

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, MAY 2, 2022
6:00P.M.**

1. OPENING

1.1 Call to Order

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

1.2 Roll Call

Present: Councilmember Monica Higgs, Councilmember Hope Love, Vice Mayor McCarthy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott, Councilmember Gloria Sistrunk

Staff: Demetrious Harris, Acting Chief, Cedric Heyward, Lieutenant, Dashaun Lanham, City Clerk, Stanley Mosley, Interim City, Diamond Plater, Staff Assistant and Jessica Wise, Accounting Manager

1.3 Invocation and Pledge of Allegiance:

Councilmember Porter gave the invocation.

1.4. Approval of Agenda

Motion to approve the agenda

Motion by Kelly Porter, second by Hope Love

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

2. PRESENTATIONS

2.1 Seat Pleasant Vacant Homes, Veronica Owens, President, Monarch Butterfly

- Ms. Owens stated that she has been working with Ms. Rhoda for the last two years to secure funding and develop the vacant home program.
- Ms. Owens stated that they hired an architectural team and developed guidelines for the program.
- Ms. Owens stated that the architectural designs and selection was made by the Council and community during the charrette.

- Ms. Owens stated that the City Council and community had selected the same design and the construction documents are complete on the design and ready to go.
- Ms. Owens stated that the second design for 420 69th Pl, and each of the properties are three bedrooms and two and half baths. Each of the properties have a bedroom on the first floor with energy efficient features.
- Ms. Owens stated that the booklet was created by community engagement surveys.
- Ms. Owens stated that the booklet cover shows the previous home before being demolished.
- Ms. Owens stated that the booklet has an interior photo of the property on 69th Place, and the introduction provides instruction.
- Ms. Owens stated that the grant with Maryland Affordable Housing Trust provided the funding for the development of the booklet and services provided by Monarch Butterfly.
- Ms. Owens stated that the booklet provides the Housing process to include the construction and the standard to hold the developers accountable.
- Ms. Owens stated that the city secured \$500,000 for the first home to be constructed.
- Ms. Owens stated that the standard Feature Guide assist with setting a standard, the next step is to continue to seek funding, and number two develop the Seat Pleasant Housing Trust Fund, and when the houses are sold, the money can go back into the fund.
- Ms. Owens stated that the city should continue to monitor foreclosure and vacant sites and offer affordable housing and people with lower income to be eligible for the homes.
- Ms. Owens stated the developers process is to develop the homes in accordance with the architecture drawings.
- Vice Mayor McCarthy inquired on the timeline to build?
- Ms. Owens stated that it will take approximately one year to build, and the city will need to put out the bid first.
- Councilmember Porter stated that with the offering to people that want to do business in the city, and they live outside of the city, and they can purchase one of the properties.
- Ms. Owens stated that it is up to the Council to create the criteria and start with below AMI with under \$60,000-\$70,000
- Ms. Wise inquired if there was a timeframe for the \$500,000
- Ms. Owens stated that the city has one year remaining on the grant.

- Ms. Wise inquired if the grant is reimbursable?
- Ms. Owens stated that the city can review the draw schedule for details, and every step that the contractor does in the construction process, and upon the certain things being met the city can submit a draw to the state for a 30-day payment.
- Ms. Wise stated that the city will need an onsite manager and a consultant to oversee the project.
- Mr. Mosley inquired if the status of the contract with Monarch?
- Ms. Owens stated that her contract has ended at the completion of the booklet.
- Councilmember Porter stated that the concern that Ms. Wise and Mr. Mosley has is the city will need to put money out before the grant money is received.
- Ms. Owens stated that the city needs to put this to bid and start with the property on Foote Street. They tried to keep the houses under two thousand square feet.
- Mr. Mosley stated that it sounds like the city will need to contact the guarantor to see if the funds can be drawn down while the property is being built. He stated that now is the time to ensure that the funds are readily available.
- Ms. Owens stated that the city will need to ensure that the contractor understands that they are required to do the work first, invoice the city and be paid within thirty days. It is imperative that the contractor is licensed and bonded.
- Councilmember Porter stated that they will need to have an opportunity to speak with Ms. Rhoda and put this in the Economic Development Committee to see if the contract for Ms. Owens can be extended.
- Vice Mayor McCarthy stated that the city is looking at two properties for now and she would like to know if the city can obtain the number of vacant properties in the city.
- Mr. Mosley stated that he has worked with Ms. Owens in the past and she is good at what she does and detailed oriented. He would like to see Ms. Owens continue with the project, if possible.

3. REPORTS

3.1 Vice Mayor's Report

- Vice Mayor McCarthy stated that her monthly report can be viewed in BoardDocs, but she attended the regular meetings of the council.
- Vice Mayor McCarthy stated that she had written a letter of support for the Training Source.

- Vice Mayor McCarthy stated that she attended the 34th PG County on behalf of the city.
- Vice Mayor McCarthy stated that she has upcoming events next month for The New Norm: Career, Coping and Skills. The flyer can be found on the city's website.

3.2 City Manager Report

- Mr. Mosley stated that he has problem getting into BoardDocs and he would suggest that the council review and ask questions.
- Vice Mayor McCarthy stated that the signage stated that the sign was due to be displayed the last week of April and she would like to receive an update.
- Mr. Mosley stated that he will follow-up with Mr. Wilkins regarding the sign.
- Vice Mayor requested for an e-mail to be sent to the Council regarding the signage.
- Mr. Mosley stated that the signs are on central avenue to state you are entering Seat Pleasant.
- Councilmember Porter stated that there was a brief discussion on a community day and bulk trash pick-up day, and when it will be taken place?
- Mr. Mosley stated that we rent the dumpster and we can monitor what cannot be placed in the dumpster.
- Mr. Mosley stated that we can have the dumpster day any day, as most municipalities have them in June. It will be about \$700 per dumpster and tipping fees.

