

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
WEDNESDAY, SEPTEMBER 4, 2013
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 6: 00p.m.

1.1.2 Roll Call

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

Staff: Tiffani Darby, Receptionist, LaTasha C. Gatling, City Administrator, Dashaun N. Lanham, City Clerk

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 Raynor and seconded by Councilmember Stephenson to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

3.1. Ordinance O-14-01 FY2014 Budget Amendment for Security Camera's and Vest for the Police Department. Ordinance O-14-01 was introduced by the City Council on Friday, August 1, 2013 and first reading was declared. The second reading was conducted on Wednesday, September 4, 2013. It was motioned by Councilmember Simms and seconded by Councilmember Yeargin to approve Ordinance O-14-01. The motioned carried and was unanimously approved.

3.2. Ordinance O-14-02 FY2014 Budget Amendment for FY2012 Legal Fees and Porta Potty. Ordinance O-14-02 was introduced by the City Council on Friday August 1, 2013 and the first reading was declared. The second reading was conducted on Wednesday, September 4, 2013. It was motioned by Councilmember Stephenson and seconded by Councilmember Yeargin to approve Ordinance O-14-02. The motioned carried and was unanimously approved.

3.3. Ordinance O-14-03 Amendment of Chapter 59, Brush, Grass and Weeds. Ordinance O-14-03 was introduced by the City Council on Wednesday, September 4, 2013 and the first reading was declared.

3.4. Ordinance O-14-04 Amendment of Chapter 67 Property Maintenance. Ordinance O-14-04 was introduced by the City Council on Wednesday, September 4, 2013 and the first reading was declared.

3.5 Ordinance O-14-05 FY2014 Budget Amendment for Demolition of Properties. Ordinance O-14-05 was introduced by the City Council on Wednesday, September 4, 2013 and the first reading was declared.

3.6. Resolution R-14-08 Outlining the Organization Structure and Chain of Command for City Employees. Resolution R-14-08 was introduced by the City Council on Wednesday, September 4, 2013. It was motioned by Councilmember Simms and seconded by Councilmember Higgs to approve Resolution R-14-08. The motioned carried and was unanimously approved.

3.7. Ordinance O-14-06 FY2014 Budget Amendment for the FY2012 and FY2013 Traffic Study Fees. Ordinance O-14-06 was introduced by the City Council on Wednesday, September 4, 2013 and the first reading was declared.

4. REPORTS:

4.1. Mayor's Report

- Mayor Grant was absent from the Regular Work Session on Wednesday, September 4, 2013 and no written report was submitted.

4.2. City Administrator Report:

- Ms. Gatling stated that the City hired a new receptionist on Monday, August 12, 2013.
- Ms. Gatling stated the City will be going to settlement on the Gaskins Property on September 11, 2013.

- Ms. Gatling stated the City is in the final stages of the tax sale for 5825 MLK, Jr. Hwy.
- Ms. Gatling stated the City Clerk will be on sick leave from September 5-October 31. Tiffani Darby will be filling in during her absence. The City Clerk trained her during the last two weeks before her departure.
- Ms. Gatling the recorder has been replaced in the Council Chambers on August 7, 2013 due to technical difficulties.
- Councilmember Simms stated that the City Council was never informed that the recorder was broken.
- Ms. Gatling stated she informed the City Council during the Closed Session last month along with the situation surrounding the Security Camera.
- Ms. Gatling stated the Code Enforcement department has Identified four houses that need to be demolished and acquired court orders for them. The house located at 5825 MLK, Jr. Hwy is part of the requested funding in the MD-DHCD MLK, Jr. Hwy Revitalization Grant. The funding for the remaining 3 will need to have a funding source.
- Ms. Gatling stated the August 23rd Movie Night was cancelled due to inclement weather. It has been rescheduled for September 22, 2013.
- Ms. Gatling stated the Community Services Coordinator is working with Councilwoman Stephenson on the September Yard Sale event.
- Ms. Gatling the Finance Department is now utilizing Sage Peachtree which is an upgraded version of Peachtree.
- Ms. Gatling stated that the Finance Department will be closed on Tuesday, September 10, 2013 for training on the Peachtree system.
- Ms. Gatling stated that the new Payroll system PayChex has been installed. PayChex fees are less than ADP.
- Councilwoman Stephenson inquired if the new deposit information is required to be submitted.
- Ms. Gatling stated any information that had been provided does not need to be resubmitted.
- Ms. Gatling stated All City employees are using the time clock to punch in and out.
- Ms. Gatling stated the Finance department new carpeting has been installed.
- Ms. Gatling stated we had a company come for a day to shred documents from 1950 in Finance Department in accordance to the City's record retention schedule.
- Ms. Gatling stated the changes in the Finance Department will not allow any staff person to order items without following the revised procedures, which is lengthy.

