

**Town Mayor/Council
Meeting – 7:30 pm
Monday, April 2, 2018
Municipal Building**

Meeting Minutes

Call to order– 7:33 pm

Roll Call – Mayor Muhammad; CM Kennedy II; CW Brownson; CM McLaurin; CM Washington; CM Barnes (6) officials were present we had a quorum. CW Hines arrive at the meeting 7:38pm.

Moment of Silence –

Pledge of Allegiance to the Flag of the United States of America

Approval of Agenda – Motion by CM Kennedy, II; seconded by CM Washington to adopt the agenda; all were in favor; motion passed.

Approval of Minutes from March 26 – Motion by CM Kennedy, II; seconded by CM Washington to adopt the minutes; all were in favor; motion passed

Public Period --

Mr. McLaurin on Woodland concerns about garbage truck damaging his driveway and the Town's supposed lack of action.

Reports from Town Lobbyist: Katie Nash: SB32 regarding its amendments. We had a bill to get Forest Heights funding from the PG local development council, but it was withdrawn. Delegate Walker attached an amendment to SB 32 that would achieve the same objective. The bill has to go to committee and align with the bill in the Senate.

CW Brownson: Why is 125k going to local communities and 100k going to Forest Heights?

Ms. Nash: It was language from last year, when we submitted it on the last day of session. Ms. Nash clarifies that the bill does not guarantee 225k, but the Town is reserved 100k. The second item is a bill that came from the Prince George's County delegation addressing a dangerous intersection in Accokeek. The bill wasn't addressed at the Town, but it was codified in a way to affect the 210 Corridor. The county speed camera program could extend along the corridor. We were able to be amended out of the legislation.

Mayor Muhammad: Did you have problems getting information about when they hold these meetings?

Ms. Nash: There was no way your administrative office would have known beforehand. You had to be present to keep updated. The proposed camera is not part of school or construction zones, it is a change in the law. There are issues raised with funding and locations, despite the support of the county delegation.

Report from Staff available for pickup in the Clerk Office.

Report from Ward Member

Ward II CW Kennedy: We have been rewarded 5 pet stations and 1 year worth of bags. We will have a meeting to determine where they will be placed.

Ward III: Hines: I want to have a meet and greet in Ward III. I also proposing to have council members attend Flintstone and Forest Heights Elementary School career day on May 11 and May 18. Drainage behind Forest Heights Elementary School is backed up.

Legislation –

Resolution 19-18 A Resolution of the Mayor and Council of the Town of Forest Heights, MD to hire Jordan Michael Bennett as a Full-time police officer with the Forest Heights Police Dept.

Motion to waive reading and adopt Res. 19-18 by CM Kennedy, II; seconded by CM McLaurin; discussion; Attorney Best, suggested an amendment. In the 3rd whereas, "add subject to probationary status, pursuant to general orders. That is 1 year"; vote (7) yes (0) no. Motion to adopt as Amended; Motion passed.

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Meeting Minutes

Oath of Office

Officer Bennett performs oath of office to become police officer for the Town of Forest Heights.

New Business – None

Adjournment – 8:52 pm

Sherletta Hawkins

Submitted by Town Clerk

TOWN COUNCIL WORK SESSION MEETING

Monday, April 2, 2018
7:30 pm
Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United State of American
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (March 26, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Report from Staff
 - a. Town Lobbyist
 - b. Treasurer
 - c. Public Works Director
 - d. Police Chief
 - e. Code Enforcement
 - f. Ombudsman
 - g. Town Administrator
- IX. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
 - d. Mayor
- X. Legislation
- XI. Oath of Office
- XII. New Business
- XIII. Adjournment

