



TOWN OF BERWYN HEIGHTS

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MAYOR

Lynn White

COUNCIL MEMBERS

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

Worksession Minutes October 15, 2018

The meeting was called to order at 7:02 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, Chief Kenneth Antolik and Cpl. Scott Krouse.

1. Citizen Comments

There were none.

2. Announcements

Mayor Pro Tem Isler said Mayor White extended her leave to November 12. TM Broadbent announced that she has invited staff from the Department of Housing & Community Development (DHCD) to discuss the bond issuing process and Kap Kapastin to brief the Council on Beltway Plaza redevelopment plans at future worksessions. CM Dewey said she spoke with UMD's Department of Transportation and learned that shuttle service to Berwyn Heights was reduced for budget reasons.

3. Presentation

Chief Antolik noted that there were 4 incidents of airbags being stolen from Hondas over the last week. Residents are advised to purchase steering wheel locks to prevent such thefts.

Cpl. Krouse gave a presentation on what citizens should do during active shooter situations, which have seen a continued increase in the United States and around the world. An "active shooter" is defined as an individual who is engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooters come from a variety of backgrounds and have a variety of motives. They may have military experience, but can be co-workers, neighbors or family.

If one is caught up in an active shooter situation, the first response should be to try to escape. If this is not possible, the second-best option is to hide out of the shooters view. As a last resort, if one's life is in imminent danger, it is better to attack the shooter than not. These options are summed up in the ["Run, Hide or Fight" instructions](#) of the US Department of Homeland Security

Cpl. Krouse said today police, who first arrive on the scene, will no longer wait for backup but confront a shooter as soon as possible to minimize loss of life. For that reason, they will not tend to any injured but seek to stop the assailant. If an officer is present, one should follow his instructions, raise one's hands and keep them visible, and avoid quick movements, pointing or yelling. Once in a safe place, those involved in the incident should remain nearby for questioning and identification by police.

Chief Antolik concluded by saying, if an active shooter incident were to occur in Berwyn Heights, his officers are trained ready to respond. They would give their lives to protect the citizens of the Town.

At 8:30 p.m., the Council took a 10-minute break.

4. Discussion Items

Feral cat spay and neuter fund: CM Dewey said she received a citizen comment regarding feral cat problems in Berwyn Heights. There are several known feral cat colonies in Berwyn Heights. The resident suggested Berwyn Heights set up a spay and neuter fund, as Greenbelt has done. Multiple residents have used their own funds to pay for spaying and neutering of cats. Alley Cat Rescue has performed spaying/neutering for some residents who take care of these cats at a reasonable rate. They, or a similar organization, may be willing to work with Berwyn Heights to address this problem in a more systematic fashion. CM Dewey suggested the Council take this up again during the budget process.

Council Rules revision: The Council continued with a review of the Council Rules (CR). Additional minor changes were made to the revised *CR 1 – Meeting Rules*, refining the content of the Town Meeting agenda. The following changes were made to CR 6-10:

CR 6 – Passage of the Budget, Amending the Budget, Setting the Tax Rate: CR 6 was marked for deletion with relevant content to be moved to an ordinance. This may result in amending the current Budget Ordinance 103. A budget schedule should be set separately.

CR 7 – Resolutions & Motions: There was a lengthy discussion of the process for adopting resolutions. No consensus was reached as to whether a resolution, or the topic addressed in a resolution should be discussed by the Council at a worksession(s) prior to being placed on a Town meeting agenda for adoption. Alternative processes discussed included public posting of a proposed resolution one week prior to adoption or, if a resolution is placed on a Town meeting agenda without notice, to leave open the possibility of tabling it for further discussion or a public hearing.

Other changes made to CR 7 included striking ‘motions’, setting a minimum notice of 24- hours for requesting a resolution be placed on the Town Meeting agenda, clarifying the definition of ‘emergency proposal,’ and designating the Town Clerk to read resolutions.

