



TOWN OF BERWYN HEIGHTS

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MAYOR
Lynn White

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

Minutes Worksession November 5, 2018

The meeting was called to order at 7:02 p.m. Present were Mayor Pro Tem Stephen Isler, presiding, Councilmembers (CMs) Amanda Dewey, and Jason Papanikolas. Mayor Lynn White and CM Ethan Sweep had excused absences. Also present were Town Manager (TM) Maria Broadbent, Clerk Kerstin Harper, Auditors Bob Diss and Christina Bartko of Lindsey & Associates.

1. Citizen Comments

There were none.

2. Announcements

CM Dewey announced that she will be able to assist people to get to the polling station to vote in the mid-term elections; that she will attend a workshop on growing the community forest; and that the Green Team will host a stream restoration information meeting on November 8.

3. Presentation on FY 2018 Audit

Bob Diss and Christina Bartko, auditors at Lindsey & Associates, presented the audit of the Town's FY 2018 budget. The Council was provided draft copies of the audit. Information relating to the Pedestrian Bridge account remains to be clarified. In the Auditor's opinion letter, also in draft form, the Town is expected to be given a clean opinion.

Mr. Diss briefly discussed two sets of financial statements. The full accrual statement takes fixed assets, depreciation and long-term debt into account and shows a \$692,000 increase in assets. The escrow account, in which the pedestrian bridge funds are deposited, is highlighted because the auditors and the Town are still working on its reconciliation. The second statement deals only with current assets and liabilities and shows a \$680,000 increase in equity, or excess revenues over expenditures. Mr. Diss and Ms. Bartko also discussed several auditor's notes, in particular those relating to compensated absences and to prior period adjustments and provided clarification about various parts of the audit.

4. Discussion Items

Quality of Life Commission follow-up: The Council discussed an email from Quality of Life Commission Chair Meg Miller-Shane, in which she proposes a possible framework for the Commission's continued operation, if its term were to be extended, including:

- Appointment of a new Commission chair and new members to replace retiring members;
- Monitoring implementation of Commission recommendations;

- Review of Town Council goals/priorities;
- Attendance of Councilmembers of Commission meetings;
- Outreach to Latino community.

CM Dewey said that the possibility of extending the term of the Commission had been raised by some Councilmembers and was potentially interpreted by Ms. Shane as a mandate. However, the Resolution creating the Commission set a limited term, which ended on October 31. As she sees it, the Commission accomplished the mission it was given through a great deal of diligent work. She is not in favor of extending its term and instead would like to encourage its members to become active in other Town organizations.

TM Broadbent said she plans to collate the Commission's recommendations into an electronic format and have staff track implementation and update the Council on a regular basis. She also suggested the Commission members might be asked to pursue setting up a 2020 US Census Complete Count Committee, which would require extensive outreach to the community.

CM Papanikolas agreed with not extending the Commission's term but said he sees value in repeating the process of impaneling a Commission every few years. MPT Isler added that a Commission might be set up for every new Council term, with a follow-up meeting in the 2nd year to review implementation of any recommendations. It was agreed to communicate the Council's decision at the next Town meeting, while inviting an ongoing dialogue with Commission members.

Council Rules revision: The Council continued with a review of Council Rules, focusing on CR 7, 11-16. The following changes were made:

CR 7 – Resolutions: a minimum of 24 hours prior to a Town meeting was set when a resolution must be placed on the agenda and publicly posted to comply with the Open Meetings Act. Beyond that, each current Council may decide the time at which they want to see a resolution prior to its adoption.

CR 11 – Duties of the Mayor: 2015 proposed changes to the Rule were incorporated, specifically authorizing the Mayor to dispatch and request emergency aid, as provided in Section H. Authorizing the Mayor to declare a State of Emergency, as provided in the Town's Emergency Operations Plan was discussed. A provision giving Councilmembers recourse regarding their department assignment was to be added.

CR 12-16: Rules establishing Town Departments and their functions were left as is until their content can be moved to the Town Charter or an ordinance.

Berwyn Heights Community Center agreement renewal: MPT Isler said the Town has had an agreement with M-NCPPC providing for the free use of the Community Center gym by the Men's League for the last 40 years, which has been renewed every 10, and more recently every 5 years. The current agreement ends on December 31, 2018 and is up for renewal. Park & Planning is reviewing its relations with the Community Centers and their revenue and expenditures streams. With the adoption of the next agreement, they plan to charge the Men's League for the use of the gym. He and TM Broadbent will meet with the Men's League this Wednesday to discuss the terms of the new agreement. Community Center staff has been invited.

