



# Town of Capitol Heights

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**TOWN COUNCIL**  
**WORK SESSION MEETING MINUTES**  
**IN-PERSON MEETING @7PM**  
**May 23, 2022**

<b>Meeting Purpose:</b> Town Council Meeting		
<b>Date:</b> May 23, 2022	<b>Time:</b> 7:02 PM	<b>Room:</b> Town Hall
<b>Chair:</b> Mayor Linda Monroe		<b>Scribe:</b> Acting Town Clerk – Robin Bailey-Walls

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

- I. **Call to Order: Council Member** – Mayor Monroe
- II. **Roll Call:** Beverly Habada, Town Administrator
- III. **Meeting Rules** – Town Administrator, Beverly Habada
- IV. **Approval of the Agenda** – Council –  
**CM Ford Motioned to add the status and update of the Ethics Commission; Seconded by CM Anita Anderson; Voted by and Approved by All Council.**  
**CM Ford Motioned to approve the agenda with the Ethics Commission added after the budget review; Seconded by CM Williams. Vote- Approved by All Council.**
- V. **Mayor and Council Rules (pages 1 -5)** – Mayor and Council
  - Mayor Monroe suggested reviewing the document in segments to allow time to review the FY 23 Budget
  - TA Habada re-wrote procedural changes for pages four and five
  - Mayor Monroe noted this document was created in 2014 by herself and Mayor King; these Rules are detailed and strictly follow Robert’s Rules.
  - CM Amanda Anderson suggested to review and critique this document
  - CM Williams requested the previous Council’s Rules**CM Ford Motioned to table this discussion until the next Work Session in June to provide time to review the previous Council’s Rules; Seconded by CM Anita Anderson.**



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## Vote

<b>CM Amanda Anderson</b>	<b>Y</b>
<b>CM Anita Anderson</b>	<b>Y</b>
<b>CM Chew</b>	<b>Y</b>
<b>CM Ford</b>	<b>Y</b>
<b>CM James</b>	<b>Y</b>
<b>CM Williams</b>	<b>Y</b>
<b>Vote Carries 6/0</b>	

- **CM Anita Anderson** commented that version control is needed on all documents to track changes
- **Mayor Monroe** commented this has been a problem for years; she asked if CM Anita Anderson would work with the Acting Town Clerk on version control
- **CM Amanda Anderson** asked if the former Council Rules can't be located if the Council will continue to work from this set?

## VI. **Traffic Calming Devices (Speed Humps) – CM James/Chief Cummings**

**CM James** presented a proposal to obtain speed humps

- Observed cars exceeding the speed limits; while campaigning he was almost hit by speeding vehicles several times
- Suggested placing speed humps on an angle; has a list of streets that need humps,
- Also requested more speed limit signage
- Will follow the process of getting signatures on a petition and bring before Council

**Chief Cummings** discussed

- A speed study is in progress; met with Altumint two weeks ago to discuss and set-up the study
- Has experienced communication and action challenges with the current vendor
- Looking to bring on Altumint as the new vendor; CMs Chew and Ford were present for their presentation to the previous Council
- Strips across the streets will be used to gather data; once drivers see the speed sign they will slow down
- It's estimated to take about two weeks for the speed study; they have identified streets; if there are additional suggestions contact him
- Speed bumps are higher than humps and can cause damage to vehicles

**CM Anita Anderson**

- Inquired about Capitol Heights Blvd which is a tight street with resident parking; if a vehicle is speeding an accident may occur in someone's living room.
- She asked about humps can impact efficient snow removal and possible damage to snow equipment
- Also was almost hit by a vehicle in the Larchmont and Chambers Avenue areas

**Chief Cummings** – During inclement weather plowing can cause damage to the street or the humps.

**CM Amanda Anderson** asked about metrics collection used to determine if a traffic calming device is needed.

**Chief Cummings** stated the measure is over 10 mph.

**CM Williams** asked if Capitol Heights Blvd can be made one-way up to Doppler as Opus was made several years ago.

**Chief Cummings** responded that would require a code change; this can be done to align with MD law.

**CM James** noted:

- Curb indicators can be used to keep plows from being damaged; plows can adjust the equipment accordingly
- Some plows can change terrain settings to accommodate for humps
- If humps are placed at an angle this will prevent damage to vehicles

**CM Ford** noted the speed hump approval process circulated regarding how Takoma Park manages these is good to have and possibly adopt should a resident want to petition for a speed hump.



