



Town of Capitol Heights

"A unique experience. Discover us!"

**MAYOR & COUNCIL
PUBLIC SESSION
MARCH 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

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. **Approval of Minutes - None**
- VII. ***London Woods and Police MOU – ATA Miller/CM Cason**
- VIII. **Legislative Items –**
 1. ***Resolution 2021-17 - A Resolution Approving and Ratifying Rules of Procedure of the Capitol Heights Mayor and Town Council – ATA Miller**
- IX. ***Status of Property Taxes – ATA Miller**
- X. **Public Comments**
- XI. **Approval of the Police Department Salary Plan – Chief Cummings**
- XII. **Senior Management Reports – ATA Miller and Chief Cummings**
- XIII. ***Support to Greater Beulah Baptist Church Food Distribution – Mayor Pro Cason**
- XIV. ***Virtual Tutoring – CM Akers**
- XV. **Action Item Tracker Additions - Mayor Pro Tem Cason**
- XVI. **Council Announcements**
- XVII. **Public Comments**
- XIII. **Adjournment**

Council expected to adjourn the Public Session Meeting to Convene Closed Session to discuss Personnel as it relates to Hiring the Town Manager

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

March 8, 2021

10:35PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. CLOSED SESSION – **Personnel; Hiring the Town Manager**
- IV. ADJOURNMENT



Introduced and Read on: March 8, 2021

Read and Adoption: _____ 2021

**THE TOWN OF CAPITOL HEIGHTS
RESOLUTION 2021-17**

Introduced by: _____

**A RESOLUTION APPROVING AND RATIFYING RULES OF PROCEDURE OF THE
CAPITOL HEIGHTS MAYOR AND TOWN COUNCIL**

EXPLANATORY STATEMENT: The Town Charter calls for rules for the conduct of meetings of the Mayor and Council. Although there is a document entitled “Rules of Procedure of the Capitol Heights Town Council” available it is unclear whether these purported rules were formally approved by written resolution. Furthermore, the Mayor and Council may wish to approve other minor amendments to the rules as stated hereinbelow as desired to improve the conduct of meetings.

WHEREAS, Section 210 of the Town Charter authorizes the Mayor and Council to determine its own rules and order of business; and

WHEREAS, the Mayor and Council find that it is in the best interest of the Town to ratify and approve the document entitled “Rules of Procedure of the Capitol Heights Town Council,” as amended herein, as its rules and order of order of business.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MAYOR AND COUNCIL OF
THE INCORPORATED TOWN OF CAPITOL HEIGHTS**, as follows:

1. The document entitled “Rules of Procedure of the Capitol Heights Town Council,” as attached hereto, adopted by reference herein and further amended herein, is hereby re-adopted and ratified as the Mayor and Council’s rules for the conduct of meetings and order of order of business as permitted by Charter. Said document is fifteen (15) pages in length and contains the following Sections: I. Authority, II. Rules of Order, III. Temporary Suspension of Rules, IV. Amending Rules, V. Regular and Special Meetings, VI. Role of Administrator and Staff, VII. Role of Public, VIII Public Hearings, IX Work Sessions, X. Executive Sessions, and XI. Other.
2. The following amendments are made to the “Rules of Procedure of the Capitol Heights Town Council:”
 - a. Add new § V.F. as follows:

F. MAYOR AND COUNCIL MAY DISCIPLINE ITS OWN MEMBERS.

A. IN THE EVENT A COUNCILMEMBER VIOLATES THE CHARTER, AN

ORDINANCE, THESE RULES OR ANY OTHER LAW, ORDER, POLICY OR REGULATION OF THE TOWN OR ACTS IN A MANNER THAT CAUSES EMBARRASSMENT OR DISGRACE TO THE TOWN OF CAPITOL HEIGHTS, THE COUNCILMEMBER BY MAJORITY VOTE OF ITS MEMBERS MAY DISCIPLINE THE OFFENDING MEMBER.

B. SUCH ACTION MAY ONLY TAKE PLACE AFTER AN EXECUTIVE SESSION IS HELD TO DISCUSS THE OFFENSE. THE OFFENDING MEMBER SHALL BE PRESENT AT THE EXECUTIVE SESSION TO ANSWER ANY QUESTIONS ASKED BY MEMBERS OF THE BOARD OF COMMISSIONERS OR MAKE OTHER STATEMENTS AS HE OR SHE MAY DESIRE TO MAKE IN HIS OR HER DEFENSE. IF THE OFFENDING MEMBER REFUSES TO ATTEND THE EXECUTIVE SESSION, THE REMAINING MEMBERS OF THE BODY MAY PROCEED IN HIS OR HER ABSENCE.

