

**Town Mayor/Council
Work Session Meeting – 7:30 pm
Monday, June 4, 2018
Municipal Building**

Meeting Minutes

Call to order– 7:39 pm

Roll Call – Mayor Muhammad; CM Barnes; CW Brownson; CM McLaurin; CW Hines; CM Kennedy, II (6) 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 Hines; seconded by CM Kennedy II to adopt the agenda; all were in favor;

Approval of Minutes from May 16, 2018 – Motion by CM Barnes; seconded by CW Hines to adopt the minutes; all were in favor; motion passed

Presentation from Mr. Lyman and Mr. George Escobar of CASA. Described the work of CASA at national, state, and local levels. This included legal services for immigration cases, housing issues, citizenship path aid, and employment/labor issues. CASA is hoping to co-sponsor workshops for residents on how to become citizens for permanent residents, civic engagement, public safety and other services that residents may need; discussed ways to reach community, including a booth on Forest Heights Day.

Presentation from Town Attorney Best: The Town filed a petition for writ of certiorari on an annexation case decided by Judge Leo Green, and an appeal with the court. The writ has been approved and the Town will bypass the Court of Special Appeals, and the matter will be heard by the Court of Appeals. The first brief is due July 10. The Appellate's brief will be due in August. The case will be argued orally before the High Court in October 2018. We will probably request an extension. We expect MML to soon file an amicus brief. The Maryland Association of Counties may intercede as well. This is a decision of state wide importance.

Public Period: James Ware of Ottawa Street expressed need for increased citations for mopeds and speeders and asked about status of Town parking permit.

- Mr. Atkinson addressed the Chief about police officer conduct, great job.
- Email from resident on Rolph asked why the Council members are not giving monthly reports. The Mayor responded that the report is given on the first Monday of each month.

Motion to amend agenda to include presentation from lobbyist by CM Kennedy II, seconded by CW Hines; all in favor; motion passed.

Greenwill Consulting: Follow up from last meeting. Meeting with Councilman Patterson in June. Mentioned sports betting and status of legislation in Maryland.

Report from Staff available for pickup in the Clerk Office.

Ward II Report: CW Brownson wants to thank CASA for coming to the meeting. CM Kennedy II complimented the retreat and the Kids to Park Day's execution.

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Ward III: CW Hines thanked the participants for Kids to Parks Day. Announced she's attended FHES Day on Friday and a FHES Mother-Daughter Tea.

- CM McLaurin said his trash was not picked up and addressed complaints about trash pickup. Also asked questions about who is in charge of situations where water goes into a neighbor's property. Was informed that if it gets to the road, it is Public Works, if it is between 2 neighbors, it is a civil suit.
- Staff Sergeant Reese explained that Code Enforcement was involved in the specific issue because the neighbors were unsure of property lines. Code Enforcement was serving as a mediator. Attorney Best recited Town Code 19.10 as for proper procedure.

Legislation –

Resolution 30-18 --Maryland Circuit Rider Town Manager Program. Motion by CM Kennedy II; seconded by CW Hines to waive the reading; all in favor; motion to adopt 30-18 by CM Kennedy II; seconded by CW Hines; discussion; vote; (6) yes; (0) no; motion passed.

Resolution 31-18 --A resolution of to set forth and establish the Town's commercial real property tax rate for FY 2019; motion by CM Kennedy II; seconded by CW to waive the reading; all in favor; motion by CM Kennedy II; seconded by CW Hines to adopt 31-18; discussion; vote; (6) yes; (0) no; motion passed.

Resolution 32-18 – A resolution establish Fiscal Year 2019 tax rates; motion by CM Kennedy II, seconded by CW Hines to waive the reading; vote; (5) yes; (1) no; motion passed.

