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

Meeting Purpose: Council Work Session		
Date: 12/20/2021	Time: 7:02 PM	Room: Teleconference
Chair: Council Member Elaine Williams		Scribe: Acting Town Clerk – Robin Bailey-Walls
Call-in Number: (301) 715-8592 Meeting ID: 894 8925 1876		Password: 264883

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

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

- I. Call to Order: Council Member** – Elaine Williams
- II. Roll Call:** Robin Bailey-Walls, Acting Town Clerk
CM Cason texted and sent an email asking to be excused from this meeting. **(Conversation at 0:51)**
CM Ford contacted TA Habada stating she will be in attendance but will be late.
CM Williams notified Council of a family situation; she may need to relinquish the chair to someone else since we do not have enough Council members to continue the meeting.
- III. Approval of the Agenda – Council**
CM Chew Motioned to Approve Agenda; Seconded by CM Akers
Friendly amendment made by CM Chew to add after item # 5: (Conversation began at 2:38)
 - Posting of Town Clerk position
 - Hiring of part time accountant
 - Discussion of closure of Town Hall on Thursday
 - \$100 Gift cards for staff**CM Akers is in agreement with the friendly amendment to add these four items (Conversation at 4:23)**



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Votes to approve the additions to the agenda (vote at 5:32)

CM Akers Y

CM Brown Y

CM Chew Y

Vote carries 3/0

To be added after Item V.

CM Williams asked if Council was ok with making additional additions. There were no objections.
(Conversation began at 6:43)

CM Akers Motioned to make Additional items to the agenda after #VI.; Seconded by CM Chew

- Meeting times
- Meeting protocols
- Remove hiring/salary freeze of employees discussion

(Vote taken at 10:52)

Votes

CM Akers Y

CM Brown Y

CM Chew Y

CM Ford Y

Vote carries 4/0

TA Habada announced that **CM Ford called earlier in the day to request the Holiday drawing be removed from the agenda for tonight; Seconded by CM Akers – No opposition (Conversation at 12:31)**

IV. COVID Protocols – TA Habada (conversation began at 14:02)

a) Proposed COVID Protocol for On-site Town Operations –

TA Habada mentioned the COVID occurrence in the Police Department; activation of the public protocol is going to be necessary. We also need to talk about the Omicron variant. We've been checking to see what the County is doing. We've had some emails come in from Council canceling some planned events for the Holiday Season. CM Ford asked today to cancel the Town Hall Open House. She stated the picture has changed somewhat since this information was sent out on Friday. TA Habada reviewed her memo sent to Council and read the public policy statement and thanked CM Brown for her edits. The information has been adapted from what the County is following in terms of infection and limited access. "The following information reflects measures to be taken to reduce risk and mitigate spread of COVID-19. This public protocol planning reflects the consideration that visitors that do not show symptoms may still be a risk for spreading the virus. Our primary focus is to prevent and reduce transmission among building occupants while maintaining healthy public service operations". TA Habada also read the various components of the plan to include public access at public buildings – during COVID – Limited access, what happens during a COVID infection, automatic temperature checks upon entering the buildings given the infection spread rate, protective equipment and social distancing signage. She also reviewed handwashing, physical distancing and the face covering requirement and public access – preparations post COVID. TA Habada discussed how a cleaning was done in Town Hall as a result of an employee's relative testing positive to COVID.



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Everyone that worked with him (the exposed employee) was tested and test results have been submitted to their supervisor. It makes sense to get guidance from Council that worked in the healthcare arena such as CM Akers. We immediately started doing contact tracing today upon learning about the two officers' exposure to COVID. Cleanings were done at both buildings.

CM Akers stated we automatically follow the State protocol. CM Akers also made the following recommendations; the police department should be sanitized; the night shift may have entered the building; that doesn't mean their contamination period could have occurred last week. When disinfected there should be no entry for twenty-four hours. Town Hall was entered before twenty-four-hour period was over when last disinfected. Temperatures should be taken with staff or anyone entering the building. Keep a log on use and maintenance of equipment. We do have a scanner and that has to be used. CM Akers also mentioned the locks on the building where NSD enters aren't in sync with the front door. **(Conversation began at 22:00)**

TA Habada inquired about both door locks working at the same time.

Chief Cummings stated that locks were changed as this is a safety issue having them both open at the same time.

