

MINUTES OF CITY COUNCIL WORKSHOP MEETING
CITY OF NEW CARROLLTON
NOVEMBER 5, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina, and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler.

I. Call to Order

The meeting was called to order at 7:03 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Public Comments

The following members of the public made comment:

- Shirley Brown addressed the council about financial hardships faced by non-federal workers in the community, emphasizing that they are community members who pay taxes and need financial help, similar to furloughed federal employees.
- Craig McLane congratulated the mayor and Mr. Barkley for the well-done job on the pedestrian bridge over Brier ditch at West Park, noting that the bridge is now in great shape.
- John Kennedy thanked the council for the new bridge, which makes their commute more timely, but raised a safety concern about cars parked too close to the curb.
- Gwen Chase asked if the City could do a toy drive.
- Cynthia Poles-Suite pointed out an issue on the org chart provided by DPW, noting a name was listed twice for the same position, and asked for salary figures for the positions Public Works is seeking to hire.
- Mayor Nembhard expressed that if the city opens the gate to providing disaster aid, it should be fair and consider all affected countries, such as Cuba and Haiti.

III. Council Announcements

Councilmembers Rosenberg, Lashley, Urbina, Malavé and Mills made announcements including a turkey giveaway and shared news of a resident's family loss. Several upcoming community events, including town halls, library events, blood drive events, and career fairs were highlighted. They also highlighted the MVA's new butterfly designation for invisible disabilities and an upcoming Medicare chat as well as provided updates on the stop-sign camera pilot.

IV. Chief Alston Introduction to Residents

Chief Alston gave a brief introduction to residents including his goals and priorities for the department.

V. RFP for DPW Mechanic Shop HVAC System

The council reviewed the RFP for the mechanic shop HVAC project. Mr. Barclay recommended selecting Arctic for a \$34,452 heat-only system, noting that air conditioning was unnecessary and Arctic was the lowest responsive bidder for the required scope. The council agreed to place the Arctic contract on the consent agenda for legislative approval since it exceeds the \$30,000 threshold.

VI. Grants Status

The discussion on the grant status report was moved to the November 17th meeting to allow council members more time to study the document.

VII. Budget Amendment for Salaries Discussion

Councilmember Malavé introduced a draft resolution to freeze fund transfers related to salary expenditures to prevent unapproved salary increases and to ensure savings from the hiring freeze are used as intended. Councilmembers raised concerns about impacts on overtime, emergency operations, and certain police and administrative salaries. The mayor clarified past budget communication efforts, and members discussed revising the resolution to avoid restricting necessary transfers for emergencies.

VIII. Budget vs Actual Report

Council noted the absence of budget-to-actual reports since June 30th, which was explained to be due to issues with the Open Gov system. Council asked for more detailed financial reporting as the city transitions to a new accounting system, as well as documents to be provided in a more timely manner.

IX. City Council use of Constant Contact

Chair Rosenberg asked for guidance on using Constant Contact to distribute summaries of public comments. The council agreed that he should be added as an authorized user so messages can be sent from the city account and signed as the council chair.

X. Agenda & Meeting Management Software

The City Clerk presented the new agenda and minutes management software, expected to launch by late December. The system will provide a council portal for documents and note-taking while improving public access, and councilmembers were asked whether they prefer to use tablets to reduce printing.

XI. Assistance for New Carrollton Residents

This conversation was removed from the agenda to be discussed at a later date.

XII. DPW Request to Fill Positions

Mr. Barclay presented Public Works' request to fill three vacant positions. They determined to move the vote to another night so Council would have time to review the documents.

XIII. DPW Dump Trucks

DPW requested the replacement of three end-of-life dump trucks, noting only one functional leaf truck remains ahead of next week's collection. The trucks are estimated at \$130,000 each and would require a budget amendment, with potential funding sources still under review; the council postponed the vote until the next meeting to review documentation and funding options.

XIV. Municipal Government Works Month Proclamation

A proclamation to declare November as Municipal Government Works Month was presented, which is an annual requirement for the city's banner city designation.

XV. Council Schedule Discussion

The Council discussed the council schedule centered on the Maryland Municipal League (MML) conference, which falls on the third week of June, typically a required legislative meeting week. The council agreed to move the two June meetings to the fourth week of the month to accommodate the MML conference.

XVI. Disaster Assistance for Jamaica

Councilmember Malavé made a motion to add an agenda item for disaster assistance for Jamaica. Councilmember Urbina seconded the motion. The motion was passed (5-0-0). Councilmember Malavé suggested publicizing the effort to assist in hurricane relief for Jamaica and potentially using City Hall as a donation drop-off site. Councilmembers clarified that the city's interest in aiding Jamaica is humanitarian and tied to the local Jamaican community.

XVII. Motion to Adjourn

Councilmember Urbina made a motion to adjourn the meeting. The motion was seconded by Councilmember Lashley. The motion passed (5-0-0). The meeting was adjourned at 9:04 pm.

MINUTES OF CITY COUNCIL SPECIAL LEGISLATIVE MEETING
CITY OF NEW CARROLLTON
NOVEMBER 5, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina, and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler.

I. Call to Order

The meeting was called to order at 9:04 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

II. Non-Consent Agenda

- The vote to fill DPW positions and dump trucks were moved to a later meeting.
- Councilmember Lashley moved that the Council approve Arctic Innovation Systems to complete work on the heating system in the mechanics shop in the amount of \$34,452. The motion was approved (5-0-0).
- Chair Rosenberg moved that the City Council of the City of New Carrollton approve the Proclamation to declare November as Municipal Government Works Month. Councilmember Malavé seconded the motion. The motion passed (5-0-0).

XI. Motion to Adjourn

Councilmember Lashley moved to adjourn the meeting. Councilmember Mills seconded the motion. The motion passed (5-0-0). The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Kaitlyn Schisler
City Clerk

Note: These minutes are a summary of the actions taken by the City Council and do not include all details of the discussions. Please refer to the official meeting video for a complete record.

Agendas and Approved Meeting Minutes can be found at:
<https://www.newcarrolltonmd.gov/AgendaCenter>