



# Town of Berwyn Heights

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**MAYOR**  
Jodie Kulpa-Eddy

**COUNCIL MEMBERS**  
Christopher Brittan-Powell (Mayor Pro Tem)  
Shinita Hemby  
Faustino Menjivar  
Jason W. Papanikolas

## Work Session Minutes February 5, 2024 | 7:00 p.m. Council Chambers

### Call to Order

Mayor Kulpa-Eddy called the meeting to order at 7:00PM. Present were Mayor Pro Tem Chris Brittan-Powell, Councilmember Shinita Hemby, and Councilmember Faustino Menjivar. Also present were Town Manager Kyle Snyder, Town Clerk Melanie Friesen and residents of the Town of Berwyn Heights.

### Approval of the Agenda

CM Hemby moved to approve the agenda. CM Menjivar seconded. With no discussion the motion passed unanimously.

#### 1. Mayor

##### a. Announcements

Mayor Kulpa-Eddy shared that Councilmember Jason Papanikolas had an excused absence. There were no other announcements.

##### b. Calendar

Mayor Kulpa-Eddy reviewed the February calendar, highlighting the CPR/AED/First Aid class and reviewing the deadline to register. She added that the PGCMA meeting will be in person on the 15<sup>th</sup> in Morningside.

##### c. FY 2025 Council Budget Priorities

TM Snyder stated that before a draft budget is presented to Council, he likes to ask Council for their “high level” priorities. He noted that some items, such as recreation, stormwater management and placemaking will likely be part of the ARPA budget. Mayor Kulpa-Eddy asked for a review of revenues, as she believes that some of the FY24 expected revenues are coming in lower than anticipated. There was discussion on what tax rate TM Snyder should use to help frame the income portion of the FY25 budget. There was discussion regarding what the Council recalled as their expectations for the FY25 tax rate from back when they set the tax rate for FY24. MPT Brittan-Powell expressed a desire to not add to the structural deficit in the budget. TM Snyder responded that his goal will be a net zero budget for the coming fiscal year. Mayor Kulpa-Eddy expressed a desire to learn the cost to bring the Police and Code Compliance departments to full staffing. There was discussion regarding Public Works, with CM Menjivar noting that the reorganization that Council approved for FY24 had taken place.

CM Menjivar shared that renting the yard next to Public Works would be a priority for him. Mayor Kulpa-Eddy stated that additional space for all departments should be a priority. CM Hemby noted the Welcome Packet would be a priority for her. MPT Brittan-Powell reminded Council that ARPA funded projects may be operational budget items in the future.

**d. Review Board of Supervisors of Elections Applicants**

Council reviewed the five applicants who have volunteered to serve on the Board of Supervisors of Elections. With limited discussion, Council consensus was to swear in all the applicants at the February Town Meeting.

**e. Architecture/Placemaking Consultant Consensus**

Mayor Kulpa-Eddy reviewed the Council needs to make a selection from among the three proposals that were selected as finalists, in order for a resolution to be prepared to vote on at the Town Meeting. She stated that she believed all three finalists would be able to satisfy the needs of the Town. She shared that with that consideration, she used timeline to complete the project and cost as the criteria for her decision. With those, she stated that KCI would be her first choice. MPT Brittan-Powell noted that he did not believe all three proposals were equally resource rich and along with the criteria noted by Mayor Kulpa-Eddy, he also supported KCI. CM Menjivar stated his preference for KCI as well. He noted he would have liked to have seen how each contractor would have designed the exact same project to further inform his decision. CM Hemby also agreed with KCI as the chosen firm.

Resident Erin Chalkley shared her opinion that KCI is a good choice but she would also like to see an Action Item Plan from KCI to help the Town strategize next steps.

**f. County Council Sectional Map Amendment CR-001-2024**

Mayor Kulpa-Eddy opened the discussion by providing background on the issue, noting that the County is looking to rezone a portion of College Park and the Town has been invited to give comment. She reviewed the proposed zoning changes and said the Town has no areas that would likely be affected by these changes, considering the number of rezoning steps that would be required. She noted that while the comment period is open until March 19<sup>th</sup>, an ethics affidavit is due on February 20<sup>th</sup> which is why it is being brought up for discussion now.

She did ask TM Snyder to seek clarification on the intensity zones, but noted that she doesn't feel strongly about submitting comments. MPT Brittan-Powell stated that if we stand with College Park, then they might be more likely to support any rezoning the Town might request. TM Snyder will reach out to College Park to see their position on the proposed rezoning.

**g. Resident Comments**

There were no additional resident comments.

**2. Parks, Recreation, Education, and Civic Affairs**

There was no PRECA report.

