

TOWN OF FOREST HEIGHTS COUNCIL WORK SESSION MEETING

Monday, June 6, 2022
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
 - a. Minutes from May 18, 2022, will be presented at June 15, 2022 Town meeting.
- VI. Public Period (limit 2 minutes)
- VII. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Ombudsman
 - d. Police Chief
 - e. ARPA Project Manager
 - f. Town Administrator
- VIII. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- IX. Legislation
 - a. Resolution 34-22 A resolution to amend and correct the sums and amounts stated in resolution 33-22 for the Fiscal Year Annual Budget beginning July 1, 2021, and ending June 30, 2022.
 - b. Resolution 35-22 A resolution of the Mayor and Town Council approving the Town's participation in the Maryland Circuit Rider Town Manager program as a member of the North Beach/Forest Heights Circuit.
 - c. Resolution 36-22: A resolution to approve a sub-recipient agreement between the Town and Housing Options & Planning Enterprises, Inc. (HOPE) for the use of American Rescue Plan Act Funds.
 - d. Resolution 37-22: A resolution of the Mayor and Council of the Town of Forest Heights appointing Council Committees and Chairs.
 - e. Resolution 38-22 A resolution to award a bid and negotiate a contract with GCI Residential, Inc. for residential trash removal service within the Town of Forest Heights.

TOWN OF FOREST HEIGHTS
COUNCIL WORK SESSION MEETING

- f. Resolution 39-22 A resolution to authorize the acceptance of a grant from the United States Police Canine Association, Inc., and the American Kennel Club for the purchase of a Bomb and Gun Detection Canine for the Town of Forest Heights Police Department.

X. New Business

XI. Adjournment

Zoom:

Dial-In: 301-715-8592

Meeting ID: 860008316885

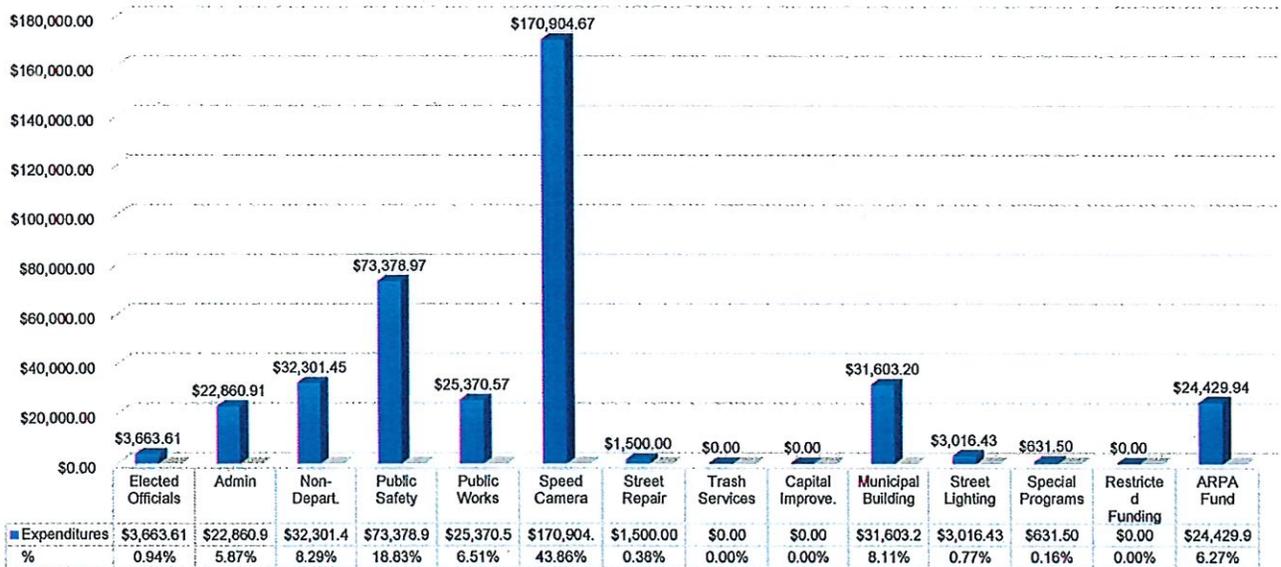
**Town of Forest Heights
Treasurer's Report
June 2, 2022**

