



Town of Capitol Heights

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**MAYOR & COUNCIL
SPECIAL PUBLIC SESSION PUBLIC and WORK SESSION
JANUARY 19, 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 Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Non-Denominational Prayer -**
- IV. **Pledge of Allegiance –**
- V. **Approval of Agenda –** Mayor and Council
- VI. **Legislative Agenda Items –** None
- VII. **Mayor and Council Rules –** ATA Miller
- VIII. **January 11, 2021 Meeting-** ATA Miller
- IX. **Adjournment**

WORK SESSION AGENDA

- I. **Call to Order:** Mayor Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Police Department Retention Plan, Staffing and Additional Benefits –** CM Akers/Chief Cummings
- IV. **London Woods MOU with Police Department –** CM Cason
- V. **Virtual Tutoring –** CM Akers/ATA Miller
- VI. **Mayor and Council Announcements -** Mayor & Council
- XIV. **Adjournment**

Council expected to adjourn the Work Session Meeting to Convene Executive Session to discuss Personnel and Legal Issues

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 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.



Town of Capitol Heights

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CLOSED SESSION

JANUARY 19, 2021

10:35 PM

Held via Conference Call

- I. CALL TO ORDER
- II. ROLL CALL
- III. CLOSED SESSION – Personnel and Legal Issues
- IV. ADJOURNMENT

Action Item Tracker
January 19, 2021
Work 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	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		ATA Miller	TBD
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 Public Session Work Session Work Session	Had not heard from POC Will follow through again; CM Cason provided additional information	ATA Miller ATA Miller TA Jason Small	02/15 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 – How to get ahead of the legislative process Ethics Training - Legit in attendance	Work Session		Mayor and Council	TBD
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	Status Update 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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January 19, 2021
Work 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	TBD
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	TBD
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	Ran out of time Ran out of time	Mayor and Council	TBD 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	TBD 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	TBD 01/11/21 TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session	Follow through regarding details for letter of support; write letter of support CM Williams indicated a letter is now required; follow through is needed	ATA Miller CM Williams CM Williams CM Brown	02/01/21 01/04/21
183.	09/13/19	Email migration Status /Quality level of services provided NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20	Work Session Public Session Work Session	Outcome of Email migration 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	ATA Miller ATA Miller ATA Miller	02/01/21 01/11/21 12/07/20 11/16/20 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
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	TBD
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	TBD
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	TBD
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	TBD
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	TBD
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	TBD
222.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	Will update in February ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	02/15/21 01/11/21 12/28/20 12/14/20
235.	02/24/20	Status – Obtaining Properties	Work Session		ATA Miller	TBD 12/07/20
242.	03/02/20	CGI Update; Edited video	Work Session Public Session Public Session Work Session Work Session Public Session	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	02/15/21 01/11/21 12/14/20 11/02/20 09/14/20

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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
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	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	CM Brown ATA Miller ATA Miller	TBD 11/09/20 11/02/20 09/14/20 05/18/20
282.	05/11/20	Alarm System; Lower bid package no longer available Council decided on lower bid; cameras and RAM only; Chief sent out packet	Public Session Public Session Work Session	Approved for purchase Moved to the Next Public Session Lesser priced product no longer available Provide both quotes Ran out of time	Chief Cummings	01/11/21 12/14/20 11/23/20 11/09/20 11/02/20
301.	07/02/20	Ordinance 2020-01 Limit Elected Body Households that receive Contract Income; ATA Miller sent to the Attorney	Work Session	Back to Charter Review Session	ATA Miller/ CM Williams	TBD
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	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 ATA Miller ATA Miller ATA Miller ATA Miller CM Chew/ CM Akers	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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Work Session

#	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	Moved to next Public Session Provided in Report Ran out of time	ATA Miller	02/15/21 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	Bev assisting in gathering documentation Miller provided an update	ATA Miller ATA Miller ATA Miller/ CM Cason	02/15/21 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	TBD 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 Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	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 ATA Miller ATA Miller ATA Miller CM Cason/ ATA Miller	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	TBD 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	Work Session	Payment of Tutors – MOU	ATA Miller/ CM Akers	01/19/21
			Public Session	Moved to next Work Session		01/11/21
			Work Session	Payment of Tutors	ATA Miller	12/21/20
			Work Session	Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assists	CM Cason	12/07/20
			Public Session	MOU signed; W2's; Have enough students signed up for tutoring; last meeting there were 3 students; Deadline for a decision was Friday?	Partner Discussion	11/23/20
			Work Session	Council to meet with potential partners – KC Youth Empowerment, Inc and Beulah Community Center	CM Cason	11/16/20
			Public Session	Council Approved Program; funding and scheduling changes to be discussed		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	TBD 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	Public Session	Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	01/11/21
			Work Session			01/04/21
			Work Session			12/21/20
			Work Session			12/07/20
			Public Session			11/16/20
			Work Session			11/09/20
			Public Session			11/02/20
Public Session	10/26/20					
343.	10/26/20	Former CM Clifford PIA request for Nehemiah; Copies of Contracts; Bid information	Public Session	ATA Miller reported the request has been satisfied	ATA Miller	01/11/21
			Public Session	Moved to next Public Session		12/28/20
			Public Session	Ran out of time		12/14/20 11/23/20 11/09/20

