



Town of Capitol Heights

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**MAYOR & COUNCIL
PUBLIC SESSION
FEBRUARY 22, 2021
7:00 PM**

Zoom Meeting

<https://zoom.us/j/96012003975?pwd=ZTZwL3JvZWZicWJ0L1p1VXdwWUt6Zz09>

Meeting ID: 960 1200 3975 - Passcode: 487704

By Phone (301) 715-8592 - Passcode: 487704

PUBLIC SESSION AGENDA

- I. Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. Roll Call:** Robin Bailey-Walls, Town Clerk
- III. Non-Denominational Prayer**
- IV. Legislative item - Resolution 2021-17 - A Resolution Approving and Ratifying Rules of Procedure of the Capitol Heights Mayor and Town Council – ATA Miller**
- V. Approval of the Agenda**
- VI. Approval of Meeting Minutes – Approval of February 16th Work Session Meeting Minutes**
- VII. Grant Decision CBDG FY 17 and 18 – Bev Habada**
- VIII. Senior Management Reports – ATA Miller and Chief Cummings**
- IX. Legislative item - * If approved to be added –
Charter Amendment 2021-18 A Charter Amendment Resolution to Amend the Charter of the Town of Capitol Heights to Temporarily Abolish the Office of the Mayor and Reassign the Duties of the Office of the Mayor Until the Next Election**
- X. * If approved to be added – Police Salary Plan – ATA Miller/Chief Cummings**
- XI. London Woods MOU with Police Department – CM Cason**
- XII. Action Item Tracker Updates – Mayor Pro Tem Cason**
- XIII. Mayor and Committee Reports – Mayor Pro Tem and Council**
- XIV. Public Comments**
- XI. Adjournment**

Council expected to adjourn the Work 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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CLOSED SESSION
FEBRUARY 22, 2021
10:35 PM

- I.** Call to Order
- II.** Roll Call
- III.** Executive Session – Personnel and Legal Issues
- IV.** Adjournment



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MAYOR & COUNCIL
Work Session – Meeting Minutes
FEBRUARY 16, 2021
7:00 PM

Meeting Purpose: Mayor and Town Council Public Session		
Date: 02/16/2021	Time: 7:01PM	Room: Teleconference
Chair: CM Elaine Williams/ Mayor Pro Tem Cason		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 Pro Tempore - Renita A. Cason		Acting Town Administrator – Darrell Miller T
T	Council Member Rhonda A. Akers		Chief of Police - Mark Cummings T
T	Council Member Caroline Brown		Town Attorney – Kevin J. Best
E	Council Member LaTonya Chew		Town Clerk – Robin Bailey-Walls T
T	Council Member Faith T. Ford		
T	Council Member Elaine Williams		
Guests/ Residents			
G	Bev Habada		Darrell Carrington G
R	James Brown		Elliot Reed R
R	Netina Finley		Latoya R
R	Shawn Maldon		Amanda Anderson R
			Marc Fitzgerald

WORK SESSION MINUTES

- I. Call to Order:** Mayor Pro Tem – CM Elaine Williams
- II. Roll Call:** Robin Bailey-Walls, Town Clerk
- III. Motion by CM Brown to Excuse CM Chew**
Seconded by CM Akers
 CM Cason
 - Absences require contacting the Town Clerk
 - Work Session doesn't require approval of absences; not a regular meeting
 CM Brown
 - Accept the excused absence
 - Continue as we have been
 - Work Session is a regular meeting; the Charter doesn't specify public or work session

CM Cason



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- Requested ATA Miller verify what constitutes a regular meeting
- Just passed a Code Amendment last month; specifies the 2nd and 4th meetings as regular meetings

ATA Miller – Regular meetings aren't Work Sessions

Straw Poll Vote to approve CM Chew's absence:

CM Akers Y

CM Brown Y

CM Cason Y

CM Ford Y

Vote Carries 4/0

Approve the Agenda

Motioned by CM Cason to approve as presented

Seconded by CM Ford

CM Brown – friendly amendment to add the Resolution

CM Cason – No, we haven't reviewed it

ATA Miller – The Mayor and Council rules have not been approved by Resolution

Vote to Approve the agenda as written

CM Akers Y

CM Brown N

CM Cason Y

CM Ford Y

Vote carries 3 Yes/1 No

***Chair turned over to Mayor Pro Tem Cason**

IV. Grant Reimbursement Status – Bev Habada

- Closed out CBDG for Mentor and Cumberland in January/February - 20-22K Reimbursement; takes 30 days to process
- CBDG for previous year in the process of closing out; re-submitting with cancelled checks -13k to 14 K to re-imburse once submitted
- In jeopardy – Green Street – 6 funding sources; juggling to meet Federal and County requirements
- TAP funds – 250K awarded; concern there was no response in months; Bev and ATA had a conference call with them on Feb 3rd; I think we're back on track; 6-month NEPA to process delays with the 2nd phase
- Phase 1 is ready to bid out – 200K for storm water
- The second group is Dept of Housing at the State level; this was a good conversation and they were very supportive
- Kim Banes from housing was supportive (200K); FY 17 and 18 not expended; wants us to put money back and re-apply; No extension is possible; They are willing to give a Letter of Commitment to be continued at a later date; they don't like having old money not being spent; we could re-apply along with the 200K
- I am still looking for files on Green street
- Phase 2 – 250K with the Dept of Transportation; have to wait until NEPA is processed
- I have concern about the letter of commitment; I want to make sure it's transparent; we could agree to those terms and if there's a problem call in contacts with the State government

CM Cason – Who is the POC? Will they get back via email?

Bev – Both of us are

CM Cason – With tracking of grants and documentation; How will we get back on track? Monthly reports in compliance with a process

Bev

- I have an operating spreadsheet with documentation; 6 different funding sources- only for certain things; I will send changes moving forward out of Phase 1.



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- What I have on electronic form I can't confirm (Venus); CBDG funds 2020 approved; not found contract
- 400K approval for CBGD; hopefully there's a file for FY 19 Community legacy money; I have to locate other paperwork
CM Akers – Do the files not found have expiration dates?
Bev
- State files yes; I can go back in her office with help and try to find things; I don't want to ask the State for documents
- FY 17 and 18 expired in 2020; we can opt to modify but they will not be happy about that; we can return the 200K

CM Akers – FY 17/18, who are they requesting a letter from?

Bev – State staff to the Town; my intention is to ask for 300K

CM Williams – What's your professional opinion? Are there options; State monies other than the letter of commitment?

