

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, July 27, 2017

3:30pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, July 27, 2017 at the Town Hall. Also in attendance were Town Manager Hicks and Town Clerk Andrea Brady, Gretchen Hardman from the Office of the Governor and Maryland Independent reporter, Charlie Wright.

PeakeNet – Mayor Paulin and Vice Mayor Sitoula provided clarification on where the Town stands with PeakeNet Broadband. The Council requested to have it noted on the record that the Town has not officially partnered with PeakeNet to provide broadband services in Town. Since the Council has been approached by other broadband providers, the Council agreed to have staff put together and RFP for broadband service. When the RFP is complete Town Manager Hicks will notify the companies who have spoken with the Council previously and the Town will advertise the RFP for other bids.

Reinstitute the Economic Development Commission – Councilman Smith suggested the Council consider reinstating the Economic Development Commission with better defined expectations to help get citizens involved in the economic development process. Town Manager Hicks asked Council to take into consideration the number of entities that are currently working on the Town's economic development before reinstating the EDC. Mayor Paulin suggested structuring the EDC with representatives from the existing groups working on the Town's economic development. Since the Town's Code currently dictates the structure of the EDC, the Council has requested to review the information for further discussion. The Economic Development Commission topic will be added to the August work session agenda.

BDOP Planning – Councilman Smith reported that the Big Day of Play will be held on August 26th and the Parks & Rec Commission still plans to hold a Tie Dye Run that day. The run will be free. Town Manager Hicks has the road prepped and Community Affairs Director, Karen Williams has a suggested route. The event will be a 5k run/walk and it will start at 9am. The Big Day of Play will begin at 11am. Councilman Smith has sent the event information to the Base to hopefully boost Base participation. Councilman Smith also clarified that this is not a food event, for those who may be expecting food trucks or that sort of thing. The Council asked if they could help with the event in any way. Councilman Smith suggested that the Mayor and Vice Mayor each come up with a game to run the day of the event. Councilman Smith is trying to get the base to build an obstacle course for people to run.

Flea Market Operations – Councilman Smith stated that so far the Flea Market business seems consistent. In order to have the Flea Market open every Saturday, the location has been moved toward the Senior Center and Councilman Smith does not foresee this affecting Pavilion operations. Councilman Smith is also working to transition the Flea Market into a Farmer's Market. Councilman Smith got the regulations from the Health Department and he will also need a slight budget to market the Flea Market in the paper. Councilman Smith has also requested citizen input for transitioning to a Farmers Market to serve in a strictly advisory capacity. Town Manager Hicks will reach out to get the price for advertising in the Maryland Independent and the Penny Saver.

Workplace Bullying Policy – At the recent MML convention the topic of having a workplace bullying policy was discussed. The Town has a workplace bullying policy in the Town's personnel ordinance.

Hubzone Designation – During a recent meeting the Vice Mayor took part in between an investor and Dr. Christopher Wilhelm he was asked if the Town had a Hubzone Designation. Vice Mayor Sitoula stated that the significance of the designation would be that it provides benefits to investors and it is for underserved communities. Currently Indian Head is not designated a Hubzone because one of the requirements is that the land be realigned or closed due to prior military/federal use. The Village Green is the only area that would currently qualify for that designation. The Council requested that Town Manager Hicks look into the requirements further and the Council feels that if the benefits outweigh the potential need to rezone the Village Green property then it is something they should discuss. Mayor Paulin also plans to speak with former Mayor Ed Rice to find out what the prior Council discussed in reference to this type of designation.

Zoning Ordinance – Zoning Administrator Lucinda Stevens sent the Council a memo going over the current changes that were made to the draft Zoning Ordinance and any changes that still need to be made. The Council will re-review the ordinance and schedule a working meeting on a future date.

Foreign Trip Solicitations Resolution – The Council reviewed a resolution prepared by the Town's attorney at the Council's request. The resolution is to authorize the solicitation of private donations for certain good will travel. Councilman Smith suggests that the Council add a provision to prevent an appearance or any perception that the Town is doing business with anyone due to donations for foreign travel. The Council briefly discussed the Town's Ethics Ordinance, however donations made to the Town for good will travel would not be listed on Council financial disclosure forms. The Council agreed that additional language would need to be added to the resolution to prevent the appearance of any impropriety. Staff will reach out to the Maryland Municipal League to see if they have any information on this type of program/legislation. The resolution will be put on hold until further information is received.

Local Emergency Volunteer – Vice Mayor Sitoula stated that this topic came up at the recent MML conference. Councilman Smith previously did a presentation at the Town meeting discussing a civilian emergency response team. The purpose of the team would be to augment coverage. Councilman Smith gave the example of a tree being down at a resident's property as something this team would be able to respond to. Town Manager Hicks agreed that the team could respond to things the fire department or the Town would not go to. Councilman Smith has some examples and policies from MML for a CERT. The Council will review the information and define the parameters for a civilian emergency response team (CERT). The Council also briefly discussed Nixel, a public communication system that can leverage cell phones to help get information out.

Review of August Town Meeting Agenda – The Foreign Trip Solicitations Resolution may be added depending on how quickly the Council receives further information and comes up with additional language for the resolution.

Roundtable:

Mayor – Mayor Paulin asked the Council if either would be available to fill in for him at the August 15th COMREL meeting that is being hosted by the Town. Mayor Paulin usually responsible for the

Town update, introductions and the welcome at the beginning of the meeting. Councilman Smith will fill in for Mayor Paulin at the COMREL meeting.

Vice Mayor – Vice Mayor Sitoula gave the Council a copy of the survey information from La Plata. The cost for the survey is \$13,000 every two years. The Town Manager for La Plata said it requires minimum staff time. Councilman Smith inquired if the municipality has been able to quantify the results and gain efficiencies. Vice Mayor Sitoula stated that once the municipality has a baseline they are able to gauge the increase or decline in improvement of the issues. Vice Mayor Sitoula stated that he does not know if it is the right time in the budgetary process for the Town to do this or if a free survey service may be a better option. Vice Mayor Sitoula stated that he is looking forward to the visit with legislators from Nigeria.

Councilman – Councilman Smith requested documentation on the Town's criteria for holding a special meeting of Council for someone. Town Manager Hicks will check the Town's Code and forward the information to the Council.

Town Manager – Town Manager Hicks informed the Council that GIS work will begin August 14th. The Council's requested iPads are on backorder but Town Manager Hicks hopes to have them in August. The Town is in the process of emptying the parking area in River Watch. The area will then be fenced in. The parking area has become a huge mess with residents storing their vehicles there and illegal dumping. The lot was intended as the parking for the Boardwalk and once the Boardwalk is in place it will be opened back up. Online bill pay is not up at this time but the Town is getting much closer to having it available to the residents.

Town Clerk – Town Clerk Brady asked if there was any comment or feedback on the resolution put together by Fred Sussman for the CIRC rezoning. Council asked for the correction of two typos and asked to have the resolution added to the August Town meeting agenda.

Mayor Paulin made a motion to go into closed session per Article §10-508(a)(1) To discuss the appointment, employment, assignment, 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 open session adjourned at 4:29pm.


Andrea Brady, Town Clerk