



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
WILL BE HELD AT  
UNIVERSITY PARK ELEMENTARY SCHOOL  
4315 UNDERWOOD STREET  
7:30 PM**

**December 17, 2012  
REGULAR SESSION  
MINUTES**

**\*\*IMPORTANT ANNOUNCEMENT\*\***

**AN EXECUTIVE SESSION WILL BE CALLED TONIGHT TO CONDUCT COLLECTIVE BARGAINING NEGOTIATIONS; OR CONSIDER MATTERS THAT RELATE TO NEGOTIATIONS.**

**THE EXECUTIVE SESSION WAS HELD IN TOWN HALL, 6724 BALTIMORE AVENUE.**

**1. CALL TO ORDER: Mayor Tabori**

**Present:** Mr. Brosch, Mr. Gekas, Ms. Christiansen, Mr. Carey, Ms. Sorensen, Mr. Cron, Mr. Alvarez  
**Excused:** None  
**Absent:** None

**2. PLEDGE OF ALLEGIANCE** was led by Mr. Carey

**3. APPROVAL OF THE AGENDA**

**Moved by:** Mr. Cron  
**Yea:** 7

**Seconded by:** Mr. Gekas  
**Nay:** 0                      **Abstain:** 0

**4. APPROVAL OF MINUTES: *November 19, 2012***

Mr. Gekas proposed one amendment on page 5

**Moved by:** Mr. Alvarez  
**Yea:** 5

**Seconded by:** Mr. Gekas  
**Nay:** 0                      **Abstain:** 2  
(Ms. Christiansen,  
Mr. Cron were excused)

**5. PUBLIC COMMENT**

- Mr. Cron complimented the Step-UP compost pilot program, adding that he is pleased to see the program expanding. Mr. Cron offered a suggestion to provide a training seminar to residents on how-to compost safely in your own backyard for those residents who wish to compost for personal use.
- Mr. Brosch suggested that if Town residents did not register for all of the available 150 spaces the expanded compost program is accepting, that any remaining spaces be offered to residents in College Heights Estates.

## **6. PRESENTATION**

### **A. TOWN AUDIT REPORT FOR FISCAL YEAR 2012**

Review of the Auditor's Report, presented by Frank DeFroda, and Tim Sawyer of Barbacane, Thornton & Company, LLP.

The results of the audit report for FY/2012; the Auditors reported that there were no financial problems discovered during the audit process; no significant adjustments to note were necessary, there were only a few Journal Entries. Financial operations have been followed as stated in the rules required by the Town; and staff and elected officials interviewed were cooperative and reported no operational concerns, and no deficiencies were found.

Current assets are available to cover expenses for a year with a favorable 3:1 ratio. FY/2012 shows the Town has a healthy fund balance of 1.7 million.

The new section of the report is the Single Audit; this system is a requirement for the federal grant received through the Step-UP program; again no concerns or deficiencies were found.

Reports are available in Town Hall and can be reviewed during business hours.

### **B. TRAFFIC ENGINEER**

Edward Y. Papazian, Project Manager Kimley-Horn and Associates, Inc. Mayor Tabori introduced Mr. Papazian who is the consultant selected by the Town of University Park to conduct an independent traffic engineering study on the materials for Cafritz through the planning process.

Mr. Papazian gave a brief summary of all materials in the record that he has reviewed to date which include; traffic studies, staff reports, memorandums, maps, conditions and agreements with the Town of University Park and Cafritz Track, LLC, traffic lights proposed, trip caps, the circulator bus, the Town Shuttle and other related materials from the past few years available in the public record on the Cafritz Development project.

Mr. Papazian stated that the Transportation Management Plan (TMP) provided by the developer is comprehensive; however he encouraged the Town to make sure that the details of each transportation element be clearly defined and nailed down during the PPS stage at meetings with the Planning Board (PB) staff. Transportation management plans proposed such as the shuttle bus be defined with as much detail as possible during this time; he also suggested that the Town make sure any assumptions regarding the CSX overpass bridge are clearly defined and described in a comprehensive manner, making sure to include as much detail as possible. Mr. Papazian added that he could not find information describing the uses for Maryland Avenue; he suggested that uses for Maryland Avenue be defined at this time with the Planning Board staff and included in reports.

