

# TOWN OF FOREST HEIGHTS TOWN MEETING

Wednesday, March 18, 2020  
8:00 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 Consent Agenda
  - a) Forest Heights of Election Board Talley Sheet
  - b) Oath of Office for the newly Elected Officials
    - i. Calvin Washington
    - ii. Jonathan Kennedy II
    - iii. Paula Noble
  - c) Minutes from March 2, 2020
- VII. Public Period (limit 2 minutes)
- VIII. Legislation
- IX. New Business
- X. Adjournment

**Town of Forest Heights  
Work Session – 7:30 PM  
Monday, March 2, 2020  
Municipal Building  
Meeting Minutes**

**Call to Order:** 7:36 PM

**Roll Call:** CW Hines present via phone call; CW Noble CM Atkinson, CM Kennedy II, CM Washington, Mayor Muhammad present; CM Barnes absent; quorum established.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CM Washington to approve the agenda; seconded by CM Kennedy II; all in favor; motion passed.

**Approval of Consent Agenda:** Motion by CM Washington; seconded by CM Kennedy II; all in favor; motion passed.

**Public Period:** Mr. James Ware of Ottawa Street asked if there would be a candidate debate prior to the Municipal Election on March 11 and asked the Town to crack down on people who did not maintain their property and caused public eyesores.

**Staff Reports**

**Treasurer's Report:** Status report from Town Treasurers were distributed to the Town Council and can be picked up at the clerk office.

**Public Works:** CW Noble asked when would the speed humps be painted. Mr. Larry Vaughn answered that they would be painted when the weather gets warmer.

- Status report from Public Works were distributed to the Town Council and can be picked up at the clerk office.

**Circuit Rider:** Status report from Circuit Rider were distributed to the Town Council and can be picked up at the clerk office.

**Code Enforcement:** Status report from Code Enforcement Department were distributed to the Town Council and can be picked up at the clerk office.

**Ombudsman:** Status report from Ombudsman's were distributed to the Town Council and can be picked up at the clerk office.

**Chief of Police:** Status report from Chief were distributed to the Town Council and can be picked up at the clerk office.

**Town Administrator:** Status report from Town Administrator were distributed to the Town Council and can be picked up at the clerk office.

**Ward Reports**

**Ward I:** CM Washington stated that he attended Cpl. Grooms and his dog Kuno's graduation from the Charles County K9 school with Mayor Muhammad and Chief Rease. He was impressed with the dog's training and congratulated the team and the chief. He noted that the Chief has held a seminar on Human Trafficking and Self Defense on February 22, which had help from Officer Johnson from the PG County Sheriff's Office.

**Ward II:** CM Atkinson asked Chief Rease if police attention could be brought to groups of youth playing in the streets and congregating by Mohican Drive, as it was a potential safety concern for vehicles.

- CM Kennedy II said that the Census Kick off on Friday, February 23, 2020 was well attended, as was the Human Trafficking and Self Defense Seminar. He urged everyone to take part in the 2020 Census, and to vote in the March 11, 2020 Municipal Election. He announced a Census 2020 Bingo Day on Saturday, March 7, and a Family Game Day in partnership with Glassmanor on Saturday, March 21, 2020.

**Ward III:** CW Hines announced a Ward III meet and greet on Sunday, March 29, 2020 from 1:30 PM-3:30 PM.

**Mayor's Report:** Mayor Muhammad repeated that the town's municipal elections were coming up on Wednesday, March 11, 2020 for all wards from 11:00 AM-8:00 PM in the Municipal Building. She invited people to attend the Bingo event on March 7 from 12-3pm for the chance to win prizes, adults only. The Family Game Day will be from 12-3pm at the Glassmanor Community Center on Marcy Road.

**Legislation:**

**Resolution 09-20:** A Resolution to purchase (1) 2020 Ford F-250 pickup truck for the Department of Public Works from Apple Ford Lincoln Fleet- Government Sale; motion by CM Washington to waive the full reading; seconded by CM Kennedy II; all in favor; CW Noble asked how many employees and vehicles Public Works had. Mr. Vaughn answered that there were 2 pickup trucks (in need of work), 1 dump truck (in need of replacement) 1 electric car, and 1 electric scooter. CM Kennedy II asked if there were estimates available for the repairs. Mr. Vaughn said that they were in progress and that the dump truck needed to be replaced, it worked on occasion, but parts were fickle. The Ford F-250 is needed for heavy hauling. The Town comparative shops (in response to CW Noble's question).

