



Town of Capitol Heights

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MAYOR & COUNCIL
PUBLIC SESSION
JANUARY 11, 2021
7:00 PM

Zoom Meeting

<https://zoom.us/j/96012003975?pwd=ZTZwL3JvZWZicWJ0L1p1VXdwWU6Zz09>

Meeting ID: 960 1200 3975

Passcode: 487704

By phone (301) 715-8592 Passcode: 487704

Meeting Agenda

- I. **Call to Order:** Mayor Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Non-Denominational Prayer**
- IV. **Pledge of Allegiance**
- V. **Approval of the Agenda**
- VI. **Approval of Meeting Minutes –**
- VII. **Senior Management Reports –** ATA Miller and Chief Cummings
- VIII. **Public Comments**
- IX. **Legislative Agenda Items – None**
- X. **Seacom Alarm System Approval –** Chief Cummings
- XI. **Status of email migration and outcome of the Quality of Service Discussion with Vendor –** ATA Miller
- XII. **CGI Update; Edited Video –** CM Akers/ATA Miller
- XIII. **Status of RFPs –** ATA Miller
- XIV. **CGI Update-** ATA Miller
- XV. **Status of Town Projects –** ATA Miller
- XVI. **Status of Property Tax –** ATA Miller
- XVII. **Status of Grant Re-imbursments –** ATA Miller
- XVIII. **Letter to Residents Regarding the Budget-** ATA Miller
- XIX. **Former Council Member Clifford's PIA Request for Nehemiah Contract and Bids Information for Modular Building Work –** ATA Miller
- XX. **Mr. Brown' PIA request on Property Tax documentation (so the errors won't occur again)–** ATA Miller
- XXI. **Documented COVID-19 and Emergency Plans-** CM Ford/ATA Miller
- XXII. **Virtual Tutoring; Payment to Tutors/MOU –** CM Akers/ATA Miller
- XXIII. **Action Item Tracker –** Mayor Maldon
- XXIV. **Mayor & Council Committee Reports**
- XXV. **Public Comments**
- XXVI. **Adjournment**

Council Expected to Adjourn the Public Session Meeting to Convene Executive Session to Discuss Personnel and Legal Issues

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



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**MAYOR & COUNCIL
CLOSED SESSION
December 14, 2020
10:30 PM**

- I.** CALL TO ORDER
- II.** ROLL CALL
- III.** CLOSED SESSION – Personnel and Legal Issues
- IV.** ADJOURNMENT



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MAYOR & COUNCIL WORK SESSION – Meeting Minutes DECEMBER 21, 2020 7:00 PM

Meeting Purpose: Mayor and Town Council Public Session		
Date: 10/19/2020	Time: 7:01PM	Room: Teleconference
Chair: Mayor Shawn M. Maldon		Scribe: 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 Shawn M. Maldon		Acting Town Administrator – Darrell Miller	T
	Mayor Pro Tempore Renita A. Cason		Chief of Police - Mark Cummings	T
T	Council Member Rhonda A. Akers		Director of Neighborhood Services – Venus Drummond	E
T	Council Member Caroline Brown		Town Attorney – Fred Sussman	
	Council Member LaTonya Chew		Town Clerk – Robin Bailey-Walls	T
T	Council Member Faith T. Ford			T
T	Council Member Elaine Williams			
Guests/ Residents				
G	Bev Habada		Jean Johnson	R
R	James Brown		Mario Snowden	R
R	Netina Finley		Latoya	R

WORK SESSION AGENDA

- I. **Call to Order:** Mayor Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
 *Notes – CM Cason wasn't in attendance and had previously stated she'd not attend meetings again until January 8, 2021
 CM Chew contacted the Town Clerk and Council to indicate her absence because of a work
 There were no Motions made to excuse the absences
- III. **Davey Street – Paved; Grant application** – ATA Miller/Bev Habada
 - Grant was submitted for street paving and sidewalks
 - Signage was also included
 - Received letters of support including one from Former Council Member Clifford
- IV. **Greenhouse** – ATA Miller
 - Receipts were submitted -Waiting for re-imbusement
 - Mayor -Will there be another Ground Breaking Event
 - ATA – Yes intend to do another



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- V. **Status of COVID-19 Reimbursements** – ATA Miller
- Additional receipts have been submitted – Waiting for re-imburements
- VI. **Status Property Tax** - ATA Miller
- Called the County multiple times and have also sent emails with no responses; I will call again
- VII. **Status of Newsletter** – ATA Miller
- ATA Miller** - Ms. Ward has everything; will be updated in the morning
- CM Akers** – Last Wednesday was the deadline, now tomorrow; We need a better explanation
- VIII. **Status - Why Aren't the Leaves Being Pick-up?** - ATA Miller
- Leave pick-up has begun; will continue as weather permits
- IX. **Citibot** – ATA Miller
- Citibot submitted as it interfaces with GovQA was submitted for re-imburement
- X. **COVID-19 and Emergency Plans for Council Review** – CM Ford/ATA Miller
- CM Ford – I haven't heard the impact or protocols discussed to ensure safety for our staff or business operations
 - ATA Miller – Following State and County
 - Staff rotating days in the office; payments for licenses and fines are being done online; phone system will be updated soon
 - CM Ford – What about COVID exposures and taking temperatures
- XI. **Virtual Tutoring** – ATA Miller
- ATA Miller** –
- Signed the MOU; not totally fulfilled by what was asked for by Council; Council conditional approved the program based on lower fees and additional documentation; there were differing cost
 - In the future will have Michelle or Bev review vendor s and create a list of those who don't fulfill their obligations
- CM Akers** –
- I was to start on December 1, 2020
 - In the meeting on December 7, 2020, we told it hadn't started because only three children in the Town had (only 1 had completed the application)
 - Updated documentation should have been given to the Council
 - We had to make payment because the MOU had been signed
 - Is it possible to obtain the recording of the Zoom tutoring sessions?
- Former CM Linda Monroe-**
- Children outside of the Town had privy to tutoring
 - Taxpayers money are being taken advantage of by other municipalities
 - ATA should have monitored more closely; know what's going on and put it on hold until corrected
- CM Brown** –
- Confused because the program was agreed to be halted but it continues
 - CM Akers Motioned to have it halted;
 - One student from the Town
 - Demanded payment; Call overrode the agreement
 - Someone should be held accountable; find out exactly what happened
- CM Williams** –
- A month ago, I asked what was the threshold; don't move forward if we don't have enough students
 - Persistence to make it happen whether it fit the Council desire or not
 - Resources were still committed
 - We should have known in advance; it didn't warrant to continue to utilize resources



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- Looking backwards what improvements can be made
- People were paid under duress
- There's a way to disagree
- What was the process in getting the payment?

