

CITY COUNCIL

CHRISTINE M. JOHNSON
At-Large

CARL W. DEWALT
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

**WORK SESSION
MAYOR AND CITY COUNCIL OF LAUREL
WEDNESDAY, FEBRUARY 7, 2024
6:00 PM
VIRTUAL MEETING VIA ZOOM
MEETING MINUTES**

The meeting convened via Zoom at approximately 6:00 pm with Council President James Kole presiding. Councilwoman Kyla Clark, Councilman Carl W. DeWalt, Councilwoman Christine M. Johnson, Councilman Jeffrey W. Mills, and Keith R. Sydnor, Mayor were present.

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, Bill Bailey, Director, Department of Parks and Recreation, James Cornwell-Shiel, Director, Department of Information Technology, Chief Russell Hamill, LPD, Robert Love, Director, Department of Economic and Community Development, S. Michele Saylor, Director, Department of Budget and Personnel Services, Tommy Helms, Chief Supervisor, Department of Public Works and Stephanie P. Anderson, City Solicitor.

Agenda Item No. 2 was a Fleet Acquisition for a 2024 M2 Freightliner 25-yard rear loader refuse truck. Tommy Helms, Chief Supervisor, Department of Public Works presented the bid recommending it be awarded to Mid-Atlantic Waste Systems of Easton, Maryland in the amount of \$267,658.88. The Council agreed to award the bid at the February 12, 2024 meeting.

Agenda Item No. 3 was a Bid Recommendation for Engineering and Design for 4th and 5th Street renovations presented by Tommy Helms, Chief Supervisors, Department of Public Works. Mr. Helms recommended that the bid be awarded to KCI Technologies, Inc. in the amount of \$65,665.00. The Council agreed to award the bid at the February 12, 2024 meeting.

Agenda Item No. 4 was a Bid Recommendation for a sole source purchase for Ongoing Replacement of Street Lighting and Conversion to 150w LED Fixtures, presented by Tommy Helms, Chief Supervisor, Department of Public Works. Mr. Helms recommended that the bid be awarded to BGE, an Excelon Company, in the amount of \$49,111.00. Council agreed to award the bid at the February 12, 2024 Mayor and City Council meeting.

Agenda Item No. 5 was Ordinance No. 2021 an Ordinance Amending the General Operating Budget and Capital Improvement Program of the Mayor and City Council of Laurel, Maryland, for the Fiscal Year July 1, 2023 through June 30, 2024 and to provide an Effective Date. S. Michele Saylor, Director, Department of Budget and Personnel Services provided a summary of the changes to the Mayor and City Council. The Council agreed that the item would be introduced, and the first public hearing would be held on Monday, February 12, 2024.

There being no further business the meeting was adjourned at approximately 6:16 pm.

Approved:

Date:

A handwritten signature in black ink, appearing to read "Sara A. Green".

Sara A. Green, CPM, CMC, City Clerk

March 25, 2024

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Mayor and City Council Work Session

Wednesday, February 07, 2024

6:00 PM

Agenda

VIRTUAL ZOOM MEETING

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

**Contact the Clerk for Zoom information at clerk@laurel.md.us no later than 2:00 pm the day of
the meeting.**

1. Call to Order - James Kole, President
2. Fleet Acquisition- 2024 M2 Freightliner 25 Yard Rear Loader Refuse Truck- Department of Public Works
3. Bid Recommendation- Engineering and Design Award 4th and 5th Street Renovations- Department of Public Works
4. Bid Recommendation- Sole Source Purchase- Ongoing Replacement of Street Lighting and Conversion to 150w LED Fixtures- Department of Public Works
5. Ordinance No. 2021- An Ordinance Amending the General Operating Budget and Capital Improvement Program of the Mayor and City Council of Laurel, Maryland, for The Fiscal Year July 1, 2023 through June 30, 2024 and to Provide an Effective Date
6. Adjournment

Mayor and City Council Voting Record

Work Session

Wednesday, February 7, 2024 6:00 pm Virtual

Call to Order: 6:00 PM

Meeting Ended: 6:16 PM

Members of the Public: 0

<input checked="" type="checkbox"/> Christian L Pulley	<input checked="" type="checkbox"/> Joanne Barr	<input checked="" type="checkbox"/> Ana Navarro	<input checked="" type="checkbox"/> Bill Bailey	<input checked="" type="checkbox"/> Chrissy Cornwell
<input checked="" type="checkbox"/> James Cornwell-Shiel	<input checked="" type="checkbox"/> Tim Miller	<input checked="" type="checkbox"/> Robert Love	<input checked="" type="checkbox"/> Chief Russell Hamill	<input checked="" type="checkbox"/> S. Michele Saylor
<input checked="" type="checkbox"/> Danny Selby	<input checked="" type="checkbox"/> Stephanie Anderson	<input checked="" type="checkbox"/> Mark Plazinski		

