



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
January 19, 2021
MINUTES**

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

Present: Mr. Biermann, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Stephen

Absent: None

Excused: None

2. PLEDGE OF ALLEGIANCE – was led by Mayor Carey.

3. APPROVAL OF THE AGENDA

Moved by: Ms. Wells

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

4. APPROVAL OF MINUTES: *January 4, 2021*

Moved by: Ms. Verrill

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

5. CONSENT AGENDA

Motion: To approve the following consent agenda items.

Moved by: Mr. Biermann

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

A. BUILDING PERMIT APPLICATION TO REPLACE FENCE

(Julie McEnery, 4304 Sheridan Street) Ward 1

To replace 4' fence on the west side of the property on Lots 10 & 11, Block 5 and Section 1 at 4304 Sheridan Street.

B. BUILDING PERMIT APPLICATION TO EXTEND DRAINAGE PIPES UNDER THE SIDEWALK

(Antonia and Kyoko Betancourt, 6305 Queens Chapel Road) Ward 1

To excavate and repair 2 drainage pipes, and to remove 4 sidewalk sections in front of the property where 2 drainage pipes will be extended to run under the Town sidewalk to connect outfall into the gutter on Lot 7, Block 10 and Section 2 at 6305 Queens Chapel Road.

Note: Town's contractor will replace these sidewalk sections at the homeowner's expense.

6. PUBLIC COMMENT

None

7. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

- **MAYOR'S REPORT** – *Mayor Carey*
- Mayor Carey stated that, as was provided in the FY2020 and FY2021 approved budgets, the Mayor's proposed budget for FY2022 will include continuation of a part-time Town Administrator. This proposed FY2022 budget will come to the Council by April 1.
- In reference to the COVID-19 vaccinations, the municipal elected officials vaccinations are at the Cheverly Health Center as part of continuity of operations under Phase 1B. We are encouraged to get a vaccination as soon as we are eligible. The County is handling this, following State and CDC direction. Any new information on this matter will be passed on immediately.
- Mr. Deutsch reported that the names and ages of the Public Works staff will be forwarded to the County to get in the queue for a COVID-19 vaccination.

● **COMMITTEE REPORTS AND COUNCIL COMMENTS**

Ms. Verrill - Ward 4

- A group of women in University Park are interested in learning to play pickleball. This may require funds from the Town to paint the required lines on the tennis courts. Ms. Verrill was encouraged to bring her request before the Public Facilities and Services Committee for consideration.

Public Facilities and Services Committee - Mr. Caskey

The next meeting is scheduled for Thursday, January 21 at 7:30 p.m. Discussion will include the plan for the Town parks and the future of the Public Works garage.

Policy, Rules, and Municipal Structure Committee - Ms. Verrill

- In reference to the draft statement of work that was emailed to Councilmembers, the Committee is proposing revising/updating the Town History. Mayor Carey responded by saying that he will include funding for this project in his FY2022 budget proposal.
- In reference to the draft statement emailed to Councilmembers on democracy and social justice, the Committee believes that it is important to take a stand and say something about what is going on at the national level and to address the January 6 attack on the Capitol. Following council discussion, committee co-chair Verrill agreed to revise the statement in committee and bring the revised statement back to the Council for further discussion and review at the February 1 meeting.

Police, Traffic and Public Safety Committee - Mr. Schultz

The January 20 meeting has been cancelled.

Sustainability Committee - Mr. Schultz

- There's a new group of Capstone students from the University of Maryland who may do something interesting with the tree inventory.

Ms. Wells - Ward 6

- Ms. Wells met again with the Pathways to Unity group. With the upcoming eviction crisis that will happen when the eviction ban expires, Ms. Wells has materials available on homelessness and evictions for those who are interested in getting involved.

8. NEW BUSINESS

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

Motion: To approve the introduction of the budget adjustments for fiscal year 2021 as recommended by the Town Treasurer in the January 15, 2021 memo to the Mayor and Council in the total amount of \$49,900.00, as reflected below.

