



Town of Capitol Heights

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TOWN COUNCIL WORK SESSION MINUTES September 7, 2021 7:00 PM

Meeting Purpose: Mayor and Town Council Work Session		
Date: 09/07/2021	Time: 7:15 PM	Room: Teleconference
Chair: Renita A. Cason, Mayor Pro Tem		Scribe: Acting Town Clerk – Robin Bailey-Walls
Call-in Number: (301) 715-8592 Meeting ID: 960 1200 3975		Password: 487704

P= present; E = Excused Absence T = present via teleconference; A= absence (not excused) R= Resident G = Guest

Chair/Voting Members:			
T	Mayor Pro Tempore – Renita A. Cason		Town Administrator – Beverly Habada T
T	Council Member Rhonda A. Akers		Chief of Police - Mark Cummings E
T	Council Member Caroline Brown		Director of NSD – Charles Simpson E
T	Council Member LaTonya Chew		Acting Town Clerk – Robin Bailey-Walls T
	Council Member Faith T. Ford		
T	Council Member Elaine Williams		
Guests/ Residents			
R	James Brown		Monica Johnson R
R	Netina Finley		Former CM Linda Monroe R

- I. **Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Acting Town Clerk
CM Ford sent a message stating she'd be late joining the call. She called in but couldn't hear (sent another message). Has requested to be excused?
- III. **Approval of the Agenda – Council**
Motioned by CM Akers to Approve the Agenda with the expectation the previous minutes will be provided for review at the next Work Session
Seconded by CM Brown; All Council approved the agenda
- IV. **County Zoning Hearing on Sept 13th and 14th – Impact on Town – Bev Habada**
 - New zoning will impact the Town as many are under 6,000 square feet
 - Seventy lots within the Town; currently nine are under the threshold of 6,000 square feet; more information to follow from Property Standards
 - County mandating a two-year grace period for implementation of the new zoning classes
 - Concerned that owners may abandon property given the loss in value
 - Bev recommends writing a letter of appeal to extend the grace period to five years to allow for additional time to develop the lots under 6500 square feet
 - CM Cason recommends the grandfathering of municipalities
 - CM Akers requested a copy of the Town legislation on the lots
 - CM Williams recommends;
 - follow-up managing the properties to build on
 - Actively send letters to property owners informing them to build



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- Side by side property owners collaborate
- With Town owned properties; selecting builders; partner with residents and offer incentives to build

CM Chew Motioned to allow residents to speak; **Seconded by CM Akers**; All Council agreed with Motion; no resident comments

V. FY 2022 Budget Review – Bev Habada

- Budget not balanced; expect to have ready for review on September 20th Work Session
- Items need to be updated to include the Green Street Grant (only list 500K; should be 1.5 M)
- VW mitigation funds (to be added on revenue and expenditure side)
- PEG Funds listed as a revenue but not listed as an expenditure
- Confirmation of salaries for each department; benefit/cost/expenditure analyses
- The Election was not included
- CM Akers – Is there a due date for budget completed?
- TA Habada- No legal time frame since it's already been approved; We'll do a budget amendment to address the clean-up.

VI. 2022 Election Process; scheduling a time for the discussion – Bev Habada

- Discussion regarding the Election process is scheduled on the rolling agenda for the Work Session on October 4th.
- **Motion by CM Akers** to discuss the Election process on October 4th Work Session; **Seconded by CM Brown**; **Straw Poll Vote All Council agreed with this date.**

VII. TA Report – Bev Habada

1. Administrative information – Rolling agenda for planning purposes
2. COVID Protocol – No evidence of a protocol in place; Is there any documentation? To be developed for opening and shutdowns
 - CM Williams – 2020 buildings closed; staff worked online; address best practices
 - CM Akers – No written protocols- A Work Session discussion
 - CM Cason - Requested by CM Ford on several occasions; we basically followed the County's lead
 - CM Brown – PCGMA; Some municipalities are reopening on different dates in September; A good resource

