

City of Hyattsville

*Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org*



Meeting Minutes

Monday, June 3, 2024

7:00 PM

https://us06web.zoom.us/webinar/register/WN_hW2igPaaRlic8sfP1lcHtA

Virtual

City Council

Robert S. Croslin, Mayor
Joseph Solomon, Council President, Ward 5
Joanne Waszczak, Council Vice President, Ward 1
Sam Denes, Ward 1
Danny Schaible, Ward 2
Emily Strab, Ward 2
Jimmy McClellan, Ward 3
Kareem Redmond, Ward 3
Edouard Haba, Ward 4
Michelle Lee, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator
Nate Groenendyk, City Clerk, 301-985-5001, cityclerk@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!
Your participation at this public meeting is valued and appreciated.

AGENDA/PACKET: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

AMERICANS WITH DISABILITY ACT: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AUDIBLE DEVICES: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

PUBLIC INPUT: If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

REPLAY SCHEDULE: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/meetings.

CITY INFORMATION: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

INCLEMENT WEATHER: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

Meeting Notice:

The Hyattsville City Council will hold its meeting on Monday, June 3, 2024 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at www.hyattsville.org/meetings.

PUBLIC PARTICIPATION:

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Members of the public who wish to comment during the virtual Council meeting must register in advance using the link below.

https://us06web.zoom.us/webinar/register/WN_hW2igPaaRlic8sfP1lCHtA

1. Call to Order and Council Roll Call

Call to order at 7:22 PM

Also Present:

City Administrator-Tracey Douglas
 Deputy City Administrator-Laura Reams
 Director of Community Development-Debi Sandlin
 City Treasurer-Ronald Brooks
 Chief of Police-Jarod Towers
 Director of Community Services-Sandra Shephard
 Director of Public Works-Lesley Riddle
 Director of Human Resources-Jay Joyner
 City Clerk-Nate Groenendyk
 ARPA Funds Manager-Patrick Paschall
 Deputy Director of Public Works-Hal Metzler

Present:	Mayor Robert Croslin Council President Joseph Solomon Council Vice-President Joanne Waszczak Councilmember Sam Denes Councilmember Emily Strab Councilmember Kareem Redmond Councilmember Michelle Lee Councilmember Edouard Haba Councilmember Rommel Sandino
Absent:	Councilmember Danny Schaible Councilmember Jimmy McClellan

2. Pledge of Allegiance to the Flag**3. Approval of Agenda**

CM Redmond made a motion to Move 9.f (ARPA: City Building Bathroom Updates-Change Order) from the consent agenda to the Action Agenda. The motion was seconded by CM Denes. All in favor and the motion carries.

A motion was made by Council President Solomon, seconded by Councilmember Strab, that the Agenda be Approved as Amended. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

Absent: Schaible, and McClellan

4. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker

Nathaniel Tombes thanked the Department of Public Works for keeping the parks clean. He is also in favor of the debt issuance being discussed by the treasurer and Council, but would like more clarity on the issue. Mr. Tombes also appreciated the conversation in the public hearing on the FY25 budget.

Mr. Marshall expressed concerns that holding the budget hearing immediately before the Council Meeting where the budget will be approved limits the ability of the Council to take resident feedback into consideration. He also stated that the Council should give residents more time to make public comments when necessary. Mr. Marshall stated budget line items that he considered to be too costly.

Claire Tombes stated that residents should be given their full two minutes for public comment. She also stated that City of Hyattsville elected officials should file accurate, complete and truthful financial disclosure statements.

5. City Administrator Update (7:20 p.m - 7:40 p.m.)

City Administrator Douglas provided an update on City related news and events. The Council also received information about updates to the City Building, the commercial facade improvement grant, and the vandalism program.

6. Presentations (7:40 p.m. - 8:10 p.m.)

6.a. ARPA Status Update from Thomas Michael LLC[HCC-361-FY24](#)

Thomas Himler of Thomas Michael LLC, the consultant the City has engaged to advise on compliance with federal rules related to American Rescue Plan Act funds, will provide a presentation to Council on the current status of ARPA funds. He will also provide a summary of suggested actions for Council discussion.

Sponsors: City Administrator

Attachments: [SLFRF Status and Recommendations - City Council - June 3rd 2024 - Final](#)

Thomas Himler, the City's ARPA consultant, provided an update on the current state of the City's ARPA funds and gave recommendations for allocating the remaining funds.

CM Denes inquired if the projects that had been approved via the use of ARPA funding and will now be funded through the operating budget, can be approved in one motion. He also asked if this will allow for remaining ARPA funds to be utilized in paying salaries. Mr. Himler stated that the proposed budget adjustments can be made at one time but money will have to be reappropriated at a later date. The City's ARPA Funds Manager Patrick Paschall stated that there will be a detailed update presented to the Mayor and Council that reflects all the changes.

