

Town of Riverdale Park
Work Session Minutes
February 25, 2019
8:00 p.m.

In Attendance

Alan K. Thompson, Mayor
CM Marsha Dixon, Ward 1
CM Aaron Faulx, Ward 2
CM David Lingua, Ward 3
CM Colleen Richardson, Ward 5 (left at 9:41 p.m.)

John N. Lestitian, Town Manager
Jessica Barnes, Town Clerk
Paul Smith, Finance and Employee Services Director
Ivy Lewis, Director of Public Projects and Services
David Morris, Chief of Police
James Davis, Operations Manager
Keith Robinson, Program Specialist

Call to Order

Mayor Thompson called the work session to order at 8:15 p.m.

Mayor's Report

Mayor Alan Thompson deferred most of his report to the March 4th Legislative Meeting.

Mayor Thompson gave a report on the Closed Meeting held on February 25th regarding barriers to a business considering locating in Town (statute #4) and items related to the Town Manager (statute #1).

Public Comments

Resident Corey Bettenhausen of 4500 Riverdale Road, made two recommendations based on the final report of the President's Task Force on Community Policing; 1) Annual (or bi-annual) community surveys and use of results of surveys as a guide for outreach activities and evaluation of outreach efforts; 2) decrease the length of shifts for officers from 12 hours to 10 hours.

Presentations

Budget: FY2020 Revenue Projections

Finance Director Paul Smith presented an overview of revenue sources, FY2019 budget actuals, and FY2020 projections.

Discussion:

Town Manager Lestitian discussed the Constant Yield Notice and stated that further review was needed.

Town Manager's Report

Town Manager John N. Lestitian reported:

- State of the Town was scheduled for March 18th at 7:00 p.m. at Town Hall

- Town has advertised for police officer and dispatcher positions through the new automated HR system, Bamboo HR
- Repositioning of Office of Administrative Services (OAS) and hiring of two Program Specialists: TJ Sundberg and Keith Robinson
- Discussion regarding the potential repositioning of Department of Public Works as related to Discussion Item 9
- Reminder regarding upcoming road closures for Mardi Gras 5K to be held on March 2nd

Discussion:

Mayor Thompson stated that he was happy to see the increase in social media posts.

Council Committee & Ward Reports

CM Marsha Dixon, Ward 1

CM Marsha Dixon deferred her report to the March 4th Legislative Meeting.

CM Aaron Faulx, Ward 2

CM Aaron Faulx deferred his report to the March 4th Legislative Meeting.

CM David Lingua, Ward 3

CM David Lingua deferred his report to the March 4th Legislative Meeting.

CM Colleen Richardson, Ward 5

CM Colleen Richardson deferred her report to the March 4th Legislative Meeting.

Discussion Items

1. Fence permit application: 6-foot wooden fence at 4711 Nicholson Street

CM Lingua gave an overview of the request. CM Lingua requested that Discussion Item 1 be placed on the Consent Agenda for the March 4th Legislative Meeting. There were no objections.

2. Amendments to Chapter 42 Licenses

Town Manager Lestitian stated that staff had tried to streamline the licensing process and clarify language through the proposed legislation. Town Manager Lestitian discussed the section of the legislation regarding Mobile Vendors and enforcement.

Resident Doug Jarman of Mister Magic Ice Cream, discussed his concerns regarding unlicensed vendors and their impact on his business. Mr. Jarman stated that he needed the Town's support to protect his business. Mayor Thompson discussed the Town's limitations on enforcement.

Town Manager Lestitian stated that staff would add language to address door-to-door sales and provide a report on fee structures.

3. Partnership with Prince George's County: Fuel Agreement

Public Projects and Services Director Ivy Lewis gave an overview of the Memorandum of Understanding with Prince George's County regarding fuel and the estimated cost savings to the Town.

4. Aging Accounts Receivable: Collection Agency

Program Specialist Keith Robinson gave an overview of the Town's aging accounts receivable and the recommendation to utilize Alacrity Collection Services to attempt to collect the outstanding revenue.

Resident Sheila Smith of 5001 Riverdale Road asked for clarification regarding the process for selecting a vendor. Resident Corey Bettenhausen asked for confirmation that the recommended vendor was a legitimate and reputable business. Town Clerk Barnes gave an overview of the selection process. Ms. Barnes explained that three vendors had been selected and evaluated by Riverdale Park Police Department staff and additional review was completed by Administrative Services staff, to include outreach to other municipalities.

