

# TOWN COUNCIL WORK SESSION MEETING

Monday, August 6, 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 (July 18, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Reports from Staff
  - a. Treasurer
  - b. Public Works Director
  - c. Code Enforcement
  - d. Ombudsman
  - e. Police Chief
  - f. 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 Mayor**  
**Work Session Meeting – 7:30 pm**  
**Monday, August 6, 2018**  
**Municipal Building**

**Meeting Minutes**

**Call to order**– 7:35 pm

**Roll Call** – Mayor Muhammad; CM Barnes; CW Brownson; CW Hines; CM McLaurin and CM Kennedy, II (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 CM Washington; seconded by CW Hines to adopt the agenda; all were in favor. Motion by CW Brownson to amend agenda to move to closed session before legislation; seconded by CM McLaurin; Vote (6) yes, (1) no; motion passed.

**Approval of Minutes** from July 18, 2018 – Motion by CM Hines; seconded by CM Washington to adopt the minutes; all were in favor; motion passed.

**Public Period:** None

**Staff Reports:** In the Town Clerk office and on the Town Website.

**Mayor:** We had an amazing turnout for the Annual Community Day one of the best. I want to thank, in particular: Mrs. Sherletta Hawkins (Bean) and Councilman Johnathan Kennedy II for a great job well done. Also, I would like to thank Councilwoman Hines and thank you most of all to our great volunteers who made this year’s event a success. We could not have done it without you.

**Ward I report:** None

**Ward II report:** CM Kennedy II: A reminder about National Night out, also mentioned our Forest Heights Day was a success.

**Ward III report:** CW Hines mentioned the Community Day was a big success. A reminder that school starts September 4, 2018 and thanks for the 130 back/packs.

Enter into Close Session at 8:42 p.m.

<b>Vote to Close Session:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mayor Habeeb-Ullah Muhammad	[ X ]	[ ]	[ ]	[ ]
Councilman Calvin Washington	[ X ]	[ ]	[ ]	[ ]
Councilman Robert Barnes	[ X ]	[ ]	[ ]	[ ]
Councilwoman Theresa Brownson	[ X ]	[ ]	[ ]	[ ]
Councilman Jonathon Kennedy II	[ X ]	[ ]	[ ]	[ ]
Councilman Brian McLaurin	[ X ]	[ ]	[ ]	[ ]
Councilwoman Taunya Hines	[ X ]	[ ]	[ ]	[ ]
All in favor, Motion pass				

**Town Mayor**  
**Work Session Meeting – 7:30 pm**  
**Monday, August 6, 2018**  
**Municipal Building**

**Meeting Minutes**

**Topics to be discussed:**

State Government Article Section 10-508(a):

To consult with counsel to obtain legal advice on a legal matter.

To consult with staff, consultants, or other individuals about pending or potential litigation

All present at the Close Meeting:

Mayor Muhammad	CM Washington	CM Kennedy II	CM McLaurin
CW Hines	CM Barnes	CW Brownson	
Town Administrator Linwood Robinson			
Town Attorney Kevin Best			
Town Clerk Sherletta Hawkins			

End close Session ?

**Legislation**

**Resolution 48-18** to approve a consulting services agreement with Greenwill Consulting Group, LLC as the Town Lobbyist motion to waive the reading by CM Washington; seconded by CW Hines; motion to adopt Res. 48-18 by CM Washington; seconded by CW Hines; discussion; vote (5) yes; (2) no; motion passed.

**Resolution 49-18** of the Mayor and Council of the Town of Forest Heights Establishing new parking regulations and restrictions, and the placement of traffic control devices along Blackhawk and Sachem Lanes in the Town Forest Heights; motion by CM Kennedy II; seconded by CW Hines to waive full reading; Vote (6) Yes (1) No; motion to amend resolution introduced by Councilman Robert Barnes from Michael Barnes; all in favor motion passed; motion to table Res. 49-18; Vote (3) yes (4) no; motion failed to table; motion to adopt Res. 49-18 by CM Washington; seconded by CW Hines; discussion; Vote (4) yes (3) no; motion passed.

**Resolution 50-18** to approve a contract proposal to provide one-time Gazebo assembly service at the Forest Heights Community Gathering Space; motion by CM Kennedy II and seconded by CW Hines to waive the reading; vote (6) yes (1) no; motion passed; motion to adopt 50-18 by CM Kennedy II and seconded by CM Washington; discussion; vote (6) yes; (1) no; motion passed.

**Resolution 51-18** to designate the Town Attorney to prosecute a code violation; motion by CM Kennedy II and seconded by CW Hines to waive the reading; Vote (6) yes (1) no; motion pass; motion to adopt 51-18 by CM Kennedy II and seconded by CM Washington; discussion; vote (6) yes; (1) no; motion passed.