	Bank Acct Balance	Quickbook Balance	Quickbook Balance
	<u>05/31/22</u>	<u>05/31/22</u>	<u>05/31/21</u>
TD Bank General Fund	244,917.72	193,161.22	156,665.68
TD Bank Rainy Day Fund	163,132.40	163,132.40	160,132.40
TD Bank Speed Camera	3,602,313.81	3,602,313.81	3,398,036.72
TD Bank ARPA Fund	510,111.55	510,111.55	213,664.59
	<u>4,520,475.48</u>	<u>4,468,718.98</u>	<u>3,928,499.39</u>

General Fund Highlights:

1. Highway User Revenue - \$17,036.84
2. Real Property Tax payments - \$11,217.70
3. Personal Property Tax payments - \$5,332.20
4. LGIT insurance proceeds - \$1,414.55
5. Cable Payments:
 - Verizon Franchise Fee - \$6,107.38
 - Verizon Peg Grant - \$3,884.30
 - Comcast Franchise Fee - \$3,834.63

May 2022 Expenditures



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

April 28, 2022

Town Appearance:

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

Town Infrastructure:

- Fire Hydrant lanes, Speed Humps, curbs are being painted
- We have yet to get the residents to understand/comply fully with the trash and bulk trash directives. Goode must also be consistent as to what they will and will not pick up.
- The grass cutting season is already upon us and grass is being blown out into the streets
- Installation of speed humps and sidewalks have been placed in the CIP
- Cleaning curbs every day. Removing dirt and vegetation.
- Start of renegotiating MOU with SHA to maintain MD-210

- **Cree Drive**
 - DPW inspects work progress every day.
 - Z Conn, a sub-contractor for FES has completed the final installation of Pervious concrete on driveway aprons. This should be the close of work being performed by FES.
 - Starting the week of June 6th, Choice Concrete will start the latter of Phase I, the Milling and resurfacing of Cree Dr. with AC pavement.
 - A couple of the driveways will have Pervious Concrete placed at the end to help with the drainage of water.
 - Note: there are still a number of homes where water was draining from their down spots, retaining walls and driveways on to the street.

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

➤ **Rolph Drive**

- Z Con LLC has completed the repair/replaced of a section of the Pervious Concrete Sidewalk on Rolph Dr.

Building Infrastructure:

- The Town Hall building and FHPD trailer is being cleaned and sanitized by DPW daily.
- Ceiling tiles were replaced in the downstairs lobby in the Municipal Bldg.
- Weisman Electric installed three (3) new lines in the downstairs Police/Acct. offices to help with the over loading of the circuits.
- A new line was run the downstair Police closet rack for the computer server
- Weisman is putting together a proposal for installing safety lights in the rear parking lot of the Municipal building.
- Ciminelli's Landscape will repair the pervious sunken bricks and the sink hole in the front rain garden.
- Received estimates to repair/replace wood floor in Municipal Building

Equipment Maintenance

- Leaf Vac was in for repairs and inspection in order to obtain LG tags. There was an issue that the trailer did not have a VIN.
- Echo Pole saw repaired
- Two X-Mark Walk behind repaired
- Echo Back-pack Blower in shop
- Ford 2020 F-250 PM performed
- Ford 2010 F-250 brake work performed

Other Areas:

- Purchase of New STIHL Edger
- New Motion lights has been installed in rear of Municipal Bldg.
- Answering Resident's concerns
- Making/receiving phone calls, follow ups and meetings with contractors and vendors daily.
- DPW putting out signs for the different events/meetings

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN
May 2022
Ombudsman Report
Ronald B Govan

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

- **5** Late fees requested.
- **2** Late fee requests granted.
- **3** Late fee requests denied
- **6** Cancel citation.
- **11** Flag Release



