

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

JAMES KOLE  
First Ward

ADRIAN G. SIMMONS  
First Ward

KYLA M. 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

TIM MILLER  
Acting Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, MMC  
City Clerk

(301) 725-5300

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

**WORK SESSION  
MAYOR AND CITY COUNCIL OF LAUREL  
WEDNESDAY, APRIL 2, 2025  
6:00 PM  
VIRTUAL MEETING  
MINUTES**

The work session convened via Zoom at approximately 6:00 pm with Council President Kyla M. Clark presiding. Councilwoman Christine M. Johnson, Councilman James Kole, Councilman Jeffrey W. Mills, Councilman Adrian G. Simmons, and Mayor Keith R. Sydnor were present. There were zero (0) members of the public in attendance.

The following staff members were also present: Christian L. Pulley, CPM, City Administrator, Tim Miller, Acting Deputy City Administrator, Sara A. Green, CPM, MMC, City Clerk, Bill Bailey, Director, Department of Parks and Recreation, Monta L. Burrough, Director, Department of Economic and Community Development, Chrissy Cornwell, Director, Department of Emergency Management, Chief Russell E. Hamill, III, LPD, Tommy Helms, Acting Director, Department of Public Works, Marchelle LeBlanc, Director, Department of Human Services, S. Michele Saylor, Director, Department of Budget and Personnel Services, James Cornwell-Shiel, Director, Department of Information Technology, Natalie Williams, Director, Department of Communications, Deputy Chief Mark Plazinski, and Stephanie P. Anderson, City Solicitor.

Agenda Item No. 2 was a Bid Recommendation- Cypress Street and Saratoga Avenue Improvements- Department of Public Works. Tommy Helms, Acting Director, Department of Public Works, presented the bid recommending it be awarded to Calvert Ready Mix and Concrete Supplies, LLC., located in Lusby, Maryland in the amount of \$100,000. The Council agreed to move the item forward to the regular meeting scheduled for Monday, April 14, 2025 at 6:00 pm.

Agenda Item No. 3 was a Bid Recommendation- Generator Replacement Project Phase 1 Design- Department of Emergency Management. Director Chrissy Cornwell presented the proposal recommending that the Mayor and City Council approve the scope of work for Phase 1 of the project to the Maryland Environmental Service in the amount of \$152,477. The Council agreed to move the item forward to the regular meeting scheduled for Monday, April 14, 2025 at 6:00 pm.



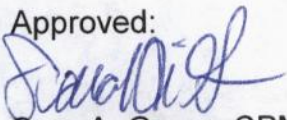
Next, Agenda Item No. 4 was Resolution No. 4-2025- A Resolution of the Mayor and City Council of Laurel, Maryland to Set the Date, Time and Polling Location for Early Voting in the City of Laurel for the General Election of November 2025. Sara A. Green, CPM, MMC, City Clerk presented the resolution. The Council agreed to introduce and hold the first public hearing on the item at the regular meeting scheduled for Monday, April 14, 2025 at 6:00 pm.

Agenda Item No. 5 was Resolution No. 5-2025- A Resolution of the Mayor and City Council of Laurel, Maryland to Pay Tribute to Emancipation Day. President Clark presented the resolution. The Council agreed to introduce and hold the first public hearing on the item at the regular meeting scheduled for Monday, April 14, 2025 at 6:00 pm.

The last agenda item was Charter Amendment No. 182- A Charter Resolution to Amend the Charter of the City of Laurel, Maryland, by Amending Article 300, Government, and Specifically, Amending Section 320, Clerk to the City Council, Deputy Clerk. Mayor Sydnor presented the proposed Charter Amendment. Following a brief discussion, the Council was of the consensus not to move the proposed Charter Amendment forward to a public hearing.

There being no further business, the meeting was adjourned at approximately 6:38 pm.

Approved:



Sara A. Green, CPM, MMC  
City Clerk

Date:

April 14, 2025

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**Mayor and City Council Work Session**

**Wednesday, April 2, 2025**

**6:00 PM**

**Agenda**

**Virtual 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.

Contact the Clerk for Zoom information at [clerk@laurel.md.us](mailto:clerk@laurel.md.us) no later than 2:00 pm the day of the meeting.

