

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Monday, March 23, 2015**

**2:10pm**

Mayor Scheessele, Vice Mayor Rice, and Councilman Albright met in work session on Monday, March 23 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, and Town Clerk Andrea Brady, and Town resident Brandon Paulin.

Mattawoman Woods Property– Sue Davis who has previously done work for the Town owns a piece of property in Mattawoman Woods she is interested in transferring to the Town. Town Manager Hicks plans to set up a meeting with Ms. Davis to get the physical location of the property and take pictures before a decision is made since the deed transfer could become costly for the Town.

125 Charles Place: Utility Bill Reduction Request – Town Manager Hicks received a letter from the office of McCabe Weisberg & Conway requesting a utility bill reduction for 125 Charles Place. The current balance on the property is \$52,378.63. Previously a lien was placed on the property for the utilities in the amount of \$9,241.73. Mr. Shaffer from the office stated that they are willing to pay the lien amount but would like the remaining charges to be waived. Town Manager Hicks does not feel that the Town would be able to get the full amount if the matter went to court, they court would likely only approve the lien amount plus the past 3 years of charges. Mayor and Council asked Town Manager Hicks to go back to the law firm with the lien amount plus 3 years including all late fees and penalties. If the law firm does not agree with that amount Mayor and Council asked Town Manager Hicks to make the final offer of the lien amount plus 3 years with all late fees and penalties waived.

Denison Landscaping Proposal – Town Manager Hicks received two proposals from Denison Landscaping, one that covers what will need to be maintained weekly, and the other includes items Denison feels can be handled less frequently. Town Manager Hicks has requested a revised proposal reflecting items he feels should be included on the weekly list such as the parks. The new proposal will include all items in one total. With the current figures the Town will be paying Denison \$400 less a month than the previous contractor who handled lawn maintenance. When Town Manager Hicks receives the revised proposal he will forward it to Mayor and Council, and he suggests awarding the contract to Denison at the April 6<sup>th</sup> Town meeting so they can begin cutting on the 10<sup>th</sup>. The contract will include additional services such as mulching, spring cleaning, tree pruning, and leaf clean up. Denison will also handle any property maintenance lien work, but Town Manager Hicks is waiting on a separate proposal for that work since it is handled by a different division of the company.

Boards, Commissions & Committees App: Anita Sampson – Mayor and Council reviewed the application submitted by Anita Sampson. Ms. Sampson requested to be appointed to the Planning Commission or Board of Zoning Appeals. Mayor and Council were in agreement that Ms. Sampson would be a good fit for the Planning Commission and requested Town Clerk Brady to prepare a resolution for Ms. Sampson's appointment which will be presented and adopted at the April Town meeting.

Review of April Town Meeting Agenda – Mayor and Council requested the resolution appointing Ms. Sampson to Planning Commission be added to the agenda as well as award of the law maintenance contract to Denison under new business.

Roundtable:

Mayor – Mayor Scheessele and Town Manager Hicks have been working with the engineer on the John Thomas Parran Trailhead Plaza sign. Three different versions were completed by the Arro group. Mayor Scheessele would like to move forward with revision 1, and he would like a weather proof material to be used for the sign. Mayor Scheessele wants to make sure he received a printed mockup of the sign for final approval. Mayor and Council discussed the information boards for the kiosk. Mayor Scheessele is still working on putting all of the information together and has not received anything from the hospital for their panel at this time. Mayor Scheessele and Town Manager Hicks have spoken with Tom Roland about the informational signs and feel that just using paper for the panels should work instead of having to have them printed on a composite material. Mayor Scheessele's hope is that the information panels can be rotated every one to two months. Mayor Scheessele recently received a certified letter from FEMA with a reminder that the Town has until May to adopt their floodplain ordinance revisions. Mayor Scheessele asked that Town Clerk Brady look into this further since the Town has already adopted and submitted their revisions. Mayor Scheessele asked for an update on the Boardwalk project. Town Manager Hicks reported that Richard Parks has addressed all of SHA's final comments and the town has received a bid date of May 28<sup>th</sup>. Mayor and Council discussed the cost of the project and the potential need for more funding. Mayor Scheessele mentioned the Town needs to apply for a living shoreline grant which will help with more funding. The Town's parks fund could also potentially provide funding after Town Manager Hicks makes the basketball court repairs in Woodland Village. Commissioner Murphy also mentioned the possibility of Project Open Space funding that could assist the Town with the Boardwalk project. Mayor Scheessele requested an update on the gas line paving. Town Manager Hicks will contact Jaime from Ferguson Trenching to find out a time frame for the paving. Mayor Scheessele asked for an update on what still needed to be completed for the Connector Trail. Town Manager Hicks believes that paving, striping, and striping. Mayor Scheessele feels that directional signage needs to be put at the Plaza to help people find the Connector Trail. Town Manager Hicks has received a resident request to paint the curbing along the Connector Trail. Mayor and Council agree this is a good idea. Town Manager Hicks will look into it further.

Vice Mayor – None

Councilman – None

Town Manager – Town Manager Hicks met with Evie and Facchina to discuss the work being done at the Black Box. The Black Box is requesting \$25,000 for additional work they didn't realize they would need, including HVAC, roofing and several other items. The Town has not made a considerable investment in the property since putting the roof on. The project should be finished pre-budget, therefore the funds would have to come out of the current budget and an amendment would need to be done. Mayor and Council reviewed the listed of needed work and

asked Town Manager Hicks to find an approach in the budget for their consideration before they will make an official decision on the request.

Town Clerk – Town Clerk Brady reminded Mayor and Council that nomination packets for the election are due by April 2 at noon, and mentioned that the October work session is currently scheduled during the MML Fall Conference and will need to be moved. Mayor Scheessele and Vice Mayor Riced asked Town Clerk Brady to handle their RSVPs for the SMECO annual Key Accounts breakfast that will be held in April.

Mayor Scheessele made a motion to move into closed session. Vice Mayor Rice seconds the motion. The work session adjourned at 3:19pm and Mayor and Council moved into a closed session.

  
Andrea Brady, Town Clerk