



# TOWN OF COLMAR MANOR

*A Port Towns Community*  
3701 Lawrence Street  
Colmar Manor, Maryland 20722

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Office (301) 277-4920 \* Fax (301) 699-5245

## **Work Session Minutes**

**January 4, 2022, 7 PM**

**Meeting ID: 826 7950 6698 Passcode: 3611**

### **Call to Order**

Councilman Bowles called meeting to order at 7:05 PM. Councilman Harding second motion. **Vote: 5-0 Motion Passed.**

**Attendance:** Mayor Barrow, Councilman Harding, Councilwoman Hobbs, Councilman Bowles, Councilwoman Mendoza, Chief of Police Tracy Stone, and Clerk Treasurer Dan Baden are all present.

### **COVID-19 Testing Kit Purchase**

- Discussion took place of best way to administer distribution of COVID test if purchased.
- Councilwoman Mendoza: Motion to purchase 300 rapid tests at a cost of \$2,700 and to transfer \$2,700 from ARPA Special Funds to new account "COVID Tests- ARPA". **Vote: 5-0 Motion Passed**

### **Accounts Receivable Aging Summary**

- Clerk Treasurer Baden: Gave overview of the personal property tax billing and collection policies for the town. He further reviewed outstanding billings at this time.
- Council: Directed Dan to draft recommended policy for collection of outstanding receivables and bring back at a later time.

### **ARPA Consulting Agreement**

- Clerk Treasurer Baden: Gave overview of the ARPA Consulting Agreement submitted by Thomas Michael LLC.
- Councilman Bowles and Councilman Harding motion to accept the agreement from Thomas Michael LLC with one addition to the Scope of Services to add advising on alternate funding services. **Vote: 5-0 Motion Passed**
- Councilwoman Mendoza and Councilwoman Hobbs motion to transfer \$9,000 from ARPA Special Funds to ARPA Consultant. **Vote: 5-0 Motion Passed**

### **Green Street Earmark Grant**

- Jackie Goodall: Gave overview of the Green Street grant funding.
- Matching funds and use of American Rescue Plan Funds was discussed.
- Councilmembers Harding and Bowles: Expressed the need to develop a comprehensive ARPA Funding plan before allocation ARPA funds as a match.
- Ms. Goodall: Will need a month to prepare a good grant.
- Mayor will put on agenda for next meeting.

### **Adjournment**

- Councilmembers Bowles and Harding motion to adjourn meeting at 9:30pm. **Vote: 5-0 Motion Passed**

**Submitted,  
Ylynne Brown**