



City of Glenarden  
Work Session (Virtual)  
Monday, March 1, 2021 at 7:00PM  
**Minutes**

**Attendees:**

Council President – Robin Jones  
Councilwoman – Angela D. Ferguson  
Councilwoman – Deborah A. Eason  
Councilman – James A. Herring  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams  
Councilwoman – Celestine E. Wilson  
Mayor – Edward Estes  
City Manager - Timothy George  
Police Captain – Wayne Jackson  
Detective/Lieutenant – Darryn Robinson  
Treasurer – Alvin Bratton

- Called to Order at 7:00 PM
- Invocation led by Council President, Robin Jones
- Roll Call

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

**We have a Quorum**

- Motion to Adopt Agenda

Councilman Williams motioned to adopt the agenda – Seconded by Councilwoman Eason

Council President – Robin Jones - Yes  
Council Vice President – Angela D. Ferguson - Yes  
Councilwoman – Deborah A. Eason - Yes  
Councilman – James A. Herring – Yes  
Councilwoman – Carolyn Smallwood – Yes



Councilman – Donjuan Williams – Yes  
Councilwoman – Celestine E. Wilson – Yes  
**7 Yes – Approved**

- Review of Minutes
  - 01-19-2021 Public Hearing
  - 01-27-2021 Special Regular Meeting
  - 02-01-2021 Public Hearing
  - 02-03-2021 Special Work Session
  - 02-03-2021 Executive Session (Closed)
  - 02-08-2021 Regular Meeting
  - 02-09-2021 Special Work Session
  - 02-09-2021 Executive Session (Closed)

*Council President Jones requested Councilmembers to offer any edits of minutes to the Clerk to the Council, prior to the Regular Meeting on March 8, 2021.*

- Legislation (March)
  - CR-XX-2021 A Charter Resolution to Amend Article IV “The Mayor”, Section 404, “Powers and Duties Generally”

Consensus took for the amount of \$2K or \$6K

Council President – Robin Jones - \$2K  
Council Vice President – Angela D. Ferguson - \$2K  
Councilwoman – Deborah A. Eason - \$2K  
Councilman – James A. Herring – \$2K  
Councilwoman – Carolyn Smallwood – \$2K  
Councilman – Donjuan Williams – \$2K  
Councilwoman – Celestine E. Wilson – Pass /Pass

**Will come to the Floor – Assigned Charter Resolution #05**

- O-05-2021 An Ordinance to Amend the Personnel Manual (First Reading)

**Will come to the Floor – First Reading**



- R-XX-2021 A Resolution to Authorize Purchase a Walk Behind Power Mower for the Public Works Department
  - ✓ Inventory and Maintenance Schedule to be implemented
  - ✓ Educational and Training to be done with the Public Works Staff

**Will come to the Floor – Assigned Resolution #37**

- R-XX-2021 A Resolution to Authorize Purchase of a Ride-On Power Lawn Mower Z920M ZTrak for the Public Works Department

**Will come to the Floor – Assigned Resolution #38**

- R-XX-2021 A Resolution to Authorize Purchase of a Ride-On Power Lawn Mower Z950M ZTrak for the Public Works Department

**Will come to the Floor – Assigned Charter Resolution #39**

- R-XX-2021 A Resolution to Remove Councilwoman Robin Jones as Council President
  - ✓ Council President Robin Jones offered her reasoning for each allegation
  - ✓ Councilman Herring offered his reasoning for each allegation

**Will come to the Floor – Assigned Resolution #40**

- Legislation (April - Public Hearing on March 16, 2021)
  - CR-XX-2021 A Charter Resolution to Amend Article VIII "Finance" Section 818 "Contract Procedure"
- Mayor's Report – See Report
  - Mayor Estes will prepare a final report regarding the Annexation by mid-March to offer to the Council.



- Mayor Estes announced he will not be running for the re-election at the next election term (May 2021) and will be passing the annexation project over to the next Mayor.
  
- City Manager's Report – See Report
  - Councilman Herring request a surplus list for equipment from the Public Works Department by next month.
  - Councilman Herring notes a concern regarding the Human Resources report and suggested that the report be offered to the City Attorney for legal sufficiency regarding privacy of personnel.
  - Councilwoman Eason requested confirmation if inventory had been done for the Cable Station room and if the previous cable vendor had offered an additional inventory list.
  - Councilwoman Wilson offered her concern regarding whether the Administration has made the Cable Station broadcast a priority.

The Administration has an inventory list of the Cable Station room equipment and will reach out to the cable station vendor for his inventory list.
  
- Chief of Police Report – Report was not available to Captain Jackson - See Report
  - Councilman Herring offered “thanks” to the Police Officers for the drive-by celebration and locating a citizen.
  
- City Treasurer's Report – See Report
  - Final audit report for FY 2020 was offered to the State of Maryland on February 26, 2021.
  - Treasurer has been working with the City Manager and Mayor to prepare the upcoming proposed FY 2022 budget.
  
