

City of Hyattsville

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



Meeting Minutes

Monday, September 19, 2022

7:00 PM

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_aPzj03MqQsyJoerX7SdCGA

Virtual

City Council

Robert S. Croslin, Mayor
Joseph Solomon, Council President, Ward 5
Danny Schaible, Council Vice President, Ward 2
Sam Denes, Ward 1
Joanne Waszczak, Ward 1
Ben Simasek, Ward 3
Jimmy McClellan, Ward 3
Edouard Haba, Ward 4
Daniel Peabody, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator
Laura Reams, City Clerk, 301-985-5009, 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 using the eComment feature at www.hyattsville.org/meetings or via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. 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:

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, September 20, 2022 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:

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 using the eComment feature at www.hyattsville.org/meetings or via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. 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.

https://us06web.zoom.us/webinar/register/WN_aPzj03MqQsyJoerX7SdCGA

1. Call to Order and Council Roll Call

The meeting was called to order at 7:02 P.M.

Also Present:

City Administrator-Tracey Douglas

City Treasurer-Ron Brooks

Chief of Police-Jarod Towers

Director of Human Resources-Vivian Snellman

City Clerk-Laura Reams

Deputy City Clerk-Nate Groenendyk

Emergency Services Coordinator-Reggie Bagley

Present:	Mayor Robert Croslin
	Council President Joseph Solomon
	Council Vice-President Danny Schaible
	Councilmember Sam Denes
	Councilmember Ben Simasek
	Councilmember Jimmy McClellan
	Councilmember Edouard Haba
	Councilmember Daniel Peabody
	Councilmember Rommel Sandino
Absent:	Councilmember Joanne Waszczak

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

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

Aye:	Croslin, Solomon, Schaible, Denes, Simasek, McClellan, Haba, Peabody, and Sandino
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Absent: Waszczak

4. Approval of the Minutes

4.a. Approval of the Minutes

[HCC-54-FY23](#)

I move that the Mayor and Council approve the Council Meeting Minutes of March 21, 2022 and August 1, 2022.

Sponsors: City Administrator

Attachments: [MeetingMinutes_August01_2022](#)

[MeetingMinutes_March_21_2022](#)

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

Aye: Croslin, Solomon, Schaible, Denes, Simasek, McClellan, Haba, Peabody, and Sandino

Absent: Waszczak

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

Councilmember Waszczak joined the Council Meeting at 7:06 P.M.

Emily Strab submitted a written comment in support of raising salaries for employees of the Hyattsville Police Department.

Claire Panak Tombes submitted a written comment encouraging the City to improve street design, help businesses understand the requirements for the Community Facade Improvement program, and to work with committees to comply with Open Meeting Act requirements.

Roots 240 Members, Nana Debrah, Susan Li, and Margaux Johnson-Green submitted a written comment to ask the City to urge Prince George's County to better address the issue of Monkeypox in the low-income and unhoused community.

David Marshall submitted a written comment in opposition to the proposed Ward boundary changes.

6. Community Notices and Meetings

6.a. Main City Calendar: September 19, 2022 - October 3, 2022

[HCC-71-FY23](#)

N/A

Sponsors: City Administrator

Attachments: [City Calendar September 19, 2022 - October 3, 2022](#)

7. City Administrator Update

City Administrator Tracey Douglas provided news, updates and upcoming events in the City.

-Treasurer Update

City Treasurer Ron Brooks gave an update regarding the audit and procurement process employed by the City.

Councilmember Waszczak asked Mr. Brooks to clarify aspects of the audit process to provide a less complicated explanation of process that would be easier for the general public to understand.

Mr. Brooks provided details on the audit process and indicated he would work to get more accessible language available.

-ARPA Funds Update

The City of Hyattsville's American Rescue Plan Program Manager Patrick Paschall gave an update on the City's disbursement of ARPA funds to local businesses.

Councilmember Solomon asked about the timeline for processing all outstanding applications.

Mr. Paschall replied that they have allotted 30 days from submission to process each application.

Councilmember Haba asked for Mr. Paschall to share the businesses that have applied so far.

Mr. Paschall replied that he would provide Council with that list.

-Driskell Park Dedication Ceremony Update

City Administrator Tracey Douglas gave details on the upcoming dedication ceremony on October 1.

8. Presentations (8:00 p.m. - 9:30 p.m.)

8.a. West Hyattsville-Queens Chapel Sector Draft Plan and SMA[HCC-67-FY23](#)

Presentation Only

Sponsors: City Administrator

Attachments: [Presentation Memo - WHQC Sector Plan and SMA FINAL](#)
[WHQC Hyattsville 091922](#)

Scott Rowe from Maryland National Capital Park and Planning Commission (MNCPPC) presented the West Hyattsville-Queens Chapel Sector Plan.

