

TOWN COUNCIL WORK SESSION MINUTES
Town Hall
Wednesday, December 20, 2017
3:30pm

Mayor Paulin and Councilman Smith met in work session on Wednesday, December 20, 2017 at the Town Hall. Also in attendance were Town Manager Hicks, Town Clerk Andrea Brady, Cpl. Steve Bryant, Community Affairs Director Karen Williams and Maryland Independent reporter, Charlie Wright.

November 29, 2017 Closed Session – A closed session was held on November 29, 2017 under the statutory authority §3-305(b)1 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals. The Council discussed personnel numbers and leave usage. The Council decided to defer leave issues to the Town Manager. The closed session adjourned at 4:35pm.

Crime Prevention Efforts: Cpl. Bryant – Councilman Smith asked Cpl. Bryant if he has noticed an increase in crime in the area and if he feels crime statistics should be presented at the Town meetings. Cpl. Bryant has not noticed any increase and explained that since the numbers available on crime statistics can be a bit skewed he tries to provide the residents information on trends and crimes he feels will be of importance to the residents for example the robbery that took place at the local subway and the left that took place at one of the local churches. Cpl. Bryant also explained that on the crime statistic sites it covers the full 20640 zip code not just the town and if someone calls in a burglary for example but the police get there and find that it is unsubstantiated and may have been something like an animal knocking over a trash can, the website will still list that as a burglary in the area since that is how the call came in. Councilman Smith asked if the patrols in Town are 24 hours and if Cpl. Bryant feels there is anything the Council could do to assist with his efforts. Ms. Williams explained that the Town does have extra duty Town patrols on Fridays and Saturdays but the Sheriff patrol is 24 hours. Cpl. Bryant let Council know that they could help by informing him if they see something that he may not know about.

Event Planning 2018: Karen Williams – Ms. Williams reviewed her list of events for 2018 including continuing Town events, new Town events, events held by outside entities and Parks & Rec events. The Council asked if there were any areas where additional funding would be needed. Town Manager Hicks mentioned that funds may be needed for the Earth Day event where the Town plans to replant trees around the area of the Christmas tree, but the need for funds is dependent upon the amount of donations received. Currently no additional funds are needed for the annual 4th of July celebration since a portion comes out of the FY18 budget and the remainder will come out of FY19. Ms. Williams asked the Council if the Town will be taking on the Annual Taste of Indian Head event since the Indian Head Business Association seems to be dormant at this time. The Council decided to do an official inquiry with the Indian Head Business Association first to find out if they plan to continue the event. If the Indian Head Business Association does not plan to continue the Taste of Indian Head the Town will handle

planning the event for 2018 and in the future and if additional funds are needed Council will be informed. Ms. Williams asked the Council if they want to continue to do a Flea Market versus a Farmers Market or if they want to do both. Ms. Williams will be providing the Council with a write up she put together showing the expenditures versus the revenues for the Flea Market for their consideration and she suggested that if they want to continue the market the Town should try to advertise it more. Councilman Smith feels it would be prudent to have the Flea Market but consider shortening the period of time and begin work on the Farmers Market. Councilman Smith will get back with Ms. Williams with a time frame for the Flea Market and what months. Ms. Williams is also working with the Black Box to put together a full program including Movies at the Black Box program and there should be more details worked out at the beginning of the year. Councilman Smith asked if the activities will be at a cost to the residents and he feels as a resident who pays taxes that are used for the building he doesn't feel the residents of the Town are getting much back. Mayor Paulin mentioned that the Black Box has pursued grants and have increased the value of the property and they have an existing lease allowing them use of the facility. Councilman Smith feels the Black Box should be asked to allow the residents to pay less for events or not have to pay since their taxes pay for the facility. Ms. Williams explained that any fees are nominal and are generally used toward operation expenses. Town Manager Hicks will review the lease but explained that any grant funds received are not used for operations. Ms. Williams suggested the PRC combine their Big Day of Play with their Annual Health Fair, and Councilman Smith agreed. The Community Activities Committee would like to bring back the Halloween Party/Fall Fest Fun Day and are considering offering hayrides or trolley rides at the vent. Ms. Williams also mentioned the Council may want to consider adding trolley rides to the Taste of Indian Head. Ms. Williams would also like to add Small Business Saturday to the Annual Craft Fair held with the Ladies Auxiliary and offer trolley rides to take people around to the local businesses. Community Love in Action will be submitting a letter to Council for their review requesting free use of the Pavilion to offer their free community dinner. Local churches who take part in the Safe Nights program would also like to send people to the event. Ms. Williams and the Council discussed community dinners which are held by the local churches. Councilman Smith suggested the Town help advertise these events since he does not feel people are aware of them. Ms. Williams will get flyers out and take them to the local schools.

