



# Town of Capitol Heights

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## MAYOR AND TOWN COUNCIL

### PUBLIC SESSION AGENDA

May 16, 2022

7:00PM

<b>Meeting Purpose:</b> Town Council Meeting		
<b>Date:</b> May 16, 2022	<b>Time:</b> 7:00 PM	<b>Room:</b> Town Hall
<b>Chair:</b> Mayor Linda Monroe		<b>Scribe:</b> Acting Town Clerk – Robin Bailey-Walls

Chair/Voting Members:			
T	Mayor Linda Monroe	Town Administrator – Beverly Habada	T
T	Mayor Pro Tem Ronald Williams, Sr.	Acting Town Clerk – Robin Bailey-Walls	T
T	Council Member Amanda Anderson		
T	Council Member Anita Anderson	Chief of Police – Mark Cummings	T
A	Council Member LaTonya Chew		
T	Council Member Faith T. Ford		
A	Council Member Victor James, Sr.		
Guests/ Residents			
R	Former CM Rhonda Akers	Monica Johnson	R
R	James Brown	Former Mayor Maldon	R
R	Former CM Renita A. Cason	Former Mayor Darrell Miller	R
R	Bertha Coles	Elaine Portier	G
		Ronald Williams, Jr. G	G

- I. **Call to Order:** Mayor – Linda Monroe
- II. **Roll Call:** Acting Town Clerk – Robin Bailey-Walls
- III. **Mayor Monroe explained and read Small Board as it applies in Roberts Rules.**
- IV. **Mayor and Council Introductions** – Mayor Monroe/Council
- V. **Non-Denominational Prayer** – Silent Prayer
- VI. **Pledge of Allegiance** – All
- VII. **Approval of the Agenda**  
 CM Ronald Williams Motioned to Approve the Agenda; Seconded by CM Ford; All voted to approve the agenda; CM Ford requested that any agenda changes be addressed at the Work or Public Session.
- VIII. **Legislative item-**
  1. **Intergovernmental Agreement – Prince George’s County Municipal Recycling Collection Agreement for term of 2022-2026 - Pick up by County Recycling vendor – TA Habada**  
 Motioned by CM Anita Anderson and Seconded by CM Ronald Williams

Vote

CM Amanda Anderson	Y
CM Anita Anderson	Y
CM Faith Ford	Y
CM Ronald Williams	Y



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## Vote Carries 4/0

### IX. Information Item: Bates Trucking – Town Trash collection –

#### TA Habada

Public Works would love to have a discussion about getting our own trash truck. She suggests we do a comparison versus contracted out; Also, suggests waiting to hold the budget in context. She also said that an electric trash truck is worth considering.

CM Ford wants to get input from the residents.; Motioned to get input from Residents; Seconded by CM Williams

#### Vote

CM Amanda Anderson Y

CM Anita Anderson Y

CM Ford Y

CM Williams Y

## Vote Carries 4/0

Mayor Monroe suggests taking this topic to the next Work Session.

#### TA Habada

We get daily complaints about Bates services; there is a lack of customer service; the contract expired in 2018; Staff recommends doing an RFP.

FM Ford Motioned to discuss preparing an RFP; Seconded by CM Williams; CM Williams agrees with TA Habada to prepare an RFP to look for better service and reasonable costs. CM Ford stated in the meeting with Bates they promised to do better.

#### Vote

CM Amanda Anderson Y

CM Anita Anderson Y

CM Ford Y

CM Williams Y

## Vote Carries 4/0

### X. Information Item: FY 23 Town Budget – Schedule for budget adoption – TA Habada \

#### TA Habada suggests the budget schedule to be

- May 23<sup>rd</sup>, May 31<sup>st</sup>, Constant Yield June 6<sup>th</sup> – Public Budget Hearing, Budget Adoption by June 27<sup>th</sup>

Mayor Monroe stated the budget should have been started in March.

CM Ford requests the budget information be posted on and also offer residents the option to call-in to give input.

CM Ford Motioned to have the budget schedule added to the Rolling Agenda; Seconded by CM Williams

#### Vote

CM Amanda Anderson Y

CM Anita Anderson Y

CM Ford Y

CM Williams Y

## Vote Carries 4/0

CM Ford stated she is against having the mayor taking the vote; she wants the Clerk to take the vote.

Mayor Monroe stated its in Roberts Rules.

CM Ford Motioned to have the vote called by the Acting Town Clerk; Seconded by CM Anita Anderson

#### Vote

CM Amanda Anderson Y



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**CM Anita Anderson**            Y  
**CM Ford**                            Y  
**CM Williams**                    Y  
**Vote Carries 4/0**

## XI. **Public Comments (3 minutes each speaker)**

**Former Mayor Maldon** offered his congratulations to the newly elected officials and stated they are doing a good job; he reminded the Council to vote to excuse the two absent Councilmembers. He stated the trash discussion was a good opportunity to do a study; there will be long-term savings if done in-house; it maybe too expensive to do an intra-municipality agreement before bidding it out.

**Mayor Monroe** stated her door is open to work with Former Mayor Maldon and she does agree with the Motion to excuse the Councilmembers that are absent.