**Town of Forest Heights
Treasurer's Report
March 30, 2018**

	<u>Bank Acct Balance 03/29/18</u>	<u>Quickbook Balance 03/29/18</u>	<u>Quickbook Balance 03/29/17</u>
TD Bank General Fund	555,682.46	532,964.51	470,970.42
TD Bank Rainy Day Fund	151,132.40	151,132.40	150,433.08
TD Bank Speed Camera	2,064,875.14	2,064,875.14	1,805,126.07
TD Bank Municipal Money Market	213,364.59	213,364.59	212,618.51
	<u>2,985,054.59</u>	<u>2,962,336.64</u>	<u>2,639,148.08</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$12,770.37
2. Income Tax distribution - \$5,985.33
3. GOCCP Grant 3rd Quarter distribution - \$12,789.50
4. Highway User Revenue distribution - \$3,256.36
5. Utility Line Service Rebate - \$1,402.00
6. Solar Energy Rebate - \$756.00
7. Personal Property Tax payments - \$1,230.43

Todd Lobdell

HB0175/530610/1

BY: Environment and Transportation Committee

AMENDMENTS TO HOUSE BILL 175
(First Reading File Bill)

AMENDMENT NO. 1

On page 1, in line 2, after "Systems –" insert "Intersection of Old Fort Road and"; in line 5, after "use" insert "one"; in the same line, strike "systems on" and substitute "system at the intersection of Old Fort Road and"; in line 7, after "certain" insert "placement and"; in the same line, after "requirements;" insert "making a stylistic change;"; after line 8, insert:

"BY repealing and reenacting, with amendments,

Article - Courts and Judicial Proceedings

Section 7-302(e)(4)

Annotated Code of Maryland

(2013 Replacement Volume and 2017 Supplement)

BY repealing and reenacting, without amendments,

Article - Criminal Procedure

Section 11-819(a)(1)

Annotated Code of Maryland

(2008 Replacement Volume and 2017 Supplement)

BY repealing and reenacting, with amendments,

Article - Criminal Procedure

Section 11-819(a)(2)

Annotated Code of Maryland

(2008 Replacement Volume and 2017 Supplement)";

and after line 18, insert:

(Over)

“Preamble

WHEREAS, Maryland Route 210 (Indian Head Highway), an approximately 21-mile-long highway in Prince George’s and Charles counties, is an old road with outdated safety design features; and

WHEREAS, Regional population growth surrounding the Maryland Route 210 corridor combined with a constant influx of visitors to the recently opened National Harbor have contributed to a significant increase in vehicular traffic on the highway; and

WHEREAS, As a result of these and other factors, Maryland Route 210 has become one of the deadliest highways in Maryland; and

WHEREAS, From 2007 through 2017, 46 fatal crashes resulting in 58 fatalities occurred on Maryland Route 210; now, therefore,”.

AMENDMENT NO. 2

On page 1, after line 20, insert:

“Article – Courts and Judicial Proceedings

7-302.

(e) (4) (i) From the fines collected by a political subdivision as a result of violations enforced by speed monitoring systems or school bus monitoring cameras, a political subdivision:

1. May recover the costs of implementing and administering the speed monitoring systems or school bus monitoring cameras; and

SB0032/375067/1

BY: Committee on Ways and Means

AMENDMENTS TO SENATE BILL 32
(Third Reading File Bill)

AMENDMENT NO. 1

On page 1, strike beginning with "to" in line 2 down through "Course" in line 3; in line 6, after the semicolon insert "requiring that a certain amount of local impact grants be provided annually to the Town of Forest Heights;"; and in line 15, after "9-1A-31(a)(4)" insert "and (b)(4)(ii)".

AMENDMENT NO. 2

On page 3, after line 16, insert:

"(b) (4) (ii) In Prince George's County[.]:

1. \$125,000 of the local impact grants provided under this section shall be provided annually to be used in communities within 2.5 miles northeast of the video lottery facility in Prince George's County; AND

2. \$100,000 OF THE LOCAL IMPACT GRANTS PROVIDED UNDER THIS SECTION SHALL BE PROVIDED ANNUALLY TO THE TOWN OF FOREST HEIGHTS."

