

**Agenda  
Work Session  
January 23, 2017  
7:00 pm**

**Executive Session (6:00 p.m – 7:00 p.m.)**

**Regular Meeting (7:00 p.m)**

- 1. Announcements**
- 2. Minutes**
- 3. Department Reports/ Citizen Comments**
- 4. Action Items**
- 5. Discussion Items**
  - Charter amendment on Town boundaries
  - Strategic plan action items
  - College Park Good Neighbor Day
- 6. Upcoming Town Council Schedule**
  - February: Feb. 6 Worksession, Feb. 8 Town Meeting, Feb. 13 Worksession
  - CERT Training Class: Feb. 4 & 5, 8:00 am, Town Center
  - Energy Efficiency Workshop: Feb. 11, 10:00 am, Town Center
  - Valentine's Party: Feb. 11, 2:00 pm, Town Center
  - Architectural Design Competition: Feb. 25, 12:00 pm, Town Center

## **CHARTER RESOLUTION 1-2017**

### **A Resolution to Amend the Charter of the Town of Berwyn Heights to strike Section 202 “Corporate Boundaries”**

**WHEREAS**, Section 202 of the Town Charter contains the corporate boundaries of the Town through a description based on geographic coordinates, land records, and historical street names; and

**WHEREAS**, Section 202 of the Town Charter is based on data that has not been updated in many decades; and

**WHEREAS**, Section 202 of the Town Charter no longer reflects the Town’s current boundaries since the Town of Berwyn Heights annexed property into the Town’s corporate boundaries pursuant to Annexation Resolution 08-2005 and Annexation Resolution 09-2005; and

**WHEREAS**, the Town’s annexations of property pursuant to Annexation Resolution 08-2005 and Annexation Resolution 09-2005 have been duly recorded with Prince George’s County and the State of Maryland; and

**WHEREAS**, the Town’s corporate boundaries in Section 202 of the Town’s Charter were not updated after the aforementioned annexations were adopted; and

**WHEREAS**, there exists an area of approximately 2.92 acres of overlap between the Town’s corporate boundaries and those of the City of Greenbelt as depicted in Exhibit 1; and

**WHEREAS**, the official Prince George’s County and State of Maryland maps depicting local government boundaries show the area of overlap on Exhibit 1 as within the corporate boundaries of the City of Greenbelt dating to at least 1992; and

**WHEREAS**, the Town does not desire to challenge the City of Greenbelt’s corporate boundaries due to the cost associated with such a legal challenge and in order to maintain a collegial relationship with one of the Town’s neighboring communities; and

**WHEREAS**, the Town’s Engineer is concurrently preparing a revised corporate boundary for the area depicted in Exhibit 1 that will be on file pursuant to Section 201 of the Town Charter; and

**WHEREAS**, the State of Maryland does not require municipal corporations to detail corporate boundaries in a Charter to avoid the necessity of amending a Charter after each annexation or similar changes to a municipal corporation’s boundary; and

**WHEREAS**, it is in the Town's best interest to amend the Town Charter to remove therefrom a recitation of the Town's corporate boundaries; and

**WHEREAS**, the Town Council desires to address the two aforementioned issues with the Town's corporate boundaries by creating a revised corporate boundary map and striking Section 202 "Corporate Boundaries" from the Town Charter.

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council of the Town of Berwyn Heights that the Town Charter is hereby amended to strike in its entirety Section 202 "Corporate Boundaries" and that Chapter II "Corporate Limits" of the Town Charter shall read as follows:

## CHAPTER II. CORPORATE LIMITS

### Section 201. Corporate Limits - Record Requirements

The courses and distances showing the exact corporate limits of the Town shall be filed at all times with the Secretary of State, Hall of Records, State Library, Clerk of the Circuit Court for Prince George's County, the Commissioner of the Land Office, the Department of Legislative Reference and the Town Administrator. The file or record of all such descriptions shall be in a suitable place, properly indexed and reasonably available for public inspection.