**Resolution 10-20:** A Resolution to adopt improvements in support of the Town of Forest Heights' converting to LED streetlights; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; discussion. CW Noble asked how many streetlights were in Forest Heights. Circuit Rider Mr. Mosley answered 285. CW Noble then asked what the current costs of maintenance was and asked if the planned 3-month demonstration could be on the streets. Mr. Mosley responded that the Town was currently spending approximately \$130 per light annually. As it stands, 3 lights would be at Arapahoe Drive, and 3 at the Municipal Building for the demonstration. This could be changed if the Council desired.

**Resolution 11-20:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland approving a request of special legal counsel regarding representation of the opioid matter; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; discussion. The Town Attorney explained that the Town is joining 3 other municipalities in the county, and one of the shared potential attorneys needs to reach out notifying a potential minor conflict of interest. The resolution authorizes the Mayor to sign an agreement so they can move forward.

**Resolution 12-20:** A Resolution to authorize the purchase of additional Axon body cameras for the Forest Heights Police Department; motion by CM Washington to waive the full reading; seconded by CM Atkinson; discussion. Chief Rease explained to CM Kennedy II that these were the same versions as had been previously purchased. The Police Department needs more for their additional officers, including the 3 reserve officers.

**Resolution 13-20:** A Resolution authorizing the Mayor to enter into a contract on behalf of the Town of Forest Heights with The Training Source company for training company works department personnel; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; all in favor; no discussion.

**New Business**

**Ward I -- None**

**Ward II:** CM Kennedy II reminded the audience about the start of construction for the Safe Routes to School project on North Huron.

**Ward III:** CW Hines reiterated the March 29<sup>th</sup> Meet and Greet for Ward III from 1:30PM-3:30 PM at the Municipal Building.

**Meeting Adjourned: 8:12 PM**

**TOWN OF FOREST HEIGHTS  
RESOLUTION 9-20**

**A RESOLUTION TO PURCHASE (1) 2020 FORD F-250 PICKUP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS FROM APPLE FORD LINCOLN FLEET/ GOVERNMENT SALES.**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

**WHEREAS**, the Council finds that it is prudent and necessary to purchase one (1) 2020 Ford F-250 Pickup truck to add to the Department of Public Works fleet, as it is needed to supplement the existing 2010 Ford F-250 and the 2009 Chevy Silverado, would limit the down time when another vehicle is in for repair and, provide opportunity for the part time crewman to operate independently without impeding on the time of the other crewman.

**WHEREAS**, the Mayor and Council desire to purchase one (1) new 2020 Ford F-250 Pickup truck from Apple Ford Lincoln and where Apple Ford Lincoln is to provide a Certificate of Origin upon delivery of said vehicle, with a net thirty (30) days to receive payment in full.

**WHEREAS**, the Treasurer has certified that the funds are available under line item 7320 and it has been verified that the Apple Ford Lincoln is a unique provider that has made government sales, and the procurement is for an item of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize the Director of Public Works to purchase one (1) 2020 Ford F-250 Pickup truck from Apple Ford Lincoln for a price not to exceed \$39,985.00. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

**TOWN OF FOREST HEIGHTS  
RESOLUTION 9-20**

**AND, BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

I HEREBY CERTIFY that the above Resolution No. 9-20 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the \_\_\_ day of March 2020.

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

\_\_\_\_\_  
Sherletta B. Hawkins, Town Clerk

By: \_\_\_\_\_ (Seal)

Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_ (Seal)

Calvin Washington, Council President

[Exhibit A Fleet/Government Sale]



**Fleet/Government Sales**  
 8800 Stanford Blvd. Columbia, MD 21045

January 29, 2020

Town of Forest Heights Public Works Division

Quote for 2020 Ford F-250 Crew Cab 6.5 ft bed riding the MD BPO 001B0600195.

