



TOWN OF COLMAR MANOR

A Port Towns Community
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Town Council Work Session December 6, 2022 Minutes

Call to Order

Mayor Casanas called the meeting to order at 7:00 PM.

Roll Call

Mayor Casanas, Councilmember Bowles, Councilmember Harding, Councilmember Hobbs, and Councilmember Mendoza.

Staff: Dan Baden, Clerk-Treasurer, Chief Tracy Stone, and Greg Holcomb, Town Administrator.

Urban Tree Partnership

Dan Smith and Brooke Kidd with Joe's Movement Emporium presented a tree planting project they are proposing to do within the town. The project will help with invasive species removal, native plantings, and tree planting. The first phase is to work with Casey Tree's and to assist in the Newark Rd Green Street plan.

Greenwill Lobbyist Update

Greenwill presented updates on funding opportunities and goals they are working on behalf of the town.

Speed Camera Ordinance

Town Administrator provided an overview of the need for updating the traffic camera ordinance to include new language regarding speed cameras. There was a request to increase the legal fees associated with this work.

Councilmember Mendoza made a motion to increase the legal fees to review the RedSpeed contract and update the traffic camera ordinance in an amount not to exceed \$4,000.

Councilmember Hobbs seconded the motion. A vote was taken, 5-0, motion passed.

Legal Counsel RFP

Town Administrator provided an overview of the RFP process. He stated that three proposals were received. The Council provided consent to move forward with interviews for two of the

proposals. Councilmembers Hobbs and Mendoza, Clerk-Treasurer Baden, and Town Administrator Holcomb would conduct the interviews.

Traffic Study RFP

Town Administrator discussed the RFP process for the traffic study. He noted that three proposals were received. Based on price and details of the proposals KCI was recommended.

Councilmember Bowles made a motion to engage KCI in a traffic study in the amount of \$25,300 and use ARPA funded budgeted for the project. A vote was taken, 5-0, motion passed.

Supplemental Voter Registry

The Town Administrator stated that since the Supplemental Voter Registry Charter Amendment took affect this week, there is a need for voter registration forms. In addition, Mr. Holcomb stated that there is a need for an affidavit for those who cannot produce legal documents to register. He presented the forms to the Council and requested their approval.

The Council requested changes to the form, the forms would be presented at the next meeting.

Thomas Michael LLC

Mr. Holcomb stated that the contract for Thomas Michael LLC expires at the end of the month. The town budgeted for two years, but only contracted for one year.

Councilmember Bowles made a motion to extend the contract with Thomas Michael LLC for one year. Councilmember Mendoza seconded the motion. A vote was taken, 5-0, motion passed.

Disposition of Town Property

Mr. Holcomb presented a list of property for disposition, including furniture and equipment that needs to be moved prior to the office upgrades.

Councilmember Hobbs moved to approve the disposition of the property list. Councilmember Harding seconded the motion. A vote was taken, 5-0, motion passed.

Cottage City Harriett Tubman Reenactment

Finance Committees

The Council discussed the audit committee and check signing committee. The Mayor appointed Councilmember Harding and Mendoza as the check signing committee. She then appointed Councilmember Hobbs and Councilmember Bowles as the audit committee. The Council was in consensus with the appointments.

The mayor then requested that the council and staff begin budget discussions in January.

Adjournment

Councilmember Bowles moved to adjourn. Councilmember Harding seconded the motion.

Meeting Adjourned at 10:25.