Mayor Maldon –

- CM Cason used her line item to make payment; CARES was not used

CM Williams –

- We weren't prepared for what happened
- No committee came together (no guidance under the Chair)

CM Akers

- On November 7th no program had not started; there was a waiting list of students from out of Town
- Payment was made for December 1 through the 10th; Council wasn't aware the Program had launched
- There was false advertising
- The MOU was signed before the documentation was received

CM Brown –

- On December 7th it was indicated it had not started
- Several times Town students were brought up
- We never received the correspondence and asked that the checks be held
- Persistence- the checks were distributed
- It was Motioned by CM Akers and Seconded by Brown that the Program was over
- Should be consequences since there was a strong stop by the majority
- The majority had spoken but it was carried out in malice.

Mayor Maldon –

- CM Cason isn't on the call
- Discussions ended on December 7th
- They were paid by the hour

CM Akers -

- The go ahead was given because the MOU had been signed

CM Brown –

- On the 7th it was indicated that the Program had not started
- I want to hear the Zoom calls
- Was ATA forced to sign the MOU?

Mayor Maldon-- –

- MOU was signed
- Needs to be discussed when persons involved are available
- Not sure if the tutoring sessions were recorded

Former CM Monroe-

- We keep hearing the problem but are not talking about a viable solution
- Not thoroughly vetted; CM Cason, ATA Miller and Ms. Spry?
- What was paid was Ludacris for one child; look at the numbers

Mayor Maldon- Recommend ATA Miller do a deep dive of the MOU

CM Akers –

- **Motioned to bring back to a public session**
- Seek legal recommendation
- Find a solution

CM Brown – Seconded the Motion



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Straw Poll Vote

CM Akers Yes

CM Brown – Yes

CM Ford No

CM Williams Yes

3 Yes/1 No

Mayor Maldon- Attorney already reviewed the MOU; no need for that expense since he already looked at it

CM Akers- Not aware he talked with Attorney

ATA Miller – Yes, the attorney read it

CM Brown –

- Definitely need to speak with an attorney so all are informed
- When did Miller sign?
- When was the attorney spoken to?

Mayor – A vote will need to be taken at a Public Session

XII. Mayor and Council Announcements - Mayor & Council

CM Williams- Kwanzaa Celebration begins December 26; Zoom workshops for youth 8 to teen. On the 27th a Zoom workshop for families

CM Brown – Working in conjunction on Kwanzaa. Thanks for the food distribution and gift cards for the residents (ATA Miller and Council). Upcoming Town video

CM Ford – Toastmasters Meeting on the 2nd and 4th Sundays

Mayor Maldon – Looking forward to 2021; January first Eat Like a Mayor Challenge; 100% no meat; Virtual meetings; Business planning and Economic Committee meetings; Referral Chain meeting on January 7, 2021.

CM Brown – Smoothie Program begins on January 11, 2021; 7 day fast

XIV. Adjournment – Meeting adjourned at 8:45PM

Council expected to adjourn the Work Session Meeting to Convene Executive Session to discuss Personnel and Legal Issues

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DECEMBER 21, 2020
10:30 PM**

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- IV.** ADJOURNMENT

DRAFT



Offering tomorrow's technology to address today's concerns

CCTV Surveillance

Prepared For

TOWN OF CAPITOL HEIGHTS

1 Capitol Heights Boulevard
Capitol Heights, MD 20743

December 3, 2019

THIS QUOTE IS VALID FOR 45 DAYS

THIS PROPOSAL AND THE CONTENTS WITHIN ARE THE PROPERTY OF SECOM, LLC AND ARE INTENDED FOR THE SOLE USE OF TOWN OF CAPITOL HEIGHTS. SHARING THIS INFORMATION WITH OTHERS OUTSIDE OF THE INTENDED RECIPIENT MUST BE APPROVED BY SECOM MANAGEMENT OR RETURNED AT ONCE. ANY VARIANCE MAY RESULT IN CONSULTATION AND DESIGN FEES.

Prepared by:
Secom, LLC
David Dorman
ddorman@secomllc.com
(443) 986-1487
DD1531



Executive Summary

After a thorough evaluation of Town of Capitol Heights 's security needs, we are confident that the selection found below will satisfy all requirements outlined in your request. Inside the proposal, you will find distinct sections of security that specifically address each area of interest. Within each section, a comprehensive equipment and labor schedule associated with a turn-key installation as well as the project total and any additional costing relevant to ownership will be displayed. The project hinges on primary assumptions and qualifications named in the document to ensure proper pricing. Lastly, all sections may be altered and re-engineered relevant to prioritization during the planning phase. We truly hope you will find our award-winning service and customer satisfaction to lend itself worthy of a valuable addition to your organization.

SECOM, LLC is UL2050 Certified National Security Integrator specializing in the installation and integration of Access Control, Intrusion Detection, Visitor Management, and Video Surveillance Systems.

Scope of Work

This proposal is for the upgrading of an outdated analog CCTV system to a Turbo HD CCTV system by utilizing all of the existing cable and only upgrade the main components. The Turbo HD platform will enhance the picture quality to a 5 mega pixel picture without running replacement cable to all of the cameras from the recorder. This system will also connect to the router/modem for remote access and management via website and smartphone app. The DVR DS-73xxHUHI-K4 Series DVRs supports advanced analytics such as line crossing, intrusion, scene change detection, people counting, heat map functionality, and Video Quality Diagnostics. All of the existing cameras will be upgraded to a superior image quality and a wide angle view point to cover more area. In all the system will be dramatically upgraded with far less costs associated with a full system replacement. To complete the upgrade there will also be a camera added to the back room area to complete full coverage of monitoring the area.

