



The City of Glenarden  
Emergency Work Session (Virtual)  
Monday, January 3<sup>rd</sup>, 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
    - 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**
- Motion to Adopt Agenda
    - Vice President Angela D. Ferguson to adopt the agenda – Second by Councilwoman Robin Jones.
  - Discussion
    - **President Curtis** – Request to add snow removal to the agenda.

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**

- Review of Minutes
  - **President Curtis** – The minutes will be reviewed to vote on during the Monday, January 10<sup>th</sup>, 2022, 7:30pm Regular Session (Virtual) Meeting.
- Administrative Report
  - Mayor/City Manager Report
    - **Mayor Cross** – Request feedback from the council on the new website design to prepare for its publication launch.
      - **J. Herring** – The new website needs to be modified. The new website looks basic in the sense that the formatting is an exact replica of our current website with the addition of a few new pictures. Councilman Herring believes the demo that was presented to the council by Revise is not the same formatting that was sent for review and approval. The mayor's page is fine, however, the City Council's page gives an error. Councilman Herring wants the website done right before its publication.
    - **J. Herring** – How are all the events on the quarterly postcard going to be funded? There is currently only 2k left in the administration budget for special events. As a council we need to ensure we are not going over budget line items.
      - **Mayor Cross** – Hopes to have community discussions about the events schedule for planning with the council. Mayor Cross would also like to discuss which events the council can partner with the administration on, as it is not the expectation for the administration to single handedly use their budget for the City of Glenarden events.
    - **J. Herring** - The Gold Room is an enterprise zone that is a business used to create revenue for the city. A lot of the suggest event dates are in the spring - summer time (April – August) which is prime wedding/event season for the Gold Room. In its prime seasons prior to the COVID-19 Pandemic the Gold Room on average brought in 16k a month. Event request submitted by City Officials are permitted, however, it need to be reviewed and approved by the council per the Gold Room rules.

- **Mayor Cross** – Section 92-2 Authority to administer Gold Room Operations of the charter states: **The City Manager shall have the authority to administer the Gold Room operations. The City Manager or his designee must approve all Gold Room contracts.**
- **J. Herring** – The suggests the dates sent by the administration to reserve the Gold Room at gratis needs to be reviewed by the council to ensure rental availability for paying customers to keep a flow of consistent revenue.
- **J. Herring** – Questions the landscaping service proposed, as Councilman Herring believes that some of the duties could be handled by Public Works.
- **J. Herring** – Who authorized the removal of the bamboo at Hayes Street Park located by the Barber Shop and fish market.
  - **Mayor Cross** – The bamboo that was cut down on the Glenarden side was authorized by the City Manager to for the purpose of community safety to prevent the leaning dead limbs from causing hazardous environment to by passers.
  - **J. Herring** – Councilman Herring takes issue with the bamboo being cut down at Hayes Street Park. This is the second time the administration has cut something down that was provided to the city by a grant. The Hayes Street Park was paid for by two grants and is a memorial park. The bamboo was placed at this location to place a barrier between Hayes Street Park and the adjacent resident, and to prevent erosion on the hill into the parking lot; now we must figure out a different method of prevention due to its removal. Councilman Herring request the administration to do its research prior to taking action that could be counterproductive to the prior efforts made by its city leaders, and to please stop doing things because one person asked you to do it.
- **E. Fareed** – Regarding the City of Glenarden beautification efforts, the city was given several shrubs and trees to be planted on the Oct 30<sup>th</sup> Growing Green with Pride Day. Can you please provide an update on what we did with those items, where have they been planted, or if they have not been planted what is the plan for them.

- **Mayor Cross** – The plan is to plant them around the municipal center. The shrubs will be planted in the plant box in front of the municipal center, and the magnolia will be placed on the hill to be given room to grow and expand.