- Topic of Discussion
  - Job Descriptions (Smallwood)



- Councilwoman Smallwood requested old and new job descriptions and states that the new job descriptions be offered to Council for review and approval.
- Karen Shoultz, Human Resources Specialist offered the new job descriptions were vetted by the City Attorney.
- Councilwoman Smallwood and Karen Shoultz will meet to discuss further.
- Cable (Wilson)
  - Discussed earlier in the meeting
  - Councilman Herring suggested that the cable can use PowerPoint to stream the virtual meetings for a cable broadcast
- Timeline for Department Head Reports (Jones)
  - Council President Jones offered that the Council Rules indicate that the Department Head reports are due to the Council Clerk by the Tuesday prior to the monthly Work Session.
- Drive-by Celebrations, Guideline (Jones)
  - Administration suggested guidelines for a drive by celebration due to COVID 19:
    - A City Resident
    - 90 years or older
    - Only Police Offices already on duty to work this event
    - No outside photographer or videographer
    - Administration will post pictures on the website
    - Announcement/notification made to Mayor & Council in a timely manner for their participation
    - Police Department will administer the drive-by celebration, notifications, etc.



- Council President Jones added one more item to the guidelines:
  - Possibly staging at the City Hall parking lot
- Councilman Williams suggested that the Administration over-see the drive-by celebration
- Council President Jones suggested an analysis be done on how many citizens call to request this service and the average age
- Final decision was to allow Administration to administer this Outreach Service of a drive- by celebration
- Consensus taken on the age requirement of 90 years and above:
  - Council President – Robin Jones - Yes
  - Council Vice President – Angela D. Ferguson – Yes and for Administration to handle.
  - Councilwoman – Deborah A. Eason – Pass/Pass
  - Councilman – James A. Herring – Yes
  - Councilwoman – Carolyn Smallwood – Yes
  - Councilman – Donjuan Williams – No to 90 and above, but Yes to Administration to decide the age requirement
  - Councilwoman – Celestine E. Wilson – Yes
- ShoreScan Proposal (Jones)
  - Councilwoman Eason asked if the Finance Office is using their file cabinet and Mr. Bratton, Treasurer replied “Yes” they are using their file cabinet from ShoreScan.
  - A renewal questioned was raised and the Council President will research.

Adjourned at 10:10 PM

Submitted by:

*M. Toni Taylor, CMC*  
*Clerk to the Council*



City of Glenarden  
Special Regular Meeting (Virtual)  
Wednesday, February 24, 2021 at 7:00PM  
Minutes

**Attendees:**

Council President – Robin Jones  
Council Vice President – Angela D. Ferguson  
Councilwoman – Deborah A. Eason  
Councilman – James A. Herring  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams  
Councilwoman – Celestine E. Wilson  
Mayor - Edward Estes  
City Manager – Timothy George

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

Council President – Robin Jones  
Council Vice President – Angela D. Ferguson  
Councilwoman – Deborah A. Eason  
Councilman – James A. Herring  
Councilwoman – Carolyn Smallwood  
Councilman – Donjuan Williams  
Councilwoman – Celestine E. Wilson

**We have a Quorum**

- Motion to Adopt Agenda

Councilwoman Ferguson motioned to approve agenda – Seconded by Councilwoman Smallwood

Council President – Robin Jones - Yes  
Council Vice President – Angela D. Ferguson - Yes  
Councilwoman – Deborah A. Eason - Yes  
Councilman – James A. Herring – Yes  
Councilwoman – Carolyn Smallwood – Yes  
Councilman – Donjuan Williams – Yes  
Councilwoman – Celestine E. Wilson – Yes



**7 Yes – APPROVED**

- Legislation

- R-35-2021 A Resolution Accepting the FY 2020 Independent Auditor's Report

Councilwoman Smallwood motioned to adopt – Seconded by Councilman Herring

Council President – Robin Jones - Yes  
Council Vice President – Angela D. Ferguson - Yes  
Councilwoman – Deborah A. Eason - Yes  
Councilman – James A. Herring – Yes  
Councilwoman – Carolyn Smallwood – Yes  
Councilman – Donjuan Williams – Yes  
Councilwoman – Celestine E. Wilson – Yes

**7 Yes – APPROVED**

- R-36-2021 A Resolution for Authorization for Magnolia to Perform Repairs on the Sewer System at Martin Luther King (MLK) Park

Councilwoman Wilson motioned to adopt – Seconded by Councilwoman Ferguson

Council President – Robin Jones - Yes  
Council Vice President – Angela D. Ferguson - Yes  
Councilwoman – Deborah A. Eason - Yes  
Councilman – James A. Herring – Yes  
Councilwoman – Carolyn Smallwood – Yes  
Councilman – Donjuan Williams – Yes  
Councilwoman – Celestine E. Wilson – Yes

**7 Yes – APPROVED**

- Citizens Comments/Questions (five minutes)

Seeing None/Hearing None

- Adjourned at 7:11PM

Submitted by:

*M. Toni Taylor, CMC*  
*Clerk to the Council*