

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, May 24, 2017

3:30pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, May 24, 2017 at the Town Hall. Also in attendance were Town Manager Hicks, Town Clerk Andrea Brady, Maryland Independent Reporter, Tiffany Watson, Nick from Peake Net and his associate.

Pavilion & CAC: Karen Williams – The Council discussed the need to find a way to reduce the 61% coming from the general fund to support the Pavilion and they requested a policy/criteria for requests for a waiver of fees or for partnership with the Town. Ms. Williams and Town Manager Hicks are working out the logistics for a recent request approved by the Council for the free use of the facility for the Community Love in Action group. Ms. Williams recently received a request from AVSI to partner with the Town for their annual crab feast to raise money for the Alzheimer's Association. The Council agrees that since there is currently know criteria in place for these types of requests to move forward with partnering with AVSI and allowing them use of the Pavilion at no charge. Town Manager Hicks will work with Ms. Williams and Town Clerk Brady to put together a policy for when groups submit requests for use of the Pavilion with the fees waived. Each time the fees are waived it costs the Town around \$1,000. The Village Green Flea Market was discussed and the need for more advertising for the flea market as well as other town events, and the possibility of changing the requirements of the individual who runs the flea market on the day of the event. Ms. Williams will provide the Council with a suggested budget for advertisement and the required hours of the flea market manager will change from arriving at 6am to arriving at 7am and staying until 1pm. Councilman Smith plans to have the Parks & Rec Commission come up with a list of ideas for cultural events that they can work on with the Community Activities Committee. The Council would also like to see the Town have a parade. Ms. Williams plans to put together a parade for the Town's 100th celebration. The Mayor will look into an intern to assist Ms. Williams. Ms. Williams offered the Community Activities Committee's services to sell food at the Parks & Rec Big Day of Play event. Councilman Smith agreed to have the CAC provide the food. Councilman Smith discussed the Big Day of Play and the Tie Dye 5k. The Town's attorney has reviewed a letter requesting sponsors for the event and the revised letter will be sent out. Councilman Smith showed the corn starch color packets that will be used during the Tie Dye 5k and explained the route and the color stations. Ms. Williams will put in a request with the County for use of the Rail Trail for the run and she will handle having officers stationed for any road crossings. The Big Day of Play will also include a water fight, corn hole, inflatable football and several other activities. Ms. Williams provided the Council with a list of standard events throughout the year for their review.

The Council presented a Town Seal to Tiffany Watson that stated: Tiffany Watson, Maryland Independent Reporter. In recognition and appreciation of your unparalleled coverage of events and news happenings in the Town of Indian Head. You have dedicated yourself to covering the Town in a way we have never seen any other do. We wish you the best of luck in your future endeavors. "I became a journalist to come as close as possible to the heart of the world" - Henry Luce

Council Visit to Nepal – Vice Mayor Sitoula wanted to take the Council to Nepal with the use of donations to fund the trip. Vice Mayor Sitoula would still like to pursue the opportunity with the advisement from the Town's attorney on how to appropriately request donations and he would like to have Mr. Sussman draft the language for the solicitation letter. Originally Vice Mayor Sitoula was hoping the Council could help oversee the election since it would be the first public election in years,

but since the election has already happened he is hoping the council can provide help and guidance for the newly elected. Councilman Smith asked about the \$1,000 donation that was sent to the Town for the proposed Nepal trip. Vice Mayor Sitoula stated that the donation should be returned until a proper letter is received from the lawyer to request donations. Councilman Smith also expressed a concern that the State Department should provide guidance on a trip that would deal with elections in another country. Vice Mayor Sitoula said his intention was not for the Council to be involved in the election, just to observe the election but it is already complete. Vice Mayor Sitoula will look into the Town leveraging the "Sister City" program and he will look into offsetting any cost involved in the Town attorney's involvement. Councilman Smith also stated that he didn't feel the entire Council should be away unless they were doing something for the Town's citizens. Vice Mayor Sitoula suggested that the Town Manager should be able to handle any issue that comes up for the two weeks of the trip. Councilman Smith suggested that if the Council is willing to give autonomy to the Town Manager for the proposed Nepal trip then he should be given the same while they are in Town giving him the freedom to make all Council decisions. The Council plans to discuss this matter further.