### Section 202. Corporate Boundaries

~~The boundaries of the Town of Berwyn Heights are as follows: Beginning at concrete monument number 1, Washington Suburban Sanitary Commission coordinate N 37, 024.38 E 24, 453.84 at the southwest corner of Lot 100, Block 12 Berwyn Heights, thence in a northerly direction following the eastern right of way line of the Baltimore and Ohio railroad to the intersection of the northern right of way line of the old Branchville Glendale Road, thence easterly along the northern right of way line of the old Branchville Glendale Road to the intersection of the northern right of way line of the Greenbelt Road, thence easterly along the median northern right of way of Greenbelt Road to the intersection of the eastern right of way line of Edmonston Road, thence southerly along the eastern right of way line of Edmonston Road to the intersection of the southern boundary of Block 12 Berwyn Heights extended, thence westerly along the southern boundary of Block 12 Berwyn Heights to the point of beginning, all of which is described and defined on a plat compiled and authenticated on 12 February 1957 by the Commissioners of Berwyn Heights, and on file with the Administrator of the Town of Berwyn Heights.~~

### Section 202.1. Public Use

The public rights-of-way, recreation and community property under the jurisdiction of the Town Council are dedicated to public use.

**BE IT FURTHER RESOLVED**, that if any provision of this Charter Amendment Resolution or the application thereof to any person or circumstance is held invalid for any reason in a court of competent jurisdiction, the invalidity does not affect other provisions or any other application of

this Charter Amendment Resolution that can be given effect without the invalid provision or application, and for the purpose the provision of this Charter Amendment Resolution are declared severable.

**AND BE IT FURTHER RESOLVED** that this Charter Amendment Resolution is adopted this \_\_\_\_ day of \_\_\_\_\_, 2017. And that the amendments to the Charter of the Town of Berwyn Heights, hereby proposed by this enactment, shall be and become effective 50 days after its passage by the Town Council unless a petition for referendum in accordance with the Local Government Article of the Annotated Code of Maryland is received by the Town on or before the fortieth day after initial passage of the charter amendment resolution. A fair summary of this Resolution shall be posted in the Town Hall for forty (40) days following its adoption and shall be published in a newspaper having general circulation in the Town no fewer than four (4) times at weekly intervals within the forty (40) days following its passage by the Town.

**AND BE IT FURTHER RESOLVED** that upon this Resolution becoming effective, either as herein provided or following referendum the Town Administrator shall send to the Department of Legislative Services, the following information concerning the Charter Amendment Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the Town of Berwyn Heights or in a referendum; and (iv) the effective date of the Charter Amendment. The Town Administrator shall also send a copy of the Charter Amendment Resolution to the Clerk of the Circuit Court for Prince George's County.