CM Akers stated the code isn't working properly. You now have to lock on that door.

Chief Cummings stated there was an issue with the batteries and the locks were reset and it kicked everyone out of the system. He put everyone back in the system. We had a power issue recently. CM Akers may have been kicked out and he will have to give her access to the entire building. **(Conversation began at 29:20)**

CM Chew stated the protocol is missing OSHA contract tracing requirements. A sign-in sheet is needed; log is to be kept on outbreaks (dates of infection and test positive date) and contact tracing needs to be incorporated. Also dates and test documentation is required. All this documentation is to be easily accessible. **(Conversation at 32:01)**

TA Habada said she'll make the updates and bring it back to the Council for review. **(Conversation began on 34:58)**

CM Williams asked if we are seeing residents based on appointments.

TA Habada replied yes, residents knock at the door and are serviced. They come one at a time. We can move to by appointment only. That may cause a delay in getting licenses and permits; some are already done by appointment. Adding a log with the contact information would answer the question of knowing who was in the building and for what purpose. **(Conversation at 37:00)**

CM Akers requested this be placed on the Rolling agenda for the next Work Session on January 18th. **(Request made at 38:24)**

- b) Opening Town Hall for Council Meetings/ Planning for in-person meetings - TA Habada/CM Akers

TA Habada asked for guidance regarding having in person meetings. I know there is a desire to return to in-person Council meetings. She suggested not meeting in person until the Omicron infection rates are lower. **(Conversation began at 39:56)**

CM Ford stated no in person meetings at this time as there's a new variant.

CM Chew – No comment

CM Brown – No comment

CM Akers would like to review and think about it. I do have some comments that I will discuss with TA Habada. **(Conversation began at 43:00)**

V. Police Department – Requests for support



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- a) **New Tobacco Store next to Bell's Liquor Store**— Chief Cummings (Conversation began at 44:54)
CM Ford asked what specifically that Council can do to assist the Chief.

Chief Cummings doesn't have statistics available; he can pull those stats regarding a tobacco store that is off of Walker Mill. We have quite a bit of calls for service there. Just as we did a moratorium against liquor stores; we can do the same. Chief suggested the request for a moratorium may seem harsh however he has concerns about the crowd that will be drawn there. It's not a crowd that we'd want in the Town of Capitol Heights. So, I'm looking for support from the Council in reference to that.

CM Chew stated she had contact with Rodney Streeter's office and Alsobrooks office in reference to the tobacco store that was located on Marlboro Pike next to the plaza where Popeye's is. It took them a minute but they actually shut it down for a while because they were selling single cigarettes. They were able to open back up and I don't know why. There is a committee in the County that is working on limiting tobacco stores. She suggested writing letters to Councilman Streeter and County Executive Alsobrooks offices especially because of the increase in violence in this area. Maybe the Council or TA Habada can draft a letter for support of to see if we can be a part of the Committee with regard to limiting tobacco stores. **(Conversation began at 46:00)**

CM Akers recalled hearing Rodney Streeter say they actually closed down a tobacco store in Suitland. So, we can actually reach out to them to find out what and how they went about closing that one down. **(Conversation began at 50:11)**

CM Chew motioned to the Council, TA Habada and Chief get together to draft a letter or meet with Rodney Streeter to get assistance to keep this tobacco store from opening. **(Motion made at 51:00)**
Seconded by **CM Akers**.

Vote

CM Ford Y

CM Chew Y

CM Brown Y

CM Akers Y

Vote Carries 4/0

CM Ford added a **Motion to move forward with a moratorium on to keep the tobacco store form opening at this time; Seconded by CM Akers. (54:21 on the recording)**

CM Chew asked how long would that take to get approval for a moratorium because we'd probably want to take the quickest way.

TA Habada responded she wasn't sure but wanted you to know she's alerted the Town Attorney about the need for moratorium legislation. I will ask him how long it will take to get that in place and get back to Council on this.

