

Work Session

Agenda

Tuesday, December 3, 2013

7:00 P.M.

1. Call to Order - Mayor Hale
2. ATHA – War of 1812 Update - Aaron Marcavitch,
Executive Director
3. Introduction and Adoption - Dan Baden, Clerk-Treasurer
Resolution R-5-2013 Designation of the
Port Towns as a Sustainable Community
4. Hall Rental Contract/Fees - Dan Baden, Clerk-Treasurer
Councilmember Jackson
5. Master Chef – Cooking Class - Judy Myers, Office Manager
6. Town Facebook - Councilmember Jackson
7. Veterans Day Holiday - Council Member Jackson
8. Christmas & New Year’s Closing - Dan Baden, Clerk-Treasurer
9. Adjournment - Mayor Hale

Please note: An Executive Closed Session may be called at this meeting.

**TOWN OF COLMAR MANOR
WORK SESSION
TUESDAY, December 3, 2013
7:00 P.M.**

CALL TO ORDER:

Mayor Michael E. Hale called for a motion to bring to meeting to order at 7:01 p.m.

Motion made by Council Member Jackson to open Work Session meeting. Seconded by Council Member Blue.

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 (Absent)
Tracy Stone	Media Coordinator
Daniel Baden	Clerk-Treasurer
John Barr	Town Attorney
Citizens	

ATHA – WAR OF 1812 UPDATE

Aaron Marcavitch, Executive Director for the Anacostia Trails Heritage Area gave information on upcoming War of 1812 events to be held on August 23rd. Approximately 15-16,000 visitors are expected to be in attendance at the Bladensburg Waterfront Park. Mr. Marcavitch gave particulars on the types on activities including Re-Enactors, historic exhibits and \$17-18,000 worth of fireworks at the Colmar Manor Ball Fields.

\$70,000 was received from the state and the County and \$15,000 in kind support from M-NCPPC. ATHA is currently about \$10,000 to \$12,000 short of their funding goal for the program. Mr. Marcavitch asked that each of the four Port Towns include a donation of \$2,500 in the budgets for FY 2015. These funds would be used to sponsors the historic exhibit section. The target goal is \$7,500 for this area. He also made several suggestions for in kind services from the towns.

From 11:00 a.m. to noon there will be procession from the new monument at Balloon Park to the Waterfront Park consisting of the Mayors and Councils of the Port Towns. The program will run from noon to 9:00 p.m. They are in need of volunteers for the day. Activities will include a reenactment, musical acts, local craft masters, and the Marine Corp Band from 7:30 to 8:15 with the fireworks as the grand finale.

INTRODUCTION AND ADOPTION RESOLUTION R-5-2013 DESIGNATION OF THE PORT TOWNS AS A SUSTAINABLE COMMUNITY

Daniel Baden, Clerk-Treasurer gave an overview of Resolution R-5-2013, Designation of the Port Towns as a Sustainable Community (See attached).

Mayor Michael E. Hale called for a motion to introduce and adopt Resolution R-5-2013.

Motion made by Council Member Jackson to introduce and adopt Resolution R-5-2013 Designation of the Port Towns as a Sustainable Community. Seconded by Council Member Blue. The motion was passed with a vote of 4-0. Council Member Epps was absent.

HALL RENTAL CONTRACT/FEEES

Council Member Jackson stated that she would like to find ways to advertise the rental of the Main Hal to increase the rental usage. Mrs. Jackson also stated that she would like for someone to go over rules of being a watchman including instructions on how everything works and how to light the oven. A checklist for closing is available for distribution.

A discussion was held regarding adding cleanup cost to rental rates. This could be added to the rental costs.

A discussion was held regarding breach of contract and rules of for hall rentals particularly cabarets and ticket sales.

The Council directed the Town Attorney to review the current rental agreement and suggest revisions to deal with the issues. Judy Myers is to send current agreement to Town Attorney for revision.

Other discussion was held regarding availability of watchpersons. Only one person is available at this time. Dan Baden said that the town could advertise for this position if necessary.

MASTER CHEF – COOKING CLASSES

Judy Myers, Office Manager stated that the Port Towns Community Health Program has granted the town \$10,000 for the Community Garden and Cooking Classes. Request for the funds were submitted in October and have not been received as of this date.

The town is to enter into a MOU with Cottage City where funds for both Community Gardens and Cooking Classes will be distributed by Colmar Manor. Cottage will receive

\$1,500 for their Community Garden.

Ms. Myers gave the history of costs for the former Master Chef, Mark Haskell. The PTCHP is not willing to pay the excessive amount he has received in previous years. Therefore, the town needs a new Master Chef for Cooking Classes at a more reasonable cost. Ms. Myers investigated several instructors who were suggested by Eco City Farms.

There will be an opportunity for classes directed in Spanish as well as vegan, vegetarian and other ethic food groups. It is the Council's decision as to how a new instructor should be chosen – one or multiple instructors on a rotating basis.

It was the consensus of the Mayor and Council for Judy Myers to develop a list of Master Chefs to rotate. Pots and pans will be purchased as necessary.

TOWN FACEBOOK

Council Member Jackson stated that she would still like for the town to advertise on Facebook. Mrs. Jackson suggested the Council take a social media class in June at the Annual MML Convention to learn more about the town advertising on Facebook. Council Member Jackson to research more information on this matter.

Council Member Jackson suggested having Anthony Long, Recreation Supervisor monitor the Facebook page for the town.

VETERANS DAY HOLIDAY

Council Member Jackson questioned why the staff was not off on the Veterans Day Holiday. She questioned why the Town Hall was opened on this day when most of the other municipalities in the area were closed. Discussion was held regarding why staff worked on Veterans Day.

Daniel Baden, Clerk-Treasurer is to ask employees for their preference of what days they would like off - either Veterans Day or the day following Thanksgiving.

CHRISTMAS AND NEW YEARS EVE

Daniel Baden, Clerk-Treasurer asked the Council what hours will be worked on New Year's and Christmas Eves.

It was at the consensus of the Council to allow employees to leave after working four work hours for Christmas and New Year's Eve.

Daniel Baden, Clerk-Treasurer questioned if there will be any Christmas Holiday Party.

It was the consensus to have lunch at Town Hall, and have a \$25 gift exchange at 3pm on Friday, December 20, 2013.

CLOSED SESSION

Motion made by Council Member Jackson to adjourn to Closed Session at 8:20 p.m.
Seconded by Council Member Bowden.

OPEN SESSION

Motion made by Councilmember Jackson to return to Open Session at 8:47 p.m.
Seconded by Council Member Bowden.

Motion made by Council Member Blue to approve the Engagement Agreement between the Town and G.S. Proctor in the amount of \$28,000 for the period of 11/1/13 to 6/30/14 and authorize the Mayor to sign the agreement. Seconded by Council Member Jackson. The motion was passed with a vote of 4-0. Council Member Epps was absent.

Mayor Michael E. Hale called for a motion to allocate funds for Lobbyist fees.

Motion made by Council Member Blue to allocate \$28,000 to Revenue Account Donation and to appropriate \$28,000 to Expenditure account Lobbyist. Seconded by Council Member Bowden. The motion was passed with a vote of 4-0. Council Member Epps was absent.

ADJOURNMENT

Council Member called for a motion to adjourn the meeting.

Motion made by Council Blue to adjourn Work Session. Seconded by Council Member Jackson.