

**TOWN COUNCIL WORK SESSION MINUTES**  
**Town Hall**  
**Wednesday, October 17, 2018**  
**3:30pm**

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, October 17, 2018 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, and Maryland Independent reporter Deja Ross.

Youth Suicide Walk – Community Affairs Director, Karen Williams joined the meeting for this agenda item. Shanya Savoy and her mother Ciatta Savoy spoke with the Council about a proposed Youth Suicide Walk. Shanya explained that the purpose of the walk is to bring awareness to young people and their families that they are not alone in the situation and that people are there for them. Ms. Williams stated that the requested date of March 9<sup>th</sup> was not available due to a private event, and offered alternate dates of March 23<sup>rd</sup> and 30<sup>th</sup>. The Savoys said the 30<sup>th</sup> would be a great and the council unanimously agreed to allow the use of the facility. Shanya shared additional information on her plans for the event, and her efforts to get the word out to get people involved. Ms. Williams will provide the Savoys with the application that will have to be completed for use of the Rail Trail, and will work directly with Shanya on the set up of the facility and help in any way she can, and plans to attend the planning meetings for the event. Shanya hopes to raise money at the event to help a local family, and she has reached out at the National level for assistance, and will be able to move forward with that request now that she has a date and location. The hours spent on this event will count as volunteer hours for all of the youth taking part. The Council offered to provide a letter of support and Ms. Williams will give the Savoys a signed copy of their contract to include with their request for assistance at the National level. If Shanya is unable to find an alternative for food at the event, the Town's Community Activities Committee will offer their services to provide food.

Employee Retention Ideas – Vice Mayor Sitoula stated that during the fall conference there were no specific ideas brought up about this topic, but it seems to be a common issue among small towns. Small towns train the employees and they move onto larger towns, making it seem that training less gives an incentive to stay in a small town. Town Manager Hicks stated that unfortunately the bottom line is, the Town will always be the JV to someone's varsity and the Town of La Plata is experiencing the same issues. Mayor Paulin felt that you can't harp on the employees for it when they are going somewhere for more money and what's best for them and their family. Town Manager Hicks is not sure what the answer is but feels the problem will always exist because the Town cannot compete. Even placing time requirements on people's contracts will just result in them leaving after the allotted time. Vice Mayor Sitoula asked if training would be more of an incentive or is it more money based. Town Manager Hicks explained that it depends on the person and told the Council about a member of Public Works that was put through the CDL program, who is currently driving for the Town and has no plans to leave because he lives in Town and has a vested interest. Councilman Smith stated that he is asking that some type of strategy be put together so there is some type of approach for employee retention, specifically a couple page document to lay out the approach. Councilman Smith offered to put together a draft document unless Town Manager Hicks would like to take that on.

The Council also requested that exit interviews be completed and documented in the employee's file.

Mattingly Avenue & Blair Road Possible Striping – Town Manager Hicks asked the Council how they would like to proceed with the two requests for striping received at the last Town meeting for Mattingly Avenue and Blair Road. The Council discussed if striping the roads would solve the issue of vehicles veering into other lanes and driving down the middle of the road. While it was decided that striping the road will likely no solve the issues, the Council requested that Town Manager Hicks reach out to striping companies for more information and bring it to the next work session for further discussion.

Review of November Town Meeting Agenda – No changes.

Roundtable:

Mayor – The College of Southern Maryland recently reached out to Mayor Paulin and requested to give a presentation at the December Town meeting on the Velocity Center. The Council agreed to the requested presentation. Members of the Perseverance Lodge on Raymond Avenue own property behind their building that backs up to the Rail Trail, and they asked the Mayor if the Town would like to partner with them to turn it into a parking area for both the trail and their lodge. Mayor Paulin explained he was bringing it before Council for their thoughts. It was decided that Town Manager Hicks would reach out to set up a meeting to get more information on the proposed partnership before any decisions were made. Mr. Gore, the Lackey High School theater teacher reached out to Mayor Paulin to find out if the Town would be interested in doing an ad again this year in their playbill. The Council asked Town Clerk Brady to look up the cost for the ad last year and send it out for their consideration.

Vice Mayor – Vice Mayor Sitoula suggested use of a form for the citizens' comments portion of the Town meeting which would be filled out by anyone who would like to speak at the meeting to leave at the podium following their comments or provide to the clerk if they don't wish to speak. Council agreed. During a budget session at the MML fall conference they discussed contingency planning and Vice Mayor Sitoula suggested they being this practice in the next budget cycle. Town Manager Hicks asked if they would be using a prior year fund balance since the budget is as tight as it can get. Vice Mayor Sitoula stated that to begin the process they would use a prior year fund balance, and he feels it should be discussed more during the budgetary process. Vice Mayor Sitoula also spoke about possible events to give residents more access to elected officials and he spoke about the sustainability designation for the Town.

