

TOWN COUNCIL WORK SESSION MEETING

Monday, November 5, 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 (October 17, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Presentation Acknowledging Beautification Award in the Town of Forest Heights
- IX. Brief presentation by Stanley Mosley (10 minutes)
- X. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Code Enforcement
 - d. Ombudsman
 - e. Police Chief
 - f. Town Administrator
- XI. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- XII. Legislation
- XIII. New Business
- XIV. Adjournment

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

	Bank Acct Balance <u>11/02/18</u>	Quickbook Balance <u>10/31/18</u>	Quickbook Balance <u>10/31/17</u>
TD Bank General Fund	520,313.49	510,064.06	792,486.92
TD Bank Rainy Day Fund	154,132.40	154,132.40	150,824.72
TD Bank Speed Camera	2,540,866.17	2,506,477.12	1,802,189.95
TD Bank Municipal Money Market	213,364.59	213,364.59	213,345.69
	<u>3,428,676.65</u>	<u>3,384,038.17</u>	<u>2,958,847.28</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$626,175.43
2. Income Tax Distribution - \$13,384.62
3. Personal Property/Utility Tax payments received - \$32,811.03
4. Comcast Franchise Fee received - \$3,975.08
5. Verizon Franchise Fee received - \$7,086.32
6. Verizon Peg Grant received - \$4,506.91

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

November 1, 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
- 12 Footers for gazebos at Community Garden and Community Park (**complete**)
- Installation of three Gazebos (**complete**)
- Clearing of Sachem Dr. (**90% complete**)
- Stream Clean-up & Tree Planting around town and Municipal bldg.

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/ ride through with contractor**)
- **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)
- Tree @ 107 will be replaced (**complete**)
- Moving forward with Safe Routes & N. Huron, with Pennoni P.E
- -Possible est. two weeks for to put out to bid
-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
- Contact Derrick Jones (WSSC) about failed patch on Ottawa St. and S. Horon Dr. – **patches should be repaired by Thanksgiving**

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) **Equipment has started arriving**
- Weekly Status meeting with contractors for 606

- 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 scheduled return for inspection of previous work.
- Maintenance of Green Roof by Ciminelli to be scheduled
- Municipal bldg. main entrance Canopy repaired
- L.S. Mechanical re-install AC unit / light hot water heater pilot
- Power wash front of Municipal bldg. pending
- Received bids to repair yellow retaining wall/ opening bids take place 11/02/18 @ 2:00 pm

Equipment Maintenance

- Repair of Billy Goat leaf Vac; Pressure Washer; extended Hedge Trimmer
- Purchase of hand blower
- Wood Chipper training complete

Other Areas:

- Answering Resident Communication (numerous)
- Bigbelly Software Training (**complete**)
- PT Custodian position filled 10-18-18.
- Report for Pet Waste Station prepared

CODE ENFORCEMENT VIOLATIONS

OCTOBER 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
5812 Choctaw Drive	No tags or sticker	Citation/5Z42198007	\$ 250.00	pending
16 Cree Drive	watercraft front yard	Citation/6Z42197469	\$ 250.00	pending
5618 Deleware Drive	no current tags	Citation/3Z42198012	\$ 250.00	pending
204 North Huron Drive	grass to long	Citation/5Z42198014	\$ 200.00	pending
104 Onondaga Drive	inoperable vehicle	Citation/4Z42197467	\$ 250.00	pending
215 North Huron Drive	grass to long	Citation/4Z42198013	\$ 200.00	pending
5819 Ottawa Street	No tags or sticker	Citation/2Z42198011	\$ 250.00	pending
5823 Ottawa street	renting/w/o permit	Citation/1Z42198010	\$ 500.00	pending
5823 Ottawa street	inoperable vehicle	Citation/0Z42198009	\$ 250.00	pending
111 Rolph Drive	renting/w/o permit	Citation/6Z42197462	\$ 500.00	pending
106 Rolph Drive	trash debris	Citation/0Z42197463	\$ 200.00	pending
<u>106 Rolph Drive</u>	grass to long	Citation/3Z42197466	\$ 200.00	pending
<u>106 Rolph Drive</u>	No tags or sticker	Citation/1Z42197464	\$ 250.00	pending
<u>106 Rolph Drive</u>	No current tags	Citation/2Z42197465	\$ 250.00	pending
<u>119 South Huron Drive</u>	no tags	Citation/6Z35103270	\$ 75.00	paid
<u>5913 Summer Lane</u>	nuisance/dog	Citation/0Z42197470	\$ 100.00	pending
<u>5810 Woodland Drive</u>	grass to long	Citation/2Z42198004	\$ 200.00	pending
			\$ 4,175.00	
Building Permits				Result
22 North Huron Drive			\$ 78.75	paid
144 North Huron Drive			\$ 50.00	paid
109 Onondaga Drive			\$ 50.00	paid
5903 Sachem drive			\$ 72.75	paid
130 Rolph drive			\$ 50.00	paid
6009 Terrell Avenue			\$ 91.48	paid
5702 Woodland Drive			\$ 50.00	paid
			\$ 442.98	
Business Licenses				Result
			\$ 200.00	paid
5722 Livingston Rd	Cieplak Dental		\$ 200.00	paid
Rental Permits				Result
			\$ 75.00	paid
148 Onondaga			\$ 4,892.98	paid