Bev- We could request by letter for a modification to re-activate. I don't know how that works; it puts them in a difficult position; we can look bad because of our completion rate. I suspect they'll say no; if all else fails you could call in Senator Benson. The challenge is having no documentation; we're going to have to bug the County for.

CM Williams – modification with a plan; would that be an influential help? What is your recommendation on managing grants?

Bev – Yes. CDBG files have the documentation in them. Not sure what happened with the State funds for FY 19. There could be a master file. A lot of docs quarterly and monthly were there. The engineer had copies of reports signed off by the Town. This is a model to be followed. No documents from the contractor Tool Design. I tried to save and tread well with the grants; we need to re-establish credibility and communication.

Maldon – Opportunity to show good faith – the money needs to go back.

CM Williams – Have you ever seen this before; a lack of structure and recordkeeping?

Bev- Never seen 6 different funding sources; It took a length of time to obtain permits; Tool should have hired someone with that expertise. The former TA had a contact that he was able to communicate with at the County.

The TAP funds should begin as awarded; proceed as quickly as possible.

1.8M project; hire someone to manage with that expertise.

***** Vote on what to do based on Bev's presentation at the next meeting.** Bev will send the spreadsheet to the Council.

Maldon – make it available to residents; post on the website.

CM Williams – How does it get published? Posting may not be the best way.

CM Akers – I agree with CM Williams; we should review it first and then decide on a protocol to get it out

CM Cason – This is public information

ATA Miller – Once Bev sends it out, Mayor and Council review first in the packet.

CM Williams -

Motion to have the document reviewed before making it public.

Seconded by CM Akers

Town Clerk – What's the time frame?

CM Ford – Great idea; handouts before discussing it; review and discuss at a Work Session

CM Cason – That depends on what type of documentation

Straw Poll Vote

CM Akers Y

CM Brown Y

CM Ford Y

CM Williams Y



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Vote Carries 4/0

CM Williams – How long to wait? Council has not responded; do we need to get a process?

CM Cason – Bev will send out the spreadsheet tomorrow; Council needs to respond by Thursday, Noon.

Maldon – Public funding sources; nothing secret; Town spends lots of money for tools; ClearGov.com can be updated

CM Williams- What about the Davey Street repair?

Bev

- Transferred to the Town in November
 - Ramada has control – survey work to turn over to the Town
 - CBDG for next year- County transferred but may not have had the right
- ATA Miller – The issue is Ramada called to get it transferred; I passed on to the Attorney
- CM Cason
- Did the County grant it to Ramada?
 - Why didn't Ramada resurface it?
- CM Williams – Discuss plans and concerns; add review to the Tracker
- ATA Miller
- Money is needed to fix the road
 - Get as much land as possible and get out to East Capitol; add that land for development

V. London Woods MOU with Police Department – CM Cason

- 3rd time for discussion
 - Several calls for assistance; Police don't have jurisdiction over private property
 - Parking lots are meeting places
- Maldon – A step in the right direction

VI. Virtual Tutoring– CM Akers

- There was not enough Town resident participation
 - A Motion by me and Seconded by CM Brown; program was cancelled was for a later date to give time for marketing
 - CM Cason sponsored the program; money came out of her budget line to pay for it
 - No agreement because documents were not provided to the Council
 - December 3rd MOU with KCYE and December 4th with Greater Beulah
 - Payment was made because the MOU was signed by ATA Miller
 - Payment covered period from December 1st to December 10th
 - Taxpayer money was spent and should be paid back
- CM Brown
- In agreement with CM Akers
 - We previously questioned the program the progress
 - Stated it was cancelled
 - Not sure why they were paid; look forward for a decision
- CM Williams
- I was excited about the possibilities
 - I asked what happens if the class doesn't go forward; we still paid for it
 - Committees have autonomy to decide on as a unit
 - Not sure how we got here
- CM Ford
- I did hear her information would be mailed for review
 - Prolonged discussion about program; Negativity about program
 - Resources are needed for our residents



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- We need to come together and share information; not wait until a public session to talk about it
CM Cason
- I followed protocol; this is disrespectful
- Procedures were followed; I submitted documents to ATA Miller and copied the Town Clerk
- MOU was posted on website and throughout the agenda
- Initially wanted to use CARES funding, MML and my line item but it was voted down
- CARES was earmarked for something else
- Line items don't require permission
- Why is there a problem with me spending my line item?
- No permission was required to purchase turkeys for CMs Brown and Williams's committees
- To insinuate the Church didn't provide documentation is false
- CM Akers spoke Spry and intervened to stop a process for a line item
- Information is incorrect and untrue
- Cason will not be paying anything back
CM Williams
- So much said to address it all
- There are many ways to handle money problems
- One of 3 distinctions; long for the day where we can degrade where items are used
- This got muddled
- I have not used any of my discretionary funds
ATA Miller - CMs Brown and Williams got donations for the turkeys and the Town brought food
***CM Cason – Relinquish seat on this subject
CM Williams – Number of times to speak and number of times to hash out; We have rules
ATA Miller
- Consideration of the money to be reduced
- Spry preparation cost
- No usage of Zoom account
- Pressure to pay; should have gone back to Council
- Spry should have been paid a set amount; it got messy
CM Akers
- For the program; vendors/contractors there was no service provided
- I asked Spry for safety procedures that are mandatory for PG County; not brought back to Council
- Who did they teach?
Residents-
Monica
- Asked ATA Miller for Town budget
- Way more money is spent than this one check
- I asked for a list of who got gift cards; transparency
- Letters for taxes; 100K not collected
- Council needs to stick to what's important
Maldon – Dollar amount for the check?

- CM Brown
- There were not enough students
- If it was cancelled, why do we pay for that
- Chair didn't accept the Motion
- Funding from different line items; different from other line items
- Turkey were a give-away sponsored by CARES
- This was done to me; reimbursements rejected for 5 months
- Pressure to sign and Pay?



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- Parties should have never been paid
Monica
- Why do we need an ATA pressured?
- Gross mis-management
- Never mentioned before
- We got improperly billed

CM Brown – Point of Order – Stay on the Subject

CM Cason

- ATA pressured? Not pressured; protocol was followed
 - Vendors were told to pick-up checks
 - Talk about residents in the program; money came out of my line item
 - I sent excel spreadsheets
 - The spin is inappropriate and wrong; I will let the vendor know to listen to the tape
 - There is more than one Zoom line
 - Someone else picked-up the program and ran with it
 - CM Akers saw the information afterwards
 - All documents were given to the Town; I forwarded to ATA
 - This is detrimental to the Town
 - There was no pressure
- CM Williams – Verify the information and deal with it later
- CM Brown

- Incorrect statement
 - To call a citizen is a threat
 - Who gave authorization to process a check; no Council vote?
 - Violation of the Charter
- CM Williams – Does anyone have anything new to add?

