

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, September 26, 2018

3:30pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, September 26, 2018 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady and Maryland Independent reporter Deja Ross.

Mayor Paulin invited Ms. Ross to introduce herself and made introductions around the table.

September 13, 2018 Closed Session – Thursday, September 13, 2018, the Mayor and Council met in a closed session at 12:00pm per Statutory Authority for Closed Session §3-305(b)(1) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction, or any other personnel matter that affects one or more specific individuals. Councilman Smith joined the meeting remotely. The Council discussed Town Council conduct, duties and roles. The closed session adjourned at 12:52pm.

September 19, 2018 Closed Session – Wednesday, September 19, 2018, the Mayor and Council met in closed session with Mr. Gamble and Mr. Lugenbill at 11:00am per Statutory Authority for Closed Session §3-305(b)(2) To protect the privacy or reputation of individuals concerning a matter not related to public business. Councilman Smith joined the meeting remotely. The Council discussed the company's potential commercial investment in the Town, and adding manufacturing as a permissible use through special exception in the GC zone in the table of uses in the Zoning Ordinance, which will make it consistent with the manufacturing use in the TCMX zone. During the closed session the Council agreed unanimously to add the required language to the table of uses in the Zoning Ordinance. The closed session adjourned at 11:45am.

**Following the closed session, Vice Mayor Sitoula, as Ex-Officio of the Planning Commission, spoke to the Commission at that evening's meeting about the Council's meeting with Mr. Gamble and Mr. Lugenbill, and the Council's desire to add manufacturing as a permitted use through special exception in the GC zone to the table of uses in the Town's Zoning Ordinance. Following the discussion, the Commission agreed with the Council's requested addition. **

Family Enrichment Center – Mayor Paulin requested this agenda item to allow further discussion. Town Clerk Brady informed the Council that she spoke with Mike Bellis of United Way of Charles County prior to today's meeting. Mr. Bellis would like to set up a time to meet to speak with the full Council to reach a consensus on the Town's Family Enrichment Center Project that UWCC hopes will be a joint effort between both parties. Mr. Bellis also provided a draft letter of intent for the Council's review and consideration. The letter of intent is required as part of the process for the UWCC's application for grant funding for the Enrichment Center project. Mr. Bellis will be out of the office starting October 5th and the deadline for the letter of intent is October 15th. The Council stated they are available to meet with UWCC on 6:30pm on October 1st prior to the Town meeting. The Council will review the draft letter of intent to discuss with Mr. Bellis at the meeting. Town Manager Hicks clarified that the letter of intent is not binding in any way. Councilman Smith informed Council that he is continuing to have citizen interest meetings. Councilman Smith stated that the first meeting was very informative and he feels it is vital to get input for what the residents would actually use at the facility and what will make them come to the center. Councilman Smith stated he is trying to get a pulse from the residents on that type of information. Mayor Paulin stated that it would have been beneficial to schedule these meetings with the full Council so all could be involved. Councilman Smith stated that it was stated during the Council's closed session that in the future that would be done, but then following that meeting two meetings were scheduled at

11:30am and 1pm. Councilman Smith stated he is taking notes and reporting back on the meetings as agreed upon by the Council during the closed session. Vice Mayor Sitoula expressed a need to have a greater discussion on these things. For a community meeting, Vice Mayor Sitoula feels it should be decided and agreed upon by the council. Mayor Paulin agreed with Vice Mayor Sitoula. Councilman Smith requested to see that requirement in the bylaws and feels Council is not being consistent. Vice Mayor Sitoula gave examples of the types of meetings that are suitable to report back on and what types of meetings should have full Council present. Councilman Smith stated that if Mayor Paulin and Vice Mayor Sitoula feel they will limit him by using the majority, they are mistaken and brought up Vice Mayor Sitoula being HOA Vice President in the Riverwatch neighborhood as an issue. Vice Mayor Sitoula stated that when a town name is used or town resource is used, the council's will should be done. Councilman Smith stated that he feels this is only done when they are decisions involving him. Mayor Paulin stated that he is asking that when doing these types of things and using Town resources bring it before council preferably prior to the use. Mayor Paulin's contention with the meetings was that he was it on Facebook before it was ever mentioned to the Council. The community meeting is not the contention, but for a community meeting it would be preferable to have the full Council there to hear input and move forward as a unified effort. Town Manager Hicks suggested that the solution would be additional meetings moving forward. The Council agreed. Councilman Smith stated the meetings are strictly information gathering, no decisions are being made. Councilman Smith also mentioned that the Council brought up several items that were previously discussed under closed session. Mayor Paulin suggested attaching the list from of discussed and agreed upon items from the closed session to this work sessions minutes and forwarding the list to the Town's attorney for Resolution. Council agreed. (See attached list) Town Manager Hicks informed Council that the Town's attorney is still working on the lease for the ATM machine, and still working on the title search and feasibility study for the purchase of the building. Town Manager Hicks anticipates closing after November 5th.

