

MINUTES
COMMISSIONERS OF POOLESVILLE
January 18, 2022

***** This meeting was conducted virtually through ZOOM with live time posting to YouTube. Notice of the meeting date, time and agenda were posted in advance, physically at the Town Hall, on the Town's Website, and on social media. Prior to the start of the meeting, it was confirmed that the public could view the meeting on YouTube.**

CALL TO ORDER:

President Brown called the meeting to order at 7:00 p.m. All Commissioners were in attendance. Town Manager Tomasello, Town Engineer Strong and Town Attorney Gullo were also in attendance.

PLEDGE OF ALLEGIANCE:

Commissioner Eck led the Pledge of Allegiance.

COMMISSIONER COMMITTEE REPORTS

Commissioner Cook announced that the next MML Chapter meeting was set 1/20/22. She had no report from the Events Committee.

Commissioner Radigan gave an update on the Planning Commission report and the expanded scope for the Planning Consultant.

Commissioner Reed gave an update on the Sustainable Poolesville Committee.

Commissioner Eck gave an update on the Parks Committee. There were several safety items discussed related to crosswalks including 1. White's Ferry Rd at the pool and entrance to Stony Springs; 2. Wootton and Fisher at the crossing to the Elementary School; 3. Intersection of Fisher and Elgin near the old town hall; and 4. New crosswalk at Hughes Rd. and Tom Fox. Commissioner Eck encourages anyone who sees any park issues to contact Town Hall so it can be addressed.

President Brown gave an update on the Fair Access Committee's success in obtaining the funding needed for the desired gym and High School project. He also announced that there will be funding in the County Budget for the Grape Crush facility project.

CONSENT AGENDA

Commissioner Eck made a motion to approve the January 3, 2022, meeting minutes. Motion was seconded by Commissioner Reed. Motion carried 5-0. Commissioner Eck made a motion adopted the minutes to the January 6, 2022, Special meeting. Motion was seconded by Commissioner Radigan. Motion carried 4-0-1 with Commissioner Cook abstaining. Commissioner Radigan made a motion to adopt the Closed Session Minutes for January 6, 2022. Motion was seconded by Commissioner Reed. Motion carried 4-0-1 with Commissioner Cook abstaining.

PUBLIC COMMENT

None

OLD BUSINESS

1. Protocol/Meeting Rules

The Commissioners had a discussion regarding the conduct of the meeting and the public comment time limit. The Town Attorney explained the genesis of the current 3-minute rule and the rationale behind it. After much discussion the Commissioner reached consensus that the 3-minute rule would be a guide and the President would handle public comment time limits with discretion.

2. Hiring of Town Manager -Wade Yost

President Brown outlined the idea of bringing former Town Manager Wade Yost back to the Town as the full-time town manager. In addition to the current issues and to-do lists of items he would be tasked with hiring an assistant town manager that could be groomed to be in a position to take the Town Manager's position, although such a succession is not guaranteed. After much discussion Commissioner Eck made a motion to hire Mr. Yost as Town Manager, motion was seconded by Commissioner Reed. Motion carried 4-0-1, with Commissioner Cook abstaining. The Town Attorney was tasked with contacting Mr. Yost and discussing/negotiating terms for his employment agreement.

3. Expanded Scope of Planning Consultant for Comprehensive Plan

The Town Manager gave an overview of the proposed scope amendment for Planning Consultant to assist with the Comprehensive Plan. The proposal was reviewed and recommended by the Planning Commission. In essence the new scope will allow Wallace Montgomery Consultants to ensure the completion of the Comprehensive Plan. Commissioner Eck made a motion to adopt the expanded scope. Motion was seconded by Commissioner Radigan. Motion carried 5-0.

4. Covid Test Rollout

Commissioner Eck gave a comprehensive review of the successful effort to handout the Covid Tests. This program was a success due to the coordination of the volunteers that participated and the citizens that were patient in the distribution lines.

TOWN MANAGER REPORT

Mr. Tomasello gave a detailed report, excerpts of which are attached.

Commissioner Radigan made a motion to adjourn at 9:38 pm., seconded by Commissioner Eck. Motion passed 5-0.

A full video of the meeting can be viewed at [YouTube.com](https://www.youtube.com), search Poolesville, Commissioners

Poolesville Town Commissioners Meeting

January 18, 2022

TOWN MANAGER'S REPORT

The Town Manager ("TM") provided a report including the following topics –

1. Funding for Two Initiatives TM reported that, subsequent to previous discussion, a review of current spending was undertaken to determine if any unspent FY 2022 funds were available to be applied to (1) continued public relations activities, and (2) the proposed Financial Operations Assessment. We believe there are sufficient monies available within the "500 – Town Administration" account group to provide for these initiatives for the remainder of the fiscal year. No excess spending (over the approved budget) within this group is anticipated, and thus no specific approval by the Town Commission is required.
2. Financial Operations Assessment The Scope of Services for this activity was briefly discussed. This initiative is intended to provide recommendations relative to Town financial policies/documents, internal controls, operational procedures, software, etc. for potential implementation in subsequent fiscal years. The estimated cost is \$6,000 to \$8,000, to be funded as described above. TM stated that time was of the essence, given the number of other priorities for the remainder of FY 2022, and with the anticipated change of leadership. The Commission supported moving forward with this engagement.
3. Employee Manual TM reported that work continues of the draft Employee Manual, currently between the second and third versions. It was emphasized that the version that eventually comes before the Commission for approval will contain a number of policy changes and clarifications.
4. "Crush" Project at Poolesville GC TM expressed his appreciation for the funding approved by Montgomery County for this project. When complete, it will add a unique draw to the Town.