



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD AT
UNIVERSITY PARK ELEMENTARY SCHOOL
4315 UNDERWOOD STREET
7:30 p.m.
January 6, 2020
REGULAR SESSION**

1. CALL TO ORDER: *Mayor Carey*

Present:	Brosch	Absent:	Brosch
	Schultz		Schultz
	Morrissey		Morrissey
	Verrill		Verrill
	Caskey		Caskey
	Wells		Wells
	Stephen		Stephen

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA

Moved by:	Seconded by:	
Yea:	Nay:	Abstain:

4. CONSENT AGENDA

Motion: To approve the following consent agenda item.

Moved by:	Seconded by:	
Yea:	Nay:	Abstain:

A. BUILDING PERMIT APPLICATION TO INSTALL A DECK

(Maria Palmisano, 6715 44th Avenue) Ward 3

To install an 18'x 19' open deck with stairs at rear of the house located on Lot 26, Block 15 and Section 3 at 6715 44th Avenue.

5. PERMITS

**A. BUILDING PERMIT TO INSTALL A SUMP PUMP
(Larry and Jill Clements, 6914 Oakridge Road) Ward 5**

Motion: To consider the request for a building permit to install a sump pump in the garage located on Lot 12 and 13 and Block D at 6914 Oakridge Road.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

6. PUBLIC COMMENT

7. CONTINUING BUSINESS

A. PART-TIME TOWN ADMINISTRATOR JOB DESCRIPTION

Motion: To approve the job description for Town Administrator with salary and benefits within the budget line item for Fiscal Year 2020, and to authorize the Mayor to recruit a part-time Town Administrator to be appointed by the Mayor with the approval of the Council.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

8. NEW BUSINESS

A. INTRODUCTION OF LEGISLATIVE RESOLUTION 2020-O-01: RESTRICTED PARKING AND RESTRICTED ENTRY ALONG UNDERWOOD STREET AND QUEENS CHAPEL ROAD NEARBY UNIVERSITY PARK ELEMENTARY SCHOOL (*Introduction*)

Motion: To approve introduction of Legislative Resolution 2020-O-01 to amend Town Code, Chapter 9 to restrict parking on the east (Baltimore Ave.) side of Queens Chapel Road for 95 feet north of Underwood, and on the south (Wells Run) side of Underwood for 93 feet east of Queens Chapel Road, Monday through Friday 7 a.m. to 3 p.m., and also prohibit entry onto Underwood eastbound (towards Baltimore Ave.) from Queens Chapel Road during those same hours as recommended by the Police, Traffic and Public Safety Committee.

The earliest date this motion may be considered for passage is February 3, 2020.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

B. MOTORIST SAFETY AT SHERIDAN STREET AND BALTIMORE AVENUE INTERSECTION

Motion: To approve the coordination by the Mayor and town staff with Mr. Dolen, homeowner at 6400 Baltimore Avenue, to remove the visual obstructions at the front of his property in a manner that will make the intersection safer for motorists exiting Sheridan Street onto Baltimore Avenue in a southbound direction.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

9. APPROVAL OF MINUTES: *December 16, 2019*

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

10. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

B. COUNCIL AND COMMITTEE REPORTS

11. ADJOURNMENT

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

Agenda Item 4A
Palmisano Building Permit Application



Building Permit Application

◆ The Town of University Park ◆

An incorporated municipality in Prince George's County, Maryland
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782
Phone: (301) 927-4262 Fax: (301) 277-4548 Email: townhall@upmd.org

For Office Use Only
Ward # 3 Date Received: 12/27/19
Permit Application: Approved []
Rejected []
Check/Cash Amt.: 26.75
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Maria Bina Palmisano

Telephone Number: [REDACTED] Home [REDACTED] Cell [REDACTED]

Work: [REDACTED] Email: [REDACTED]

Street Address of Property: 6715 44th Avenue

Lot Number: 26 Block Number: 15 Section Number: 3

Person/Company Doing the Work: B. Andersen Properties, LLC

Address/Phone: 9507 Warren Street Silver Spring MD 20910

Signature of Property Owner: _____ Date: _____

Description of Work

Check all that apply:

Fence: Height: 4', Material: _____, Style: _____

Outbuilding: Dimensions: _____, Height at Apex: _____
Materials: _____

Other: (Please Specify): Deck
Dimensions: 18' x 19', Height at Apex: 7'
Materials: Trex decking on pressure treated structure

Please Specify Reason for Structure: outdoor entertaining

POD or Dumpster (check one) Unit will be placed on the property: _____ or on the street: _____
Dates the unit will be delivered: _____ picked up: _____

Permit and Non-Refundable Filing Fee Paid (\$10 + 10% of County permit fee (if applicable)) = \$ 26.75

Caution: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

S113

PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
PERMITTING CENTER

9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900



YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

PERMIT APPLICATION FILING
FEES ARE NON-REFUNDABLE

Date: 12/11/2019 **Case Number:** 57133-2019-00

ACTIVITY: Building Permit Application
WORK DESCRIPTION: Deck addition 10x18
USE TYPE: Single Family Residential
EXISTING USE: Single Family Residential
PROPOSED USE: Single Family Residential

PERMIT APPLICATION

SITE INFORMATION

SITE ADDRESS: 6715 44TH AVE WEST HYATTSVILLE 20782	PROJECT NAME: UNIVERSITY PARK	EST. CONSTRUCTION COST: \$ 10,000.00
	SUBDIVISION: UNIVERSITY PARK	ELECTION DISTRICT: 19
		PROPERTY TAX ACCOUNT #: 2166692

OWNER Maria Bina Palmisano 6715 44th AVE University Park MD 20782	OCCUPANT Maria Bina Palmisano 6715 44th AVE University Park MD 20782	CONTRACTOR BANDERL SONS RESTORATION LLC Andrew Thomas Brey 9507 Waverly PO Box 1514 Silver Spring MD 20903 The Maryland National Capital Park and Planning Commission	ARCHITECT Jon Reinhard 6719 44th AVE MD 20781
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

FOR OFFICE USE ONLY			
Reviewer	Date	Reviewer	Date
Site / Road Eng. <i>[Signature]</i>	12/26/19	PERMIT # 57133-2019-00	12/26/19
Structural Eng. <i>[Signature]</i>	12/26/19	OK Cor 19'x18' open deck with stairs	
Electrical Eng.			

I hereby certify that I have permission of the property owner to submit this application on his/her behalf and that the information is complete and correct.

APPLICANT: MARIA BINA PALMISANO (301) 699-0299
 NAME: Jon Reinhard, Architect PHONE: (301) 699-0299
 COMPANY: Jon Reinhard, Architect SIGNATURE: *[Signature]*

CONSUMER INFORMATION NOTES:

1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.

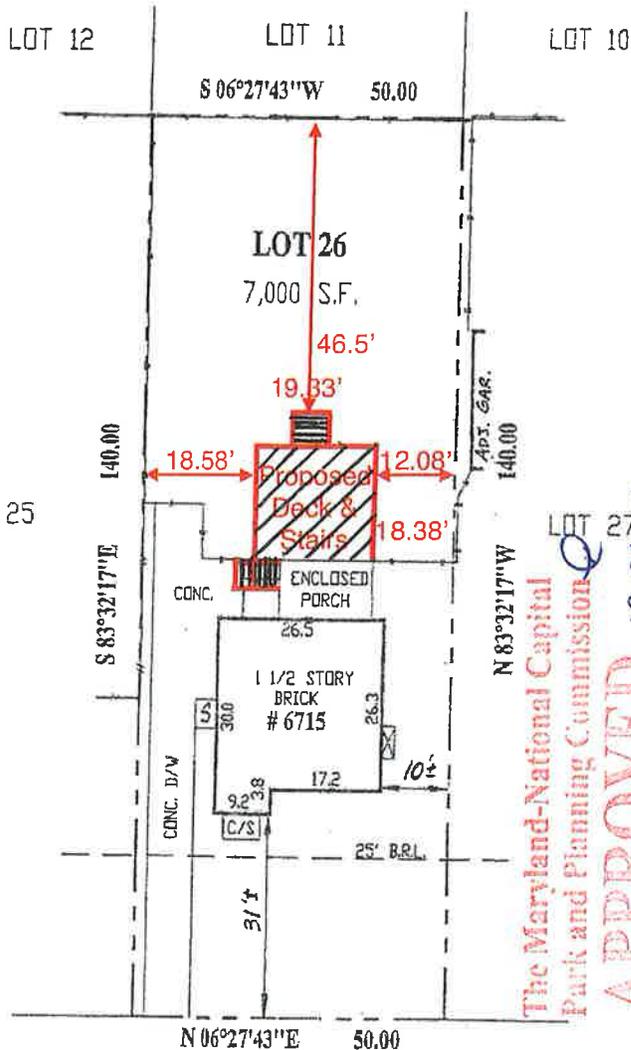
Notes

- 1. Flood zone "C" per H.U.D. panel No. 245208-0025C
- 2. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 2 Feet.

- 3:1 Maximum Slope Allowed On Residential Property
- 7% Maximum Parking Pad Slope and 12.5% Maximum Driveway Slope
- 2.5% Minimum Slope Required On Yard or Lawn Areas. 10" in 10' Minimum Slope of Pad Away From Building is Required.

Approved for Soils, Grading and Drainage

By: D. Malby 12/26/19 Date
 Permit #: 57133-2019



The Maryland-National Capital Park and Planning Commission
APPROVED 12-26-19

PERMIT # 57133-2019. RW
 o/c Car 19'x18' open deck with stairs

LOCATION DRAWING

LOT 26, BLOCK 15, SECTION THREE
UNIVERSITY PARK
 PRINCE GEORGES COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE

"THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED ON MEASUREMENTS FROM PROPERTY MARKERS FOUND FROM EVIDENCE OF LINES OF APPARENT OCCUPATION."

Jeffrey A. Foster
 MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587

REFERENCES

PLAT BK. 3
 PLAT NO. 16

LIBER
 FOLIO



SNIDER & ASSOCIATES
 SURVEYORS - ENGINEERS
 LAND PLANNING CONSULTANTS
 2 Professional Drive, Suite 216
 Gaithersburg, Maryland 20879
 301/948-5100, Fax 301/948-1286

DATE OF LOCATIONS

SCALE: 1" = 30'

WALL CHECK:

DRAWN BY: E.M.G.

HSE. LOC.: 11-12-01

JOB NO.: 2001-6167

6715 44TH AVE HYATTSVILLE 20782

CASE NUMBER

57133-2019-00

PRINCE GEORGE'S COUNTY

PERMIT

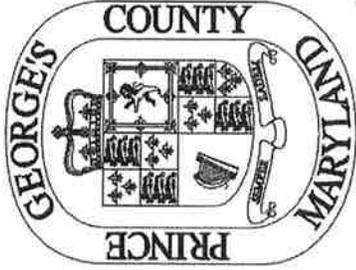
ISSUANCE DATE: Dec-26-2019

EXPIRATION DATE:

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER
MARIA PALMISANO
6715 44TH AVE
HYATTSVILLE, MD 20782
(301) 699-6299

CONTRACTOR
Andersen Thomas Bray
9507 Warren ST
Silver Spring, MD 20910
LICENSE NUMBER: 94673
(301) 814-6184



OCCUPANT

ARCHITECT
Jon Reinhard
6719 44th AVE
University Park, MD 20781

TYPE OF PERMIT : DPE RGV
WORK DESCRIPTION : 18 X 19 DECK IN REAR OF HOUSE
EXISTING USE : Single Family Residential
USE (MNCPC ZONING) : DECK
SUBDIVISION : UNIVERSITY PARK
OWNERSHIP :
LIBER : 37260
FOLIO : 220
ED/ACCT NO : 19 / 2166692
LOT : 26
BLOCK : 15
TAX MAP : 042
SCD :
SPEC EXCEPT :
Conditions
HEIGHT FT : 7
WIDTH FT : 19
DEPTH FT : 18
NO STORIES :
DWELL UNITS :
PARKING SP : 0
LIVE LOAD :
USE GROUP : R-3
TYPE CONST : 5A

ELECTRICITY :
CENTRAL A/C :
ELEVATOR :
ESCALATOR :
BASEMENT :
BOILER NUMBER :
CBCA :
HISTORICAL :
SIGN NUMBER :

OCCUPANCY LOAD :
SITE CERTIFICATE :
STRUCTURE CERT :
SEWER :
WATER :
HEATING :
PARCEL :

500
WSSC
WSSC

N
N

As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle.

Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

INSPECTION AREA :

INSPECTION APPROVALS

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Melinda Bolling

Melinda Bolling

PRINCE GEORGE'S COUNTY DEPARTMENT OF PERMITTING INSPECTIONS AND ENFORCEMENT

Payment Date: December 26, 2019

Payment ID: 1169861

Page 1 of 1

Case Number	Fee Type	Fee	Total Fee	Fee Status
57133-2019-00	PERMIT	DECK	\$120.75	PAID
57133-2019-00	PERMIT	GRADING	\$42.00	PAID
57133-2019-00	PERMIT	PARK AND PLANNING	\$5.00	PAID
Total Fees:			\$167.75	

Cash	Check	
<u>Amount Tendered</u>	<u>Amount</u>	<u>Number</u>
\$ 0.00	\$167.75	2203

<u>Amount Due</u>	<u>Amount Paid</u>	<u>Balance</u>	<u>Balance Type</u>
\$ 167.75	\$ 167.75	\$ 0.00	Exact

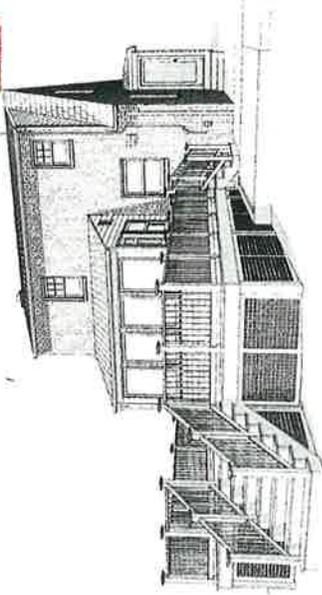
This is not your permit.

Palmisano Deck

6715 44th Avenue
University Park, Maryland
20782

APPROVED - AS NOTED
PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING

Date: 12/26/19
By: [Signature]
Permit #: 57133-2019-00



- T1 Cover
- D0 Basement Demo Plan
- D1 First Floor Demo Plan
- A1-0 Basement Plan
- A1-1 1st Floor Plan
- A2-1 Right Elevation
- A2-2 Rear Elevation
- A2-3 Left Elevation
- A2-4 Building Section 1
- A2-5 Building Section 2
- A3-1 Deck Detail
- A3-2 Stair Detail
- A3-3 PG County Deck Details

All data is approximate and has been taken from a house location survey prepared by Snider & Associates, Inc. of Calthersburg, MD, Jeffrey Foster, PLS #587

PROPERTY INFO:
Lot 26, Block 15, Section Three
Plat Book 3, Plat No. 16
University Park
Zone R-55

LOT COVERAGE:
Max lot coverage: 30% includes structures under roof and driveway. Patio not included.
Existing lot coverage: 21%

Calculation:
Enclosed Rear Porch: 132 sf
Enclosed Side Porch: 17 sf
Front Porch: 28 sf
Driveway: 558 sf
Total: 1,475 sf
Lot size: 7,000sf
Proposed Lot Coverage: 21%
New construction is a deck which does not count in lot coverage, therefore proposed lot coverage is the same as existing.

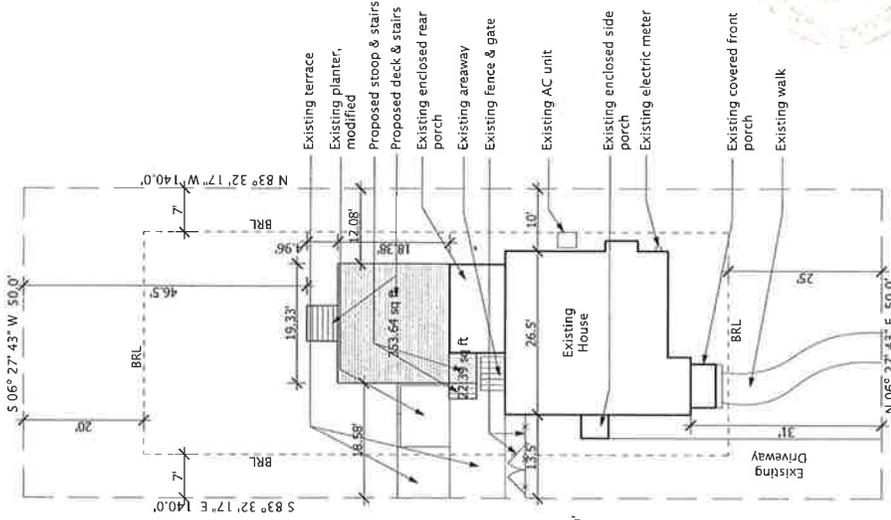
SETBACKS:
Front: 25' Existing: 31' Proposed: 31'
Sides:
Min: 7' Existing: 13.5'/10' Proposed: 13.5'/10'
Rear: 20' Existing: 70.8' Proposed: 46.5'

HEIGHT:
Max: 35' Existing: 23.2' Proposed: 23.2'



1 Site Plan

1" = 20'

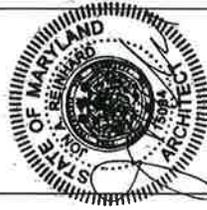


44TH AVENUE

FIELD COPY

Applicable Building Code: 2015 International Residential Code w/
Prince George's County Amendments

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University Park, MD 20782
301.437.2436
jreinhard@jrlinc.com



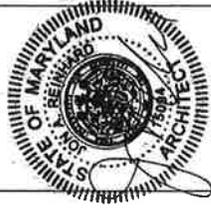
Palmisano
Deck
6715 44th Avenue
University Park, MD
20782

10 December 2019

Permit Set

T1

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jonreinhard@imac.com

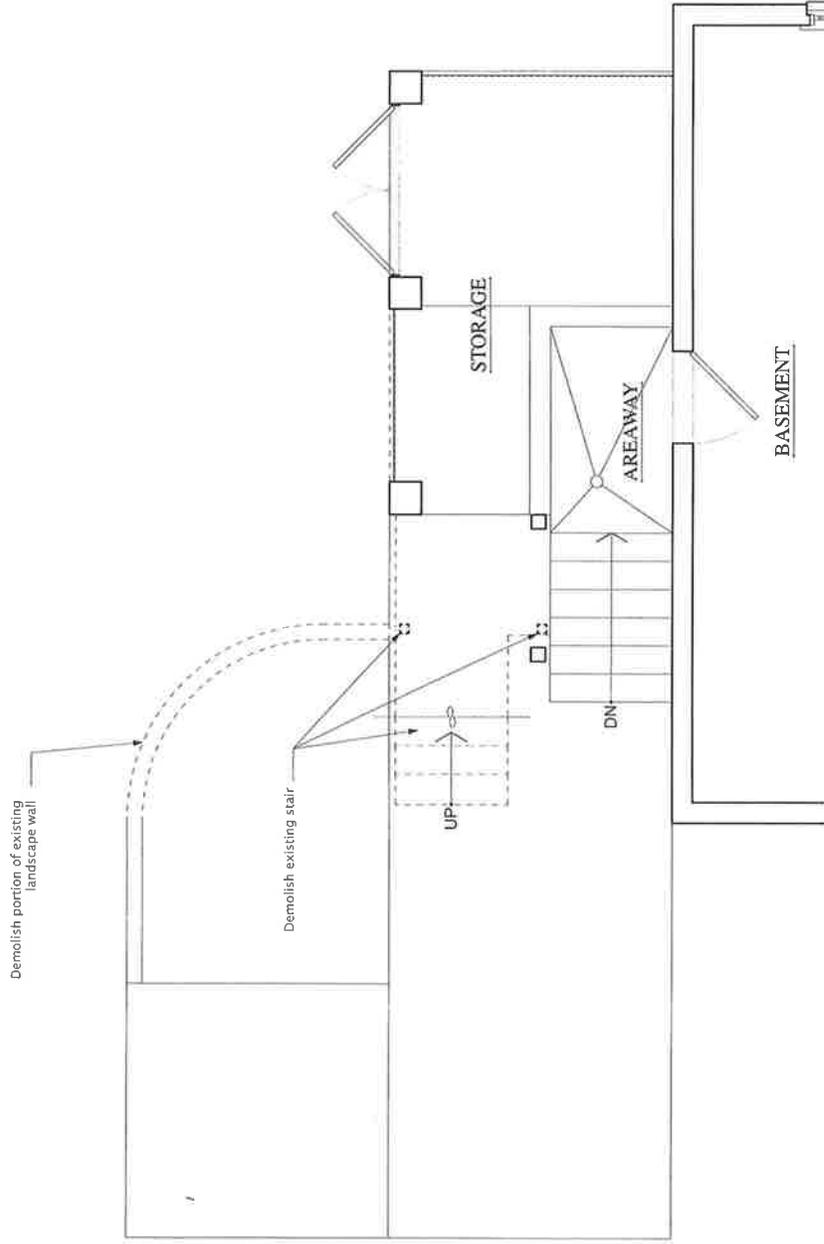


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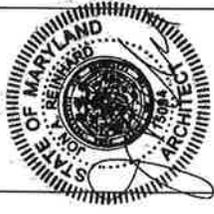
D0



1 Basement Demolition Plan

1/4" = 1'-0"

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jonreinhard@mac.com

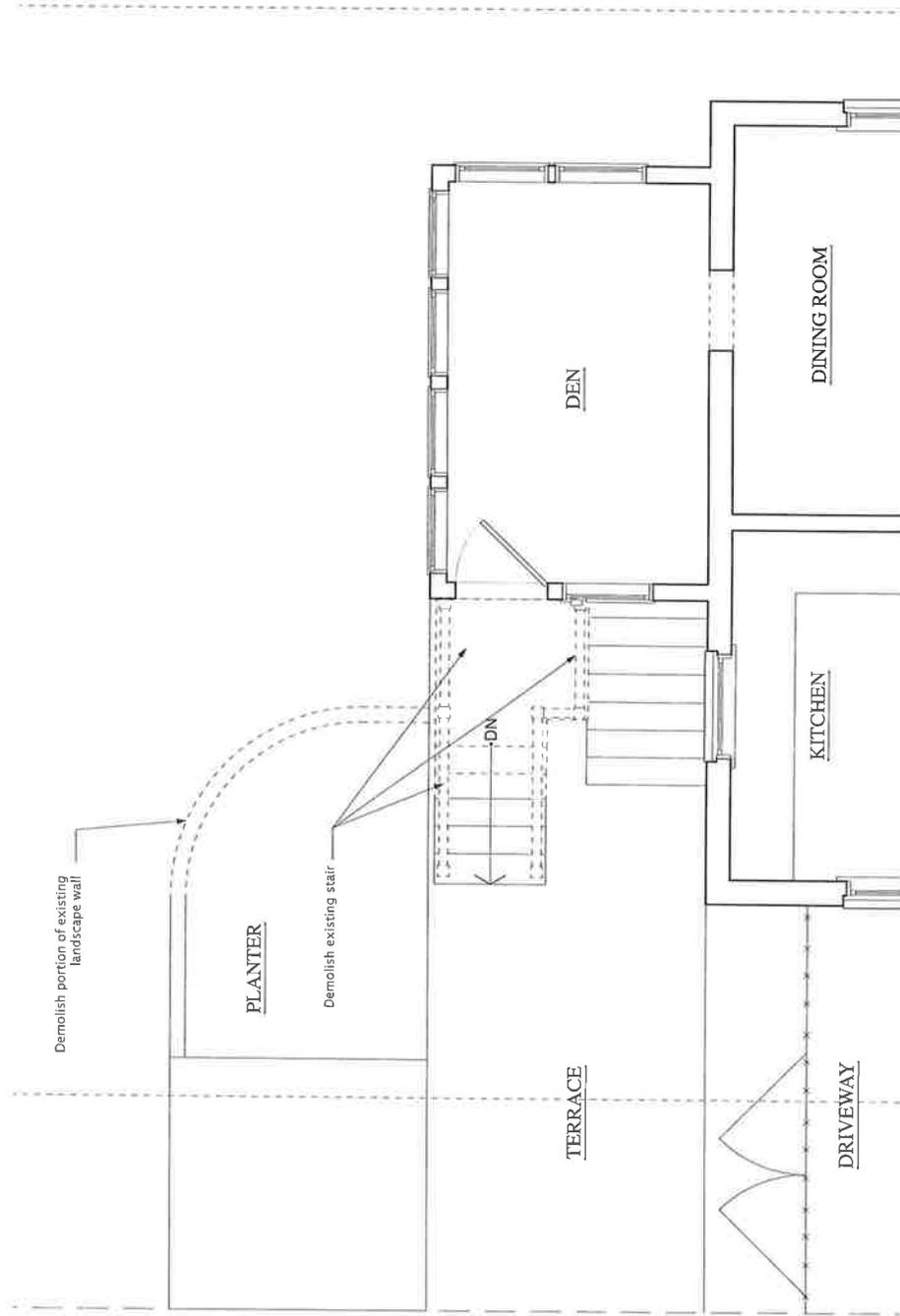


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10 December 2019

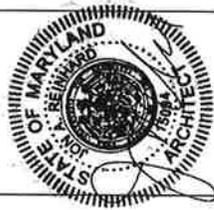
Permit Set

D1



1st Floor Demolition Plan

1/4" = 1'-0"

