

**Town Mayor/Council  
Work Session – 7:30 pm  
Monday, March 5, 2018  
Municipal Building**

**Meeting Minutes**

**Call to order**– 7:30 pm

**Roll Call** – Mayor Muhammad; CM Barnes; CW Brownson; CM McLaurin; CM Kennedy II; CW Hines; CW Smith-Barnes participated by telephone seven (7) officials were present we had a quorum.

**Moment of Silence** –

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

**Approval of Agenda** – Motion by CW Brownson seconded by CW Hines to adopt the agenda; all were in favor; motion passed.

**Approval of Minutes from February 5** – Motion by CW Hines; seconded by CW Brownson to adopt the minutes; all were in favor; motion passed

**Approval of Minutes from February 21** – Motion by CW Hines; seconded by CW Brownson to amend the minutes to correct the number present from 4 to 5; all were in favor; motion passed

**Public Period** --

*Mrs. Darlene Kury:* One of my neighbors has chickens and a rooster. Is there an ordinance about livestock in the town?

*Town Attorney Best:* I haven't visited the county ordinances on chickens. This town does not have an ordinance specifically dealing with chickens.

*Mr. Murphy:* What is the status on the judge for the upcoming election?

*Town Clerk Mrs. Hawkins:* You are the chief judge. You received the letter by error. (Mr. Murphy) said he was not available for the Town Election on March 14, 2018.

*CM Barnes:* Mr. Murphy said he got a letter about not being renewed. He called me on the 24<sup>th</sup> and asked if this was legal. I responded to the attorney. I did not get a response. I questioned the legality because it says the judge cannot be removed, especially by the Town Clerk.

*Town Attorney Best:* Mr. Murphy, do you still wish to participate? *Murphy:* Until my time expires, yes.

*Town Clerk Mrs. Hawkins:* I did write a letter, I called all 3, I apologized. When we had a meeting, I apologized again. Mr. Murphy said that he did not wish to be a judge. At that point he had called Mr. Colston asking him to be a judge. I called the attorney and said I had made the mistake.

*CW Brownson:* I motion that we send a follow up letter. 4 Yes, 2 No, 1 Abstain; motion passed.

*Mr. Ivan Lanier with Greenwill Consulting Group, LLC:* We met with the chair of the delegation, Del. Jay Walker. He committed to working with the Town to get the casino impact funding. Working on getting operating funds (\$25k) on an annual basis from MGM. Next week we are meeting with Senator Muse to get his support on this. We are working on getting dates for Del. Walker to host the delegation meeting in FH to talk about FH initiatives. The CEO of Gasco is coming in on the 22<sup>nd</sup> to sit with the Chief and the Council.

*CM Barnes:* Regarding the impact fee. What will determine the amount and increase?

*Mr. Lanier:* Right now, we are at 112k. As we work with the chair, we will continue to push for more. We have separate line items from the county.

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**Staff Report** can be pick-up from the Town Clerk Office or view on the Town Website

**Code Enforcement:**

CM Kennedy: How are you handling the wind storm impact?

Mr. Smith: We are allowing Town residents time to contact their insurance company.

CM Barnes: Does the Town do pre-emptive trimming?

Mr. Smith: Code Enforcement gets involved after the tree falls.

Town Attorney Best: Gave a recap of state Tree Law, identical to newsletter report. Anyone can give notice.

**Council Report:**

**Ward I**

CM Barnes -- Chief Mitchell, you said you were going to put in a grant for a defibrillator upstairs. Have you heard anything?

Chief Mitchell -- It was approved and I am anticipating their arrival.

**Ward II**

CW Brownson -- I made a trip to Annapolis. I sat on the House Transportation subcommittee to hear HB 807. MML is asking people to come back March 7th for the Senate hearing.

**Ward III**

CM McLaurin -- Rolph Drive is almost completed. I also attended the House Transportation Subcommittee hearing for HB 807 in Annapolis, and I noticed that the Town didn't have a wall plate on their wall.

Town Attorney Best: There is a Town of Forest Heights Plate, having worked on the Board of MML all the Towns that I represent have a plate on the wall.

**Legislation --**

**Ordinance 01-18** -- An ordinance of the Town of Forest Heights, a Municipal Corporation of the State of Maryland (the "issuer"), providing for the issuance and sale of an aggregate principal amount not to exceed one million fifty thousand dollars (\$1,050,000.00) of bonds of the Town of Forest Heights, Maryland, to be known as "the Town of Forest Heights, Infrastructure Bonds, 2018 Series. Motion to waive reading by CM Kennedy, II; seconded by CW Smith-Barnes to adopt Ordinance. 01-18; discussion; vote (7) yes (0) no; motion passed.

**Resolution 07-18** -- A Resolution to participate in the Adult Mosquito control program for 2018 with the Maryland Department of Agriculture. Motion to waive reading by CM Kennedy, II; seconded by CW Hines to adopt Res. 07-18; discussion; vote (7) yes (0) no; motion passed.

