



# Town of Capitol Heights

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**MAYOR & COUNCIL  
PUBLIC SESSION  
FEBRUARY 8, 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

**Meeting 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. **Approval of Meeting Minutes – October 19, 2020, November 2, 2020 and December 21, 2020 Work Session Meeting Minutes**
- VII. **Senior Management Reports – ATA Miller and Chief Cummings**
- VIII. **Public Comments**
- IX. **Legislative Agenda Items – \*\*\* Awaiting permission at the Meeting to add (see attachments – Resolution 2021-14 and Lobbyist Proposal)**
- X. **Action Item Tracker Additions/Updates – Mayor Pro Tem Cason**
- XI. **Mayor & Council Committee Reports**
- XII. **Public Comments**
- XIII. **Adjournment**

**Council Expected to Adjourn the Public 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.

**MAYOR & COUNCIL**



# Town of Capitol Heights

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**CLOSED SESSION**

**February 8, 2021**

**10:30 PM**

- I.** CALL TO ORDER
- II.** ROLL CALL
- III.** CLOSED SESSION – Personnel and Legal Issues
- IV.** ADJOURNMENT



# Town of Capitol Heights

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## MAYOR & COUNCIL WORK SESSION – Meeting Minutes OCTOBER 19, 2020 7:00 PM

<b>Meeting Purpose:</b> Mayor and Town Council Public Session		
<b>Date:</b> 10/19/2020	<b>Time:</b> 7:01PM	<b>Room:</b> Teleconference
<b>Chair:</b> Mayor Shawn M. Maldon		<b>Scribe:</b> Town Clerk – Robin Bailey-Walls
<b>Call-in Number: (301) 715-8592</b> Meeting ID: 960 1200 3975		<b>Password:</b> 487704

*P= present; E = Excused Absence T = present via teleconference; A= absence (not excused) R= Resident G = Guest*

Chair/Voting Members:				
T	Mayor Shawn M. Maldon		Acting Town Administrator – Darrell Miller	T
T	Mayor Pro Tempore Renita A. Cason		Chief of Police - Mark Cummings	T
T	Council Member Rhonda A. Akers		Director of Neighborhood Services – Venus Drummond	E
T	Council Member Caroline Brown		Town Attorney – Fred Sussman	
T	Council Member LaTonya Chew		Town Clerk – Robin Bailey-Walls	T
T	Council Member Faith T. Ford			
T	Council Member Elaine Williams			
Guests/ Residents				
R	Anonymous		Justine Galadima	R
R	Amanda Anderson		Kentashna	G
G	Carol Keith		Kevin L DC	G
R	Christine Russo		Former CM Linda Monroe	R
G	Darryna		Monica Johnson	R
R	Netina Finley			

### WORK SESSION AGENDA

- I. **Call to Order:** Mayor Shawn M. Maldon “Leaders Have to Lead from Time to Time”
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Property Tax –** ATA Miller - Awaiting County Response
- IV. **Town Hall Meeting–** CM Chew – **Motioned by CM Brown and Seconded by CM Akers to Schedule for November 14, 2020 for the Town Hall Meeting from 11am to 12:30PM**  
**Straw Poll Vote:**  
 CM Akers Y  
 CM Brown Y  
 CM Cason Y  
 CM Chew Y  
 CM Ford Y  
 CM Williams Y  
**Vote 6/0**
  - Requested two talking points from each Council Member and the Mayor by Monday, October 26, 2020



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- V. **Virtual Tutoring** – CM Cason  
**Straw Pole Vote Table the discussion and to move to the Next Work Session to be discussed with KC Youth Empowerment and Greater Beulah Community Development Center**  
**Motioned by CM Akers; Seconded by CM Brown**
- |             |   |
|-------------|---|
| CM Akers    | Y |
| CM Brown    | Y |
| CM Cason    | N |
| CM Chew     | Y |
| CM Ford     | Y |
| CM Williams | Y |
- Vote 5/1
- VI. **To Do Lists** – CM Brown – Provide Feedback and work will with Town Clerk
- VII. **Ordinance 2021-10 – An Ordinance of the Mayor and Council of the Incorporated Town of Capitol Heights Amending the Town Code to Provide a New Article 3 (Petition Procedures) to the Chapter II Code**– ATA Miller
- Mayor – Legal soundness requiring special kind of paper
  - CM Akers – Suggestion was vetted with Board of Elections
- VIII. **Public Comments:**
- Anonymous – Council doesn't communicate with the residents
  - Two residents from Akin Avenue voiced concern about speeding and safety; Chief wasn't aware of those issues and will follow through
  - CM Brown – Add the Newsletter to the next Session
  - CM Cason – Motioned to Send out a mailer to residents with all appropriate information; COVID, Budget; not to exceed page limit. Seconded by CM Ford
- Straw Poll Vote – All Ayes
- IX. **Town Garden** – CM Williams
- Due to Green Street construction; recommendation is to look for another location
  - Green House funds via COVID was denied; ATA Miller to verify
- X. **Strategic Plan/Vision** – Mayor and Council
- Council had no comments regarding a strategic plan/vision
- XI. **Census Project** – ATA Miller
- Funds expended
  - Kindle associated with CM Ford's Committee
  - CM Williams – According to the P&L funds weren't taken from CM Ford's budget line item; requested follow through
- XII. **Spreadsheet for Upcoming Payments Due**- ATA Miller
- Completed and Distributed
- XIII. **Status of Grant Reimbursements** – ATA Miller
- Provided an update
- XIV. **Parliamentarian** – ATA Miller
- ATA to follow through with MML
- XV. **Deep Dive – Credit Card Expense- Spreadsheet Requested** – ATA Miller
- ATA Miller – 1<sup>st</sup> Credit Card Closed - Completed
  - CM Cason – Dec. 15<sup>th</sup> deadline for COVID; ATA Miller to prov
- XVI. **Letter to Residents Concerning the Budget** – ATA Miller/CM Cason
- ATA Miller planned to send a letter; will include this information in the Newsletter



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**XVII. LEGIT Signatures – CM Brown**

- Discussion moved to Closed Session – Legal Matter

**XVIII. Protocol for the Agenda and Tracker – CM Cason/CM Williams**

- Ran Out of Time; moved to next Work Session

**XIII. Mayor and Council Announcements - Mayor & Council**

- Ran Out of Time

**XIV. Adjournment – Motioned by CM Chew; Seconded by CM Williams to adjourn to go in to Closed Session to discuss Personnel and Legal Matters**

**All Ayes Voted to adjourn.**

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

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# Town of Capitol Heights

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**MAYOR & COUNCIL  
PUBLIC SESSION – Meeting Minutes  
NOVEMBER 2, 2020  
7:00 PM**

