

Council Work Session-7:30 PM
Monday, April 1, 2019
Municipal building
Meeting Minutes

Call to Order- 7:28 PM

Roll Call- CM Barnes, CM Washington, CM Kennedy II, CW Noble (via phone), CW Mann, CW Hines, Mayor Muhammad present. Quorum established. *Note: CW Noble left after roll call.*

Pledge of Allegiance

Moment of Silence

Approval of Agenda: motion by CM Washington to approve the agenda; seconded by CW Hines; all in favor; motion passed.

Approval of Minutes from March 20th, 2019: motion by CM Kennedy II to approve the minutes; seconded by CM Washington; all in favor; motion passed.

Presentation by Prince George's County Council Member Monique Anderson-Walker: video presentation and speech on Driving It Home campaign, which advocates safe driving practices. CW Anderson-Walker also talked about council highlights, including expansion of career opportunity programs and partnerships for high school students in such areas as cybersecurity, healthcare and culinary arts; in rental assistance for seniors and veterans; in prescription delivery; in speed camera monitoring on MD 210.

Swearing in of Councilwoman Taunya Hines of Ward III by Mayor Habeeb-Ullah Muhammad

Public Period: Mr. Ware noted that there were weeds obstructing the view at the end of Comanche Drive; he also addressed that cars were parking on both sides on Modoc Lane.

Mr. David Soldad noted that CASA was working on passing legislation involving police forces working with immigration officials.

Ms. Sonia Alvarez (Through translation) asked for the police forces to not work directly with immigration.

Ms. Maria Osegueta (Through translation) asked for respect for the community.

Ms. (Through translation) also petitioned the police to not work directly with immigration officials.

Staff Reports

Report of Officers and Committees – (Can be picked up from the Clerk office and is uploaded on the Town Website)

- **Treasurer's Report** – Status report of the Town's finances for the month of March 2019 were distributed to the Mayor-Town Council.
- **Public Works Director Report** – Status report of the Public Works Director for the month of March 2019 was distributed to the Mayor-Town Council.
- **Code Enforcement** – Status report of the Police Department for the month of March 2019 was distributed to the Mayor-Town Council.
- **Ombudsman Report** – Status report of the Police Department for the month of March 2019 was distributed to the Mayor-Town Council.
- **Police Chief Report** – Status report of the Police Department for the month of March 2019 was distributed to the Mayor-Town Council.
- **Town Circuit Rider Report** – Status report for the month of March 2019 was distributed to the Mayor-Town Council.
- **Town Administrator Report** – Status report for the month of March 2019 was distributed to the Mayor-Town Council and.

Ward Reports:

Ward I: CM Barnes spoke with Ms. Buchanan, the manager for the Town's iNet to see about Town meetings being broadcast live for the benefit of elderly residents.

Ward II: CW Mann noticed vulgar graffiti painted on the barrier, thanked Public Works for their efforts to remove it, and urged residents to report such incidents.

Ward III: CW Hines announced that a Ward III meet and greet is upcoming; CW Hines also noted concerns about the lunch quality at Forest Heights Elementary School.

Mayor's Report: WSSC has reported a water break; WSSC urges residents to boil water for 3 minutes before use.

Legislation:

Resolution 16-19 motion A Resolution to participate in the Adult Mosquito Control Program 2019 with the Maryland Department of Agriculture; motion by CM Washington; seconded by CW Hines to waive the full reading; all in favor; motion passed; motion by CM Kennedy II to adopt Resolution 16-19; seconded by CM Washington; discussion; vote; (6) yes; (0) no; motion passed.

New Business: CW Mann put forth a recommendation for ordering laptops/cellphones and equipment IDs. CW Mann also mentioned re-arranging the seating to allow for easier bathroom access during Town meetings. CW Mann also mentioned changing the Council Work Session Meeting.