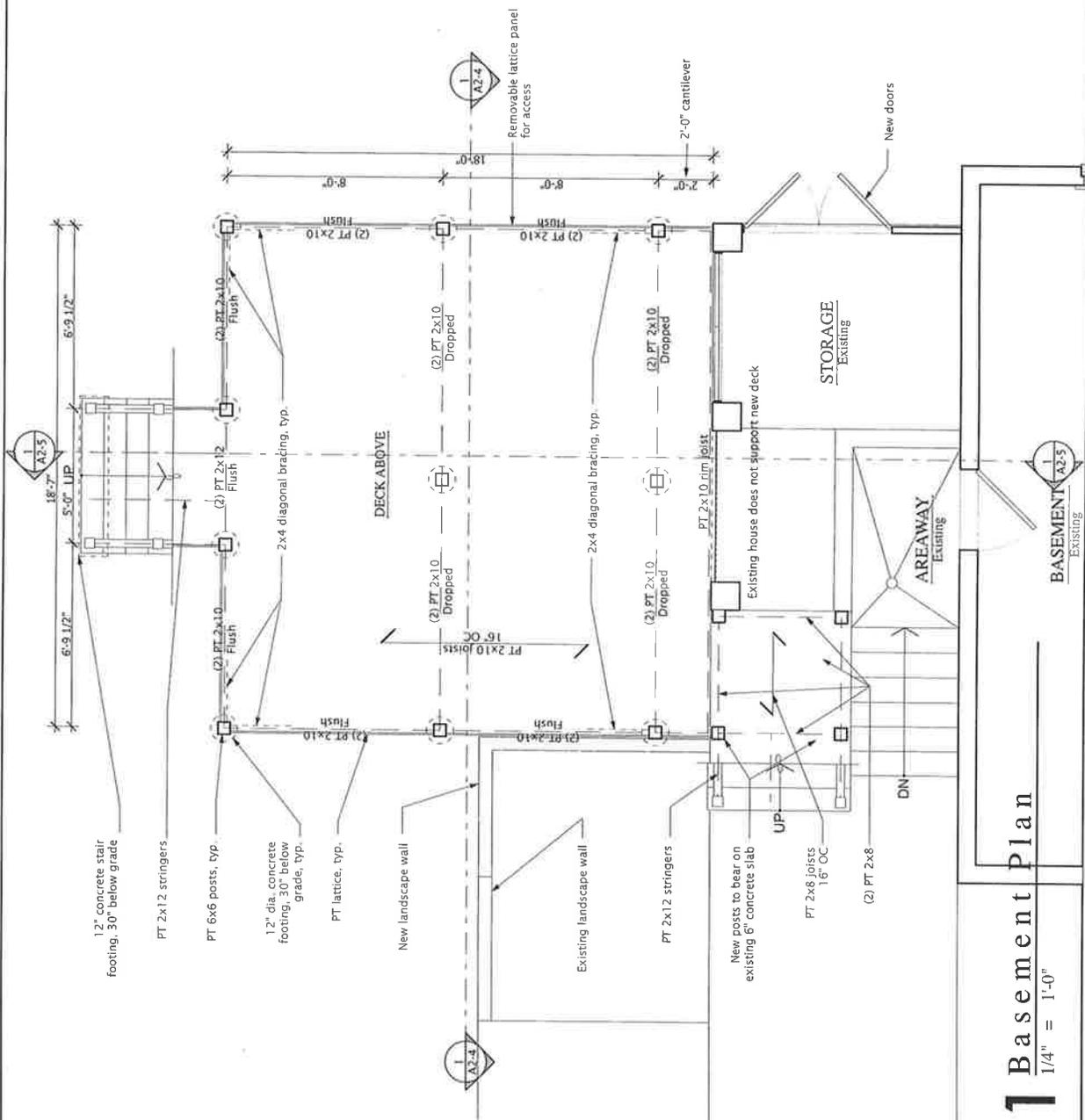


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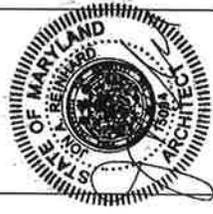
Permit Set

A1-0



1 Basement Plan
 1/4" = 1'-0"

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 jonreinhard@mac.com

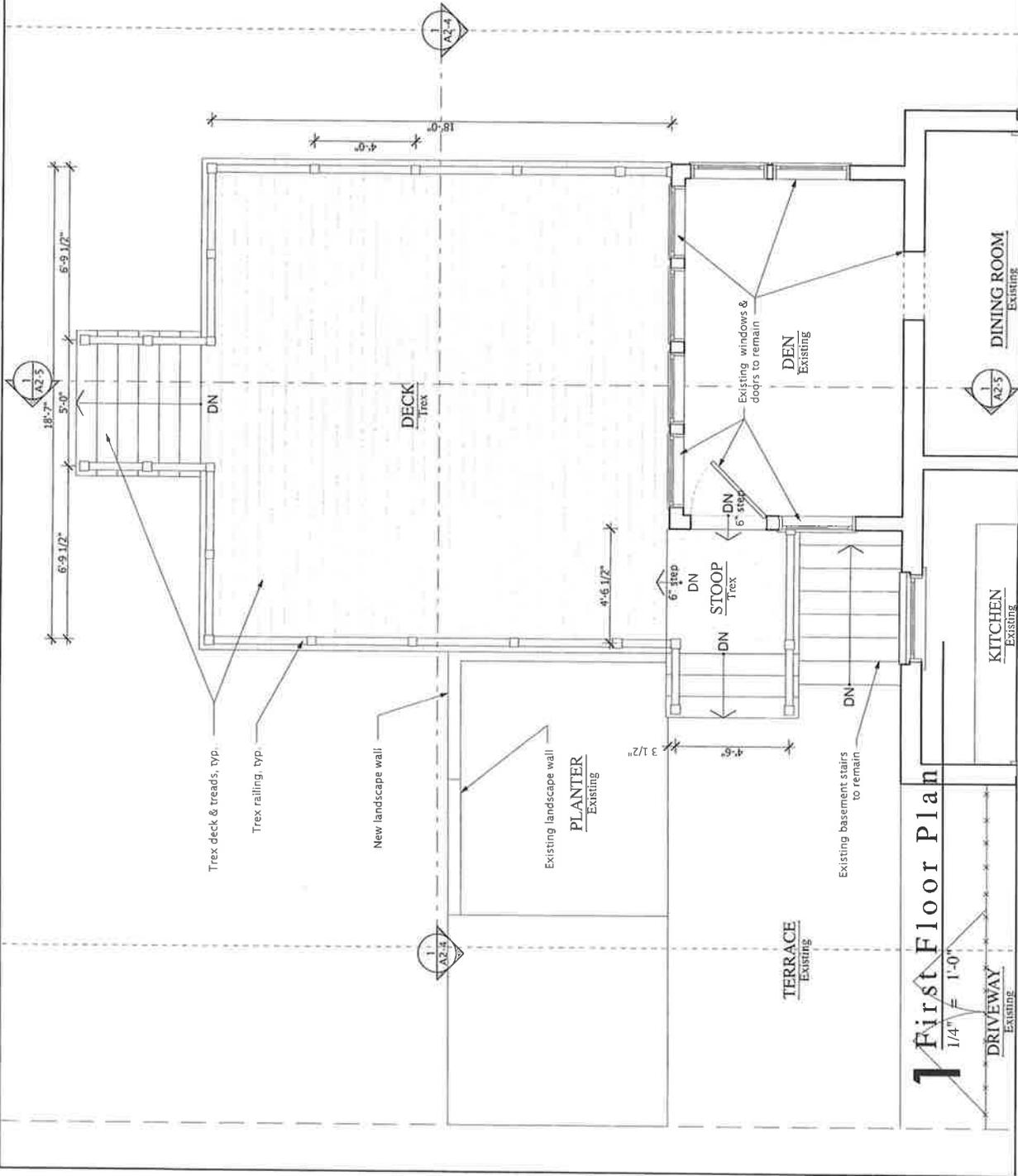


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10 December 2019

Permit Set

A1-1



1 First Floor Plan

1/4" = 1'-0"

DRIVEWAY Existing

KITCHEN Existing

DINING ROOM Existing

TERRACE Existing

PLANTER Existing

DECK Trex

DEN Existing

STOOPT Trex

DN

DN

6" step

DN

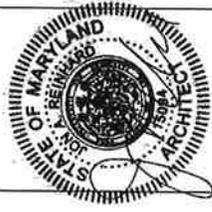
Existing basement stairs to remain

Existing windows & doors to remain

DN

6" step

DN

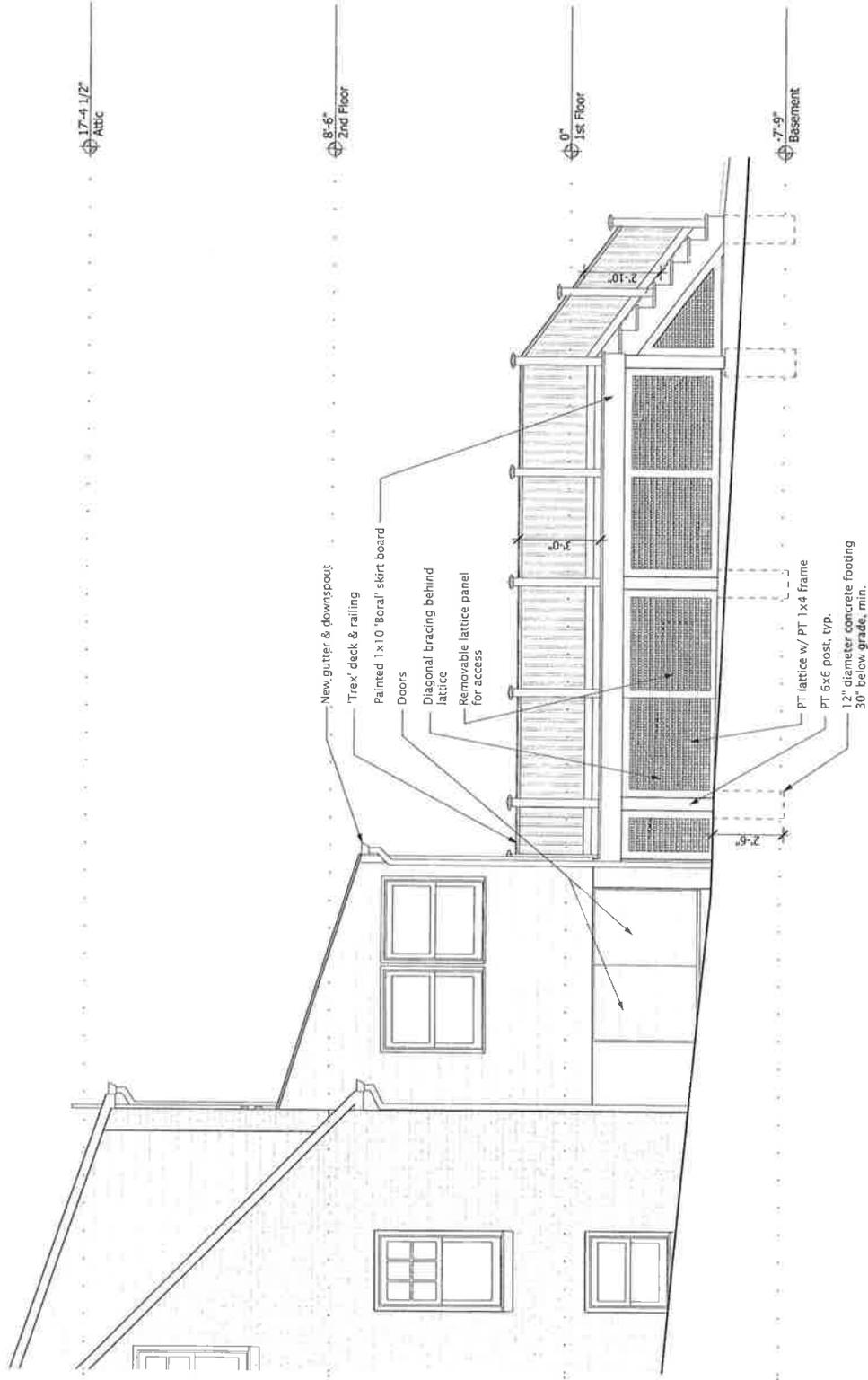


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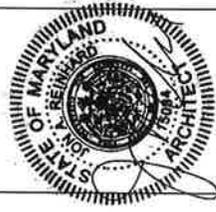
Permit Set