Maldon

- CM Akers held up the check
 - ATA Miller didn't give the checks until CM Akers gave the approval
- CM Williams – Facts are important
- Maldon

- Then close the issue
 - After check was signed; it was kept in Town Hall
 - Who released the check?
 - Who gave Miller the okay to hand over the check?
 - Process is in place; never felt pressure to hand it over
 - Put onus where it needs to be
- CM Williams – decision?

CM Cason

- ATA Miller pocket dialed me; after a long conversation he stated, "I'm going to say I was pressured". When I asked who he was speaking with, he stated himself.
 - No one did anything wrong
 - Akers came and everything stopped
- CM Williams – We're going to miss items; time is short

ATA Miller

- I was extremely upset
- I talked with law enforcement



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Motion by CM Akers to move this to the public Session; Seconded by CM Brown

Straw poll Vote:

CM Akers Y

CM Brown Y

CM Cason N

CM Ford N

CM Williams Y (to break the tie)

Move to Public Session

Motion by CM Cason to extend the time for 30 minutes to discuss property tax; Seconded by CM Ford with a friendly amendment to limit the time to 15 minutes. CM Brown – friendly amendment to discuss annexation and property tax.

Straw Poll vote to extend 30 minutes to discuss annexation and property tax

CM Ford Y

CM Cason Y

CM Brown Y

CM Akers Y

Vote carries 4/0

VII. Annexation – ATA Miller

- Davey Street going through process with the Attorney, Ramada and the County
- Pretzena – talked with the developer; verifying property lines
- Restoration Hearing in 40 days
CM Cason
- What services will be provided?
- What's their expectations?
- Tax base and no services like London Woods
ATA Miller – needs to talk about that; HOA MOU with Police; Streets and Snow

VIII. CARES Reimbursement Status – ATA Miller – Ran out of Time

IX. Status of Town Projects / * Davey Street added to the discussion/Budget – ATA Miller – Ran out of Time

X. Status of Property Taxes – ATA Miller

- Got letter to Ms. Johnson
- County working on next tax billing by end of the month
Monica – The letter didn't say anything; I just want my bill
CM Cason – I want to be clear; the County is bilking for the entire \$330?
ATA Miller - \$330 for trash bill addition
CM Cason
- Sept/Oct mortgage companies will know to get the information?
- Residents notify their mortgage companies?
- Send the mortgage companies the money?
Ms. Finley
- I got a letter; doesn't say much
- I cashed my check from my mortgage company from escrow
- Are we going to get a chance to pay?
- May include in next year's payment
- Residents should be given an option
ATA Miller – Still trying to work that out with the County
Ms. Finley – Can a resident contact the County?
ATA Miller- A second letter is coming; I purposely made the first on vague



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CM Cason – The County has a website; tax and inquiry for PG County

- Pay once you receive the bill
- Payment can be made online
- Monica
- Annexation? I want to put my property up for sale
- Get matters straight; get your house in order
- You have no plan
- Three things from ATA Miller – not a dime collected
- Focus on Town business
- It takes 30 minutes every Monday trying to get an agenda approved
ATA Miller
- Looking to balance the budget
- Just spent money on CARES Act; 236K reimbursed
- 10 to 15K down on payroll this month
- 200K under budget for payroll
CM Cason
- Safe to say already got money from escrow; kicked back to owners
- Not going to wait until next tax cycle
CM Williams
- Stimulus will be helpful
- PGCMA – conversations with others; warrants investigation
James Brown
- Waste of time every time
- Frustrating every week; I fell like posting a for sale sign on my property
- What's the plan for COVID for the Town?
- You don't have one
- No benefit to annex
- Waiting for answers next week

XI. Status of Citibot – ATA Miller – Ran out of Time

XII. Personnel Handbook Update – CM Akers/Town Clerk - Ran out of Time

XIII. Short Term Rental Ordinance – CM Cason/Town Clerk - Ran out of Time

XIV. Protocol to ensure information delivery when email is down- ATA Miller/Town Clerk - Ran out of Time

XV. Council Announcements - Mayor & Council - Ran out of Time

XI. Adjournment – CM Akers Motioned to adjourn; Seconded by CM Ford. Meeting adjourned at 11:01 PM



Read: February 22, 2021
Voted and Adopted: _____
Date Effective: _____

**THE TOWN OF CAPITOL HEIGHTS
CHARTER AMENDMENT RESOLUTION 2021- 18
(Drafted by Special Counsel)**

Introduced by Council Member(s) Akers, Williams, Chew, Brown

A CHARTER AMENDMENT RESOLUTION TO AMEND THE CHARTER OF THE TOWN OF CAPITOL HEIGHTS TO TEMPORARILY ABOLISH THE OFFICE OF MAYOR AND REASSIGN THE DUTIES OF THE OFFICE OF MAYOR UNTIL THE NEXT ELECTION

EXPLANATORY STATEMENT: The Town Charter, § 304 provides for the election of one person as Mayor and six persons as councilmembers to each serve for a term of four years, or until a successor qualifies for office. This Charter Amendment Resolution serves to terminate the term of office of the current Mayor temporarily until a new Mayor is elected and qualified to serve pursuant to the next election scheduled for the first Monday in May of 2021, and it allows the remaining councilmembers to temporarily appoint a chairman and reassign the duties of Mayor under the Charter until the next election.

WHEREAS, to initiate a charter change pursuant § 4-304 of the LG Article of the Maryland Code, the elected governing body of a municipality must first pass a resolution to effect a charter change and must post an exact copy of the charter amendment resolution at the town hall or some other public place for at least 40 days after passage of the resolution, and the law further requires the municipality to publish a “fair summary” of the proposed amendment not less than four times at weekly intervals in a newspaper of general circulation in the community, and unless an approved charter amendment is petitioned to referendum, an amendment becomes effective 50 days after a municipal governing body passes a charter amendment resolution; and

WHEREAS, the General Assembly of Maryland passed HB 615 during the 2018 session effective July 1, 2018 and currently codified as § 4-304(a)(2) of the LG Art. further requiring the legislative body of a municipality to also hold a public hearing and give at least 21-days’ notice by posting the notice in a public place before adopting a resolution initiated by the legislative body that proposes an amendment to the municipal charter; and