<b>Meeting Purpose:</b> Mayor and Town Council Public Session		
<b>Date:</b> 11/02/2020	<b>Time:</b> 7:04 PM	<b>Room:</b> Teleconference
<b>Chair:</b> Mayor Shawn M. Maldon		<b>Scribe:</b> Town Clerk – Robin Bailey-Walls
<b>Call-in Number:</b> (301) 715-8592 Meeting ID: 960 1200 3975		<b>Password:</b> 487704

*P= present; E = Excused Absence T = present via teleconference; A= absence (not excused) R= Resident G = Guest*

<b>Chair/Voting Members:</b>			
<b>T</b>	Mayor Shawn M. Maldon	Acting Town Administrator – Darrell Miller	<b>T</b>
<b>T</b>	Mayor Pro Tempore Renita A. Cason	Chief of Police - Mark Cummings	<b>T</b>
<b>T</b>	Council Member Rhonda A. Akers	Director of Neighborhood Services – Venus Jones	<b>E</b>
<b>T</b>	Council Member Caroline Brown	Town Attorney – Fred Sussman	
<b>T</b>	Council Member LaTonya Chew	Town Clerk – Robin Bailey-Walls	<b>T</b>
<b>T</b>	Council Member Faith T. Ford	Bev Habada (Grant Writer)	<b>T</b>
<b>E</b>	Council Member Elaine Williams		
<b>Guests/ Residents</b>			
<b>R</b>	Christella Spry	Kevin L DC	<b>R</b>
<b>G</b>	Tina Hayes	Former CM Linda Monroe	<b>R</b>
<b>G</b>	Carol Keith	Monica Johnson	<b>R</b>
<b>R</b>	Christine Russo	iPhone	<b>G</b>
<b>G</b>	Beverly		

## PUBLIC SESSION MEETING MINUTES A

- I. Call to Order:** Mayor Shawn M. Maldon – “Vote as if your life depends on it because really does” quoted from the Mayor of Brentwood
- II. Roll Call:** Robin Bailey-Walls, Town Clerk  
**Motion to Excuse CM Williams Seconded by CM Brown Ayes Approved Absence**
- III. Approve the Agenda – CM Akers Motioned to Approve the Agenda and Requested to Add the Meeting Minute approvals from the last meeting. Seconded by CM Brown and added a friendly amendment to strike items V. (Green Street Permit Payment) and VI. (Council Concerns)**  
Discussion –  
ATA Miller – Doesn’t have all the specifics – CM Williams not here to discuss Council Concerns  
CM Cason – Venus sent information on Green Street Permit Payment to the Council; has already been approved. Council isn’t prepared to review Minutes because they weren’t included with this package



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**Vote:**

CM Akers      Yes  
CM Brown     Yes  
CM Cason     No  
CM Ford      No  
CM Chew      Yes

**Vote Carries 3/2**

- IV.      **Resolution 2021-13 A Resolution of the Mayor and Council of the Incorporated Town of Capitol Heights Authorizing the Submission of a Grant Application to the Maryland Energy Administration (MEA) Maryland Smart Energy Commission (MSEC) Program to Request Funding Up to the State Maximum Award of \$55,000 to Assist with the Purchase of Two Electrical Vehicles to Replace Two Fossil Fueled Vehicles Currently Used by the Property Standards Authority Code Enforcement Officers – Bev Habada (on behalf of Dir Jones)**

**Vote – Motioned by CM Chew to Approve Pending Review of Lease Figures/Documentation  
Seconded by CM Akers**

**Vote:**

CM Ford      Yes  
CM Cason     Yes  
CM Chew      Yes  
CM Brown     No  
CM Akers     Yes

**Vote Carries 4/1**

- V.        **Attorney Best Invoice/Payment – ATA Miller**

**Discussion –**

**ATA Miller – Can't hold up vendor payments; treating Special Council differently**

**Mayor – Out of Sync; Wanted Council to approve payment then he will sign**

**CM Brown – Showing bias; sign his invoices**

**Motioned by CM Akers to sign the check; Seconded by CM Cason**

**Vote:**

CM Cason     Yes  
CM Chew      Yes  
CM Ford      Yes  
CM Brown     Yes  
CM Akers     Yes

**Vote Carries 5/0**

- VI.      **Adjournment – Motioned by CM Cason; Seconded by CM Chew to adjourn to go in to the Work Session. - All Ayes Voted to adjourn.**

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

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# Town of Capitol Heights

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## MAYOR & COUNCIL WORK SESSION – Meeting Minutes DECEMBER 21, 2020 7:00 PM

<b>Meeting Purpose:</b> Mayor and Town Council Public Session		
<b>Date:</b> 10/19/2020	<b>Time:</b> 7:01PM	<b>Room:</b> Teleconference
<b>Chair:</b> Mayor Shawn M. Maldon		<b>Scribe:</b> Town Clerk – Robin Bailey-Walls
<b>Call-in Number:</b> (301) 715-8592 Meeting ID: 960 1200 3975		<b>Password:</b> 487704

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	Mayor Pro Tempore Renita A. Cason	Chief of Police - Mark Cummings	<b>T</b>
<b>T</b>	Council Member Rhonda A. Akers	Director of Neighborhood Services – Venus Drummond	<b>E</b>
<b>T</b>	Council Member Caroline Brown	Town Attorney – Fred Sussman	
	Council Member LaTonya Chew	Town Clerk – Robin Bailey-Walls	<b>T</b>
<b>T</b>	Council Member Faith T. Ford		<b>T</b>
<b>T</b>	Council Member Elaine Williams		
Guests/ Residents			
<b>G</b>	Bev Habada	Jean Johnson	<b>R</b>
<b>R</b>	James Brown	Mario Snowden	<b>R</b>
<b>R</b>	Netina Finley	Latoya	<b>R</b>

### WORK SESSION AGENDA

- I. **Call to Order:** Mayor Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk  
 \*Notes – CM Cason wasn't in attendance and had previously stated she'd not attend meetings again until January 8, 2021  
 CM Chew contacted the Town Clerk and Council to indicate her absence because of a work  
 There were no Motions made to excuse the absences
- III. **Davey Street – Paved; Grant application** – ATA Miller/Bev Habada
  - Grant was submitted for street paving and sidewalks
  - Signage was also included
  - Received letters of support including one from Former Council Member Clifford
- IV. **Greenhouse** – ATA Miller
  - Receipts were submitted -Waiting for re-imbusement
  - Mayor -Will there be another Ground Breaking Event
  - ATA – Yes intend to do another





