



City of Glenarden

Work Session (Virtual)

Monday, March 7, 2022, at 7:00pm

Agenda

- Call to Order
- Invocation
- Roll Call
- Motion to Adopt Agenda
- Legislation
 - CR-XX-2022 A Resolution to Amend the City Council Rules Section 307.
 - CR-XX-2022 A Resolution to Amend the City Council Rules Section 308.
 - CR-XX-2022 A Charter Resolution to Amend Article V "City Manager" Section 502
"Authority" To Amend the Line of Authority Respective to the City Manager
 - CR-XX-2022 A Charter Resolution to Amend Article IX "Personnel", Section 901,
"Authority to Employ Personnel"
 - R-XX-2022 A Resolution to Accept the American Rescue Plan Funding
 - R-XX-2022 A Resolution to Establish a Grant Program for City of Glenarden
Homeowners Associations
 - R-XX-2022 A Resolution to Approve Maintenance Work for the Veterans Memorial
Park
 - R-XX-2022 A Resolution to Declare a City Police Vehicle as Surplus and Approve Sale
of the Vehicle to the Town of Marlow Heights
 - R-XX-2022 A Resolution Authorizing a Contract with New Holland Auto Group, for the
Purchase of a Public Works Vehicle
 - R-XX-2022 Resolution to Award Lanham Construction the Contract for Sidewalk
Repair and ADA Ramp Installation

- Administrative Report
 - Mayor/City Manager Report
 - Treasurer's Report
 - Chief of Police Report
- Topic of Discussion
 - Gold Room Operations – **President Curtis**
 - FY 23" Budget – **President Curtis**
 - Credit Card Usage Authorization – **President Curtis**
 - Security for New Sandwich Board & Missing Equipment – **President Curtis**
 - Electric Charging Stations – **President Curtis**
 - Shred Day – **Councilman Herring**
 - Campaign Signs – **Councilman Herring**
- Adjourn



City of Glenarden

Work Session/Regular Session/Public Hearing/Closed Meeting

March 7th - 6:30 pm 7:00 pm 7:30 pm

Virtual/Recording _____

Adjourn mtg: _____ pm

Called to Order: 7pm pm

Invocation by: A. Ferguson

Mayor, City Manager, Treasurer, City Attorney, Guest Speaker:

Council Members ROLL Call

	Present	Absent	Late Arrival
Councilman Curtis	X		
Councilwoman Ferguson	X		
Councilwoman Fareed	X		
Councilwoman Guillaume	X		
Councilman Hairston	X		
Councilman Herring	X		
Councilwoman Jones	X		

Motion to Approve Agenda

Motion by: M. H. Herring

Seconded by: J. Herring

	Vote			
	YES	NO	ABSTAIN	NO OPINION
Councilman Curtis	X			
Councilwoman Ferguson	X			
Councilwoman Fareed	X			
Councilwoman Guillaume	X			
Councilman Hairston	X			
Councilman Herring	X			
Councilwoman Jones	X			



Legislation#

CONSENSUS

Motion by:

Additional CHAIRS COMMUNITY GROUP

Seconded by:

By the Council President

	Vote			
	YES	NO	ABSTAIN	NO OPINION
Councilman Curtis	X			
Councilwoman Ferguson		X		
Councilwoman Fareed	X			
Councilwoman Guillaume	X			
Councilman Hairston			X	
Councilman Herring		X		
Councilwoman Jones	X			

4=YES
2=NO
1=ABSTAIN

PASSED

Legislation#

Motion by:

Seconded by:

	Vote			
	YES	NO	ABSTAIN	NO OPINION
Councilman Curtis				
Councilwoman Ferguson				
Councilwoman Fareed				
Councilwoman Guillaume				
Councilman Hairston				
Councilman Herring				
Councilwoman Jones				



The City of Glenarden
Work Session (Virtual)
Monday, March 7, 2022, at 7:00 PM
Minutes

Attendees:

Council President – Derek D. Curtis, II
Council Vice President – Angela D. Ferguson
Councilwoman – Erika L. Fareed
Councilwoman – Kathleen J. Guillaume
Councilman – Maurice A. Hairston
Councilman – James A. Herring
Councilwoman – Robin Jones

- Called to Order at 7:00 PM
- Invocation led by Vice President Angela D. Ferguson
- Roll Call
 - Council President – Derek D. Curtis, II – Present
 - Council Vice President – Angela D. Ferguson – Present
 - Councilwoman – Erika L. Fareed – Present
 - Councilwoman – Kathleen J. Guillaume - Present
 - Councilman – Maurice A. Hairston – Present
 - Councilman – James A. Herring – Present
 - Councilwoman – Robin Jones – Present

We have a Quorum

- Motion to Adopt Agenda

Councilman Maurice Hairston to adopt the agenda – Second by Councilman James A. Herring.

