

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, July 25, 2018

3:41pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, June 27, 2018 at the Town Hall. Also, in attendance were Town Clerk Andrea Brady, Maryland Independent reporter, Charlie Wright and Kim DeMarr, new owner of Atlantic Kayak & Canoe Co. Warren and Jean Bowie were present to observe the meeting.

July 25, 2018 Closed Session – Prior to the July 25th Work Session, the Mayor and Council met in a closed session with Robert Brough of Mid-Atlantic Development Partners, LLC and James Fangmeyer of Triumph per Statutory Authority for Closed Session §3-305(b)(5) To consider the investment of public funds. The topic discussed during the closed session was investment of Town funds for the development of the old Ely property. No actions were taken at the time of the closed session and the Council will discuss it further in the future. The Closed Session adjourned at 3:40 pm and the Council moved into the open Work Session.

Atlantic Kayak & Canoe Lease – Ms. DeMarr stated that a 3 year lease was in place, but asked if a new lease would need to be signed. Mayor Paulin explained that the lease was not finalized and the Council wanted to meet with Ms. DeMarr to discuss the future plans for the business before moving forward with the lease. The current lease for Atlantic Kayak & Canoe does not expire until December, 2018. Ms. DeMarr stated she didn't have any plans to change the current business structure, the environmental education and kayak rentals on the weekends would all remain the same. Ms. DeMarr did not want to change the existing format due to what the residents are used to and current contracts in place. Ms. DeMarr stated that she is trying to work on how to expand the business into the off season and if there was heat and insulation that would help with that idea. Ms. DeMarr stated that the prior owner mentioned possible updates being done by the Town. Mayor Paulin asked Ms. DeMarr to reach out to Town Manager Hicks to discuss that further since he was in discussions with the County about possible assistance. Vice Mayor Sitoula stated that he would have appreciated Judy being upfront with the change in ownership and the lease has not been finalized or signed to make it formal. Vice Mayor Sitoula expressed concern about the rental hours only being on the weekends and he feels a location like that should be open for the public more often. Vice Mayor Sitoula stated that he felt the Town could have possibly had a better use for the building with it only being used on the weekends for resident's rental. Councilman Smith expressed his surprise over the Vice Mayor's comments since the previous owner did not receive this feedback when she was here. Councilman Smith had nothing to add because he felt it was unfair to Ms. DeMarr when a lease was going to be done previously with almost no questions asked. Vice Mayor stated that, that was because Judy was in the process of some renovations and working on adding more hours to the business. Mayor Paulin stated that he understood that the business has to do what is profitable and what needs to be done to succeed, plus people work Monday through Friday so there would be limited use of the kayak rentals during the week. The Council agreed to come up with a list of questions and concerns to provide to Ms. DeMarr and have her come back for a future meeting to discuss the business and lease further as suggested by Councilman Smith.

Equipment Purchase: OutsourceIT - Town Clerk Brady shared with the Council that the quote is for excellent equipment which will help put into place a teleworking program and upgrade the existing equipment in the office. The total cost of the quote is \$50,720.73 Councilman Smith asked to review the contract with OutsourceIT and stated he felt \$50,000 is exorbitant and if the Town is not locked in with a contract he would suggest soliciting other quotes. The Council agreed to discuss the quote further at the August work session.

Boards/Committees/Commission Applications – The Council unanimously agreed to appoint Paul Scott James to the Ethics Commission and Lennae Scott to the Community Activities Committee and agreed to add resolutions for both appointments to the August Town meeting agenda.

Joint Letter of Support for Nammo Energetics of Indian Head – The Town received an MOU from the MAC instead of a letter of support. Mayor Paulin asked if everyone reviewed the suggested MOU. Councilman Smith asked for further time to review the document. The Council agreed to email their opinions/comments by close of business on Thursday, July 26th and will add the MOU to the August Town meeting agenda under New Business.

Review of August Town Meeting Agenda – Add resolutions to appoint Mr. James to the Ethics Commission and Ms. Scott to the Community Activities Committee, and add the Nammo MOU under New Business.

Roundtable:

Mayor – Mayor Paulin asked everyone to please keep Ryan and his family in mind during their loss and reminded everyone that COMREL will be held at the Pavilion on August 9th.