The Town of Forest Heights POLICE DEPARTMENT

Anthony Rease, Chief of Police

Incident Type	Total
911 DISCONNECT	10
ACCIDENT	6
ANIMAL COMPLAINT	3
ANIMAL COMPLAINT COMBINED	1
ARMED PERSON	1
ASSAULT COMBINED	1
ASSIST FIRE EMS	1
CHECK WELFARE	2
CHECK WELFARE COMBINED	4
CROSSING GUARD ASSIGNMENT	6
CW18	8
DISORDERLY	13
DOMESTIC	1
DWI DRIVER	1
FAMILY DISPUTE	3
FIGHT	1
HIT AND RUN	2
LOUD MUSIC COMPLAINT	1
MISC POLICE INCIDENT	6
MISSING PERSON	2
PREMISE CHECK	337
PROPERTY ALARM	1
PROPERTY ALARM COMMERCIAL	1
PROPERTY DAMAGE	1
RESIDENTIAL ALARM	6
RESIDENTIAL PANIC ALARM	1
SCHOOL ALARM	1
STOLEN VEH	2
SUBJECT STOP	11
SUSPICIOUS AUTO	6
SUSPICIOUS OCC AUTO	9
SUSPICIOUS PERSON	1
THEFT FROM AUTO	1
THEFT REPORT	1
THREATS COMPLAINT	1
TRAFFIC COMPLAINT	5

UNKNOWN TROUBLE 7
 VEHICLE ACCIDENT COMBINED 1
 WARRANT SERVICE 3
 Total Calls --> 469

STATISTICAL REPORT

Arrest:

OnView-14

Warrants-5

Recovered Firearms-4

Administrative Office: 301-839-4040 | Non-Emergency: (301) 352-1200 | Emergency Dial: 911

5508 Arapahoe Drive Forest Heights, Maryland 20745 Follow us    @ForestHeightsPD

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 34-22 Fiscal Year 2022 Budget Amendment

A RESOLUTION TO AMEND AND CORRECT THE SUMS AND AMOUNTS STATED IN RESOLUTION 33 – 22 FOR THE FISCAL YEAR ANNUAL BUDGET BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.

INTRODUCED BY: Mayor Calvin Washington

WHEREAS, on April 20, 2022, the Town Council approved Emergency Ordinance 2-22 thereby amending the FY 22 Budget major line items pertaining to Direct Speed Camera Costs and Municipal Building Expense as expenditure items in the Annual Budget as well as certain line items of the Detailed Line-Item Budget Worksheet, which accompanies the Annual Budget; and

WHEREAS, pursuant to Emergency Ordinance 2-22 the Budget Worksheet provides detailed estimates of the revenues and expenses in the categories provided in the budget ordinance, as amended from time to time by ordinance or authorized resolution, and said Budget Worksheet although not intended to be enacted as part of the budget ordinance or any authorized amendatory resolution shall nonetheless be controlled and shall conform to the sums and amounts appropriated in this Emergency Ordinance; and

WHEREAS, the Mayor and Council finds that inflation has caused the price of fuel to substantially increase over a short period of time, and it is likely that the price of fuel will continue to increase prior to the acceptance and adoption of the Fiscal Year '23 Budget, and it is imperative that sustainment of government operations continues, and public safety services can still be provided using automobiles which consume fossil fuels; and

WHEREAS, the Mayor and Council further finds that it is authorized to amend the Annual Budget and the Budget Worksheet by formal resolution and that it is in the best interest of the Town to further amend the Annual Budget and detailed budget to address certain exigent circumstances regarding the rising cost of fuel as it pertains to the Annual Budget and operating costs involving the Town's fleet of vehicles especially those assigned to the Police Department.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the general purpose of this Resolution is to amend the sums and amounts appropriated for the 2021 - 2022 Budget of the Town of Forest Heights, Maryland in Resolution 33 – 22 in the following stated areas of the General Fund.

AND BE IT FURTHER RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the specific sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

That Expenditure line item 7094 Gasoline Expense - Department of Public Works (under PUBLIC WORKS in the Annual Budget) be decreased by \$50,000.00 and

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 34-22 Fiscal Year 2022 Budget Amendment

that Expenditure line item 7409 Gasoline Expense – Speed Camera Department be increased by \$50,000.00 under this categorical budget transfer.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the Mayor is hereby authorized to execute this Resolution on behalf of the Council.

PASSED this ___ day of June 2022.