CM Redmond expressed concerns about the staff capacity to complete all upcoming projects. Treasurer Brooks and City Administrator Douglas responded that projects are being prioritized based on ability to get them completed by the ARPA deadlines.

7. Proclamations

All the proclamations were approved in one motion.

A motion was made by Council President Solomon, seconded by Councilmember Redmond, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

7.a. Proclamation in Celebration of June as Immigrant Heritage Month[HCC-353-FY24](#)

I move the Mayor and Council adopt a proclamation recognizing and celebrating June as Immigrant Heritage Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0603 Immigrant Heritage Month 2024.pdf](#)

7.b. Proclamation Declaring June 7, 2024 as National Gun Violence Awareness Day [HCC-354-FY24](#)

I move that the Mayor and Council declare June 7, 2024 as National Gun Violence Awareness Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0603 National Gun Violence Awareness Day 2024.pdf](#)

7.c. Proclamation in Celebration of June as LGBTQIA+ Pride Month [HCC-355-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing and honoring June, 2024 as LGBTQIA+ Pride Month.

Sponsors: City Administrator

Attachments: [CM 0603 LGBTQIA+ Pride Month 2024.pdf](#)

7.d. Proclamation Celebrating June as Caribbean-American Heritage Month [HCC-357-FY24](#)

I move the Mayor and Council adopt a proclamation celebrating June as Caribbean-American Heritage Month.

Sponsors: City Administrator

Attachments: [CM 0603 Caribbean-American Heritage Month 2024.pdf](#)

8. Appointments

All Proclamations are made in a single vote.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

8.a. Appointment to the Race and Equity Task Force [HCC-352-FY24](#)

I move that the Mayor and Council approve the reappointment of Jocelyn Medallo (Ward 1) to the Race and Equity Task Force for a term of two (2) years to expire on June 3, 2026.

Sponsors: Haba and Lee

Attachments: [Jocelyn Medallo re-appointment June 2024 redac.pdf](#)

9. Consent Items (8:10 p.m. - 8:15 p.m.)

Consent Agenda Item 9. f was moved to the Action Agenda via a motion made by CM Redmond during Approval of the Agenda.

A motion was made by Council President Solomon, seconded by Councilmember Haba, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

9.a. License Agreement with Kay Management Company for Electronic Sign Installation [HCC-319-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into a license agreement with Kay Management Company to install a Digital Message Board on the Kirkwood Apartment property located at 2731 Nicholson Street, pending review and approval of the City Attorney.

Sponsors: City Administrator

Attachments: [License Agreement - Kay Management Company Inc V2 SB 5 23 24.pdf](#)

9.b. APRA: Council Chambers Dais Design [HCC-346-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Design Collective, Inc. for the design and specifications for the Council Chamber dais, staff tables, and other related features, pending legal review. An encumbrance not to exceed \$28,000 is authorized from American Rescue Plan Act funds and the Treasurer is authorized to make the budget amendments necessary to facilitate this expenditure.

Sponsors: City Administrator

Attachments: [Hyattsville Dais DCI Proposal 5.16.24](#)

9.c. ARPA: 4310 Gallatin Street, Window Replacement [HCC-347-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Areoseal Contracting Corp. for the replacement of windows at 4310 Gallatin St. for an encumbrance not to exceed \$230,000, pending legal review. This encumbrance will be funded using American Rescue Plan Act funds as previous authorized by Council, and the Treasurer is authorized to make the budget amendments necessary to facilitate this encumbrance.

Sponsors: City Administrator

Attachments: [Aeroseal - 4310 Gallatin St Windows - Proposal](#)
[Aeroseal - 4310 Gallatin St Windows - SOW](#)

9.d. Award of the Building Cleaning Contract [HCC-348-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into an agreement with M&N Contractors, LLC for the cleaning of City Buildings for a total amount not to exceed \$1,300,000 over the five year term of the agreement, pending legal review. An encumbrance not to exceed \$239,000 is authorized for the first year of the contract.

Sponsors: City Administrator

Attachments: [M&N Contractors RFP DPW24-001 03-28-2024](#)

9.e. ARPA: West Hyattsville Green Alley Stormwater Design and Construction [HCC-349-FY24](#)

I move the Mayor and Council authorize an expenditure to SMC not to exceed \$121,000 to the inspection, engineering, design, and construction of stormwater improvements in the alley parallel to Hamilton Street between Queen's Chapel Road and Ager Road, hereafter called the West Hyattsville Green Alley. This work will be funded using American Rescue Plan Act (ARPA) Funds as previous approved by Council. The Treasurer is authorized the to make the budget amendments required to encumber the funds as authorized.

