

COUNCIL OF THE TOWN OF BLADENSBURG

WORK SESSION AGENDA

March 11, 2024 @ 5:30 PM

Public Access Virtual via live stream on the Town's Facebook and YouTube pages

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

February 11, 2024, Work Session Minutes

IV. APPEARANCES

None

V. OLD BUSINESS

1. **FY 2025 Budget Update:** *Staff will provide an update on the budget calendar for FY 2025.*

VI. NEW BUSINESS

1. **March Legislative Session Update:** *LA PEREZ Consulting will update the Town on current bills and issues being reviewed and considered at the State and County levels. The council will provide staff with direction on legislation and policy matters.*
2. Review of Council Meeting Items
 - **Resolution 8-2024:** A RESOLUTION PROVIDING FOR A VISION ZERO POLICY TO ELIMINATE FATALITIES AND SERIOUS INJURIES THAT ARE A RESULT OF CRASHES ON STREETS WITHIN THE INCORPORATED LIMITS OF THE TOWN OF BLADENSBURG BY JANUARY 1, 2030.
 - **State Highway Administration (SHA) Right of Way Update (INFORMATION ONLY):** *The Town has updated its agreement with State Highway to add maintenance areas to our current contract and update the new Town signage.*
 - **Mosquito Control Program Update (INFORMATION ONLY):** *The Town of Bladensburg participates in this program annually. The spraying program usually starts in late May or early June and continues until early October.*
 - **Green Team Update (INFORMATION ONLY):** *Staff will provide the Council with a brief update on the previous meeting and planned Earth Day event on April 20, 2024.*
 - **COG Update (INFORMATION ONLY):** *A brief update on the most recent meetings and update from COG provided by the Town Administrator.*

VII. ADJOURNMENT

**COUNCIL OF THE TOWN OF BLADENSBURG
COUNCIL SESSION MINUTES - DRAFT
February 12, 2023 – 7:00 PM**

CALL TO ORDER

Mayor Takisha James called the meeting to order at 7:00 pm.

Council Members McBryde, Brown, and Dixon were present. Code Supervisor Rinehart, Treasurer Tinelli, and Town Administrator Michelle Bailey-Hedgepeth also attended.

OPENING PRAYER

Council Member Dixon gave the Opening Prayer.

PLEDGE OF ALLEGIANCE

Council Member McBryde led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor James requested a motion to approve the meeting agenda. Council Member McBryde motioned and was seconded by Council Member Brown. The motion passed 4-0.

APPROVAL OF MINUTES

Council Member Dixon moved to approve the January 8, 2024 minutes, and Council Member Brown seconded the motion. The motion passed 4-0.

APPROVED ABSENCE

Mayor James said Council Member Blount could not attend this evening's meeting and requested a motion to approve her absence. Council Member Brown motioned to approve her absence, which Council Member McBryde seconded. The motion passed 4-0.

PRESENTATIONS

Police Department Promotions - This will be rescheduled to the next monthly meeting.

PUBLIC COMMENTS

- Susan McCutchen gave an update on the MAGLEV to include a bill that would prohibit state funding of the project
- Renee Green, via Zoom, gave a patriotic committee update to include planning the Battle of Bladensburg 110th anniversary event; she also discussed Memorial Day and Women's Day events.

UNFINISHED BUSINESS

1. FY 2024 and FY 2025 Budget Update:

Treasurer Tinelli presented the financials through January at the Work Session before this meeting to say revenues were just ahead of budget and expenses were in line with budget through this point of the fiscal year.

The FY25 budget calendar and planned work sessions and the formats of each were discussed.

- April 8th – The draft budget will be introduced at the Mayor and Council meeting.
- The April 15th budget work session will discuss revenues and administrative department expenses, which make up about 15% of the total budget.
- The April 22nd budget work session will primarily focus on the larger Public Safety and Public Works departments.
- May and June work sessions were also discussed, and their content depends on how much will be accomplished in the April work sessions.
- Challenges were discussed again, as in the work session, with issues such as the expiration of ARPA funds, staffing increases, increases to insurance, fire department support, funding a new Town Hall, etc.

FINANCIAL BUSINESS

1. **Adoption and Approval of the FY 2023 Financial Statements and Audit Report**—this was completed by LSWG-certified Public Accountants. Eva Webb presented the FY23 audited financials to the council.

