



**City of Glenarden
Special Work Session
May 13, 2014 - 6:30PM
Minutes**

Council President – Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman – Maxine Phifer

- Call to Order at 6:35PM
- Invocation led in Silent Prayer
- Roll Call

Councilwoman Diggs – Late Arrival
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

Councilwoman Carter motion to adopt the agenda - Seconded by Councilman Herring

Councilwoman Diggs – Late Arrival

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

4 Yes

Agenda Passed

Councilwoman Smallwood Motion to Go into Closed Session after the Special Work Session to discuss a personnel matter- Seconded by Councilwoman Carter

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

4 Yes

Passed

- Topic of Discussion

- ✓ Bill Butler Legislation and Invoice

Was on the agenda for this month because it was not clear – for clarity purpose line 34, include Professional Service line, and add the PEG Grant. Also line 24, add rental equipment.

Recommendation by Councilwoman Diggs is that Mr. Bill Butler to come to the Council prior to submitting the invoices or prior to the project for invoice.

✓ IRS Settlement

Councilwoman Smallwood wants to know exactly what verbiage needs to go into the legislation for the \$38, 387.76 settlement fees.

Breakdown is the following:

2011 = \$19, 944.68

2012= \$18,443.04

Council agreed that the official notice from the IRS with the final cost needs to be offered to the Council as a whole, from Mr. Wood.

✓ Recommendation by Joyce Butler

- Mr. Al Verdi, an Engineer for drawings for the wall for the VA Memorial
- Extended the deadline
- Copy of email to be sent to Judy Diggs
- Councilwoman Phifer – suggest that the Council should solicit an engineer
- Councilwoman Carter suggests that the Council should get at least 2 up to 5 engineers for review based on the City Charter. Need to advertise for an engineer and move forward with hiring an engineer. Not just look at the vitae and business license and then hire the person.
- Maiden and Associates, Sundry and Erdi.
- Council agrees to review Mr. Erdi for review for the VA Memorial project, and solicit two more bids.

✓ Constant Yield Rate

Question is will the constant yield rate stay the same - old calculation \$1.5K potential revenue. Send the corrected version with exempt across it with potential revenue \$1.5K.

Councilwoman Eason – let it stay the same because we do not know the financial status of anything.

Councilwoman Phifer – agrees with Councilwoman Eason.

Councilwoman Diggs – keep it the same, because to increase is not justifiable.

Councilman Herring – says we should be looking at the budget.

Consensus by Council is to bring forth an ordinance for the constant yield rate.

States needs it by June 15, with a Special Meeting.

Do not need to publish/advertise

- Recap was e-mailed out from Smallwood
- 17 or 19 items listed of reconciliation and need the bank statements for 2012 – 2013.
- PNC bank will not give information to Mr. Wood
- Herring recommend to move the funds out of Harbor Bank

- Councilwoman Eason offers that a resolution is needed for Harbor Bank and PNC Bank to ID the change of names, then the Treasurer should be able to receive bank statements
 - Councilman Herring will put his name on the bank as a signer, but for only 6 months.
 - Legislation should come to the Council prior to the Special Meeting.
 - State of Maryland audit needs to be completed.
 - Councilwoman Diggs suggest, closing the Finance office to complete the audit. Agrees to the 4 hours not the entire day.
 - Councilwoman Smallwood indicates that Items 10-19 has been completed, by Sharon and Delcenia – Mr. Wood still needs to work on the other items.
 - Councilwoman Phifer – feels the council has a contribution to the lateness of the audit. Because of the lateness of the audit was in the choosing of an auditor.
- Adjourn at 8:30PM

Submitted By:
Toni Taylor, Council Clerk