

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Thursday, September 28, 2017**

**3:30pm**

Mayor Paulin, Vice Mayor Sitoula and Councilman Smith met in work session on Thursday, September 28, 2017 at the Town Hall. Also in attendance were Town Manager Hicks, Town Clerk Andrea Brady, Judy Lathrop from Atlantic Kayak Co. and Maryland Independent reporter, Charlie Wright.

Judy Lathrop – Atlantic Kayak – Ms. Lathrop gave the Council an update on how the business was doing at the Mattingly Park location. Ms. Lathrop is in the process of adding more tours and educational programs. At this time there has been no word from the County on the improvements to the building that they offered to help fund. Ms. Lathrop will put together a list of improvements she would like the Town to make at the location and she also requested the Council consider extending her lease and consider waiving her rent. The Council will review the current lease and get back to Ms. Lathrop about her requests.

Economic Development Commission Criteria – Mayor Paulin read the current criteria and scope listed for the Economic Development Commission in the Town's Code. The Council agreed to add a member of the Charles County Economic Development and a member of the Military Alliance Council to the members of the EDC. The Council also agreed that the Charles County Economic Development Member, the MAC member, the Planning Commission member and the Base Liaison will serve in strictly advisory positions. The voting positions will be the four citizen members and the four local business members. If the Council receives several applications from local businesses they will determine the appointed members through a lottery system. Once the Council receives confirmation from the Charles County Economic Development Department and the MAC that they are willing to a part of the EDC, Town Clerk Brady will send the Council's revisions/additions to the EDC criteria to the Town's attorney to have legislation done to update the Town Code.

Town Partnership Criteria – The Council discussed the importance of having clearly defined criteria for Town partnerships. The Council discussed the need to decide if partnerships will only be done with nonprofit or if for profit partnerships will be allowed and the importance that these partnerships benefit the Town's residents. Vice Mayor Sitoula mentioned financial and intangible benefits. Councilman Smith explained that when the Town is incurring costs from these partnerships the Council needs to quantify what the residents are getting back. Councilman Smith gave the example of some partnerships that have resulted in expense for the Town but the organization they partnered with leaving with a profit with no apparent benefit to the Town's residents whereas the Town's continued partnership with the Oxon Hill Bicycle Club results in a donation from the Club to purchase picnic tables for the Green which benefits the Town's residents. Councilman Smith is going to resend an email where he did a template for criteria. Mayor Paulin asked Town Clerk Brady to contact Chesapeake Beach to see if they have any criteria in place that the Town may be able to use as a template. The Council requested to add Town Partnership Criteria to the October Work Session agenda for further discussion.

Pavilion Usage Guide – The Council agreed to the following changes to the Pavilion Usage Fees/Guide: The hourly rate will increase to \$175 and each additional hour will be \$150, the 5 hour rate will increase to \$750 and each additional hour will be \$125, the 10 hour rate will increase to \$1,000 and each additional hour will be \$100, functions held by non-profit organizations being

charged half of the regular rates must benefit the non-profit organization, if it is found that a non-profit is holding an event under the reduced rate that does not benefit the organization they will not be able to utilize the facility for two years and then they will have to make an appeal to allow use, the Naval Base will be charged half of the regular rates, the Facility Manager will no longer be there for the full event, he or she will open the building and return at the end of the event to close the building. The Council is still considering the removal of the partial kitchen use. They requested further information on the blanket coverage under the Town's Health Department permit before they make their final decision on the kitchen use portion of the Usage Guide. The Council also agreed to waive usage fees under the following circumstances: major life events of Town employees and immediate family, major life events of Town elected officials, distinguished local Southern Maryland elected officials or contributors, major life events for former Town of Indian Head elected officials and policemen and firemen who perish during the course of their duty while protecting Indian Head. The Council would like to complete the Town Partnership Criteria before the agreed upon changes are made, since the criteria may affect the Pavilion Usage Guide.

Town Square Plan – Councilman Smith reviewed the Town's Town Square vision document that is part of the Future Plan for Downtown. Councilman Smith felt there were some good things within the document. The Council recently met with Zoning Administrator, Scott Longstreth to discuss the Town's Zoning Ordinance and agreed to keep the Village Green zoned TCMX. Due to how the land was acquired by the Town, the Council would have to go through the Department of the Interior to get a change of use to allow the type of development they would like to see. Town Manager Hicks will speak with former Mayor Dennis Scheessele to get the information the Council found when they considered this type of plan previously. The Council agreed to continue looking into the options for use of the Village Green and they also requested a list of Town owned properties. Town Manager Hicks will prepare a list for the Council. The Town Square Plan will be put on a future work session agenda for further discussion.

