

TOWN OF COLMAR MANOR

A Port Towns Community

**Town Council
Work Session
January 3, 2023**

Minutes

Present: Mayor Monica Casanas, Councilmember Melinda Mendoza, Councilmember Irina Hobbs, and Councilmember Maliek Harding. Ward 3 vacant.

Staff Present: Town Administrator Greg Holcomb and Chief Tracy Stone.

Call to Order 7:00 P.M.

Councilmember Irina Hobbs made a **motion to call the meeting to order**, Councilmember Harding seconded the motion. **Voice vote was taken; motion passed.**

Town Committees Discussion

Leaders of the town committees met to discuss what plans the committees have for the year and potential ways of working together.

Town Administrator Holcomb asked committees to ensure they were keeping meetings and attendance at meeting. He requested committees send meeting agendas the Friday before their meeting to ensure the town can advertise meetings. Mayor Casanas added that town staff will be assigned to each committee to serve as a liaison to assist committees with flyers and purchases.

Town Special Election

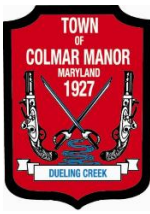
Town Administrator Holcomb discussed the need for a special election due to the resignation of Councilmember Bowles. He noted the timeline and that the board of election supervisors would be called to a meeting to discuss the dates. There was discussion that the election may need to be moved a few days past the Charter's 45 day requirement to ensure absentee ballots could be sent and received back in time to prevent disenfranchising residents.

Election Cost

Town Administrator Holcomb noted that the town had not budgeted for an election this year. He requested a transfer and appropriation of \$1,000 from unreserved for the special election.

Councilmember Hobbs **moved to transfer and appropriate \$1,000 from unreserved to election expense**. Councilmember Mendoza seconded the motion. **The vote was taken, 4-0, motion passed.**

3701 Lawrence Street
Colmar Manor, Maryland 20722



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Code Enforcement

Chief Stone discussed the current status of our code enforcement. The Council discussed whether to leave the position open or advertise the part-time position. The Council reached a consensus to advertise the position for 20 hours a week for the remainder of the fiscal year.

Town Hall Improvements

Town Administrator Holcomb discussed the process for obtaining bids for the flooring in the town hall offices and conference rooms. He further discussed the bids for painting the first floor of town hall. Town Administrator recommended moving forward with Metro Flooring for \$6,800 and G&S Home Improvement to paint town hall for \$8,500.

Councilmember Mendoza **moved to approve Metro Flooring's bid of \$6,800 to replace the floors in the conference room and main office.** Motion was seconded by Councilmember Hobbs. **The vote was taken, 4-0, motion passed.**

Councilmember Harding **moved to reallocate \$800 from ARPA furniture to ARPA flooring.** Councilmember Hobbs seconded the motion. **The vote was taken, 4-0, motion passed.**

Councilmember Mendoza **moved to approve G&S Home Improvement's bid of \$8,500 for painting of the first floor of town hall.** Councilmember Hobbs seconded the motion. **The vote was taken, 4-0, motion passed.**

Adjournment

Councilmember Irina Hobbs made a **motion to adjourn, Councilmember Mendoza seconded the motion, a voice vote was taken and the council adjourned at 10:01 PM.**

Attend in person or to listen to/view the meeting,
visit www.zoom.us or call (301) 715-8592
Meeting ID: 826 7950 6698 Password: 3611

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