

TOWN COUNCIL WORK SESSION MINUTES
Town Hall
Wednesday, October 23, 2019
3:30pm

Mayor Paulin and Councilman Smith met in work session on Wednesday, October 23, 2019 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady and Brian Klaas, Sue Greer and Matthew Martin of the Charles County Community Development Corporation.

Mayor Paulin made a motion to allow Vice Mayor Sitoula to join the meeting via phone. Councilman Smith seconds the motion. Motion carried. Vice Mayor Sitoula joined the meeting via phone due to geographic distance. Vice Mayor Sitoula was able to join the meeting in person at 3:35pm.

Charles County Community Development Corporation – Mr. Martin spoke about establishing the Charles County Community Development Corporation, and the potential project with the Town Council at the Henderson property. Mr. Martin reviewed the CCCDC's proposed MOU with the Council that will establish their working relationship to develop the Henderson property in the Council's vision. The MOU would be in informal non-binding agreement. Town Manager Hicks received the MOU this morning and heard back from legal counsel that he had no comments or changes. Reviewed the proposed MOU. The CCCDC discussed their excitement about the project. Moving forward there could be more formal agreements between the Council and the CCCDC. The Council approved the proposed MOU and will have it back to CCCDC by the end of the week.

Town Meeting Time – Vice Mayor Sitoula spoke about the success of the recent time change for the Planning Commission meetings and encouraged the Council to consider changing the time of the Town meetings. The Council discussed several possible changes and settled on moving the meeting time to 4pm to allow it to start during business hours. Town Clerk Brady will check with legal counsel to make sure the change would be permitted. The Council will announce the proposed change under new business at the November and December Town meetings, with the proposed change taking effect in January 2020. The Council will allow for public comment on the proposed change at the remaining 2019 meetings.

November Town Meeting Agenda – The Council asked to add the proposed 2020 Town meeting time change under new business for next 2 months. No other changes or additions.

Roundtable:

Mayor – None.

Vice Mayor – Vice Mayor Sitoula discussed the recent fall MML conference. Vice Mayor Sitoula requested quarterly actuals for the Town's budget to be provided to the Council. Vice Mayor Sitoula reported that planning for the next MML conference and asked if there was a specific focus the Town Manager and Council would like to have included. Town Manager

Hicks requested code enforcement and social media. Vice Mayor Sitoula has also suggested that the flag ceremony be moved to Sunday evening at the summer conference. Vice Mayor Sitoula also reported that things with Washington Gas are going well in the River Watch neighborhood.

Councilman – Councilman Smith reported that the recent watershed cleanup went well, and they were able to pick up nearly 650lbs of trash. Councilman Smith informed Council that there are still around 60 tires in the marshy area, and a resident has offered to use his boat to remove them. Councilman Smith suggested compensating the resident for his gas used, and the Council agreed. Another watershed cleanup will be scheduled in the spring. Councilman Smith requested a trash can be placed on the pier to help cut down on littering. Council agreed. Councilman Smith would also like to hold an invasive plant pull. Currently Town Manager Hicks is working on getting the bamboo removed at Mattingly Park. The process will require a several phase approach that has already been discussed with Critical Area. Councilman Smith discussed a letter that Town resident, Warren Bowie sent to the Commissioner President requesting the Town be given Charlie Wright Park. The Council and Town Manager Hicks discussed the maintenance requirements for the park, as well as potential uses. The Council plans to speak with the Commissioners about potential uses for the park space to find out if the County would be willing to move forward with any of the ideas. Two possibilities would be a dog park or a skate park.

Town Manager – Town Manager Hicks told the Council that Eric Woodland, the Superintendent of Public Works recently lost his mother, and he has requested use of the Pavilion for the repast. Council approved the request. Town Manager Hicks informed the Council that the County is going to be closed Dec. 26th & 27th for Christmas break. The Council agreed to close for those days as well since the Town normally follows the County's schedule. Town Manager Hicks discussed the need to start replacing water meters. The new meters going in the ground now are the 900Is they are the data loggers. They are very good meters with good longevity. The Town will need to update the software and open up a network or gateway to work with the new meters. The Town could potentially need 2 gateways. Town Manager Hicks was able to negotiate a deal at \$200 per meter as opposed to the usual \$350. At this time the Town will spend around \$80,000 on meters. There are 1500 total meters in the Town. Once all 1500 are replaced the Town will be able to set up the gateway to ease the process for reading the meters. Town Manager Hicks is also working on the trash service with the Base.

Town Clerk – Town Clerk Brady received an email from the Pin Center who has produced lapel pins for the Town in the past. The Pin Center reached out to suggest special pins for the 100-year celebration. The Council agreed to move forward with soliciting a quote, and they will make their final decision after reviewing it.

Mayor Paulin adjourned the work session at 4:20pm.

Andrea Brady, Town Clerk