



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

Council President – Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilwoman – Maxine Phifer
Mayor Dennis C. Smith
Interim City Manager – Bill Reaves
Treasurer – Christopher Wood

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

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

We have a Quorum

- Motion to Adopt Agenda

Councilwoman Jenkins motion to adopt the agenda – Seconded by
Councilwoman Carter with addition to Topics of Discussion

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

- Presentation

- Anthony Long (wants to build homes on 1st, 2nd, & 3rd Street)

- ✓ Ardmore Village Project to build homes at the end of 1st 2nd and 3rd street which began in 2006. Curve cuts were needed to be done but economically was not able to move forward in 2006.
- ✓ Cutting the curve and annexing into the City of Glenarden
- ✓ Property is on the border of Glenarden and Springdale
- ✓ Councilwoman Phifer notes that in 2006 the citizens on 1st, 2nd and 3rd street, did not want the houses built due to the water concerns - Springs that rise up
- ✓ Mr. Long is requesting the Council to give approval to build the houses. One stipulation from the city is that Mr. Long is to annex into the city. Mr. Long does not have a problem to annex into the city. He has noted from the city the public works department keeping the city cleaned and the police department services.

- ✓ One house per lot - house size is approximately one acre. Two houses will have a basements and the other will be a walk out on 3rd Street.
- ✓ Mr. Long represents himself and he is the owner of the property, and will be the project manager. Mr. Hepler will probably be the one who builds.
- ✓ Compatible to the houses already on 1st 2nd and 3rd street. – blend in within the community.
- ✓ Ardmore Village Project still exist – will be resurrected again to be completed.
- ✓ The house on 3rd street will probably be his son's house.
- ✓ Councilman Herring – wants more detail from the Parks and Planning Board.
- ✓ Mr. Long will offer more plans and reports. Will offer a package back to the Council.
- ✓ Presentation with a full package after the January 24, 2014
- ✓ Councilwoman Carter would like to see an application for annexation before her approval can be offered
- ✓ Mr. Long would like to be in the ground by early spring.
- ✓ Council wants to make sure the 1st 2nd 3rd street residents are informed of the project and the special meeting with a flyer.
- ✓ Special meeting presentation house plans, site plans, architectural plans, and water plans, timelines, Wednesday February 19, at 7:30pm
- ✓ Plans are dated 2006, they are still valid in 2013.

- Suellen Ferguson, City Attorney – Status of Elevator
 - ✓ City is not listed as a creditor
 - ✓ The Performance bond should be located
 - ✓ A claim can possible be made for the performance bond.
 - ✓ Question on the table is what is the likelihood that we can get the elevator installed – approximately \$195K
 - ✓ Cover the contract production – pay the difference.
 - ✓ Councilman Herring suggests for the City Attorney to follow-up on all scenarios. Speak to Redleaf and Ms. Felder.
 - ✓ Mr. Reaves – spoke to engineer – ball park cost was \$150K.
 - ✓ Councilwoman Carter – since Wilkens is in bankruptcy – can the City move forward.
 - ✓ Need to go out for bid
 - ✓ Mayor Smith request complete copy of the drawings.

- Review of Minutes
 - 11/04/2013 Special Meeting

 - 11/04/2013 Work Session

Councilwoman Smallwood states to the Councilmembers to Offer the Council Clerk any edits prior to the Regular Meeting.

Councilwoman Carter asks that the Administration names at the top of the agenda go after the Council names.

- Legislation

- O-01-2014 Memorandum of Understanding with County Police
 - ✓ Chief explains the Ordinance – The last Memorandum of Understanding with the County Police was done in 1989. The Criminal Justice system has stated that the municipalities do not have an up-to-date county police data.
 - ✓ Councilwoman Carter has concerns with the language in the MOU. Specifically on page 2 under contract administrators: should address the City Manager not the Chief of Police of Glenarden. And under guidelines addressing permission from Chief of Police.

Page 5 addresses the Chief O'Donnell.

Signature page Chief should not be a signer

- ✓ Chief O'Donnell notes that the County Police created the MOU and concurred with Suellen Ferguson
- ✓ Councilwoman Phifer agrees with Councilwoman Carter
- ✓ Councilwoman Diggs agrees to the MOU as it stands – only ask that you change the year
- ✓ Councilman Herring agrees with Councilwoman Diggs communication with the County Police and the Chief of Police , Chief O'Donnell
- ✓ Diggs request to see the MOU for 1989.
- ✓ Mayor will have a conversation with the Deputy Chief Administrative Office

Will come to the Floor

- CR-01-2014 A Charter Resolution to Amend Article IX “Personnel”
 - ✓ Councilman Herring wants to bring forth uniformity of the Department Heads in the City
 - ✓ Councilwoman Carter from the personnel manual addressed differently for all department heads.
 - ✓ Councilman Herring notes that there is no difference with the City Manager from the Chief of Police, Treasurer, etc. should be uniformed all across the board.
 - ✓ Mayor Smith feels that the Charter Resolution undermines the City Manager authority and the functions of the City Manager form of Government.
 - ✓ Councilwoman Phifer notes that the Charter Resolution gives the Council the authority to remove the Chief of Police and the Treasurer. Also, that the citizens say they want to be notified prior to any Charter changes – public meetings and notified.

