

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, July 27 2016

3:30pm

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, July 27, 2016 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, MAC Chairman, Brian Klaas and Maryland Independent Reporter, Tiffany Watson.

June 22, 2016 Closed Session – During the closed session held on June 22, 2016, the Mayor and Council discussed employee bonuses. No action was taken on the discussion topic. The closed session adjourned at 4:23pm.

Brian Klaas – Chairman of the MAC, Brian Klass formal requested for the MAC to be recognized as a community development partner by the Town since the Town is recognized as a Sustainable Community. The MAC has requested a grant through the strategic demolition fund for up to \$100,000. At this point \$39,000 has been spent on the demolition of the 3 buildings at the base gates and Mr. Klaas anticipates \$20,000 to \$30,000 more in the cleaning and beautifying process. The last remaining item needed for the grant request is formal recognition from the Town that the MAC is their community development partner. Mr. Klaas provided a resolution template. The Council asked who would maintain the area once the process is complete and what the MAC plans for the remaining buildings near the gate. Mr. Klaas said the property owners would be responsible for upkeep/maintenance of the lots and at this time the MAC has no further demolition plans but they have reached out to the other property owners to find out how they can assist with the aesthetics of the buildings. Mayor and Council unanimously agreed to move forward with a resolution to recognize the MAC as the Town's community development partner. Town Clerk Brady will forward the resolution template to the Town's attorney Fred Sussman for his review and they hope to be able to move forward with the resolution at the August Town meeting. Town Manager Hicks asked Mr. Klaas to meet with him at the public works building to look at some fill dirt the Town would like to donate to the project free of charge. Mr. Klass said all work done on the project so far has been with local businesses and he feels the end result will be win-win for the community and its residents.

Farmers Market – Councilman Smith has been working with the Indian Head Business Association on setting up a farmer's market in Town. Pam Hayes has secured 5 farmers and florists who are interested in selling. Councilman Smith proposed that as the plans mature the Council allow the use of the Village Green on Saturday and a weekday for the farmer's market. Town Manager Hicks suggested Tuesday or Thursday during the week. There is nothing in Town ordinances prohibiting a farmer's market. The market will be held in the morning on Saturdays and from 11am to 2pm on either Tuesday or Thursday and Councilman Smith and the Business Association would like for the market to start in late August. Mayor and Council unanimously agreed to allow the farmer's market use of the Village Green.

Nonprofit Software Licenses – Councilman Smith knows of a website where the Town can register to receive free software as a nonprofit which will help save the Town money. Councilman Smith will provide the website to Town Manager Hicks.

Grant Strategy – Councilman Smith feels that with the Town having limited revenue sources a grant strategy needs to be developed to proactively look for grants. Town Manager Hicks explained that himself, Richard Parks and Ginger do grants for the Town. All Town parks, the Trailhead Plaza, the Connector Trail, the bathrooms scheduled to be built on the Village Green and the proposed Simmons Park bathrooms have been done or will be done using grant funding. Council suggested either an intern to assist with grant writing or help available through the Department of Labor. Mayor Paulin plans to speak with CSM to see if there would be any interested students to intern.

Park Shades – Councilman Smith has been monitoring Mattingly Park and stated that the park equipment can get up to 110 degrees in the afternoon and he feels the Town parks need shades to cover the equipment to allow residents to use it earlier in the day. Town Manager Hicks said the shades can range from \$17,000 to \$19,000 and he is going to look into a grant to cover the cost of the park shades. Mayor and Council all agree to move forward with the park shades if funding can be found.

Board, Commissions & Committees Applications – Alexander Thompson applied to be a junior member to the Parks and Recreation Commission. Andrew Wright applied to be a regular member of the Parks and Recreation Commission and Mary Armstrong applied to be a member of the Town's Planning Commission. Mayor and Council unanimously agreed to appoint all three applicants to their requested committees and asked to have resolutions added to the August agenda.

Review of August Town Meeting Agenda – Add the commission appointment application. No other additions or changes.

