

**TOWN OF BLADENSBURG
WORKSESSION MINUTES
November 14, 2016 5:30 p.m.**

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

II. APPROVAL OF MINUTES: October 10, 2016 Worksession Minutes: Council Member Mendoza moved to approve the minutes as presented; Council Member Hall seconded the motion and it passed unanimously.

III. TNI TRANSITION: Linda Turner, County representative for the transition, reported that the transition out of the TNI has already started with the County Police and Public Works. The final TNI meeting will take place on December 6th, however someone from Prince George's County will continue to be part of the Team. The Team will be made up of persons from both the Town and East Riverdale.

V. UNFINISHED BUSINESS

Office Painting Proposals; Council Member Ficklin moved to approve the proposal from ARCO contractors for \$11,950 to paint the Police, Code and Town Administrator's office; Council Member Hall seconded the motion and it passed unanimously. Vote: Council Member Hall-Aye, Council Member Mendoza-Aye, Council Member Ficklin-Aye, Mayor James-Aye. The motion passed unanimously.

Administrative Offices Safety Assessment: On November 28th, a safety assessment will be done of the administrative offices. A State Police Officer will perform this study and his recommendations will be discussed at the December Council Meeting.

Website Vendor Proposals (approval vote at Council Meeting): Town Administrator Sandlin discussed how the proposals were vetted by a review committee and the proposed vendor was chosen for Council approval. MDA will provide two years of free maintenance. Their bid was \$18,490 and they will use Word Press

Employee Health Insurance: Treasurer Tinelli reported that Employee health insurance prices had a small increase, so for this renewal year we will stay with the same two options for staff.

VI. NEW BUSINESS

Rules and Procedures for Council Meetings: Town Administrator Sandlin presented a proposed protocol Town meeting procedures. This policy has been reviewed and given the go-ahead from the Town Attorney. Mayor and Council should review the document and be ready to vote to approve it at the December meeting.

Holiday Schedule: Town Administrator Sandlin recommended that the day after Thanksgiving be given as a holiday to Town Employees. Overtime for Police officers can be handled in the current budget and it allows employees without accrued leave to have the day off. Council Member Hall moved to approve the holiday for this year; Council Member Ficklin seconded the motion. Vote: Council Member Hall-Aye, Council Member Mendoza-Aye, Council Member Ficklin-Aye, Mayor James-Aye. The motion passed unanimously.

IX. ADJOURNMENT: There being no further worksession business, at 6:45 p.m., Council Member Mendoza moved to adjourn; Council Member Hall seconded the motion and it passed unanimously.

Respectfully submitted,
Patricia McAuley, Town Clerk