

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, January 27, 2016

3:30pm

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, January 27, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady. Maryland Independent Reporter, Tiffany Watson joined the meeting at 3:56pm.

Sustainable Community Resolution & Committee – Mayor and Council reviewed a sample Sustainable Community Resolution. Town Manager Hicks explained that the resolution is required as part of the Town's Sustainable Community application. The Town will also have to form a Sustainable Community Committee. Mayor and Council suggested possible members of the Committee which could include members of the current Environmental Sustainability Committee, prior Council and current Council. Mayor and Council requested to have the resolution added to the February Town meeting agenda.

Junior Committee/Commission members – Mayor and Council discussed having junior members on the Town's Boards, Committees and Commission. Mayor and Council decided to remain with their original decision to allow junior members on all groups except the Planning Commission and Board of Zoning Appeals since they are set up per State law. Junior members would also not have a vote on the Board of Elections or Ethics Commission. In response to Fred Sussman's question about amending each section of the code or adding a new section specifically addressing junior members, the Mayor and Council asked Town Clerk Brady to have Fred Sussman proceed in whatever would be the easiest process.

Review of February Town Meeting Agenda – Add the Sustainable Community Resolution, no other changes or additions were requested.

Roundtable:

Mayor – Mayor Paulin sent out an email asking for nominations for the Small Business Revolution project. The Town fits all of the listed criteria. Finalists will be announced during National Small Business Week in May, and then voting will begin. The Town has received a letter of support for this project, from the County's Economic Development Director, Darrell Brown.

Vice Mayor – Vice Mayor Sitoula began his roundtable by expressing his appreciation for the great work done by the Public Works department for snow removal, and he was glad to see the increased use of the Town's Facebook page. Vice Mayor Sitoula gave an update from his recent MML meeting. The MML approved the two requested sessions for cyber security and youth leadership that will be given at the upcoming conference. Vice Mayor Sitoula would like to have a meeting with the auditors and Finance Officer, Ginger Foster to discuss the audit report so he can provide a briefing on the state of the Town's financial situation at an upcoming Town meeting. Town Manager Hicks asked that the Town's Finance Officer be given the opportunity

to provide input on the briefing. Vice Mayor Sitoula will coordinate with the Finance Officer on the audit briefing.

Councilman – Councilman Smith reported that the Parks and Rec Committee and the Environmental Sustainability Committee will be submitting their calendars for Council review. Many of the planned activities will take place outside and the Parks and Rec Committee has reserved the fields behind Indian Head Elementary for kickball, Frisbee football and possibly flag football. Town Manager Hicks informed the Councilman that the County has an existing flag football team. Councilman Smith plans to look into the Town becoming a part of the existing league. Councilman Smith asked for an update on budget meeting dates. Mayor and Council discussed available dates and decided on Wednesdays at 3:30pm. Town Manager Hicks asked the Mayor and Council for a date to reschedule the upcoming personal property tax meeting. Mayor and Council decided to reschedule the meeting on February 3rd. Councilman Smith asked Town Clerk Brady if a response was received from residents about receiving Town notifications. Town Brady did receive a positive response from several residents who have now been added to a notifications list, but several residents wanted to strictly receive the Town's newsletter by email. Councilman Smith asked for an update on the Waste Water Treatment Plan RFP and the Continuity of Operations Plans he requested. Town Manager gave an update on all of the existing projects that are currently being worked including the Town's budget that has to be the number one priority at this time and explained that the Town has an existing contract with EAST Inc. at the WWTP. Councilman Smith asked that the RFP and operations plans be made a priority. Councilman Smith feels that as stewards of the Town's money it is their responsibility to get at least 3 bids for service at the WWTP, and he feels the Town needs to have operations plans in place.

Town Manager – Town Manager Hicks discussed the aging Public Works equipment with Mayor and Council. Town Manager Hicks asked Councilman Smith for an update on the Parks and Recreation Committee. Town Manager Hicks had received an email about the Parks & Rec Committee soliciting information on vendors from other municipalities and he suggested the Committee solicit this information from the Town and Community Activities Director, Karen Williams first. Town Manager Hicks also received information about the Parks and Rec Committee considering a part time paid position for Parks and Rec activities. Councilman Smith will speak with Chair, Cynthia Jackson and ask her to speak with Karen about information on vendors. Councilman Smith did not have any information to provide on the possible paid position and will contact Chair, Cynthia Jackson for more information.

Town Clerk – Town Clerk Brady discussed the upcoming MML conference in June with Mayor and Council. All members plan to attend of the full conference and Town Clerk Brady will take care of all reservations and registration. The Town will also continue to have a booth on Municipal Main Street.

Mayor Paulin adjourned the work session at 4:03pm.


Andrea Brady, Town Clerk