



Town of Capitol Heights

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**MAYOR & COUNCIL
PUBLIC SESSION AND WORK SESSION
MARCH 1, 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. **Approval of the Agenda**
- V. **Legislative item - ***
 1. **Charter Amendment 2021-19 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 – ATA Miller/ Bev Habada**
- VI. **Public Comments**
- XI. **Adjournment to Work Session**

Zoom Meeting

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WORK SESSION AGENDA

- I. **Call to Order:** Mayor Pro Tem Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Police Department Salary Plan – Chief Cummings**
- IV. **Updated HOA for London Woods and the Town; Resolution 2021-20 (Upcoming on Monday)– ATA Miller**
- V. **Owens School Letter of Support -ATA Miller, CM Williams and – CM Brown**
- VI. **Email Migration Status -ATA Miller**
- VII. **Status of Vendor RFPs -ATA Miller**
- VIII. **Status of Centralized Grant Files at Town Hall – ATA Miller**
- IX. **Status of Transfer of Davey Street to the Town/ Grant Status - ATA Miller/Bev Habada**
- X. **COVID-19 and Emergency Plans – CM Ford/ATA Miller**
- XI. **Create a Protocol to Ensure Delivery of Information when Email is down – ATA Miller/ Town Clerk**
- XII. **Protocol for Virtual Meetings – CM Williams**
- XIII. **PIA Request for Town Budget and Accounting of Gift Cards – ATA Miller**
- XIV. **Announcements - Mayor & Council**
- XV. **Adjournment**

Council expected to adjourn the Work/Public Session Meeting to Convene Executive 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



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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.

CLOSED SESSION

March 1, 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 1, 2021

Read and Adoption: March 1, 2021

**THE TOWN OF CAPITOL HEIGHTS
RESOLUTION 2021-19**

Drafted by Beverly Habada, Grant Writer

Sponsored by Town Council

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.

Be it Resolved, that Mayor Pro Tem and Council of the Town of Capitol Heights, Maryland authorizes the Acting Town Administrator to submit or to review and approve the submission by the Town's Grant Writer, of a National Capital Strategic Economic Development grant application to the Maryland Department of Housing and Community Development for the purpose of requesting funding to implement the Chambers Avenue Green Street project, an economic development infrastructure improvement project of the Town that will reduce storm water runoff, improve pedestrian, bike and vehicle access to the Capitol Heights Metro station; and.

Be it Further Resolved, that the Mayor Pro Tem and Council of the Town of Capitol Heights, Maryland authorizes the Acting Town Administrator to sign all documents related to the Town's National Capital Strategic Economic Development grant application and upon award, to process all paperwork required to receive State funds; and

Be it further Resolved, that the applicant point of contact for the Town with the National Capital Strategic Economic Development Program shall be the Town Grant Writer, Beverly Habada; and

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

PASSED this 1st day of March, 2021.

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

Rhonda Akers
Councilmember
Resolution 2021-19
Vote

Caroline Brown
Councilmember
Resolution 2021-19
Vote

Faith T. Ford
Councilmember
Resolution 2021-19
Vote

LaTonya Chew
Councilmember
Resolution 2021-19
Vote

Elaine Williams
Councilmember
Resolution 2021-19
Vote

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-19

Renita A. Cason
Mayor Pro Tem
Resolution 2021-19

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the 1st day of March 2021 with _____ Aye votes and _____ Nay votes, the aforesaid Resolution passed.

Robin Bailey-Walls, Town Clerk
Resolution 2021-19

Action Item Tracker
March 1, 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 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	Resolution 2021-20	ATA Miller	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	03/29/21 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

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March 1, 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	03/29/21
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	03/15/21
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	03/29/21 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	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

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Public Session

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183.	09/13/19	<p>Email migration Status /Quality level of services provided</p> <p>NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20</p>	<p>Work Session Work Session Public Session</p> <p>Work Session</p>	<p>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 File Server Complete; Email Server in Progress</p>	ATA Miller	<p>03/01/21 02/16/21 02/01/21</p> <p>01/11/21 12/07/20 11/16/20 11/02/20</p>
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	03/29/21
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	03/29/21
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	03/29/21
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	03/29/21
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	03/29/21
222.	02/03/20	Mediation	Work Session		ATA Miller	03/29/21
225.	02/03/20	Status – Vendor RFPs	<p>Work Session Public Session Public Session</p>	<p>Will update in March ATA Miller provided an update on Moved to next Public Session</p>	ATA Miller ATA Miller	<p>03/01/21 01/11/21 12/28/20 12/14/20</p>

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Public Session

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235.	02/24/20	Status – Obtaining Properties	Work Session		ATA Miller	03/29/21 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	03/29/21 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	03/01/21 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	03/29/21 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	03/29/21 02/16/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	03/29/21 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 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	03/29/21 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	03/29/21 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	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	03/29/21 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	03/29/21 12/07/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
336.	10/05/20	Virtual Tutoring Proposal	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 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	TBD 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	03/29/21 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	03/29/21 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20

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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	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	03/29/21 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	 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	03/01/21 02/01/21 01/11/21 12/21/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
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	03/29/21 1/11/21 01/04/21
356.	01/04/21	London Woods MOU with Police Department	Public Session Work Session Work Session	To be voted on Reviewed Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason	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	CM Akers/ Town Clerk	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	 Ran out of Time	ATA Miller/ Town Clerk	03/01/21 02/16/21

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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	Schedule a time along with Town Attorney	ATA Miller	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 Williams/	03/01/21
360.	02/16/21	Grant decision; CBDG FY 17 and 18	Public Session	Return monies and agree to letter of commitment for CBDG FY 17 and FY18	Bev Habada	02/22/21
361.	02/16/21	Resident PIA request for Town budget and documentation on gift cards	Work Session		ATA Miller	03/01/21
362.	02/19/21	Resolution 2021-17; A Resolution to approve Mayor and Council Rules	Public Session	Approved	ATA Miller	02/22/21
363.	02/19/21	Police Salary Plan	Work Session Public Session	Provide budgetary documentation	ATA Miller	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
365.	02/22/21	Police Department Salary	Work Session Public Session	Discuss in detail Requested to bring to the next Work Session	Chief Cummings	03/01/21
366.	02/22/21	Provide documentation on Police Department salaries, budget documentation to include cost of benefits, uniforms, taxes and so on		Send to Council by Thursday, February 25, 2021	ATA Miller	02/25/21
367.	02/22/21	Process for Town Manager Hiring	Closed Session	Have documentation to discuss	Council	03/01/21

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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	<p>PIA Request All attorney bills and invoices during the months of January 2021 through today (Feb 25, 2021).</p> <p>2) Land Disposition Agreement and contract specifications Re: Argos and TOD project near Capitol Heights Metro Station.</p> <p>3) Written plan, suggestion, and/or process for hiring a new Town Attorney.</p> <p>4) A copy of meeting minutes (January 11 2021).</p>	Public Session	Status of Request Due by March 11 2021	ATA Miller	03/08/21
370.						