Meeting Adjourned: 8:20 PM

**Town of Forest Heights
Treasurer's Report
April 1, 2019**

	Bank Acct Balance <u>03/31/19</u>	Quickbook Balance <u>3/31/19</u>	Quickbook Balance <u>3/31/18</u>
TD Bank General Fund	208,401.53	192,475.21	533,770.46
TD Bank Rainy Day Fund	154,132.40	154,132.40	151,132.40
TD Bank Speed Camera	2,896,642.35	2,896,642.35	2,065,604.09
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,472,540.87</u>	<u>3,456,614.55</u>	<u>2,963,871.54</u>

General Fund Highlights:

1. Real Estate Tax distribution received - \$8,140.08
2. Sale of Solar Panel energy - \$371.07
3. LGIT - Body Camera Grant awarded - \$5,000.00
4. Income Tax distribution received - \$5,879.15
5. GOCCP SAPP 3rd Quarter Grant payment - \$10,644.50

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

March 29, 2019

Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- **Rolph Dr**
 - Asphalt overlay is now recommended
- **N. Huron Dr.**
 - SRT Bid Book went out on eMaryland Marketplace 2/22/19
 - receiving bids/questions
 - Pre-Bid meeting 3/06/19
 - Bid close 4/12/19
 - Open sealed Bids 4/19/19 @10:00 am
 - Ten Bid Books along with ten full set of plans are available for contractors. Cost: \$75.00
 - preparing for approval from the Chesapeake Bay Critical area (the replacement of removed trees during the construction of sidewalks)
- **Sachem Drive – Hill:**
 - Due to rain, the hill is slowly giving way.
 - AB Consultants – proposal received
 - Geotech Engineers – proposal received
 - John Tarr of PG County Soil Conservation District, along with an associate, came to take another look at the hill. He will look at the proposals and give his opinion.
- **Sachem Drive – Water Leak:**
 - Received two separate proposals from Midas
 - Received proposal for JBG Plumbing & Mechanical Services
 - Proposal pending from Environmental Pipe

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- Three Environmental Engineers looked at the streets with water issues:
 - Arthur Engineering Services – proposal received
 - Pennoni Assoc./AD Marble – proposal received
 - AB Consultants – proposal received
- Contacted PG DPW&T about clogged drain @ Comanche Dr. and Shoshone Dr.
 - PG DPW&T looked at storm drain at Sachem and Cree to determine if there was a problem with them that caused the water problem at 11 Cree Dr. and believe it is not a part of the County system. Dave Howard of PG DPW&T is to investigate further; I have reached out to follow up several times and left the last message on 3/28/19.
- Spoke with Lewis Rodgers (WSSC) about water leak @120 N. Huron. Water tested negative for chlorine. He suggested that we CCTV storm drain pipe to look for a possible break.
- Bids opened on 3/8/19 for Landscaping services for the town. Faulkner Landscaping was awarded the contract. Faulkner started cleanup trimming/mulching on 3/26/19.
- Clean-up of MD 210 - Spoke with Harold Bowen about the clean up of MD-210 from inside of I-495 down to Livingston Rd. on 3/15/19. Called and left another message 3/29/19.
- Cut and remove fallen tree on Arapahoe Terrace.

Building Infrastructure:

606 Modoc:

- Pennoni Assoc., as Project Coordinator has initiated various meetings:
- Contractors, sub-contractors, 3rd party inspectors, architects and the town met with Mr. Jordan of DPIE to get 606 moving again.
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)

Rain Gardens:

- Faulkner Landscaping, Green Forever Landscaping and HopperGrass Landscaping has submitted proposals to repair/restore the town's bio-retention rain gardens
- J&G Landscaping (original Contractor) to give a cost proposal to maintenance the rain gardens. Appt. to come out on 4-2-19 @ 9:00 am
- Ciminilli Landscape scheduled to service Green Roof the week of 4/15/2019

Equipment Maintenance

- Mowers in shop for routine maintenance (blade sharpening, motor tune up)
- Oil change for PW vehicles

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

Other Areas;

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Attended Pet Waste Management Stormwater Management Meeting.
- Snow removal/sanding by contractor for two snow events in February: 2/1; 2/20.