**Resolution 13-18** -- A Resolution of the Town of Forest Heights, Maryland Clarifying and Ratifying the Appointment of Election Board Members for the 2018 General Election and Beyond. Motion to waive reading by CM Kennedy, II; seconded by CW Hines to adopt Res. 13-18; discussion; vote (7) yes (0) no; motion passed.

**Resolution 14-18** -- A Resolution Authorizing the Mayor to Amend a Contract (Resolution 77-17) on behalf of the Town of Forest Heights with ADT, LLC. to Perform Addition Installation to the Third Floor of 606 Modoc Lane for Fire Alarm and Security Alarm Systems. Motion to waive reading by CM Kennedy, II; seconded by CW Hines to adopt Res. 14-18; discussion; vote (7) yes (0) no; motion passed.

**New Business** -- None

**Adjournment** -- 9:15 pm

Sherletta Hawkins

# TOWN COUNCIL WORKSHOP MEETING

Monday, March 5, 2018  
7:30 pm  
Municipal Building

## Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (February 5, and 21, 2018)
- VII. Brief Presentation from (Darryl Lowery Chief Oxon Hill Volunteer Department)  
Public Period (limit 2 minutes)
- VIII. Report from Staff
  - a. Lobbyist
  - b. Treasurer
  - c. Public Works Director
  - d. Circuit Rider
  - e. Code Enforcement
  - f. Ombudsman
  - g. Police Chief
  - h. Town Administrator
- IX. Councilmember/Mayor Report
  - a. Ward I
  - b. Ward II
  - c. Ward III
  - d. Mayor
- X. New Business
- XI. Legislation
- XII. Adjournment

**Town of Forest Heights  
Treasurer's Report  
March 5, 2018**

- Updated -

	Bank Acct Balance <u>03/02/18</u>	Quickbook Balance <u>02/28/18</u>	Quickbook Balance <u>02/28/17</u>
TD Bank General Fund	705,529.38	643,137.82	636,469.91
TD Bank Rainy Day Fund	151,080.25	151,080.25	150,433.08
TD Bank Speed Camera	2,031,495.64	2,031,047.29	1,770,473.97
TD Bank Municipal Money Market	213,364.59	213,364.59	212,618.51
	<u>3,101,469.86</u>	<u>3,038,629.95</u>	<u>2,769,995.47</u>

**General Fund Highlights:**

1. Real Estate Tax distribution received - \$26,992.06
2. Income Tax distribution received - \$43,102.91
3. Solar Energy Rebate received - \$756.00
4. Verizon Franchise Fee received - \$7,144.02
5. Verizon Peg Grant received - \$4,543.60

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# Forest Heights Funding Report - March

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**PRESENTED MARCH 5, 2018**

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**Town of Forest Heights**

**Authored by: Veronica Owens**

**Circuit Rider**

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# Funding 2018

## 2018

### PENDING:

MD - Maryland Beautiful – Rain Barrels \$5,000.00

MEA – Smart Energy Communities – Elec Charging Station \$14,000.00

DNR – Forest Heights Zero Runoff Plan \$75,000.00

**Total Pending: \$94,000.00**

### UNDERWAY:

Chesapeake Conservation Corps Intern \$20,000.00

Chesapeake Bay Trust – Green Streets \$200,000.00

**Total Funding Underway: \$ 220,000.00.**

# Town Administrator Report

## **Town Park Space**

As you may know, the Town purchased a piece of property intended for use as public greenspace located next to Henry's Restaurant adjacent to Highway 210.

The property acquisition is intended to help increase the amount of much needed public park property within the town and create a special event and recreational space for Forest Heights.

Recently, after consultation with staff regarding the practical and functional needs for our municipality, we have engaged the services of the Neighborhood Design Center to draft a proposed park design for adoption and construction. The plan will include such features as, a centrally located stage or gazebo structure, resurfaced and lighted pedestrian pathways, convenient public sitting areas and enhanced landscaping throughout.

We expect to receive the plan drawings within the next couple of weeks. They will then be shared with the Town Council and the public.

The funding for project construction has been set aside through use of existing park grant monies currently include in the Town Budget.

## **Seneca Drive Roundabout**

No doubt you have seen the condition of the neighborhood roundabout brick wall on Seneca Drive? It has fallen into disrepair and been severely damaged mainly due to automobiles that have hit the structure over the years.

Relief is on the way...the Town has identified a company to repair and paint the entire brick structure of the roundabout.

The refurbishing project contract with Portugal construction was approved by Town Council at the February 21<sup>st</sup> meeting and signed by both parties on March 1<sup>st</sup>.

Construction is set to begin within the next couple of weeks. It will take approximately 3 days to complete.

## **New Town Information Phone Line**

As of March 1<sup>st</sup>, we have implemented a new telephone line that citizens can call 24-hours a day to receive up-to-date information about upcoming Town events, general announcements and inclement weather notifications affecting the opening/closing of Town facilities and services. Stay up to date by calling 240-493-6998.