Council President – Derek D. Curtis, II - Yes
Council Vice President – Angela D. Ferguson - Yes
Councilwoman – Erika L. Fareed - Yes
Councilwoman – Kathleen J. Guillaume - Yes
Councilman – Maurice A. Hairston - Yes
Councilman – James A. Herring - Yes
Councilwoman – Robin Jones - Yes
7 Yes, 0 No = PASSED

- Legislation

➤ CR-XX-2022 A Resolution to Amend the City Council Rules Section 307

- **R. Jones** – Agrees that any check signatories should not have to get expressed approval from the Council President to obtain information from the accounting department.
- **J. Herring** – This is a violation of the Maryland Public Act. Anything in the accounting office is supposed to be open to the public.
- **President Curtis** – Please remove point #2 altogether.
- **R. Jones** – Councilwoman Jones doesn't believe we should limit the number of times a citizen can make a comment. We may be able to limit the number of comments made after two public statements.
 - Consensus Vote: Granting the Council President permission to allow additional citizens comments.

Council President – Derek D. Curtis, II – Yes

Council Vice President – Angela D. Ferguson - No

Councilwoman – Erika L. Fareed - Yes

Councilwoman – Kathleen J. Guillaume - Yes

Councilman – Maurice A. Hairston - Abstain

Councilman – James A. Herring - No

Councilwoman – Robin Jones - Yes

4 Yes, 2 No, 1 Abstain = PASSED

- **R. Jones** – Councilwoman Jones suggest allowing each citizen 10 minutes to speak during the Public Hearing.
- **R. Jones** – We need to research the current legislation concerning Public Hearing.
- **E. Fareed** – Request to have the agenda shared with the whole council before it is shared to the public.
- **J. Herring** – Councilman Herring does not feel 7 days is enough time for citizens to do research on litigation.
- **K. Guillaume** - Suggest reaching out to the Maryland Municipal League (MML) for best practice information regarding public hearings.
- **E. Fareed** – Councilwoman Fareed would like to find the best practice protocol on how to reduce the amount of meetings and still keeping the public informed, allowing enough time to digest the legislation for citizen comments.

➤ CR-XX-2022 A Resolution to Amend the City Council Rules Section 308

- CR-XX-2022 A Charter Resolution to Amend Article V “City Manager” Section 502
“Authority” To Amend the Line of Authority Respective to the City Manager
- CR-XX-2022 A Charter Resolution to Amend Article IX “Personnel”, Section 901,
“Authority to Employ Personnel”
 - **R. Jones** – Request to be added as the co-sponsor to the charter resolutions.
- R-XX-2022 A Resolution to Accept the American Rescue Plan Funding
 - **E. Fareed** – I thought we were going to hold off on legislation pertaining to designation of the ARPA funds until we hold a public hearing regarding the citizens needs.
 - **R. Jones** – What happened to the ARPA survey the administration was supposed to present to the citizens to gain insight on the current public needs?
 - **City Manager C. Barbour** – The survey is scheduled to be released electronically on the website next week. The administration is currently outsourcing for quotes on a return survey mailer.
 - **E. Fareed** – What is the difference in accepting the various ARPA fund options?
 - **J. Herring** – The lost revenue option gives you more leverage by receiving the funds as one lump sum without having to do detailed compliance reporting since you are replacing lost revenue.
 - **E. Fareed** – I thought you had to show the loss of revenue like how we discussed in the Gold Room.
 - **City Manager C. Barbour** – The interim final rule (IFR) regarding lost revenue under the [Fiscal Recovery Funds](#) says you have to make a calculation detailing its revenue collected in the most recent full fiscal year prior to the pandemic to determine lost revenue; however, the [State and Local Fiscal Recovery Funds \(SLFRF\) final rule](#) offers a standard allowance for revenue loss of \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount for government services.
- R-XX-2022 A Resolution to Establish a Grant Program for City of Glenarden Homeowners Associations