Vehicle	F-250 Crew Cab	
Type 7L	F-250 Crew Cab Pickup 6.5ft bed	\$27,400.00
Line 5	Trailer Tow Package	\$250.00
Line 8	Running Boards	\$410.00
* Line 9	7.3L V8 Gas	\$2,025.00 *
Line 10	4x4	\$2,460.00
Line 12	7.5 Ft Boss Plow	\$4,375.00
Line 14	Liftgate for pickup	\$3,065.00
Trim	40/20/40 Vinyl Seats	
Paint	Oxford White	
Delivery Days	120	
	<b>Net Price:</b>	<b>\$39,985.00</b>

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1223 or by e-mail at: [jskipper@appleford.com](mailto:jskipper@appleford.com).

Thank you,  
 Justin Skipper



**Fleet/Government Sales**

8800 Stanford Blvd. Columbia, MD 21045

December 27, 2019

Town of Forest Heights Public Works Division

Quote for 2020 Ford F-250 Type 7L Riding the MD BPO#001B0600195.

Vehicle	<b>Ford F-250 Crew Cab</b>	
Type 7L	F-250 Crew Cab Pickup 6.5 Ft Bed	\$27,400.00
Line 5	Trailer Tow Package	\$250.00
Line 8	Running Boards	\$410.00
* Line 9	6.7L V8 Turbo Diesel	\$9,551.00 *
Line 10	4x4	\$2,460.00
Line 12	7.5ft Boss Plow	\$4,375.00
Line 14	Liftgate for Pickup	\$3,065.00
TRIM	40/20/40 Vinyl Seats	
PAINT	Oxford White	
Delivery Days	150 ARO	N/C
	<b>Net Price:</b>	<b>\$47,511.00</b>

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1223 or by e-mail at: [Jskipper@AppleFord.com](mailto:Jskipper@AppleFord.com).

Thank you,  
Justin Skipper  
*Justin Skipper*

**TOWN OF FOREST HEIGHTS  
RESOLUTION 10-20**

**A RESOLUTION TO ADAPT A POLICY IN SUPPORT OF THE TOWN OF FOREST HEIGHTS CONVERTING TO LED STREET LIGHTS**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, streetlights are an integral public service provided by municipalities, and are vital for the safety of homeowners, businesses, institutions, pedestrians, motorists and first responders; and

**WHEREAS**, streetlights make up a large portion of municipal electricity bills and consume a significant amount of energy.

**WHEREAS**, the nearly 21,700 streetlights owned by PEPCO in Prince George's County are currently being converted to Light Emitting Diode (LED) lights.

**WHEREAS**, Forest Heights pays PEPCO about \$130 per year for each of the approximately 285 streetlights owned by that company.

**WHEREAS**, converting the town of Forest Heights streetlights to LED units would result in substantial savings in energy consumption and emission of greenhouse gases.

**WHEREAS**, advancements in lighting technology have made it possible for municipalities to realize energy savings of at least 65 percent and returns on investment of under seven years after converting to LED streetlights.

**WHEREAS**, the conversion of the streetlights owned by PEPCO to LED lights would require that company's agreement to the installation of LED conversion kits and resolution of issues of legal liability.

**WHEREAS**, residents should have the opportunity to observe the use of LED streetlights in a residential neighborhood.

**NOW, THEREFORE BE IT RESOLVED** that the Forest Heights legislative body seeks near term agreement on ways to improve the efficiency of PEPCO owned streetlights in Forest Heights, both in terms of reducing electrical and maintenance costs and improving adverse environmental impacts in terms of greenhouse gases. Better street lighting reduces danger and improves visibility on neighborhood streets.

**AND BE IT FURTHER RESOLVED** that it would be desirable to have a 3-month demonstration project on the grounds of the Town Hall complex to include three street lights on Arapahoe Drive and three lights on the front parking lot of the Town Hall to give citizens an opportunity to experience and comment on the use of LED street lights.

**TOWN OF FOREST HEIGHTS  
RESOLUTION 10-20**

**AND, BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE                      YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

I HEREBY CERTIFY that the above Resolution No. 9-20 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the \_\_\_ day of March 2020.