Council President Solomon expressed his recommendations for removal of invasive species, traffic mitigation, additional trash cans, additional electrical vehicle charging stations and the use of the term "multilingual."

Councilmember Schaible asked if the sector plan could allow accessory dwelling units.

Mr. Rowe explained that overlay zones that could allow that would be taken up a later time.

Council Vice-President Schaible asked if the plan includes parking minimums.

Mr. Rowe answered that it does not.

Council Vice-President Schaible expressed his support for a traffic diet along Hamilton Street and a traffic circle at Hamilton and 38th Street.

Councilmember Sandino asked about the possibility of adding schools in the plan.

Mr. Rowe replied that there were no sites available to build a new school.

Council President Solomon expressed his support for MNCPPC to address trail reconnectivity and focus on ADA compliance. He then asked if City staff has the appropriate capacity as this plan moves forward.

Director of Community and Economic Development Jim Chandler replied that he does not anticipate any additional staffing needs.

8.b. Redistricting Commission Presentation of Recommended Ward Maps[HCC-59-FY23](#)

Presentation Only

Sponsors: City Administrator

Attachments: [coh_redistricting_commission_summary_report_2022](#)
[Minimal Adjustments Map](#)
[Growth Conscious Map \(version 2\)](#)
[hyattsville_redistricting_presentation_2022](#)

The Chair of the Redistricting Committee Andrew Sayer presented the committee's recommendations for Ward boundary changes.

Concilmember Simasek asked if the committee was able to analyze renter vs. homeowner data and if the committee had any recommendations for using an alternate to the word "redistricting" when engaging the community.

Mr. Sayer replied that the committee did not have access to renter vs. homeowner data. Committee member Carter Ross explained the negative connotations associated with redistricting and the need for educating the community about what the process at the City level entails.

Council President Solomon expressed his concern that the committee tried to keep certain communities together and that Ward 5 did not grow in the way that he expected.

Committee member Alicia Sanchez Gill explained that equity implications were at the forefront of their decision making in order to ensure that specific communities of interest were not disenfranchised and lose their political power. Staff Liaison Cindy Zork clarified the proposed growth for Ward 5 took into account the anticipated addition of the Riverfront Development.

Council President Solomon reiterated his concern about the lack of growth proposed for the boundary of Ward 5 in lieu of other developments anticipated in other wards and his view that the committee did not evaluate, as he would have, the issue of keeping communities of interest together versus segregating communities.

Councilmember Haba relayed that residents are confused about the section of Ward 2 that is on the west side of Queen's Chapel Road, and supports the new boundaries that adds those residents to Ward 4.

Councilmember Waszczak asked if the maps take into account ages of residents, types of businesses, religious communities or parks.

Committee member Carter Ross responded that the only data granular enough that they had access to was total population and ethnicity from the Census.

8.c. Compensation Study Presentation[HCC-75-FY23](#)

Presentation Only

Sponsors: City Administrator

Attachments: [Hyattsville Compensation Study Project Summary](#)
[ARPA FY23 Budget Amendment Notes 09.07.2022 updatedPP](#)

Director of Human Resources Vivian Snellman gave an overview of the history of compensation studies in the City, and introduced Evergreen Solutions.

Connor Holcombe from Evergreen Solutions gave a presentation about base pay for City of Hyattsville employees as compared to competing markets.

Ms. Snellman proposed a pay increase for police personnel as well as low wage Department of Works to be paid for by America Rescue Plan Act (ARPA) funds.

Council Vice-President Schaible asked if this proposal would be voted on next meeting and indicated his preference for more time to study the data. He asked what the police pay differential is to competing municipalities.

Mr. Holcombe responded that police pay is 7.5%-11% under market.

City Administrator Tracey Douglas added that her goal is to bring the police salary to above market.

Council Vice-President Schaible raised his concern that about the financial viability of these pay raises after ARPA funds are no longer available.

Ms. Douglas stated that City staff is looking at the long term viability of the proposed pay raises but also needs to balance the immediate issue of public safety in light of staffing shortages.

Councilmember Haba stated his desire to see numbers and assess the plan for sustaining these pay raises.

9. Proclamations (9:30 p.m. - 9:35 p.m.)

9.a. Proclamation Recognizing September 2022 as Hispanic Heritage Month in the City of Hyattsville [HCC-55-FY23](#)

I move that the Mayor and Council adopt a proclamation to recognize the month of September 2022, as Hispanic Heritage Month in the City of Hyattsville to honor the contributions of Hispanic and Latino workers, innovators, and leaders.