Vote (Vote was called at 56:51)

CM Akers Y

CM Brown Y

CM Chew Y

CM Ford Y

Vote Carries 4/0



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- b) **Contact with County Executive and Governor - Response to recent spike in shootings in the Town** – Request for immediate action and funding from Governor Hogan to hire additional staff - For Discussion Chief Cummings/TA Habada/CM Chew (verbal - no documentation included)
Chief Cummings has been in contact with other areas as well. I'm not sure if this is just the season or COVID related. The shootings used to happen around us and now they're coming in to our Town. We've had three shootings in less than seven days. It's not an issue of patrols because the Deputy Chief and I were in that same area at the first shooting on Wednesday. We need some assistance. We get the County for a few minutes due to shortages. I want to find out where the money is from the Governor to reform the police. I'd like to tap in to that and get police officers. The budget isn't ready to have four or five more officers that we need right now. I want to hold the Governor accountable to get more officers and resources to help us out. I'm also going to call the State Police and see if I can get some troopers in this area as well. Chief wants to arrange a meeting with County Chief of Police Azziz and Chief Contee in DC. People are coming in to our Town to do these shootings. My request to the Council is to call Prince George's Council members and the County Executive to see what else we can do. I know it's cold but we may need to do one of our walks; all of us and shout and scream that we don't want this violence in our Town. (Conversation is at 1:00:03)
CM Chew stated she didn't want to overstep her boundaries but she called Alsobrooks office and did get a response. I wasn't able to call the person back due to a situation at work. CM Chew asked does Chief want Council to go all the way to the top to contact Hogan? She asked that Chief tell Council what they need to do to help. Also, because these perpetrators are coming from other areas, is there a way to implement random car checks? (**Conversation is at 1:02:45**)
Chief Cummings said he didn't think CM Chew is overstepping her bounds because any help given is helpful. It's more powerful coming from my elected officials than from myself. I've talked to County Exec Alsobrooks on several scenes. It's not as powerful coming from me. We do check points but that's only for DUI checks. Those days are gone. We can't randomly stop cars without cause; tags speed seatbelts, something that would give me a reason to stop a vehicle. (**Conversation on 1:03:49**)
CM Chew Motioned to work with TA Habada and Chief to draft a memo for Council review and send it to County Executive Alsobrooks and other Officials ASAP. Seconded by CM Brown; All Ayes in favor; none opposed (Conversation began at 1:04:45)

VI. Remove - Hiring - Salary freeze of employees – CM Chew – Recommendations from TA Habada
Add: CM Chew

- Posting of Town Clerk position (**Conversation began at 1:08:40**)
CM Chew – stated TA Bev sent a Town Clerk job description. She modified it and sent it back and requested it be sent to all Council to make sure they are ok with the description. She would like to have it posted no later than Thursday, December 23rd of this week. We've had Ms. Hamer from the police department agree to use her email address to receive applications so there won't be any bias. She's requested to add Ms. Hamer's email address to the job posting. The actual Motion was to have the job posted was by December 1st.
CM Chew Motioned to post the Town Clerk job description by Thursday, December 23rd;
CM Williams stated she thinks we need to be sure Chief Cumming is guiding us with Ms. Hamer's additional duties to receive these.
Chief Cummings responded yes, Ms. Hamer mentioned it today.
Motion Seconded by CM Akers; No opposition (1:11:37 on the recording)
- Hiring of part time accountant
CM Chew stated she thinks it's imperative that an accountant is hired. Minerva is doing an excellent job however we need an accountant. An example is when she wanted to partner with CM Akers for the trip to



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Watkins Park, she asked first to make sure she had adequate funding for my committee line. She didn't get a response and was told they would get back with me. CM Chew stated that because we're doing a lot of spending, we need to make sure we're not outside of our budget. I think it would be valuable to have an accountant; it doesn't have to be a full-time accountant. It can be a part-time accountant so that when we're audited each year, we won't have to go through so much just to gather information. We'll have a general in place like we're supposed to have. **(Conversation at 1:13:00)**

CM Chew Motioned to obtain a part-time accountant; Seconded by CM Akers – No opposition (recorded at 1:13:53)

CM Ford inquired that she thought a freeze was placed on hiring.

CM Chew responded we have but once we get the position in place, she wants this to be a part of what we conclude on because we do need an accountant.

CM Ford asked if we have a treasurer.

CM Chew responded yes; we do.

CM Williams asked if TA Habada could confirm that position.

