



City of Glenarden
Work Session
November 4, 2013 - 7:00PM
Minutes

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

- Call to Order at 7:01PM
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Present
Councilwoman Eason – Present
Councilman Herring – Absent
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 addition to Topics of Discussion

Councilwoman Diggs – Yes

Councilwoman Eason – Yes

Councilman Herring – Absent

Councilwoman Jenkins – Yes

Councilwoman Phifer – Yes

Councilwoman Carter- Yes

Councilwoman Smallwood – Yes

6 Yes 1 Absent

- Presentations

G.S. Proctor & Associates – Sherrie Simms (Was unable to attend)

Councilwoman Carter request to go into closed session to discuss a personnel matter c/o the administration.

Maryland Energy Administration – Nichele Parker

Smart Energy Grant – Maryland Energy Administration

2 Programs for energy savings:

1. City Municipal Building more energy efficient
2. For residents for energy improvement to their home

Pass the two resolutions:

1. Created your baseline to receive the \$39,200 grant funds for the City Municipal Building
2. Resident \$35,000 as a whole to be offered

Deadline is December 31, to pass the resolution for energy reduction and energy renewal goals.

For the residents if they fall 5% of the median income they are eligible for the program (low to moderate income)

Residents have an energy audit done in their house for up to \$5k or \$8K if they replace the HVAC.

For a family of four median income would be approximately \$85,000 and below.

These two resolutions be on the Regular Meeting agenda.

- Review of Minutes

09-16-2013

09-18-2014

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

Mr. Reaves note that this project never went out in a bid process

Councilwoman Carter explains the route this project went out through. The bid went out under Professional Services, which means it only had to receive three proposals from three vendors. The City Attorney accepted the process that was used for the bid process.

Three Phases to the Project:

1st phase – redo and complete the studio / done and completed

2nd phase – receive the proposals from three companies to complete the Council Chambers

3rd phase - complete the Gold Room

Bill Butler explains that the Council and He did a walk thru of the Council Chambers, Gold Room for consideration and the condition of the electrical systems in the building in both areas. Mr. Butler called in electrical contractors. One was unacceptable, another proposal was too expensive and the third being acceptable. Lighting was another concern for the Gold Room and a bid was brought in.

In addition the audio system in the Gold room is extremely out-dated.

Process of the bids we received was from Innoface. A site survey was also done by all the electrical company.

Councilwoman Smallwood ask for the wishes of the Council:

Councilwoman Carter – follow the administration recommendation
Councilwoman Phifer – follow the administration recommendation / condition that it comes back a reasonable time frame

Councilwoman Diggs – have negotiated with the contract should move forward

Councilwoman Jenkins – Now this is an emergency - Move forward with an emergency resolution

Councilwoman Eason – move forward

Herring – absent

Smallwood – emergency now – move forward

Move forward with Innoface – 4 votes

Follow Administration recommendation – 2 votes

Will come to the Floor for a Vote

R-11-2014 A Resolution to Authorize Expenditure for Rental of Motorized Scooter

Councilwoman Carter indicates that she was denied the opportunity to have this resolution on the last regular meeting. We are obligated to provide assistance to any of the council members who attend conferences and represent the city even though the conference has already taken place. Also understand that the resolution can be removed from the agenda but should be added to the next budget for money for handicap assistance for councilmembers in the future.

R-12-2014 A Resolution to Issue a Building Permit for Carpet One and Tenant Fitout

Will come to the Floor for a Vote

R-13-2014 A Resolution to Issue a Building Permit for Chipolte and Tenant Fitout

Will come to the Floor for a Vote

R-14-2014 Resolution to Approve the Appointment for John Anderson to the Permit Review Committee

Will come to the Floor for a Vote

R-16-2014 – A Resolution To Approve a Contract With Strategic Solutions Center, LLC For Personnel Recruitment

What will determent the not to exceed \$5K noted in the contract
The length of recruitment process.
Statagic Solution is aware that the present Interim City Manager term expires on January 19, 2014.

Administration put out request for proposal and Strategic Solutions expressed interest – Enquire Gazette send the time frame it was put out.

Phifer – Professional service or bid out ? Professional service section 825 from the Charter.

