



## Ordinance Workshop Meeting of the Mayor and Council of Brentwood

Date: June 15, 2016

### Council:

- X Vice Mayor Jeffrey Clark
- X Council Member Tonya Harrison
- X Council Member Regina Morlan
- X Council Member Victor Olano
- X Mayor Rocio Treminio-Lopez

### Town Staff:

(Excused) Reginald Bagley, Town Administrator

- X Magdalena Rojas, Town Clerk
- X Robert Althoff, Chief of Police
- X Shelley Gaylord, Treasurer

Mayor Treminio-Lopez called the meeting to order at **7:31 pm**

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*Mayor extended her deepest sympathies and sorrow for the tragic event in Florida.*

### **APPROVAL OF AGENDA:**

Motion by Vice Mayor Clark to approve the agenda, second by Council Member Morlan.  
Approved by voice vote, all in favor.

Addition: Reports, Treasurer

### **Presentation by Opto Traffic**

Michael Phelan said he has been working with the Chief and Mayor and he is here to answer any questions the Council might have on the red light camera system. Vice Mayor Clark wonders how soon after the contract is approved will it get installed and what the Town would need to do. The time line given was 1-2 weeks with a 15-day grace period.

### **Minutes**

Council Workshop Meeting June 1<sup>th</sup> Minutes

Motion to approve Council Workshop Meeting Minutes from June 1<sup>st</sup>. Motion made by Council Member Olano, seconded by Vice Mayor Clark. Failed by roll call, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark Council Member Morlan abstaining. Council Member Harrison absent for vote.

### **Code Enforcement**

**May Stats**-Read by Treasurer Shelley Gaylord

Motion to receive Code Enforcement Report by Vice Mayor Clark, seconded by Council Member Olano. Approved by voice vote, all in favor.

**Police Department**

**Stats for the month of May-** read by the Chief of Police

**Red Light Camera-** Ask council to look at the contract previously presented to them and approve it tonight

Motion to approve the Red Light Camera contract with OptoTraffic. Motion made by Council Member Morlan, seconded by Vice Mayor Clark. Approved by roll call, Council Member Harrison, Council Member Morlan, Council Member Olano, Vice Mayor Clark and Mayor Treminio-Lopez in favor.

**National Night Out-** will take place August 2<sup>nd</sup> at 7pm. The Police Department is very excited

**--- Recess Called by Mayor ---**

Motion to approve \$1000 for National Night Out on August 2<sup>nd</sup> from line item 5-4330. Motion made by Vice Mayor Clark, seconded by Council Member Morlan. Approved by roll call, Council Member Harrison, Council Member Morlan, Council Member Olano, Vice Mayor Clark, and Mayor Treminio-Lopez in favor.

*Chief of Police made a comment that we submitted our Police Clerk Ms. Taylor and Officer Frohlich to receive an award at the Prince Georges County Police Chiefs Annual Awards Ceremony*

**Vehicle Maintenance and Paper Purchase** -Purchase orders at the total of \$885 for vehicle maintenance, as well as Purchase order for e-ticket paper in the amount of \$552

Motion to approve vehicle repair on cruiser 2727 for a tire repair in the amount of \$585 from line item 5-4285 and \$300 for rotors and pads from line item 5-4775, total of \$885 for Danny's Auto Shop. Motion made by Vice Mayor Clark, seconded by Council Member Morlan. Approved by voice vote, all in favor.

Motion to purchase paper for the e ticket machine in the total of \$462.40 from line item 5-4080. Motion made by Vice Mayor Clark, seconded by Council Member Morlan. Approved by voice vote, all in favor.

Motion to receive Police Department Report by Vice Mayor Clark seconded by Council Member Harrison. Approved by voice vote, all in favor.

**Town Clerk**

**Deposit for May Report-** read by Town Clerk coming to total of \$9,885.63

Motion to receive the Town Clerk Report by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

**Treasurer**

**Bank Account Reports-** Read by the Treasurer

**Revenue Expense Summary-** Read by the Treasurer

**Treasurer Report-** Read by the Treasurer

Motion to receive the Treasurer's Report. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

Motion to receive the Revenue Expense Report for period ending April 30<sup>th</sup> 2016. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, with Council Member Harrison against.

**Cash Disbursement Journal-** Read by the Treasurer

Motion to approve the paying of the bills in the amount of \$2,245.28. Motion made by Vice Mayor Clark, seconded by Council Member Olano. Approved by voice vote, all in favor.

**Resolution 2016-05 FY'16 Line Item Transfers**

Motion to adopt Resolution 2016-05 FY'16 Line Item Transfer for the total of \$54,282. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by roll call, Council Member Harrison, Council Member Morlan, Council Member Olano, Vice Mayor Clark. Mayor Treminio-Lopez in favor.

**Town Administrator** -Tabled

**Old Business**

**Maintenance Uniforms and Carpets for Town Hall-** Tabled until July 20<sup>th</sup>

**Ordinance 2016-05 Business License** - Tabled until July 20<sup>th</sup>

**Policy for Agenda Item Requests-** Handed policy and tabled until July 20<sup>th</sup>

**New Business**

**MML Per Diem-** Total per diem is \$224 total including the day of travel for each person attending with the deduction of breakfast for those who are attending the breakfast.

*Treasurer mentioned that no other town request a submission of receipts, other places simply request an expense report*

Motion to approve MML Per Diem in the amount of \$1,225 coming from line item 5-1190. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by roll call, Council Member Harrison, Council Member Morlan, Council Member Olano, Vice Mayor Clark and Mayor Treminio-Lopez in favor.

Motion to approve MML Per Diem mileage of \$0.54/per mile coming from line item 5-1190. Motion made by Vice Mayor Clark, seconded by Council member Harrison. Approved by voice call, all in favor.

**Parking Issues on Allison Street-** Tabled until July 20<sup>th</sup>

**New Monitors for Town Hall**

Motion to approve the purchase of 2 monitors and needed hardware not to exceed \$1,000 from line item set by the Town Treasurer. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice call, all in favor.

**RFP for Windom Road Sidewalk**

Motion to have an RFP prepared for July 20<sup>th</sup> Meeting. Motion made by Vice Mayor Clark and seconded by Council Member Harrison. Approved by roll call, Council Member Harrison, Council Member Olano, Vice Mayor Clark in favor. Council Member Morlan against and Mayor Treminio-Lopez abstained.

**RFP for Open Space Grant- Tabled until July 20<sup>th</sup>**

Motion to have the Town Administrator prepare an RFP for July 20<sup>th</sup> Meeting for the use of Open Space 2016 Grant. Motion made by Vice Mayor Clark and Council Member Harrison. Approved by voice call. Council Member Morlan abstained.

**Meeting adjourned at 10:35pm**

**Motion to Adjourn by Council Member Harrison seconded by Council Member Morlan. Approved by voice vote, all in favor.**

**Submitted by:**

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**Magdalena Rojas  
Town Clerk**

**Mayor, Rocio Treminio-Lopez**

**Approved: \_\_\_\_\_**