Secom will begin this installation by installing the new **Tribrid 8 channel DVR with 6 terra bytes** of memory and connecting it to a dedicated power outlet. The existing power supply will be replaced by a new **12VDC 8 camera power supply with 8 fused outputs**. 7 of the 8 cameras will be replaced with the following:

5 Turbo HD Dome 5 mega pixel cameras with a 2.8mm lens for wide angle viewing. Two additional **4MP IP Dome Cameras with a 2.8mm lens**, will have **Cat5e cable** run to the back room connected to the Council Room and above the office entrance door.

2 Turbo HD Bullet 5 mega pixel cameras with a 2.8mm lens will replace the outdoor bullet cameras. The 2 outdoor dome cameras will also have **wall mounts and pendant caps** installed to get the dome cameras off of the wall and have them installed properly by suspending them from their mounts to increase longevity. All of the existing cabling will be connected and identified, viewing angles adjusted and approved. The online access will be created and shown to the admin on how to navigate it. Quotations include parts, material, on-site documentation, labor, and training.

Qualifiers:

Taxes: Customer understands taxes are not included in the quotation and shall be incurred at the time of invoicing. All entities that are tax exempt must provide a copy of their tax-exemption certificate.

Deposit: Customer understands that Secom shall not order equipment, schedule or perform service prior to collecting the deposit. Customer shall provide Secom with current contact information pertaining to the proper name, address, email, and phone number of the responsible billing party.

Operational Hours: All work is based upon a single site mobilization during normal working hours: Monday through Friday, 7:00am to 4:00pm.

Access: Customer shall provide Secom personnel unfettered access to the appropriate building/site areas during assessment, installation, and maintenance phases.

Parking: Customer shall provide Secom personnel designated parking during scheduled assessment, meeting, or service events. Parking sought after and paid by Secom shall be invoiced at additional time and material rates.

Head-End: Customer shall provide adequate mounting space at each designated head-end location with a rack and/or plywood securely mounted on wall.

Infrastructure Preparations: Customer shall provide all raceways, conduit, and junction boxes as specified by System requirements.

Network/Wireless Communication: Customer understands that Secom shall not be responsible for performance of Customer's network and wireless communication that can drastically alter the performance of Secom-installed systems. Customer is encouraged to contact your provider for an assessment of signal strength, bandwidth, communication speed, and the like to ensure proper functionality.

Working Condition: Secom assumes all parts provided and/or installed by others that shall interface with Secom-installed parts is assumed to be in "working condition" and compatible with Secom selected parts. Deficiencies must be remedied immediately at additional time and material rates.

Exclusions: Customer understands Secom shall excludes any parts provided or installed by others in post-installation warranty or protection plans unless specifically stated on face of the Agreement or the attached proposal.

Warranty: Customer understand warranty is a limited warranty on all Secom-installed parts for one (1) year past installation completion date. Warranty does not include labor and is limited to naturally occurring faults and failures of Secom-installed parts.

Secom Protection Plan: Customer understands that Secom Protection Plan is a post-installation service/repair plan that covers all Secom-installed parts and other parts specifically listed on the face of the Agreement and/or attached proposal(s) that naturally fault or fail. Customer may request a document that specifies exclusions from Secom Protection Plan, namely batteries, network, vandalism, acts of nature, and molestation or sabotage (cyber or physical) from an entity or individual that is not represented by Secom.

Training: Customer understands training shall be scheduled as a single deployment and encourage all personnel to attend. Addition training can be scheduled at additional time and material rates.

Commissioning: Secom shall provide data sheets and marked plans upon commissioning. Customer understands that CADD or other professional "as-built" drawings shall not be included in scope of work and can be requested at additional time and material rates.

Maintenance: Customer understands that ongoing maintenance, assessments, and audits are not included in scope of work, but can be requested at additional time and material rates.

Scope of Work

Power: Customer shall provide a dedicated 120VAC 20 Amp circuit within 10 feet of System Controller(s)/Panel(s)/Server(s)/Recorder(s) as well as 10 feet of Power Supplies specified by Secom Engineering Team.

Power Redundancy: Secom assumes Customer to provide a source of back-up power to ensure system functionality during the event of power outage. Secom can provide quotations to improve power redundancy if deficiencies exist.

Network: Customer shall provide a network drop with internet access within 10 feet of System Controller(s)/Panel(s)/Server(s)/Recorder(s).

Fire Drop: Customer shall coordinate with Fire Alarm vendor for fire drop installation within 10 feet of Access Control Panel(s)/Power Supply(s) prior to Secom installation.

Existing Door/Hardware: Secom assumes existing doors and existing door hardware(s) are in "working condition" at the time of installation. Deficiencies must be remedied immediately at additional time and material rates.

Door Hardware Requirements: Secom assumes doors scheduled for installation of access control shall have an existing pneumatic closer and storeroom function mechanical lock in "working condition". Deficiencies must be remedied immediately at additional time and material rates.

Devices: Customer shall provide PC, laptop, tablet, smartphone, and/or other devices required for proper System management and functionality that meet or exceed System specifications prior to installation. Deficiencies must be remedied immediately at additional time and material rates.

Data Entry: Customer understands Secom shall assist in training for proper data entry, but Customer shall be responsible for the act of data entry unless specifically noted on the face of the Agreement or attached proposal.

Credentials: Customer understands that credentials can come in various forms and technologies that must be compatible with Access Control System as well as the specific readers. Credentials can be audited and provided by Secom at additional time and material rates.

Environment: Customer understands that environmental changes such a temperature, precipitation, wind, light, landscaping, and more can drastically alter the performance of each camera. Secom shall not be responsible for maintenance and/or environmental changes.

Quality: Customer understands that chosen video surveillance devices shall be limited to capabilities based on budget, application, programming, environment, communication/infrastructure, and maintenance. Quality of video surveillance system shall be as good as the "weakest link".

Storage: Customer understands that storage may be altered based on duration and volume of programmed "triggers". Customer can request ongoing maintenance and assessment plans to ensure proper recording requirements.

