



**MINUTES OF THE  
TOWN COUNCIL INFORMATIONAL  
WORK SESSION  
March 2, 2017**

- I. Council Vice-President Beaudin, presiding officer, called the meeting to order at 6:00 p.m. In attendance were: Stewart B. Cumbo, Derek J. Favret, Lawrence P. Jaworski, Gregory J. Morris and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Jay Berry, Public Works Administrator, Christopher Jakubiak, Panning and Zoning Administrator and Connie O'Dell, Utilities Billing Administrator/Community Development Director. Absent was Patrick J. Mahoney, Mayor.
- II. **Pledge of Allegiance** – Council Vice-President Beaudin led the Pledge of Allegiance.
- III. **Informational Discussion on the following items:**
  - A. **Water Park Concrete Repair** – Mr. Berry was available to address the Council as Ms. VanWagner was unable to attend. Mr. Berry stated there are 4 areas in need of repair, two of which, if not repaired, will not pass inspection; the two areas being, the side gate and the steps outside the splash pool. The funds for this project will come from the water park maintenance budget. Ms. VanWagner is recommending awarding a contract in the amount of \$11,900 to Medlin & Son. The Council requested Ms. VanWagner present slides of the areas in need of repair at the March Council meeting along with square footage.
  - B. **Public Works Department Overview** – Mr. Berry briefed the Council on four items that he is currently working on:
    1. **Storm Drains-** Mr. Berry stated the Town is in the process of doing a survey/study in Richfield Station that was started last calendar year of all existing storm drain structures, boxes, pipes, etc. Having several water leaks that made their way into the storm drain system lead to the discovery of some issues. Mr. Berry elaborated on those issues for the Council. With that being said, Mr. Berry is looking to bring before the Council, in the near future, the results of the study and issues that will need to be addressed. Mr. Berry stated some repairs can be done through public works but there will be other repairs that will need to be contracted. Although speculation that County inspections were not as thorough as should have been, perhaps are a result in some of these issues. In going forward on new projects, developers now pay for a third party inspector which reports directly to the Town. The Town now signs off on everything.
    2. **Brown water-** Mr. Berry stated this is still an issue in Town but definitely has come a long way from when he came aboard. Mr. Berry gave a little history on the brown water issue and some of the measures used in the past to try and minimize the discolored water. Mr. Berry described to the Council the process that takes place with the current chemicals that are used, and the flushing of the lines. There are some locations though, that are worse than others. Mr. Berry has looked into flushing units that hook to hydrants that can be set to flush more often but with less volume. If it proves to be effective he would like to implement these units throughout Town.

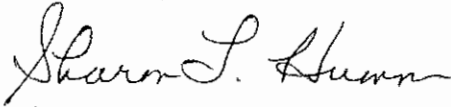
3. **North Side of Town issues**- Mr. Berry stated this is an older area of Town which needs to be addressed. There are sidewalks and storm drains that are in need of attention. Storm water runoff is an issue. Mr. Berry stated he has looked at the area with the Mayor and Mr. Jakubiak and would like to get a plan in place to restore that part of Town.
  4. **Street Lights** – Mr. Berry reported that BGE will be coming in to upgrade the existing overhead light poles with new LED lights. BGE is willing to come to Town and speak on this and to answer any questions or concerns that the Mayor, Council and public may have. This will be a cost savings to the Town.
- C. **Proposed Critical Area Map Amendment** – Mr. Jakubiak was present to address the Council on the Critical Area’s proposed map amendment. Mr. Jakubiak stated it is required by statute to update the CA boundary, which is measured 1,000 feet from the mean high tide (shoreline). Mr. Jakubiak presented two maps; 1) map showing where the 1,000 foot line has been extended or retracted and 2) map that shows the new CAC recommended map including the CAC’s recommended zone designations. In re-drawing the CA boundary, each newly added property was assigned one of the following zones, IDA, LDA, or RCA. The CA extended each zone into its adjacent properties when the boundary was extended. The Planning and Zoning Commission reviewed the map and recommends approval by the Town Council. The Town’s Critical Area regulations require the Town Council to hold a public hearing before acting to approve or deny it. An ordinance will be introduced this month, a public hearing set for April, and then voted on in April.
- D. **Discuss MML’s Public Works Mutual Aid Agreement** – Mr. Berry stated this is simply an agreement that provides for reimbursement through FEMA and/or MEMA to the Town if our Public Works Department aids another municipality in a declared emergency or disaster.
- E. **Stars & Stripes** - Mrs. O’Dell stated the Stars and Stripes Committee is in its final stages of planning the entertainment for the Festival’s Sunday Fun Day. Having entered into a verbal agreement with the Doc Scantlin and His Imperial Palms Orchestra, she is appealing to the Council to consider approval of the contract amount of \$6,500 to retain them. Mrs. O’Dell stated these funds are in the Special Events budget. This will be on the March agenda for Council consideration.
- F. **Ordinance:** A budget amendment ordinance to allocate funds to retain Sergeant Phelps for the remainder of FY17 will be voted on this month at a cost of \$2,898.50 to the Town.
- G. **Ordinance:** A budget amendment ordinance to fund an increase in Town Council compensation from \$3,000 to \$5,000 will be voted on this month.
- H. **Ordinance:** A budget amendment ordinance to do a partial dredge at Fishing Creek will be voted on this month.
- I. **Ordinance:** An ordinance to appropriate funds from the unallocated GF reserves and allocated to R-15-2 Restricted Funds for future payment of principal and interest of a 2004 tax exempt bond will be voted on this month.
- J. **Ordinance** – The WWTP Fund budget ordinance will be voted on this month.
- K. **Ordinance** – The Mitigation Fund Budget ordinance will be voted on this month.

- L. **Ordinance** – The General Fund budget ordinance will be introduced this month, a public hearing set, and voted on in April.
- M. **Ordinance**- An ordinance for the Critical area proposed map amendment will be introduced this month, a public hearing set, and voted on in April.
- N. **Nominate and vote Ethics Committee in March** – The Mayor plans to establish an Ethics Committee nominating three members for Council consideration and approval.

**IV. Adjournment:**

The meeting adjourned at 8:30 p.m. on a motion by Councilman Jaworski. Seconded by Mr. Cumbo, all in favor.

Submitted by,



Sharon L. Humm  
Town Clerk