

# City of Hyattsville

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



## Meeting Minutes

**Monday, May 6, 2024**

**7:00 PM**

[https://us06web.zoom.us/webinar/register/WN\\_kY23hXILSrSPU-b\\_oaj54g](https://us06web.zoom.us/webinar/register/WN_kY23hXILSrSPU-b_oaj54g)

**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](mailto: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](http://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](mailto: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](http://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](http://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](http://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, May 6, 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](http://www.hyattsville.org/meetings).

**PUBLIC PARTICIPATION:**

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](mailto: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 included in the official meeting record. Electronically submitted statements 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.

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

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**1. Call to Order and Council Roll Call**

The meeting was called to order at 7:04 PM.

**Also Present:**

City Administrator-Tracey Douglas  
Deputy City Administrator-Laura Reams  
Director of CED-Debi Sandlin  
City Planner-Jeff Ulysse  
Economic Development Coordinator-Renee Harris  
City Treasurer-Ronald Brooks  
Chief of Police-Jarod Towers  
Director of Public Works-Lesley Riddle  
Deputy Director of Public Works-Hal Metzler  
Deputy Director of Environmental Operations-Priyanka Joshi  
Director of Community Services-Sandra Shephard  
Director of Human Resources-Jay Joyner  
City Clerk-Nate Groenendyk

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

**Absent:** Council Vice-President Joanne Waszczak

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

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

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

Daniel Broder (Ward 2) asked the Council to support CM Schaible’s FY25 budget amendment to create a Climate Action Plan. Mr. Broder also called upon the Council to adopt a Palestinian Ceasefire Resolution.

Thomas Tombes (Ward 2) had concerns about agenda item 10J (FY 24 General Fund Budget Adjustments and Transfer of Appropriations). Worries that this will circumvent due process and transparency in the budget process.

Martha Wells (representing San Mateo/St. Matthews Church) is seeking financial support using ARPA funds. The funding would go towards their weekly feeding programs and other community outreach programs, freeing up their funds for needed facility upgrades.

Melissa Schweisguth calls on the Council to support and fast-track the adoption of the Climate Action Plan. Feels that Hyattsville should have a stand-alone plan, separate from other municipalities. Ms. Schweisguth also asked for more information and justifications for line item transfers in the budget.

Greg Smith congratulated Laura Reams for winning Clerk of the Year from the Maryland Municipal Clerks Association. He also stated that he is in support of the Climate Action Plan and requests more intentionality around building climate resiliency.

**5.a. Proclamation Recognizing Chef Tobias Dorzon as the 2024 Chef of the Year [HCC-310-FY24](#)**  
**5. Presentations (7:20 p.m. - 7:35 p.m.)**

I move the Mayor and Council adopt the proclamation recognizing Chef Tobias Dorzon for receiving the distinction of 2024 Chef of the Year by the Restaurant Association of Maryland.

Sponsors: City Administrator

Attachments: [CM 0506 Chef Tobias Dorzon\\_Chef of the Year.pdf](#)

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, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**5.b. MMCA 2024 Clerk of the Year**[HCC-300-FY24](#)

For presentation only.

Sponsors: City Administrator

John Hoatson, President of the Maryland Municipal Clerk's Association, presented Laura Reams with an award for Clerk of the Year.

**6. City Administrator Update (7:35 p.m - 8:00 p.m.)**

City Administrator Douglas provided an update on City related news and events.

Council discussed Item 10.j and CM Schaible moved to table this item. Motion was seconded by CM Strab.

Approved unanimously.

**7. Open Meetings Act Compliance Statement**

Mayor Croslin gave the following statement:

On April 23, the Open Meetings Compliance Board found the Council to be in violation of the Open Meeting Act for the use of the online chat function during the meetings of February 5, February 20, and March 4, to discuss matters on the agenda outside of the view of the public observing the meeting. While the majority of the online chat messages were of a social nature or addressed technical matters arising during the meetings, we acknowledge that there were messages regarding public business that the Council was considering during the meeting. When the City was notified of the Open Meetings Act Complaint, staff took immediate action to proactively remove the chat function from all future virtual Council and Committee meetings and cooperated fully with the Open Meetings Compliance Board. We regret this oversight and apologize for any concern it may have caused among our residents. As elected officials, it is our duty to ensure transparency and accountability in all our proceedings.