Communication: Customer understands a dedicated, redundant communication requires a cellular data plan that must remain in good standing. Disruption in cellular service shall result in vulnerabilities to the associated facility and assets intended for protection.

SECOM

CCTV

Qty	Description
1	Tribrid DVR, 16 Channel TurboHD/Analog, Auto-Detect, H.265+, 720p/1080p Real-time/5MP18 + up to 10-ch IP Camera, HDMI, Alarm I/O, Front Panel Controls, 10TB
5	Dome & Day/Night HD-TVI/AHD/HD-CVI/CVBS Camera, TurboHD 4.0 Series, Outdoor, IP67, 5 Megapixel, 2.8mm Fixed Lens, 20m EXIR 2.0, DWDR, Smart IR, 12 VDC
2	Bullet HD-TVI Camera, Day/Night, TurboHD 4.0 Series, Outdoor, IP67, 5 Megapixel, 2.8mm Fixed Lens, 20m EXIR 2.0, True WDR, Smart IR, 12 VDC
2	Bracket, Wall Mount, Short, w/ Junction Box
2	Bracket, Pendant Cap, 110mm
1	12VDC or 24VDC distributed via eight (8) fuse protected outputs with a total of 4A total supply current.
2	4MP/2.8M/IP/WDR/IP66/BLKDOME
170 ft	Cat5e Plenum White
1	Trendnet - 5 port POE switch
2	Outside extension ladder work - cameras
2	Secom labor to install, program and test

Other

Qty	Description
1	Misc. installation materials to include connectors, backboxes, peripherals, etc...

SECOM

Proposal Summary

Option 1:

Investment

Initial Investment \$ 749

Cost of Ownership (Monthly)

Secom Protection Plan \$ 36

Secom System Payment \$ 95

Initial Investment Total - Due Upon Signing \$ 749

Monthly Subscription Total \$ 131

Option 2:

Direct Sale

Total Investment \$ 5,761

Cost of Ownership (Monthly)

Secom Protection Plan \$ 36

Total Investment \$ 5,761

Deposit Due Upon Signing \$ 1,873

Remaining Balance Due \$ 3,888

Monthly Subscription Total \$ 36

*Includes: all parts, labor and Secom Protection Plan - covers all service, support and repair of SECOM-installed parts and equipment that "naturally" fault or fail.

*Sales tax not included

SECOM

Customer Acknowledgement/Acceptance

Customer acknowledges that: (a) SECOM has explained the full range of protection, equipment, and services available to Customer; (b) additional protection over and above that provided herein is available and may be obtained from SECOM at an additional cost to the Customer; and (c) Customer desires and has contracted for only the equipment and services itemized on this Agreement.

*Please initial which option you decide upon

Option 1: X
*Initials

For the sum of \$ 749 Payable upon contract signing

Upon acceptance of this proposal and the balance payable upon completion of the installation and as a precondition to activation of the system and, if applicable, connection to central station or direct connection service. In addition for the service(s) to be provided as indicated above, Customer agrees to pay

\$ 131

Option 2: X
*Initials

For the sum of \$ 5,761 Payable \$ 1,873 Down - Due upon Signing, (Balance Due upon Completion)

Upon acceptance of this proposal and the balance payable upon completion of the installation and as a precondition to activation of the system and, if applicable, connection to central station or direct connection service. In addition for the service(s) to be provided as indicated above, Customer agrees to pay

\$ 36

Per Month, in advance for a period of five years effective from the date service is operative under this agreement. After the five years, this agreement shall be automatically renewable yearly unless terminated by either party upon written notice at least 30 days prior to the anniversary date. SECOM shall have the right to increase the annual service charge after 1 year. In the event of termination prior to the end of the contract term, the Customer agrees to pay, in addition to any charges for services rendered prior to termination, 90% of the service charge remaining to be paid for the unexpired term of the agreement as liquidated damages (but not as a penalty).

The Customer agrees to pay, in addition to the service charges above, any false alarm assessments, taxes, fees or charges that are imposed by any governmental body, telephone or signal transmission company (for numbering or other changes) or costs of SECOM related to reprogramming alarm controls and other devices to comply with such numbering or other changes relating to the installation or service provided under this Agreement and to pay any increase in charges to SECOM for facilities required for transmission of signals under this Agreement.

In the event SECOM's representative is sent to the Customer's premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or, failing to close or properly secure a window, door or other protected point, or improperly adjusting monitors or accessory components, there shall be a service charge to the Customer. Failure to pay amounts when due shall give SECOM, in addition to any other remedies, the right to terminate this Agreement and to charge interest at the highest legal rate on the delinquent amounts. Customer agrees to pay all costs, expenses and fees of SECOM's enforcement of this Agreement, including collection expenses, court costs, and attorneys' fees. Customer warrants that the Customer: (1) has requested the equipment/services specified in this Agreement for its own use and not for the benefit of any third party, (2) owns the premises in which the equipment is being installed or that Customer has the authority to engage SECOM to carry out the installation in the premises and (3) will comply with all laws, codes, and regulations pertaining to the use of the equipment/services.

By _____
Secom Agent Date

Authorized
Signature _____

Customer Acceptance

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the reverse side. It is understood that they shall prevail over any variation in terms and conditions on any purchase order or other document the customer may issue.

Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing.

ATTENTION IS DIRECTED TO THE WARRANTY, LIMIT OF LIABILITY AND OTHER CONDITIONS ON REVERSE SIDE.