Indian Head Centennial Planning – Ms. Williams informed the Council that she would like to put together a committee of people interested in working on the Centennial event and she requested information on the Council's vision. Currently Ms. Williams has the event scheduled for September 28, 2020 but will verify the exact date. The Council has been budgeting \$9,000 a year to the event and at this point they have around \$18,000. The Council would like to see a parade, fireworks, entertainment and food vendors. Ms. Williams stated that she will begin working on the parade lineup and requested that anyone with connections please send her the information. Ms. Williams also informed the Council that there are some people within the community that have pictures and memorabilia of Indian Head that she would like to fill the Pavilion with for the event. Ms. Williams asked the Council if they were still working on changing the Town's seal and if this would be part of the event. The Council has not received further communication from the local Native American group they were working with so they plan to leave the seal as it is. The Council also requested a time capsule for the vent and Ms. Williams stated she will begin gathering items for the capsule in 2019.

Town Farmers Market Planning – Councilman Smith requested a meeting in January to begin planning for the Town’s Farmers Market. Councilman Smith feels the meeting would allow time to review the documents he received from Martin and time to plan how to implement everything. Town Manager Hicks asked Councilman Smith to forward him the documents he received. A final date for the meeting will be set, with the time being around 3:30pm.

Perry Station Basketball Hoop – Councilman Smith stated that with spring coming up he wanted to make sure the Town didn’t receive similar complaints or have similar problems to last spring. Town Manager Hicks stated that the HOA presidents were supposed to speak about putting in a central area and come up with a plan then approach the Town for help. Town Manager Hicks stated that if the Town was to assist in a financial way it should only be for one third of the cost of the project which will include clearing, leveling, marking and putting in the basketball court.

Boardwalk Update – Town Manager Hicks provided an update on the Boardwalk project. The Town is currently waiting for a date for the kickoff meeting. The contractor has been contacting the State for updates on when the meeting will take place. The Town is also reapplying for all expired permits. Town Manager Hicks also explained that if the Boardwalk is patrolled it will be done the same as the patrolling of the Rail Trail but he will make initial conversations with Sheriff Berry.

Infrastructure Optimization – Councilman Smith asked if Town Manager Hicks was going to need to purchase any equipment he mentioned in the November meeting, such as the equipment needed to video the sewer lines. Town Manager Hicks stated that if the Town doesn’t buy the equipment to do that type of service, he would need to either rent the equipment or pay a contractor to come out and do it. Town Manager Hicks will look at the budget to see if there are funds available, if not the items will have to be included in next year’s budget including vehicles for Public Works and a backhoe. The Council asked that if funds are currently available for Town Manager Hicks to bring quotes before the Council for approval.

Monthly Town Meeting Agenda Items: New Business – Recently a Town resident suggested to the Council that they consider flipping some of the discussion items usually handled at the work session over to the Town meeting under new business. The Council determined that since big items are discussed out Town meetings and the work sessions are open to the public as are the minutes from the work sessions they will keep everything as is unless some issue is brought up.

Review of January Town Meeting Agenda – Town Manager Hicks explained that the budget amendment on the agenda is to breakdown the use of the funds the Town received as a result of a tax mistake in the Town’s favor. The Council discussed the listed briefings and decided to move one under citizen’s comments. The briefing being moved is Ms. McCants who wishes to give her response to the Mayor’s Message that mentioned the Council’s hopes for a community center. T

Roundtable:

Mayor – Mayor Paulin asked for Council consensus on closing on December 26th. Councilman Smith called a few municipalities and found that they will be open on the 26th and he did not see precedence for closing and suggested the Town close a half day on Friday instead. Town Manager Hicks suggested to Mayor Paulin that the Council would need to consider changing the

existing ordinance to allow closing the day after Christmas. Council agreed to close at 12:30pm on Friday, December 22nd.

Vice Mayor – Vice Mayor Sitoula was unable to attend the December meeting.

Councilman – Councilman Smith asked the reason for requesting an extension for the Town's annual audit. Town Manager Hicks explained that the biggest issue currently is the list of assets that are being worked on and a lack of time and manpower to work on the audit, but the extension was approved. Councilman Smith asked with Marvin leaving Public Works will the position be opened up for applications. Town Manager Hicks stated that the Town will be opening a position for a CDL/Laborer position, which can be hard to find. The Town is paying for CDL classes for a currently employee, but the program takes time to complete.

Town Manager – Town Manager Hicks stated that he would like to have the County continue to handle the stormwater billing for the Town that goes along with the MS4 permit. The County is willing to give the Town the collected money in the future but they will not give the Town back the prior money collected because they said it was used within the County.

Town Clerk – None

Mayor Paulin adjourned the meeting at 4:45pm.


Andrea Brady, Town Clerk