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- V. **Status of COVID-19 Reimbursements** – ATA Miller
- Additional receipts have been submitted – Waiting for re-imburements
- VI. **Status Property Tax** - ATA Miller
- Called the County multiple times and have also sent emails with no responses; I will call again
- VII. **Status of Newsletter** – ATA Miller  
**ATA Miller** - Ms. Ward has everything; will be updated in the morning  
**CM Akers** – Last Wednesday was the deadline, now tomorrow; We need a better explanation
- VIII. **Status - Why Aren't the Leaves Being Pick-up?** - ATA Miller
- Leave pick-up has begun; will continue as weather permits
- IX. **Citibot** – ATA Miller
- Citibot submitted as it interfaces with GovQA was submitted for re-imburement
- X. **COVID-19 and Emergency Plans for Council Review** – CM Ford/ATA Miller
- CM Ford – I haven't heard the impact or protocols discussed to ensure safety for our staff or business operations
  - ATA Miller – Following State and County
  - Staff rotating days in the office; payments for licenses and fines are being done online; phone system will be updated soon
  - CM Ford – What about COVID exposures and taking temperatures
- XI. **Virtual Tutoring** – ATA Miller  
**ATA Miller** –
- Signed the MOU; not totally fulfilled by what was asked for by Council; Council conditional approved the program based on lower fees and additional documentation; there were differing cost
  - In the future will have Michelle or Bev review vendor s and create a list of those who don't fulfill their obligations
- CM Akers** –
- I was to start on December 1, 2020
  - In the meeting on December 7, 2020, we told it hadn't started because only three children in the Town had (only 1 had completed the application)
  - Updated documentation should have been given to the Council
  - We had to make payment because the MOU had been signed
  - Is it possible to obtain the recording of the Zoom tutoring sessions?
- Former CM Linda Monroe-**
- Children outside of the Town had privy to tutoring
  - Taxpayers money are being taken advantage of by other municipalities
  - ATA should have monitored more closely; know what's going on and put it on hold until corrected
- CM Brown** –
- Confused because the program was agreed to be halted but it continues
  - CM Akers Motioned to have it halted;
  - One student from the Town
  - Demanded payment; Call overrode the agreement
  - Someone should be held accountable; find out exactly what happened
- CM Williams** –
- A month ago, I asked what was the threshold; don't move forward if we don't have enough students
  - Persistence to make it happen whether it fit the Council desire or not
  - Resources were still committed
  - We should have known in advance; it didn't warrant to continue to utilize resources



# Town of Capitol Heights

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- Looking backwards what improvements can be made
- People were paid under duress
- There's a way to disagree
- What was the process in getting the payment?

## **Mayor Maldon –**

- CM Cason used her line item to make payment; CARES was not used

## **CM Williams –**

- We weren't prepared for what happened
- No committee came together (no guidance under the Chair)

## **CM Akers**

- On November 7<sup>th</sup> no program had not started; there was a waiting list of students from out of Town
- Payment was made for December 1 through the 10<sup>th</sup>; Council wasn't aware the Program had launched
- There was false advertising
- The MOU was signed before the documentation was received

## **CM Brown –**

- On December 7<sup>th</sup> it was indicated it had not started
- Several times Town students were brought up
- We never received the correspondence and asked that the checks be held
- Persistence- the checks were distributed
- It was Motioned by CM Akers and Seconded by Brown that the Program was over
- Should be consequences since there was a strong stop by the majority
- The majority had spoken but it was carried out in malice.

## **Mayor Maldon –**

- CM Cason isn't on the call
- Discussions ended on December 7<sup>th</sup>
- They were paid by the hour

## **CM Akers -**

- The go ahead was given because the MOU had been signed

## **CM Brown –**

- On the 7<sup>th</sup> it was indicated that the Program had not started
- I want to hear the Zoom calls
- Was ATA forced to sign the MOU?

## **Mayor Maldon-- –**

- MOU was signed
- Needs to be discussed when persons involved are available
- Not sure if the tutoring sessions were recorded

## **Former CM Monroe-**

- We keep hearing the problem but are not talking about a viable solution
- Not thoroughly vetted; CM Cason, ATA Miller and Ms. Spry?
- What was paid was Ludacris for one child; look at the numbers

## **Mayor Maldon- Recommend ATA Miller do a deep dive of the MOU**

## **CM Akers –**

- **Motioned to bring back to a public session**
- Seek legal recommendation
- Find a solution

## **CM Brown – Seconded the Motion**



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## Straw Poll Vote

**CM Akers** Yes

**CM Brown** – Yes

**CM Ford** No

**CM Williams** Yes

**3 Yes/1 No**

**Mayor Maldon- Attorney** already reviewed the MOU; no need for that expense since he already looked at it

**CM Akers-** Not aware he talked with Attorney

**ATA Miller** – Yes, the attorney read it

**CM Brown** –

- Definitely need to speak with an attorney so all are informed
- When did Miller sign?
- When was the attorney spoken to?

**Mayor** – A vote will need to be taken at a Public Session

## **XII. Mayor and Council Announcements - Mayor & Council**

**CM Williams-** Kwanzaa Celebration begins December 26; Zoom workshops for youth 8 to teen. On the 27<sup>th</sup> a Zoom workshop for families

**CM Brown** – Working in conjunction on Kwanzaa. Thanks for the food distribution and gift cards for the residents (ATA Miller and Council). Upcoming Town video

**CM Ford** – Toastmasters Meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays

**Mayor Maldon** – Looking forward to 2021; January first Eat Like a Mayor Challenge; 100% no meat; Virtual meetings; Business planning and Economic Committee meetings; Referral Chain meeting on January 7, 2021.

**CM Brown** – Smoothie Program begins on January 11, 2021; 7 day fast

**XIV. Adjournment** – Meeting adjourned at 8:45PM

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

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**MAYOR & COUNCIL  
CLOSED SESSION  
DECEMBER 21, 2020  
10:30 PM**

- I.** CALL TO ORDER
- II.** ROLL CALL
- III.** CLOSED SESSION – Personnel and Legal Issues
- IV.** ADJOURNMENT

DRAFT



Introduced and Read on: February, 2021

Read and Adoption: \_\_\_\_\_ 2021

**THE TOWN OF CAPITOL HEIGHTS  
RESOLUTION 2021-14**

Introduced by: \_\_\_\_\_

**A RESOLUTION APPROVING THE APPOINTMENT OF A RESIDENT AGENT FOR THE TOWN AND AUTHORIZING THE ACTING TOWN ADMINISTRATOR TO SIGN AND FILE WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION ALL DOCUMENTS NECESSARY TO EFFECTUATE THAT APPOINTMENT**

**EXPLANATORY STATEMENT:** State law requires that every municipal and private corporation in Maryland appoint a resident agent to receive service of court process.

