

**Town of Forest Heights  
Work Session- 7:30 PM  
Monday, April 4, 2022  
Meeting Minutes**

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

**Roll Call:** CW Noble, CW Barnes and Mayor Washington present. CW Hine, CM Atkinson and CM Lilly was not present; quorum established.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda and Meeting Minutes from March 18, 2022,** Motion by Mayor Washington to approve the agenda and minutes; seconded by CM Kennedy II; all in favor; motion passed.

**Staff Reports:** Can be picked up from the Clerk's office or viewed on the Town website.

**Ward Reports**

**Mayor's Report:** The mayor mentioned that he attended the Maryland Mayors Association 2022 conference in Annapolis, where he was able to secure the assistance of a few seasoned mentors. He's had lengthy discussions with the governor, as well as many others in the Maryland State House, Delegates, and Senate. He believes he has made some connections and is looking forward to putting some of the notions into action.

**Public Period:** None

**Legislation**

**Resolution 16-22** A resolution authorizing the acceptance of a grant awarded from the United States Department of Justice Office of Community Oriented Policing Services (COPS) in the amount of \$864,000 over a 3-year period through the COPS hiring program of 4 police officers. motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; motion passed, discussion:

**Mayor stated that the COPS Hiring Program** is a competitive grant program designed to provide funding directly to law enforcement agencies to hire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

**CM Noble** stated that the program is a three-year program that has started or will start with the conjunction of the budget.

**Chief Rease** stated that they had already hired two officers out of the funds and were in the process of hiring two more.

**Resolution 17-22** A Resolution approving a Purchase and Service Agreement with diligent to acquire BoardsDocs@ Software regarding electronic meeting agendas and record retention to be administered by the Forest Heights Clerks Office. motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; discussion; Mr. O'Connor explain with BoardDocs is with a cloud-based software for municipalities. BoardDocs can significantly improve the way the clerk create and manage meeting packets and access information. Some of the features include meeting agenda management, policy management, document management, and voting. The meeting agenda feature allows users to create agendas, designate current meetings, access meeting minutes, add future meetings to the calendar, track changes, approvals, and submittals, and prepare meeting documents.

CM Noble, state that the cost was \$8000, is there a monthly fee associated with this service.

Mr. O'Connor noted that there is no monthly fee, but that this program does require training.

**Resolution 18-22** A Resolution to approve a sub-recipient agreement between the Town and the Greater Oxon Hill Community Development Corporation for use of American Rescue Plan Act Funds; motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; discussion.

**CM Noble** ask if the mayor could explain the sub-recipient agreement with the CDC.

**Mayor Washington** explained that the American Rescue Plan Act requires that we assist non-profit organizations, and because the Greater Oxon Hill Community Development Corporation is right next door, we decided to collaborate with them. According to the agreement, they must show what they plan to do with the \$10,000.

**Resolution 19-22** A Resolution to authorize the acceptance of a grant from the Local Government Insurance Trust for Body Cameras for the Town of Forest Heights Police Department. motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; discussion.

**The Mayor** mentioned that this is not a matching grant.

**Resolution 20-22** A Resolution to deadline and/or sell or otherwise dispose of Surplus Police Vehicles. ; motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; discussion; none

**Resolution 21-22** A Resolution to purchase (5) Police Vehicles and equipment as an addition to the Fleet for New Cops Grant Office. motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; motion adopt Resolution 21-22; CM Kennedy II seconded; discussion.

**Town attorney Kevin Best** suggest that the First and being further resolved after the herein, should read, and the chief is hereby authorized to execute any acknowledgement and acceptance forms, obligors, resolutions or other documents necessary to carry out the intent of this resolution; Motion to Vote, 4 Yes, 0 No; motion passed

**Resolution 22-22** A Resolution to set forth and establish the Town's real property Tax Rate for Fiscal Year 2023. motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; discussion.

**CM Noble** asked if it is possible to quantify the amount of revenue the Town would receive if taxes increase? She also asked what the deadlines are imposed on the Town's decision. The Treasurer responded that the Maryland State Department of Assessment and Taxation (SDAT) requires submission immediately after adoption and Prince George's County usually sets their deadline close to June 1.

**The Treasurer** explained the three classes of real property and related the need for a tax hearing if the Council recommended an increase in Noncommercial (Residential) Real Property. In addition, it was recommended that the Town adopt the same rate for both Rented Residential and Noncommercial (Residential) Real Property for Fiscal Year 2023 to allow for a period to fully reconcile Town records and SDAT records.

**Resolution 23-22** A Resolution to establish a renewable Energy Goal for the Municipal Government of the Town of Forest Heights. motion by Mayor Washington to waive the full reading; seconded by CM Barnes; discussion; Mr. O'Connor, mentor We're well on our way to become a smart energy renewable energy community by value, which is also part of the resolution, The fact that we are one of the few towns in this part of the country that rents out this type of extended vehicle charging station, as well as various other aspects of what we do, places us in this category. We actually passed some law a while back as a result of another study that took care of this for us.

**Resolution 24-22** A Resolution of the Mayor and Council of the Town of forest Heights, Maryland to approve the Employment of Jenchesky Santiago as Crewman II to serve within the Forest Heights Public Works Department. ; motion by Mayor Washington to waive the full reading; seconded by CM Kennedy, II; all in favor; motion to adopt Resolution 24-22, CM Kennedy, II seconded; discussion.

**The Mayor** stated that he does apologize to Mr. Santiago. I had not intended to ask the council to vote on this tonight, but due to the multiple public works projects currently underway and the urgent need for the position to be filled, I'm requesting that the council accept the public works director, Mr. Robinson, and Captain Jones' statements regarding his criminal history and have determined that he was in good standing.

**CM Kennedy, II**, was curious. Is he one of the town's residents?

**The mayor** states that he is not a Town resident.

**CM Kennedy** stated that if there was an emergency in the town that he would be required to respond, **Mayor**, yes, he aware he is essential.

Motion to Vote, 4 Yes, 0 No; motion passed.

**New Business: Mayor** fiscal year 2021 annual audit is underway with you. And as you know, the town has requested an extension from the State of Maryland to complete the audit, which will allow us to satisfy the increased information requirements of the new audit. However, during this process, the town has determined that the audit is behind schedule because of the need to provide

increased information and because the town's accounting and audit functions and responsibilities over the past couple of years have significantly increased with no increase in staff. The town has enlisted the services of Frances DiSalvo, CPA, to help compile the information necessary to complete the audit. As you are aware, Mr. DeSalvo has been the town auditor for a number of years and has the experience to help fast track the audit. So, I'm giving you a copy of what I was forced to do in order for us to complete our 2021 through 2022 audit and to get a start at where we should already be starting in 2023.

**Meeting Adjourned: 8:53 PM**