



The City of Glenarden
Special Regular Meeting (Virtual)
Monday, October 4, 2021, 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 7:01 PM
- Invocation led by Vice Council President Angela D. Ferguson
- Roll Call
 - Councilwoman – Erika L. Fareed – Present
 - Councilwoman – Kathleen J. Guillaume - Present
 - Councilman – Maurice A. Hairston – Present
 - Councilman – James A. Herring – Present
 - Councilwoman – Robin Jones – Present
 - Council Vice President – Angela D. Ferguson – Present
 - Council President – Derek D. Curtis, II – Present

We have a Quorum

- Discussion
 - **President Curtis** – Include the reading of resolutions for the Director of Public Works and Youth Advisory Committee to the agenda.
- Motion to Adopt Agenda

Councilwoman Robin Jones to adopt the agenda – Second by Councilman James A. Herring.

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

7 Yes, 0 No = PASSED

- Topic of Discussions
 - Growing Green with Pride Day
 - **E. Fareed** – Discuss with Public Works what trees and shrubs we would we like to select for the beautification project, and what locations would you like them installed. Councilwoman Fareed is also requesting to add another point of contact to the flyer before it is listed to the public.
 - **J. Herring** – Councilman Herring wants to include a marketing slot for the Growing Green with Pride Day to his Shred Day post card that is being bulk mailed to the citizens. He wants to know if there is any cross promotion on the city website before he adds this event to the post card mailing.
 - **E. Fareed** – There is currently no advertisement on the city website due to needing an alternative point of contact listed on the flyer. An Event Bright registration has already been created; we just need additional persons as point of contact.
 - **Vice President Ferguson** – Volunteers to be added as a point of contact on the flyer.
 - **E. Fareed** – You can look forward to this event Saturday, October 30, 2021 from 8am – 11am. Please note that registration is now open via event bright.
 - Procedure for Mailings
 - **E. Fareed** – What is the procedure for mailings?
 - **J. Herring** – Councilman Herring did a mail merge where he printed the address on the flyer on one side of the flyer, and the advertisement on the other. Councilman Herring suggest doing a bulk mailing via the reception desk because it more cost effective. However, please note that bulk mailings need to be processed 3 weeks in advance of your event date to ensure a timely distribution from the USPS.
 - **E. Fareed** – Where would you find the residents list?
 - **J. Herring** – Councilman Herring collected the addresses over the year. There should be an updated residents list on the council clerk’s computer.

- **R. Jones** – The city has an account with the USPS for bulk mailings. We should check with the treasurer to verify the remaining funds available for future bulk shipments.
 - **E. Fareed** – Can we do a opt in form where the residents can designate their communication preference for electronic messaging versus hard copy postcard mailings.
 - **Mayor Cross** – The Administration is looking into obtaining Code Red which has a one messaging component to communicate with residents. Mayor Cross also wants to collaborate with the council to send out a quarterly event postcard mailing to the citizens.
 - **E. Fareed** – We need to discuss who's budget this quarterly mailing will be allocated to.
 - **K. Guillaume** – How much did we spend last year on postage? Agrees with Councilman Herring that each councilmember should have their own line item for postage to send out communication to their respective ward.
 - **President Curtis** – We will follow up with the Treasurer Dean Steward on the amount spent in prior years for postage/mailings.
- Update on meeting/communications re: completion of Woodmore Towne Center Development & City responsibilities
 - **E. Fareed** – The streets will be turned over to the City of Glenarden to be maintained after a walk thorough of the current conditions; the main street being Glenarden Parkway. The walk-through date has not been announced yet. we are still waiting for a site map.
 - **R. Jones** – Will the sitemap include the sidewalks and aprons that the developer put in? Some of the brick areas need to be corrected.
 - **E. Fareed** – Councilwoman Fareed isn't clear on that. There is follow-up information that the D.R. Horton Attorneys have yet to receive that would help answer some questions. One of the challenges is turning over the site map for the walk-through, and getting some of the retail partners all on board. The City of Glenarden doesn't have the records

we need to have, and should obtain the proper documentation such as a public works agreement.

