

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

ADRIAN G. SIMMONS  
First Ward

JAMES KOLE  
First Ward

KYLA CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road  
Laurel, Maryland 20707-2502

KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

JOANNE HALL BARR  
Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, CMC  
City Clerk

(301) 725-5300

[www.cityoflaurel.org](http://www.cityoflaurel.org)

**WORK SESSION  
MAYOR AND CITY COUNCIL OF LAUREL  
MONDAY, JULY 3, 2024  
6:00 PM  
IN-PERSON MEETING  
MINUTES**

The work session convened in the Council Chamber of the Joseph R. Robison Laurel Municipal Center at approximately 6:00 pm with Council President James Kole presiding. Councilwoman Kyla Clark, Councilwoman Christine M. Johnson, Councilman Jeffrey W. Mills, Councilman Adrian G. Simmons and Keith R. Sydnor, Mayor were present. There were approximately five (5) members of the public in attendance.

The following staff members were also present: Christian L. Pulley, CPM, City Administrator, Joanne Hall Barr, Deputy City Administrator, Sara A. Green, CPM, CMC, City Clerk, Ana R. Navarro, MMC, Executive Assistant to the Mayor, James Cornwell-Shiel, Director, Department of Information Technology, Chief Russell Hamill, LPD, Tim Miller, Director, Department of Public Works, S. Michele Saylor, Director, Department of Budget and Personnel Services, Chrissy Cornwell, Director, Department of Community Resources and Emergency Management, Deputy Chief Mark Plazinski, and Stephanie P. Anderson, City Solicitor.

Agenda Item No. 2 was a Bid Recommendation for Granville Gude Park Path Banners for the Department of Parks and Recreation. Director Bill Bailey presented the bid recommending that it be awarded to Chesapeake Lighting of Columbia, Maryland in the amount of \$109,580.00. The Council agreed to move the bid recommendation forward to the July 8, 2024 regular meeting.

Agenda Item No. 3 was a Leasing Agreement for Bigbelly Compost Bins for Multi-family Compost Collection presented by Environmental Programs Manager, Michele Blair. Ms. Blair recommended the agreement be approved to lease forty (40) Bigbelly units for organic compost collection for a five-year lease in the amount of \$78,100.80 per year. The Council agreed to move the bid recommendation forward to the July 8, 2024 regular meeting.

Next, Agenda Item No. 4 was a Fleet Acquisition for FY2025 Fleet Replacement Schedule. Department of Public Works Director Tim Miller presented the acquisition recommending that

purchases be approved from: Mid Atlantic Waste Systems of Easton who had the Sourcewell contract #091219-THC, Apple Ford of Columbia who had the Baltimore County contract #0004504, and Fred Frederick of Laurel for the following:

- #730 a 2015 Chevy Silverado will be replaced with the new 2024 Ford F250.
- #756 a Ford E350 Handicap Van will be replaced with the new 2024 Ford Transit Handicap Van.
- #762 a Chevrolet Express Van will be replaced with the new 2024 Ford Transit 15 Passenger Van.
- #805 a 2015 Dodge Journey will be replaced with the new 2024 Ford Explorer.
- #729 a 2017 Ford Explorer will be replaced with the new 2024 Jeep Grand Cherokee.
- #19 a 2014 Ford F250 will be replaced with the new 2024 Ford F250.
- #23 a 2012 Freightliner refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #718 a 2015 Chevrolet Silverado will be replaced with the new 2024 Ford F250.
- #812 a 2014 Ford Explorer will be replaced with the new 2024 Ford Explorer.
- #16 a 2007 Kenworth refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #17 a 2006 GMC roll off will be replaced with the new 2025 Peterbilt.

Funding was available through the Adopted FY2025 CIP-Fleet Replacement Project. The cost for the equipment was \$1,308,597.44. Director Miller recommended that the purchase of the equipment for a total cost of \$1,308,597.44 be divided as follows:

- Mid Atlantic Waste Systems of Easton - \$813,222.04
- Apple Ford of Columbia - \$445,479.40
- Fred Frederick of Laurel - \$49,896.00

The Council agreed to move the recommendation forward to the July 8, 2024 regular meeting.

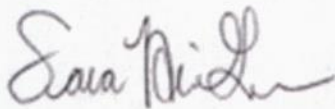
Agenda Item No. 5 was the Enterprise Fleet Management Services Acquisition for the Laurel Police Department. Chief Hamill presented the acquisition recommending the lease agreement in the amount of \$287,016.96 be awarded to Enterprise Fleet Management. The Council agreed to move the acquisition forward to the July 8, 2024 regular meeting.

Agenda Item No. 6 was the Bid Recommendation for the Purchase of Ammunition for the Laurel Police Department. Chief Hamill presented the bid recommending it be awarded to The Gun Shop under Maryland State Contract #001B9400284 in the amount of \$55,000.00. The Council agreed to move the bid forward to the July 8, 2024 regular meeting.

There being no further business the meeting was adjourned at approximately 6:46 pm.

Approved:

Date: July 22, 2024



Sara A. Green, CPM, CMC  
City Clerk

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

ADRIAN G. SIMMONS  
First Ward

JAMES KOLE  
First Ward

KYLA CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road  
Laurel, Maryland 20707-2502

KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

JOANNE HALL BARR  
Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, CMC  
City Clerk

(301) 725-5300

[www.cityoflaurel.org](http://www.cityoflaurel.org)

**Mayor and City Council Work Session**

**Wednesday, July 3, 2024**

**6:00 PM**

**Agenda**

**IN-PERSON MEETING**

**Watch the meeting on Laurel TV streaming live in your web browser at <https://laurelvtv.org/watch-live> or locally Laurel TV can be found on Comcast Channel 996 (HD), 71 (SD) or Verizon FiOS Channel 12.**

1. Call to Order - James Kole, President
2. Bid Recommendation- Granville Gude Park Path Banners- Department of Parks and Recreation
3. Leasing Agreement- Bigbelly Compost Bins for Multi-family Compost Collection- Environmental Programs
4. Fleet Acquisition- FY2025 CIP- Fleet Replacement Schedule- Department of Public Works
5. Fleet Leasing Purchase- FY2025- Laurel Police Department
6. Bid Recommendation- Ammunition Purchase- Laurel Police Department
7. Adjournment

Mayor and City Council Attendance Record

Work Session

July 3, 2024 6:00 pm In-Person

Call to Order: 6:00 PM

Meeting Ended: 6:48 PM

Members of the Public:

5

- Christian L Pulley
- Joanne Barr
- Ana Navarro
- Bill Bailey
- Chrissy Cormwell
- Natalie Williams
- James Cornwell-Shiel
- Tim Miller
- Chief Russell Hamill
- S. Michele Saylor
- Danny Selby
- Stephanie Anderson
- Mark Plazinski
- Monta Burrough, Acting Director, ECD
- + Michele Blair Environmental

In Attendance:

- Councilman Simmons
- Councilwoman Johnson
- Councilman Mills
- Councilwoman Clark
- President Kole
- Mayor Sydnor

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

ADRIAN G. SIMMONS  
First Ward

JAMES KOLE  
First Ward

KYLA CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road  
Laurel, Maryland 20707-2502

KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

JOANNE HALL BARR  
Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, CMC  
City Clerk

(301) 725-5300

[www.cityoflaurel.org](http://www.cityoflaurel.org)

**Mayor and City Council Work Session**

**Wednesday, July 3, 2024**

**6:00 PM**

**Agenda**

**IN-PERSON MEETING**

**Watch the meeting on Laurel TV streaming live in your web browser at  
<https://laurelvtv.org/watch-live> or locally Laurel TV can be found on Comcast Channel 996 (HD),  
71 (SD) or Verizon FiOS Channel 12.**

1. Call to Order - James Kole, President
2. Bid Recommendation- Granville Gude Park Path Banners- Department of Parks and Recreation
3. Leasing Agreement- Bigbelly Compost Bins for Multi-family Compost Collection- Environmental Programs
4. Fleet Acquisition- FY2025 CIP- Fleet Replacement Schedule- Department of Public Works
5. Fleet Leasing Purchase- FY2025- Laurel Police Department
6. Bid Recommendation- Ammunition Purchase- Laurel Police Department
7. Adjournment



**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF PARKS AND RECREATION**

Item 2.