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Work Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
345.	10/26/20	Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session	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	TBD 12/21/20 12/07/20
346.	10/26/20	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trial period	Work Session Work Session Work Session Work Session Work Session Public Session	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	02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 09/14/20
347.	10/26/20	Charter Amendment Resolutions 2021-11 A Charter Amendment to Amend Article V (Finances) Sections 502, 503, 504, 505, 507, 510 and 516 of the Town Charter to Enhance Budgetary Processes	Charter Review Session Public Session Work Session Public Session Work Session Public Session	Voted to bring to Charter Review Special Session	CM Cason CM Cason/ ATA Miller CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20 11/02/20
348.	10/26/20	Charter Amendment Resolutions 2021-12 A Charter Amendment to Amend Section 218 of the Town Charter to Clarify the Powers and Duties of the Mayor	Charter Review Session Public Session Work Session Work Session	Voted to bring to Charter Review Special Session Ran out of time	CM Cason CM Cason	TBD 12/14/20 12/07/20 11/16/20 11/09/20
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

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January 19, 2021
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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
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	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 Town Clerk ATA Miller ATA Miller ATA Miller	02/01/21 01/11/21 12/21/20
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	TBD 1/11/21 01/04/21
355.	01/04/21	Black Love Day – February 13, 2021 /Proclamation	Work Session	CM Williams talked about national conference on February 6 th ; Requested Proclamation	Town Clerk	02/01/21
356.	01/04/21	London Woods MOU with Police Department	Work Session	CM Cason requested this be discussed at the next Work Session	CM Cason	01/19/21
357.	01/11/21	Dedicate a Work Session to Decide on Retention Plan/Staffing and additional benefits to support the Police Department	Work Session	Staffing, retirement and benefit plans	CM Akers/ Chief Cummings	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	CM Akers/Town Clerk	02/01/21

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January 19, 2021
Work Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Opinions Author Ordinance	CM Cason/Town Clerk	02/15/21 TBD
360.	01/15/21	Mayor and Council Rules	Special Public Session		ATA Miller	01/19/2021
361.	01/15/21	Meeting on January 11, 2021	Special Public Session		ATA Miller	01/19/2021
362.	01/15/21					
363.						

MEMORANDUM OF UNDERSTANDING AND RIGHT-OF-ENTRY

THIS MEMORANDUM OF UNDERSTANDING AND RIGHT-OF-ENTRY (“MOU”) entered into this 01 day of February, 2021 by and between The Town of Capitol Heights Police (“Town”) and the London Woods Community Association, Inc. (“Association”).

EXPLANATORY STATEMENT: The Association is the governing entity of the townhome community known as London Woods. London Woods is located within the incorporated limits of the Town. The Association is the owner of numerous common areas within London Woods, including, but not limited to, private streets, playgrounds, sports courts and parking areas (collectively “common areas”). London Woods consists of approximately 647 lots improved by townhomes with in the Town of Capitol Heights.

The Association desires to give the Town a right-of-entry over the common areas to administer law enforcement services and enforce Association rules. The Board of Directors is authorized to enter this Agreement as authorized by law and pursuant to the powers granted to it under Article V, Section 3 of the Bylaws. The following law enforcement services and Association rules may be enforced by fines, violation notices and/or tow. All property damages, fines and notices are the responsibility of the private property owner.

