

**TOWN OF COLMAR MANOR
WORK SESSION
TUESDAY, MAY 5, 2015
7:00 P.M.**

CALL TO ORDER:

Motion made by Council Member Blue to call the Work Session to order at 7:02pm. Seconded by Council Member Jackson. Motion passed unanimously.

PRESENT AT THIS MEETING:

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
Daniel Baden	Clerk-Treasurer – Late
Chief Gibson	Chief of Police – Late
John Barr	Town Attorney –Late
Tracy Stone	Media Coordinator
Citizens	

HALL RENTAL REPORT APRIL 30, 2015

Mayor and Council reviewed the Hall Rental Report for April 30, 2015.

A discussion was held on the April Happy Hour Event.

Motion made by Council Member Epps to budget \$40 per month for the Happy Hour Event to pay for a helper for the event for five hours. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

Motion made by Council Member Jackson to budget \$50 for food for a total of \$100 for the Happy Hour Event. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

**INTRODUCTION OF ORDINANCE O-3-2015
POLICY ON USE OF PESTICIDES**

John Barr, Town Attorney, gave an overview for Ordinance O-3-2015 Policy on Use of Pesticides. If the Council chooses to move forward with the Ordinance, it would be introduced at the May 12th Town Meeting. The town must have a Public Hearing before the adoption. Mayor and Council to review the ordinance.

Minutes – Work Session
May 5, 2015, 7pm
TRANSCRIBER Kayla T. Cooper

PORT TOWN POWER P.A.C. PROGRAM CONTRACT

John Barr, Town Attorney, gave an overview of the Port Towns Power P.A.C Program Contract and his conversations with Mrs. Peck regarding the contract.

A discussion was held regarding the Port Towns Power P.A.C. Program.

Motion made by Council Member Jackson to allocate \$150 for the Port Towns Power P.A.C. Program to host program in the town. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

SUMMER IN THE PARK PROGRAM

Daniel Baden, Clerk-Treasurer, gave an overview of M-NCPPC's Summer in The Park Program and their request to enter into a two year contract versus a one year contract.

A discussion was held on a having facility fee for M-NCPPC for the Summer in the Park Program. Whether or not they agree to the facility fee would determine if we would ask for a one year or two year contract.

Mr. Baden is to negotiate a two year contract with M-NCPPC with a facility fee.

AUDIT CONTRACT

Dan Baden, Clerk-Treasurer reported that he had approached the current auditors (LSWG) in reference to a three year contract for their services in conducting our annual audit. The price that they quoted was not to exceed \$7,000 for three years. This is \$250 more than what was budgeted and budget will have to be adjusted.

Motion made by Council Member Jackson to accept the three year contract with LSWG. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

BUS DRIVERS

Daniel Baden, Clerk-Treasurer gave overview of the Senior Van Driver's work status. He stated that James Blue, Senior Van Driver would like to reduce his hours to two days a week. The other two drivers who work with the town will cover the other three days. Three drivers will accommodate the 30 hour day five days a week work schedule. All drivers are retired WMATA trained bus drivers.

The other two drivers are contractual and Mr. Baden would like to make them Permanent Part-Time employees which would cover them under our insurance.

Motion made by Council Member Jackson to approve three Permanent Part Time Drivers' positions and staff the positions based on the budget. Seconded by Council Member Bowden. The motion was passed with a vote of 4-0-1. Council Member Blue abstained.

JEROME PORTER LEAVE STATUS

Daniel Baden, Clerk-Treasurer gave an overview of Jerome Porter's sick and annual leave.

Motion made by Council Member Epps to ask for leave donations from employees and town will advance remaining leave. Seconded by Council Member Bowden. Motion was passed with a vote of 5-0.

BEE HIVE PROJECT

Council Member Epps stated that she has received concerns from residents about the Bee Hive Project which is to be placed at the Community Garden.

Mr. Barr discussed the responsibilities of the town versus the Garden Club.

It was the consensus of the Council to inform residents around the Community Garden about the upcoming Bee Hive.

CLEANING CREW

Council Member Epps proposed that that the town offers to have a Cleanup Service for a fee for a Hall Rental. She suggested the person who cleans the kitchen on periodic basis assume this service. This would be a third party contract.

It was the consensus of the Council to offer a Rentals Cleaning Company through a third party.

VENDING MACHINE –RECREATION DEPARTMENT

Mayor Barrow would like to move the vending machine to the gym level of the Recreation Department.

Dan Baden said that there was a vending machine in the Recreation Department but was not used and the owner removed it. A discussion was held on the usage of the machine and where it should be located.

It was the consensus of the Council to move vending machine to the bottom gym level.

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SECOND TRASH CAN RULES

A discussion was held regarding rules for having a second trash can distributed for free for large family homes.

Motion made by Council Member Jackson to provide households with seven (7) plus members in a household an additional trash can free of charge subsequent to approval of the Council Member from that Ward. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

PARKING PILOT

Discussion was held on having a town parking pilot program. Items concerning the Parking Pilot were distributed by the Mayor and are to be reviewed and discussed at the June Work Session.

4331 BLADENSBURG ROAD DISCUSSION

Mayor Barrow stated that she may have found a buyer for the National News project. Negotiations have already begun between National News and the new buyer. The new buyer will work with the town with its vision for the property.

The Mayor will keep the Council apprised of any new developments.

BUDGET DISCUSSION

Mayor Barrow stated that she would like to put \$1,000 in the Recreation Council Line Item. These funds will not be used until the Recreation Council with residents has been established.

Mayor Barrow stated that the Council had expressed a desire to purchase tables and folding chairs for the basement. Dan Baden, Clerk-Treasurer is to research the price of 5 tables and 50 chairs.

ADJOURNMENT

Motion made by Council Member Blue to adjourn the meeting at 10:58 p.m. Second by Council Member Jackson. Motion was passed with a vote of 5-0.