- Ms. Gatling stated that the City has submitted a grant under the Community Legacy Open Space, Parks & Playground Program. The proposal is to place a fitness trail, playground equipment and replace the fence along the Cabin Branch Creek Tributary. The vacant parcel is located in the 6200/6300 block of Seat Pleasant Dr.
- Ms. Gatling stated the City has submitted a grant under the MD-DHCD entitled MK for acquisition and demolition of deteriorating properties on MLK, Jr. Hwy. corridor. The grant was accompanied by a letter of support from County Councilmember Karen Toles.
- Ms. Gatling stated that the City has four RFP's out, which consist of the following
 - Upgrade of the City Government Telephone System
 - Conduct an Internal Environmental Air Study – to analyze the air quality in City Hall (specifically Finance office) and the Public Works facility
 - Conduct an Energy Audit – This is part of the requirements of the grant awarded to the City through the Maryland Smart Energy Communities Grant Program.
 - Agenda Management Imaging - agenda preparation, document management and archiving for the City Council
- Ms. Gatling stated the Human Resources Officer is working on strengthening the City's retirement plan.
- Ms. Gatling would like the City Council to approve the lowering of years of service to 3 years for the City match.
- Ms. Gatling stated the Human Resource Officer is working on the safety requirements proposed by the annual LGIT City Government inspection.
- Ms. Gatling stated that the police department was awarded the grant for the vest. The City matched by the funding for the grant in accordance to Ordinance O-14-01.
- Ms. Gatling stated that the police department was awarded grant funding for the SPPD Law Enforcement Technology Initiative has been awarded in the amount of \$36,583.
- The grant will allow the officers to work overtime and cover Seat Pleasant Elementary School.
- Ms. Gatling stated that the Receptionist/Administrative Position in the Police Department was filled by a Seat Pleasant resident from Ward II. The person who filled the position is Joanne Booker.

- Ms. Gatling stated the sub-lease on the Police Department is still pending from the Capitol One Leasing office.
- Ms. Gatling stated the security camera has been installed at City Hall and the Public Works building. We have put up the No Trespassing signs, which have been installed on the City Hall Parking lot and on City owned property.
- Ms. Gatling stated that the construction on Carrington Avenue has begun by the County. The County saved the City money by them completing the construction.
- They installed a pipe on the back of the homes that will be connected (underground) to the sump pump and discharge at the end of the cul de sac for the effected residents. The residents that do not connect can be held responsible for future damages.
- Ms. Gatling stated A WSSC Contractor has been retained to design a water main replacement/relocation that will affect several streets around Seat Pleasant City. The work schedule is forthcoming.
- Ms. Gatling stated the bathrooms are broken in Goodwin Park. The money that was approved for the Porta Potty will be depleted. We have additional rentals for the park. The bathrooms were repaired in April and the LGIT will not cover the expense due to the deductible being \$15,000. The repair cost is \$5,000. The money is not in the budget for the repairs. The pipes that will be installed will be PVC to eliminate future problems with theft.

4.3. Council Committee Report

- Councilmember Higgs, Chair of the Budget and Finance Committee will provide his report under New Business.
- Councilmember Kennedy stated he will be attending the Maryland Chief of Police Conference in Ocean City to support the officer that will be receiving an award.
- The City Council stated they would like a proclamation prepared to be submitted to the officer in the October Public Session meeting.

5. NEW BUSINESS

5.1. Nomination of Council President

- Councilmember Simms nominated Councilmember Yeargin for Council President
- Councilmember Raynor nominated Councilmember Porter for Council President.

- Council President Porter and Councilmember Yeargin accepted the nomination.
- It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to close the nomination. The motion carried and was unanimously approved.

5.2. Seat Pleasant Legislative Breakfast

- Councilmember Higgs stated the Legislative Breakfast can be done on smaller scale in Council Chambers.'
- Councilmember Higgs stated that we can invite State Senator, State Delegates and Councilwoman Toles who cover our jurisdiction.
- Councilmember Simms stated that she agree with the change for the Legislative Breakfast. However, she feels the Council needs to meet with them before the session begins.
- Ms. Gatling stated that the General Assembly begins on January 8th until April 7th, 2014.
- Ms. Gatling inquired if the Council wanted to ask for bond bill money.
- The Council stated they would like resubmit for the bond bill for Public Works.
- Ms. Gatling stated that any request needs to be submitted by October 3, 2013.
- Councilmember Higgs stated that he feels the Council and the City Administrator needs to meet to discuss.
- Councilmember Simms stated that when we have the Legislative Breakfast we can take them on a tour of the Public Works facility.
- Ms. Gatling stated that the money is allocated under the Mayor's budget under promotional activities in the amount of \$1,700.
- The Council agreed to establish an Ad-hoc Committee to consist of Councilmember Higgs, Councilmember Simms, Councilmember Stephenson and the City Administrator.
- The Council reviewed the calendar for the Legislative Breakfast to be held on either September 23, 24th or September 26.
- Councilmember Simms suggested to change the previously submitted bond bill.
- The Ad-hoc committee will meet on Monday, September 9, 2013 at 5:30p.m.