- **R. Jones** – Is this money the citizens would not have to pay back to the city?
 - **J. Herring** – Correct, we will be using the ARPA funds for this.
- **R. Jones** – Also, will a formal proposal be required detailing the necessity of the request be brought before the mayor and council for review and approval of the grant?
 - **J. Herring** – Yes, all requests will be reviewed by the council.
- **R-XX-2022 A Resolution to Approve Maintenance Work for the Veterans Memorial Park**
 - **J. Herring** – We are coming up on summer maintenance for the parks which starts in April. The maintenance which consists of pruning and general landscaping maintenance. Typically, we try to get this done before Memorial Day.
 - **R. Jones** – Will Brightview be addressing the brickwork that got damaged?
 - **J. Herring** – That will be addressed in our next phase of site maintenance.
- **R-XX-2022 A Resolution to Declare a City Police Vehicle as Surplus and Approve Sale of the Vehicle to the Town of Marlow Heights**
 - **City Manager C. Barbour** – Due to transmission issues the police cruiser was taken to Fleet because the vehicle would not go into drive and is no longer a functioning vehicle. The Marlow Heights Police Department would like to purchase the cruiser for parts for \$100.
- **R-XX-2022 A Resolution Authorizing a Contract with New Holland Auto Group, for the Purchase of a Public Works Vehicle**
 - **City Manager C. Barbour** – What is currently placed in the budget for a Public Works Vehicle is a F-250 heavy-duty truck with a plow and spreader for snow removal. There is currently an inventory shortage locally for the F-250 resulting the in the administration utilizing the expertise of Costar's/New Holland Group, a vendor previously used in the past to procure police vehicles. New Holland has a shortage on the F-250 as well, however, agreed to hold the F-350 heavy duty vehicle proposed in the resolution.
- **R-XX-2022 Resolution to Award Lanham Construction the Contract for Sidewalk Repair and ADA Ramp Installation**
 - Motion to table resolution until the next meeting by President Derek D. Curtis,

Second by Councilman James A. Herring:

Council President – Derek D. Curtis, II – Yes
Council Vice President – Angela D. Ferguson - Yes
Councilwoman – Erika L. Fareed - Yes
Councilwoman – Kathleen J. Guillaume - Yes
Councilman – Maurice A. Hairston - Yes
Councilman – James A. Herring - Yes
Councilwoman – Robin Jones - Yes
7 Yes, 0 No = PASSED

- Administrative Report

- Mayor/City Manager Report

- **J. Herring** – The driveway issues has already been addressed. The resident applied for a permit with the county that was denied, because the request is not in line with requirements to put a parking space in the front due to lack of variant space. The council also denied the permit in support of the county's decision. Councilman Herring is not sure why the Mayor is entertaining this again after a final decision has been made?
 - **Mayor Cross** – Regarding Leslie Ave, the resident would like to extend the driveway. However, legislation introduced by former Councilwoman Eason states that only two cars are permitted per household since Leslie Ave is such a tight and confined space. Code Enforcement is at liberty to enforce that law of only two vehicles per residence.
 - **J. Herring** – Councilman Herring wants clarification as to which fiscal year budget the administration is working on; on page 6 of the report, it states FY23 – FY24.
 - **Mayor Cross** – We are working on the FY23 budget, however projecting out for the FY24 and FY25 fiscal budget. Budget proposals have been turned in from the administration for the FY23 budget.
 - **J. Herring** – What was the outcome of the March 21st event for the Mayors Women's group?
 - **Mayor Cross** – The PG County Mayors Salute event experienced some scheduling conflicts on the PG County had a conflict on March 21st resulting in the event being proposed on an alternative date.
 - **J. Herring** – Regarding the community gardens, this was discussed previously

where the citizens stated they did not want a community garden. Other municipalities have since shut down their community gardens due to plot neglect, creating weeds and attracting rodents and wildlife when residents do not harvest their crops or maintain their plot. The citizens would utilize the garden initially but would become a weed garden due to neglect. Not understanding why we are pushing forward on this, what site are we looking at locating this community garden at?

