



City of Glenarden  
Work Session  
November 5, 2018 at 7:00PM

**Minutes**

**Attendees:**

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

- Call to Order at 7:00PM
- Invocation led by Councilwoman Robin Jones
- Roll Call

Council President – Deborah Eason  
Council Vice President – James Herring  
Councilwoman – Angela D. Ferguson – late arrival 7:01PM  
Councilwoman – Robin Jones  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams - late arrival 7:04PM  
Councilwoman – Celestine Wilson

**We have a Quorum**

- Motion to Adopt Agenda

Councilwoman Smallwood motion to adopt the agenda – Seconded by Councilwoman Wilson

Councilwoman Eason - Yes  
Councilman Herring - Yes  
Councilwoman Ferguson – late arrival  
Councilwoman Jones - Yes  
Councilwoman Smallwood – Yes  
Councilman Williams – late arrival  
Councilwoman Wilson – Yes



## 5 Yes - Agenda Approved

- Review of Minutes
  - 06-04-2018 Work Session
  - 06-05-2018 Special Public Hearing
  - 06-07-2018 Special Work Session (Closed)
  - 06-07-2018 Special Work Session
  - 06-18-2018 Regular Meeting
  - 08-09-2018 Special Work Session (Closed)
  - 08-09-2018 Special Regular Meeting
  - 08-09-2018 Special Public Hearing
  - 08-15-2018 Special Work Session
  - 10-01-2018 Work Session
  - 10-02-2018 Special Work Session (Closed)
  - 10-09-2018 Regular Meeting
  - 10-09-2018 Special Work Session
  - 10-16-2018 Special Work Session (Closed)
  - 10-24-2018 Special Public Hearing

*Council President notes to Council if there are any edits to speak with the Council Clerk*

- Legislation (November)
  - R-XX-2019 The Mayor and Council of the City of Glenarden, Proclaim November 2018 to be Municipal Government Works Month  
  
Will Come to the Floor  
R-22-2019
  - R-XX-2019 A Resolution Authorizing Catering Services for the City Christmas Party  
  
Will Come to the Floor  
R-23-2019
- Legislation (December)



- O-XX-2019 An Ordinance to Amend §149-46 Schedule XVI: Special Purpose Parking Zones
- R-XX-2019 A Resolution to Authorize Acceptance of a Grant from Program Open Space for Improvements to the Martin Luther King Community Park
- R-XX-2019 A Resolution to Extend the G.S. Proctor and Associates, Inc. Contract for Professional Lobbying, Grant Writing and Application and Public Relations Services
  
- R-XX-2018 Resolution Authorizing the Purchase of a Public Works Vehicle
  
- Mayor's Report – See attached Report
  - Pertaining to the Website Developer – the Council request a price quote and interested in a webinar to be offered to the Council
  - Civic Awards will be from the Mayor's budget
  
- City Manager's Report – See attached Report
  - City Manager will provide a cost for the homes at the Pennrose development for Councilman Williams
  - Council request urgency for an RFP for an Engineer to review the City Roads
  - Job opening - Employment Status – has enough applications to review and narrow down for interviews
  - Public Works Report - See attached Report
    - A new format was requested but has gone back to the old format
  
- Code Enforcement Report - See attached Report
  
- Chief of Police Report - See attached Report
  - Request to have Police Officers to be more vigilant on cars parking across sidewalks in front of homes
  - Ask for the Police to check on the issue of cars not stopping at the stop sign at Glenarden Parkway and Fisk



- City Treasurer's Report - See attached Report
  - Council request to Treasurer that an Internal deadline for the 2018 Audit be December 31, 2018
  - City of Glenarden Inventory labels need to be placed on all equipment; create two list – one for \$1-\$500 and \$500 and above
- Topic of Discussion
  - B & H Purchase Order (Smallwood)
    - \$5,697.00 requires a legislation and for the invoice to be explained
    - All items over \$500 needs to be tagged and inventory
  - Glenarden Community Day Recap/lessons learned (Eason)
    - Lessoned learned is to begin preparing earlier
    - Glenarden Day for 2019 is September 21 possible from 11am - 6pm
    - Food pre-cooked
    - Only received 1 Caricature - and it was supposed to have been 2
  - Council member suggestion for sidewalk consultant (Eason)
    - Company that offers a Free Assessment for sidewalks repair
    - Perry Hampton is willing to train Public Works to repair sidewalks
    - Further discussion at a later date
  - Work Session Meeting Agenda - New agenda timeframe (Smallwood)
    - Have new business and old business inserted into the outline and remove "Topic of Discussion"
  - Ceremonial Concerns (Jones)
    - Has been resolved
  - Annexation
    - Already addressed
  - Holiday Christmas Party (Eason)
    - Dated for Friday, December 14, 2018
  - Job posting of Human Resources Specialist and Council Deputy Clerk (Eason)



- Received 4/5 applications
- Received only 1 Deputy Clerk application
  
- Credit Card Signage (Eason)
  - Purchase order after the credit card has already been charged
  - Council President will continue the discussion with the Finance office
- Banner City/Town Program
  - Speak with Council Clerk to verify the requirements for Banner City is adhered to
- MML Main Street
  - Administration is considering representing for the 2019 MML Main Street
- Holiday Cards
  - Cost for the holiday cards is to be split between Administration & Council; and Councilmembers Jones and Ferguson will select the holiday cards
- City of Glenarden Seal
  - Council President will follow-up with Lamberson Signs for the correction of the blue color in the art work
- Verizon bill
  - Bill needs to be updated with current information
  
- Adjourn at 11:25pm

Submitted by:

Toni Taylor, Council Clerk