

**TOWN OF COLMAR MANOR  
GENERAL SESSION  
WEDNESDAY, AUGUST 2012  
7:00 P.M.**

**CALL TO ORDER:**

Mayor Michael E. Hale called for a motion to bring the General Session to order.

Mayor Michael E. Hale called for a motion to accept the Agenda as written.

**Motion** made by Council Member Blue to approve agenda as written. Seconded by Council Member Jackson. Motion passed with a vote of 5-0.

**Discussion**

Mayor Michael E. Hall called for a Moment of Silence for the Sheetz family who are experiencing health issues.

**PRESENT AT THIS MEETING:**

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

**APPROVAL OF MINUTES**

May 21, 2012 Budget Worksession  
June 5, 2012 Budget Hearing  
June 5, 2012 Public Hearing Qualifications for Mayor  
June 5, 2012 General Session  
July 10, 2012 General Session

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

Dan Baden, Clerk Treasurer said he had minor changes to the minutes. He reported the changes to be made.

**Motion** made by Council Member Blue to approve the stated minutes with corrections suggested by Mr. Baden. Seconded by Council Member Jackson. Motion passed with a vote of 5-0.

## **MAYOR'S REPORT**

Mayor Michael E. Hale stated that the town had a very successful Night Out event. Mayor Hale thanked Arlene Spann for all of her hard work and preparations on Night Out.

## **COUNCIL WARD REPORTS**

**Ward 1** – Council Member Blue acknowledged the beautiful yards in her Ward. Councilmember Blue stated that Vacation Bible School had start at the Colmar Bible Church.

**Ward 2-** Council Member Bowden voiced concerns on speeding vehicles in town. She inquired about adding additional speed bumps to her Ward.

**Ward 3-** Council Member Jackson stated that she has been collecting numbers for her Ward's Phone Tree to be used in case of weather or other types of emergencies.

**Ward 4** – Council Member Epps stated that she will be having a Ward 4 Block Party on Saturday, August 25<sup>th</sup> from 2-6:00 p.m. by the Basketball Courts. She asked that the Council give their approval.

Mayor Michael E. Hale called for a motion to approve the Ward 4 Block Party.

**Motion** made by Council Member Blue to approve the closing the 4300 Block of Ward 4 from 12:00 to 7:00 p.m. for the Block Party. Seconded by Council Member Jackson. The motion was approved with a vote of 5-0.

**Motion** made by Council Member Jackson to approve the transfer of \$150 from Mayor and Council Office Expense to the Ward 4 Block Party. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

## **POLICE REPORT**

Brain Gibson, Chief of Police gave an overview of the July 2012 Police Report.  
(See attached)

## **TREASURER'S REPORT**

Daniel Baden, Clerk-Treasurer gave an overview of the July 2012 Treasurer's Report.

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

**Motion** made by Council Member Blue to accept the July 2012 Treasure's Report. Seconded by Council Member Epps. Motion passed with a vote of 5-0.

## **BUDGET ADJUSTMENT FY2012**

Daniel Baden, Clerk-Treasurer gave overview of Budget Adjustments FY2012 (See attached). These are anticipated changes for revenue and expenditures for the year 2012. They were based on analysis of the June 30, 2012 Treasurer's Report. The adjustments will bring the revenue and expense accounts in in line with where the town will end at the yearend in preparation for the audit. He proceeded to discuss the adjustment items.

### **Discussion**

Mayor Michael E. Hale questioned the possibilities of having a digital message board by utilizing the monies from Comcast. Dan gave an explanation of how the Comcast funds could be used.

Mr. Baden gave some background on research completed for message board pricing. The lower end cost would be approximately \$40,000 for a one sided display.

Mayor Michael E. Hale called for a motion to accept the Budget Adjustment FY2012.

**Motion** made by Council Member Jackson to approve the Budget Adjustments FY2012. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

## **LGIT TRUST AGREEMENT CHANGES**

Daniel Baden, Clerk-Treasurer stated that LGIT (with whom we are a member) has recommended some amendments to the agreement that governs the trust and changes the composition, term and number of the Board of Trustees reducing it from 13 to 12. It also clarifies who is eligible to be a Trustee. A certain number of votes are required from the members. Dan recommended that the Council approve the Nine Amendment and Restate LGIT Agreement.

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

**Motion** made by Council Member Blue approve the ninth amendment and restated Local Government Insurance Trust Agreement and to allow the Clerk-Treasurer to sign off in behalf of the Town. Seconded by Council Member Bowden. The motion was approved with a vote of 5-0.

## **BLADENSBURG COMMUNITY JOB FAIR**

Daniel Baden, Clerk-Treasurer stated that the Town of Bladensburg will be hosting a Community Job Fair on Saturday, September 29<sup>th</sup>. Bladensburg would like for the other Port Towns communities to support participate in the job fair.

Bladensburg is asking the town's to pay the cost of advertising to send notification to their residents in the amount of \$745.00.