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

October 2018

Ombudsman Report

Anthony Rease

For the month of October, the Town of Forest Heights has 3 requests for late fee dismissal. 2 late fee removal requests were granted. 5 granted Prince George's County Police request for dismissal for emergency call were granted. 3 granted transfer of liability request. 2 citations were dismissed for having the wrong license plate.

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

FOREST HEIGHTS OCTOBER 2018 MONTHLY STATS :

MILES PATROLLED : 3141
CALLS FOR SERVICE : 248
REPORT WRITTEN: 40
ARRESTS: 4
FINE AND FEES: \$3,515.00

FOREST HEIGHTS POLICE DEPARTMENT OCTOBER - 2018 ALL CALLS FOR SERVICE

Incident Type Total:

911 DISCONNECT 35

ACCIDENT 5

ADDED INFORMATION 3

ARMED PERSON 1

ASSAULT COMBINED 1

ASSIST 2

ASSIST FIRE EMS 1

BREAK IN IN PROGRESS 1

CHECK WELFARE 3

CHECK WELFARE COMBINED 3

DISORDERLY 12

DOMESTIC 6

FAMILY DISPUTE 6

FRAUD 1

HIT AND RUN 2

LOCK OUT 1

INJURED PERSON 1

MISC POLICE INCIDENT 10
MISSING PERSON 3
OPEN DOOR/WINDOW 1
PREMISE CHECK 90
PROPERTY DAMAGE 6
PROPERTY ALARM COMMERCIAL 3
RESIDENTIAL PANIC ALARM 1
RESIDENTIAL ALARM 3
STOLEN VEH 2
SUBJECT STOP 4
SUSPICIOUS AUTO 5
SUSPICIOUS OCC AUTO 5
SUSPICIOUS PERSON 6
THEFT FROM AUTO 1
THEFT JUST OCCURRED 1
THEFT REPORT 4
TRAFFIC COMPLAINT 3
TRESPASSING COMPLAINT 3
UNKNOWN TROUBLE 8
VANDALISM 1
VEHICLE ACCIDENT COMBINED 4

Total Calls: 248

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR OCTOBER 2018

Impounds: 35
Parking Violations:8
Traffic Warnings: 84
Traffic Citations: 219
Equipment Repair Order: 29

Linwood Robinson, Jr. Town Administrator

Vacant Town Hall Custodian Position

Mr. Jonathan Fowlkes began work on October 18th as the Town's new building custodian. He has the necessary experience to perform the job duties and is settling into his new role. I would like to welcome him aboard!

Vacant Code Enforcement Officer Position

An announcement to fill the vacant Code Enforcement Officer position was advertised beginning July 27th and closed on August 10th. The position was posted on the Indeed job website, in the Town Newsletter and on Town Hall bulletin boards.

We interviewed 3 candidates for this position but, only 2 remain in the running for the position. These 2 have recently undergone routine background checks.

We expect to make an offer of employment to a candidate in the next week or two.

Moving Infrastructure Bond Projects Forward

For the past several weeks, an internal team (Town Administrator, Publics Works Director, Town Treasurer) has considered options for a methodology to approach the use of Infrastructure Bond funds (\$1,000,000.00) to repave and repair the town streets. A number of issues are being considered such as, prioritization of streets most in need of repair, related issues such as storm water run-off and ground-water affects, the degree of repair needed for each street and, how to get the most out of our money with the total funding amount we have to utilize.

To that end, we have developed the following plan:

THREE PART PLAN:

1. We have identified certain streets that can and need to be fixed now. Specifically, and for example, portions of Ottawa Street & Seneca Drive have been identified as two streets that are in extreme need of repair or repaving. These two streets have also been labeled as non-water related/affected streets, meaning there are no identified ground water or rainwater issues that will damage street after it is repaired. We are seeking input from the industry concerning current cost quotes and expectations and plan to put the project out for bid within the next several weeks.

