

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

1. OPENING

1.1.1 Call to Order

Council President Yeargin called the meeting to order at 6: 03p.m.

1.1.2 Roll Call

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

Staff: Robert L. Ashton, City Treasurer, 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 Higgs and seconded by Councilmember Raynor to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

3.1. Ordinance O-14-07 Amendment of Chapter 6-Checks. Ordinance O-14-07 was introduced by the City Council on October 7, 2013 and the first reading was declared. The second reading was conducted on November 4, 2013. It was motioned by Councilmember Stephenson and seconded by Councilmember Higgs to approve Ordinance O-14-07. The motioned carried and was unanimously approved.

4. REPORTS:

4.1. Mayor's Report

- Mayor Grant stated that he does not have a report for this evening.

4.2. City Administrator Report:

- Ms. Gatling stated that the City received the deposit from the Gaskins Property.
- Ms. Gatling stated the Employee ID Machine has been ordered.
- Ms. Gatling stated that the CPR Training for employee's will be held on November 15th and 25th. The fee is \$50.00 per person and \$65.00 for the Spanish Interpreter.
- Ms. Gatling stated that any elected official was interested in taking the CPR Training, please let her know. She can see if we can have separate training date for the elected officials.
- Council President Yeargin stated that the fee for the training can be deducted from the Council Training budget.
- Councilmember Porter stated that the elected officials could have the training for free.
- Ms. Gatling stated that all companies will charge a fee to conduct the training. She stated the money the Council designated under the City Administrator Contingency is paying for the services. Each employee will receive a certificate, which is good for 2 years.
- Ms. Gatling asked the City Council to e-mail her if you are interested in taking the CPR Training.
- Ms. Gatling stated that the Veterans Day Program will be held on Monday, November 11, 2013 at 10:00am at the Seat Pleasant Activity Center.
- Ms. Gatling stated the month of November is designated as Municipal Government Works Month. The City will be hosting a Mock Council Meeting with the children from Seat Pleasant Elementary School on Wednesday, November 20, 2013. The children will be acting the in rolls of Mayor, Council, City Administrator, City Clerk, City Treasurer, Chief of Police and Director of Public Works.
- Ms. Gatling asked the City Council to join us on Wednesday, November 20, 2013 at 10:00am.
- Ms. Gatling stated that the Ms. Talbert, Grant Writer submitted the grant application for the CDBG.
- Ms. Gatling stated that we are waiting to hear from Maryland Historic Trust regarding the properties to be demolished.
- Ms. Gatling stated that the Police Department interviewed applicants for the vacant Police Officer positions and Grant Position.

- Ms. Gatling stated that the Department of Public Works had conducted a dry run for the snow. They will be getting the salt from the State of Maryland.

4.3. Council Committee Report

- Council President Yeargin asked the Council to have a Committee meeting to task the Grant Writer and City Administrator to apply for grants for the City..

5. NEW BUSINESS

5.1. Employee Personnel Manual

- City Administrator Gatling requested the item be stricken from the agenda.

6. UNFINISHED BUSINESS:

6.1. City Center Project

- Councilmember Yeargin inquired if there was any additional information provided on the project.
- Ms. Gatling stated that she had forwarded the e-mails to the City Council with the response to the questions.
- Mayor Grant stated that he would like for the City Council to review the Master Lease Section 3.1.
- Mayor Grant stated that we need to bring our City Attorney and Kratos in to discuss the project.
- Council President Yeargin inquired when does the Council and Mayor want to meet with the City Attorney.
- Mayor Grant stated that it is his understanding that Kratos is waiting on a response.
- Mayor Grant stated that the negotiations are between the City's Attorney and Kratos Attorney.
- Councilmember Higgs stated he would like to meet with the City Attorney.
- Council President Yeargin requested to meet with the City Attorney on November 18th or November 25th at 5:30p.m.

6.2. Accounting Manual

- Councilman Porter stated the Budget and Finance Committee.
- Councilman Porter stated that the committee has recommended the following changes: Page 13 Procedures to add or.

