



Town of Berwyn Heights

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MAYOR
Stephen D. Isler
COUNCIL MEMBERS
Jason W. Papanikolas (Mayor Pro Tem)
Amanda M. Dewey
Jeffrey Jay Osmond
Ethan D. Sweep

Worksession Minutes

April 1, 2019

7:00 pm

Present were Mayor Stephen Isler, Mayor Pro Tempore (MPT) Jason Papanikolas, Councilmembers (CMs) Amanda Dewey, Jeffrey Jay Osmond and Ethan Sweep. Also present were Town Manager (TM) Maria Broadbent, Treasurer Michelle Rodriguez, Clerk Kerstin Harper, and Boys & Girls Club representatives Brandon Batton and Angela Wolfinger.

1. Agenda

The Boys & Girls Club budget item was moved to the top of the agenda. A Berwyn Heights Elementary School PTA grant request was added to the agenda.

2. Announcements

CM Dewey announced a 'Trees of Distinction' contest taking place in April. Mayor Isler congratulated the Green Team on a successful raingarden demonstration event. Information about home owner rebates for raingardens and other stormwater runoff mitigation projects will be published in the next mid-monthly newsletter.

3. Budget Discussion Items

Boys & Girls Club budget: Mayor Isler welcomed Boys & Girls Club (BGC) President Brandon Batton and Vice President Angela Wolfinger for a discussion of the Club's budget request. TM Broadbent said the Council was provided a memo detailing this year's expenditures grouped under the Parks & Recreation Department's *Sports Park* line item totaling \$5,800, which includes expenses for the Club. The largest expense is the electricity bill for the field's flood lights at approximately \$2,500 per year. This is paid by the Town. Field & concession stand maintenance that is performed by Public Works is also paid from this account.

For the future, it is recommended to separate the Club expensed funds from those expended by the Town for maintenance and lighting. Club funds could be provided in the form of a grant paid in 2 yearly installments in July and January, with the Club reporting on the use of the funds on a quarterly basis. Additionally, it is recommended that the Club arrange for the beer truck and obtain the liquor license to operate a beer garden on Berwyn Heights Day. The Club would also need to get liability insurance for this activity and name the Town as additionally insured.

Ms. Wolfinger explained the amount of money the Club requested for FY 2020 is \$2,000. This money pays for Maryland State Youth Soccer Association insurance in the amount of \$650 per year. The remainder is spent on signage, fundraising tools, background checks, equipment and supplies. Club

revenue comes from membership fees and fundraisers, which include the Berwyn Heights Day beer sale, concession stand sales and the fall festival. Going forward, the Club needs to purchase general liability insurance to be able to rent other fields in the County. This insurance is likely to add between \$1,500 to \$1,700 a year to the Club's balance sheet.

In discussion, it was clarified that the Club is not eligible to be covered by the Town's liability insurance because it is playing on fields that are M-NCPPC property. The Club also needs to decide whether to take on maintenance at Sports Park or have Public Works do it. Replacement of broken picnic tables should be requested from M-NCPPC or the Club may ask the Town to include it in its letter to M-NCPPC going out at the end of May.

The Council agreed that the Town would pay for utilities and maintenance at Sports Park and that the Club would be given \$3,000 in grant funds. Mr. Batton and Ms. Wolfinger will check with their board to determine whether the Club wants to continue to run a beer garden if it is responsible for buying the beer and obtaining the liquor license. The funding could be adjusted accordingly.

Health insurance options: TM Broadbent said she and Treasurer Rodriguez spoke with the Town's health insurance carrier LGIT about options for lowering copays of insured employees. It was determined that lowering prescription copays would provide the largest benefit for all. Treasurer Rodriguez explained that all insured employees have an ongoing prescription and would benefit from lower Rx deductibles. Savings would range from 0% for generic brand prescriptions to 33% for preferred brands and 8% for non-preferred brands. The total cost of the Town's health insurance plan, which includes prescriptions, would actually go down slightly from this year to \$141,000. This is due to changes in the makeup of staff and the lower proportion of employees requiring family coverage. Health insurance for part-time employees was explored but found not to be cost effective.

