

**TOWN OF COLMAR MANOR
BUDGET WORK SESSION
MONDAY, MAY 7, 2013
6:00 P.M.**

CALL TO ORDER:

Mayor Michael E. Hale called for a motion to call the Budget Work Session to order at 6:35 p.m.

Motion made by Council Member Blue to call Budget Work Session to order. Seconded by Council Member Jackson.

Mayor Michael E. Hale called for a Moment of Silence for the sick and shut-ins.

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

HOWARD MILLER PHOTOGRAPHY

Daniel Baden, Clerk-Treasurer gave overview of Howard Miller Photography's photo package and charges. (See attached)

Mayor Michael E. Hale called for a motion to approve the contract with Howard Miller Photography.

Motion made by Council Member Jackson to approve and authorize Clerk-Treasurer to sign contract and strike paragraphs 3, 4, and 11 as he deems appropriate. Seconded by Council Member Blue. The motion was passed with a vote a 5-0.

WATCHMN FEES – EMPLOYEE COMPENSTION

Council Member Jackson questioned the Watchmen and Police Fee rates. Ms. Jackson asked if watchmen and police could be paid directly by the renter to the employee.

Dan Baden explained the difference between having independent contractors serve in these positions versus employees.

Daniel Baden, Clerk-Treasurer stated that the rates charged to rental for watchman and police coverage covers payroll taxes and benefits. The rates are based on the highest paid employee who maybe working the hall rental.

It was the consensus of the Council to leave watchmen fees and employee compensation in its current status.

INTRODUCE ORDINANCE O-1-2013 2013-2014 ANNUAL BUDGET

John Barr, Town Attorney, informed the Council that the Ordinance had to be introduced at a Town Meeting and not a Worksession.

RECESS TO A COMMITTEE AS A WHOLE FOR BUDGET DISCUSSION

Mayor Michael E. Hale called for a motion to recess to a committee as a whole.

Motion made by Council Member Blue to recess to a community as a whole to discuss the budget. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

Discussion:

Daniel Baden, Clerk-Treasurer gave a detail overview of proposed budget. (See attached notes to the budget.)

Mayor Michael E. Hale stated that he would like to join the National League of Cities and attend their annual convention this year.

Dan Baden discussed the amounts budgeted for “Conventions and Travel” for the upcoming year and said the amount would have to be increased for this activity.

It was the consensus of the Council to add additional funds to line item “Convention and Travel” to allow Mayor to attend the conference. He will not attend the fall MML convention.

Mr. Baden said that Judy Myers, Office Manager, questioned whether the town would join the Prince George’s Chamber of Commerce. Reggie Bagley, who is working in their office, gave the impression that Mayor Hale had approved the membership. Mayor Hale responded that he never gave approval to join the Prince Georges Chamber of Commerce.

Mr. Barr suggested having Sun Trust Bank sponsor the town for its membership. The benefits of the membership were questioned. Mr. Barr described the benefits to the town. Dan is to pursue sponsorship through Sun Trust Bank for the Prince George's Chamber of Commerce.

Mr. Baden stated that Line Item "Health Insurance" has a 15% increase which is typical of insurance increases.

Dan Baden reported that the Retirement Account includes an additional \$8,000 to funds past year's costs. He proceeded to give a summary of the town's retirement plan and who is eligible.

There are a number of employees and Councilmembers who are not enrolled in the program. Dan estimated the retroactive cost for these employees to be \$19,000. He said that there is one-half of this cost available in this year's budget. He has budgeted \$8,000 in the FY2014 for the remaining balance.

John Barr, Town Attorney asked Councilmember Blue to recuse herself from voting on this matter because she is a member of the plan. Mr. Barr will have no opinion because he is also a member of the plan.

Discussion took place on the employee retirement fund. It was the consensus of the Mayor and Council to make the payments to the retirement plans retroactive to the effective date based on the hire date of the employees and councilmembers.

Mayor Michael E. Hale called for a motion regarding the past service costs for the retirement plan.

Motion made by Council Member Epps to pay past service costs for all eligible participants employees to participate in the ICMA-RC Retirement Plan. Seconded by Council Member Jackson. The motion was passed with a vote of 4-0-1 Council Member Blue abstained.

It was the consensus from Council to leave the Port Towns CDC line item in the budget without disbursement of funds without Council action. This item can be reallocated by Council motion.

A 3% increase in salaries has been allotted for all employees.

Mr. Baden stated that the Line Item "Police Building Lease 3611 43rd Avenue" has been set for \$12,000. Rent has been established at \$1,000 per month.

Waste collection has a 3% increase added. Bates does the refuse collection for the town.

Mr. Baden allotted \$8,800 to the Recreation Department budget for an additional part-time employee to establish a female presence He calculated this figure based on three hours per day five days a week at \$10.00 per hour for hours of 4-7:00 p.m. or 5-8:00 p.m.

It was the consensus of the Council to add additional coverage for the Recreation Department. Council also discussed opening the Community Center for additional hours during the summer months.

Council discussed having recreation membership cards in order to be able to identify individuals who use of the building. Chief Gibson gave a description of tracking systems available.

Chief Gibson is to discuss the current security system with a company who produces electronic identification cards to determine costs for a new system for the Recreation Department that will merge with the current system.

Mr. Baden stated that he added funding for an additional police car in the amount of \$26,500. This is due to the current condition of cars in the fleet. The car will be unmarked and used by Sgt. Sims. Decals would be an additional cost.

Councilmember Jackson questioned having dimmers placed on the lights in the main hall for rentals. It will be investigated.

It was the consensus of Council to budget \$3,000 for the End Time Harvest Ministries - Port Towns Youth Council.

Dan Baden reported that he would be discussing budget adjustments for FY 2013 at the next meeting.

Dan Baden said that Public Works is requesting a new salt spreader. The current one does not work adequately. This will have to be added into the budget.

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

Council Member Blue made a motion to go back to the Work Session. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

ADJOURNMENT

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

Motion made by Council Member Blue to adjourn Budget Work Session Hearing.