TA Habada stated the position we have is in the group of positions that need to be classified. The position title that she is aware of is finance clerk. Town treasurer is the email address that she believes was just kept in that title. When Council hired the current staff person; approved it when ATA Miller was here, it was to be a finance clerk and the salary was set and agreed to by Council. It has legitimacy in terms of pay but is not in the classification system. CM Chew is indicating that this is a position (accountant) she wants to add to that group for classification. **(Recorded at 1:17:04)**

CM Akers asked TA Habada if there's a line item to hire an accountant or do, we have an accountant that we're not using?

TA Habada responded that we have a line item in the admin budget for 33K for accounting assistance. That has been used in the past to assist with audits. She asked for Todd Frankenfield's help with the tax differential since she hadn't done one since 1997 so he was helpful. He was apparently asked in the past to prepare those. He helped with the Town's response to the County about a month ago. We have not used him on a regular basis only for some specialized things. **(Conversation at 1:19:19)**

CM Ford restated for clarity that we have a finance clerk and we want to add another position which would be an accountant. She thought the current position had some type of upward mobility to move in to what's needed.

CM Chew responded that we're not adding two positions. The finance Clerk doesn't know how to do the work of an accountant. She doesn't know how to keep a general ledger which we should be doing on a daily basis. There are some other things we need in place and an accountant will make sure our books are in order. Right now, I don't think our books are in order because when I asked for information on my committee, she couldn't get that information. I put a motion in place to hire a part-time accountant. **(Conversation is at 1:21:34)**

CM Akers asked if the finance clerk is bonded.

TA Habada responded that we have the paperwork and she doesn't know if she's submitted it yet; the application is to be submitted if she hasn't already. To address the question raised by CM Chew about her capabilities, she does do general entry because the auditors gave her a list of general entries to make. In terms of keeping up with all the items she has to keep up with, she's a bit stretched. The area that she has some need to work on is having the time to look up what everyone is coming to her with. I think an extra pair of hands and someone that's a CPA would be appropriate. In terms of knowing what items go to what accounts there's concern there. **(Conversation is at 1:23:14)**

CM Akers suggested that since there wasn't a space on the agenda for public comments, can we put the resident comments where CM Ford withdrew the Holiday drawing.



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Town Clerk Bailey stated we normally do not specify an area for public comments since this is a Work Session. In the past it's been understood that they can be acknowledged and can speak. If Council wants her to start adding that to the Work Sessions, she just needs to know. **(Conversation at 1:27:11)**

CM Williams stated as the chair she's hopeful people can chime in but at a meeting that goes to 1am it becomes less than productive. She would entertain a motion to keep our conversations to a limit of time. We're already restricted to two times around on a subject. We do want the input that makes a difference. She can entertain at this time how we address comments from the residents in Work Sessions. **(Conversation 1:28:07)**

CM Brown Motioned to add a to allow residents to speak in the same spot as in our Public Sessions; Seconded by CM Ford

CM Chew requested a friendly amendment to allow residents to speak with a three-minute limit and no back and forth. **(Recorded at 1:29:23)**

CM Brown stated she couldn't accept because our meetings are going far in to the evening. She suggested the residents speak once in the beginning and once at the end. CM Brown asked if CM Chew would revise her friendly amendment to include this.

CM Akers suggested considering Ms. Finley's suggestion (in the chat) to have the residents type in the chat.

CM Brown accepted CM Akers friendly amendment to have the residents type in the chat. (Conversation is at 1:33:43)

CM Williams suggested needing a three-minute limit and a chat master (monitor).

No confirmation from CM Ford who previously stated she was encountering phone issues.

Acting Town Clerk stated CM Brown made a friendly amendment suggestion prior to CM Akers friendly amendment.

CM Chew stated her friendly amendment was to allow the residents to speak with a three-minute limit. It was not accepted.

CM Williams stated CM Brown made a suggestion; no friendly amendment was made.

Acting Town Clerk stated CM Ford is no longer on the call.

CM Brown stated she can yield for the residents to speak since we're near the end of the meeting.

CM Chew stated just for clarity, she still has two more items before the Resolutions are discussed. She doesn't mind if the residents want to speak now.

Acting Town Clerk restated the Motion. CM Akers made a friendly amendment to allow the residents to comment in the chat.

CM Akers asked if once CM Ford left the call, she was under the impression that the friendly amendment died. So, she believes the only Motion on the floor is CM Brown's Motion to allow the residents to speak at the beginning and at the end. She asked clarification. **(Conversation is at 1:46:50).**

CM Williams stated CM Akers is absolutely right. If CM Ford could not accept the friendly amendment, the only thing to be voted on is CM Brown's Motion.

