

TOWN COUNCIL WORK SESSION MINUTES
Village Green Pavilion
Wednesday, June 21, 2017
3:31pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, June 21, 2017 at the Village Green Pavilion. Also in attendance were Town Manager Hicks and Town Clerk Andrea Brady.

Boardwalk Planning – Councilman Smith asked for an update on the Boardwalk project. Town Manager Hicks stated that the Town is still waiting for the grant to change from 50/50 to 80/20. Town Manager Hicks believes the change will be approved, but did mention that the Town does not have the 20% at this time. Before the change is approved the State wanted to complete legislation since this type of change has been done before. The legislation is on the supervisor's desk for final approval. Town Manager Hicks explained that it would be the Council's decision on how they would like to get the additional funds for the project, but he knows this is a project some of the residents have been waiting for, for years. Councilman Smith asked if the Town was to seek a loan to cover the remaining amount would we then begin building. Town Manager Hicks confirmed that the next step would be to build. The Town has a builder for the project and the paperwork stating that the builder is willing to wait and to complete the project for the bid price. The money the Town does currently have towards the project is in an LGIP account. The Council asked Town Manager Hicks to provide an update on the project to the residents at the next Town meeting.

Community Survey – Councilman Smith asked Vice Mayor Sitoula for an update on the community survey he mentioned at a prior meeting. Vice Mayor Sitoula suggested a resident survey and a separate business survey since the survey template has set questions that cannot be changed. The template is used by several municipalities and allows them to compare their results to other municipalities. The best ways to get the survey out to the residents were discussed and included sending a link to the residents on the digital mailing list for the smoke signals, providing a link on the website, and considering mailing it out based on the utility billing mailing list. Vice Mayor Sitoula hopes to have a template survey available for review by the Council on July 15th. Councilman Smith will forward the survey questions the New Life Christian Ministries is interested in having included to Vice Mayor Sitoula.

Velocity Center – Tommy Luginbill, Director of the Entrepreneur and Innovation Institute at the College of Southern Maryland gave the Council a briefing on the history of the Velocity Center project and an update on where it stands currently. The big question for the project remains where to locate and they are interested in a few different properties in Town with building a facility still as an option. The project has received funding in the amount of \$500,000 and they anticipate receiving an update on an MEIF grant in July. If the project receives the grant it would give them \$500,000 in matching funds. The project has received letters of support from several elected officials and Governor Hogan is also aware of the project. Mr. Luginbill feels that as soon as the project has a location all of the stakeholders will jump in to keep the project moving forward. Mr. Luginbill discussed the possibility of classes being open to residents. Mr. Luginbill also mentioned that every possible developer has talked about how long the permit process may take and what the fees will look like. Town Manager Hicks assured Mr. Luginbill that all he will need to do is send the developer to the Town Hall and they will be helped through the process and the Town intends to help in any way they can.

Infrastructure Plan Implementation – Councilman Smith asked Town Manager Hicks about the infrastructure list he made around a year ago. He wanted to know how well the list was going, if it had grown, if anything needed to be added and if the Town was properly postured for funding. Town Manager Hicks stated that the Town does not have the funding for some of the items on the list. There have been several items already addressed, but there are some that the Town does not have the funding for at this time. Town Manager Hicks gave the example of the blowers at the Waste Water Treatment Plant. The Town has three blowers and a grant to replace one of them, while the life expectancy is coming up on all of them. All of the infrastructure in the ground is aging, but some parts have been replaced. Town Manager Hicks would like to have the hydrants painted and pressure tested. The Town recently completed some work at Well 4 to improve the chlorine contact time. Town Manager Hicks reported that so far the Town is doing good on the roads. Town Manager Hicks will update the list to present to the Council after July 4th. At that time the Council will review the list and consider ways to fund the listed infrastructure needs.

