

**Town of Bladensburg
Combined Work Session & Council Meeting Minutes
April 13, 2020 @ 5:30PM**

- I. **CALL TO ORDER-** Mayor James called the meeting to order at 5:30PM
- II. **OPENING PRAYER-** Recited by Council Member Route
- III. Mayor James asked for a motion to amend the agenda; 1) Resolution 4-2020 correction to state, "To Declare State of Emergency and Authorize Actions," and 2) include a second reading of the Budget Amendment Ordinance. Council Member Lundy moved to approve the motion; it was seconded by Council Member Route and passed unanimously.
- IV. **APPROVAL OF MARCH MINUTES**
Mayor James asked for a motion to approve the March Work Session and Council meeting minutes. Council Member Route moved to approve the motion; it was seconded by Council Member Blount and passed unanimously.
- V. **APPROVAL OF ON-CALL TOWN ENGINEER (DEBI SANDLIN, TOWN ADMINISTRATOR)-**
Town Administrator Sandlin stated an RFP went out to secure an on-call Town Engineer. Five bids were received and were scored by the by the Town's committee. The committee unanimously awarded the project to CPJ. Ms. Sandlin stated the firm selected is experienced regarding projects with several municipalities and is familiar with County Community Development Block Grant, as well as how to navigate the permitting process through the Department of Permitting, Inspections and Enforcement.

Ms. Sandlin asked for a motion approve move forward with the selection and award of CPJ as the new on-call engineer. Mayor James opened the floor for questions/concerns from Town Council. Council Member Route did not have any questions but stated she did review CPJ's proposal and was impressed with its diverse experience and supports moving forward with the firm to provide on-call engineering services. Council Member Blount had no questions. Council Member Lundy stated she appreciates the firm's experience and asked Ms. Sandlin to provide the estimated amount for the contract. Ms. Sandlin stated the hourly rate was included in the proposal and will be incurred on an on-call basis per service. She further stated the firm's liaison will be its Operations Manager, the Project Manager will be assigned based on the scope of the project; and the cost for CPJ's service will be billed to the CDBG grant.

Mayor James stated she appreciates the firm's experience navigating County offices. Mayor James asked for a motion to approve CPJ as the Town's on-call engineer. Council

Member Blount moved to approve the motion; it was seconded by Council Member Lundy and passed unanimously.

VI. MUTUAL AID AGREEMENT BETWEEN TOWN OF BLADENSBURG & TOWN OF CHEVERLY (CHIEF TYRONE COLLINGTON)

Chief Tyrone Collington stated he met with Chief of Police for the Town of Cheverly. The Town of Bladensburg currently has a Mutual Aid Agreement with the Port Towns, but not with Cheverly. Chief Collington further communicated the Town of Cheverly's Council passed the agreement between both municipalities in a meeting. Chief Collington stated he asked Cheverly to amend the agreement to include a clause stating its legal council will pay 100% of an Officer's legal fees regarding any civil suit. Additionally, the Town of Bladensburg will include the same clause.

Mayor James asked if the addition of the clause will add any budget implications to the Town. Chief Collington stated no, as it will be in the initiated agreement. Council Member Route stated it is an excellent plan with a neighboring Town. Council Member Lundy stated it is moving in the right direction. Mayor James commended Chief Collington for taking the steps to initiate the agreement with the Town of Cheverly.

Ms. Sandlin asked Chief Collington to speak to agreements with other communities. Chief stated the Town already had in place agreements with the Port Towns, Laurel City Hyattsville Police Departments, among other agencies in the event of an affected department from COVID-19, respective agencies would lend Officer support during the incubation period.

Mayor James asked for a motion to approve a Mutual Aid Agreement between the Town and the City of Cheverly. Council Member Route moved to approve the motion; it was seconded by Council Member Lundy and passed unanimously.

VII. FINANCIAL BUSINESS- (TREASURER, VITO TINELLI)

Treasurer, Vito Tinelli facilitated a draft FY21 budget presentation. Mayor James asked Ms. Sandlin to research other transportation needs for the Town, instead of Call-A-Bus. Mayor and Council agreed canceling the 2020 Fireworks for \$15k, considering COVID-19 challenges.

Mr. Tinelli provided a second Reading of the Budget Amendment Ordinance (Ord. 1-2020) Mayor James asked for a motion to approved Ord. 1-2020. Council Member Route moved to approve the motion; it was seconded by Council Member Blount and passed unanimously.

