



# Town of Capitol Heights

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## MAYOR PRO TEM & COUNCIL Work Session and Public Session Agendas

APRIL 19, 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 Pro Tem – Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Charter Amendment Resolution 2021-26 A Charter Amendment Resolution to allow Mayor/Mayor Pro Tem or Chair to Vote on the Budget Legislation** – ATA Miller
- IV. **Resolution 2021-27 - A Resolution Authorizing the Mayor Pro Tem and Council of the Town of Capitol Heights, Authorizing the Purchase of Two Neighborhood Services Department (Property Standards Authority) Vehicles** – ATA Miller
- V. **Capitol Heights Day** – ATA Miller
- VI. **Budget Listening Sessions** – ATA Miller
- VII. **Greenhouse Ribbon Cutting** – CM Williams/ATA Miller
- VIII. **Protocol for Virtual Meetings** – CM Ford
- IX. **Retirement Plan** – ATA Miller
- X. **Hiring Policy; Review Hiring Package** – CM Cason
- XI. **Update Personnel Handbook; Internal employee Candidates-** CM Akers
- XII. **CGI Updates; Edited Video** – CM Brown
- XIII. **Council Announcements** – Mayor Pro Tem & Council
- XX. **Adjournment**

### PUBLIC SESSION AGENDA

- I. **Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Non-Denominational Prayer**
- IV. **Pledge of Allegiance**
- V. **Approval of the Agenda**
- VI. **Legislative Items** –
  1. **Charter Amendment Resolution 2021-26 A Charter Amendment to allow Mayor/Mayor Pro Tem or Chair to Vote on the Budget Legislation** – ATA Miller
  2. **Resolution 2021-27 - A Resolution Authorizing the Mayor Pro Tem and Council of the Town of Capitol Heights, Authorizing the Purchase of Two Neighborhood Services Department (Property Standards Authority) Vehicles** – ATA Miller
- VII. **Public Comments**
- VIII. **Public Comments**
- IX. **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**

**APRIL 19, 2021**

**10:35 PM**

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



Read and Adopted: April 19, 2021

**TOWN OF CAPITOL HEIGHTS  
RESOLUTION 2021-27**

(Drafted by Acting Town Administrator)

Sponsored by: \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR PRO TEM AND COUNCIL OF THE TOWN OF CAPITOL HEIGHTS, MD, AUTHORIZING THE PURCHASE OF TWO NEIGHBORHOOD SERVICES DEPARTMENT (PROPERTY STANDARDS AUTHORITY) VEHICLES**

**WHEREAS**, the Incorporated Town of Capitol Heights is in need of additional Neighborhood Services Department (Property Standards Authority) Vehicles; and

**WHEREAS**, the Mayor Pro Tempore and Council of the Town of Capitol Heights, Maryland authorizes the Acting Town Administrator and Town Attorney to sign all documents related to the purchase of two hybrid Ford Fusions for the Property Standards Authority.

**WHEREAS**, the Town will lease/purchase two hybrid Ford Focus at a cost of \$40,500.

**WHEREAS**, an additional \$4000 is required for extended warranty and GAP insurance.

**WHEREAS**, the finance option not to exceed 5 years is included.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Capitol Heights, that the applicant point of contact for the Town shall be Acting Town Administrator, Darrell Miller.

**AND BE IT FURTHER RESOLVED AND ORDERED** that this Resolution shall take effect immediately.

PASSED this 19<sup>th</sup> Day of April 2021.

**THE TOWN OF CAPITOL HEIGHTS**, by and through its Mayor and Common Council

\_\_\_\_\_  
Renita A. Cason  
Mayor Pro Tempore/Councilmember

### **Internal Candidate Policy Statement**

The Town of Capitol Heights recognizes the distinct advantage of talented employees seeking job and career advancement. Therefore, every job opening in Town will be posted for at least seven (7) workdays through a variety of media such as bulletin board postings, and distribution via email. All staff employees who are seeking job advancement or considering a job change are encouraged to use the job posting system as a method for seeking a suitable position.

### **Employees who wish to pursue an internal employment opportunity must**

1. Respond to the job posting by providing all appropriate documentation in a timely manner; and
2. Maintain a performance level of Meets Expectations or better on their most recent Annual Performance Review; and
3. Perform their current job for a minimum of twelve (12) months. If the vacant position is within the same department, this requires a minimum of six (6) months, and
4. Be in good standing (i.e. not have been placed in Positive Corrective Action within the last year); and
5. Notify their current supervisor if mutual interest continues after an initial interview.

