



**TOWN OF FOREST HEIGHTS**

**TOWN MEETING**

**AGENDA**

**TOWN MEETING WILL BE VIRTUAL ONLY  
WEDNESDAY, DECEMBER 15, 2021, 8:00PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/563484463>

or Join by Phone: (301) 715-8592

Meeting ID: 563 484 463

**Roll Call:**

Calvin Washington, Mayor	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Barnes, Councilman -- Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Troy Lilly, Councilman – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Clifton Atkinson, Councilman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Theresa Brownson, Councilwoman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Taunya Hines, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula Noble, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

**I. Moment of Silence**

**II. Pledge of Allegiance to the Flag of the United States of America**

**III. Approval of Agenda**

- a. Minutes from November 1, 2021
- b. Minutes from November 17, 2021

**IV. Public Period (limit 2 minutes)**

**V. New Business**

**VI. Meeting Adjourn**

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One tap mobile

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**Town of Forest Heights  
Work Session- 7:30 PM  
Monday, November 1, 2021  
Meeting Minutes  
Virtual Meeting**

**Call to Order:** 7:30 PM

**Roll Call:** CM Atkinson, CM Barnes, CM Lilly, CW Hines, CW Noble, CW Brownson, Mayor Washington present. Quorum is established.

**Moment of Silence:**

**Pledge of Allegiance**

**Approval of the Agenda:** Motion by CW Hines to approve the agenda; seconded by CM Lilly; all in favor; motion passed. Motion by CW Hines to approve the October 20, 2021, minutes; seconded by CW Noble; discussion; CW Brownson said that the minutes were recorded, she commented. CW Brownson said that she did not postulate as described in the minutes and disputed the minutes. Attorney Best asked how CW Brownson wanted to amend it. CW Brownson insisted that it be corrected. Attorney Best suggested leaving it on the table until later in the meeting. Mayor Washington asked that CW Brownson make her corrections to be voted on later in the meeting.

**Staff Reports**

**Treasurer's Report:** CW Noble said that she was having trouble viewing the pie chart data and asked that it be emailed. The Treasurer responded she would work on it and see if she could put the percentages closer to the categories. CM Lilly asked what the difference was between the balances of the accounts listed. The Treasurer answered that it was checks that had not yet been cleared. CW Brownson asked about the three listed speed camera trailer payments in one month. The Treasurer answered that is due to a dispute the chief had.

**Public Works:** CW Brownson asked if the Public Works director could state what he wanted the Council to know, and if there was anything unique to report. The Public Works Director reported that the EV charges have been completed and are fully energized. The Town needs to hire an electrician to run the power from the EV charge to the sign. FES group has sent a Schedule for Cree Drive improvements. They will work to set up a meeting for residents of Cree Drive. Choice Concrete has installed new speed humps. The brick wall has been repaired. The hill on Sachem Drive has been cleared. Signs have been ordered. Goode has been addressed about closing trash cans. CW Brownson asked about next steps for putting in a stop sign. The Public Works Director answered that the next step involves a letter from the Mayor authorizing Public Works to do it. After a period of time the process comes to the council to make it permanent. It is still in the making. They need to have information confirming there was a sign there previously. CM Lilly asked if Ciminelli Landscaping had come out for sinkhole repair. The Public Works Director said it had not, they were waiting on more information and final report if the work was going to be sufficient. It has since gotten back so it will proceed. CM Lilly noted that trash can lids were left open on Ward I.

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

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

**Town Administrator's Report:** Status report from Town Administrators were distributed to the Town Council and place on Town website package can be picked up at the clerk office.

**Ward Reports:**

**Ward I:** CM Barnes put forward a question to the council from residents on Pitt Lane, who wanted to know whether they could place large flowerpots at the dead end to keep cars from backing into them. Mayor Washington asked the Public Works Director to talk to him tomorrow regarding adding solar lighting to that area. The Town Attorney advised not allowing townspeople to block it off. He said he would provide the process of closing the street to the staff. The Town Attorney responded to the Mayor's question by saying that lighting was within the town's power. Mayor Washington asked Public Works to survey the area tomorrow. He also asked the police for increased patrols.

