

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, September 30, 2015

2:00pm

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, September 30, 2015 at the Town Hall. Also in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady.

August 26, 2015 Closed Session –During the closed session held at the end of the Work Session on August 26, 2015, Mayor and Council discussed the future awarding of a contract. No actions were taken at this time. The closed session adjourned at 3:09pm.

Economic Development Briefing – Gary Hodge gave a briefing on economic development initiatives.

Speed Humps on Strauss Avenue – Town Manager Hicks reminded Mayor and Council of the petition they reviewed at the prior work session that has the required number of resident signatures to get speed humps on Strauss Avenue. Karen Williams and Officer Elliot will make the locations of the speed humps and Town Manager Hicks will contact Seal Pros to schedule installation. The Town will also send out notification of the speed humps being installed and signage will be put up as well. Mayor and Council agreed to move forward with installation of the speed humps on Strauss Avenue.

Ordinance: Environmental Sustainability Committee – Councilman Smith explained that the Green Team has decided to change their name to the Environmental Sustainability Committee because they feel it better represents the work they are doing. The ordinance will add the Environmental Sustainability Committee to the Town’s charter. Mayor and Council were in agreement to move forward with both the name change and the ordinance and asked that the ordinance be added to the October agenda for introduction.

Boards, Commissions & Committees Applications – Mayor and Council reviewed all of the applications received and agreed to appoint Joshua McDonald to the Planning Commission at the October Town meeting. Mayor and Council decided to table discussion of the Parks and Rec applications until all applications have been received.

Mattingly Park & Village Green Pavilion Schedules – Councilman Smith brought up the need for a better mechanism for scheduling/reserving the Village Green Pavilion and Mattingly Park. The current method of reserving via phone is not working. Mayor and Council agreed to have an email address set up for reservations which will allow a constant record of requests being made and phone reservations will be a secondary option for people without internet access. Town Manager Hicks will have OutsourceIT set up the new email address.

“We Wave in Indian Head” Signage – Councilman Smith requested signage for the “We Wave in Indian Head” campaign to be put up in the spring. Mayor Paulin will speak with graphic

design students at CSM and Lackey High School about submitting designs for the signage to be reviewed and decided on by Council at a later meeting.

MSISAC Registration – Councilman Smith explained that membership with MSISAC (Multi-State Information Sharing & Analysis Center) will give the town access to government resources and gain benefits with cyber related issues. Mayor Paulin said the annual membership fee is \$875 and there are associated service fees depending on what service you need. Town Manager Hicks will review the OutsourceIT contract to see exactly what they cover and if the MSISAC membership would be beneficial. Council will review this topic further at the October work session.

Senior Building Security Assessment – Mayor and Council agreed to have Town Manager Hicks schedule a security assessment of the Senior Center with the Charles County Sheriff's Office.

Parks & Rec Funding – Councilman Smith discussed low cost programs the Parks & Rec Committee would like to have throughout the year including a dodge ball team. The Parks & Rec Committee will need some sports equipment and they are also interested in installing pull up bars and other bar equipment on or near the trail. The bar stations would cost around \$300 each. The trail property is owned by the County, Vice Mayor Sitoula suggested contacting the County. Councilman Smith requested that Town Manager Hicks contact the County with the idea to see if they are interested. Town Manager Hicks said there are park funds available for small purchases for the Parks & Rec Committee.

Review of October Town Meeting Agenda – Mayor and Council requested to add the resolution to appoint Mr. McDonald to the Planning Commission and the ordinance for the Environmental Sustainability Committee to the agenda. Councilman Smith discussed his briefing on cyber security for the October meeting.

Roundtable:
Mayor – None

Vice Mayor – Vice Mayor Sitoula expressed citizen concerns about the possibly closure of the W19 bus. Town Manager Hicks has not heard a definite decision on the closure but due to the low number of riders Metro is considering closing that bus route. Vice Mayor Sitoula apologized for missing the JLUS report at the September 16th Planning Commission meeting.

Councilman – Councilman Smith met John Staples at the September 12th suicide awareness event. Mr. Staples does stress management presentations and Councilman Smith would like to have him come to a Town meeting to give his presentation under briefings. Mr. Staples could also do a presentation for Town employees if there is interest in it. Mayor and Council agreed to have Mr. Staples give his presentation at the November 2nd Town meeting and Councilman Smith will forward an email with further information for Council review. DLLR has a mobile career center bus and Councilman Smith has contacted the District Manager of the Dollar General and was given approval for the mobile career center bus to set up in their parking lot on October 8th from 1:15pm to 3:30pm to provide career services. The Potomac Library branch is interested in doing a briefing at an upcoming Town meeting. Mayor and Council agreed to have

the Potomac Library briefing at the December Town meeting. Councilman Smith discussed details of the upcoming 2015 STEM festival which will take place in several different locations throughout the state. With the deadline looming Councilman Smith tentatively signed up the Village Green Pavilion as a site. The event would discuss renewable energy resources and there are several groups interested in taking part in the event. Mayor and Council agreed to move forward with holding the 2015 STEM festival at the Village Green Pavilion on November 7th from 10am to 4pm. Councilman Smith apologized for missing the JLUS report at the September 16th Planning Commission meeting, he did however attend the JLUS presentation at the Charles County Planning Commission session on September 28, 2015.

Town Manager – Town Manager Hicks discussed a recent MAC meeting and economic development initiatives. Public Works is prepping all necessary equipment and the crew will be here to handle the possible issues as a result of the upcoming weather conditions. Town Manager Hicks anticipates backups and possible insurance claims and he will keep in touch with Town Clerk Brady throughout the weekend if any website updates are needed. The Town has received a grant from Maryland Transportation Alternatives for \$360,000. The grant is an 80/20 split and Town Manager Hicks will find out if in kind services would count toward the Town's 20% portion. The grant will allow the installation of the picnic pavilion/restrooms the Town had hoped to install at the same time as the Trailhead Plaza. Town Manager Hicks and Finance Officer Ginger Foster have received a price from SunGard for online bill pay in the amount of \$20,689 which is a onetime fee and there will be a \$2,477 yearly license fee after that. Residents are continuously requesting online bill pay and it would help cut down on phone calls and phone payments. Using SunGard for online bill pay allows integration with our current SunGard system which will allow residents to look up their bills and leak information online as well as make payments. Mayor and Council agreed to move forward with implementing online bill pay and requested that Town Manager Hicks speak with SunGard to verify any services fees or percentages. Up the Creek Rentals will be leaving the facility at 108A Mattingly Avenue and the Atlantic Canoe & Kayak Co. has expressed an interest in utilizing the facility and they have sent in a proposal for use. Mayor and Council will review the proposal and requested that Town Manager Hicks speak with the Atlantic Canoe & Kayak Co. about a proposed figure for renting the facility.

Town Clerk – Town Clerk Brady discussed opening meetings and the cost of providing copying services at the Town Hall. Mayor and Council agreed to no long provide copying services due to the price verses the revenue. Town Clerk asked for an update on Mayor and Council's review of the zoning ordinance and will set up a meeting with Richard Parks to answer any questions sometime in the future. Town Clerk Brady will check back with Mayor and Council on the ordinance in December.

Mayor Paulin adjourned the work session at 4:23pm.


Andrea Brady, Town Clerk