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

I HEREBY CERTIFY that the above Resolution ___ - 22 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ___ day of June 2022.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Troy Lilly, Council President

THE TOWN OF FOREST HEIGHTS
RESOLUTION 35-22

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL APPROVING THE TOWN'S PARTICIPATION IN THE MARYLAND CIRCUIT RIDER TOWN MANAGER PROGRAM AS A MEMBER OF THE NORTH BEACH/FOREST HEIGHTS CIRCUIT

Introduced by: Mayor Calvin Washington

WHEREAS, the Town of North Beach, Maryland has been contacted by the Maryland Department of Housing and Community Development about its desire to participate in the Maryland Circuit Rider Town Manager Program for 2022 and 2023; and

WHEREAS, the Town of North Beach and Town of Forest Heights have agreed to partner in participation of this program with the Town of North Beach as the program sponsor; and

WHEREAS, The Maryland Town Manager Circuit Rider Program assists small town and city governments with building their administrative capacity by providing grants to hire professional staff to work as a "circuit rider" to multiple towns assisting with specific municipal functions and activities.

WHEREAS, both towns have entered into such a partnership in the past for the Circuit Rider program with great success and benefits for both municipalities; and

WHEREAS, the two towns have not received funding for this program for the past couple of years due to unavailable funding; and

WHEREAS, the two towns recognize there is a significant need for this service to be provided by a Municipal Circuit Rider to area municipalities; and

WHEREAS, the Towns of North Beach and Forest Heights have once again agreed to join the Circuit which is sponsored by North Beach in partnership with the Town of Forest Heights; and

WHEREAS, the Maryland Circuit Rider Town Manager Program regulations require approval of a Resolution authorizing participation by each individual municipality; and

WHEREAS, the two towns in the North Beach/Forest Heights Circuit will each agree to contribute their proportional financial share to the program as a supplement to help pay for program costs; and

THE TOWN OF FOREST HEIGHTS
RESOLUTION 35-22

WHEREAS, the Mayor and Town Council of Forest Heights agree to pay its proportional share contribution of \$1,500.00 for the Circuit Rider which begins on July 1, 2022 and ends on June 30, 2023 to be allocated from Budget Line Item 7264.

NOW, THEREFORE BE IT RESOLVED THAT the Mayor and Town Council of Forest Heights hereby endorses the Town of Forest Heights participation in the North Beach/Forest Heights Circuit Rider Town Manager Program; and

BE IT FURTHER RESOLVED THAT, this Resolution shall take effect immediately upon passage.

PASSED this ___ day of June 2022.

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

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

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

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ of June 2022 with ___ Aye votes and ___ Nay votes

Sherletta Hawkins, Town Clerk

RESOLUTION 36-22
THE TOWN OF FOREST HEIGHTS

A RESOLUTION TO APPROVE A SUB-RECIPIENT AGREEMENT BETWEEN THE
TOWN AND HOUSING OPTIONS & PLANNING ENTERPRISES INC. (HOPE) FOR USE
OF AMERICAN RESCUE PLAN ACT FUNDS

Introduced By: Mayor Calvin Washington

WHEREAS, under the funding administered by the State of Maryland pursuant to the American Rescue Plan Act (the Act), there is a Coronavirus State and Local Fiscal Recovery Funds (CLFRF) program, where every level of government will receive funding, regardless of size; and

WHEREAS, pursuant to Section 603(c) of the Act, fiscal recovery funds may be used to enable local governments to respond to the COVID-19 public health emergency, provide premium pay to essential workers, supplement revenue reductions incurred during the pandemic, and to make necessary investments in water, sewer, and broadband infrastructure; and

WHEREAS, on or about July 15, 2021, the Town received confirmation by email from Hagerty Consulting, an agent and contractor of the State of Maryland's Department of Budget and Management, of its request made in compliance with the American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Funds (CLFRF) disbursement; and

WHEREAS, said email further stated that the Town's final allocation is \$2,526,205.34, of which 50%, or \$1,263,102.67, was disbursed to Forest Heights in a first tranche, and pursuant to the U.S. Treasury, the remainder of the funds will be distributed in no less than 12 months by the Md. Department of Housing and Community Development, who is responsible for disbursing the funds; and