**WHEREAS**, the Maryland General Assembly during the 2001 Session pursuant to House Bill (“HB”) 854, enacted legislation requiring political subdivisions of the State of Maryland to designate persons to serve as resident agents upon whom process, notice and subpoenas to custodians of public records may be served under certain circumstances; and

**WHEREAS**, the Town of Capitol Heights (hereinafter, “the Town”) is a political subdivision of the State of Maryland subject to the requirements of HB 854; and

**WHEREAS**, the Mayor and Council wishes to comply fully with the requirements of HB 854, now codified as § 1-1301 of the LG Article of the Md. Ann. Code; and

**WHEREAS**, in order to comply with said § 1-1301, the Town wishes to appoint Kevin J. Best, Town Attorney, who is an officer of the governmental entity pursuant to § 406 of the Town Charter, as its resident agent for all purposes for which a resident agent is required to serve by law.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED, BY THE MAYOR AND COUNCIL OF THE INCORPORATED TOWN OF CAPITOL HEIGHTS**, this \_\_\_\_ day of February 2021 as follows:

That Kevin J. Best, Esquire, of the Law Office of Kevin J. Best, whose business address is 106B Defense Highway, Suite A, Annapolis, MD 21401 be and hereby is appointed as Resident Agent for the Town, and the Acting Town Administrator is hereby authorized to sign and file with the State Department of Assessments and Taxation all papers necessary to effectuate this appointment.

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

PASSED this \_\_\_\_ Day of February 2021.

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

\_\_\_\_\_  
Renita A. Cason  
Mayor Pro Tempore/Councilmember  
Resolution 2021-14

\_\_\_\_\_  
Rhonda Akers  
Councilmember  
Resolution 2021-14

\_\_\_\_\_  
Caroline Brown  
Councilmember  
Resolution 2021-14

\_\_\_\_\_  
LaTonya Chew  
Councilmember  
Resolution 2021-14

\_\_\_\_\_  
Faith T. Ford  
Councilmember  
Resolution 2021-14

\_\_\_\_\_  
Elaine Williams  
Councilmember  
Resolution 2021-14

ATTEST:

\_\_\_\_\_  
Darrell Miller  
Acting Town Administrator  
Resolution 2021-14

\_\_\_\_\_  
Shawn M. Maldon  
Mayor  
Resolution 2021-14

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the \_\_\_ day of February 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes, the aforesaid Resolution passed.

\_\_\_\_\_  
Robin Bailey- Walls, Town Clerk  
Resolution 2021-14



## Carrington & Associates, LLC

*"Continuing A Tradition of Excellence"*

January 28, 2021

Mr. Darrell Miller

Town Administrator

Town of Capital Heights

1 Capital Heights Boulevard

Capital Heights, Maryland 20743

Dear Mr. Miller,

Thank you for giving us this opportunity to submit our strategy proposal to you. We are confident that an engagement between the Town of Capital Heights and our firm will bring about a strong union of values and a commitment to securing critical attention for your highest priorities.

The Carrington & Associates, LLC (Carrington) team brings more than 30 years of successful advocacy experience to every endeavor. Our team possess a wealth of experience and knowledge in representing governments, businesses and non-profits before the local, state and federal government. We are certain we can introduce you to key decision makers in Maryland to bring your issues to the foremost attention of government officials. We will forge relationships to you to the top of priority lists across the board. With Carrington advocating on your behalf, you will be poised to streamline your processes and begin reaping the rewards of this expedited service. We hope you find the enclosed information helpful in guiding your decision and, again, we are grateful for this exciting opportunity.

If you have any questions or concerns regarding our proposed engagement, please contact Darrell Carrington at 732-763-7398 or [darrell.carrington@verizon.net](mailto:darrell.carrington@verizon.net).

**The key to petitioning government successfully is making certain your voice is heard!!!**

## Organizational Overview & Philosophy

The following is a strategy outline for the 2021 legislative session for the Town of Capital Heights with the specific goals of advocating for funding for the Town, including protecting and growing funds for community development activities, and active monitoring and communication of the legislative and political landscape.

This outline is respectfully submitted by Darrell Carrington of Carrington & Associates, LLC (Carrington) a registered lobbyist in the State of Maryland, for the purpose of offering professional services. This document is a proposal for possible work tasks with strategies - all that follows is subject to discussion and edit. The outline that follows is the intellectual property of the proposal team shared with the Town (to include staff and volunteers associated with this effort) for business purposes. This outline should be considered an internal document until all relevant parties have agreed upon appropriate release of information.

The lobby team has experience working with every level of government - Federal, State, County and Municipal. Our experience in government relations, public affairs, campaign and issue development and management spans more than 30 years. Our capacity is listed in the Table below.

Capability	Carrington & Associates
Bill Tracking	Yes
Successful Grant Writing	Yes
Past Performance Serving Prince George's County Municipalities	Yes
Minority and/or Woman-Owned	Yes
Prince George's County Residency	Yes

Table 1: Capabilities

We have a constant goal of service within the communities we serve. As a snapshot of this service, Darrell Carrington currently serves a wide range of professional, educational, philanthropic and policy development boards and councils including: the National Association of Blacks in Criminal Justice, American Correctional Association, University Continuing Professional Association, the New Jersey Nutrition Council, New Jersey Juvenile Intensive Supervision Program, the Maryland Emergency Food Assistance Program, Maryland Statewide Nutrition Assistance Program as well as board memberships for the Mission of Love,

6007 Hillmeade Road, Bowie, MD 20720 Cell 732.763.7398 [darrell.carrington@verizon.net](mailto:darrell.carrington@verizon.net)



Community Support Systems, Inc and the Take Charge Juvenile Diversion Program where Carrington's Managing Director, Darrell Carrington, currently serves as Board Chair since 2007.

Politics is an integral element of any legislative equation. Success in Annapolis takes a shrewd understanding of both the processes and politics of legislative action. It is not enough to have a working understanding of how legislative procedures operate but advocates also need a deep appreciation for the political and public policy tenets surrounding an issue. These tools coupled with instant access to the key decision makers are the recipe for a successful and sustainable legislative program.

Carrington has an excellent track record of identifying and helping to pursue opportunities for collaboration with community groups, hospitals, economic development corporations, state and local governments, and other entities in the successful pursuit of issue advocacy. In our initial and ongoing assessment of the Town of Capital Heights's needs and assets, we will help identify and pursue partnership opportunities of this nature.