Moving forward, we are committed to continuing to provide training opportunities for members of our public bodies on the Open Meetings Act.

**8. Proclamations**

All proclamations were approved in a single vote.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**8.a. Proclamation of Asian American Native Hawaiian Pacific Islander Heritage Month**[HCC-291-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing May 2024 as Asian American Native Hawaiian Pacific Islander Heritage Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Asian Pacific Native Hawaiian American Heritage Month 2024.pdf](#)

**8.b. Proclamation Recognizing Jewish American Heritage Month** [HCC-293-FY24](#)

I move that Mayor and Council adopt a proclamation to declare May 2024 as Jewish American Heritage Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Jewish American Heritage Month 2024.pdf](#)

**8.c. Proclamation Celebrating May 2024 as Mental Health Awareness Month in the City of Hyattsville** [HCC-294-FY24](#)

I move that the Mayor and Council proclaim May 2024 as Mental Health Awareness Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Mental Health Month 2024.pdf](#)

**8.d. Proclamation of Citizenship Celebration Day** [HCC-295-FY24](#)

I move that the Mayor and Council proclaim May 4, 2024, as Citizenship Celebration Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Citizen Celebration Day 2024.pdf](#)

**8.e. Proclamation of Children's Mental Health Matters Week** [HCC-296-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing May 5-11, 2024 as Children's Mental Health Matters week in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Childrens Mental Health Matters Week 2024.pdf](#)

**8.f. Proclamation of Municipal Clerks Week** [HCC-297-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing the week of May 5 through May 11, 2024, as Municipal Clerks Week in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Municipal Clerks Week 2024 .pdf](#)

**8.g. Proclamation Recognizing National Peace Officers Memorial Day and National Police Week** [HCC-298-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing May 15 through May 21, 2024 as National Police Week and May 15, 2023 as Peace Officers Memorial Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 National Police Week and Peace Officers' Memorial Day 2024.pdf](#)

**8.h. Proclamation Celebrating May 2024 as Older Americans' Month in the City of Hyattsville** [HCC-312-FY24](#)

I move that the Mayor and Council proclaim May 2024 as Older Americans' Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0506 Older Americans Month Proclamation.pdf](#)

**9. Appointments**

All appointments were approved in a single vote.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**9.a. Appointment to the Race and Equity Task Force** [HCC-301-FY24](#)

I move that the Mayor and Council approve the appointments of Rosheen Kabraji (Ward 2) to the Race and Equity Task Force for a term of two (2) years to expire on May 31, 2026.

Sponsors: Haba

Attachments: [Rosheen Kabraji W2 Apr 14 2024 redac.pdf](#)

**9.b. Appointments to the Police and Public Safety Citizens' Advisory Committee** [HCC-302-FY24](#)

I move that the Mayor and Council approve the appointments of Mark Culberson (Ward 3) to the Police and Public Safety Citizen's Advisory Committee for a term of two (2) years to expire on May 31, 2026.

Sponsors: Strab

Attachments: [Mark Culberson W3 Jan 9 2024 redac.pdf](#)

**10. Consent Items (8:00 p.m. - 8:05 p.m.)**

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.

Item 10.j was tabled prior to the vote.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**10.a. Renovation of DPW Wash Bay**[HCC-257-FY24](#)

I move the Mayor and Council authorize an expenditure not to exceed \$225,000 to SMC for the renovation of the truck wash bay at Public Works under their existing contract with the City.

Sponsors: City Administrator

Attachments: [2024 03 20 ES-24-058 Hyattsville SMC TO35](#)

**10.b. Hyattsville Ordinance 2024-01: Procurement & Contracting Procedures: Second Reading and Adoption**[HCC-299-FY24](#)

I move the Mayor and Council adopt Hyattsville Ordinance 2024-01, an ordinance whereby the City Council amends the City Code in order to modernize and codify the City's contracting and procurement policies (SECOND READING).

Sponsors: City Administrator

Attachments: [Hyattsville Ordinance 2024-01 Chapter 6 Procurement FINAL](#)  
[Hyattsville PPT Procurement Charter and Code April 2024](#)

**10.c. ARPA: City Building Elevator Modernization**[HCC-303-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into an agreement with Kencor, LLC for the modernization of the elevator in the City Municipal Building at 4310 Gallatin Street, pending legal review. An encumbrance not to exceed \$204,000 is authorized to be funded using American Rescue Plan Act (ARPA) funds. The Treasurer is authorized to make the budget amendments necessary to encumber these funds.