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta B. Hawkins, Town Clerk

By: \_\_\_\_\_ (Seal)

Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_ (Seal)

Calvin Washington, Council President

TOWN OF FOREST HEIGHTS  
RESOLUTION 11-20

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND APPROVING A REQUEST OF SPECIAL LEGAL COUNSEL REGARDING REPRESENTATION IN OPIOID MATTER**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, pursuant to Section 33-65 of the Charter of the Town of Forest Heights (the "Charter") the Mayor with the approval of the Council shall appoint a Town Attorney and the Town shall further have the power to employ such legal consultants as it deems necessary from time to time; and

**WHEREAS**, on August 21, 2019, the Town Council approved Resolution 53-19 appointing special counsel to represent the Town in certain opioid litigation matters: and

**WHEREAS**, the Council finds that the Town of Forest Heights, Maryland has recently acknowledged receipt that one of its special counsel firms, Andrews & Thornton, represents individual opioid victims in the bankruptcies of one or more opioid manufacturers, and there exists the possibility that a future, waivable conflict may arise due to limited funds available to a bankrupt defendant in a bankruptcy action; and

**WHEREAS**, the Council further finds that Andrews & Thornton has advised its co-counsel that having consulted with their own separate counsel, that no actual conflict exists since attorney Anne Andrews of Andrews & Thornton, in her position in the bankruptcies, is obligated to maximize recovery for all claimants, not just one category of cases..

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby agrees to waive the potential conflict relating to the concurrent representation of different clients pursuing recovery from limited funds from a bankrupt debtor to the extent permissible under the Rules of Professional Conduct and hereby approves and authorizes the Mayor, based on the recommendations of the Town Attorney, to sign the waiver letter provided by the law firms of Theodora Oringer PC and Andrews & Thornton.

**AND BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute on behalf of the Town said disclosure and waiver form letter.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.

TOWN OF FOREST HEIGHTS  
RESOLUTION 11-20

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

\_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

\_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of March 2020 with \_\_\_\_ Aye votes and \_\_\_\_ Nay vote the aforesaid Resolution \_\_\_-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

Exhibit A (Disclosure/Release Ltr dated 1/24/20)

JANUARY 24, 2020

KEVIN J. BEST, ESQ  
[KEVIN@KEVINBESTLAW.COM](mailto:KEVIN@KEVINBESTLAW.COM)  
CITY OF FOREST HEIGHTS, MARYLAND

RE: OPIOID MATTER – REPRESENTATION OF OTHER ENTITIES

Dear Kevin:

As your lead outside counsel in the opiate litigation, I want to update you on a recent development and disclose a conflict of interest that appears to have recently arisen. As you know, the firm of Andrews & Thornton is our co-counsel and is one of the firms that has been retained by the CITY OF FOREST HEIGHTS, MARYLAND to seek all appropriate remedies against the manufacturers and distributors of prescription opioids for their role in causing and perpetuating the nationwide opioid crisis. Besides representing municipality clients, Andrews & Thornton also represents individual victims of the opioid crisis.

In the three years since widespread litigation against these drug companies began, two opioid manufacturers—Insys Therapeutics and Purdue Pharma—have filed for Chapter 11 (reorganization) bankruptcy protection. Andrews & Thornton, along with our firm as lead counsel, are active in these bankruptcies to protect the CITY OF FOREST HEIGHTS, MARYLAND's interests. Other defendants named in your case may also file for bankruptcy protection like Insys and Purdue.

Given her extensive prior experience serving on and advising creditor committees in high-profile bankruptcies, and her advocacy in these cases on behalf of Andrews & Thornton's clients, Anne Andrews of Andrews & Thornton has been asked to serve, and is serving, on the Unsecured Creditors' Committee in both the Insys and Purdue bankruptcies. This fact means that Ms. Andrews has been operating at the highest levels in these bankruptcies resisting efforts by adverse parties to limit the recovery of unsecured creditors like the CITY OF FOREST HEIGHTS, MARYLAND.