A2-1



1 Right Elevation
 1/4" = 1'-0"

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 jonreinhard@mecc.com



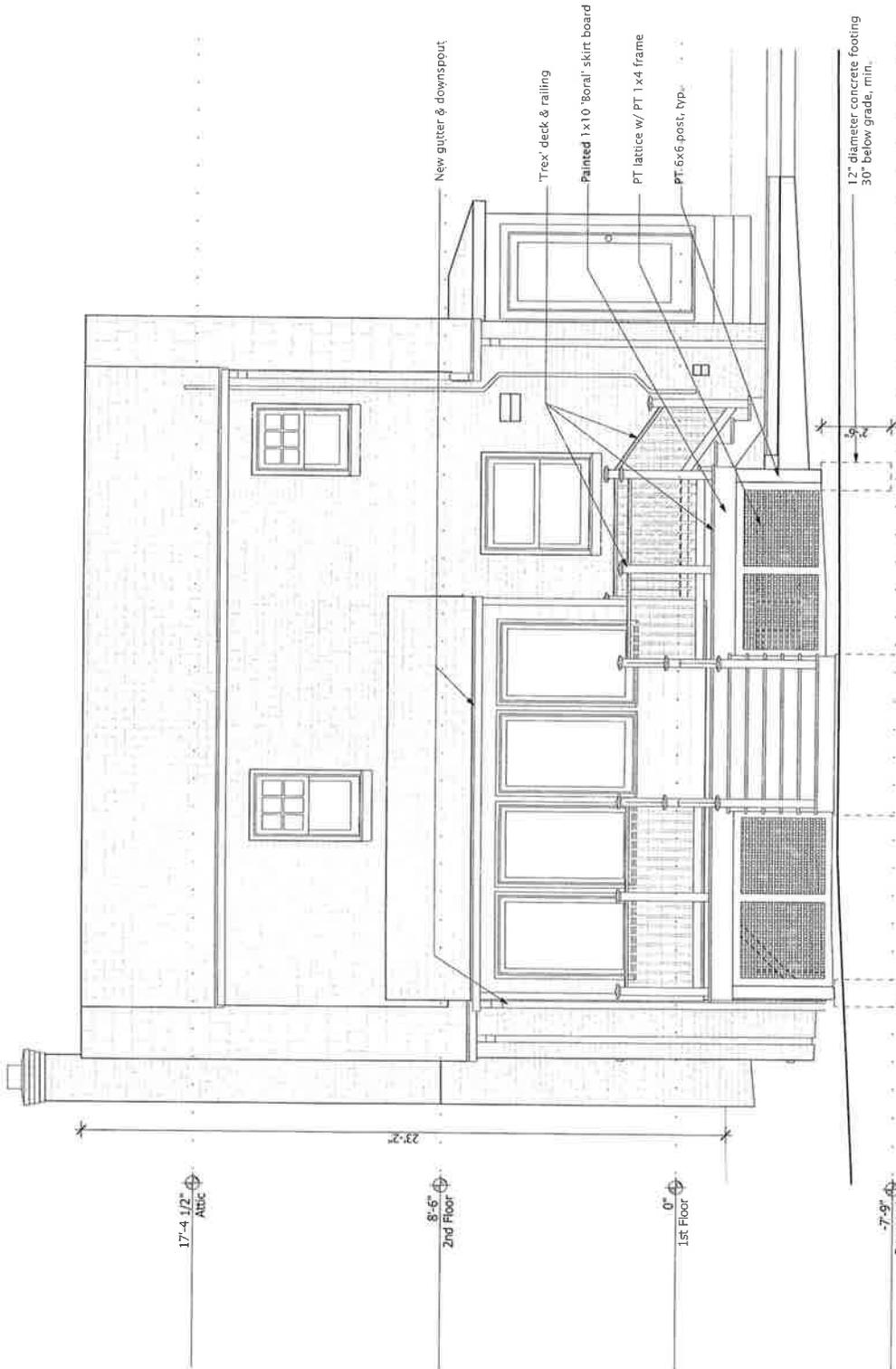
Palmisano Deck
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Permit Set

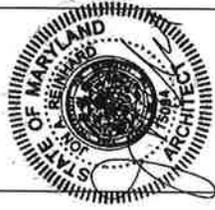


A2-2



1 Rear Elevation
 1/4" = 1'-0"

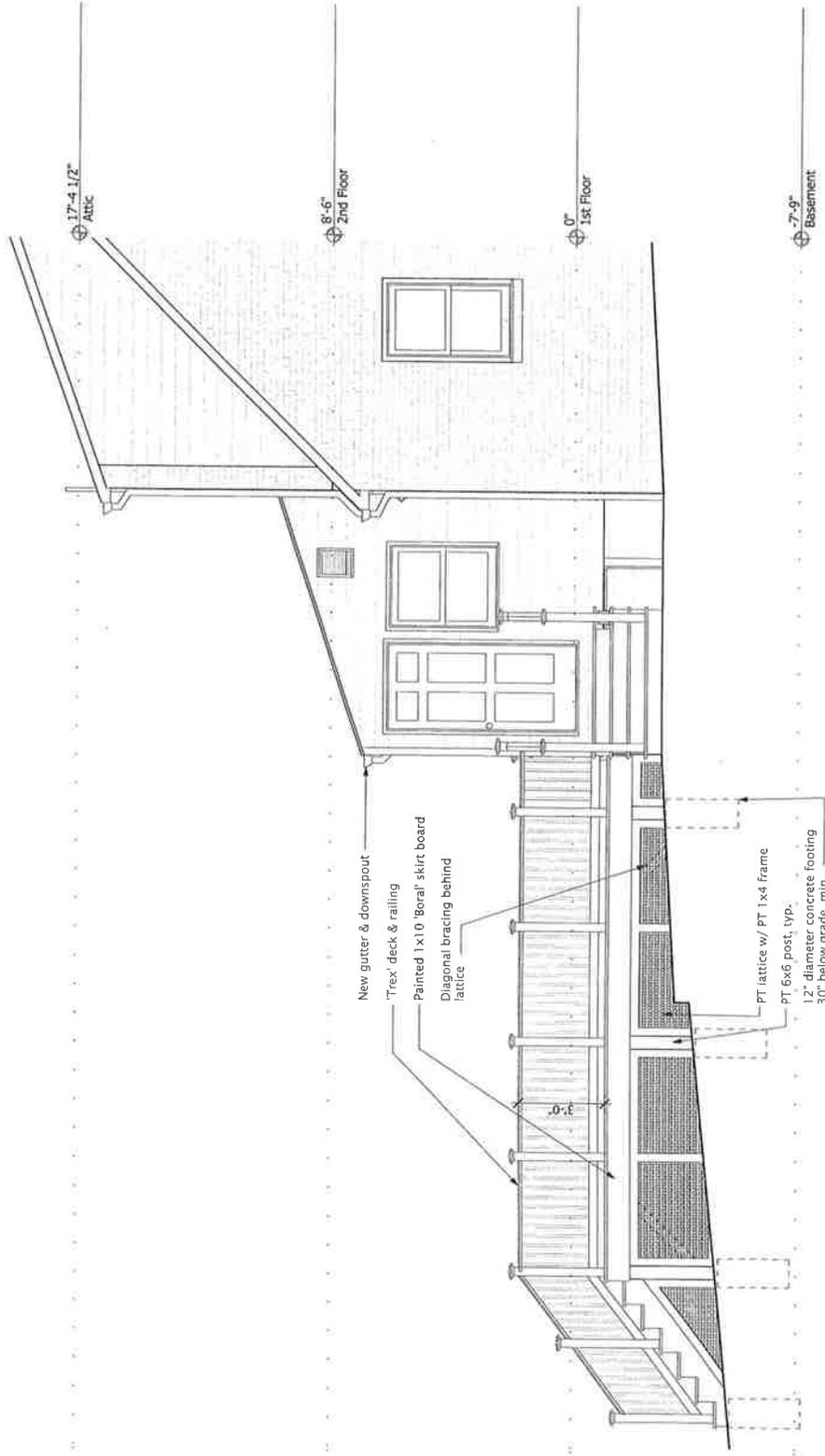
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 jonreinhard@mac.com



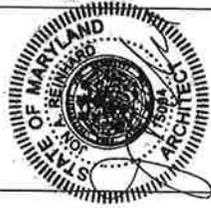
Palmisano
 Deck
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10 December 2019

Permit Set



1 Left Elevation
 1/4" = 1'-0"

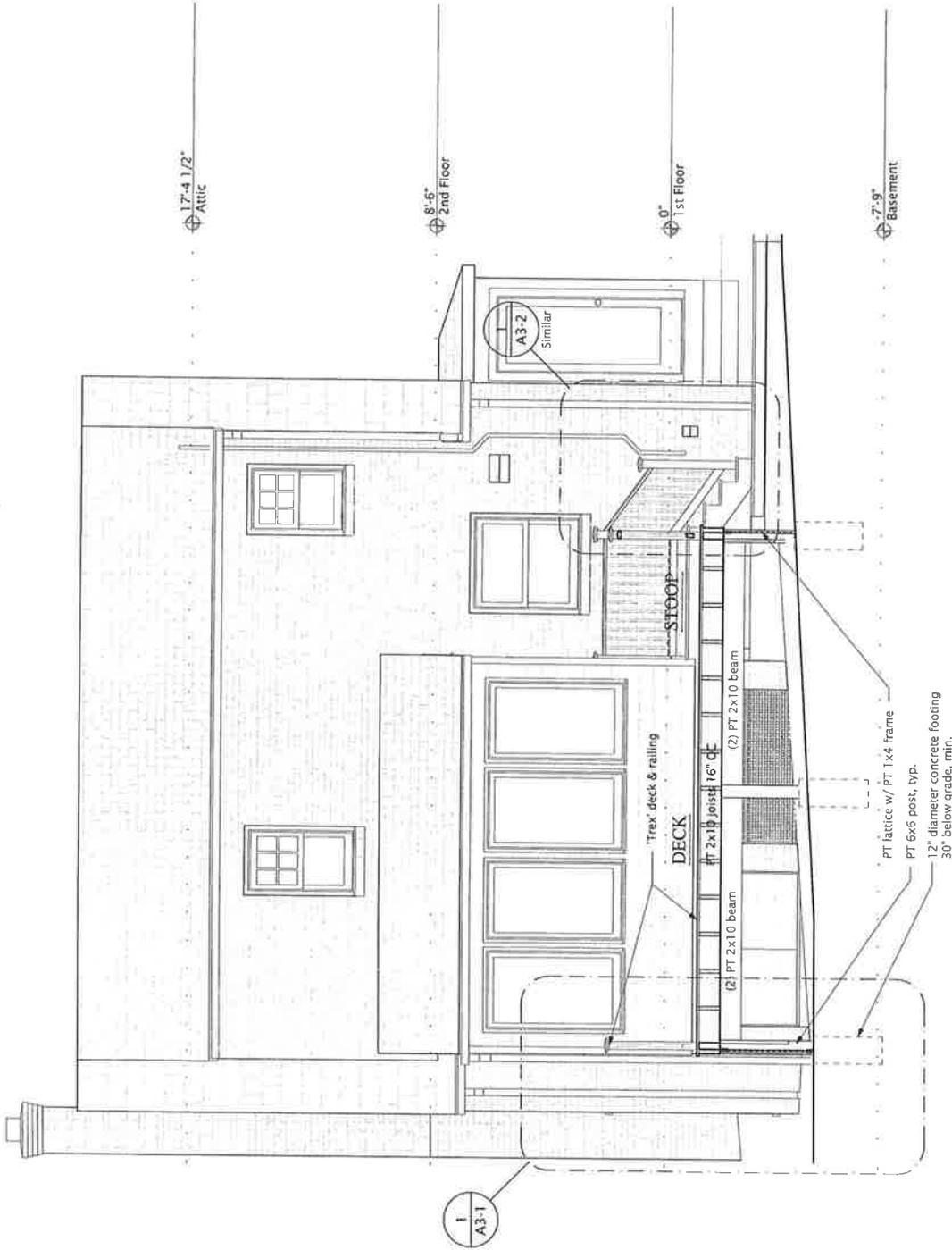


Palmisano Deck
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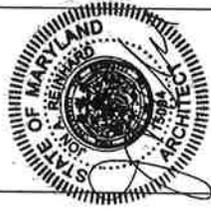
10 December 2019