X
Customer Signature

X
Printed Name & Title Date

Secom Project Directory

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Senior Account Manager

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Tim Epperly

Director of Operations

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VP of Sales

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Headquarters:

10240 Old Columbia Rd, Suite H

Columbia, MD 21046

301-210-0022 (Washington DC Area)

410-309-9911 (Baltimore Area)

443-276-6865 (Fax Number)

240-374-1475 (24-hour Service Line)

email: admin@secomllc.com

www.secomllc.com

References: (Provided Upon Request)



Terms and Conditions

TERMS AND CONDITIONS

A. Signal Receiving and Notification Service shall be provided by SECOM if the reverse side of this Agreement includes a charge for Signal Receiving and Notification Service and in the event an alarm signal registers at Secom's Central Station. SECOM shall endeavor to notify the appropriate Police or Fire Department and the designated representative of the customer. In the event a burglar alarm signal or fire alarm signal registers at Secom's Central Station, SECOM at its sole discretion may endeavor to contact the Customer's premises by telephone to verify that the alarm is not false. Failing to contact the Customer promptly or questioning the nature of the response received upon such contact, SECOM shall endeavor to notify the appropriate Police of Fire Department and the designated representative of the Customer. In the event a supervisory signal or trouble signal registers at Secom's Central Station, SECOM shall endeavor to notify promptly the designated representative of the Customer.

It is mutually agreed that the Customer assumes full responsibility for the operation of any and all bypass or switch units provided for disconnecting or reconnecting the alarm sounding and/or transmitting equipment at Customer's premises.

Communication Facilities – A. AUTHORIZATION – Customer authorizes SECOM to make requests for information, service, orders or equipment in any respect on behalf of Customer to telephone company (the "Telephone Company") or other entity providing facilities or services for transmission of signals under this agreement. B. DIGITAL COMMUNICATOR – If connection to the SECOM Central Station is to be by Digital Communicator, the Customer agrees to provide a connection via a registered telephone jack to a telephone channel required for SECOM equipment. Such connection shall be electrically first before any other telephone or Customer equipment, and shall be within 10 feet of the SECOM Control Panel. If requested by the Customer, SECOM shall provide such connection at the cost of the Customer. The Customer understands that if a digital communicator is installed under this Agreement, it uses standard telephone lines as the transmission mode of sending signals and eliminates the need for dedicated telephone facilities and the large cost increases frequently imposed on such facilities. Customer also understands that SECOM does not receive signals when the transmission mode is or becomes non-operational and that signals from the digital communicator cannot be received if the transmission mode is cut, interfered with or otherwise damaged.

B. Warranty: If direct sale is indicated on the reverse side, any part of the system, including the wiring, installed under this Agreement which proves to be defective in material or workmanship within ninety (90) days of the date of completion of installation will be repaired or replaced at Secom's option with a new or functionally operative part. Labor and material required to repair or replace such defective components will be free of charge for a period of ninety (90) days following the completion of the original installation. This Warranty does not apply to the conditions listed below and in the event Customer calls SECOM for service under the warranty and upon inspection by Secom's representative it is found that one of these conditions has led to the inoperability or apparent inoperability of the system, a charge will be made for the service call of Secom's representative whether or not he actually works on the system. Should it actually be necessary to make repairs to the system due to one of the "Conditions" not covered by Warranty, a charge will be made for such work at Secom's then applicable rates for labor and material. Service will be furnished by SECOM during Secom's normal working hours of 8:00 AM to 4:30 PM., Monday through Friday, except holidays.

Conditions not covered by Warranty: A) Damage resulting from accidents, acts of God, alteration, misuse, tampering or abuse. B) Failure of the Customer to properly follow operating instructions provided by SECOM at time of installation or at a later date. C) Trouble due to interruption of commercial power or to the phone service. E) Changes made to customer network or computer operating system.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE PURCHASER'S EXCLUSIVE REMEDY WITH RESPECT TO ANY AND ALL LOSSES OR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING SECOM'S NEGLIGENCE, SHALL BE REPAIR OR PLACEMENT AS SPECIFIED ABOVE. SECOM SHALL IN NO EVENT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES OF ANY NATURE, INCLUDING WITHOUT LIMITATION, DAMAGES FOR PERSONAL INJURY OR DAMAGES TO PROPERTY AND HOWEVER OCCASIONED, WHETHER ALLEGED AS RESULTING FROM BREACH OF WARRANTY OR CONTRACT BY SECOM NEGLIGENCE OF SECOM OR OTHERWISE.

C. Ongoing Service/Repair – If the reverse side of this agreement indicated this service is being provided, SECOM will, upon Customer's request, provide ordinary service and repair of such system due to normal wear and tear and bear the expense thereof. The expense of all extraordinary service and repair due to alterations in the Customer's premises, alterations of the system made at the request of the Customer, or made necessary by changes in the Customer's premises, damage to the premises, or to the security system, or to any cause beyond the control of SECOM, shall be borne by the Customer. Any changes to customer's computer network that effect the security systems shall be borne by the customer. The Customer agrees to furnish any necessary electric current through the Customer's meter and at the Customer's own expense with an outlet within 10 feet of the SECOM Control Panel. It is mutually agreed that the work of installation and Secom's repairs of the system shall be performed between Secom's normal working hours of 8:00 AM to 4:30 PM, Monday through Friday, except holidays.

EXCLUSIONS: Conditions not covered by warranty listed above in paragraph B.

It is understood and agreed that Secom's obligation relates to the service and repair solely of the specific protection system, and that SECOM is in no way obligated to maintain, repair, service, replace, operate, or assure the operation of any device or devices of the Customer or of others not installed by SECOM. If not contracted for before the expiration of the Warranty, SECOM will enter into a Service Contract only after inspecting the system and making any necessary repairs or replacements to the system at a charge to the Customer for labor and/or material at Secom's then prevailing rates. INSPECTIONS – SECOM will provide the number of inspections of the Alarm system only as specified on the reverse side of this Agreement between Secom's normal working hours of 8:00 AM to 4:30 PM, Monday through Friday, except holidays and subject to the exclusions set forth above for Ongoing Service/Repair.

