



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Meeting Minutes

Tuesday, October 25, 2022 7pm

VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting Work Session of the City of District Heights was held on Tuesday, October 25th 2022 via ZOOM. Mayor Miller called the meeting to order at 7:00 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Commissioner Janifer

AGENDA ACCEPTANCE

Comr. Gomez moved to accept the agenda for the City Meeting Work Session Tuesday, October 25, 2022. Comr. Janifer seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Vice Mayor Harcourt moved to approve the October 6, 2022 City Meeting minutes. Comr. Janifer seconded the motion which carried a 4-0 vote.

Comr. Gomez moved to approve the October 18, 2022 Special Session minutes. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, Commissioner Tilghman, Dr. Katrina Polk -Acting City Manager, Dan Baden – Treasurer, Starr Jefferson – Interim City Clerk

MAYOR AND COMMISSION REPORTS

Sidewalk and Roadwork Discussion – Commissioner Gomez

Commissioner Gomez provided an update of the planned use of 2M provided by ARPA funds to repair city sidewalks and roads. A consolidated list of locations has been compiled with the assistance of Public Works Supervisor, Brian Edwards. Residents can provide sidewalk and roadwork repair requests to the city at publicworks@districtheights.org

1. Board of Supervisors of Elections (BOSE) Candidates – Commissioner Janifer

Commissioner Janifer provided an update on the BOSE candidates received through the open period ending on October 24, 2022. Five (5) applications were received. Comr. Janifer reviewed the requirements per the city charter to select 4 individuals to serve as the BOSE for a term not to exceed December 31, 2025.

The four (4) selected individuals selected to serve are Johnnie Andrews, Susan Clark, Deborah Turner and Angela Webster.

Vice Mayor Harcourt moved to approve Ms. Johnnie Andrews for the Board of Supervisors of Elections effective immediately for a term not to exceed December 31, 2025. Comr. Janifer seconded the motion which carried a 4-0 vote. The motion carried.

Comr. Janifer moved to approve Ms. Susan Clark for the Board of Supervisors of Elections effective immediately for a term not to exceed December 31, 2025. Comr. Harcourt second the motion which carried a 4-0 vote. The motion carried.

Comr. Gomez moved to approve Ms. Deborah Turner for the Board of Supervisors of Elections effective immediately for a term not to exceed December 31, 2025. Comr. Tilghman seconded the motion which carried a 4-0 vote. The motion carried.

Vice Mayor Harcourt moved to approve Ms. Angela Webster for the Board of Supervisors of Elections effective immediately for a term not to exceed December 31, 2025. Comr. Janifer seconded the motion which carried a 4-0 vote. The motion carried.

2. Insuraty Proposal – Chris Lawson – Director of HR

Mr. Lawson put forth a proposal for the city to consider an Executive Transition Service department assessment of the city's current and unique Treasurer's role and additional recruiting services ensure the highest quality candidates for the open positions of Treasurer and City Manager. Mr. Lawson estimates a time frame of 1 to 3 months for implementation for the service with an additional \$1,600 fee per month.

Comr. Janifer moved to approve the Insuraty proposal for Executive Transition, Recruitment, Departmental Assessment and Reporting in the amount of \$1,666 monthly for the estimated term of 3 months. Comr. Janifer further moved to transfer \$5,000 from Unreserved Funds to the HR Consultant line item to cover the cover the additional cost related to the Executive Transition. Vice Mayor Harcourt seconded the motion which carried a 4-1 vote. The motion carried.

3. Paylocity Presentation – Chris Lawson – Director of HR & Ashley Clark – Paylocity Payroll Systems

Ashley Clark provided an overview of the opportunities available to the city to improve the city's current manual payroll processes. Chris Lawson explained how the implementation of the Paylocity Payroll System would reduce much of the manual labor and paper systems currently involved in the city's payroll and benefits administration.