Permit Set

A2-4



1 Building Section 1
 1/4" = 1'-0"



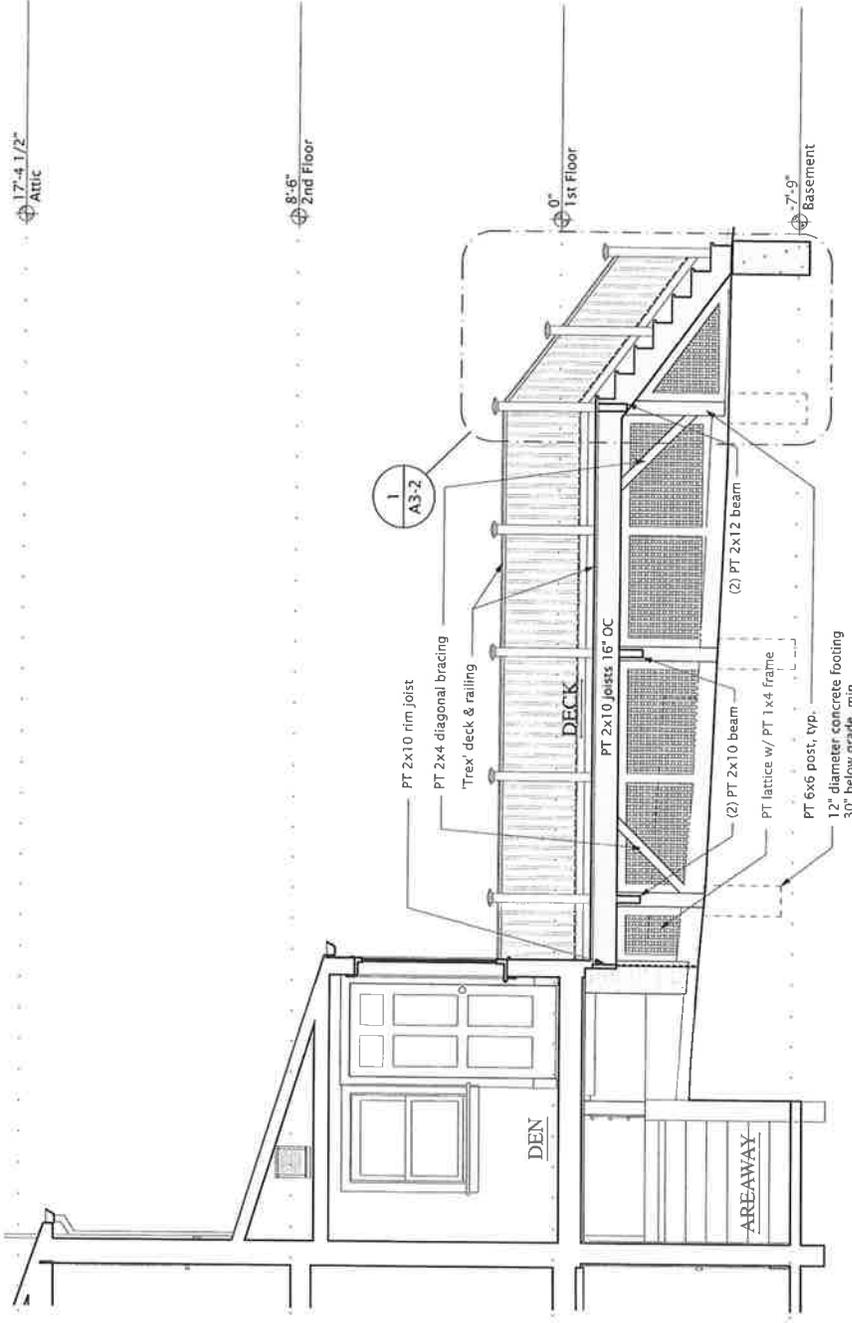
Palmisano Deck
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10 December 2019

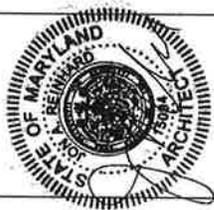
Permit Set



A2-5



1 Building Section 2
 1/4" = 1'-0"

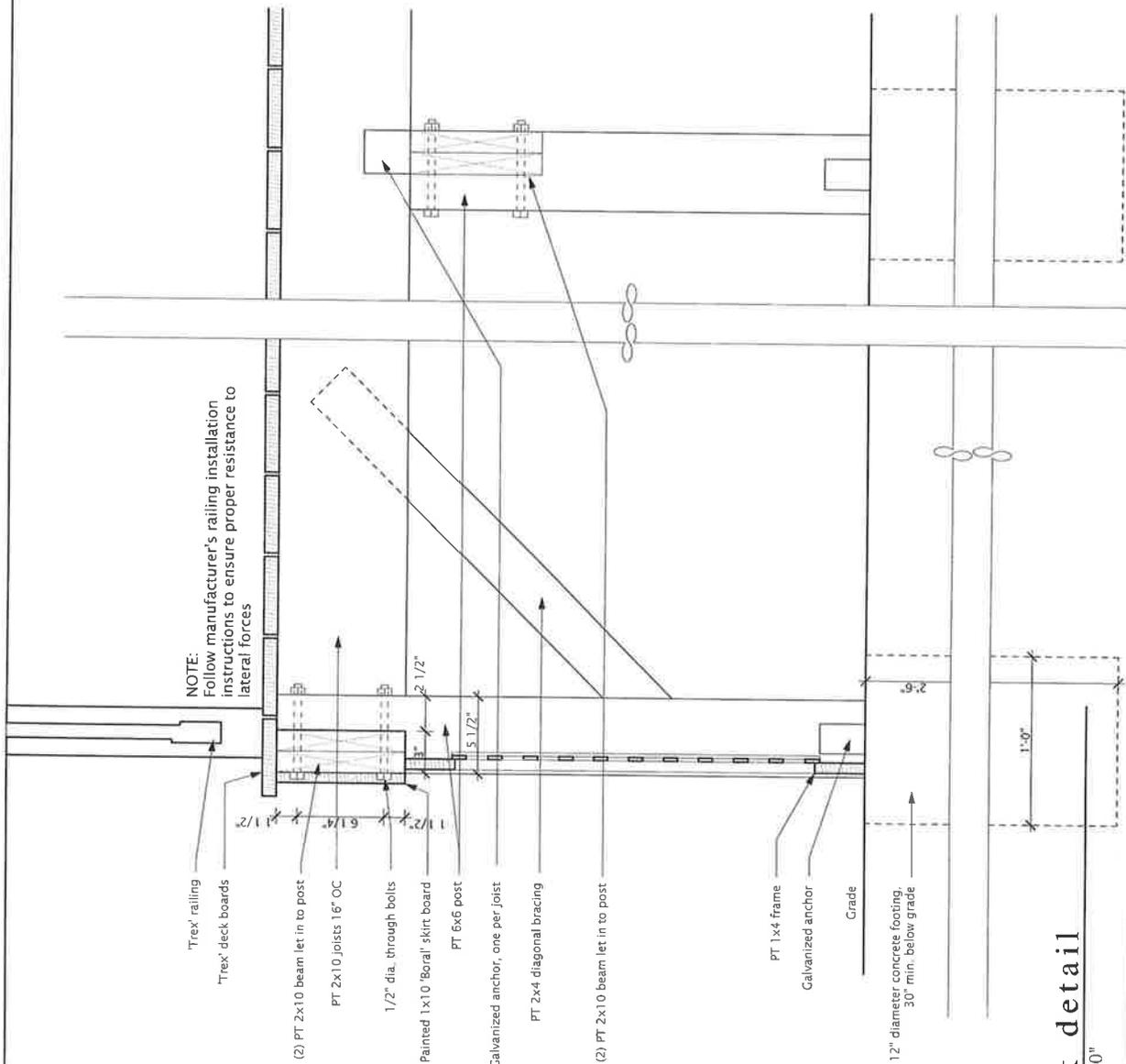


Palmisano
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10 December 2019

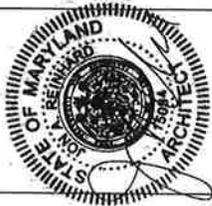
Permit Set

A3-1



1 Deck detail

1 1/2" = 1'-0"



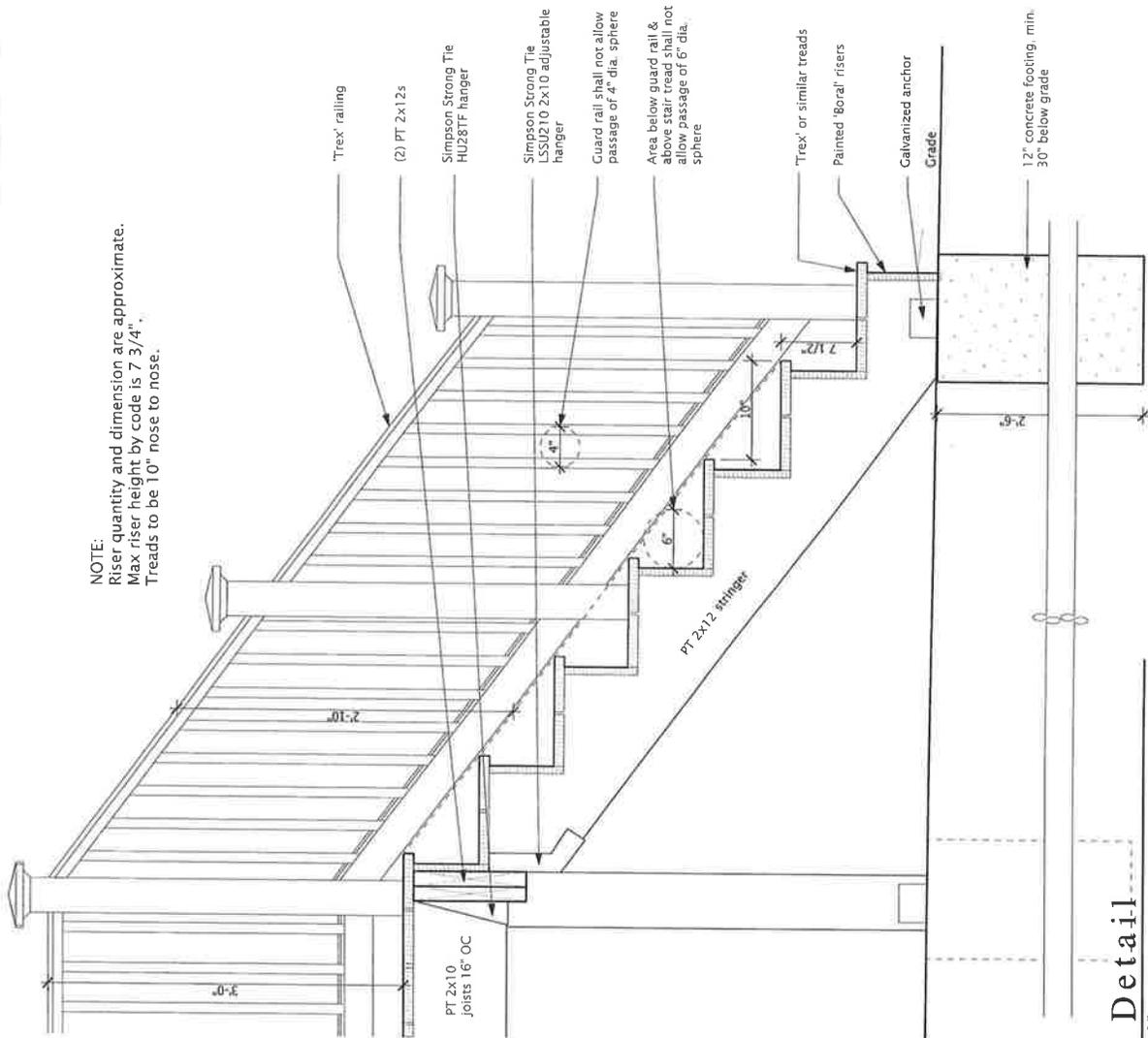
Palmisano
 Deck
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 University Park, MD
 20782

10 December 2019

Permit Set

A3-2

NOTE:
 Riser quantity and dimension are approximate.
 Max riser height by code is 7 3/4".
 Treads to be 10" nose to nose.



1 Stair Detail
 1" = 1'-0"

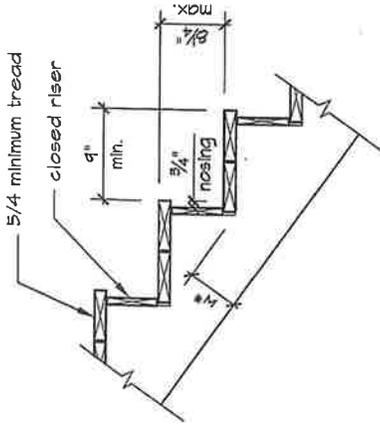


WOOD DECK STAIRS FLOOR & FRAMING PLANS, ELEVATION AND SECTION

Drawing No.

