

TOWN COUNCIL WORK SESSION MINUTES
Town Hall
Wednesday, December 19, 2018
3:30pm

Vice Mayor Sitoula and Councilman Smith met in work session on Wednesday, December 19, 2018 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady and Maryland.

November 28, 2018 Closed Session – Wednesday, November 28, 2018, following the open session, the Mayor and Council held a closed session at 4:42pm 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. Mayor Paulin joined the meeting remotely. The Council discussed personnel matters to include; promotions, leave balances, employee holidays and compensation. The closed session adjourned at 4:50pm.

Walk, Run & Roll Event – Councilman Smith was recently contacted by a resident in Town that has a rare and debilitating neurological disease, and they would like to have a Walk Run Roll event at the Pavilion in May. The resident is requesting free use of the Pavilion for the event and they would like to hold it May 4th but they are flexible for another Saturday in May. The Council agreed to allow the resident free use of the Pavilion for whatever date is available in May.

Key Contributors List for Town Keys – Councilman Smith put together a draft list of individuals he felt would should receive a Key to the Town. The list includes individuals that have been instrumental to the Town as well as employees that have served the Town for over 20 years. Town Manager Hicks suggested the Council consider former Council members for the list, but also stated that it is important not to “water down” the honor of receiving a key by presenting them to a large number of people at one time. Mayor Paulin suggested spreading it out over a course of time to keep it special. The Council agreed to work on refining the list and to work on a timeline for the next work session.

Feasible Land Swap Proposal – Town Manager Hicks provided the Council with backup documents for Councilman Smith’s proposed land swap to help the Council during their discussion. Councilman Smith discussed the plat of his property and explained that the property that was built on the property prior to his purchase, is partially on the adjacent land. Councilman Smith would like to propose a land swap for the adjacent property for a portion of the property behind his home, to allow him to build a garage. Town Manager Hicks explained that the piece of property Councilman Smith is requesting, was purchased through project open space money and that will have a lot of rules and regulations to be followed before anything can be done with the land. Councilman Smith would have to do a swap with his land that is equal to the land he would be swapping for. Town Manager Hicks also explained that the Council may give the approval, but once it is taken up the necessary chain approval is not guaranteed and read some of the requirements for the land swap. Councilman Smith stated that he is willing to go the extra mile in the event that he will be able to park his car in a garage. Mayor Paulin asked why the

garage cannot be built on the Councilman's existing lot. Councilman Smith explained that there is not enough space on his current lot to build the garage. The Council will review the provided information and see the property in person prior to making a final decision.

Part-time Office Support – Town Manager Hicks discussed the need for part-time support in the Town Hall and explained that it would allow the staff to be more proactive than reactive. The office has been running with a small staff for several years and it has become increasingly difficult. Town Manager Hicks stated that the part-time office support would work 15 to 20 hours max each week, to help with payments and the phone. Town Manager Hicks would suggest \$10 to \$12 an hour, and the money could be taken from the Code Enforcement account since their hours have been cut back the money is there. Councilman Smith discussed available Federal aid for a Senior program that would allow the Town to solicit grant funding to have seniors come work for the Town. The council also discussed the idea of an intern program which was done previously as a paid position. Town Manager Hicks will set up a meeting with Lackey High School to discuss getting back into the student intern program. The Council agreed to move forward with part-time office support for the Town Hall. The Council would like Town Manager Hicks to look into the timeline for the high school intern program as well as find out more information about the Federal aid for senior workers, but they stated that if it looks like those options will take too long to put into place, Town Manager Hicks should move forward with a regular hire to get the needed help more quickly.

Black Box Theatre Lease – Town Manager Hicks received an email from Pam with the Black Box Theatre, stating that they are unable to apply for further grants without a lease of at least 15 years and they are requesting an extension on their existing lease. The current lease expires in 2024. Mayor Paulin suggested sitting down with the Black Box Theatre representatives to hear their vision plan before the Council decides if they will move forward with a longer lease. Vice Mayor Sitoula reviewed the current lease and feels it has not been followed to the letter of the law. Vice Mayor Sitoula stated that if the Black Box is strictly for the performing arts then that is what it should be limited to, and they should not be subleasing the building. Vice Mayor Sitoula feels any subleasing should be handled by the Town. Vice Mayor Sitoula felt it might be in the best interest for the Town to take back ownership of the building and allow the Black Box to function as a not for profit entity within the building with their programs. Town Manager Hicks stated that the Town owns the facility and could apply for any of the same grants that the Black Box is planning to apply for. Councilman Smith felt it made perfect sense that the Town would own the facility and discussed the possible concern over a 15-year lease with the possibility of entities going defunct and then taking back control of a building the Town could have been thoughtfully renovating the whole time. The Council would like to have the Black Box Theatre representatives at the January work session before they inform them of their final decision.