Recently, it became apparent that the Purdue Pharma/Sackler estate may be inadequate to satisfy its liabilities. Andrews & Thornton, as counsel to individual opioid victims as well as municipalities, has thus become aware of the potential conflict in the opioid bankruptcies given that both the individual victims and the public entities will each be vying for compensation from the funds available from the debtors in the bankruptcy proceeding. Andrews & Thornton and Ms. Andrews advise us, having consulted with their own separate counsel, that no actual conflict exists since Ms. Andrews, in her position in the bankruptcies, is obligated to maximize recovery for all claimants, not just one category of cases. In addition, other plaintiffs' counsel in this litigation represent multiple different categories of plaintiffs. All of us are committed to maximizing recoveries for all of our clients.

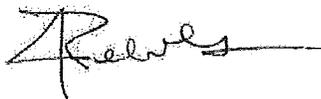
We will continue as zealous advocates on your behalf in all aspects of the opioid cases. Most importantly, the majority of the CITY OF FOREST HEIGHTS, MARYLAND's claims exist in active litigation wholly outside of the bankruptcies.

We request that the CITY OF FOREST HEIGHTS, MARYLAND sign below to acknowledge the existence of this potential conflict and agree to the following:

CITY OF FOREST HEIGHTS, MARYLAND acknowledges that ANDREWS & THORNTON, AAL, ALC represents individual opioid victims in the bankruptcies of one or more opioid manufacturers. There exists the possibility that a future, waivable conflict may arise due to limited funds available to a bankrupt defendant in a bankruptcy action. Accordingly, the CITY OF FOREST HEIGHTS, MARYLAND agrees to waive the potential conflict relating to the concurrent representation of different clients pursuing recovery from limited funds from a bankrupt debtor to the extent permissible under the Rules of Professional Conduct.

Thank you for your consideration.

Sincerely,



Jeffrey H. Reeves

THEODORA ORINGHER PC



Anne Andrews

ANDREWS & THORNTON

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
CITY OF FOREST HEIGHTS, MARYLAND

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 12-20

A RESOLUTION TO AUTHORIZE THE PURCHASE OF ADDITIONAL AXON BODY  
CAMERAS FOR THE FOREST HEIGHTS POLICE DEPARTMENT

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, body-worn cameras ("BWC's") by criminal justice practitioners is rapidly becoming standard service equipment for many law enforcement agencies across the nation, and LGIT believes using this type of device could have a direct impact on law enforcement liability; and

**WHEREAS**, the Chief of Police desires to purchase 4 additional Axon Body 2 cameras for the Police Department to have for officers without body cameras, and

**WHEREAS**, the Mayor and Council authorizes the Chief of Police to sign and enter into the attached 5-year agreement with Axon Enterprises Inc, 17800 N 85<sup>th</sup> St Scottsdale, Arizona 85255, referred to as Exhibit A, and make the first year payment of \$4, 857.90 of the \$10,905.90 attached 5-year agreement which covers the warranty, additional storage, and license, and

**WHEREAS**, the Treasurer has certified that the funds are available under line item 7074 and it has been verified that the Axon Enterprise, Inc is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights.

**AND, BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 12-20**

PASSED this \_\_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

I HEREBY CERTIFY that the above Resolution No. 12-20 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the \_\_\_\_ day of March 2020.

ATTEST:

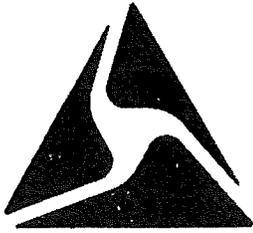
THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

\_\_\_\_\_  
Sherletta B. Hawkins, Town Clerk

By: \_\_\_\_\_ (Seal)  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_ (Seal)  
Calvin Washington, Council President

[Exhibit A]



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737

**Q-227801-43872.933LM**

Issued 02/11/2020

Quote Expiration: 02/28/2020

Account Number: 452932

Payment Terms: Net 30  
 Delivery Method: Fedex - Ground  
 Contract Number: 00018966

**SHIP TO**

Ronald Govan  
 Forest Heights Police Dept. - MD  
 5508 Arapahoe Dr  
 Forest Heights, MD 20745  
 US

**BILL TO**

Forest Heights Police Dept. - MD  
 5508 Arapahoe Dr  
 Forest Heights, MD 20745  
 US

