



Town of Capitol Heights

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MAYOR PRO TEM & COUNCIL

Work Session

APRIL 5, 2021

7:00 PM

Zoom Meeting

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

Meeting ID: 960 1200 3975 - Passcode: 487704

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

WORK SESSION AGENDA

- I. **Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Presentation of Town Coop** – CM Williams/Elliot Reed
- IV. **Status of Grant Reimbursements** – Bev Habada
- V. **Davey Street Status** – Bev Habada/ATA Miller
- VI. **Upcoming Legislation – Resolution on Funding letter and Resolution on Auditors (should have by Monday morning)** – ATA Miller
- VII. **Protocol for Virtual Meetings** – CM Ford
- VIII. **New GovQA Automation – PIA Requests (upcoming training April 20th for Council), Rental/Business Licenses and Building Permits** – ATA Miller
- IX. **Audio Recordings of Council Meetings on Website** – ATA Miller
- X. **Annexation** – ATA Miller
- XI. **Vacant Properties and Lots / Obtaining Properties** – ATA Miller
- XII. **Capitol Heights Day** – ATA Miller
- XIII. **CGI Video** – CM Brown
- XIV. **Town Projects Status** – ATA Miller
- XV. **Legislative Policy for Rental and Business Licenses** – ATA Miller
- XVI. **To Do List** – CM Brown
- XVII. **Citibot Status** – ATA Miller
- XVIII. **COVID-19 and Emergency Plan** – CM Ford/ATA Miller
- XIX. **Council Announcements** - Mayor & Council
- XX. **Adjournment**

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

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



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CLOSED SESSION

APRIL 5, 2021

10:35 PM

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

Action Item Tracker
April 5, 2021
Work Session

No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
42.	01/07/19	Updated HOA for London Woods and the Town Draft waiting for a response from the HOA/Town MOU Partnership; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session	Resolution 2021-20; not provided for meeting	ATA Miller TA Jason Small	TBD 03/01/21 11/16/20 09/21/20
57.	07/06/20 01/22/19	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.	06/01/19	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 Work Session Special Session Work Session	Construction status 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	04/19/21 03/22/21 01/11/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/20 09/21/20

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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	04/19/21
154.	07/01/19	Do a feasibility study to use the Police building as an incubator site; Community Center or for local businesses	Work Session		ATA Miller TA Jason Small	05/17/21
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	To be discussed in Closed Session Suggestion by CM Brown to open the search for candidates CM Cason – Determine from current candidates who will be the alternative member Ran out of time Ran out of time	Council CM Brown Mayor and Council	TBD 02/08/21 10/26/20 10/19/20 07/20/20
165.	07/22/19	Responsibility transferred to Town Clerk along with ATA Miller Codification; Pat Webster working on the documentation; Combined with # 240 – Code Updates	Work Session Work Session Work Session Work Session Work Session		ATA Miller	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	04/19/21 01/11/21 TBD
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	04/19/21

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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 Pro Tem 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
220.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	Will update in March ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	04/19/21 01/11/21 12/28/20 12/14/20
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	04/05/21 01/11/21 12/14/20 11/02/20 09/14/20

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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 Status Update NTI working on Creating Mirror Drive – Ran out of time Ran out of time	ATA Miller ATA Miller ATA Miller	04/19/21 01/11/21 12/07/20 11/09/20 11/02/20 09/14/20
279 and 363.	05/11/20 03/22/21	Develop a Tracking System for Grants; Grant Management Grant Management	Work Session Work Session Work Session Public Session Public Session	Ran out of time Ran out of time Status Update No Update No Update Develop a plan to manage grants	Bev Habada/ CM Williams ATA Miller ATA Miller CM Williams	04/19/21 02/16/21 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	ATA Miller Ran out of time CM Chew/ CM Akers	04/19/21 03/08/21 02/16/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20
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
314.	07/13/20	Status Update of Grant Reimbursements	Work Session Public Session Public Session Work Session - Monthly	Update to be Provided Grant Status Update; Bev gave a detailed presentation and sent a spreadsheet for review Bev assisting in gathering documentation Miller provided an update	Bev Habada Bev Habada ATA Miller ATA Miller ATA Miller/ CM Cason	04/05/21 02/16/21 01/11/21 12/07/20 10/19/20