➤ **Treasurer's Report**

- **D. Stewart** – Requested an extension through to January 30<sup>th</sup>, 2022, to submit the city's audited financial statements to the Maryland Department of Legislative Services.
- **J. Herring** – Real Property Tax: Under our current year actuals it was mentioned that the taxes are waning down...and the current year actual is at 2.3 million dollars, and we budgeted 2.7 million. The concern is that in the 2.3 million dollars its actual streetlight assessments and special assessment under pilot and grants, 5381 and 5382 has zero activity. Part of that money needs to be moved down in the real property tax, because the county sends us one block of money for our taxes which incumbers the streetlight assessment and special assessments for trash pickup. We are way under budget when it comes to tax revenue, and we should be over budget with, and the excess would be coded to the streetlight assessments and special assessments at the bottom. These numbers need to be investigated; we are missing almost 1 million dollars in revenue.
- **J. Herring** – Hotel/Motel Tax: 4150, it was budgeted for 100k, and we have only received 24k so far is a concern.
- **J. Herring** – Amusement Tax: Hopefully this will pick up.
- **J. Herring** – State Income Tax: Hopefully this will pick up.
- **J. Herring** – Total Licenses & Permits: It is budgeted for 248k, and we have only received 28k. Regarding General Business Licenses have all the invoices went out to ensure everyone has paid for their business licenses? This needs to be investigated.
- **J. Herring** – Overtime: 6190, We are about to go over budget with only 17% left.
  - **President Curtis** – Asks Acting Police Chief Robinson if there is a rational behind why we are over budget being only six months into the fiscal year in overtime?

- **Acting Police Chief Robinson** – Mainly due to special events, and coverage over off duty officers.
- **President Curtis** – If there was a ramp up of overtime that is being paid within the city budget, how is that being balanced between the overtime accrued for work outside the city i.e., Costco and Wegmans, Best Buy, Hook and Reel, etc.?
  - **Acting Police Chief Robinson** – All of those business entities pay the officers completely separate from the city budget; the officers are independent contractors.
  - **President Curtis** – It has been discussed with the mayor that there needs to be greater transparency. President Curtis does not have a problem with the officers making extra money and overtime at the Woodmore Town Center, however, it does present a conflict of interest when the officers are in a Glenarden issued police squad car and uniform representing the city of Glenarden on their personal time. If something was to transpire during their overtime at the Town Center, there would be a response to take police action with their Glenarden issued service weapon. If the officers are going to be in city uniform in city equipment, that the business should pay the city directly where the funds would go directly to the officers. This could better track service time spent working for the city versus moonlighting part time in the event there is a request for audit to track overtime to prevent possible double dipping. It is also my understanding that the officers do not clock in and clock out, that is being managed though the Acting Glenarden Chief of Police which creates too much gray area or a possible conflict.
  - **President Curtis** – Who scheduling of the part-time contract overtime?
  - **Acting Police Chief Robinson** – Acting Police Chief Jackson does the scheduling for the City of Glenarden officers. Acting Chief Jackson also provides the scheduling for contracted overtime

officers at the Woodmore Town Center with the help of Sargent Richardson. Lt. Richardson manages the timecards for the officers for City of Glenarden.

- **J. Herring** – Ammunition: 8550, Why is ammunition so far already over budget by \$1,300 and we are only at the sixth month period of the year?
  - **D. Stewart** – Under special funds pg.5 you will see it has an ammunition section that has \$3,500 not been touched. It is separated due to funds being received under a grant.
- **J. Herring** – Physical Exams: 7790, we only have 22% of the budget left.
- **J. Herring** – Insurance for Vehicles and Properties: 7883 and 7884, vehicles is at 0% left. Have the taxes been paid to cover the full year?
  - **D. Stewart** – Yes, the taxes have been paid for the full year for both vehicles and properties.
- Chief of Police Report
  - **R. Jones** – The second entry of the chief of police report is states: On Nov. 23<sup>rd</sup>, 2021, Acting Chief Jackson received an e -mail from Sgt. Hartnett advising that the Panasonic CF - 30 Toughbook MDT's (in -car) computers will no longer be serviceable or upgraded to 64 -RIT Ram and this model will be discontinued and replaced by the Panasonic Toughbook Model "55". Does that mean the city has to engage in purchasing new Toughbook's for the police cars?
    - **Acting Police Chief Robinson** – We have two or three CF - 30's that are no longer operable, however, with the new vehicles we have two brand new "55" models so this doesn't affect us. We have enough computers and do not require additional computers at this moment.
  - **R. Jones** – At the A1 Liquors on 704 it has been noticed that in the last couple of months the police no longer patrol in the evening, does the owner no longer want you to patrol that area?
    - **Acting Police Chief Robinson** – That is correct, the owner no longer wants to pay the police to work part-time from 8pm – 12am resulting in the Glenarden Police Officers no longer patrolling that area.