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

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

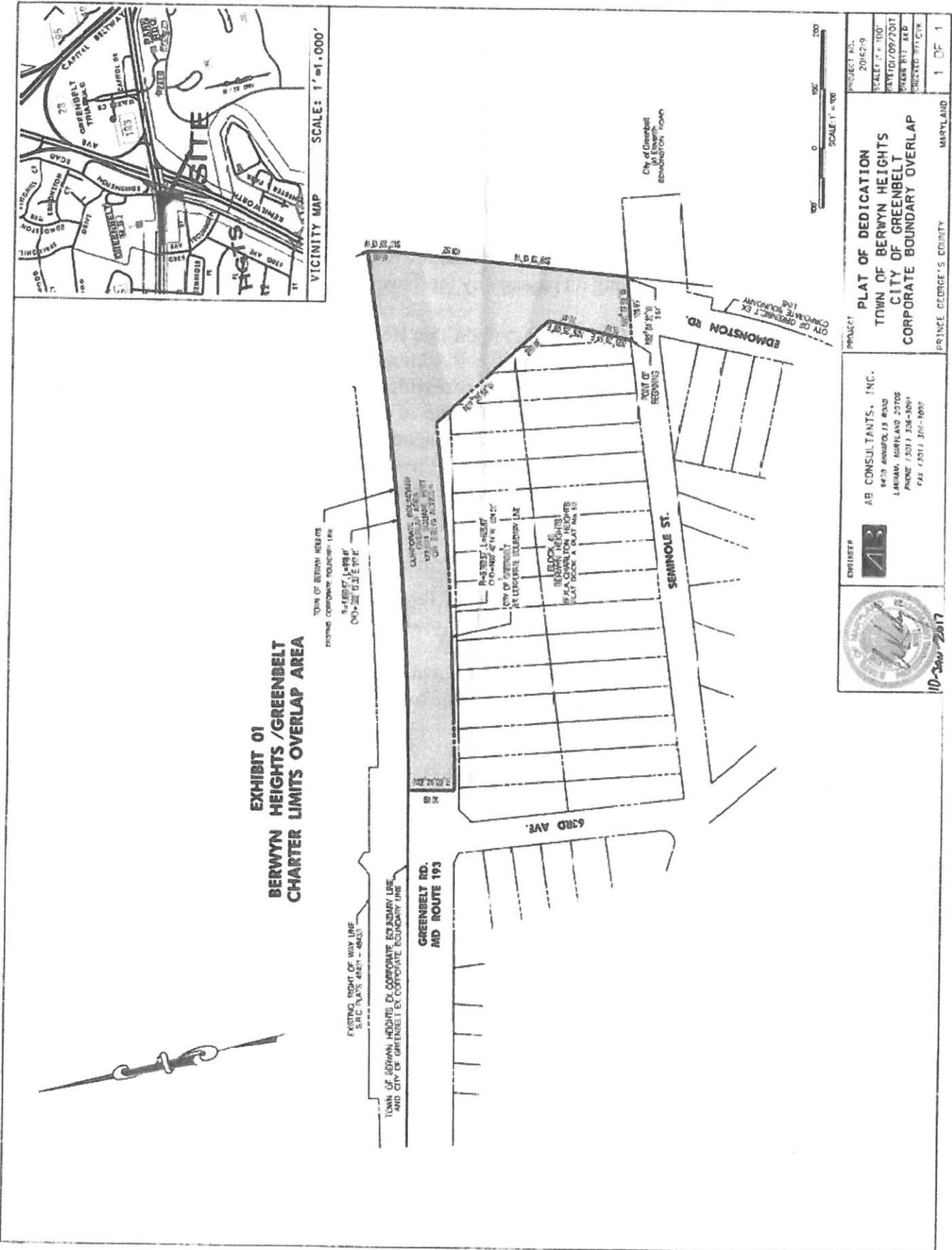
By the Order of the Mayor and Town Council

\_\_\_\_\_  
Cheryl Jewitt, Mayor of Berwyn Heights

ATTEST:

\_\_\_\_\_  
Kerstin Harper, Town Clerk

**EXHIBIT 1**





**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Infrastructure/Public Safety**

**Goal 1: Acquire improved facilities for town departments**

**Objective 1: Implement stopgap measures to improve facility adequacy**

<b>Tasks</b>	<b>Resources Required</b>	<b>Target Dates</b>	<b>Person/Group Assigned</b>
Inventory existing space	Staff time	November 30, 2016	Yvonne and Luis
Perform needs assessment	Staff and volunteer time	December 31, 2016	Yvonne and Luis and other department representatives
Consider moving code office	Staff time	December 31, 2016	Yvonne, Freddie, and Luis
Determine Police Department short-term storage needs	Staff time	November 30, 2016	Chief and Designee
Determine town committees' short-term storage needs	Staff time	January 15, 2017	Yvonne, Luis, and Committee Designee
Explore electronic archiving	Staff time	January 30, 2017	Yvonne and Kerstin