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**TA Habada** stated the process from Takoma Park is an example. It’s up to Council to determine if a similar processes needed.

**CM Ford** would like to have a speed hump process created similar to the Takoma Park example provided.

## **Straw Poll Vote**

**CM Ford** Y

**CM Williams** Y

**CM Chew** Y

**CM Amanda Anderson** Y

**CM Anita Anderson** Y

**CM James** Y

**All voted in favor of instituting a Speed Hump process.**

**The creation of a speed hump process (traffic calming) will be added to the Rolling Agenda.**

**CM Ford Motioned to Open the floor for public comments; Seconded by CM Williams; All Council Voted in Favor to do so.**

## **Public Comments:**

**Duane Williams** (Quarter Avenue) needed assistance with a parking problem with his neighbors. He was advised his home isn’t in the Town jurisdiction; Chief Cummings will help get his concern to the right person at the County Police District.

**CM Ford** requested to see a map of the Town boundaries; TA Habada displayed a large map for the Council.

**Former CM Renita Cason** – Inquired about the regular meeting schedule.

**Mayor Monroe** responded there will be two public sessions (2<sup>nd</sup> and 4<sup>th</sup> Monday) and one work session (1<sup>st</sup> Monday) per month. She also explained there will be meetings throughout June due to the need to adopt a FY 23 budget.

**CM Ford** noted previous Council voted to hold the 1<sup>st</sup> and 3<sup>rd</sup> Mondays as work sessions and the 2<sup>nd</sup> and 4<sup>th</sup> as Public Sessions.

**Former CM Cason** stated there was a Code change made.

**CM Amanda Anderson** stated documentation is needed.

**Anita Anderson** said version control is required

**Mayor Monroe** commented that the Administration did a Resolution on this between 2014 and 2018. Many items are missing however we’ve been getting better.

**CM Ford** reminded Council of a Motion that was passed to hold the 1<sup>st</sup> Monday as a Work Session and the 2<sup>nd</sup> and 4<sup>th</sup> Mondays as Regular meetings (Public Sessions)

**CM Williams** stated access to Amendments is required.

**Mayor Monroe** stated that CM Ford has everything. She also said that ShoreScan was purchased in 2014 to archive legislation. This is still not being done; she would like to put things on the agenda to help Administration.

**Former CM Rhonda Akers** stated that we have some because of the break with the Town Clerks; she offered to bring her documents forward.

**Mayor** requested to put this and that Codification be added on the Rolling Agenda.

**Former CM Cason** said in 2017 ShoreScan was purchased through the Constant Yield increase.

## **VII. FY Budget Review:**

### **1. FY 23 Proposed Revenues** – TA Habada presented the review of the Revenues

- The largest revenues come from real property taxes which equals 50% of the Town budget
- American Rescue Plan Act is 1.7 M for this year and will total 3.4 M in total funding; \$232,084 has been allocated for police vehicles; it takes three months for the delivery; they will be available in July



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- Finance collection is off the chart. Personal property assessments come in from the State Assessment Office which the town finance office bills from a lot has been collected from the prior year.
- State Income Taxes is a wild card; the 60-day rule has been included in the projections. August is the most volatile month. \$550K was projected for FY 22 and \$500K is for FY 23.

