



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

Council President –Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Mayor Dennis C. Smith

- 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 – Absent
Councilwoman Carter - Present
Councilwoman Smallwood – Present

We have a Quorum

- Add to the Agenda going into the Close Meeting after Adjournment of Work Session

- Motion to Adopt Agenda

Councilwoman Diggs motion to adopt the agenda with an amendment of a closed session added on a Personnel matter - Seconded by Councilwoman Eason

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

- Review of Minutes
 - 04-07-2014 Work Session
 - 04-14-2014 Regular Meeting
 - 04-28-2014 Special Work Session
 - 05-05-2014 Work Session - Point of Contact for the project will not be Charlyn Anderson. Toni Taylor, will be the contact for the MEA project.

Offer any edits to the Council Clerk prior to the Regular Meeting on June 16th.

- Legislation
 - O-02-2014 An Ordinance to Amend the Personnel Manual
 - Personnel Manual has been finalized
 - Council needs to review again
 - Councilwoman Diggs and Councilwoman Eason are not ready to vote on the legislation
 - Councilwoman Eason has not read due to other immediate concerns
 - Councilwoman Diggs – wants a redline copy
 - Council Clerk will offer the changes to Council Attorney

- Treasurer and Mayor need to incorporate a pay-scale
- R-47-2014 A Resolution to Declare the Avaya Phone System as Surplus and to Approve Recycling of the System
Will Come to the Floor
- R-56-2014 A Resolution to Authorize Purchase of Bronze Plaques for the Veterans' Memorial From The Lucian Company and to Authorize the 50% Payment for Deposit
 - Councilwoman Carter states the difference on the past resolution – before the other was to authorize the Council President to sign the contract vs. to pay the payment the deposit with the present legislation
 - Reference R-40-2014 was passed in the April regular meeting, which the Mayor will not sign the contract.
Will come to the Floor
- R-57-2014 A Resolution Authorizing the City Council of Glenarden, MD to Break for Recess
Will come to the Floor
- R-58-2014 A Resolution to Issue Building Permits For Construction of Townhouses
 - Minutes needs to go back to the Permit Review Committee

- Councilwoman Carter - Would like to get a report from the Permit Review Committee
- Councilwoman Smallwood - will edit the minutes from the Permit Review Committee

Will come to the Floor

- R-59-2014 A Resolution to Issue Building Permits For Construction of Single Family Dwellings
 - Councilwoman Eason asked if the Permit Review Committee review all the building permits
 - Councilwoman Smallwood responds that the Permit Review Committee reviewed the two end units, since the town homes are virtually the same, and all information matched, the seals were good and no discrepancies
 - Councilman Herring – asked if the developer is meeting the brick and siding requirements of the detail site plan.
 - Developer responds with “Yes”
 - Also a suggestion that the Permit Review Committee Member(s) be at the next Council work session with a presentation
 - Councilwoman Carter – notes the time frame to have the building permits reviewed is 45 days – and also adds that it is not fair to ask for a consensus each month
 - Councilman Herring – notes that they would need to come back to meet from Council recess. Questions whether Council

will be coming back from recess for moving the building permits forward? What happens if the permits come in July?

- Ines Vega (Developer) – Single family homes coming in shortly and have already been approved by the County. Fiscal year ends in October, and wants to have people living the homes in October
 - Ines – notes to Council - what happens in July and August in reference to the Council reviewing the building permits?
 - Council President – offers that the Council will meet
 - Councilwoman Diggs – request the Committee Member to do a presentation with their review of the building permits
 - Councilwoman Eason – also adds to attach the minutes to the legislation and the building permit.
 - Has the consensus of the council of approval for the current building permits
- Mayor's Report
 - Highlights – Human Resources position to be removed from the budget
 - Councilwoman Diggs - 2015 budget was due in April 15
 - Councilwoman Diggs – notes to the Mayor that the Council should have a 2015 budget from the Mayor
 - Mayor Smith - notes he should have the budget complete by the return of Council from the MML 2014 Summer Conference
 - The budget in effect to-date is the 2014 budget for the 2015 budget
 - Mayor Smith speaks on the IT Server that is needed

- Councilwoman Smallwood request that the Mayor needs to offer the IT Server information with items included such as, server requirements and cost, to be able to bring forth a resolution.
- Also needs a line item for the cost – may need to use the reserves
- Councilman Herring and Councilwoman Eason – inquiry on how much money is in reserves
- Possible use permit money can be used or the Gold room fund - that money is not restricted.
- Mayor Smith states he will send T-Spec information to the Council President
- Councilwoman Eason – request that the Mayor send the information prior to the next Council Regular Meeting

Concludes the Mayor's Report

Questions:

- Councilwoman Smallwood – requested information from one of the City Manager applicant's and to-date has not received the information requested.
- Councilwoman Carter confirms no action is needed to have the 2014 budget for 2015 budget.

Mayor Smith explains that the Treasurer is not in attendance due to the Treasurer working on the audit

- ✓ Mayor announces the Treasurer has submitted his resignation effective June 30, 2014
 - ✓ Mayor will send the letter of resignation from the Treasurer to the Council
 - ✓ Council President Smallwood, asked why is the Financial Report still being sent to the Council as a “Draft”?
 - ✓ The Financial reports will be noted in the audit report and the auditors will be requesting a the final reports, that are not draft stamped
 - ✓ Mayor Smith is in the process of advertising for a Treasurer and Staff Accountant – The temp in place now working as a Staff Accountant – full time, but a temporary.
- Treasurer Report
 - Mayor will offer the Treasurer Finance Report
 - Advertising this week for the Treasurer position
 - Councilman Herring notes that the staffer in the Finance office should be hired or removed
 - IRS penalty check was signed
 - Councilman Herring notes that grass is too high around the city, and different lots in the city
 - City Manager’s Report (No Report)
 - Chief of Police Report (See Report)
 - Foreclosure sale of the Glenarden Apartments either June or July

- Dirt bikes – action being taken - prefers not to chase the bikers down, will be working on identifying the bikers and give warrants to seize the bikes
- Topic of Discussion
 - Tree for Price Family for Sylvania Woods Elementary School – the school has requested, from the City of Glenarden, to donate a tree to be placed in the school’s garden on behalf of the Price family
 - Councilwoman Carter will go to the school for the space location of the tree
 - Tree Committee Members - is there a full committee / will the Mayor add more members – Councilwoman Smallwood has walked Glenarden Parkway for the location of tree stumps and evasive species, next there will be a letter going to the citizens that has the evasive species and stumps in common area of the property to allow the State to take the stumps and evasive species off their property. Also, open lots in Wards III that need to be cleaned out.
 - Mayor will entertain new members and see who was assigned to the committee.
 - Ethics Committee Members –send information to the Mayor and Council
 - Election Committee Members – address an election board for the next election - Resolution to change the terms from 2 years to 4 years.
 - Grace Fielder Invoices To Be Paid

- Need documentation regarding the work Grace Fielder company has completed to-date
- Grace Fielder to come in for presentation and is there a cost for her to present to the Council and Mayor
- NZI Invoice
 - Hillis and Carnes need to sign off on the application for the certification for payment
 - Work was done and a few roads were a different colors
 - The reason why they did not do the street because there were sensors in the streets - 10% of cost was held back because of the intersections
- Elevator - \$4K outstanding invoice
 - Fielder and Fielder the architects city owe this money to.
 - Councilwoman Carter – notes that in the contract that the City would be held harmless
- Budget 2015 Presentation (discussed in the Mayor’s Report)
- Adjourn at 9:34PM

Submitted By:
Toni Taylor, Council Clerk