- The Town was issued a clean audit opinion for FY23, which is the best audit opinion the Town could receive.
- The statement of Net Position (Balance Sheet) shows assets and deferred outflows of almost \$14M. Total liabilities and deferred inflows were just over \$7M, leaving a net position of just over \$7M. Part of this \$7M net position is \$3.3M of unrestricted net assets.
- The Town's net position increased by almost \$600K in FY23.
- Accompanying schedules were also presented, such as the budgeted revenues and expenses versus actuals. There were significant budget variances, and Ms. Webb suggested that these budgeted variances be corrected to match the actuals closely.
- The Town had to do a separate audit engagement for governments receiving less than \$10M of ARPA funding instead of having a separate single audit engagement. Payroll transactions under ARPA were tested, and there was only one finding where three-time sheets were not signed. This was because of the vacancy in the Town Administrator position, but the Town has since hired a full-time administrator to ensure the procedures are followed. Ms. Webb said the employee time was accurately reflected, but the time sheets were not signed. It is more of a documentation finding and less of a payroll issue.
- 403(b) deferred comp plan has a balance of \$103K of surrendered funds still available if the Town wants to renew this as a contribution plan.
- The Mayor and Council thanked Ms. Webb for this year's audit, and Mayor James read the positive audit opinion from the FY23 audit.

Mayor James called for a motion to accept the FY23 audit, Council Member Brown motioned, and Council Member McBryde seconded it. The motion passed 4-0.

- Budget Adjustment Ordinance 6-2024:** Administrator Hedgepeth read the proposed emergency budget ordinance related to the purchase of two (2) 2023 Ford Police Interceptors (1) 2023 Dodge Ram 1500 from New Holland Auto Group for the Police Department in the amount not to exceed \$135,188 from Speed Camera proceeds.

Council Member Brown moved to approve the budget ordinance, which Council Member McBryde seconded. The motion passed 4-0.

- Budget Adjustment 7 –2024:** Administrator Hedgepeth read the proposed emergency budget ordinance related to the purchase of Light Towers from Mobile Pro Systems, not exceeding \$158,230 from Speed Camera proceeds.

Council Member McBryde moved to approve the budget ordinance, which Council Member Dixon seconded. The motion passed 5-0.

NEW BUSINESS

- Contract Approval 11-2024:** Approval to allow the Town Administrator to execute a contract with Bates for a five-year trash collection contract with two (2) one-year renewals beginning March 1, 2024, for \$26 per household for twice weekly trash pickup along with bulk trash; there is a CPI adjustment in March 2026; and a new location for an additional dumpster at Town Hall. We are currently out of contract with Bates, and this contract will still be cheaper than the state contract for vendors in our area.

Council Member Dixon asked why we have been out of contract. Mayor James and Administrator Hedgepeth said we came out of contract during the pandemic. Since then, we have had staff as acting Town Administrators and have had turnover in the position. At the same time, we had to administer the large influx of ARPA funding. Administrator Hedgepeth made this a priority soon after she started.

Council Member Brown moved to approve the contract, which Council Member McBryde seconded. The motion passed 4-0.

- Contract Approval 12-2024:** Requesting approval for the Town Administrator to enter into a contract with The Low Impact Design Center for engineering and consulting services for flood planning and other related documents for \$30,227. This will allow us to build support around our stormwater infrastructure to obtain funding for these projects. The Town is piggybacking on similar contracting work done with the City of Hyattsville and Cheverly.

Council Member Dixon moved to approve the contract, which Council Member McBryde seconded. The motion passed 4-0.

- Resolution 6-2024:** Administrator Hedgepeth read A RESOLUTION of the Town of Bladensburg, Maryland, Supporting Legislative Initiatives that Re-establish Local Land Use Authority in Prince

George's County. This is a resolution of support for pending State legislation that would allow local municipalities within Prince George's County to have the option to form a Planning Body.

Council Member McBryde moved to approve the resolution, which Council Member Dixon seconded. Council Member Brown asked about the opt-out clause discussed in the work session, and a sentence was added to the resolution stating that the Town has the option to opt in or out should the state legislature approve this matter. The amended resolution passed 4-0.

- 4. Resolution 7-2024:** A RESOLUTION concerning a Taskforce to Plan Celebrations for the 250th Anniversary of the United States of America to create the United States of America Semiquincentennial taskforce to plan celebrations in the Town of Bladensburg commemorating the 250th anniversary of the United States of America. This task force will consist of five to nine members appointed by the Mayor representing various community sectors, including residents, community leaders, educators, business owners, and historical societies. They will meet quarterly and report to the Mayor and Council.

