



# Town of Capitol Heights

*"A unique experience. Discover us!"*

**MAYOR & COUNCIL**  
**Work Session Teleconference Information**  
**JANUARY 4, 2021**  
**7:00 PM**

**Zoom Meeting**

<https://zoom.us/j/96012003975?pwd=ZTZwL3JvZWZicWJ0L1p1VXdwWUt6Zz09>

Meeting ID: 960 1200 3975 - Passcode: 487704

By Phone (301) 715-8592 - Passcode: 487704

## **WORK SESSION AGENDA**

- I. Call to Order:** Mayor Shawn M. Maldon
- II. Roll Call:** Robin Bailey-Walls, Town Clerk
- III. Greenhouse; Status of Building/Construction** – ATA Miller
- IV. CARES Reimbursement Report** – ATA Miller
- V. Letter to Residents Concerning Budget** – ATA Miller
- VI. Status of Newsletter** - ATA Miller
- VII. Citibot/Start Date**– ATA Miller
- VIII. Mayor and Council Announcements** - Mayor & Council
- XI. Adjournment**

**Council expected to adjourn the Work Session Meeting to Convene Executive Session to discuss Personnel and Legal Issues**

**Please Note:** *Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.*



# Town of Capitol Heights

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**CLOSED SESSION**  
**JANUARY 4, 2021**  
**10:35 PM**

- I.** Call to Order
- II.** Roll Call
- III.** Executive Session – Personnel and Legal Issues
- IV.** Adjournment

**Action Item Tracker**  
**January 4, 2021**  
**Work Session**

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
42.	01/07/19	HOA Draft waiting for a response from the HOA; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session		ATA Miller	TBD
57.	07/06/20 01/22/19	Annexation of Metro City, Petzena Woods and Highmount- ATA Miller will follow through and provide a status	Work Session Work Session	Will follow through again; CM Cason provided additional information	ATA Miller ATA Miller	01/18/21 12/07/20 11/16/20 11/02/20 09/21/20
67.	02/04/19	3 <sup>rd</sup> Monday (Quarterly) designated for training – How to get ahead of the legislative process Ethics Training - Legit in attendance	Work Session		Mayor and Council	TBD
112.	04/15/19	Multiple Services Home Rehab; sent final draft to Town Attorney and Home Rehab team for review; What other companies are interested?	Work Session		ATA Miller	TBD
136.	06/019	<b>Greenhouse - Status of the building/construction</b>  Greenhouse Greenhouse  Town Garden; Investigate in Town locations. Visit the location and research the type and what will be produced	<b>Work Session</b>  Work Session Work Session  Special Session Work Session	Submitted as a CARES Item Resolution to be provided Bring back Green House quote; Is an RFP required ATA Follow-up about sub-committee meeting on 12/01/20 Town Garden	<b>ATA Miller</b> ATA Miller ATA Miller/ CM Williams  CM Williams	<b>01/04/21</b> 12/21/20 12/07/20 12/01/20 11/30/20 10/19/2 09/21/20
138.	06/03/19	Combined Flyer Process; Robin and CM Brown to review and update what Jason wrote	Work Session		CM Brown Robin Bailey-Walls	TBD
154.	07/01/19	Do a feasibility study to use the Police building as an incubator site; Community Center or for local businesses	Work Session		ATA Miller	TBD

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159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	Ran out of time Ran out of time	Mayor and Council	TBD 10/26/20 10/19/20 07/20/20
165.	07/22/19	Responsibility transferred to Town Clerk along with ATA Miller Codification; Pat Webster working on the documentation; Combined with # 240 – Code Updates	Work Session Work Session Work Session Work Session Work Session		ATA Miller	TBD 12/07/20 11/16/20 11/02/20 09/21/20
177.	09/09/19	Retirement Plan; Mayor requests a presentation by the State Contractor	Work Session		ATA Miller	TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session		ATA Miller CM Williams CM Williams CM Brown	TBD
183.	09/13/19	Email migration/Quality level of services NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20	Public Session Work Session	Email status/Level of Service discussion File Server Complete; Email Server in Progress	ATA Miller ATA Miller	01/11/21 12/07/20 11/16/20 11/02/20
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	TBD
203.	11/12/19	Lighting on Parking Lot next to D&V Beauty Salon Building; Waiting on Venus for a response from Pepco	Work Session		ATA Miller CM Chew	TBD
204.	11/12/19	Mural PEDC (Hair Salon)	Work Session		Mayor Maldon	TBD
213.	12/09/19	Status Update - Creation of a Project Tracker; Included in Status update 05/15/20	Work Session		CM Brown	TBD
214.	12/09/20	Charter Review; Updates and additions	Special Session		Mayor and Council	TBD
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	TBD

