

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
REGULAR WORK SESSION  
MONDAY, JANUARY 4, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 6:02p.m.

**1.1.2 Roll Call**

Present: Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson

Absent: Mayor Eugene Grant, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Orson Carter, Assistant City Treasurer, Christopher Cotillo, Chief of Police, Tiffani Darby, Administrative Assistant, Lt. Earl Ivey, Dashaun N. Lanham, City Clerk, Johnny Thompson, Director of Public Works, Chane'e Williams, Code Enforcement Officer, Ukkunkdoowaka, Nuisance & Abatement Coordinator

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to approve the agenda. The motion carried and the agenda was unanimously approved.

**2. PRESENTATIONS:**

**2.1. None**

**3. REPORTS:**

**3.1.** Mr. Ashton stated that his report on the RFP for and his other items will be discussed under New Business.

**3.2. Departmental Reports**

- The Departments presented their reports to the City Council for the month of December. The staff provided the City Council with answers to each of the questions. The City Council provided recommendations to the staff regarding events.

**3.3. City Council Committee Reports**

- The Council Committee did not have any reports for the month of December.

**4. LEGISLATION**

**4.1. Ordinance O-16-03 Amendment of Fiscal Year 2015-2016 Budget.**

Ordinance O-16-03 was introduced by the City Council on Monday, December 14, 2015 and read by the City Clerk. The second reading was held on Monday, January 4, 2016. It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to approve Ordinance O-16-03. The motion carried.

FOR: Higgs, Kennedy, Porter, Raynor, Simms

ABSTAIN: Stephenson

**5. UNFINISHED BUSINESS**

**5.1. Revised Budget Calendar**

- Council President Simms stated that the Budget Calendar has some revision and for the City Council to review.

**5.2. Discussion of Ordinance O-16-04 Amendment of Chapter 35-Police Department**

- Councilmember Higgs stated that he has just provided the Chief Cotillo with the revision to the ordinance. The Public Safety, Civil Rights Committee will be meeting on Wednesday, January 13, 2016.
- Council President Simms requested for the City Council to review and provide any revisions to the City Clerk.

**6. NEW BUSINESS:**

**6.1. Approval of Vacant Property and Removal Registration Forms**

- Councilmember Porter stated that the Vacant Property Registration Ordinance was approved last month. However, the City need to assign a registration fee.
- It was recommended that the Nuisance and Abatement Officer check the County and other municipalities for the registration fee.

## **6.2. Approval to Trash Receptacle and Recycle Bins**

- The City Council reviewed the proposal and requested for the Finance and Budget Committee to meet to review and recommend to the Council the funding source for the proposal. The City Council requested for the City Clerk to review and provide an update regarding the receptacle fee for the residents to be included in the City Code or approved by a Resolution.

## **6.3. Approval of hire for Human Resources Position**

- Mr. Ashton provided the City Council with the resume of the individual he recommends for the part-time Human Resources position.
- It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to authorize the Acting City Administrator to hire a part-time/contractual Human Resources Officer for the vacant position.
- It was requested that the Acting City Administrator provide the City Council with a copy of the contract for the Human Resources Officer.

## **6.4. Committee for Feggans Center Project Development**

Council President Simms stated that the City will hold charrettes for the citizens to have an input on the plans.

## **7 ANNOUNCEMENTS**

- 7.1. Public Session, Monday, January 11, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.2. Maryland General Assembly, Wednesday, January 13, 2016, Annapolis, MD**
- 7.3. PGCMA Meeting, Thursday, January 21, 2016 from 7:00p.m.-9:00p.m., location TBD**
- 7.4. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m.**

- It was motioned by Councilmember Higgs and Seconded by Councilmember Raynor to begin the Closed Session. The motion carried. The City Council met in accordance with General Provisions Article §3-305 (b) 8. To consult with staff, consultants, or other individuals about pending or potential litigation.

**ADJOURN**-The City Council departed the meeting 8:09p.m.

Submitted by,

  
Dashaun N. Lanham, CMC  
City Clerk

APPROVED 02/08/16