



City of Glenarden  
Work Session  
February 3, 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 Smith  
Treasurer – Christopher Wood

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

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

- Motion to Adopt Agenda

Councilman Herring wants to separate old business from new business.

Councilwoman Carter has a concern with CR-01-2014 and wants to address the legislation.

Councilwoman Smallwood request that R-32-2014 A Resolution Authorizing an Acting City Manager Appointment be removed, under the request from Mayor Dennis Smith. A resolution is not needed if the Treasurer is only overseeing the staff arrival and departure from work. The Mayor will be signing-off on purchase order requests. Mayor will offer a candidate for City Manager in sixty (60) days.

Councilman Herring motion to adopt the agenda with the amendments (to not discuss already discussed legislation) O-01-2014, R-27-2014, R-28-2014, R-29-2014, R-30-2014 and R-32-2014 - Seconded by Councilwoman Diggs.

Councilwoman Diggs – Yes

Councilwoman Eason – Yes / Not in support of R-32-2014

Councilman Herring – Yes

Councilwoman Jenkins – Absent

Councilwoman Phifer – Yes

Councilwoman Carter – Yes / Charter states that the President sets the agenda and voting approval is not needed

Councilwoman Smallwood – Yes

6 Yes

### **Agenda Adopted**

Councilwoman Carter notes that the Charter states that the Council President sets the agenda and the approval vote is not needed.

Councilwoman Smallwood notes that the approval has always been voted on and she will remain having the agenda be voted on.

- Review of Minutes
  - 11/04/2013 Special Meeting
  - 11/04/2013 Work Session
  - 11/12/2013 Regular Meeting
  - 11/18/2013 Special Work Session
  - 12/02/2013 Work Session
  - 12/09/2013 Regular Meeting

- 12/11/2013 Special Work Session
- 12/16/2013 Special Meeting
- 01/06/2014 Work Session
- 01/13/2014 Regular Meeting – (lack of quorum of agenda)

Councilwoman Smallwood announce to Councilmembers to offer any edits of the minutes, to the Council Clerk, prior to the Council Regular Meeting on Monday.

- Legislation

- O-01-2014 An Ordinance Approving a Memorandum of Understanding with Prince George’s County for Mutual Aid Police Services **(Will not be discussed again – OLD BUSINESS)**
- CR-01-2014 A Charter Resolution to Amend Article IX “Personnel”
  - Councilwoman Carter concern on CR-01-2014 and CR-02-2014 Councilwoman Carter states that she wants the Council to take serious consideration regarding the charter resolutions being voted on without holding a Public Forum. She references the Charter Resolution that changed the terms for Mayor and Council. And offers that the Council needs to hear from the citizens. Prefers to put the Charter Resolution forward with a Public Hearing and not vote on at next Monday Regular meeting.
  - Councilman Herring does not agree that a public hearing is needed for public vote and needs to be voted on at the regular meeting.
  - Councilwoman Phifer offers that the citizens offered a directive for Council to hold a Public Hearings with any Charter Amendments – and that Council, in a sense, is dismantling the City’s form of government.

- Councilwoman Carter offers that the Council has the authority and finances to name and hire a Council Attorney.
  
- Councilwoman Diggs – CR-02-2014 was introduced after the City attorney was removed. There was no communications from the Mayor that he was considering removing the City Attorney. Councilwoman Diggs feels that the Council should have been a part of that decision, but was not included in the firing of the City Attorney.
  - Mayor Smith indicates that a package of the new candidate(s) will be coming forth within the week. That he has an attorney for the Administration office.
  - Councilwoman Eason offers that there have been various items for the Mayor to handle - that have not been addressed and handled. Such as, trash contract, auditor, and that it appear there is a constant waiting for the Mayor and Administration to take action.
  - Councilwoman Phifer notes that she wants the personal attacks to stop. And also asked Council President to have control over the meetings and stop allowing personal attacks.
  - Councilwoman Smallwood addresses Councilwoman Phifer’s comments regarding “personal attacks”. And also notes that if Councilwoman Phifer throws out a slur(s), she will address Councilwoman Phifer.
  - Councilwoman Smallwood asked the Mayor if he has contacted the engineering firm, Hillis-Carnes.
  - Mayor Smith indicates the contract with Hillis-Carnes contract has expired, but will double check on the expiration of the contract.

