

**Town Mayor/Council
Mayor/Council Meeting – 8:00 pm
Monday, July 2, 2018
Municipal Building**

Meeting Minutes

Call to order– 7:36 pm

Roll Call – Mayor Muhammad; CM Barnes; CW Brownson; CW Hines; CM McLaurin (6) officials were present we had a quorum. CM Kennedy, II arrived at 7:37 p.m.

Moment of Silence –

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

Approval of Agenda – Motion by CM Washington; seconded by CW Hines to adopt the agenda; all were in favor.

Approval of Minutes from June 20, 2018 – Motion by CM Washington; seconded by CW Hines to adopt the minutes; all were in favor; motion passed.

Public Period: Mr. Larry Stoner asked the purpose of Resolution 42-18. Mr. Robinson clarified that the contract was not for an additional 25,000, it was for an additional 10,000 that Resolution was pull.

Greenwill Consulting: Update on meeting with Councilman Obie Patterson regarding not receiving money from the LDC and the MGM. Looking for legislation that specifically carves out money from LDC, and looking to pre-file in the General Assembly, well as finding legislative sponsors.

Staff and reports: In the Town Clerk office.

Ward I report: CM Barnes: Recommended that “No Fireworks” signs in English and Spanish be placed at the entrance of the Municipal Building during the 4th of July, CM Barnes also mention that patrols had increased.

Ward II report: CM Kennedy II: Reminder about Forest Heights Day.

Ward III report: None

Legislation

Resolution 38-18 authorizing the Mayor to enter into a contract on behalf of the Town of Forest Heights to obtain waterproofing services from Value Dry, of Savage Maryland for the Municipal Building; motion to waive the reading by CM Kennedy II; seconded by CW Hines; motion to adopt Res. 38-18 by CM Kennedy II; seconded by CM Washington; discussion; vote (7) yes; (0) no; motion passed.

Resolution 41-18 to accept Francis J. Disalvo, CPA to perform the year ending June 30, 2018 audit for the Town of Forest Heights; motion by CM Kennedy II; seconded by CW Hines to waive full reading; all in favor; motion to adopt Res. 41-18 by CM Kennedy II; seconded by CM McLaurin; discussion; vote; (7) yes (0) no; motion passed.

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Meeting Minutes

Resolution 43-18 to accept the proposal with Landsdown Concrete LLC to install 12 Footers to be provided for the 12x14 Gazebo at the Community Garden and Community Park; motion by CM Kennedy II and seconded by CW Hines to waive the reading; all in favor; motion to adopt 43-18 by CM Kennedy II and seconded by CM Washington; discussion; vote (7) yes; (0) no; motion passed.

New Business:

Adjourned- 9:00pm

Sherletta Hawkins
Submitted by Town Clerk

TOWN COUNCIL WORK SESSION MEETING

Monday, July 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 States of America
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (June 20, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Reports from Staff
 - a. Treasurer
 - b. Public Works Director
 - c. Lobbyist
 - d. Code Enforcement
 - e. Ombudsman
 - f. Police Chief
 - g. Town Administrator
- IX. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- X. Legislation
- XI. Closed Session
- XII. New Business
- XIII. Adjournment

**Town of Forest Heights
Treasurer's Report
July 2, 2018**

	Bank Acct Balance <u>6/30/18</u>	Quickbook Balance <u>6/30/18</u>	Quickbook Balance <u>6/30/17</u>
TD Bank General Fund	401,380.58	380,393.85	123,138.36
TD Bank Rainy Day Fund	154,132.40	151,132.40	150,560.72
TD Bank Speed Camera	2,231,567.98	2,231,567.98	1,901,637.21
TD Bank Municipal Money Market	213,364.59	213,364.59	212,900.00
	<u>3,000,445.55</u>	<u>2,976,458.82</u>	<u>2,388,236.29</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$19,058.64
2. Waste Rebate received - \$1,999.00
3. Highway User distribution - \$3,667.46
4. Income Tax distribution - \$33,432.17
5. GOCCP Grant 4th Quarter payment - \$13,119.50