CM Akers Seconded CM Brown's Motion.

CM Brown reiterated that her Motion was for residents to be able to speak at the same place on the Work Session agenda as on the Public Session agenda. She stated she would agree with CM Akers friendly amendment to allow residents to type in the chat as long as they are respectable comments because we want to allow every opportunity there is. (Conversation 1:48:57)

CM Chew asked if the residents can speak just for tonight. She stated there's been twenty-seven minutes spent on this Motion.

Vote

CM Akers Y

CM Brown Y

CM Chew Y



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Vote Carries 3/0

Former Council Member Monroe stated she was brought in because there were major problems with the budget and some other things. With the Council's permission, she worked with the finance clerk more so that ATA Miller. By her own admission the finance clerk didn't have general ledger training. Which is why during the audit, she spoke with the auditors as well, because they couldn't get the information that they needed through the Acting TA and the finance person. That's a big deal. It's a lengthy process. That's why they couldn't get the audit done because they couldn't get the paperwork done. The end result in trying to get it is they had to go through Todd. Todd was hired on a temporary basis during her administration. He wasn't actually hired, the firm he was working for was hired. Our accountant left after almost twenty years. Instead of immediately replacing him we got a consultant to took our time and had them come in three days a week and when we got a finance person, we were to still planned to get an accountant. You pay more money for a CPA and we don't need a CPA to keep our books. As TA Habada was saying you have to be careful because an accountant knows things that someone that doesn't have a financial background does not know. That is important. The finance clerk does an awesome job but she is limited in what she is able to do. That's not a personal statement. She's not an accountant. That's why she doesn't bear that title nor the education. When you're dealing with multi-million dollars you need someone that knows and can get the job done. That person would come in several times a week under Ms. Habada to make keep the general ledger and to make sure your numbers are right. The finance clerk didn't even know what per diem was. She did not have the files set up properly. She's very good but not what you need to run the Town and the budget. **(Conversation began at 1:50:40)**

Ms. Monica Johnson wanted to follow up on things discussed in the past. She inquired about the Bates contract; what's being done to either renew their contract or bid the contract. During the Town Hall there were do-outs and also, she inquired about annexation. **(Conversation began at 1:56:19)**

TA Habada responded that latest information on Bates is that they have completed the repairs of the twenty-three broken trash cans. That has been an improvement in their service. Bates will come back on the agenda to make a determination on whether or not we are going out for bid. There has been some improvement in the attention to details. We have not been getting calls from residents about complaints. We placed on Council's Rolling Agenda annexation of the Capitol Heights Metro site. Part of the parking lot is not within the Town limits and we're going to correct that. We have gotten information from a surveyor, we cost from a couple more to be able to put in front of Council a Charter Amendment to include the annexation of the Capitol Height Metro area. There's a planned development for that parking area. We want to make sure that area is within the Town limits. As far as the other sites we've looked at, we have approached the Banneker development at the corner of Addison and Central Avenue. They have declined to be considered because they have told us that the project finances would not allow for the additional expenses of paying Town taxes. She would imagine if it's true for the Town it's also true for Seat Pleasant. **(Conversation is at 1:59:47).**

CM Brown stated she previously requested a summary breakdown of the trash companies. She believes Council voted on an RFP. She doesn't know if this can be recalled. I'm still looking forward to that breakdown. **(Conversation is at 2:01:10)**

CM Williams stated Ms. Johnson question is not complete as she inquired about Walker Mill Road annexation.

TA Habada stated we've not approved moving forward on Walker Mill yet.

CM Brown stated she was waiting for an answer from Ms. Habada.

TA Habada stated she needs to go back through the notes as she doesn't recall that. Council had taken a vote on the RFP and she thinks Council was split. We have monitored Bates in terms of getting the list done as well as receiving some additional trash cans. We can certainly go back and take another look at what was decided and act on that and get the information on the various trash companies in our area. **(Conversation on 2:04:25)**



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CM Brown stated when she requested the breakdown summary, Council did vote on and it passed on an RFP. That is the reason I'm still requesting an index of our Motions because this was a Motion that passed. We should have an index so we know what Motions have passed and there's no question in the future. **(Conservation on 2:02:15)**

Discussion of closure on Thursday

CM Chew said she doesn't think it's necessary for us to close the Town Hall on Thursday when our employees are actually getting Friday off. We have discussed this with TA Habada through email but we need the vote of the Council.

