

TOWN OF EDMONSTON
WORK SESSION MINUTES JANUARY 15, 2020

1. CALL TO ORDER: Mayor Gant called the meeting to order at 5:47 with Council Member Johnson, Bennett White, Turberville, Council Member Layne was absent. Staff present were Town Administrator Rod Barnes, Town Clerk Averil Gray and Police Chief Demetrius Harris.
2. A discussion began about the parking lot on 46th Avenue owned by Scott Cohen. The lease ended in December and annual fees are estimated at \$35K. Mayor Gant inquired about uses for the lot with potential revenue for the Town such as sub-leasing lot or establish metered parking system. Mr. Barnes indicated the lot could be used as economic incentive for the Edmonston Collective by designating parking spaces for participating vendors. While the Collective project is progressing with the assistance of County PG Council Member Ivey but the County will not allot 10 parking spaces for this venture so this is a major stumbling block. As further incentive Chief Harris suggested the Town could waive parking fees for the weekend. Town Engineer Mike Clar will draw up plans for the lot which is expected to allow up to 30 parking spaces. Mr. Barnes suggested that the Town could revoke the 17 spaces of street parking currently designated for businesses on 46th and instead re-assign to the parking lot. A discussion about metered parking options based on methods used at other County businesses such as digital tracking system of license plates. Overall, Mayor and Council want to pursue and research further a plan for potential use of the parking lot. Council Member Johnson stressed the importance of enforcement and Council Member White inquired about a budget for a potential plan. Council Member Turberville thinks moving forward should be contingent on the progress the Edmonston Collective and the ability to negotiate lower cost for the lot. Mr. Barnes will continue discussions with the owner and research the option of metered parking.
3. Mr. Barnes shared plans for the construction of an office in the Council chambers for the Code Officer. He and Chief Harris thought by relocating the Code Officer would free-up office space needed by the Police Department. Council Member Bennett-White inquired about costs to which Mr. Barnes replied that it would be less than \$3K and take a few days to build.
4. Chief Harris shared that the Edmonston Police Department received a \$9,600 Grant from the Governor's Office of Crime Control and Prevention for Police Recruitment and Retention. Chief Harris plans of using the grant as follows: \$3K signing bonus for selected bilingual candidates; \$3K as a signing bonus for a selected military veteran candidates. Planned fund

release of \$500 every 6 months and \$3,600 for uniforms with \$150 fund release every 3 months.

5. AGENDA REVIEW: The agenda for the January 15th Town Council regular meeting was reviewed and approved.
 - i. The consideration of approval of the Closed Session minutes from the November 13 work session and the regular Council Meeting minutes from December 11, 2019. As there was no mention of changes to the minutes, a vote will be taken at the Regular Town Council meeting.
 - ii. The consideration of approval of the job description for the Administrative Manager position (former Police Clerk position). Chief Harris and Mr. Barnes led a discussion about the revised position from Police Clerk to Administrative Manager. The job's main function is to provide support to the Police Department but with new responsibilities to handle communications with the press, handle social media; and manage property room assets. Additionally, duties will expand to working with Code on business licensing and the Town Government on assisting and sponsoring community events. Overall, Chief Harris and Mr. Barnes see the Administrative Manager as providing better continuity with Town government. The position will coordinate and cross train with the Town Clerk position. Description notes that bi-lingual candidates are encouraged to apply. Mayor Gant asked that preferred bilingual candidates be changed to other wording. The revised salary range is \$44K - \$50K.
 - iii. The introduction of Ordinance 2020-OR-01 amending Chapter 34 (Elections) of the Edmonston Town Code. Language within other areas of the ordinance were revised to be concise. The changes were discussed by the Council when the charter resolution updating elections was passed. This ordinance provides updates on voter registration and responsibilities of the staff. These amendments are being introduced at tonight's Regular Town meeting.

7.ADJOURNMENT: At 6:55 pm Mayor Gant adjourned the work session meeting.

Mayor Tracy R. Gant

Averi Gray, Town Clerk