**Elaine Portier** from Life Empowerment Temple asked for assistance with a light that is out at 6164 Central Avenue. It was explained that the location is out of the Town jurisdiction. TA Habada took her information and will lend assistance to get her assistance.

**Former CM Renita Cason** asked about virtual meetings. TA Habada responded we're connecting with a vendor to provide live streaming and Zoom capabilities. It will require wiring the Town Hall for the cable channel and Zoom; We just met with the vendor today.

**CM Anita Anderson** recommended to put information out in Spanish and to consider having sign language done for Zoom meetings.

**Former CM Rhonda Akers** recommends getting our own trash but mentioned concern about the narrow streets given the size of the trash truck.

**Former Mayor Miller** offered congratulations to the elected officials and stated there will be a contractor other than Bates; suggests looking in to having it done internally.

**Ronald Williams Jr.** inquired about public safety since there's a lot of crime around on our borders. He also asked about youth services; how will they be intertwined?

**Chief Cummings** talked about bringing the Explorers program back. He also is working with an agency partnership with Seat Pleasant and PG County. There will be community walks and a return of the bike patrol to hang out in areas and will also look to partner with churches.

**CM Anita Anderson** asked about donating used cell phones to residents in need.

**Chief Cummings** suggested taking used cell phones to shelters; they will provide the information; the County handles cell phones for domestic violence victims.

1) **Council Organizing Meetings–Orientation: Information on distribution of laptops, and portable printers**  
- Greg Franzen, Town Tech person from NTI, Inc. Called to discuss the process to get cell phones connect with email and discussed how laptops will be distributed

2) **Council requests to TA – e.g., Office supplies, Legal Service requests**

**TA Habada** explained that office supplies, cell phone and laptop issues are managed by the office manager, Kenneth Warren. Tasking of staff is to go to TA Habada; she will assign the task. All contact with the Town Attorney must go through the Mayor; Admin has a form to request Attorney assistance.

**CM Ford Motioned to have Attorney requests approved by Council and once approved go through the Mayor and the TA. Seconded by CM Anita Anderson. Mayor Monroe supports the Motion.**

## Vote



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<b>CM Amanda Anderson</b>	<b>Y</b>
<b>CM Anita Anderson</b>	<b>Y</b>
<b>CM Ford</b>	<b>Y</b>
<b>CM Williams</b>	<b>Y</b>
<b><u>Vote Carries 4/0</u></b>	

- 3) **Information and Decision - Banking** – Councilmembers are all listed on the Town bank account - Decision required on signatories on checking account. General information about bank accounts – **TA Habada** discussed that the Mayor signs checks along with a Councilmember; If the Mayor is unavailable the next senior Councilmember will sign checks.  
**Mayor Monroe** stated this isn't currently in the Charter but needs to be amended.
- 4) **Maryland Municipal League Conference** – TA Habada talked about MML in Ocean City, MD. June 12-15, 2022; she asked to let us know if you're not planning to attend; reservation have been made by Kenneth Warren.
- 5) **Memberships** – PGCMA - Prince George's County Municipal Association, National League of Cities, ICMA - International City Management Association (for training) – TA Habada
- 6) **Clerk Informational Presentation** –  
**Acting Clerk Robin Bailey-Walls** talked about the
  - Distribution of Roberts Rules of Order; each Councilmember received a copy
  - Open Meetings Act – she stated it is very important to understand this requirement and asked Council to please, be sure to attend this workshop at MML
  - Council meetings – she asked Council to decide on the frequency and order of Work sessions and Public Sessions.
  - Council agendas - process for getting items on the Council agenda is to add items at Work or Public sessions and request a date to have them added; you can also request items be placed on the Rolling agenda if you've not determined a date for them to be discussed.
  - Distribution of package items – what is your preference by email and/or delivery by police staff on Fridays (Note: Some Councilmembers have asked us to leave the package on their desk at Town Hall for pickup.
- (7) **Meeting Process-** Mayor Monroe/TA Habada- The agenda will be followed; additions can be made at the time of approval of the agenda; the Mayor will chair the meetings; in her stead the meetings will be chaired by the Mayor Pro Tem; Council should ask to be recognized to speak. The Town Clerk reports directly report to Mayor/Council; tasks will be assigned by the Mayor with the input and requests from the Council; Roberts Rules will be strictly followed.
- (8) **Introduction to Procedural Rules for the Town of Capitol Heights Mayor and Council** – For General review. Consideration of amendment to page 8, Item e. Respect for privacy  
**CM Williams Motioned to Excuse Absent Councilmembers Chew and James; Seconded CM Anita Anderson; All Council agreed to excuse CM Chew and CM James**

## X. Adjournment to Closed Session

**CM Ronald Williams Motioned to adjourn the meeting to go in to closed session to discuss Nehemiah Management Contract and the Town Attorney Contract; Seconded by CM Ford. All Council in agreement. Meeting adjourned at 10:35PM.**



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## **Council May Adjourn the Meeting to Convene in Closed Session to Discuss Nehemiah Management Contract and the Town Attorney Contract.**

**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.

DRAFT