Sponsors: City Administrator

Attachments: [City of Hyattsville Moderinzation Proposal 2024](#)



**10.d. ARPA: SMC Contract Change Order and Bioretention Maintenance**[HCC-304-FY24](#)

I move the Mayor and Council authorize the City Administrator to execute a change order to the existing contract with SMC to increase the not to exceed value of the contract to \$1,500,000 and extend the end date of the contract to December 31, 2025. Additionally, an expenditure not to exceed \$133,000 is authorized, to be funded using American Rescue Plan Act (ARPA) funds for the maintenance of bioretention facilities, rain gardens, and other stormwater infrastructure throughout the City. The Treasurer is authorized to make the budget amendments necessary to encumber the funds authorized.

Sponsors: City Administrator

Attachments: [ES-23-650 BMP Routine Maintenance SMC TO32 Proposal](#)

**10.e. Variance Request V-11-24, 4105 Oliver Street**[HCC-305-FY24](#)

I move the City Council authorize the Mayor to provide correspondence to the Prince George's County Board of Zoning Appeals in support of zoning variance application V-11-24, to permit a 15 feet lot width at the building line, a 2 feet lot width at front street line, and a security exemption for a wall over 4 feet in height in the required front yard for the subject property located at 4105 Oliver Street.

Sponsors: City Administrator

Attachments: [V-11-24 Application](#)  
[2024-04-10 Memo-V-11-24 Final.ju](#)

**10.f. PLMS Contract Change Order and Maintenance of MD 500 and MD 410**[HCC-306-FY24](#)

I move the Mayor and Council authorize the City Administrator to execute a change order to the existing alley maintenance contract with Professional Lawn Maintenance Services (PLMS) to increase the not to exceed value of the contract to \$350,000 and extend the end date of the contract to June 30, 2027. Additionally, an expenditure not to exceed \$28,000 is authorized to be funded from the operating budget from the Department of Public Works for the Maintenance of MD500 and MD410 per the MOU approved by Council in April 2024. The Treasurer is authorized to make the budget amendments necessary to encumber the funds authorized.

Sponsors: City Administrator

Attachments: [Estimate 1467 from Professional Lawn Maintenance Services \(1\)](#)

**10.g. MOU: Town of Brentwood for the Police Mental Wellness Check-In Initiative**[HCC-309-FY24](#)

I move that Mayor and Council authorize the City Administrator to enter into a Memorandum of Understanding with the Town of Brentwood concerning the HPD's Mental Wellness Check-in Initiative.

Sponsors: City Administrator

**10.h. Disbursement of Mayor Discretionary Funds** [HCC-311-FY24](#)

I move that the Mayor and Council authorize the disbursement of \$300 from the Mayor's Discretionary Fund to Ashley Payne to sponsor her participation in the Miss Maryland pageant.

Sponsors: Croslin

**10.i. ARPA: Grant Writer Contract** [HCC-313-FY24](#)

I move that the Mayor and Council authorize the City Administrator to execute a contract with LA Perez Consulting for grant writing support in an amount not to exceed \$60,000 of ARPA funds, pending legal review.

Sponsors: City Administrator

**10.j. FY24 General Fund Budget Adjustments and Transfer of Appropriations** [HCC-317-FY24](#)

I move that the Mayor and Council authorize the Treasurer to amend the FY24 General Fund Budget by adjusting and transferring available budget appropriations in various line-items and between departments to address year-end operational expenditures before June 30, 2024.

Sponsors: City Administrator

A motion was made by Councilmember Schaible, seconded by Councilmember Strab, that this agenda item be Tabled. The motion carried by the following vote:

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**11. Action Items (8:05 p.m. - 8:25 p.m.)****11.a. FY25 Council Budget Amendment: Develop a Hyattsville Climate Action Plan** [HCC-318-FY24](#)

I move that the Mayor and Council include \$100,000 in the FY25 budget for the procurement of a Climate Action Plan (CAP), to establish a comprehensive decarbonization strategy for the City of Hyattsville.

