

## **TOWN COUNCIL WORK SESSION MINUTES**

**Town Hall**

**Monday, July 28, 2014**

**1:00pm**

Mayor Scheessele, Vice Mayor Rice, and Councilman Albright met in work session on Monday, July 28 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, and Maryland Independent Reporter Rebecca Barnabi.

Potomac Woods Pumpstation Replacement – For the last 5 years the Town has applied for grant money to replace the pumpstation at Potomac Woods. The Town has been turned down for grant money this year also, but the USDA is willing to do a 40 year loan at 3.25% and there is no penalty for early retirement of the loan. The estimated cost for the project is \$500,000 to \$700,000. The Town may have to raise rates to help pay for the project. Town Manager Hicks will get firm numbers from Richard Parks and figure out exactly what needs to be done to keep the project around \$500,000, and ask for a suggested rate change.

Recycling – The 95 gallon totes have come in, and delivery will start on Wednesday. The Town has been having issues with the service from Waste Management. Town Manager Hicks solicited 3 quotes. The quotes came from Waste Management, Goode, and All American Refuse and Recycling. All American had the lowest rate. The company is out of Calvert County and is \$1600 less per month. Town Manager Hicks suggests the Town award the recycling contract to All American since bringing the operation in house is not feasible at this time. Mayor and Council asked to have the award of contract added under new business on the August meeting agenda. After award of the contract All American would start pick up for the Town on August 6.

Election Process – Vice Mayor Rice has been researching the process for elections by mail. In order to change the Town's currently process a charter amendment would have to be done and an ordinance would have to be created to outline how to run the process. Mail in ballots generally increase participation, but the Town would have to find a way to verify the signature of each voter. Vice Mayor Rice will work up a draft survey to be sent to the Town residents to find out their opinion on changing the voting process.

Curtis Smith Application for Boards, Commissions & Committees – Mr. Smith applied for the Economic Development Commission or the Community Activities Committee but is willing to serve on any Commission or Committee where help is needed. Town Manager Hicks suggests appointing Mr. Smith to the Ethics Commission since new members are needed.

Ethics Commission – Mayor Scheessele and Town Manager Hicks have previously spoken with Jim Wheeler about serving on the Ethics Commission, and Mayor Scheessele has spoken with Charles from River Watch and he also seems willing to serve. Town Manager Hicks will take an application to Mr. Wheeler, and Councilman Albright will take an application to Charles. Mayor and Council agreed that a resolution should be added to the August agenda to appoint any members who have turned in their application. Mayor and Council would also like to find out if members can serve on more than one committee.

Review of August Town Meeting Agenda – Add a resolution to appoint new members to the Ethics Commission as soon as all applications are received. Add award of the recycling contract under new business.

Roundtable:

Mayor – Mayor Scheessele received a copy of the scope of work and budget amendment for the Trailhead Plaza. Mayor Scheessele asked for an update on the Trailhead Plaza and the Connector Trail. Town Manager Hicks reported that there has been a delay in the concrete work at the Connector Trail because Great Mills Trading is running a week behind. As soon as the concrete work is done Seal Pros is ready to do the paving work. The pavers have been installed at the Trailhead Plaza and the benches are being installed this week, some backfill needs to be done and the water fountain needs to be installed. Mayor Scheessele gave everyone a draft of text for the Trailhead Plaza sign and requested that Town Clerk Brady email it to Maryland Heritage Areas for review and to find out if they would like to have a logo included. Fonts and other details will still need to be decided on. Mayor and Council discussed the kiosk that will be at the Trailhead Plaza. The Town plans to contact the County about fabrication of the signs needed for the Plaza. Mayor and Council agreed that a dedication/ribbon cutting should be held in either September or October.

Vice Mayor – None

Councilman – Councilman Albright inquired about the applications for gas. Town Manager Hicks said it was slow so far but businesses seem to be interested, and the Town is encouraging whole communities to fill out applications.

Town Manager – Town Manager Hicks reported that the Town has received new picnic tables. The Oxon Hill Bicycle Club donated money for more picnic tables on the Village Green. Public Works is going to scatter several across the Green then check the other parks. The Charles County Chargers put in a formal request for lighting. Recycling toter drop off will begin on Wednesday. The Town's annual Blue Crabs Game for employees will be on Saturday August 30. There are pallets of pavers at the shop. Public Works is going to work on the drainage issue at the Village Green; they are currently waiting on materials for the repair. The Town will be going to court on September 24 on the issues at 100 Bertha Circle, and will be going back to court on the Wamsley properties. The lack of vendors at the Town's 4<sup>th</sup> of July event has become an issue. The Town needs to find a way to bring in more vendors for the event.

Town Clerk – Town Clerk Brady reminded everyone about the Fall MML Conference and asked for everyone to decide if they plan to attend by no later than August 22.

Mayor Scheessele adjourned the work session at 2:19pm.

  
Andrea Brady, Town Clerk