Please Note: The below regulations shall apply to Common Area use (recreational areas, sitting areas and parking lots) all vehicles (cars, trucks and motorcycles, trailers or carts)

Common Area Violations

1. All Common Areas: Playground, Sitting Areas, Sports Courts and Parking lots are Closed after dark.
2. Sidewalks shall not be blocked by gatherings or any other action that prevents accessibility.
3. No pets are allowed on recreational courts.
4. No bike riding, skating or skateboarding, battery operated toy cars or scooters, are allowed on recreational courts (***Courts are to be used for their intended purpose***).
5. ATVs, Dirt Bikes, Off Road Motorcycles of any kind shall not be operated or parked on any HOA streets or common areas.
6. No Markings (non-permanent or permanent) of any kind is permitted on recreational courts.
7. Parking lots shall not be used for any recreational purpose, parties, barbequing or social gatherings.
8. Parking lots shall not be used for basketball and portable basketball hoops are prohibited in these areas.
9. Parking lots are not to be used for operating a vehicle repair or rental shop/business.
10. Parking lots shall not be used for social activities or any activity that obstructs parking.
11. Parking lots shall be used for the purpose of parking vehicles and no other purpose.
12. Barbequing and/or Parties shall be held in the rear of your personal property.
13. Parking lots are not to be used for storing inoperable vehicles.
14. Parking lots shall not be used for major vehicle repairs.
15. In addition, as provided in the Declaration (Article VI, (Section 6(a)):

no noxious or offensive trade or activity shall be carried on upon any lot or within any dwelling, nor shall anything be done therein or thereon, which may be or become an annoyance or nuisance to the neighborhood or other members. Without limiting the generality of the foregoing, no speaker, horn, whistle, siren, bell or other

sound device, except such devices as may be used exclusively for security purposes, shall be located, installed or maintained upon the exterior of any dwelling or upon the exterior of any other improvements.

Towed, Fined and/or Warnings

1. Any vehicle not operable or wrecked and unable to move. (***Management Request Only and Authorization by London Wood Homeowner Association***).
2. Any vehicle parked in a fire lane or parked in a way that would prevent an emergency vehicle from full access to the property.
3. Any vehicle parked in a handicap parking space without proper identification.
4. Any vehicle parked in a parking space reserved for a homeowner will be towed (***Requester identification information must be identical to address of assigned space***).
5. Any vehicle that is parked in a manner that restricts the movement of other vehicles.
6. All vehicles with expired tags.
7. Any vehicle leaking fluids (***environment hazard***).
8. Any vehicle blocking a fire hydrant.
9. Any unauthorized use of common area, assigned parking and visitors parking as stated in London Woods By-laws and/or Parking Rules.
10. Any unauthorized vehicle parked on the playgrounds, grass and paths.
11. All unauthorized commercial vehicles left on the property between the hours of 7:00 p.m. and 7:00 a.m. will be towed. If a commercial vehicle is on the property to perform emergency repairs for a resident during these hours, you must contact the Management Company to receive authorization.
12. Tractor-trailers and large commercial trucks left on the property overnight will be towed.
13. Moving vans have a 72 hours limit to be parked in the community; additional time must be authorized by the Management Company.
14. Any covered vehicle must have current tags.
15. Double parking in parking lot.
16. Blocking of mailboxes.
17. Parking in snow areas.
18. Parking on grass of any lot, home, or common area.

The existing policy in the London Woods Declaration, located on Page 14, Section 7d, states:

(d) except as herein elsewhere provided, no junk vehicle, commercial vehicle, trailer, truck, camper, camp truck, house trailer, boat or other machinery or equipment of any kind or character (except for such equipment and machinery as may be reasonable, customary and usual in connection with the use and maintenance of any dwelling and except for such equipment and machinery as the Association may require in connection with the maintenance and operation of the common areas and common facilities) shall be kept upon The Property nor (except for bona fide emergencies) shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out thereon. The Association may, in the discretion of the Architectural and Environmental Control Committee, provide and maintain a suitable area designated for the parking of such vehicles or the like.

London Woods Architectural Guidelines states:

“Commercial Vehicle” is defined as one that displays commercial signage and/or contains equipment such as: (1) having signs, advertising or other commercial markings identifying a firm, organization, service, product, etc., of any kind, type or description, or government markings, excluding police and emergency vehicles; (2) having equipment or supplies ordinarily used in a commercial enterprise stored in or on the vehicle in such a manner as to be in plain and public view of the casual observer or passersby including ladders, pipes, ladder racks, tools, tool boxes or equipment; (3) a flatbed truck; or (4) having generally an unkept or unsightly appearance resulting from its use in a commercial enterprise.

The Town of Capitol Heights

By: _____

Authorized Officer

Date: _____, 2021

London Woods Community Association, Inc.

By: _____

Authorized Officer

Date: _____, 2021