



CITY OF DISTRICT HEIGHTS MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, February 14, 2023, 5pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, February 14th, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 5:01 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Comr. Janifer

AGENDA ACCEPTANCE

Comr. Gomez moved to accept the agenda for the City Meeting Work Session Tuesday, February 14, 2023. Comr. Janifer seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Vice Mayor Harcourt moved to approve the February 2, 2023 City Meeting minutes. Comr. Tilghman seconded the motion which carried a 4-0 vote.

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, Comr. Tilghman, Katrina Polk - Acting City Manager, Starr Jefferson –City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager, Chief Tarpley – Chief of Police, T’Neisha Turner – Media Coordinator

NEW BUSINESS

Municipal Building Restroom Renovation

John Corkill, Jr. of Corkill, Cush and Reeves Architect firm presented schematic drawings to the Mayor and Commission regarding the proposed renovations to the four (4) restrooms within the Municipal Building.

Mayor Mayor inquired as to the reason there was only 1 bid submitted for the renovation job request. Ms. Barnhill-Love explained that several bids were requested, however, the scale of the work did not appeal to other vendors.

Vice Mayor Harcourt motioned to waive the three (3) bid process for the architectural work for the renovation of the restrooms in the Municipal Building.

Comr. Gomez seconded the motion which carried a 4-0 vote.

Comr. Gomez moved to accept the bid proposal presented by Corkill, Cush and Reeves Architects dated February 09, 2023 in the amount of \$7,800 for the renovation of the restrooms in the Municipal Building.

Comr. Janifer seconded the motion which carried a 4-0 vote.

***This vote was amended on in the same meeting:

Comr. Tilghman moved to amend the motion accepting the bid proposal by Corkill, Cush and Reeves Architects dated February 09, 2023 in the amount of \$7,800 for the renovation of the restrooms in the Municipal Building to be paid from the budgeted ARPA funds.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

Municipal Building Heating Unit Repairs

Comr. Janifer moved to transfer \$5,700 from Unreserved Funds to the line-item 5400 Building Repairs. Comr. Janifer further moved to accept the bid proposal from JPG dated February 13, 2023 for the repairs of the heating unit for the front offices of the Municipal Building.

Comr. Gomez seconded the motion which carried a 4-0 vote.

Comr. Gomez moved that the Commission go into closed session to discuss Personnel Matters.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

The Commission went into closed session at 5:33pm.

The Commission returned from closed session at 6:58pm

Commissioner Tilghman was excused at 6:59pm

Mayor Miller announced the hiring of a new full-time Public Works employee, Demetrius Smith.

PUBLIC PARTICIPATION

Mr. Edwin Green presented Valentine's gifts to the Commission.

ADJOURNMENT

Vice Mayor Harcourt motioned to adjourn the Work Session.

Comr. Gomez seconded the motion which carried a 3-0 vote.

The Work Session adjourned at 7:04pm.

Respectfully submitted,

Starr Jefferson
City Clerk

**CITY OF DISTRICT HEIGHTS, MARYLAND – MAYOR AND
COMMISSION
EXECUTIVE SESSION**

A. Date: 2/14/23 Time (opened): _____ Place: Zoom Meeting Time (closed): 5:33pm
B. Authority: Annotated Code of Maryland, State Government Article: Section: § 3-305

(Check one of the following):

☒ 1. To discuss:

- ☒ (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal or resignation of appointees, employees, or officials over whom it has jurisdiction; or
☐ (ii) any other personnel matter that affects 1 or more specific individuals;

- ____ 2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public;
____ 3. To consider the acquisition of real property for a public purpose and matters directly related thereto;
____ 4. Consider a matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the state;
____ 5. Consider the investment of public funds;
____ 6. Consider the marketing of public securities;
____ 7. Consult with counsel to obtain legal advice;
____ 8. Consult with staff, consultants or other individuals about pending or potential litigation;
____ 9. Conduct collective bargaining negotiations or consider matters that relate to the negotiations;
____ 10. Discuss public security if the public body determines that public discussion would constitute a risk to the public or public security;
Including: (i) the deployment of fire and police services and staff; and
(ii) the development and implementation of emergency plans;
____ 11. Prepare, administer or grade a scholastic, licensing or qualifying examination;
____ 12. Conduct or discuss an investigative proceeding on actual or possible criminal conduct;
____ 13. Comply with specific constitutional, statutory or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
____ 14. Before a contract is awarded or bids opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if the public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

C. Members present and vote of each member as to closing the session (i.e. Yes, No, Abstain)

Mayor Cynthia Miller	Vote: <u>Yes</u>
Comr. Xander Harcourt (Vice Mayor)	Vote: <u>Yes</u>
Comr. Pamela Janifer	Vote: <u>Yes</u>
Comr. Gyasi Gomez	Vote: <u>Yes</u>
Comr Anthony Tilghman	Vote: <u>Yes</u>

If any action is taken as a result of this discussion, the vote on the particular issue must be taken in an open meeting

D. Topics Discussed: Explanation of topics discussed (this may be referenced to the citation of authority listed above or further explanation would thwart the purpose of closing the meeting).

Hiring of 2 new District Heights employees.

E. Persons present at Executive Session: If listing an individual as present would thwart the purpose of closing the meeting do not list the individual but note that an individual was not listed for this reason.

Mayor Miller, Com Harcourt, Comr. Janifer, Comr. Gomez, Comr. Tilghman, City Clerk, Asst. Jeffery, HR Mgr. Nitesh, Parich, HR Director Chris Lawson

F. Actions taken at Executive Session:

Hired Public Works Laborer - permanent / FT; Hired City Manager start date TBD

City Clerk: [Signature]



CLOSED-SESSION SUMMARY
(General Provisions Article § 3-306(c))

SUMMARY OF CLOSED SESSION HELD ON 2/14/2023

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 5:33pm

Place (location) of closed session: District Heights Municipal Building - Council Chamber

Purpose of the closed session: Employment discussion / Final interviews for City Mgr.

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Miller, Harcourt, Janifer, Gomez + Tilghman

Members opposed: N/A Abstaining: N/A

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

- 4. Topic #1: § 3-305(b) (1) → Topic #2: § 3-305(b) (1) → Topic #3: § 3-305(b) ()**
→ Topic #4: § 3-305(b) () → Topic #5: § 3-305(b) ()

5. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Hire PW FT Laborer	Miller, Harcourt, Janifer, Gomez + Tilghman HR Mgr: N. Pancho HR Director C. Lawson City Clerk J. Jefferson	Hired Demetrius Smith Start date 2/20/23
#2: Hire City Manager	Miller, Harcourt, Janifer, Gomez, Tilghman HR Mgr. N. Pancho HR Director C. Lawson City Clerk J. Jefferson	Hired David Street Start date TBD.
#3:		
#4:		
#5:		