Councilman – The Senior Center beautification days are scheduled for October 26<sup>th</sup> and 27<sup>th</sup>. Councilman Smith requested a quote for tile and tile installation, and will pull a purchase order once the quote is received. Councilman Smith will give Town Manager Hicks the paint colors for the restrooms. Councilman Smith stated that a citizen respond to a post about pet waste stations. The Town currently just puts the waste stations in parks, but there are areas other areas where people walk their dogs. Councilman Smith requested the Council's input on placing waste stations in other locations that are high traffic areas. Town Manager Hicks asked who would be keeping the stations stocked with bags, and who would be cleaning them. Vice Mayor Sitoula stated that if it is in an area with an HOA they should pay for the bags if the Town covers

installation of the station. The Town's Public Works department would be expected to maintain the cleanliness of the stations and take care of dumping the waste basket. Councilman Smith stated that the trashcan on 210 is yielding good benefits and he feels it is prudent to do additional placement of trash cans. Councilman Smith asked if an additional part time employee would be needed in Public Works to assist with the additional workload. Town Manager Hicks explained that he needs more full time people in Public works, but he does not have the budget for additional employees or additional waste stations. Councilman Smith suggested finding a grant to help pay for the cost of waste stations and expressed the importance of trying to ensure the Town is clean. Councilman Smith asked what the Council decided on the request to teach CDL classes in the Senior Center. Vice Mayor Sitoula reached out to the gentleman who made the request and would recommend as long the class has at least one town resident taking it then the Council should support the cause but if no one in the class from the Town the Council should charge him for use of the facility. Vice Mayor Sitoula stated that the class would only be free for Town residents, anyone else attending would have to pay. Town Manager Hicks clarified that the instructor could have 10 people from Waldorf for example but only 1 person from Town it could be free, based off of what was just said, and pointed out that the instructor would then be making money with no overhead by using the facility for free. Councilman Smith will reach out to the instructor to have him come to the next work session to explain his business model, because he thought it was supposed to be a free class.

Town Manager – Town Manager Hicks will proceed with the requested trashcan for Blair Road. Town Manager Hicks informed the Council that the Black Box Theatre paid off their loan of \$2,500, but they have a plumbing issue they are dealing with that they plan to request the Council have repaired. Town Manager Hicks explained that there are no other plumbing issues in the building, and when the Black Box received their grant for the restrooms they remodeled them and did not address the issue underground. The Black Box had a backup on Saturday and asked to use the Town Hall. Town Manager Hicks did not approve the request, but he had Public Works snake the line to get it up and running again. Town Manager asked Vice Mayor Sitoula for an update on the River Watch Stormwater issue. Vice Mayor Sitoula stated that the HOA will be taking care of the issue outside the fence line and the homeowner will be responsible for all issues inside the fence line. The HOA will also be handling the drainage issue near the pond. Town Manager Hicks ordered the panel Christmas tree at 35% off. The updated computers have been ordered. Councilman Smith negotiated the price down and the Town will be leasing the equipment so they will get new equipment every 3 years. Town Manager Hicks gave the Council a list of sewer/water projects, as they requested at the previous work session. Town Manager Hicks explained that the Town is currently working off of the 2006 International Building Code for all building permits. The Town's Code Enforcement Officer has suggested adopting the 2015 codes since there is not a release date for the 2018 codes. This would also provide consistency with the County. The Council agreed to move forward with adopting the 2015 IBC, and Town Manager Hicks will ask Fred Sussman to begin working on the necessary legislation. Fred Sussman is also working on the park at Pueblo Circle. Town Manager Hicks informed the Council that he sent them an email on 4 Pine Street, for stormwater, and asked that they please review it. Part of the loan the Town took out is for the purchase of trucks for Public Works. Town Manager Hicks would like to purchase a dump truck some 4x4s and a new truck for the head of Public Works, Eric Woodland. David with EAST Inc. is selling his one ton truck for \$25,000 and Town Manager Hicks would like to buy that for Mr. Woodland's use. Town

Manager Hicks would also like to purchase a 2019 regular, 2019 crew, and a dump truck. UTVs would also be a valuable purchase for the Public Works Department. The Council agreed with Town Manager Hick's proposed truck purchases.

Town Clerk – Town Clerk Brady discussed the quote she received for additional Keys to the Town. The Council agreed to order 50 keys and requested to see the rendering when it is received.

Mayor Paulin adjourned the meeting at 4:26 pm.

  
Andrea Brady, Town Clerk