Sponsors: Schaible

Attachments: [Draft Climate Action Plan 01-15-2022](#)  
[Maryland's Climate Pollution Reduction Plan - Final - Dec 28 2023](#)

Council discussed capacity of staff, alternate funding sources, estimated project costs, and budgetary impacts.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**12. Discussion Items (8:25 p.m. - 9:00 p.m.)****12.a. FY25 Council Budget Amendment: Race & Equity Task Force Program Funding**[HCC-314-FY24](#)

For discussion: I move the Mayor and Council include \$3,000 in the FY25 budget for the Race & Equity Task Force to use for public engagement.

Sponsors: Haba

CM Haba stated that good ideas and engagement have come from this committee and the funding request will go towards items such as printing, advertising, etc. The committee is also looking at bringing on a data analyst to review and evaluate programming and project trends to improve engagement/diversity and equity efforts. The analyst position will be contractual.

City Administrator Douglas supports this item and stated that these efforts will help improve community outreach. The data analyst position could be funded through ARPA and can also assist with the resident satisfaction survey. The City's Race & Equity Officer, Shakira Louimarre, stated that the person selected to be the data analyst should have some equity competencies and would help to guide policy development and resource allocation.

CM Denes inquired if the data analyst position is a single-year position or would need to be contracted beyond one year. He also inquired if we have reached out to other municipalities that are doing something similar to discuss potential partnerships. CM Haba stated that currently there is no plan to extend the data analyst position beyond the year. Mrs. Louimarre added that it was the committee's position to have a contracted position for one year to not lock the City into a longer contract unless needed. She also stated that working with other municipalities is an option that the City would like to explore.

CM Redmond inquired why the monies being requested have increased since the previous discussion. He stated that the initial ask was \$1,530. He also inquired if the staff is currently using data to drive programming decisions, and if not, there may be a need for this position to be ongoing. City Administrator Douglas stated that the staff currently collects data, but this data analyst position would be better suited to inform where we can gain efficiencies and streamline programming for maximum effort.

Council President Solomon inquired if the funding is given to the City's communications department or if the funding will go to the committee and expressed concern about committees creating means of communication outside of the City's communications department. Mrs. Louimarre stated that as staff liaison to the Race & Equity Committee, she would work with the City's communications department to create outgoing communications. Funding would go towards translation and interpretation services, refreshments for participants at meetings, tabling expenses, etc. This led to increasing the funding request.

CM Strab recommended that the data analyst oversee data collection from the resident satisfaction survey as well as guiding resource allocation and policy development.

CM Redmond asked if the data analyst would be assisting with programming in all departments. Mrs. Louimarre stated that this job's primary focus would be elements of the City's Equity Plan, which covers topics across multiple departments.

CM Denes stated that a part of the equity plan includes ensuring that the lowest paid staff members are paid equitably. This should have been included in the budget and brought before the Council. Will this be included in the final budget? City Administrator Douglas stated that the initial pay adjustments will likely come from ARPA funds. Treasurer Brooks concurred that this will be the initial source of funding for the lower paid staff within DPW.

Council President Solomon stated that there is an ARPA proposal that will be coming before members of the Council that should answer some of the questions raised. There has also been funding built into the budget that allows for any need to increase consulting and professional services. City Administrator Douglas stated that the grant writer services are being funded through ARPA.

After the council discussion, Council President Solomon made the motion to approve this agenda item. It was seconded by CM Haba.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**12.b. FY25 Council Budget Amendment: Program Data Analyst**

[HCC-315-FY24](#)

For discussion: I move the Mayor and Council include \$50,000 in the FY25 budget for the City to contract the services of a program data analyst.

Sponsors: Haba

This item was discussed during the discussion for item 12.a.

After the council discussion Council President Solomon made the motion to approve this agenda item. It was seconded by CM Haba.

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

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak

**13. Council Dialogue (9:00 p.m. - 9:10 p.m.)**

**14. Motion to Adjourn**

The meeting adjourned at 9:10 PM.

A motion was made by Council President Solomon , seconded by Councilmember Haba, that the meeting be adjourned. The motion carried by the following vote:

**Aye:** Croslin, Solomon, Denes, Schaible, Strab, McClellan, Redmond, Lee, Haba, and Sandino

**Absent:** Waszczak