**Ward II:** CM Atkinson noted a dangerous intersection at Seneca and Mohican where cars were not stopping and asked that something be done about it. He said that the stop sign at Mohican was too far up the hill.

**Ward III:** CW Hines said thank you to the Town Clerk, the Police Department, her family, and all the volunteers for the Harvest Festival/Haunted House. It was a great turnout.

CW Noble announced the passing of former mayor, Sue McGinnis. She wished to acknowledge her passing and noted that she was the first woman elected to the town.

**Mayor's Report:** Mayor Washington reported on the amazing turnout for the Halloween events. He thanked CW Brownson, CW Hines, CM Lilly, Mr. Kennedy II, and everyone else who helped out for the event.

**Legislation**

**Resolution 40-21:** Fiscal Year 2022 Budget Amendment; motion by CW Hines to waive the full reading; seconded by CW Noble; all in favor; motion passed; discussion: CW Brownson asked if an amount listed was the amount that

the speed camera was changing; the Treasurer answered that the Speed Camera revenue is changing by \$100,000, the Public Safety is changing by \$25,000. It was directly offset in the expenditure item.

**Resolution 41-21:** Fiscal Year 2021 Budget Amendment; introduced by Mayor Washington; reading of the first sentence by Mayor Washington; motion by CM Lilly to waive the full reading seconded by CW Noble; motion passed; discussion: CW Brownson stated that a synopsis of the resolution should be done for the benefit of the public. Reading of the first 3 paragraphs of the resolution by Mayor Washington.

**Resolution 51-21:** A Resolution to authorize the Mayor to distribute Christmas Bonuses to the Town Employees; introduced by Mayor Washington; motion to waive the full reading by CW Hines; seconded by CW Noble; motion passed; discussion: The Town Treasurer affirmed that each employee will receive \$200. The Town Attorney followed up with CW Noble's statement, saying that it did not need to be voted on because it was under the spending limit, however, it has long been the custom to do so. He recommended amending it to be a non-discretionary/budget narrative matter so that it did not have to be voted on every year.

**Resolution 52-21:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Aaron Forster as a Police Lieutenant to serve within the Forest Heights Police Department and to approve a reimbursement agreement; motion by CW Hines to waive the full reading; seconded by CM Lilly; all in favor; motion passed; discussion; motion by CW Hines to adopt Resolution 52-21; seconded by CM Lilly; vote (6 yes; 1 no) motion passed.

**Resolution 53-21:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Jalen Cephus as a Police Officer to serve within the Forest Heights Police Department and to approve a reimbursement agreement; motion by CW Noble to waive the full reading; seconded by CW Hines; motion passed; discussion; none; motion to adopt Resolution 53-21 by CM Barnes; seconded by CW Hines; vote (6 yes; 1 no) motion passed.

**Resolution 54-21:** A Resolution to officially name the Forest Heights Municipal Building as "Habeeb-Ullah Muhammad Municipal Building."; introduced by Mayor Washington and CW Hines; Full reading by Mayor Washington; discussion; CM Barnes noted that Sue McGinnis was the first black and female mayor of Forest Heights. He stated that he believed the building should be named after someone of historical significance. Mayor Washington responded that the resolution was created before Sue McGinnis' death. Mayor Muhammad passed away while in office. CM Barnes stated that she was not the only official to pass while in office. Mayor Washington agreed that the other officials deserved recognition. CM Lilly added that perhaps the way to commemorate Mayor Muhammad was to have the day off in her memory. CW Brownson stated that naming a building after a person may be seen as a partisan move. The Town Attorney mentioned that the following officials died in office; Clifford Armhold, William Wiggins, and Elmania Wiggins. CM Barnes suggested planting a tree in memory. Mayor Washington suggested a plaque for all fallen, as well as a tree.

