman Smith plans to work with the PTO to sponsor tables as well. Vice Mayor Sitoula also agreed to participate. Councilman Smith will update the Council as plans mature. It will be a 4-hour event from noon to 4pm. Councilman Smith would like to integrate blue collar STEAM jobs into the discussions and there will possibly be composting workshops as well.

Review of June Town Meeting Agenda – No changes.

Roundtable:

Mayor – Mayor Paulin received an email from Harry Shasho regarding requests from Nammo. Mayor Paulin will forward the email to the Council for their review and consideration. Vice Mayor thinks the memo looks awesome and thinks the Town should look into what the burden of cost will be and he feels the Council should seriously consider it.

Vice Mayor – None

Councilman – Councilman Smith reported that the Parks & Rec Commission is looking to have a Father's Day cooking competition on Saturday, June 16th and he is working on the plans for that event. Councilman Smith is still working on Senior Appreciation Day on July 21st and planning is going well so far. Councilman Smith asked for Council consideration to present Cynthia Simmons, Director of the Senior Center with a Town seal. Council will consider presenting Ms. Simmons with a seal at the July Town meeting.

Town Manager – Town Manager Hicks will put insurance quotes into the dropbox for Council review as requested by Vice Mayor Sitoula. Profile Displays is asking for the Town to renew the ad in the Charles County Chamber of Commerce publication and Town Manager Hicks will drop box the renewal information for Council review. Community Policing requested another safety message for the month of June involving speeding, Slow Down and Drive Responsibly and he would like it to be up for 30 days. Town Manager Hicks received the Army Corp of Engineers notification of public notice for the public comment period on the Boardwalk project, but at this time he does not have an update on if the permit will be approved. The Jennifer Drive project is complete and Town Manager Hicks will be working up a total budget for the Council but he stated that it is pushing around 6 figures. Councilman Smith asked how the Town can try to reduce cost for example buying equipment versus leasing equipment. Town Manager Hicks explained that owning an excavator would have saved around \$40,000 but initial purchase of an excavator would exceed that amount. Councilman Smith feels the Council should assess if the purchases should be made and suggested an assessment be done to help make that decision. Councilman Smith asked for understanding of the insurance request. Vice Mayor Sitoula explained that normally in this type of scenario, this is used to reimburse the town for continuity

of operations, for example hiring someone temporarily to fill in for the Town Manager, that would be part of the language included in the insurance contract, and any additions from Town legal. Council would need to discuss their goal of what would need to be covered in the insurance contract. Council agreed to allow the Community Policing Officer's message request for the Town marquee and they will review all of the information Town Manager Hicks will be providing in the dropbox. Town Manager Hicks informed Council that he will not be at the June Town meeting, due to travel for a conference about the Town's software system. Council approved Town Manager Hick's missing the June meeting and encouraged him to travel and attend other future conferences.

Town Clerk – Town Clerk Brady asked for clarification on Councilman Smith's request to receive invitations to Town events and the Council's preference for their individual calendar appointments. It was decided that the Council will review the event list provided to them by Community Affairs Director, Karen Williams and they will respond with which events they would like to attend so they can be added to their calendars.

Mayor Paulin made a motion to move into closed session per General Provisions Article, §3-305(b)(1) to discuss the appointment, 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. Councilman Smith seconds the motion. The Council adjourned the meeting and moved into closed session at 4:06pm.


Andrea Brady, Town Clerk