Sponsors: City Administrator

Attachments: [CM 0919 Hispanic Heritage Month 2022](#)

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

10. Appointments (9:30 p.m. - 9:35 p.m.)

10.a. Appointments to the Shade Tree Board [HCC-57-FY23](#)

I move that the Mayor, with Council approval, reappoint Randy Fletcher (Ward 3) and appoint Kathryn Kutzner (Ward 2) to the Shade Tree Board for a term of two (3) years to expire on September 19, 2025.

Sponsors: Croslin

Attachments: [Kathryn Kutzner redac](#)
[Randy Fletcher Mar 4 2022 redac](#)

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

11. Consent Items (9:35 p.m. - 9:45 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.

solomon/denes

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, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

11.a. FY23 Northstar Tutoring Contract [HCC-56-FY23](#)

I move that the Mayor and Council approve the FY23 Northstar Tutoring contract for tutoring and mentoring management services in the amount of \$80,000 in support of the City's teen and youth programming for students in grades K through 12, upon the review and approval by the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [Northstar Contract 2022-2023 \(edited\)](#)

11.b. Disbursement of Ward 1 Discretionary Funds [HCC-58-FY23](#)

I move that the Mayor and Council approve a payment of \$200 from the Ward 1 discretionary funds to Arrow Bicycles for the purchase of 50 children's bicycle helmets.

Sponsors: Denes and Waszczak

11.c. Vehicle Acquisition Authorization [HCC-60-FY23](#)

I move that the Mayor and Council authorize the City Administrator to proceed with the acquisition of a 2022 Ford Maverick from Berge's Ford, 700 North Bethlehem Pike, Amber, PA for a cost not to exceed \$32,000.

Sponsors: City Administrator

Attachments: [Ford Maverick Purchase Memo - 9.7.2022](#)
[Ford Maverick Quotes](#)

11.d. Acceptance of the Maryland Heritage Areas Authority Grant [HCC-61-FY23](#)

I move that the Mayor and Council authorize the City Administrator to accept the Maryland Heritage Areas Authority grant in the amount of \$50,000 for the David C. Driskell Community Park dedication. The Treasurer is authorized to make the necessary budget adjustments to accept and expend the proceeds of the grant, pending review by the City Attorney.

Sponsors: City Administrator

11.e. Zoning Variance Request V-37-22 - 4605 Burlington Road, Hyattsville [HCC-64-FY23](#)

I move the City Council authorize the Mayor to send correspondence to the Board of Zoning Appeals in support of V-37-22, a variance request for the subject property located at 4605 Burlington Road, Hyattsville.

Sponsors: City Administrator

Attachments: [Memo - V-37-22](#)
[City of Hyattsville Zoning Variance Policy Statement & Variance Process ENGLISH](#)
[V-37-22 Binder](#)

11.f. FY23 Budget Amendment: Special Revenues Budget and Appropriation of American Rescue Plan Act Funds [HCC-65-FY23](#)

I move that the Mayor and Council amend the FY23 Special Revenues Fund Budget and appropriate \$1,762,786 in unencumbered FY22 ARPA funds and to appropriate an additional \$8,167,960 for a total of \$9,930,746 in FY23 ARPA funds to cover anticipated expenditures in various categories to include, but not limited to, salaries, benefits, supplies, contract services, professional services, capital equipment, miscellaneous reimbursements, and grant awards through June 30, 2023. The remaining \$10.3 million in ARPA funds will be submitted to Council to appropriate in concurrence with a spending plan which will be developed over the next 12 months. This, plus the \$737,214 already spent in FY22 using ARPA funds will account for the total of \$17.9 million in ARPA funds the City has received to date. All ARPA funds must be obligated between March 3, 2021, and December 31, 2024, and all obligated funds must be spent by December 31, 2026.

Sponsors: City Administrator

Attachments: [ARPA FY23 Budget Amendment Notes 09.07.2022 updatedPP](#)

11.g. FY23 Capital Improvements Budget Adjustment and Transfer of Appropriations [HCC-66-FY23](#)

I move that the Mayor and Council amend the Fiscal Year 2023 (FY23) Capital Improvements Budget and authorize the Treasurer to adjust and transfer capital budget appropriations in various departments not to exceed \$500,000 to cover the cost of capital equipment and building renovations at the City Administration Building located on 4310 Gallatin Street.

Sponsors: City Administrator

11.h. Schedule Public Hearing Regarding the Redistricting Map [HCC-72-FY23](#)

I move the Mayor and Council schedule a Public Hearing on Monday, October 17, 2022 to provide the public an opportunity to give feedback on the proposed Redistricting Map.

