

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Thursday, August 31, 2017

3:30pm

Mayor Paulin and Councilman Smith met in work session on Thursday, August 31, 2017 at the Town Hall. Also in attendance were Town Manager Hicks, Town Clerk Andrea Brady and Maryland Independent reporter, Charlie Wright. Vice Mayor Sitoula joined the meeting via phone.

July 26, 2017 Closed Session – A closed session was held on July 26, 2017 under the statutory authority §3-305(b)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. The Council discussed staff and Council use of the email list, sponsorship of events and social media usage. There was an agreement and discussion to be more clear with intent for sponsorship and email blasts. The closed session adjourned at 4:48pm.

Foreign Trip Solicitations Resolution – Mayor Paulin expressed concern for passing a resolution for foreign trip solicitations when no other municipalities in the state have this type of program in place and suggested that if the Council is interested in foreign good will travel to look into other ways to pursue it. Vice Mayor Sitoula suggested that sometimes it is good to be the first to pursue this type of program and that having visitors from other regions is beneficial. The Council agreed to vote on if they should move forward with the resolution. The Council will not be moving forward with the resolution due to the results of the roll vote. Councilman Smith – no. Vice Mayor Sitoula – yes. Mayor Paulin – no.

Reinstitute the Economic Development Commission – Councilman Smith explained that the rationale behind reinstituting the EDC is to get citizen involvement in the revitalization of the Town. The Town has used other means in the past such as Gary Hodge's services and the ULI report. Historically there have been mixed results with residents participation but the Council would like to give the residents a chance to be involved. If there interest or participation is low then the Council will not proceed with the EDC. The Council will review the criteria for the EDC and then move forward with reinstituting it.

Rescue Animal Adoptions – Councilman Smith stated that as part of the farmers/open air market there is an interest to allow for adoption of rescue animals. The State has a list of criteria that would have to be met in order to allow this, and Councilman Smith stated that this would not be started until next year's market. Town Manager Hicks said that the Town's attorney will be provided with the information to make it a Town Ordinance. The program will be through a non-profit organization that is sanctioned to do the adoptions. This will not be a venue for residents to come with their own animals to sell or put up for adoption. The Council agreed to move forward with putting the program together and the necessary legislation.

Town Partnership Criteria – The Council discussed the importance of having criteria for Town partnerships, to allow for consistency whenever the Town partners with an organization and to make it easier for operations. Town Manager Hicks emphasized the need for the criteria due to the number of requests the Town gets for partnerships just so organizations can have free use of the Pavilion. When the Pavilion is used for free it created a deficit due to the Town resources required. Vice Mayor Sitoula expressed the need to be careful about the criteria and who it may exclude. Vice Mayor Sitoula stated that the Town is not in the business of making profit. Town Manager Hicks stated that the criteria would allow staff to show why partnerships are being done. The Council will come up with a list of criteria for discussion at a future work session.

Indian Head Square & Market Concept – Councilman Smith stated that the Town being at the beginning of 210 is a great place to be, but people need a reason to come to Town and something needs to be done to draw them in. Councilman Smith suggested structures on the Village Green that can be secured in place and leased to interested vendors for things like an outdoor restaurant. Councilman Smith emphasized the need to invest in ourselves and discussed the concept of a square area with booths and outdoor kiosks. The Council would need to decide if the Town would be willing to fund this type of project and if so, do a survey to gauge potential interest/use and he stated that the Town is a business that collects revenues in a different way and therefore the Council has to think business minded. Mayor Paulin believes there are drawings that depict the idea for a Town Square. Town Manager Hicks will speak with the former Mayor and Vice Mayor to find out what the requirements for approval were in the past. Town Manager Hicks will also find the concept sketch for this type of project, the CIRI Market Study, and he will find out who the Town would have to go through for release of the land for this type of project.

Pavilion – Town Manager Hicks went over his suggested changes to the Pavilion Usage Policy. The changes include an increase to the usage rate, for non-profit organization to be charged half the regular price the function must benefit the non-profit organization, the Naval Base will be charged half of the regular rates, the facility manager would open and close the building but would not be onsite during the full event, partial kitchen use would be removed. Town Manager Hicks also suggested that there should be no free usage of the facility. Town Manager Hicks feels these changes would help decrease the 61% deficit that is being funded by the general fund and he did a price comparison to other local facilities and verified that the Town's prices are competitive. Town Manager Hicks included questions for the Council such as, the non-profit rate and how to enforce the requirement that the event must benefit the organization, if they approve the rate increase, if they approve the Naval Base rate, if they agree that there should be no free usage moving forward, if they agree with the facility manager not being onsite, if they agree with the removal of partial kitchen, and if they truly want weekday rates. The Council will review the suggested changes and respond to the questions via email for further discussion at a future work session. If the Council agrees to change the rates it will require a budget amendment if they would like them affective this budget cycle.

