



# TOWN OF BERWYN HEIGHTS

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**MAYOR**  
Lynn White

**COUNCIL MEMBERS**  
Stephen Isler (Mayor Pro Tem)  
Jason Papanikolas  
Ethan Sweep  
Amanda Dewey

## Minutes Worksession October 1, 2018

The meeting was called to order at 7:00 p.m. Present were Mayor Pro Tem Stephen Isler, presiding, Councilmembers (CMs) Amanda Dewey, Jason Papanikolas, and Ethan Sweep. Mayor Lynn White had an excused absence. Also present were Town Manager (TM) Maria Broadbent, Clerk Kerstin Harper, and Andrew Fellows, University of Maryland Community & Outreach Program Manager.

### 1. Citizen Comments

There were none.

### 2. Announcements

Mayor Pro Tem Isler said he will chair tonight's meeting as Mayor White is unable to attend. He announced that the Council changed the agenda format to allow citizens to comment at the beginning of a meeting. When they do, they are requested to be recognized and come to the podium to state their name and street on which they live.

### 3. Presentation

MPT Isler welcomed former Mayor of College Park and UMD Community & Outreach Program Manager Andrew Fellows for a briefing on the University's campus community connection initiative (c3). Mr. Fellows said as Mayor of College Park, he made it a priority to improve collaboration between the city, the University and Prince George's County. This mission expanded to include all communities surrounding UMD when he was tapped by President Loh in 2015 to head the c3 program. Berwyn Heights joined the program in 2017 and submitted 10 projects for collaboration with the University. CM Dewey, who is a UMD graduate student and chair of the Green Team, assisted in developing the project list. The new Council is encouraged to review the projects and make any desired changes.

Mr. Fellows reported on progress made on some of the projects on Berwyn Heights' list, including

- engagement with the businesses along the Route 193 corridor by starting a conversation with the managers of the Silver Diner and Beltway Plaza;
- launching of a smart cities initiative in spring of 2018, which seeks to develop opportunities for collaboration around smart technology and data analytics; and
- pursuing grant funding for a variety of collaborative projects, such as the small watershed grant Berwyn Heights supported that would fund technical assistance to restore the Anacostia watershed.

In discussion, the Council expressed interest in assistance with stormwater management and raingardens, a signage/ billboard to advertise community events, and historic preservation. Mr. Fellows suggested a number of ways to utilize University resources, from publicizing community service opportunities to students, to identifying 'capstone' projects, to seeking assistance through UMD programs, such as 'Engineers without Borders' or 'Good Neighbor Day'.

## **2. Discussion Items**

**Council Rules 1-5:** MPT Isler explained the Council decided to update the 19 Council Rules (CRs), which define procedures of the Council and the organization of the Town government. The review will be broken up into smaller segments, with 5 Council Rules reviewed at each of the next 4 worksessions. The following changes were made:

- CR 1 Council Meetings and CR 2 Town Meeting agenda were combined and reordered into one Rule setting forth procedures for conducting Council meetings.
- CR 3 Minutes: section on verbatim minutes and appendix of common abbreviations were deleted;
- CR 4 Charter Amendments deleted as procedures for amending the Charter are covered by State law and the Town Charter;
- CR 5 Passage of Ordinances was changed to replace adoption by resolution with a statement of purpose for adoption; adoption by absolute majority was replaced with adoption by simple majority; requirement for fiscal impact note was added; required signature by Mayor was added.

**Canopy Rule:** TM Broadbent said she was able to confirm that the County requires a building permit for pop-up canopies, although the canopies are temporary structures. When a building permit is obtained, a zoning review may also be triggered. Further, TM Broadbent plans to place a resolution on the next Town meeting agenda, which would enact a new building permit fee. The fee would more accurately reflect the effort the Town expends in reviewing permits. She is also working with the Code Compliance Department on combining the residential and commercial Clean Lot Ordinances into one Property Maintenance Ordinance and adopt the standards of the International Property Maintenance Code.

## **5. Minutes**

The Council reviewed the September 5 worksession minutes. On a motion by CM Papanikolas and second by CM Sweep, the minutes were approved 4 to 0. The September 13 Town meeting minutes were distributed.

## **6. Department Reports**

MPT Isler reported that he has been signing checks and continues to gather information for a new welcome packet. CM Papanikolas said he is trying to help the PTA locate a list of Town businesses the Town office reportedly maintains. CM Dewey said the Police officially kicked off its anti-bullying month and attended an assembly at Berwyn Heights Elementary School. She encouraged residents to vote in the mid-term elections and offered to give people a ride to the polls if needed. TM Broadbent reported that she has been familiarizing herself with the FY 2019 budget and is working on a couple of changes to the Employee Handbook.

## **7. Town Council Schedule**

The Council reviewed the calendar of upcoming meetings and events. No changes were made.

On a motion by CM Sweep, seconded by CM Papanikolas, the meeting was adjourned at 9:34 p.m.

Signed: *Kerstin Harper*, Town Clerk