Sponsors: City Administrator

11.i. Rebuild of the engine for Trash Truck #SW67 [HCC-73-FY23](#)

I move that the Mayor and Council authorize and expenditure not to exceed \$30,000 to Beltway International Trucks for the rebuilding of the engine of the trash truck numbered SW67.

Sponsors: City Administrator

Attachments: [Unit 109281 \(Inframe rebuild\)](#)

11.j. Wells Blvd/Pkwy Green Street Project Change Order[HCC-74-FY23](#)

I move that the Mayor and Council authorize a change order to NZI for the Wells Blvd/Pkwy Green Street project in an amount not to exceed \$200,000 to cover contract cost increases, COVID-19 related supply and material increases, and recent fuel cost increases.

Sponsors: Douglas

Attachments: [Proposal Wells Blvd Final Approved Plans 03-01-2022](#)
[Proposal Wells Blvd Green Streets Improvements](#)

11.k. IT Infrastructure - 4310 Gallatin Street Network Switches[HCC-76-FY23](#)

I move the Mayor and Council authorize the City Administrator to proceed with the acquisition of information technology hardware from Ubiquiti Inc. and networking configuration services from Dataprise Inc. for a total cost not to exceed \$20,000, the purpose of which is to complete the IT infrastructure upgrades at the City's Administration Building, previously authorized under HCC_102-22.

Sponsors: City Administrator

Attachments: [IT Cabling & WiFi Replacement - APRA CO 2](#)

12. Action Items (9:45 p.m. - 10:15 p.m.)**12.a. 2022 Commercial Façade Improvement Program Grant Awards**[HCC-62-FY23](#)

I move that the Mayor and Council approve 2022 Commercial Façade Improvement Grant awards for façade improvement projects the following commercial properties:

- 5115 Baltimore Avenue: \$45,000
- 3601 and 3605 East-West Hwy, 6211 Belcrest Road: \$25,000

Sponsors: City Administrator

Attachments: [Staff Memo- CFI 2022 Final](#)
[Commercial Facade Improvements - Program Guidelines - April 2022](#)

A motion was made by Council President Solomon, seconded by Councilmember Peabody, that this Action Item be . The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

12.b. 2022 Corridor Investment Program Grant Awards[HCC-63-FY23](#)

I move that the Mayor and Council accept the recommendations of City Staff and approve Corridor Investment Program grant funding awards for the following entities:

- ATHA- \$1,000
- Amelia Irene Catering & Event Design- \$1,500
- The Beauty Boutique Salon & Barbershop- \$5,000
- CAMPSpace- \$1,600
- Cocineros- \$3,000
- Emma's Dollar Store & More- \$1,200
- Flavors (Business Development)- \$5,000
- Flavors (Programming)- \$1,500
- Little Inkplay Shop- \$5,000
- Maryland Meadworks- \$1,500
- Queens Chapel Barber Shop- \$1,200
- Trinity Grill- \$2,500

Sponsors: City Administrator

Attachments: [Staff Memo- CIP 2022 Final](#)
[Corridor Investment Grant - Program Guidelines - May 2022 final](#)

Councilmember Haba asked how the City would handle a grant award recipient that was unable to provide the required 20% match in funds.

Director of Community and Economic Development Jim Chandler clarified the process of fund distribution and its reliance upon the required match of funds from the award recipient.

Councilmember Haba asked how the City would address the situation of an award recipient's project coming in under budget.

Mr. Chandler replied that the final release of funds does not occur until receipts for the full project are provided.

Councilmember Haba expressed his concern that applicants may feel misguided if the City were to adjust the award based on a project coming in under budget.

Mr. Chandler stated that the expectations of the contract and award are made clear to each applicant and reiterated that this particular issue has never come up in past iterations of granting this awards.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

12.c. Hyattsville Emergency Ordinance 2022-04: Campaign Finance Reports[HCC-70-FY23](#)

I move that the Mayor and Council introduce and adopt Hyattsville Emergency Ordinance 2022-04, an ordinance whereby the City Council amends Section 8-29, Article VII, Chapter 8 of the Hyattsville Code to adjust the time for which candidates must file their campaign finance reports (INTRODUCTION & ADOPTION).

Sponsors: City Administrator

Attachments: [Emergency Ordinance Chapter 8 Section 8-29 Revision](#)

City Clerk Laura Reams presented a brief history of the origin and reasoning for the Emergency Ordinance.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino

13. Council Dialogue (10:15 p.m. - 10:25 p.m.)**14. Motion to Adjourn**

The meeting was adjourned at 11:15 p.m.

A motion was made by Councilmember Peabody, seconded by Councilmember Denes, that the meeting be adjourned. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, Peabody, and Sandino