CR 8 – Council Rules: Changes to CR 8, describing the process for adopting and amending CRs, included deletion of ‘for his own use’ in Section A (3) and addition of ‘in the form of a resolution’ after ‘New Business’ in Section B.

CR 9 – Administrative Order: CR 9 was deleted as obsolete.

CR 10 – Departments: In Section A, the name of the ‘Department of Construction, Code Enforcement and Transportation’ was changed to ‘Department of Code Compliance’. Section C providing for Councilmembers responsibility to oversee internal operations of a department was deleted, since Councilmembers now act as liaisons to a department per Ordinance 121. Section E providing for departments to work in conjunction on designated matters was deleted.

Budget calendar: TM Broadbent said she will provide a draft schedule for the FY 2020 budget process soon. The budget process will follow the previous process but will provide for department directors to present their budget requests to the Council prior to the presentation of the Town Manager’s budget. As before, an all-day budget worksession will take place on a Saturday in March.

Council priorities review: The Council reviewed a memorandum from TM Broadbent containing an update on the progress made toward the priorities of the 48th Council. A number of priorities have been completed. The priority of hiring an economic development consultant carried over from previous Councils and should be discussed at a future worksession. CM Dewey and Sweep noted increasing the Town’s tree canopy as a top priority. Councilmembers are encouraged to contact TM Broadbent

individually to talk about priorities associated with their departments. TM Broadbent will provide continued updates on the priorities and add new items as warranted.

Quality of Life Commission recommendations: MPT Isler said the Quality of Life (QoL) Commission provided the Council with binders containing their recommendations on code enforcement, traffic, parking and beautification. The Code Enforcement Sub-committee recommended a flat building permit fee of \$25. The Council adopted a new building permit fee schedule at the last Town meeting which more closely reflects the Town's time and effort associated with issuing and enforcing building permits.

TM Broadbent said she plans to obtain editable files from the QoL and distill the recommendations from the reports to place them into a spreadsheet for better tracking. When a spreadsheet is available, the Council plans to return to discussing the recommendations. CM Sweep suggested checking whether any County legislation impacts the recommendations, as for Airbnbs. TM Broadbent noted she plans to reach out to the County to clarify the County's versus the Town's responsibilities regarding code enforcement. The County has Berwyn Heights listed as a place where they enforce the code, which may impact the tax differential due to the Town.

Monthly reports review: MPT Isler said department directors currently give monthly reports at Town meetings that often cite lengthy statistics. He thinks it would be more effective for directors to focus on giving updates on projects, problems and needs. After some discussion, the Council agreed that the written reports should contain detailed data on departmental operations, but the spoken reports should focus on highlighting important accomplishments, trends or concerns. It was further agreed that Councilmembers should confer with their department directors about the content and format for monthly reports and/ or to supplement monthly reports themselves.

MML golf tournament donation: The Council agreed to donate \$100 from the Town Council budget towards a welcome sign for the MML golf tournament.

Four Cities agenda items: The Council added the following items to the next Four Cities meeting agenda: University of Maryland shuttle service reduction; M-NCPP Capital Improvement Process; 2020 Census Complete Count Committee.

5. Minutes

The Council reviewed the September 17 worksession minutes. On a motion by CM Papanikolas and second by CM Dewey, the minutes were approved 3 to 0.

6. Department Reports

CM Sweep reported that he toured the newly resurfaced streets with Director Hall. He believes that Berwyn Heights is fortunate to have an experienced Director in Mr. Hall who has been doing a great job with the street project. He would like the Council to consider a take-home vehicle for the Public Works Department in light of the recently adopted weather policy. CM Dewey reported that Officer Rufino, who was sworn in at the last Town meeting, will officially graduate from the Police Academy this Thursday.

7. Town Council Schedule

The Council reviewed the calendar. The date of the flu shot clinic was corrected to October 23.

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

Signed: *Kerstin Harper*, Town Clerk