



**Workshop Meeting of the Mayor and Council of Brentwood**

**Date: September 7, 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:**

- X Reginald Bagley, Town Administrator
- X Magdalena Rojas, Town Clerk
- (Absent) Shelley Gaylord, Treasurer

Mayor Treminio-Lopez called the meeting to order at **7:30 pm**

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**APPROVAL OF AGENDA:**

Motion by Council Member Harrison to approve the agenda, second by Vice Mayor Clark. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining.

- Addition: Memorial March Sep 17th & Police Escort, New Business Item L
- Addition: Quick Book Purchase, New Business Item K
- Addition: International Day, New Business Item M
- Addition: Executive Meeting (Legal), New Business Item N
- Move: Cable Committee to second action

**Appointment of New Cable Committee Member**

Letter read by Mayor and presented to Miss Monique Martin.

Motion to appoint Monique Martin to the Cable Authority Committee. Motion made by Vice Mayor Clark, Seconded by Council Member Harrison. Approved by voice vote, all in favor.

**WSSC Presentation**

They will not begin work until November, due to this they will be coming October 5<sup>th</sup> to give a full presentation with details of the plan.

**Minutes**

Council Meeting July 20, 2016 Minutes

Motion to approve Minutes from Council Meeting July 20, 2016. Motion made by Council Member Morlan, seconded by Council Member Harrison. Approved by voice vote, all in favor.

Council Meeting August 17, 2016 Minutes

Motion to approve Minutes from Council Meeting August 17, 2016. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining.

**Public Comments**

**COMMENT:** Edward Williams, Tilden Street

Asks that the speed bumps be put in again on Tilden Street and not the speed humps that got placed. Has noticed drivers are coming through Tilden to avoid speed bumps. He believes that the humps make no difference. Mr. Williams submitted a petition of 27 signature to support speed bumps.

**RESPONSE:** Vice Mayor Comments that they are following the PG county rules. Council Comments that they will try to find a solution.

**COMMENT:** Gary Bradford, Jackson Avenue

Noticed that we are entering into Hispanic Heritage month and suggest we change the signs that are in Spanish during Hispanic Heritage month. He also suggested working with graduate students at UMD for translation.

**COMMENT:** Ron Bretemp, Upshur Street

Suggest we stay within PG County specification as well as getting the Police Department involved when it comes to the speed hump problem on Tilden Street. He also states that he is not worried about WSSCs work and suggest that the council review Robert's Rules.

**Treasurer-** Disbursement Report Tabled

**Town Administrator**

**Town Administrator-** Read by Town Administrator

*Council Member Morlan did some research into the zoning for Digital Signs that are owned by the Town.*

Motion to receive Town Administrator Report by Council Member Harrison, seconded by Council Member Morlan. Approved by voice vote, all in favor.

**Old Business**

**Agenda Item Request**

Motion to dismiss the Agenda Item Request Policy. Motion made by Council Member Morlan, seconded by Council Member Olano. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining in protest because he believed he didn't have sufficient discussion.

**Gazebo Policy-** Council Member Harrison believed that we lost money by not approving this earlier. Gazebo Policy will be approved in the next meeting.

**Maryland DGS Electricity Supplier Program**-Town Administrator encourages participation

Motion to approve participating in Maryland DGS Electricity Supplier Program. Motion made by Vice Mayor Clark, seconded by Council Member Olano. Approved by roll call, Vice Mayor Clark, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Council Member Morlan abstaining.

**Sidewalk Hazard Repairs Proposal**- Town Administrator recommends allocating an amount, and allowing public works committee to decide which sidewalks.

Motion to approve the use of \$15,000.00 from the highway user revenue line item with the recommendation of the Public Works Committee. Motion made by Council Member Harrison, seconded by Vice Mayor Clark. Approved by roll call, Vice Mayor Clark, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor.

**Return Check Policy Resolution 2016-07**- Read by Town Administrator

Motion to approve Resolution 2016-07 Establishing a Return Check Policy. Motion made by Council Member Morlan, seconded by Council Member Olano. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining.

**Smith Architect Contract Phase III and IV**

Motion to approve Smith Architect Contract Phase III and IV. Motion made by Council Member Morlan, seconded by Council Member Olano. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining because paragraph III is not specific enough on what the architects' responsibilities are related to the design development phase.

**Defibrillator**

Motion to approve the purchase of a defibrillator not to exceed \$1,500 including the case and maintenance for a year from line item 5 to be determined by the Treasurer. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

**Ordinance 2016-03 Accessible Parking**- Written comments passed out by the Vice Mayor. Changes to be made are: Chief of Police with the recommendation from the and Code Enforcement Department shall approve the...., Part B: \$50 fee. Ordinance read by the Town Administrator.