Park on Pueblo Circle – Councilman Smith stated that several years back the park on Pueblo Circle was in disrepair and a safety issue. The Town has since updated the equipment on the park, but needs to work on bringing the park under Town ownership and maintenance. Town Manager Hicks explained that the park is being maintained by the men who live in the nearby area and they currently do not have an active HOA, and he believes it is possible there was never an active HOA. There are several items that must be met in order for the Town to take ownership of the park. Per the Town's attorney, those items include, name of the HOA, address of the park parcel, including tax map and parcel number, SDAT on-line property information sheet for the park parcel, HOA Articles of Incorporation, HOA Declaration of Covenants, Subdivision Plat(s) of the community, deed (if any) conveying title of the park parcel to the HOA. Town Manager Hicks stated that some of the items will be quite hard to get and the HOA may have to band back together to give it to the Town. Vice Mayor Sitoula suggested checking with Mr. Sussman to see if those items do not materialize, if the power of imminent domain could be used to acquire the park. Council agreed to move forward with trying to obtain the park, Town Manager Hicks will move forward with the items needed and will come back to the Council if those items cannot be met. Town Manager Hicks asked Council if they would like the park to be added to the Public Works maintenance list, Council agreed to add it.

Black Box Theatre Repayment of Loan – Councilman Smith expressed concerns over the Town not receiving repayment of the loan issued to the Black Box Theatre several months ago. Town Manager Hicks suggested the Council draft a letter for their signatures requesting repayment. The Council agreed to have Town Clerk Brady draft a letter for repayment of the loan. Councilman Smith stated that moving forward the Council should not make these types of loans.

Business Incentive Strategy & Business Roundtable – Councilman Smith stated that the Council has made a concerted effort to attract new businesses, but he feels the Council needs to speak with local businesses to find out what they can do for them to keep them in the town. Councilman Smith feels like

coming up with a strategy to keep our current businesses will also show potential businesses that the Town cares about their businesses and business owners. Mayor Paulin mentioned that previous Councils had a façade grant program for the existing businesses. Town Manager Hicks gave the background information on the façade program that the current businesses would use to fix their facilities and it showed an investment from the Town. Councilman Smith stated the Council needs to look into all possible areas of interest from the current business owners. Vice Mayor Sitoula mentioned the Council's previous discussions about putting together an Economic Development Committee (EDC). Town Manager Hicks stated that visiting the businesses and speaking with the owners would be very beneficial, but putting together an EDC, you won't be able to get business members to join because they won't be able to attend meetings. Mayor Paulin suggested reaching out to the business owners to schedule a big meeting at the Pavilion. Town Manager Hicks mentioned that the County is reaching out to do the same thing. Councilman Smith suggested going to the businesses in person to get their input, set a specific date and time for Council to take sections of the business list and go to each one to speak with the owners. Council agreed the best course of action would be to visit each individual business and they will work on putting together a questionnaire to assist in their efforts.