**New Business:** None

**Adjourned- 10:51pm**

Sherletta Hawkins

Submitted by Town Clerk

**Town of Forest Heights  
Treasurer's Report  
August 3, 2018**

	<u>Bank Acct Balance 08/02/18</u>	<u>Quickbook Balance 07/31/18</u>	<u>Quickbook Balance 07/31/17</u>
TD Bank General Fund	264,589.71	259,378.41	197,041.77
TD Bank Rainy Day Fund	154,132.40	154,132.40	150,627.21
TD Bank Speed Camera	2,320,496.13	2,286,786.13	1,922,130.06
TD Bank Municipal Money Market	213,364.59	213,364.59	212,996.53
	<u>2,952,582.83</u>	<u>2,913,661.53</u>	<u>2,482,795.57</u>

**General Fund Highlights:**

1. Income Tax distribution - \$5,614.25
2. PG Co. FY 2018 Local Impact Grant Award (Rosecroft) distribution- \$23,300.00
3. M-NCPPC Grant disbursement received - \$10,000.00
4. Comcast 4th Quarter Franchise Fee received - \$3,864.23
5. LGIT settlement payment on PD vehicle totaled in FY 2018 received - \$4,090.00

**Note:**

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

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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August 3, 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
- JL Trees cut and removed tree branches from Community Garden
- Bigbelly trashcans installed at Livingston Rd and Community Park (8-1-18)
- Footers poured for gazebos at Community Garden and Community Park (8-1,2-18)
- Contact Pepco of fallen tree on wires (Pepco removed the tree from wires)
- Remove fallen trees and branches

### Town Infrastructure:

- Compiling a list of potholes/speed humps with street addresses for repair and replace.(in process of preparing to put out to bid)
- Sent out for bids on the repair/resurface of front parking lot at the Municipal Building  
Closed Bids were to be received no later than 10:30 am and opened at 12:30 pm
  - there are requests for resolutions to clean Sachem Dr; repair canopy over main entrance to Municipal building, replace yellow retaining wall
  - Contractor chosen to replace and install broken sidewalk at 5908 Ottawa St, should take place week of Aug. 7th
- Rolph Dr is about 95% complete.  
Waiting on possible solution to fix grass issues.
  - Resident @ 107 Rolp Dr. asked that his railings to his steps to be replaced (Completed)
- 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(letter prepared for residents)
  - Peer Review by Mr. Ahmed Saifuddin in finial stage, plans uploaded to DPIE site, waiting for comments (there is a need for a third review)

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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Letters has gone out to residents informing them of pending work the week of Aug.7th  
-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) (resolution passed) Equipment has started arriving
- interviewed possible candidates for 606 project Manager. (Decision forth coming.)
- Meet with TA and Ray Bradner of CTI about further inspections of 606
  
- Renewed POD for 606 to house donated furniture during construction (on going)
- Tempary safety fence around house at 606 Modoc La. (on going)
- Received estimates on the repairing/replacement of the main entrance overhang at the Municipal bldg.

### Equipment Maintenance

- Repair of weed eater, small blower and tiller
- In process of obtaining LG tags for small trailer

### Other Areas:

- The pet waste stations arrived and installed around the town
- Applying for Stormwater Stewardship funding grant
- Answering Resident Communication (numerous)

## CODE ENFORCEMENT VIOLATIONS

### July, 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
119 Seneca drive	No Tags	Citation/2235104113	\$ 75.00	paid
116 South Huron drive	No Tags	Citation/0236079750	\$ 75.00	paid
210 North Huron Drive	Inoperable Vehicle	Citation/5242197615	\$ 250.00	paid
205 Seneca Drive	No Tags	Citation/5235104123	\$ 75.00	paid
9 Tecumseh Drive	trash/debris	Citation/2242197619	\$ 200.00	pending
5903 Sackem drive	Grass Too Tall	Citation/4242197621	\$ 200.00	pending
5614 Arapahoe Drive	Car parked on grass	Citation/1242197618	\$ 250.00	pending
5614 Arapahoe Drive	Car parked on grass	Citation/0242197617	\$ 250.00	pending
141 North Huron Drive	trash/debris	Citation/2242198081	\$ 405.00	court judgement
203 Seneca Drive	No Tags	Citation/1236079743	\$ 80.00	court judgement
203 Seneca Drive	No Tags	Citation/1236079744	\$ 80.00	court judgement
203 Seneca Drive	No Tags	Citation/2236079745	\$ 80.00	court judgement
203 Seneca Drive	Car parked on grass	Citation/3236079746	\$ 205.00	court judgement
110 South Huron Drive	No Tags	Citation/6236079749	\$ 80.00	court judgement
134 Cree Drive	Grass Too Tall	Citation/0235104104	\$ 205.00	court judgement
<b>Building Permits</b>				
<b>Location</b>			<b>Result</b>	
610 Wodoc Lane			\$ 301.25	paid
109 Cree Drive			\$ 50.00	paid
Henry's Cafe			\$ 50.00	paid
<b>Business Licenses</b>				
<b>Location</b>	<b>Business Name</b>		<b>Result</b>	<b>Disposition</b>
<b>Rental Permits</b>				
<b>Location</b>			<b>Result</b>	<b>Disposition</b>
5707 Shawnee Drive			\$ 75.00	paid
5819 Black Hawk drive			\$ 75.00	paid
117 Seneca Drive			\$ 75.00	paid
5810 Spokane drive			\$ 75.00	paid
<b>Vacant Property Registry</b>				
<b>Location</b>			<b>Result</b>	<b>Disposition</b>
5900 Choctaw Drive			\$ 125.00	paid
<b>Total</b>			<b>\$ 3,336.00</b>	