### **The Hiring Manager must**

1. Consider all qualified internal external candidates; and
2. Review and screen eligibility for internal candidates; and.
3. Interview all qualified internal candidates; and.
4. Notify unqualified candidates that the opportunity is not appropriate.
5. Select the best candidate who satisfies all the relevant hiring issues related to qualifications, compensation, timing, affirmative action commitments, and equal opportunity. Notify current Manager, Town Manager and Council of hiring decision before an offer is made.
6. Should no internal candidate meet the requirements or be suitable for the position; recruitment for external candidates may begin.

# DRAFT

**Action Item Tracker**  
**April 19, 2021**  
**Work Session**

No.	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	Updated HOA for London Woods and the Town  Draft waiting for a response from the HOA/Town MOU Partnership; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session	Resolution 2021-20; not provided for meeting	ATA Miller  TA Jason Small	TBD 03/01/21  11/16/20 09/21/20
57.	07/06/20 01/22/19	Prioritize Annexation of Metro City, Petzena Woods and Highmount- ATA Miller will follow through and provide a status	Work Session Work Session Public Session Work Session Work Session	Bi-Weekly updates requested by CM Williams Status Update Talked with Petzena developer Had not heard from POC Will follow through again; CM Cason provided additional information	ATA Miller  TA Jason Small	05/03/21 04/05/21 02/16/21 01/11/21 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 –	Work Session	Ethics Training - Legit in attendance How to get ahead of the legislative process was resolved with the approval of hiring a lobbyist	Mayor and Council	TBD 02/08/21
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
<b>136.</b>	06/01/19	<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	Work Session Work Session Work Session Work Session Work Session  Special Session	<b>Ribbon Cutting</b> Status of Construction Dependent on weather Building materials have been delivered; waiting for favorable weather to begin construction Pending delivery and start-up this week. Submitted as a CARES Item Resolution to be provided	<b>CM Williams</b> <b>ATA Miller</b> ATA Miller ATA Miller ATA Miller ATA Miller/ CM Williams  CM Williams	<b>04/19/21</b> 03/22/21 01/11/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/20

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**April 19, 2021**  
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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	05/17/21
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  TA Jason Small	05/17/21
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	To be discussed in Closed Session Suggestion by CM Brown to open the search for candidates CM Cason – Determine from current candidates who will be the alternative member Ran out of time Ran out of time	Council CM Brown  Mayor and Council	TBD 02/08/21  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	05/17/21 12/07/20 11/16/20 11/02/20 09/21/20
177.	09/09/19	<b>Retirement Plan; Mayor requests a presentation by the State Contractor</b>	<b>Work Session</b>	<b>Status of Retirement committee</b> ATA Miller reported that a Retirement Committee has been formed (Deputy Morgan, Charles Simpson, Michael Coleman, James Greene, Robin Bailey-Walls (asked to be a member) and ATA Miller)	<b>ATA Miller</b> ATA Miller	<b>04/19/21</b> 01/11/21 TBD
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	05/17/21

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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	05/03/21
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 Pro Tem and Council	Ongoing
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	05/03/21 04/05/21
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	TBD
<b>219.</b>	02/03/20	<b>Capitol Heights Day Plan for 2021</b>	<b>Work Session</b>	Looking to do virtual activities; CM Brown suggested having the parade	<b>ATA Miller</b>	<b>04/19/21</b> 04/05/21
220.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	Will update in March ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	05/03/21 01/11/21 12/28/20 12/14/20
<b>242.</b>	03/02/20	<b>CGI Update; Edited video</b>	<b>Work Session</b> Public Session  Public Session Work Session Work Session	<b>Send photos to CM Brown</b> Some footage not reflective of Town; Provide CM Brown with additional photos of residents and Town events to be incorporated in to the video	<b>CM Brown</b>  CM Akers/ ATA Miller CM Akers/ATA Miller	<b>04/19/21</b> 01/11/21 12/14/20 11/02/20 09/14/20