**Resolution 55-21:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland electing and ratifying the appointment of the President of the Council for 2021-2022; introduced by Mayor Washington; motion by CW Hines to waive the full reading; seconded by CM Barnes; motion passed; discussion; none; (vote; (3-CW Noble, 3-CW Hines, 1-CM Atkinson); motion by CW Brownson to appoint CW Hines as Council President; seconded by CW Hines; vote (4 yes; 3 no) motion passed. Motion to adopt Resolution 55-21 as amended by CW Brownson; seconded by CW Hines; vote (7 yes; 0 no) motion passed.

**Resolution 56-21:** A Resolution to appoint a successor to fill the vacancy in the office of Councilman for Ward I; motion by CW Hines to waive the full reading; seconded by CW Noble; motion passed; discussion; none; motion by CW Hines to adopt Resolution 56-21; seconded by CM Barnes; vote (7 yes; 0) motion passed.

**Resolution 57-21:** A Resolution to amend the Mayor and Council of the Town of Forest Heights appointing Council Committees and Chairs; motion by CW Hines to waive the full reading; seconded by CM Lilly; motion passed.

**Resolution 58-21:** A Resolution to approve the formation and support for a police explorer post and a police athletic/activities league by the Forest Heights Police Department; motion by CM Lilly to waive the full reading; seconded by CW Hines; motion passed; discussion; Chief Rease clarified that the Police Explorer Post was for the 14-21 age group and PAL was for the other group. The grant is yearly.

**Resolution 59-21:** A Resolution to accept the Departmental Policy and Procedure Manual (Forest Heights Police General Orders); introduced by Mayor Washington; full reading by Mayor Washington; motion passed; discussion; none; motion by CM Barnes to adopt Resolution 59-21; seconded by CW Hines; vote (5 yes; 1 no; 1 abstain) motion passed.

**Resolution 60-21:** A Resolution to approve a cooperative vehicle and fuel agreement between Prince George's County (the "County") and the Town of Forest Heights (the "Town"); introduced by Mayor Washington; motion by CW Hines to waive the full reading; seconded by CM Barnes; motion passed; discussion; Chief Rease explained that the Town is currently under contract, and they need to renew.

**Ordinance 05-2021 (1<sup>st</sup> Reading):** An ordinance of the Mayor and Council of the Town of Forest Heights, Maryland revising Article 2 (Administration) of the Town Ordinance Code, by amending Section 2.6 (Holidays) by adding Juneteenth, National Independence Day on June 19 and Habeeb-Ullah Muhammad Day on August 31; and generally relating to declared holidays in the Town of Forest Heights; introduced by Mayor Washington and Councilwoman Hines; motion by CW Hines to waive the full reading. Attorney Best explained that the law only

requires a title to be read as part of the first reading for an ordinance, charter amendment, or annexation resolution. Resolutions don't need to be read at all. In response to comments from CW Brownson, Mayor Washington resolved to get packets to the council in a timelier manner. CW Noble noted that there are two holidays and that there should be a way for updated federal holidays to automatically be entered in the code. CM Lilly commented that the Mayor's holiday was close to Labor Day. The Town Attorney noted that municipalities have to adopt holidays as applicable to the workforce. CM Barnes asked if it could be a day of recognition without being a day off. CM Lilly proposed changing the date from August 31 to August 15, the day the Mayor passed. CM Barnes proposed recognizing fallen officials during Forest Heights Day. The Town Attorney suggested striking all named holidays and instead of conforming to federal law and practices. Or change federal to county or state. The Town could add the recognition of the fallen to Forest Heights Day through a resolution. Motion to amend Ordinance 05-21 striking Section 2.6 and entering one stating using the federal system by CW Noble; seconded by CW Hines. All in favor; motion passed.

