



City of Glenarden  
Work Session  
March 6, 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  
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 7:06PM  
Councilwoman Carter - Present  
Councilwoman Smallwood – Late arrival 7:04PM

**We have a Quorum**

- Motion to Adopt Agenda

Councilman Diggs motion to adopt the agenda - Seconded by Councilwoman Eason

Councilwoman Diggs – Yes

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

**4 Yes**

### **Agenda Adopted**

- Review of Minutes
  - ✓ 01-13-2014 Regular Meeting
  - ✓ 01-30-2014 Special Work Session
  - ✓ 02-03-2014 Work Session

Councilwoman Carter announcement to offer the Council Clerk edits prior to the Regular Meeting for the meeting minutes.

- Legislation
  - O-01-2014 An Ordinance Approving a Memorandum of Understanding with Prince George’s County for Mutual Aid Police Services (Second Reading)

#### **Will Come to the Floor**

- O-02-2014 An Ordinance to Amend the Personnel Manual (First Reading) Pulled from the Agenda until Council meets to discuss - Special Work Session scheduled for Thursday, April 3<sup>rd</sup> at 6:30 PM.

#### **Will not Come to the Floor**

- R-33-2014 Resolution to Authorize Acquisition of the City of Glenarden Council to Purchase two (2) Meeting Signage Equipment Remove from the agenda - does not require a resolution for approval, under the required cost threshold. Also, should come out of the Public Works department budget.

#### **Removed under the \$2K threshold**

- R-34-2014 A Resolution To Approve A Contract For Legal Services With Council, Baradel, Kosmerl & Nolan, P.A.  
**Budget line item of Professional Services 7130**

### **Will Come to the Floor**

- R-35-2014 A Resolution to Approve the Extension of the Trash Contract with Goode Trash Removal, Inc., for a Period of 90 Days

Councilwoman Smallwood spoke to Mr. Goode from Goode Trash due to a citizen or elected official stated that the City of Glenarden was not going to pay him for his services and this is why he wrote the letter to the council. Need an attorney to look at the RFP.

Councilwoman Eason – Notes that if the extension that offered 180 days (6 month) to have a new trash contract for the City, how confident are we that another extension will be completed.

Mayor has prepared the RFP for the trash contract and the legal portion was prepared by the previous City Attorney, Ms. Ferguson. And the administration and evaluation portion was done by the Administration for the RFP.

The RFP was posted on City of Glenarden website and the Newspaper on email Maryland Market Place was done today.

Timeline is:

Pre-bid on the March 13, 2014

March 24 is when the proposals are due

Selection by two weeks from March 24, which is 7<sup>th</sup> of April

Resolution by the 14<sup>th</sup> of April for the trash contract

Bids are open in public and who submitted

RFP needs to be reviewed by attorney

Legislation in place by the 7<sup>th</sup> for review and ready for the 14<sup>th</sup> of April for voting.

Councilwoman Smallwood states that the dates are not coincide with the RFP.

Mayor will make the adjustment on the dates.

Councilwoman Smallwood has a concern with the Treasurer being the Project Manager for the RFP for a Trash Contract – He is being overwhelmed with projects.

Mayor hopes to make a selection by the end of the month.

Councilwoman Diggs offers that it would be to the advantage of the Mayor to bring forth more than one applicant for the City Manager position.

Councilwoman Smallwood also notes that the city manager would not be helping or assisting with the legislation policy with the Council. Offers to say the City Manager can offer comments.

Mr. Wood offers that he has received a call expressing interest in the City Manager position.

### **Will Come to the Floor**

- Mayor's Report
  - ✓ Redleaf spoke to the Treasurer – submitted a plans with a cost of \$4K
  - ✓ 1099 audit balance is \$38,387 in fines.
    - Councilwoman Eason asks for a copy of the letter noting the fines from the IRS.
    - Auditors will contact IRS in an attempt to offset the cost of the fines.
    - Mr. Wood notes that if there is a cost involved for the auditors to contact the IRS and he will contact the Council.
    - Mayor states that it's good to come from a third party
  - ✓ VA Memorial – consider the license of the architect