Carrington will submit status reports to keep the Town of Capital Heights officials apprised of developments with the legislature. These reports may take the form of conference calls, written memoranda, emails or other media, depending on your preference and our mutually agreed-upon framework. Again, our close ties to Members and Staff in Annapolis will allow the best intelligence and reporting to the Town of Capital Heights. Thanks to our long-standing and close relationships, we are able to reach Members and Staff even as we work in a virtual working reality.

The Town of Capital Heights will need access at the Federal, State and County levels. Carrington has these relationships within Maryland's geographically-diverse regions: Prince George's, Montgomery, Charles, Baltimore, Frederick, Howard and Anne Arundel Counties as well as Baltimore City. Carrington is an active attendee of the Maryland Municipal League and the Maryland Association of County conferences and will continue to attend at no additional cost to the Town. These relationships will assist the Town of Capital Heights with the multitude of issues that will need to be addressed during the legislative session, such as the fiscal impacts of the Kirwan Commission's recommendations in light of the COVID-19 pandemic. As these conversations dominate the 2021 General Assembly Session and impact budget and policy decisions across a broad spectrum of issues, Carrington will advocate and communicate for the Town of Capital Heights.

It is important to note the rapid changes that have occurred in the General Assembly since the start of the 2019 calendar. The 2020 session was the first time in more than 30 years that Maryland had new Presiding Officers. All Senate Committee Chairs had been recently appointed to their positions. This radical level of change in both Chambers is a very significant development. As changes to Committee assignments and other leadership posts are announced, the Town will benefit from a team who can leverage decades of relationships.

It is worth noting that the General Assembly has evolved to a younger and progressive body. This trend will continue and advocates will need to evolve accordingly. Carrington has a demonstrated ability to work within the progressive wings of the Senate and House - we have knocked on doors together, participated in conferences and symposiums and strategized for the work still left to do. These relationships will prove invaluable as we address issues of interests to the Town of Capital Heights - the Town will require a team that can not only work with the 2021

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legislature but who looks forward to change as an opportunity.

Carrington has a proud tradition of representing our clients and take great lengths to avoid conflicts of interests. The Mr. Carrington is a registered state lobbyist current in his ethics training. Clients are listed on the State Ethics Commission's website, including Carrington's representation of the Prince George's County Council on matters pertaining to gaming, healthcare, public safety and the monitoring of the Delegation's Law Enforcement Sub-Committee. As such, there is no conflict in the proposed representation of the Town of Capital Heights.

Lastly and perhaps as importantly as all other items, there is no substitute for perseverance. Carrington, are often the first to walk the halls of the House and Senate each and every morning as well as the last ones to leave Annapolis in the evening when the Capital Complex was open. Today, Carrington takes great pride in keeping track on the movements in Annapolis through the virtual and direct options available. Our team takes great pride in our stellar reputation, integrity, and decades of achievement for our clients. References are available upon request to support this claim.

## **Scope of Services**

### **Monitoring and Bill Tracking**

Carrington maintains a daily presence in Annapolis during the Legislative Session. We monitor every piece of legislation introduced in the 2021 legislative session and appropriately track each relevant bill throughout the process. This is a skill that is improved by time spent working within the Maryland General Assembly - including the ability to know how to get questions asked by bill drafters and determine unintended consequences early so amendments can be drafted or the sponsor can be encouraged to rethink his/her legislation. Monitoring legislation is more than simply knowing the bills that are introduced - we know the "why" and we know how to find the answers when questions arise.

We will utilize appropriate electronic tools to provide easily-understood distributable reports for Capital Heights stakeholders. As such, we are able to provide reliable and consistent information in real time to the Town of Capital Heights, the Town Manager and the Town Council from the state legislature and agencies. The Carrington Team will provide weekly reports to the Town of Capital Heights, both orally and in writing, that track the budget process and all bills deemed legislative priorities or needs of the Town. We will provide the Town of Capital Heights, Town Manager and Town Council with weekly bill tracking reports. The weekly bill tracking report will contain the bill number, bill title, sponsor, hearing dates, committees of jurisdiction and opposite Chamber hearing dates as applicable. Additionally, Carrington will provide copies of all bills and amendments that are deemed to have an impact on the Town of Capital Heights. We review every bill that is introduced in Annapolis for its impacts and/or opportunities for our clients. Any additional information can be added in our reporting.

We will also immediately schedule meetings with representatives from the Town of Capital Heights with Capital Heights's elected officials. As a way to improve communication, this will

facilitate having decision-makers fully briefed on the Town's priorities and the impacts future legislation and regulations will have on the Town. Carrington will facilitate meetings and communication with the various delegations as needed and requested. Carrington has a long history of working closely with our clients and their designees to achieve successful outcomes.

***Anticipated Deliverables:** Meetings arranged and executed for Town Manager, Town Council and Staff. Weekly reports, including bill tracking, submitted to the Town of Capital Heights in a format of the Town's choosing.*

## **Legislative Advocacy**

Years of success and a reputation as authentic relationship builders makes our team the strongest choice to serve the Town of Capital Heights. Our collective network will be immediately utilized to schedule strategic meetings to prepare for the legislative session. As a team comprised of former legislative staff members, we have a unique understanding of the support needed to advance initiatives in Annapolis. Connecting staff and legislators to the Town of Capital Heights will continue to be a valuable and necessary step in the ongoing advocacy work of the organization.

Meeting protocols are followed, despite the fact that "meetings" in Annapolis can be, at times, five-minute check-in's while walking with a legislator to her/his destination. While this is not possible in under the current State of Emergency, we are still able to get in touch via email and/or text. Having Member and Staff personal cellphone numbers is invaluable. We believe that meetings should be purpose-driven and that the attendees should have a clear goal identified, next steps outlined, and notes provided to meeting attendees with any follow-up items included. Carrington, in ongoing consultation with the Town of Capital Heights, Town Manager, Town Council and Staff, will transmit the Town's position on key legislative and/or state agency actions. We will arrange meetings with the appropriate officials and staff as directed as well as providing the Town of Capital Heights with position statements and draft correspondence as directed.

***Anticipated Deliverables:** Meeting notes with follow-up action designated.*

## **Coordination of Legislative/Regulatory Efforts**

Carrington will work closely with the Town of Capital Heights to design, develop and implement a coordinated and comprehensive legislative and regulatory program. In our initial and ongoing assessment of the Town of Capital Heights's needs and assets, we will help identify and pursue partnership opportunities. Carrington has a long-track record of working cooperatively with the Town of Capital Heights's State Delegation and Members of the General Assembly in general, of drafting successful legislation. While one cannot guarantee success on legislative action, Carrington's impressive track record of assisting in passing some of the highest profile legislation demonstrates our detailed knowledge of the legislative process and how to "work" a bill through Annapolis. "They" say that there are two things you never want to see people make; laws and sausages! Fortunately, Carrington has a strong constitution and will be able to stomach

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all that the legislature dishes out.

