

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

**CALL TO ORDER:**

**Motion** made by Council Member Jackson to call the Work Session into order at 7:04pm. Seconded by Council Member Epps. Motion passed unanimously.

**PRESENT AT THIS MEETING:**

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

**ADDITIONAL ITEMS**

**Motion** made by Council Member Epps to add additional items to the Agenda: Mayor and Council Retreat, Council Member Epps  
Kurt Pluntke Building Variance, Council Member Jackson  
Red Light Camera, Chief Gibson.  
Seconded by Council Member Jackson. The motion was passed with a vote of 4-0.  
Council Member Blue arrived late.

**KURT PLUNTKE BUILDING VARIANCE**

Kurt Pluntke, resident of 3304 40<sup>th</sup> Avenue, gave an overview of work that he would like have done on his property and why the Variance Request is necessary.

Mayor Barrow stated that Town Attorney or Office Staff will send letter of approval to the Board of Appeals.

Council Member Blue arrived at 7:10 p.m. and heard entire conversation regarding the Pluntke property.

**Motion** made by Council Member Council Member Blue to send letter of approval to the

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Board of Appeals. Seconded by Council Member Jackson. Motion was passed with a vote of 5-0.

## **TREE CITY**

Mayor Barrow gave an overview for Tree City and their requirements to become a member.

**Motion** made by Council Member Jackson to start process of becoming a Tree City member with the understanding that the town will need to budget about \$2500 for a forestry program in FY16 Budget. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

## **NATIONAL LEAGUE OF CITIES**

Daniel Baden, Clerk-Treasurer asked if the town would like to continue with its National League of City membership at a cost of \$536 per year.

After discussion by the Council, the consensus was not to renew membership this year. The membership might be renewed in subsequent years as needed.

## **BASKIDBALL**

Mayor Barrow gave an overview of the BaskIDball program to be hosted that the Town Hall.

**Motion** made by Council Member Jackson to move forward with Town Attorney providing the contact. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

## **BOND BILL**

Mayor Barrow stated that the Bond Bill will be sponsored by Senator Ramirez and Delegate Tarlou. Steve Proctor, Lobbyist is handling this project. The Mayor will work on the testimony with Sherrie Sims from Steve Proctor's office. The Bond Bill is for funding to purchase a property on Bladensburg Road. The Hearing will be held on March 14, 2015. Town will not be paying for lobbyist services. The Governor has stated that there will be no Bond Bills this year.

Town is also requesting funding through Council Member Harrison and the county for which it would have to match funds. The matching amount would have to be reflected in next year's budget.

## **BUDGET FY15 STATUS – FY 16 PLANNING SCHEDULE**

Schedule for Budget Planning was discussed and dates were set by Mayor, Council and Dan Baden, Clerk-Treasurer.

## **RENTAL MARKETING AGREEMENT & PAYMENT**

Daniel Baden, Clerk-Treasurer gave overview of the Rental Marketing Agreement and Payment. The contract status with David Jacobs was discussed. Mr. Barr discussed the verbiage of the termination letter.

**Motion** made by Council Member Blue to cancel the Marketing Agreement with David Jacobs affective 3/4/15. Seconded by Council Member Epps. The motion was passed with a vote of 4-0. The Mayor declined to vote.

## **CREDIT CARD PAYMENT FOR HALL RENTALS**

Mayor Barrow stated that the town should allow credit card payments for all rentals. A credit card fee will be charged for usage by the person initiating the charge.

Daniel Baden, Clerk-Treasurer to look into acceptance of credit card for hall rentals & police tickets.

## **HALL RENTAL REPORT – FEBRUARY 28, 2015**

Mayor Barrow gave an overview of the Hall Rental Report dated February 28, 2015.

Council Member Epps expressed concern over security measures for collecting money on the gym level. Dan Baden replied that the money should be dropped in the safe on the main level daily.

