

**TOWN OF BLADENSBURG  
WORKSESSION MINUTES  
June 13, 2016 5:30 p.m.**

**I. CALL TO ORDER:** Mayor James called the meeting to order at 5:30 p.m. with Council Members Bridgeman, Ficklin, Hall and Mendoza present.

**II. APPROVAL OF MINUTES: May 9th Worksession, Budget Worksessions: April 18, May 4, May 7, and Town Grant Worksession, May 24:** Council Member Hall moved to approve the listed minutes as presented; Council Member Mendoza seconded the motion and it passed unanimously.

**III. UNFINISHED BUSINESS**

**Annexation: Quincy Manor:** Mayor James explained that with the downturn in the economy, the redevelopment at that site was stalled. There is a small industrial area between Bladensburg and Cheverly that may be worth exploring for annexation. The Mayor will hold a small internal meeting to discuss approaching this.

**Strategic Planning Update:** Town Administrator Sandlin reported that she and Ms. McCray have developed a rough timeline for completing the next stages of the Strategic Planning process. A survey was sent to the residents, businesses and staff with a deadline at the end of July for returned forms. There will be a working session in early October with the Mayor and Council and a draft implementation plan is expected by the end of October.

**Travel Policy: MML Conference:** Town Treasurer Tinelli recommended using the GSA schedule, to include 75% per diem for travel days. Receipts would not be necessary under this policy. Council Member Ficklin moved to adopt the per diem fees and other financial considerations presented by the Treasurer (including lodging the night prior to the Conference); Council Member Bridgeman seconded the motion. Vote: Hall-Aye, Ficklin-Aye, Mendoza-Aye, Bridgeman-Aye, Mayor-Aye. The motion passed unanimously.

**Gateway Signs:** Brendan Quinn, Ernest Maier, is expected to have a design in the following week. State Highway Administration requires break away signs in its rights of way.

**46<sup>th</sup> Avenue Street Improvements:** Public Works Foreman Hall reported that two bids were received from M.T. Langley and VMP. There was an insignificant cost difference. This work will be milling and overlay for 46<sup>th</sup> Avenue between Upshur and Tanglewood. Council Member Bridgeman moved to approve M.T. Langley as the contractor with a project cost not to exceed \$50,000; Council Member Hall seconded the motion. Vote: Council Member Hall-Aye, Council Member Ficklin-Aye, Council Member Bridgeman-Aye, Council Member

Mendoza-Aye, Mayor James-Aye. The motion passed unanimously.

**CDBG PY 39 (53 Place Street Improvements): Approval of Contractor:** Town Clerk McAuley reported that VMP was the low bid for this project and the Town Engineer had reviewed all bid submittal quantities and approved the results. Council Member Ficklin moved to approve VMP as the contractor; Council Member Bridgeman seconded the motion. Vote: Hall-Aye, Ficklin-Aye, Bridgeman-Aye, Mendoza-Aye , Mayor James-Aye. The motion passed unanimously.

### III. NEW BUSINESS

**Ordinance 2-2016: Amend 8-2012-Town Seal, Town Logo, Stationary:** Ms. Sandlin that this law would stop the use of official Town property designations to only those entities sanctioned by the Town. This will eliminate misconception that various organizations are representing or speaking on behalf of the Town. The first reading will take place at the Council Meeting.

**Purchase of Police Explorer Uniforms:** Bladensburg Officer Calloway requested that the Town support purchase of Police Explorer uniforms' cost of \$3000. Council Member Bridgeman moved to re-appropriate \$3000 from Professional Development to Community Initiatives under the Mayor & Council's FY 16 Budget for this purchase; Council Member Mendoza seconded this motion: Vote: Council Member Hall-Aye, Council Member Ficklin-Aye, Council Member Bridgeman-Aye, Council Member Mendoza-Aye, Mayor James-Aye. The motion passed unanimously.

**Personal Policy Amendment: Town Elected Officials and Staff participation in Town Committees and Boards:** Ms. Sandlin reported that this amendment would eliminate conflicts when various organizations ask for funding or interference with other staff obligations of time. Council Member Ficklin moved to approve the Personnel Policy Amendment as presented; Council Member Bridgeman seconded the motion and it passed unanimously. Vote: Council Member Hall-Aye, Council Member Ficklin-Aye, Council Member Bridgeman-Aye, Council Member Mendoza-Aye, Mayor James-Aye. The motion passed unanimously.

**Legislative Priorities:** Mayor James suggested that the Town set its own priorities in addition to the Port Towns legislative initiatives. He will have more specifics at the end of July. Ms. Sandlin suggested Town Resolutions on positions in support of the County Executive's priorities.

**Town Veterans: Outreach-** Town officials will look into opportunities to support the Town Veterans.

**Proposed Adoption of Consent Agenda procedures:** Town Administrator

Sandlin recommended adopting a Consent Agenda policy that allows for “housekeeping” approvals by the Mayor and Council for items such as minutes, Board appointments. If any Council wants to discuss an issue on the list, it is taken off the Consent Agenda and placed for regular discussion and approval. Council Member Ficklin moved to approve use of a Consent Agenda when viable; Council Member Hall seconded the motion. Vote: Council Member Hall-Aye, Council Member Ficklin-Aye, Council Member Bridgeman-Aye, Council Member Mendoza-Aye, Mayor James-Aye. The motion passed unanimously.

**Town Administrator Updates:** An RFP has gone out for the Parking Study. Also, Ms. Sandlin spoke about the need to develop an RFP. Council Member Hall moved to go forward with the RFP; Council Member Bridgeman seconded the motion. Vote: Council Member Hall-Aye, Council Member Ficklin-Aye, Council Member Bridgeman-Aye, Council Member Mendoza-Aye, Mayor James-Aye. The Motion passed unanimously.

**IX. ADJOURNMENT:** At 6:50 p.m., there being no further business, Council Member Ficklin moved to adjourn; Council Member Hall seconded the motion and it passed unanimously.

Respectfully submitted,

Patricia A. McAuley, Town Clerk