**SALES REPRESENTATIVE**

Lindsey McElroy  
 Phone: 480-502-6200  
 Email: lmcneill@taser.com  
 Fax:

**PRIMARY CONTACT**

Ronald Govan  
 Phone: (301) 399-9772  
 Email: rgovan@forestheightsmd.gov

**Year 1**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT		4	165.00	132.00	528.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM		4	220.00	220.00	880.00
85110	EVIDENCE.COM INCLUDED STORAGE		40	0.00	0.00	0.00
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT		1	308.00	308.00	308.00
<b>Hardware</b>						
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK		4	499.00	449.10	1,796.40
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK		4	0.00	0.00	0.00
11507	MOLLE MOUNT, SINGLE, AXON RAPIDLOCK		4	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM		4	0.00	0.00	0.00
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2		1	1,495.00	1,345.50	1,345.50

**Year 1 (Continued)**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Hardware (Continued)</b>						
70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P		4	100.00	0.00	0.00
					Subtotal	4,857.90
					Estimated Shipping	0.00
					Estimated Tax	0.00
					<b>Total</b>	<b>4,857.90</b>

**Year 2**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT		4	180.00	180.00	720.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM		4	240.00	240.00	960.00
85110	EVIDENCE.COM INCLUDED STORAGE		40	0.00	0.00	0.00
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT		1	336.00	336.00	336.00
					Subtotal	2,016.00
					Estimated Tax	0.00
					<b>Total</b>	<b>2,016.00</b>

**Year 3**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT		4	180.00	180.00	720.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM		4	240.00	240.00	960.00
85110	EVIDENCE.COM INCLUDED STORAGE		40	0.00	0.00	0.00
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT		1	336.00	336.00	336.00
					Subtotal	2,016.00
					Estimated Tax	0.00
					<b>Total</b>	<b>2,016.00</b>

**Year 4**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT		4	180.00	180.00	720.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM		4	240.00	240.00	960.00
85110	EVIDENCE.COM INCLUDED STORAGE		40	0.00	0.00	0.00
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT		1	336.00	336.00	336.00
					Subtotal	2,016.00
					Estimated Tax	0.00
					Total	2,016.00
					<b>Grand Total</b>	<b>10,905.90</b>



## Discounts (USD)

Quote Expiration: 02/28/2020

List Amount	11,787.00
Discounts	881.10
<b>Total</b>	<b>10,905.90</b>

*\*Total excludes applicable taxes*

## Summary of Payments

Payment	Amount (USD)
Year 1	4,857.90
Year 2	2,016.00
Year 3	2,016.00
Year 4	2,016.00
<b>Grand Total</b>	<b>10,905.90</b>

## Notes

This quote is co-termed with quote Q-159230 (executed contract #18966). Year one has been prorated to 11 months to align agency annual billing dates. This has been done according to an anticipated ship date of 3/1/2020-3/15/2020. The end date of these subscriptions is subject to change if the ship/start date changes.

Axon Body 2 hardware contained in this quote will be covered under the Taser Assurance Plan, and will be eligible for replacement at the same time as the equipment originally deployed on this existing contract as determined by quote Q-159230 (contract #18966).

Tax is subject to change at order processing with valid exemption.

### Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 PO# (Or write N/A): \_\_\_\_\_

Please sign and email to Lindsey McElroy at [lmcneill@taser.com](mailto:lmcneill@taser.com) or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

The trademarks referenced above are the property of their respective owners.

#### \*\*\*Axon Internal Use Only\*\*\*

		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		

THE TOWN OF FOREST HEIGHTS  
**RESOLUTION 13-20**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ON  
BEHALF OF THE TOWN OF FOREST HEIGHTS WITH THE TRAINING SOURCE, INC. FOR  
TRAINING OF PUBLIC WORKS DEPARTMENT PERSONNEL**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Council has authority to approve contracts and procurement pursuant to the Town Charter, Section 33-63, and Town Code, Section 20.4; and

WHEREAS, Town Code Section 20.4 (6) provides for sole-source procurement without competitive selection under certain circumstances and;

