



## Town Council Meeting Minutes December 19, 2022

**Present:** Mayor Jeffrey Schomisch, Vice Mayor Jeanette Ripley, Councilmembers Joe Williams, Kathleen Walker, Michael Walker and Todd Over. Also, in attendance were Town Manager Rommel Pazmino, Chief of Police Robert Liberati, and Office Assistant Jackie Villela.

### Call to Order

Mayor Schomisch called the December 19, 2022, Meeting to order at 7 p.m. and asked all to rise for the Pledge of Allegiance.

### Approval of the Agenda

Mayor Schomisch requested amending the agenda. Item 9b. "January 2023 Meeting dates" was moved up to 5a. No further changes were made. Councilman Williams moved to approve the agenda as amended. Councilwoman Walker seconded the motion. All present voted aye and the amended agenda was approved (6-0).

### Approval of the Consent Agenda

Mayor Schomisch provided time for all to review the November 14, 2022, and December 5, 2022, Meeting Minutes. No changes were made to the Meeting Minutes. Mayor Schomisch entertained a motion to approve both Meeting Minutes. Councilman Williams motioned to approve the November 14, 2022, and December 5, 2022, Meeting Minutes and Councilman Walker seconded the motion. All present voted aye and the motion was passed (6-0).

Town Manager Pazmino passed out the December 5, 2022, closed session Meeting Minutes and provided time for all to review. Since no changes were made, Mayor Schomisch entertained a motion to approve the Closed Session Minutes. Councilman Williams motioned to approve the December 5, 2022, Closed Session Meeting Minutes and Councilman Over seconded the motion. All present voted aye and the motion was passed (6-0).

### Correspondence and Announcements

- a. **January-February 2023 Meeting Dates:** Mayor Schomisch explained that several scheduled Council Meeting dates for January and February 2023 fall on holidays, therefore the Council needs to decide what dates the Council Meetings will be held. Mayor and Council decided that the January Council Meetings will be on Tuesday, January 10, 2023, and Monday, January 23, 2023. The February Council Meetings will be on Monday, February 6, 2023, and Tuesday, February 21, 2023. Motion to change meeting dates for January and February 2023 was made by Councilman Williams and seconded by Councilwoman Walker. All present voted aye and the motion was passed (6-0).
- b. **Closing for December 23:** Vice Mayor Ripley explained that Governor Hogan is allowing State Government offices to be closed on December 23, 2022, for Christmas. She would like the Council to consider doing the same for Town employees. The rest of the Council agreed to close Town Hall building on December 23, 2022. Mayor Schomisch entertained a motion. Councilman Williams made the motion and Councilman Over seconded. All present voted aye and the motion was passed.

## Reports

- a. **Finance:** Town Manager Pazmino presented the finance report. He explained that the Bank of America account remains open due to American Traffic Solutions still making deposits into it. Town Manager Pazmino stated that he will give them until the end of the month to correct the problem and then the account will be closed. Vice Mayor Ripley asked about the number for PNC Cable Report for November. The number is significantly lower than October. Town Manager Pazmino stated he will speak to the treasurer and get back to Vice Mayor Ripley.
- b. **Police Report:** Chief Liberati presented the police report and answered questions from the Council.
- c. **Code Enforcement Report:** Town Manager Pazmino explained that there is no code enforcement report in the packets due to a transition of personnel. He briefly explained what Mike Thompson was working on. The Council brought up a few code-enforcement concerns they had. Town Manager stated he will speak to Mike Thompson and get back to them.
- d. **Public Works Report:** The Mayor and Council briefly reviewed the Public Works Report. There were no changes to the report. Councilwoman Kathy Walker asked how animal control is going because there have been several dogs on the loose in Town. Councilman Walker asked Chief Liberati when he believed Ebenezer Church of God will stop distributing food. Chief Liberati answered that he believes it will be a permanent event.

## Public

No public attended the meeting.

