



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
May 4, 2017**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie L. Beaudin, Stewart B. Cumbo, Lawrence P. Jaworski, Gregory J. Morris and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Jon Castro, WRTP Superintendent, and Lieutenant Naughton. Absent was Derek J. Favret, Council Member.

II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.

III. **Informational Discussion on the following items:**

A. Speed Camera at Beach Elementary – Mrs. Wahl reported that effective June 1, 2014, the Maryland General Assembly amended the Maryland Transportation Code annotated section 21-809 regarding speed monitoring systems. The largest impact of that on the Town is it changed the way our vendor, which currently is Optotraffic, collects fees from citations. There have been issues for the past several years with Optotraffic in regards to their processing, in pushing citations to the portal, where reviewed and approved by the police department.

In order to address the statutory change in fee structure, Optotraffic presented a proposed amendment adjusting the fee schedule to the Town. The proposed contract would require the Town to pay a “look-up fee” of \$12 per citation. Under the previous agreement, the Town paid 39% of the total citation fee to Optotraffic when citation fees were collected. If fees were not collected, the Town did not pay a fee.

Mrs. Wahl recommends the Town not sign the proposed amendment with Optotraffic. The County is willing to allow the Town to piggyback onto their contract with Brekford Corporation and Mrs. Wahl presented to Council numerous benefits to this arrangement. Also, there would be no cost to the Town as Brekford would completely maintain the system. It is recommended that the Town have Optotraffic remove their camera in front of Beach Elementary and utilize Brekford for speeding camera and surveillance/recording services effective in June of 2017.

Lieutenant Naughton was present and spoke on this, being in support of Mrs. Wahl’s comments.

B. MD260 W Traffic Study – Extra Work Order- The Mayor commented the Council was presented an overview of the Traffic Signal warrant study at last month’s Council meeting, by Lenhart Traffic Consulting, for the intersection of Eastbound MD 260 at Harrison Blvd. With this study alone, Mr. Lenhart did not feel the State would be supportive of a traffic

light. It was suggested at the Town meeting that Council consider having a study done for the intersection of Westbound MD260 and Limerick Lane before submitting to the State. The additional study would cost \$4,000. The Mayor polled the Council as to their thoughts on the matter. After discussion, the Council was in agreement to authorize the Mayor to move forward with this.

Cyndi Beall, HOA President of Richfield Station, commented that she sent out a survey on the R/S website asking the question of who was in favor of a traffic light at the intersection. With 109 residents commenting, she had 41 to say yes, 62 to say no, and 6 were undecided. The concern at the intersection is vehicles turning left and entering into oncoming traffic. If a traffic light was installed, the concern then would be vehicles crossing over to go northbound, and with the limited amount of space in the crossover, would cause a backup into the subdivision.

The Mayor stated he would authorize Lenhart Traffic Consulting to move ahead with the study.

- C. Overview of Bidding Process – C-723 Purchasing and Contract** -Mrs. Wahl gave a broad overview of the Town's bidding process. Mrs. Wahl elaborated on the process as governed by the Town's Charter. Though the Charter only mentions the Treasurer as related to purchasing, there are other staff that are responsible for carrying out what is required in order to provide competitive bids for the Town. It is the responsibility of the purchasing staff to ensure that purchases are made in a legal, ethical, and professional manner and are in compliance with the various policies and rules.

Mrs. Wahl spoke on the purpose and objectives, bid requirements, informal bid process(contract value between \$5,001-\$60,000), formal bid process (\$60,000 and above), and measures taken in addition to what is itemized in the Charter.

The Council thanked Mrs. Wahl for a very detailed report. The Council had several items that were of a concern. Councilman Morris stated, though no formal complaints have been made in the past to the Town in regards to RFP/bidding, he has personally heard complaints and feels the process needs work. In view of past bidding, where bid submittals seem to be of low count, Councilwoman Beaudin is glad to see the Town being proactive in the additional measures taken besides what is itemized in the Charter. It was suggested to post RFP's on the website also. Councilman Cumbo ended with saying he supports working with our local businesses.

- D. Design-Build Lab Renovation RFP** - The Mayor stated the Council will be voting on this at the May meeting and asked Mrs. Wahl to address the Council on this. Mrs. Wahl stated they were disappointed in only receiving two bids for this project, although it went out to 170 vendors in the area. This is a design build project and was budgeted for the FY2017 budget under Capital Projects at \$170,000. The bids came in a little higher than anticipated. The current balance in the budget is \$186,750, thus coming up a little short. Mrs. Wahl explained the scope of work involved and the necessity for the upgrade. A Council concern was where the extra funds would come from to cover this project and another thought as to why this was not foreseen and included in the original ENR contract. Mr. Castro addressed the Council's concerns.

- E. Ordinances – The Mayor stated that the Water Park and the Utility Fund budgets will be voted on at the May's Town Council meeting.

IV. Adjournment:

The meeting adjourned at 7:33 p.m. on a motion by Councilwoman Beaudin. Seconded by Councilman Pardieck, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk