

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, June 22, 2016

3:30pm

Mayor Paulin and Councilman Smith met in work session on Wednesday, June 22, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, Maryland Independent Reporter, Tiffany Watson and Tony Junta, Senior Account Manager for OutsourceIT.

OutsourceIT – Tony Junta, Senior Account Manager for OutsourceIT gave Council a briefing on the services the company provides which includes hosting the Town's email services, monitoring two servers and ten work stations, antivirus protections, patches and break-fix calls. OutsourceIT is also liaison between the Town's other service providers such a Comcast for example.

OutsourceIT handles those phone calls to alleviate the burden on the Town staff. Councilman Smith was interested in further information on the Town's security infrastructure. Mr. Junta will set up a call with an engineer to explain the security infrastructure in place for the Town. Town Manager Hicks and Council discussed the quote received from OutsourceIT for a new server to support online bill pay. Councilman Smith suggested looking into a virtual server to help cut the cost of the server and suggested looking into eventually switching all of the Town's physical servers over to virtual servers. Tony informed Town Manager Hicks that the Town may also need to get a second static IP address from Comcast if the Town has to move forward with a physical server. Town Manager Hicks is also looking into a quote for a new desktop but will possibly want to do a laptop with a docking station. Town Manager Hick told Mr. Junta the amazing job done by Brandon and Sophia from OutsourceIT.

2016 Fall Conference –The Town received a letter from Candace Donoho, Director of Government Relations for the Maryland Municipal League in reference to the 2016 Fall Conference. This year's fall conference we be held in Solomon's Island and as Town Manager Hicks explained that makes the Southern Maryland region a host of the conference. The Maryland Municipal League is requested that each town in the Southern Maryland region contribute \$800 for the welcome reception. Town Manager Hicks said there is money in the budget for this contribution. Council unanimously agreed to contribute the requested \$800 towards the Fall Conference welcome reception.

Job Descriptions – Town Manager Hicks prepared job descriptions for Council review. The descriptions have not been sent to the Town's attorney at this point to allow for Council review first. The employees have not seen the descriptions yet but they did have input in the process. There is no deadline for review of the document; Town Manager Hicks said it can be reviewed at Council's convenience.

Adopt a Park – Councilman Smith said as part of the Parks and Rec Committee they are working on beautification efforts and getting people more involved in the Town's parks. The Girl Scout Troop that took part in the watershed cleanup is willing to be part of an Adopt a Park program. Being part of the program would include tasks such as removing weeds, assisting with fundraising efforts for new items for the park like the proposed playground shades. Councilman

Smith feels this will be a good way to get people involved. Council unanimously agreed to move forward with the Adopt a Park program.

Town Seal for Business Longevity: Gina's Alterations – Councilman Smith spoke with Gina from Gina's Alterations and found out that she has been in business for over 30 years. Councilman Smith asked her to attend the July 5th meeting to receive a Town seal. Mayor Paulin is going to draft a letter to send out to all of the local businesses letting them know the Council's desire to present one seal a month and to find out how long they have been in business.

Town Seal Background Information – Councilman Smith has been unable to find any background information for the meaning of the Town's seal. The only information Councilman Smith was able to find was that the seal was adopted in the 80s. The Piscataway Tribe will have additional mockups for the seal by the end of July. Councilman Smith feels based on the input for the seal received from the Piscataway Tribe it will help move forward with Mayor Paulin's Town slogan idea and it will allow the adopted seal and the new motto to fit in nicely together.

Review of July Town Meeting Agenda – Town Manager Hicks explained the listed legislation which includes a resolution required by the State for the Broadband project and a budget amendment ordinance for the EPA fine. Councilman Smith arranged the Clear Captions briefing. The presenter was vetted by Cynthia from the Senior Center and the purpose of the briefing is to raise awareness for a free service available for seniors. There were no changes or additions to the agenda at this time.

