



Council Meeting of the Mayor and Council of Brentwood
Date: May 19, 2020

Council:

- (X) Council Member Jerry Burgess
- (X) Vice Mayor Tonya Harrison
- (X) Council Member Marcus Monroe
- (X) Mayor Roció Treminio-López
- (X) Council Member Alicia Tarr

Town Staff:

- (X) Cynthia Mann, Town Administrator
- (X) Giselle Richards, Town Clerk
- (X) Chief Althoff, Brentwood Police Dept.
- (X) Shelley Dorsey, Treasurer
- (X) Jason Deloach, Town Attorney

Call to order at 7:06 PM

Motion to approve agenda with the addition of purchase of \$504 for parking permits, made by CM Burgess. 2nd made by CM Monroe. All in favor.

Public Comments

No public comments.

Police Chief's Report read by Chief Althoff

Treasure's Report read by Treasure, Dorsey

Code Enforcement Presented via email.

Town Clerk's Report Read by Giselle Richards

Town Administrator Report read by TA Mann.

- **Tree Removal** -I have received two quotes for tree removal and waiting for a third. I will forward ASAP and plan to request services start by mid-June.
- **Decontamination of Town Hall** -The Town Hall has been decontaminated. The Town Hall will re-open the week of May 25th. Current office hours remain in place 9:00am – 2:00pm Monday – Thursday. Please feel free to leave voice message after hours and you will receive a response within 24 hours.
- **Census Update** -The Town has launched a raffle opportunity for completing the census survey. The Town will be raffling gift cards to resident who utilizes the Virtual Block Party opportunity to complete their census survey. Calling the Town Hall for assistance with completing the census survey will also be entered into the raffle. All FOOD DRIVES distribute instructional information on completing your census survey. While the 20722-zip code boundary response level is a little over 50% we will continue to increase response level daily.
- **PY44 RFP Solicitation Response Sidewalk Installation Allison & 37th Street**

- We have received 2 responses to the PY44 solicitation. The pre-construction meeting with DHCD will be scheduled for the first week of June.

Presentation of Bid Submission PY44 - Installation of Sidewalks Allison and 37th.

Bids received:

- American Striping \$214,000 -No further review done due to lack of all required documentation and over the allotted budget.
- ER Services Inc. \$86,420 – TA recommends this company because they submitted everything required and are below the budget.

CM Tarr asked what TA meant as lack of documentation from American Striping as some items in a bid are curable.

TA stated that what they provide was an invoice of the pricing and the breakdown of the material and worksheet for the supplies and materials in quantities.

VM Harrison-Edwards stated that there is big difference in the prices.

TA stated that we were allotted \$179,300 for the project.

The Mayor asked TA if she reviewed the paperwork submitted by ER Services to ensure that all required is covered by the \$86,420 quoted.

TA responded yes and stated that she worked with the engineer. Engineer stated that they some adjustments needed to be made which brings ER Services amount to \$108,000. Mayor asked if a motion is needed to award the contract to ER Services.

CM Tarr asked about the gravel and the units of cost for the materials because we asked for installation of the non-permeable grid. "I think that the latest Davis scale is \$20/unit and in your response was, the price is literally half as far as the materials."

TA stated that the engineer addressed the gravel by adding an additional \$20,000 which is what brought the amount up to \$108,110.

VM Harrison-Edwards asked if they submitted that in their proposal? Because we're only going to assign a contract for the actual dollar amounts.

TA stated that we have option of adding change orders.

CM Tarr stated "No but when we go out to bid there supposed to be everyone supposed to be bidding on the same scope. If we're changing the scope then you have to do a best and final offer, otherwise you're not being fair and uniform with all of the potential for proposers. So, we can't just add a budget number um to satisfy that need in order for you to have a revised proposal amount."

TA stated, "You absolutely correct CM Tarr, but my problem here this was posted on the website and sent to 7 companies and only 2 responded."

VM Harrison-Edwards: "We didn't really go out to we didn't go we only did it on our website we didn't go out anywhere else for the bids."