Vice Mayor – Vice Mayor Sitoula will be traveling in August and asked to move the August work session to Tuesday, August 21st. Council agreed.

Councilman – Councilman Smith asked who handles the refreshments at the COMREL meeting. Mayor Paulin stated that Karen and the Naval Facility handle the refreshments. Councilman Smith reported that both SMECO and Revlon have provided donations for the upcoming Big Day of Play. SMECO donated \$250 and Revlon will be providing product for the event. Councilman Smith stated that the Heart Cry Church has agreed to take care of some of the maintenance at the Senior Center as part of their rental of the facility to assist with Public Works workload. The Pastor of Heart Cry had hoped to make the meeting to express his pleasure but was unable to attend. Councilman Smith reported that the Farmers Market still has good traction on Thursdays, Sundays not as much, but he is working on ideas to garner more interest. There are residents at the Farmers Market as vendors, selling handmade items. Councilman Smith would like the Council to think of allowing the Farmers Market to be held indoors next season. Councilman Smith stated that the Parks and Rec Commission is looking to start a first Friday of the month concert series in September. Councilman Smith feels it will help bring people to the area and bring in some funds and that forecast said it would be profitable. Vice Mayor Sitoula asked how the concert series will bring in funds. Councilman Smith stated that tickets will be sold through Parks and Rec. Councilman Smith stated he is looking to do the concerts monthly on the first Friday to leverage some unused capacity at the Pavilion.

Town Manager – Town Clerk Brady shared Town Manager Hicks’ roundtable items since he was unable to attend. SHA has begun the Concurrence in Award review for the Boardwalk project. The Council asked if the Town owed anything to SHA at this time. Town Clerk Brady stated there are no deliverables at this time but staff gets things to them as needed. Currently Washington Gas is waiting for plan review from Charles County Soil Conservation District before they are able to begin work in Riverwatch. There are currently 30 plans ahead of them in the queue and they have one Engineer and one Technician due to retirements. Town Clerk Brady shared the ATCS quote for a traffic study prior to the Town putting in a four-way stop at Woodland and Strauss Avenue. Councilman Smith stated that the State Highway ordinance says there should be a study; it does not say there must be a study. Councilman Smith stated that the Town continuously has accidents in this area and if we feel we must have a study, then the Town needs to get some more quotes. Councilman Smith stated that Town Manager Hicks went for the higher quality survey, but that it is a lot of money for a survey. Councilman Smith would like the Town to first see if the ordinance says should, fine out if we have to do the study and what the Town’s legal liability is since we have exceeded the number of accidents listed in the ordinance in a shorter period of time than what is written. Vice Mayor Sitoula suggest putting up the 4 way stop first. Councilman Smith stated that the Town will have to make sure we won’t be penalized by State Highway and suggested consulting the Town’s attorney for recommendation. Mayor Paulin felt it was prudent for liability issues to do the study, to come up with further recommendations but does agree the Town should solicit further quotes with estimated timelines. Public Works is currently down an employee. The employee who left was a CDL driver/laborer. Paving repairs will take place around Town this week and next on Blair Road, Bland Drive, Indian Head Avenue, Jennifer Drive, and speed humps will be put in on Raymond Avenue. Heavy rains caused sewer backups and flooding conditions around Town. The Town had to bring in a contractor to help haul during the storm. Councilman Smith asked to get the cost associated with bringing in a contractor during the storm. Town Clerk Brady will get the information from Finance and provide it to Council. The Town’s attorney, Fred Sussman is working with the attorneys from PNC to iron out the purchase agreement and the ATM license agreement. The restrooms on the Village Green project is moving forward with SHA and Town Manager Hicks should have an update soon.