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217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	TBD
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	TBD
222.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status - Vendor RFPs	Public Session Public Session	Moved to next Public Session	ATA Miller	01/11/21 12/28/20 12/14/20
235.	02/24/20	Status - Obtaining Properties	Work Session		ATA Miller	TBD 12/07/20
242.	03/02/20	CGI Update; Edited video	Public Session Public Session Work Session Work Session Public Session		CM Akers/ ATA Miller CM Akers/ATA Miller CM Akers ATA Miller	01/11/21 12/14/20 11/02/20 09/14/20
248.	04/13/20	Status of Grant Files Centralized at Town Hall Recommendation was to have ATA Miller manage the grants during Budget Hearings	Public Session  Work Session Work Session Public Session Public Session	Status Update NTI working on Creating Mirror Drive –  Ran out of time Ran out of time	ATA Miller	01/11/21 12/07/20  11/09/20 11/02/20 09/14/20
279.	05/11/20	Status of Grants/Develop a Tracking System	Work Session  Work Session Work Session Public Session Public Session	Ran out of time Ran out of time Status Update No Update No Update	CM Brown  ATA Miller ATA Miller	TBD  11/09/20 11/02/20 09/14/20 05/18/20
282.	05/11/20	Alarm System; Council decided on lower bid; cameras and RAM only; Chief sent out packet	Public Session Public Session Work Session	Approval Required Moved to the Next Public Session Lesser priced product no longer available Provide both quotes Ran out of time	Chief Cummings	01/11/21 12/14/20 11/23/20 11/09/20 11/02/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report	Assigned to	Target Date
301.	07/02/20	Ordinance 2020-01 Limit Elected Body Households that receive Contract Income; ATA Miller sent to the Attorney	Work Session		ATA Miller/ CM Williams	TBD
<b>310.</b>	<b>07/03/20</b>	<b>Status of CARES Reimbursements</b>	<b>Work Session</b> Work Session Public Session Work Session Public Session Public Session	<b>Report</b> ATA Miller requested to discuss Reviewed at Public Session - Council requested a document to review of expenditures and reimbursement Update Provided Ran out of time	<b>ATA Miller</b> ATA Miller ATA Miller  ATA Miller CM Chew/ CM Akers	<b>01/04/21</b> 12/21/20 12/14/20  11/23/20 11/09/20 11/02/20
311.	07/13/20	Status Updates on Town Projects (Monthly)	Public Session Public Session Public Session Work Session	Moved to next Public Session Provided in Report Ran out of time	ATA Miller	01/11/21 12/14/20 11/09/20 11/02/20
314.	07/13/20	Status Update of Grant Reimbursements Miller provided an update	Public Session Public Session Work Session - Monthly		ATA Miller ATA Miller/ CM Cason	01/11/21 12/07/20 10/19/20
315.	07/13/20	Parliamentarian; Contact MML and other resources to provide a free resource	Work Session Work Session Work Session	ATA Miller to follow through	ATA Miller ATA Miller ATA Miller	TBD 11/02/20 10/19/20
327.	09/14/20	Property Tax – Status; Miller to follow through with County to correct the error Property Tax Discussion Miller to follow through with County	Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	No response - follow-up with County Follow-up with County Ran out of time ATA Miller to follow through	ATA Miller ATA Miller ATA Miller  CM Cason/ ATA Miller	01/11/21 12/21/20 12/14/20 11/09/20 11/02/20 10/05/20 10/19/20
329.	09/10/20	Legislative Policy for Rental and Business Owners Impacted by COVID	Work Session Work Session	Town Clerk explained the intent to be discussed at a later time.	ATA Miller	TBD 12/07/20

