

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
SPECIAL MEETING  
FRIDAY, JULY 26, 2013  
6:30P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Porter called the meeting to order at 7:15p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene Grant (Absent), Councilmember Johnie Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

**2. PRESENTATIONS:**

- None

**3. MEETING TOPICS:**

**3.1.1. Police Department Lease**

- Ms. Gatling informed the City Council of the lease expiring on the police department on March 31, 2013.
- Ms. Gatling stated that the lease with Capitol One will expire in December 2015.
- The City Council needs to think about where they will be placing the police department after December 2015.
- It was the consensus of the Council for Ms. Gatling to sign the lease after the City Attorney has reviewed the lease.

**3.1.2. Insurance on iPads' Apparatus**

- Ms. Lanham stated that the memorandum is in the meeting file regarding the insurance coverage for the iPads.
- Ms. Lanham stated that the insurance coverage amount for the iPads is different based on her conversation with Councilwoman Simms.
- Ms. Lanham stated the iPads' coverage will be \$79.00 per device due to the time that the City had purchased the devices.

- Ms. Lanham stated the cellular devices are covered under the Sprint insurance plan for \$11.00 per device.
- Ms. Lanham stated that the insurance through sprint will provide for replacement for the cost of \$200.00 per device oppose to without insurance at \$649.99 per device.
- Ms. Lanham stated that she will meet with Mr. Ashton to have him provide her with the impact of any budget implications and provide the feed back to the City Council.
- Councilmember Higgs inquired if he could provide Ms. Lanham with the money to have the insurance coverage added to the device.
- Ms. Lanham explained that he would need to take the device into the Apple store to be checked out before they will allow him to pay for the coverage.
- Councilmember Simms stated that with the limited coverage you can be charged up to \$19.00 per service call.
- Councilmember Stephenson inquired why we did not have the insurance on the iPads' sooner.
- Ms. Lanham stated that the City purchased the iPads' in January, but they were not distributed until April, as we had to amend the budget for the purchase.

### **3.1.3. Grants and Grant Writer Position**

- Councilmember Yeargin stated that he was not sure if Ms. Gatling was familiar with the grants for the City and he feels that we need to get a Grant Writer on board.
- Ms. Gatling stated that she was familiar with the grants and the contract position for the Grant Writer is currently being advertised.

### **3.1.4. Chain of Command Memorandum and Use of City Attorney**

- Council President Porter stated that the memorandum had been sent to the City Council by e-mail and a copy of the memorandum is in the meeting file.
- Councilmember Simms stated that the memorandum needed to be changed to reflect that the City Clerk is supervised by the City Administrator for the day-to-day duties.
- Councilmember Yeargin stated that he agreed with Councilmember Simms.
- Ms. Gatling read the language in the memorandum.
- It was the consensus of the Council to have the memorandum changed.
- Ms. Lanham made the changes in the memorandum, printed and submitted to the City Council for signing.

### **3.1.5. Receptionist Position Contract**

- Ms. Gatling stated that she had a contract for the Council consideration for the Receptionist position.
- The Council stated that the contract can start on Monday, July 29, 2013 to August 12, 2013.

### **3.1.6. 2013 Legislative Breakfast**

- Ms. Gatling stated that Mr. Ashton provided her with a transition folder, which provided duties for each department.
- Ms. Gatling stated that Mr. Ashton had the Legislative Breakfast as being a responsibility of Ms. Lanham.
- Ms. Gatling stated that Ms. Lanham informed her that the Legislative Breakfast is planned by the Office of the Mayor with the assistance of the staff.
- Ms. Gatling stated that she asked Ms. Lanham to find out the status of the Legislative Breakfast with Mayor Grant.
- Ms. Lanham stated that Mayor Grant informed her that he does not have the staff resources to plan the 2013 Legislative Breakfast.
- The City Council requested for the item to be added to the September Regular Work Session Agenda.

## **4. LEGISLATION**

### **4.1.1. None**

## **5. UNFINISHED BUSINESS**

### **5.1.1. None**

## **6. ANNOUNCEMENTS**

- 6.1.1. National Night Out, Tuesday, August 6, 2013, behind Seat Pleasant Elementary School, 6411 G St., Seat Pleasant, MD from 6:00p.m.-8:00p.m.
- 6.1.2. Regular Work Session, Tuesday, September 3, 2013, Seat Pleasant City Hall-Council Chambers at 6:00p.m.
- 6.1.3. Public Session, Monday, September 9, 2013, Seat Pleasant City Hall-Council Chambers at 7:00p.m.
- 6.1.4. Mike Slocumb Commercial, Wednesday, July 31, 2013 will be confirmed on July 29, 2013. Mr. Slocumb office will make a donation to the Seat Pleasant Fire Department.

**ADJOURN-** The meeting was adjourned at 8:05p.m.

Submitted by,

  
Dashaun N. Lanham  
City Clerk

APPROVED 01/13/14