Council Member McBryde moved to approve the resolution, which Council Member Brown seconded. The resolution passed 4-0.

- 5. Legislative Updates** – these were discussed at length in the work session.
- 6. Green Team Update:** They met earlier this month and discussed this in the work session.

STAFF REPORTS

- Treasurer:** The complete financial report was presented at the work session. Still concerned there was an audit finding regarding three unsigned timesheets over thousands of transactions totaling \$1.9M, but should not take away all of the good the ARPA program has accomplished with helping hundreds of families stay in their homes with rental assistance, utility, and food assistance as well, along with staffing support to administer this program.
- Public Safety:** Code Supervisor Rinehart gave an update in Chief Collington's absence. Please use the MyBladensburg app to let the Town know of any issues. This app has a follow-up system.
- Town Administrator:** Town Administrator Bailey-Hedgepeth submitted her report online but wanted to thank the Public Works Teams for their work during the recent snowstorm since Mr. Hall was not at the meeting this evening. They could also piggyback on Washington Gas's work to have 46th St. milled and overlaid.

MAYOR AND COUNCIL REPORTS

Council Member Brown – Ward 1

- Thanked the staff for all the work to keep the Town clean and safe.

- Provided a brief overview of the Maryland General Assembly legislative process, which begins Wednesday, January 10, 2024, and continues over the next 90 days.
- Three thousand (3,000) bills have been introduced, but they need to be passed out of either the House or Senate committees by the beginning of March to be heard in a timely manner by the other Chamber.
- All bills have to be passed by both Chambers and then sent to the Governor to be signed. Any bill that has not passed either Chamber by April 9th, Sine Die Day, will not be taken up again until next year.
- More information on bills going through the legislature and your legislatures can be found at www.mgaleg.maryland.gov
- The Public Safety meeting had to be rescheduled because of the weather to March, with more information to come.

Council Member Dixon – Ward 1

- Attended the MWCOC meeting for the Chesapeake Bay Coalition.
- Supported Council Member McBryde on her first prayer breakfast.
- Attended the Bladensburg Business Roundtable meeting and understand how important the businesses are for the Town.
- Participated in Rev. Dr. Martin Luther King Day of Service at the Bladensburg Waterfront Park.
- Met with coaches of the Boys and Girls Club they hope to reinstate.

Council Member McBryde – Ward 2

- She hosted a prayer breakfast on Rev. Dr. Martin Luther King Day, which was very well attended.
- She attended the Emerson House officer installation. Congratulations to all the officers.
- Attended the PGCMA meeting.
- Working on bringing a grant-funded composting project to the Town.
- Working with the Pastoral Lay Council to bring the local churches together to address the needs of our residents by providing food, clothing, and any other assistance.
- Encourage our residents to sign up for our email lists to stay informed about what is happening in your Town. We are here to serve the residents.