Roundtable:

Mayor – Mayor Palin informed everyone about a concert scheduled to take place on the Base on August 20th. The performers are Daughtry and Magic. Tickets are free but you will need someone with a DOD ID in the vehicle to get into the base. Gates will open at 5:30pm and the concert will start at 7pm. The Town's intern BJ was in the office for two weeks, working 6 days total. BJ did document scanning for the town and did an excellent job. Vice Mayor Sitoula suggested the Town send a thank you card. Mayor Paulin suggested the Town work on a vacant building ordinance similar to what is used in Delaware. The Town's attorney Fred Sussman is currently reviewing all the documents provided by Mayor Paulin and he will be providing his feedback and suggestions. Mayor Paulin asked for an update on Indian Head Day at the Blue Crabs stadium. Town Manager Hicks will contact the stadium again. Mayor Paulin asked for an update on the new Town seal. Councilman Smith anticipates having the tribe representatives to a meeting in early August with their top 5 picks. Mayor Paulin received an inquiry from a student at Liberty University who is a Town resident and a graphic design student who would like to know if she can submit a seal for consideration. Council agreed it would be prudent to allow the student to submit a seal for consideration. Mayor Paulin asked the other members of Council to

invite their children to attend the first meeting of the Mayor Youth Advisory Team at the Senior Center.

Vice Mayor – Vice Mayor Sitoula thanked Staff, Mayor and Councilman Smith for taking care of business on his behalf while he was away. He also thanked the Mayor and Councilman Smith for their presentations at MML and he was glad to be able to facilitate these presentations in his capacity on the MML Planning Committee. Vice Mayor Sitoula also had the opportunity to have a session with members of the Hogan administration. As a result of the session Vice Mayor Sitoula said they are interested in assisting the Town with unique grants for the purpose of bringing a grocery store back to Town.

Councilman – Councilman Smith brought up a concern about a building near the base with no siding on the rear of the building. Town Manager Hicks said the Code Enforcement Officer has sent a violation letter on that issue. The Parks and Recreation Commission has requested use of the Black Box for upcoming Parks and Recreation activities including a dance program. The Commission is still waiting to hear back from the Black Box on their final decision on use of the building, and people participating in the program will have to pay a fee. Town Manager Hicks will review the Black Box lease because he believes the lease allows for town use of the building for free. Councilman Smith recently spoke with the Town's attorney Fred Sussman about any legal or insurance concerns that would prohibit having camps in Town facilities. Councilman Smith said utilization of the Pavilion is very low and the Parks and Rec Commission would like to put out a request for proposals from summer camps with cost sharing for utilizing the facility. Mayor Paulin and Vice Mayor Sitoula were in favor of the idea. Vice Mayor Sitoula suggested that any summer camps should be done as a normal rental making the renter legally liable for the camp taking place in the Pavilion and the Town could consider doing some cost adjustment for the rental fee. All member of Council were in favor of moving forward with summer camps as regular rentals.

Town Manager – Town Manager Hicks said he hopes to have online bill pay up for the next billing cycle. The process is being actively worked on at this time. The Potomac Woods pump station is having issues. The pump station is over 30 years old and EAST Inc. and the Town are working on ways to correct the issues. Councilman Smith had mentioned having summer hours for public works. Town Manager Hicks said the Town has tried summer hours before but it unfortunately did not work. If Council decides they would like to try it again Town Manager Hicks and the public works department would have to work on ways to make it work and notify residents if their trash would have to be put out earlier. When summer hours were tried before time and attendance was an issue and having to call people back in for issues that come up since the Town Hall would still be open until 4:30pm taking resident's calls. At this time public works is doing indoor work to get out of the heat whenever possible. Town Manager Hicks asked Mayor and Council to consider if they would like to do something to recognize Gary Hodge for his work. Town Manager Hicks recently received a request from a resident in the River Watch neighborhood requesting a dog waste station. Vice Mayor Sitoula serves on the River Watch HOA and he will bring up the request at the next meeting. Vice Mayor Sitoula also said the HOA would pay for the dog waste station if they move forward with installing one. Town Manager Hicks said there are still about 50 sets of plans left to scan on the large format scanner. Town Clerk Brady will work on finishing the remaining scans. The Broadband project is currently in

the permit process and should be starting work soon. Town Manager Hicks does not have an update on the 80/20 request for the Boardwalk project but he has asked Richard Parks to contact SHA for an update.

Town Clerk – None

Mayor Paulin adjourned the work session at 4:11pm.


Andrea Brady, Town Clerk