C. THE OUTCOME OF THE EXECUTIVE SESSION MAY BE AS FOLLOWS AND SHALL BE MADE PUBLICLY IN OPEN SESSION IN ACCORDANCE WITH THE MARYLAND OPEN MEETINGS ACT:

1. *NO ACTION.* THE MAYOR AND COUNCIL CHOOSES TO TAKE NO ACTION.
2. *PRIVATE CENSURE.* THE MAYOR AND COUNCIL MAY CHOOSE TO PRIVATELY CENSURE THE OFFENDING MEMBER, LEAVING IS NOR HER INDIVIDUAL OR COLLECTIVE COMMENTS TO THE OFFENDING MEMBER LEFT IN THE CONFINES OF THE CLOSED SESSION.
3. *PUBLIC CENSURE.* THE MAYOR AND COUNCIL MAY CHOOSE TO PUBLICLY CENSURE THE OFFENDING MEMBER THROUGH A WRITTEN OR ORAL RESOLUTION PASSED BY MAJORITY VOTE AND ENTERED INTO THE PUBLIC RECORD. THE PUBLIC CENSURE MAY INCLUDE A SEPARATE WRITTEN LETTER OF CENSURE THAT WILL BE CONSIDERED TO BE A PUBLIC RECORD AND PLACED IN THE MEMBER'S PERSONNEL RECORD ALONG WITH ANY FORMAL RESOLUTION.

D. TOWN ELECTED OFFICIALS ALLEGED OR FOUND TO BE IN VIOLATION OF THE TOWN'S CHARTER OR PUBLIC ETHICS ORDINANCE MAY, IN ADDITION TO OR IN LIEU OF RECEIVING A CENSURE UNDER THESE RULES, BE FURTHER SUBJECT TO THE ACTIONS (I.E., FORFEITURE, SUSPENSION OR REMOVAL), ENFORCEMENT PROCEDURES AND PENALTIES OF THE ETHICS ORDINANCE OR THE CHARTER.

- b. Change § VII.C.(2)(b) as follows: Strike the words “Council President” and replace with “CHAIR.”

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

PASSED this 8th Day of March 2021.

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

Rhonda Akers
Councilmember
Resolution 2021-17
Vote

Caroline Brown
Councilmember
Resolution 2021-17
Vote

Faith T. Ford
Councilmember
Resolution 2021-17
Vote

LaTonya Chew
Councilmember
Resolution 2021-17
Vote

Elaine Williams
Councilmember
Resolution 2021-17
Vote

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-17

Renita A. Cason
Mayor Pro Tem
Resolution 2021-17

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the 8th day of March, 2021 with _____ Aye votes and _____ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk
Resolution 2021-17

Total Cost to Outfit One Police Officer

The current numbers are being supplied to be a barometer of the possible Salary & Benefits line item for the Capitol Heights Police Department. The numbers below reflect the current officer's salaries based on the New Suggested Pay Scale, and seven (7) new officers added.

The Capitol Heights Police Department had three (3) applicants in the process for the position of police officer. Out of the three (3) applicants, one (1) officer has successfully made it to final selection. There will be three (3) additional applicants beginning the application process. If we are successful, we may get two (2) viable candidates.

At this time, it is my belief that we are several years away from the minimal manpower it would require to become a 24hr police agency. The very least number needed would be fifteen (15) officers. My research of other agencies in the area reflect that it is becoming more difficult for police departments to identify and hire qualified applicants. With our current pay scale, it will be even more difficult for the Capitol Heights Police Department to attract and hire qualified applicants.

I am asking that the Mayor Pro Tempore and Council will strongly consider confirming and passing the institution of the suggested new pay scale.

