



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
May 4, 2020
MINUTES**

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

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

2. PLEDGE OF ALLEGIANCE – led by Mayor Carey

3. APPROVAL OF THE AGENDA as amended.
(Removed line item 4E from the consent agenda).

Moved by: Ms. Wells **Seconded by:** Mr. Caskey

Yea: 7 **Nay:** 0 **Abstain:** 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda items.

Moved by: Ms. Verrill **Seconded by:** Mr. Stephen

Yea: 7 **Nay:** 0 **Abstain:** 0

A. BUILDING PERMIT APPLICATION TO REPLACE 4' FENCE

(Phineas and Mary Baugher, 6604 44th Avenue) Ward 3

To replace 4' fence located on Lot 3, Block 14 and Section 3 at 6604 44th Avenue.

B. BUILDING PERMIT APPLICATION TO REPLACE SECTIONS OF 4' FENCE

(Adam Greenspan, 6704 Wells Parkway) Ward 6

To replace sections of 4' fence located on Lot 14, Block 34 and Section 7 at 6704 Well Parkway.

C. BUILDING PERMIT APPLICATION TO INSTALL PATIO

(Edwin Guillen, 6906 40th Avenue) Ward 6

To install a 14' x 25' patio located on Lot 14, Block 40 and Section 7 at 6906 40th Avenue.

D. BUILDING PERMIT APPLICATION TO INSTALL DECK

(Lance Yonkos, 4315 Van Buren Street) Ward 4

To construct a 12'x 16' deck with landing and steps located on Lot 11, Block 23 and Section 6B at 4315 Van Buren Street.

~~E. BUILDING PERMIT APPLICATION TO EXTEND SUMP PUMP DRAINAGE PIPE AND INSTALL A DRYWELL~~

~~(Scott Broo and Caitrin Coccoma, 6704 44th Avenue) Ward 3~~

~~To extend sump pump drainage pipe 60' away from the house and deposit into a drywell in the backyard located on Lot 3, Block 16 and Section 3 at 6704 44th Avenue.~~

F. BUILDING PERMIT APPLICATION TO CONSTRUCT ADDITIONS

(Calle Roubic Cone, 4309 Woodberry Street) Ward 4

To construct a new 2'8''W x 6' L x 11'H addition and a 14'W x 22'L x 12'H second story addition located on Lot 12 & 13, Block 24 and Section 6A at 4309 Woodberry Street.

5. PUBLIC COMMENT

- Resident stated many thanks to the Interim Town Administrator, David Deutsch, for his concise report on the background on the Van Buren Street bridge project and for his recommendation to have the bridge installed.

6. PUBLIC HEARING: FISCAL YEAR 2021 BUDGET AND TAX RATES (\$ 0.5598 REAL PROPERTY, \$ 2.25 PERSONAL PROPERTY)

- It was reported that with the budget as proposed there is no Town tax increase or decrease for fiscal year 2021.

7. CONTINUING BUSINESS

A. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-04: FISCAL YEAR 2021 BUDGET (Second Reading)

Motion: To adopt Legislative Resolution 20-O-04: Fiscal Year 2021 Budget.

The earliest date this motion may be considered for passage is May 18, 2020.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

Motion: To reduce line item B8 - *Park Usage Concept Plan* from \$25,000.00 for Fiscal Year 2021 to \$100.00.

Moved by: Mr. Caskey

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

| | | |
|------------------------|---------------|-----|
| Roll Call Vote: | Mr. Brosch | Yea |
| | Mr. Schultz | Yea |
| | Ms. Morrissey | Yea |
| | Ms. Verrill | Yea |
| | Mr. Caskey | Yea |
| | Ms. Wells | Yea |
| | Mr. Stephen | Yea |

Motion approved

Motion: To reduce line item G25 - *Transit* to \$75,000.00 for Fiscal Year 2021.

Moved by: Mr. Stephen **Seconded by:** Ms. Morrissey

Yea: 7 **Nay:** 0 **Abstain:** 0

Motion: To reduce line item G7 - *Council Retreat/Orientation* from \$8,000.00 for Fiscal Year 2021 to \$1,000.00.

Moved by: Mr. Schultz **Seconded by:** Mr. Caskey

Yea: 3 **Nay:** 4 **Abstain:** 0

| | | |
|------------------------|---------------|-----|
| Roll Call Vote: | Mr. Brosch | Yea |
| | Mr. Schultz | Yea |
| | Ms. Morrissey | Nay |
| | Ms. Verrill | Nay |
| | Mr. Caskey | Yea |
| | Ms. Wells | Nay |
| | Mr. Stephen | Nay |

Motion failed

Note: Line item G30, *Hyattsville Middle School PTA* - the Town Clerk was asked to contact Hyattsville Middle School PTA for further clarification of what the \$6,000.00 donation will be used for.