Recovery Month Proclamation – Councilman Smith stated that Recovery Month is a National Month of people recovering from various addictions and celebrating these people who are making that effort. Town Clerk Brady read the proposed proclamation, which will be posted on the Town's website following the meeting. Councilman Smith made a motion to approve the proclamation as presented. Vice Mayor Sitoula seconds the motion. Motion carried.

Town Key for Dr. Avery Posey Jr. – Councilman Smith suggested the Council present Dr. Avery Posey Jr. with a key to the Town. Dr. Posey grew up in Town and he is doing wonderful things at University of Pennsylvania. Dr. Posey also received a job offer at Harvard and he came to the STEAM event as the keynote speaker. Councilman Smith feels Dr. Posey is well deserving of the honor, but he was not sure of the criteria to present someone with a key to the Town. Council unanimously agrees to present a key to Dr. Posey. The criteria to present a key in the past has always been Council agreement, Council agreed to continue with the present criteria. Councilman Smith will contact Dr. Posey to find out which month he is available to receive the key to the Town and it will be added to the agenda for that month.

Water Infrastructure Planning – Town Manager Hicks stated that the Town does have some water infrastructure issues that the Council is already aware of including Inflow and Infiltration (I&I) throughout Town. The Town has already started to address the I&I issues. The Town is also looking at a new well at the Diffenbach location and there are lift stations that need repair. There is currently a screen down that lasted 30 years when the life expectancy was 10. The replacement screen will cost \$10,000 to \$12,000. The Town recently took out a bond to help address some of the water infrastructure issues. Town Manager Hicks explained that the I&I issues are rainwater infiltrating the sanitary sewer system, causing the Town to treat thousands of gallons of rainwater. Councilman Smith asked what the age is of the infrastructure going to the homes in Town. Town Manager Hicks explained that it would depend on the infrastructure being discussed, but everyone in Town being fed by a copper line and there are no lead issues here. Councilman Smith expressed the need to look into infrastructure and come up with a plan and start finding methods of funding. Town Manager Hicks stated that no study is needed; the Town has done studies and is aware where the issues exist. A few primary areas are, Davis Drive, Alton and Lee Court. The water lines have been replaced, but the Town will need to address sewer lines. Town Manager Hicks will have a list of water infrastructure needs together by the next work session. Council feels this list will also be beneficial to have during the budget planning process.

Ethics Ordinance Amendments – The Town's attorney Fred Sussman provided a draft Ordinance for revisions to the Town's Ethics Ordinance. The changes are required by the State Ethics Commission and are noted throughout the draft Ordinance in capital letters. The two available meeting dates for the State

Ethics Commission to approve the ordinance following the Council's adoption are October 25th and December 13th. Town Manager Hicks suggested putting the ordinance on the October Town meeting agenda for introduction with adoption in November. Council agreed to add the Ordinance to the October agenda.

Review of October Town Meeting Agenda – Add the Ordinance for ethics revisions.

Roundtable:

Mayor – None.

Vice Mayor – Vice Mayor Sitoula asked for an update on the OutsourceIT quote that was discussed at a previous work session. Town Manager Hicks and Councilman Smith have discussed it with OutsourceIT and Town Manager Hicks should have the revised quote tomorrow, which will be lower than what was previously received. Town Manager Hicks dropped off a few desktops that weren't needed. Council agreed to move forward with the purchase as long as the quote comes in lower. Councilman Smith stated that the equipment purchase will provide staff with needed flexibility.

Councilman – Councilman Smith informed Council that a beautification program will be held at the Senior Center on October 26th and 27th if anyone is interested in participating. Town Manager Hicks had the facility power washed last Saturday and asked Councilman Smith to send a list of what is needed from Public Works. Councilman Smith stated work will be done from noon to 6pm on both days. The Council met with a company in a closed session last week that is potentially interested in locating in Town. If the company does locate in Town the Council would like to add manufacturing as a permitted use with special exception under GC as it is in TCMX. Councilman Smith asked if Vice Mayor Sitoula filled in the Planning Commission and got their feedback. Vice Mayor Sitoula did discuss this with the Planning Commission and they were in favor of the proposed change. Town Manager Hicks informed the Council that Mr. Harman will want to meet with Council as it relates to the zoning ordinance to work on getting things cleaned up and completed for adoption.