Carrington has experience delivering testimony and coordinating witness testimony for community development legislation on behalf of non-profit and local government clients.

***Anticipated Deliverables:** A 2020 legislative and regulatory program for the Town of Capital Heights, collateral to communicate this program to external stakeholders, ongoing communication and strategies to achieve results for the Town's goals.*

## **Enhance Intergovernmental Relationships**

Carrington, in coordination with the Town of Capital Heights, Town Manager, Town Council and Staff, will design and implement a strategy to raise the already impressive status of the Town. Carrington will identify opportunities for Town of Capital Heights to attend events and meetings that will increase knowledge of new opportunities, initiatives and programs that may be beneficial to the Town and fit into our comprehensive legislative strategy. Using Carrington's long-standing relationships with the key lawmakers, agency directors and staff, we can increase the Town of Capital Heights's profile and access to those in the best position to assist the Town with its goals and objectives. Carrington works closely with leadership on both sides of the Aisle and that has proven to be an effective recipe for success in Maryland.

***Anticipated Deliverables:** Reports to the Town Manager, Town Council and Staff detailing events and meetings attended.*

## **Establish an Active Presence**

Carrington's Managing Director is one of the most visible and well-known lobbyists in the Maryland Statehouse Office Complex. Darrell has worked on a wide range of issues - including his work on legislation achieving Marriage Equality to and reforming Maryland's Medical Cannabis program. These relationships have been forged over work on a variety of bills and initiatives that have gone from conception into law. In one case, Marriage Equality, the United States Supreme Court made our work the law of the Land. Carrington maintains a daily presence in Annapolis during the Legislative Session and regularly attends Board and Commission meetings that affect our clients throughout the year, albeit virtually these days.

Carrington believes that communication is part of the foundation for success. As such, Carrington will be available to meet on-site with the Town of Capital Heights, the Town Manager, Town Council and Staff on matters of importance to the Town and make presentations on key issues. Coupled with our ongoing efforts to partner with firms of similar character, Carrington continues to grow and acquire talent that will augment of Managing Director's efforts. This will afford the Town of Capital Heights a team of diverse consultants, that are present, work at every level of government and knowledgeable of the legislative process from introduction through passage. Carrington takes great pride in being a small, boutique firm that focuses on our clients' needs.

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*Anticipated Deliverables: Reports to the Town Manager, Town Council and Staff detailing events, meetings and hearings attended.*

## **State Budget Issues**

Team Carrington has a long-established track record of performance in this particular area that will benefit the Town of Capital Heights greatly. Carrington has worked closely with the current Speaker of the House, the first African-American Women elected to the position, the Honorable Delegate Adrienne Jones, on budget matters across the full spectrum of issues before the General Assembly for the past 12 years in her role as Chair of the House Appropriations Capital Budget Sub-Committee. Additionally, Carrington has worked closely with the former Senate Capital Budget Sub-Committee Chairman, Rich Madaleno, the current Budget Chairman for Montgomery County Government.

Additionally, Carrington also works very closely with the current Senate Chair of the powerful and influential Capital Budget Sub-Committee securing \$175,000 for the Town of Upper Marlboro's Welcome Center. This was the first time, in the more 300-year history of the Town of Upper Marlboro, that they received a bond initiative from the State of Maryland. Carrington also represented a client working with the Town of Forest Heights to permanently appropriate \$120,000 each year from the Video Lottery Terminal casino fund for their public safety and police force. Carrington also worked closely with Western Maryland Delegation to secure an additional \$1,000,000 in bond initiatives for economic development in the region. On Sine Die, 2019, Carrington was called in on that final, chaotic, somber day to walk budget priorities for education, public safety and healthcare through both chambers. While our hearts were collectively heavy with the loss of our "Coach", the Honorable Michael Busch, former Speaker of the House. Carrington's Managing Director was featured in interviews discussing the impact the Speaker had on the State of Maryland when he "Laid in State."

Carrington's close relationships with House Economic Matters, Ways & Means and Appropriations Committees, combined with those on the Senate Budget & Taxation and the Finance Committee affords the Town of Capital Heights, the Town Manager, Town Council and Staff access to the decision makers as they make their decisions. This is a key element of having our Managing Director in close contact daily in Annapolis. Our Managing Director is one of the very few Principals in Annapolis that takes an active role in representing the firms' clients. Nothing can substitute for a personal touch.

*Anticipated Deliverables: Reports to the Town Manager, Town Council and Staff detailing events, meetings and hearings attended.*

## **Proposed Timeline**

### **February 2021**

Meetings with Town Manager, Town Council and Staff to do inventory on goals, objectives and priorities. Emphasis on legislative priorities, vision of the Town of Capital Heights and direction from the Town Manager and Town Council. These meetings must occur as soon as possible. The Legislative Session began January 13, 2021 at 12:00 PM. Carrington has been actively meeting with House and Senate Leadership over the past several months, which will benefit the Town of Capital Heights greatly with the reduced preparation time for the already fast-moving Session. It is imperative that we make achievable plans for the short-term with an eye items we may initiate conversations to get our state partners to focus on the needs and future of the Town. Carrington, operating as a Capital Prince George's County-based firm, is uniquely knowledgeable of the issues that face the Town, the concerns of its residents and the aspirations of Staff. Carrington will draft a document for the Town Manager and Town Council to approve for our legislative priorities for 2021. Carrington will begin sending out weekly updates to the Town of Capital Heights that will include a bill tracking report.

Carrington has been monitoring Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. Carrington will inform the Town Manager of opportunities for the Town of Capital Heights to participate in the legislative process and raise the Town's profile.

### **March 2021**

On-going meetings with Town Manager, Town Council and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies. During normal Legislative Sessions, most Agency heads and senior staff are frequent visitors to the state complex for meetings, hearings and the like. This typically provides outstanding opportunities for the Town Manager, Town Council and Staff to meet with decision-makers on matters that affect the Town of Capital Heights. With reasonable notice, Carrington can still setup meetings for the Town with Members of the General Assembly or State Agencies virtually as needed. For 2022, depending upon the COVID status of our Country, Carrington recommends the Town of Capital Heights prepares to send a delegation to Annapolis for the first day of Session. The opening Floor Session begins at noon, with "full pomp and circumstance." Dignitaries from across the State as well as our Federal Delegation will be in attendance. It is an outstanding networking opportunity that Carrington will assist the Town in coordinating for maximum impact and visibility.