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**April 19, 2021**  
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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
248.	04/13/20	Status of Grant Files Centralized at Town Hall Recommendation was to have ATA Miller manage the grants during Budget Hearings	Work Session	Status Update	ATA Miller	05/03/21
			Public Session	Status Update	ATA Miller	01/11/21
			Work Session	NTI working on Creating Mirror Drive –	ATA Miller	12/07/20
			Work Session	Ran out of time		11/09/20
			Public Session	Ran out of time		11/02/20
			Public Session			09/14/20
279 and 363.	05/11/20	Develop a Tracking System for Grants; Grant Management	Work Session	Ran out of time	Bev Habada	05/03/21
			Work Session	Ran out of time	CM Williams	02/16/21
			Work Session	Ran out of time		11/09/20
			Public Session	Status Update		11/02/20
			Public Session	No Update	ATA Miller	09/14/20
	03/22/21	Grant Management		No Update	ATA Miller	05/18/20
				Develop a plan to manage grants	CM Williams	
310.	07/03/20	Status of CARES Reimbursements; Documentation requested; Spreadsheet requested to include what was purchased, cost, what was submitted and what was reimbursed	Work Session	List of items sent and status reimbursement;	ATA Miller	05/03/21
			Work Session	specifics requested for gift cards - # purchased		03/08/21
			Work Session	and monetary breakdown; how many are left	Ran out of time	02/16/21
			Public Session	No funds reimbursed; will follow through and provide a list of what was submitted. Update		02/01/21
			Work Session	provided -ATA Miller requested to discuss		01/04/21
			Public Session	Reviewed at Public Session - Council		12/21/20
			Public Session	requested a document to review of expenditures and reimbursement	CM Chew/ CM Akers	12/14/20
						11/23/20
						11/09/20
						11/02/20
311.	07/13/20	Status Updates on Town Projects (Monthly)	Work Session	Ran out of time	ATA Miller	05/03/21
			Public Session	Moved to next Public Session		04/05/21
			Public Session	Provided in Report		02/16/21
			Public Session	Ran out of time		01/11/21
			Work Session			12/14/20



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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
314.	07/13/20	Status Update of Grant Reimbursements	Work Session Public Session  Public Session Work Session - Monthly	Update to be Provided Grant Status Update; Bev gave a detailed presentation and sent a spreadsheet for review Bev assisting in gathering documentation Miller provided an update	Bev Habada Bev Habada ATA Miller ATA Miller ATA Miller/ CM Cason	05/03/21 04/05/21 02/16/21  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	05/17/21 11/02/20 10/19/20
329.	09/10/20	Legislative Policy for Rental and Business Licenses	Work Group Work Session Work Session	Will work with PSA to make recommendations to Council Home Based Businesses – fees	CM Cason/ATA Miller/ Town Clerk/PSA Manager ATA Miller	TBD  04/05/21 12/07/20
338.	10/13/20	To Do Lists	Work Session Work Session	Requested Feedback	CM Brown	05/03/21 10/19/20
341.	10/19/20	Status of Newsletter  Mailer to residents with information on COVID, budget; not to exceed page limit; post on website	Work Session Public Session Public Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	ATA Miller stated the Newsletters had been sent; requested information for the next publication Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	05/03/21 03/22/21 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20

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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
345.	02/16/21 10/26/20	Transfer to Town; road resurfacing; should Ramada be responsible Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session Work Session	Conflicts of ownership between Ramada and County  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	Bev Habada/ ATA Miller	05/03/21 03/01/21 12/21/20 12/07/20
346.	10/26/20	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trail period	Work Session Work Session Work Session Work Session Work Session Work Session Public Session	Ran out of time ATA Miller reported the start date is February Miller anticipates start up soon ATA Miller discussed cost after trial period; to get up and running Previously approved for Trial period	ATA Miller ATA Miller ATA Miller	05/17/21 04/05/21 02/16/21 01/11/21 01/04/21 12/21/20 12/07/20 09/14/20
351.	12/07/20  10/29/20	Council Concerns	Special Session Work Session Work Session	<b>Council voted to hold special meeting(s) to work out issues; no date established</b>	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> )	Public Session Work Session Work Session	<b>Approval Required</b>	CM Akers CM Akers	04/26/21 12/07/20

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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
353.	12/21/20 12/14/20 12/07/20	COVID-19 and Emergency Plans COVID-19 and Emergency Plans COVID -19 Plan	Work Session Public Session Work Session  Work Session	Requested an extension ATA Miller requested an extension Requested to see the documentation; Town Clerk requested the Protocol be disseminated to the staff also ATA Miller stated the Town will follow the State/County; Emergency plans are in place CM Ford requested the Plans for Council review	CM Ford/ ATA Miller CM Ford/ ATA Miller Town Clerk  ATA Miller ATA Miller ATA Miller	05/03/21 04/05/21 03/01/21 02/01/21  01/11/21 12/21/20
356.	01/04/21	London Woods MOU with Police Department	Work Session Public Session  Public Session Work Session Work Session	Resolution or new agreement? Vote found invalid per Attorney Best  Approved however issue regarding original MOU to be resolved Reviewed Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason/ ATA Miller	TBD 03/08/21 02/22/21 02/16/21 02/01/21  01/19/21
358.	01/11/21	<b>Update Personnel Handbook and Protocol to state internal employees</b> that meet the position requirements are able to apply when positions become available before an outside employment search begins	<b>Work Session</b>	Approval of statement to be added – Ran out of Time Ran out of time	<b>CM Akers/ Town Clerk</b>	<b>04/19/21</b> 03/29/21 02/16/21
359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Direction/ Author Ordinance Ran out of time	CM Cason/ James Greene Town Clerk	TBD 02/16/21