D. Limit of Liability IT IS UNDERSTOOD THAT SECOM IS NOT AN INSURER, THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE CUSTOMER AND THAT THE AMOUNTS PAYABLE TO SECOM HEREUNDER ARE BASED UPON THE VALUE OF THE SERVICES AND THE SCOPE OF LIABILITY AS HERIN SET FORTH AND ARE UNRELATED TO THE VALUE OF THE CUSTOMER'S PROPERTY OR PROPERTY OF OTHERS LOCATED IN THE CUSTOMER'S PREMISES. CUSTOMER AGREES TO LOOK EXCLUSIVELY TO CUSTOMER'S INSURER TO RECOVER FOR INJURIES OR DAMAGE IN THE EVENT OF ANY LOSS OR INJURY AND RELEASES AND WAIVES ALL RIGHT OF RECOVERY AGAINST SECOM ARISING BY WAY OF SUBROGATION. SECOM MAKES NO GUARANTY OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS, THAT THE SYSTEM OR SERVICES SUPPLIED WILL AVERT OR PREVENT OCCURRENCES OR THE CONSEQUENCES THEREFROM, WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT. IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX THE ACTUAL DAMAGES, IF ANY, WHICH MAY PROXIMATELY RESULT FROM FAILURE ON THE PART OF SECOM TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER. THE CUSTOMER DOES NOT DESIRE THIS CONTRACT TO PROVIDE FOR FULL LIABILITY OF SECOM AND AGREES THAT SECOM SHALL BE EXEMPT FROM LIABILITY FOR LOSS, DAMAGE, OR INJURY DUE DIRECTLY OR INDIRECTLY TO OCCURRENCES, OR CONSEQUENCES THEREFROM, WHICH THE SERVICE OR SYSTEM IS DESIGNED TO DETECT OR AVERT; THAT IF SECOM SHOULD BE FOUND LIABLE FOR LOSS, DAMAGE OR INJURY DUE TO FAILURE OF SERVICE OR EQUIPMENT IN ANY RESPECT, ITS LIABILITY SHALL BE LIMITED TO A SUM EQUAL TO 10% OF THE ANNUAL SERVICE CHARGE OR \$1,000, WHICHEVER IS GREATER, AS THE AGREED UPON DAMAGES AND NOT AS A PENALTY, AS THE EXCLUSIVE REMEDY; AND THAT THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY IF LOSS, DAMAGE OR INJURY, IRRESPECTIVE OF CAUSE OR ORIGIN, RESULTS DIRECTLY OR INDIRECTLY TO PERSON OR PROPERTY FROM PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS IMPOSED BY THIS CONTRACT OR FORM NEGLIGENCE, ACTIVE OR OTHERWISE, STRICT LIABILITY, VIOLATION OF ANY APPLICABLE CONSUMER PROTECTION LAW OR ANY OTHER ALLEGED FAULT ON THE PART OF SECOM, ITS AGENTS OR EMPLOYEES. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST SECOM MORE THAN ONE (1) YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION THEREFOR. IT IS FURTHER AGREED THAT THE LIMITATIONS ON LIABILITY, EXPRESSED HEREIN, SHALL INURE TO THE BENEFIT OF AND APPLY TO ALL PARENTS (BOTH DIRECT AND INDIRECT) SUBSIDIARIES AND AFFILIATES OF SECOM. IF THE CUSTOMER DESIRES SECOM TO ASSUME A GREATER LIABILITY, SECOM SHALL AMEND THIS AGREEMENT BY ATTACHING A RIDER SETTING FORTH THE AMOUNT OF ADDITIONAL LIABILITY AND THE ADDITIONAL AMOUNT PAYABLE BY THE CUSTOMER FOR THE ASSUMPTION BY SECOM OF SUCH GREATER LIABILITY PROVIDED, HOWEVER, THAT SUCH RIDER AND ADDITIONAL OBLIGATION SHALL IN NO WAY BE INTERPRETED TO HOLD SECOM AS AN INSURER. IN THE EVENT ANY PERSON, NOT A PARTY OF THIS AGREEMENT, SHALL MAKE ANY CLAIM OR FILE ANY LAWSUIT AGAINST SECOM IN ANY WAY RELATING TO THE EQUIPMENT OR SERVICES THAT ARE THE SUBJECTS OF THIS AGREEMENT, INCLUDING FOR FAILURE OF ITS EQUIPMENT OR SERVICE IN ANY RESPECT, CUSTOMER AGREES TO INDEMNIFY AND HOLD SECOM HARMLESS FROM ANY AND ALL SUCH CLAIMS AND LAWSUITS INCLUDING THE PAYMENT OF ALL DAMAGES, EXPENSES, COSTS AND ATTORNEYS' FEES. IF THIS AGREEMENT PROVIDES FOR A DIRECT CONNECTION TO A MUNICIPAL POLICE OR FIRE DEPARTMENT OR OTHER ORGANIZATION, THAT DEPARTMENT OR OTHER ORGANIZATION MAY INVOKE THE PROVISIONS HEREOF AGAINST ANY CLAIMS BY THE CUSTOMER DUE TO ANY FAILURE OF SUCH DEPARTMENT OR ORGANIZATION.

E. At Secom's option, the Customer may be charged for any false alarm caused by the Customer or for any unnecessary service run.

F. CANCELLATION – If Central Station service is furnished this Agreement may be terminated at the option of SECOM if Secom's Central Station is substantially damaged by fire or catastrophe or if SECOM is unable to have connections or privileges necessary to transmit signals between the Customer's premises, SECOM'S Central Station or the Municipal Fire or Police Department or other agency and SECOM shall not be liable for any damages or subject to any penalty as a result of such termination. It is understood and agreed that this Agreement may be terminated by SECOM in the event that the Customer fails to follow any recommendations SECOM may make for the repair or replacement of defective parts of his system not covered under the Warranty or Service Contract or in the event that the Customer's failure to follow the operating instructions provided by SECOM results in an undue number of false alarms or if the premises in which the system is installed are so modified or altered after installation as to render continuation of service impractical.

G. SECOM ASSUMES NO LIABILITY FOR DELAYS IN INSTALLATION OF THE EQUIPMENT OR FOR THE CONSEQUENCES THEREFROM, HOWEVER CAUSED, OR FOR INTERRUPTIONS OF SERVICE OR FOR THE CONSEQUENCES THEREFROM DUE TO STRIKES, RIOTS, FLOODS, TERRORISM, ACTS OF NATURE, OR ANY CAUSES BEYOND THE CONTROL OF SECOM, AND WILL NOT BE REQUIRED TO SUPPLY SERVICE TO THE CUSTOMER WHILE INTERRUPTION OF SERVICE DUE TO ANY SUCH CAUSE SHALL CONTINUE.