Saturday Evening on the Green – Councilman Smith discussed the need to get residents to participate in the Town's events. A suggestion that has been made is to have music on the green with the possibility of food being available. Town Manager Hicks expressed the concern about having events on the Green on a Saturday when the Pavilion may be rented for a private function, since people attending the event on the Green may try to enter the Pavilion to use the restroom facilities. Town Manager Hicks suggested that Sunday evenings may be a better and slower day to have events on the Green and it could be similar to a summer concert series. Councilman Smith suggested that it be kept as a gathering, the Town shouldn't need to provide food, just have artists come out and the Town can promote it as a gathering. Councilman Smith suggested if they move forward with Sundays the gathering should start around 3pm or 4pm and end at about 7pm. Councilman Smith would prefer to not have Public Works out until the following Monday to pick up trash. Town Manager Hicks stated that if the event grows there may be a need to have someone present. Council unanimously agreed with the idea of Sunday Evening on the Green. Town Manager Hicks will work on the details with Community Affairs Director, Karen Williams.

Review of July Town Meeting Agenda – Vice Mayor Sitoula asked about the requested audit presentation. Town Manager Hicks explained that the normal statement is to inform the residents that the audit is complete; the result of the audit and to let them know the audit report is available at the Town Hall if they would like to review it. The Council had no changes or additions to the agenda.

Roundtable:

Mayor – Mayor Paulin gave an update on the General Smallwood Middle School Destination Imagination Team's project. Hunter Paulin has received two painted boards from Lackey High School, the art teacher at Smallwood Middle School is working on a board and the team has calls in to the Charles County Arts Alliance for more painted boards. So far the team has received approval to put up boards at the corner near Mario's.

Vice Mayor – Vice Mayor Sitoula discussed the international good will trip to Nepal. Vice Mayor Sitoula has spoken with Town Attorney, Fred Sussman in reference to the solicitation of private donations to fund such a trip and Mr. Sussman said the request would need to be made by the Town and not an individual member of Council. Councilman Smith expressed a concern he has heard from some of the Town residents asking why the trip has to be to Nepal and a perception that since the Vice Mayor is from Nepal he wants a free trip home. Councilman Smith stated that this perception needs to be dispelled. Vice Mayor Sitoula was surprised by the perception and explained that it is the

responsibility of elected officials to understand issues of international concern. Vice Mayor Sitoula gave examples of other elected officials who have done international good will trips such as Senators and the Mayors of New York and Los Angeles. Vice Mayor Sitoula also stated that in respect to dispelling notions, this trip would not be a vacation, he would be there in representation as a public official and there for business purposes. Vice Mayor Sitoula hopes to open the door for future national and international good will trips. Vice Mayor Sitoula made a motion to have Town Attorney, Fred Sussman put together a resolution to authorize The Town of Indian Head to solicit private funds to help pay for good will national and international travel by Town elected officials, provided that such travel is approved in advance by the Mayor and Council and is not a burden to the Indian Head tax payers. Mayor Paulin seconds the motion. The motion carried.

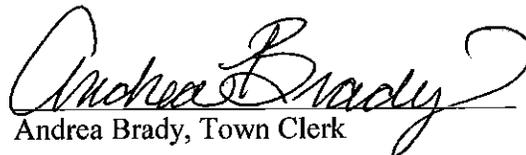
Councilman – Councilman Smith asked if there was any insight into Verizon's intentions to come to the Town since the fiber has been in place for a while and at least two different entities have approached the Council about it. Town Manager Hicks stated that Mayor Paulin has put in a formal request to Verizon. Mayor Paulin reached out as recent as two weeks ago. In May Mayor Paulin received a response thanking him for reaching and that the request would be considered. Mayor Paulin has provided the Verizon representative with the Town Manager's contact information. Town Manager Hicks discussed the possibility of a franchise agreement with Verizon. Council agreed to put in a formal request for a meeting with Verizon representatives to discuss the possibilities of them providing services in Town. Councilman Smith brought up the possibility of having food trucks at the Sunday on the Green event. Town Manager Hicks explained that in the current Zoning Ordinance food trucks are not permitted, but that has been updated in the draft Zoning Ordinance. The Council discussed the possibly pressing need to adopt the draft Ordinance for several different reasons. Councilman Smith made a motion for the Council to move forward with Zoning Ordinance adoption. Mayor Paulin seconds the motion. Motion carried. Town Clerk Brady will speak with the Town's Zoning Administrator to start the process of adoption.