**a. Town Organization Policy Draft Review**

TM Snyder gave a brief update on the policy as it stands. He noted that he will be present at the Rec Council's next meeting. Mayor Kulpa-Eddy reviewed the Ordinance,

reviewing each comment while highlighting that she reclassified the groups into four categories: the appointed (Boards and Commissions), the advisory (Committees), the informal (Assemblies), and the non-profits (Clubs). There was discussion regarding referencing policies rather than trying to write those details into the Ordinance, as it is easier to change and update policies than ordinances. Council discussed insurance needs for organizations and Town liability concerns. The Council will review the Ordinance again at the next worksession and then have it reviewed by the Town Attorney with a goal to introduce the updated Ordinance in March.

**b. Holy Redeemer Education Grant Request Review**

Mayor Kulpa-Eddy reviewed the Holy Redeemer Home and School Association (HSA) had submitted a request for funding to help support their Fun Run (which was held in October 2023). At that time, Council requested they fill out the Berwyn Heights Education Grant request form. Holy Redeemer HSA resubmitted their request in writing; however, they did not fill out the grant request form and therefore left several questions unanswered. Mayor Kulpa-Eddy expressed discomfort giving the grant money with the limited amount of information provided and requested the Holy Redeemer HSA complete the Town form or at least answer all the questions on the form.

**3. Public Safety**

Mayor Kulpa-Eddy reviewed the two upcoming emergency skills training classes. She then mentioned the Town has received requests from PGCMA for support on State House Bill 165, which penalizes municipalities that are not complying with the State's audit requirements. PGCMA is requesting amendments to the bill, which would delay penalties on municipalities that are showing they are in good faith attempting to comply with the State's requirements. There was discussion about the effect on public safety, as one of the penalties would be to strip away State aid for police. Ultimately, the Council concluded to support HB165 with amendments. Another request for support comes from State Senator Alonzo Washington for SB148 which helps fund stormwater management for underserved and overburdened communities. This is the same bill that was started too late in the legislative process last year to pass, but is on track for this year. Council supported the bill last year. The bill sets aside a specific amount of total funding for communities with greater need and less available funding. The Town may be eligible for these funds as an underserved community based on census numbers.

**a. Temporary Speed Bumps/Solar Radar Signs: Update**

TM Snyder met with Public Works and the Police Department to discuss road safety outside the areas that are being addressed by the Walkable Bikeable Berwyn Heights/PAMC project. He noted that Public Works has updated and installed new pedestrian crossing signs, to replace those that were original to the school when it was re-opened and had since lost their reflective surface. He noted that staff has been looking at locations to install 5 or 6 flashing stop signs, preferably in less populated areas of Town (where the flashing light would be less intrusive) to help determine if they prove useful before moving them to more populated areas. He noted that these signs would be continually flashing, as motion activated signs are more expensive. MPT Brittan-Powell had questions about why this was on the agenda tonight and why the specific locations were chosen. Mayor Kulpa-Eddy responded residents have been asking about these types of projects for a couple of years. TM Snyder reviewed the

“two phase” approach which will include temporary speed bumps and solar radar signs as part of the second phase. CM Menjivar asked about the possibility of using a petition process similar to College Park, for residents to request traffic calming devices on their block. There was discussion on how temporary speed bumps are installed and that speed bumps also have stormwater implications and should be evaluated by traffic and stormwater engineers. CM Hemby requested that Quebec Street and 62<sup>nd</sup> Ave be evaluated for traffic calming efforts. She also would like to see pictures of the proposed devices. Council discussed next steps, including options for public engagement.

#### **4. Public Works**

CM Menjivar thanked Public Works for their hard work during the winter weather. He added that the new merry-go-round at Pops Park is installed as well as new welcome signs in Town. TC Friesen added that the last large compost bin has been distributed.

#### **5. Administration**

There was no Administration report.

##### **a. Bulletin Vendor Review**

TC Friesen reviewed the proposed switch in vendors to LPi, which would publish a full-color Bulletin at no cost to the Town beyond the shipping and handling costs. She reviewed that LPi takes on the task of finding advertisers to fund the Bulletin while staff would still be responsible for the content, assembly and design of the Bulletin within the new publisher’s software. Mayor Kulpa-Eddy asked questions about the length of the term of the agreement, noting that five years seemed like a very long commitment. She also had concerns about the Town being responsible if the publisher is not able to find enough advertisers to cover the cost of the Bulletin.

MPT Brittan-Powell expressed a concern about something seeming too good to be true. TC Friesen will follow up with LPi about these concerns.

#### **6. Code Compliance**

CM Hemby reminded residents to be kind to your neighbors, but if you are having issues with your neighbors that you cannot resolve, to contact Code Compliance.

#### **7. Adjournment**

CM Hemby moved to adjourn the meeting. CM Menjivar seconded. With no discussion, the motion passed unanimously and the meeting was adjourned at 9:20PM.