Will come to the floor

- R-24-2014 A Resolution to Approve a Contract with Brickman Group LTD LLC. To Construct A Veterans Memorial
 - ✓ Councilwoman Phifer – Council was told a second appraisal was done - and wants to know who authorized and paid for the appraisal. And wants to see the second appraisal.

- ✓ Councilman Herring explains that the appraisal was done but some lots were omitted. Once Ms. Butler took the appraisal to the state they the State wanted to know why some lots were omitted and, the State did the appraisal themselves.
- ✓ Councilwoman Eason asked if an RFP has gone out for an Engineer for service.
- ✓ Mr. Reaves - Received proposal – has a recommendation (architect engineer)
- ✓ Mayor Smith – will not sign off on this contract – feels he has enough time to get the bid out and meet the contract. Has not seen variable designs. Engineer designs still have not been seen. Brickman and the Administration have not had discussion on doing the work for the VA Memorial
- ✓ Mr. Reaves states the advertisement went out around the 5th of December in the Enquirer Gazette
- ✓ Councilwoman Phifer - The committee has no authority to solicit for a contract.
- ✓ Councilwoman Eason notes that the advertisement is more than just for the VA memorial.
- ✓ Wants to see the Landover Hills contract and to also attach to the resolution.

Will come to the floor

- R-27-2014 – A Resolution To Approve Benjamin Walker for the Housing Authority

- ✓ One more vacancy is remaining
 - ✓ Theresa Fowler - will continue to serve
 - ✓ Maryanne White – just appointed
 - ✓ Mayor will be talking to Elton Price for the Housing Authority appointment
- R-28-2014 – A Resolution to Pursue Negotiations for a Contract with Maiden & Associates, P.C., for Architectural and Engineering Services
 - Service contract attached. It authorizes us to negotiate a contract. City attorney has not seen the resolution or the contract.
 - ✓ Councilwoman Phifer notes that there is no dollar amount on the resolution and no contract is attached. Questions whether this company would be on an on-call basis.
 - ✓ Councilwoman Carter, request the contract to be included with the resolution, to address and negotiate Maiden & Associates, P.C. and also request that the resolution offers the Administration the duty of negotiating purposes only.

Will come to the Floor

- Mayor's Report (no report)
 - States the City is in need of an Engineer for various projects in the city.
 - Flyer will be going out to the residents regarding yard waste
 - Will offer the Council the RFP/Bid for the renewal of the trash collection/present extension is good until end of February
- City Manager's Report (see report)

- Will contact Kelly from the Parks and Planning for assistance with the MLK site
 - Glenarden Apartments – has a developer that could be interested in the land development – after the land is released
 - City Municipal Building Roof – second round of repairs in the upcoming weeks
 - Does not have a potential candidate for the City Manager position – will be going back to a temporary services for applicant(s)
- City Treasurer’s Report (see draft report)
 - Finance in the verification report mode
 - Looking forward to working with the Auditors
 - Cannot close FY 2014 because of activity in FY 2013
 - Payroll updates, i.e., annual leave, Aflac reconciliation
 - Child support updates
 - Unidentified revenue is down to a small amount
 - No budget line item for the rentals – to be researched
 - Bills are current
- Chief of Police Report (see report)
 - Finance report (see draft report)
 - Topics of Discussion
 - Bill Butler Contract has already expired
 - Mr. Reaves will be negotiating a new proposal with Innoface
 - Council will allow Mr. Butler contract to move forward with the one year extension
 - G.S. Proctor will expire soon
 - Councilwoman Phifer does not receive reports from GS Proctor
 - Council Clerk will offer Council emails again to GS Proctor
 - Administration want to send out a RFP for a new Lobbyist however, will be open to do a month to month contract with GS Proctor
 - City Manager (already discussed)

- Martin Luther King RFP (already discussed)
- Tree Project
- Goode Trash Renewal (already discussed)
- Forensic Audit
 - Councilwoman Eason wants to add the 2014 FY into the forensic audit
 - Councilwoman Smallwood wants the Council and Administration to pin point the area for the forensic audit
 - Mr. Wood offers that the finance office is a good place to start with the forensic audit and welcomes the audit for 2014 as well
- Personnel Manual (please bring in your copy of the personnel manual)
- Gratis
 - Councilwoman wants to revise Gratis rules

Adjourn at 11:35PM

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