

Town Mayor
Work Session Meeting – 7:30 pm
Monday, October 1, 2018
Municipal Building

Meeting Minutes

Call to Order- 7:33pm

Roll Call: CM Barnes, CM McLaurin, CW Brownson, CW Hines, Mayor present. 5 officials present. We had a quorum. CM Washington and CM Kennedy II arrived at 7:38 pm

Moment of Silence –

Pledge of Allegiance

Approval of Agenda- Motion by CW Hines to approve the agenda; seconded by CM Barnes; all in favor; motion passed.

Approval of Minutes from September 19, 2018: Motion by CW Hines to approve the minutes, seconded by CM Barnes; all in favor; motion passed.

Public Period: Ms. Darlene Kuny complimented the work of Public Works employee Melvin Curtis.

Mr. Larry Stoner notified Code Enforcement of water coming down near 102 South Huron Drive.

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

Ward I Report: CM Washington announced the Halloween Haunted House on October 26 and October 27.

Ward II Report: CW Brownson noted that residents had requested that Town meeting notification signs be written in Spanish as well as English.

Ward III Report: CW Hines announced a Forest Heights Elementary School free spaghetti dinner on October 2 at 6:30pm. Asked for volunteers to participate in Christmas caroling, and suggested a notification in the newsletter for when it would be appropriate for residents to put up outdoor holiday decorations. CM McLaurin proposed a meet and greet for Ward III.

Mayor thanked everyone for prayers in regards to her accident.

Legislation:

Resolution 61-18 for a pay raise of Sherletta Hawkins of the Forest Heights Town Clerk. Motion by CM Kennedy II to waive full reading; seconded by CW Hines; all in favor; motion by CM Kennedy II to adopt Resolution 61-18; seconded by CM Washington; discussion; motion to table until closed session by CM Kennedy II; all in favor, moved to closed session.

Resolution 62-18 authorizing the Mayor to accept Ciminelli's Landscaping Services as a sole source in the amount of \$1,980.00. motion by CM Washington to adopt Resolution 62-18; seconded by CW Hines; discussion; vote (7) yes; (0) no; motion passed.

Resolution 63-18 to purchase 2 Police vehicles and equipment. Introduced by CM Washington. Motion by CW Hines to waive the full reading; seconded by CM Kennedy II; second was out of order. 2nd attempt was made. Motion failed. Full reading. Motion by CM Kennedy II to adopt Resolution 63-18; seconded by CM Washington; discussion; vote (6) yes (1) no; motion passed.

Ordinance 03-18 revising Article 15 (parking and traffic) of the Town Ordinance Code. Motion by CM Kennedy II to waive full reading; seconded by CM Washington; 2 nays recorded; motion passed; motion by CM Kennedy II to adopt Ordinance 03-18; seconded by CW Hines; discussion; explanation of red light camera and booting implementation by the Chief of Police; Vote; (5) yes; (2); no; seconded reading; motion passed.

Town Mayor
Work Session Meeting – 7:30 pm
Monday, October 1, 2018
Municipal Building

Meeting Minutes

CLOSED SESSION

Enter into Close Session at 9:11p.m.

Vote to Close Session:	YES	NO	ABSTAIN	ABSENT
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]	[]	[]	[]

Motion to go into closed session by CM Washington; seconded by CM Barnes; All in favor, Motion pass

Topics to be discussed:

State Government Article Section 10-508(a):

The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction, or

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

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 10:15pm

Resolution 61-18 for a pay raise of Sherletta Hawkins the Town of Forest Heights Town Clerk. Motion by CM Kennedy II; seconded by CM Washington; vote (5) yes (2) no; motion passed.

New Business:

CW Brownson discuss Taxing Rental Housing Property in Forest Heights. Mayor Muhammad suggest if she wanted to do the research she could but would not suggest to pay the Town Attorney to do it. Motion to increase tax on renter property in Town of Forest Heights vote (2) yes (5) no; motion failed.

