



City of Glenarden
Work Session
January 5, 2015 - 7:00PM
Minutes

Council President – Carolyn Smallwood
Councilwoman – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman – Maxine Phifer
City Manager – Kenneth Jones
Treasurer – Alvin Bratton

- Call to Order at 7:00PM
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Late Arrival
Councilwoman Eason – Present
Councilman Herring – Present
Councilwoman Jenkins – Absent
Councilwoman Phifer – Present
Councilwoman Carter - Present
Councilwoman Smallwood – Present

We have a Quorum

- Motion to Adopt Agenda

Councilwoman Carter motion to adopt the agenda with added legislation R-33-2014 (**A Resolution to Support Limited Minor Amendments of the Conceptual Site Plan for Woodmore Towne Centre at Glenarden**) - Seconded by Councilwoman Phifer

Councilwoman Diggs – Absent
Councilwoman Eason – Yes
Councilman Herring – Yes
Councilwoman Jenkins – Absent
Councilwoman Phifer – Yes
Councilwoman Carter - Yes
Councilwoman Smallwood – Yes
5 Yes

Agenda Approved

- Review of Minutes
 - ✓ 12-01-2014 Work Session
 - ✓ Give to the Council Clerk for the meeting on January 12th

- Legislation
 - ✓ O-02-2015 An Ordinance to Amend the Personnel Manual (**Second Reading**)
Treasurer, Alvin Bratton, City Manager, Ken Jones and Councilmember, Elaine Carter will work on the pay scale as soon as possible.

Will come to the Floor

 - O-04-2015 An Ordinance of the Mayor and Council of the City of Glenarden Amending Chapter 71, “Fees”, to Enact Article III, “Debt Collection Fees and Charges”, §71-4, Authorization for Debt Collection Fees and Charges” to Authorize the City to Assess a Service Charge for Collection of Fines and Penalties (**Second Reading**)

Will come to the Floor

 - CR-02-2015 A Charter Resolution to Amend Article III “Organization of Council” Section 301 “Composition: Terms of Office” and Article VII “Registration, Nomination and Election Procedures” Section 706

“Election of Mayor and Councilmembers” To Amend the Terms of Office for Councilmembers

Will come to the Floor

- CR-03-2015 A Charter Resolution to Amend Article IV “The Mayor” Section 401 “Election; Term of Office” and Article VII “Registration, Nomination To Amend the Term and Term Limits of Office for The Office of Mayor

Will come to the Floor

- R-24-2015 A Resolution To Approve A Contract With Lamont Hepler For Snow and Ice Control
 - No cost attached; not to exceed
 - Woodmore Towne Centre not a part of this contract
 - We pick up the trash in WTC; have not been accessed to date.
 - City Manager, Ken Jones, notes that streets have not been dedicated
 - Mr. Helper was the lesser cost
 - The bid needs to be attached to the resolution

Will come to the Floor

- R-28-2015 A Resolution to Issue a Building Permit for Quickway Tenant Fitout
 - Is already open

Will come to the Floor

- R-29-2015 A Resolution to Issue a Building Permit for Big Frog T-Shirt Tenant Fitout

Will come to the Floor

- R-30-2015 A Resolution to Issue Building Permits for Construction of Single Family Dwellings on Twelve Lots in the Woodmore Towne Centre at Glenarden
 - Size of lot was changed – 2 lots became one
 - Committee again should not be addressing any differences

Will come to the Floor

- R-31-2015 A Resolution Establishing Procedures for Collecting and Archiving Glenarden Historical Artifacts

Will come to the Floor in February

- R-32-2015 A Resolution for the Glenarden Veterans Memorial Expenses

Will come to the Floor in February

- **R-33-2014 A Resolution to Support Limited Minor Amendment of the Conceptual Site Plan for Woodmore Towne Centre at Glenarden (added to agenda)**
 - Update Council Members by Mr. Gibbs and wants a visual

Will come to the Floor

- Mayor's Report
 - ✓ Redevelopment Authority one proposal coming forth – January 12 at Regular Meeting
 - ✓ During the Holiday city has been relevantly quit
 - ✓ Car windows are being busted out of cars in Ward 3

- City Manager's Report (See Report)
 - ✓ Taxes are not going to increase
 - ✓ Will be turning off the City Hall main phone recorded directory machine off – and will be monitoring the exact number of calls per week.

- City Treasurer's Report (See Report)
 - ✓ Audit - will get back in touch when they will be in the office.
 - ✓ FY 2013 updated and sent to the auditors
 - ✓ Mr. Bratton - will do follow up with the auditors
 - ✓ Has now started working on the FY 2014 - no timeframe for completion
 - ✓ New Employee – Ms. Young, part time Fiscal Assistant
 - ✓ Person property taxes ready to go out for 2013 and 2014
 - ✓ Working on 1099's
 - ✓ Investment account –
 - ✓ Receive \$2K for impact fees from the county for each house in WTC
 - ✓ Discretionary account -
 - ✓ Council request to receive the financial report prior to the actual day of the work session
 - ✓ Definitive answer on the audit – by Monday (next week)

- Chief of Police Report (See Report) Chief not in attendance

- Topics of Discussion
 - ✓ Gold Room Rules and Regulations – need to stick to the rules and regulation as of R-120-2012
 - Changes should be discussed

- Gratis, dates and times
- Recertification needs to be discussed
- If not consistent with gratis need to do a flat 25% discount to citizens and organizations of 501 c in the City of Glenarden and abide by the changes
- guidelines for gratis
- Change language from 501 c 3 say non-profit organization
- Support the gold room as a business
- Table and revisit.
- ✓ WSSC
 - WSSC Representative rode with City Manager, Ken Jones street by street
- ✓ Audit – Already spoke on
- ✓ Set Budget Meeting Dates
 - Mayor wants to have the Council review the 2015 budget
 - Polling dates, January 20-21 and 22 / 26 27 28 and 29
- ✓ Gold Room Kitchen
 - Safety inspection – will look into
 - Councilwoman Eason offer original receipts for the Christmas party
 - Councilwoman Eason noted she requested tax exempt certificate but it was never offered
 - Volunteers were on time.
 - Numerous Negative were experienced by Council woman Eason during the planning of the Christmas party:

- doors did not open until 7:30m
 - Oven did not work in the kitchen - Last used during the inaugural ball – a year ago and was not brought to council attention.
 - Public works smelt gas and fire dept. came out
 - Kitchen is inspected on a yearly bases and inspection certificate is displayed in the kitchen - No license in the kitchen for display
 - Touch up occurring day before the event
 - Need to have an inspection of the Gold Room 3 days before every event
 - Post event- check list on the website
 - The assistance from the Coordinator was not acceptable
 - All in all a successful event.
 - Residents say it was awesome events
 - Standard of operation should be developed
 - Full time gold room coordinator should be at every event
 - Gold room monthly reports should be offered
 - Requesting special meeting regarding the Gold Room
- Executive Session (Closed)
 - Adjourn at 9:45 PM

Submitted By:
Toni Taylor, Council Clerk