13910 Laurel Lakes Avenue • Laurel, Maryland 20707 (301) 725-7800  
<http://www.cityoflaurel.org> • email – [parks@laurel.md.us](mailto:parks@laurel.md.us)

June 10, 2024

**MEMORANDUM**

**TO:** Mayor Keith R. Sydnor  
Council President James Kole  
Laurel City Councilmembers

**VIA:** Joanne Barr, Deputy City Administrator *JHB*

**FROM:** Bill Bailey, Director, Parks and Recreation *BB*

**SUBJECT:** Granville Gude Path Banners

As you recall, the Department of Parks and Recreation worked with Century Engineering on a project to replace the existing path lights around the two Laurel Lakes with energy efficient and safety-feature lights. The project was completed in two phases. Phase one consisted of purchasing the lights and the second phase consisted of the materials and labor to install the provided lights. Along with the poles and necessary lights in phase one, we purchased one digital banner and prewired four additional poles.

**Specifications:**

The "Intellistreets" is a patented wireless disruptive technology which allows communication between individual luminaires and the web-based user interface. "Intellistreets" is the most effective way to maintain and conserve natural and human resources needed to protect and reduce our carbon footprint. The current poles support "Intellistreets", a patented wireless disruptive technology. As it is a proprietary system, to allow for the continuity of the path lights, the additional four new digital banners must match the banner already installed.

**Funding:**

Funding is available in the Adopted FY2025 CIP – Park Improvement Project.

**Recommendation:**

It is recommended that the purchase of four additional digital banners at \$27,395.00 each for a total of \$109,580.00 from Chesapeake Lighting out of Columbia, Maryland be approved. Sternberg is the manufacturer and uses Chesapeake Lighting as the local sales representative responsible for promoting their products in the Baltimore/DC

area. Each banner purchase comes equipped with commissioning and system management services.

Should you have any questions or need further information, please contact me at 301-725-5300, extension 2233.

**Reviewed:**

*S. Michele Saylor*

**S. Michele Saylor, Director  
Department of Budget and Personnel Services**

*6/17/2024*

**Date**



**MAYOR AND CITY COUNCIL OF LAUREL  
OFFICE OF THE CITY ADMINISTRATOR  
ENVIRONMENTAL PROGRAMS**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2203  
[www.cityoflaurel.org](http://www.cityoflaurel.org) • email – [GREENLIVING@LAUREL.MD.US](mailto:GREENLIVING@LAUREL.MD.US) Fax (301) 490-5068

June 17, 2024

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
 Council President James Kole  
 Laurel City Councilmembers

THRU: Joanne Hall Barr, Deputy City Administrator *JHB*

FROM: Michele Blair, Environmental Programs Manager *MB*

SUBJ: Leasing Bigbelly Smart Compost Bin -- Multi-family compost collection

As part of the City's commitment to long-term sustainability, the Mayor & City Council passed Ordinance 2010, which established the organics composting program; defined separation of materials; and provided an effective date for the mandatory separation of organics from the waste stream.

Prior to passing Ordinance 2010 – the Council expressed concerns about how we would offer composting to condos and multi-family communities. A new product that is part of the Bigbelly system currently in use by the City is able to offer a solution.

**Background:**

Bigbelly (currently providing public trash and recycling containers within the City) – has a subscription based program specifically designed for multi-family communities. This is a propriety system and will be integrated into the existing Clean Software system currently in use by the City.

- a. One Bigbelly unit will be placed in each trash corral – removing at least one trash cart.
- b. The app (which is free for residents) comes in 11 different languages and will allow residents to open the bin.
- c. Usage will be tracked via a cloud app provided by Bigbelly Clean Software.
- d. The units are solar powered – environmentally friendly.
- e. The cloud system will assist in helping to prepare more focused educational and outreach information based on usage and assist DPW in managing collections more efficiently.



**Recommendation – Bigbelly Smart Compost Bins**

June 17, 2024

Page 2 of 2

**Specifications:**

- a. The leasing agreement comes with yearly mechanical checkups and a “make it right” clause.
- b. Software upgrades will be provided at no additional costs.
- c. Units that are not performing correctly will be replaced at no cost, other than shipping.
- d. Pricing is stable for a period of five years.
- e. The carts are compatible with our lift gates.
- f. Monthly leasing/subscription fee for 40 units – which provides services to all condo communities within Laurel was \$6,582.80/month.