Adjourned- 10:40pm

Sherletta Hawkins

Submitted by Town Clerk

TOWN COUNCIL WORK SESSION MEETING

Monday, October 1, 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 (September 19, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Code Enforcement
 - d. Ombudsman
 - e. Police Chief
 - f. Circuit Rider
- 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
October 1, 2018**

	Bank Acct Balance <u>09/30/18</u>	Quickbook Balance <u>09/30/18</u>	Quickbook Balance <u>09/30/17</u>
TD Bank General Fund	252,748.95	227,739.44	225,324.40
TD Bank Rainy Day Fund	154,132.40	154,132.40	150,758.14
TD Bank Speed Camera	2,420,245.33	2,420,245.33	1,710,538.17
TD Bank Municipal Money Market	213,364.59	213,364.59	213,227.98
	<u>3,040,491.27</u>	<u>3,015,481.76</u>	<u>2,299,848.69</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$88,651.14
2. SHA Transportation Grant received - \$62,767.95
3. Local Impact Grant (Rosecroft) received - \$70,000.00
4. GOCCP Grant 1st Quarter payment - \$10,644.50
5. Income Tax distribution - \$7,411.27

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

September 28, 2018

Town Appearance:

- Maintain and up keep of the Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot (placed spring on front gate)
- Patching potholes
- Report of Street light outages
- Footers for gazebos at Community Garden and Community Park – to be removed and re-poured starting 10/4
- Waiting for start date for clearing of Sachem Dr.
-

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
- **Rolph Dr:** 95% complete.
Waiting on possible solution to fix grass issues:
To get this done in early September so we can get some good growth this fall.
will remove the curlex and some of the weeds, etc that are growing in the existing grass. Would not be a good idea to kill everything and start over so they will amend the soil with herbicide and fertilizer and reseed the entire right of way with double high quality seed. This according to landscaper, should yield a good stand of grass.
seed - Vitality Mix
Fertilizer - Standard Fertilizer 920.03.01(a) 20-16-12
Herbicide- Southern Ag 2, 4 - D Amine Weed Killer (Control Broad-Leaf Weeds, Grass
- Filterra Tree Boxes clean and serviced. Lift hooks cleaned 9/26
- Tree @ 107 will be replaced
- Moving forward with Safe Routes & N. Huron, with Pennoni P.E
-Peer Review by Mr. Ahmed Saifuddin in final stage, plans uploaded to DPIE site, waiting for comments (The third review is done, working on getting the correct signatures from DPIE.)

Letters has gone out to residents informing them of pending work the week of Aug.7th
(The State approved the Bid Book September 11 and " *The request for FHWA authorization and approval to advertise was submitted to Federal Aid Program (FAP) and approximately 6 weeks is typical turnaround for reply*"
That's the quote from the State.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

So, we should have approval to advertise by October 23. We can advertise but can't award without PG Co. approval.)

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. (On hold.)
 - Meet with TA and Ray Bradner of CTI about further inspections of 606
 - Canopy repair starts 10/01
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- Renewed POD for 606 to house donated furniture during construction (on going)
 - Tempary safety fence around house at 606 Modoc La. (on going)
 - Value Dry waterproofed back side of Municipal bldg. (9-6-18)
 - Resolution for yearly maintenance of Green Roof by Ciminelli for consideration by the council

Equipment Maintenance

- Repair of Billy Goat leaf Vac; Pressure Washer; extended Hedge Trimmer
- purchase of hand blower
- Ordered Wood Chipper
- In process of obtaining LG tags for small trailer

Other Areas:

- Applying for Stormwater Stewardship funding grant
- Answering Resident Communication (numerous)
- Bigbelly Software Training
- Interviewed candidate for PT Custodian position. Possible start date 10/15

CODE ENFORCEMENT VIOLATIONS

September, 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
19 North Huron Drive	trash/debris	Citation/2Z42197458	\$ 200.00	paid
145 North Huron Drive	grass to long	Citation/4Z42198097	\$ 400.00	pending
145 North Huron Drive	renting without pmt	Citation/3Z42198096	\$ 500.00	pending
707 Quade Street	wrecked car	Citation/2Z42198095	\$ 250.00	pending
709 Quade Street	no current tags	Citation/1Z42197625	\$ 250.00	pending
			\$ 1,600.00	
Building Permits				
Location			Result	
127 North Huron Drive			\$ 50.00	paid
102 Seneca Drive			\$ 379.12	paid
151 Cree Drive			\$ 204.49	paid
			\$ 633.61	
Business Licenses				
Location	Business Name		Result	Disposition
Rental Permits				
Location			Result	Disposition
614 Quade Street			\$ 75.00	paid
5916 Ottawa Street			\$ 75.00	paid
129 North Huron Drive			\$ 75.00	paid
Total			\$ 2,458.61	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

