

## TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, July 24, 2019

3:30pm

Mayor Paulin and Vice Mayor Sitoula met in work session on Wednesday, July 24, 2019 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady.

Mayor Paulin made a motion to allow Councilman Smith to join the meeting via phone. Vice Mayor Sitoula seconds the motion. Motion carried. Councilman Smith joined the meeting via phone due to an emergency.

Elm Street Development – The Town Manager received a letter from Elm Street Development requesting consideration of a reduction of the Waterfront District Impact fee, which is currently \$3,250 per home, to a Supplemental Parks & Recreation Impact Fee of \$750 per home. Vice Mayor Sitoula suggested approving the reduction with a clause for an expiration date and that the reduction is not transferrable. Vice Mayor Sitoula also spoke about the possibility of a ladder approach, where Elm Street would receive 100% of their request if they started construction within a year and then it would reduce by 25% each year the project is delayed. Town Manager Hicks explained that the Waterfront District Impact Fee was put in place to assist with construction when the grant was 50/50 as opposed to the 80/20 it is now. Some could dispute the fact that the fee is still warranted. Councilman Smith asked where that potential revenue will come from if the Council approves the waiver of the fee. Town Manager Hicks spoke about the potential 1.5 million dollars in capital contribution fees from the project. Mayor Paulin stated that the general fund revenue will also increase by around \$650,000. Town Manager Hicks suggested negotiating with Elm Street, because it is a large amount of money. Town Manager Hicks suggested countering with a reduced fee of \$1250 plus the \$750 Park Impact Fee that will already apply to each unit, which would be \$2,000 each way. The Council agreed to counteroffer with \$1250, with a 3-year time constraint, and the offer being nontransferable should the developer choose to sell the property.

Flood Study – Town Manager Hicks provided the Council with copies of the flood study for down at East Poplar. ARRO put together several ideas to address the flooding issues, one of which is a stormwater management pond. At this time the suggested area for the stormwater management pond is on property that is not owned by the Town. ARRO is also looking at trying to reroute the water, as opposed to it going down East Poplar and down 210, they would try to contain it there and then kick it back to the Potomac River. At this time the Town Manager is waiting for further information on the proposed plans. None of the proposed fixes are cheap and there is the potential need for land acquisition. Town Manager Hicks explained that ARRO has looked into one grant for funding, but it stated you had to have a million dollars in damages and there was no way to equate that amount of damages at this point. ARRO is looking for further grant opportunities, but if they can come up with a way to reroute the water some of the work may be able to be done inhouse.

Financial Audit Update – A completed audit packet was provided to each member of Council. Town Manager Hicks ask that they let him know if they have any questions or concerns.

Councilman Smith asked if the audit being delayed caused the Town to miss any milestones. Town Manager Hicks explained that no milestones were missed because all extensions were submitted and approved.

IT Outage Summary – OutsourceIT provided a summary to explain the recent IT outage. The outage happened to quite a few municipalities with Baltimore City being the hardest hit. OutsourceIT is still gathering information but they believe all the issues have been fixed. Mayor Paulin stated that the IT outage was also discussed at the MML Summer conference.

Commissions Applications – The Town Council received four Planning Commission applications. Three new applicants and 1 member applying for reappointment due to an expired term. There are currently 4 members with expired terms on the Planning Commission. All members with expired terms were provided with the application to fill out if they were interested in reappointment. The expired members were asked to submit the applications prior to the July 24<sup>th</sup> work session and only one member submitted for reappointment. Council agreed to move forward with appointing all that applied. The Council would like to send a thank you letter to the other members for their years of service. The Council requested to add a resolution to appoint the three new members and reappoint the one previous member to the August agenda.

August Town Meeting Agenda – Add the PC appointment resolution. No other changes.

Roundtable:

Mayor – Mayor Paulin will not be present for the August Town meeting.

Vice Mayor – Vice Mayor Sitoula reminded Mayor Paulin that they need to come up with a topic for SMMA meeting in September and work on plans. The Council also needs to appoint a committee for the 100-year celebration. Vice Mayor Sitoula stated that the meeting with the Commissioners was very nice and he would like to continue to get engaged with them. Vice Mayor Sitoula asked about United Way's funding. Town Manager Hicks stated that they have a meeting scheduled with United Way in August, but he is not sure how the funding will impact them.

Councilman – Councilman Smith stated that the joint meeting with the Commissioners was productive, though the responses given on a few of the items were not very innovative. Historically the western side has been neglected, but that doesn't mean it should continue to be neglected. Councilman Smith expressed the need to keep advocating for things on the western side. Citing population density is an easy way out of the discussion. At the joint meeting the Council advocated for the entire western side, not just the Town.

Town Manager – Town Manager Hicks is trying to add onto the Town Hall and Public Works security systems. There is a need for new long-range cameras at Public Works and the security system at Town Hall is no longer working. Town Manager Hicks spoke with Mr. Carrington, who works with CCTV and got a quote to add cameras and provide a new security system. Vice Mayor Sitoula requested a quote for Perry Station cameras. Town Manager Hicks informed that Council that the car charging station at the Town Hall is no longer working. It is an older model

no longer in the vendor's repair list and it needs to be upgraded. Mayor Paulin has information from MML on a free station through a grant. Town Manager Hicks requested a copy of that information because otherwise upgrading the charging station will be \$3,000. Public Works has been doing work after hours at the Pavilion, painting and installing a lighting upgrade. The exterior lighting upgrade will be completed this weekend by an electrician. Town Manager Hicks is looking to get a Public Works message board and he is working with the Base on an intergovernmental agreement on trash service. Town Manager Hicks asked the Council to consider if they would like to expand the Town's Christmas tree. Any expansion will go by 4-foot increments. The Town recently put in a new gate at well 3 for security reasons.

Town Clerk – Town Clerk Brady asked the Council for a final date for the joint meeting with the Planning Commission and asked for details on the Big Day of Play for the website and events list. The Big Day of Play has been moved to February and it will be primarily STEAM. The Council is available to meet with the Commission on August 19<sup>th</sup> or 26<sup>th</sup> but they would prefer to wait to schedule anything until it can be discussed at the next Planning Commission meeting since new members are being appointed.

Mayor Paulin adjourned the work session at 4:00pm.

  
Andrea Brady, Town Clerk