VIII. TA Assessment - Current Contracts - Bev Habada

1. RFP – Audit for 2020 and 2021;
 - Recommend request for proposal of a multi-year engagement; 5-year minimum term
 - Should current firm be considered for 2021 audit?
 - CM Williams – What do we have for them to use? Documentation – new firm, old firm holds a lot of information
 - CM Akers – Agree with 5-year contract
2. RFP – Refuse Collection – Bates contract has expired; How would you like to proceed? What about the trash can repairs?
 - CM Akers – Needs more time to think
 - CM Brown – Need literature before making a decision
 - CM Chew – She and ATA Miller had a meeting with Bates
 - Lots of issues with staffing
 - Trash can problems – will repair in phases
 - Happy with Bates
 - CM Cason – RFP with CM Chew to renew the contract
 - Trash cans were not an ongoing project
 - Residents were supposed to label trash cans with their addresses
 - The green cans are an eye sore
 - A better process is needed
 - CM Williams – Bates doesn't have a monopoly
 - Cost factor; search for others
 - We should see what else is out there
 - CM Williams Motioned to use RFP process; Seconded by CM Brown
 - Straw Poll Vote
 - CM Akers Abstain
 - CM Brown Yes



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CM Chew	No
CM Williams	Yes
CM Cason	No (if tie breaker applicable; awaiting Town Attorney weigh in via ta Habada)

- CM Cason – The previous decision cited by the Town is correct per Attorney Best
- CM Akers – Was under the impression an abstention as a No vote only pertained to Charter Amendments
- CM Brown – Town Attorney clarification is needed
- CM Williams – Believes it is dependent upon the way the Motion is made
 - Not in agreement with abstention
 - Charter Amendments rules are different

- **Per Attorney Best the straw poll abstention vote passed**

IX. Annexation – Discussion of Council priorities – Bev Habada/Council – What are your priorities?

- CM Brown – There were documents and a flyer that discussed the advantages of annexing
- CM Akers – Agrees that annexation should be done
- CM Chew – No comment
- CM Williams – Time sensitive areas to annex such as the Public Safety Building area; Walker Mill Road area
- CM Cason – They reached out about the school at Rollins
 - Haven't heard about other sections of the property
 - Advised them of our status
- TA Habada – Where are the modules to go for storage?
- CM Chew – Stated ATA Miller said someone called about the Lyndon Hills School
- TA Habada – Mission of Love has the lease at the school
 - There's been no discussion about leased space for the Town
 - Senior housing is planned in the area behind the churches
- CM Cason – There was discussion about a halfway house for Mission of Love; The residents are opposed to this

X. Council Announcements – Mayor Pro Tem & Council

- CM Akers – Waiting on the Youth Explorers Program to begin; possibly will be virtual; re-establishing Block Captains
- CM Brown – Confirming dates; will provide updates at a later time
- CM Chew – Looking to do a Game Day/Back to School Event; Reached out to Chief about regular police hours; new officers are in training; Chief will provide notification
- CM Williams – Wants to have a community movie night; make sure of inventory; screen and ensemble; Cooperative/Food Store in the works; Looking to have the truck make food deliveries; Would like to hold a Town Hall Round Table

XI. Public Comments

- Ms. Johnson- We were not made aware a new TA had been hired; There was no Town announcement; I learned about it after the Swearing-in; We should have been updated prior to it taking place
- Ms. Finley – I am now receiving announcements along with text messages; Trash collection seems to have gotten better;
- Former CM Monroe – I agree with Ms. Johnson about the Swearing-in; There should have been a public vote; Contracts should be bid yearly with options to renew; I have no problems with Bates; Roberts Rules – abstention neither positive or negative
- CM Akers – Ms. Johnson we appreciate your concerns; Do you have any suggestions or recommendations?
- Ms. Johnson – That discussion should be at another time

XII. Adjournment

- CM Akers Motioned to adjourn the Work Session; Seconded by CM Brown; Council agreed to adjourn at 9:07PM.