H. This Agreement is not assignable by the Customer except upon written consent of SECOM first being obtained. SECOM shall have the right to assign this agreement or to subcontract any of its obligations under this agreement without notice to Customer.

I. If any of the provisions of this agreement shall be determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

J. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE CUSTOMER AND SECOM. IN EXECUTING THIS AGREEMENT, CUSTOMER IS NOT RELYING ON ANY ADVICE OR ADVERTISEMENT OF SECOM. CUSTOMER AGREES THAT ANY REPRESENTATION, PROMISE, CONDITION, INDUCEMENT OR WARRANTY, EXPRESS OR IMPLIED, NOT INCLUDED IN WRITING IN THIS AGREEMENT SHALL NOT BE BINDING UPON ANY PARTY, AND THAT THE TERMS AND CONDITIONS HEREOF APPLY AS PRINTED WITHOUT ALTERATION OR QUALIFICATION, EXCEPT AS SPECIFICALLY MODIFIED IN WRITING. THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL GOVERN NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS AND CONDITIONS OR ANY PURCHASE ORDER OR OTHER DOCUMENT SUBMITTED BY THE CUSTOMER.

Action Item Tracker
January 11, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
42.	01/07/19	HOA Draft waiting for a response from the HOA; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session		ATA Miller	TBD
57.	07/06/20 01/22/19	Annexation of Metro City, Petzena Woods and Highmount- ATA Miller will follow through and provide a status	Work Session Work Session	Will follow through again; CM Cason provided additional information	ATA Miller ATA Miller	01/18/21 12/07/20 11/16/20 11/02/20 09/21/20
67.	02/04/19	3 rd Monday (Quarterly) designated for training – How to get ahead of the legislative process Ethics Training - Legit in attendance	Work Session		Mayor and Council	TBD
112.	04/15/19	Multiple Services Home Rehab; sent final draft to Town Attorney and Home Rehab team for review; What other companies are interested?	Work Session		ATA Miller	TBD
136.	06/019	Greenhouse - Status of the building/construction Greenhouse Greenhouse Town Garden; Investigate in Town locations. Visit the location and research the type and what will be produced	Work Session Work Session Work Session Work Session Special Session Work Session	Pending delivery and start-up this week. Submitted as a CARES Item Resolution to be provided Bring back Green House quote; Is an RFP required ATA Follow-up about sub-committee meeting on 12/01/20 Town Garden	ATA Miller ATA Miller ATA Miller ATA Miller/ CM Williams CM Williams	01/18/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/2 09/21/20
138.	06/03/19	Combined Flyer Process; Robin and CM Brown to review and update what Jason wrote	Work Session		CM Brown Robin Bailey-Walls	TBD

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
154.	07/01/19	Do a feasibility study to use the Police building as an incubator site; Community Center or for local businesses	Work Session		ATA Miller	TBD
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	Ran out of time Ran out of time	Mayor and Council	TBD 10/26/20 10/19/20 07/20/20
165.	07/22/19	Responsibility transferred to Town Clerk along with ATA Miller Codification; Pat Webster working on the documentation; Combined with # 240 – Code Updates	Work Session Work Session Work Session Work Session Work Session		ATA Miller	TBD 12/07/20 11/16/20 11/02/20 09/21/20
177.	09/09/19	Retirement Plan; Mayor requests a presentation by the State Contractor	Work Session		ATA Miller	TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session	Follow through regarding details for letter of support CM Williams indicated a letter is now required; follow through is needed	ATA Miller CM Williams CM Williams CM Brown	01/18/21 01/04/21
183.	09/13/19	Email migration Status /Quality level of services provided NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20	Public Session Work Session	Email status/Level of Service discussion with NTI File Server Complete; Email Server in Progress	ATA Miller ATA Miller	01/11/21 12/07/20 11/16/20 11/02/20
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	TBD
203.	11/12/19	Lighting on Parking Lot next to D&V Beauty Salon Building; Waiting on Venus for a response from Pepco	Work Session		ATA Miller CM Chew	TBD

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
204.	11/12/19	Mural PEDC (Hair Salon)	Work Session		Mayor Maldon	TBD
213.	12/09/19	Status Update – Creation of a Project Tracker; Included in Status update 05/15/20	Work Session		CM Brown	TBD
214.	12/09/20	Charter Review; Updates and additions	Special Session		Mayor and Council	TBD
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	TBD
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	TBD
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	TBD
222.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status – Vendor RFPs	Public Session Public Session	Moved to next Public Session	ATA Miller	01/11/21 12/28/20 12/14/20
235.	02/24/20	Status – Obtaining Properties	Work Session		ATA Miller	TBD 12/07/20
242.	03/02/20	CGI Update; Edited video	Public Session Public Session Work Session Work Session Public Session		CM Akers/ ATA Miller CM Akers/ATA Miller CM Akers ATA Miller	01/11/21 12/14/20 11/02/20 09/14/20
248.	04/13/20	Status of Grant Files Centralized at Town Hall Recommendation was to have ATA Miller manage the grants during Budget Hearings	Public Session Work Session Work Session Public Session Public Session	Status Update NTI working on Creating Mirror Drive – Ran out of time Ran out of time	ATA Miller ATA Miller	01/11/21 12/07/20 11/09/20 11/02/20 09/14/20