2. Subject to [subparagraph] SUBPARAGRAPHS (ii) AND (III) of this paragraph, may spend any remaining balance solely for public safety purposes, including pedestrian safety programs.

(ii) 1. For any fiscal year, if the balance remaining from the fines collected by a political subdivision as a result of violations enforced by speed monitoring systems, after the costs of implementing and administering the systems are recovered in accordance with subparagraph (i)1 of this paragraph, is greater than 10% of the total revenues of the political subdivision for the fiscal year, the political subdivision shall remit any funds that exceed 10% of the total revenues to the Comptroller.

2. The Comptroller shall deposit any money remitted under this subparagraph to the General Fund of the State.

(iii) THE FINES COLLECTED BY PRINCE GEORGE'S COUNTY AS A RESULT OF VIOLATIONS ENFORCED BY A SPEED MONITORING SYSTEM AT THE INTERSECTION OF OLD FORT ROAD AND MARYLAND ROUTE 210 SHALL BE REMITTED TO THE COMPTROLLER FOR DEPOSIT INTO THE CRIMINAL INJURIES COMPENSATION FUND UNDER § 11-819 OF THE CRIMINAL PROCEDURE ARTICLE.

Article – Criminal Procedure

11-819.

- (a) (1) There is a Criminal Injuries Compensation Fund.
- (2) The Fund consists of:

(Over)

HB0175/530610/1 Environment and Transportation Committee
Amendments to HB 175
Page 4 of 5

(i) [moneys] MONEY distributed to the Fund from the additional court costs collected from defendants under § 7-409 of the Courts Article;

(ii) MONEY DISTRIBUTED TO THE FUND UNDER § 7-302(E)(4)(III) OF THE COURTS ARTICLE FROM FINES COLLECTED FOR VIOLATIONS ENFORCED BY A SPEED MONITORING SYSTEM AT THE INTERSECTION OF OLD FORT ROAD AND MARYLAND ROUTE 210;

(iii) any investment earnings or federal matching funds received by the State for criminal injuries compensation; and

[iii] (IV) funds made available to the Fund from any other source.”

AMENDMENT NO. 3

On page 4, in line 8, strike “, on”; in line 9, after “A.” insert “SUBJECT TO SUBPARAGRAPH (VII) OF THIS PARAGRAPH, AT THE INTERSECTION OF OLD FORT ROAD AND”; in line 11, strike “THAT” and substitute “ON THAT”; in line 17, after “(vii)” insert:

“1. NOT MORE THAN ONE SPEED MONITORING SYSTEM MAY BE PLACED AT THE INTERSECTION OF OLD FORT ROAD AND MARYLAND ROUTE 210 (INDIAN HEAD HIGHWAY).

2. A SPEED MONITORING SYSTEM PLACED IN ACCORDANCE WITH THIS SUBPARAGRAPH MAY RECORD ONLY VEHICLES TRAVELING IN THE SOUTHBOUND LANE OF THE ROADWAY.

(VIII)”;

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and in line 28, strike "ON" and substitute "AT THE INTERSECTION OF OLD FORT ROAD AND".

AMENDMENT NO. 4

On page 5, in line 13, after "That" insert "on or before January 1, 2023, Prince George's County shall report to the Governor and, in accordance with § 2-1246 of the State Government Article, the General Assembly on:

(1) the number of speed monitoring citations issued under this Act by month;

(2) the number of fatal motor vehicle crashes and fatalities by month on Maryland Route 210 during any period during which speed monitoring systems are active; and

(3) any measurable decreases in the speed of vehicles traveling on Maryland Route 210.

SECTION 3. AND BE IT FURTHER ENACTED, That";

and in line 14, after "2018." insert "It shall remain effective for a period of 5 years and, at the end of September 30, 2023, this Act, with no further action required by the General Assembly, shall be abrogated and of no further force and effect.".