Mayor and City Council Present

<u>Present</u> Councilman DeWalt	<u>Present</u> Councilwoman Johnson	<u>Present</u> Councilman Mills
<u>Present</u> Councilwoman Clark	<u>Present</u> President Kole	<u>Present</u> Mayor Sydnor



**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 Fax (301) 498-5266

January 18, 2024

MEMORANDUM

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

VIA: Joanne Barr, Deputy City Administrator *JJB*

FROM: Timothy Miller, Director, Public Works

SUBJ: Fleet Acquisition – 2024 M2 Freightliner 25 Yard Rear Loader Refuse Truck

The Department of Public Works is requesting approval for the purchase of a 2024 M2 Freightliner refuse truck.

Specifications:

The Department solicited quotes through Gran Turk of Baltimore and Mid Atlantic Waste Systems of Easton. Of the two vendors contacted, Mid-Atlantic Waste Systems was the sole vendor that returned a quote for the specialized equipment. The accepted quote is from Mid-Atlantic Waste Systems, of Easton Maryland, who has the Sourcewell contract #091219-THC.

Vehicle Assignments/Replacements:

Based on the fleet replacement schedule, the following equipment will be replaced:

Vehicle# 22, 2009 Refuse Truck will be replaced with the new 2024 M2 Freightliner Refuse Truck. Vehicle #22 will be sold at auction.

Funding:

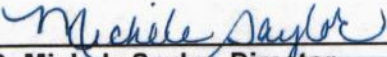
Funding is available through the Adopted FY2024 CIP – Fleet Replacement Project. The cost for this equipment is \$267,658.88.

Recommendation:

It is recommended that the purchase of this equipment be made from Mid-Atlantic Waste Systems, of Easton Maryland for a total cost of \$267,658.88.

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

1/19/2024
Date

cc: Christian Pulley, CPM, City Administrator



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January 17, 2024

MEMORANDUM

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

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

FROM: Timothy Miller, Acting Director, Department of Public Works

SUBJ: Engineering and Design Award
4th and 5th Street Renovations

This is to request approval for the Design, Surveying, Bid Packet Preparation and Administrative Services to prepare plans and specifications for the milling, bituminous overlay, repairs to the concrete sidewalks, curb and gutter and other items necessary to ensure safe travel for pedestrians and vehicles. The work shall include 4th Street from Main Street to Gorman Avenue and 5th Street from Main Street to Montgomery Street. The intersection of Prince Georges Street with 5th Street extending 65 feet on to Prince George Street

This is an ongoing project by the City of Laurel Department of Public works, repairing the streets, sidewalks, curb and gutter and ensuring safe access for pedestrians and vehicles in the City Right-of-Way.

The work will be performed by KCI Technologies, Inc., who are one of the City's on-call engineering firms.

Recommendation


It is recommended that the Mayor and the City Council of Laurel approve this purchase from KCI Technologies, Inc., for a total of \$65,665.00. The work is tentatively scheduled to be completed and bid in the month of April, 2024.

Funding:

Funding for this project is provided through the Adopted FY2024 Capital Improvement Program – Fourth Street and Fifth Street Improvement Projects.

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

Reviewed for funding:



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

1/19/2024

Date

cc: Christian L. Pulley, CPM, City Administrator



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DEPARTMENT OF PUBLIC WORKS**

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January 30, 2024

MEMORANDUM

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

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

FROM: Timothy Miller, Acting Director, Department of Public Works

SUBJ: Sole Source Purchase
Ongoing Replacement of Street Lighting and conversion to 150w LED.

This is to request the sole source purchase approval for the removal of 65 HID pendant light fixtures in the vicinity of Clubhouse Blvd. and Greenview Drive. The 65 fixtures will be replaced with 18 150w LED Pendants and 47 150w Led Colonial Fixtures total. Mapping of the exact fixtures in the scope of work are attached.

This is an ongoing project by the City of Laurel Department of Public works, reducing the number of High-Pressure Sodium and Metal Halide streetlights in the City, which consume more energy and may last 2 to 5 years with longer lasting (25 year expected life) 150 w LED fixtures.

The work will be performed by BGE's Division for Outdoor Lighting, BGE is the Public Utility Services provider for gas and electric services for the entire City of Laurel.

Recommendation


It is recommended that the Mayor and the City Council of Laurel approve this purchase from BGE, an Excelon Company, for a total of \$49,111.00 for improvement of energy savings and sustainability at these locations.

Funding:

Funding for this project is provided through the Adopted FY2024 Capital Improvement Program – Street Lighting Project.

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

Reviewed for funding:



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

1/19/2024
Date

cc: Christian L. Pulley, CPM, City Administrator



CITY OF LAUREL, MARYLAND

ORDINANCE NO. 2021

AN ORDINANCE AMENDING THE GENERAL OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND, FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024 AND TO PROVIDE AN EFFECTIVE DATE

Sponsored by the City Council President at the request of the Administration.

WHEREAS, the FY2024 General Operating Budget and Capital Improvement Program (CIP) was adopted on May 22, 2023 through Ordinance No. 2011, and subsequently amended through the adoption of Ordinance No. 2019, and

WHEREAS, there are savings realized in certain CIP projects which the Administration proposes to allocate to other projects, and

WHEREAS, there are additional streets that have been determined by the Department of Public Works to be in need of reconstruction, and

WHEREAS, an inter-departmental transfer was needed to purchase equipment, and,

WHEREAS, the Mayor and City Council of Laurel, Maryland are required to amend the FY2024 General Operating Budget and CIP to reflect these changes.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Mayor and City Council of Laurel, Maryland that the General Operating Budget and CIP for the Fiscal Year July 1, 2023 through June 30, 2024 is hereby amended.

GENERAL OPERATING BUDGET

<u>REVENUES BY CATEGORY</u>	AMENDED ORD2019	CHANGE	AMENDED ORD2021
4010 - R/E TAX REVENUE	\$26,661,305		\$26,661,305
4030 - PERSONAL PROP TAX	1,410,000		1,410,000
4040 - PERSONAL PROP-INT/PENTALTY	68,500		68,500
4050 - LOCAL TAXES	4,400,000		4,400,000
4060 - OTHER LOCAL TAXES	1,718,892		1,718,892
4110 - LICENSES	632,075		632,075
4130 - PERMITS	422,510		422,510
4210 - FEDERAL GRANTS	90,595		90,595
4230 - STATE GRANTS	599,829		599,829
4250 - COUNTY GRANTS	275,362		275,362
4310 - GENERAL GOV'T SERVICE CH	156,097		156,097
4340 - SANITATION SERVICE CHGS	164,000		164,000
4350 - SERVICE CHARGE-HEALTH	10,000		10,000
4370 - FACILITY RENTALS	127,090		127,090

4411 - SWIMMING POOL FEES	124,010		124,010
4413 - RECREATION PROGRAM FEES	74,000		74,000
4415 - P&R ACTIVITY FEES	83,825		83,825
4417 - P&R CONCESSION FEES	21,500		21,500
4430 - SENIOR PROGRAM FEES	12,100		12,100
4620 - POLICE FINES	2,609,457		2,609,457
4630 - CODE ENFORCEMENT FINES	4,750		4,750
4710 - INVESTMENT INTEREST	17,000		17,000
4720 - RENTAL INCOME	18,963		18,963
4730 - CONTRIBUTIONS/DONATIONS	600		600
4740 - SALE OF PROPERTY	20,500		20,500
4750 - MISC REFUNDS AND REBATES	78,780		78,780
4761 - POLICE ACCT RECEIPTS	45,000		45,000
4790 - OTHER MISC REVENUES	437,417		437,417
4840 - FUND TRANSFER	1,088,247		1,088,247
TOTAL REVENUES	\$41,372,404	\$0	\$41,372,404