New Business – None

Adjournment – 10:20 pm

Sherletta Hawkins
Submitted by Town Clerk

TOWN COUNCIL WORK SESSION MEETING

Monday, June 4, 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 States of America
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (May 16, 2018)
- VII. Brief Presentation from Mr. Lierman with CASA for 10min.
- VIII. Public Period (limit 2 minutes)
- IX. Town Attorney Kevin Best will give a brief update on the Town Annexation
- X. Reports from Staff
- XI. Lobbyist
 - a. Treasurer
 - b. Public Works Director
 - c. Code Enforcement
 - d. Ombudsman
 - e. Police Chief
 - f. Town Administrator
- XII. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- XIII. Brief Update about 606 Modoc
- XIV. Legislation
- XV. New Business
- XVI. Adjournment

**Town of Forest Heights
Treasurer's Report
June 1, 2018**

- Updated -

	Bank Acct Balance <u>6/1/18</u>	Quickbook Balance <u>5/31/18</u>	Quickbook Balance <u>5/31/17</u>
TD Bank General Fund	440,826.42	431,344.72	310,158.35
TD Bank Rainy Day Fund	151,132.40	151,132.40	150,520.31
TD Bank Speed Camera	2,163,663.70	2,163,120.80	1,878,840.20
TD Bank Municipal Money Market	213,364.59	213,364.59	212,821.29
	<u>2,968,987.11</u>	<u>2,958,962.51</u>	<u>2,552,340.15</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$10,629.87
2. PG Co. Tax Liens - \$3,265.75.
3. Cable Franchise Fees received:
 - Verizon \$6,871.52
 - Comcast \$3,441.12
4. Verizon Peg Grant Fees received - \$4,370.29
5. NFWF Grant payment received - \$40,000.00
6. Personal Property Tax payments - \$1,581.13
7. Income Tax distribution - \$43,102.91

Note:

The CDA Infrastructure Bond (sponsored by the MD Dept of Housing and Development) is scheduled to close mid-August.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

May 31, 2018

Town Appearance:

- Maintain and up keep of the Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Cleaning storm drain protectors
- Cleaning curb & gutter of debris
- Patching potholes
- Report of Street light outages

Town Infrastructure:

- Pvmnt. Corp. repaired pothole/swell on Delaware Dr.
- Searching options for hill on Sachem Dr.
- PG DOE tested the water for fluoride/ chlorine on:
 - 5700 Arapahoe Dr.
 - 5604 Delaware Dr. (no water found)
 - 21 CreeDr
 - 121 Cree Dr.
 - 103 Onadaga Dr

Results from the water test performed by DOE found that all of the water is ground water and we have to find another approach fix it.

- Compiling a list of potholes with street addresses for repair.(on going)
- Four (4) Contractors have submitted proposals for Pvmnt. Rehab. of Town Hall front parking lot.
Town Administrator and Public Works Dir. are currently looking into the proposals for the parking lot as well as the retaining wall. Both possibly will have to go out to bid
-Received proposal for repair of yellow retaining wall (more coming)
- Monitoring Rolph Dr. project:
- Rolph Dr is about 95% complete.
Town Administrator and Public Works Dir. conducted a walk thru on 5/7/18. There are still a couple of issues that needs to be addressed such as: grass placement, shrinkage

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cracks on the driveway aprons and the curb and gutters. A meeting with AD Marble and Scheibel will be had within a week to discuss what needs to take place and by whom.

- Resident @ 107 Rolp Dr. asked that his railings for his steps to be replaced
- Moving forward with Safe Routes & N. Huron, with Pennoni P.E.
 - Walk thru with Kim Adams of Penonni to document trees, fences, utilities to be removed/replaced on residents property
 - plans submitted to SHA for approval 4/20/18
 - Peer Review by Mr. Ahmed Saifuddin in final stage, plans uploaded to DPIE site, waiting for comments

The County is asking for a geotechnical investigation for North Huron. This does not need to be provided for concept review but for final permit approval, they will want some type of geotechnical investigation. However, we may have to consider getting a geotechnical investigation completed for this project.

-Once peer review is complete, construction permit can be obtained

Building Infrastructure:

606 Modoc:

- Meeting with iNET at town hall to give complete explanation of equipment (BOM) need to be purchased to complete iNET connection (to be submitted by resolution)
 - Sent out a blind cc to 8 IT vendors for listing prices of Bill of Materials (BOM)
 - Mr. Robinson will contact Zoning about the site plan and Occupancy Permit
 - WSSC to conducted a Hydro Flush Underground (passed)
-
- 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 serviced (cleaned and weeded) municipal building Green Roof
 - Waiting form estimates to come back on the repairing/replacement of the overhang at the Municipal bldg. front entrance.