Town Clerk – Town Clerk Brady informed Council that she will not be present for the September Town meeting, but Karen Williams has agreed to cover the meeting for her. The Planning Commission is requesting a trolley tour of the Town with the Council. Town Clerk Brady asked the Council to please provide a list of dates they are available that she can send to the Planning Commission to decide on a final date and time. Town Clerk Brady reminded the Council to please review the documents she emailed them from Fred Sussman in regards to the increase in rental license fees and the Senior Center use agreement with the Heart Cry Church. Town Clerk Brady also shared that the Cornerstone Church just outside of Town is willing to rent the Heart Cry Church use of space in their church if they would like to be able to hold their services in an actual church facility. Councilman Smith will pass the information along to the members of the Heart Cry Church and requested contract information for who they should speak with at Cornerstone. Town Clerk Brady informed Council that during the recent Planning Commission where they approved the preliminary plan for the Nammo project, the Town’s Zoning Administrator stated that the plans would need to come before Council for their approval

before moving forward with a final plan. It was found after the meeting that the plans do not need to come before the Council and the Planning Commission has the authority to approve these types of improvement plans so Nammo is able to move forward with the next step and begin putting together their final plan for Planning Commission approval. Councilman Smith asked what types of things would come before the Council. Town Clerk Brady explained that the information can be found in the Town's Zoning Ordinance, but things like zoning map changes would come before the Council. Town Clerk Brady received a request from AVSI to have the Team "Handsome Dad" Crab Feast listed on the Town's marquee, since the Town has always kept the marquee for strictly Town events, Town Clerk Brady requested approval before listing the event on the marquee. The Council agreed that since the Taste of Indian Head has always been listed on the marquee and is a Town partnership event that this event and all future partnership events should be listed on the marquee. Town Clerk Brady reminded Council to please review the request for a letter of support from ETC and to please get back to her with their decision.

The Council opened the floor for comments from Warren and Jean Bowie.

Mrs. Bowie stated the Town has an excellent Town Clerk. About a month ago Mrs. Bowie sent the Council a hand written letter in reference to the bulk trash issues at the apartment buildings on Oak Street, and stated that she had hoped that each member of Council would be in touch with her. Mrs. Bowie mentioned that she received an email from Councilman Smith but asked why she didn't receive a phone call from the Council and stated the importance of speaking with their constituents. The Council expressed their apologies for not contacting Mrs. Bowie directly, that after they spoke with Town Manager Hicks to verify that the issue was addressed they believed the matter to be closed. Mrs. Bowie asked if the apartments were owned by one owner, and requested the owners contact information if the Town is permitted to provide it. Mrs. Bowie requested that the Town include information in the newsletter to address how these types of situations are handled and provided a suggestion on how to change the layout of the newsletter. Mayor Paulin explained the violation process and stated that the Town will work on providing the information in the upcoming newsletter. Mrs. Bowie suggested finding a way to fine property owners to stop this type of problem. Mrs. Bowie noticed that the Council approved free use of the Pavilion for an upcoming High School reunion and asked if that means the Council will approve free use for everyone's reunions since in the past her alumni association has had to pay for use of the facility. Councilman Smith explained that it is handled on a case by case basis and since coming up with the new approach it has been more consistent. If dates are available and request received the Council will be considered each request for free use. Mrs. Bowie would like to see a list of everyone who has rented the Pavilion. The Council believes that would be public information and Mrs. Bowie could request the list from Karen Williams. The Council also stated that any decision on free use would be in the minutes. Mrs. Bowie suggested that the Council look into having free setup listed on the Flea Market and Farmers Market in the local paper to help garner more interest. The Council stated they will find out about marketing in the paper and see how the information can be updated.

Mr. Bowie, left a note about the unsafe condition of the branches at the Senior Center and expressed his thanks for taking care of it, but he does wish the Town would pay a little more attention to the facility and the maintenance needs. Mr. Bowie Noticed the Dogwood/210

branches have not been addressed and he hopes the State has been contacted. Mayor Paulin stated he will reach back out to SHA on the evergreen issue off of Dogwood. Mr. Bowie expressed concern over the unsightly condition at the Ely property. Mayor Paulin gave a project update for the Ely property; they are working on remediation and hope to start demolition in August. The developers plan to get dumpsters for the leftover debris. Mr. Bowie expressed his surprise that the Council took on the Pavilion use requests the way they did, because he feels they are going to open themselves up for potential trouble and suggested revisiting that decision. Mr. Bowie also stated that with the Council's concern about the need to subsidize the money for the Pavilion they are going against themselves by allowing free use and suggested they rethink their current procedure. Mr. Bowie's final comment was that he is glad to see a New Business item on the August agenda and suggested that the boardwalk could fall under old business.

Mayor Paulin adjourned the meeting at 4:31pm.


Andrea Brady, Town Clerk