1). Police Officer Base Salary - \$45,011.20

2). New Police Cruiser - \$58,021.00

3). Uniforms:

Trousers (Gray) - $\$56.00 \times 3 = \168.00

Trousers (Blue) - $\$52.00 \times 3 = \156.00

Blue Short Sleeve (Summer) - $\$50.00 \times 3 = \150.00

Blue Long Sleeve (Winter) - $\$45.00 \times 3 = \135.00

Ballistic Vest - \$958.15

Winter Coat - \$130.00

Sam Brown (Gun Belt) - \$43.43

Holster - \$112.00

Gun – \$575.00

Hand Cuff Holster - \$17.75

Hand Cuffs - \$18.00

Flashlight - \$91.37

FY Uniform Budget - \$15,000

Current staff budget with new pay scale – \$534,425.9

4 New officers - \$180,044.8

5 New officers - \$225,056.0

7 New officers - \$315,078.4

12 total officers - \$849,504.3

CAPITOL HEIGHTS POLICE DEPARTMENT PAY SCALE – Effective FEB 2021

| RANK | BASE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| CAPT | 54,763.01 | 55,858.27 | 56,975.44 | 58,114.94 | 59,277.24 | 60,462.79 | 61,672.04 | 62,905.48 | 64,163.59 | 65,446.87 | 66,755.80 |
| LT | 52,656.73 | 53,709.86 | 54,784.06 | 55,879.74 | 55,997.34 | 58,137.28 | 59,300.03 | 60,486.03 | 61,695.75 | 62,929.67 | 64,188.26 |
| SGT | 50,631.48 | 51,644.10 | 52,676.99 | 53,730.53 | 54,805.14 | 55,901.25 | 57,019.27 | 58,159.66 | 59,322.84 | 60,509.30 | 61,719.49 |
| CPL | 48,684.12 | 49,657.80 | 50,650.96 | 51,663.98 | 52,697.26 | 53,751.20 | 54,826.23 | 55,922.75 | 57,041.21 | 58,182.03 | 59,345.67 |
| PFC | 46,811.65 | 47,747.88 | 48,702.84 | 49,676.90 | 50,670.44 | 51,683.84 | 52,717.52 | 53,771.87 | 54,847.31 | 55,944.26 | 57,063.14 |
| PO | 45,011.20 | 45,911.42 | 46,829.65 | 47,766.25 | 48,721.57 | 49,696.00 | 50,689.92 | 51,703.72 | 52,737.79 | 53,792.55 | 54,868.40 |
| AMGR | 43,614 | 45,140 | 46,719 | 48,354 | 50,046 | 51,797 | 53,609 | 55,485 | 57,426 | 59,435 | 61,515 |
| AA | 27,986 | 28,965 | 29,357 | 30,384 | 31,447 | 32,547 | 33,686 | 34,865 | 36,085 | 37,347 | 38,654 |

MARYLAND CERTIFIED POLICE OFFICER

Edmonston Police Department - Maryland

\$46,800 - \$51,000 a year

This position is a municipal police officer with a full service, community-oriented police department. (Base salary range of \$46,800 to \$51,000 for Lateral...

[Easily apply](#)



NOW HIRING

**WE'RE LOOKING FOR ENTRY-LEVEL,
LATERAL, AND SUPERVISORY OFFICERS!**

- Take Home Car Program
- Free Health Insurance
- Rotating 12 Hour Shifts
- Every Other Weekend Off
- 100% Tuition Reimbursement

Entry - Level Officers - \$56,182
Lateral Officers - *\$56,182 - \$60,533
Master Corporals - *\$73,012 - \$77,480
**Salary negotiable with experience*

**\$5,000 Sign On Bonus for all
experienced officers**

**Cheverly Police Department
6401 Forest Road
Cheverly, MD 20785**

**APPLY ONLINE!
WWW.CHEVERLYPOLICE.ORG**

**MORE INFO: 301-341-1055
RECRUITMENT@CHEVERLYPOLICE.ORG**



Food Distribution Partnership Proposal for Town of Capitol Heights

Objective

Given the current state of the novel coronavirus (COVID-19) pandemic, the need for food in the Capitol Heights community is greater than ever.

Greater Beulah is proposing that a partnership is formed to help meet the need to provide food to the Capitol Heights community. Our support would allow the Capitol Heights community to eat and feed their families during these difficult times that we are all experiencing with this global pandemic that has been placed upon us.

Partnership Team

The partnership team will consist of the organizations below.

| Organization | Address | Point of Contacts |
|-------------------------------|--|------------------------------------|
| Greater Beulah Baptist Church | 6056 Central Avenue Capitol Heights, MD 20743 | Alma D. Savoy Brenda Hart |
| Town of Capitol Heights | 1 Capitol Heights Blvd Capitol Heights, MD 20743 | Mayor Shawn Maldon Town Council |

Proposed Solution

Stand Up and Deliver which was created by the county executive and is supported by government grants and private donations. They deliver once a week to six sites and sites are rotated weekly. Right now, they have more requests than they can honor and are not taking on anymore. They think they have enough funding to take them thru January 2021.