Equipment Maintenance:

- In process of purchasing tires for both Public Work pickup trucks

The Town of Forest Heights

Department of Public Works

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- Repair of weed eater, small blower and tiller
- Received tags for large utility trailer
- Picked up small utility trailer from Tire Pros for repairs and MD inspection
- In process of obtaining LG tags for small trailer

Other Areas:

- Pet Waste Management Training 04/24/18
The pet waste stations are scheduled to arrive via UPS on Friday, June 1 (latest on June 4) expect the custom signs to be delivered by June 1 as well.
our customized communications plans and electronic outreach materials will be emailed to us by June 8, and some of the physical versions of these materials (brochures, car magnets, posters, etc.) will be delivered by June 15. We are to receive 10 ststions.
- Met with Darnell Bond, Public Works Dir. of Upper Marlboro
- Answering Resident Communication (numerous)
- To attend Asian Tiger Mosquito Workshop in Collage Park, Md on 6/28/18 from 10:00-12:00 noon

CODE ENFORCEMENT VIOLATIONS

May, 2018

Civil Citation				
Location	Violation	Citation Type/ #	Result	Disposition
5801 Woodland Dr.	wrecked vehicle	Citation 0z42197603	\$250	paid
5610 Woodland Dr.	Car parked on grass	Citation 1z42198080	\$200	paid
5705 Woodland Dr.	No current tags/sticker	Citation 1z35103293	\$75	paid
5614 Woodland Dr.	No current tags/sticker	Citation 5z42197601	\$75	paid
5813 Ottawa St.	No current tags/sticker	Citation 1z35103293	\$75	paid
5920 Ottawa St.	No current tags/sticker	Citation 3z42197452	\$75	Court date pending
107 North Huron Dr.	Construction debris/trash	Citation 3z42198082	\$400	paid
141 North Huron Dr.	Construction debris/trash	Citation 2z42198081	\$400	Court date pending
145 North Huron Dr.	Grass too long	Citation 0z42197610	\$200	Court date pending
106 Rolph Dr.	Trash/debris	Citation 3z42198089	\$200	Court date pending
5801 Sachem Dr.	No current tags/sticker	Citation 4z42197607	\$75	Court date pending
5801 Sachem Dr.	No current tags/sticker	Citation 3z42197606	\$75	Court date pending
5801 Sachem Dr.	No current tags/sticker	Citation 2z42197605	\$75	Court date pending
			\$1,925	
Building Permit				
Location			Result	
5600 Arapahoe Dr.			\$50	
5716 Blackhawk Dr.			\$235	
5612 Delaware Dr.			\$50	
110 Iroquois Way			\$50	
125 Mohican Dr.			\$50	
3108 North Huron Dr.			\$50	
5503 Sachem Dr.			\$81	
5917 Shashone Dr.			\$71	
1 Tecumseh Dr.			\$50	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

MAY 2018

Ombudsman Report

Anthony Rease

For the month of May the Town of Forest Heights has received 11 requests for late fee removal. 8 requests are ongoing until received proper documentation. Received one request for calibration records. Received 1 request for information for the speed camera through Maryland Public Information Act. The information was given to the requestor. Investigated the Motor Vehicle Administration Flag process for Municipal Collections of America and the Town of Forest Heights.

FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT AND CALLS FOR SERVICE FOR MAY 2018 (I AM PREPARING A COMPLETE STREET BY STREET LIST)

MILES PATROLLED : 3136

CALLS FOR SERVICE :362

REPORTS WRITTEN : 46

ARRESTS : 12

CITATIONS WRITTEN : 655 (ASSORTED)

