

**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE**

**7:30 p.m.
July 6, 2020
MINUTES**



1. CALL TO ORDER: Mayor Carey at 7:31 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 – Mayor Carey

3. APPROVAL OF THE AGENDA

Moved by: Ms. Wells

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda items.

Moved by: Mr. Stephen

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

A. BUILDING PERMIT APPLICATION TO INSTALL SHED

(Andrew Ridgeway, 6912 Baltimore Avenue) Ward 5

To install a 3.5'x 7' shed located on Lot 49 and Block A at 6912 Baltimore Avenue.

B. BUILDING PERMIT APPLICATION TO CONSTRUCT SECOND STORY ADDITION

(Tracy and William Sweet, 4120 Woodberry Street) Ward 7

To construct a 20'x 24.5' second story addition located on Lot 3 and Block 30 at 4120 Woodberry Street.

C. BUILDING PERMIT APPLICATION TO CONSTRUCT DECK, REPLACE BASEMENT WINDOW AND INSTALL PATIO

(Carsten and Dyllis Hesse, 4429 Underwood Street) Ward 3

To construct 18'x 10' deck; replace an existing basement casement double window for a double hung egress window 51" H x 34 1/2" W; and install a 12'x 12' patio located on Lot 12, Block 11 and Section 3 at 4429 Underwood Street.

5. PUBLIC COMMENT

None.

6. NEW BUSINESS

A. AWARD CONTRACT FOR QUEENS CHAPEL ROAD DESIGN AND ENGINEERING

Motion: To award the contract to Soltesz Engineering located in Rockville, Maryland for the amount of \$42,000 to design and engineer Queens Chapel Road, subject to review by the Town Attorney, and to direct the Mayor to sign the contract.

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:	Mr. Biermann	Yea
	Mr. Schultz	Yea
	Ms. Morrissey	Yea
	Ms. Verrill	Yea
	Mr. Caskey	Yea
	Ms. Wells	Yea
	Mr. Stephen	Yea

B. APPROVE RENEWAL CONTRACT FOR RED-LIGHT TRAFFIC CAMERA AND REVISE TO INCLUDE A HANDHELD SPEED CAMERA

Motion: Per Section 2-105 (b) of the Town Ordinances, to override sealed bid procedures and approve a renewal contract with Verra Mobility at 1150 N. Alma School Road, Mesa, AZ 85201 to renew Red-Light Camera contract and revise the contract to include a handheld speed camera, subject to review by the Town Attorney and reaching agreement within budgetary constraints; good cause having been demonstrated that the Town has worked with Verra Mobility (formerly American Traffic Solutions) for several years and is satisfied with their work and it is unlikely with one red-light camera to get a better bid from elsewhere.

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 7

Nay: 0

Abstain: 0

C. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 406.0, OPERATIONS OF POLICE VEHICLES

Motion: To approve amendment of the General Order Manual revising section 406.0, *Operations of Police Vehicles as amended* to prohibit unauthorized passengers in police vehicles, to prohibit employees from purchasing alcoholic beverages in their police vehicle and/or operating police vehicle within 8 hours of consuming an alcoholic beverage and to allow installation of GPS devices in all police vehicles at the discretion of the Chief of Police.

Moved by: Mr. Schultz

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:	Mr. Biermann	Yea
	Mr. Schultz	Yea
	Ms. Morrissey	Yea
	Ms. Verrill	Yea
	Mr. Caskey	Yea
	Ms. Wells	Yea
	Mr. Stephen	Yea

D. APPROVE AMENDMENT TO UPPD GENERAL ORDER SECTION 300.1, RULES OF CONDUCT

Motion: To approve amendment of the General Order Manual revising section 300.1, *Rules of Conduct as amended* to state the officer has a duty to report to a supervisor the neglect, misconduct, or disobedience of another employee, of which they have knowledge.

Moved by: Mr. Schultz

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:	Mr. Biermann	Yea
	Mr. Schultz	Yea
	Ms. Morrissey	Yea
	Ms. Verrill	Yea
	Mr. Caskey	Yea
	Ms. Wells	Yea
	Mr. Stephen	Yea

E. APPROVE AMENDMENT TO UPPD GENERAL ORDER BY ADDING SECTION 300.2, DUTY TO INTERVENE

Motion: To approve amendment of the General Order Manual by adding new section 300.2, *Duty to Intervene* to state all Police Officers of University Park Police must intervene and act to prevent or stop any employee or officer from conducting any act that is unethical, or that violates law or policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.).

Moved by: Ms. Verrill

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote:	Mr. Biermann	Yea
	Mr. Schultz	Yea
	Ms. Morrissey	Yea
	Ms. Verrill	Yea
	Mr. Caskey	Yea
	Ms. Wells	Yea
	Mr. Stephen	Yea

Note: Chief Baker will share a copy of the department’s Annual Communication Report to Councilmembers.

