

TOWN OF COLMAR MANOR

A Port Towns Community

Town Council Work Session September 5, 2023

Call to Order- 7:09 P.M.

Roll Call: Mayor Monica Casanas, Council Member Maliek Harding (virtual), Council Member Irina Hobbs (virtual), Council Member Keith Brooks, and Council Member Melinda Mendoza (virtual).

Staff: Greg Holcomb, Town Administrator; Dan Baden, Clerk-Treasurer; Tracy Stone, Chief of Police; and Melissa Flores, Administrative Assistant.

Mayor Monica Casanas offers her condolences to the Mendoza family for the passing of her father.

Council Member Brooks moved to add Bates Contract to the agenda, Councilmember Harding seconded the motion; a voice vote was taken, motion passed.

1) Auditor Fee Increase

Mr. Baden explained that the auditor fee was raised this year in the budget to \$9,000. The auditing firm's engagement firm states the cost will be \$10,000.

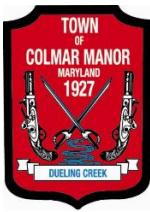
Mayor asked questions regarding the increase request. She further asked about how long the town has used this firm, Mr. Baden stated over 20 years, she further asked if it is standard practice to keep a firm for as long as we have? Mr. Brooks asked when the last increase was requested. Mr. Baden stated about 3 years ago. Mr. Brooks further asked if there is a code requirement for when we have to put items out for bid. Mr. Baden stated no.

Council Member Brooks moved to increase the budget from \$9,000 to \$10,000 and move \$1,000 from the unreserved funds. Council Member Hobbs seconded, a voice vote was taken, motion passed.

Mr. Brooks stated he would like to see an RFP cycle for future contracts.

Mayor Casanas asked for a standard operating procedure and calendar regarding the auditing process by December or January. Mr. Baden stated that the auditors follow general audit procedures.

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2) Bates Contract

Mr. Baden stated that the council previously approved the Bates contract, but we did not have term length for the contract, he further noted there is a clause in the contract that we can cancel the contract within 90 days.

Council Member Harding moved to include a 5-year term for the contract with 3, one-year extensions. Council Member Mendoza seconded, a voice vote was taken, motion passed.

FY 2023 Budget Adjustments

Mr. Baden explained the budget adjustments are part of the audit process and presented his budget document.

Council Member Brooks moved to approve the budget adjustments for the end of FY 2023 as provided by the Clerk-Treasurer. Council Member Mendoza seconded, a voice vote was taken, motion passed.

Mr. Brooks stated he looked at the previous Treasurer's report and noted that the personal property tax line dropped and asked how that could happen. Mr. Baden explained accounting procedures that could cause this to happen. Mr. Brooks further asked about the elections line, Mr. Baden stated it was coded wrong and moved to the appropriate line.

Mayor asked if we could do projections on a regular basis.

Charter Review

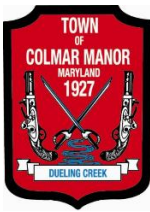
Mayor Casanas explained the Charter Review process and noted that she put together a document and shared with the council to help explain the process and how she sees the process moving forward. She noted this is an opportunity to make changes to help make the town government run efficiently.

She recommends that the committee be made up of 5 people, which is a manageable number of members. She stated that each council member and the mayor will recommend someone for appointment, or they can choose to participate on the committee themselves. She then stated the council will provide guidance to the committee on what should be reviewed. The Council reviewed the first five sections of the Charter and made recommendations on what should be reviewed.

The Council had a consensus on the following items:

- Mayor requests a review of section 302 with a concentration of term limits.
- Chief Stone noted elections are in May, which is mid-budget season.

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- Review 301 to discuss when office holder takes office, and 302 date of election or when office holders are seated.
- Review Section 306 D- time line is confusing
- 307 C- review for clarity
- 308 reviews for clarity, possibly modeling after state
- 309 all for clarity
- 502 sentences regarding appointment
- Question town attorney of why “same” in titles 503-505
- 505 review poll times
- 507 all- specifically form provided by town and 10 signatories

43rd and Newark Permeable Pavement- Permit

Council Member Harding moved to increase the Adtek contract by \$3,000 for the Natural Resource Inventory, as required by the county for permitting. Council Member Hobbs seconded, a voice vote taken, motion passed.

Parking Ordinance

Mayor began conversation that the town receives many complaints about parking.

Chief asked for a review for a brief review of parking ordinances with a focus on parking stickers.

Discussion of whether a committee be formed to discuss parking. The Council discussed doing a public forum after staff reviews parking. Mr. Brooks asked for information on the number of rentals in town and owner-occupied numbers.

Ethics Commission

The Mayor discussed the need to appoint an Ethics Commission. She requested that each Council Member nominate individuals to serve. The Council agreed to nominate new members at next meeting.

Adjourn

Council Member Harding made a motion to adjourn, Council Member Mendoza 9:59pm

Attend in person or 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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