

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
THURSDAY, SEPTEMBER 8, 2016
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Simms called the meeting to order at 6:04p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson (Late Arrival), Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

Staff: Jeannelle Wallace, Acting City Administrator, Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- Jeannelle Wallace, Acting City Administrator
- Mrs. Wallace stated that the Gaskin Property church building needs to be upgraded in order to get market rate for the building.
- Mrs. Wallace stated that she has received three (3) proposals of interest to lease the property.
- Mrs. Wallace informed the City Council of the Code Enforcement/Nuisance Abatement property violation concerns. The City has sixteen (16) properties not registered as vacant properties. The tax lien will equal to \$8,000 including administrative fees.
- The City Council approved to allow the City Administrator to move forward with allow the public works department to abate non-compliant properties.
- Mrs. Wallace informed the City Council that her computer was about to crash in her office. She has proposal to purchase a new laptop in the amount of \$1,600. It was motioned by Councilmember Yeargin and seconded by Councilmember Raynor to allow the City Administrator purchase the laptop from the City Administrator Contingency. The motion carried and was unanimously approved.

3. MEETING TOPICS:

3.1.1. FY2017 IT Contractual Services

- Mrs. Wallace informed the City Council that the contract prices for the vendor will remain the same. However, the City need to sign another contract for the current year.
- The City Council requested for the vendor to access the current computers in each department and be sure that the services provided ties into the Smart City Project.

3.1.2. Copier Contract RFP Update

- Ms. Wallace stated that the City had advertised for copier services and received six (6) responses and one being the current vendor.
- The City had compiled a committee, which recommended Capitol Document Solutions to continue to provide services.
- The recommendation of the committee produced a savings to the city of approximately \$2,000.
- It was motioned by Councilmember Yeargin and seconded by Councilmember Stephenson to approve the contract with Capitol Document Solutions. The motion carried and was unanimously approved by the City Council.

3.1.3. Tree Removal Purchase Requisition

- Mrs. Wallace stated that she had received a Purchase Requisition to pay for the removal of trees, which was above the amount the City Administrator could authorize.
- The City Council requested for the City Administrator to investigate and provide an update on Wednesday, September 14, 2016.

3.1.4. PY40 Revision Scope of Services

- Mrs. Wallace stated that the original bids received for the scope of the work was for five (5) city streets exceeded the award amount of \$150,000. The work was revised to include two streets, but one vendor had provided a revised bid. The public works director was advised to solicit revised bids from all responders to ensure transparency. One of the bids will allow the city to include an additional curb or sidewalk.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Watson to approve KC Delivery Service to perform the scope of work. The motion carried and was unanimously approved by the City Council.

3.1.5. Vacant Positions

- Mrs. Wallace informed the City Council that the Grant Writer current contract will expire on September 30, 2016. The City has submitted several grants in conjunction with the Smart City Project. It was requested to allow the City Administrator to hire the Grant Writer.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Porter to approve the City Administrator to hire for the Grants Writer position. The motion carried.
- FOR: Porter, Raynor, Simms and Stephenson
- AGAINST: Watson and Yeargin
- ABSTAIN: Kennedy

4. LEGISLATION

- **Resolution R-17-05 USDA Loan Resolution.** Resolution R-17-05 was introduced by the City Council and read by the City Clerk on Thursday, September 8, 2016. It was motioned by Councilmember Yeargin and seconded by Councilmember Porter to approve Resolution R-17-05. The motion carried.
- FOR: Kennedy, Porter, Raynor, Simms, Stephenson and Yeargin
- AGAINST: Watson
- ABSTAIN: None
- **Ordinance O-17-04 Authorization to borrow money in connection with the Smart City Project for City Hall and Public Works Improvements.** Ordinance O-17-04 was introduced by the City Council and read by the City Clerk on Thursday, September 8, 2016.

5. UNFINISHED BUSINESS

5.1.1. Recycle Bins Proposal

- Council President Simms stated that the proposal to purchase the Recycle Bins is included the package for the Council to review. The City Council allocated funds in the budget to purchase the Recycle Bins. Please review for further discussion next week.

6. ANNOUNCEMENTS

6.1.1. Seat Pleasant Election, Monday, September 12, 2016, Seat Pleasant City Hall-Council Chambers from 7:00a.m.-8:00p.m.

6.1.2. Seat Pleasant Public Session, Wednesday, September 14, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.

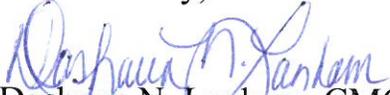
6.1.3. Seat Pleasant FREE Community Shred Day, Saturday, September 17, 2016 from 10:00a.m.-2:00p.m., Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD

6.1.4. Seat Pleasant Annual Community Flea Market, Saturday, October 1, 2016 from 10:00a.m.-4:00p.m., Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD

ADJOURN

The meeting was adjourned at 8:01p.m.

Submitted by,


Dashaun N. Lanham, CMC
City Clerk