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

April 1, 2018

Town Appearance:

- Maintain and up keep of Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of Tot Lot
- Purchased and replaced U.S., MD., and TOFH flags
- Deliver U.S. flags to V.F.W. to be burned
- Leaf removal
- Cleaning storm drain protectors
- Reported Street light outages
- Meeting with Proctor Landscaping and Mr. Robinson about changing contract to a one year probation with a 30 day performance clause.
 - Resolution went before council on 3/26/18 and passed
 - Did a ride along with Susan Monroe of Proctor Landscaping of the public areas to be address (3/30/18)

Town Infrastructure:

- Contractor repaired brick wall @ Seneca & Woodland
 - Public Works placed reflectors on brick wall
- Pvmt. Corp. submitted a proposal to repair pothole/swell on Delaware Dr.
 - PG DOE has been contacted to test the water in the pothole
 - WSSC has been notified as well, in case it is a water pipe leak.
- Compiling list of potholes with street addresses for possible repair.
- Contractor submitted proposal for possible Pvmt. Rehab. of Municipal parking lot
 - Received proposal for possible repair of yellow retaining wall (more coming)
- Snow removal 3/21/18 by Faulkner Landscape
- Rode the town with Faulkner for cleanup areas
- Monitoring Rolph Dr. project:
 - Landscaping is underway
 - Tree boxes activated
 - Contractor has said that previous walk thru list will be addressed first week in April

The Town of Forest Heights
Department of Public Works
Larry D. Vaughn, Director

-Addressed numerous resident's complaints by phone and in person

- Moving forward with Safe Routes & N. Huron, with Pennoni P.E.
 - plans @ 95%
 - Peer Review underway by Mr. Ahmed Saifuddin
 - Once peer review is complete, construction permit can be obtained

Building Infrastructure:

606 Modoc:

- Meeting at DPIE with CTI, Strategies 1st, Mr. Robinson about permits and 3rd party inspections 3/29/18
 - Contract between TOFH and CTI is still in affect
 - Need to receive new amendment 1's from CTI, because some of the former inspectors are no longer with CTI
 - Sent CGU permit to Ray Bradner of CTI
 - According to DPIE, all existing permits are in good standing
- ADT installed wiring for Burglary and Fire Alarm, waiting for approval from fire inspection (CTI)
- iNET approval complete. Waiting for the closing of the walls
- Equipment need to be purchased to complete iNET connection after walls are up
- Strategies 1st says once all final inspection are completed, they can have all completed within a 3-4 week time frame.
- Mr. Robinson will contact Zoning about the site plan and Occupancy Permit

- Renewed POD for 606 to house donated furniture during construction (on going)
- Tempary safety fence around house at 606 Modoc La. (on going)
- Ciminelli Landscape will service municipal building Green Roof week of 4/9/18

Equipment Maintenance:

The Town of Forest Heights
Department of Public Works
Larry D. Vaughn, Director

Other Areas:

- Attended Day 1 Low Impact Development Center “Rain Check Rebate Contractor Training”(3/8/18)
- Attended Day2 Low Impact Development Center “Rain Check Rebate Contractor Training”(3/28/18)
- 4/3/18 David Miller of Low Impact Development Center will come to access our rain gardens, rain barrels and cistern.
- In contact with Tiaa Rutherford of PG Trash Reduction about grant money for installing grate of storm drain inlets
- David Weinstien checking into different types of inlet grates that may benefit our needs
- Looking into Rain barrel installation training for PW
- Prince George’s County Levee Risk Outreach –Planning call (3/28/18)
- Answering Resident Communication
 - sidewalk repair
 - pothole need repairing
 - work being done on Rolph Dr. (numerous) Contractor has been notified
 - Water leak on Arapahoe Dr. (Hydrant) – after inspection, water is ground water per WSSC and resident sump pump (waiting on DOE assessment)
 - ground water leak in front of 5917 and 5915 Shoshone Dr. (repaired and temp. patch by WSSC)

FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT AND CALLS FOR SERVICE FOR MARCH 2018

Mitchell, Pablo

Sent: Wednesday, March 28, 2018 9:20 AM

To: Via, Kathleen

Cc: Hawkins, Sherletta

FOREST HEIGHTS FEBRUARY 2018 MONTHLY STATS :

MILES PATROLLED : 1978

CALLS FOR SERVICE : 88

REPORTS WRITTEN : 18

ARRESTS : 15

CITATIONS WRITTEN : 51

FINES AND FEES: \$ \$ 2495. 00

FOREST HEIGHTS POLICE DEPARTMENT MARCH 2018 ALL CALLS FOR SERVICE

911 HANG UP 1

ANIMAL COMPLAINT (OTHER) 1

ASSIST FIRE DEPT / EMS 1

ASSIST MOTORIST 2

ASSIST OTHER UNIT (TRAFFIC) 4

ASSIST OUTSIDE AGENCY 27

BURGLAR ALARM (RESIDENTIAL) 5

CHECK ON THE WELFARE 7

CUSTOMER DISPUTE 3

DISORDERLY SUBJECT(S) 4

DOMESTIC DISPUTE 4

FOUND PROPERTY 1

MISSING PERSON 1

PANIC ALARM 1

PROPERTY DAMAGE 1

SUSPICIOUS SUBJECT(S) 8

SUSPICIOUS VEHICLE 3

SUSPICIOUS VEHICLE (OCCUPIED) 3

THEFT (SHOPLIFTING) 2

TRAFFIC ACCIDENT 4

TRAFFIC COMPLAINT 2

UNKNOWN TROUBLE 1

VANDALISM 2

Total Calls Handled: 88

FOREST HEIGHTS POLICE DEPARTMENT MARCH 2018 State Citations

Seat Belts 3

Reg Violations 2

Equip Violations 1

Dr Lic Violations 3

Cell Phone / Texting Violation 1

All Others 22

Total State Citations: 32

Warning Notices Safety Equipment Repair Orders : 0

Parking Citations:

Parking Citations 19

Total Parking Citations: 19

Total Moving Violations: 32 Total Parking Citations: 19 Total Citations Issued: 51

V/R

Pablo F. Mitchell, Colonel
Chief of Police
Forest Heights Police Department
5508 Arapahoe Drive
Forest Heights, Maryland 20745
P - 301-839-4040
F - 301-839-1122

**CODE ENFORCEMENT VIOLATIONS
MARCH 2018**

ARAPAHOE DRIVE				
Location	Violation	Citation Type	Result	Disposition
5812	Parked On Grass	Citation	\$200	COURT DATE PENDING
5514	Debris	Citation	\$200	COURT DATE PENDING
DELEWARE DRIVE				
Location	Violation	Citation Type	Result	Disposition
5619	No Tags	Citation	\$75	COURT DATE PENDING
MODOC LANE				
Location	Violation	Citation Type	Result	Disposition
802	No Tags	Citation	\$75	COURT DATE PENDING
SENECA DRIVE				
Location	Violation	Citation Type	Result	Disposition
212	Debris	Citation	\$200	COURT DATE PENDING
SHOSHONE DRIVE				
Location	Violation	Citation Type	Result	Disposition
5909 (#1)	No Tags	Citation	\$75	COURT DATE PENDING
5909 (#2)	No Tags	Citation	\$75	COURT DATE PENDING
5909 (#3)	No Tags	Citation	\$75	COURT DATE PENDING
5814	No Tags	Citation	\$75	COURT DATE PENDING
5808	Parked On Grass	Citation	\$200	COURT DATE PENDING
SOUTH HURON DRIVE				
Location	Violation	Citation Type	Result	Disposition
110	No Tags	Citation	\$75	COURT DATE PENDING
100	No Tags	Citation	\$75	COURT DATE PENDING
116	No Tags	Citation	\$75	COURT DATE PENDING
119	No Tags	Citation	\$75	COURT DATE PENDING
STAR CLEANERS				
5529 LIVINGSTON RD	UNFIT FOR HUMAN OCCUPANCY			COURT DATE PENDING
	DEBRIS	Citation	\$200	
TOTAL			\$1,750	

