



City of Glenarden  
Work Session  
October 7, 2013 - 7:00PM  
Minutes

Mayor Dennis C. Smith  
Interim City Manager – Bill Reaves  
Council President – Carolyn Smallwood  
Council Vice President – Elaine Carter  
Councilwoman – Judy Diggs  
Councilwoman – Deborah Eason  
Councilwoman – Jennifer Jenkins  
Councilman – James Herring  
Councilwoman – Maxine Phifer

- Call to Order at 7:30PM
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Present  
Councilwoman Eason – Present  
Councilman Herring – Present  
Councilwoman Jenkins – Present  
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 additions.

Councilwoman Carter asks why is one person being considered for two committees?

Councilwoman Jenkins asks is there a regulation for one person for two different committees?

Councilwoman Smallwood notes that residents have not volunteered and this resident has volunteered for the two committee seats.

Councilman Herring wants to add to the agenda under the “Topics of Discussion”, the American Legion Auxiliary Unit 275 re-consideration for a Gold Room Gratis/Discount.

Councilwoman Phifer wants to add to “Topics of Discussion”, the Ward III repair of streets.

Councilwoman Carter wants to add to “Topics of Discussion”, a Commercial Emblem request.

Councilwoman Diggs – Yes  
Councilwoman Eason – Yes  
Councilman Herring – Yes  
Councilwoman Jenkins – Yes  
Councilwoman Phifer – Yes  
Councilwoman Carter- Yes  
Councilwoman Smallwood – Yes  
**Unanimous/7 Yes**

- Review of Minutes

08-13-2013 Special Meeting (no quorum/no minutes required) - Tabled by Councilwoman Smallwood until legal sufficiency.

08-26-2013 Special Work Session

08-28-2013 Special Meeting

09-03-2013 Work Session

09-09-2013 Regular Meeting

Offer edits or changes to the Council Clerk prior to the Regular Meeting

- Legislation

- R-03-2014 Resolution to Authorize a Contract with Innoface Systems, Inc. to Provide an Audio Visual System for the City Council Chambers

This contract will allow for an upgrade to the Council Chambers – the major components are the visual and audio system to be upgraded.

An amendment to the Innoface contract noting that the Council Chambers will have all damages created by Innoface, will be repaired by Innoface.

The City of Glenarden contract supersedes the scope of work presented by Innoface. Council will have Ms. Ferguson confirm the concern prior to the Monday meeting.

Interim City Manager, Mr. Reaves will pull the contract for now and have it ready for the November work session.

The 42inch television monitor that is presently in the Council Chambers will be re-installed and mounted in the Council work area on the 2<sup>nd</sup> floor.

The final decision was to pull this contract for the Administration to resolve all concerns by the November work session.

- R-04-2014 A Resolution to Authorize Acceptance of a Grant from the Governor's Office of Crime Control and Prevention and Purchase of Six E-Citation Devices for Police Patrol Cars.

Councilwoman Carter questions the concern of the cost to equip the remainder of the patrol cars (6).

Chief O'Donnell explains the function and need for the devices. There is a state requirement for the Police Department to submit a yearly report regarding racial profiling. The device will assist with

information required for the yearly report. Chief O'Donnell plans to apply for the grant again next year to capture 3 to 4 more devices.

Chief O'Donnell will purchase the equipment and the City will be reimbursed.

City Treasurer will determine the line item to charge this purchase against.

Will Come to the Floor for a Vote

- R-05-2014 Resolution to Approve the Re-Appointment of Joyce Butler to the Permit Review Committee

Councilwoman Smallwood notes she received a phone call from Joyce Butler that indicated she would not be able to be a part of the Permit Review Committee due to other obligations.

Councilwoman Jenkins inquires with the Mayor if he has someone in mind for the Permit Review Committee.

Mayor Smith will submit a name for the Permit Review Committee as soon as he can.

- R-06-2014 Resolution to Approve the Re-Appointment of Diane Thomas to the Permit Review Committee

Will come to the floor for a vote.

- R-07-2014 Resolution to Approve the Re-Appointment of Perry Hampton to the Permit Review Committee

Will come to the floor for a vote.

- R-08-2014 Resolution to Approve the Appointment of William Reaves to the Permit Review Committee

Will come to the floor for a vote.