CM Chew motioned that we not close Town Hall on Thursday; Seconded by CM Akers. CM Chew also stated that staff is receiving a \$100 gift card and do not need to have an extra day off. She doesn't believe tax dollars should be used to pay them for time off. **(Conversation began at 2:06:19)**

TA Habada stated that she referred to the Personnel Manual. She also stated she felt that she is being knee capped. The employees haven't gotten a cost-of-living adjustment and had not had raises; she feels she has no powers as the TA. If Council is going to run the Town she isn't needed.

CM Chew said the County and everyone else has Friday off as the holiday. She also stated it's not true that the staff hasn't gotten raises; Council gave raises before. Salaries here are not the best, but we don't have the money. She doesn't think it's fair to our residents who are looking for Town Hall to be open on Thursday. She's taken back when TA Habada is said that we're trying to overstep you when there have been so many things done without the Council consent. She stated that Council has never thrown her under the bus or said anything out of disrespect. Now if you have a problem with that, I think you should have consulted with Council in a closed session. The actual

CM Brown stated she agrees with CM Chew. There is some confusion. I can understand TA Habada's perspective. Even with previous TAs things still need to come to Council for approval. The prior TA gave everyone raises. We're not trying to step on your toes. We all have to be on the same page. Rules and procedures are being changed without Council knowing. This really should have come to Council so we can all be on the same page. Everything has to be discussed and possibly things could have been a bit different. We're open for meetings. **(Conversation on 2:15:09)**

CM Akers is in agreement. Raises and step increases were given when we first came in. She doesn't know why that information wasn't passed on the TA Habada. If we're giving staff gift cards, where are they coming from? Where's the money coming from for those cards.

TA Habada said \$100 per staff is coming from the salary line of those departments. She wants to add that Christmas Day is on a Saturday. With the exception of the police department not staff work on Saturday. That's not a holiday, that's the weekend. The day before on Friday would be the holiday observed because that's what the County government is doing. Christmas Eve is the day before and that's how she calculated it. She's not trying to give something in excess.

(Conversation on 2:18:12)

CM Akers asked TA Habada if she's stating the County is observing the holiday on Friday. So why couldn't it have just been said that we're following the County's protocol? Why did we go to the Personnel Manual because it doesn't stipulate what day the holiday is going to fall on, it just says the day before. **(Conversation 2:19:56)**

CM Chew has two points. The TA said that Christmas Eve would be Thursday as opposed to Friday. There are too many things happening without the communication with Council. I don't think they're appropriate or respectful. With the previous TA anything of that nature came to the Council. Sometimes we agreed to come up with something else. Maybe let's give them a half a day off. She thinks because of a lack of communication and a lot of decisions being made without the Council is why things get mixed-up. Secondly, she doesn't have a problem giving staff gift cards but we have to do things the right way. We didn't have in the budget to give gift cards to the staff. You have to give us what line item you're taking this money from so that we can do a Resolution to approve the movement of the money. **(Conversation 2:20:52)**

CM Brown asked what day staff being given? It says County Offices with the exception of public safety agencies will be closed on Friday, December 24, 2021 and Saturday, December 25th in observance of the Christmas holiday. Usually, they don't give them the full day but they do let them off early. So, I have seen the prior TA let the workers off at 3 o'clock. She thinks that would be more appropriate versus giving them a full day off. **(Conversation 2:23:36)**



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CM Williams stated the Council has spoken on this topic at least twice.

CM Chew Motioned to give the staff a half of a day off on Thursday; Seconded by CM Brown. No Objections.

Ta Habada stated that's a good compromise and she appreciates the offer. **(Conversation on 2:24:53)**

- \$100 Gift cards for staff

CM Chew asked what is the line item to do the Resolution.

TA Habada stated this is considered a gift but also compensation. The salary line is the appropriate place to put it.

CM Chew I stated that she would like to have a separate line item. She requested to have the Acting Town Clerk write a Resolution and have it available with the account number for the gift cards.

CM Chew Motioned to approve the gifts and have Council sign it on Thursday; Seconded by CM Brown.