- CR-02-2014 A Charter Resolution to Amend Article IX “Personnel”, Section 903, “City Attorney”
- R-24-2014 A Resolution To Approve a Contract With Brickman Group LTD LLC to Construct A Veterans Memorial  
Councilwoman Smallwood and Senator Benson suggested, that we use the engineer company Hillis-Carnes if they are our present engineering firm.
  - Mayor Smith is willing to use Hillis-Carnes engineering firm and also states that Brickman information was deficient.
  - Councilwoman Diggs asked the Mayor for the role of Maiden and Associates?
  - Mayor Smith responds that Maiden & Associates would represent/Project Manager for the city for the construction, regarding the VA Memorial.
  - Councilwoman Carter notes that the Brickman Company cannot offer the City the entire package and that the City needs an engineer and architect. And the process for overriding the bid process has not been followed properly.
  - Councilwoman Phifer states that no Committee has the authority to obligate the City into a contract.
  - Councilman Herring notes that the Committee brought us the proposal from Brickman; however, a contract was not entered into.
  - Mayor Smith says he will double check on the expiration of the contract with Hillis-Carnes. Otherwise he will submit legislation for an engineering firm.
  - Councilwoman Phifer asks Mayor Smith to please consider strongly using Hillis-Carnes so that the project can continue

and move forward prior to deadlines of the bond bill being pulled from the City of Glenarden.

#### **Will not come to the Floor**

- R-27-2014 Resolution to Approve the Appointment of Benjamin Walker to the Glenarden Housing Authority Commission **(Will not be discussed again – OLD BUSINESS)**
- R-28-2014 A Resolution to Pursue Negotiations for a Contract with Maiden & Associates, P.C. for Architectural and Engineering Services **(Will not be discussed again – OLD BUSINESS)**
- R-29-2014 A Resolution To Extend A Contract With Butler Video Productions, Inc., For Videotaping And Post-Production Services **(Will not be discussed again – OLD BUSINESS)**
- R-30-2014 G.S. Proctor R-30 A Resolution To Approve Extension of A Contract With G.S. Proctor And Associates, Inc. For Professional Lobbying, Grant Writing And Application, And Public Relations Services **(Will not be discussed again – OLD BUSINESS)**
- R-31-2014 A Resolution of Vote of No Confidence Against Mayor Dennis C. Smith

#### **Will come to the Floor**

- R-32-2014 A Resolution Authorizing an Acting City Manager Appointment **REMOVED**

- Mayor's Report (No Report)
- City Manager's Report

- Personal Property tax Bills will be distributed to residents this week.
  - State has approved an extension for the City's Standard audit for April 30, 2014. Standard Audit will commence on February 17, 2014.
  - City Manager ad will be done this week and will be provided to the Council President and Council Vice President.
  - Mayor has written a letter to have the Treasurer to oversee the City Staff in the operation of daily business.
    - Mr. Reaves has turned in his keys and FOB and the FOB will be given to the Chief.
  - Councilwoman Eason request the Status of RFP for the Trash Contract - the month-to-month with Goode Trash Removal ends this month.
    - Mayor Smith notes that he has requested and received from the County, language for an RFP and will forward to the Council.
  - April 30 deadline is accepted by the state for the extension – Councilwoman Eason request a copy of letter approving the extension of the state.
  - Councilwoman Eason asked the Mayor who is drafting the language for the advertisement of the city manager and the timeline for the advertisement – Mayor will advertised this week or next week. Closing deadline will be the end of the month. Herring also wants to see the draft language.
  - Councilman Herring notes that if the Treasurer is allowed to supervise the city's employees then he is in violation of City Charter.
- City Treasurer's Report (See Draft Report)

- Finance for the city are progressing well
- This will be the last report that is a Draft report, but will remain open
- Auditors will be doing preliminary work beginning this week
- FY 2015 budget is being address now with Department heads.
- Employees will be offered leave balance, on a quarterly bases
- Also approaching a place to offer analysis of various financial view
- Councilman Herring notes to the Treasurer that the Charter needs to be read and followed
- Councilman Herring also request that the Treasurer’s report needs to be final reports
- Councilwoman Smallwood states to the Treasurer that he cannot talk to a Council person in a disrespectful manner. And also states that a Council person cannot talk to a City Manager, Mayor or Treasurer in a disrespectful manner
- Council President Smallwood asks for the paperwork for the disposed office furniture from the Administration office. And where is it noted in the budget. Council President ask for the paperwork at the next Work Session
- Councilman Herring indicate that the bank balance report is not correct
- Councilman Herring request Mr. Wood’s documented processes from the Maryland Information Act to be provided to him
- Councilwoman Carter ask about the application regarding the Gold Room been found – Mr. Wood indicates that the application completion has begun
- Transfer of funds from Gold Room to the Enterprise fund for the Gold Room payroll.

- Councilwoman Diggs ask for the breakdown of the noted transfer for the Council review
  
- Chief of Police Report (See Report)
  - Vehicles being stolen in the City of Glenarden in Ward III
  - Crime alert has been addressed - It is not legal for car motors to be running, vehicles in the driveway and with keys in the ignition.

Council President Smallwood announces that the citizens were pleased with the snow plow and snow removal with the past inclement weather conditions.

Councilwoman Phifer requests a report/budget for the Christmas Party for the Council review.

Adjourn at 9:30PM

**Submitted By:**  
**Toni Taylor, Council Clerk**