1. Call to Order – Kyla M. Clark, President
2. Bid Recommendation- Cypress Street and Saratoga Avenue Improvements- Department of Public Works
3. Bid Recommendation- Generator Replacement Project Phase 1 Design- Department of Emergency Management
4. Resolution No. 4-2025- A Resolution of the Mayor and City Council of Laurel, Maryland to Set the Date, Time and Polling Location for Early Voting in the City of Laurel for the General Election of November 2025
5. Resolution No. 5-2025- A Resolution of the Mayor and City Council of Laurel, Maryland to Pay Tribute to Emancipation Day
6. Charter Resolution No.182- A Charter Resolution to Amend the Charter of the City of Laurel, Maryland, by Amending Article 300, Government, and Specifically, Amending Section 320, Clerk to the City Council, Deputy Clerk
7. Adjournment



# Mayor and City Council Attendance Record

## Work Session

April 2, 2025 6:00 pm

## Virtual Meeting

Call to Order: 6:00pm

Meeting Ended: 6:38pm

Members of the Public: 0

<input checked="" type="checkbox"/> Christian L Pulley	<input checked="" type="checkbox"/> Bill Bailey	<input checked="" type="checkbox"/> Monta Burrough	<input checked="" type="checkbox"/> Chrissy Cornwell	<input checked="" type="checkbox"/> Chief Russell Hamill
<input checked="" type="checkbox"/> James Cornwell-Shiel	<input checked="" type="checkbox"/> Marchelle LeBlanc	<input checked="" type="checkbox"/> Tim Miller	<input checked="" type="checkbox"/> S. Michele Saylor	<input checked="" type="checkbox"/> Danny Selby
<input checked="" type="checkbox"/> Natalie Williams	<input checked="" type="checkbox"/> Stephanie Anderson	<input checked="" type="checkbox"/> Mark Plazinski		

## Mayor and Councilmembers Attendance

<input checked="" type="checkbox"/> Councilman Simmons	<input checked="" type="checkbox"/> Councilwoman Johnson	<input checked="" type="checkbox"/> Councilman Mills
<input checked="" type="checkbox"/> Councilman Kole	<input checked="" type="checkbox"/> President Clark	<input checked="" type="checkbox"/> 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](mailto:dpw@laurel.md.us) Fax (301) 498-5266

March 10, 2025

**MEMORANDUM**

To: Mayor Keith R. Sydnor  
 Council President Kyla M. Clark, MBA  
 Laurel City Councilmembers

Thru: Timothy Miller, Acting Deputy City Administrator

From: Thomas Helms, Acting Director, Public Works

Subject: LA 25-007, Cypress Street & Saratoga Improvement Avenue Project

The Department of Public Works is requesting approval to award the contract for Cypress Street and Saratoga Improvement Project (LA 25-007).

**Project Scope:**

The scope includes resurfacing the existing pavement, replacing sections of curb and gutter, sidewalk, ADA-compliant ramps, and installing new thermoplastic roadway markings on Cypress Street from Westmeath Drive to Oxford Drive; and the entire length of Saratoga Avenue from Concord Avenue to Colony Avenue.

**Bid Results:**

The Department of Public Works has solicited public bids for this project, resulting in nine (9) submissions. A bid opening was conducted on March 4, 2025, in the Council Chambers. The submitted bids, ranked from lowest to highest, are as follows:

1. Calvert Ready Mix & Concrete Supplies LLC	\$90,258.40 *
2. VMP Construction Co, Inc.	\$101,961.00
3. Stanley Concrete, LLC	\$103,949.20
4. E & R Services, Inc.	\$110,913.40
5. Espina Paving, Inc.	\$112,582.00
6. Image Asphalt maintenance, Inc.	\$125,863.00
7. SFMS, LLC.	\$126,451.71
8. Ross Contracting, Inc.	\$135,448.00
9. Francis O. Day Co., Inc.	\$158,272.00

\*Apparent Low Bidder and not a minority business, but the difference in pricing from the second lowest bidder is more than 3%.





**MAYOR AND CITY COUNCIL OF LAUREL**  
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**Funding:**

Funding for this project is available through the FY2025 Adopted Capital Improvement Program – Cypress Street and Saratoga Avenue Improvements.

**Recommendation:**

It is recommended that Calvert Ready Mix & Concrete Supplies LLC from Lusby, MD, undertake the Cypress Street & Saratoga Avenue Project in the amount of \$90,258.40. In addition, DPW is requesting a contingency amount of \$9,741.60 to account for any unforeseen construction issues that may arise during the project for a total of \$100,000.

Should you have any questions or desire further information, please contact Thomas Helms, Acting Director at 301-725-0088, extension 3205.

**Reviewed:**

*S. Michele Saylor*

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

*3/12/2025*

Date

cc: Christian L. Pulley, CPM, City Administrator



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF EMERGENCY MANAGEMENT**

Item 3.

**8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 x2232  
<http://www.cityoflaurel.org> • [ccornwell@laurel.md.us](mailto:ccornwell@laurel.md.us)**

March 14, 2025

**MEMORANDUM**

**TO:** The Honorable Keith R. Sydnor, Mayor  
Council President Kyla M. Clark, MBA  
Laurel City Councilmembers

**THRU:** Timothy Miller, Acting Deputy City Administrator

**FROM:** Christina L. Cornwell, CPM, CEM, Director, Emergency Management

**SUBJ:** Generator Replacement Project Phase 1 Design

The Department of Emergency Management is seeking approval to proceed with the survey, design, and permitting for the installation of five (5) emergency generators at key City facilities.