WHEREAS, The Mayor and Town Administrator, in response to certain employee complaints, as well as related and unrelated needs that have been identified, feel that workplace relationship training within the Department of Public Works would improve the relationships between members of the staff and provide a more enjoyable Department work environment overall and;

WHEREAS, in the past, the Town has utilized The Training Source to conduct a Staff Retreat that included valuable personnel and other workplace related training to the employees and Town Councilmembers in 2018 and;

WHEREAS, by all accounts, the Retreat training was very beneficial to Town staff and members of the Town Council and provided valuable insight into professional workplace relationships, conduct and expectations and;

WHEREAS, consequently, The Training Source has developed an understanding of and sensitivity towards the Town's personnel needs and, has submitted a training proposal, contract and agenda to address the issues understood to exist within the Department of Public Works and;

WHEREAS, the Town desires to enter into the attached proposal/contract with The Training Source in the amount of \$1,600.00 to provide the aforementioned training for the Department of Public Works referred to as Exhibit A.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Forest Heights, Maryland hereby authorizes and approves the Mayor to enter into the attached proposal/contract with The Training Source for the total amount of \$1,600.00

AND, BE IT FURTHER RESOLVED, that consideration for the above contract shall be appropriated and paid for from Line Item 7242 of the FY 2020 Budget.

AND, BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute the described contract and any other related instrument or document necessary to carry out the intent of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage.

The Town of Forest Heights  
Resolution 13-20

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 13-20**

PASSED this \_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, II, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
WASHINGTON	_____
NOBLE	_____
BARNES	_____
ATKINSON	_____
KENNEDY II	_____
HINES	_____

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of March with \_\_\_ Aye votes and \_\_\_ Nay, constituting a majority of at least four (4) affirmative votes, the aforesaid Resolution \_\_\_ passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

[Exhibit A- The Training Source Proposal]



"We develop people, not just skills."

59 Yost Place ■ Seat Pleasant, MD 20743 ■ 301.499.8872 Voice ■ 301.499.3997 Fax ■ [www.thetrainingsource.org](http://www.thetrainingsource.org)

## CORPORATE TRAINING AGREEMENT

1. PARTIES: This Agreement is between **Town of Forest Heights, MD**, hereinafter referred to as "AGENCY", and **The Training Source, Inc.**, hereinafter referred to as "PROVIDER." The PROVIDER shall provide services in accordance with Paragraph 2 below, and the AGENCY shall pay the PROVIDER for such services as indicated in Paragraph 2 below.
2. SERVICES TO BE PERFORMED: The PROVIDER will conduct the following training and/or consulting services for the AGENCY:

**Plan and facilitate a half-day workshop on respect and civility titled *The Respectful Workplace* for the Department of Public Works that promotes diversity and inclusion and effective conflict resolution as detailed in the proposal submitted on February 18, 2020.**

Handouts, evaluations, etc. will be supplied by the PROVIDER. Training facility, audio-visual equipment and any other expenses associated with the retreat (e.g. lodging, meals, parking, etc.) will be provided by the AGENCY.

**The workshop will be held on a date, time and location secured by the AGENCY and agreed upon by the PROVIDER. Equipment needs include computer with PowerPoint, LCD projector and screen and TV/DVD player or ability to play a DVD using the computer and projector.**

CONSIDERATION: In consideration of the above services, the AGENCY shall pay a total of \$1,600.00 (which reflects a 20% discounted rate) upon receipt of an approved invoice. This amount includes fees for workshop planning and facilitation, handouts, training materials and supplies. Any additional expenses agreed upon will be at the expense of the AGENCY (e.g., hotel accommodations, participant meals, etc.).

Payment shall be made to:

The Training Source, Inc.  
59 Yost Place  
Seat Pleasant, MD 20743  
Tax ID# 52-1843341

3. CONDITIONS:
  - a. The AGENCY shall assume all responsibility to assure that all laws are obeyed in the provision of services in this Agreement.
  - b. For programs which the AGENCY cancels, the following shall apply:

- i. Written cancellation prior to 5 working days before start of program shall incur no charge beyond payment for development activity performed.
- ii. Written cancellation within 5 working days before start of program shall incur a 50% Agreement cost charge.
- iii. Cancellation after program begins shall incur a charge of 100% of Agreement cost.
- iv. Costs incurred by the PROVIDER in customized program development agreed to in advance by the AGENCY shall be reimbursed at 100% regardless of cancellation date.
- v. Postponed programs must be rescheduled to occur within a time period agreed to by the AGENCY and the PROVIDER.