WHEREAS, in *Town of Glenarden v. Bromery*, 257 Md. 19 (1970), the Court of Appeals of Maryland held that displaced office holders who challenged the effectiveness of certain charter amendments to validly accomplish a change in terms and officials for those officials could not be challenged; and

CAPITALS : Indicate matter added to existing law Page 1 of 6
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

WHEREAS, in *Town of Glenarden v. Bromery*, 257 Md. 19 (1970), the Court of Appeals of Maryland, as annotated in the Maryland Code, further held that the fact that the exercise of the right to amend a municipal charter resulted in shortening the terms of the mayor and councilmen of that town, just as the exercise of a power to recall, had one existed, would have done, is coincidental, and would not make [or negate] the permitted process of amendment [due to] the withheld or forbidden process of recall; and

WHEREAS, the high court in the *Bromery* case as part of its rationale cited a treatise by Charles S. Rhyne, *Municipal Law* (1957), where the author said "... [on] (pp. 141-142) that an official's claim to tenure is not protected by the contract clause of the Federal Constitution and that a legislature may diminish the term of or entirely abolish an elective office...[and]... (pp. 147-148) that an office may be abolished at any time by a constitutional amendment even though the constitution provides that the officer shall hold office during the term for which he was elected, and that an office created by a charter may be abolished by charter amendment." (*See also Rhyne, The Law of Local Government Operations* §13.14 (1980); and

WHEREAS, the Mayor and Council finds that it is in the best interest of the Town to temporarily abolish the Office of the Mayor and temporarily reassign the duties of said Office until the next election as set forth in the Town Charter.

Section 1. NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAPITOL HEIGHTS on this ___ day of March 2021, that Section 304 (Election of the Mayor and Council) shall and hereby is amended, and the Charter of The Town of Capitol Heights, Maryland shall henceforth read as follows:

* * *

Section 304. Election of the Mayor and Council; TERMS.

A. On the first Monday in May of 1998 and every four years thereafter on the first Monday in May the qualified voters of the Town shall elect one person as Mayor and six persons as councilmembers to each serve for a term of four years, or until a successor qualifies for office.

B. NOTWITHSTANDING ANYTHING IN THIS CHARTER TO THE CONTRARY, UPON THE EFFECTIVE DATE OF THIS CHARTER AMENDMENT RESOLUTION (NO. 2021-07), THE TERM OF OFFICE FOR THE INCUMBENT MAYOR SHALL BE RESCINDED AND ABOLISHED, AND THE OFFICE SHALL TEMPORARILY CEASE TO EXIST UNDER THIS CHARTER UNTIL THE NEXT ELECTION IS DULY CONDUCTED PURSUANT TO SUBSECTION A OF THIS SECTION AND THE OTHER RELEVANT SECTIONS OF THIS CHARTER. ANY INCUMBENT MAYOR ELECTED AND SERVING AS OF THE EFFECTIVE DATE OF THIS CHARTER AMENDMENT RESOLUTION SHALL BE DEEMED TO HAVE TERMINATED HIS OR HER TERM OF OFFICE BY OPERATION OF LAW AND SHALL HAVE NO RIGHT OR PRIVILEGE TO HOLD OVER OR CONTINUE TO RETAIN SAID OFFICE FOR

THE REMAINING TERM OF FOUR YEARS, OR UNTIL A SUCCESSOR IS ELECTED AND QUALIFIED FOR THE OFFICE OF MAYOR, WHICH OFFICE SHALL BE RE-CREATED PURSUANT TO SAID CHARTER AMENDMENT RESOLUTION BY OPERATION OF LAW.

C. DURING THE INTERIM PERIOD BETWEEN THE EFFECTIVE DATE OF THIS CHARTER AMENDMENT RESOLUTION (NO. 2021-07), THROUGH THE FIRST MONDAY IN MAY OF 2021, THE MAYOR PRO TEMPORE OR ANOTHER COUNCILMEMBER, AS APPOINTED BY THE REMAINING COUNCILMEMBERS, SHALL PERFORM THE DUTIES OF THE MAYOR UNDER THIS CHARTER, UNTIL A SUCCESSOR IS ELECTED AND QUALIFIES FOR OFFICE.

D. NOTWITHSTANDING ANYTHING IN THIS CHARTER TO THE CONTRARY, DURING THE INTERIM PERIOD AND DURATION OF THE TEMPORARY ABOLISHMENT AND CESSATION OF THE OFFICE OF THE MAYOR AS DESCRIBED IN THIS SECTION, THE COUNCIL MAY FROM TIME TO TIME APPOINT BY WRITTEN RESOLUTION ANY REMAINING MEMBER OR MEMBERS OF THE COUNCIL, INCLUDING BUT NOT LIMITED TO THE MAYOR PRO TEMPORE, OR AN APPOINTED OFFICIAL OF THE TOWN TO FULFILL ALL OR A PORTION OF THE SEVERAL STATED OR ENUMERATED DUTIES OF THE OFFICE OF THE MAYOR AS PRESCRIBED IN THIS CHARTER PROVIDED THAT THE COUNCIL'S PRESIDING OFFICIAL OR CHAIRPERSON FOR THE CONDUCT OF MEETINGS SHALL BE AN ELECTED OFFICIAL. SHOULD THE COUNCIL DECIDE, AFFIRMATIVELY OR BY OMISSION, DURING SAID INTERIM PERIOD NOT TO ASSIGN, DIVIDE OR DELEGATE ANY OF THE DUTIES OF THE OFFICE OF MAYOR AS PRESCRIBED BY THIS CHARTER TO ANY OTHER OFFICIAL, SAID DUTIES AND RESPONSIBILITIES SHALL REMAIN VESTED IN THE MAYOR PRO TEMPORE OR NEXT SENIOR COUNCILMEMBER AS OTHERWISE EXPRESSLY PROVIDED FOR IN THIS CHARTER.

E. NOTWITHSTANDING ANYTHING IN THIS CHARTER TO THE CONTRARY, DURING THE INTERIM PERIOD AND DURATION OF THE TEMPORARY ABOLISHMENT AND CESSATION OF THE OFFICE OF THE MAYOR AS DESCRIBED IN THIS SECTION, THE COUNCIL MAY RATIFY OR CONTINUE WITH THE PRIOR MAYORAL APPOINTMENT OF THE MAYOR PRO TEMPORE OR APPOINT A NEW COUNCILMEMBER TO SERVE AS MAYOR PRO TEMPORE WHO, DURING THE INTERIM PERIOD AND DURATION OF THE TEMPORARY ABOLISHMENT AND CESSATION OF THE OFFICE OF THE MAYOR AS DESCRIBED IN THIS SECTION, SHALL EXERCISE ALL OF THE POWERS PREVIOUSLY PROVIDED TO THE OFFICE OF MAYOR BY THIS CHARTER, ORDINANCE, OR ANY OTHER LAW, RESOLUTION, OR REGULATION.