Town Manager – Town Manager Hicks stated that the Boardwalk project is very close, and Mark Harman, VP of ARRO will be coming to the October Town meeting as requested to do a presentation on the project. Town Manager Hicks explained that the presentation will be on the technical side of the project. The Council would like to be able to present information to the residents on the policing, maintenance and the level of impact of the Boardwalk project. Since this will require additional discussions with the Council and the Sheriff's Department, the Council asked to hold Mr. Harman's presentation until the December Town meeting. Town Manager Hicks expressed the importance of the residents understanding the impact the construction of the project will have on the Riverwatch neighborhood. Town Manager Hicks reported that the Strauss avenue speed humps should be in place beginning of October. The installation was held up due to the weather. Councilman Smith praised the great job Public Works did cutting back vegetation for better visibility, but that it will need recurring maintenance. Town Manager Hicks informed Council that the need for recurring maintenance has already been addressed with Public Works. Town Manager Hicks reported that he is working on the flood study for East Poplar Lane. Town Manager Hicks has a quote from ARRO and he is soliciting a second quote from PEER. The concrete pads have been installed for the speed cameras and the Town will be part of rotation next month. The Nammo project is moving forward but there are issues with stormwater. The applicant is working on calculations to address the issues. Town Manager Hicks met with the County and La Plata on the Water Implementation Plan. Town Manager Hicks was in the process of having the Town's Zoning Administrator, Scott, address the campaign signs in Town. Scott is no longer with ARRO, and Mark Harman, the VP of the company will be handling this and the rest of the business with the Town. Town Manager Hicks asked the Council if they would like the Town to move forward with the purchase of the 14-foot panel tree for the Town's Christmas decorations. The tree will cost around

\$4,200, which has been the lowest price to date. The Council agreed to move forward with the purchase of the panel tree. Town Manager Hicks went through a list of Certificates of Insurance on file with the Town, with a few vendors in the process of sending in updated forms. Councilman Smith asked to add to the certificates of insurance to the calendar annually to make sure have the appropriate insurances.

Town Clerk – Town Clerk Brady reminded Council that ARRO is waiting on Council direction in regards to the draft Stormwater Ordinance. Town Clerk Brady asked the Council if she should add employee retention to next month's work session, since at a previous meeting the Council stated they would come up with a list of ideas for further discussion. Council agreed to add employee retention to the October work session agenda. Town Clerk Brady asked if the December work session could be moved from December 26th to December 19th. Council agreed.

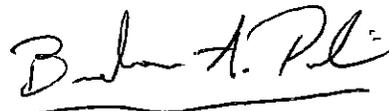
Mayor Paulin adjourned the meeting at 4:29pm.


Andrea Brady, Town Clerk

Special Meeting of Council 9/13/2018 at 12:30pm

- All requests for the use of town facilities by a town council member must be approved prior to the use by a majority of the town council. Ok Unanimously
- All requests by a council member to purchase items or make improvements, not discussed prior at a Town meeting, Town council work session or budget session, must be approved by a majority of council. Ok- Unanimously
- All requests by a town council member to direct town staff must have the Town managers approval. If the request is questionable by the town manager, he should forward to town council for approval. Ok - Unanimously
- All committees and commissions that don't already take minutes should appoint a member to take minutes. Express items of action, items discussed, and items voted or agreed upon. Ok- Unanimously
- The Town manager should be included in all correspondence regarding residents' concerns/complaints in regard to day to day operation. Ok- Unanimously
- Press releases should come from a majority of council or be approved by a majority of council. Ok-Unanimously
- Meetings had amongst Town council members with organizations should try to include the town Manager and provide a summary of the meeting afterwards to the full council. Ok-Unanimously
- Town Marquee- Emergency messages can be at the discretion of the town manager. Additional messages outside of town events and meetings, Example (Lock your doors messages, Slogans, etc.) should be approved by town council. Ok- Unanimously


Vice Mayor


Mayor