Committee Application – The Council agreed to appoint Emiley Henry to the Community Activities Committee.

Review of August Town Meeting Agenda – The Council requested a resolution be added to appoint Ms. Henry to the CAC. The EAST Inc. contract was listed under new business to be

awarded at the September meeting. The Council agreed to keep this item under new business and they will review the contract further prior to the meeting.

Roundtable:

Mayor – Mayor Paulin shared information on local Hurricane Harvey collections. The Moose Lodge is taking donations until September 12th and the Hancock Family Farms are also accepting donations until mid-month. They are asking for items such as toiletries and clothes. People interested in donating can also donate to the Red Cross or the United Way of Greater Houston. Councilman Smith mentioned that he thought there were funds included in the budget for donations to a non-profit that may be able to be used for this. Mayor Paulin stated that any way to help would be positive.

Vice Mayor – Vice Mayor Sitoula thanked Councilman Smith for his work on the Big Day of Play and suggested the Council send a donation to the Council in Houston on behalf of the Town.

Councilman – Councilman Smith asked if the Town was not looking to bring some of the treatment plant responsibilities in house or if we want to outsource it for the next five years. Town Manager Hicks explained that the Town does not have staff to handle the plant and the Town does not have the money to bring in qualified personnel with salaries, and benefits. Councilman Smith asked for updates on the CIRI project, the Village Green Restrooms project and online bill pay. Town Manager Hicks reported that the ball is currently in CIRI's court to come back with a plan for final approval, the Town is currently waiting to hear back from the State in reference to the Village Green Restroom project and the end to end testing has begun for online bill pay.

Town Manager – Town Manager Hicks reported that a new window will be installed on the front of the Town Hall. Two emails have been sent for an update on the Boardwalk project but no updates have been received at this point. Councilman Smith asked what the probability of the 80/20 grant being approved is and suggested the Council figure out some alternatives in case the project doesn't happen. Vice Mayor Sitoula suggested patience since the wheels of the government move very slowly. Town Manager Hicks reported that the DHCD project outside the Base will move forward in September. A new part-time employee has been hired in Public Works and has been a big help so far. Lucinda is no longer with ARRO; Scott Longstreth is the Town's new Zoning Administrator. Town Manager Hicks has received quotes for work at the Senior Center and once the final quote for the flooring is received he will present the contracts to the Council. The work at the Senior Center will include the roof, floor, and HVAC. The Planning Commission recently reviewed a concept plan for development on Seventh Street. The developer for the project is requesting an extensive list of concessions from the Town. Town Manager Hicks stated that the Town does not currently qualify for a HUB Zone designation. The Mattingly Park grant for design work is almost complete. Town Manager Hicks recently received a water bill request from a local business that he will be emailing to Council for their review. Leave is starting to pile up so the Council will see employees taking off soon. Town Manager Hicks asked the Council how they would like to proceed with the basketball hoop issue in River Watch. The basketball hoops being in the street does not violate any State or County laws and even if the Town creates an ordinance to address the issue the State's Attorney would not enforce

it in court. Town Manager Hicks suggested that the River Watch HOA develop something as it pertains to their neighborhood. Vice Mayor Sitoula who is a member of the HOA agreed and said they would take it from here. Town Manager Hicks informed Council that the iPads they requested have come in. Town Manager Hicks asked Council if they would like to do anything for Officer Elliot who will no longer be the Town's Community Policing Officer. The Council agreed to present Officer Elliot with a seal and key to the Town at the September 5th meeting.

Town Clerk – Town Clerk Brady checked with the Council on who would be attending the September Southern Maryland Municipal League meeting so she could handle the RSVPs, and she asked if the Council would like to renew the Town's ad in the MML Digital Directory. The Council agreed to renew the ad.

The closed session was not needed and it was removed from the agenda.

Mayor Paulin adjourned the meeting at 4:32pm.


Andrea Brady, Town Clerk