

**TOWN OF COLMAR MANOR  
GENERAL SESSION  
TUESDAY, MARCH 13, 2012  
7:00 P.M.**

**CALL TO ORDER:**

Mayor Michael E. Hale called for a motion to bring the General Session to order at 7:05 p.m.

**Motion** made my Council Member Blue to call the General Session into order. Seconded by Council Member Smith.

**PRESENT AT THIS MEETING:**

Michael E. Hale	Mayor
Lois Ann Blue	Council Member – Ward 1
Frances Smith	Council Member – Ward 2
Vivian Jackson	Council Member – Ward 3
Sadara Barrow	Council Member – Ward 4
Brian Gibson	Chief of Police
Daniel Baden	Clerk-Treasurer
John Barr	Town Attorney
Tracy Stone	Media Coordinator
Citizens	

**SPECIAL SPEAKERS**

Shamina Leslie and Jose Driego gave a presentation on behalf of Michael Lyles and Dr. Beatrice Tignor. Ms. Leslie discussed the goals of the Prince George’s County Human Relations Commission. She stated that the commission investigates and enforces discrimination rules in Prince George’s County only.

Pamphlets were distributed regarding the program.

**SPECIAL SPEAKER – AARON MARCAVITCH, ATHA  
WAR OF 1812 KIOSK**

Aaron Marcavitch gave an update on activities at ATHA including a restructuring of the organization and promotion of a new logo (Maryland Milestones logo) to better identify and market ATHA.

They will be promoting the Bike Trail system next year. A Bike Rally will be held on May 19<sup>th</sup>.

They are firming up events for the War of 1812 celebration.

Aaron discussed the kiosk system for the towns to promote the War of 1812. He described the stands and how they will function. ATHA will handle all printing and design for the kiosks. They will be built at a cost of \$1,000 per set.

Mayor Hale asked to see an actual product prior to making a decision to purchase.

Aaron discussed the pending activities and signage for the Ward of 1812 celebration.

## **APPROVAL OF MINUTES**

- February 7, 2012 General Session

Mayor Michael E. Hale called for a motion to approve the minutes.

**Motion** made by Council Member Blue to approve February 7, 2012 General Session minutes. Seconded by Council Member Smith. Motion passed with a vote of 5-0.

## **POLICE REPORT**

Sgt Mary Sims gave an overview of the February 2012 Police Report (See attached).

## **TREASURER'S REPORT**

Daniel Baden, Clerk-Treasurer gave an over view of the February 2012 Treasurer's Report (See attached).

Mayor Michael E. Hale called for a motion to accept the Treasurer's Report.

**Motion** made by Council Member Blue to accept the Treasurer's Report. Seconded by Council Member Barrow. Motion passed with a vote of 5-0.

**Mayor Hale acknowledged Dr. Beatrice Tignor, Municipal Liaison.**

## **MOTORIZED DAMPER RFP – ELEVATOR SHAFT NICHOLS CONTRACTING, INC.**

Daniel Baden, Clerk-Treasurer gave overview of a proposal submitted by Nichols Contracting, Inc. to install a motorized damper into the elevator shaft and described how the damper would operate.

Mr. Baden stated that the damper will help control temperatures in elevator.

Mr. Baden discussed proposal and additional costs that would be necessary for the installation of the damper. He asked that \$4,000 be transferred from Unreserved Funds to Building Maintenance – Community Center to cover costs for the installation of the damper by Nichols and Schindler Elevator Company. The proposal for Nichols is \$3,470.

Mayor Michael E. Hale called for a motion to accept the proposal submitted and make the transfer of \$4,000 to Building Maintenance – Community Center.

**Motion** made by Council Member Jackson to approve the contract with Nichols Contracting, Inc. and to transfer \$4,000 from Unreserved Funds to Building Maintenance -Community Center. Seconded by Council Member Barrow. Motion was approved with a vote of 5-0.

### **Discussion**

Council Member Barrow asked about the warranty and questioned why emergency power was not included in the contract.

Mr. Baden stated that he would have to investigate the warranty and the emergency power will be provided by the generator.

Council Member Barrow asked about the gas smell and Dan Baden said that that issue has already been corrected.

## **MONROE STREET PARK PROPOSALS**

Daniel Baden, Clerk-Treasurer gave an overview of the two Monroe Street Park proposals presented at last month's meeting and an explanation for their extended warranty proposals (see attached). This work is funded by Community Parks & Programs. Both proposals are covered by the grant.

Mayor Michael E. Hale called for a motion to accept one of the proposals.

**Motion** made by Council Member Barrow to approve the proposal from Sunny Acres in the amount of \$30,282. Seconded by Council Member Jackson. Motion was passed with a vote of 5-0.

## **GYMNASIUM FLOOR**

### **APPROVAL OF DEMOLITION/ABATEMENT CONTRACTOR**

Daniel Baden, Clerk Treasurer gave an overview of the RFP process that was determined for the demolition and abatement of gym floor (See attached). Mr. Baden stated that the floor will need to be removed and disposed of and the concrete slab will need to be dried.