**CM Williams** requested a list of businesses that have licenses. **CM Ford** would like a copy also.

- Licenses and fees from Property Standards Authority (PSA) have been breaking records for collection; particularly with business licenses.
- Vacant lots are now closely monitored; there are over 500 lots
- Grants are currently the American Rescue Plan funding and Green Street Grant funds that will be coming in.
- Through the VW mitigation Grant the electric van and propane dump truck were purchased; the old diesel bus engine and dump truck engines were destroyed as required by the grant. The cost of the electric bus and propane truck has been sent to the State for reimbursement. The VW Mitigation Grant covers 80% of the cost and the Town pick-up the other 20%.
- The Green Street grant is 1.9 M; 85% of the design is complete; we went through a 12-week review by the State Highway; went through two environmental studies; one was mandated by HUD and the other by DOT. Green Street also includes bike lanes, storm water improvements and street lighting.
- The Governor under the Refund the Police has 400 M to allocate. We are competing for money
- Chief Cummings and TA Habada visited with Senator Benson; we were directed to send a letter to the Governor's office; this may help get additional money requested of 1M to help the department move to 24-hour police coverage.
- Chief Cummings stated the Governor misrepresented the funding; the larger municipalities will get more money

## **TA Habada**

- Refuse collection is \$330 per household and is paid through County bills; we can't decipher from the County the trash fee versus the property taxes because the County groups these together; the CPA couldn't figure it out either.

**Mayor Monroe** discussed the \$330 trash fee is too much and asked how are we going to lower the cost. A business owner has been paying that fee between 1999 and 2021; the State only requires the town to reimburse for the last 3 years.

## **TA Habada**

- Trash collection fees received for the last two years is \$909K.; Actual cost approximately \$217.00 per household.
- Bates has informed us their fees will increase; An RFP needs to be done post haste.
  - Options include going out for bid
  - Bring those services in-house
  - Share services with other municipalities
- The town tax rate is required by June 10<sup>th</sup> to the County for tax bill printing. The current rate is .42 which equates an additional to 103K as a result of increased property assessments. This exceeds the constant yield which is .3987 cents per hundred dollars assessed value.
- What are Council's goals and objectives for this year?

**Mayor Monroe** stated the increase in the constant yield was to purchase ShoreScan; not in favor of increasing taxes; We have elderly residents with not a lot of income.

**CM Ford** said we can use our own resources to create programs to help people in need.

**TA Habada** pointed out we're also looking at annexation and with the LDA there's a 950K lease payment.



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**CM Anita Anderson** stated the Feds gave stimulus checks that should help out with taxes.

**TA Habada** added we're annexing the Metro area which will have housing and retail.

**CM Williams** asked how much is in Reserve.

**TA Habada** will provide that information. The town has a CD with over ½ M.

## **FY 23 Mayor and Council Budget**

**TA Habada** stated that in the Charter the Mayor receives \$6k a year and the Council receives \$4,800 per year. In 2006 it was increased by Council vote; 39% increase has continued for the last 16 years.

**Mayor Monroe** stated that Samuels through an internal memo made an administrative change in 2006. There was no Charter change.

**TA Habada** suggested to ask the Town Attorney to fix this by Resolution or Ordinance.

**Mayor Monroe** stated a precedence has been set for over 16 years; we must fix the Charter. Samuels wrote how increases will be addressed.

**TA Habada** suggested to repeal what is stated in the Charter.

Requested Council write their priorities.

**CM Amanda Anderson** stated on page 4 FY 21 Council salaries are not following the Charter.

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

**CM Anita Anderson** said she's all for Capitol Heights Day and understands we're cutting it close. She recommends doing a Community Day in September and plan for Capitol Heights Day for next year.

**Mayor Monroe said we need time and planners like Ford, Amanda Anderson and Victor James.**

## **TA Habada**

- Admin expense is suggested to be \$1500 per Council
- Ethics Commission training \$1400
- Associations suggested are MML, PGCMA, ICMA, BIG, PG Elected Women and Wings
- Back to school \$1000
- Senior Trips \$1400
- Veterans Day – no amount given
- Holiday Season Dinner \$2000
- Newsletter should be quarterly; CM Amanda Anderson has some ideas

**CM Ford** - Ethics Commission asked what is the status

**TA Habada said we are looking to have training provided by the Town Attorney and MML;** A process is needed to set-up the Commission; we're looking at what's done at the State and County level

**CM Williams** suggested going to MML for help.

**Adjournment - FM Ford Motioned to go into Closed Session to discuss the Town Contractor and hiring a new Town Attorney; Seconded by CM Chew; All agreed. Meeting adjourned at 10:30PM.**