Note:

The CDA Infrastructure Bond issue is scheduled to close August 30, 2018.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

June 28, 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
- Identified two locations for the Big Belly Trash cans due to be installed July 15, 2018

Town Infrastructure:

- Searching options for hill on Sachem Dr. (received 3 est.)
- Compiling a list of potholes with street addresses for repair.(on going)
- Four (4) Contractors have submitted proposals for Pymt. Rehab. of Town Hall front parking lot.
Town Administrator and Public Works Dir. are currently working on bid proposals for the parking lot as well as the retaining wall .
-Received proposal for repair of yellow retaining wall (more coming)
- Monitoring Rolph Dr. project:
- Rolph Dr is about 95% complete.
Scheibel sub-contractor sawed and filled shrinkage cracks on the driveway aprons and the curb and gutters. 6-26 sub-contractor put down grass seed, cut tops on clean-outs.
- Resident @ 107 Rolp Dr. asked that his railings for his steps to be replaced (Scheibel will replace railing)
- 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(preparing letter for resident)
-Peer Review by Mr. Ahmed Saifuddin in final stage, plans uploaded to DPIE site, waiting for comments (there is a need for a third review)
Kim Adams of Pennoni says that they can perform the geotec investigation and report for the county.
-Once peer review is complete, construction permit can be obtained

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

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) (received number of estimates, council voted on resolution)
 - Mr. Robinson, the Town Administrator has a new approach to complete Project 606.
 - Did walk thru of 606 with Kim Adams of Pennoni
-
- 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. (received 2 est.)
 - Repaired 3 toilets, one in each of the downstairs bathrooms

Equipment Maintenance:

- purchased tires and front end alignment for both Public Work pickup trucks
- Repair of weed eater, small blower and tiller
- Picked up small utility trailer from Tire Pros for repairs and MD inspection (passed)
- In process of obtaining LG tags for small trailer

Other Areas:

- The pet waste stations arrived and installed around the town
- Answering Resident Communication (numerous)

CODE ENFORCEMENT VIOLATIONS

June, 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
5801 BlackHawk Drive	no tags/sticker	Citation/4Z35103282	\$ 150.00	paid
5801 Black Hawk Drive	no tags/sticker	Citation/5Z35103283	\$ 150.00	paid
5801 Black Hawk Drive	no tags/sticker	Citation/6Z35103284	\$ 150.00	paid
225 Seneca Drive	Car parked on grass	Citation/2z42197612	\$ 200.00	paid
Building Permits				
Location			Result	Disposition
5613 Delaware Drive			\$ 50.00	paid
105 North Huron Drive			\$ 50.00	paid
138 North Huron Drive			\$ 50.00	paid
5707 Shawnee Drive			\$ 75.00	paid
Business Licenses				
Location	Business Name		Result	Disposition
5501 Livingston Rd	McDonalds		\$ 300.00	paid
5515 Livingston Rd	CK Harbor Grocery		\$ 400.00	paid
5507 Livingston Rd	BP Gas Station		\$ 400.00	paid
5519 Livingston Rd	Lucas Seafood		\$ 300.00	paid
5409 Indian Head Hwy	Eastover Carwash		\$ 300.00	paid
5521 Livingston Rd	7 Eleven Grocery		\$ 400.00	paid
5515 Livingston Rd #2	International Ministries		\$ 300.00	paid
5601 Livingston Rd	Solo Tires and Auto		\$ 300.00	paid
Rental Permits				
Location			Result	Disposition

105 Seneca Drive			\$ 75.00	paid
5514 Arapahoe Drive			\$ 75.00	paid
Total			\$ 3,725.25	

**TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN**

JUNE 2018

Ombudsman Report

Anthony Rease

For the month of June the Town of Forest Heights has received 8 requests for late fee removal. Investigated the Motor Vehicle Administration Flag process for Municipal Collections of America and the Town of Forest Heights. Gatso is in the process of providing MCOA the required information so that they can flag delinquent vehicles.