Roundtable:

Mayor – Mayor Paulin reported that it looks like Hilltop Nutrition will be staying open but there will possibly be a change of ownership. Mayor Paulin asked if Council should waive the fees for any permits involved with the change. Council agreed to waive all permit fees. Mayor Paulin asked to discuss the utility bill reduction request received from a town resident for an extremely high balance. Town Manager Hicks suggested waiting to make a decision on the request until the full Council was available for the discussion with a full customer history for the resident. Councilman Smith stated the need to have a methodology in place for these types of requests. Town Manager Hicks said if parameters can be set all requests will be able to be handled in house without the input of the Council. Mayor Paulin would like to set up a date and time for the Council to meet with Richard Parks to re-review and discuss the requested changes to the Zoning Ordinance so a public hearing can be scheduled for adoption of the document. Council received a request from Town resident, Nancy McGuigan to recreate a plaque at Mattingly Park listing the names of those involved with building the park. Mayor Paulin will speak with Ms. McGuigan to get further information since only last names are listed in the article and the photo is too small to read the names listed on the plaque.

Vice Mayor – Not present.

Councilman – Councilman Smith brought up an email that was sent to Council in reference to children playing in the street in River Watch. Councilman Smith asked if the Town has any governance over how things are handled in the subdivision since they have an active HOA and how the Town would handle this type of situation. Town Manager Hicks reviewed the email and

said the Town will have the Community Policing Officer, Officer Elliot get involved to speak directly with the children and parents. The Environmental Sustainability Committee would like to potentially stencil the storm drains in Town similar to the program currently done in Baltimore. In the program they stencil things like fish for example, in bright colors to help people realize and associate their action of dumping things into the drains with nature in hopes to prevent further dumping. As the ESC matures the project they plan to look into any necessary maintenance that would be involved in the upkeep of the stencils. Town Manager Hicks said the Town has dealt with the issue of residents dumping things into the storm drains for quite some time and has had to install grates in some areas. The ESC has planted flower in front of the Town Hall and put hanging baskets in front of the Senior Center and they are currently working on a list of supplies for the community garden in hopes of receiving donations and they would like to have the garden planted by the end of July. The Parks and Rec Committee is helping the Community Activities Committee with the Kids End of School Fun Night on June 23rd. Councilman Smith thanked Town Manager Hicks for getting the quotes for the playground shades and hopes it can be an endeavor for next year. Town Manager Hicks is currently working on a park grant to build a restroom facility in Woodland Village Park and potentially other park upgrades. Councilman Smith is also working on a possible National Parks Grant. Councilman Smith will be giving a presentation at the MML Annual Conference.

Town Manager – Town Manager Hicks received a letter requesting a letter of support from the Council for a crisis shelter. Councilman Smith suggested the Council get further background information on the requestor and check out the proposal thoroughly before supporting the project. Town Manager Hicks is working with the Blue Crabs on an Indian Head night at the park and he will keep Council posted on any progress. Town Manager Hicks shared an idea brought up by Councilman Smith to give employees a paid half day off on their anniversary date of working for the Town and gave the Council a list of employee anniversary dates to review while considering the idea. Town Manager Hicks will not be attending the annual MML convention this year to take care of things around Town.

Town Clerk – Town Clerk Brady sent the draft records retention schedule to the State and is waiting to receive feedback or approval before the Town moves forward with a resolution to officially adopt the schedule. Town Clerk Brady received an application from Michael Savage to be appointed to the Parks and Rec Committee. Mayor Paulin and Councilman Smith reviewed the application and unanimously agreed to appoint Mr. Savage to the Parks and Rec Committee at the July meeting. Town Clerk Brady will add the resolution to appoint Mr. Savage to the agenda.

Mayor Paulin made a motion to move into closed session. Councilman Smith seconds the motion. Mayor Paulin adjourned the open session at 4:15 pm and Council moved into closed session.


Andrea Brady, Town Clerk