



City of Glenarden
Work Session
October 6, 2014 - 7:00PM
Minutes

Council President – Carolyn Smallwood
Council Vice President - Elaine Carter
Councilwoman – Deborah Eason
Councilwoman – Maxine Phifer
Councilman – James Herring
Mayor Dennis C. Smith
Temporary Treasurer – Alvin Bratton
Temporary City Manager – Kenneth Jones Jr.

- Call to Order at 7:05PM
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Absent
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

Motion by Councilman Herring to adopt agenda - Seconded by Councilwoman Carter with an amendment to go into closed session regarding a personnel matter for approval/signage of a check

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

- Presentation
 - Brittney Drakeford & Henry Zhang – Prince George’s County Planning Department
(See hand-out)

Question & Answer:

Councilwoman Carter – to date there is 52 approximate zoning designations that will be reduced to approximately 30

Councilwoman Eason – Noted that Council review site plans – which is a negative in the project - Council having to review too many cite plans – future objective is to have a Planning Director to begin reviewing cite plans

Councilman Herring – Request how aggressive will the citizens input be targeted and considered – best practices, is to ask the developer to outreach the community prior to spending funds. For example a pre-application meeting geared to the community, to voice their concerns.

Councilwoman Phifer – notes that there was a task force mtg. at Sports & Learning Center, regarding what was to be done at the Landover Mall cite. However, it came down to the developer not totally listening to the community’s recommendations.

Education is the major component for the zoning re-write. The market and private sector conclude all final decisions. Another objective/outcome is to further establish public trust.

Kenneth Jones - Consolidate plan is due when - Master Plan is due when? To be answered by the Planning Committee Division.

- Howard Ways & Steve Paul – Prince George’s County Redevelopment Authority

Glenarden Apartment Status Update: (See Hand-outs)

Redevelopment Authority purchased the Glenarden Apartments for \$5.9K – aka Landover Gateway Sector Plan

Currently pursuing a developer for the property

Request that the City host a Public Hearing in December (first 2 weeks of December) for the two developer finalist to present to the citizens, there objective and plan.

The two developers that are finalist are Pennrose & McCormack Baron Salazar

If an out of the ordinary activity or person(s) on property contact 301-883-5300

- Joyce Butler and Lamont Hepler – Veteran Memorial Updates (not in attendance) will be on the October 14th Regular Meeting
 - Councilwoman Phifer make a motion to not have Joyce Butler & Lamont Hepler do a presentation at the Regular meeting without doing a presentation at the Council’s Work Session.
 - Temporary City Manager, Kenneth Jones, will offer an update to the citizens on the Status of the Glenarden Apartments and

the Prince George's Zoning Rewrite – at the Regular Meeting on October 14, 2014.

- Bill Butler – Butler Video Production (not in attendance) additional quotes at a later date.
- Review of Minutes
 - 09-02-2014 Work Session
 - 09-08-2014 Organizational Meeting
 - 09-08-2014 Regular Meeting
 - 09-23-2014 Special Work Session
 - 09-23-2014 Special Meeting

Offer all edits to the Council Clerk by Friday, October 10th by close of business

- Legislation
 - CR-01-2015 A Charter Resolution to Amend Article V “City Manager”, Section 503, “City Powers and duties.” Article IV “The Mayor, Section 404, “Powers and duties generally.” Article IX, “Personnel”, Section 901, “Authority to employ personnel.” Article VIII, “Finance”, Section 802, “Powers and duties of Treasurer”.

Councilman Herring offers that the Administration has not been completing city projects and the Council has had to step in to have City projects completed, with various examples being offered in explanation.

Councilwoman Carter – Feels the City Charter has quite a few ambiguous statements and Council and Administration need to review the Charter, receive resident feedback, and then make the Charter Amendments.

Councilwoman Phifer – City residents are not happy with the various Charter Changes. The Council needs to remain legislators.

Councilwoman Eason – Offers recommendations to the CR-01-2015 and were accepted by Councilman Herring, the maker of the Charter Resolution.

Will Come to the Floor

- O-01-2015 Amending the Franchise Agreement With Comcast of Maryland, Inc. To Ratify and Extend The Franchise Agreement **(Second Reading)**

Will Come to the Floor

- O-02-2015 An Ordinance to Amend the Personnel Manual **(Second Reading) TABLED**

Meeting to review the Personnel Manual and the RFP's for the City Attorney Position October 22nd at 6:30pm.

Council Clerk will confirm whether a meeting was done for the review of the Personnel Manual.

Administration will be offering a sample pay scale by the scheduled meeting on October 22nd and Councilwoman Carter will work with the Administration on the pay scale.

Announcement: October 21st phone bank 6pm -9pm for elected officials for Lt. Governor, Anthony Brown running for Governor at his Lake Arbor office

- R-04-2015 A Resolution to Authorize Councilmembers to sign the Application for the Neighborhood Design Center for Project Assistance for the Design of Improvements to Martin Luther King Community Park

Copy of Grant application proposal – scope of work – should be attached to the resolution.

Councilwoman Carter – notes to Mayor Smith, why has he refused to sign the application for the Neighborhood Design Center.

Mayor Smith offers that an engineer needs to be brought onboard.

Councilwoman Smallwood offers that an engineer is not needed at this time.

Councilwoman Carter – offers that a signature is required is for the application from the NDC to assist the City with the project.

The Mayor will sign the application by the end of the week.

