



# Town of Capitol Heights

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## TOWN COUNCIL PUBLIC SESSION AGENDA August 4<sup>th</sup>, 2025 – 7:00 PM

<b>Meeting Purpose:</b> Council meeting: Public session		
<b>Date:</b> August 4, 2025	<b>Time:</b> 7:00 PM	<b>Room:</b> Town Hall
<b>Chair:</b> Mayor Linda Monroe		<b>Scribe:</b> Town Clerk/ TA Ren

### I) Call to Order- Mayor Monroe

### II) Roll Call- Town Administrator Ren

Amanda Anderson -Present  
Mayor Pro Tem Chew- Present  
Faith Ford- Present  
Mayor Monroe- Present  
Anita Anderson- Present  
Ronald Williams Sr. - Present

Victor James Sr.- Absent  
Town Administrator- Present  
Police Chief- Present  
Director of Public Works- Present  
Asst. Town Administrator-Present

### III) Non-Denominational Prayer – All

### IV) Pledge of Allegiance – All

### V) Approval of Agenda (Approved) to add resolution 2025-26 to the agenda

**Agenda approved with the addition of Resolution 2025-26: Establishment of the Town of Capitol Heights Toastmasters Club (TOCHTMC) and Recognizing Its Partnership.**

**Motion- Mayor**

**2<sup>nd</sup>: CM Ronald Williams**

**CM Amanda Anderson- Yes  
Mayor Pro-Tem LaTonya Chew- Yes  
CM Faith Ford- Yes**

**CM Anita Anderson- Late  
CM Ronald Williams Sr.- Yes  
CM Victor L. James Sr. – Absent**

### VI) Meeting Rules – Town Administrator Ren

### VII) Acknowledgement of Minutes – Mayor/Council – 2 minutes

### VIII) Public Hearing and Approval of 5 Stop Sign Monitoring System (Ordinance 2025-04) – Town Administrator Ren requests the approval of Ordinance 2025-04, which is an amendment to Ordinance 2024-05. Drafted by Town Administrator Ren, introduced by Mayor Pro Tem Chew.



# Town of Capitol Heights

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Mayor Pro Tem made a motion to adopt Ordinance 2025-04 for the approval of 5 Stop Sign Monitoring System

**Motion- Mayor Pro Tem- Chew**

**2<sup>nd</sup>: CM Faith Ford**

**CM Amanda Anderson- Yes**

**CM Anita Anderson- Late**

**Mayor Pro-Tem LaTonya Chew- Yes**

**CM Ronald Williams Sr.- Yes**

**CM Faith Ford- Yes**

**CM Victor L. James Sr. – Absent**

**Motion approved and passed.**

**IX) Public Comments- No Public Comments**

**X) COLA & Merit Increases** – TA Ren requests a COLA (2.4%) increase for FY 26.

CW Anita Anderson made a motion to adopt the proposed COLA by TA Ren to be followed by a Resolution. TA Ren stated she would be sure to submit a current budget along with a Resolution.

## **Councilmember Questions & Answers:**

**CW Ford-** Requests for the budget in its entirety.

**TA Ren:** Yes.

**MPT Chew-** Asks if we are going to do retroactive payment for the COLA to July 1<sup>st</sup> since FY26 budget started on July 1<sup>st</sup>.

**TA Ren:** I was hoping that the Council would be so kind as to approve the retroactive payment.

**Motion- CW Anita Anderson**

**2<sup>nd</sup>: Mayor Pro Tem Chew**

**CM Amanda Anderson- Yes**

**CM Anita Anderson-Yes**

**Mayor Pro-Tem Chew- Yes**

**CM Ronald Williams-Yes**

**CM Faith Ford- Yes**

**CM Victor L. James Sr.- Absent**

**Motion approved and passed.**

**XI) Merit increase and recognition of outstanding service** – TA Ren will present for Public Works- TA Ren would like to request Mayor and Council to approve a Merit increase for the Public Works team in recognition of their hard work and dedication. The Public Works team is always there to support the Town whether it be severe thunderstorm, heavy snow, and extreme heat. This is in addition to helping with many of the Town events and mentoring the summer interns.

## **Councilmember Questions & Answers**

**CW Ford-**We have already voted on the COLA so we are doing the Merit on top of that and it will be a n addition to their salary. It will be an increase of COLA and Merit?



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**TA Ren:** Yes, that is correct

**CW Anita Anderson-** I understood a Merit to be a bonus

**TA**

**Ren:** You are correct it's a bonus. It's a onetime payment. You are absolutely correct.

**MPT Chew-** I have a different understanding a COLA is a COLA, a bonus is a bonus and a Merit is a Merit meaning that a bonus is a onetime stipend that you get for outstanding service. A Merit is a percentage you get on top of your salary and becomes part of your salary.

**CW Anita Anderson-** Mayor Pro Tem is absolutely correct

**TA Ren:** I would like to change my request to what Mayor Pro Tem said and change it to increase in salary.

**CW Anita Anderson-** Mayor Pro Tem is absolutely correct

**CW Amanda Anderson-** TA can we get a copy of the budget I just want to confirm what we have in the budget is correct.

**TA Ren:** It's online

**CW Amanda Anderson-** The salary for the PSA lead is it coming out to of the budget?

**TA Ren:** Yes, we will no longer have a PSA lead position. Instead we are getting a code enforcement contractor from Forest Heights and it will be on a part-time basis or as needed. The cost for this contractor will be paid out of NSD budget.

