

**TOWN OF COLMAR MANOR  
WORK SESSION  
TUESDAY, SEPTEMBER 1, 2015  
7:00 P.M.**

**CALL TO ORDER:**

Mayor Sadara B. Barrow called for a motion to call the meeting to order.

**Motion** made by Council Member Jackson to call the Work Session into order at 7:01pm. Seconded by Council Member Bowden. The motion was 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
Chief Gibson	Chief of Police
John Barr	Town Attorney
Tracy Stone	Media Coordinator
Citizens	

**ZONING HEARING – ISAAC GONZALES -4001 NEWTON STREET**

Isaac Gonzales resident of 4001 Newton Street stated that he would like to add an addition to his driveway. Dan Baden, Clerk Treasurer explained why a variance is needed for his driveway

**Motion** made by Council Member Epps to approve VarianceV-82-12 because it has beautified the property and helped with parking issues. Seconded by Councilmember Blue. Motion was passed with a vote of 5-0.

**EXTREME FUEL ADDITIVE**

Mr. Hardy could not attend the meeting. He will attend a meeting in the future.

Mayor Barrow passed out information regarding this product.

**PTCDC DONATION DISBRIBUTION**

Dan Baden reported that the Council had in their packages the request from the Port Towns CDC for their annual donation from the town in the amount of \$4,000. This year the

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Council had budgeted \$4,000.00. It has been the procedure of the town in the past that this item is discussed by the Council and their approval given at a Council meeting.

**Motion** made by Council Member Blue to disburse \$4,000 donation to the PTCDC as budgeted. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

## **FY 2015 BUDGET ADJUSTMENTS**

Daniel Baden, Clerk-Treasurer gave an overview of the budget adjustments.

**Motion** made by Council Member Blue to approve budget adjustments as provided by the Clerk-Treasurer per attached adjustments. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

## **HALL RENTAL – BANDS**

Daniel Baden, Clerk-Treasurer discussed with the Council in house Hall Rental contracts which the town splits the income of the rental with the renter.

The Community Outreach Coordinator was directed that she needs to average 32 hours or less per week on average to cover all of her activities.

## **RECREATION STAFFING**

To be discussed in Closed Session.

## **MEDIAN MAINTENANCE**

Mayor Barrow stated that she has asked Clerk-Treasurer to look into contractors for the maintenance of median strip on Bladensburg Road. Mr. Baden is to look at options and bring the information back to the Council. The cost will be shared with the Town of Cottage City. Efforts will be made to try to receive reimbursement from the State Highway for the cost of the maintenance.

## **POLICE ADMINISTRATION STAFFING**

Chief Brian Gibson gave an overview of arrangements to move Arlene Spann, Administrative Assistant, Police Department to a Part Time at 15 hours a week and the Senior Aide Duane Wells to a Full Time Police Administrative Assistant.

**Motion** made Council Member Jackson to have Duane Wells as a Full-time Permanent Police Department Administrative Assistant at the rate of \$11 per hour and to assign Arlene Spann to a Permanent Part-time position of 15 hours per week as an Administrative

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Assistant in Police Department at her current rate. The change is to be effective October 1, 2015. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

### **BLOCK PARTY – RESIDENT GIVE BACK (Addition to Agenda)**

Leroy Sawyer, resident, wants to bring three Non-Profit together to do a Block Party near the basketball court in Colmar Manor. Mr. Sawyer gave a description of the groups and what they wanted to accomplish. They wanted to have this activity on Port Towns Day.

Mayor Barrow suggested that the Non-Profits participate as vendors at Port Towns Day and come and do a separate event at a later date.

### **AMERICAN TRAFFIC CAMERA CONTRACT**

Chief Brian Gibson stated that the American Traffic camera contract expires next month. Chief Brian Gibson questioned if the Council would like to renew the contract. The last renewal was in 2012 for three years. If necessary, Charles Turner, ATS could speak to the Council regarding the contract.

A discussion was held on the term length of the contract. Mr. Barr suggested that the company insure they will look after the town's best interest, especially in regard to the current construction on Bladensburg Road.

