



**City of Glenarden  
Work Session  
September 3, 2019 at 7:00PM  
Minutes**

**Attendees:**

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

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

Council President – James Herring  
Council Vice President – Celestine Wilson  
Councilwoman – Deborah Eason  
Councilwoman – Angela Ferguson – Late Arrival  
Councilwoman – Robin Jones  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams

**We have a Quorum**

- Motion to Adopt Agenda

Councilwoman Smallwood motion to adopt agenda – Seconded by Councilwoman Wilson

Councilman James Herring - Yes  
Councilwoman Celestine Wilson - Yes  
Councilwoman Deborah Eason - Yes  
Councilwoman Angela Ferguson - Yes  
Councilwoman Robin Jones - Yes  
Councilwoman Carolyn Smallwood - Yes  
Councilman Donjuan Williams - Yes

**7 Yes - Agenda Approved**



- Presentation
  - Kevin Karpinsky, City of Glenarden Attorney
    - Personnel Manual Revision
    - Need direction from the Council
    - Classification and Pay Plan – done by City Manager annually
    - Wants employees to review their job description
    - Exempt or Non-Exempt employee designation
    - Council in favor of this direction
    - FMLA does not apply to the City of Glenarden
      - A Modified Policy to be drafted for consideration
    - Will send a red line to the Mayor and Council
  - William Maxwell c/o WM Graphics - Cancelled
- Review of Minutes
  - 06-03-2019 Work Session
  - 06-10-2019 Executive Session (Closed)
  - 06-10-2019 Regular Meeting
  - 06-17-2019 Public Hearing
  - 06-18-2019 Special Work Session (Budget)
  - 06-20-2019 Special Work Session
  - 06-27-2019 Special Work Session (Budget)
  - 07-09-2019 Special Work Session Budget
  - 07-16-2019 Special Public Hearing
  - 08-05-2019 Special Work Session (Closed)
  - 08-21-2019 Special Work Session (Closed)

Council President request Council to offer any edits of the minutes to the Council Clerk

- Legislation (September)
  - R-XX-2019 A Resolution to Issue a Permit for the Fine Grading/Storm Water Management on Lots 1-7 Located at 7909 Martin Luther King Jr. Highway

**Will come to the Floor - Resolution number assigned is R-07-2019**
  - R-XX-2019 Resolution Authorizing a Contract with Criswell Performance Cars for the Purchase of a New Vehicle for the City Manager



**Will not come to the Floor - Resolution number assigned is R-08-2020**

- R-XX-2020 Resolution Authorizing a Contract with Hertrich Fleet Services, Inc., for the Purchase of Police Vehicles

**Will come to the Floor - Resolution number assigned is R-09-2020**

- R-XX-2020 Resolution Authorizing a Contract with Motorola for the Purchase of a Portable Radio

**Will come to the Floor - Resolution number assigned is R-10-2020**

- R-XX-2020 Resolution Authorizing a Contract with Global Public Safety, LLC for the Purchase of License Plate Readers and Electric Ticket Printers

**Will come to the Floor - Resolution number assigned is R-11-2020**

- R-XX-2020 Resolution Authorizing a Contract with Global Public Safety, LLC for the Purchase of Outfitting for an Unmarked Police Vehicle

**Will come to the Floor - Resolution number assigned is R-12-2020**

- R-XX-2020 Resolution Authorizing a Contract with Global Public Safety, LLC for the Purchase of Outfitting for Three Police Vehicles

**Will come to the Floor - Resolution number assigned is R-13-2020**

**Quote needs correction**

- R-03-2019 A Resolution to Authorize Purchase of a Refrigerator for the Gold Room

**Will come to the Floor**

R-04-2019 A Resolution to Authorize Purchase of a Freezer for the Gold Room

**Will come to the Floor**

- Mayor's Report – See Draft Report
- City Manager's Report – See Report
  - Two additional Welcome signs needed
  - Need to received Public Safety Fees



- Glenarden Parkway streets need to be stripped and the speed humps repainted
- Gold Room Kitchen Exhaust Fan to be completed by Glenarden Christmas Party
- Human Resources Report – See Report
  - Gold Room Coordinator start date is September 9<sup>th</sup>
  - Gold Room Crew need to be hired
  - Announcement of the re-opening of the Gold Room
- Public Works Report – See Report
- Code Enforcement Report – See Report
- Chief of Police Report – See Report
- City Treasurer's Report - See Report
  - Councilman Herring will send the impact fee information to Treasurer
  - FY end of the year report is owed to Council – should be noted with a "DRAFT" stamp
  - Goode Trash states that have under billed for this past year by \$91K
  - Tracking for Vacant homes in the City
- Topic of Discussion
  - FMLA (Smallwood) remove
  - Inventory (Smallwood) already discussed
    - Fixed assets valued at \$500
    - Inventory list of items less than \$500
  - Dance Hall License (Herring)
    - Met with Prince George's County Councilwoman, Jolene Ivey and Prince George's County Police, Corporal Cicale regards to a Dance Hall License
    - No event that is open to the public and the selling of tickets
    - Councilwoman Jones request the Gold Room Rules be re-visited regarding Gratis
  - Form of Government (Herring)
    - Move to Council/City Manager form of government – open for discussion



➤ City Manager run the day to day operations

- Sustainability Application Submittal Status (Eason)
  - City of Glenarden applications was mailed
- HEAL City Fall Cooking Demonstration (Eason)
  - October 26, 2019 (Fall Season) 2-4pm in the Gold Room
  - Space for 60 ppl
- HEAL City Chair Yoga (Eason)
  - Upcoming on Thursday's (tentative) from 2pm-5pm along with Chair Massages
  - Available for citizens and employees
- City Website Project Team (Eason)
  - Questionnaire has been completed
  - Next Step – form a Committee
    - Mayor Estes, Councilman Williams and Councilwoman Eason
- Christmas Party (Eason)
  - Friday, December 13, 2019
  - Christmas Party Committee
    - Councilwoman Eason, Councilman Williams, Councilwoman Ferguson, Celestine Brown and Vonda Eason

Councilman James Herring announce City of Glenarden Shred Day is Saturday, October 12, 2019, 10am – 1:00pm

- Adjourn at 11:45PM

Submitted by:

M. Toni Taylor, City of Glenarden Council Clerk