



# Town of Capitol Heights

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

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

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

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

- 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 13<sup>th</sup> and 14<sup>th</sup> – 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 20<sup>th</sup> 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 4<sup>th</sup>.
- **Motion by CM Akers** to discuss the Election process on October 4<sup>th</sup> 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.