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333.	10//05/20	Letter to Residents Concerning Budget ATA Miller will resend to Council; ATA Miller to resend letter to Council for Review	Work Session Work Session Work Session	<b>Status</b> ATA Miller will resend the letter to the Mayor and Council	ATA Miller ATA Miller CM Cason	<b>01/04/2021</b> 12/07/20 10/19/20
336.	10/05/20	Virtual Tutoring Proposal	Public Session Work Session Work Session  Public Session Work Session Public Session Work Session Work Session Public Session	Payment of Tutors - MOU Payment of Tutors Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assists MOU signed; W2's; Have enough students signed up for tutoring; last meeting there were 3 students; Deadline for a decision was Friday? Council to meet with potential partners - KC Youth Empowerment, Inc and Beulah Community Center <b>Council Approved Program</b> ; funding and scheduling changes to be discussed	ATA Miller ATA Miller CM Cason  Partner Discussion  CM Cason	01/11/21 12/21/20  12/07/20  11/23/20  11/16/20  11/09/20 11/02/20 (#342) 10/19/20 10/13/20
338.	10/13/20	To Do Lists	Work Session Work Session	Requested Feedback	CM Brown	TBD 10/19/20
341.	10/19/20	<b>Status of Newsletter</b> Mailer to residents with information on COVID, budget; not to exceed page limit; post on website	<b>Work Session</b> Work Session Work Session Public Session Work Session Public Session Public Session	ATA will get to M&C by 12/09/20	ATA Miller	<b>01/04/21</b> 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
343.	10/26/20	Former CM Clifford PIA request for Nehemiah; Copies of Contracts; Bid information	Public Session Public Session Public Session	Moved to next Public Session Ran out of time	ATA Miller	01/11/21 12/28/20 12/14/20 11/23/20 11/09/20
344.	10/26/20	Status - Why aren't the leaves being picked-up; Follow through with Dir Jones	Work Session Public Session  Work Session	ATA Miller – Leave are being picked up Miller will investigate. No transition with NSD Director; will have to investigate	ATA Miller	12/21/20 12/07/20
345.	10/26/20	Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session	Follow-up on Grant Status Bev Habada provided information on the pending grant Follow-up A grant was applied for to facilitate this; Will talk with Bev to get information. No transition with NSD Director; will have to investigate	ATA Miller Bev Habada ATA Miller	TBD 12/21/20 12/07/20
346.	10/26/20	<b>Citibot Operational - start date</b> Citibot; CARES item Citibot- follow through with trail period	<b>Work Session</b> Work Session Work Session Work Session Public Session	<b>ATA Miller discussed cost after trial period; to get up and running</b> Previously approved for Trial period.	<b>ATA Miller</b> ATA Miller	<b>01/04/21</b> 12/21/20 12/07/20 09/14/20
347.	10/26/20	Charter Amendment Resolutions 2021-11 A Charter Amendment to Amend Article V (Finances) Sections 502, 503, 504, 505, 507, 510 and 516 of the Town Charter to Enhance Budgetary Processes	Special Session Public Session Work Session Public Session Work Session Public Session	Voted to bring to Charter Review Special Session	CM Cason CM Cason/ ATA Miller CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20 11/02/20
348.	10/26/20	Charter Amendment Resolutions 2021-12 A Charter Amendment to Amend Section 218 of the Town Charter to Clarify the Powers and Duties of the Mayor	Public Session Work Session Work Session	Voted to bring to Charter Review Special Session  Ran out of time	CM Cason CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20



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351.	12/07/20 10/29/20	Council Concerns	Special Session Work Session Work Session	Council voted to hold special meeting(s) to work out issues; no date established	CM Williams	TBD 11/09/20
352.	10/29/20	Meeting Minutes – Attendance (Sept 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> )	Work Session Work Session		CM Akers CM Akers	TBD 12/07/20
353.	12/21/20 12/14/20  12/07/20	COVID-19 and Emergency Plans COVID-19 and Emergency Plans  COVID -19 Plan	Public Session Work Session  Work Session	CM Ford Requested to see the documentation ATA Miller stated the Town will follow the State/County; Emergency plans are in place CM Ford requested the Plans for Council review	ATA Miller ATA Miller  ATA Miller	01/11/21 12/21/20  
354.	12/17/20	Response to PIA request for documentation on submitting Property Tax requirements to the County	Work Session	Status of the PIA request – Mr. Brown requested by January 8, 2021	ATA Miller	01/11/21