**MPT Chew-** I would like to put a motion on the floor to approve the 4% Merit increase retroactive back to July 1, 2025

**Motion: Mayor Pro Tem Chew:**

**2<sup>nd</sup>: CW Anita Anderson**

**CM Amanda Anderson- Yes**

**CM Anita Anderson-Yes**

**Mayor Pro-Tem Chew- Yes**

**CM Ronald Williams-Yes**

**CM Faith Ford- Yes**

**CM Victor L. James Sr.- Absent**

**Motion approved and passed.**

- XII) Police Department Distinction Ceremony-** Chief Magassouba promoted Officer Jordon to Private First Class. Out of the Police Department 2 individuals will receive a 4% Merit increase. In addition Corporal Tyrik Jackson, along with receiving an award, will be receiving a check in the amount of \$2,500.

**Mayor Pro-Tem Chew -** I would like to move a motion to approve the COLA for the police department and the 2 employees for the 4% Merit, retroactive to July 1<sup>st</sup>, 2025.

**Motion: Mayor Pro Tem Chew**

**Second: CM Anita Anderson**

**CM Amanda Anderson- Yes**

**Mayor Pro-Tem Chew- Yes**



# Town of Capitol Heights

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**CM Faith Ford- Yes**

**CM Victor L. James Sr.- Absent**

**CM Anita Anderson-Yes**

**CM Ronald Williams-Yes**

**Motion approved and passed.**

## **XIII) Police Department Organizational Chart- (Police Chief Magassouba)**

The Administrative Lieutenant will be responsible for the policy oversight. That means assisting the Chief of Police with planning of policies and development and management of the Police budget. Approve and track expenditures and coordinate with the Town's finance department, handle human resources and personnel overseeing hiring and onboarding of personnel, conduct administrative investigations and disciplinary review, supervise training programs and certification, record compliance and show compliance the state and federal reporting requirements, oversee external audit and policy compliance, manage record and data system.

The Patrol Lieutenant is for patrol oversight, daily patrol operations, and shift scheduling, supervise patrol officers and the Sergeant to ensure visibility. Supervise and response monitor training and direct proactive patrol strategy, respond to major incidents and manage critical scene command. ensure effective response time and public safety covers, personnel, supervision, conduct roll calls, assign duties, and monitor officer performance, review incident reports, and ensure proper case documentations, recommend disciplinary actions or commendations. Will be handling the community stakeholders, attending public meetings, neighborhood watch programs, civil events, addressing citizens' complaints related to patrol service and the operations with the detective special unit that we are trying to bring here the K9 units and dispatch, ensuring readiness of vehicles, equipment, and officers, preparing shift and development skills.

**Mayor Pro-Tem-** who would be responsible for the gas usage?

**Police Chief Maggasouba:** That would be the Administrative Lieutenant

**CW Faith Ford-** Will there be any Resolution for the changes to the organization chart for the changes of the 2 positions?

I motion to move to approve the Chief's request for the Administrative Lieutenant and Patrol Lieutenant, adjusting the current organizational structure of the Police Department, Chief along with the TA, to provide a Resolution for the change along with the budget implications.

**Motion: CW. Faith Ford**

**2<sup>nd</sup> Motion: CW Amanda Anderson**

**CW Amanda Anderson-** wants to make sure that we understand that the budget in FY2026 was \$948,000 with the COLA increase and the builder signed and the new structure. It's going to bring us up above \$961,819 in theory, we will be over budget.

**Mayor Pro-Tem Chew-** If we were to go over budget, we have stop sign funds that can be used.

**CM Amanda Anderson- Yes**

**Mayor Pro-Tem Chew- Yes**

**CM Faith Ford- Yes**

**CM Anita Anderson-Yes**

**CM Ronald Williams-Yes**

**CM Victor L. James Sr.- Absent**



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**Motion approved and passed.**

- XIV) CW. Ford – To approve Resolution 2025-26 A Resolution Acknowledging the Establishment of the Town of Capitol Heights Toastmaster Club (TOCHTMC) and recognizing its partnership with certificate of insurance.**

**Motion: CW Faith Ford**

**2<sup>nd</sup> Motion: CW Anita Anderson**

**Mayor Pro-Tem Chew:** Would like to have the attorney look into the rules and regulations of the agreement with the Toastmasters club.

**CM Amanda Anderson- Yes**  
**Mayor Pro-Tem Chew- No**  
**CM Faith Ford- Yes**

**CM Anita Anderson-Yes**  
**CM Ronald Williams-Abstained**  
**CM Victor L. James Sr.- Absent**

**Motion approved and passed.**

- XV) Public Comments:** Former CW Akers wanted to congratulate the Chief's incentive programs that he put in effect and that he wants to bring 2 new positions to the Police Department, with that she notes to keep in mind a full staff is for the safety of the town. Furthermore, her question in mind with that is, what will the Police Chief do if they are doing all of that?

Former CW Akers notes from a taxpayers' point of view, Mr. Gibson should have had an incentive program like the Chief, but instead he wanted to give the money he saved from one less staff to the other staff members, as a taxpayer she would rather see more bodies than giving money.

Former CW Akers also expressed that Council member should not send out information from her personal phone to her phone afterhours.

Former CW would also like for TA to slow down when she is talking.

**CW Anita Anderson makes a motion to close the public meeting and move to closed session**

**Motion- CW Anita Anderson**

**2<sup>nd</sup> Motion- CW. Amanda Anderson**

## **The Council Reserves the Right to Go into Closed Session Anytime During a Public Meeting.**

**Please Note:** Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.