FINES AND FEES: \$ 4422.50

911 HANG UP	2
ANIMAL BITE	1
ANIMAL COMPLAINT (BARKING)	1
ANIMAL COMPLAINT (OTHER)	2
ASSIST CODE ENFORCEMENT	1
ASSIST MOTORIST	1
ASSIST OTHER UNIT (INCIDENT)	12
ASSIST OTHER UNIT (TRAFFIC)	33
ASSIST OUTSIDE AGENCY	5
BURGLAR ALARM (RESIDENTIAL)	2
CHECK ON THE WELFARE	2
COURT	1
CUSTOMER DISPUTE	1
DISORDERLY SUBJECT(S)	10
DISPUTE BETWEEN PERSONS	2
DOMESTIC DISPUTE	3
FOUND PROPERTY	2
MAN DOWN	1
MISSING PERSON	2
MISSING PERSON (RETURNED)	1
NEIGHBOR DISPUTE	1

PANIC ALARM	2
POSSIBLE DUI DRIVER	1
RESIDENTIAL SECURITY CHECK	1
ROBBERY (ARMED)	1
ROBBERY (T/A)	1
SOUND OF GUN SHOTS	2
SUSPICIOUS SUBJECT(S)	11
SUSPICIOUS VEHICLE	2
SUSPICIOUS VEHICLE (OCCUPIED)	8
THEFT REPORT	1
TRAFFIC ACCIDENT	7
TRAFFIC COMPLAINT	4
TRAFFIC CONTROL	1
UNKNOWN TROUBLE	2
Total Calls Handled:	130

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR MAY 2018

State Citations : 407

Warning Notices : 204

Safety Equipment Repair Orders : 29

Parking Citations : 15

Impounds : 37

Total : 655

Code Enforcement Staff Changes

As you may know, one of our two Code Enforcement Officers resigned a couple of weeks ago. At present, this means we have budgeted positions for one full-time and one part-time Code Enforcement Officer that need to be filled.

I'm sure you are aware the Mayor has made Code Enforcement throughout the Town a priority. This includes junked cars, the maintaining of lawns and grass height, vehicles illegally parked on public streets and other aspects of conformance to our Codes.

The administration intends to fill both the full and part-time positions as soon as possible. In fact, the announcement to fill the full-time position has been advertised for the last week and the closing date was June 1st.

Currently, one part-time enforcement officer is conducting this function. In the meantime, in an attempt to help maintain the Town's standard of code enforcement, the Police Chief has enlisted the supplemental services of off-duty police officers who elect to take on code enforcement duties on their days off.

This arrangement is proving to be very effective and will continue until the aforementioned code enforcement positions have been filled.

Town Circuit Rider Position

Our current contract with the Town of North Beach, Md. to provide the Circuit Rider Specialist for both towns expires on June 30th. Thus, we in conjunction with North Beach are in the process of submitting an application to the Maryland Department of Housing & Community Development for a Circuit Rider grant for 2018-2020. The application will be submitted by the June 6th deadline.

The Town of Forest Heights and the Administration recognize the need for such services to provide grant writing, grant monitoring/coordination and some project management assistance. However, for this cycle the renewal application will include a request for one part-time Circuit Rider for each of the towns. Each Circuit Rider would work 3 or 4 days for one town which, would allow them to lend more concentrated attention and better serve the town needs rather than one person working for two towns.

Our current Circuit Rider, Veronica Owens, will continue working with North Beach and Forest Heights would advertise to fill the second position. Ms. Owens will be working with Forest Heights until June 30th. She has graciously offered to help us with the transition to a new Circuit Rider.

We should get word as to if we received the grant for the position within 45 days.

Senior Management & Legislative Team Retreat

Our senior management Retreat held on May 19th was a huge success by all accounts!

The entire management staff was in attendance, as were the Mayor, four Town Councilmembers and our Lobbyist. Our facilitator Ms. Kim Rhim was engaging, enlightening and her presentation was educational. She even threw in a couple of games to add a fun and inclusion component to the day.

The theme for the Retreat was "One Town, One Common Vision". Among the topics addressed were, a review of pertinent Town documents and how they affect our everyday duties, the importance of a positive attitude between staff and citizens we serve, teamwork dynamics, representing the town with pride & professionalism, the importance of effective communication and, the importance of our relationship with our State legislators in Annapolis.

And, thanks to our Lobbyist, Greenwill Consulting for providing a delicious lunch for the event!

Copies of the power point presentation used at the Retreat are available upon request.

6.4.18 Town Administrator Council Report