**Public Period:** Mr. Marcus Hammett thanked everyone that brought up the issue with Goode Companies and noted that the trashcans continue to be opened after they are dumped. He wished to know what next steps were for improving waste management services.

Mr. Jonathon Kennedy II offered congratulations to CM Lilly and CW Hines. He stated that the Safe Harvest, Trunk or Treat, and the Haunted House was phenomenal, with the biggest turnout ever. He suggested trimming back trees at the dead end of Arapahoe Terrace. He brought up the issue of two sidewalks, one on Quade, and one on Arapahoe Terrace that were damaged and wanted to know when someone would address them.

**New Business:** Mayor Washington stated that he did not anticipate any resolutions coming up after the November 17<sup>th</sup> meeting. He proposed having a brief recess in December and waive the first Monday meeting of that month. Motion by CW Hines to close the month of December with a brief meeting on the 3<sup>rd</sup> Wednesday of December; seconded by CM Barnes. CW Brownson noted that the work session was a time for staff and project updates. Mayor Washington said that the staff would still submit their reports to the Council. Residents would also have ways to be notified of large projects. CM Lilly added that residents see the meeting as a chance to speak their mind. The Mayor said that the Public Works Director will reach out to Goode tomorrow. Vote; (6 yes; 1 no) motion passed.

**Meeting Adjourned:** 10:09 PM

**The Town of Forest Heights  
Town Meeting- 8:00 PM  
Wednesday, November 17, 2021  
Meeting Minutes  
Virtual Meeting**

**Call to Order:** 8:00 PM

**Roll Call:** CM Atkinson, CM Barnes, CW Noble, CW Brownson, CW Hines, CM Lilly, Mayor Washington present. Quorum is established.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CW Noble to approve the agenda with amendment (added speech by Lisa White); seconded by CW Hines; all in favor; motion passed. Meeting Minutes from November 1 to be presented on December 15 Town Meeting.

**Presentation by ASIL Public Relations Ms. Lisa White:** Ms. White introduced the Forest Heights/Police Department Mobile Text alert systems. This will allow the user to stay up to date about events and alerts. Users can sign up for both Forest Heights and Police Alerts. They can text 877-761-7897 and say TFHNews 74121 (Forest Heights) or FHPDNews74121 (Police), scan the QR code, or email.

**Public Period:** The Town Clerk read a comment from Tina McDowell, which stated that the National View is not updated on the Town website. She also commented that there should be a form online for persons to register to speak on National View as persons of record and to have the rezoning attachment available.

**Legislation:**

**Resolution 40-21:** Fiscal Year 2022 Budget Amendment; motion by CW Hines to waive the full reading; seconded by CM Lilly; all in favor; motion by CW Hines to adopt Resolution 40-21; seconded by CM Barnes; discussion; CW Noble commented that the verbiage said Fiscal Year 2021. Mayor Washington noted that this was a typo. The motion was approved with 7 yes votes and 0 no votes.

**Resolution 41-21:** Fiscal Year 2021 Budget Amendment; motion by CM Barnes to waive the full reading; seconded by CM Lilly; all in favor; motion by CM Lilly to adopt Resolution 41-21; seconded by CW Hines; discussion; CW Brownson asked if Resolution 40-21 and 41-21 were supposed to be in the same fiscal year. There was some confusion due to the agenda. Mayor Washington responded that they would look at it and get back to her. He offered the option to table it while they reached out to the Treasurer for clarification. He also noted that ARF money was included in both this and Resolution 40-21. The motion was approved with 7 yes votes and 0 no votes.

**Resolution 51-21:** A Resolution to authorize the mayor to distribute Christmas Bonuses to the Town Employees; motion by CW Hines to waive the full reading; seconded by CM Barnes; all in favor; motion by CW Hines to adopt Resolution 51-21; seconded by CM Barnes; discussion; none. The motion was approved with 7 yes votes and 0 no votes.