However, any new organizations can purchase boxes. There are three types of boxes available, each will feed a family of four. There are three types of boxes that we can purchase from Stand Up and Deliver.

| Box # | Content | Cost per box |
|-------|--|--------------|
| 1 | Dry Goods Box | \$15.00 |
| 2 | Produce Box | \$22.00 |
| 3 | Produce with Protein Box, usually a chicken or an oven stuffer | \$25.00 |

Greater Beulah’s recommendation is to purchase Box #3. We propose to distribute the food boxes before the Easter Holiday, April 4, 2021. We have outlined two options and cost for the purchase of 100 or 150 boxes.

| Food Options | # of Boxes | Cost per Box | Total Cost |
|------------------|------------|--------------|-------------------|
| Option 1 - Box 3 | 100 | \$25.00 | \$2,500.00 |
| Option 2 - Box 3 | 150 | \$25.00 | \$3,750.00 |

Roles and Responsibilities

The roles and responsibilities are outlined below:

Greater Beulah Baptist Church will:

- Use property for Drive-Thru box pickup for residents
- Provide volunteers to distribute for boxes
- Provide communications on the event

Town of Capitol Heights will:

- Sponsor funding for purchasing food boxes
- Provide registration process for Capitol Heights Citizens

Free Food Box Distribution

Saturday, February 27, 2021

10:00 am until 1:00 pm

Greater Beulah Baptist Church

6056 Central Avenue

Capitol Heights, MD 20743

This will be a drive-thru event.

First-Come First-Serve

If you want to take advantage of this opportunity to serve our community, please volunteer. School age students can use this event to earn Community Service hours towards graduation.

Contact: Sister Brenda Hart at 3harts3@comcast.net or 301-237-6598 (text or call)



Action Item Tracker
March 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 | Updated HOA for London Woods and the Town; Resolution 2021-20 MOA 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 ATA Miller | TBD 03/01/21 |
| 57. | 07/06/20 01/22/19 | Annexation of Metro City, Petzena Woods and Highmount- ATA Miller will follow through and provide a status | Work Session Work Session Public Session Work Session Work Session | 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 | 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 rd 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 |
| 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 | 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 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
March 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 | 04/05/21 |
| 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 | 04/19/21 |
| 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 | 04/19/21 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 | 03/29/21 01/11/21 TBD |
| 181. | 09/09/19 | Owens School letter of support decision; CMs Brown & Williams provide the information | Work Session Work Session Work Session | Send a draft letter to Council 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 ATA Miller/ CMs Williams and Brown ATA Miller/ CM Williams CM Brown | 04/05/21 03/01/21 02/01/21 01/04/21 |

Action Item Tracker
March 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 – Migration Complete 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 File Server Complete; Email Server in Progress | ATA Miller | 03/01/21 02/16/21 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 | 04/05/21 |
| 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 | 04/19/21 |
| 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 and Council | Ongoing |
| 216. | 12/09/19 | Vacant Properties and Lots / Process to obtain information | Work Session | | ATA Miller | 04/05/21 |
| 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 | 04/05/21 |
| 222. | 02/03/20 | Mediation | Work Session | | ATA Miller | 04/05/21 |
| 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 | 04/05/21 01/11/21 12/28/20 12/14/20 |

Action Item Tracker
March 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 |
|------|-------------|--|--|---|--|--|
| 235. | 02/24/20 | Status – Obtaining Properties | Work Session | | ATA Miller | 04/05/21 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 | 04/05/21 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 | 04/05/21 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 | Bev Habada ATA Miller ATA Miller | 04/05/21 11/09/20 11/02/20 09/14/20 05/18/20 |
| 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 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 Ran out of time CM Chew/ CM Akers | 04/05/21 02/16/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20 |

Action Item Tracker
March 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 |
|------|-------------|--|--|--|---|---|
| 311. | 07/13/20 | Status Updates on Town Projects (Monthly) | Work Session Public Session Public Session Public Session Work Session | Ran out of time Moved to next Public Session Provided in Report Ran out of time | ATA Miller | 04/05/21 02/16/21 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 | 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/ CM Cason | 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 | 04/05/21 11/02/20 10/19/20 |
| 327. | 09/14/20 | Property Tax – Status Miller to follow through with County to correct the error Property Tax Discussion Miller to follow through with County | Public Session Work Session Work Session Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session | Status with County 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 | *03/08/21 04/05/21 02/16/21 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 | 04/05/21 12/07/20 |