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No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
360.	02/08/21	Create a protocol to ensure delivery to Council when email system is down	Work Session	Document the Process/ Add phone tree  Ran out of Time	ATA Miller/ Town Clerk	05/03/21 03/01/21  02/16/21
<b>361.</b>	<b>02/08/21</b>	<b>Request that Management Reports be received in writing as opposed to oral reports</b>	<b>Public Session</b>	<b>Reports to be in writing</b>	<b>ATA Miller</b>	<b>Ongoing</b> 03/08/21 02/22/21
<b>363.</b>	02/08/21	<b>Protocol for Virtual Meetings</b>	<b>Work Session</b>	<b>Document the protocol for virtual meetings</b>	<b>CM Ford</b>	<b>04/19/21</b> 03/01/21
364.	02/16/21	Resident PIA request for Town budget and documentation on gift cards	Work Session	Gift Card Documentation Town Budget Provided	ATA Miller	TBD 03/01/21
365.	02/19/21	Resolution 2021-17; A Resolution to approve Mayor and Council Rules	Work Session Public Session		ATA Miller	TBD 04/05/21 03/08/21 02/22/21
366.	02/22/21	Process for Town Manager Hiring	Closed Session	No Discussion Mayor Pro Tem requested 3 top candidates be sent to Town Clerk for a tally by 03/12/21 Have documentation to discuss	Council	TBD 03/22/21 03/12/21  03/08/21 03/01/21
367.	02/25/21	PIA Request All attorney bills and invoices during the months of January 2021 through today (Feb 25, 2021, Land Disposition Agreement and contract specifications Re: Argos and TOD project near Capitol Heights Metro Station, Written plan, suggestion, and/or process for hiring a new Town Attorney and a copy of meeting minutes (January 11 2021)	Via email request		ATA Miller	TBD

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369..	03/08/21	Bates supplying trash cans (resident request)	Requested at Work Session	Determine if the Town will supply the residents trash cans replacements if Bates won't	ATA Miller	TBD
370.	03/08/21	Street Repair - Formal Plan is requested on how and when work will be performed (street signs, road repair and so on)	Work Session		ATA Miller	05/03/21
373.	03/30/21	Audio Recordings of Council on website	Work Session Work Session		ATA Miller	04/19/21 04/05/21
<b>375.</b>	04/02/21	<b>Resolution 2021-23 A Resolution Appointing the Town Auditor for FY 2019-20 and 2020-21</b>	<b>Work Session</b> Public Session Work Session	More company alternatives are required	<b>ATA Miller</b>	<b>04/19/21</b> 04/12/21 04/05/21
376.	04/02/21	New GovQA Automation – PIA Requests, Rental/Business Licenses and Building Permits	Work Session		ATA Miller	05/17/21 04/05/21
<b>388.</b>	04/05/12	Hiring Policy; Review hiring package	Work Session		Mayor Pro Tem Cason	04/19/21
390.	04/12/21	Mayor Pro Tem suggested to provide residents with more information on – A letter of Understanding?	Work Session		ATA Miller	TBD
<b>391.</b>	04/12/21	<b>Discussion on not approving absence due to a family emergency</b>	<b>Closed Session</b>		<b>CM Cason</b>	<b>04/19/20</b>
392.	04/12/21	Check Pot hole repair Status on Sultan Avenue Status of road repair due to construction on Brooke Road	Work Session		ATA Miller	TBD
<b>393.</b>	04/16/21	<b>Charter Amendment Resolution 2021-26 – A Charter Amendment Resolution to Allow the Mayor/Mayor Pro Tem or Chair to Vote on Budget Legislation</b>	<b>Work and Public Session</b>		ATA Miller	<b>04/19/21</b>

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394.	04/16/21	<b>Resolution 2021-27 A Resolution Authorizing the Purchase of Two NSD/PSA Vehicles</b>	<b>Work and Public Session</b>		ATA Miller	<b>04/19/21</b>