



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
UNIVERSITY PARK TOWN HALL
6724 BALTIMORE AVENUE
7:30 p.m.
March 16, 2020
MINUTES**

In light of the Coronavirus and the closing of public schools, Council will meet at Town Hall. We ask all residents and guests to participate via conference call at (857) 799-9966. Residents will have the opportunity to speak during Public Comment - agenda item #6. During that time if you would like to make a comment, please state your name and Mayor Carey will call on you to speak. All public comment will be limited to three minutes.

A closed session was called – see agenda item 10.

1. CALL TO ORDER: *Mayor Carey*

Present: Mr. Brosch (by phone), Mr. Schultz (by phone), Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells

Absent: None

Excused: Mr. Stephen

2. PLEDGE OF ALLEGIANCE was led by Mayor Carey.

3. APPROVAL OF THE AGENDA

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda item (see next page).

Moved by: Ms. Morrissey

Seconded by: Mr. Caskey

Yea: 6

Nay: 0

Abstain: 0

- A. BUILDING PERMIT APPLICATION TO REMOVE EXISTING PATIO AND CONSTRUCT NEW PATIO**
(John Rzasa, 6703 Queens Chapel Road) Ward 3
To remove existing patio and construct a new 20'x 14' patio, located on Lot 14 & part of 13, Block 16 and Section 3 at 6703 Queens Chapel Road.

5. PERMITS

- A. BUILDING PERMIT FOR A SECOND STORY ADDITION AND A DECK WITH STEPS**
(Matthew and Lisa Beckman, 4305 Sheridan Street) Ward 1

Motion: To consider a building permit for a 5'x 16.4' second story addition and a 16.08'x 12.96' deck with steps located on Lot 15 and part of 14, Block 4, and Section 1 at 4305 Sheridan Street.

Moved by: Mr. Brosch

Seconded by: Ms. Verrill

Yea: 6

Nay: 0

Abstain: 0

- B. LITTLE FREE LIBRARY AT WELLS PARKWAY AND CHANSORY LANE**

To accept the proposal of the University Park Civic Association and permit the installation of a fourth Little Free Library on public land and:

- That the Council approve the site requested by the UPCA and recommended by the Director of Public Works at the intersection of Wells Parkway and Chansory Lane, such site to be specifically located by the Town, and;
- That the Council request that the University Park Civic Association pay for the creation of such a Little Free Library, and coordinate its stocking with appropriate books and continuing operation, and;
- That the Council request that the Town maintain the Little Free Library structure itself where the need for such maintenance is indicated by the University Park Civic Association, and;
- That this arrangement may be ended or altered at the convenience of the Town at any time, and;
- That the existing agreement between the Town and the University Park Civic Association be amended to include the fourth location appended with signatures.

Moved by: Mr. Caskey

Seconded by: Mr. Brosch

Yea: 6

Nay: 0

Abstain: 0

6. PUBLIC COMMENT

- A resident urged the Town to post information regarding the Coronavirus disease (COVID-19) on the website. They recommended that the Council put together a Community Advisory Board that would include the residents in Town who are experts on viral infections; this would provide the Town with extra expertise if the situation gets much worse.

7. NEW BUSINESS

A. EMERGENCY FY2020 BUDGET TRANSFER TO PURCHASE COMPUTERS

Motion: To override Council policy and amend fiscal year 2020 budget to transfer \$4,000 from General Government line item 6103-01, *Administrative Expenses* to General Government line item 6110-01, *Small Equipment* for the purchase of 4 new laptops to allow all department heads the capability to work from home in the case of an emergency.

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

B. CONTINUITY OF TOWN OPERATIONS

Discussion of continuity of Town operations and governance, including Council meetings, due to the Coronavirus disease (COVID-19).

- A copy of the Draft Coronavirus Workplace Action Plan was sent to all Councilmembers.
- Police officers will ask residents to come outside of their homes to report an issue rather than the officer going inside.
- A request for goggles for the police officers has been made.
- University Park will allow 30 days of administrative leave for employees who are diagnosed positive or with members of their household who have been so diagnosed.
- Beginning Monday, March 23, the Town Shuttle Bus services will be temporarily suspended.
- The Town website will list the services that will continue and the ones that will temporarily stop. Information on how to obtain a permit will also be available on the website.
- Volunteers with Helping Hands University Park (HHUP) will not be giving rides to residents, but they are willing to do shopping or run errands for those who cannot leave their homes. This information will be posted on the community listserv.
- Working on video conferencing for future meetings.
- Department heads will be working from home and communicate via computer or cell phone.
- The para-transit service will be monitored prior to discontinuing.
- The next Council meeting is scheduled for Monday, April 6. This meeting will include the presentation of the FY 2021 Budget.

8. APPROVAL OF MINUTES: *March 2, 2020*

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 6

Nay: 0

Abstain: 0

9. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Mayor Carey asked the Committee Chairs to consider conference calls for Committee meetings until the Coronavirus is under control.

B. COUNCIL AND COMMITTEE REPORTS

Policy, Rules and Municipal Structure Committee - Ms. Verrill

- The Committee met, but there is no report at this time.

Police, Traffic and Public Safety Committee - Mr. Schultz

- The March 18 meeting is cancelled.

Public Facilities and Services Committee - Mr. Caskey

- The Committee meeting is cancelled. Mr. Caskey encouraged members to spend some time reading both reports.

Development Overview Committee - Ms. Wells

- The Committee met last week and they will be requesting Council approval of a letter on the Dewey Property for April 6.