<u>Account Name</u>	<u>Transfer from:</u>	<u>Transfer to:</u>
<u>General Government</u>		
Transit	34,900.00	
Insurance		3,100.00
Administration Expense (Town Administrator)		8,300.00
Payroll Taxes & Benefits - GG		11,500.00
Elections		2,000.00
Building Utilities		10,000
<u>Police</u>		
Police Supplies & Manuals	2,000.00	
Crossing Guards	2,500.00	
Travel, Meetings, Professional Dues	1,000.00	
Medical Exams		2,000.00
Body Worn Cameras		3,500.00
<u>Public Works</u>		
Salaries	7,000.00	
Travel & Dues	2,500.00	
Fuel		2,000.00
Composting		500.00
Vehicle Maintenance		7,000.00

Prior Years Surplus

Increase by \$321,270 to agree with the FY2020 audit. Total Fund Balance at 7/1/20 is \$3,837,007.

The earliest this may be considered is at the February 1, 2021 Council meeting, as the total exceeds \$2,500.00.

Moved by: Mr. Caskey

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

B. INFRASTRUCTURE PROJECT UPDATE

The Director of Public Works provided a status report on the progress of the Infrastructure Project.

- A detailed document of the project was included in the Council packet (document can be found with the agenda at www.upmd.org/agendacenter).
- Phase 1 of the project is completed.
- Phase 2 (Queens Chapel Road) has begun.
- The concrete that has gone down on Queens Chapel Road is nearly double the strength that's required by County standard.
- Due to permitting and cost issues, a mulch over gravel path will be used along the pollinator meadow. Mr. Beall learned that WSSC has a sewer project scheduled for 2022 and this will include fourteen streets in Town.

9. ADMINISTRATOR AND DEPARTMENT REPORTS

A. REPORT FROM THE TOWN ADMINISTRATOR ~ *David Deutsch*

- In reference to the COVID-19, the Town is working on getting employees vaccinated and getting word out through Helping Hands (HHUP) to inform senior residents about the vaccination.

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

Not present.

C. REPORT FROM THE TOWN CLERK ~ *Andrea Marcavitch*

- Summary of permits issued in the month of January: 4 building; 1 dumpster and 0 vendor.
- The Council was reminded that Ethics forms are due by April 30 – Disclosure of Gifts and Financial Disclosure forms. Both forms are required for Council to complete. Resident committee members are only required to submit the Disclosure of Gifts form.
- The Transit Task Force Public Forum is scheduled for February 9 at 7:30 p.m. More information can be found in the February newsletter and on the Town website at www.upmd.org/news.
- Scheduling of the next election date and hours will take place at the February 1 Council meeting.
- During the next month or so, Ms. Marcavitch will be working with General Code to update the Town Code to include all of the legislation that was adopted in the last year.

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

Crime Report from December 21, 2020 – January 19, 2021 – one incident in Ward 1.

- On January 4, PFC Albert Bell, Jr. was hired and is currently on field training.
- On January 11, the COVID-19 vaccine was given to those officers who wanted to receive it.
- On January 14, a sergeant's exam was given and as a result, Corporal John Morris will be promoted to Sergeant on January 21.
- The advertisement for the Captain position will close this week. Several applications are currently being reviewed.
- There is one officer position that still needs to be filled.
- PFC Officer Bell will be assigned to ward 4 as a community liaison.
- A Town Hall Forum is scheduled for Monday, January 25 at 7:00 p.m. with resident Melinda Moore as the moderator. Discussion will include the police departments annual report for 2020 and to provide an opportunity for residents to ask questions related to law enforcement in University Park.

Training:

PFC Officer Bell completed his Firearms qualification on January 11. The following courses were completed through the online portal PoliceOne Academy: Active Shooter Recognition and Basic Response; Domestic Violence Intervention for Dispatchers; Dispatcher Ethics and Public Service; and Traffic Stops is Safety One.

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

December 2020 Treasurer's Report was distributed.

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

- Mr. Beall responded to a question about tree trimming on 40th Avenue by saying that the Bartlett Pear trees are being trimmed to reduce the canopy spread which helps prevent the trees from splitting.

10. ADJOURNMENT by consent at 9:20 p.m.

Submitted by: _____
Lenford C. Carey, Mayor