Sponsors: City Administrator

Attachments: [TO43 Ager Alley Green Street SMC Task Order Proposal REV1.1](#)
[TO42 - Ager Alley SWM Repair SMC Task Order](#)

9.g. ARPA: Driskell Park Community Building Renovations [HCC-351-FY24](#)

I move the Mayor and Council authorize an expenditure not to exceed \$32,000 to SMC for the inspection, engineering, and repairs to the exterior stormwater features of the Driskell Park Community Building under their existing contract with the City. This work will be funded using American Rescue Plan Act (ARPA) funds and the Treasurer is authorized to make the budget amendments necessary to facilitate this expenditure.

Sponsors: City Administrator

Attachments: [2024 05 10 Driskell Community Center SMC TO41 Proposal \(1\)](#)

10. Action Items (8:15 p.m. - 9:15 p.m.)**9.f. ARPA: City Building Bathroom Updates - Change Order** [HCC-350-FY24](#)

I move the Mayor and Council authorize the City Administrator to issue a change order to The Matthew's Group (TMG) in an amount not to exceed \$30,000 for additional work and materials as part of the renovation of the public bathrooms at 4310 Gallatin Street. The Treasurer is authorized to make the budget amendments necessary to encumber the ARPA funds authorized.

Sponsors: City Administrator

Attachments: [01408-0013 Bathroom Renovation PCO4 Five vanity counter top](#)

Director of Public Works Lesley Riddle explained that the change order was for the bathrooms to have counters installed. She explained that the current sinks would be sold to recoup some of the cost. CM Redmond had questions about how much continued renovations will cost. City Administrator Douglas stated that pedestal sinks were installed to save money but they proved to not be functional. The sinks can be sold to recoup costs or be re-purposed in another facility if needed. Deputy Director of Public Works Hal Metzler also stated that the sinks are required to be ADA (Americans with Disabilities Act) Compliant and that adds to the cost as well.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

10.a. ARPA: 4310 Gallatin Street, Security Upgrades Phase 1

[HCC-321-FY24](#)

I move that the Mayor and Council authorize the City Administrator to issue a change order to Johnson Controls for an expenditure not to exceed \$310,000 for the installation of security cameras and an access control system at 4310 Gallatin St under their existing contract with the City. The Treasurer is authorized to make the necessary budget amendments to facilitate this expenditure from American Rescue Plan Act (ARPA) funds.

Sponsors: City Administrator

Attachments: [City of Hyattsville-Admin Building - ACS-VSS 5.10.2024.pdf](#)

Public Works Deputy Director Hal Metzler stated that this item is coming before the Council because the costs exceed what was previously budgeted. The original estimate was for \$200,000 but has gone up to \$310,000. The change in cost was prompted by facility upgrades required for the equipment installation. The upgraded system is an extension of the system at Driskell Park, Public Works, and the Police Department.

Council President Solomon asked if the installation of this equipment at unopened facilities will require fore funding. The Public Works Deputy Director stated that this system is currently in place at the public works building. It will be included at the new police department and was a part of the security and IT change order that was approved last year. The new building will be integrated with a similar system but will not cost as much as this current project due to size and age of the facility.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

10.b. Hyattsville Ordinance 2024-02: Fiscal Year 2025 Budget (Introduction & First Reading)[HCC-330-FY24](#)

I move the Mayor and Council introduce Hyattsville Ordinance 2024-02, an ordinance adopting an annual budget for the Fiscal Year July 1, 2024, through June 30, 2025, for the general purpose, fixing the tax rates for the Fiscal Year beginning July 1, 2024; authorizing collection of taxes herein levied, and appropriating funds for the fiscal year (INTRODUCTION AND FIRST READING).

Sponsors: City Administrator

Attachments: [Hyattsville Ordinance 2024-02 Fiscal Year 2025 Budget Final DRAFT .pdf](#)

CM Denes stated that he is not in favor of a charter amendment that would regulate budget draw downs and stated that the Council should work to decrease the budget rather than create a charter amendment that will handicap future councils. He also stated that it would be helpful to see a breakdown of COLA adjustments by department instead of the current practice of one line item in the budget and inquired if the budget timeline would be impacted by changes made to the budget by the changes in project funding. City Administrator Douglas stated that the budget would not be affected. Treasurer Brooks stated that the projects being funded through the general fund and the projects being funded through ARPA are running on separate timelines. Remaining ARPA funds will need to be appropriated which will create some savings in the FY 25 General Fund. He also expressed concerns about the tax relief that has been a priority of the Council.