Will Come to the Floor - if the Neighborhood Design Center application is not signed by the Mayor

- Mayor's Report
 - Repair of Bridge - Public Works and volunteer gave guidance to rebuild the bridge
 - Glenarden Day – successful over a 1000 citizens
 - Bridge on beltway - will be contacting the State due to weeds growing on the fence - Ward 3
 - Councilman Herring asked for the names of the Glenarden Day Committee Members –Royett Smith, Renea Kenner, and two other unofficial members on the committee
 - Councilman Herring is requesting paperwork for the administrative procedures and receipts for expenditures for the Glenarden Day event.
 - Councilwoman Phifer offers her disappointed on the 75th anniversary of the Glenarden Day.
 - Mayor Smith offers he will not be doing the Kiddie Harvest party this year.

- Christmas Party/Holiday Party will be done by the Council
- Mayor Smith offers that the committee that did the Kiddie Harvest celebration last year would like to do a party for the kids for Christmas – and the Mayor indicates he will bring to the floor for approval.

Announcement: Councilwoman Smallwood request emails to go to her city email address.

- City Manager's Report (See Report)
 - Roof replacement needs to be done as soon as possible- has been speaking with Nichele Parker c/o Maryland Energy Administration
 - City Flags – will have new flags and repair the flag post
 - Dellwood Avenue – has a flood area
 - Empowerment Zone – Howard Ways from Redevelopment Authority Department – initiate a focus zone – Glenarden Apartments
 - TSPEC – Mayor signed the contract – service installation will begin soon - discount if we pay for equipment upfront \$500 discount
 - Receptionist – Receptionist started today, Michelle Cheeks
 - Financial position for Treasurer – has been advertised in MML, newspaper, and City website
 - Hired Sharon Ross as the new Staff Accountant, full-time employee
 - Veterans Park needed to be watered so a water meter was secured – a water buffalo is needed for future maintenance
 - MLK Park – Environment Department came out to see the MLK site.
 - Bill Butler – Council Chambers update of audio equipment with Innoface, person was disrespectful and un-cooperative.

- Snow Contract – working on the snow contract and should have tangibles by the next meeting
- Gold Room AC – council authorized for the ac to be repaired however, offered an insurance claim with LGIT, to process the claim - adjuster came to the City and could possible save the City \$4K.
- Senior Citizen Request – Nutrition Center requested the soda machine to be repaired, new coat rack, and replace computer
- WSSC – Water Main repair/remove project – a permission letter is required from the City to have WSSC begin the project – however the language in the permission letter only offers to repave disturbed areas on a street be repaved. Council has offered that streets that have been disturbed needs to be repaved in its entirety.

Questions/Answers:

- TSPEC – will share the email to the council for the discount.
- Mr. Taffy – will be the Project Manager for the roofing company
- Roof replacement has three bids - overall cost is from \$236K - \$256K
- \$300K was set aside for the roof last year and approx. \$6-\$8K has been spent to date
- FBI Building – City will be sending a letter regarding the talking points – has the letter been sent?
 - Have not sent letter yet, October 23 deadline for letter, which is for Public comments

- Talking points: Mention on the maps identifying the City of Glenarden with “Woodmore Towne Centre at Glenarden”, Marc Train, Greyhound Station near the city, and A12 & F14 bus line run through the city
 - Combine both grants to repair the roof (confirm with Nichele Parker) Grants \$32K for homeowners energy efficiency and \$43K Municipal building for energy efficiency
 - WSSC – county code states that so many cuts in the street that the repair that is done is a street in its entirety
- Chief of Police Report (See Report)
- City Treasurer’s Report (See Report)
 - Audit – initial assessment was a bit ambitious
 - Bank balance is showing \$50K more than our actual records show, possible reasons for the variance are, missing entries and duplicate entries
 - Another 2 weeks to have more clarity
 - Spoke to the State – within 30 days to have a report to the State
 - The Personal property tax project will begin this week and will be out to the residents within the next 21 day
 - NZI – paid in full
 - Budget for 2015 – Mr. Jones will report
 - Mr. Jones will be working on the budget work sheets

- Bank Balance & AP Aging Report - to be offered for Council's Regular Meeting
 - Council also request the summary page to be included with the financial report
- Topic of Discussion
 - Snow RFP/Contract – working on the specification for the RFP
 - Roof Replacement (Status) Discussed
 - City Manager Position (Status) – 14 applications received and offered to the Mayor's office – will send a selection within the next two week to Council
 - City Treasurer Position (Status) – receiving application deadline is next Monday, October 13.
 - 2015 Budget (Status) - Discussed
 - 2014 Audit (Status) - Discussed
 - Fiscal Assistant Position (Status) - Discussed
 - City of Glenarden Sidewalks – Councilman Herring notes that the Charter gives the City the authority to repair the sidewalk/ need standards of repair
 - Councilwoman Smallwood and Councilman Herring suggest to have a company access all sidewalks in Glenarden
 - Christmas Party – Councilwoman Eason will Chair the Christmas Party
 - Complaints on ticket distribution and left over food
 - Residents receive tickets on first come first serve basis – and showing proof of City of Glenarden residence

- Councilman Phifer volunteered to be at the office during business hours to distribute Christmas Party tickets
- Councilmembers will receive 5 tickets each, and they can be offered to persons that do not live in the city
- Holiday Party scheduled for Friday, December 19th
- Professional Photographer - n/a
- Already Secured a Professional DJ
- Invited State and County elected officials
- GS Proctor
 - Councilwoman Carter – would like to work with GS Proctor – qualify that there is money in the budget
- Thanksgiving Drive
 - 16 baskets – 2 per councilmember
 - Assign council to bring specific items
 - Councilwoman Carter - cranberry sauce and stuffing
 - Councilwoman Phifer – Potatoes
 - Councilwoman Smallwood – can greens
 - Request donation from Andrea Harrison
- Adjourn at 11:45PM

Submitted By:

Toni Taylor, Council Clerk