**Resolution 54-21:** A Resolution to officially name the Forest Heights Municipal Building as "Habeeb-Ullah Muhammad Municipal Building"; motion by CW Hines to waive the full reading; seconded by CM Lilly; motion by CW Hines to adopt Resolution 54-21; seconded by none. The motion to adopt is fails. No vote.

**Resolution 57-21:** A Resolution to amend the Mayor and Council of the Town of Forest Heights appointing Council Committees and Chairs; motion by CM Lilly to waive the full reading; seconded by CW Hines; all in favor; motion by CM Barnes to adopt Resolution 57-21; seconded by CW Hines; discussion; none. The motion was approved with 7 yes votes and 0 no votes.

**Resolution 58-21:** A Resolution to Approve the Formation and Support of a Police Explorer Post and a Police Athletic/Activities League by the Forest Heights Police Department; motion by CW Hines to waive the full reading; seconded by CM Barnes; all in favor; Motion by CM Lilly to adopt Resolution 58-21; seconded by CW Hines; discussion; CW Brownson asked if the Police Department had assigned someone to the program, and if it was to service the whole Oxon Hill area. Chief Rease said that it would service the area, they had verified that the participants lived in the area, and they had officers assigned to the projects. The motion was approved with 7 yes votes and 0 no votes.

**Resolution 60-21:** A Resolution to approve a cooperative vehicle and fuel agreement between Prince George's County (the "County") and the Town of Forest Heights (the "Town"); motion by CW Hines to waive the full reading; seconded by CM Barnes; all in favor; motion by CM Barnes to adopt Resolution 60-21; seconded by CM Lilly; discussion. CW Noble asked how it would affect turnaround for vehicles for the Police Department. Chief Rease answered Forest Heights would be given priority at their special fleet location in Lanham, something they had never had before. CM Lilly asked if there were any reservations. The Chief answered that they were paying market price currently with Norris Garage. The resolution would allow labor costs to go down. CW Brownson noted that her name was misspelled on page 2 of the statement of ownership. CW Noble noted that the term lengths of the council members were not correct. Mayor Washington stated that the chief would need to get another copy of the

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agreement from the county. The Town Attorney recommended changing the Maryland Manual Online to get the correct information. The motion was approved with 7 yes votes and 0 no votes.

**Ordinance 05-21: (First Revision) (2<sup>nd</sup> Reading):** An Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland Revising Article 2 (Administration) of the Town Ordinance Code, by Amending Section 2.6 (Holidays) by adding Juneteenth-National Independence Day on June 19 and Habeeb-Ullah Muhammad Day on August 31; and generally relating to declared holidays in the Town of Forest Heights; motion by CW Hines to waive the full reading; seconded by CM Lilly; all in favor; motion by CW Hines to adopt Ordinance 05-21; seconded by CM Lilly; discussion; CW Brownson asked when they could get a “clean” copy without the crossed out language. Mayor Washington answered that the crossed-out section was to record what had changed. Legislation frequently follows that same pattern. It will be clean when it is codified by General Code. The Town Attorney elaborated that the named holidays in Section 2.6 will be stricken and removed as noted. CW Noble asked if it mattered that it was written that Juneteenth had been declared a holiday in the State of Maryland. The Town Attorney answered that it was non-substantive. Juneteenth is a state and federal holiday. CM Barnes asked if they had brought up celebrating Habeeb-Ullah Muhammad and those elected officials who had passed on Forest Heights Day rather than giving people a day off. Mayor Washington answered that the clause had been entered after striking it as a separate holiday. CW Noble noted that going forward, any additional federal holidays will be given and not require further legislation. The motion was approved with 7 yes votes and 0 no vote.

**New Business:** CW Brownson asked if the council would still get the staff reports even though they were not holding a Work Session meeting on December 6<sup>th</sup>. Mayor Washington answered that the Clerk would send electronic reports to the Council before December 15.

CW Noble urged everyone to have a Happy Thanksgiving

**Meeting Adjourned: 9:07 PM**