**Motion** made by Council Member Jackson to renew the contract with American Traffic Solution for one year. Seconded by Council Member Bowden. The motion was passed with a vote of 5-0.

### **LIQUOR BOARD HEARING**

John Barr, Attorney gave an overview of the Liquor Board Hearing particularly in reference to Pincus Liquors.

The Council had a lengthy discussion on the matter.

**Motion** made by Council Member Epps that the town requests that a \$50,000 commitment for improvements by Pincus Liquors be approved by the Town Council and Liquor Board before the permit is approved. Seconded by Council Member Blue. The motion was approved with a vote of 4-1. Council Member Jackson voted no.

John Barr, Town Attorney, will send letters to the Liquor Board with Town's position.

### **TRASH**

Council Member Jackson stated that she feels the Council made a bad choice by going to

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one day a week for trash pickup. She has received multiple complaints on trash pickups and classes regarding composting and “Going Green” is not solving the problem. She complained about the offensive smell coming from the trash on scheduled pickup days.

Mayor Barrow suggested that the town provide an additional trashcan to large family homes. She made a list of these homes while driving through the town on a Monday evening and observing homes where trash was overflowing their trash cans. She felt that the second trashcan would compensate for the second day the trash would have been picked up.

Councilmembers Jackson and Epps asked to have a meeting with residents to ascertain their opinions on the issue of the second trashcan versus a second pickup date. The Mayor disagreed.

It was decided that the town would monitor the situation of the second trash can for one month to see how if there are improvements. If no improvement, the second trash day would be considered again.

It was the consensus of the Council to provide larger families homes with an extra trash can.

#### **PORT TOWN DAY COMMUNITY AND STAFF AWARDS**

Discussion was held on Community and Staff Awards.

Council agreed to Ronald Hankins, resident and Sgt. Sims for awards at Port Towns Day.

#### **PURCHASE PROPERTY LOT 3800 LAWRENCE STREET**

Mayor Barrow gave an overview of the vacant property lot next to 3800 Lawrence Street.

Mayor Barrow stated the property is owned by Prince George’s County is not maintained property. The assessed value of property is \$40. John Barr, Town Attorney, will forward contact information to the Mayor regarding taking position of the property.

#### **FALL MML CONVENTION ATTENDANCE**

It was the consensus of the Council to have Council Members Blue, Bowden, and Jackson attend the Fall MML Convention and to pay for their Registration, two nights lodging, and two days Per Diem cost.

#### **ELECTION RULES**

Discussion was held regarding contribution limits. The Council stated that they were never given information regarding donations for campaigns.

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John Barr, Town Attorney asked that discussion on this issue be tabled until next month in order to give him time to investigate the matter.

Mayor also asked for Council to discuss compensation of Mayor and Council at the next month's meeting. She suggested a cost of living increase for the Mayor and Council. This increase would be given to the newly elected officials and does not apply to the existing Mayor and Council.

## **REGULATIONS CONSTRUCTION VEHICLES**

Mayor Barrow stated that the town needs to look at the regulations regarding construction vehicles. The town looks like an industrial park.

There is a need to review how other towns handle this situation.

## **PARKING PILOT**

Mayor Barrow stated she would like to look into having people register vehicles in Colmar Manor. The Chief is to work on this item with Mayor and Clerk-Treasurer.

Mr. Barr, Town Attorney, said there can be a Parking Registration but not a Registration as a homeowner/resident of the town. There will have to be a pilot program for a period of time before officially implementing the program.

**Motion** made by Council Member Jackson to authorize the establishment of a Parking Pilot program and report back to the Council to authorize implementation. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

## **CLOSED SESSION**

**Motion** made by Council Member Epps to go into Closed Session at 10:38pm for Personnel Matters. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

## **OPEN SESSION**

**Motion** made by Council Member Jackson to into Open Session at 12:53 a.m. Seconded by Council Member Blue. The motion was passed with a vote of 5-0.

## **ADJOURNMENT-**

Mayor Barrow adjourned the Work Session at 12:54am.