Motion to discuss the proposed Ordinance 2016-03. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

Motion to have the first reading of Ordinance 2016-03 Accessible Parking with the discussed changes. Motion made by Council Member Morlan, seconded by Council Member Olano. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining because he believes the ordinance is a draft and not ready to be read.

Second reading will take place on the second meeting of October (Oct. 19<sup>th</sup>) at 7pm.

Motion to approve funds not to exceed \$200 for the staff to move forward and place the ordinance notice in the Sentinel. Motion made by Council Member Morlan, seconded by Vice Mayor Clark. Approved by voice vote, all in favor.

### **New Business**

**Resolution 2016-08 Energy Efficiency Policy-** Read by the Town Administrator  
Motion to adopt of the Resolution 2016-08 Energy Efficiency Policy. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by roll call, Vice Mayor Clark, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor.

### **Attorney engagement in Property Research**

Motion to engage the attorney for the property research and material for the Council. Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

### **Nov 8<sup>th</sup> Elections Town Hall Closure**

Motion to approve administrative leave for the office staff and office closure, on Nov 8<sup>th</sup> due to Election. Motion made by Council Member Harrison, seconded by Council Member Morlan. Approved by roll call, Vice Mayor Clark, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor.

### **Town Hall usage request by Council Member**

Motion to allow Council Member Harrison use of Town Hall on October 1<sup>st</sup>. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by roll call, Vice Mayor Clark, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Council Member Morlan against.

### **ATHA Governing Board Continued Appointment-**

Motion to send out the letter of continuation of Council Member Morlan in the ATHA board for the current year. Motion made by Council Member Morlan, seconded by Vice Mayor Clark. Approved by voice vote, all in favor.

**Mayor and Council Retreat-** Oct. 29<sup>th</sup> or Nov. 5<sup>th</sup> or Nov. 12<sup>th</sup> (Town Administrator to confirm dates with the facilitator)

Motion to reach out to Mr Harrington for Retreat part II with the following date choices Oct. 29<sup>th</sup> or Nov. 5<sup>th</sup> or Nov. 12<sup>th</sup>. Motion made by CM Morlan, seconded by Vice Mayor Clark. Approved by roll call, Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark abstaining due to not being able to pick a different facilitator

**Vector Logo Graphic-** Town Clerk and Cable Authority Committee gave update.  
Tabled

**Tree Planting for “Clean-up Green Up Day” in October-** Mayor suggest the Town holds dumpster clean-up day at the same time the same day as Tree Planting. Vice

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Mayor Clark does not think we should do a clean up day at the same day as tree planting, since both are activities that require large participation (Tabled until the next meeting).

**CDBG PY-43-** Mayor suggests that we consider 39<sup>th</sup> street and Windom Road in regards to the safety issues. North Brentwood has mentioned that they will support our request as co-signer if we establish the sidewalks on Windom Road as the primary project. Vice Mayor request that the Town Administrator write up language for the application with Windom Road, 39<sup>th</sup> Place and Shepard as the Priorities.

**QuickBooks-** Requested by the Treasurer

Motion to approve the purchase of QuickBooks subscription not to exceed \$500 from Line item 5-1135. Motion made by Council Member Harrison, seconded by Vice Mayor Clark. Approved by voice vote, all in favor.

**Memorial March-** March will take place from 38<sup>th</sup> Street down Perry and around the circle and ending at Joes Movement Emporium in Mt. Rainier.

Motion to approve the petition of the participation of our Police Officers in the Memorial March on September the 17<sup>th</sup>, with streets closing for the March Route from 3:45pm - 4:45pm. Motion made by Council Member Harrison, seconded by Vice Mayor Clark. Approved by voice vote, all in favor.

**International Day-** Saturday October 8<sup>th</sup> from 12-5pm it will include Miss International.

Motion to have International Day on Saturday, October 8<sup>th</sup> from 12-5pm and to have Miss International and Jr. Miss International pageant included. Motion made by Vice Mayor Clark, seconded by Council Member Harrison. Approved by voice vote, all in favor.

**Executive Session for Legal Advice-** September 13<sup>th</sup> or 20<sup>th</sup> @7pm

Motion to schedule an executive session for the purpose of legal and personnel with two dates in mind Sep 13<sup>th</sup> or 20<sup>th</sup> depending on the attorney's availability. Motion made by Council Member Morlan, seconded by Council Member Harrison. Approved by roll call. Council Member Morlan, Council Member Harrison, Council Member Olano, and Mayor Treminio-Lopez in favor. Vice Mayor Clark against.

**Meeting adjourned at 11:39pm**

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