WHEREAS, unlike eight (8) of the larger cities in Maryland, the Town of Forest Heights is a non-entitlement municipality under federal Community Development Block Grant (CDBG) program and CLFRF funding will be distributed based on population with estimates for Prince George's County's non-entitlement municipalities to be approximately \$160,941,034 with Forest Heights' share initially estimated at \$2,142,984, later increased, according to the Congressional Research Service, but the amount awarded may not exceed an amount equal to 75 percent of the most recent budget as of January 27, 2020; and

WHEREAS, non-entitlement units ("NEU's"), such as the Town, that receive funding from the State and Local Fiscal Recovery Funds Programs are required to meet compliance and reporting responsibilities including submission of annual Project and Expenditure Reports to the Department of the Treasury until the end of the CLFRF award period on December 31, 2026, and activities funded under this process must be documented in writing by September 30 of each year; and

RESOLUTION 36-22
THE TOWN OF FOREST HEIGHTS

WHEREAS, in addition to an annual Project and Expenditure Report, NEU'S are further required to report key information provided on Projects, Expenditures, Project Status, Project Demographic Description, Subawards, Civil Rights Compliance, and Programmatic Information, and further provide added documentation and information such as a signed award terms and conditions agreement, signed assurances of compliance with Title VI, and provision of various budget documentation; and

WHEREAS, the Town Charter, §33-19(25) authorizes the Council to have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State to pass ordinances for the specific purposes of accepting gifts and grants of Federal or of State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

WHEREAS, on June 23, 2021, the Council passed Emergency Ordinance 02-21 approving the FY 22 Budget and found that said ordinance and/or the supplemental detailed line-item budget referenced in said Emergency Ordinance would necessitate further amendment to receive and appropriate the Town's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act of 2021 ("ARPA"), also called the COVID-19 Stimulus Package or American Rescue Plan, Pub L. No. 117-2; and

WHEREAS, pursuant to Section 33-45 of the Town Charter, the budget shall be prepared and adopted in the form of an ordinance, and pursuant to the Common Law of Maryland, the budget ordinance may be amended by resolution if so authorized pursuant to ordinance such as the original budget ordinance enacting the initial fiscal year budget; and

WHEREAS, on or about November 17, 2021, the Town Council passed Resolution 41-21 to amend the FY 2022 Budget and the detailed line-item budget to add revenue and expenditure line items in the amount of \$1,263,102.67 for line items 6200 and 8200 (ARP Coronavirus Funds) respectively to said budget documents for the first tranche; and

WHEREAS, staff prepared a document entitled "Town of Forest Heights Recovery Plan – State and Local Fiscal Recovery Funds – 2021 Report" (4 pp.), that includes a Table of Expenses by expenditure category outlining the anticipated categories in which the Town will operate its CLFRF programs.

WHEREAS, one of the approved category of expenses in said Plan includes the allocation of ARPA funds to be distributed as "Aid To Non-Profit Organizations" under the plan category of "Negative Economic Impacts" in connection with the pandemic; and

WHEREAS, the Town of Forest Heights routinely partners with the Greater Oxon Hill CDC on a number of projects that benefit the Town and citizens; and

RESOLUTION 36-22
THE TOWN OF FOREST HEIGHTS

WHEREAS, the Town wishes to provide \$10,000.00 of its ARPA funds within the category of Aid To Non-Profit Organizations to Housing Options & Planning Enterprises, Inc., (HOPE) a duly registered Maryland non-profit organization in good standing, for general project and program administration and for other purposes consistent with the use of these funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the attached Sub-Recipient Agreement contained herein and referenced as Exhibit A, which sets forth the parameters connected to receipt of the ARPA funds including, understanding the use of said funds, conditions associated with the funds awarded, performance measures, and documentation to be maintained, submitted and reported by the sub-recipient.

BE IT FURTHER RESOLVED, that the Mayor is authorized to sign the attached Sub-recipient Agreement on behalf of the Town and execute any other related documentation needed to carry out the intent of this Resolution.

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

PASSED this ____ day of June 2022.

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>
WASHINGTON	_____
KENNEDY	_____
NOBLE	_____
BARNES	_____
HINES	_____
LILLY	_____
ATKINSON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

**RESOLUTION 36-22
THE TOWN OF FOREST HEIGHTS**

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ day of June, 2022 with ___ Aye votes and ___ Nay votes the aforesaid Resolution ___-22 passed.

