



Town of Berwyn Heights

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Minutes Worksession May 15, 2017

The meeting was called to order at 7:00 p.m. Present were Mayor Pro-Tem (MPT) Jodie Kulpa-Eddy, presiding, and Councilmembers (CMs) Patricia Dennison, Christopher Rasmussen, and Gerald Shields. Mayor Cheryl Jewitt had an excused absence. Also present were Town Administrator (TA) Jessica Cowles and Clerk Kerstin Harper.

1. Announcements

Greenbelt Station has reopened upon completion of SafeTrack Surge #14.

2. Action Items

MML flag bearer designation: MPT Kulpa-Eddy explained that the Town needs to designate a flag bearer for the “Parade of Flags” occurring at the start of every Maryland Municipal League (MML) convention. The deadline for designating a flag bearer is today. MPT Kulpa-Eddy volunteered to be the flag bearer and will sign up at the MML website. She will use “Berwyn Heights: Winning Hearts since 1896” as the Town’s tagline. There were no objections. A Councilmember to vote for next year’s MML Board of Directors will be chosen at the June 19 worksession.

3. Discussion Items

Town organizations: CM Shields explained that he has compiled a database of Town organizations describing their structure, mission and relationships with the Town government. He provided several documents as background for tonight’s discussion. The first document contains a classification scheme that ranks Town organizations based on their formal structure.

1. Committees – Groups that are officially recognized and/or appointed by the Town Council and provide an official function or service. They have formal bylaws and hold regular meetings open to the public. They can use Town facilities at no cost, advertise in the Town Bulletin and may receive a budget appropriation.
2. Independent organizations – Groups with a formal organizational structure (such as 501(c) (3) status), membership and regular meetings. They can use Town facilities at no cost, advertise in the Town Bulletin, and may receive occasional Town funds.
3. Independent informal organizations or clubs – Groups without formal organizational structure open to residents. They can use Town facilities at no cost and advertise in the Town Bulletin.

The classification scheme is accompanied by a spreadsheet that lists all Town organizations and their characteristics.

Other documents provided are a community survey and a social media policy. The survey seeks to

gauge residents' involvement in the community, requests them to rate Berwyn Heights as a place to live, and rate their satisfaction with government services. The social media policy was drafted for the Neighborhood Watch/ Emergency Preparedness (NW/EP) Committee with NW/EP Co-chair Mike Attick, and establishes a framework for communicating with the public via social media. The policy might serve as a model for other Town organizations.

In discussion, the following points were made: The spreadsheet of Town organizations should be checked for completeness (Yoga and Zumba classes, Republican Club, Shade Tree Board are not listed). The purpose for collecting this information as the basis for devising a policy framework for regulating interactions with Town organizations should be clarified. A framework should have the following elements:

- Encourage community engagement;
- Define criteria for classifying Town organizations;
- Define levels of interaction with the Town government;
- Define privileges and responsibilities associated with a particular level of recognition;
- Outline steps to obtain different levels of recognition.

CM Shields will work with TA Cowles to revise the documents related to a Town organizations policy.

CM Shields explained the community survey is unrelated to the above policy. It was drafted in response to Council's suggestion to receive feedback on a broader range of Town services than whether to provide wheeled recycling bins. MPT Kulpa-Eddy commented that the survey now is probably too broad and may have to be broken down into shorter surveys. To start, a survey might focus on what residents know about the Town and how they get their information, with surveys on other topics to follow. The survey would be published in the Bulletin, on the web, and made available at Town events. CM Shields will rework the survey based on tonight's comments.

4. Minutes

On a motion by CM Shields and second by CM Rasmussen, the April 17 worksession minutes were approved 4 to 0 as amended.

5. Department Reports/ Citizen Comments

MPT Kulpa-Eddy reported on a meeting with Congressman Steny Hoyer, U.S. representative for Maryland's 5th district, where the President's proposed FY 2018 budget, FBI headquarters relocation and Maglev project were discussed. She also spoke with a representative from the County's Department of Public Works & Transportation (DPW&T) about a planned feasibility study for upgrading Berwyn Heights' storm water system, and about striping the Pontiac Street/ Kenilworth Avenue intersection to facilitate left turning traffic. MPT Kulpa-Eddy noted that the Town Center elevator was out of service last weekend, which may require posting signs about who to contact in such an emergency, and lastly, that there is a possibility of acquiring a Humvee for the police department.

CM Shields reported that Berwyn Heights is on track to receive its Banner City certification at the upcoming MML convention.

6. Town Council Schedule

The Council reviewed the calendar. June 21 was set as the date for the Volunteer Appreciation Dinner. The July 17 worksession was rescheduled for July 24.

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

Signed: *Kerstin Harper*, Town Clerk