TOWN OF FOREST HEIGHTS  
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

JULY 2018

Ombudsman Report

Anthony Rease

For the month of July the Town of Forest Heights has received 1 accommodation request for dismissal (denied), 2 request for general dismissal (denied), 1 dismissal for Metro Transit Police (granted), 2 transfer of liability (granted), 1 dismissal for citation from previous vendor OptoTraffic ( granted), and 2 late fee removal (granted).I also requested Gatso to correct the citation because it has the former ombudsman name and the incorrect address for the Police Department.

# FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT AND CALLS FOR SERVICE FOR JULY 2018

Mitchell, Pablo

Sent: Wednesday, August 01, 2018 4:25 PM  
To: Hawkins, Sherletta; Linwood Robinson  
Cc: Anthony N Rease; Via, Kathleen

Good Afternoon All,

Sorry for the delay!

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

FOREST HEIGHTS JULY 2018 MONTHLY STATS :

MILES PATROLLED : 4002  
CALLS FOR SERVICE : 270  
REPORTS WRITTEN : 7  
ARRESTS : 14  
Traffic Stops: 168  
Total Violations: 272  
Vehicles Impounded : 29  
FINES AND FEES: \$3500.00

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FOREST HEIGHTS POLICE DEPARTMENT JULY 2018 ALL CALLS FOR SERVICE

Incident Type Total: 270  
911 DISCONNECT 49  
ACCIDENT 14  
ADDED INFORMATION 1  
ALS COMBINED 1  
ANIMAL COMPLAINT 1  
ASSIST 1  
ASSIST FIRE EMS 2  
ATT SUICIDE COMBINED 3  
BREAK IN IN PROGRESS 2  
CHECK WELFARE 6  
CHECK WELFARE COMBINED 2  
CIT ROBBERY REPORT 1  
CUTTING COMBINED 1  
DISORDERLY 19  
DOMESTIC 6  
DOMESTIC COMBINED 1  
FAMILY DISPUTE 7  
FIGHT 1  
HIGHWAY ACCIDENT COMBINED 1  
HIT AND RUN 1  
LOUD MUSIC COMPLAINT 1  
MISC POLICE INCIDENT 13  
MISSING PERSON 1  
PARTY COMPLAINT 1  
PREMISE CHECK 57  
PROPERTY DAMAGE 3  
RESIDENTIAL ALARM 9  
RESIDENTIAL PANIC ALARM 1  
SEXUAL ASALT REPORT 1  
STOLEN VEH 3  
SUBJECT STOP 9  
SUSPICIOUS AUTO 6  
SUSPICIOUS OCC AUTO 6  
SUSPICIOUS PERSON 1

THEFT FROM AUTO 5  
THEFT FROM AUTO J O 1  
THEFT J O 5  
THEFT REPORT 2  
THREATS COMPLAINT 1  
TRAFFIC COMPLAINT 1  
TRAFFIC HAZARD 1  
TRESPASSING COMPL 4  
UNKNOWN TROUBLE 12  
VANDALISM 3  
VEHICLE ACCIDENT COMBINED 2  
WARRANT SERVICE 1  
Total Calls --> 270

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR JULY 2018

Citattions : 272  
Impounds : 29

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

Paging and Bottom Toolbar

Connected to Microsoft Exchange

### **Town Hall Parking Lot Repaving Bid Process Closed**

Friday July 27<sup>th</sup> marked the closing of the two-week bid request process in search of a company to repave the asphalt area of the Town Hall parking lot. We received four responses to the request for bids from both small and larger size companies that would like to take on the project.

A staff recommendation of the most responsive bid will be presented to the Mayor & Town Council for consideration at an upcoming Council meeting with the intent of signing a contract and beginning work in the very near future.

### **Town Manager Circuit Rider Program**

Along with our program partner North Beach, Maryland, The Town of Forest Heights was recently informed that we have been awarded DHCD funding for the 2018-2019 cycle of the Town Manager Circuit Rider Program.

This means that the Town will continue to have designated staffing to search and apply for needed grant funding with literally no break in the program progression.

Most notably, our two towns have received a total of \$181,000.00 in grant funds which will be split between both towns for a two-year period. Also, by way of our negotiations with North Beach, both towns will receive their own individual Circuit Rider as opposed to sharing one as has been the case in the past. As a result, our Circuit Rider will be able to concentrate fully on tasks and efforts for Forest Heights.

Staff is currently in the process of choosing a candidate for the position. It is anticipated that the position will be filled and applicable contracts approved within approximately two weeks.

### **8.6.18 Town Administrator Council Report**