



# Town of Capitol Heights

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MAYOR & COUNCIL  
WORK SESSION MEETING MINUTES  
IN-PERSON MEETING @ 7PM  
TYPE DATE HERE:

<b>Meeting Purpose:</b>		
<b>Date: December 05, 2022</b>	Time: 7:13 pm	Room: Council Chambers
<b>Chair: Mayor Linda Monroe</b>		Scribe: Town Clerk Yvette Kidd

- I. **Call to Order:** Mayor Monroe called the meeting to order @ 7:13 pm
- II. **Roll Call:** TA Beverly Habada did roll call:  
**Mayor & Council - Present** - Mayor Linda Monroe, Mayor Pro Tem Ronald L. Williams, Sr., Amanda Anderson, Anita Anderson, LaTonya Chew, Faith T. Ford, Victor L. James, Sr.  
**Staff:** Town Administrator/Acting town Clerk – Beverly Habada, Financial Clerk – Minerva Phillips, PSA-Dezirae Montgomery, Assistant Support - Jayden Ford, Chief of Police – Darryl Morgan  
**Residents:** Former MPT Renita Cason, Aaron Linear
- III. **Meeting Rules** – Town Administrator, Beverly Habada
- IV. **Approval of Work Session Agenda-** CM Amanda – Moved approval of the agenda. MPT Williams Second the motion.
- V. **Public Comments** – 3 min each speaker
- VI. **Public Works & Property Standards Staff Reports** – Council Member Chew Inquired of the written staff reports for Public Works & Property Standards. Mrs. Habada stated that she will provide the reports by the Thursday or Friday.
- VII. **Item for Mayor and council discussion – American Rescue Plan Act (ARPA).**
  - a) **Presentation – Finance Clerk,** Minerva Phillips presented the financial logistics of the American Rescue Plan Act. Residents/Homeowners will receive applications in the mail and will provide their banking information with a completed applications and then be sent to Industrial Bank from the Town of Capitol Heights. A Rep from Industrial Bank was present and confirmed Minerva’s presentation. **Dezirae Montgomery** presented how the logistics of the residents/homeowners’ information will be collected and stored. The residents will receive direct deposit as the primary form of funds disbursement, and checks will be provided to those without bank accounts from Capitol Heights Town Hall.
  - b) **Christmas Caroling – PW Truck decoration, hay bales CM Anita Anderson.** December 20<sup>th</sup> at 6 pm
  - c) **Christmas Party** – Friday December 15 in community center 2pm – 4pm prepared by Chief Morgan and staff.
  - d) **Date for Mayor and Council Retreat** – Optional Month for retreat suggested was February. Mayor asks for TA Habada to contact Kim to reserve training center and confirm. An email will be sent to all Council once date is confirmed
  - e) **Live Streaming M/C Meetings** – CW Amanda motions to begin Live Stream discussion seconded by CW Chew.
    - **Vote**
    - **CM Amanda**            Y
    - **CM Anita**                Y



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- **CM Chew** Y
- **CM James** Y
- **CM Williams** Y

**VIII.** **CW Amanda** Recommending, proposing, and offering her experience as tech host for January, February, and March of 2023 until admin staff becomes familiar with hosting live meetings on You tube, Facebook, and Zoom **CW Amanda** suggest for there to be equipment: 2 TV to be mounted on each side, Purchased cameras, and hire a 3<sup>rd</sup> party assistant tech. This would be a trail run. These meetings would be considered Hybrids. **Mayor Monroe** opposes to having CW Amanda being a Councilmember and sitting on the dais. **Mayor Monroe** suggests for the Town Clerk to be the designated host of the Zoom Meetings. **CM James** states "I am in favor of CW Amanda being the host if she is able to do from the dais". **CW Anita put a motion** on the floor seconded by **CM Williams – straw poll** for CM Amanda Anderson to host for the trail run.

- **Vote**
- **CM Amanda** Y
- **CM Anita** Y
- **CM Chew** Y
- **CM James** Y
- **CM Williams** Y

**IX.** **Staff reports – Chief Darryl Morgan - Speed Cameras Contract**– Chief Morgan presents speed camera contract to M/C (new speed cameras).