* * *

Section 2. BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted on the aforementioned date, and that upon adoption by the Mayor and Council of The Town of Capitol Heights, Maryland, a complete and exact copy of this Charter Amendment Resolution shall be posted in the Town Office for a period of at least forty (40) days following the date of its adoption. Additionally, a fair summary of the proposed Amendment shall be published

in a newspaper of general circulation in The Town of Capitol Heights not less than four (4) times at weekly intervals within the forty (40) days following the adoption this Charter Amendment Resolution.

Section 3. BE IT FURTHER RESOLVED that the Amendment initiated in this Charter Amendment Resolution shall take effect and shall become and be considered the Charter of The Town of Capitol Heights, upon the fiftieth day after being so ordained or passed unless on or before the fortieth day after being so adopted and passed a referendum petition meeting the requirements of State law shall be presented to the Mayor and Council of The Town of Capitol Heights, Maryland or mailed to it by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Section 4. BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town Clerk shall send separately, by certified mail, return receipt requested, to the Maryland Department of Legislative Services within 10 days after the charter resolution becomes effective, the following information concerning the Charter Amendment: (i) the complete text of this Charter Amendment Resolution; (ii) the date of the referendum election, if any held with respect thereto; (iii) the number of votes cast for and against this Charter Amendment Resolution by the Mayor and Council of The Town of Capitol Heights, Maryland or a referendum election; and (iv) the effective date of the Charter Amendment.

Section 5. BE IT FURTHER RESOLVED that the Town Clerk of The Town of Capitol Heights is specifically instructed to carry out the provisions of Sections 2, 3, and 4 hereof, as evidence of compliance herewith, the Town Clerk shall cause to be affixed to this Charter Amendment Resolution and to the Minutes of the Mayor and Council Meeting in which it is adopted (i) an appropriate certificate of publication of the newspaper in which the summary of the Charter Amendment Resolution shall have been published and (ii) return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

PASSED by the Mayor and Council of The Town of Capitol Heights, Maryland at a regular or special meeting held on the 22nd day of February 2021.

THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council

Renita A. Cason
Mayor Pro Tempore/Councilmember
Charter Resolution 2021-18

Rhonda Akers
Councilmember
Charter Resolution 2021-18

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Caroline Brown
Councilmember
Charter Resolution 2021-18

LaTonya Chew
Councilmember
Charter Resolution 2021-18

Faith T. Ford
Councilmember
Charter Resolution 2021-18

Elaine Williams
Councilmember
Charter Resolution 2021-18

ATTEST:

Darrell Miller
Acting Town Administrator
Charter Resolution 2021-18

Shawn M. Maldon
Mayor

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the 22nd day of February 2021 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk

CERTIFICATE OF EFFECT

I, HEREBY CERTIFY THAT THE FOREGOING CHARTER AMENDMENT RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAPITOL HEIGHTS DESIGNATED CHARTER AMENDMENT RESOLUTION NO. 2021 - 18, WAS DULY INTRODUCED, READ, AND WAS ADOPTED BY THE MAYOR AND COUNCIL AT A DULY ANNOUNCED

CAPITALS : Indicate matter added to existing law Page 5 of 6
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

PUBLIC MEETING AND THEREAFTER POSTED AND ADVERTISED FOR FOUR SUCCESSIVE WEEKS, IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND AND CHARTER OF THE TOWN OF CAPITOL HEIGHTS.

ATTEST:

Robin Bailey, Town Clerk
The Town of Capitol Heights, Maryland
Charter Resolution 2021-18

DATE HEARING NOTICE POSTED: _____
DATE OF HEARING: _____
DATE OF INTRODUCTION: _____
DATE PASSED/POSTED _____
40-DAY POSTING END DATE _____
FAIR SUMMARY NEWSPAPER (x 4) _____
WEEKLY PUBLICATION DATES _____

EFFECTIVE (50TH DAY) DATE: _____



Introduced and Read on: February 22, 2021

Read and Adoption: _____ 2021

**THE TOWN OF CAPITOL HEIGHTS
RESOLUTION 2021-17**

Introduced by: _____

**A RESOLUTION APPROVING AND RATIFYING RULES OF PROCEDURE OF THE
CAPITOL HEIGHTS MAYOR AND TOWN COUNCIL**

EXPLANATORY STATEMENT: The Town Charter calls for rules for the conduct of meetings of the Mayor and Council. Although there is a document entitled “Rules of Procedure of the Capitol Heights Town Council” available it is unclear whether these purported rules were formally approved by written resolution. Furthermore, the Mayor and Council may wish to approve other minor amendments to the rules as stated hereinbelow as desired to improve the conduct of meetings.

WHEREAS, Section 210 of the Town Charter authorizes the Mayor and Council to determine its own rules and order of business; and

WHEREAS, the Mayor and Council find that it is in the best interest of the Town to ratify and approve the document entitled “Rules of Procedure of the Capitol Heights Town Council,” as amended herein, as its rules and order of order of business.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MAYOR AND COUNCIL OF
THE INCORPORATED TOWN OF CAPITOL HEIGHTS**, as follows:

1. The document entitled “Rules of Procedure of the Capitol Heights Town Council,” as attached hereto, adopted by reference herein and further amended herein, is hereby re-adopted and ratified as the Mayor and Council’s rules for the conduct of meetings and order of order of business as permitted by Charter. Said document is fifteen (15) pages in length and contains the following Sections: I. Authority, II. Rules of Order, III. Temporary Suspension of Rules, IV. Amending Rules, V. Regular and Special Meetings, VI. Role of Administrator and Staff, VII. Role of Public, VIII Public Hearings, IX Work Sessions, X. Executive Sessions, and XI. Other.
2. The following amendments are made to the “Rules of Procedure of the Capitol Heights Town Council:”

[Brackets] : Indicate matter deleted from existing rules
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

a. Add new § V.F. as follows:

F. MAYOR AND COUNCIL MAY DISCIPLINE ITS OWN MEMBERS.

A. IN THE EVENT A COUNCILMEMBER VIOLATES THE CHARTER, AN ORDINANCE, THESE RULES OR ANY OTHER LAW, ORDER, POLICY OR REGULATION OF THE TOWN OR ACTS IN A MANNER THAT CAUSES EMBARRASSMENT OR DISGRACE TO THE TOWN OF CAPITOL HEIGHTS, THE COUNCILMEMBER BY MAJORITY VOTE OF ITS MEMBERS MAY DISCIPLINE THE OFFENDING MEMBER.