## Unfinished Business

- a. **Code Enforcement Officer:** Town Manager Pazmino explained that Casemir Robak, the new code enforcement officer, has resigned. He stated that now the position is ready for a new hire. There is a new desk and new computer. Additionally, he is expecting to receive two resumes for the position. If everything goes well, he may interview those people within the next few weeks. Town Manager Pazmino asked the Council since there is no code enforcement officer now, would they like Mike Thompson to continue helping with code enforcement. They answered yes. The Council then proceeded to discuss the position. Town manager stated he will reach out to the Council when he sets up interviews.
- b. **Meekins Survey Proposal:** Mayor Schomisch explained that Meekins was hired to perform a boundary survey for the annexation. He, Town Attorney Ruff, and Town Manager Pazmino went to their office to discuss the boundary survey. Mayor Schomisch stated that their proposal is for \$32,600 and the bidding can be waved. Mayor Schomisch entertained a motion to accept Meekins estimate to perform boundary survey in the amount of \$32,600 for annexation and fund it using ARPA funds. Councilman Over made the motion and Councilman Walked seconded. All present voted aye and the motion was approved (6-0).
- c. **Cable Franchise Agreement:** Mayor Schomisch explained that the ordinance approved by the Council on November 14, 2022, did not include the 90-page Franchise Agreement as an addendum. Therefore, a new ordinance needs to be introduced that includes the addendum. Mayor Schomisch entertained a motion to introduce motion O-06-2022.

Councilman Williams made the motion and Councilman Over seconded. All present voted aye and Ordinance O-06-2022 was introduced (6-0). Ordinance 0-06-2022 will have a public hearing on January 10, 2023.

### **New Business**

- a. ARPA Gift Card Program:** Town Manager Pazmino explained that out of \$150,000 of ARPA funding that was allocated toward the Senior Assistance Program, only \$26,000 has been awarded. Office Assistant Jackie Villela explained that from January 2022 to December 2022, only 21 residents applied for the program and were awarded \$1,250 each. So, the total amount awarded for the Senior Assistance Program in one year was \$26,250. Ms. Villela explained that Tom Himler, the Town's ARPA consultant, suggested the Town end the program because there have not been any new applications since October 2022, and that way the Town can allocate the rest of the money to a new program. However, if the Council would like to restart the program in 2023 that can also be an option. Town Manager Pazmino explained that Ms. Villela found a program that other municipalities are offering with ARPA funds. It is a grocery gift card program, where residents of the Town are awarded a gift card to a local grocery store. Mr. Pazmino passed out the draft application for the Food Gift Card Program to the Council for review. The Council liked the idea of a Food Gift Card Program for the Town of Landover Hills but would like to allocate \$50,000 instead of \$20,000 as Mr. Pazmino suggested. Additionally, the Council decided to raise the gift card amount to \$200.

Councilmember Mike Walker moved to reintroduce the Senior Assistance Program for 2023 and upping the award amount to \$2,000.00 per applicant. Councilman Williams seconded the motion. All presented voted aye (6-0).

Councilman Williams made a motion to start a Food Gift card program and allocate \$50,000 of ARPA funds with a gift card amount of \$200. The program will be announced in the January Town Newsletter with an application deadline of February 15. Councilman Over seconded the motion. All voted aye (6-0).

- b. Holiday Decorating Contest:** The Mayor and Council reviewed pictures and videos from the Holiday Parade that took place on December 18, 2022. Additionally, they discussed the winners of the Holiday Decorating Contest. The winners are as follows:

**Most Creative:** 6911 Varnum Street

**Most Traditional:** 4100 Fairfax Street

**Best Overall:** 7104 Shepherd Street

Councilman Williams suggested contest winners receive \$50.00. The rest of the Council agreed.

### **Adjournment**

Mayor Schomisch entertained a motion to adjourn. Councilman Williams made the motion and Councilman Walker seconded. The meeting adjourned at 9 p.m.