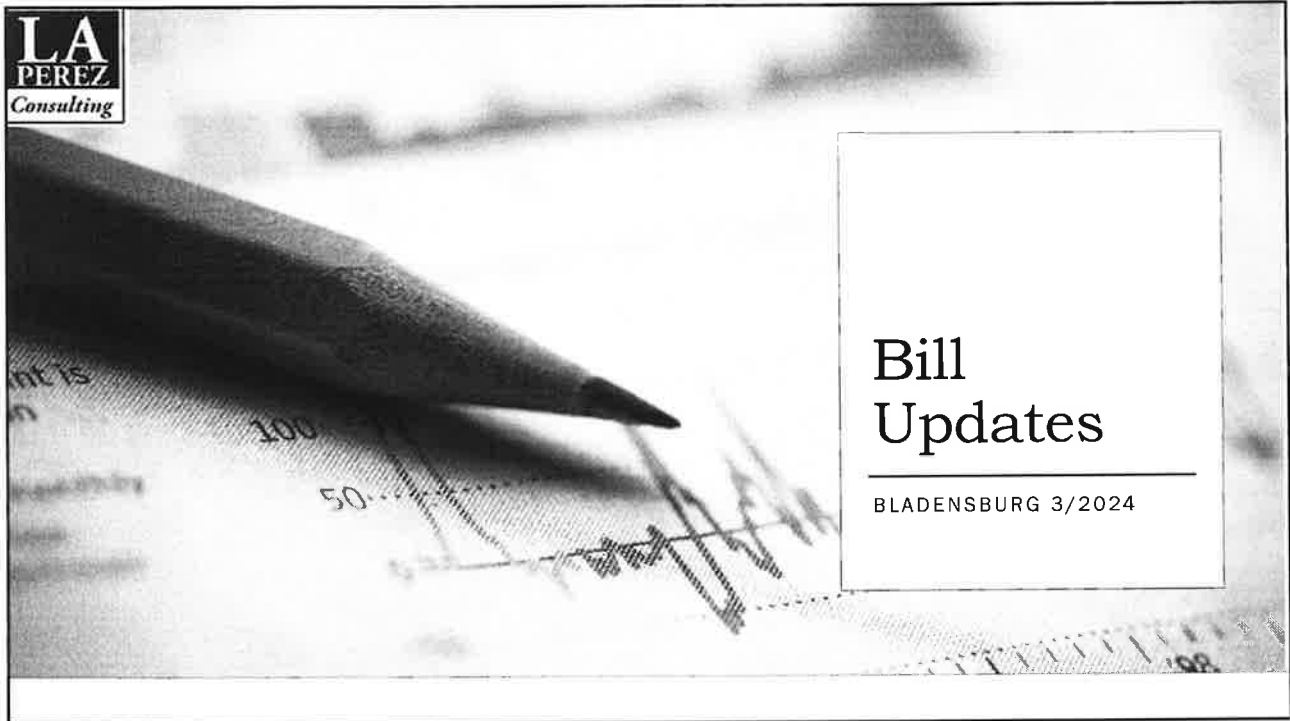
Mayor James

- The Mayor and Council Member Dixon met with coaches about reinstating a Boys and Girls Club to provide youth athletic and academic activities. She will be bringing back a proposal for approval from the Council.
- Attended the 295 Coalition Meeting with Delegate Nicole Williams about the proposed bill on February 22nd.
- Swore in the new officers of the Emerson House Resident Council along with Council Members Dixon and Blount.
- Working with our Economic Development consultants to bring something back to the Council.
- She especially thanks her husband for taking her place on Rev. Dr. Martin Luther King's Day of Service while she was out of Town.

- Gave testimony for the Town before the Maryland Budget and Taxation Committee.
- Attended the MML Board Meeting and still serves as the MML Outreach Committee Chair.
- Restarted the Bladensburg Business Roundtable and had our business community attend along with legislative representatives.
- Beginning in March, working with the Pastoral Lay Council and our desire to help with food resources, we will distribute 30,000 pounds each month through our shared resources.

ADJOURNMENT

Mayor James asked for a motion to adjourn. Council Member Brown made a motion, which Council Member McBryde seconded. The motion passed 4-0. The meeting adjourned at 8:35 PM.



LA PEREZ Consulting			
Bills To Cover			
HB 1104	HB 0306	HB 0307	SB 0160
Fairness In Zoning	Economic Innovation	Class C Beverage License For Fraternities	Tipped Employees Bill
Not a lot movement	Overall Support for the bill	Allows for fundraising	Businesses must begin to pay minimum wage
No hearing has been scheduled	Venture Capital funding is being discussed	Enables unique opportunities for gatherings	Changes will occur over the next 3 years



Bills To Cover

HB 396

Tax On Energy

Leaves an opening for the county provided school funding to be reduced

State has encouraged all parties to get on board

HB 398

Telecommunications Tax

Leaves an opening for the county provided school funding to be reduced

State has encouraged all parties to get on board

SB 0100

Organized Retail Theft

Aims at stopping large scale retail

Strongly worked by Bladensburg

HB282

Speed Camera Enforcement

Allowing a technician vice a Police to certify violations

Fiscal note reports significant cost savings



Bills To Cover

HB 0170

MAGLAV Bill

Involves no further funding from the state

Only money spent, we involve engineers reviewing designs

HB 1059

Delegate Holmes municipal zoning

The bill is losing some steam

Currently barriers such as 15,000 municipal residents

SB 0148

Stormwater Management Bill

Earmarks 20 million for stormwater mgmt. funds

The aim is directed and underserved communities
1st

SB 0314

Parental Accountability

Assigns Civil Liability up to \$25,000

Deals with Civil Manners only



Any Questions?

Town Administrator Council Item Overview



February 2024 – Work Session

Michelle Bailey Hedgepeth, Town Administrator

Key Items of Interests

NEW BUSINESS

1. Resolution 8-2024: A RESOLUTION PROVIDING FOR A VISION ZERO POLICY TO ELIMINATE FATALITIES AND SERIOUS INJURIES THAT ARE A RESULT OF CRASHES ON STREETS WITHIN THE INCORPORATED LIMITS OF THE TOWN OF BLADENSBURG BY JANUARY 1, 2030.
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FY 2025 Budget Update

○ FY 2024:

The Town Treasurer has provided an update on the current budget expenditures to date.