- Councilmember Higgs stated that the committee feels that it could be the Code Enforcement Officer or Nuisance Abatement Officer.
- The Committee feels that Page 22 Policy is insensitive to employees to request the pay check early.
- The policy does not allow the practice of early release of payroll for emergencies, dramatic unforeseen circumstances, extreme hardship or similar events.
- Councilmember Higgs stated that he feels that there should be some sensitivity to emergencies.
- Mayor Grant stated that he feels that reputable employee can be considered discriminatory.
- Ms. Gatling stated that she has worked for two jobs since she was 14 years of age and no company has ever allowed her to get her pay check early.
- Ms. Gatling stated she's not trying to be insensitive, but we are running a business. When the request comes in it interrupts the process. Payroll is not processed in house.
- Mayor Grant asked if the Administration can come back with a compromise.
- Ms. Gatling stated that she can rewrite the statement to sound more sensitive.
- Councilmember Raynor inquired if the employee can have advance pay.
- Ms. Gatling stated that employees are not allowed to go into the negative for their leave. They can ask another employee to donate leave to another employee.
- Councilmember Higgs stated that the City Administrator and City Treasurer has made progress with the document. He stated that we do not know what they go through on daily basis. The committee was thinking of the employees, but they do not want the City to regress.
- Councilmember Porter asked if the City Administrator can check with LGIT or another municipality to provide a policy.
- Ms. Gatling stated that she will conduct the research, but she has a concern regarding the ripple effect.
- Ms. Gatling stated that how can she judged what's fair and not fair.
- Mr. Ashton stated that we need to have an Employee Assistant with education on budgeting and planning.

- Mayor Grant stated that the issue is about a particular hardship that can befall on a person.
- Mayor Grant wanted to know if there can be a compromise that the City Administrator and Human Resources Officer to create a policy.
- Ms. Gatling inquired of Councilmember Porter if the policy was acceptable, but the recommendation in the next budget for an employee assistance fund.
- Councilmember Porter stated that on page 46 Procedures item 4-9 to remove the elected officials from the requirements.
- Ms. Gatling stated that the City is required to be accountable for spending public funds. If the auditor chose to audit the travel and per diem on employee and elected official travel, they will be looking for receipts.
- Councilmember Stephenson stated that she would like the travel report to be due in 30 days.
- Councilmember Stephenson stated that she would like to see the City use a debit card for travel.
- Mr. Ashton stated that the audit trail will be difficult on the debit card.
- Ms. Gatling will check into Bank of America with the policy on cashing a City issued check.
- Council President Yeargin requested Per Diem Checks to be cut five days before travel.
- Mr. Ashton stated that the closer the date of the check for the event is considered an advance.
- Councilmember Porter stated that he will be getting with the City Administrator and the City Treasurer.
- Councilmember Porter inquired if the elected officials were going to be excluded from the requirement of providing receipts.
- Mayor Grant stated that the City cannot take out the requirements on the receipt.
- Mr. Ashton stated that receipts should be provided on the service expense.
- Mayor Grant stated that we are required to provide receipts for the service expense. If the money is not spent for the purpose intended it becomes income.

7. ANNOUNCEMENT

7.1. Veterans Day Program, Monday, November 11, 2013, Seat Pleasant Activity Center from 10:00 am – 12:00 pm..

- 7.2. National League of Cities Congress of Cities Exposition, Wednesday, November 13-Saturday, November 16, 2013, Seattle, Washington
- 7.3. Public Session, Wednesday, November 13, 2013, Seat Pleasant City Hall-Council Chambers at 7:00p.m.
- 7.4. PGCMA Meeting, Thursday, November 14, 2013 will be hosted by the City of Glenarden at Glenarden Community Center. 2250 Petrie Lane, Suite 519 – Glenarden, MD 20706. Light refreshments will be provided at 6:45 pm. The general meeting will start at 7:00 pm. **PLEASE INFORMED THE CITY CLERK IF YOU PLAN TO ATTEND, AS RSVP'S ARE REQUIRED.**
- 7.5. Thanksgiving Giveaway, Residents must enter a lottery this year to receive a gift card or Thanksgiving dinner. Those in need must register by November 14, 2013. Proof of income is required to register.
- 7.6. Municipal Government Works Month Day, City Hall-Council Chambers, Wednesday, November 20, 2013 from 10:00a.m.-1:00p.m.
- 7.7. Ward II Community Crime Watch Meeting, Thursday, November 21, 2013, Pleasant Homes Community Center, 6810 Greig St., Seat Pleasant, MD from 6:00pm-8:00pm
- 7.8. Regular Work Session, Monday, December 2, 2013, Seat Pleasant City Hall-Council Chambers at 6:00p.m.
- 7.9. Public Session, Monday, December 9, 2013, Seat Pleasant City Hall-Council Chambers at 7:00p.m.
- 7.10. PGCMA Legislative Dinner/Reception December 10, 2013 6:00 pm – 9:30 pm, Newton White Mansion, 2708 Enterprise Rd. Mitchellville MD, 20721, Tickets are priced at \$45.00

ADJOURN-The meeting adjourned at 8:22p.m.

Submitted by,


Dashaun N. Lanham
City Clerk