## **RECREATION COUNCIL VS RECREATION PROGRAM**

Mayor Barrow stated that she would like to establish the Recreation Council to get residents involved as it once was several years ago. A Recreation Council consisting of residents will be established as well as a separate budget for this function. Mr. Barr suggested that the Clerk-Treasurer have control over the account.

The Mayor suggested getting a credit card with a limited amount on it. They would have to bring in receipts before more money would be added to card.

## **EVENTS – DONATION AVAILABLE**

Mayor Barrow stated that that Renee Watts would like to sponsor an Easter Dinner for the less fortunate.

Kayla Cooper had reported to the Mayor that there was \$500 remaining from donations given for Thanksgiving and Christmas baskets that could be used for this function.

**Motion** made by Council Member Epps for the Town to sponsor an Easter Dinner for the less fortunate in an amount of up to \$500. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

## **EVENTS – HAPPY HOUR POLICE COVERAGE**

Mayor Barrow stated that every 3<sup>rd</sup> Friday of the month from 7pm-12am police coverage is needed for Happy Hour Plus. Chief said that he can have coverage for these evenings. This is a town sponsored adult event with BYOB and light refreshments. Admission will be charged. Funding and expenditures will go through town finances.

Council Member Bowden said there was \$63 remaining from the Black History Month function. She asked to use these funds towards the Happy Hour Event. Funds are to be returned to the town.

## **UPDATE – PLANS FOR APPRECIATION DINNER**

Council Member Jackson gave an overview of upcoming Appreciation Dinner. List of people to be appreciated was discussed and agreed to. The date of event will be April 17, 2015 at 6:30pm. Guest will be allowed to bring one person.

## **UPDATE – PLANS FOR COMMUNITY CLEAN-UP**

Council Member Epps said that the Clean-up Day would be the same day as Earth Day and the town will partner with AWS. Council Member Epps went to local schools to recruit students for the community cleanup. Mount Rainier would also like to partner with the town. Hyattsville and Roosevelt students will be invited to assist.

Council Member Epps gave an overview of plans for the day.

## **WELCOME PACKAGE LIST – SCHEDULE**

Mayor Barrow and Council discussed items to be listed in welcome packages to be given to the town residents. Items discussed were – Welcome Letter, Hall Rental Calendar, select Ordinances, business cards, bag, folder and Chief's letter.

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It was the consensus of the Council to pack Welcome Packages on Monday March 9, 2015 at 6pm.

### **MAYOR AND COUNCIL RETREAT**

Council Member Epps stated that she would like to schedule the next Mayor and Council retreat for Saturday, May 16, 2015 at 12 p.m. The theme will be the Town Hall.

It was the consensus of the Council to hold Mayor and Council retreat on Saturday, May 16, 2015 at 12-2:00 p.m. at the Town Hall.

### **RED LIGHT CAMERA**

Chief Brian Gibson stated that SHA will be doing work on Bladensburg Road over the next year. The red light cameras will not be functioning for a period of time. There are no portable stations for the red light cameras. SHA cannot give timeline of when camera will be out.

### **SECONDARY LIGHT**

Chief Brian Gibson stated that violations on 41<sup>st</sup> Avenue are not great enough to warrant a red light camera at this location.

Mayor asked for a firm commitment from SHA regarding limiting the down time of the red light camera. We need to take a proactive position now. Meeting will be set up with SHA and the Mayor.

### **BUDGET REVIEW BY MAYOR**

Mayor reviewed budget versus actual and noted that we are projected to be \$57,000 short on the revenue projected for the year. The Town needs to look at reducing expenditures for the remainder of year.

John Barr will contact Michael Company in reference to \$1,000 lease payments billed to the town for the 3611 43<sup>rd</sup> Avenue building.

### **CONSULT WITH ATTORNEY – WITH REGARD TO OUTSTANDING LEGAL MATTER**

Closed Session – see below.

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## **ANNOUNCEMENTS**

Mayor Barrow gave an update on the Costco membership.

Mayor Barrow also gave updates of events in close surrounding areas.

## **ADJOURNMENT- CLOSED SESSION**

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