Carrington will continue sending out weekly updates to the Town of Capital Heights that will include a bill tracking report.

Carrington will continue to monitor Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. Carrington will inform the Town Manager of

opportunities for the Town of Capital Heights to participate in the legislative process and raise the Town's profile.

Carrington has already seen that COVID-19, relief packages related to it, police reform and getting Marylanders vaccinated has dominated the early conversations in Annapolis. Carrington will monitor these issues very closely for the Town of Capital Heights.

This will be an exceptionally busy time in Annapolis. The fate of many bills, bond initiatives as well as hopes and dreams are fiercely debated and pursued during this month. Persistence is very important during this time.

### **April 2021**

On-going meetings with Town Manager, Town Council and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

Carrington will continue to monitor Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. Carrington will inform the Town Manager of opportunities for the Town of Capital Heights to participate in the legislative process and raise the Town's profile.

Carrington will continue to send weekly updates to the Town Manager, Town Council and Staff as directed.

April 5<sup>th</sup> is the 83<sup>rd</sup> day of the Session and the deadline for the Budget to be passed by both Chambers. Sine Die is midnight, April 12.

### **Darrell Carrington**

The principal for Carrington is our Managing Director, Darrell Carrington. Please see Attachment #3 for his resume. Mr. Carrington will be the point of contact for the Town of Capital Heights. He maintains overall responsibility to the performance of this contract.

There is no negative history to report on Carrington. Carrington is represented by the law firm of Liff, Walsh & Simmons, Annapolis, MD.

### **References**

The Honorable Tonga Turner, Former Mayor/Council President, Town of Upper Marlboro, Maryland, 9545 Bowling Drive, Charlotte Hall, Maryland 20622 cellphone: (240) 435-6869

Mr. Chris Beisler, owner, 1<sup>st</sup> Financial Mortgage, Inc., 1111 Benfield Blvd. #106, Millersville, Maryland 21108 cellphone: (443) 370-2493

Mr. William Hollander, COO, Bloom Medicinals, 11530 Middlebrook Road, Germantown, Maryland 20876 cellphone: (561) 350-1593

The Honorable Todd M. Turner, Councilman, Prince George's County Council, 14741 Governor Oden Capital Heights Drive, Upper Marlboro, MD 20772

## **Successful Outcomes for Maryland Government Organizations**

1. Assisted Town of Upper Marlboro in securing \$225,000 in bond initiatives, first time in the Town's history that it received these funds.
2. Assisted Allegany County Economic Development Corporation and Council to secure \$1,000,000 in funding from the State Capital Budget.
3. Assisted the Town of Forest Heights secure a permanent budget line of \$120,000 for public safety and traffic control.
4. Assisted Allegany County and the Town of Hancock in securing \$350,000 and \$75,000, respectively, for economic development projects.
5. Assisted the Prince George's County Council in passing landmark legislation establishing the first in the nation Private-Public Partnership (P3) for school construction.
6. Assisted the Department of Transportation in reauthorizing the Video Lottery Terminal Minority Business Enterprise (MBE) program which is worth more than \$16 million annually.



## Engagement Agreement

This AGREEMENT is made this \_\_\_ Day of \_\_\_\_\_ (month), \_\_\_\_ (year) between Carrington & Associates, LLC, individually ("Carrington") and Town of Capital Heights ("Client").

### Recitals

- Darrell Carrington, Carrington & Associates, LLC, is a regulated state lobbyist licensed in accordance with applicable law.
- Client wishes to engage the services of Carrington, as an independent contractor and not an employee of Client, to render services on behalf of Client on the terms and conditions set forth below and Carrington has agreed to be so retained.
- Now, therefore, in consideration of the mutual promises herein contained and for other considerations, the receipt and sufficiency of which are acknowledged, Client hereby retains Carrington and Carrington agrees to act as its representative in connection with the services set forth below.

1. Carrington shall perform the following services on behalf of  
Client:

(a) Register as a lobbyist on behalf of Client with the MD State Ethics Commission or other Ethics Commission as applicable and file such reports as are required by and otherwise conduct itself in accordance with applicable law;

(b) To the best of its ability, lobby on behalf of Client before applicable State and Local Governments as directed from time to time by Client in relation to the following matters: **(See Scope of Services)** or such other

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matters as may be subsequently designated by client in writing and agreed to by Carrington;

(c) Assist in the research of information to the branch of local or state government being lobbied;

(d) Research and identify procurement, grant and contracting opportunities;

2. Carrington, as principal officer, will have primary responsibility for representation of Client in the above-specified matters, however, it is agreed that other employees of Carrington may be utilized as, in the reasonable judgment of Carrington, are required to provide the most beneficial service to Client.
3. Client agrees to promptly complete, execute and return to Carrington such forms as may be required to be filed with the branch of government being lobbied or otherwise dealt with by Carrington.
4. Unless terminated in accordance herewith, the term of this Agreement shall commence as of **February 8, 2021** and terminate without further action on **April 30, 2021**. The parties may mutually agree to extend this contract under the current terms. Such an extension may be done in writing by both parties. Client **agrees to pay Carrington for the services to be rendered payable as follows:**  
  
**\$1,000** in advance of the **1<sup>st</sup>** of each month unless and until such relationship is terminated in which event payments shall be prorated through date of termination. Said payments shall commence on or about **February 1, 2020**. There is a one-time state lobbyist registration fee of \$100 that will be billed as a reimbursement

on the March 2021 invoice. Any expenses to be incurred by Carrington will be done by mutual consent of the client before any expenditure. Expenses will be invoiced on the next monthly statement and considered due upon receipt. There is a \$250 late fee for invoices paid past 30 days. This fee increases monthly for each unpaid 30-day period.

5. Carrington represents that in no event shall it, its officers, directors, or employees be directly or indirectly involved concerning competing or contrary positions upon the same matter at the same time and in no event shall any information confidentially disclosed by Client to Carrington be used to benefit or discussed with any person other than Client or its attorneys or other representatives. **Either Carrington or Client may, for any or no reason, terminate this Agreement at any time upon 30 days prior written notice.**
6. This Agreement is not assignable.
7. The terms of this Agreement are confidential and shall not be disclosed except as mutually agreed by the parties or as ordered by a court.
8. This instrument contains the entire Agreement between the parties concerning the subject matter hereof. All previous negotiations, statements, and preliminary instruments by the parties or their representatives are merged into this Agreement. Neither party shall be bound by any terms, conditions, statements, or representations, oral or written, not herein contained. Each party hereby acknowledges that in executing this Agreement they have not been induced, persuaded or motivated by any promise or representation made by the other,

unless expressly set forth herein.