**Funding:**

Funding for this purchase is provided in the Adopted FY2025 CIP – Environmental Programs.

**Recommendation:**

It is recommended that the City approve the five-year leasing of these carts for a total annual of \$78,100.80 to Bigbelly.

Should you have any questions or desire further information, please contact Michele Blair at 301-725-5300 extension 2203.

**Reviewed for funding:**

  
\_\_\_\_\_  
**S. Michele Saylor, Director**  
**Department of Budget and Personnel Services**

6/17/2024  
\_\_\_\_\_  
**Date**



**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF PUBLIC WORKS**


305-307 First Street • Laurel, Maryland 20707 (301) 725-0088

<http://www.cityoflaurel.org> • email – [dpw@laurel.md.us](mailto:dpw@laurel.md.us) Fax (301) 498-5266

June 17, 2024

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
 President James Kole  
 Laurel City Councilmembers

THRU: Joanne Barr, Deputy City Administrator 

FROM: Timothy Miller, Director, Public Works

SUBJ: Fleet Acquisition – FY2025 Fleet Replacement Schedule

The Department of Public Works is requesting approval for the purchase of eleven new vehicles to support the Departments of Parks and Recreation, Fire Marshal and Permit Services, Communications and Public Works.

**Specifications:**

This department solicited several quotes both locally and statewide, with the accepted quotes coming from Mid Atlantic Waste Systems of Easton who has the Sourcewell contract #091219-THC, Apple Ford of Columbia who has the Baltimore County contract #0004504, and Fred Frederick of Laurel. Please see the attachment for the detailed costing for the vehicles.

**Vehicle Assignments/Replacements:**

Based on the fleet schedule, the following equipment will be replaced or reassigned to other departments to address vehicle shortages resulting from staff increases.

- #730 a 2015 Chevy Silverado will be replaced with the new 2024 Ford F250.
- #756 a Ford E350 Handicap Van will be replaced with the new 2024 Ford Transit Handicap Van.
- #762 a Chevrolet Express Van will be replaced with the new 2024 Ford Transit 15 Passenger Van.
- #805 a 2015 Dodge Journey will be replaced with the new 2024 Ford Explorer.
- #729 a 2017 Ford Explorer will be replaced with the new 2024 Jeep Grand Cherokee.
- #19 a 2014 Ford F250 will be replaced with the new 2024 Ford F250.
- #23 a 2012 Freightliner refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #718 a 2015 Chevrolet Silverado will be replaced with the new 2024 Ford F250.
- #812 a 2014 Ford Explorer will be replaced with the new 2024 Ford Explorer.
- #16 a 2007 Kenworth refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #17 a 2006 GMC roll off will be replaced with the new 2025 Peterbilt.

**Funding:**

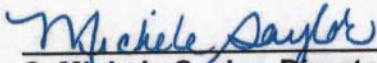
Funding is available through the Adopted FY2025 CIP – Fleet Replacement Project. The cost for this equipment is \$1,308,597.44

**Recommendation:**

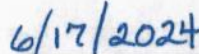
It is recommended that the purchase of this equipment for a total cost of \$1,308,597.44 be divided as follows:

Mid Atlantic Waste Systems of Easton - \$813,222.04  
Apple Ford of Columbia - \$445,479.40  
Fred Frederick of Laurel - \$49,896.00

Should you have any questions or desire further information, please contact Timothy Miller at (301) 725-0088, extension 3206.

**Reviewed:**

\_\_\_\_\_  
S. Michele Saylor, Director  
Department of Budget and Personnel Services



\_\_\_\_\_  
Date

cc: Christian Pulley, CPM, City Administrator  
Michele Saylor, Director, Budget & Personnel Services



# LAUREL POLICE DEPARTMENT

## OFFICE OF THE CHIEF

Russell E. Hamill, III  
Chief of Police

811 Fifth Street, Laurel, MD 20707-5103 • Phone: 301-498-0092  
[www.cityoflaurel.org/police](http://www.cityoflaurel.org/police) • [lpd@laurel.md.us](mailto:lpd@laurel.md.us) • Fax: 410-880-0817