5.3. Feggans Center Plan

- Ms. Gatling stated that the Feggans Center Plan will be discussed in the Closed Session on October 3, 2013.
- Council President Porter stated it is stricken from the record.

5.4. School Supplies Disbursement Approval

- Councilmember Simms stated that she spent \$149.50 to be divided by the Council and deducted from the Council Constituency fund.
- The City Council was in agreement with the deductions.
- Councilmember Simms submitted her receipt for reimbursement.

5.5. Retirement Plan for City Employees

- Ms. Gatling stated the item was discussed under the City Administrator Report.
- Ms. Gatling stated she would like for the City Council to consider amending the years from ten years to three years.
- Ms. Gatling stated that she is waiting on information from the City Attorney.

5.6. Chain of Command Process

- Ms. Gatling stated that all request should be sent to her by e-mail or by telephone calls.

5.7. Proposed Accounting Manual

- Councilmember Higgs stated the Budget and Finance Committee had met some time ago regarding the Proposed Accounting Manual.
- Councilmember Higgs stated that he reported on the Proposed Accounting Manual, but never asked the City Council to approve the manual.
- Councilmember Higgs noted changes regarding the City Credit Card that no person should hold the Credit Card overnight.
- Councilmember Higgs would like for the City Council to review the proposed manual with the discussed changes.

5.8. Amendment of Chapter 6 Checks

- Councilmember Simms had recommended for the Mayor, City Administrator and the two At-Large Councilmember's to be the authorize signers on the City Checking Account.
- Councilmember Simms stated that section "A" should be stricken under 6.3 or change it to say no withdrawals outside of checks.
- The City Council was in agreement with the recommended changes to Chapter 6-Checks.

6. UNFINISHED BUSINESS:

6.1. Gaskins Property Purchase Agreement

- Ms. Gatling stated that the contract to purchase the property was amended.
- Councilmember Yeargin inquired of the amendments to the contract.
- Ms. Gatling stated that the church will provide \$9,000 for six months of rent at settlement.
- Ms. Gatling stated that the purchase price disclosed to the City Council was not to exceed \$400,000 in accordance to the Council approval.
- Ms. Gatling stated the contract states \$415,000 not to exceed \$425,000.
- It was motioned by Councilmember Simms and seconded by Councilmember Yeargin to ratify, confirm and approve the prior decision of the City Council on February 4, 2013 to purchase the real property located at 5718 Martin Luther King, Jr. Highway (owned by Jean Marie Gaskins and Crusaders Youth Revival Church), and that we ratify, confirm and approve the April 22, 2013 Contract of Sale for the purchase of the property in the amount of \$415,000, authorizing the City Administrator, to do all things necessary and incidental to accomplish the same, and that we ratify, confirm and approve the lease of the property to the existing tenants. Such ratification, confirmation and approval applies and extends to final closing cost and settlement, property inspection, feasibility study and legal fees, associated with the purchase, not to exceed \$425,000. The motion carried and was unanimously approved.

7. ANNOUNCEMENT

7.1. Public Session, Monday, September 9, 2013, Seat Pleasant City Hall-Council Chambers at 7:00p.m.

7.2. Seat Pleasant Volunteer Fire Department Crab Feast, Saturday, September 14, 2013 from 2:00p.m.-5:00p.m. **TICKETS are \$30.00 for Adults and \$20.00 for Children 12 and under**

7.3. PGCMA Meeting, Thursday, September 19, 2013, 15901 Escalibur Rd, Bowie, MD from 7:00p.m.-9:00p.m.

7.4. Community Yard Sale, Saturday, September 21, 2013, Goodwin Park, 311 68th St., Seat Pleasant, MD 20743 from 9:00am-4:00pm **RAIN DATE 09/28/13**

7.5. Ward II Community Meeting, Thursday, September 26, 2013, Pleasant Homes Community Center, 6810 Greig St., Seat Pleasant, MD from 6:00pm-8:00pm

ADJOURN-The meeting adjourned at 8:08p.m.

Submitted by,


Dashaun N. Lanham
City Clerk

APPROVED 01/13/14