**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Infrastructure/Public Safety**

**Goal 1: Acquire improved facilities for town departments**

**Objective 2: Implement stopgap measures to improve facility security**

Tasks	Resources Required	Target Dates	Person/Group Assigned
Research best practices	Staff time	December 31, 2016	Jessica and Chief
Explore funding options	Staff and Council time	December 31, 2016	Jessica, Stevie, Michelle, and Council Members
Perform risk assessment	Staff time	February 28, 2017	Jessica and Chief
Prioritize and present options to Council	Staff and Council time	March 15, 2017	Jessica and Chief
Secure funds	Council time	April 15, 2017	Council
Implement adopted improvements	Staff time	July 1, 2017	Jessica and Chief



**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Infrastructure/Public Safety**

**Goal 1: Acquire improved facilities for town departments**

**Objective 3: Conduct comprehensive study of facility security and adequacy**

<b>Tasks</b>	<b>Resources Required</b>	<b>Target Dates</b>	<b>Person/Group Assigned</b>
Research best practices	Staff time	December 31, 2016	Jessica and Stevie
Explore funding options	Staff and Council time	December 31, 2016	Jessica, Stevie, Michelle, and Council Members
Develop RFP	Staff time	February 1, 2017	Jessica, Stevie, Cheryl, and Jodie
Review Proposals to estimate costs	Staff time	April 1, 2017	Jessica and Stevie
Budget project	Council time	May 15, 2017	Council
Select vendor	Staff and Council time	May 31, 2017	Jessica, Stevie, and Council
Implement project	Staff and vendor	July 1, 2017	Jessica and Stevie
Complete project	Staff and vendor	December 31, 2017	Jessica and Stevie



**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Community Engagement**

**Goal 1: Encourage local community building**

**Objective 1: Improve communication with town residents and businesses**

Tasks	Resources Required	Target Dates	Person/Group Assigned
Research best practices	Staff and Council time	December 31, 2016	Cheryl, Jessica, and Tracy
Construct survey	Staff time	January 31, 2017	Jessica, and Tracy
Present survey to Council	Staff and Council	February 15, 2017	Jessica
Allocate funds (if needed)	Council	February 15, 2017	
Survey residents and businesses to determine communication preferences	TBD (Volunteers or Staff or Vendor)	March 15, 2017	Jessica and Tracy
Tally results	Staff time	April 1, 2017	Jessica and Tracy
Present findings to Council	Staff and Council	April 7, 2017	Jessica and Tracy
Implement new communication strategy	Staff	April 15, 2017	Jessica and Tracy



**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Community Engagement**

**Goal 1: Encourage local community building**

**Objective 2: Increase resident participation in town activities**

<b>Tasks</b>	<b>Resources Required</b>	<b>Target Dates</b>	<b>Person/Group Assigned</b>
Gather best practices from existing committees	Staff and Council time	April 1, 2017	Gerald, Committee Chairs, and designees
Gather feedback from past volunteers	Staff and Council time	April 1, 2017	Gerald, Committee Chairs, and designees
Conduct a survey regarding town activities	Volunteer time	June 30, 2017	PRECA
Recruit multi-generational and multi-cultural ambassadors	Volunteer, staff and Council time	TBD	TBD
Develop promotional materials in English and Spanish	Staff time	TBD	TBD
Expand presence at school open houses with a presentation/table	Council time	August/September, 2017	Council



**Town of Berwyn Heights  
Action Plans**

**Strategic Issue: Infrastructure**

**Goal 1:** Create a system to bring roads up to standard

**Objective 1:** Conduct a needs assessment of the road system

Tasks	Resources Required	Target Dates	Person/Group Assigned
Review existing road repair, maintenance and reconstruction plan	Staff time	March 30, 2017	Stevie and Luis
Develop RFP	Staff time	April 1, 2017	Jessica, Stevie, Cheryl, and Jodie
Review proposals to estimate costs	Staff time	May 1, 2017	Jessica and Stevie
Budget project	Council time	June 15, 2017	Council
Select vendor	Staff and Council time	June 30, 2017	Jessica, Stevie, and Council
Implement project	Staff and vendor	July 31, 2017	Jessica and Stevie
Complete project	Staff and vendor	June 30, 2018	Jessica and Stevie