CM Redmond inquired what would happen if a budget ordinance was not passed. Mayor Croslin stated that all City services would cease to happen. Treasurer Brooks stated that by charter we are required to have a budget passed by July 1. Without an approved budget he is unable to pay any City expenses. He also stated that he is looking forward to the completion of the strategic plan and 10 year forecast as it will help to prioritize City projects.

CM Haba stated that a charter amendment to provide a balanced budget would require the City Administrator to present a balanced budget. The Council would then be able to adjust as needed.

Council President Solomon inquired about the voting thresholds for approving the budget and modifying the funding sources for City projects. He expressed concerns about making modifications to the budget after it has been approved and wonders if the projects funded through ARPA will be completed by the deadlines.

CM Strab expressed the need to streamline the budget process in ways that are more affective and do not require a draw down from reserves again. Mayor Croslin stated that drawing on reserves next year should not be a concern as many of the large projects will be completed by that time.

Treasurer Brooks stated that expenditures are out-pacing revenues and that alternative funding streams will only remedy some of that. He further stated that the Police Department and the Public Works Department are the two largest departments, and it is imperative to have a healthy reserve fund to maintain a balanced budget and offset gaps in funding.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

10.c. Hyattsville Ordinance 2024-03: Authorizing the Issue and Sale of General Obligation Bonds (Introduction & First Reading)

[HCC-360-FY24](#)

I move that the Mayor and Council introduce Hyattsville Ordinance 2024-03 authorizing and empowering the City of Hyattsville to issue and sell from time to time one or more series of general obligation bonds in an aggregate principal amount not to exceed Seventeen Million Five Hundred Thousand Dollars (\$17,500,000), the proceeds of the sale of the bonds to be used and applied for the public purpose of financing, reimbursing or refinancing costs of the project identified as 3505 Hamilton Street Public Safety Building, together with related costs; specifies the amount of the bonds to be allocated to the project, provides that each series of the authorized bonds may be sold at public sale or private sale; authorizes the City Council to determine or provide by resolution for various matters relating to the authorization, sale, security, issuance, delivery, payment, and redemption or repayment of, and for each series of bonds. The City pledges its full faith and credit and unlimited taxing power to the payment of debt service on the bonds and provides for the imposition of ad valorem taxes sufficient for such purposes. Details of any series of the bonds to be issued shall be determined or provided for by resolution of the City Council.

Sponsors: City Administrator

City Treasurer Ron Brooks and City Administrator Douglas gave an overview of the process and need for the issuance of bonds for the new police and public safety building. Director of Public Works Lesley Riddle and Deputy Director of Public Works Hal Metzler gave an update on the construction of the new headquarters.

Chief Jarod Towers presented information on the current dispatch center and the costs associated with the new proposed communications and dispatch center.

Treasurer Brooks and City Financial Advisor Mike Sudsina provided detailed information on the process of issuing the bonds and the anticipated uses of the funds from the sale of the bonds.

Council President Solomon inquired if the Council chose not to proceed would those funds be spent down before the note expires. Treasurer Brooks responded the note was issued in anticipation of bonds and a failure to issue bonds would result in the City being required to repay the money by the end of August. Additionally, the \$3.3 million dollars in additional funding, if approved, would need to come out of City funds to complete the ongoing construction projects.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan

11. Discussion Items (9:15 p.m. - 9:45 p.m.)

11.a. Proposal for New Dispatch Center Equipment and Installation[HCC-359-FY24](#)

For Discussion

Sponsors: City Administrator

Attachments: [USMD23P045 Hyattsville MD New Dispatch Site Equipment and Installation Proposal 05292024 2.pdf](#)

CM Strab reiterated that the Police and Public Safety Committee is in support of funding for the new communications center.

CM Denes inquired if an update could be provided for the new police department. Public Works Director Lesley Riddle stated that the building is ready for install along with tower installation. The interior is anticipated to be complete by the end of September. Kevin Frazier of Motorola Solutions stated that as soon as a contract is in place they will order equipment. It will take 4-6 months to complete ordering and installation of equipment for the police department.

CM Haba asked if the funding that was budgeted for internet and the police department infrastructure has increased. Public Works Deputy Director Hal Metzler advised that a proposal from INET is coming in the next week and will be presented to the Mayor and Council. Those costs are separate from the funding request for the construction and equipment.

12. Council Dialogue (9:45 p.m. - 9:55 p.m.)**13. Motion to Adjourn**

The meeting adjourned at 10:25 PM.

A motion to adjourn was made by Council President Solomon, seconded by Councilmember Strab, that this was Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Strab, Redmond, Lee, Haba, and Sandino

Absent: Schaible, and McClellan