4. AGREEMENT: The PARTIES agree that the above constitutes the entire agreement between the PARTIES.

Notice to Persons Signing Agreement:

Read the terms of this Agreement before signing it, as no statement, remark or understanding, oral or written, not contained herein, will be recognized. This Agreement, regardless of place of execution or performance, shall be interpreted and governed under the laws of the State of Maryland.

SIGNATORY AUTHORITY

For the AGENCY:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the PROVIDER:

By: *Evelyn Kim Rhim* \_\_\_\_\_

Printed Name: Evelyn Kim Rhim

Title: Executive Director

Date: February 26, 2020



59 Yost Place ■ Seat Pleasant, MD 20743 ■ 301.499.8872 Voice ■ 301.499.3997 Fax ■ [www.thetrainingssource.org](http://www.thetrainingssource.org)

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**The Respectful Workplace** – Today’s workplace is more diverse than ever before, both in terms of those we work with and the customers we serve. This means that successful employees must be ready, willing and able to change with the times and work with others with civility and respect to achieve corporate goals. No matter how hard we try to avoid conflict, however, it manages to affect us at one point or another. How we respond to conflict is the key to keeping it respectful and moving to resolution before it gets out of hand. This session uses lecture, video and group exercises to promote diversity and inclusion, track the signals of incivility and conflict, provide methods to anticipate and avoid conflict before it becomes uncontrollable, and to deal effectively with conflict when it occurs.

- Welcome & Introductions
- Understanding Today’s Workplace
  - The Town of Forest Heights Internal & External Customers
  - The Town’s Mission & Vision
- How Well Do You Serve Your Customers?
- Key Definitions
  - Civility
  - Incivility
  - Harassment
  - Hostile Work Environment
- Video (vignettes showing examples of incivility)
- Your Role in Promoting Civility & Respect (everyone is responsible)
- Communicating in a Diverse Workplace
- Strategies for Dealing with Conflict & Incivility
- When & How to Engage Management
- Activities & Exercises
- Personal Action Plan (individual plans for employees to promote workplace civility)
- Summary

THE TOWN OF FOREST HEIGHTS  
**RESOLUTION 14-20**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF CHRISTIAN SUITE AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

**WHEREAS**, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

**WHEREAS**, the Council finds that Christian Suite has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Suite as a Police Officer.

**NOW THEREFORE BE IT RESOLVED** that the Town Council hereby consents to the Mayor's appointment of Christian Suite as Police Officer at the annual salary of \$42,000.00; and

**BE IT FURTHER RESOLVED**, that said officer's salary shall be paid from line item 7269 Salary from the FY2020 Budget: and

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 14-20**

PASSED this \_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, II, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
WASHINGTON	_____
NOBLE	_____
BARNES	_____
ATKINSON	_____
KENNEDY II	_____
HINES	_____

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of March with \_\_\_ Aye votes and \_\_\_ Nay, constituting a majority of at least four (4) affirmative votes, the aforesaid Resolution \_\_\_ passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS  
**RESOLUTION 15-20**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF OCIE MILLER AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

**WHEREAS**, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

**WHEREAS**, the Council finds that Ocie Miller has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Miller as a Police Officer.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby consents to the Mayor's appointment of Ocie Miller as Police Officer at the annual salary of \$42,000.00; and

**BE IT FURTHER RESOLVED**, that said officer's salary shall be paid from line item 7270 Salary from the FY2020 Budget; and

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 15-20**

PASSED this \_\_\_ day of March 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, II, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
WASHINGTON	_____
NOBLE	_____
BARNES	_____
ATKINSON	_____
KENNEDY II	_____
HINES	_____

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of March with \_\_\_ Aye votes and \_\_\_ Nay, constituting a majority of at least four (4) affirmative votes, the aforesaid Resolution \_\_\_ passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk