

**TOWN COUNCIL WORK SESSION MINUTES**  
**Town Hall**  
**Wednesday, February 24, 2016**  
**3:30pm**

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, February 24, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady, Charles County Planner III, Amy Blessinger, Edith Hoschar, and Lindsay Tempinson with Resource Management Concepts, Inc. and Maryland Independent Reporter, Tiffany Watson.

JLUS Report – Mayor and Council discussed the JLUS Report with County Planner, Amy Blessinger, and Edith Hoschar, and Lindsay Tempinson from Resource Management Concepts. The next step for the County is to hold a public hearing on Tuesday, March 1<sup>st</sup> at 6pm. Amy Blessinger said following the hearing there may be a period of open record followed by a work session to discuss any comments. Following the work session the County Commissioners would vote to adopt the JLUS with a resolution. The next step for the Town would be adoption through resolution. Town Manager Hicks suggested Mayor and Council wait to adopt the JLUS until it has been adopted by the County Commissioners in case any changes are made following their hearing and work session. Mayor and Council agreed to wait for adoption of the JLUS until the Commissioners have completed their process. Amy Blessinger will notify the Town when the Commissioners have completed their adoption process.

Fireworks Proposals – The Town received proposals from two companies for the annual 4<sup>th</sup> of July fireworks display. The two companies are Innovative Pyrotechnic Concepts, LLC and Fireworks Extravaganza. IPC did the Town's fireworks display last year and they are a local company out of Hughesville. Fireworks Extravaganza has done the display for the Town in past years and they are based out of New Jersey. Fireworks Extravaganza's proposal cost \$12,000. IPC presented the town with 4 options ranging from \$13,500 to \$15,000. After reviewing all of the proposals Mayor and Council agreed to move forward with option 4 from IPC, the cost is \$15,000 and it will be choreographed to music. Town Manager Hicks will contact IPC to set up a test to see how far the music will carry from the fireworks site.

Committee Application – Mayor and Council reviewed a committee application from Lauren Taylor from 14 Maple Street. Mayor and Council unanimously agreed to appoint Ms. Taylor the Town's Environmental Sustainability Committee. A resolution will be introduced and adopted at the March 7<sup>th</sup> Town meeting to officially appoint Ms. Taylor.

Tax Differential Strategy Planning – Mayor and Council will receive the most recent tax differential calculations in the spring. They plan to review the formula used in preparation of discussing it with the County Commissioners.

Parks & Rec Schedule and Budget – Councilman Smith said the P&R Committee is requesting a budget of \$10,000. \$5,000 of the budget would be covered by the donation of Councilman Smith's salary. Vice Mayor Sitoula offered a \$1,000 donation from his salary to the P&R Committee. The Town would have to cover the remaining \$4,000. Mayor and Council will

review the budget request further at a budget session. Councilman Smith had Town Clerk Brady forward the P&R schedule of events to Mayor Paulin, Vice Mayor Sitoula, Town Manager Hicks, and Community Affairs Director Karen Williams. The Committee is working with the County to schedule two fields for events such as kickball and flag football. The Committee is not looking for league designation at this time. The Committee is also considering evening basketball at the I.H. Elementary School courts on Fridays. The Town will possibly need to rent lights for this event. The P&R Committee is working on several other events throughout the year.

Environmental Sustainability Committee Schedule and Budget – Councilman Smith said the ESC is requesting a budget of \$2,500 for the community garden project. The ESC is still looking for a location for the garden. There will be no cost associated with the ESC workshops. Mayor and Council will review the request further at a budget session.

WWTP RFP – Town Manager Hicks has a second company to bid for the Waste Water Treatment Plant job. Mr. Hicks met with the company last Tuesday and he has received a list requesting several items before they will submit their quote. The company is out of Pennsylvania and they are extremely interested in working with the Town. Councilman Smith inquired about soliciting a quote from the company the Town of La Plata is currently using since he believes the Town's charter requires 3 bids. Town Manager Hicks explained that the code suggests 3 bids but he would prefer not to get a quote from that company due to the Town's history with them in the past and a situation where the Town ran out of water under their management of the WWTP. Town Manager Hicks does not feel the residents of the Town would be pleased if Mayor and Council went with that company for future WWTP management. Councilman Smith and Vice Mayor Sitoula asked that Town Manager Hicks solicit a quote from the company despite prior performance.

Review of March Town Meeting Agenda – Add the resolution to appoint Lauren Taylor to the ESC. Vice Mayor Sitoula requested to have his presentation of the Annual Financial Audit added to the agenda. Councilman Smith will give a presentation on online romance at the April meeting.

#### Roundtable:

Mayor – Mayor Paulin brought up the topic of 4<sup>th</sup> of July entertainment. Last year Sara Gray performed a concert at the event. Mayor and Council agreed to reach out to Sara Gray about performing again at this year's event. Mayor Paulin recently attended an event where they handed out event surveys and he felt this could be incorporated at Town events. Mayor Paulin will review all forms and provide the information to the other members of Council. Residents would be given the evaluation form following any major Town events and a suggestion box will be built to hold the completed forms. Councilman Smith suggested the use of survey monkey online. Vice Mayor Sitoula agreed it is an excellent service and would suggest the Town looking into using it in the long term. Mayor and Council agreed to start with the evaluation forms.

Vice Mayor – Vice Mayor Sitoula requested to change the date of the April work session to April 20<sup>th</sup>. Everyone was in agreement to move the date. Vice Mayor Sitoula recently received a request from the Indian Head Business Association to see if there would be a possibility of a

Junior Business Association that would work with young people on creating small businesses, such as selling ice-cream for example. Mayor Paulin and Councilman Smith were in agreement that since the Business Association is independent of the Town they can make the decision to move forward with their project. Vice Mayor Sitoula will make sure the Business Association knows that the young people involved in the program would be required to go through all necessary licensing or inspections for any small business ventures.

Councilman – Councilman Smith brought up the pavilion rental process that was discussed during the Council’s meeting with the auditor and the need to come up with a better process. Town Manager Hicks recently met with Community Affairs Director, Karen Williams and discussed the auditor’s concerns and the needed changes for the rental process. Town Clerk Brady has put in an order for the necessary rental forms and is currently waiting for a quote. The Pavilion calendar will be DropBoxed each month and the pavilion calendar will be updated on the Town’s website. Vice Mayor Sitoula inquired about the other area of concern, finance policy manuals. Town Manager Hicks is working on the policy/procedure manuals and hopes to have them for Council’s review in May.

Town Manager – A Town bereavement leave policy was brought up at a prior meeting. Town Manager Hicks provided a sample bereavement leave policy for Council’s review. The Town’s insurance policy would not change as a result of the policy, at most it will occasionally cost the Town some leave. Vice Mayor Sitoula requested the correction of a typo in the policy. Mayor and Council agreed to move forward with adoption of the policy. Shore Scan sent quotes to update the current file cabinet, add an additional cabinet for public works, and rental of a wide format scanner. Town Manager Hicks gave the quotes to Mayor and Council for their review. Town Manager Hicks does not feel that the listed training will be needed. The public works file cabinet will cost \$79 per month and the wide format scanner would cost \$1500 per month. Public Works would need at least a week to flatten out the plans to prepare them for scanning. Vice Mayor Sitoula suggested using volunteers to help scan the plans. Town Manager Hicks plans to shoot for the April time frame to use the wide format scanner. Mayor and Council agree to move forward with the additional file cabinet and use of the wide format scanner for one month. Councilman Smith requested and update for virus protection for Town issued cell phones. Town Manager Hicks is waiting to hear back from the Town’s Verizon representative.

Town Clerk – Town Clerk Brady asked Mayor and Council for their agenda items for the March 1<sup>st</sup> Joint Meeting with the County Commissioners and the La Plata Town Council. The Town’s agenda items will be tax differential and an update on the Economic Revitalization Strategy.

Councilman Smith made a motion to move into closed session. Vice Mayor Sitoula seconds the motion. Mayor Paulin adjourned the open session at 4:27pm and moved into closed session.

  
Andrea Brady, Town Clerk