Resident Bob Smith of 5001 Riverdale Road asked if collection services would be going out to bid. Town Manager Lestitian stated that staff did not have any data to indicate how much, if any, of the outstanding revenue would be able to be collected and there were no fees associated with the contract if the vendor was unable to collect.

CM Lingua requested that Alacrity provide a sample of the letter and envelope that would be used when attempting to collect the outstanding revenue.

5. MARC VRE Connection

Town Manager Lestitian provided an overview of the MARC VRE Connection and asked for direction from the Mayor and Council regarding whether the Town would like to provide comments on the plan.

Mayor Thompson stated that the plan would provide more employment options for residents. CM Faulx stated that it was a great opportunity and he had positive experiences when using MARC.

6. Mixed-Used Town Center (M-UTC) Local Design Review Committee resignation and appointment recommendation

Mayor Thompson stated that there was a vacancy on M-UTC and gave an overview of the process for selecting a replacement. Mayor Thompson stated that outreach would be done through all channels of communication as well as through social media.

7. Ordinance authorizing wireless and wireline broadband deployment in the public rights of way

Mayor Thompson provided an overview of the issue and the need for legislation.

8. Appointment of Election Judges and Members of the Board of Election Appeals

Mayor Thompson asked that the Council forward the names of their appointees to the Town Clerk.

9. DPW repositioning and expanding efforts: Bid No. DPW 19-001 Lawn Mowing and Maintenance Services

Public Projects and Service Director Ivy Lewis stated that contracting out lawn mowing services would allow for staff to devote more time to community priorities. Director Lewis provided an outline of the areas in Town that would be covered by a lawn mowing contract.

CM Lingua asked about cooperation between the selected contractor and Department of Public Works (DPW) staff. Operations Manager James Davis reported that DPW would still collect leaves and handle snow removal.

Mayor Thompson stated that the agreement needed an early termination clause for lack of performance.

Resident Sheila Smith of 5001 Riverdale Road stated that she was recently driving behind a Town vehicle and saw staff stop to pick up tree branches. She commended staff for their efforts to keep the Town safe and clean.

10. Minutes

Mayor Thompson requested that the Council make staff aware of any changes that were needed to the minutes.

Unfinished Business

There was no unfinished business.

New Business

Mayor Thompson reported that the Town had recently hosted a Prince George's County Municipal Association meeting and the event went very well.

Adjournment

The meeting was adjourned at 10:15 p.m.

**Town of Riverdale Park
Special Legislative Meeting Minutes
February 25, 2019**

In Attendance

Alan K. Thompson, Mayor
CM Marsha Dixon, Ward 1
CM Aaron Faulx, Ward 2
CM David Lingua, Ward 3
CM Colleen Richardson, Ward 5

John N. Lestitian, Town Manager
Jessica Barnes, Town Clerk
Paul Smith, Finance and Employee Services Director
Ivy Lewis, Public Projects and Services Director
Keith Robinson, Program Specialist
David Morris, Chief of Police
James Davis, Operations Manager

Call to Order

Mayor Thompson called the Special Legislative meeting to order at 8:06 p.m.

Approval of the Agenda

CM Faulx made a motion to approve the Special Legislative meeting agenda for February 25, 2019. The motion was seconded by CM Dixon. Vote: 4-0-1 (favorable, Mayor Thompson abstained)

Presentation

Bid Opening: DPW 19-002 Residential Trash Collection Services

Town Manager Lestitian gave an overview of the bid for Residential Trash Collection Services.

Town Clerk Jessica Barnes reported that two submissions had been received prior to the deadline. Ms. Barnes opened the bid packages and reported:

	65-gallon trash cans	95-gallon trash cans
MBG Enterprises, Inc.	\$25.82	\$27.00
Bates Trucking	\$19.50	\$19.50

Town Manager Lestitian clarified that the prices reported were per household per month.

Public Comments

Resident Sheila Smith of 5001 Riverdale Road asked if the Town would consider anything besides prices when selecting a residential trash vendor. She asked if the business practices of the vendors would also be considered. Town Clerk Barnes stated that the bid opening was the first

step in the process and staff would review the bid submissions and check references before any recommendations were made.

New Business

There was no new business.

Unfinished Business

There was no unfinished business.

Adjournment

CM Dixon made a motion to adjourn the Special Legislative Meeting at 8:15 p.m. The motion was seconded by CM Faulx. Vote: 4-0-1 (favorable, Mayor Thompson abstained)