- Resolution to install playground equipment at 7th Street Park
 - **E. Fareed** – The 7th Street Park located in Ward 3 is the location the where Councilwoman Fareed hosted the back to night school event. Many of the residents were unaware that this location was an actual park. There is a need to develop a safe place for recreational activities for the kids, that is well lit. The residents want better lighting in the park to steer away from the unwanted activities generated in this area. Councilwoman Fareed introduced a resolution to install playground equipment at the 7th street park, and requested Vice President Ferguson and Councilwoman Guillaume to co-sign the resolution.
 - **President Curtis** – Will have the resolution posted online for citizen review.
 - **President Curtis** – Is the park registered with the Park Police?
 - **J. Herring** – The Park is a city park and is not registered with the Park Police.
 - **J. Herring** – The Park requires appropriate lighting.
 - **Mayor Cross** – The Mayor wants to modify the grant to include all parks located in Glenarden, MD that needs updating.
 - **E. Fareed** – How would you allocate what money goes to each park location under a consolidated grant for all parks? A budget detailing the allotment of funds per park location and substantial reasoning for the allocated funds per location would be needed as well. The council should discuss having resolutions tailored to the direct needs of each park one park at a time versus trying to consolidate all parks under one grant.
 - **J. Herring** – Agrees with having separate resolutions for each park location. It would be hard to obtain a grant to cover park renovations for all parks located in the City of Glenarden.
 - **E. Fareed** – Needs to enlist the help of a site designer. Councilwoman Fareed has a list of grants such as the [Maryland State Park Grant](#) that can be utilized.

- **J. Herring** – Dellwood Park has already been refurbished by a state grant. We will not be able to use another grant for this park and would have to utilize city funds.
- **K. Guillaume** – Councilwoman Guillaume previously worked with an organization called [Kaboom](#) where you can apply for grants for park renovation for future reference.
- **K. Guillaume** – Would like the potential new City Manager to have grant management experience, or the city could hire a Grant Manager so the City of Glenarden can take advantage of the open grant opportunities offered by the State of Maryland.
 - **Mayor Cross** – In FY20 the City of Bowie received 74k in grant money to improve Heritage Park. The town of University Park received 47k in grants toward the renovation of their trails in FY20. The city of Glenarden has a lucrative 2.5 billion dollars sitting in the comptroller's office due to the stimulus package and she is looking for opportunities to utilize that money.
 - **J. Herring** – Councilman Herring is correcting the statement; He did not say that grant writing or obtaining a grant writer is an issue. Getting a grant for multiple projects is the issues. Most of the time the state will issue one grant per project. To get one grant for multiple park locations could be a problem. We need to tackle one project at a time.
- Return to in-person council meetings
 - Cable station
 - **President Curtis** – Request an update on the Cable Station and installation of the Up's from the Administration.
 - **Mayor Cross** – The Uninterrupted Power Supply (Up's) has arrived and will be put on the cable station. The issue with the cable station is there are frequent brown outs in the Municipal Building. The up's will ensure that when brown outs occur it will not kill the motherboard and protect our equipment investment.

- **Mayor Cross** - The Administration has received permission from the City Attorney to proceed with the RFP to hire a contractor to support the television station full-time. This contract position is already covered in the budget under communications.
 - **President Curtis** – How soon can we expect to have the Up’s installed?
 - **Mayor Cross** – As soon as tomorrow
 - **President Curtis** – Is the contract to manage the cable station is separate from the installation of the Up’s? Once the Up’s is installed, can the administration can go forward with the operations of the cable station?
 - **Mayor Cross** – Yes, the administration will run the RFP simultaneously with the installation of the Up’s. Right now, running the cable station is one counter act. If the council wanted to come in the council chambers this week to run an in-person session, the cable station is ready to do that to stream via Verizon and Comcast for our citizens. There is no holdup on the behalf of the Administration, the Administration is ready whenever the Council is ready.
- PPE Equipment
 - **President Curtis** – There were prior discussions to have the proper PPE outfitted throughout the whole Municipal Center with equipment such as 6ft distancing charts/space markings, temperature check stations, and plexiglass shields, etc. Have these accommodations been made for the council chambers and nutrition center as well since the attendees of the council sessions would need to sit in the nutrition center?
 - **Mayor Cross** – The Administrations has the 6ft distancing signs, floor tape, proper table and chair spacing, and will enforce the facemask mandate. We can limit the total number of attendees and staff to 25 people for in person sessions. The Council can

also schedule a walk through of the council chambers and nutrition center.

- **President Curtis** – Do we still have inventory of PPE?
 - **Mayor Cross** – Yes, two storage rooms full of hand sanitizer, facemask and gloves.
- **President Curtis** – Request the Council Clerk to work with the Administration to purchase plexiglass shields for the council dais as part of the PPE protection. The Council President would like to take a consensus vote on going back to in-person meetings.
 - **Mayor Cross** – We can purchase the Plexiglass from Home Depot. The shield is typically cut and custom built. The Administration request a budget line item from the Council to make the purchase. This can be done within a week. The Administration can have this request put through Public Works and have it in the council chambers within three weeks.
 - **J. Herring** – Is the plexiglass just going to be located on the dais, or will it be extended to the council members can lean back and still have the proper protection?
 - **Vice President Ferguson** – Will this divider just be in front of us or between us?
 - **President Curtis** – In front and between. The goal is for the citizens to be able to see our faces like on the zoom meetings, but still provide proper protection and distancing standards.
- **E. Fareed** – Other organizations have set forth procedures to have all visitors provide proof of vaccination, or a negative COVID-19 test prior to enter the build as well as enforcing the facemask mandate. Will the City of Glenarden take the same precaution methods to ensure the safety of the staff and attendees before going back to in-person meeting?

