



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Work Session Meeting Minutes

Tuesday, November 8, 2022

VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Tuesday, November 8th 2022 via ZOOM. Mayor Miller called the meeting to order at 7:00 p.m.

OPENING PRAYER

Commissioner Janifer

PLEDGE OF ALLEGIANCE

Commissioner Gomez

CONSENT AGENDA

Commissioner Janifer moved to amend the agenda for the Work Session on 11/8/22 to include a presentation on Staff Training.

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

APPROVAL OF MEETING MINUTES

Commissioner Gomez moved to approve the City meeting minutes from the 10/25/22 Work Session meeting.

Commissioner Janifer seconded the motion which carried a 3-0 vote.

Commissioner Gomez moved to approve the meeting minutes from 11/2/22 Special Session with an amendment to include VM Harcourt chaired the remainder of the meeting beginning at 2:45pm.

Commissioner Janifer seconded the motion which carried a 3-0 vote.

QUORUM

In attendance were Mayor Miller, Commissioner Janifer, Commissioner Gomez, Commissioner Tilghman, Dr. Katrina Polk – Acting City Manager, Starr Jefferson – Interim City Clerk, Angela Barnhill-Love – Foreman Public Works, Chief Ronald Tarpley- DHPD, Michelle Watkins- Code Enforcement, Jeffrey Taylor- Director of Recreation, Parks, Culture Dept, Chris Lawson- HR Director, Nikki Pancho- HR Mgr. Members Not Present: Vice Mayor Harcourt, Daniel Baden - Treasurer, Katrina Emerson– Exec. Director -YSB, Brian Edwards – Supervisor of Public Works

MAYOR AND COMMISSION REPORTS

Commissioner Janifer announced that events planned for the Veteran's Day holiday on Friday, Nov. 11th are under weather advisory which may require the event to be canceled. Updates for the event will be posted on the city website and communicated via email.

Commission Tilghman reported technical audio problems with video conference and would make visual votes while the problems persisted.

PRESENTATIONS & ANNOUNCEMENTS

Nikki Pancho, Manager of HR announced Kaiser Permanente would be hosting a lunch and information session for the City of District Heights employees and staff on Tuesday, November 15, 2022.

Nikki Pancho, Manager of HR announced the dates for mandatory Staff Professional Development Training:

Emotional Intelligence: Wednesday, November 30, 2022 from 9:30am to 12:30pm

Customer Service: Wednesday, January 25, 2023 from 9:30am to 12:30pm

Critical Thinking: Wednesday, February 15, 2023 from 9:30am to 12:30pm

In-person training will be on site at the Municipal Building and limited to the first 25 participants.

Mayor Miller announced the City's annual Thanksgiving Meal Celebration on Monday, November 21, 2022 at noon. Residents can contact the Recreation Department at 301-336-5630 to sign up.

DEPARTMENT REPORTS

Public Works, Building and Ground Department Report – Angela Barnhill-Love

Report submitted

Police Department Report – Chief Ronald Tarpley

Chief Tarpley received an award last week for Outstanding Service and Partnership from *Together We Can*

Chief Tarpley responded to Commissioner Gomez's inquiry about the County Road Guard Rail. The Chief hopes to receive communication from the county in the coming weeks.

Report submitted

Code Enforcement Report- Ms. Michelle Watkins

Ms. Watkins reminded residents that limb pick-up is no longer available. For residents who receive a warning notice regarding tree limbs and unable to clear the condition prior to the deadline date, please call 301-336-1400 to request an extension.

Report submitted

Youth Services Bureau

Report submitted

Recreation – Mr. Jefferey Taylor

Announced the Christmas Tree Lighting Ceremony on December 2nd 6pm to 7pm

Report submitted

Treasury

Please contact the City Clerk at cityclerk@districtheights.org for a copy of the Treasurers report.

Report submitted

Human Resources – Ms. Nikki Pancho

Report submitted

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Approval of Police Officer job description and announcement – Ms. Nikki Pancho – HR Manager

Comr. Janifer moved to approve the job description and announcement for the Police Officer position with the City of District Heights Police Department.

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

2. Approval of YSB Therapist job description and announcement – Ms. Nikki Pancho – HR Manager

Comr. Gomez moved to approve the job description and announcement for the Therapist position with the City of District Heights Youth Services Bureau.

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

3. Hire Romeo Garcia III as Office Specialist for CODH PD – Ms. Nikki Pancho – HR Manager

Comr. Janifer moved to hire Romero Garcia III to the position of Office Specialist for the City of District Heights Police Department with a start date of 11/14/2022.

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

4. City of District Heights Town Hall – Commissioner Gomez

Commissioner Gomez announced that the Mayor and Commission have received the feedback from Special Session meeting and a Town Hall event has been scheduled for The City of District Heights to be held on Saturday, December 10th. Further details are forthcoming.

CITIZEN PARTICIPATION

Harryette Irving – Raised concerns over the narrowing of city streets and the inability of traffic to pass in both directions on some city streets.

ADJOURNMENT

Commissioner Janifer moved to adjourn. Commissioner Gomez seconded the motion which carried a 3-0 vote. The City meeting adjourned at 8:10p.m.

Respectfully submitted,

Starr Jefferson
Interim City Clerk