- Councilwoman Carter asked if the legislation for Maiden & Associates has been brought back for a vote. The previous vote was a 4 yes 3 no, and one of the no's would need to bring it back forth for a re-vote.
  - Review elevator plans
  - Finish up the plans for the memorial park
- ✓ Glenarden Apartments proposal has been submitted for expression of interest.
- ✓ Breckford Corp. invoices for outstanding police cars
- ✓ Municipal roof repairs have been postponed due to inclement weather.
  - There is money in budget for the repair of the roof
  - A comprehensive plan needs to be developed which someone can go onto the roof.
  - Report from Councilman Herring with Roof repair report to the Council
  - Councilwoman Phifer inquires whether you have looked into the Green Roof. And that there is Federal grants available to go green.
  - Money was put in the budget to replace the roof.
- ✓ Snow removal – Road service, road plowing and kudos to the Police Department and Publics for the diligence and hard work.
- ✓ Walking bridge – rail is still down need plans for repair.
  - Replace vs. Repair
  - Mayor says the bridge cannot be repaired anymore.
  - Councilwoman Phifer suggests that the rail be repaired.
  - Councilwoman Smallwood suggested to rope of the sidewalk.
- ✓ WSSC – having concerns with how they come into the city.
- ✓ City Manager position – has been advertised
- ✓ City Attorney – Mayor is interested in the firm Press Dozier
  - Need to officially put it forth to the Council via the Council President.

- Has any permits been submitted to the code enforcement office. Mayor & Chief will check on.
- \$4K in debt for the elevator by Redleaf / \$21K invoice and \$4K balance still owed.
- Mayor has entered into agreement with the Press Dozier at this time and under \$2K.

Need an electrician for work in the Gold Room on an emergency bases.

Councilman Herring says the constant yield tax rate is not right.

Has permits been received in administration for the houses being built in WTC. – No additional permits have been offered to date.

Councilwoman Carter states that the Administration is required to submit a request of legislation to be put forth on the agenda through the Council President for a Regular meeting vote. Need to process all items through the Council President for projects to move forward on various projects.

- City Manager’s Report (vacant)
- Chief of Police Report (See Report)
  - ✓ Problems with car computers – TSPEC will need to replace the 5 computers in the car. Cost \$25K. Will look at possibly using tablets. Will discuss with the Mayor and get back to the Council.
  - ✓ Building Permits needs to come through the Council for review.
  - ✓ Recommend a cash award to be offered to the citizen that was imperative to having an arrest on criminal activity.
- City Treasurer’s Report (See Report)
  - ✓ Council request the cover sheet for a break-down of revenue expenditures etc., also, the bank statement was requested.
    - Councilwoman Cater ask the Mayor to check into the Gold Room Revenue goal.
  - ✓ Accounts payable has been reduced in the past few months.

- ✓ Bank Balance report is not reconciled to date, provided a report of the account balances.
- ✓ Gold Room Spread sheet has been created.
- ✓ Auditors have been here twice to work on the Audit.
  - Have a task to complete before the auditors return.
  - Councilwoman Eason requests a completed task status from the auditors.
- ✓ Some information could not be located. But the task was completed by the date deadline.
- ✓ Check was generated for the heating service for the City Hall building. The check was over \$2K which indicates a need to go before the Council for approval, prior to payment. Councilwoman Smallwood has not yet signed the check due to the threshold of the amount being over \$2K which needs to go to Council for approval, before signing of the check.
  - Councilman Herring – notes that an emergency issue occurs a phone call or an email to the Council Clerk to receive a consensus of approval of service.
  - How is the City on snow removal on/over budget- Remaining \$14K bill budget was a \$35K for FY 2014.
  - Councilwoman Carter notes that she is being charge for 2 Per diems as well as Councilwoman Jenkins, and Councilwoman Phifer for the MML Summer Conference in 2013. Request for Mr. Wood to correct that double statement.
  - Councilman Herring states that on Page 4 the net surplus is off by \$70K - should read \$485, 807.
- Topics of Discussion
  - City Manager Position – Already spoke on
  - 2015 Budget – Is due to the Council by April 15<sup>th</sup>.
  - Innoface Contract – Councilwoman Smallwood requests the Mayor’s signature to begin the Council Chambers renovations.
  - Constant Yield Tax Rate 2014 – Councilwoman Smallwood notes that there are errors on the paperwork - will have the Council Attorney to review the rate.
  - Tree Committee – need to be active – has the invoices for payment for Grace Fielder and requires the Mayors signature.
  - FedEx Bills addresses, Mr. Wood to cut cost.

- City Licenses – Already spoke on
- Special Events Reports need to be offered.
  - Kiddie Harvest - Mayor
  - Black History Report – Mayor
    - Councilwoman Carter notes that she learned of the Black History event the Monday prior to the event. And the Council was not made aware or apart of the event.
    - Flyers went out late for arrival for citizen’s to plan to attend the Black History program.
    - Letter from a citizen, Ms. Henderson regarding the behavior at the Regular Meetings. We need to respect each other.
  - Employee Appreciation Day – Council President - next month
  - Christmas Report – Councilwoman Diggs and Councilwoman Eason
    - Request Mr. Wood to combine both reports and give to Council Clerk, and then the Council Clerk will make a package and give to Council.
  - MLK Report - Mayor
  - Chief Phil O’Donnell also notes inappropriate behavior was discovered in the City Hall stairway and is looking into having cameras for the stairwells.

- Adjourn at 9:53PM

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