Sustainability Certificate UMD – As part of the sustainability certificate program, the Town needs 150 points by September 2018. Councilman Smith said the Town is well underway to accruing the required points and he shared information on an upcoming Environmental Sustainability Committee project to stencil the Town's storm drains. The stencils will be of fish and other wildlife in an effort to get residents to the about the bad affect dumping something in the drain could have. Councilman Smith also discussed the proposed community garden in Meekins Park. Town Manager Hicks is going to get a quote for a fence for the garden and Councilman Smith is working on the rules of use. Residents would be able to plan fruits and vegetables in the garden and rain barrels and the Town's watering truck will be used to water everything. Councilman Smith has spoken with the residents near the proposed garden area for any possible concerns. The Council agreed to move forward with the community garden as long as the neighboring residents are ok with the project. The hope is that this will give residents better access to produce.

Environmental Purchase Policy & Ordinance – Councilman Smith drafted an environmental purchasing policy as part of the Town's efforts to earn their sustainability certificate. The policy states that the Town will make every effort to get environmentally sound products and services when they are available. Council requested that the Town Clerk forward the information to the Town's attorney for his review. The Council would like to adopt the legislation at the June Town meeting if possible.

Solar Coop Review of Materials – Corey Ramsden, Program Director of MD Sun Solar Coop spoke at the April Town meeting and he is going to hold informational sessions in Town to raise awareness for our citizens about solar. The first session is on June 27th while the Town Manager and Council are at the MML conference. Town Manager Hicks will ask Karen Williams to attend since she has been working with Mr. Ramsden to set up the sessions and to make sure there is no misrepresentation of the Town since these sessions are strictly to raise awareness and not to suggest residents use certain companies for their solar needs. Town Manager Hicks plans to attend the later sessions to garner information on solar to help the Town in the future.

Big Day of Play Event & 5k Presentation – This item was discussed during Pavilion & CAC.

Review of June Town Meeting Agenda – Vice Mayor Sitoula requested to have either the Town Manager or Finance Officer provide an audit report instead of him handling it. The Council requested

to add legislation for the environmental purchasing policy if the Town's attorney is able to review it in time for the June meeting.

Roundtable:

Mayor – The demolition of 4135 Indian Head Highway is supposed to happen next week. Mayor Paulin will invite Mr. Lugenbill to attend the June work session to discuss his request for contribution to the Velocity Center.

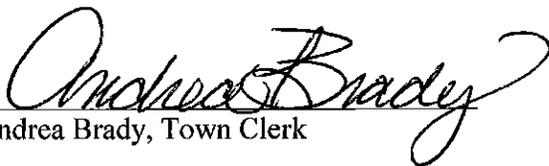
Vice Mayor – Vice Mayor Sitoula thanked Council for signing checks in his absence.

Councilman – Councilman Smith would like the Town to put out “Drive Like Your Kids Live Here” signs in June, in the speeding trouble spots in Town. The signs would be removed in July and placed back in the needed areas again in August to prevent the signs from becoming a part of the scenery to drivers. Mayor Paulin suggested the Council consider doing a safety proclamation in August to add to the awareness. The Council unanimously agreed on the signs and the proclamation. There was brief discussion on the current problem areas as well as the requirements to install speed bumps and the possibility of increasing law enforcement to help with the speeding problem.

Town Manager – The dead tree in the Town's parking area in River Watch is scheduled to be taken down. The removal was postponed due to weather but it should take place Thursday of next week. The Town Manager will notify the HOA and put out sign notifications. There is painting, striping and paving scheduled to be throughout Town. The process to set up online bill pay and phone payments is almost complete and the payments will have a lower service charge than what the Town is currently charging for phone payments.

Town Clerk – Town Clerk Brady reminded Council she needed any information they would like to submit for the Summer Smoke Signals and checked with Councilman Smith on the June date for the Parks and Rec and ESC meetings.

Mayor Paulin adjourned the meeting at 4:42pm.


Andrea Brady, Town Clerk