A second RFP will be developed which stipulates the process of replacing the flooring and will have new contractors bidding. He described the process in detail.

Mr. Baden stated that an additional sump pump was placed and that sump pumps will alternate to prevent overheating. Mr. Baden gave information on an additional backup system to prevent flooding and how it will be tied to the generator and will send a message to the alarm system if a pump stops working.

Mr. Baden discussed an additional process to consider for secondary protection to prevent flooding if both sump pumps would malfunction.

Mayor Michael E. Hale called for a motion to accept a contractor for the demolition/abatement of the gym floor.

Dan Baden reviewed the proposed contracts received with the Council.

**Motion** made by Council Member Jackson to accept proposal from Asbestos Specialists, Inc. for removal and disposal of the mold contaminated flooring. Seconded by Council Member Barrow. Motion was passed with a vote of 5-0.

## **M-NCPPC PROGRAMS**

Daniel Baden, Clerk-Treasurer stated that he and Judy Myers, Office Manager had met Kaseem Baker from M-NCPPC. In a previous meeting with Mayor Hale, Anthony Long, Judy Myers and Daniel Baden, they had discussed the possibility of M-NCPPC bringing in programs to the Community Center with a fee sharing agreement.

At the last meeting, Mr. Baden stated that M-NCPPC would like to implement programs but does not wish to share the revenue. They feel that the agreement may not be profitable for them.

They have agreed to bring programs to the Center and advertise them in their quarterly publications. We would not receive any compensation from their classes. Dan Baden said he felt it would be giving to the community by allowing them to house programs at the Center.

Council Member Barrow feels that there are groups that would pay for using the building and bring programs to the community.

It was the consensus of the Council to allow M-NCPPC to run programs at Community Center on a trial bases. The programs would be approved by the Town and would not give them exclusive rights to the building. This would be a positive when it is time to testify with the County Council for funding for the Recreation Department.

## **PROCLAMATION- KIDS IN THE PARK DAY**

Mayor Michael E. Hale stated that Kids in the Park Day will be Saturday, May 19, 2012. He stated that the goal was to have a "Field Day Activity" to promote healthy and active children at the Colmar Manor Ball Fields.

Council Member Jackson agreed with the program and suggested having the Port Towns Youth Council helping with the activities. She also said it was the day of the ATHA Bike Ride.

Council Member Barrow suggested changing the program to another date and concentrating on the ATHA Bike Ride on this date.

Council Members Blue and Jackson stated that this function was held on a national level on this day.

John Barr, Town Attorney stated that the town should advertise to other elected officials and also First Lady Michele Obama.

## **HALL REQUEST**

Council Member Barrow stated that she has been on the Council for the past 12 years; she has learned a lot and has enjoyed her time serving the community. She stated that she will not be running for Council Member in the upcoming election.

Council Member Barrow requested usage of the hall for three occasions after she is no longer in office. She stated that, with the exception of her mother's repast, she had not used the hall during her twelve year tenure.

## **Discussion**

Mayor Hale asked if Council Member Barrow would forfeit usage of the hall if a paying rental could be scheduled. She agreed.

Mayor Michael E. Hall called for a motion to allow Council Member Barrow to use the hall after her term in office.

**Motion** made by Council Member Blue to allow Council Member Barrow usage of the Hall three times after she is out of office. Seconded by Council Member Jackson. Motion passed with a vote of 4-0-1. Council Member Barrow abstained.

## **HALL WATCH PERSON REQUEST**

Council Member Barrow asked if she could act as the watchperson for the town's

partners after she is out of office. She will offer this service free of charge.

### **Discussion**

Mayor Hale asked for specifics on who the partners were and what type of meeting they would hold. He did not want any profit making endeavors in the hall.

Council Member Barrow explained that they would be using the Outreach Room and the purpose for the most part would be for retreats.

Mayor Michael E. Hale called for a motion to allow Council Member Barrow to act as a watchperson for the town's partners.

**Motion** made by Council Member Blue to allow Council Member Barrow to be a watchman for town partners when she is no longer in office. Seconded by Council Member Jackson. Motion passed with a vote of 4-1-0. Council Member Jackson abstained.

### **CANDIDATE QUALIFICATIONS FOR TOWN ELECTION**

Council Member Barrow stated that she would like to rescind the candidate qualifications to become Mayor that was passed via a Charter Resolution a couple of years ago. She feels that it only allows a small number of people to be eligible for the position of Mayor.

**Motion** made by Council Member Barrow to rescind action taken two years ago in reference to Qualifications for Mayor and for attorney to prepare a Charter Amendment to allow any resident to run for Mayor. Seconded by Council Member Jackson. Motion passed with a vote of 4-0-1. Mayor Michael E. Hale abstained.

### **Discussion**

Mayor Hale voiced his concern regarding having a person with no background in running the town gaining the position. Council Member Jackson said that there are others in town who might be qualified. At present, there only seven people eligible to run for Mayor.

Council Member Blue asked if they would serve the same four year term.