**Specifications:**

The emergency back-up generator project will involve replacing outdated diesel-powered generators with high efficiency state-of-the-art natural gas-powered generators at five (5) critical facilities.

**Joseph R. Robison Laurel Municipal Center**  
8103 Sandy Spring Road  
Laurel, MD 20707

**Barkman-Kaiser Public Safety Complex (Police Department)**  
3811 Fifth Street  
Laurel, MD 20707

**Fairall Foundry Public Works Complex**  
305-307 1st Street  
Laurel, MD 20707

**Parks & Recreation Maintenance Facility**  
7705 Old Sandy Spring Road  
Laurel, MD 20707

**Laurel Armory Anderson & Murphy Community Center**  
422 Montgomery Street  
Laurel, MD 20707





**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF EMERGENCY MANAGEMENT**

Item 3.

**8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 x2232  
<http://www.cityoflaurel.org> • [ccornwell@laurel.md.us](mailto:ccornwell@laurel.md.us)**

Phase 1 – Generator Project  
March 14, 2025  
Page 2

In accordance with the Intergovernmental Agreement No. 2-4-3-42, dated November 6, 2023, the Maryland Environmental Service is equipped to provide the City with the necessary subject matter expertise to develop a detailed engineering and electrical design for the installation of natural gas generator at each facility. This includes determining the required kW capacity, along with the associated piping and electrical infrastructure needed for installation.

**Funding:**

Phase 1 of this project, which covers survey, design, and permitting has been quoted for \$152,477.00. Funding for this project is provided in the FY2025 Adopted Capital Improvement Projects (CIP) – Hazard Mitigation Project.

**Recommendation:**

It is recommended that the Mayor and City Council approve the scope of work for phase 1 of this project, in the amount of \$152,477.00, to the Maryland Environmental Service.

Should you have any questions, please do not hesitate to contact Christina L. Cornwell at Ext. 2232.

**Reviewed:**



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

3/14/2025

**Date**

**Attachments**

Cc: Christian L. Pulley, CPM, City Administrator





## CITY OF LAUREL, MARYLAND

### RESOLUTION NO. 4-2025

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO SET THE DATE, TIME AND POLLING LOCATION FOR EARLY VOTING IN THE CITY OF LAUREL FOR THE GENERAL ELECTION OF NOVEMBER 2025.**

*Sponsored by the President at the request of the Administration.*

**WHEREAS**, on January 11, 2021, the City Council adopted Charter Resolution No. 172, Article 600, Registrations and Elections, Section 605, Voting Procedures, Letter B, Voting, Procedures and Hours, **Number 2, Early Voting, Letter A.** Which reads, in part:

*(A) "The City Council or Board may provide for one or more early voting days in any election. Early voting for any election whether for public office or for any ballot question, proposition, or referenda submitted to qualified voters shall be scheduled on dates and times established by resolution of the Mayor and City Council, with voting to be held at the Laurel City Municipal Center and any other location determined in the resolution. Resolutions permitting early voting shall be adopted by the Mayor and City Council not later than May 31 in any year of a general election or less than sixty (60) days prior to any special election. "; and;*

**WHEREAS**, the Mayor and City Council wish to provide for early voting for the City's General Election to take place on November 4, 2025, and to establish the date, time and polling location(s) for such early voting; and

**WHEREAS**, pursuant to its desire to make voting as accessible as possible, the Mayor and City Council have determined that early voting for the November 4, 2025, General Election will be held no more than fifteen (15) days prior to Election Day, and that it will be held at the Laurel Municipal Center and the Robert J. DiPietro Community Center.

**NOW, THEREFORE, BE IT RESOLVED**, that the Early Voting for the 2025 City of Laurel General Election will take place on November 1, 2025 at the Laurel Municipal Center and the Robert J. DiPietro Community Center, from 9:00 a.m. to 5:00 p.m.

**AND, BE IT FURTHER RESOLVED**; that this Resolution shall take effect on the date of its adoption.

**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

**ATTEST:**

\_\_\_\_\_  
**SARA A. GREEN, CPM, MMC**  
City Clerk

\_\_\_\_\_  
**KYLA M. CLARK**  
President of the City Council

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**KEITH R. SYDNOR**  
Mayor





## CITY OF LAUREL, MARYLAND

### RESOLUTION NO. 5-2025

#### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO PAY TRIBUTE TO EMANCIPATION DAY

*Sponsored by Council President Kyla M. Clark*

**WHEREAS**, the Mayor and City Council of Laurel, Maryland recognize that Emancipation Day is not only a commemoration of the end of slavery, but also an opportunity to honor the efforts of those who fought for freedom, reflect on the progress made, and reaffirm the ongoing commitment to justice and equality for all; and