Building Permit

	Date	Address	Issuance Type	Fee
1	3/4/2018	5904 Terrell Ave	Renovation /Repair	\$179
2	3/5/2018	5904 Choctaw Drive	Renovation /Repair	\$75
			TOTAL	\$254

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

MARCH 2018

Ombudsman Report

Anthony Rease

For the month of March the Town of Forest Heights has received 13 requests from late fee removal. All 13 requests are ongoing until received proper documentation. Received a 1 request for dismissal because of a license plate mis-read. The dismissal request was granted. Received 1 request to transfer the liability because of a car-share program. That request was forwarded to Gatso. Received 1 request for accommodation for large amount of unpaid citations. The accommodation request was denied. Received request for information on a citation from 2011. The information was given to the violator.

Status of Rolph Drive Street Improvements

As you may know, the storm water management and pedestrian facility improvements along Rolph Drive are almost complete. At this point, the landscaping component of the project is all that remains. However, the Town staff and the contractor have been in constant contact concerning the follow-up construction items that need to be addressed.

We have received a number of complaints from property owners about some of the issues that need further attention. Several weeks ago, Town representatives and the contractor conducted a walk-thru to identify many of the issues that need attention. We are waiting for the contractors' status report response to those issues and expect it in the next couple of business days.

Town officials plan to conduct a final walk-thru once the items on the initial walk-thru are addressed. We will use this opportunity to make sure any/all other complaints we received from homeowners and identified by our staff are addressed.

Though we have spoken to a number of homeowners with complaints of various nature, it may seem to them like the Town is not responding to each homeowner individually. Please be assured that we plan on addressing these issues collectively and during scheduled contractor visits when they can address multiple concerns. If the contractor were to be dispatched to address each homeowner concern when lodged, the cost to the Town would be significantly increased.

We are working to make sure all homeowner concerns related to this project will be addressed!

Pothole/Sinkhole on Delaware Drive

Our Public Works staff has identified a large pothole on Delaware Drive. They have currently taken the necessary precautions by putting caution cones around the hole to make sure drivers and pedestrians are alerted of the hazard.

Upon further inspection however, it was determined that the hole is in fact a number of feet deep and may be better defined as a sinkhole at this point.

As a result, we have contacted WSSC for a determination as to whether an underground water leak is contributing to the condition of the road, as water was found inside the hole.

The Town has already identified a firm to fix the problem and they are on stand-by. However, we think it makes sense to ensure we have a total understanding of the reason why the hole exists before repairing the pavement. This way, we don't spend the money for repairs only to have the condition return.

The repair of the pavement is a priority of our Public Works Department and we plan to fix this problem as soon as possible.

Senior Management Retreat

A senior management Retreat is planned for May 19, 2018, from 9AM-4PM. It will take place in the Community Room at Town Hall. Senior staff members and Town Council are asked and encouraged to attend. The major themes of the Retreat include, Teambuilding and Professional Development. (More information to come...)

Inclement Weather Protocol/Policy

During recent inclement weather events like the recent snow fall, I noticed confusion among staff concerning the official policy of whether offices are closed, open late, etc. (e.g. Do we follow the same policy as the County, Federal Government?)

Consequently, in conjunction with the Mayor's approval, I have established protocol to be implemented that essentially mirrors that of Prince Georges County Government. (unless some particular aspect of the event merits otherwise)

Also, staff has devised an internal notification system to ensure all employees get the word. This procedure will be added to the Employee Handbook for clarification purposes.

4.2.18 Town Administrator Council Report