3.3. Governmental Affairs & Technology Committee Report-Kelly Porter, Chair

- Councilmember Porter stated that the Committee met on April 8, 2022, regarding the contracts and had the City Clerk to read the Charter and Code.
- The Human Resources Manager read the Personnel Rules and Regulations Manual on the hiring policies and the committee recommended that the policies of the city be followed.
- The committee had requested to interview one candidate that had selected another position and recommended that an outside agency conduct the background investigation and consider a Deputy City Manager position or cross training.

4. LEGISLATION

4.1 None.

5. UNFINISHED BUSINESS

5.1. None.

6. NEW BUSINESS

6.1 Proposed Fiscal Year 2022-2023 Review

- Ms. Wise stated that they are going to discuss the public safety and speed camera salary backgrounds.
- Chief Harris stated the department had taken another comprehensive review of the salaries and he is requesting that the salary of the chief and the command staff not be approved with an increased. They had reclassified some of the position, and they had reduced the salaries for the police captain position. They had made additional adjustments to the salaries.
- Councilmember Porter stated that he had wanted to see a side by side of the position and salaries.
- Vice Mayor McCarthy requested for the salaries to be accurate, and Councilmember Love agreed with the request.
- Councilmember Scott inquired when does the COPS grant run out?
- Ms. Wise stated that the grant runs out on June 30, 2023.
- Chief Harris stated that the city can apply for an extension up to a year to year and half
- The City Council is concerned with the increase in the salaries for the police department.
- The City Council agreed to keep the salaries for the police department to the current salaries in the FY2022 Budget

6.2 Request Approval of the Ethics Commission Appointment

- Motion to Approve the Ethics Commission recommendation for William Henderson
- Motion by Hope Love, second by Kelly Porter.
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Kizzie Scott

6.3 Parade for Seat Pleasant

- Council Vice President Higgs stated that the council had a conversation regarding a parade and other departments stated that it was short notice. It was recommended to postpone to next year May 2023.

6.4 Request Approval for Professional Development

- To provide Councilmember Higgs with \$923.28 for Professional Development
- Motion by Hope Love, second by Kizzie Scott.
- Final Resolution: Motion Carried
- Yes: Hope Love, Kelly Porter, Gerald Raynor Sr, Kizzie Scott
- Abstain: Monica Higgs

6.5 June Meeting Dates

- The City Council agreed to have the Regular Work Session and Public Session on June 6, 2022

6.6 DocuSign Account Early Renewal Approval Request

- Motion to approve for renewal of the DocuSign Account from ARP Technology Funds
- Motion by Kizzie Scott, second by Hope Love.
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Kelly Porter, Gerald Raynor Sr, Kizzie Scott

6.7 Approval of Outreach Coordinator for Grants Division

- The City Council did not approve the recommendation for the Outreach Coordinator from the Grants Division
- Motion to approve the recommendation of the Outreach Coordinator for the ARP/Grants Division
- Motion by Gerald Raynor Sr, second NONE.

7. ANNOUNCEMENTS

7.1 Ward III Community Walk, Tuesday, May 3, 2022, at 6:00p.m.

7.2 Ward I Meeting, Wednesday, May 4, 2022, at 6:00p.m. via Zoom meeting link details can be found in the city's newsletter or website

Councilmember Higgs stated that she gets quite a few calls from Ward I and she invited residents to join the meeting via zoom

7.3 Ward III Colors of Love Mother's Day Event, Seat Pleasant City Hall-6301 Addison Rd., Seat Pleasant, MD 20743 on Friday, May 6, 2022, from 6:00pm-8:00pm RSVP Required

7.4 Charter Amendment Resolution Public Hearing, Monday, May 9, 2022, by Zoom Video at 6:00pm, Meeting link details will be on the city's website, Seat Pleasant, MD

7.5 Public Session, Monday, May 9, 2022, by Zoom Video at 7:00p.m., Meeting link details will be on the city's website, Seat Pleasant, MD

7.6 Ward I Community Ward Walk, Tuesday, May 10, 2022, at 6:00p.m.

7.7 Ward II Community Ward Walk, Monday, May 16, 2022, at 6:00p.m.

7.8 Ward IV Community Ward Walk, Tuesday, May 17, 2022, at 6:00p.m.

7.9 The New Normal Communication, Careers and Coping Skills, Saturday, May 21, Saturday, May 28, and Saturday, June 4, 2022, The Training Source, 59 Yost Pl., Seat Pleasant, MD 20743 from 12:00p.m.-1:00p.m.

7.10 Ward V Community Ward Walk, Tuesday, May 24, 2022, at 6:00p.m.

7.11 Best Yard Competition, Ward II April 1, 2022-September 31, 2022

7.12 Best Yard Competition, Ward III April 1, 2022-September 31, 2022

7.13 Best Yard Competition, Ward IV April 1, 2022-September 31, 2022

8. ADJOURN:

8.1 Adjourn-The meeting adjourned at 9:42pm

Submitted by,

DocuSigned by:

Dashaun N. Lanham

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Dashaun N. Lanham, CMC
City Clerk

UNAPPROVED