B. SUCH ACTION MAY ONLY TAKE PLACE AFTER AN EXECUTIVE SESSION IS HELD TO DISCUSS THE OFFENSE. THE OFFENDING MEMBER SHALL BE PRESENT AT THE EXECUTIVE SESSION TO ANSWER ANY QUESTIONS ASKED BY MEMBERS OF THE BOARD OF COMMISSIONERS OR MAKE OTHER STATEMENTS AS HE OR SHE MAY DESIRE TO MAKE IN HIS OR HER DEFENSE. IF THE OFFENDING MEMBER REFUSES TO ATTEND THE EXECUTIVE SESSION, THE REMAINING MEMBERS OF THE BODY MAY PROCEED IN HIS OR HER ABSENCE.

C. THE OUTCOME OF THE EXECUTIVE SESSION MAY BE AS FOLLOWS AND SHALL BE MADE PUBLICLY IN OPEN SESSION IN ACCORDANCE WITH THE MARYLAND OPEN MEETINGS ACT:

1. *NO ACTION.* THE MAYOR AND COUNCIL CHOOSES TO TAKE NO ACTION.
2. *PRIVATE CENSURE.* THE MAYOR AND COUNCIL MAY CHOOSE TO PRIVATELY CENSURE THE OFFENDING MEMBER, LEAVING IS NOR HER INDIVIDUAL OR COLLECTIVE COMMENTS TO THE OFFENDING MEMBER LEFT IN THE CONFINES OF THE CLOSED SESSION.
3. *PUBLIC CENSURE.* THE MAYOR AND COUNCIL MAY CHOOSE TO PUBLICLY CENSURE THE OFFENDING MEMBER THROUGH A WRITTEN OR ORAL RESOLUTION PASSED BY MAJORITY VOTE AND ENTERED INTO THE PUBLIC RECORD. THE PUBLIC CENSURE MAY INCLUDE A SEPARATE WRITTEN LETTER OF CENSURE THAT WILL BE CONSIDERED TO BE A PUBLIC RECORD

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AND PLACED IN THE MEMBER’S PERSONNEL RECORD ALONG WITH ANY FORMAL RESOLUTION.

D. TOWN ELECTED OFFICIALS ALLEGED OR FOUND TO BE IN VIOLATION OF THE TOWN’S CHARTER OR PUBLIC ETHICS ORDINANCE MAY, IN ADDITION TO OR IN LIEU OF RECEIVING A CENSURE UNDER THESE RULES, BE FURTHER SUBJECT TO THE ACTIONS (I.E., FORFEITURE, SUSPENSION OR REMOVAL), ENFORCEMENT PROCEDURES AND PENALTIES OF THE ETHICS ORDINANCE OR THE CHARTER.

- b. Change § VII.C.(2)(b) as follows: Strike the words “Council President” and replace with “CHAIR.”

AND BE IT FURTHER RESOLVED AND ORDERED that this Resolution shall take effect immediately.

PASSED this 22nd Day of February 2021.

THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council

Renita A. Cason
Mayor Pro Tempore/Councilmember
Resolution 2021-17
Vote

Rhonda Akers
Councilmember
Resolution 2021-17
Vote

Caroline Brown
Councilmember
Resolution 2021-17
Vote

LaTonya Chew
Councilmember
Resolution 2021-17
Vote

Faith T. Ford
Councilmember

Elaine Williams
Councilmember

[Brackets] : Indicate matter deleted from existing rules
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

Resolution 2021-17
Vote

Resolution 2021-17
Vote

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-17

Shawn M. Maldon
Mayor
Resolution 2021-17

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the 22nd day of February 2021 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk
Resolution 2021-17

[Brackets] : Indicate matter added to existing rules
Asterisks * * * : Indicate matter deleted from existing rules
: Indicate that text is retained from existing law but omitted herein.

CAPITOL HEIGHTS POLICE DEPARTMENT PAY SCALE – Effective FEB 2021

RANK	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
CAPT	54,763.01	55,858.27	56,975.44	58,114.94	59,277.24	60,462.79	61,672.04	62,905.48	64,163.59	65,446.87	66,755.80
LT	52,656.73	53,709.86	54,784.06	55,879.74	55,997.34	58,137.28	59,300.03	60,486.03	61,695.75	62,929.67	64,188.26
SGT	50,631.48	51,644.10	52,676.99	53,730.53	54,805.14	55,901.25	57,019.27	58,159.66	59,322.84	60,509.30	61,719.49
CPL	48,684.12	49,657.80	50,650.96	51,663.98	52,697.26	53,751.20	54,826.23	55,922.75	57,041.21	58,182.03	59,345.67
PFC	46,811.65	47,747.88	48,702.84	49,676.90	50,670.44	51,683.84	52,717.52	53,771.87	54,847.31	55,944.26	57,063.14
PO	45,011.20	45,911.42	46,829.65	47,766.25	48,721.57	49,696.00	50,689.92	51,703.72	52,737.79	53,792.55	54,868.40
AMGR	43,614	45,140	46,719	48,354	50,046	51,797	53,609	55,485	57,426	59,435	61,515
AA	27,986	28,965	29,357	30,384	31,447	32,547	33,686	34,865	36,085	37,347	38,654

MEMORANDUM OF UNDERSTANDING AND RIGHT-OF-ENTRY

THIS MEMORANDUM OF UNDERSTANDING AND RIGHT-OF-ENTRY (“MOU”) entered into this 01 day of February, 2021 by and between The Town of Capitol Heights Police (“Town”) and the London Woods Community Association, Inc. (“Association”).

EXPLANATORY STATEMENT: The Association is the governing entity of the townhome community known as London Woods. London Woods is located within the incorporated limits of the Town. The Association is the owner of numerous common areas within London Woods, including, but not limited to, private streets, playgrounds, sports courts and parking areas (collectively “common areas”). London Woods consists of approximately 647 lots improved by townhomes with in the Town of Capitol Heights.

The Association desires to give the Town a right-of-entry over the common areas to administer law enforcement services and enforce Association rules. The Board of Directors is authorized to enter this Agreement as authorized by law and pursuant to the powers granted to it under Article V, Section 3 of the Bylaws. The following law enforcement services and Association rules may be enforced by fines, violation notices and/or tow. All property damages, fines and notices are the responsibility of the private property owner.

