

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Monday, September 29, 2014

1:01pm

Mayor Scheessele, Vice Mayor Rice, and Councilman Albright met in work session on Monday, September 29 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, and Town Clerk Andrea Brady, Maryland Independent Report Rebecca Barnabi.

August 18, 2014 Closed Session – Topics discussed during the closed session held at the end of the Work Session on August 18, 2014 included performance of town staff and consultant in preparation of FY13 audit. The action taken is to monitor timeliness of performance and make adjustments as necessary. The closed session adjourned at 1:45pm.

Adult Independence Program – Mayor Scheessele moved this item to the end of the meeting to be discussed under a closed session because it deals with personnel

Planning Commission Memo: 4145 Indian Head Highway – The Planning Commission submitted a memo to Mayor and Council requesting they approve a proposed change to the Zoning Districts Table of the Zoning Ordinance to make 10.100 Automobile Parking Garages or Parking Lots permitted in R-2 zoning to facilitate the owner of 4145 Indian Head Highway, Mr. Fernandez with moving forward with his plans for a parking lot behind the old Algonquin building. Mayor and Council agreed they would like to move forward with a text amendment to allow Mr. Fernandez to move forward with his project and requested Town Clerk Brady to speak with the Town's attorney Fred Sussman to find out what the procedure would be to do the text amendment and have him work on an ordinance for the change.

Quorum Requirements – EDC Chair Donald Anderson requested Mayor and Council review the quorum requirements and consider changing them. The Town practices the same quorum procedures in all meetings. The Town Code requires a majority of all the members. At the Commission meeting the quorum is the majority of the filled positions. Mayor and Council agreed to keep the same quorum requirements.

Trailhead Plaza Dedication – Mayor Scheessele has spoken with Town Manager Hicks and Karen Williams about having a dedication/ribbon cutting for the Trailhead Plaza and Connector Trail. SE Davis Construction is hoping to have the remaining structures for the Trailhead Plaza installed by the end of this week or next week, and there is still a couple of signs that need to be installed. Mayor Scheessele spoke about what he's been working on for the signage. The tentative date for the dedication/ribbon cutting is Tuesday October 21 at 1pm. Town Manager Hicks will speak with Tom Roland about getting the signs made.

Key to the City – Town Manager Hicks was given a flyer for Beachler Enterprises, Inc. for keys to the city. The Town previously had keys to the city and Town Manager Hicks feels it is something Mayor and Council should consider purchasing again as another option to recognize people other than signed town seals or in addition to signed town seals.

Naval Support Activity South Potomac Base Guide Ad – Mayor and Council agreed to have a full page ad for the Town in the 2015 Indian Head Naval Support Activity South Potomac Base Guide. The consensus was to push the parks, trail, and creek in the ad. The cost of the ad is \$2898.

Review of October Town Meeting Agenda – Town Clerk Brady informed Mayor and Council that Rick Allen would be unable to attend the October meeting and the presentation of his plaque will have to be moved to November. Mayor Scheessele requested the ordinance for the zoning amendment be added if Fred Sussman is able to prepare it in time, and he hopes to give a briefing on the Boardwalk project at the November meeting.

Roundtable:

Mayor – Mayor Scheessele requested an update on the Connector Trail. Town Manager Hicks reported that the Connector Trail is complete except for backfilling, striping, and signs. Mayor Scheessele mentioned that the gas line installation is ongoing and it appears they are getting ready to direction drill and he asked if they would be doing both lines. Town Manager Hicks said that they will be doing both lines and the Town has not received many applications from interested residents.

Vice Mayor – Vice Mayor Rice asked for an update on the new recycling company. Town Manager Hicks reported that the Town Hall gets one or two calls for missed recycling every now and then but the majority of residents seem pleased with the new company. All American Refuse and Recycling is always done by the afternoon, and they always finish in the same day and there have been no issues with pick-ups around the holidays. To comply with the State mandated recycling program the apartments have been provided with the recycling totes and the Town is trying to provide smaller recycling bins to each unit. Vice Mayor Rice said if the Town ever goes to zero waste we will have to consider a compost program.

Councilman – Councilman Albright brought up the State Retirement Plan as a still open item, and he feels while the Town is having an influx of new personnel the timing is optimal. Councilman Albright is adamantly opposed to not buying the employee's years if the Town chooses to move forward with the program. The current cost is around 1 million dollars. Town Manager Hicks suggested discussing the program further under a closed session since it deals with employee benefits.

Town Manager – Town Manager Hicks reported that there were road closures at Mattingly Avenue last week due to the gas line installation and there may have to be a couple days of closures again. The Town did handle detours during the road closures. The trolley is up and running and one of the new public works employees has a passenger endorsement.

Town Clerk – Town Clerk Brady discussed her meeting with Karen Williams and Tracy Dickerson at the Board of Elections. Mrs. Dickerson has suggested paper ballots for the 2015 election since Maryland will be getting rid of the current voting machines in December, and due to the size of voter turnout. Mrs. Dickerson has offered to assist the Town in creating a template for the ballot; she has also offered to provide provisional ballots, absentee envelopes, training and tallying instructions, and signage. Mayor Scheessele requested that Town Clerk Brady email

Mrs. Dickerson and MML about the possibility of renting voting machines from a vendor before Mayor and Council make their decision on paper ballots.

Mayor Scheessele adjourned the open session at 2:15pm and moved into a closed session.


Andrea Brady, Town Clerk