Review of October Town Meeting Agenda – No changes or additions.

Roundtable:

Mayor – Mayor Paulin mentioned the upcoming Homecoming football game at Lackey High School and the pie in the face wager with the La Plata Mayor over who will win the game.

Vice Mayor – Vice Mayor Sitoula recently learned that Mike Jones sold Charles County Auto Body and asked if the Council should meet with the new owner to welcome him to Town. Town Manager Hicks stated that the new owner, Ben wants to be a part of the community but is not ready to meet with the Council yet and he may be considering expanding the business. Vice Mayor Sitoula recently spoke with Commissioner President Murphy who expressed his disappointment with the article in the Maryland Independent in reference to the Boardwalk Project funding and his disappointment that the Council did not back the watershed conservation district. Vice Mayor Sitoula stated that he explained to Commissioner President Murphy that the Town never said the County was providing funds for the Boardwalk Project, that was a statement made by the State and he expressed his disappointment that no County officials were present for the funding announcement since it was a big event for the Town. Vice Mayor Sitoula wanted to inform the Council about the discussion in case it was brought up to Mayor Paulin at the next Mayors meeting with Commissioner President Murphy.

Councilman – Councilman Smith stated that he felt the 108A location at Mattingly Park may be a good location for a Community Center. Ms. Lathrop from Atlantic Kayak had told the Council the majority of her business is done at the Mallows Bay location and Councilman Smith reminded the

Council that the 108A location is closed during the week and has minimal openings on the weekends and using it as a Community Center would be a more beneficial use for the Town's residents. Town Manager Hicks expressed concerns about the amount of parking at the location and mentioned other options for a Community Center such as the Town's Pavilion or the old Sheriff's Department on Indian Head Highway. The old Sheriff's Department is on a 5 acre lot that would allow for expansion of the facilities and they are currently asking for around \$220,000 for the property. Town Manager Hicks stated that the purchase of the property could potentially be grant funded. Council agreed that Town Manager Hicks should look into the possibility of the Town purchasing the old Sheriff's Department to use as a Community Center. Councilman Smith reported that the Community Garden will open in spring 2018. Councilman Smith asked the other Council members if they had responded to Finance Officer, Ginger Foster's request for approval to request an extension on the Town's annual audit. The Council agreed to allow the request for extension. Councilman Smith stated that the Community Health & Resources forum will be held on October 28<sup>th</sup> at the Village Green Pavilion. Councilman Smith asked how the Zoning Ordinance adoption process will go. Town Clerk Brady explained that once the Council's changes have been incorporated, the draft Zoning Ordinance will be forwarded to the Town's attorney for his review and comment and the next step would be a public hearing. Councilman Smith asked for an update on the Boardwalk Project and what the Town will do if the County does not contribute funds toward the project. Town Manager Hicks explained that the Town is waiting for the State to set up a date for the kickoff meeting, then any necessary permits will be renewed and the State will inform the Town when they can and cannot build. The Council agreed to make an official request for funds from the County and if they are unwilling to contribute, the Council will consider taking out a loan as a last resort. Councilman Smith requested that Town Manager Hicks get a rough estimate for the cost of operations and maintenance of the Boardwalk.

Town Manager – Town Manager Hicks reported that work will be starting again at the demo site by the Base gate. There is a critical area violation in Mattawoman Woods where a resident took down trees on Town property. Critical Area is having the Town do the mitigation since it occurred on Town property and there will be a meeting on September 29<sup>th</sup> to discuss it further. Critical Area will also be providing material to be handed out to the residents to hopefully prevent this type of issue in the future. Town Manager Hicks plans to have the Broadband RFP ready for Council review at the October work session and he anticipates having good news on online bill pay by next week. The hope is to have online bill pay up and running for the next billing cycle in October. Town Manager Hicks informed the Council that work has been done on the exterior of the Town Hall and the new window will be installed on Monday.

Town Clerk – Town Clerk Brady informed the Council that the Town's sign is currently down but a parts kit has been sent to the sign company and they will work with the Town to set up a time for repair. The Town will also be receiving a quote for an upgraded sign that would include a cell phone modem which would allow the sign to be updated from anywhere and prevent the need to drive to the sign for every update.

Mayor Paulin adjourned the meeting at 4:54pm.

  
Andrea Brady, Town Clerk