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

March 2019

Ombudsman Report

Ronald B Govan

For the month of January, the Town of Forest Heights had

- 2 Transfer of liability
- 12 Late fee requested
- 7 Late fee requests granted
- 2 Mva Mismatch
- 1 Cancel Citation



Tasks accomplished:

- A status report was requested by the solar panel grantor. During our meeting, I successfully secured a final extension of April 30, 2019 for this grant.
- Successfully submitted the FY2020 US Census grant application.
- Submitted and received Local Government Insurance Trust (LGIT) Body Camera grant award (\$5,000).

Ongoing projects:

- Coordination of solar panel placement grant and roof shingle replacement effort for new Police building
- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- Preparation of upcoming grants:
 - Tree Keeper's grant application (Chesapeake Bay Trust)
 - Community Legacy
 - AARP Community Grant—now open
 - CDBG Municipal Infrastructure Grant



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- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is replacing 285 street lights with LED fixtures.
 - Working with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons.

FOREST HEIGHTS POLICE DEPARTMENT MARCH REPORT

CALLS FOR SERVICE

Incident Type - Total

911 DISCONNECT 47
 ACCIDENT 3
 ADDED INFORMATION 1
 ANIMAL COMPLAINT 3
 ASSAULT REPORT 1
 ASSIST FIRE EMS 1
 BREAK IN IN PROGRESS 2
 CHECK WELFARE 5
 CHECK WELFARE COMBINED 3
 CHECK WELFARE MENTAL 1
 DISORDERLY 26
 DOMESTIC 4
 FAMILY DISPUTE 1
 FOUND 1
 FRAUD 1
 HIT AND RUN 3
 LOST PROPERTY 3
 MISC POLICE INCIDENT 12
 MISSING PERSON 3
 OVERDOSE ALS COMBINED 1
 PREMISE CHECK 118
 RESIDENTIAL ALARM 4
 SCHOOL RESOURCE 1

RESIDENTIAL ALARM 4
 SCHOOL RESOURCE 1
 STOLEN VEH 1
 SUBJECT STOP 11
 SUSPICIOUS AUTO 2
 SUSPICIOUS OCC AUTO 8
 SUSPICIOUS PERSON 8
 THEFT FROM AUTO 1
 THEFT REPORT 2
 TRAFFIC ASSIGNMENT 1
 TRAFFIC COMPLAINT 5
 UNKNOWN TROUBLE 11
 WARRANT SERVICE 1
Total Calls --> 296

STATISTICAL REPORT

State Traffic Citations- 223
 State Equipment Repair Orders-25
 Parking Citations Issued-7
 Arrest-11
 Fines Collected-\$4,710
 Impounds-27
 Reports

North Huron Drive Sidewalk Project (Safe Routes to School)

The advertisement to bid for construction of the North Huron Drive Sidewalk Project is currently is underway. It is being advertised on the "eMarylandMarketplace" website until April 12th. The sealed bids are scheduled to be publicly opened on April 19th.

Afterwards, a construction company will be chosen to begin work on the project.

2019 Legislative Bond Initiative Request

With the support of a legislative sponsor, an entity can make a funding request of the General Assembly to fund a Capital Project. There are criteria for such projects such as, it must serve a public purpose, have a lifetime usefulness of at least 15 years and, funds can't be used for religious purposes.

The Town of Forest Heights, with the help of our legislative sponsor Senator Obie Patterson recently applied for a bond initiative request in the amount of \$125,000 to help fund our North Huron Drive Sidewalk Project.

Along with the legislative sponsor and our Town Lobbyist, staff was in Annapolis on March 11th to testify in support of this Bond request.

Since our testimony, we have learned that the State Senate Capital Budget Bond Sub-Committee voted to adopt the Bond Bill that includes our request. This is one step towards final approval of the funding.

Now, both Chambers must approve a final Bill for the funding which is scheduled to take place in mid-April.

(Town Administrator's Report for Town Council Work Session Meeting on 4.1.19)