Town Manager – Town Manager Hicks brought up the possibility of having a cleanup fee for the use of the Mattingly Park pavilion. The use of the pavilion on the weekends leaves the area a mess and the fee would be asses for the required cleanup done by Public Works. There was discussion on the amount of time required for park cleanup. There is currently no cost to rent the pavilion area and no deposit required. Council agreed to move forward with assessing a \$25 cleanup fee when the Mattingly Park pavilion is reserved. Town Manager Hicks will do a budget amendment to reflect the new fee. Town Manager Hicks stated that out of the \$67,000 the Town received from a tax mistake, \$20,000 was put toward Public Works, \$30,000 was put towards Broadband and the Council will need to decide what to do with the remaining \$17,000. Town Manager Hicks recommendation was to put the reaming funds toward the Senior Center HVAC instead of waiting for the grant funds to come in. The amount of the proposal the Town has at this time for the HVAC work is \$28,000 but Town Manager Hicks will be soliciting at least two other quotes. The grant the Town is receiving is for \$25,000 but the work needs to be started before the grant money comes in since the current state of the HVAC is not fair to the seniors. Council agreed to use the \$17,000 toward the Senior Center HVAC system. Town Manager Hicks informed the Council that the Town has taken over the DHCD grant that the MAC applied for. The DHCD approached the Town to take over the grant or they would be unable to issue the grant. Vice Mayor Sitoula asked Town Manager Hicks to let the MAC know that he could help them fix the IRS issues that prevented them from being able to receive the grant funding. Town Manager Hicks gave an update on the MS4 program. The Town had previously paid a fine for the MS4 program and had been working with the County who had been collecting the MS4 fees for the Town. The money collected is around \$250,000. The Town has signed a contract with ARRO to complete the MS4 requirements that have to be done before September and the Town

Manager is working on getting the Town's money from the County. Town Manager Hicks spoke with Karen Wiggins from the County and she explained that the rates are due to go up and they would be collection around \$80,000 for the Town next year. The contract for ARRO to handle MS4 requirements for the Town will be \$25,000. Town Manager Hicks plans to speak with Town Manager Mears from La Plata in reference to their stormwater fee. At this time it appears that the County has used the funds collected so far to fund projects in the County, if necessary he will get the Town's attorney, Fred Sussman involved to help get the Town's money returned from the County. Council agreed that Fred Sussman should be contacted. Town Manager Hicks stated that PeakeNet has requested a special meeting with the Council to take place between July 5th and July 14th to make their presentation about broadband. Councilman Smith was not interested in meeting with PeakeNet at this time. Mayor Paulin and Vice Mayor Sitoula will meet with the PeakeNet representatives on July 12th at 3:30pm in the Town Hall. Town Manager Hicks informed Council that Community Affairs Director, Karen Williams has requested an advertisement budget of \$5,000 to advertise for the Pavilion, Community Activities Committee events and Parks and Recreation events. Councilman Smith requested that Ms. Williams provide an implementation plan before a budget amendment is done. Councilman Smith asked Town Manager Hicks about the debris of the building that caught fire near the Town Hall and if there were any codes requiring the demolition and debris removal to be done in a certain amount of time. Town Manager Hicks will check the Town Code and speak with Code Enforcement. If any injury were to occur on the property the owner of the property would be liable. Councilman Smith stated that a time frame needs to be instituted to have the area in a safe condition.

Town Clerk – None.

Mayor Paulin adjourned the meeting at 4:57pm.


Andrea Brady, Town Clerk