MOU with Electric Vehicle Institute: TM Broadbent said that Public Works Director Hall found out about the availability of grant funds to install electric vehicle charging stations through the Electric Vehicle Institute (EVI). This led to the drafting of a Memorandum of Understanding (MOU) with EVI providing for the installation of a 2-plug charging station, plus technical support and 5 years of free maintenance and repairs. This will furnish the necessary infrastructure for operating the electric vehicle

the Town purchased in October. The MOU is proposed for adoption at the November Town meeting.

MOU with WSSC for repayment of street repairs: TM Broadbent explained that the Town has made repairs to the streets in two areas on behalf of WSSC, for which WSSC will reimburse the Town. One is a bus stop where a concrete pad has been poured to better protect underground utilities and another is a WSSC patch that was repaired in conjunction with the road resurfacing project. The MOU is a standard WSSC agreement for reimbursements. The Town will be paid at WSSC contractor rates. The MOU is proposed for adoption at the November Town meeting.

Budget amendment to purchase salt spreader: TM Broadbent explained the FY 2019 budget appropriates \$18,000 for a new dump body for an older dump truck. After further consideration, she and Director Hall concluded that the money is better spent on a salt spreader costing \$6,000. The remaining \$12,000 will be left in the capital budget to spend on other Public Works needs, such as new garage doors. The shifting of funds requires a budget amendment, which are adopted by ordinance. The budget amendment is proposed for introduction at the November Town meeting.

Town Center improvement study: TM Broadbent explained that the FY 2019 capital improvement budget sets aside funds for a feasibility study for adding a 2nd story to the Town office building in order to move the Police Department to this location. The study would include a structural analysis on whether the building can support a second floor and update the program of requirements for both the police station and the administrative offices. TM Broadbent distributed a draft RFP.

TM Broadbent also suggested the Council establish a 7-member committee to work with the consultants on recommendations for the project. The committee might include 2 staff, 2 Councilmembers and 3 citizens with a background in engineering or architecture. UMD Outreach Coordinator Andrew Fellows might be able to help recruit UMD students or faculty to serve on the committee. The Council may want to consider whether the building should meet certain green building standards in terms of energy and water usage, and/or storm water management.

MML legislative action requests: TM Broadbent distributed a list of the Maryland Municipal League's (MML) legislative action requests, some of which the Town Council may want to support. One MML priority is municipal control over the siting and installation of small cell towers and antennas in municipal right-of-way. Cell phone companies have started to install small cell facilities in cities and towns to prepare for the advent of 5G transmission and are lobbying the General Assembly to preempt municipal authority. The City of Bowie, which is coordinating a collective response of several Prince George's County municipalities, has sent out invitations to hold a meeting on small cell facilities.

Legislative dinner agenda: The Council was provided a 2016 and 2017 legislative dinner agenda as examples for assembling this year's agenda. Some legislative priorities identified by previous Councils may still be relevant, such as small cell facilities, utilities' vegetation management and municipal tax differential. The Council added Greenbelt Road traffic, school security, and storm water management to the agenda.

Town Center light-up: MPT Isler suggested the Town consider installing strings of white LED lights on Town Center buildings to make them stand out more from their surroundings, particularly when community events take place. Several residents have told him they do not know where the Town Center is because it blends into the neighborhood. After some discussion, the Council identified possible remedies:

- Better lighting;

- Prominent sign at the curb (identifying signage could be made design requirement for a rebuilt Town office building)
- Consistent naming in publications, including on Google maps.

5. Minutes

On a motion by CM Dewey and second by CM Papanikolas, the October 1 worksession minutes were approved 3 to 0 as amended. The October 10 Town meeting minutes were distributed.

6. Department Reports

MPT Isler noted that he and TM Broadbent will meet with the Men's League this Wednesday to discuss the renewal of the Community Center agreement. CM Dewey read a statement by CM Sweep about a string of air bag thefts from Honda automobiles in October, including his own. Residents are requested to report suspicious activities or relevant security camera footage to Berwyn Heights Police. It is recommended to use steering wheel locks to prevent such thefts. BHPD will sell them at the police station at 8418 Ballew Avenue. Volunteer Fire Department Chief McCoy informed CM Dewey that he plans to send staff to Town meetings more often. UMD's Department of Transportation cut shuttle service in Berwyn Heights because relatively more faculty and staff ride this bus than students. Shuttle service is funded from student fees. Residents are encouraged to contact Councilmembers if they have concerns about bus service from UMD, but without comments from citizens expressing concern CM Dewey doesn't recommend considering financial contributions to the shuttle service at this time.

The meeting was adjourned at 9:57 p.m.

Signed: *Kerstin Harper*, Town Clerk