Sherletta Hawkins, Town Clerk

*[Exhibit A- Sub-recipient Agreement between Town of Forest Heights and Housing
Options & Planning Enterprises. Inc.]*

THE TOWN OF FOREST HEIGHTS
RESOLUTION 37-22

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS**

Introduced By: Mayor Calvin Washington

WHEREAS, pursuant to Section 21.1 of the Town Ordinance Code, within thirty days of taking office, the Mayor shall establish, at a minimum, four (4) standing oversight committees to include, Ways and Means, Finance, Public Works and Sanitation, and Public Safety, and shall appoint chairs with the approval of the full Council from among the sitting councilpersons to each of these committees, and these Council committees shall provide oversight of an advisory nature in their respective areas, and

WHEREAS, Subsection 21.1.I of the Town Ordinance Code, further states that the Mayor shall assign one member of the Town Council to serve as Council liaison to the various boards, committees and other bodies, and the Council liaison shall advise the body on issues or on the procedure for bringing matters to Council and shall attend meetings of the body on occasion, if needed and when scheduling allows.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and ratifies the Mayor's appointments as stated in the memorandum which is attached hereto and incorporated by reference herein.

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

PASSED this 6th day of June 2022.

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>
WASHINGTON	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
LILLY	_____
ATKINSON	_____

THE TOWN OF FOREST HEIGHTS
RESOLUTION 37-22

I HEREBY CERTIFY that the above Resolution No. 37-22 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the 6th day of June 2022.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

By: _____
Troy Lilly, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 6st day of June 2022 with ___ Aye votes and ___ Nay votes the aforesaid Resolution 37-22 passed.

Sherletta Hawkins, Town Clerk



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Calvin Washington
Mayor

MEMORANDUM

Date: June 6th, 2022

To: All Council Members

Subject: Committee Appointments in accordance with FH Ordinance Article 21(A)

I, Mayor Calvin Washington have assigned Council Chair and Council Liaison for various committees. The following assignments have been made.

Assignment for standing committees as well as Council Liaison for subcommittees are listed below, it is my hope that the Council Liaison will work to recruit and include resident participation in all sub committees. Council members assigned as liaison will provide oversight of an advisory nature to the committee members and report to the entire council.

Ways and Means Committee – Chair, Councilperson Paula Noble Committee Member Mayor Calvin Washington, Town Administrator Linwood Robinson.

Finance Advisory Committee – Chair, Council President Troy Lilly, Committee members Councilperson Taunya Hines and Clifton Atkinson

Public Works and Sanitation Advisory Council – Chair Councilman Jonathan Kennedy, II, Committee members Paula Noble, and Robert Barnes

Public Safety Advisory Council – Chair, Calvin Washington, Committee members Clifton Atkinson and Robert Barnes

- Neighborhood Watch -- Council Liaison, Councilperson Clifton Atkinson
- Community Surveillance Cameras -- Council Liaison, Councilperson Jonathan Kennedy, II
- New Sidewalk Projects – Council Liaison, Robert Barnes
- Street Lighting – Council Liaison, Councilperson, Jonathan Kennedy, II, Committee members Robert Barnes, and Clifton Atkinson
- Police Department – Council Liaison, Councilperson Paula Noble

- Emergency Preparedness (COOP) Chief Rease, Council President Troy Lilly and Town Administrator Linwood Robinson

Sustainability Plan Committee – Councilperson Clifton Atkinson, Robert Barnes, and Town Administrator Linwood Robinson

- Annexation Planning Committee –Chair, Mayor Calvin Washington and Councilperson, Taunya Hines, Council President Troy Lilly, and Town Administrator Linwood Robinson
- Economic Development - Mayor Calvin Washington and Town Administrator Linwood Robinson
- Housing and Community Needs – Councilperson Taunya Hines and Clifton Atkinson
- Beautification and Appearance Committee- All Councilpersons for his and her Ward

Plus 60 Committee - Council Liaison, Councilperson Taunya Hines

Communication Committee-Council Liaison, Councilperson Jonathan Kennedy, II, Paula Noble and Robert Barnes

- **Forest Heights Day Committee**- Council Liaison, Jonathan Kennedy II, Committee Members Taunya Hines and Clifton Atkinson

The Town has several committees and Town Council will need to seek interested citizens to become active with our boards.

