

# TOWN OF FOREST HEIGHTS

## TOWN MEETING

Wednesday October 19, 2022 8:00PM

Municipal Building

Zoom Dial-In 1-301-715-8592

Meeting ID Meeting ID: Meeting ID: 563 484 463

### 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 Consent Agenda
  - a. **Resolution 57-22** A Resolution of The Town of Forest Heights, a Political Subdivision of The State of Maryland, Authorizing Participation in The Employees' Pension System and Law Enforcement Officers Pension System of The Maryland State Retirement and Pension System ("MSRPS')
  - b. **Resolution 58-22** A Resolution for "Pick-Up" in The Maryland State Retirement and Pension System Employee's Pension System and Law Enforcement Officers Pension System
  - c. Minutes from the meeting on Monday, October 3, 2022, will be presented at the meeting on November 7, 2022.
- VI. Approval of Agenda
- VII. Public Period (limit 2 minutes)
- VIII. Legislation
  - a. **Resolution 60-22** A Resolution to approve a contract with Maryland-National Capital Park and Planning Commission for the establishment of a Youth & Community Development Bureau
- IX. New Business
- X. Adjournment

**TOWN OF FOREST HEIGHTS**

**RESOLUTION 57-22**

**A RESOLUTION OF THE TOWN OF FOREST HEIGHTS, A POLITICAL SUBDIVISION OF THE STATE OF MARYLAND, AUTHORIZING PARTICIPATION IN THE EMPLOYEES' PENSION SYSTEM AND LAW ENFORCEMENT OFFICERS PENSION SYSTEM OF THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM ("MSRPS")**

Introduced by: Mayor Calvin Washington

**WHEREAS**, the Town of Forest Heights is a municipality of the State of Maryland, and is eligible to participate in the Employees' Pension System – Reformed Contributory Pension Benefit ("EPS" and "LEOPS") in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-102;

**WHEREAS**, the Town of Forest Heights provides for compensation and benefits to its employees in exchange for their service to the citizens; and

**WHEREAS**, the Mayor and Council of the Town of Forest Heights, has determined it would be in the best interests of the town and its citizens, and the eligible employees of the Town of Forest Heights, to participate in the EPS or LEOPS;

**WHEREAS**, in accordance with SPP § 31-109(a)(1), a Resolution of the Mayor and Council of the Town of Forest Heights is required to approve and effectuate participation of eligible employees in the EPS or LEOPS;

**WHEREAS**, the Town of Forest Heights desires to participate in the EPS and LEOPS effective on July 1, 2023; and

**WHEREAS**, State law provides that the Town of Forest Heights shall purchase 100% of the service credit for employment prior to July 1, 2023 for employees eligible for participation in the Employees' Pension System and Law Enforcement Officers Pension System of the MSRPS who elect to participate before the effective date.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Town of Forest Heights, hereby authorizes, approves, and agrees to implement participation in the Employees' Pension System of the MSRPS effective on July 1, 2023, at 12:00 a.m., pursuant to SPP § 31-109(a); and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Town of Forest Heights, that in accordance with SPP §§ 23-204(a)(1)(vi) and 23-204(a)(3), eligible employees hired on or before June 30, 2023 and who remain employed by the town on July 1, 2023, shall have a one-time irrevocable election to join and participate in EPS or LEOPS effective July 1, 2023, by submitting a written application to the State Retirement Agency prior to the effective date of participation on July 1, 2023; and

**INTRODUCED** by the Mayor and Council of the Town of Forest Heights, at a Meeting on October \_\_\_, 2022 at which meeting copies were available to the public for inspection.

**ADOPTED** by the Mayor and Council of the Town of Forest Heights, at a Meeting on October \_\_\_, 2022.

PASSED this \_\_\_ day of October \_\_\_ 2022.

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

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

NOBLE

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
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 October 2022 with \_\_\_ Aye votes and \_\_\_ Nay vote the aforesaid Resolution \_\_-22 passed.

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

**Town of Forest Heights  
Resolution 58-22**

**A RESOLUTION FOR “PICK-UP” IN THE MARYLAND STATE  
RETIREMENT AND PENSION SYSTEM EMPLOYEE’S PENSION SYSTEM  
AND LAW ENFORCEMENT OFFICERS PENSION SYSTEM**

Introduced by: Mayor Calvin Washington

**WHEREAS**, the eligible employees of the Town of Forest Heights will be eligible to participate in the Maryland Employees’ Pension System (“EPS”) and the Maryland State Law Enforcement Officers Pension System (LEOPS), which is part of the Maryland State Retirement and Pension System, effective on July 1, 2023;

**WHEREAS**, the Mayor and Council has the authority to adopt this resolution on behalf of Town of Forest Heights;

**WHEREAS**, the State Retirement Agency has adopted procedures for reporting picked-up contributions in order to provide consistency in the administration of state law; and

**WHEREAS**, employers may pick-up all of the mandatory employee contributions for employees participating in the EPS and LEOPS;

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of July 1, 2023, the Mayor and Council of the Town of Forest Heights has determined to pick up all of the mandatory contributions by the employees who are members of the EPS and LEOPS through a payroll reduction. No contributions prior to the Mayor and Council of the Town of Forest Heights action and prior to approval of the Board of Trustees of the Maryland State Retirement and Pension System shall be picked up;

**AND BE IT FURTHER RESLOVED**, that said picked-up contributions paid by payroll reduction, even though designated as employee contributions for state law purposes, are being paid by the Town of Forest Heights in lieu of said contributions by the employee;

**AND BE IT FURTHER RESOLVED**, that the pick-up treatment does not apply to contributions earned prior to the later of the date the resolution is signed or effective; the Board of Trustees must approve the implementation of the pick-up before it becomes effective; and

**AND BE IT FURTHER RESOLVED**, that said employee members of the EPS and LEOPS shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Town of Forest Heights to the EPS or LEOPS. This pick-up applies to mandatory contributions that the employee is required to make to EPS and LEOPS

PASSED this \_\_\_ day of October 2022.

