

**TOWN COUNCIL WORK SESSION MINUTES**  
**Town Hall**  
**Wednesday, December 16, 2015**  
**3:26pm**

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, December 16, 2015 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, Up the Creek Rentals owner Mike Jones, and business associate Khaamal Gilbert.

November 18, 2015 Closed Session –During the closed session held prior to the Work Session on November 18, 2015, Mayor and Council conducted a performance evaluation of Gary Hodge and reviewed his economic plans and incentives. No actions were taken at this time. The closed session adjourned at 3:33pm.

Up the Creek Rentals – Mike Jones plan for Up the Creek Rentals is to maintain ownership while working with Khaamal Gilbert to eventually take over the business. Mr. Jones would still be responsible for and handle the financial depositing and monthly reporting for the business at this time but it would eventually transition to Khaamal as well. Up the Creek Rentals has been in business for around 7 years and around 80% of the client base is from outside of town. Mayor and Council agreed that Up the Creek Rental is a valued business in Town and they agree the business should move forward in the Mattingly Park location. Mayor and Council also requested a proposal from Mr. Jones, which would present options for a monthly contribution for use of the facility.

Denison Landscaping – Town Manager Hicks received a proposal from Denison Landscaping to renew their landscaping contract at the same rate from the prior year. Town Manager Hicks had no major issues with Denison Landscaping's work this year and their service was less expensive than the prior landscaping contractor. Eric Woodland, Superintendent of Public Works was also happy with the service they provided. Mayor and Council agreed to move forward with renewing the Town's contract with Denison Landscaping.

ULI TAP – Charles County is willing to fund half of the cost for the Town to have the Urban Land Institute do a Technical Assistance Panel and the ULI is willing to wait for payment of the Town's portion of the \$15,000 until next fiscal year so it can be worked into the new budget. The ULI will focus on issues the Town lists through forms and briefings. One possible issue of focus would be economic revitalization. The County did a study about three years ago when the trail opened. There are other studies available for review on the ULI website. The work for the TAP would start and be completed in March or April and the Town would make payment in July. The resulting report would go into the Charles County economic strategy. The Town can use some of the current revitalization plan in the ULI TAP process. Mayor and Council agreed to move forward with the ULI TAP.

Student Member Information – Mayor and Council previously discussed Student/Junior members of the Town's Boards, Commissions and Committees. Councilman Smith drafted information on the student member process in hopes of giving a shell to work with. Mayor and

Council discussed the voting aspect of student membership and decided that voting would be permitted on all committees except for the Planning Commission, Board of Zoning Appeals, and Ethics Commission. Mayor and Council requested that Town Clerk Brady forward the information to Fred Sussman to have the appropriate legislation put together.

Conference Call Feature for phone system – Councilman Smith had requested that Town Clerk Brady get information from Greg Davis with Digital Telecom about adding a conference call feature to the Town's existing phone system. Town Manager Hicks reviewed the information received from Mr. Davis with Council. The conference center package requires an optional software key and it will enable the Town to establish a secure password protected conference for callers to call in to. You get 8 seats with the key and the cost is \$650. The Town would admin host, schedule, modify and set up the conferences. Mayor and Council agreed to move forward with purchasing the software key as long as the \$650 is only a one time or yearly fee and after a year they will assess the need to keep the service.

Boards, Commissions & Committees Application – Mayor and Council agreed to table a decision on the submitted application until the January meeting.

Review of January Town Meeting Agenda – No changes to the January agenda. Vice Mayor Sitoula has requested to do a briefing on the Town's financial audit once the final report is received. The briefing will potentially take place in January.

Roundtable:

Mayor – Mayor Paulin thanked the MAC and Brian Klas for their help with the demolition of the buildings by the base gate.

Vice Mayor – Vice Mayor Sitoula and Councilman Smith received a request for financial assistance from a Town resident. The Town has no financial assistance programs, but Councilman Smith put the resident in contact with county sources and charity organizations. Vice Mayor Sitoula suggested setting up a dinner or lunch to show appreciation for the people who have helped the Town so far. Mayor and Council agreed to put together a list and invite the people they wish to thank to the Town's annual Volunteer Appreciation Dinner in April. Vice Mayor Sitoula expressed his concern about the limited coverage he feels the Town has received in the Maryland Independent since Rebecca Barnabi is no longer with the paper. Town Clerk Brady informed Mayor and Council the Town has a new reporter at the Independent named Tiffany Watson and she plans to attend the January Town meeting.

Councilman – Councilman Smith requested funding, around \$500 for Parks & Rec to do some activities in early February. Councilman Smith will look at the calendar and give Karen the dates the committee has in mind. Councilman Smith inquired how the Town would go about getting more lights. Town Manager Hicks explained that it would not be possible this year since it is not a budgeted item, but it is something Mayor and Council can consider when putting together the FY17 budget.

Town Manager – Town Manager Hicks thanked Councilman Smith for buying turkeys for the Public Works staff for Thanksgiving. It meant a lot to the crew and it was greatly appreciated.

The Town will be ordering a salt spreader. The cost will be around \$5,000. The security glass will be installed at the Town Hall next month for around \$900.

Town Clerk – Town Clerk Brady reminded Mayor, Council and Town Manager Hicks about the January SMMA meeting and will handle any RSVPs that have not already been sent.

Mayor Paulin made a motion to move into closed session. Councilman Smith seconds the motion. Mayor Paulin adjourned the open session at 4:29pm and Council moved into closed session.

  
Andrea Brady, Town Clerk