- **J. Herring** – Is there anybody patrolling that lot from 8pm to 12am? The Liquor Board requires police presence between those hours to keep within compliance.
  - **Acting Police Chief Robinson** – No
  - **J. Herring** – This needs to be reported to the Liquor Board, we need to address the board as a city. Councilman Herring will send related information to Acting Chief Robinson related to the history of the A1 Liquor store.
  - **Acting Police Chief Robinson** – The A1 patrol provide a semi-substation for the citizens who expect to see police patrol between those hours.
- **R. Jones** – In reference to President Curtis’ statement pertaining to the budget and transparency with the police department, we should look into the transparency of hiring practices at this juncture.
- **R. Jones** – It was stated in a previous meeting that the Costco and Wegmans Shopping Center personnel requested to hire Glenarden Police Officers on a part-time basis. To Councilwoman Jones’ understanding Acting Chief Jackson stated that he was person responsible for the scheduling the officers for part-time work at WTC when asked if there was equitable scheduling amongst all the police officers to work overtime.
  - **Acting Police Chief Robinson** – Yes, Acting Chief Jackson does the scheduling at Costco, and Sargent Richardson does the scheduling for Wegmans. All police officers who have successfully completed their probation period can is available to work part-time at those establishments.
- **President Curtis** – Why is the timekeeping housed with one person for the police officers, versus each person individually clocking in and clocking out?
  - **Acting Police Chief Robinson** – That is the normal standard in the DVM area there are no time clocks for police officers, the chief of police does the time keeping or you announce yourself over the radio.
- Legislation

- R-XX-2022 - A Resolution to Award a Sidewalk Contract for Repairs of Sidewalks to Concreto Plus, Inc.
- **J. Herring** – Why did you pick a contractor that is bidding at 178k where there were two other contractors who quoted much less. Also, does this contract involve curb cuts for handicap access for that price, as it currently only states repair of sidewalks?
    - **Mayor Cross** – No, the agreement does not include handicap sidewalk access. This contractor was selected because they are local and black owned. The other companies used Concreto’s outline for their bid submission, which established Concreto as the more reputable and adequate candidate.
  - **J. Herring** – Did the City of Glenarden not provide our own scope of work in the RFP? Why would the other vendors copy Concreto’s outline for the project proposal they submitted?
    - **Mayor Cross** – Yes, the city provided a scope of work and an outline of all of the streets that required service.
  - **J. Herring** – Did you advertise for this contract, or did you just seek out vendors?
    - **Mayor Cross** – We sought out vendors and utilized a previous resolution pertaining to sidewalk repairs to pull vendor information for potential candidates.
    - **Mayor Cross** – During the walkthrough with Concreto the communication was clear, and the materials provided for the project would be provided by the contractor. Concreto plans to pour 4-inch-thick concrete slabs for new sidewalks, and 6x6 welded wire mesh to ensure durability.
      - **J. Herring** – The other contractors bids are comparable to Concreto as each bid is offering the same scope of duties without concessions.
      - **Mayor Cross** – Tibbs was impressive; however, they are coming out of Fairfax County. The mayor has concerns about them getting the job done in a timely fashion and would prefer a local contractor.





receive deliveries due to the lack of snow removal. Councilwoman Fareed would like to provide an update to the residents.

- **City Manager C. Barbour** – A follow up will be made with the contractor to see what the status is on that list of streets. A follow up will be made today offline to let the council know the status going into the night.
- **J. Herring** – Normally we contract with the state for salt, and you mentioned we contracted through the county; I thought the county contracted through the state also?
  - **City Manager C. Barbour** – Yes, that is to her understanding after speaking to the contractor earlier today. Mrs. Barbour will verify this information and provide a follow up in addition to the street list.
- **J. Herring** – Usually you must contract by a certain date to take advantage of the State of Maryland Salt Distribution program. Councilman Herring wants to ensure Glenarden is a part of that program, because it's the cheapest salt you can get without dealing with price gouging.
- **J. Herring** – A resolution was passed in 2020 for snow removal that offered a two-year extension option. Councilman Herring request the Council Clerk to pull resolution number R-35-2020.
  - **Vice President Ferguson** – The resolution was sent to the City Manager yesterday.
  - **J. Herring** – Councilman Herring requested a copy of the resolution be sent to him as well.
  - **R. Jones** – Per reading Resolution R-35-2020 the agreement says for a one-year period beginning December 2019 and two additional one-year terms at the option of the city for 2019-2020, and 2020-2021. We may need a new contract.
  - **J. Herring** – The contract was initiated in December 2019, meaning we should have one year with a two-year option. The city is only allowed to enter in a three-year extended contract.
  - **R. Jones** – Request City Manager C. Barbour to please have the current legislation for snow removal to shadow the legislation presented by Councilman Herring in 2019?

