



# Town of Berwyn Heights

5700 Berwyn Road  
Berwyn Heights, MD 20740  
Tel. (301) 474-5000  
Fax (301) 474-5002

## Minutes Worksession July 18, 2016

The meeting was called to order at 7:38 p.m. Present were Mayor Cheryl Jewitt, Mayor Pro Tem (MPT) Jodie Kulpa-Eddy and Councilmembers (CMs) Patricia Dennison and Maria Robles. CM Christopher Rasmussen had excused absence. Also present were Town Administrator (TA) Jessica Cowles, and Clerk Kerstin Harper.

### 1. Announcements

Mayor Jewitt said that the meeting started later than usual because the Council was in executive session to interview candidates for the Director of Public Works position. She reported that she met with County Councilmember Glaros and discussed the County's zoning rewrite effort, particularly as it relates to bee-keeping, the planned replacement of the pedestrian bridge and other topics. She thanked the Berwyn Heights Police for giving guidance on current safety issues at the last Town meeting, and met with Administration staff and with the Neighborhood Watch/ Emergency Preparedness Committee.

### 2. Minutes

CM Dennison moved to approve the July 5 worksession minutes. CM Robles seconded. A new set of copies of the minutes was made as an earlier draft of the minutes had been provided in the agenda packet. The minutes were approved 4 to 0 with corrections.

### 3. Department Reports

Mayor Jewitt reported that BHPD and NW/EP are working on preparing for National Night Out held on August 2, 2016. MPT Kulpa-Eddy asked Clerk Harper to report on a meeting of the Inter-municipal Bike Share Working Group she attended on the Council's behalf. Clerk Harper said that the meeting focused on a bikeshare feasibility study undertaken by a consultant, Toole Design Group. The study looks at implementing a bikeshare system in Prince George's County using the existing pedestrian/ bicycle trails network and recommends using Capital BikeShare as the system operator. The system allows users to rent a bike at one docking station and drop it off at another. Stations are often located at points of interest such as Metro stations, business districts, government buildings and recreational facilities to provide an alternative to traveling by automobile. Integration with the University of Maryland's mBike system was discussed, as was technology, cost and phasing-in.

At the meeting, Clerk Harper was approached by the Town of University Park to request Berwyn Heights' support for a bikeways improvement grant. The Council agreed to take it up at the August 1

worksession. CM Robles reported that the next Education Advisory Committee (EAC) meeting will take place on July 21, and that she is following up on a concern raised by a citizen that temporary classrooms are being erected in the Berwyn Heights Elementary School parking lot. She is looking into whether the Town has an agreement with Prince George's County Public Schools (PGCPS) forbidding the placement of temporary classrooms. Clerk Harper noted that the Town deeded the school property to PGCPS for reopening the school. There is an agreement in Town files regarding the use of the school fields.

#### **4. Citizen Comments**

Mayor Jewitt reported for CM Rasmussen that comments were received regarding the Noise Ordinance, dogs, trenches and trash. When raised with the Code Department, Supervisor Glass was already aware of these issues and working to resolve them. MPT Kulpa-Eddy commented that a large patio umbrella was blown into the middle of Ruatan Street near 63<sup>rd</sup> Avenue by the thunderstorm that passed through this afternoon, in the event any resident was missing one.

#### **5. Action Items**

**AC for Town Center:** TA Cowles explained that she has scheduled the replacement of two air conditioning units that serve the Town Center later this week. The compressor failed on a 1999 unit that serves the 2<sup>nd</sup> floor of the Town Center. There is a critical need to replace it because the venue is used as a cooling center. The second unit serving the Senior Center is believed to be older still and should be replaced as well. The Maryland Energy Administration will contribute \$13,000 in grant funding but only if both units are replaced. The total replacement cost will be \$32,800 with the Town's share being \$19,800. TA Cowles is evaluating whether to file an equipment failure claim with the Town's insurance company to further reduce the cost of replacement. Filing a claim will depend on whether insurance rates could possibly go up as a result of the claim.

In response to questions, TA Cowles said that the heating and cooling systems in the Town Administration building will be replaced, as budgeted in FY 2017. The new unit for the 2<sup>nd</sup> floor of the Town Center should be up and running by this weekend. The unit for the 1<sup>st</sup> floor should be installed by the following weekend. The money to pay for the units would be taken from the unrestricted fund balance (i.e., surplus) and appropriated in the FY 2017 budget amendments.

CM Dennison moved and CM Robles seconded to approve the replacement of the two AC units at a cost of \$19,800. The motion passed 4 to 0.

**National Night Out:** Mayor Jewitt noted that she and Chief Antolik are volunteering for the dunk tank. In addition, she will contribute \$10 for each current or former councilmember who volunteers for the dunk tank. The money will go toward the National Night Out fund. TA Cowles said that the layout for National Night Out may be changed this year due to security concerns. MPT Kulpa-Eddy advised that the best location for the grilling station is in the back of the Town office under the trees.

**Monthly reports content:** MPT Kulpa-Eddy said that this agenda item was requested by CM Rasmussen. She believes that he wanted to find out what type of data each councilmember would like to see in a monthly report from department directors. It was agreed that each monthly report should have a brief summary of recent accomplishments and upcoming initiatives in addition to the statistics on work accomplished. For example, the Public Works department reports currently lack information on accomplishments and initiatives. Mayor Jewitt said the police report contains the data she is looking for, but she would like to have it provided prior to the Town meeting so she can be better prepared.

CM Robles said that her department, *Parks, Recreation, Education & Civic Affairs* (PRECA), does not have a director or staff to write a report. Instead, reports might be provided by the Town Committees to inform the Council of what they are doing. In terms of her budget, the Recreation Council receives the largest share and could be asked to provide a regular report. She plans to reach out to other Town committees to learn about their activities and share them with the Council. Mayor Jewitt suggested that it is appropriate for committee chairs to attend Town meetings and give their respective reports.

***Ordinance 124 – Conduct Guidelines:*** Mayor Jewitt highlighted several provisions of the Conduct Guidelines for Elected Officials of the Town of Berwyn Heights she considers important for this Council to work effectively together, to include:

- Foremost, Councilmembers should treat and debate with each other respectfully
- Come prepared to Council meetings to be able to address the items on the agenda
- Honor the role of the chair in maintaining order during a meeting
- Refrain from disrupting Town staff doing their jobs
- Ask for clarifications but avoid debate during a presentation
- Refrain from disrupting the meeting verbally or otherwise

Mayor Jewitt said that this Council for the most part observes these guidelines but they should be kept in mind. MPT Kulpa-Eddy asked if there is a problem that warrants these reminders. Mayor Jewitt said that there sometimes is a need to remind people to remain calm and focused.

***Ordinance 120 – Rental Housing:*** This item was requested by CM Rasmussen and will be postponed to a meeting when CM Rasmussen is present to lead the discussion.

## **8. Town Council Schedule**

The Council reviewed the calendar for the upcoming months. No changes were made.

The meeting was adjourned at 8:25 p.m.

Signed: *Kerstin Harper, Town Clerk*