D-025

Sheet 1 of 2



TREADS & RISERS DETAIL

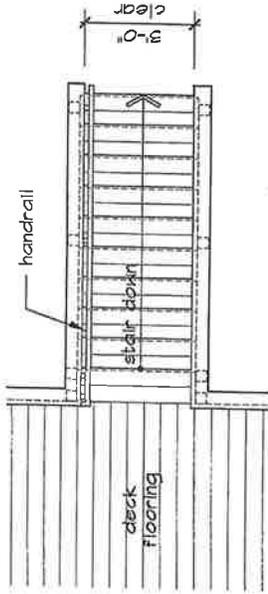
SCALE: 3/4"=1'-0"

riser height	tread width	waist w*	maximum span*
8 1/4"	9"	5 1/8"	6'-6"
7"	11"	5 3/8"	7'-0"
7"	10"	5 1/2"	7'-0"
6"	12"	5 7/8"	7'-6"

* stringer span is determined by waist size

WARNING AND DISCLAIMERS

This drawing is intended only to be illustrative of the minimum requirements of applicable County codes and specifications. It is not to be construed as a contract or a warranty of any kind. PRINCE GEORGE'S COUNTY, MARYLAND DOES NOT WARRANT OR GUARANTEE IN ANY MANNER OR TO ANY EXTENT THE SUFFICIENCY OF THIS DRAWING OR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS DRAWING should not rely on it as an acceptable plan for the construction of any structure. PRINCE GEORGE'S COUNTY, MARYLAND DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OF THIS DRAWING.



Notes

- 1.) all lumber shall be pressure treated.
- 2.) all connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.
- 3.) do not use standard carbon-steel or aluminum products in direct contact with pressure treated wood.

FLOOR PLAN

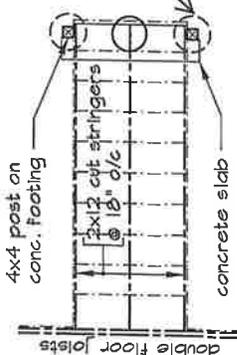
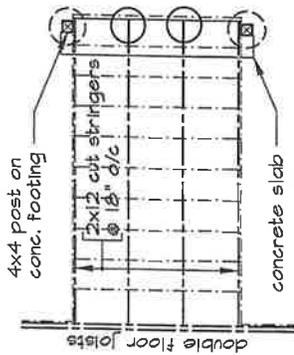
SCALE: 1/4"=1'-0"

12" Dia. x 24" Deep

Conc. Footing

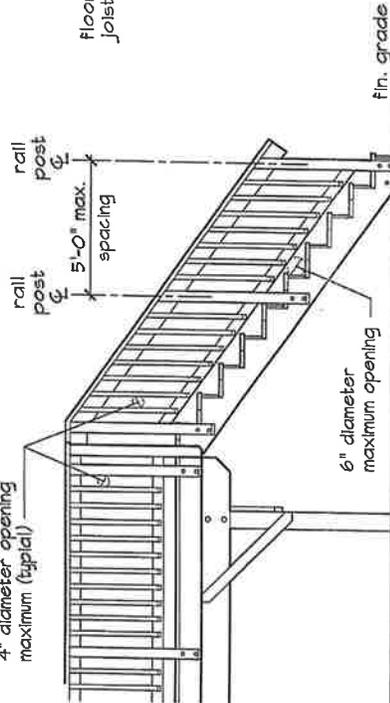
Option - Provide 12" Wx24" D

Cont. Concrete Footing



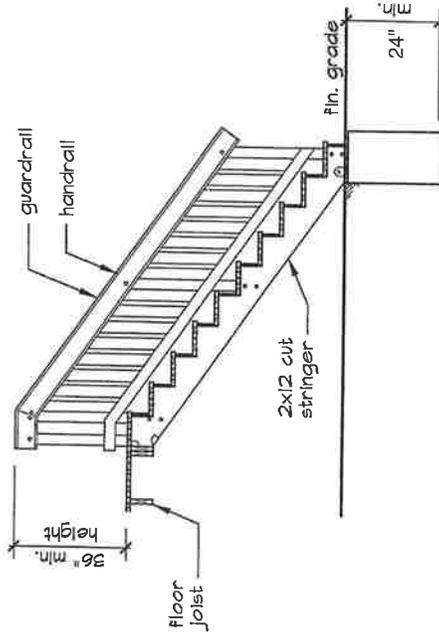
FRAMING & FOUNDATION PLANS

SCALE: 1/4"=1'-0"



SIDE ELEVATION

SCALE: 1/4"=1'-0"



CROSS SECTION

SCALE: 1/4"=1'-0"

Agenda item 5
Clements Building Permit Application

BUILDING PERMIT APPLICATION

◆ The Town of University Park ◆

An incorporated municipality in Prince George's County, Maryland.
Town Hall, 6724, Baltimore Avenue, University Park, Maryland 20782
Phone: 301/927-4262
FAX: 301/277-4548

For Office Use Only

Ward # 5 Date Received: 12/5/19

Permit Application: Approved []
Rejected []

Permit Number: _____
Date Issued: _____

Name of Applicant(s): Larry and Jill Clements

Telephone Number: [REDACTED] daytime [REDACTED] evening

Street Address of Property: 6914 Oakridge Rd., Univ. Park

Lot Number: 12/13 Block Number: D Section Number: _____

Person/Company Doing the Work: Aqua Guard

Address/Phone: 6820 Distribution Dr., Beltsville

Signature of Property Owner: [Signature] Date: 12/5/2019

Description of Structure for Which Permit is Requested

(Please fill out as completely as possible.)

Check One:

[] **Fence:** Height: _____; Material: _____; Style: _____

[] **Outbuilding:** Dimensions: _____; Height at Apex: _____

Materials: _____

[X] **Other (Please Specify):** Install sump pump in garage

Dimensions: _____; Height at Apex: _____

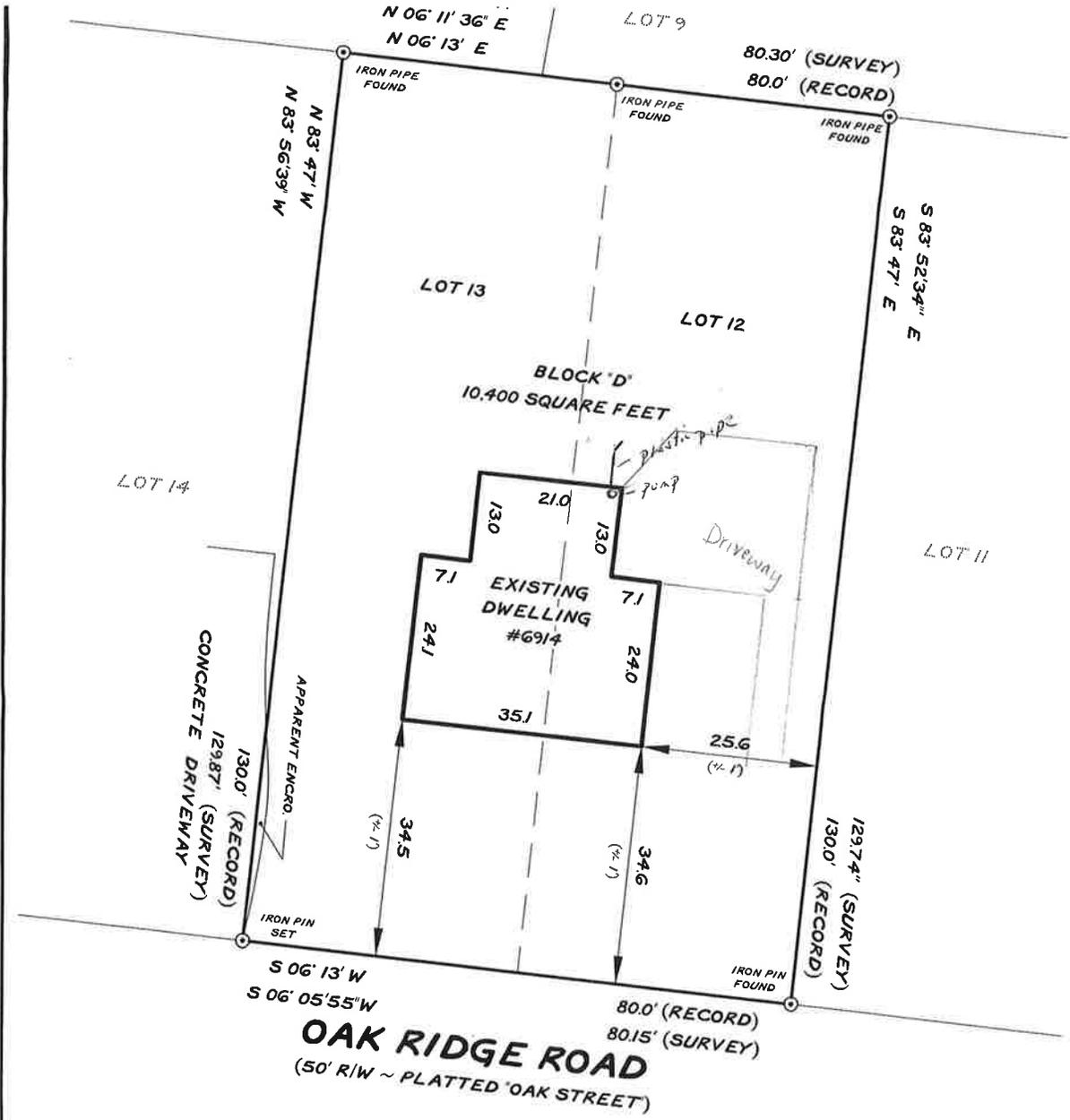
Materials: _____

Please Specify Reason for Structure: Remove occasional flood water from garage

Have neighbors on adjoining properties been notified of intent to build structure? [X] YES [] NO

Permit and Non-Refundable Filing Fee Paid: \$ 10.00

CAUTION: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.



SURVEYOR'S CERTIFICATE:
 I HEREBY CERTIFY THAT I HAVE PERSONALLY
 MADE A CAREFUL FIELD-RUN SURVEY OF LOTS 12
 & 13, BLOCK "D" AND THAT PERMANENT IRON
 MARKERS ARE IN PLACE AS INDICATED HEREON.

STEPHEN L WILSON R.P.L.S. NO.417
 DRASTIC MEASURES, INC.
 6503 STEUBEN COURT
 CLINTON, MARYLAND 20735
 OFFICE-301-856-3152
 FAX-301-856-8569



[Permit](#) ▾

[Inspection](#) ▾

[ePayments](#) ▾

Permit Status Tracking



* Permit Number : - -

Example: 1001 - 2013 - 00

* Enter the code shown below : [More Info](#) ⓘ

3E8BF

Fields marked with an asterisk * are required.

[Track Permit Status](#)

Permit Details:

Permit Number : **43287-2016-00**
 Permit Name : **CLEMENTS INT & EXT WATERPROOFING**
 Address : **6914 Oakridge Rd.Town Of University Park Hyattsville, 20782**
 Permit Type : **DPIE RW**
 Permit Use Type : **Single Family**
 Work Description : **Interior and exterior waterproofing, 116 sq.ft excavation and seal, and 20 ft. sub floor pressure relief system with 4 inches corrugated drain tile.**
 Date Applied : **Monday, August 22, 2016**
 Permit Status : **PERMITTED**
 Estimated Completion Date :

Permit Approval Process:

Process Name	Assigned Date	Process Status	Completion Date	Response	Additional Status
BUILDING INSPECTION	8/24/2016 9:14:37 AM	In Progress			On hold?
PERMIT ISSUANCE	8/24/2016 9:14:32 AM	Process Completed	8/24/2016 9:14:38 AM	Permit Issued	On hold?
PERMIT CHECK	8/23/2016 12:55:16 PM	Process Completed	8/24/2016 9:14:32 AM	Walkthru	On hold?
STRUCTURAL REVIEW	8/23/2016 11:32:35 AM	Process Completed	8/23/2016 11:49:36 AM	Approved	On hold?
SITE/ROAD REVIEW	8/23/2016 11:32:35 AM	Process Completed	8/23/2016 12:55:16 PM	Approved	On hold?
DPIE PERMIT APPLICATION	8/23/2016 11:30:48 AM	Process Completed	8/23/2016 11:32:35 AM	Application Complete	On hold?
DPIE RECORDS MANAGEMENT		Not Started			On hold?
DPIE RECORDS MANAGEMENT		Not Started			On hold?
PLANS ADMINISTRATION (BUILDING)		Not Started			On hold?
PLANS ADMINISTRATION (HEALTH)		Not Started			On hold?
DPIE HEALTH REVIEW		Not Started			On hold?
PLANS ADMINISTRATION (HEALTH)		Not Started			On hold?
DPIE HEALTH SUPERVISOR		Not Started			On hold?
PLANS ADMINISTRATION (PLANNING)		Not Started			On hold?
PLANNING REVIEW		Not Started			On hold?
PLANS ADMINISTRATION (PLANNING)		Not Started			On hold?
PLANS ADMINISTRATION (SITE/ROAD)		Not Started			On hold?
PLANS ADMINISTRATION (SITE/ROAD)		Not Started			On hold?