➤ Covid Testing, Events & Building Protocols

- **E. Fareed** – Wants to look into how we can still provide COVID testing to the residence post surge and what other services we could provide. Councilwoman Fareed asks the administration if the city should collaborate with the Department of Health and Human Services to help facilitate this program though. If we are going to go back to in-person meetings we may want to provide testing prior to entry. We need to step up our safety measures in the municipal center. Also, the number of events taking place in the Gold Room, and how close in proximity the Gold Room is to the staff is concerning considering the uptick in positive COVID cases.
- **K. Guillaume** – Councilwoman Guillaume is concerned about the mechanisms used to prevent COVID spreading. As successful as we want to be as far as event attendance is concerned, we need to make sure we are not contributing to a super spreader event. We need to be extra cautious, and Councilwoman Guillaume doesn't feel comfortable signing off on any city events without certain protocols being put in place to prevent spreading.
- **E. Fareed** – We may need to cancel some events, because what we are experiencing now is even greater than the first wave of COVID. Councilwoman Fareed feels it is a bit irresponsible to continue having so many events potentially creating in the increase of spreading and exposure.
  - **President Curtis** – In events, are you talking about city sponsored events, or are you referring to the Gold Room events?
  - **E. Fareed** – Yes, the Gold Room events. As previously stated by Acting Treasure Dean Stewart, the ARPA funds can be used to replace lost revenue due to COVID Pandemic Hardship on a business. My preference is that we do not host anymore events in the Gold Room until the end of this surge.
  - **K. Guillaume** – In addition to the Gold Room we should consider the Nutrition Center as well.
  - **E. Fareed** – We need to draft and set in place some type of clear polices/protocol for events, public safety, and how to manage through a

pandemic, because this is most likely not going to be the first surge wave of COVID cases.

- **Mayor Cross** – The administration has increased its frequency of cleaning, face mask rule, social distancing, temperature scanners, airing out of space, etc.
- **President Curtis** – Has there been any consideration to closing the municipal center to the public? This surge is possibly due to the Thanksgiving travel, and we have yet to see the impact of the Christmas and New Year's travel.
  - **Mayor Cross** -
- **President Curtis** – President Curtis would also like to readdress the personnel policy as it relates to telework for eligible employees in lieu of the COVID surge, which is a special circumstance. Let's not be reactive...rather proactive.
  - **K. Guillaume** – How did the administration operation via telework during the first COVID shutdown in 2020?
  - **R. Jones** - There was a meeting to close the municipal center down to the public and all staff except essential workers, i.e., Police Dept, City Manager, Public Works and Accounting Dept.
  - **J. Herring** – The essential workers received hazard pay during the 2020 shutdown.
  - **J. Herring** – The employee manual states that telework will be reviewed and approved on a case-by-case basis and under situational/special circumstances. The COVID Pandemic is a circumstantial situation, and the personnel manual has flexibility to permit telework for such an event that would not result/require modification of the employee manual.
  - **City Manager C. Barbour** – There may be a need to create a telework agreement between the employee and the administration.

➤ Traffic Safety

- **President Curtis** – Tabled until the Tuesday, January 18<sup>th</sup>, 2022, Public Hearing.

- Street Retrofitting
  - **President Curtis** – Tabled until the Tuesday, January 18<sup>th</sup>, 2022, Public Hearing.
- Elevator
  - **R. Jones** – Will give the pertinent documents regarding the elevator project abandonment to City Manager C. Barbour.
- Adjourned at 10:03 pm

Submitted by:

Victoria Lewis, Council Clerk

APPROVED