TA: "I had a list of contractors and I emailed all of them."

CM Monroe asked if we posted it on eMaryland Marketplace.

CM Tarr stated we haven't posted anything on eMarketplace since 2018.

TA stated that she thought our only obligation was to post it on our website and to send out notice.

Treasurer stated that we generally used SAMs.

The conclusion was that everybody has to be afforded the same information to provide for their quote.

CM Monroe is concerned that an ideal process was not followed by not placing the bid in a procurement website.

TA will repost and ask for best and final offer on eMaryland Marketplace Advantage for 14 days.

Mayor and CM Monroe stated that the council needs to come to an agreement on procurement policy to avoid any confusion in future.

Mayor and Council Reports

- VM Harrison-Edwards attended HEPAC meeting with Chief at MML and attended Prince George's County Elected Women Association meeting.
- CM Tarr mentioned MML online Summer Conference June 29th -30 requested that whoever is attending gets signed up.
- CM Burgess stated that the Green Team will hold a community wide clean up in the first week of June. No trees being planted until gather restrictions have been lifted.

Consent Items

- Consent to Receive the reports.
- Motions to approve purchase equipment in the amount of \$869 From Item #5-9415 made by VM Harrison-Edwards. 2nd by CM Burgess. CM Tarr, Monroe, Burgess, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

Old Business

- **Resolution to Establish the Relief Fund**
*Resolution 2020-02 Establishing Resident Relief Fund read by Treasurer
Motion to approve Resolution 2020-02 to establish Resident Relief Fund made by VM Harrison-Edwards. 2nd by CM Monroe. CM Burgess, Monroe, Tarr, VM Harrison-Edwards and Mayor Treminio-Lopez voted yes. Motion approved. The committee will be established.*

1. **New Business:**

a) **Quotes for sanitizing/cleaning town hall.**

Motion to approve emergency cleaning of town hall in the amount of \$1,952 from appropriate line item designated by the treasurer (5-9002) made by VM Harrison-Edwards. 2nd by CM Burgess.

CM Burgess, CM Tarr, CM Monroe, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

Motion to approve funds not to exceed \$2,500 for disinfecting of maintenance yard from line item 5-9002 made by VM Harrison-Edwards. 2nd by CM Burgess. CM Burgess, CM Tarr, CM Monroe, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

TA will review and implement the sanitation of town vehicles.

b) **Covid Relief Funds of \$212,000 received from the county.**

Brentwood was awarded \$212,000 to deal with the pandemic. TA has created a projected expense report that Mayor & Council reviewed to spending from March 1 thru the end of the year. Majority of what is spent to combat Covid-19 will be reimbursed. Hazard pay calculated at \$3.10 to cover the Police Department and maintenance department employees to be paid on days worked. Maintenance staff to return to work Monday-Friday.

c) Repairs to 1 Police Cruiser

Motion to approve \$1,689 from line item 5-4279 for the repair of vehicle made by CM Burgess. 2nd by VM Harrison-Edwards. CM Burgess, Monroe, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

d) Hazardous Pay Calculation

Motion to approve Hazardous pay for PD and Maintenance department on days worked at a rate of \$3.10 per hour effective June 5th thru Dec 18th, 2020 made by CM Monroe. 2nd by VM Harrison-Edwards. CM Burgess, Monroe, Tarr, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

e) Approval of FY21 Budget

Motion to approve FY21 Budget made by VM Harrison-Edwards. 2nd by CM Burgess. CM Burgess, Monroe, Tarr, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

f) Approve funds for Parking permits

Motion to approve \$505 line item 5-1086 by VM Harrison-Edwards. 2nd by CM Burgess. CM Burgess, Monroe, Tarr, VM Harrison-Edwards, Mayor Treminio-Lopez voted yes. Motion approved.

Motion to Adjourn at 10:08 pm made by CM Burgess. 2nd by CM Monroe. All in favor.

** A Closed Session may be called as deemed necessary by the Mayor and Council

Mayor, Rocio Treminio-Lopez

Approved: 

Submitted By:



Giselle Richards
Town Clerk