



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
WILL BE HELD AT  
UNIVERSITY PARK ELEMENTARY SCHOOL  
4315 UNDERWOOD STREET  
7:30 p.m.  
February 12, 2018  
REGULAR SESSION**

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

<b>Present:</b>	Thompson	<b>Absent:</b>	Thompson
	Schultz		Schultz
	Hess		Hess
	Verrill		Verrill
	Caskey		Caskey
	Wells		Wells
	Alvarez		Alvarez

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

<b>Moved by:</b>	<b>Seconded by:</b>		
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>	

**4. CONSENT AGENDA**

**Motion:** To approve the following consent agenda items.

<b>Moved by:</b>	<b>Seconded by:</b>		
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>	

**A. SPECIAL UTILITY PERMIT TIME EXTENSION FOR WSSC TO REPLACE WATER MAIN ALONG ADELPHI ROAD**

**(Washington Suburban Sanitary Commission of 14501 Sweitzer Lane, Laurel, MD 20707)**

*To replace water main and house connections along Adelphi Road from Wells Parkway to Toledo Road including connections to mains on Underwood Street, Beechwood Road and Calverton Drive.*

The Council has previously approved a Special Utilities Permit (2017-02) for this project on February 6, 2017, however the work has not yet begun. WSSC requests a time extension for this project with the same conditions through December 2018 to complete the work.

**B. BUILDING PERMIT APPLICATION TO REPLACE EXISTING 4' FENCE  
(Thomas Walton of 3802 Calverton Drive) Ward 7**

*To replace existing 4' fence located on Lot 6 & 7 and Block 44 at 3802 Calverton Drive.*

**5. PUBLIC COMMENT**

**6. NEW BUSINESS**

**A. BUDGET ADJUSTMENTS – TRANSFER OF FUNDS (*Introduction*)**

**Motion:** To introduce the transfer of funds as recommended by the Town Treasurer in the January 29, 2018 memo to the Mayor and Council in the total amount of \$37,315.00, as reflected below.

<u>Account Name</u>	<u>Transfer to:</u>	<u>Transfer from:</u>
<b><u>General Fund Expenditures</u></b>		
<b><u>General Government</u></b>		
Salaries	8,300.00	
Payroll Taxes and Benefits	1,115.00	
Building Maintenance	2,000.00	
IT Costs	2,000.00	
Traffic Study Cafritz	800.00	
Website Maintenance and Design	5,600.00	
Engineering		3,000.00
Insurance		2,000.00
Legal		1,615.00
Telephone		3,200.00
Transit		10,000.00
<b><u>Public Works</u></b>		
Fuel	1,000.00	
Uniforms	1,000.00	
Tools & Supplies	1,000.00	
Playing Field Maintenance	1,000.00	
Capital Equipment	3,500.00	
Vehicle Maintenance	10,000.00	
Payroll Taxes & Benefits		17,500.00

**The earliest this may be considered is at the March 5, 2018 Council meeting, as the total exceeds \$2500.00.**

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**B. INTRODUCTION OF LEGISLATIVE RESOLUTION 2018-O-02: AMENDING FY 2018 BUDGET (*Introduction*)**

**Motion:** To introduce LR 2018-O-02 containing budget amendments as recommended by the Town Treasurer in the January 29, 2018 memo to the Mayor and Council, as reflected below.

**Increase in General Fund Revenues**

Red Light Camera	4,700.00
Prior Years Surplus	176,077.00

<b><u>Account Name</u></b>	<b><u>Transfer to:</u></b>	<b><u>Transfer from:</u></b>
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**Police**

Citations	2,000.00	
Gasoline	2,000.00	
Police Vehicle Maintenance	700.00	
Unreserved Undesignated		4,700.00
Salaries	7,000.00	
Police Officer – Unreserved – Designated		7,000.00

**Public Works**

Salaries	5,000.00	
Unreserved Undesignated		5,000.00

**The earliest this may be considered is at the March 5, 2018 Council meeting.**

<b>Moved by:</b>	<b>Seconded by:</b>	
<b>Yea:</b>	<b>Nay:</b>	<b>Abstain:</b>

**\* Budget amendment ordinance require 5 votes.**

**C. CONTRACT FOR WELLS PARKWAY PLAYGROUND PROJECT**

**Motion:** Per Section 2-105 (b) of the Town Ordinances, to override sealed-bid procedures for good cause and award a contract for \$28,000 to NZI Construction Corporation, 11601 Spruce Avenue, Beltsville, Maryland to remove asphalt from the old Wells Parkway tennis courts, replace with topsoil around the perimeter of the playground, and install sidewalk in preparation of new multi-age playground at that location, and to authorize Mayor and Town Attorney on the behalf of the Town to negotiate and sign a contract with NZI Construction Corp. for such purchase. Good cause to override the sealed bid procedure is that this will enable the playground to be completed without further delay. A full bid procedure would require months and further delay construction of the playground. The Town has solicited quotes for the specified work from competing contractors, and the cost quoted from NZI Construction Corp. is significantly less than the quotes from the competitors.

**Excerpt from Town Code Article 1, Section 2-105 – Duties of the Treasurer.**

(b) Purchasing. The Treasurer shall oversee all purchase orders. Except in situations where good cause has been demonstrated to the Council, the Treasurer shall make any single purchase or expenditure of more than ten thousand dollars (\$10,000.00) by means of sealed bids. Such bids shall be opened publicly after public notice at such time and place as the Treasurer shall determine. Whenever the State of Maryland, or any department thereof, or any Prince George’s County, or the Metropolitan Washington Council of Governments or individual member government, or other local government in Maryland, has conducted a competitive bid process that is consistent with that adopted by the Town, and has awarded a contract that authorizes local governments to purchase the bid item at the bid price, the Treasurer may purchase the bid item at the bid price from the successful bidder, subject to the prior approval of the Mayor.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**D. PROPOSED DATES FOR COUNCIL SPECIAL SESSIONS**

**Motion:** Per Section 304 of the Town Charter, to consent to two separate Special Sessions of Council:

1. Wednesday, February 21, 2018 at 6:30 p.m. in the Town Hall, to preview the new website for the Town.
2. Monday, February 26, 2018 at 7:30 p.m. in the Town Hall, to consider a letter regarding the Preliminary Plan of Subdivision for the Landy Property in time for a March 1 public hearing by the Prince George’s County Planning Board.

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**7. APPROVAL OF MINUTES: *February 5, 2018***

**Moved by:**

**Seconded by:**

**Yea:**

**Nay:**

**Abstain:**

**8. DEPARTMENT AND COUNCIL REPORTS**

**A. MAYOR’S REPORT**

**B. COUNCIL AND COMMITTEE REPORTS**

**C. REPORT FROM THE TOWN CLERK ~ *Tracey Toscano***

**E. REPORT FROM THE CHIEF OF POLICE ~ *Chief Wynnyk***

**F. REPORT FROM THE TOWN TREASURER ~ *Dan Baden***

**G. REPORT FROM THE DIRECTOR OF PUBLIC WORKS ~ *Michael Beall***

**9. ADJOURNMENT**

**\*\* A Closed Session may be called \*\***