- **Mayor Cross** – Residents requested access to fresh food and the opportunity of convene as a community. The Community Garden is a Prince Georges Parks and Recreation initiative, not a Glenarden initiative. This community garden affords us to heal as a community and address mental health and wellness community issues. The City of Glenarden has yet to agree to.
- **J. Herring** – Judge Sylvania W. Woods Sr. Elementary School roof issue...would like an update on this.
 - **Mayor Cross** – The question is not the repairs, rather how many repairs do you make before you replace. The roof has a seven-year stipulation on it from the prior roofing system and will be replaced when that time limit permits.
- **E. Fareed** – Request a status update on R-05-2022 A Resolution to Pursue Installation of Playground Equipment at 7th Street Park.
 - **Mayor Cross** – City Manager Consuella Barbour and Mayor Cross has discussed if the national fitness park and if it could be feasible to include with the active desire to keep the basketball court currently at the facility. Mayor Cross is looking into play equipment for children as well. This is grant process that you must be invited into. The grant provides 30k and the City of Glenarden would be required to provide 100k which could be taken from the ARPA funds. Mayor Cross is currently trying to initiate being reinvited into the national fitness park program again.
 - **E. Fareed** – Is there a backup plan in the event this program is not available? What are the requirements for approval of this 30k grant program? Is just being a part of the program a guarantee or should we

look at anything else?

- **Mayor Cross** – Yes, its just an invitation. Once you have been accepted into the program its part of the offering. The City would utilize the rest of the money to build the type of park that we want there. The Mayor is confident that we can get another invitation into the National Fitness Parks Program again like we did in October 2021.
- **E. Fareed** –Would we need to wait until October of this year to reenter the program for consideration?
- **Mayor Cross** – No, you all you have to do is make the connection to be included on the invitation list to be invited into the National Fitness Park Program. If we do not initiate that process, we would have to go the traditional grant route.
- **K. Guillaume** – Regarding the Marquee; has the control been relinquished from the administration back to the council, and if it hasn't been done when can we expect for it to be done?
 - **Mayor Cross** – A call will be made to TSpec to add the Council Clerk in as a modifier.
- **R. Jones** – With regard to the Ward 3 Street Project, we need to get started on that again as the citizens of Ward 3 are still looking for their streets to be paved. The prior City Manager Mr. Timothy George used a company affiliated with the county where a Mr. Rizzo was the liaison that you can find record on in the City Managers office.
 - **Mayor Cross** – There was recent discussion to follow up with the pavement company to check the status of the paving process. One of the issues was waiting the winter season to resolve itself and waiting for good weather to start the paving process. Now that we are coming into good weather to complete the Ward 3 Street Project.
- **R. Jones** – I thought I saw a resolution for road striping on Glenarden Parkway, why would we move forward with the striping of Glenarden Pkwy if we haven't paved it yet? A repaving company, while repaving the streets will probably put the striping down where we wouldn't have to pay a separate cost for services.
 - **Mayor Cross** – The administration did put in a resolution for stripping

the parkway. We can follow up to make sure Glenarden Pkwy is in the original resolution for Ward 3 to be repaved. You are correct the stripping would be done during the pavement process.

- **R. Jones** – 4 years ago there was a program initiated under Mayor Estes to redo bus stops, that Councilwoman Jones wanted to make the administration aware of. The documents should be in the City Manager's office as well.
 - **Mayor Cross** – Mayor Cross was not aware of the bus stop initiative signed by former Mayor Estes, however, she will follow up and locate the documents for review and further discussion on the bus stop process.
 - **R. Jones** – What is the status of the search for an ARPA Fund Administrator?
 - **Mayor Cross** – A RFP for an ARPA Fund Administrator/Manager has been put out for bids. Advertisement has been published in the newspaper (MD Post) as well with the expectation to have candidate selection information by the end of the month.
 - **R. Jones** – What is the status of the Cable Station Manager and when will we have an employee in there? I noticed that your program on the 21st they wanted to use the cable tv station, however, I think it is in the best interest of the city to have an employee overseeing the management of the equipment and station use.
 - **Mayor Cross** – A RFP went out early January 2022 where we received a couple of proposals, which are being reviewed by the Webmaster and Executive Assistant for consideration with approval by the City Manager. A potential selection has been made for that RFP. The administration is waiting to close out some document issues pertaining to onboarding discrepancies that have been had with previous hires. Ms. Monay Ward is the onsite personnel for the City Cable Station.
- Treasurer's Report
- Chief of Police Report
- **J. Herring** – We need to be careful what information we are putting in these reports that could be a possible HIPPA violation, or a violation of personal information on January 22nd and January 26th encounter listed in the report.

- Topic of Discussion

- Gold Room Operations – **President Curtis**

- **President Curtis** – Request for the senior councilmembers to assist with the background on the history of the passing of the current Gold Room Operations.