- R-09-2014 Resolution to Approve the Appointment of Perry Hampton to the Glenarden Housing Authority Commission

Pulled back by the Mayor Smith

R-10-2014 A Resolution to Support Detailed Site Plan 07011/4 for Woodmore Towne Centre at Glenarden  
Add the conditions from the Planning Board to the resolution

Council reviewed the conditions from the Planning Board, and agreed to add the conditions from the Planning Board to the legislation.

Will come to the floor for a vote.

- Mayor's Report – (no written report offered )
  - Mayor offers that he will begin offering written report in November.

Currently seeking a Permanent City Manager

Mayor Smith is proposing to use a Consulting firm for searching for a Permanent City Manager. Turn around time is two weeks and will have a list of two City Manager of selection in the November meeting. Cost for the consulting firm will be coming from the Professional Services Human Resources line item.

Strategic Solutions is the consulting firm and Administration offers the ad that went out for the professional service firm search, which was advertised in the Gazette newspaper, and Strategic Solutions was the only firm that responded to the ad.

Councilwoman Carter inquirer on what other services is Administration is asking this firm to provide, other than the search

for a permanent City Manager. Mayor offers that the firm is familiar with various grants. Mayor also offers that he will be bringing the proposal to the Council.

Councilwoman Carter asked for clarity on the goal of the consulting firm. Interim City Manager responds with that initially have the firm recruit a City Manager and also work as a Lobbyist on a “as is” bases.

Councilwoman Eason – Would like a statement of work from the Administration and does not want to vote on this without paper work being submitted to the Council.

Audit Firm Selection: Administration staff has reviewed the audit firms that have responded to the bid. Five audit firms responded and three firms were chosen being competitive, and Administration has one for recommendation to the Council. Analysis of the firms will be given to the Council.

Councilwoman Carter requests a Special Meeting for the review of the auditor firms.

Bid Process was discussed in detail.

Councilwoman Diggs – Speaks directly to Mayor Smith

Councilwoman Diggs ask that the Mayor indicate and show the Mayors’ leadership from his administration, not keep referring to the past administration – to show that Mayor Smith can put out the “fires” that are in the city and share information, meet deadlines and offer Council complete information for Councils review and approval.

Councilwoman Eason – Agreed with Councilwoman Diggs. There was no transition is understood, however, this is why Councilwoman Diggs suggested the matrix to address the various city projects.

Councilwoman Carter – Offers that the City Manager needs to better communicate with the Council. We cannot do legislation at the last minute and we need feedback from Administration. The Administration has the responsibility to keep the Council up to date with project process. Further states that she is appalled that we are going to the City Attorney for various needs that the City Manager should be handling.

- City Manager's Report (no written report offered)

IRS total fee reduced to \$26,900 owed from the City.

Council asked that Administration offer a written explanation of how the City came to this point - to have to owe IRS \$26,900.

City failed to send out 1099 forms to various vendors for three years. The City will be in the process of paying the IRS with an outline of a payment plan, accepted by the IRS.

Procedures have been set up to make sure that all City vendors receive the proper tax forms and in a timely manner.

All employees are bonded with a crime policy. Each employee is insured for a crime up to \$100,000. Council has the option to change the policy amount, increase amount or decrease the amount. Also the City is now up to date and current on LGIT payments.

Employee's life insurance, retirement, and employee benefits savings was cancelled and now have been re-instated. Life insurance will go back into effect November 1<sup>st</sup>. Employees were credited all the employee paid amounts. Currently, employees receive 1% interest on their retirement plan. A new plan will be offered to the employees to open up the retirement plan so that the employees can choose various options for a better retirement return.

Administration has requested a meeting with Mutual of America for the employees to discuss the understanding of the retirement plan,

Life Insurance, employer contribution and the 3 years fully vested requirements.

#### Glenarden Apartments - Re-development

HUD has received ownership of the Glenarden Apartment property. Prince George's Redevelopment Authority and HUD are working together to work toward an agreed upon percentage for affordable housing in the area, before the demolishing of the property is begun.

Maryland Smart Energy Commission – Received \$49K Grant money. For the City of Glenarden municipal building with the following suggestion for an energy savings such as, replace lighting, censored fluorescent lighting, and merge the two ac units that are a part of the municipal building. Some incentives for the City of Glenarden Residents is a \$38K grant money for home efficiency. There is a consortium housed in Bladensburg that will administer this project. There are two resolutions that need to be passed by December 2013 for this project to move forward.