Comr. Gomez moved to approve the proposal for the Paylocity Payroll System for \$10,780. Comr. Gomez further moved to waive the purchasing requirement of three proposals as it is the recommended solution provided by the city's HR firm. The Commissioner further moved to transfer \$11,000 from Unreserved Funds to a new line-item titled Payroll Processing. Vice Mayor Harcourt seconded the motion which carried a 4-1 vote. The motion carried.

4. City Manager Job Description – Chris Lawson – Director of HR

Chris Lawson presented the job description and vacancy announcement for the City Manager position.

Vice Mayor Harcourt moved to approve the Job Description and Vacancy Announcement for the City Manager position. Comr. Janifer seconded the motion which carried a 4-0 vote. The motion carried.

5. City Treasurer Job Description – Chris Lawson – Director of HR

Chris Lawson presented the job description and vacancy announcement for the City Treasurer's position. After some discussion and input from the current Treasurer it is to be confirmed that the language detailing the Treasurer's job duties in the posting is comparable to the language found in the city charter.

Vice Mayor Harcourt moved to approve the Job Description and Vacancy Announcement for the City Treasurer position. Comr. Gomez seconded the motion which carried a 4-0 vote. The motion carried.

6. Public Works Laborer Job Description – Chris Lawson – Director of HR

Chris Lawson presented the job description and vacancy announcement for Public Works Laborer.

Comr. Gomez moved to approve the Job Description and Vacancy Announcement for the Public Works Laborer position. Comr. Tilghman seconded the motion which carried a 4-0 vote. The motion carried.

7. Parking Lot Asphalt, Curb, Gutter and Sidewalk Contract – Dan Baden - Treasurer

This item was tabled to acquire 3 bids and closer to be discussed closer to the completion date of the Senior Center

8. Backhoe Bucket Declared Surplus and Auctioned – Angela Barnhill-Love – PW Foreman

Angela Barnhill-Love provided the rationale for declaring a Backhoe Bucket be declared surplus and sold at auction to the highest bidder.

Comr. Gomez moved that the 2002 Case 580SM 4 WD Extendahoe Backhoe with 24' Backhoe Bucket S/N JJG0373577 be declared as surplus and sold at auction to the highest bidder. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote. The motion carried.

9. Approval for Tree Removal – Angela Barnhill-Love – PW Foreman

Angela Barnhill-Love provided three (3) estimates for tree removal and stump grinding for four (4) declining trees within the city.

Comr. Gomez moved to approve one of the three estimates provided for tree removal. Comr. Gomez further moved that Mac & Son Tree Expert has the lowest estimate for tree removal at the cost of \$7,974.00. Commissioner Janifer seconded the motion which carried a 4-0 vote. The motion carried.

10. RedSpeed Discussion - Chief Tarpley – CODH Police & Mario Hernandez – RedSpeed

Chief Tarpley proposed the additional implementation of eight (8) new red light and speeding cameras to curb the safety concern of speeding throughout the city. Chief Tarpley also shared the outcome of vetting 3 proposals from different vendors to provide the needed technology.

Vice Mayor Harcourt moved to approve the Agreement Between Redspeed Maryland, LLC and the City of District Heights Maryland for Speed Monitoring System dated October 1, 2022.

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

Vice Mayor Harcourt motioned that the Commission go into closed session to discuss personnel matters. Comr. Janifer seconded the motion which carried a 4-0 vote. The motion carried. The closed session began at 9:26pm

The Commission returned from closed session at 11:10pm. Mayor Miller announced the increased wage for a city employee with a vote of 4 Aye and 1 Abstention.

Comr. Janifer reminded the residents about Shred Day on Saturday, November 29th at 10 am. Comr. Janifer also announced the Veteran's Day Celebration on November 11, 2022 at 9am at Veteran's Park.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn. Comr. Gomez seconded the motion which carried a 4-0 vote. The City Meeting adjourned at 11:15pm.

Respectfully submitted,

Starr Jefferson
Interim City Clerk