- **R. Jones** – There are three resolutions on the passing of the current Gold Room Operations where the rules are attached in the archives. Councilwoman Jones suggest that the current Gold Room Operations are being adhered to.

- FY 23" Budget – **President Curtis**

- **President Curtis** – Wanted clarity on the budget. How does the council normally go about preparing the legislative budget?

- **J. Herring** – When I was the Council President, I normally put a call out to the council to ask them to look over the budget and ask what they want to see in it. Offer some preliminary projected numbers so the council can see where they are going, because you still have to balance the budget. We will have a chance again to scrub it, these are just preliminary projected numbers.

- Credit Card Usage Authorization – **President Curtis**

- **President Curtis** – The Mayor and City Manager has been eliminated from the use of the credit card. The only thing I am requesting to add as a level of control is for someone to oversee the statements of the credit card. President Curtis suggested to establish a Finance Committee amongst the council where their responsibility is to review the statements of the credit card.

- **J. Herring** – You would be able to have access to the statements when it is time to sign off on the check requisition. It should be submitted with all the statements for review.

- **R. Jones** – It will be the same process as the Public Works Home Depot bill.

- Security for New Sandwich Board & Missing Equipment – **President Curtis**

- **President Curtis** – The boards have not been in production yet, and before the check is cut for the new sandwich boards President Curtis wants to ensure there is no opposition from the council in procuring proper security measures to avoid

future theft.

- **J. Herring** – The signs were previously being chained to poles near its posting site, I'm not sure why that has stopped. This is causing the sign constant theft. We need to secure the signs they are expensive.
- **R. Jones** – Can we get suggestions from the sign company on security measures?

➤ **Electric Charging Stations – President Curtis**

- **City Manager C. Barbour** – The previous City Manager Mr. Timothy George he had worked with BG&E to try to bring electric charging stations to the city in the municipal parking lot. City Manager C. Barbour has a design that she will share with the council in the morning with the sight being located at the corner of Glenarden Pkwy and MLK in the parking lot where the transformer is for BG&E. BG&E will install the charging stations in at no cost to the city, and it will be available for public use and use to by the city when we get our electric vehicles.
- **City Manager C. Barbour** – There is a secondary option through the Electronic Vehicle Institute that would allow the city to install one level two charger at a cost to the city pertaining to electrical work. After the electrical work charge the metering fee is waived for city vehicles, however, there will be a fee for public use which the difference would be split amongst the Electronic Vehicle Institute.
- **City Manager C. Barbour** – If you want the cost on the electric fee they would charge, that can be sent along with the design.
 - **President Curtis** – Yes, please send that information to the council to start the resolution process.
- **R. Jones** – There is an electrical box diagonally across from the Marquee that has the electrical head that allows the marquee to function. We are supposed to be getting this box fixed, it was previously being worked on by Public Works and currently has a bag over it to keep it from getting wet. We need to replace that bag.
- **Councilman Herring** – For clarity, are you proposing that BG&E wants to use space on the municipal parking lot to install electrical charging stations where the city would have to pay BG&E a regular rate to charge our city vehicles on our parking lot? Would the city not get any type of discount for allowing them

to utilize our space?

- **City Manager C. Barbour** – Yes, you are correct, and I will look further into this.

➤ **Shred Day – Councilman Herring**

- **Councilman Herring** – We are looking to have a Shred Day Event Saturday, April 9, 2022, from 10pm – 1pm where a COVID Test kit distribution will be had and there will also be donation collections as well.

➤ **Campaign Signs – Councilman Herring**

- **Councilman Herring** – Councilman Herring received a letter about allowing posting of campaign signs by running candidate. There are currently campaign signs posted from other runners, so if you are going to allow the advertisement of one candidate to post campaign signs you must allow them all. The city doesn't pick sides regarding elections, and you must be fair across the board.
- **E. Fareed** – Should we investigate setting forth some type of parameters on campaign sign posting so it doesn't become too over whelming visually?
 - **R. Jones** – The county and state sets parameters pertaining regulation of political signage. The signs must be taken up within a certain number of days after the election, or it can be reported to 311.
 - **J. Herring** – The city must grant permission to place political signage up on city property. There is an ordinance for political signage on city property.
 - **R. Jones** – Councilwoman Jones referenced Code: Street Signs 142-8

- Adjourn at 10:39 pm

Submitted by:

Victoria Lewis, Council Clerk