Vote (Vote on 2:32:38)

CM Akers Y

CM Brown Y

CM Chew Y

Vote Carries 3/0

VII. Resolutions – CM Brown

- **CM Brown requested to move forward with the following Resolutions; documentation to follow.**

CM Brown would like to bring a Resolution forth to Approve and Ratify the Rules and Procedures of Regular Meetings for the Mayor and Council of the Town of Capitol Heights. There are individuals that continue miss a lot of meetings without accountability. She believes one reason is because of the definition of regular meetings is not defined so there is clear meaning and there is mis-communication. We need to establish accountability. It is unfair that several Council always are on these meetings because they care about their communities. Others are taking off many days. We all took this job because we care about our community and we want to make it better. CM Brown read the definition of regular meetings; scheduled and held on a routine basis (date and time; Section 210 in the Town Charter). CM Brown voiced concern about a message posted in the chat stating she was voted in by citizens not that she took the job. She stated we have rules and procedures of respect. CM Brown requested that Ms. Johnson be blocked from the chat if she continues to be disrespectful.

CM Williams cautioned all to be mindful of what is said in the chats. She stated that what's disrespectful to one isn't to another and that opinions aren't necessarily warranted. She's hopeful to move on without having to impose boundaries.

CM Brown Motioned to bring forward a Resolution forth to Approve and Ratify the Procedures of Regular meetings; Seconded by CM Akers

CM Akers stated she thinks this is good to define things better by closing up the gap.

Ayes to approve; No objections (Conversation began at 2:35:22)

CM Brown asked comments be sent to her to be incorporated in to the Resolution.

CM Brown introduced a forthcoming Resolution to be sponsored by CMs Brown, Akers, Chew and Williams. It's for the American Rescue plan to combat Covid as families have been left in unexpected conditions. The resolution is to set aside funds to be distributed to homeowner. We'll need to ensure funding falls with in the guidelines and procedures.

CM Brown Motioned to bring forward a Resolution to allocate funding through the American Recuse funds to be distributed to homeowners impacted by Covid; Seconded by CM Akers. Ayes to approve; No objections (Conversation began at 2:45:05) CM Brown asked comments be sent to her to be incorporated in to the Resolution.



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CM Brown would like to bring back the Resolution on Bullying and Abuse Power sponsored by herself and CM Williams. There should be balances on power. This Resolution will define what bullying is and what an abuse of power is and it will hold Town officials accountable. We will point to existing State law to support the Resolution. **CM Brown Motioned to bring forth the Resolution on Bullying and Abuse; Seconded by CM Chew.** This Resolution will hold us accountable and let us know we are a team. No one has more authority over another person. They can't go out and something without the approval of the full Council. She stated we were up against that previously. This will prevent that in the future. CM Brown asked comments be sent to her or Council woman Williams to be incorporated in to the Resolution. **(Conversation began at 2:45:39)**

Vote

CM Akers Y

CM Brown Y

CM Chew Y

Vote carries 3/0

VIII. Add: CM Akers

CM Akers stated the meetings go on for far too long. She would like to go back to that meeting protocol.

Everyone is tired at one am; we're not really thinking. **CM Akers Motioned to have the meetings time stopped at 10PM with any remaining topics to carry over to the next session appropriate Session; Seconded by CM Chew. Ayes approve; No Objections**

- Meeting times
- Meeting protocols

All Ayes approved; No Objections (Conversations began at 2:53:23)

CM Akers Motioned to have TA Habada Read the Meeting Rules at before each meeting and to use a timer to time with the comments; Seconded by CM Brown. Ayes approve; No Objections

IX. Remove CM Faith Ford's Holiday

X. Council Announcements

CM Akers – Senior Trip to the Festival of Lights on Wednesday

CM Brown – Upcoming class on Wills; the class incorporates history and learning about municipalities; a game is incorporated

CM Chew – We had a great time on the trip; We gave out stocking stuffers

CM Williams – Listening Session care coming back; We're finding additional resources and working on the Green Team

XI. Adjournment – CM Akers Motioned to adjourn; Seconded by CM Chew; Meeting adjourned at 10pm.

Council May Adjourn the Work Session Meeting to Convene in Executive Session for Personnel and Possible Contractual Negotiations.

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 December 20, 2021

- I. Call to Order
- II. Roll Call
- III. Executive Session – Personnel and Possible Contractual Negotiations
- IV. Adjournment

DRAFT