

TOWN COUNCIL WORK SESSION MINUTES
Teleconference via GoToMeeting
Wednesday, November 19, 2025
3:30pm

Mayor Paulin and Vice Mayor Sitoula met in a work session via teleconference on Wednesday, November 19, 2025. Also, in attendance were Town Manager Hicks and Town Clerk Andrea Brady.

Accessory Dwelling Units (ADUs) – Council discussed the draft ADU Ordinance received from the Zoning Administrator and discussed their own research on the topic and the importance of ADUs for an aging community as well as them being beneficial for young adults just entering the workforce. The proposed Ordinance will be forwarded to legal counsel for review and comment before moving forward.

CDO Proposal – Mayor Paulin discussed that over the last several years the Town has received requests from non-profit organizations to be designated as Community Development Organizations for the Town. The designation is primarily pursued by non-profits that require a local government resolution to apply for certain grants like DHCD's State revitalization programs as an example. Since the Council has been approached several times at this point, and as they continue to support these non-profits with CDO Resolutions, Mayor Paulin suggested that a condition of the Resolution be that the Town have an appointment to the non-profits board of directors to ensure the Town has input as it relates to future community development and to ensure everyone is on the same page as the community development process moves forward. Vice Mayor Sitoula was in favor of the idea, as previously mentioned there should be no undue burden on Town staff or Town resources. He suggested putting together criteria for any organization interested in requesting a CDO Resolution. Council requested this proposal be forwarded to legal counsel for input before moving forward.

December Town Meeting Agenda – The agenda will be updated moving forward to remove reports that have not been received for some time, Bureau of Fire Prevention and Charles County Recreation. If either organization is present during a future meeting and would like to provide a report it will be added at that time. There were no other changes or additions.

Roundtable:

Mayor – Asked that everyone forward the food collection flyer to any organizations or people that you know who may be able to donate.

Vice Mayor – Wished a Happy Thanksgiving to everyone and asked if we could revive the staff holiday luncheon, he feels it is valuable for staff morale.

Councilwoman – Absent.

Town Manager – Christmas decorations will start to go up next week. Our newest camera at Village Green was what people were hearing read tags. The camera company has come out to fix

that issue. Town Manager Hicks asked Mayor Paulin for some additional information on requested staff interviews. Mayor Paulin spoke about Victor Foulk and his non-profit group who recently made a donation towards the upcoming Christmas event. Mr. Foulk has put together some articles recently on Town events, and he will be leveraging his blog to get some fantastic information on the Town out there to the community and will be requesting some interviews to assist in that process.

Town Clerk – Spoke about the Town seal and gave an update on the Christmas festival.

Mayor Paulin adjourned the meeting at 3:51pm.


Andrea Brady, Town Clerk