**X.** **Appointed Town Clerk Discussion** – Mention of Town Clerk candidates by T.A. Habada and M/C. Mayor Monroe, MPT Williams, CM Chew, CM James, and TA Habada interviewed Yvette Kidd. **CM Williams** motion offer Town Clerk Appointment. CM James Second the motion, deferred to public session

**XI.** **CM Anita Anderson move to close Work Session CM James Second the motion.**

- **Vote**
- **CM Amanda** Y
- **CM Anita** Y
- **CM Chew** Y
- **CM James** Y
- **CM Williams** Y

**XII.** **Adjournment @ 9:00 pm**



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MAYOR & COUNCIL  
PUBLIC SESSION MEETING MINUTES  
IN-PERSON MEETING @ 7PM  
TYPE DATE HERE:

<b>Meeting Purpose:</b>		
<b>Date: December 05, 2022</b>	Time: 9:01 pm	Room: Council Chambers
<b>Chair: Mayor Linda Monroe</b>		Scribe: Town Clerk Yvette Kidd

- I. **Call to Order** – Mayor Linda Monroe @ 9:01 pm
- XIII. **Roll Call - Roll Call:** TA Beverly Habada did roll call:  
**Mayor & Council - Present** - Mayor Linda Monroe, Mayor Pro Tem Ronald L. Williams, Sr., Amanda Anderson, Anita Anderson, LaTonya Chew, Faith T. Ford, Victor L. James, Sr.  
**Staff:** Town Administrator/Acting town Clerk – Beverly Habada, Financial Clerk – Minerva Phillips, PSA-Dezirae Montgomery, Assistant Support - Jayden Ford, Chief of Police – Darryl Morgan
- II. **Non-Denomination Prayer** – Moment Silence Prayer
- III. **Pledge of Allegiance** \_ All
- IV. **Reading of Meeting Rules** – T.A, Habada
- V. **Approval of Agenda:** Approval of the Agenda with CM Anita additions, second CM Williams
  - a) **CW Anita Anderson** – Voice concerns regarding the coat drive clean up and support from Mayor & Council.
  - b) **CM James - Multipurpose Room** – Mayor & Council discussed putting a policy in place regarding the use of Town Hall multipurpose room by non-residents.
- VI. **Public Comments and Public Hearing – Comcast Franchise Agreement - CW Chew** moves to make a motion to adopt Ordinance 2023-2. **CM Amanda** second the motion.
  - **Vote**
  - **CM Amanda**           Y
  - **CM Anita**             Y
  - **CM Chew**             Y
  - **CM James**            Y
  - **CM Williams**        Y
- VII. **Legislative Items:**
  - Contract and Appointment of Darryl Morgan as Police Chief** – **CW Chew** motions to approve Resolution 2023-13 and to enforce Chief’s contract, **MPT Williams** second the motion. **CW Amanda** reads the Resolution aloud. Chief Morgan thanks the Mayor & Council.
    - **Vote**
    - **CM Amanda**           Y
    - **CM Anita**             Y
    - **CM Chew**             Y
    - **CM James**            Y
  - Appointment of Yvette Kidd as Town Clerk** – **MPT Ronald Williams** motions Resolution 2023-20 seconded by **CW Chew**.



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- **Vote**
- **CM Amanda**            Y
- **CM Anita**                Y
- **CM Chew**                Y
- **CM James**               Y
- **CM Williams**            Y

**VIII. Rolling Agenda Additions, Change or deletions** – **CM Chew** stated she wants to set up a meeting at the end of January to start going over Ordinance on file clean up and update.

**IX. Council Announcements** – **CW James** provides update on the Town Hall door frames painting. **Mayor Monroe** announces that Jazz Lewis wants to present to the Mayor & Council and town residents regarding future planning for the Town.

**X. Adjournment Meeting Adjourned (recorder skip no accurate time)** – **CW Amanda** motions to adjourn meeting seconded by **CM Williams**

**XI. Closed Session** – **CW Chew** motions to go into Closed Session. **CM Chew** Amend a motion to add Item in closed session

- **Vote**
- **CM Amanda**            Y
- **CM Anita**                Y
- **CM Chew**                Y
- **CM James**               Y
- **CM Williams**            Y

Respectfully Submitted,

Yvette Kidd  
Town Clerk