January Town Meeting Agenda – No changes

Roundtable:

Mayor – Mayor Paulin thanked the Council for allowing to participate in the previous work session remotely. Mark from Clarity Coffee spoke to Mayor Paulin about planning a grand

opening sometime in January. Mayor Paulin said he will keep the Council informed of the date and would suggest a ribbon cutting.

Vice Mayor – Vice Mayor Sitoula stated that the Council plus the staff did a fantastic job doing the Christmas lunch in the Mayor's absence. Town Manager Hicks expressed thanks on behalf of himself and the staff for all that the Council has done. Vice Mayor Sitoula stated that at the last Town meeting the Council was approached by Sheila in reference to the zoning of her property. Town Manager Hicks explained that the Council needs to make final decisions on the zoning code, so they can be forwarded to Mark for his review and response and for review by the Planning Commission. Town Manager Hicks stated that Sheila is requesting a mixed use, and whatever the Council decides on the draft zoning map will go to the Planning Commission for their review and then a public hearing will be held prior to adoption for public response. Vice Mayor Sitoula stated that he thought it would be helpful to see a recommendation on the Zoning Ordinance from the Town Manager. Town Manager Hicks explained that the Planning Commission is upset with the lack of mixed use in TCMX, and the Council needs to consider that the required special exceptions will make you miss out on certain opportunities. As a Town you control your zoning, and opportunities are leaving because the zoning is not where it needs to be. The Council discussed the needed zoning changes that need to be considered. Vice Mayor Sitoula stated that everything along 210 should be TCMX. The Council will have their final zoning recommendations in by January 7th to allow the Planning Commission to see them at their meeting.

Councilman – Councilman Smith stated that he feels it would be a good idea to have an amazon locker either inside or outside of the old PNC property that the Town recently purchased. Councilman Smith has received a form that he can submit if the Council agrees and he would also like the Town to get cameras on the facility. Town Manager Hicks stated that the locker could be put in where the ATM will be moved from since the ATM will be relocating to the parking lot. Vice Mayor Sitoula shared that this topic was discussed at the most recent SMMA meeting. The Council agreed to move forward with the application. Councilman Smith requested that the Council consider a spring bulk pick up, due to dumping. Town Manager Hicks explained the reason town-wide bulk pickup days had been done away with previous and stated that he does not feel it should be done. The Town currently offers a biweekly bulk pickup program at a low rate that is being maxed out each week it is offered. Councilman Smith stated that no decision needed to be made now. Councilman Smith stated that Ruth Swann has an upcoming birthday and would like to have a Town seal in February to commemorate her milestone birthday. The Council agreed. Councilman Smith mentioned that he had not yet seen any "shovel ready" projects listed and stated that Arthur Ellis mentioned if there is a project the Town would like to send through to him, they can. Councilman Smith feels the Town needs something that would draw people down here and suggested a water park and he would like it added to a shovel ready project list. Councilman Smith stated that grants are a big way for the Town to get money for projects, but it takes a significant amount of resources and he would suggest looking into a 3rd party grant writer because he feels it would yield tremendous benefits. The Council did not decide on the grant writer at this time.

Town Manager – Town Manager Hicks took a moment to express his and the staff's thanks for all the Council has done.

Town Clerk – Town Clerk Brady reminded the Council to review the draft Hazard Mitigation Resolution that the County has requested both municipalities adopt and asked who would be attending the January SMMA meeting. The Council had reviewed the draft Resolution and asked to add it to the January Town meeting agenda.

Mayor Paulin made a motion to move into Closed Session per Article §3-305(b)(4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. Councilman Smith seconds the motion. The open session adjourned at 4:14pm.


Andrea Brady, Town Clerk