September 2018

Ombudsman Report

Anthony Rease

For the month of September, the Town of Forest Heights has 16 requests for late fee dismissal. 6 late fee requests were granted. 10 requests were denied. 4 granted Prince George's County Police request for dismissal for emergency call and 1 dismissal request for a Department of Homeland Security Vehicle. 5 granted transfer of liability request.

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

Mitchell, Pablo

Sent: Friday, September 28, 2018 10:15 AM

To: Hawkins, Sherletta

Cc: Habeeb-Ullah Muhammad; Linwood Robinson; Anthony N Rease; Via, Kathleen

FOREST HEIGHTS SEPTEMBER 2018 MONTHLY STATS :

MILES PATROLLED : 3253
CALLS FOR SERVICE : 256
REPORT WRITTEN: 22
ARRESTS: 6
FINE AND FEES: \$1,410.00

FOREST HEIGHTS POLICE DEPARTMENT SEPTEMBER - 2018 ALL CALLS FOR SERVICE

Incident Type Total:

911 DISCONNECT 33
ACCIDENT 6
ANIMAL COMPLAINT 1
ASSAULT COMBINED 1
ASSIST 1
BREAK IN IN PROGRESS 2
BREAK IN REPORT 1
CDS COMPLAINT 2
CHECK WELFARE 8
CHECK WELFARE COMBINED 5
DEATH REPORT 1
DISORDERLY 7
DOMESTIC 4
DOMESTIC STANDBY 1
DOMESTIC W/ WEAPON 1
FAMILY DISPUTE 4
FOUND 1
GUNSHOTS 1
HIT AND RUN 2
LOCK OUT 3
LOUD MUSIC COMPLAINT 2

MISC POLICE INCIDENT 7

MISSING PERSON 1

PREMISE CHECK 97

PROPERTY DAMAGE 6

RESIDENTIAL ALARM 3

SCHOOL RESOURCE 2

STOLEN VEH 1

SUBJECT STOP 14

SUSPICIOUS AUTO 3

SUSPICIOUS OCC AUTO 2

SUSPICIOUS PERSON 1

THEFT FROM AUTO 1

THEFT J O 2

TRAFFIC COMPLAINT 2

TRAFFIC HAZARD 1

TRESPASSING COMPL 2

JNKNOWN TROUBLE 19

VEHICLE ACCIDENT COMBINED 4

Total Calls: 256

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR SEPTEMBER 2018

Impounds: 13

Parking Violations: 5

Traffic Warnings: 149

Traffic Citations: 121

Equipment Repair Order: 27

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



The following tasks were accomplished:

- Completed and submitted the Chesapeake Bay Trust Prince George's County Stormwater grant.
- Police department body camera grant completed and submitted to LGIT.
- The MEA Empower collaborative grant (Low-to-Moderate Income Energy grant) has been submitted. This may be the last year that this collaborative grant is available. LT Det. James Flynn, the grant writer, will be retiring next year.

Ongoing projects:

- FY19 Maryland Smart Energy Communities Grant for the purchase of a hybrid non-chase police car. Due date: October 10, 2018
- Sustainable Renewal grant draft; Due date: October 31, 2018. This certification renewal is extremely complex and requires assistance from all departments.
- Researching using Constant Contact (email messages) for town communications with the community.
- Researching the Nextdoor Forest Heights app which is used to alert the town about ongoing events and emergency issues as they occur. It also enables neighbors to communicate with each other.
- Met with the Forest Heights/Oxon Hill CDC Executive Director (Cynthia Mann) to discuss the partnership between the town of Forest Heights and the CDC.



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- Met with the Town Administrator and Greenwill Consulting Group (Katie Nash) to discuss grant research for FY19.

Inhouse Communications:

- Consider having each department head sign up for a free teleconference phone line at FreeConferenceCall.com.
- Use of Skype Business so that workers are able to keep in touch during the business day.