Please Note: The below regulations shall apply to Common Area use (recreational areas, sitting areas and parking lots) all vehicles (cars, trucks and motorcycles, trailers or carts)

Common Area Violations

1. All Common Areas: Playground, Sitting Areas, Sports Courts and Parking lots are Closed after dark.
2. Sidewalks shall not be blocked by gatherings or any other action that prevents accessibility.
3. No pets are allowed on recreational courts.
4. No bike riding, skating or skateboarding, battery operated toy cars or scooters, are allowed on recreational courts (***Courts are to be used for their intended purpose***).
5. ATVs, Dirt Bikes, Off Road Motorcycles of any kind shall not be operated or parked on any HOA streets or common areas.
6. No Markings (non-permanent or permanent) of any kind is permitted on recreational courts.
7. Parking lots shall not be used for any recreational purpose, parties, barbequing or social gatherings.
8. Parking lots shall not be used for basketball and portable basketball hoops are prohibited in these areas.
9. Parking lots are not to be used for operating a vehicle repair or rental shop/business.
10. Parking lots shall not be used for social activities or any activity that obstructs parking.
11. Parking lots shall be used for the purpose of parking vehicles and no other purpose.
12. Barbequing and/or Parties shall be held in the rear of your personal property.
13. Parking lots are not to be used for storing inoperable vehicles.
14. Parking lots shall not be used for major vehicle repairs.
15. In addition, as provided in the Declaration (Article VI, (Section 6(a)):

no noxious or offensive trade or activity shall be carried on upon any lot or within any dwelling, nor shall anything be done therein or thereon, which may be or become an annoyance or nuisance to the neighborhood or other members. Without limiting the generality of the foregoing, no speaker, horn, whistle, siren, bell or other

sound device, except such devices as may be used exclusively for security purposes, shall be located, installed or maintained upon the exterior of any dwelling or upon the exterior of any other improvements.

Towed, Fined and/or Warnings

1. Any vehicle not operable or wrecked and unable to move. (***Management Request Only and Authorization by London Wood Homeowner Association***).
2. Any vehicle parked in a fire lane or parked in a way that would prevent an emergency vehicle from full access to the property.
3. Any vehicle parked in a handicap parking space without proper identification.
4. Any vehicle parked in a parking space reserved for a homeowner will be towed (***Requester identification information must be identical to address of assigned space***).
5. Any vehicle that is parked in a manner that restricts the movement of other vehicles.
6. All vehicles with expired tags.
7. Any vehicle leaking fluids (***environment hazard***).
8. Any vehicle blocking a fire hydrant.
9. Any unauthorized use of common area, assigned parking and visitors parking as stated in London Woods By-laws and/or Parking Rules.
10. Any unauthorized vehicle parked on the playgrounds, grass and paths.
11. All unauthorized commercial vehicles left on the property between the hours of 7:00 p.m. and 7:00 a.m. will be towed. If a commercial vehicle is on the property to perform emergency repairs for a resident during these hours, you must contact the Management Company to receive authorization.
12. Tractor-trailers and large commercial trucks left on the property overnight will be towed.
13. Moving vans have a 72 hours limit to be parked in the community; additional time must be authorized by the Management Company.
14. Any covered vehicle must have current tags.
15. Double parking in parking lot.
16. Blocking of mailboxes.
17. Parking in snow areas.
18. Parking on grass of any lot, home, or common area.

The existing policy in the London Woods Declaration, located on Page 14, Section 7d, states:

(d) except as herein elsewhere provided, no junk vehicle, commercial vehicle, trailer, truck, camper, camp truck, house trailer, boat or other machinery or equipment of any kind or character (except for such equipment and machinery as may be reasonable, customary and usual in connection with the use and maintenance of any dwelling and except for such equipment and machinery as the Association may require in connection with the maintenance and operation of the common areas and common facilities) shall be kept upon The Property nor (except for bona fide emergencies) shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out thereon. The Association may, in the discretion of the Architectural and Environmental Control Committee, provide and maintain a suitable area designated for the parking of such vehicles or the like.

London Woods Architectural Guidelines states:

“Commercial Vehicle” is defined as one that displays commercial signage and/or contains equipment such as: (1) having signs, advertising or other commercial markings identifying a firm, organization, service, product, etc., of any kind, type or description, or government markings, excluding police and emergency vehicles; (2) having equipment or supplies ordinarily used in a commercial enterprise stored in or on the vehicle in such a manner as to be in plain and public view of the casual observer or passersby including ladders, pipes, ladder racks, tools, tool boxes or equipment; (3) a flatbed truck; or (4) having generally an unkept or unsightly appearance resulting from its use in a commercial enterprise.

The Town of Capitol Heights

By: _____

Authorized Officer

Date: _____, 2021

London Woods Community Association, Inc.

By: _____

Authorized Officer

Date: _____, 2021

Action Item Tracker
February 22, 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	03/01/21
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 Public Session Work Session Work Session	Status Update Talked with Petzena developer Had not heard from POC Will follow through again; CM Cason provided additional information	ATA Miller TA Jason Small	03/15/21 02/16 21 01/11/21 12/07/20 11/16/20 11/02/20 09/21/20
67.	02/04/19	3 rd Monday (Quarterly) designated for training –	Work Session	Ethics Training - Legit in attendance How to get ahead of the legislative process was resolved with the approval of hiring a lobbyist	Mayor and Council	TBD 02/08/21
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 Work Session Special Session Work Session	Dependent on weather Building materials have been delivered; waiting for favorable weather to begin construction 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 ATA Miller/ CM Williams CM Williams	TBD 01/11/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/2 09/21/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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
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 TA Jason Small	03/15/21
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	To be discussed in Closed Session Suggestion by CM Brown to open the search for candidates CM Cason – Determine from current candidates who will be the alternative member Ran out of time Ran out of time	Council CM Brown Mayor and Council	TBD 02/08/21 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	03/15/21 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	Status of Retirement committee ATA Miller reported that a Retirement Committee has been formed (Deputy Morgan, Charles Simpson, Michael Coleman, James Greene, Robin Bailey-Walls (asked to be a member) and ATA Miller)	ATA Miller ATA Miller	03/15/21 01/11/21 TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session Work Session	Follow through with CM Brown and CM Williams for additional information for regarding contents of the letter of support. regarding details for letter of support; Write letter of support CM Williams indicated a letter is now required; follow through is needed	ATA Miller/ CMs Williams and Brown ATA Miller/ CM Williams CM Brown	03/01/21 02/01/21 01/04/21