June 6, 2024

### MEMORANDUM

TO: Mayor Keith R. Sydnor  
 President Kole and the Laurel City Council  
 FROM: Russell E. Hamill, III, Chief of Police *RH*  
 SUBJ: Enterprise Fleet Management Services Acquisition

The Laurel Police Department is requesting permission to continue our Enterprise Fleet Management Services for Fiscal Year 2025 for the continued acquisition of new vehicles for our fleet. These vehicles will not increase the fleet as they will replace existing older police vehicles through leasing services offered by Enterprise. We are requesting fifteen (15) Ford Police Interceptor Utility vehicles in line with our current replacement schedule as agreed upon during the initial acquisition of services. We are also requesting one (1) Ram Minivan (or similar model) for Animal Warden/Parking Enforcement and one (1) Chevy Bolt EV (or similar model) for our Public Relations Officer.

#### Specifications:

Pricing through Enterprise Fleet Management is projected with the current dealer and AME costs to include a nominal percentage increase to account for rising costs. We are requesting to acquisition of nine (9) Marked Patrol vehicles with Light bars (which could be changed to Marked Patrol vehicle without Lightbars at our discretion), one (1) Hybrid Patrol vehicle (SUV without lightbar), four (4) Administrative vehicles, and one (1) Marked k9 Patrol vehicle. Pricing for the Ram Minivan (or equivalent) and the Chevy Bolt EV (or equivalent) would be at the standard lease rate available at the time of acquisition with no extra AME costs.

#### Funding:

Funding for this leasing purchase is included in the Fiscal Year 2025 Adopted Capital Improvement Program (CIP).

#### Recommendation:

It is recommended that the Mayor and City Council approve the proposed lease agreement in the amount of \$287,016.96 as submitted by Enterprise Fleet Management. It is also recommended that the Mayor and City Council enter an intent to lease agreement with Enterprise Fleet Management for Fiscal Year 2025 as the ordering window for these vehicles is typically in August and is closed by Ford Motor Company prior to our September Council meeting. The ordering window for both of the non-police vehicles would be subject to availability at the time of approval and would not be part of an intent to purchase lease agreement.


Should you have any questions or desire further information, please contact me at (301) 498-0092. Extension 1130.

Enterprise Fleet Management Services Acquisition  
Page 2

REVIEWED:

*S. Michele Saylor*  
S. Michele Saylor, Director  
Department of Budget and Personnel Services

6/17/2024  
Date

Cc: Christian Pulley, City Administrator  
Joanne Barr, Deputy City Administrator 



# LAUREL POLICE DEPARTMENT OFFICE OF THE CHIEF

**Russell E. Hamill, III**  
Chief of Police

811 Fifth Street, Laurel, MD 20707-5103 • Phone: 301-498-0092  
[www.cityoflaurel.org/police](http://www.cityoflaurel.org/police) • [lpd@laurel.md.us](mailto:lpd@laurel.md.us) • Fax: 410-880-0817

June 6, 2024

## MEMORANDUM

TO: Mayor Keith R. Sydnor  
President Kole and the Laurel City Council  
FROM: Russell E. Hamill, Chief of Police *REH*  
SUBJ: Bid Recommendation for Purchase of Ammunition

The Laurel Police Department is requesting permission to purchase ammunition for Fiscal Year 2025 to be used in accordance with the training standards of the Maryland Police and Correctional Training Commission and this department.

### Specifications:

We will be riding the Maryland State Contract #001B9400284 for this purchase through The Gun Shop.

### Funding:

Funding for this purchase is included in the Adopted FY2025 Operating Budget in account #301-52571 entitled Ammunition Purchases with a line item total of \$55,000.

### Recommendation:

It is recommended that the Mayor and City Council approve the purchase of ammunition in the amount of \$55,000 through the Maryland State Contract pricing with The Gun Shop.

Should you have any questions or desire further information, please contact me at (301) 498-0092, Extension 1130.

### REVIEWED:

*Michele Saylor*

**S. Michele Saylor, Director**  
Department of Budget and Personnel Services

*6/17/2024*  
Date

Cc: Christian Pulley, City Administrator  
Joanne Hall-Barr, Deputy City Administrator *JHB*