**WHEREAS**, Emancipation Day, celebrated annually on November 1st, marks the historic day in 1864 when the people of Maryland, through a referendum, approved by a new State Constitution that included the abolition of slavery, thus freeing more than 87,000 enslaved individuals, including 33,295 people in Southern Maryland; and

**WHEREAS**, the passage of this referendum, which took place during the Civil War, was a monumental step in ending the practice of slavery in Maryland, making it one of the last Northern states to free the enslaved; and

**WHEREAS**, many enslaved people in Maryland, before and after the passage of the referendum, sought freedom by fleeing to Union-held areas, including Washington, D.C., where enslaved people were freed by the federal government in April 1862. Additionally, African Americans in Maryland were able to enlist in the Union Army starting in January 1863; and

**WHEREAS**, the legacy of Emancipation Day is not just one of freedom but also one of perseverance, resilience, and courage. The history of Emancipation Day reminds us of the struggles and sacrifices made by African Americans in Maryland and across the nation to secure their rights and dignity; and

**NOW, THEREFORE, BE IT RESOLVED**, by recognizing Emancipation Day, the City of Laurel affirms its dedication to fostering an inclusive community where all residents, regardless of their background, can celebrate the ideals of liberty, equality, and human dignity.

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall take effect on the date of its adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

\_\_\_\_\_  
**SARA A. GREEN, CPM, MMC**  
City Clerk

\_\_\_\_\_  
**KYLA M. CLARK**  
President of the City Council

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**KEITH R. SYDNOR**  
Mayor





# CITY OF LAUREL, MARYLAND

## CHARTER RESOLUTION NO. 182

A CHARTER RESOLUTION TO AMEND THE CHARTER OF THE CITY OF LAUREL, MARYLAND, BY AMENDING ARTICLE 300, GOVERNMENT, AND SPECIFICALLY, AMENDING SECTION 320, CLERK TO THE CITY COUNCIL, DEPUTY CLERK.

*Sponsored by the President at the request of the Administration.*

**WHEREAS**, the Administration of the City of Laurel, Maryland has reviewed certain sections of the City's Charter relating to staff positions within the City; and

**WHEREAS**, the Administration has determined that it would be beneficial to update the title and certain aspects of the job descriptions within the applicable Charter section for certain existing City staff positions; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Laurel's Charter Section 320, Government is hereby amended:

**CHARTER AMENDMENT:** Section.320.

**Sec. 320. - Clerk to city council City Clerk; ~~Deputy clerk.~~**

(a)~~The city administrator~~ The Mayor shall appoint the ~~clerk to the city council~~ City Clerk, which appointment shall be subject to confirmation of the City Council. His or her compensation shall be determined by the Mayor through the City's adopted operating budget. He or she shall attend every meeting of the City Council and shall be responsible for a full account of all meetings of the Mayor and City Council. He or she shall keep such other records and perform such other duties as may be required. For Council duties he or she shall work under the general direction of the President of the City Council or in the absence of the President under the President Pro Tem. The City Clerk shall be responsible under the City Administrator, for organizing, supervising and administering all other operations of the office. The position of the City Clerk ~~clerk to the city council~~ shall be a management position, equal in rank to other City department heads. The City Clerk shall serve at the pleasure of the Mayor. ~~The clerk to the city council shall serve at the pleasure of the city council and may be removed only by a vote of the majority of the entire city council. All benefits, including but not limited to leave, insurance, retirement, and other such benefits which are provided to department heads shall be provided to the clerk to the city council.~~

(b)~~The city administrator~~ may also appoint a Deputy City Clerk to the city council, as may be needed to support the Clerk and members of the City Council. During the absence or unavailability of the City Clerk to the city council, the Deputy Clerk or support staff may assume all or parts of the responsibilities and duties of the Clerk, including the signing and certifying of all documents, correspondence, ordinances and resolutions as may be required. Such signature and certification by the Deputy Clerk or other designated support



~~staff shall have the same force and effect as that of the Clerk. He or she shall be under the direct supervision of the City Clerk. to the city council, subject to the general direction of the president of the city council, or in the absence of the president, or the president pro tem.~~

**AND, BE IT FURTHER RESOLVED**, that the date of adoption of this Charter Resolution is the 28<sup>th</sup> day of April, 2025, and that the amendment to the Charter of the City as herein adopted, shall be and become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 unless on or before the \_\_\_\_ day of \_\_\_\_\_, 2025, a Petition for Referendum on this Charter Resolution is filed in writing with the Mayor or City Administrator, by 5:00 pm pursuant to the provision of Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland.

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
SARA A. GREEN, CPM, MMC  
City Clerk

\_\_\_\_\_  
KYLA M. CLARK  
President of the City Council

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
KEITH R. SYDNOR  
Mayor