



**City of Glenarden
Work Session
September 2, 2014 - 7:00PM
Minutes**

Council President - Carolyn Smallwood
Council Vice President - Elaine Carter
Councilwoman - Judy Diggs
Councilwoman - Deborah Eason
Councilman - James Herring
Councilwoman - Maxine Phifer
Mayor - Dennis C. Smith
Temporary Treasurer - Alvin Brattle

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

Councilwoman Diggs – Present
Councilwoman Eason – Present
Councilman Herring – Late Arrival
Councilwoman Jenkins – Absent
Councilwoman Phifer – Absent
Councilwoman Carter - Present
Councilwoman Smallwood – Present
We have a Quorum

Announcement:

Introduction of the Temporary Treasurer for 90 days - Mr. Alvin Bratton
from Account Temps

- Motion to Adopt Agenda

Councilwoman Carter motion to adopt the agenda - Seconded by Councilwoman Diggs

Councilwoman Diggs – Yes

Councilwoman Eason – Yes

Councilman Herring – Yes

Councilwoman Jenkins – Absent

Councilwoman Phifer – Absent

Councilwoman Carter - Yes

Councilwoman Smallwood – Yes

Agenda Adopted

- Presentation

- Elgin Jolly – Convenience Store

- Ms. Jolly was not in attendance, but Council needs to discuss offering her the city building permit

- County has already given her the County's building permit to move forward

- Consensus to allow code enforcement to offer the city's building permit:

- Councilwoman Diggs – No

- Councilwoman Smallwood – Yes

- Councilman Herring – want to know what product are to be sold in the convenience store and wants Ms. Jolly to present to the Council

- Councilwoman Smallwood notes there is a site plan to review in the Council's Office

- Appears that the property exterior is currently being worked on

- Councilwoman Eason wants to know the unknowns that need to be presented by Ms. Jolly

- Review of Minutes

05-12-2014 Regular Meeting
05-13-2014 Special Work Session
05-19-2014 Special Meeting
06-02-2014 Work Session
06-16-2014 Regular Meeting
06-18-2014 Special Work Session
07-02-2014 Special Work Session
07-14-2014 Special Work Session
07-29-2014 Special Work Session

Council President offer to Councilmembers, to give edits to the Council Clerk by close of business on Friday, September 5th

- Legislation

- O-01-2015 An Ordinance Amending the Franchise Agreement with Comcast of Maryland, Inc. to Ratify and Extend The Franchise Agreement

When does the extension expire? – will offer question to Ms. Ferguson, Council Attorney

Will Come to the Floor

- R-01-2015 A Resolution to Issue Building Permits For Construction of fifteen Single Family Dwellings in Woodmore Towne Centre at Glenarden

- Councilwoman Carter – wants to see that the committee approved the drawings and offers that the Permit Committee needs to present to the Council their approval
- Mayor Smith will speak with John Anderson on more detailed minutes being offered to the Council

Will Come to the Floor

- R-02-2015 An Emergency Resolution to Approve a Network Server Replacement and Install From TSPEC
 - Councilwoman Eason & Diggs– are not in agreement with the TSPEC contract

Will Come to the Floor

- R-03-2015 A Resolution to Approve Authorize and Ratify the Repair of the Air Conditioning Unit in the Gold Room

Will Come to the Floor

- R-04-2015 A Resolution to Authorize Application to the Neighborhood Design Center for Project Assistance for the Design of Improvements to Martin Luther King Community Park
 - City needs to show the project moving forward
 - NDC will come out and see and review the site, then the City can send that information to the appropriate project administrator
 - Mayor Smith – will not sign the information due to the need for a city engineer architectural firm

- NDC is ready to move forward without an architectural engineer firm
- Councilwoman Eason suggest that Public Works should be looking at the site

Will Come to the Floor

- R-05-2015 A Resolution to Re-Authorize the Sale of One City Car
 - Councilwoman Carter – feels that this is not the way to sell city property and that it needs to be advertised and properly disposed

Will Come to the Floor

- Mayor's Report
 - Engineer still needed for the City due to the following issues: water and sidewalk problems in the City, which have been being brought to the Mayor's attention - Mayor is looking for a decision from the Council on obtaining an engineer
 - Mayor Smith will send engineer names to the Council
 - Council has asked the Mayor to look into the sink hole at the MLK Site for repair
 - Council would like to be offered a written report of the assessment of the sink hole
 - September 20, 2014 – Administration will be doing a Community Day and wants the Council's support. Time of event is 12 noon until 7pm at the Recreation Center. Joe Barber and other citizens are working

on this project. Mayor is spending money for food from the special events line item, with \$500 being spent for food. Park and Planning is bringing in their stage. No video to be done. Mayor will offer the workers names and budget to the Council Clerk by Friday, September 12, 2014.

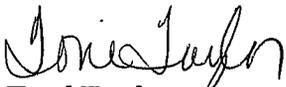
- City Manager's Report (Vacant position)
- Chief of Police Report (See Report)
- City Treasurer's Report - (See Report)
 - Background of Alvin Bratton – Certified Public Accountant- 20 years, Berkley University Graduate and a licensed Tax Attorney
 - Two to three weeks to complete the 2013 reconciliation – then to have the auditors to resume the audit
 - Mayor spoke to the State a few weeks ago
- Topics of Discussion
 - Selection of the Council President and Vice President will be on Monday, September 8th at 6:30PM
 - WSSC will be here to do a presentation
 - American Legion Auxiliary Unit 275 Gratis Request
 - Track the gratis request through the gold room coordinator
 - Ask Penny to do the gold room report
 - Penny to put a blurb on the rules that offers the hours for an event to be approved for gratis
 - NZI Construction Payment Status
 - Last year Council requested Finance to pay NZI
 - Inquiry on why has the City not paid NZI to date

- Pay NZI – to cut a check ASAP
- City Manager – Mayor has reached out to a temporary agency for a City Manager within the next week or two – using Account Temps. Resolution for Mr. Bratton as the temporary Treasurer will come from the Mayor – Resolution for City Manager will come at a later date
 - Mr. Bratton has been in the office for 2.5 weeks. Resolution by Wednesday or Thursday, this week, and the Mayor will send to the council via email
 - Donjuan Williams – resolution is now null and void - past the fifteen days
 - Council can put the ad out for the permanent City Manager position.
 - Councilman Herring notes that July Financial report is not correct
- 2015 Budget – sent out personal property notices (by Delcenia Dames-Tucker)
 - Need a real revenue projection
 - Mr. Bratton and Mayor are about a week away from the completion of the 2015 Budget
- Audit Status - Discussed
- Staff Accountant Position Status - Discussed
- Fiscal Assistant Position Status - Councilwoman Smallwood recommends hiring a strong fiscal assistant staff person

- Christmas Party – wants to commence the project earlier this year and that there is a need for a full committee
 - Councilwoman Smallwood – Asked Councilwoman Eason to Chair the committee (holiday party)
 - Holiday Party Budget is the same budget as last year's budget
- Snow Contract
 - Council suggested in February/March for the snow contract to be worked on. Contract in place now is in its option year. Mayor Smith wants to mimic the county contract for the City's snow contract
 - County will send invitation for bid.
- GS Proctor
 - Will the city pick up the contract for this year?
 - Councilwoman Eason – let the city build itself back up before working with Proctor
 - Councilwoman Carter – wants to keep Proctor for his knowledge, and expertise

Adjourn at 9:35PM

Submitted By:


Toni Taylor, Council Clerk