TM Broadbent added there are other benefits for part-time staff the Council may want to consider: holiday pay for holidays falling on a regular scheduled workday of a part-time employee; and vacation accumulated at the same rate as full time employees. More details on this, as well as short-term disability insurance options, will be provided in a memo for a future worksession.

After some discussion, the Council approved the future changes in the health insurance plan.

BHES PTA grant request: CM Dewey said she received an email from the Berwyn Heights Elementary School PTA asking how they can apply for a grant from the Town. She asked if the Council wants to provide some parameters for grant requests to be communicated to the PTA. Mayor Isler said, in the absence of a formal grant program, applicants should submit a letter or email requesting a certain amount funds for a particular activity or program, with a description of the benefits and beneficiaries. Afterwards, the applicant should provide evidence that the funds were expended as proposed.

After some discussion, it was agreed that grant requests should be submitted in written form, stating the amount and purpose of the grant, and should be disbursed to the party applying for the grant, in this case the PTA. When the funds have been expended, the applicant should give a report to the Town. TM Broadbent and Treasurer Rodriguez offered to provide examples of grant requests they have handled.

4. Minutes

On a motion by CM Dewey, seconded by MPT Papanikolas, the March 4 worksession minutes were approved 5 to 0. The March 13 Town meeting minutes were distributed.

5. Department Reports

Mayor Isler reported that the Council had a productive budget workshop and thanked all those who participated. On the public safety front, he has noticed that bicyclists are not always obeying the rules of the road and sometimes go through intersections without stopping. This is a danger to themselves and drivers who are not able to predict their behavior. Cyclists who break the traffic rules can be ticketed.

CM Sweep reminded residents not to put plastic bags in their recycling bins, or to place recyclables into plastic bags for collection. Residents will soon receive a notice in their mail that Public Works will no longer collect recycling if plastic bags are in the mix. CM Dewey added this policy was adopted because the County's recycling facility will reject loads that have plastic bags in them.

CM Dewey thanked the many people who participated in the raingarden replanting. It was a perfect day for it. Volunteers are still needed for Berwyn Heights Day and for the re-established Education Advisory Committee (EAC). On April 28 at 2 pm, the EACs of the Four Cities Coalition will host Dr. Alvin Thornton, Chair of the Prince George's County Board of Education, for an education forum in Greenbelt.

CM Osmond said, with spring on the way, residents are reminded to keep their grass cut below 10"; yard waste should be placed into brown paper yard waste bags for pickup or into a designated container.

6. Town Council Schedule

The Council reviewed the calendar. Mayor Isler announced the April 2nd BHES PTA meeting, which will feature a human washing machine as a STEAM activity. Also announced was an April 24 Four Cities meeting in Greenbelt. Berwyn Heights will request an update on municipal building permit authority as an agenda item. Mayor Isler and CM Osmond will not be present at the April 15 worksession and discussion of the NW/EP re-organization was moved to May 6.

7. Citizens Discussion

Former Mayor Rasmussen was present while on a visit to Berwyn Heights. He gave an update on his job with the Colorado Department of Higher Education he accepted in July 2018. He congratulated the Council on navigating the unforeseen changes caused by his departure and thanked Mayor Isler for taking the lead. He appreciated Phil Ventura and other citizens for remaining engaged and providing feedback.

Mr. Rasmussen also commented on the topics discussed at this meeting, including the Town organization policy, the Berwyn Height Day beer truck, and a process for approving school grant requests. He cautioned against transferring authority to issue building permits to the Town because it requires engineering and legal expertise the Town does not have and may be too expensive to add. Lastly, he loved the idea of a 'Trees of Distinction' contest and would nominate the large oak across from his house.

The meeting was adjourned at 8:34 p.m.

Signed: *Kerstin Harper*, Town Clerk