Mayor James acknowledged the presence of Sen. Malcom Augustine on the call and asked him to provide comments. He stated their sessions recently concluded and budgeting was completed. He further communicated that wanted to be on the call to

hear the happenings of the community and praised the Town's leadership for continuing to move the business forward considering COVID-19.

VIII. UNFINISHED BUSINESS

1. Fire Department (Mayor James)

Mayor James stated primary source of revenue for the Bladensburg Fire Department was cut due to COVID-19 and Chief Sumner is asking for assistance with funding, which includes monthly payment for an ambulance and one of its Fire Engines. Mayor stated she is concerned if the doors are closed, services would be routed to other stations.

Mayor James asked the Council to consider the following:

- Provide support through the balance of the Town's annual contribution along with additional funding.

Council Member Lundy stated she supports providing any aid the Town can provide to the Fire Department. Council Member Route stated she supports the Fire Department is also interested in helping to purchase essential items for the team. She further stated the Department is slated to receive aid but was currently surviving on donations.

Mayor James stated payment for current quarter is \$7500. Fourth quarter payment can be advanced stated Mr. Tinelli. Mayor James proposed advancing the next quarter payment of \$7500 and asked if the Council would consider an additional \$7500. Mayor James asked for a motion to expedite fourth quarter payment. Council Member Route moved to approve the motion; it was seconded by Council Member Lundy and approved unanimously.

Mayor James asked for a motion to increase the Town's contribution with an additional \$7500 to the Fire Department. Council Member Blount moved to approve the motion; it was seconded by Council Member Lundy and passed unanimously.

IX. NEW BUSINESS

1. Resolution 4-2020 To Declare State of Emergency and Authorize Actions (Debi Sandlin, Town Administrator)

Ms. Sandlin proposed a State of Emergency to authorization the Town Administrator to pass actions regarding extensions on Town services for 30 days, while the stay-at-home order is in effect. Additionally, per Ms. Sandlin, the proposed authorization will also give the Town Administrator the authority to extend responding to non-essential matters for 30-days until Governor Hogan rescinds his order, without going back into special meetings.

Mayor James propose modification of the document to include specific language regarding the 30-days for each respective service, as well as language stating the Town Administrator will consult with the Mayor and Council prior to making those decisions. Additionally, Mayor James proposed a timeframe to revisit the above-mentioned

document to ensure consistent and current information. Council Member Route recommended modification to the proposed language regarding limiting the use of the Town Hall to staff only. She stated during this pandemic, many of the Town's partners will need use of the facility while serving on-site.

Mayor James asked for a motion to approve Resolution 4-2020 to Declare a State of Emergency to Authorize the Town Administrator to pass specific actions outlined. Council Member Route moved to approve the motion; it was seconded by Council Member Blount and passed unanimously.

2. Catholic Charities Food Donations- (Council Member Route)

Council Member Route stated there are several residents impacted by COVID-19. She proposes the Town participate in the Share Network through Catholic Charities, to provide healthy groceries at 50% discount to residents. Ms. Route proposed the repurposing of funds from the Line item 6230 from the Council's Budget and allocating those funds strictly for COVID-19 emergencies.

Mayor James asked Council Member Blount about repurposing the funds set aside for the senior picnic, which is canceled due to the pandemic to offset the remaining funds to cover what is not donated.

Mayor James asked for a motion to move line item 6230 of \$5000 to be used for COVID-19 emergencies. The motion was approved by Council Member Route; it was seconded by Council Member Lundy and passed unanimously.

3. Discretionary Funds- (Council Member Lundy)

Council Member Lundy requested her discretionary funds be distributed to the following nonprofit organizations to assist with support during the COVID-19 Pandemic.

- We Lead By Example /Tae Kwon Do Ramblers Self-Defense Systems
President & CEO: Dr. Clifford L. Thomas
Gift Amount: \$150
- GATTC/Guardian Angel Transitioning Christian Counseling Services
President & CEO: Deacon Barbara Givens
Gift Amount: \$200

Mayor James asked for a motion to approve the request of discretionary fund to these two organizations. Council Member Route approved the motion; it was seconded by Council Member Blount and passed unanimously.

X. ADJOURNMENT

At 7:30PM, Mayor James asked for a motion to adjourn the meeting. Council Member Lundy approved the motion; it was seconded by Council Member Route and passed unanimously.

**Respectfully Submitted By,
Cecile K. Cunningham
Interim Town Clerk**