- **Annexation:** Committee will attend meetings scheduled by the Prince Georges County Planning Committee (Forest Heights/Eastover/Glass Manor) and provide a report back to the Town Council and citizens. The Committee will also provide a feasibility report to the Mayor and Town Council on the prospect of annexation of any surrounding property.
- **Beautification and Appearance Committee:** The Town of Forest Heights Beautification and Appearance Committee shall advise and assist the Town Council by identifying, recommending, developing programs and projects to improve community appearance, including, but not limited to, identification of appearance problems, preparing plans to improve community appearance, recommending policies, programs, projects, seeking grant opportunities and coordinating volunteer beautification projects.
- **Emergency Preparedness Committee:** The Town of Forest Heights Committee helps to develop policies and procedures and makes recommendations to Town Council.

- **Public Works and Sanitation Advisory Committee:** The Town of Forest Heights Public Works and Sanitation Advisory Council and the Stormwater Drainage Upgrade Committee shall advise and assist the Town Council in the planning and development of a stormwater management infrastructure for the town, including the need for and financing of new and renovated infrastructure and the development of or revisions of service policies.
- **Safety Advisory Council:** The Town of Forest Heights Public Safety Council shall advise and assist the Town Council in the identification of needs, problems, and proposed solutions related to crime prevention, streets and sidewalk improvement, recommendation for location and development of policy and procedures for the Community Surveillance Cameras, maintenance of street lighting, and community police relationship.
- **Economic Development Committee:** The Town of Forest Heights Economic Development Committee shall advise and assist the Town Council in identifying and recommending ways to improve the availability of business services for residents and visitors. The committee is also to develop strategies for business development, encouraging the establishment of new service businesses, as well as setting, designing, and developing ways to support our business district.
- **Plus 60 Committee:** The Plus 60 Committee will continue to plan events and activities that are targeted towards and work to identify ways to address the needs of the seniors of our Town, to seek grant opportunities and services that will help promote a good quality living for our seniors.
- **Neighborhood Watch Committee:** The Neighborhood Watch Committee (NWC) is responsible for working with local law enforcement and residents of the community to develop and maintain a program of activities that have the goal of increasing the safety and comfort of all residents while minimizing unsafe activities in the community.
- **Sustainability Plan Committee:** The Sustainability Plan Committee will work with the Town to develop the Sustainability Plan. The Committees will meet regularly, to provide the Town with thoughtful and informed guidance, input, and feedback throughout the planning process. Additionally, members of the Sustainability Plan Committee will work to encourage others to become involved in the process to develop the Sustainability Plan. The Sustainability Plan Committee will have meetings scheduled throughout the duration of the Sustainability Planning Process. The Committee may consist of employees, technical experts, key business, and community stake holders representing higher education, non-profit organizations and state and local agencies

Council Committee Chairs and Liaisons are encouraged to seek citizen participation in each of the committees. Anyone interested in serving on any of the committees are requested to complete an application. Appointments will be approved by the Mayor and Council.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 38-22

A RESOLUTION TO AWARD A BID AND NEGOTIATE A CONTRACT WITH GCI RESIDENTIAL, INC. FOR RESIDENTIAL TRASH REMOVAL SERVICES WITHIN THE TOWN OF FOREST HEIGHTS

Introduced By: Mayor Calvin J. Washington

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

WHEREAS these sections of the Town Code and Town Charter require that procurement of items and services of \$10,000.00 or more shall require competitive bidding and a written contract, and

WHEREAS the Town's currently has a contract with Goode Companies, Inc., now known as GCI Residential, Inc., to collect residential trash, bulk trash and yard waste, which is scheduled to expire on June 30, 2022, and

WHEREAS the Town recently advertised a Request for Bids to select a firm to continue residential trash collection, bulk trash and yard waste services for its residents which closed on May 24, 2022, (See Bid Document Number FH01-22 attached as Exhibit A), and

WHEREAS the bids received were opened publicly by the staff with the respondents present at a virtual meeting on May 31, 2022, and