<u>EXPENDITURES BY DEPARTMENT</u>	AMENDED ORD2019	CHANGE	AMENDED ORD2021
201 - CITY COUNCIL	\$122,368		\$122,368
205 - CLERK TO THE COUNCIL	210,175		210,175
210 - MAYOR	680,153		680,153
215 - CITY ADMINISTRATOR	758,811		758,811
220 - ELECTIONS	82,590		82,590
225 - BUDGET & PERSONNEL SVCS	1,122,150		1,122,150
235 - COMMUNICATIONS	698,349	(956)	697,393
240 - ECONOMIC & COMMUNITY DEV	749,817		749,817
250 - INFORMATION TECHNOLOGY	2,624,378	956	2,625,334
270 - COMMUNITY PROMOTION	148,175		148,175
280 - GROUNDS MAINTENANCE	803,768		803,768
281 - MUNICIPAL CENTER	183,173		183,173
284 - PUBLIC WORKS FACILITY	125,181		125,181
285 - RJD COMMUNITY CENTER	156,527		156,527
286 - ARMORY COMMUNITY CENTER	108,595		108,595
287 - LAUREL MUSEUM	13,000		13,000
288 - GUDE LAKEHOUSE	30,100		30,100
289 - MAIN ST. POOL MAINTENANC	78,970		78,970
290 - LPD FACILITY	308,919		308,919
291 - GREENVIEW DR REC COMPLEX	45,680		45,680
292 - P&R MAINTENANCE FACILITY	37,250		37,250
293 - GUDE HOUSE	72,394		72,394
294 - BUILDING 204	180,228		180,228
301 - POLICE	12,208,940		12,208,940
320 - FIRE MARSHAL & PERMIT SV	816,500		816,500
325 - OFFICE OF EMERGENCY MGT	737,589		737,589
326 - LMSC PROGRAMS	273,032		273,032
401 - PUBLIC WORKS ADMIN	715,088		715,088
410 - AUTOMOTIVE MAINTENANCE	1,201,741		1,201,741
415 - WASTE COLLECTION	1,343,722		1,343,722

Underlining indicates new language added.

~~Strikethroughs indicate language deleted.~~

* * * Asterisks indicate intervening language and section unchanged.

420 - RECYCLING	331,662		331,662
425 - HIGHWAYS & STREETS MAINT	963,766		963,766
430 - SNOW REMOVAL	197,288		197,288
435 - STREET LIGHTING	275,000		275,000
440 - ENGINEERING&TECH SERVICES	151,426		151,426
445 - TRAFFIC ENGINEERING	162,301		162,301
450 - TREE MANAGEMENT	101,479		101,479
501 - PARKS & RECREATION ADMIN	797,140		797,140
505 - RECREATION	468,225		468,225
510 - MAIN ST POOL PROGRAMS	276,311		276,311
515 - RJD COMMUNITY CENTER	317,581		317,581
520 - GREENVIEW DR PROGRAMS	124,267		124,267
525 - ARMORY COMMUNITY CTR PROG	204,826		204,826
530 - YOUTH SERVICES BUREAU	341,339		341,339
535 - GUDE LAKEHOUSE PROGRAMS	26,389		26,389
550 - SENIOR SERVICES	256,099		256,099
650 - PRINCIPAL	841,027		841,027
651 - INTEREST	66,192		66,192
652 - RETIREMENT	2,563,075		2,563,075
654 - PROPERTY INSURANCE	437,901		437,901
655 - BONDING INSURANCE	20,100		20,100
656 - EMPLOYEE INSURANCE	3,977,641		3,977,641
657 - MISC FINANCIAL USES	1,334,235		1,334,235
658 - SPECIAL TAXING DISTRICT	300,000		300,000
659 - AMERICAN RESCUE PLAN PROG	0		0
810 - EMPLOYEE TRAINING	179,528		179,528
820 - EMPLOYEE TUITION	20,243		20,243
TOTAL EXPENDITURES	\$41,372,404	\$0	\$41,372,404

	AMENDED ORD2019	CHANGE	AMENDED ORD2021
<u>CAPITAL IMPROVEMENT PROGRAM</u>			
TOTAL FUNDING	\$38,434,948		\$38,434,948
LONDONDERRY CT	250,000	(250,000)	0
FENWICK CT	300,000	(300,000)	0
PARK AVE-6th to 8th Streets	0	103,000	103,000
MORTON PL	0	80,000	80,000
VIRGINIA MANOR CT	0	122,000	122,000
STANLEY PL	0	95,000	95,000
4th STREET-Main St to Gorman Ave	216,000	150,000	366,000
TOTAL AMENDED FUNDING	\$39,200,948	\$0	\$39,200,948

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* * * Asterisks indicate intervening language and section unchanged.

AND, BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect on the date of its passage.

PASSED this _____ day of _____, 2024.

ATTEST:

SARA A. GREEN, CPM, CMC
Clerk to the City Council

JAMES KOLE
President of the City Council

APPROVED this _____ day of _____, 2024.

KEITH R. SYDNOR
Mayor

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