Ms. Christiansen said some residents have expressed concerns that the CSX Bridget might not be wide enough at 2 lanes. Mr. Papazian suggests that the bridge be designed to support future needs.

Ms. Ferguson discussed the TMP with Mr. Papazian and specifically asked that he clarify that the information describing the Town Shuttle Bus program is a program already established by the Town University Park. And that the circulator bus offered in the Cafritz PPS is a completely separate program which is the responsibility of the developer. Mr. Papazian stated that the two programs are well stated as two (2) separate programs.

Mr. Chip Reed agreed with the analysis of the traffic plans for the project as presented by Mr. Papazian. Mr. Reed offered to forward the traffic report from State Highway Administration (SHA) and other documents as needed.

## 7. PERMITS

Council discussion on the PEPCO permit request to trim/remove trees in town continues. Progress is being made on specific elements for this permit. Mr. Pasternak, VP, PEPCO, Ms. Ferguson, Mr. Beall, and Mr. Papazian continue to work with Council to develop a draft permit for Council. The issues that are currently being discussed are; resident notification via door hangers and letters to residents and/or signs. Mayor Tabori suggested that the time line for permits issued would be 60 days. Council discussed the course of action the Town will take if trees are damaged by PEPCO contractors. And the process to replace damaged trees.

Mr. Carey moved to table the discussion on the PEPCO permit  
Ms. Sorensen seconded the motion to table

Mayor Tabori ruled the motion out of order, stating that you can't table a discussion. Mayor Tabori asked if Council would agree to continue the discussion for an additional 10 minutes. Council member agree to continue the discussion by consent.

A vote on the PEPCO permit request was not taken.

Mayor Tabori will draft a letter describing the agreements thus far.

### A. COUNCIL DISCUSSION AND VOTE ON PEPCO'S PERMIT REQUEST TO TRIM AND REMOVE TREES IN TOWN

*Motion will be inserted when conditions for the Pepco permit are final.*

**Motion:** Moved to request the Town Attorney to have a draft permit completed by the regular Town Council meeting on January 7, 2013

**Motion by:** Mr. Alvarez

**Seconded by:** Mr. Brosch

**Yea:** 7

**Nay:** 0

**Abstain:** 0

## 8. DEPARTMENT AND COUNCIL REPORTS

### A. MAYOR'S REPORT ~ *Mayor John Rogard Tabori*

1. An Executive Session was *not* called during the Special meeting with Pepco on Dec 14.
2. The revised letter of support on the Landy Property design changes has been sent to

- Prince George's County Planning Board staff.
3. Materials are being uploaded tonight onto the Cafritz Oversight & Monitoring Committee secure website. Committee members are encouraged to log on and test the site. The documents will also be added to the Town website later this week.
  4. Holiday hours for Town Hall and the Shuttle Bus will be posted asap.

**B. REPORT ON STEP-UP GRANT ACTIVITIES ~ *Chuck Wilson***

Mr. Wilson reported on the Step-UP activities and progress being made; residents continue to sign up in those communities recently added to the program; the Prince George's County School Board negotiations have been activated once again, and the contract agreement to place solar panels on UPES is in the final stages of approval.

The Town wide compost program has gone through its third revision; the revised/expanded Town wide program is moving ahead and will begin in early January 2013.

A meeting with Pinnacle is scheduled for tomorrow. Pinnacle will implement and manage the evaluation requirement for the entire 3 years of this project. A complete evaluation is a required element for this grant.

The activity report submitted to Council is attached at the end of these minutes as **Appendix 8B**.

