

**TOWN OF COLMAR MANOR
WORK SESSION
TUESDAY, FEBRUARY 3, 2015
7:00 P.M.**

CALL TO ORDER:

Motion made by Council Member Epps to call the Work Session to order at 7:15 p.m. Motion was passed unanimously. Council Member Blue had not arrived at this time.

PRESENT AT THIS MEETING:

Sadara B. Barrow	Mayor
Lois Ann Blue	Council Member – Ward 1 – Late 10 minutes
Cynthia Bowden	Council Member – Ward 2
Vivian Jackson	Council Member – Ward 3
Doreatha Epps	Council Member – Ward 4
Daniel Baden	Clerk-Treasurer – Absent
Chief Gibson	Chief of Police
John Barr	Town Attorney – Absent
Tracy Stone	Media Coordinator
Citizens	

WELCOME PACKAGES – GROCERY BAGS

Judy Myers, Office Manager, stated that pens and magnets for Welcome Packages had been received. Ms. Myers showcased samples of the tote bags from three different companies at an average cost of \$.99 each. One bag in particular, at a cost of \$.97, each was preferred by everyone.

A discussion was held regarding the additional items that would be placed in the Welcome Packages and the total cost of the pens, magnets, bags, folders and labels.

COSCO CARD ASSIGNMENT

Judy Myers, Office Manager, gave overview of applying for Costco membership.

A discussion was held regarding the membership types and the two people who would be assigned to use the credit cards for the town.

It was the consensus of the Council to sign up for Executive Membership for Costco membership.

Motion made by Council Member Blue to have Judy Myers and Renee Watts to be primary members for Costco membership. Seconded by Council Member Epps. The

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motion was passed with a motion of 5-0.

FOUR PORT TOWN MEETING FEBRUARY 12TH

Mayor Barrow stated that the Four Port Town meeting will be held on Thursday, February 12, 2015 at the Town of Bladensburg.

PORT TOWNS CDC ANNUAL MEETING FEBRUARY 24TH

Mayor Barrow stated that the Port Town CDC Annual Meeting will be held on Tuesday, February 24, 2015 at the Town of Bladensburg.

WOMEN'S HISTORY MONTH CELEBRATION MARCH 19TH

A discussion was held regarding who from the town would be attending the 30th Annual Women's History Month Luncheon to be held on March 19th.

Motion made by Council Member Blue to purchase nine seats for the Mayor, Council and female staff at \$50 per person. Seconded by Council Member Epps. Motion was passed with a vote of 5-0.

GARDEN CLUB – COMPOSTER PROJECT APPROPRIATION OF FUNDS

A discussion was held regarding the Composter Project. The Mayor explained the grant program and proceeds that were received, tipping fees and request of funding by the town in the amount of \$490.00 for 40 units. The Community Garden would charge \$20 per unit. These funds would be deducted from the PTCHP Grant.

Motion made by Council Member Epps to fund the Composter Project in the amount of \$490.00 from the PTCHP Grant. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

PRINTING OF HALL RENTAL BROCHURES

A discussion was held regarding pricing for printing for the Town Hall rental brochures.

Motion made by Council Member Jackson to order approve printing of 1000 hall rental brochures at a cost of \$170. 50. Brochures will be included in Welcome Packages. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

HALL RENTAL REPORT JULY 1, 2014 – JANUARY 31, 2015

The Mayor and Council reviewed the Hall Rental log for the months of July 1st, 2014 through January 31st, 2015.

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Mayor and Council would also like Hand Dancing, Open Gym and Zumba to be included on the monthly report.

Council Member Bowden reported on income for Recreation IDs and Open Gym usage.

NATIONAL NIGHT OUT

Chief Brian Gibson stated that the four Port Towns of Bladensburg, Colmar Manor, Cottage City and Edmonston are in discussion of having a joint National Night Out this year. The Town of Bladensburg is leading the discussion. The Mayor and Council gave their opinions on this idea as to where it could be held and distribution of responsibilities.

Chief Gibson will keep Mayor and Council informed of the status.

PLANS FOR APPRECIATION EVENT

Council Member Jackson stated that she wanted to coordinate an Appreciation Dinner for residents who help in the town. She asked that everyone send her names of individuals by February 24th. Ten people would be chosen and would be able to bring a guest.

It was decided that 10 residents, 1 employee and 2 individuals outside of the town would be recognized at the Appreciation Dinner to be held April 17th.

PLANS FOR COMMUNITY CLEAN- UP

Council Member Epps gave update on the Community Clean-up Day. The first Clean-up date will be April 25, 2015, which is also Earth Day. Council Member Epps will contact AWS for cleaning supplies and equipment and to coordinate efforts with them.

She will need volunteers from the town for these days.

COMMUNITY ENGAGEMENT STRATEGIES

Item tabled until next Work Session. The Mayor is working on a letter to go to the Block Captains.

ADJOURNMENT

Mayor Barrow adjourned the Work Session at 9:00 p.m.