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315.	07/13/20	Parliamentarian; Contact MML and other resources to provide a free resource	Work Session Work Session Work Session	ATA Miller to follow through	ATA Miller ATA Miller ATA Miller	05/17/21 11/02/20 10/19/20
329.	09/10/20	Legislative Policy for Rental and Business Licenses	Work Session Work Session	Home Based Businesses – fees	ATA Miller	04/05/21 12/07/20
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	Public Session Public Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	ATA Miller stated the Newsletters had been sent; requested information for the next publication Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	04/19/21 03/22/21 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20
345.	02/16/21 10/26/20	Transfer to Town; road resurfacing; should Ramada be responsible Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session Work Session	Conflicts of ownership between Ramada and County Follow-up on Grant Status Bev Habada provided information on the pending grant Follow-up A grant was applied for to facilitate this; Will talk with Bev to get information. No transition with NSD Director; will have to investigate	Bev Habada/ ATA Miller	04/05/21 03/01/21 12/21/20 12/07/20

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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)	Public Session Work Session Work Session	Approval Required	CM Akers CM Akers	04/12/21 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
356.	01/04/21	London Woods MOU with Police Department	Work Session Public Session Public Session Work Session Work Session	Resolution or new agreement? Vote found invalid per Attorney Best Approved however issue regarding original MOU to be resolved Reviewed Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason/ ATA Miller	TBD *03/08/21 02/22/21 02/16/21 02/01/21 01/19/21

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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	04/19/21 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	04/19/21 02/16/21
360.	02/08/21	Create a protocol to ensure delivery to Council when email system is down	Work Session	Document the Process/ Add phone tree Ran out of Time	ATA Miller/ Town Clerk	04/19/21 03/01/21 02/16/21
361.	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	Ongoing 03/08/21 02/22/21
363.	02/08/21	Protocol for Virtual Meetings	Work Session	Document the protocol for virtual meetings	CM Ford	04/05/21 03/01/21
364.	02/16/21	Resident PIA request for Town budget and documentation on gift cards	Work Session	Gift Card Documentation Town Budget Provided	ATA Miller	04/19/21 03/01/21
365.	02/19/21	Resolution 2021-17; A Resolution to approve Mayor and Council Rules	Work Session Public Session		ATA Miller	04/05/21 03/08/21 02/22/21
366.	02/22/21	Process for Town Manager Hiring	Closed Session	No Discussion Mayor Pro Tem requested 3 top candidates be sent to Town Clerk for a tally by 03/12/21 Have documentation to discuss	Council	TBD 03/22/21 03/12/21 03/08/21 03/01/21

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367.	02/25/21	PIA Request All attorney bills and invoices during the months of January 2021 through today (Feb 25, 2021, Land Disposition Agreement and contract specifications Re: Argos and TOD project near Capitol Heights Metro Station, Written plan, suggestion, and/or process for hiring a new Town Attorney and a copy of meeting minutes (January 11 2021)	Via email request		ATA Miller	TBD
368.	03/05/21	Support to Greater Beulah Baptist Church Food Distribution	Work Session Public Session	Council directed to bring to a Work Session	Mayor Pro Tem Cason	OBE *03/08/21
369..	03/08/21	Bates supplying trash cans (resident request)	Requested at Work Session	Determine if the Town will supply the residents trash cans replacements if Bates won't	ATA Miller	
370.	03/08/21	Street Repair - Formal Plan is requested on how and when work will be performed (street signs, road repair and so on)	Work Session		ATA Miller	
371.	03/03/21	Safety tips given by Chief to be added to the website	Work Session		Chief/ATA Miller	
372.	03/22/21	Presentation on Town Coop; Details regarding Town Coop	Work Session	Council approved the Use of Town Property Provided Additional details are Provided	CM Williams/ Elliot Reed	04/05/21
373.	03/30/21	Audio Recordings of Council on website	Work Session		ATA Miller	04/05/21
374.	04/02/21	Resolution for Funding Letter	Work Session		ATA Miller	04/05/21
375.	04/02/21	Resolution for Auditors	Work Session		ATA Miller	04/05/21
376.	04/02/21	New GovQA Automation – PIA Requests, Rental/Business Licenses and Building Permits	Work Session		ATA Miller	04/05/21