- **Mayor Cross** – The purchase of separate Plexiglass shields for the council will be expensive, to the tune of \$500 per council member. The institution of facemask is still required for our facility and you will not be permitted to remove your mask at the dais. You can purchase a sign language mask as an option for the visitors to see your face and still be protected.

- **M. Hairston** – Suggest having voting sessions in person and regular work sessions via zoom as a compromise.

- **President Curtis** – Will take a poll/consensus vote from the Council to go back to in-person meetings starting November 2021 starting with the Councilmembers only; the citizens being phased in at a later date:

Councilwoman – Erika L. Fareed - Yes
Councilwoman – Kathleen J. Guillaume - No
Councilman – Maurice A. Hairston - Yes
Councilman – James A. Herring - Yes
Councilwoman – Robin Jones - No
Council Vice President – Angela D. Ferguson - No
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4 Yes, 3 No = PASSED

- ARPA funds update

- **President Curtis** – Request feedback from each respective councilmembers ward of citizen recommendations for proper use of the ARPA Funds to share amongst the council.

- **President Curtis** – Has currently received ward suggestions from Councilwoman Erika L. Fareed.

- **J. Herring** – Will submit his list of citizen suggestion from his ward as well.

- **J. Herring** – We need to be clear on what type of ventures and programs we can cover using the ARPA Funds. The Council should meet to discuss best use methods of using these funds to serve the community.

- **President Curtis** – Will send out a poll to meet for a Saturday session.

- **M. Hairston** – Volunteers to submit a list of citizen suggestions from his ward.

- **President Curtis** – There is currently 429k in delinquent water bills across the City of Glenarden where we can help the citizens suffering through hardships via the ARPA Funds. The city can also provide small business grants for small business affected by the pandemic with ARPA. The City of Glenarden needs to have the structured management to review and oversee the application process and program compliance for these type of assistance programs provided by the city.
- **President Curtis** – Mayor Cross has a separate bank account been created for the ARPA Funds by the Administration yet?
 - **Mayor Cross** – The Administration is in the process to taking those actions, and will make sure a separate bank account is in place before our November meeting.

➤ Expungement Fair

- **Acting Chief Jackson** – What are the hours of this event? Will have to meet with Councilman Herring to discuss staffing for this event.
 - **J. Herring** – The Expungement Fair is 10am – 2pm, October 23rd, 2021 located in the Gold Room. Councilman Herring will setup a time to discuss traffic control, staffing and laptops with Acting Chief Jackson.
- **Vice President Ferguson** – What time do you want volunteers to report to the Gold Room?
 - **J. Herring** – Councilman Herring will respond via email to address the employee staffing need, because the State’s Attorney is requesting staff only to assist with printing due to the sensitive nature of the materials to protect privacy of the citizens.
- **R. Jones** – Is there still a \$30 fee associated with the expungement? Who is responsible for paying the fee?
 - **J. Herring** – If you are not convicted there is no fee, you just have to file the paperwork. To remove a conviction there is typically a \$30 fee associated with the removal, however, that is being picked up by the city at this expungement fair event. The states attorney will send the city a bill for the amount of people processed to have charges expunged.

- **E. Fareed** – Is the Expungement Fair only open to the City of Glenarden residence or the whole county?
 - **J. Herring** – This event is open to all Prince George’s County Residences.

➤ Shred Day

- **J. Herring** – Shred Day is taking place October 30th, 2021 from 11am – 2pm.
- **Vice President Ferguson** – Will you be accepting donation on Shred Day?
 - **J. Herring** – Green Drop will be accepting donations from the Citizens from 11am – 2pm
- **President Curtis** – Mayor Cross is there a better way to advertise upcoming events so it’s easier to find at the top of the page on the website?
 - **Mayor Cross** – Will have the website addressed first thing in the morning.

➤ Reading of R-XX-2022 A Resolution Authorizing the Appointment of L. Bleu Colquitt as the Director of Public Works

➤ Reading of R-XX-2022- A Resolution to Appoint Jeffrey P. Hammond to the Glenarden Youth Advisory Committee

➤ **President Curtis** – Will take a poll/consensus vote to interview both L. Bleu Colquitt for consideration as the Director of Public Works, and Jeffrey P. Hammond for consideration of appointment to the Glenarden Youth Advisory Committee:

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

7 Yes, 0 No = PASSED

➤ **President Curtis** – Will schedule one closed session to interview both candidates with Mayor Cross.

- Adjourned at 8:54 PM

Submitted by:

Ms. Victoria Lewis, Council Clerk