



City of Glenarden  
Work Session  
October 1, 2018 at 7:00PM  
**Minutes**

**Attendees:**

Council President – Deborah Eason  
Council Vice President – James Herring  
Councilwoman – Angela Ferguson  
Councilwoman – Robin Jones  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams  
Councilwoman – Celestine Wilson  
Edward Estes, Mayor  
Eddie Tobias, Interim City Manager  
Alvin Bratton, Treasurer

- Call to Order at 7:00PM
- Invocation led by Councilman Donjuan Williams
- Roll Call

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**We have a Quorum**

- Motion to Adopt Agenda

Councilman Williams motion to adopt the agenda with Council adding additional items for Topic of Discussion: discussion of ceremonial issues, annexation, holiday Christmas party, job posting of Human Resources Specialist and Council Deputy Clerk, credit card signage; and the Interim City Manager would like to give his report early (does not feel well) and the conclusion of this meeting target time of 9:30PM – Seconded by Councilwoman Ferguson

Councilwoman Eason - Yes  
Councilman Herring - Yes



Councilwoman Ferguson - Yes  
Councilwoman Jones - Yes  
Councilwoman Smallwood – Yes  
Councilman Williams – Yes  
Councilwoman Wilson – Yes  
**7 Yes - Agenda Approved**

- Presentation (15 minutes for each presentation)
  - Mashood Syed, Syed Engineering and Management
    - Problem: 5<sup>th</sup> Street water flow on the pavement need to be drained
    - Work has been completed by the County – and asked the County Contractor to place a sleeve in the inlet on 5<sup>th</sup> Street
    - Sketches are being drawn for better explanation and understanding
    - 5<sup>th</sup> Street cul-de-sac
    - Water is flowing from underneath to the top
    - Under drain means: below grade to place where the water is running
    - Sawcut the pavement and dig trench 4 ft wide and deep for the underdrain pipe
    - Install 6 inches PVC pipe cleanouts at both ends of the 8-inch underdrain pipe
    - Install about 30 LF perforated and 10 LF plain PVC 6 inch in diameter underdrain pipe
    - Filter fabric – works like a filter – lifespan is 20 to 30 years; does not deteriorate with water or dirt
    - Backfill trench with selected fill material and install 4 inches of asphalt base to grade
    - Backfill the area around the storm drain inlet and construct the inlet throat
    - Mr. Syed offers this appears to be the only resolve for this problem
    - Total cost is \$8,100.00
    - Syed Cost is \$1500 to oversee the work



- Backfill the area around the storm drain inlet and construct the inlet throat – already done could possibly be a credit
  - Should not interfere or corrupt the work the County has already done
  - Request for a quick action/decision with this work order – to avoid the mobilization cost twice.
  - Asphalt plants will close in mid-November and reopen in March
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- Bernard Brownlee, Computer Specialist c/o Information Technology Solutions been in IT business for 40 Years; with such background with the Department of Labor and Homeland Security and currently has his own IT business
    - Offered hand-outs
    - Recommendations for the City of Glenarden computer needs; and his ultimate goal is to bring the computer technology into the 21<sup>st</sup> century and move toward the Cloud
    - 1<sup>st</sup> Phase: Walk thru (8 Departments, Server Room and WLAN Infrastructure), Assessment, Analysis Recommendations and Estimated cost for renewal and /or upgrade
    - Estimated Cost for Renewal and/or Upgrade
      - \$14,597.88
    - 2<sup>nd</sup> Phase: Roll-out, Install & Upgrade: rolling of hardware, software, install and upgrade
    - Phase 3: Service Agreement (3-5 years)
      - Data Management and Service
      - For breakdown, capacity performance, expansion and disaster recovery - \$85 an hour per call
    - Security Issues are not addressed in the presentation – to be determined at a later date for the best design



- Review of Minutes
  - 08-21-2018 Public Hearing
  - 09-04-2018 Work Session
  - 09-06-2018 Special Work Session
  - 09-10-2018 Regular Meeting
  - 09-18-2018 Public Hearing
  - 09-20-2018 Special Work Session (Closed)
- Legislation (October)

- R-14-2019 A Resolution to Purchase an Ice Maker Machine for the Gold Room

**Will come to the floor**

- R-XX-2019 Resolution to Authorize a Contract for Painting the Gold Room

Resolution number assigned: R-17-2019

**Will come to the Floor**

**Proposal was prepared in April – is the proposal still good and is there a deposit required**

- R-XX-2019 A Resolution to Award a Sidewalk Contract for the Repair of Sidewalks

Resolution number was not assigned: R--2019

**Will not come to the floor until the address is confirmed**

- R-XX-2019 A Resolution Appointing Maurice Hairston to the Events Planning Advisory Committee

Resolution number assigned: R-18-2019

**Will come to the Floor**

- R-XX-2019 A Resolution Appointing Onley Minnis to the Ethics Commission

Resolution number assigned: R-19-2019

**Schedule an interview on Wed at 6:30PM**

**Will Come to the Floor**

***Council agrees to extend meeting past the 9:30PM time***

- R-XX-2019 A Resolution to Extend the Contract with Weyrich, Cronin & Sora, Chartered, to Provide Auditing Services to the City for the years ended June 30<sup>th</sup> 2018 and 2019



Resolution number assigned: R-20-2019  
**Will come to the Floor**

- Legislation (November)
  - R-XX-2019 A Resolution to Appoint Ayla Wilhite to the Glenarden Youth Advisory Committee

- Mayor's Report – See attached Report (DRAFT version)

*Another 30 minute for an extension of the meeting*

- City Manager's Report – See attached Report
  - On task with the electric cars that is due on October 10<sup>th</sup>
  - Gold Room Action plan – detail cleaning for October 4<sup>th</sup>
  - Upgrade of the electrical system –secured 2 proposal and need a 3<sup>rd</sup> proposal
  - Public Works has done a great job for the install of the Gold Room carpet
  - Review of the Kitchen for the Health Inspection Good Standing Ticket
  - Mayor Estes is facilitating a call with a Web Site Developer and has a conference call tomorrow
  - Public Works Report – See attached Report
  - Code Enforcement Report – See attached Report
- Chief of Police Report – See attached Report
- City Treasurer's Report – See attached Report
  - Council President request a Gantt Chart for all projects etc., items due by the next Work Session meeting in November
- Topic of Discussion
  - B & H Purchase Order (Smallwood) – not discussed
  - Glenarden Community Day Recap/lessons learned (Eason) - not discussed
  - Council member suggestion for sidewalk consultant (Eason) - not discussed



- Regular Meeting Agenda (Smallwood) – briefly discussed
    - New agenda timeframe
  - Legislation with Public Hearing Date Suggestion (Eason) – discussed to add the Public Hearing date on all Legislation – discussed and confirmed
  - Ceremonial Concerns (Jones) – not discussed
  - Annexation – not discussed
  - Holiday Christmas Party (Eason) – not discussed
  - Job posting of Human Resources Specialist and Council Deputy Clerk (Eason) – not discussed
  - Credit Card Signage (Eason) – not discussed
- Adjourn at 10:32PM

Submitted By:

Toni Taylor, Council Clerk