WHEREAS three refuse removal companies responded to the Request for Bids: (i) Southern Maryland Recycling, (ii) United Veterans Landscaping and (iii) GCI Residential Inc. (See Bid Proposals attached as Exhibit B), and

WHEREAS after review and consideration of the three bid responses, it has been determined that the most responsive and inexpensive proposal received by the Town for once-a-week trash removal services (i.e., trash removal, bulk trash removal and yard waste removal) was submitted by GCI Residential, Inc. for a total annual cost of \$280,665.00, including a rate of \$24.75 per unit, resulting in a weekly charge to the Town of \$23,388.75; and

WHEREAS The Town desires to award the bid, and in the very near future, enter into a one-year contract (with possible agreed upon renewals) with GCI Residential, Inc. for trash removal services which is forthcoming and will be approved by separate Resolution by the Mayor and Town Council.

NOW THEREFORE BE IT RESOLVED that the Town Council hereby accepts, awards and approves the attached proposal/bid from GCI Residential, Inc. for trash removal services for the Town of Forest Heights.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 38-22

AND BE IT FURTHER RESOLVED that the Mayor and Town Council hereby authorize the Town Administrator to enter into negotiations to complete a contract between the Town and GCI Residential, Inc. for said Town trash removal services, and the contract for trash removal services will be approved by separate Resolution by the Mayor and Town Council within 30-days of the passage of this Resolution.

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

PASSED this ___ day of June 2022.

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>
WASHINGTON	_____
LILLY	_____
ATKINSON	_____
BARNES	_____
HINES	_____
KENNEDY II	_____
NOBLE	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ of June 2022 with ___ Aye votes and ___ Nay vote, the aforesaid Resolution __-22 passed.

Sherletta Hawkins, Town Clerk

EXHIBITS: (i) Exhibit A-Bid Document FH01-22; and (ii) Exhibit B-All Bid Proposals

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 39-22**

**A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A GRANT FROM THE
UNITED STATES POLICE CANINE ASSOCIATION, INC., AND THE AMERICAN
KENNEL CLUB FOR THE PURCHASE OF A BOMB & GUN DETECTION CANINE FOR THE
TOWN OF FOREST HEIGHTS POLICE DEPARTMENT**

Introduced by: Paula Noble

WHEREAS, for the fiscal year 2022 the United States Police Canine Association, Inc. (“USPCA”) and the American Kennel Club (“AKC”) is funding a matching grant program to help law enforcement agencies purchase specialized canines; and

WHEREAS, the grant program known as “AKC Reunite” has determined that the Forest Heights Police Department and community would benefit significantly from having an explosives and gun detection canine; and

WHEREAS, the Forest Heights Police Department has confiscated to date twenty-four (24) illegal firearms within the Towns limits a 242% increase over this time last year; and (3) illegal firearms away from the 2021 total of 27; and

WHEREAS, Ventosa Kennel, Inc. located in Scotland Neck, North Carolina has agreed to furnish the Forest Heights Police Department with the explosives & gun detection canine named “Max aka Pyro”, and provide the necessary police canine handler training at a significantly discounted cost of seven thousand five hundred dollars (\$7,500) and

WHEREAS, Captain Marcus Jones applied, and the Forest Heights Police Department was awarded a grant from “USPCA” and “AKC” under the “AKC Reunite” program for \$7,500 towards the Forest Heights Police Departments canine program.

AND BE IT FURTHER RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby agrees to authorize and allow for the acceptance of a Law Enforcement Canine Program Grant from the United States Police Canine Association & The American Kennel Club for the Forest Heights Police Department (“FHPD”) in the amount of \$7,500.00 for FY2022.

AND BE IT FURTHER RESOLVED that the Mayor, on behalf of the Town, is hereby authorized to accept a grant from the United States Police Canine Association and American Kennel Club for a Police explosives and gun detection canine for the Town of Forest Heights Police Department.

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 39-22**

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

PASSED this ____ day of June, 2022.

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>
WASHINGTON	_____
LILLY	_____
ATKINSON	_____
BARNES	_____
HINES	_____
KENNEDY II	_____
NOBLE	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the __ of June 2022 with ___ Aye votes and ___ Nay vote, the aforesaid Resolution __-22 passed.

Sherletta Hawkins, Town Clerk