6914 OAKRIDGE RD HYATTSVILLE 20782

CASE NUMBER : 43287-2016-00

PRINCE GEORGE'S COUNTY

PERMIT

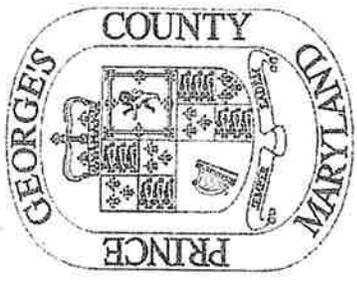
ISSUANCE DATE : Aug-23-2016

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER
LARRY CLEMENTS
6914 OAK RIDGE RD
UNIVERSITY PARK, MD 20782 (724) 433-5947

CONTRACTOR
AQUAGUARD WATERPROOFING
6820 DISTRIBUTION DR
BELTSVILLE, MD 20705 (301) 595-9671
LICENSE NUMBER: 38760



OCCUPANT

ARCHITECT

TYPE OF PERMIT : DP1E RW

WORK DESCRIPTION : Interior and exterior waterproofing, 116 sq-ft excavation and seal, and 20 ft. sub floor pressure relief system with 4 inches corrugated drain tile.

EXISTING USE : single family home

USE (DER PROPOSED) : single family home

SUBDIVISION : COLLEGE HEIGHTS

OWNERSHIP : HEIGHT FT: 116

LIBER : 29421

FOLIO : 477

ED/ACCT NO. : 19 / 2130938

LOT :

BLOCK : D

TAX MAP : 042

SCD :

SPEC EXCEPT : Conditions

OCCUPANCY LOAD :

SITE CERTIFICATE :

STRUCTURE CERT :

SEWER :

WATER :

HEATING :

PARCEL :

ELECTRICITY :

CENTRAL A/C :

ELEVATOR :

ESCALATOR :

BASEMENT :

BOILER NUMBER :

CBCA :

HISTORICAL :

SIGN NUMBER :

As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle.

Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNERS/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

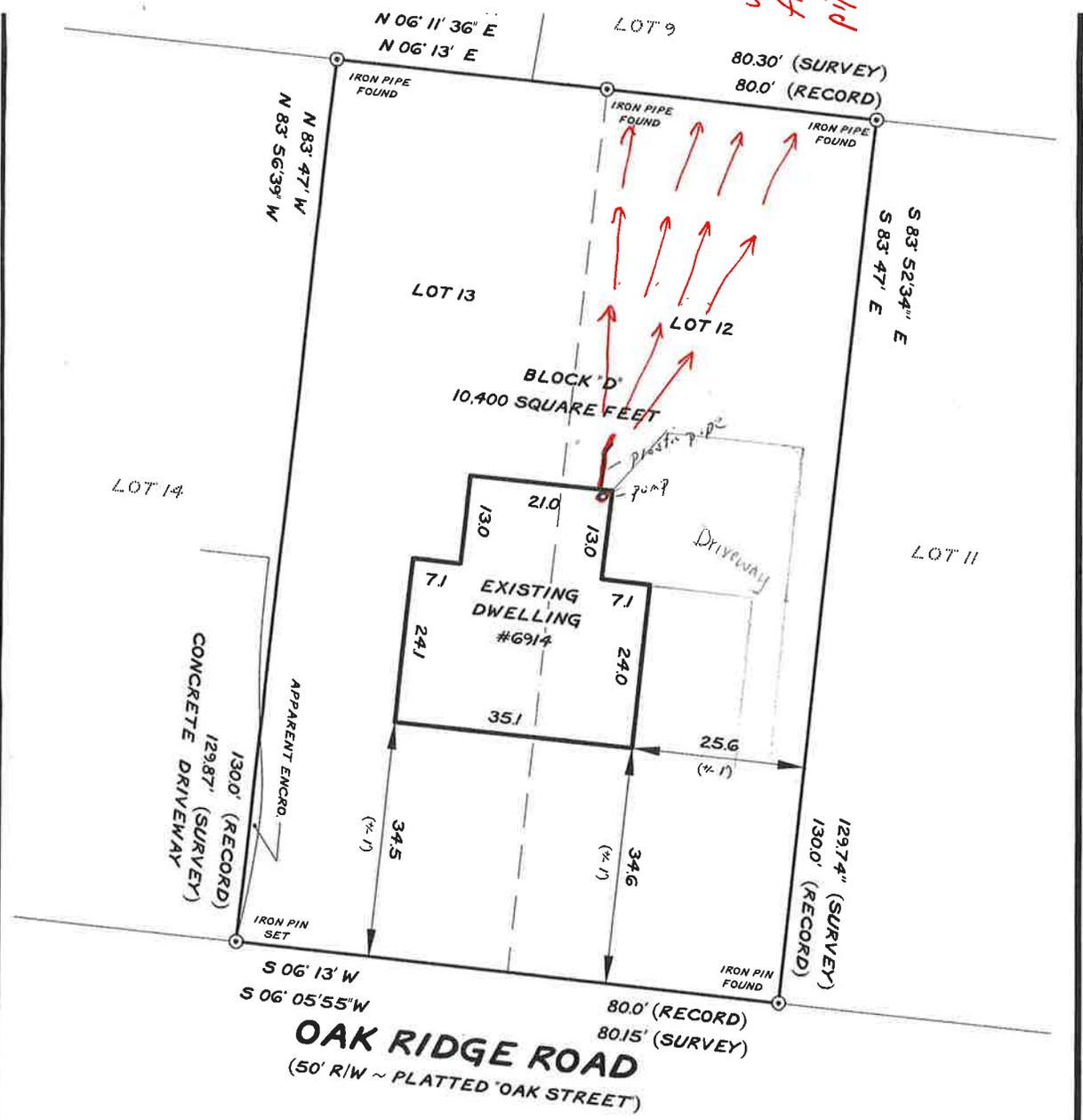
THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

INSPECTION APPROVALS

BUILDING INSPECTOR		HEALTH		ELECTRICAL		PLUMBING		FIRE MARSHALL	

Melinda Bolling

↑ water flow from discharge pipe



SURVEYOR'S CERTIFICATE:
 I HEREBY CERTIFY THAT I HAVE PERSONALLY MADE A CAREFUL FIELD-RUN SURVEY OF LOTS 12 & 13, BLOCK "D" AND THAT PERMANENT IRON MARKERS ARE IN PLACE AS INDICATED HEREON.

STEPHEN L WILSON R.P.L.S. NO.417
 DRASTIC MEASURES, INC.
 6503 STEUBEN COURT
 CLINTON, MARYLAND 20735
 OFFICE-301-856-3152
 FAX-301-856-8569







Agenda Item 7
Town Administrator Job Description

TOWN OF UNIVERSITY PARK

JOB DESCRIPTION — PART-TIME TOWN ADMINISTRATOR

TITLE: Town Administrator

FLSA Status: Exempt

GENERAL DESCRIPTION: Working under the direction of the Mayor, and in collaboration with Department Heads, the Town Administrator will provide management expertise in support of key functions of the Town government, including (but not limited to) strategic plan implementation, staff support to the council, grant proposals, personnel policies and practices, code enforcement, communications, information technology management, and contract and project management. This is a part-time appointment.

JOB FUNCTIONS:

Attend regular and special Town Council meetings, and council committee meetings as necessary.

Provide staff input to Council on questions coming before it, gathering information from Department heads, other staff, and outside sources as appropriate.

Participate in regular staff meetings with Department Heads and take other steps necessary to provide coordination and leadership and ensure that Council requests are followed up in timely fashion.

Collaborate with the Mayor and Department Heads to develop and implement annual operating and capital budget proposals and seek cost efficiencies in town operations.

Collaborate with the Mayor and Department heads to identify and pursue grants and other revenue opportunities, according to priorities determined by Mayor and Council, and provide oversight and management for grants received.

With the Mayor and Treasurer help develop and implement a Capital Improvement Plan as approved by the Council.

Develop or update Standard Operating Procedures, including information systems, records retention, personnel administration and human resources, and continuity of operations under various hazardous or emergency situations (e.g., snow emergencies, flooding, major storms, power outages).

Collaborate with Department heads as appropriate to facilitate the management of, Town projects, including assisting with procurement, and ensuring that the Town applies for and obtains required permits, licenses and other authorizations where required.

Obtain information from local, regional, state, and federal government officials on behalf of the Town, to become informed and inform the Mayor and Council of changes in policies and law that will or could affect the Town.

Help procure goods and services in accordance with the Town's sustainable purchasing policy and other relevant aims and policies

QUALIFICATIONS:

Undergraduate degree in a relevant discipline, or an equivalent level of professional experience.

Five years' experience in a responsible position in public sector administration or a closely related field, including supervisory experience, is preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of policies and practice in public administration; working knowledge of public finance, human resources, municipal law, public works, public safety and community development.

Ability to communicate effectively orally and in writing; prepare and analyze reports; carry projects to completion; establish and maintain effective working relationships with town staff, council, and residents.

Working knowledge of office computer systems, business software, social media, information security good practice, and relevant cloud-computing platforms.

Ability to work both independently and collaboratively, exercise sound professional judgement, guide staff, engage the community, develop new ideas, foster collegial relationships.

Valid State of Maryland driver's license.

Physical Requirements:

- Ability to lift/carry up to 25 lbs. without assistance.
- Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

University Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda item 8A
Recommendations from Police, Traffic and Public
Safety Committee

**Town of University Park
Council Committee on Police, Traffic and Public Safety**

Wednesday, November 20, 2019

Meeting notes

Committee Members present: David Brosch, Council Member, Ward 1; Joe Schultz, Council Member, Ward 2 and Committee Chair; Linda Verrill, Council Member, Ward 4; Martha Wells, Council Member, Ward 6; Roland Stephen, Council Member, Ward 7

Guests: Chief of Police Harvey Baker

The meeting was called to order at 7:30 p.m.

Agenda

1. Follow-ons to UPES-area traffic calming measures from earlier this year.

Discussion among the committee members, with public comment, concerned: parking restrictions on Queens Chapel Road and Underwood plus “do not enter” restriction on Underwood turning off QCR toward Baltimore Ave., M–F, 7–9 a.m. only, to manage congestion during drop-off time; parking accommodations for a bus picking up disabled students; and parents/children crossing mid-block from the angled parking area toward UPES.

Motion by Councilmember Verrill, seconded by Councilmember Wells: To recommend that UP town council prohibit parking on the south (Baltimore Ave.) side of Queens Chapel Road for 150’ east of Underwood, and on the west (Wells Run) side of Underwood for 150’ south of Queens Chapel Road, Monday through Friday 7 a.m. to 9 a.m., and also prohibit entry onto Underwood southbound (towards Baltimore Ave.) from Queens Chapel Road during those same hours. Passed, 5–0.

Motion by Councilmember Verrill, seconded by Councilmember Wells: To recommend that the town council authorize the Hyattsville school bus picking up and dropping off disabled UPES students to stand in the current no parking/drop-off only zone on Underwood adjacent to the school building while waiting for students, and to replace the

“no parking” signs currently marking that area with new signs reading “No parking except for authorized vehicles”. Passed, 5–0.

Motion by Councilmember Verrill, seconded by Councilmember Wells: To recommend that the town council authorize the department of public works to stripe a temporary crosswalk across Queens Chapel Road between the angled parking near the Word of God Baptist Church parking lot entrance and the UPES property, and to install signs at that location reading “Slow, Children” or something similar. Passed, 5–0.

2. Scooters and bikes on town park paths

A resident had raised a concern to Councilmember Verrill that scooters and e-bikes posed some danger to pedestrians on the park paths, which are narrow. Discussion among committee, with input from Chief Baker informed by his experience with the Park Police along the Capital Crescent Trail, of options for managing scooter and e-bike traffic in the town park ranging from signage to encourage more considerate behavior to outright bans. The committee will take up the topic again at its next meeting, and in the meantime gather information on how other communities have handled similar situations.

3. Traffic management planning

The committee agreed that a long-range plan for streetscaping and traffic management on the interior streets of the town would provide an improved basis for a consistent, balanced approach to addressing residents’ concerns. Discussion among the committee, and public comment from several residents in attendance, touched on some long-standing concerns among some residents of town. Committee agreed to pick up the discussion at the next meeting, and in the interim as a first step to solicit input from UPPD and other councilmembers concerning particular problem areas that could be prioritized in developing a traffic plan, and to gather information on how other municipalities in this region have addressed this issue.

The meeting was adjourned at 9:30 p.m.