**Town of Forest Heights  
Resolution 58-22**

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

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

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

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
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 October 2022 with \_\_\_ Aye votes and \_\_\_ Nay vote the aforesaid Resolution \_\_\_-22 passed.

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

**RESOLUTION 60-22**  
**THE TOWN OF FOREST HEIGHTS**

A RESOLUTION TO APPROVE A CONTRACT WITH MARYLAND-NATIONAL  
CAPITAL PARK AND PLANNING COMMISSION FOR THE ESTABLISHMENT OF A  
YOUTH & COMMUNITY DEVELOPMENT BUREAU

Introduced By: Mayor Washington

WHEREAS, pursuant to the Town Charter, §33-20, the Council shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State, for the following specific purposes: (11) (Cooperative activities) to make agreements with other municipalities, counties, districts, bureaus, commissions, and governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions, and (10) (Community Services) to provide, maintain, and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the Town... and (25) (Grants-in-Aid) to accept 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, by action undertaken pursuant to Maryland Annotated Code, Land Use Article, the governing body of Prince George's County, Maryland, has appropriated for the Town of Forest Heights (the "Town") certain funds totaling \$100,000 in Council Resolution CB-55-2022 for the establishment of the Youth & Community Development Bureau; and

WHEREAS, the Mayor and Council finds that Council Resolution CB-55-2022 was enacted for the purpose of approving the Prince George's County portion of the Maryland-National Capital Park and Planning Commission budget and making appropriations and levying certain taxes for Fiscal Year 2023 for the Maryland-National Capital Park and Planning Commission, pursuant to the provisions of the Land Use Article of the Annotated Code of Maryland, as amended ("Land Use Article"); and

WHEREAS, the Commission and the Town desire to cooperate with each other to provide for the establishment of the Youth & Community Development Bureau to coordinate and provide services for community-based programming for residents of District 8 and Prince Georges County; and

WHEREAS, the Town as contractor for the Commission will use these funds during the period of July 1, 2022 – June 30, 2023 (FY '23), to support established groups, clubs, and organizations serving young people in District 8 and host Health & Wellness, Career Development, and Public Safety events and activities to increase resident engagement pursuant to a budget stated in the proposed contract's scope of services; and

WHEREAS, the Mayor and Council finds that the mission of the Community Engagement Coordinator (CEC) will be to create opportunities for community dialogue,

**RESOLUTION 60-22**  
**THE TOWN OF FOREST HEIGHTS**

information sharing, partnership, and action to serve youth and increase community engagement in the greater Forest Heights community; and

WHEREAS, pursuant to the Contract, the Town will hire a Community Engagement Coordinator (“CEC”) to conduct Research & Development and identify and vet established organizations that serve youth and adult populations in District 8 of Prince Georges County based upon results of the Community Mapping initiative and facilitate community outreach, administer survey instruments and develop activities based upon community; and

WHEREAS, recipient groups include non-profits, local colleges, and local municipalities and funding is on a reimbursement basis and is often referred to as “Project Charges” or also referred to as “Legislative Mandates.”

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the above-referenced Contract with exhibits incorporated herein by reference as Exhibit A; and

BE IT FURTHER RESOLVED, that the Mayor with the assistance of the Town Administrator using existing Town personnel polices shall retain, hire or contract with a qualified individual to serve part time as CEC; at a salary or contractual cost not to exceed \$50,000 in FY '23 or the authorized duration of this funding source and program; and

BE IT FURTHER RESOLVED, that the Treasurer in cooperation with the Town Attorney shall prepare the necessary amendatory budget ordinances or resolutions, and any corresponding detailed line-item budgets to accommodate the necessary appropriations and authorized expenditures derived from the allocated funds totaling \$100,000 in Council Resolution CB-55-2022 for the establishment of the Youth & Community Development Bureau to provide a complete financial plan for the applicable budget year; and

BE IT FURTHER RESOLVED, that the Mayor is authorized to execute on behalf of the Council said contract and any other ancillary documents, exhibits, certificates, affidavits, waivers or related minor agreements with the Commission to provide said services relating to Youth & Community Development and carry out the purposes of this Resolution; and

BE IT FURTHER RESOLVED, that the Mayor is further authorized to sign this Resolution on behalf of the Council for said funding providing such agreement is approved by the Council; and

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

PASSED this \_\_\_ day of October 2022.

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

**RESOLUTION 60-22  
THE TOWN OF FOREST HEIGHTS**

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

ATTEST:

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 \_\_ day of October 2022 with \_\_\_\_Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_-22 passed.

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

*[Exhibit A - Contract]*