**C. REPORT OF THE TOWN TREASURER ~ *Dan Baden***

Mr. Baden reported on the Town's income and expenditure totals for the month of December, The Treasurers Report is attached at the end of these minutes as **Appendix 8C**.

**D. REPORT ON THE DEPARTMENT OF PUBLIC WORKS ~ *Michael Beall***

Mr. Beall reported that a meeting is scheduled with WSSC to resolve the road repairs. And he plans to attend a required meeting with FEMA to receive reimbursement funds for the storm, Sandy.

Leaf collection has gone very well and will be complete in the first week of January.

Mr. Carey asked if town trees will be marked before PEPCO removes them, and about plans to post signs to notify residents when PEPCO will be trimming and/or removing trees in town. Ms. Sorensen expressed the importance of having the signs include the contact information for PEPCO if/when residents need to report problems, have questions or concerns on tree work done.

**E. REPORT ON POLICE DEPARTMENT ACTIVITIES ~ *Chief Wynnyk***

Chief Wynnyk reported on the success of the Town Tree Lighting event, and that the UP Women's Club decorating contest went as planned, as well.

Chief Wynnyk reported on the December crime statistics, attached at the end of these minutes as **Appendix 8E**.

**F. REPORT FROM THE TOWN ATTORNEY ~ *Suellen Ferguson***

Ms. Ferguson had nothing further to report.

**G. COUNCIL REPORTS**

**A. Policy, Rules & Municipal Structure Committee Report ~ *Ms. Sorensen***

Ms. Sorensen reported on the issue of a Recording Secretary and meeting minutes; the Policy, Rules & Municipal Structure Committee addressed Council concerns by recommending that Council return to the previous method of recording minutes and hire a new Recording Secretary to attend meetings and submit minutes to the Town Clerk.

**B. Outline of University Park Asian Tiger Mosquito Control Project (UPATMCP) ~ *Mr. Brosch***

Mr. Brosch introduced Mr. Dan Strickman, as a neighbor and Mosquito Expert. Mr. Strickman discussed the Asian Tiger Mosquito Control Project he conducted in sections of town. Mosquitoes were trapped and counted, and residents were surveyed on questions of down spouts, rain barrels and other water sources on residential properties. Mr. Strickman suggested prices per household and other costs that the town may consider in the future to help residents control Mosquitoes. Council asked Mr. Strickman questions such as; the life span of Mosquitoes, and whether a public hearing would be helpful to discuss this information with residents and answer questions, Mr. Strickman and Mr. Brosch agreed a public presentation could be beneficial. Mr. Strickman discussed program costs and added they these programs would require a budgeted line item each year. In addition, if this project could require the Town to consider creating a new position to manage this program.

**9. CONTINUING BUSINESS**

There is no continuing business at this time

**10. NEW BUSINESS**

**A. LETTER TO SUPPORT THE STAFF REPORT OF THE PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION (HPC) ON THE PRELIMINARY PLAN OF SUBDIVISION 4-12004 (PPS) CAFRITZ PROPERTY**

**Motion:** To approve the draft letter to Prince George's County Historic Preservation Commission (HPC) in support of the staff report including the revised Recommendations on the Cafritz Property Preliminary Plan of Subdivision 4-12004

**Moved by:** Ms. Christiansen  
**Yea:** 7

**Seconded by:** Mr. Gekas  
**Nay:** 0

**Abstain:** 0

Council discussed the reasons to move into a closed session; Ms. Ferguson stated that Council may invite anyone you wish to into the closed session who may provide answers to questions Council has on the matter.

**Motion:** To approve moving into Executive Session to consult with Counsel to obtain legal advice.

**Moved by:** Ms. Christiansen  
**Yea:** 7

**Seconded by:** Mr. Alvarez  
**Nay:** 0

**Abstain:** 0

- 11. ADJOURNMENT** the public meeting was adjourned, and the Mayor and Council move the Executive Session to the conference room in Town Hall at 6724 Baltimore Avenue.

Submitted by: \_\_\_\_\_  
John Rogard Tabori, Mayor