Mayor Michael E. Hale called for a motion to support the Bladensburg Job Fair.

**Motion** made by Council Member Jackson to approve the support of the Bladensburg Job Fair and the contribution of \$745.00. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

## **INTRODUCE & ADOPT RESOLUTION R-3-2012 DESIGNATION OF A MUNICIPAL COLLABORATION APPLICATION COMMUNITY LEGACY PROJECT**

Daniel Baden, Clerk-Treasurer stated that this Resolution is show support from the town to apply for additional funding to provide energy efficient upgrades to town homes (See attached).

Mayor Michael E. Hale called for a motion to introduce and adopt Resolution R-3-2012.

**Motion** made by Council Member Jackson to introduce and adopt Resolution R-3-2012 Designation of Municipal Collaboration Application Community Legacy Project. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

## **INTRODUCE & ADOPT RESOLUTION R-4-2012 COMMUNITY LEGACY FUNDING**

Daniel Baden, Clerk-Treasurer stated that this Resolution is to show support of upcoming Port Town projects submitted for funding by the Port Towns CDC (See attached).

Mayor Michael E. Hale called for a motion to introduce and adopt Resolution R-4-2012.

**Motion** made by Council Member Jackson to adopt Resolution R-4-2012 Community Legacy Funding. Seconded by Council Member Epps. Motion was approved with a vote of 5-0.

## **REQUEST FOR ADVANCE OF VACATION PAY-MIKE GOROUM**

Daniel Baden, Clerk-Treasurer stated that Public Work Director Mike Goroum has asked to be paid vacation leave without taking vacation time. This request was submitted to the Council a week prior to the meeting and payment has been made. This is to formalize

this transaction.

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

**Motion** made by Council Member Jackson to approve vacation pay to Public Works Director. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

## **EMPLOYEE EVALUATIONS**

Item Discussed in closed session.

## **MML FALL CONFERENCE**

Council Member Jackson stated that she would like to approve for one additional member to attend MML Fall Conference.

Dan Baden, Clerk-Treasurer responded that when the Budget was established, approval was given for three Councilmembers to attend the MML Fall Conference at a cost of \$900 per person. If an additional person is approved, a motion would have to be made to transfer funds to pay for the additional person.

Mayor Michael E. Hale called for a motion to approve an additional person for the Fall MML Convention.

**Motion** made by Council Member Jackson to transfer \$1,000 from Unreserved Funds for an additional Councilmember to attend MML Fall Conference. Seconded by Council Member Epps. The motion was passed with a vote of 4-0-1. Council Member Blue abstained.

## **BLOCK PARTY-WARD 4**

**Motion** made by Council Member Blue to close Newark Road for Block Party on 8/25/12 from 12-7pm. Seconded by Council Member Jackson. Motion was passed with a vote of 5-0.

**Motion** Made by Council Member Jackson to authorize \$150 from Mayor and Council Office Expense to help fund block party. Seconded by Council Member Blue . Motion passed with a vote of 5-0.

## **COMMITTEE REPORTS**

**Senior Reports** – No report given.

**Recreational Report** – Council Member Blue stated that the next Recreation Meeting

will be held on Monday, September 10<sup>th</sup> at 7pm to discuss Fall Events. Ms. Blue stated that the Kids Summers in the Park Program sponsored by Park and Planning had a good turnout.

**Neighborhood Watch** – Council Member Blue stated that the next Neighborhood Watch Meeting will be Thursday, August 23<sup>rd</sup> at the Police Dept. at 7pm.

**ATHA** – No report given.

**PGCMA** – No report given.

**Port Towns Health Partnership-** No report given.

**PTCDC-** Council Member Jackson stated that the last PTCDC Meeting focused on find new methods for fund raising. Ms. Jackson stated that the PTCDC will so be delivering Audit Reports to the towns for review. The PTCDC will be moving to a new location on August 23<sup>rd</sup>.

## **CITIZENS COMMENTS**

Sadara Barrow stated that Ms. Epps is doing a good job in Ward 4. Ms. Barrow inquired about WIFI in entire facility.

Connie McClain thanked the Mayor and Chief for checking the town. She is looking forward to improvements in the Town. Ms. McClain questioned when the floor will be repaired in the gym.

- Mr. Baden stated that we are looking at a time period of two months for floor repairs assuming everything goes as planned.

## **CLOSED SESSION**

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

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

## **OPEN SESSION**

**Motion** made by Council Member Blue to approve a one-step merit increases or their equivalent to all employees based upon their annual evaluations. Seconded by Council Jackson. Motion passed with a vote of 5-0.

**Motion** made by Council Member Blue to approve a \$5,000 merit increase to Daniel Baden, Clerk-Treasurer. Seconded by Council Member Jackson. The motion was approved with a vote of 5-0.

## **ADJOURMENT**

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

**Motion** made by Council Member Blue to adjourn the meeting.