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	Work Session Work Session Public Session Work Session	Status of problems Outcome of Email migration; encountered various problems; Not all Council have email access Email migration is set to begin this Friday/ATA Miller discussed concerns with NTI regarding the Level of Service that has been provided File Server Complete; Email Server in Progress	ATA Miller	03/01/21 02/16/21 02/01/21 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	03/15/21
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	Ongoing
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	03/15/21
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	03/15/21
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	03/15/21
222.	02/03/20	Mediation	Work Session		ATA Miller	03/15/21
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	Will update in February ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	03/01/21 01/11/21 12/28/20 12/14/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
235.	02/24/20	Status – Obtaining Properties	Work Session		ATA Miller	03/15/21 12/07/20
242.	03/02/20	CGI Update; Edited video	Work Session Public Session Public Session Work Session Work Session Public Session	Send photos to CM Brown Some footage not reflective of Town; Provide CM Brown with additional photos of residents and Town events to be incorporated in to the video	CM Brown CM Akers/ ATA Miller CM Akers/ATA Miller CM Akers ATA Miller	TBD 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	Work Session 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 ATA Miller	03/01/21 01/11/21 12/07/20 11/09/20 11/02/20 09/14/20
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
310.	07/03/20	Status of CARES Reimbursements; Documentation requested; Spreadsheet requested to include what was purchased, cost, what was submitted and what was reimbursed	Work Session Work Session Work Session Public Session Work Session Public Session Public Session	List of items sent and status reimbursement; specifics requested for gift cards - # purchased and monetary breakdown; how many are left No funds reimbursed; will follow through and provide a list of what was submitted. 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 Ran out of time CM Chew/ CM Akers	03/15/21 02/16/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
311.	07/13/20	Status Updates on Town Projects (Monthly)	Work Session Public Session Public Session Public Session Work Session	Ran out of time Moved to next Public Session Provided in Report Ran out of time	ATA Miller	03/15/21 02/16/21 01/11/21 12/14/20 11/09/20 11/02/20
314.	07/13/20	Status Update of Grant Reimbursements	Work Session Public Session Public Session Work Session - Monthly	Update Grant Status Update; Bev gave a detailed presentation and sent a spreadsheet for review Bev assisting in gathering documentation Miller provided an update	Bev Habada Bev Habada ATA Miller ATA Miller/ CM Cason	03/15/21 02/16/21 01/11/21 12/07/20 10/19/20
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	03/15/21 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	Work Session Work Session Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	Status with County Status of letters- Completed Letters being sent Working on submitting the spreadsheet the County requested No response - follow-up with County Follow-up with County Ran out of time ATA Miller to follow through	ATA Miller CM Cason/ ATA Miller	03/15/21 02/16/21 02/01/21 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	03/15/21 12/07/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
336.	10/05/20	Virtual Tutoring Proposal	Public session Work Session 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 – MOU – Discussed and brought back to Public Session Moved to next Work Session Ran out of time Payment of Tutors Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assists 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	CM Akers CM Akers ATA Miller CM Cason Partner Discussion CM Cason	02/22/21 02/16/21 02/01/21 01/19/21 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
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 Public Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	ATA Miller stated the Newsletters had been sent; requested information for the next publication Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	03/15/21 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
345.	02/16/21 10/26/20	Transfer to Town; road resurfacing; should Ramada be responsible Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session Work Session	Conflicts of ownership between Ramada and County 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	03/01/21 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	Ran out of time ATA Miller reported the start date is February 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	03/15/21 02/16/21 01/11/21 01/04/21 12/21/20 12/07/20 09/14/20
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	Work Session Public Session Work Session Work Session	ATA Miller requested an extension Requested to see the documentation; Town Clerk requested the Protocol be disseminated to the staff also ATA Miller stated the Town will follow the State/County; Emergency plans are in place CM Ford requested the Plans for Council review	CM Ford/ATA Miller Miller CM Ford/ ATA Miller Town Clerk ATA Miller ATA Miller ATA Miller	03/01/21 02/01/21 01/11/21 12/21/20

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
354.	12/17/20	Provide the documented process to submit Property Tax forms to the County Response to PIA request for documentation on submitting Property Tax requirements to the County	Work Session Public Session Work Session	Provide documentation specific to the property tax submission process ATA Miller provided Constant Yield Tax submission documentation which included the property tax form; The requestor felt his request wasn't satisfied ATA Miller will respond with documentation to PIA – Mr. Brown requested by January 8, 2021	ATA Miller ATA Miller ATA Miller	03/15/21 1/11/21 01/04/21
356.	01/04/21	London Woods MOU with Police Department	Public Session Work Session Work Session	To be voted on Reviewed Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason	02/22/21 02/16/21 02/01/21 01/19/21
358.	01/11/21	Update Personnel Handbook and Protocol to state internal employees that meet the position requirements are able to apply when positions become available before an outside employment search begins	Work Session	Approval of statement to be added Ran out of time	CM Akers/ Town Clerk	03/01/21 02/16/21
359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Direction/ Author Ordinance Ran out of time	CM Cason/ Town Clerk	03/01/21 02/16/21
355.	02/08/21	Create a protocol to ensure delivery to Council when email system is down	Work Session	 Ran out of Time	ATA Miller/ Town Clerk	03/01/21 02/16/21

Action Item Tracker
February 22, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
356.	02/08/21	Request that Management Reports be received in writing as opposed to oral reports	Public Session	Reports to be in writing	ATA Miller	02/22/21
357.	02/08/21	Meeting with Argos – Legal matters	Closed Session	Schedule a time along with Town Attorney	ATA Miller	02/24/21
358.	02/08/21	Grant management	Work Session	Devise a plan to manage grants	CM Williams/ ATA Miller	TBD
359.	02/08/21	Protocol for Virtual Meetings	Work Session	Document the protocol for virtual meetings	CM Williams/ ATA Miller	TBD
360.	02/16/21	Grant decision; CBDG FY 17 and 18	Public Session	Return monies and agree to letter of commitment for CBDG FY 17 and FY18	Bev Habada	02/22/21
361.	02/16/21	Resident PIA request for Town budget and documentation on gift cards	Work Session		ATA Miller	03/01/21
362.	02/19/21	Resolution 2021-17; A Resolution to approve Mayor and Council Rules	Public Session		ATA Miller	02/22/21
363.	02/19/21	Police Salary Plan	Public Session		ATA Miller	02/22/21
364.	02/19/21	Charter Amendment 2021-18 A Charter Resolution Amendment to Amend the Charter of the Town of Capitol Heights to Temporarily Abolish the Office of the Mayor and Reassign the Office Duties of the Mayor Until the Next Election	Public Session		ATA Miller	02/22/21
365.						