### **PORT TOWNS CDC REQUEST**

Diana Fennell, CDC Chair, gave overview of the Riverview project process. She stated that this project could generate \$300 - \$500,000 in revenue to the town.

Diana Fennell asked that the Town bring the CDC line item budget back to \$5,000. Currently, the town has budgeted \$500 for this fiscal year. Without the support of the town, the CDC would not be credible to the County and other entities.

Mayor Michael E. Hale asked that the CDC prepare an audit. Diana Fennell stated that one will be prepared for his review. They will also prepare project reports on the Riverview Project.

Mayor Michael E. Hale called for a motion to allocate funding to the PTCDC.

**Motion** made by Council Member Jackson to allocate \$4,500 back into CDC line item for FY12 after audit report is received. Seconded by Council Member Blue. The motion was passed with a vote of 3-0-2. Mayor Michael E. Hale and Council Member Barrow abstained.

Council Member Barrow stated that funds will not be disbursed without seeing audit report.

Mayor Michael E. Hale called for a motion.

**Motion** made by Council Member to transfer \$4,500 from Unreserved Funds to Port Towns CDC line item. Seconded by Council Member Smith. Motion passed with a vote of 4-0-1. Mayor Michael E. Hale abstained.

#### **ADVANCEMENT OF ATTORNEY RETAINER**

Daniel Baden, Clerk Treasurer stated that John Barr, Town Attorney would like to have his retainer paid in advance rather than being paid on a monthly basis. This would be for the months of March, April, May and June.

**Motion** made by Council Member Barrow to pay John Barr, Town Attorney's monthly retainer in advance. Seconded by Council Member Jackson. Motion passed with a vote of 5-0.

#### **ORDINANCE O-3-2011 STATE ETHICS LAW**

John Barr, Town Attorney asked that this item be taken off future agendas until County Council provides direction on this issue.

It was the consensus by Council to remove this item from future agendas.

#### **COMMITTEE REPORTS**

**Senior Reports** – Mr. Mutchler stated that the senior club has added two new members last month.

- Mayor Michael E. Hale stated that the Fire Chief will be at the Town Hall on

March 28<sup>th</sup>. He requested that Mr. Mutchler attend.

- Mr. Mutchler gave an update on the Bunker Hill Fire Department.

**Recreational Report** – Council Member Blue stated the Recreation Council is looking for new members. Meetings are held First Monday of each month.

- Council Member Blue stated that the Easter Egg Hunt will be at Newton Street Park on Saturday, April 7<sup>th</sup> from 12-2:00 p.m. ages 1-13.

**Neighborhood Watch** – No Neighborhood Watch meeting will be held in the month of January of February. Next meeting will be held on March 29<sup>th</sup> at Police Dept at 7pm.

Mayor Hale stated that he had attended a Bond Hearing in Annapolis. The town is pursuing funding to purchase the Police Building.

**ATHA** – Aaron Marcavitch gave update at beginning of meeting.

**PGCMA** – Council Member Jackson stated that the last PGCMA meeting was held on Thursday, February 16, 2012 at Colmar Manor Town Hall.

She reported the upcoming election for Board Officers for PGCMA.

PGCMA had a speaker who discussed a program called No Kids Hungry. They are reaching out to all municipalities to promote this program.

WSSC is looking for volunteers for their Advisory Board.

Colmar Manor will complete the requirement to be a “Banner City” next month.

**Port Towns Health Partnership-** Council Member Blue stated that she, Judy Myers, Office Manager, Aileen McChesney, Chair Cottage City, Mark Haskell and David Harrington had a meeting to discuss the town’s Community Garden and Cooking Classes.

The town will be receiving funds for a Community Garden and to have monthly Cooking Classes which will be kicking off soon. We will partner with Cottage City for the Cooking classes.

**PTCDC-** Council Member Barrow stated that the Port Towns are in the process for the construction of the Battle of Bladensburg and Industrial Revolution murals.

- Council Member Barrow stated that Maryland Municipal League will be having an Economic Development Special at the Conference in June.

- They are working hard on the development of the waterfront property.
- They are working with façade improvements.

### **Discussion**

**Motion** made by Council Member Blue to transfer \$7,000 from Unreserved Funds to Conventions and Dues for the Council to attend the MML Summer Conference. Seconded by Council Member Barrow. Motion passed with a vote of 5-0.

### **CITIZENS COMMENTS**

Diana Fennell stated that she has a great meeting.

Mr. Mutchler gave comments on the Fire Department's procedures for non-profits organizations.

### **CLOSED SESSION**

Mayor Michael E. Hale called for a motion to go into Closed Session.

**Motion** made by Council Member Blue to go into Closed Session to discuss personnel issues . Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

### **OPEN SESSION**

Mayor Michael E. Hale called for a motion to return to Open Session.

**Motion** made by Council Member Jackson to reopen General Session. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

### **ADJOURMENT**

Mayor Michael E. Hale called for a motion to adjourn the meeting.

**Motion** made by Council Barrow to adjourn General Session at 9:47pm.