Will come to the Floor for a Vote

R-17-2014 A Resolution to Extend the Contract With Green Earth, Inc., d/b/a U.S. Lawns of Montgomery County For Snow Removal from November 15, 2013 through November 14, 2014

Add the previous contract to the Resolution.

*Will come to the Floor for a Vote

R-18-2014 A Resolution To Approve a Contract with CohnResnick, LLC, to Perform the Standard Audit

R-19-2014 A Resolution To Approve a Contract with CohnResnick, LLC to Perform a Forensic Audit Removed

Add Ms. Marian White for appointment to the Housing Authority and possible someone else for appointment.

- Mayor Report – no report moving forth
 - Section 825 deals with professional services different than section 821, king site, va memorial, roof replacement, city streets
 - Va memorial – no scale drawing not a schematic
 - Council carter – hiring a company or individual or contracting for each projects.
- City Manager's Report
 - No report
 - Roofer did a 16-18 patches on the current roof, warranty was voided due to the solar panels. How much was that cost \$1400. Then what about the permanent solution.
 - Renewd the snow contract
 - Tree contractor for the tree plan – verified that most of the choices for types of trees are good choices, crepe myrtle need to be trained.
 - Health plan was re-instated for employees.

- COG Home one and two grants up to 20K for purchase, first time home buyers. Home one program good anywhere in pg county
- Make less
- **Make sure the printed material is downstairs on Tuesday**
- Recruitment for city manager
- Kiddie Harvest event - was an event / explorers were not a help or assistant.
- Kids were out of control. Need a plan b.
- Haunted hallway was a successful.
- Eason – no mic, no structure. Or timeline
- Diggs – attend the planning
- Boats and RV on glenarden pkwy. Not tagged trailer,
- **Business licenses 66 processed and how many have come from wtc**
- **Working on cars on the street or in their garage.**
- **AC repair -**
- City Treasurer's Report
 - Get the report before Tuesday
 - No report and send to the Council
 - Drafting OOP,
 - Appear to be stable – satisfy our bills, all bills are in the system to generate reports.
 - Fy2014 are in budget
 - Accounting system is being reviewed and identifying
 - Brought in new personnel – 6yrs of experience.
 - Fy 2013 are still being identified

- Eason fy 2013 / received big check –
- How do you know your not using 2014 money for 2013 budget
- Suspens account for fy 2014 revenue – to match the 2014 budget
-
- Chief of Police Report (see report)
 - Crossing guard for Glenarden Pkwy – keep sending email to Dr. Maxwell. Going to Sylvania woods.
- Topic of Discussion
 - Gratis Request Review –
 - Carter – Gold room coordinator more responsible for the rules.
Should not even come to the Council.
 - Phifer – Track club uses the town hall for the only fundraiser every year
 - Judy Diggs – tracking mechanism needs to be put together and cap it off.
 - Carter – gold room coordinator
 - Reaves – not being adhered to page 4
 - Discount on Rental rates – time frames not be adhered to,
 - Eason – the document is not clear enough
 - Smallwood – losing money giving gratis to people.
 - Track Club – fundraiser
 - Gratis Request for the Glenarden Track Club
 - Civic Association – preparing for the xmas party - Genius is the president of the civic association – to do a Christmas 772-3001
 - Administration – mayor and council, civic association
 - Committee to meet holiday celebration December 20 300 tickets first come first serve basis 8 – 12/ possibly a \$5 charge

Maxine Phifer - volunteer

City Manager's Position

Business License's - business we have in Glenarden

Community Center Contracts at Woodmore Towne Centre – Chris Duffy
signage on the building - on time for the PGcma meeting refrigerator in
the building

1000 Women (AKA's) – contract for them and did they \$50 payment
Yes – they did. Smallwood wants the contract.

How many times has the community center been rented out? 4 to 5 times.

Plan an Open house for residents.

Is it not fully equipped with table and chairs – have only 40 chairs

Purchase tables – when –

Capacity of the room?

PGCMA Meeting food for the meeting meetings and conference money
suggested from Carter -

Motion to go into closed Phifer seconded.

- Adjourn

Submitted By:
Toni Taylor, Council Clerk