



# Town of Capitol Heights

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**TOWN COUNCIL  
WORK SESSION MINUTES  
September 20, 2021  
7:00 PM**

<b>Meeting Purpose:</b> Mayor and Town Council Work Session		
<b>Date:</b> 09/20/2021	<b>Time:</b> 7:01 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		Town Clerk – Robin Bailey-Walls <b>T</b>
<b>T</b>	Council Member Faith T. Ford		
<b>T</b>	Council Member Elaine Williams		
Guests/ Residents			
<b>G</b>	Amanda Anderson		Kentasha <b>G</b>
<b>R</b>	James Brown		Monica Johnson <b>R</b>
<b>G</b>	Cashmere		Markies Ross <b>R</b>
<b>R</b>	Netina Finley		

**\*\*\* Due to Zoom Technical Issues/Interruptions in the meetings, it was difficult to capture as much content as is normally in the minutes. The Town Clerk Zoom account had been downgraded and the meetings ended every 30 minutes. The account has since been upgraded back to a business account.**

- I. Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. Roll Call:** Robin Bailey-Walls, Acting Town Clerk
- III. Approval of the Agenda – Council**
- IV. Review of Minutes from September 7, 2021 Work Session – Council**  
**CM Akers Motioned to Approve the meeting minutes; Seconded by CM Chew; Minutes were approved by Council**
- V. Review of FY 2022 Budget – Proposed Revisions – Bev Habada**  
**TA Habada discussed the following:**
  - Real Estate Taxes – The math works out; it was calculated at 100% collection; She normally recommends a 92% to a 98% collection.



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- PG County Tax Liens - \$15,500 was adopted; As of June 30, 2021 \$111.00 has been collected. 15K is too high; Recommend reducing it
  - Personal Property Tax – Was on point
  - Local Income Tax – Asked for the State for an analysis; 525K came in 400K was received; Recommends 450K
  - Amusement – Realistic
  - Business and Rental Licenses and Building Permits; Are on target
  - Verizon Franchise Fee – Is that PEG Funds? Recommends reducing to 72K
  - Comcast Grant – Ended as noted; Nothing budgeted
  - Tipping Fee – Reasonable
  - Grants – Not all included in the adopted budget
    - Green Street was partially included; The application was for 585K in the latest \_\_\_\_\_ may not survive.
    - NED was partially included
  - CM Akers – What's the total amount of the grant money in the American Rescue funding?
  - TA Habada – \$1,733,607.00
  - CM Akers - \$43600 in miscellaneous expenses. What is this?
  - TA Habada – I'll have to get clarification on what has been credited to this account in the past.
  - All Green Street Grants need to go in to the budget
  - CM Akers Motioned to Add the American Rescue Plan funding to the budget.
    - Do we have a plan for the residents?
    - Funding to be in a separate account.
  - TA Habada -Revenues must match expenses and will be added as an Amendment to the budget. Review of the expenditures will be at the next Work Session. Then the Budget Amendment will go to Public Session.
- VI. Proposed Virtual Meeting Protocol – CM Ford**
- VII. CM Ford presented her Committee's Virtual Meeting Protocol. She requested that Council provide feedback by Noon on September 22<sup>nd</sup>. Final review and approval will be scheduled for the Public Session on 27<sup>th</sup>.**
- VIII. Action Item Tracker Additions – Council**
- CM Cason – Send your additions and updates to the Town Clerk as Zoom Session was about to stop.
- IX. Council Announcements – Council – None**
- X. Adjournment – CM Akers Motioned to Adjourn; Seconded by CM Chew Meeting adjourned at 8:55PM.**