○ FY 2025:

- Overview of Budget timeline and meetings
- Overview from staff on;
 - Tax Rate
 - New or Increased funding items for FY 2025



Resolution 8-2024: A RESOLUTION PROVIDING FOR A VISION ZERO POLICY TO ELIMINATE FATALITIES AND SERIOUS INJURIES THAT ARE A RESULT OF CRASHES ON STREETS WITHIN THE INCORPORATED LIMITS OF THE TOWN OF BLADENSBURG BY JANUARY 1, 2030.



- Resolution to adopt Vision Zero Policy for the Council
- It allows the Town to apply for additional grant funds to eliminate and improve pedestrian and serious injuries in the Town.
- Several other state and local agencies have adopted this policy statement.

Mosquito Control Program Update (INFORMATION ONLY)



- The Town annually conducts Mosquito spraying
- This is public health measure that is partly funded by the state and samples are taken yearly to conduct research.
- Mr. Rinehart will be presenting this item

March Legislative Session Update (INFORMATION ONLY):

- Jonathan Brown presented this in the Work Session, and he will provide the Council with a brief version of his updates during the Town Council Session.



Green Team Update

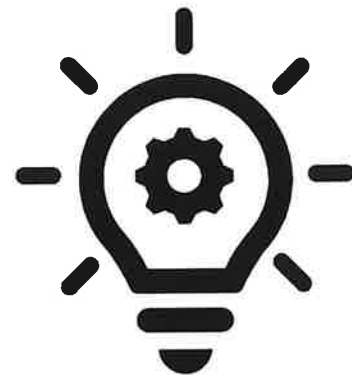


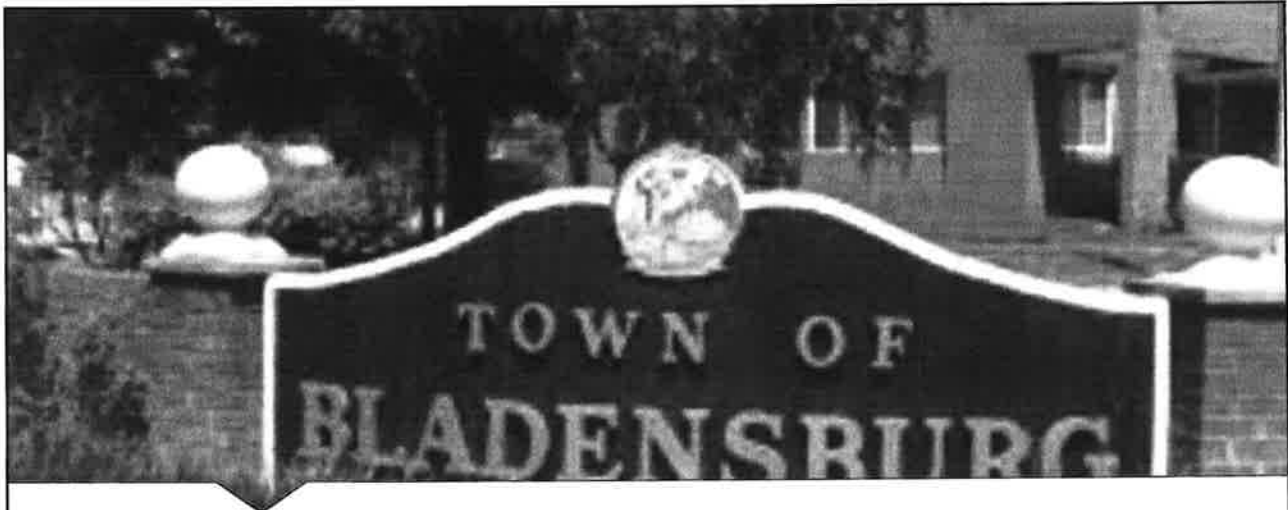
- The Green Team met on 2/26/24 and discussed the previous plan and has set a meeting to discuss the plans for Earth Day and various beautification activities.
- The next meeting is scheduled in late March.

COG Update (INFORMATION ONLY)

Some highlights:

- Staff updates on CAO Meeting and Region Forward
- Councilmember upcoming meetings
- Note many of the committees meet quarterly
- The Town staff is involved in ongoing programs and opportunities with COG,





Questions

Thank you