F. ESTABLISH NEW TRANSIT TASK FORCE

Motion: Per Section 2-103 of the Town Code, to establish the Transit Task Force to assess the current bus operation and make recommendations for the future of transit in University Park.

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

G. TOWN ADMINISTRATOR POSITION

Council discussion of options for filling the Town Administrator position on a long-term (non-interim) basis.

- Mr. Deutsch stated his interim part-time Town Administrator position contract ends on December 31, 2020. He asked if there is support/need for a full-time position? He pointed out that a part-time position is difficult to fill and there appears to be enough work for a full-time position. He suggested it would be beneficial to consider a full-time Town Administrator.
- It took a long time to agree on a part-time Town Administrator position, it does not feel comfortable addressing a full-time position at this time. Councilmember recommended deferring for a couple of months.
- If more time is needed, the contract could be extended with Mr. Deutsch.
- There shouldn't be a lapse between Town Administrators.
- Revenue will be on the minds of the Town residents. Financial data will help in the decision making of a full-time Town Administrator and anything related to expenses.
- This topic will be brought back to the Council with more information in terms of revenues projections. Discussion will continue in September.

7. APPROVAL OF MINUTES: *June 15, 2020 as modified.*

Moved by: Ms. Wells

Seconded by: Ms. Morrissey

Yea: 6

Nay: 0

Abstain: 1 (Biermann)

8. APPROVAL OF SPECIAL SESSION MINUTES: June 27, 2020

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 7

Nay: 0

Abstain: 0

9. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Beginning on July 20, Mayor Carey will begin to implement a different order for Council meetings.
- A renewal contract with VEORIDE (Bikeshare) will be presented to the Council for approval at the July 20 Council meeting. The changes for the contract will be to exclude pedal bikes and enable changes in operating hours to make the system more available to Town residents.
- Mayor Carey and Chief Baker have scheduled a virtual Town Forum for Wednesday, July 15 (via Zoom) to discuss Community Policing and Racial Injustice. Details will be available on the Town's website.

- Mayor Carey responded to the question about now that we have a racial justice statement, “how we move forward with actions”. He said that there should be a strategic process and the Council should determine what the actions should be. He hopes that the upcoming Town Forum scheduled for July 15 will begin the process and the Council may wish to support future forums leading toward a list of actions which the Town can take. This topic will be added to the next Council meetings agenda scheduled for July 20.
- Mayor Carey informed the Councilmembers that there are groups along the Rt. 1 corridor that have discussions on a variety of community issues and are open to those interested in getting involved to help make a change.

B. APPOINTMENTS — STANDING AND SPECIAL COMMITTEES

(Established by Town Code and appointed by the Council, per Section 2-103)

Current committee appointments are listed in *italics*; new members are listed in **bold**.

Motion: Per Section 2-103 of the Town Ordinances, to appoint Members of Standing and Special Committees.

Police, Traffic and Public Safety Committee:

Mr. Schultz (Chair), Mr. Biermann, Mr. Stephen, Ms. Verrill, Ms. Wells

Policy, Rules and Municipal Structure Committee:

Ms. Verrill (Co-chair), Ms. Morrissey (Co-chair), Mr. Biermann, Mr. Schultz, Mr. Stephen

Public Facilities and Services Committee:

Mr. Caskey (Co-chair), Mr. Stephen (Co-chair), Ms. Morrissey, Ms. Wells

Development Overview Committee:

Ms. Wells (Co-chair), Mr. Biermann (Co-chair), Mr. Caskey, Mr. Deutsch (staff liaison), Mr. Hess, Mr. Schultz, Mr. Tabori, Mr. Thompson, Mr. Tully

Helping Hands University Park:

Ms. Saks (Chair), Mr. Saks, Ms. Smith, Ms. Verrill, Ms. Jenkins

Moved by: Ms. Verrill

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

C. TOWN ADMINISTRATOR’S REPORT

- Staff received the retroactive pandemic hazard pay. Mr. Baden will submit for reimbursement from the County on a monthly basis going forward.

D. COUNCIL AND COMMITTEE REPORTS

Public Facilities and Services Committee - Mr. Caskey

The next meeting is scheduled for Thursday, July 16.

- Topics of discussion will include possible renovations on Town Hall.

Sustainability Committee - Mr. Schultz

- The Committee met on July 1. Discussion included the Recertification of the Sustainable Maryland, and Climate Action Framework. The minutes of the meeting can be found on the Town website.

Police, Traffic and Public Safety Committee - Mr. Schultz

The next meeting is scheduled for Wednesday, July 15.

Development Overview Committee - Mr. Caskey

There is currently no meeting scheduled for July.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

- The Committee met on Thursday, July 2. The minutes are not yet available.

10. ADJOURNMENT by consent at 9:42 p.m.

Submitted by: _____
Lenford C. Carey, Mayor