2. We are currently conducting an assessment of streets that can be patched or with potholes that can be filled immediately. The Town plans to utilize Public Works staff for this work if possible or contact a company to help with larger, more complicated jobs when necessary.

3. It will be necessary to conduct a professional assessment of our town streets that have water related issues such as groundwater leakage or severe storm water run-off problems. We will include this with the total assessment of street conditions in the town.

The plan is to review and update our existing "Drainage Assessment & Inspection Report" which among other things, contains an assessment and recommendations for repair of streets in Forest Heights. We will use this report to help develop a priority list for the next projects. This report was completed by Pennoni Associates Engineering firm in 2011. If necessary, we will also touch base with other Environmental Engineering firms that could help with the professional assessment of streets with water related issues.

11.5.18 Town Administrator Council Report

Town Mayor
Work Session Meeting – 7:30 pm
Monday, November 5, 2018
Municipal Building

Meeting Minutes

Call to Order- 7:30pm

Roll Call: Mayor Muhammad, CM Barnes, CM McLaurin and CW Brownson 4 officials present. We had a quorum. CM Washington arrived at 7:41 pm; CM Kennedy II arrived at 7:50 pm; CW Hines was not present.

Moment of Silence –

Pledge of Allegiance

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

Approval of Minutes from October 17, 2018: Motion by CM McLaurin to approve the minutes, seconded by CW Brownson; all in favor; motion passed.

Public Period – None

Mr. Mosley Sr. Town Circuit Rider – Gave a brief discussion on the importance of this application that will be submitted for renewal of the Sustainable Communities Program. That application will allow us to receive Federal State Grant Funds.

--Mr. Mosley also discussed a grant for support of tree planting in the community with Urban Offsets, Inc and Anacostia Watershed Society, Inc. The Grant will allow the Town to foster tree planting in communities. The Urban Offsets, Inc. and AWS have developed the Trees for Clean Water program which is designed to improve water quality in the Chesapeake Bay through tree planting. The program will be maintained by Urban Offsets, Inc. and AWS for two to three years and encourage citizen involvement.

Staff Reports: Report of Officers and Committees –

Report of Officers and Committees –

- **Treasurer's Report –** Status report of the Town's finances for the month of November 2018 were distributed to the Town Council and brief discussion was given by the Town Treasurer.
- **Public Works Director Report –** Status report of the Town appearance for the month of November 2018 were distributed to the Town Council brief discussion was given by Mr. Vaughn.
- **Police Chief Report –** Status report of the Police Department for the month of November 2018 was distributed to the Town Council brief discussion was given by the Lt. Rease.
- **Code Enforcement Report –** Status report of the Code Enforcement Officer for the month of November 2018 was distributed to the Mayor and Town Council brief discussion was given by Mr. Hawkins.
- **Ombudsman Report –** Status report of the Ombudsman for the month of November 2018 was distributed to the Mayor and Town Council brief discussion was given by Lt. Rease.
- **Town Administrator Report –** Status report for the month of November 2018 was distributed to the Mayor and Town Council and brief discussion was given by the Town Administrator.

Council Report –

- **Ward I –** CM Barnes No Report.
- **Ward II –** CW Brownson discussed the Harvest Festival had a large crowd, successful event.
 - CM Washington and CM Kennedy II both wanted to thank anyone for helping out with the Haunted House they counted over 200 people walking through.
- **Ward III –** CM McLaurin discussed the priority of maintenance the hill on Sachem Drive especially since we had a mudslide.

Town Mayor
Work Session Meeting – 7:30 pm
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Municipal Building

Meeting Minutes

- **Mayor's Report** – Thank you to all our volunteers who work so hard and have fun to make this happen – we couldn't do it without you! Great turnout.

Legislation:

Resolution 65-18 FY 2018 Budget Amendment; Resolution to amend sums and amounts for the fiscal year beginning in July 1, 2017 and ending June 30, 2018; Motion by CW Brownson to waive full reading; seconded by CM Washington; Motion by CM Kennedy II to accept the reading 65-18; seconded by CM Washington; discussion; Vote; (6) yes; (0); no; motion passed.

Ordinance 04-18 an Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland creating, ratifying and designating an additional (third) tax classification for residential rental real property situated within the Town, in addition to the existing commercial and noncommercial real property classes, that are subject to municipal taxation at the same or different tax rates levied by the town council prior to each fiscal year along with the approved budget, and generally relating to municipal taxation. first reading; Motion by CM Washington to waive full reading; seconded by CW Brownson; discussion; first reading November 5, 2018. seconded reading November 21, 2108.

New Business: NONE

Adjourned- 9:20pm

Sherletta Hawkins

Submitted by Town Clerk