



# CITY OF DISTRICT HEIGHTS

MARYLAND

2000 Marbury Drive  
District Heights, Maryland

## City Meeting Minutes

Thursday, October 6, 2022

VIA ZOOM Audio/Visual Conference

### **CALL MEETING TO ORDER**

The City Meeting of the City of District Heights was held on Thursday, October 6<sup>th</sup> 2022 via ZOOM. Vice Mayor Harcourt called the meeting to order at 7:02 p.m.

### **OPENING PRAYER**

Commissioner Janifer

### **PLEDGE OF ALLEGIANCE**

Commissioner Gomez

### **CONSENT AGENDA**

Commissioner Gomez moved to accept the agenda for the City Meeting 10/6/22. Commissioner Tilghman seconded the motion which carried a 4-0 vote.

### **APPROVAL OF MEETING MINUTES**

Commissioner Janifer moved to approve the meeting minutes from the 9/27/22 Work Session meeting. Commissioner Gomez seconded the motion which carried a 4-0 vote.

### **QUORUM**

In attendance were Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, Commissioner Tilghman, Peter Jones -City Manager, Dan Baden – Treasurer, Starr Jefferson – Interim City Clerk, Jeffrey Taylor- Director of Recreation, Parks, Culture Dept., Chief Ronald Tarpley- DHPD, Dr. Katrina Emerson – Exec. Director -YSB, Michelle Watkins- Code Enforcement, Roger Beam -DPW Crew Leader, Chris Lawson- HR Director, Nikki Pancho- HR Mgr. Members Not Present: Mayor Cynthia Miller.

### **MAYOR AND COMMISSION REPORTS**

Commissioner Gomez announced that the commission would be attending Maryland Municipal League Fall Conference in Annapolis from Sunday 10/9 -Tuesday 10/11. Commissioner Gomez shared details of the coming county wide beautification event on Saturday 10/15 along District Heights Parkway with County Executive, Angela Alsobrooks. Commissioner Gomez announced a training opportunity for those who wish to participate in the Sustainable Maryland/Green Team initiative on October 17, 2022 at 7pm.

Vice Mayor Harcourt announced the expansion of the Marlboro Pike Coalition's safety focus to include Silver Hill Rd and Forestville Rd with a goal of '0' pedestrian deaths.

### **PRESENTATIONS**

GS Proctor & Associates provided an update covering 2023 legislative agenda initiatives.

### **DEPARTMENT REPORTS**

#### **Public Works, Building and Ground Department Report – Mr. Roger Beam**

Report submitted

#### **Police Department Report – Chief Ronald Tarpley**

Chief Tarpley confirmed announced the hiring of 3 new District Heights police officers:

Sgt. Fred Rosario, Ofc. Travon Campbell and Sgt. Dramone Pierce

Report submitted

#### **Code Enforcement Report- Ms. Michelle Watkins**

Citizens can communicate with Code Enforcement at [codeenforcement@districtheights.org](mailto:codeenforcement@districtheights.org)

Report submitted

#### **Youth Services Bureau "YSB Report" - Katrina Emerson**

Ms. Emerson discussed the ongoing community engagement activities around mental health and support networks in the community. Ms. Emerson shared October's Domestic Violence Awareness and Prevention campaign and events.

Report submitted

#### **Recreation – Mr. Jefferey Taylor**

Mr. Taylor discussed the upcoming events hosted by the Recreation Department and welcomed donations of new costumes (age range 4-11) for the City's annual Halloween celebration.

Report submitted

#### **Treasury – Mr. Dan Baden**

Mr. Baden presented the city's budget and fiscal activity from July 2022 – September 2022 highlighting the use and allocation of ARPA funds.

Report submitted

#### **General Government Report- Mr. Peter Jones**

Mr. Jones provided an update on General Government activities including welcoming of new staff.

City Shred Day: Saturday, October 29, 2022, between the hours of 10:00 a.m. – 1:00 p.m. at the Municipal Building parking area.

Report submitted

## **UNFINISHED BUSINESS**

### **Approval of City Clerk and Administrative Assistant positions and salary – Chris Lawson**

HR Director Chris Lawson detailed job descriptions for the positions of Administrative Assistant and City Clerk respectively. Additionally, a hybrid position with combined duties and responsibilities was discussed as an alternative position.

Commissioner Janifer made a motion to go into a closed session to discuss personnel matters and salaries.

Commissioner Tilghman seconded the motion. The motion carried a 4-0 vote. The session was transitioned to a closed session at 8:50 pm.

Commissioner Gomez motioned to move back into open session at 9:03pm. Commissioner Janifer seconded the motion.

Commissioner Janifer motioned to approve the City Clerk position description with a salary range of \$63,500 and \$70,000. Commissioner Tilghman seconded the motion. The motion carried a 4-0 vote.

## **NEW BUSINESS**

### **1. Budget Adjustments – Dan Baden**

Mr. Baden reviewed the budgeted and actual expenses for the 2022 fiscal year. Budget adjustments are necessary to bring actual expenditures under budget and in accordance with the city charter.

Commissioner Gomez moved to make the proposed budget adjustments for fiscal year 2022 as shown in the spreadsheet provided by Dan Baden, City Treasurer. Commissioner Janifer seconded the motion which carried a 4-0 vote.

### **2. HAP Program Status – Thomas Himler**

Mr. Himler provided an update of the Household Assistance Program. To date, the city has processed \$626,000 of the \$850,000 allocated. Mr. Himler approximated funds remaining would be exhausted within 2 weeks or an estimated 70 additional approved applications.

Mr. Himler also provided an update regarding HAP applications submitted by Spanish speaking residents.

### **3. BOSE Openings and opportunities for new residents – Vice Mayor Harcourt**

Vice Mayor announced new position opportunities to District Heights residents to serve on the Board of State Elections. Resumes and volunteer applications are being accepted at [citymanager@districtheights.org](mailto:citymanager@districtheights.org) or Commissioner Janifer at [janiferp@districtheights.org](mailto:janiferp@districtheights.org)

### **4. Senior Center Architect (Morgan Design Group) and Construction Managers (Owner Rep Consulting) Additional fee proposal – Dan Baden**

The contracts for the extended time frame Morgan Design Group and Owner Rep Consulting have expired. Both contracts request extensions at their current rates through 12/16/22.

Commissioner Janifer motioned to approve the proposals from Morgan Design Group dated 9/29/22 and Owner Rep Consulting dated 10/4/22 for professional services for the Senior Center project to continue through December 16, 2022. Commissioner Tilghman seconded the motion. The motion carried a 4-0 vote.

### **CITIZEN PARTICIPATION**

Harryette Irving of Roslyn Ave, concern re: brought before the commission concerns of the narrow streets on Senator Avenue.

Vice Mayor Harcourt provided that traffic concerns should be forwarded to Chief Tarpley at [police2002@districtheights.org](mailto:police2002@districtheights.org). Provide the street name and block number to be assessed.

### **ADJOURNMENT**

Commissioner Gomez moved to adjourn. Commissioner Janifer seconded the motion which carried a 4-0 vote. The City meeting adjourned at 9:48 p.m.

Respectfully submitted,

Starr Jefferson  
Interim City Clerk