

**TOWN OF COLMAR MANOR
WORK SESSION
TUESDAY, JULY 1, 2014
7:00 P.M.**

CALL TO ORDER:

Mayor Sadara B. Barrow called for a motion to call the meeting to order at 7:06 p.m.

Motion made by Council Member Epps to call the Work Session meeting to order.

PRESENT AT THIS MEETING:

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| Sadara B. Barrow | 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 |
| Tracy Stone | Media Coordinator |
| Daniel Baden | Clerk-Treasurer |
| Brian Gibson | Chief of Police |
| Citizens | |

ADDITIONS TO AGENDA

Personnel Policy – Mayor Barrow

BUS USAGE – BATTLE OF BLADENSBURG EVENT

Daniel Baden, Clerk-Treasurer stated that ATHA would like the town to donate both senior vans for the Battle of Bladensburg Event to be used for shuttle services. The town has already made a monetary donation to this event.

Brian Gibson, Chief of Police, gave an overview of the Battle of Bladensburg Event and how the Police Department will be involved.

Mayor Sadara B. Barrow suggested asking others towns to split the cost of the bus and the drivers.

Mayor Sadara B. Barrow called for a motion to allow ATHA to use the town's buses.

Motion made by Council Member Jackson to donate Town buses and drivers for the Battle of Bladensburg Event for the two day event. Seconded by Council Member Blue. The Motion was passed with a vote of 5-0.

ATHA – INTERPERTIVE SIGN MOU

Daniel Baden, Clerk-Treasurer stated that ATHA would like to place interpretive signs in town with information regarding the trail (see MOU attachment). Brochures would be available at the town hall. Dan suggested approval of the MOU with the changes made by Mr. Barr, Town Attorney.

Mayor Sadara B. Barrow called for a motion to approve the MOU from ATHA

Motion made by Council Member Blue to approve the MOU with corrections made by John Barr, Town Attorney. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

DENTAL INSURANCE – PART TIME EMPLOYEES

Daniel Baden, Clerk-Treasurer stated that part time employees are now eligible for Dental Insurance through the new insurance plan. Mr. Baden asked Council if they would approve dental insurance for part-time employees with employee paying 100% of cost.

Mayor Sadara. B. Barrow called for a motion to approve Dental Insurance for part-time employees.

Motion made by Council Member Jackson to offer Dental Insurance to part-time employees with employees paying 100% of cost. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

GPS TRACKING

Mayor Sadara B. Barrow stated that she would like to have GPS tracking for the Public Works and Police. Most of the officers do not have town phones to have GPS tracking installed on.

Mayor, Council and Staff gave options on GPS tracking. Dan Baden gave the option of placing the GPS Tracking device on town vehicles at a cost. Police are tracked through the county through their radios.

Item tabled for personnel policy discussion.

COMMUNITY LEGACY

Mayor Sadara B. Barrow stated that Bladensburg will be lead organization for the grant due on 7/15/14. Grant will be for street sweeper which will be shared by the four Port Towns. A MOU for usage will be drafted after sweeper has been received.

Mayor and Council were in the census to prepare and present a Resolution for the participation in the Community Legacy grant to purchase a street sweeper for approval at the next town meeting to be held on 7/8/14.

MARKETING OF HALL

Mayor Sadara B. Barrow led discussion on hiring a Marketing Consultant. Mayor distributed details and proposed cost of the position as described in her memo dated 7/1/14. (See attached).

Mayor Barrow suggested sole sourcing David Jacobs for this position. His salary would be reflective of the business he brought to the town. Councilmember Jackson requested a copy of Mr. Jacobs resume.

Mayor Barrow also stated that she would like to increase Renee Watts's hours to assist the consultant with hall rental planning.

To be placed on 7/8/15 Town Meeting agenda for hiring of the consultant.

GARDEN CLUB

Council Member Jackson stated that the Garden Club would like to sell brown paper bags for yard waste at the town hall. Bags will be sold for 2/\$1. Funds would be credited to the Garden Club.

Sadara Barrow called for a motion to accept money for sale of brown paper bags.

Motion made by Council Member Jackson to have employees accept money for brown paper bags with a separate cash box. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

HALL RENTAL

Council Member Jackson stated that she has received complaints about rental rates pricing and discounts received for particular people. Mrs. Jackson asked for a spreadsheet for rental rates so that they could be reviewed on a monthly basis.

Discussion was made on hall rental rates and policies.

TOWN HALL UPKEEP

Council Member Epps expressed concerns on cleaning conditions of the town hall. She stated several concerns she witnessed during a hall rental she attended for her private usage.

Discussion took place with Mayor and Council regarding cleaning of the building.

PGEMW

Council Member Epps stated that she would like the town to host the PGEMW Meeting to be held on Saturday, October 11, 2014 at 11:00 a.m. in the Outreach Room.

APPRECIATIONS

Council Member Epps stated that she would like to have appreciations for employees and residents.

COMPLAINT LIST

Discussion:

Councilmember Blue discussed a complaint regarding a home on 40th Avenue. She has made several reports of complaints to which the Code Department said they never received.

Council Member Blue stated that the complaint report document needs to be utilized. Chief Gibson gave a report on how the Code Enforcement Director maintains his log of complaints to be reviewed.

SENIOR VAN – ELECTIONS

Mayor Sadara B. Barrow stated that she would like for the senior van to be available during all elections.

Mayor Sadara B. Barrow called for a motion for the senior vans to be available on all election days.

Motion made by Council Member Blue that bus service is provided on all election days on an appointment or scheduled basis. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

TOWN SPEED LIMITS

Mayor Sadara B. Barrow stated she would like to consider lowering the town's speed limit to 20 mph throughout the entire town. Current speed limit is 25 mph.

Mayor Barrow will talk with Mr. Barr, Town Attorney, in order to prepare an Ordinance to change the speed limits. This is a process that will take time.

Mayor Barrow to research cost of florescent signs and additional signs.

PERSONNEL POLICY - GOSSIP

Mayor Barrow asked if any of the Council would like to work with her on a committee to update the Personnel Policy. Councilmember Epps will work with her.

Mayor Sadara B. Barrow stated that she would like to make a policy on gossip for town employees punishable up to termination for discussing issues regarding residents with other residents. She also feels that all employees should sign a Confidentiality Agreement.

Mayor Sadara B. Barrow called for a motion for a policy regarding a Confidentiality Agreement.

Motion made by Council Member Jackson to have all employees sign a Confidentiality Agreement. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

Motion made by Council Member Jackson to have a policy the for which the punishment can be up to termination for town employees who gossip with residents about other residents. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

Mayor Sadara B. Barrow called for a motion to go into a Closed Session for a personnel matter.

Motion made by Council Member Blue to go into a Closed Session at 8:55 p.m. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

Motion made by Council Member Jackson to return to the Worksession meeting at 9:55 p.m. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

Mayor Sadara B. Barrow stated that the Office Manager will report directly to the Mayor.

ADJOURNMENT

Mayor Barrow called for a motion to adjourn the meeting.

Motion made by Council Member Jackson to adjourn the meeting at 9:56 p.m.