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Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report	Assigned to	Target Date
279.	05/11/20	Status of Grants/Develop a Tracking System	Work Session Work Session Work Session Public Session Public Session	Ran out of time Ran out of time Status Update No Update No Update	CM Brown ATA Miller ATA Miller	TBD 11/09/20 11/02/20 09/14/20 05/18/20
282.	05/11/20	Alarm System; Lower bid package no longer available Council decided on lower bid; cameras and RAM only; Chief sent out packet	Public Session Public Session Work Session	Approval Required Moved to the Next Public Session Lesser priced product no longer available Provide both quotes Ran out of time	Chief Cummings	01/11/21 12/14/20 11/23/20 11/09/20 11/02/20
301.	07/02/20	Ordinance 2020-01 Limit Elected Body Households that receive Contract Income; ATA Miller sent to the Attorney	Work Session		ATA Miller/ CM Williams	TBD
310.	07/03/20	Status of CARES Reimbursements; Documentation requested	Work Session Work Session Work Session Public Session Work Session Public Session Public Session	Update provided ATA Miller requested to discuss Reviewed at Public Session - Council requested a document to review of expenditures and reimbursement Update Provided Ran out of time	ATA Miller ATA Miller ATA Miller ATA Miller CM Chew/ CM Akers	01/18/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20
311.	07/13/20	Status Updates on Town Projects (Monthly)	Public Session Public Session Public Session Work Session	Moved to next Public Session Provided in Report Ran out of time	ATA Miller	01/11/21 12/14/20 11/09/20 11/02/20
314.	07/13/20	Status Update of Grant Reimbursements	Public Session Public Session Work Session - Monthly	Miller provided an update	ATA Miller ATA Miller ATA Miller/ CM Cason	01/11/21 12/07/20 10/19/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
315.	07/13/20	Parliamentarian; Contact MML and other resources to provide a free resource	Work Session Work Session Work Session	ATA Miller to follow through	ATA Miller ATA Miller ATA Miller	TBD 11/02/20 10/19/20
327.	09/14/20	Property Tax – Status; Miller to follow through with County to correct the error Property Tax Discussion Miller to follow through with County	Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	No response - follow-up with County Follow-up with County Ran out of time ATA Miller to follow through	ATA Miller ATA Miller ATA Miller CM Cason/ ATA Miller	01/11/21 12/21/20 12/14/20 11/09/20 11/02/20 10/05/20 10/19/20
329.	09/10/20	Legislative Policy for Rental and Business Owners Impacted by COVID	Work Session Work Session	Town Clerk explained the intent to be discussed at a later time.	ATA Miller	TBD 12/07/20
333.	10/05/20	Letter to Residents Concerning Budget ATA Miller will resend to Council; ATA Miller to resend letter to Council for Review	Work Session Work Session Work Session	Miller sent a draft to Mayor and Council ATA Miller will resend the letter to the Mayor and Council	ATA Miller ATA Miller CM Cason	01/04/2021 12/07/20 10/19/20
336.	10/05/20	Virtual Tutoring Proposal	Public Session Work Session Work Session Public Session Work Session Public Session Work Session Work Session Public Session	Payment of Tutors - MOU Payment of Tutors Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assist MOU signed; W2's; Have enough students signed up for tutoring; last meeting there were 3 students; Deadline for a decision was Friday? Council to meet with potential partners – KC Youth Empowerment, Inc and Beulah Community Center Council Approved Program; funding and scheduling changes to be discussed	ATA Miller/ CM Akers ATA Miller CM Cason Partner Discussion CM Cason	01/11/21 12/21/20 12/07/20 11/23/20 11/16/20 11/09/20 11/02/20 (#342) 10/19/20 10/13/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
338.	10/13/20	To Do Lists	Work Session Work Session	Requested Feedback	CM Brown	TBD 10/19/20
341.	10/19/20	Status of Newsletter Mailer to residents with information on COVID, budget; not to exceed page limit; post on website	Work Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	01/18/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20
343.	10/26/20	Former CM Clifford PIA request for Nehemiah; Copies of Contracts; Bid information	Public Session Public Session Public Session	Moved to next Public Session Ran out of time	ATA Miller	01/11/21 12/28/20 12/14/20 11/23/20 11/09/20
345.	10/26/20	Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session	Follow-up on Grant Status Bev Habada provided information on the pending grant Follow-up A grant was applied for to facilitate this; Will talk with Bev to get information. No transition with NSD Director; will have to investigate	ATA Miller Bev Habada ATA Miller	TBD 12/21/20 12/07/20
346.	10/26/20	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trail period	Work Session Work Session Work Session Work Session Work Session Public Session	Miller anticipates start up soon ATA Miller discussed cost after trial period; to get up and running Previously approved for Trial period.	ATA Miller ATA Miller ATA Miller	01/18/21 01/04/21 12/21/20 12/07/20 09/14/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
347.	10/26/20	Charter Amendment Resolutions 2021-11 A Charter Amendment to Amend Article V (Finances) Sections 502, 503, 504, 505, 507, 510 and 516 of the Town Charter to Enhance Budgetary Processes	Special Session Public Session Work Session Public Session Work Session Public Session	Voted to bring to Charter Review Special Session	CM Cason CM Cason/ ATA Miller CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20 11/02/20
348.	10/26/20	Charter Amendment Resolutions 2021-12 A Charter Amendment to Amend Section 218 of the Town Charter to Clarify the Powers and Duties of the Mayor	Public Session Work Session Work Session	Voted to bring to Charter Review Special Session Ran out of time	CM Cason CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20
351.	12/07/20 10/29/20	Council Concerns	Special Session Work Session Work Session	Council voted to hold special meeting(s) to work out issues; no date established	CM Williams	TBD 11/09/20
352.	10/29/20	Meeting Minutes – Attendance (Sept 14 th , 21 st and 28 th)	Work Session Work Session		CM Akers CM Akers	TBD 12/07/20
353.	12/21/20 12/14/20 12/07/20	COVID-19 and Emergency Plans COVID-19 and Emergency Plans COVID -19 Plan	Public Session Work Session Work Session	CM Ford Requested to see the documentation ATA Miller stated the Town will follow the State/County; Emergency plans are in place CM Ford requested the Plans for Council review	ATA Miller ATA Miller ATA Miller	01/11/21 12/21/20
354.	12/17/20	Response to PIA request for documentation on submitting Property Tax requirements to the County	Public Session Work Session	Status of the PIA Response ATA Miller will respond with documentation to PIA – Mr. Brown requested by January 8, 2021	ATA Miller ATA Miller	01/11/21 01/04/21
355.	01/04/21	Black Love Day – February 13, 2021 /Proclamation	Work Session	CM Williams talked about national conference on February 6 th ; Requested Proclamation	ATA Miller/ Town Clerk	02/01/21
356.	01/04/21	London Woods MOU with Police Department	Work Session	CM Cason requested this be discussed at the next Work Session	CM Cason	01/18/21

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