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

- Ms. Ferguson responded to a question about an update on the NZI contract by saying that it is done other than waiting for what the bid would be for permeable asphalt.

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

- Ms. Marcavitch encouraged the Council to email her with any questions or concerns at townhall@upmd.org. Those who choose to call should leave a voice message and it will go directly to her email.
- A reminder to return the Financial Disclosure Statements by April 30.
- April 6 is the deadline for candidate petitions. These can be dropped in the mail slot at Town Hall or sent by mail.
- Hotel reservations have been made for the Maryland Municipal League Summer Conference.
- Ms. Marcavitch asked the Councilmembers to encourage their constituents to sign up (Notify Me) on the Town website. The website can be the main tool of communication to the residents.

10. CLOSED SESSION

A. CLOSE OPEN SESSION AND ENTER INTO CLOSED SESSION

Motion: To adjourn the public meeting and enter Closed Session to consult with Counsel to discuss (I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (II) any other personnel matter that effects one or more specific individuals. The Council will not be returning to Open Session.

Moved by: Ms. Wells

Seconded by: Ms. Verrill

Yea: 6

Nay: 0

Abstain: 0

11. ADJOURNMENT by consent at 8:45 p.m.

Submitted by: _____
Lenford C. Carey, Mayor

Public Record of Closed Session

Motion: To close public meeting	Motion: To close closed meeting and adjourn
Moved by: Ms. Wells Seconded by: Mr. Caskey	Moved by: Ms. Wells Seconded by: Mr. Caskey
Yea: 7 Nay: 0 Abstain: 0	Yea: 7 Nay: 0 Abstain: 0

TIME: 8:45 p.m.

DATE: March 16, 2020

PLACE (IF OTHER THAN TOWN HALL): 6 met at Town Hall and 3 participated via conference call

PERSONS PRESENT: Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Town Attorney Suellen
Ferguson, Mr. Stephen (phone), Mr. Brosch (phone), Mr. Schultz (phone) and Mayor Carey

AUTHORITY FOR CLOSING SESSION:

THE COUNCIL VOTED TO MEET IN CLOSED SESSION UNDER THE FOLLOWING PART(S) OF SECTION 10-508 TO:

- 1) DISCUSS (I) THE APPOINTMENT, EMPLOYMENT, ASSIGNMENT, PROMOTION, DISCIPLINE, DEMOTION, COMPENSATION, REMOVAL, RESIGNATION OR PERFORMANCE EVALUATIONS OF APPOINTEES, EMPLOYEES, OR OFFICIALS OVER WHOM IT HAS JURISDICTION; OR (II) ANY OTHER PERSONNEL MATTER THAT AFFECTS ONE OR MORE SPECIFIC INDIVIDUALS; OR
- 2) PROTECT THE PRIVACY OR REPUTATION OF INDIVIDUALS WITH RESPECT TO A MATTER NOT RELATED TO PUBLIC BUSINESS; OR
- 3) CONSIDER THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE AND MATTERS DIRECTLY RELATED THERETO; OR
- 4) CONSIDER A MATTER THAT CONCERNS THE PROPOSAL FOR A BUSINESS OR INDUSTRIAL ORGANIZATIONS TO LOCATE, EXPAND OR REMAIN IN THE STATE; OR
- 5) CONSIDER THE INVESTMENT OF PUBLIC FUNDS; OR
- 6) CONSIDER THE MARKETING OF PUBLIC SECURITIES; OR

- 7) CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE; OR
- 8) CONSULT WITH STAFF, CONSULTANTS, OR OTHER INDIVIDUALS ABOUT PENDING OR POTENTIAL LITIGATION; OR
- 9) CONDUCT COLLECTIVE BARGAINING NEGOTIATIONS OR CONSIDER MATTERS THAT RELATE TO NEGOTIATIONS; OR
- 10) DISCUSS PUBLIC SECURITY, IF THE PUBLIC BODY DETERMINES THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO THE PUBLIC OR TO PUBLIC SECURITY, INCLUDING:
 - (i) DEPLOYMENT OF FIRE AND POLICE SERVICE AND STAFF; AND
 - (ii) THE DEVELOPMENT AND IMPLEMENTATION OF EMERGENCY PLANS;
- 11) PREPARE, ADMINISTER, OR GRADE A SCHOLASTIC, LICENSING, OR QUALIFYING EXAMINATION; OR
- 12) CONDUCT OR DISCUSS AN INVESTIGATIVE PROCEEDING ON ACTUAL OR POSSIBLE CRIMINAL CONDUCT; OR
- 13) COMPLY WITH A SPECIFIC CONSTITUTIONAL, STATUTORY, OR JUDICIALLY IMPOSED REQUIREMENT THAT PREVENTS PUBLIC DISCLOSURES ABOUT A PARTICULAR PROCEEDING OR MATTER; OR
- 14) BEFORE A CONTRACT IS AWARDED OR BIDS ARE OPENED, DISCUSS A MATTER DIRECTLY RELATED TO A NEGOTIATING STRATEGY OR DISCLOSURE WOULD ADVERSELY IMPACT THE ABILITY OF THE PUBLIC BODY TO PARTICIPATE IN THE COMPETITIVE BIDDING OR PROPOSAL PROCESS.

LIST OF TOPICS DISCUSSED: Mayor discussed Town Administrator position search and next steps.

ACTIONS TAKEN: No actions taken.

MEETING ADJOURNED: 9:17 p.m.

SIGNED: *Lenford C. Carey*