Submitted by Joe Schultz, Chair

Agenda item 8A
Introduction of Legislative Resolution 20-O-01

Amending Section 9-104 Parking
Sponsored by: Councilmember

LEGISLATIVE RESOLUTION 20-O-01

Resolution and Ordinance of the Town of University Park to amend Chapter 9 “Traffic and Vehicles”, Article 1, “Traffic”, Section 9-104, “Parking” and Section 9-106, “Restricted Traffic Flow” of the Code of Ordinances of the Town of University Park.

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the Mayor and Common Council of the Town of University Park have the power to pass such ordinances as deemed necessary to protect the health, safety and welfare of the residents of the municipality and to prevent and remove nuisances; and

WHEREAS, the Transportation Article, Annotated Code of Maryland, authorizes the Town to adopt parking and traffic regulations; and

WHEREAS, the Mayor and Common Council have adopted Chapter 9, “Traffic and Vehicles”, of the Town Code to regulate parking and traffic in the Town; and

WHEREAS, issues with parking, traffic and pedestrian safety have arisen on Underwood Street adjacent to the University Park Elementary School during drop off and pick up of students; and

WHEREAS, the Mayor and Common Council, after consulting with the School and the Town Chief of Police, have determined that it is in the public interest to prohibit parking during school hours on the south side of Underwood Street 93 feet from its intersection with Queens

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[~~Brackets~~] indicate matter deleted from existing law

* * Asterisks* * indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

~~[Brackets]~~ indicate matter deleted by amendment to the proposed ordinance

Chapel Road, 95 feet north on the east side of Queens Chapel Road from its intersection with Underwood Street, and to restrict turning onto Underwood Street in an eastbound direction from its intersection with Queens Chapel Road to assist with these issues.

Section 1: NOW THEREFORE be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Chapter 9 “Traffic and Vehicles”, Article 1 “Traffic”, Section 9-104 “Parking”, of the Code of the Town of University Park, be repealed, re-enacted and amended to read as follows:

Section 9-104 Parking

A. Prohibitions * * * *

B. Limitations

(1) * * * *

(2) School parking.

(a) No person shall park any vehicle from 7:00 a.m. to 7:00 p.m., except as otherwise noted, on school days on any of the following streets:

(i) – (iii) * * * *

	Name of Street	Side	Location
iv.	Queens Chapel Road	North WEST EAST	From its intersection with Underwood Street to the driveway of the University Park Elementary School Parking Lot, which area shall be utilized as a student loading zone, between the hours of 7:30 a.m. and 8:30 a.m., and 1:30 p.m. and 2:30 p.m., [on school days only] NORTH FROM ITS INTERSECTION WITH UNDERWOOD STREET FOR A DISTANCE OF 95 FEET
v.	Underwood Street	South SOUTH	West from its intersection with Queens Chapel Road for a distance of 470 feet, between the hours of 7:00 A.M. AND 3:00 P.M. EAST FROM ITS INTERSECTION WITH QUEENS CHAPEL ROAD FOR A DISTANCE OF 93 FEET BETWEEN THE HOURS OF 7:00 A.M. AND 3:00 P.M.

C. – E. * * * *

* * * *

Section 2 Be it further resolved and ordained that Chapter 9 “Traffic and Vehicles”, Article 1 “Traffic”, Section 9-106 “Restricted traffic flow”, of the Code of the Town of University Park, be repealed, re-enacted and amended to read as follows:

§ 9-106 **Restricted traffic flow.**

A. No person shall operate a motor vehicle on Underwood Street between Forest Hill Drive and Adelphi Road except in a westbound direction, nor shall any person operate a motor vehicle on Underwood Street between Beechwood Road and the northern end of the circular driveway at the University Park Elementary School, except in a southbound direction, NOR SHALL ANY PERSON OPERATE A MOTOR VEHICLE ONTO UNDERWOOD STREET IN AN EASTBOUND DIRECTION FROM ITS INTERSECTION WITH QUEENS CHAPEL ROAD BETWEEN 7:00 A.M. AND 9:00 A.M., MONDAY THROUGH FRIDAY.

B. – I. * * * *

Section 2. Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park.

Section 3: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this _____ day of _____, 2020

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

- Establish do not enter restriction on the 4400 block Underwood St. (south side), Monday-Friday, 7-9 a.m.
- Prohibit parking on the 4400 block Underwood St.(south side)—93' from the intersection with Queens Chapel Rd.
- Prohibit parking on the 6600 block Queens Chapel Rd. (east side)—95' from the intersection with Underwood St.

Agenda item 9
Minutes from December 16, 2019



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
UNIVERSITY PARK ELEMENTARY SCHOOL
4315 UNDERWOOD STREET**

7:30 p.m.

December 16, 2019

MINUTES

1. CALL TO ORDER: *Mayor Carey* at 7:30 p.m.

Present: Mr. Brosch, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Mr. Stephen
Absent: None
Excused: Ms. Wells

2. PLEDGE OF ALLEGIANCE was led by Ms. Morrissey.

3. APPROVAL OF THE AGENDA

Moved by: Ms. Verrill

Seconded by: Mr. Brosch

Yea: 6

Nay: 0

Abstain: 0

4. PERMITS

A. BUILDING PERMIT TO CONSTRUCT A SHED DORMER, SCREEN PORCH AND BAY WINDOW ROOF

(Shaughn and Edra London, 4211 Sheridan Street) Ward 1

Motion: To approve a building permit to construct a 12.5'x 48.2' shed dormer and a 5.6'x 7' screen porch and rebuild existing bay window roof located on Lot 21 and part of 20, Block 7 and Section two at 4211 Sheridan Street.

Moved by: Mr. Brosch

Seconded by: Ms. Verrill

Yea: 6

Nay: 0

Abstain: 0

5. APPROVAL OF MINUTES: *December 2, 2019*

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 4

Nay: 0

Abstain: 2 (Stephen, Caskey)

6. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Mayor Carey asked for Council approval and for Mr. Schultz to represent University Park by attending an Eagle Scout Court of Honor event on December 28 where town resident, Jordan Williams, will receive an Eagle Scout Award from the Boy Scouts of America. His Eagle Scout project was the Wells Run clean-up.

Motion: To approve proclamation 2019-R-08 to Jordan Williams expressing the Council's congratulations and thanks for his project and best wishes for a bright future.

Moved by: Mr. Schultz

Seconded by: Ms. Morrissey

Yea: 6

Nay: 0

Abstain: 0

- A new draft job description for the part-time Town Administrator reflects Council comments and will be used for discussion during the Work Session. The January 6 Council meeting will be in Legislative Session format, allowing the Council to further discuss the job description and possibly approve it.
- Ms. Pamela Boozer-Strother, an elected member of the Prince George's County Public Schools Board of Education will attend the January 27 Council Meeting to provide the Council with updates.
- Attended Senator Pinsky's Open-House Town Hall Meeting.
- Mayor Carey will invite the Hyattsville Volunteer Fire Department to the February 3 Council meeting to give a presentation.
- On January 20, the 22nd District Legislative Delegation reception celebrating Martin Luther King's birthday will be held in Annapolis. Councilmembers are invited to attend.
- On January 8, there is an Animal Control Commission Hearing regarding a vicious dog complaint in Town.
- Mayor Carey responded to a question about the status of the intersection of Baltimore Avenue and Sheridan Street. He said a date for a meeting has not yet been scheduled.
- Mr. Beall responded to a question about the status of the infrastructure project and bond issue. He said that he is waiting for information from the State Highway Administration regarding the "Safe Route to School Grant". There are restrictions regarding the grant that need to be clarified before proceeding. At the request of the Mayor, the Town Attorney is in contact with the State Highway Administration, seeking clarification of the restrictions.
- Mayor Carey said that when the staff proposals for the infrastructure project are developed they will be forwarded to the Council.
- Mr. Schultz said that he would like for the Council Committee on Police, Traffic, and Public Safety to be engaged at the beginning of the infrastructure project even if it requires special meetings.

B. COUNCIL AND COMMITTEE REPORTS

Policy, Rules and Municipal Structure Committee - Ms. Verrill

The next meeting is scheduled for Tuesday, December 17 at 7:00 p.m. at Town Hall.

The January meeting is tentatively scheduled for January 13 at 7:00 p.m. at the University Park Elementary School. Those who will not be able to attend the January meeting should inform Ms. Verrill.

Public Facilities and Services Committee - Mr. Caskey

The next meeting is scheduled for Thursday, December 19 at 7:30 p.m. at Town Hall. Discussion will include assessment of Town Hall.

Police, Traffic and Public Safety - Mr. Schultz

The next meeting is scheduled for Wednesday, December 18. Discussion will include bike and scooter paths and traffic management in Town.

Sustainability Committee - Mr. Schultz

At the last meeting, a presentation was given by Mike Hunninghake of the Sustainable Maryland Group which now puts the Committee in a better position for understanding what needs to be done to apply for recertification.

Mr. Brosch - Ward 1

Mr. Brosch proposed that University Park write a letter of support, when it is introduced, for a Bill on Community Energy Aggregation.

The science teacher at University Park Elementary School requested volunteers to judge at the January 22 Science Fair. Mayor Carey said he would put this request on his Mayor's email list.

Senator Paul Pinsky, Chair of the Senate Committee on Education, Health, and Environmental Affairs, was a primary speaker at the Sustainability Summit held at the University of Maryland this past weekend.

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

No Report

D. REPORT FROM THE CHIEF OF POLICE ~ *Chief Baker*

Crime Report: December 1-15; two incidents (stolen vehicle, auto vandalism)

- The following was officer training for the month of December: Domestic Violence Lethality Assessment Training; R.A.D. System Training; Background Investigation for Police Training; and ALICE Training. Corporal Shamika Graddy participated in the Shop with a Cop.
- On December 8th the Annual Departmental Award Recognition took place. The following received departmental awards: Commendable Service Award - Corporal Shamika Graddy; Meritorious Service Award - Corporal Greg Fuoco; Chief's Award – Lt. Dan Enig and Sgt. Chad Sunday. Three Certificates of Recognition - Art Garroway, Elizabeth Gilead and Dee Hudlin.
- Chief Baker responded to a question about someone attempting to steal decorations from a front yard. He said that he looked into this and apparently some teen residents from University Park were on a scavenger hunt to take selfies in front of holiday decorations, which was misinterpreted.

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

- Mr. Beall encouraged residents to report broken streetlights directly to Pepco on their on-line service as well as informing Mr. Beall.
- Leaf season has gone very well with the exception of the recent rain. The last run through Town will take place soon; for those residents who miss this last run will need to bag their leaves. Information on leaf pick-up can be found on the Town website under the Public Works page. Exceptions for extending leaf pick up is difficult due to the January 10 deadline with College Park.
- The new trucks that were purchased has taken 26 weeks (12 weeks was promised). They will be shipped and arriving this week.

7. **PUBLIC COMMENT** (*Residents made the following comments. Responses from Councilmembers, the Mayor or staff are italicized.*)

- A resident asked about detailed information on the Animal Control Hearing regarding a vicious dog in Town. *This hearing will be held on January 8 in Upper Marlboro. Contact information was given to this resident.*
- This resident said that it is clear that everyone understood that the Town Administrator position would be part-time. He asked that the job description list the hours or maximum amount of time per week that the person can be used. Residents also thought that this position was going to be a person to assist the Mayor. This person should give guidance, not orders. The Mayor should make the final decision.

8. **WORK SESSION**

A. **COUNCIL WORK SESSION – TOWN ADMINISTRATOR JOB DESCRIPTION**

Motion: To close out the Legislative Session and enter a Council Work Session, to discuss the draft Town Administrator job description.

Moved by: Mr. Stephen

Seconded by: Mr. Caskey

Yea: 6

Nay: 0

Abstain: 0

Discussion:

Mayor Carey proposed that the Council continue the conversation on Town Administrator Job Description at the January 6 Council meeting, if needed, and take a final vote at that time. Some Councilmembers asked if the continuous discussion and final vote be postponed, if necessary, until the January 27 Council meeting.

- The purpose is to enlist professional expertise, not to just hire another body for Town Hall.
- At a previous meeting, Councilmembers voted to hire a part-time Town Administrator, not a part-time Administrative Assistant.
- Looking for someone who does not have to be told what to do all of the time and who can operate independently at the direction of the Mayor.
- There is no change to the form of government. The Mayor is still the Chief Executive of the Town.
- The part-time salary of this position will remain the same whether the person works 20 hours one week and 40 hours another week.
- Mr. Brosch expressed a concern that Councilmembers weren't given enough time to review the updated draft job description before discussion at the meeting. He also feels that the community should have an opportunity to review and offer feedback on the draft job description.

It was agreed that the draft Town Administrator Job Description be posted on the Town website to give residents an opportunity to comment.

9. **ADJOURNMENT** by consent at 10:00 p.m.