Roofing consultant – recommendation was that the municipal building roof can be patched, but needs to be replaced within the next 5 years.

Treasurer Office – Has identified a Staff Accountant that has been brought in through a temporary agency – three applicants were offered, and one interviewed well with good experience with various accounting experience and knowledge. And can come in and extend immediate help to the staff.

Councilwoman Carter asked if the Staff Accountant is being brought in with the budgeted amount – Mr. Reaves responds, on an hourly basis, at a higher rate, and less than a full time basis for a temporary period of time to work on closing-out the budget.

Elevator Project – Status of the Elevator with the bankruptcy with the contracted company, Wilkens Enterprise. Need to locate the status of the Performance Bond. City Attorney, Suellen Ferguson will be in attendance of the Court Hearing for the bankruptcy for Wilkens Enterprise.

Working on Workers Compensation

- Chief of Police Report (See Report)

Discussed the A1 Liquor store armed robbery.

Councilwoman Carter discusses the need for Crossing Guards for MLK and Glenarden Parkway for the children headed to Sylvania Wood Elementary School.

Chief O'Donnell offers that the Councilwoman can contact the School Board for requesting crossing guards.

- City Treasurer's Report (no written report offered)

Progress is being made in the finance office.

July and August report – better condition

Payroll - merit increase were executed and retroactive was done.

Spoke to the Bowie Director of Finance, to gain further knowledge on the Treasurer Office and insight resources.

Mr. Wood and City Manager attended tax differential meeting last week.

Councilman Herring – request the old format for the finance reports to be offered to the Council.

Main reason for having a staff person added to the staff to hit the ground running, with the extensive sage experience.

June 2013 has not been closed out to date.

- Topics of Discussion:
  - Wilkins Enterprise, LLC – Discussed in City Manager report
  - ADA Compliance – City to rent a scooter for MML training at the fall conference. Council President attempted to contact the Maryland Disability Program, but they were closed due to the Government shut down. Based on the council President knowledge the organization (hotel) should have the accessibility for the handicap, which does not provide scooters or wheelchairs. Councilwoman Smallwood asks the Council for their knowledge of this situation.

Councilwoman Phifer – made the request for the scooter to be rented. And if she is doing city business that the city is able to rent a scooter, either by reimbursement or the City pay up-front.

Councilwoman Carter – ask does the facility have the scooter at the hotel for rent? The facility for the fall conference did not offer a wheelchair or scooter. Chandler Medical does offer a rental for \$225 rental deposit and \$125 for the week required for a scooter.

There is money in the conference line item, because everyone is not going to the fall conference.

Consensus to provide the scooter for the conference to  
Councilwoman Phifer

Herring – No

Diggs – No

Eason – No

Carter – Yes, if Councilwoman Phifer wants to use her discretionary funds

Smallwood - No

Councilwoman Phifer – question – what if she falls and hurts herself at the conference.

Mr. Reaves – She would be covered under workers compensation as an elected official.

Councilwoman Phifer to use her City Discretionary Funds  
Herring – No

Councilwoman Smallwood – offers a suggestion - can she possible receive the assistance through Councilwoman Phifer uses her medical doctor. To have her doctor to confirm her need of the assistance to physical move around to have Medicare pay for the scooter.

- Council’s Administration Status Report UPDATE
- American Legion Auxiliary Gratis Request – veteran non –profit see if they have had it in this same year. Still 20% discount. Councilwoman Smallwood suggests that the Council re-visit gratis rules.
- Ward III Street Repairs – Councilwoman Phifer ask for the status of the Ward III streets for repaving - Mr. Reaves to check into the budget to pay for the repaving.
- Commercial Emblem –Councilwoman Carter would like to have professional name tags for Councilmembers and city seal, title, and name 3 lines, badges. Also, for Mayor, City Manager, and Treasurer. Cost is approximately \$530 by discretionary money, divided by 10.

Consensus on the purchase of the name badge request.

Phifer – Yes

Herring – Yes

Smallwood - Yes

Diggs – Yes

Eason – Yes

Carter - Yes

Mayor Smith – Yes

Citizen Question:

Mrs. Celestine Wilson – Can the citizen receive the Mayor, City Manager and the Treasurer reports prior to the Public Regular Meeting, next Monday?

Mayor will combine his report with the City Manager's Report, to now be called the Administration's Report.

- Adjourn at 12:10AM

**Submitted By:**

**Toni Taylor, Council Clerk**