9. The parties warrant full authority to execute this Agreement.

**AGREED**

By: \_\_\_\_\_ By: \_\_\_\_\_

**Darrell Carrington, Managing Director**  
**Carrington & Associates, LLC**

**Authorized Signature**  
**Town of Capital Heights**

**\*\*\*\*Please Print Name, Title of Authorized Signature and Today's Date\*\*\*\***

**Action Item Tracker**  
**February 8, 2021**  
**Public 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 Public Session Work Session Work Session	Had not heard from POC Will follow through again; CM Cason provided additional information	ATA Miller ATA Miller  TA Jason Small	02/15 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 – 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	Greenhouse - Status of the building/construction  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  Work Session	Status Update 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 Bring back Green House quote; Is an RFP required ATA Follow-up about sub-committee meeting on 12/01/20 Town Garden	ATA Miller ATA Miller ATA Miller ATA Miller ATA Miller/ CM Williams  CM Williams	TBD 01/11/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/2 09/21/20

**Action Item Tracker**  
**February 8, 2021**  
**Public Session**

#	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	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 TA Jason Small	TBD
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	Status of Retirement committee 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)	ATA Miller ATA Miller	TBD 01/11/21 TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session  Work Session	Follow through with CM Brown and CM Williams for additional information for regarding contents of the letter of support. regarding details for letter of support;  Write letter of support CM Williams indicated a letter is now required; follow through is needed	ATA Miller/ CMs Williams and Brown  ATA Miller/ CM Williams CM Brown	03/01/21  02/01/21  01/04/21

**Action Item Tracker**  
**February 8, 2021**  
**Public Session**

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
183.	09/13/19	Email migration Status /Quality level of services provided  NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20	Work Session Work Session Public Session  Work Session	Status of problems Outcome of Email migration; encountered various problems; Not all Council have email access Email migration is set to begin this Friday/ATA Miller discussed concerns with NTI regarding the Level of Service that has been provided <b>File Server Complete; Email Server in Progress</b>	ATA Miller	02/15/21 02/01/21  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
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

**Action Item Tracker**  
**February 8, 2021**  
**Public Session**

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
222.	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 February ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	02/15/21 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	Work Session Public Session  Public Session Work Session Work Session Public Session	Send photos to CM Brown Some footage not reflective of Town; Provide CM Brown with additional photos of residents and Town events to be incorporated in to the video	CM Brown  CM Akers/ ATA Miller CM Akers/ATA Miller CM Akers ATA Miller	02/15/21 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	Work Session  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 ATA Miller  ATA Miller	02/15/21 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



**Action Item Tracker**  
**February 8, 2021**  
**Public Session**

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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 Work Session Work Session Work Session Public Session Work Session Public Session Public Session	List of items sent and status reimbursement; specifics requested for gift cards - # purchased and monetary breakdown; how many are left  No funds reimbursed; will follow through and provide a list of what was submitted. Update provided 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	ATA Miller      CM Chew/ CM Akers	02/15/21    02/01/21 01/04/21 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)	Work Session Public Session Public Session Public Session Work Session	Moved to next Public Session Provided in Report Ran out of time	ATA Miller	02/15/21 01/11/21 12/14/20 11/09/20 11/02/20
314.	07/13/20	Status Update of Grant Reimbursements	Work Session Public Session  Public Session Work Session - Monthly	Grant Status Update Bev assisting in gathering documentation Miller provided an update	Bev/ATA Miller ATA Miller  ATA Miller ATA Miller/ CM Cason	02/15/21 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	TBD 11/02/20 10/19/20

**Action Item Tracker**  
**February 8, 2021**  
**Public Session**

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	Work Session Work Session Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	Status of letters- Completed? Letters being sent Working on submitting the spreadsheet the County requested No response - follow-up with County Follow-up with County Ran out of time ATA Miller to follow through	ATA Miller  CM Cason/ ATA Miller	02/15/21 02/01/21 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
336.	10/05/20	Virtual Tutoring Proposal	Work Session 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 – MOU – Ran out of time Moved to next Work Session Ran out of time Payment of Tutors Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assist 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 Council Approved Program; funding and scheduling changes to be discussed	CM Akers CM Akers ATA Miller CM Cason  Partner Discussion  CM Cason	02/15/21 02/01/21 01/19/21 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

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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 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	TBD 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
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	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trial period	Work Session Work Session Work Session Work Session Work Session Work Session Public Session	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	02/15/21 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> )	Work Session Work Session		CM Akers CM Akers	TBD 12/07/20

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353.	12/21/20	COVID-19 and Emergency Plans	Work Session Public Session	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	TBD 02/01/21
	12/14/20	COVID-19 and Emergency Plans	Work Session		ATA Miller ATA Miller	01/11/21 12/21/20
	12/07/20	COVID -19 Plan	Work Session		ATA Miller	
354.	12/17/20	Provide the documented process to submit Property Tax forms to the County Response to PIA request for documentation on submitting Property Tax requirements to the County	Work Session Public Session Work Session	Provide documentation specific to the property tax submission process ATA Miller provided Constant Yield Tax submission documentation which included the property tax form; The requestor felt his request wasn't satisfied ATA Miller will respond with documentation to PIA – Mr. Brown requested by January 8, 2021	ATA Miller ATA Miller  ATA Miller	TBD 1/11/21 01/04/21
355.	01/04/21	Black Love Day – February 13, 2021 /Proclamation	Work Session	Agreed upon. CM Williams talked about national conference on February 6 <sup>th</sup> ; Requested Proclamation	Town Clerk	02/01/21
356.	01/04/21	London Woods MOU with Police Department	Work Session Work Session	Review and discuss Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason	02/15/21 02/01/21  01/19/21
358.	01/11/21	Update Personnel Handbook and Protocol to state internal employees that meet the position requirements are able to apply when positions become available before an outside employment search begins	Work Session	Approval of statement to be added	CM Akers/ Town Clerk	02/15/21

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359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Opinions Author Ordinance	CM Cason/Town Clerk	02/15/21 TBD
362.	02/04/21	<b>Resolution 2021-14 A Resolution Approving the Appointment of a Resident Agent</b>	<b>Public Session</b>	<b>Pending Council Approval to walk on the agenda</b>	<b>ATA Miller /CM?</b>	<b>02/08/21</b>
363.	02/04/21	<b>Carrington Lobbyist Proposal</b>	<b>Public Session</b>	<b>Pending Council Approval to walk on the agenda -</b>	<b>ATA Miller</b>	<b>02/08/21</b>