Action Item Tracker
March 8, 2021
Public Session

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|------|-------------|--|--|--|--|--|
| 336. | 10/05/20 | Virtual Tutoring Proposal | Public Session Public session Work Session Public Session Work Session Work Session Public Session Work Session Public Session Work Session Work Session Public Session | Payment of tutors/ MOU Conclusion Payment of tutors/MOU Payment of Tutors – MOU – Discussed and brought back to Public Session 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 | *03/08/21 02/22/21 02/16/21 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 | 04/05/21 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 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 | 04/05/21 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 |

Action Item Tracker
March 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 |
|------|----------------------------------|---|--|---|--|--|
| 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 | ATA Miller Bev Habada ATA Miller | 04/05/21 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 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 | 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 | Council voted to hold special meeting(s) to work out issues; no date established | CM Williams | TBD 11/09/20 |
| 352. | 10/29/20 | Meeting Minutes – Attendance (Sept 14 th , 21 st and 28 th) | Work Session Work Session | | CM Akers CM Akers | TBD 12/07/20 |
| 353. | 12/21/20 12/14/20 12/07/20 | COVID-19 and Emergency Plans COVID-19 and Emergency Plans COVID -19 Plan | 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 | 04/05/21 03/01/21 02/01/21 01/11/21 12/21/20 |

Action Item Tracker
March 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 |
|------|-------------|---|---|--|--|--|
| 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 | 04/05/21 1/11/21 01/04/21 |
| 356. | 01/04/21 | London Woods MOU with Police Department | Public Session Public Session Work Session Work Session | 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 | *03/08/21 02/22/21 02/16/21 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 – Ran out of Time Ran out of time | CM Akers/ Town Clerk | 04/05/21 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 | 03/29/21 02/16/21 |
| 355. | 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 | 04/05/21 03/01/21 02/16/21 |

Action Item Tracker
March 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 |
|-------------|-----------------|---|---|---|----------------------------|---|
| 356. | 02/08/21 | Request that Management Reports be received in writing as opposed to oral reports | Public Session | Reports to be in writing | ATA Miller | 03/08/21 02/22/21 |
| 357. | 02/08/21 | Meeting with Argos – Legal matters | Closed Session | Met with Argos Schedule a time along with Town Attorney | ATA Miller/Council | Feb/March 21 02/24/21 |
| 358. | 02/08/21 | Grant management | Work Session | Develop a plan to manage grants | CM Williams/ Bev Habada | 03/29/21 |
| 359. | 02/08/21 | Protocol for Virtual Meetings | Work Session | Document the protocol for virtual meetings | CM Ford CM Williams/ | 04/05/21 03/01/21 |
| 361. | 02/16/21 | Resident PIA request for Town budget and documentation on gift cards | Work Session | Gift Card Documentation Town Budget Provided | ATA Miller | 04/05/21 03/01/21 |
| 362. | 02/19/21 | Resolution 2021-17; A Resolution to approve Mayor and Council Rules | Public Session | Approval | ATA Miller | *03/08/21 02/22/21 |
| 363. | 02/19/21 | Police Department Salary Plan Provide documentation on Police Department salaries, budget documentation to include cost of benefits, uniforms, taxes and so on | Public Session Work Session Public Session | Approval Provided budgetary documentation | Chief Cummings | 03/08/21 03/01/21 02/22/21 |
| 364. | 02/19/21 | Charter Amendment 2021-18 A Charter Resolution Amendment to Amend the Charter of the Town of Capitol Heights to Temporarily Abolish the Office of the Mayor and Reassign the Office Duties of the Mayor Until the Next Election | Public Session | Majority vote to move on for a Public Hearing on March 15, 2021 | ATA Miller | 03/15/21 02/22/21 |
| 367. | 02/22/21 | Process for Town Manager Hiring | Closed Session | Have documentation to discuss | Council | 03/08/21 03/01/21 |

Action Item Tracker
March 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 |
|------|-------------|---|--|---|----------------------------|------------------|
| 368. | 02/25/21 | A Resolution Authorizing the Submission of a Grant Application to the Maryland Department of Housing and Community Development for a National Capital Strategic Economic Development Grant for Funding to Implement the Chambers Avenue Green Street Project | Public Session | Approval Required | Bev Habada | 03/01/21 |
| 369. | 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 | Status of Request Due by March 11 | ATA Miller | TBD |
| 370. | 03/05/21 | Support to Greater Beulah Baptist Church Food Distribution | | | Mayor Pro Tem Cason | *03/08/21 |
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