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

Mitchell, Pablo

Sent: Thursday, June 28, 2018 12:20 PM

To: Hawkins, Sherletta

Cc: Linwood Robinson; Anthony N Rease; Via, Kathleen

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

FOREST HEIGHTS JUNE 2018 MONTHLY STATS :

MILES PATROLLED : 3085

CALLS FOR SERVICE : 333

REPORTS WRITTEN : 27

ARRESTS : 14

Traffic Stops: 229

Total Violations: 618

Vehicles Impounded : 40

FINES AND FEES: \$ 4195.00

FOREST HEIGHTS POLICE DEPARTMENT JUNE 2018 ALL CALLS FOR SERVICE

Incident Type Total:

911 DISCONNECT 47

ACCIDENT 7

ADDED INFORMATION 2

ANIMAL COMPLAINT 2

ASSIST FIRE EMS 3

BREAK IN IN PROGRESS 4

BREAK IN REPORT 1

CHECK WELFARE 5

CHECK WELFARE COMBINED 2

CHECK WELFARE MENTAL 1

CHECK WELFARE VIOLEN 1

CVA ABUSE 1

DEPT ACCIDENT PD COMBINED 1

DISORDERLY 17

DOMESTIC 4

FAMILY DISPUTE	6
FIGHT	1
HIGHWAY ACCIDENT COMBINED	.1
HIT AND RUN	1
LOUD MUSIC COMPLAINT	2
MISC POLICE INCIDENT	9
NOTIFICATION	2
OVERDOSE ALS COMBINED	1
PAST SUSPICIOUS PERSON	1
PREMISE CHECK	151
RESIDENTIAL ALARM	6
STOLEN VEH	1
SUBJECT STOP	11
SUSPICIOUS AUTO	1
SUSPICIOUS OCC AUTO	13
SUSPICIOUS PERSON	5
TAMPERING	2
THEFT FROM AUTO	2
THEFT J O	1
THEFT REPORT	4
THREATS COMPLAINT	1
TRAFFIC ASSIGNMENT	1
TRAFFIC COMPLAINT	5
UNKNOWN TROUBLE	5
VANDALISM	1
VEHICLE ACCIDENT COMBINED	1

Total Calls for service: 333

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR JUNE 2018

Citattions : 618 (Various)

Impounds : 40

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

New Full-Time Code Enforcement Officer

Mr. Joseph Hawkins begins his duties as our full-time Code Enforcement on July 1st. Congratulations to Mr. Hawkins! I am confident he will serve the citizens of Forest Heights with distinction.

606 Modoc Lane Project Management

As I mentioned to the Council at a recent Work Session meeting, I believe it is going to take a designated project manager to move the 606 Modoc Lane project forward in an efficient manner. I think the time has come to consider hiring a construction management firm to represent our interests.

Last week, I began speaking with various construction management firm representatives in an attempt to choose one that fits our needs.

Within the next two weeks, I will be gathering certain background information about the Modoc Lane project that will be useful to the project manager chosen and help them better understand the players and history of the project. Specifically, staff is currently pulling together the following:

1. Copies of all contracts, change orders, Council Resolutions and any other pertinent information concerning the contractors and subcontractors working on the project.
2. A short, but complete status report depicting where we are with the County (or otherwise) inspection component of the project to date.
3. The approved construction plans for the project.
4. A short, but complete status report depicting the amount of funds that have been spent on the project to date.

I have also spoken with Town Attorney Kevin Best about this matter, as he is familiar with much of the history of this project. He has agreed to look through his files to help ensure we have a complete inventory of the documents being sought. Once we gather our documents internally, I have agreed to provide him a "working draft" list of what has been compiled.

Lastly, I plan to hold an internal staff meeting to discuss the progress of gathering this information and finalize a recommendation for a project manager.

Parking Lot & Retaining Wall Repaving and Repair

Staff has begun work on bid packages for the repaving of the Town Hall parking lot and construction of a new parking lot retaining wall.

I expect to put both projects out for bid within 2 weeks...

We will then come before the Town Council soon afterwards with a recommendation of the most qualified respondent.

7.2.18 Town Administrator Council Report