



TOWN OF COLMAR MANOR

A Port Towns Community
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**Town Council
Work Session
January 9, 2024**

Minutes

Call to Order 7:00 P.M.

Present: Mayor Monica Casanas, Councilmember Melinda Mendoza, Councilmember Maliek Harding, Councilmember Irina Hobbs, and Councilmember Keith Brooks.

Staff Present: Town Administrator Greg Holcomb, Chief Tracy Stone, and Administrative Assistant Melissa Flores.

Councilmember Mendoza made a motion to approve the agenda, Councilmember Brooks seconded the motion. A voice vote was taken; motion passed.

Closed Session

Councilmember Mendoza moved to enter closed session to discuss personnel matters, Councilmember Harding seconded the motion. A voice vote was taken; motion passed.

7:29 P.M. Return to Meeting

1) Appropriation request of \$1,250 to join America In Bloom (per strategic plan)

Mr. Holcomb discussed the request for \$1,250 to join America In Bloom. He noted the organization presented at the Prince Georges County Municipal Association. He described the benefits and commitment. The Council discussed the request and supported joining the organization.

The Council agreed to vote on the request at the next Council meeting.

2) Review of edits to the strategic plan

Mr. Holcomb provided an overview of changes that were made to the draft strategic plan. He noted that most of the changes were to add more definitive timeframes and goals. The Council discussed and agreed with the changes.

The Council agreed to vote on the item at the next Council Meeting.

3) Parking update

Chief Stone provided an overview of the issues with the Town's parking ordinance. He presented information from state law as well.

4) Job descriptions - Deputy Clerk and Office and Program Manager

Mayor Casanas discussed the need to clarify roles and redefine the jobs in the front office. She presented a restructuring plan for the administrative offices. Mr. Holcomb provided job descriptions for the new positions. He noted the reasons for the changes, including adding roles that were not previously defined including event planning, communications role, and grant and program support for the Town Administrator. The Council discussed the changes and supported the goal.

Councilmember Harding moved approve the jobs descriptions for Deputy Clerk and Office and Program Manager to restructure the administrative office, Councilmember Hobbs seconded the motion, a voice vote was taken and the council adjourned at 9:09 PM.

Adjournment

Councilmember Mendoza moved to adjourn, Councilmember Harding seconded the motion, a voice vote was taken and the council adjourned at 9:09 PM.