B. VAN BUREN STREET PEDESTRIAN BRIDGE CONTRACT

Motion: At the recommendation of the Interim Town Administrator, to proceed with the construction of the Van Buren Street pedestrian bridge and award the contract to the lowest bidder, Franco’s Liberty Bridge, Inc., 6426 Aaron Lane, Clinton, MD 20735, for the amount of \$88,556 to build and install the Van Buren Street pedestrian bridge, and to direct the Mayor to sign the contract, subject to review by the Town Attorney.

Moved by: Ms. Verrill **Seconded by:** Mr. Caskey

Yea: 3 **Nay:** 4 **Abstain:** 0

| | | |
|------------------------|---------------|-----|
| Roll Call Vote: | Mr. Brosch | Nay |
| | Mr. Schultz | Nay |
| | Ms. Morrissey | Yea |
| | Ms. Verrill | Yea |
| | Mr. Caskey | Yea |

Ms. Wells Nay
Mr. Stephen Nay

Motion failed

8. NEW BUSINESS

A. FY2020 BUDGET TRANSFER FOR ADDITIONAL SECURITY

Motion: To amend fiscal year 2020 budget to transfer \$1,100 from General Government line item 6103-01, *Administrative Expenses*, to General Government line item 6137-01, *Town Hall Security/Lighting*, for the installation of lighting and cameras and for an additional security alarm keypad located at the basement entrance for Public Works employees.

Moved by: Ms. Wells

Seconded by: Mr. Brosch

Yea: 7

Nay: 0

Abstain: 0

B. FY2020 BUDGET TRANSFER TO PURCHASE A LAPTOP

Motion: To amend fiscal year 2020 budget to transfer \$950 from General Government line item 6103-01, *Administrative Expenses*, to General Government line item 6110-10, *Small Equipment* to obtain a laptop computer for the Administrative Assistant in the Town Clerk’s Office. The acquisition will improve the efficiency of the Town Clerk’s Office during COVID-19.

Moved by: Mr. Schultz

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

C. INFRASTRUCTURE INSPECTION CONTRACT

Motion: Per Section 2-105 (b) of the Town Ordinances, to award a contract not to exceed \$25,000 to Specialized Engineering at 7504 Connelly Drive, Hanover, Maryland for inspection and testing services for Phase 1 of the Town’s infrastructure project, and to authorize the Mayor and Town Attorney on the behalf of the Town to negotiate and sign a contract with Specialized Engineering. The Town will “ride” an existing Maryland National Capital Park and Planning Commission (MNCPPC) On-Call Engineering Materials Testing Services Contract #390204-000 executed on November 15, 2018.

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: Ms. Wells

Seconded by: Mr. Schultz

Yea: 7

Nay: 0

Abstain: 0

Note: Mayor Carey said that, when known, a timeline for the infrastructure project will be made available on the website.

D. RESOLUTION 2020-R-02: PROCEDURAL CHANGES DUE TO COVID-19

Motion: To adopt Resolution 2020-R-02 to declare a state of emergency, authorize the Mayor to take certain actions and ratify prior actions.

Moved by: Mr. Stephen

Seconded by: Ms. Wells

Yea: 6

Nay: 1 (Verrill)

Abstain:

E. POLICE DEPARTMENT SURPLUS BICYCLES

Motion: Per Section 2-110 of the Town Ordinances, to declare four (4) bicycles – two Trek (manual bicycle) and two Giant Alight (manual bicycle) – as surplus and authorize the Chief of Police to sell the bicycles.

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

F. LETTER OF SUPPORT FOR THE STANDARD DEVELOPMENT PROJECT

Motion: To authorize the Mayor to write and send a letter to the Maryland-National Capital Park and Planning Commission (M-NCPPC) in substantially the form provided in support of Preliminary Plan of Subdivision 4-19047 for The Standard in College Park.

Moved by: Ms. Wells

Seconded by: Mr. Schultz

Yea: 7

Nay: 0

Abstain: 0

9. APPROVAL OF MINUTES: *April 20, 2020*

Moved by: Mr. Schultz

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

10. MAYOR AND COUNCIL REPORTS

A. MAYOR’S REPORT

- The Maryland Municipal League summer conference will be virtual this year. Details will be available soon.

B. TOWN ADMINISTRATOR’S REPORT

- Mr. Deutsch continues to work on a number of issues and is making progress.

C. COUNCIL AND COMMITTEE REPORTS

Sustainability Committee - Mr. Schultz

The next meeting is scheduled for Wednesday, May 6.

- Mayor Carey responded to Mr. Schultz by saying that the Town has an account with Zoom and will use it to facilitate for Committee Chairs who host a virtual meeting.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

The next meeting is scheduled for Thursday, May 7 at 7:00 p.m.

- A Zoom invitation will be emailed to Committee members.

Helping Hands Committee - Ms. Verrill

- Helping Hands Committee is hard at work during this time. Rides are not available at this time although volunteers are shopping and running errands for residents.

Development Overview Committee - Ms. Wells

The next meeting is scheduled for Thursday, May 14.

11. ADJOURNMENT by consent at 10:31 p.m.

Submitted by: _____
Lenford C. Carey, Mayor