MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
September 28, 2020
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. Verrill **Seconded by:** Mr. Stephen

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

4. **APPROVAL OF MINUTES:** *September 14, 2020*

Moved by: Ms. Wells **Seconded by:** Ms. Verrill

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

5. **CONSENT AGENDA**

Motion: To approve the following consent agenda items.

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

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

A. **BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE (Leatha Thome, 4108 Van Buren Street) Ward 7**
To replace a 45' section of existing 4' fence in the backyard on Lot 12 and Block 31 at 4108 Van Buren Street.

B. **BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE (Kim Lopez, 4115 Woodberry Street) Ward 7**
To replace existing sections of 4' fence – one 25' section in the backyard and one 10' section in the side yard on Lot 3 and Block 31 at 4115 Woodberry Street.

C. BUILDING PERMIT APPLICATION TO REPLACE EXISTING FENCE AND TO ADD A NEW SECTION
(Fredrick Naikal, 4444 Wells Parkway) Ward 3
To replace 120' of fencing along Baltimore Avenue with 42" wooden picket fence and install 32' of new 42" wooden picket fence at the corner on Baltimore Avenue and Wells Parkway on Lot 1, Block 11 and Section 3 at 4444 Wells Parkway.

D. BUILDING PERMIT APPLICATION TO INSTALL A BASEMENT EGRESS WINDOW
(Joshua Escajeda, 6520 40th Avenue) Ward 2
To install a 36"x 36" egress window in the basement on Lot 12&13, Block 21 and Section 5A at 6520 40th Avenue.

E. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK, REPLACE EXISTING DRIVEWAY, WALKWAY AND STOOP, AND INSTALL BASEMENT EGRESS WINDOW
(Mark Harris, 4103 Tennyson Road) Ward 2
To construct a 6.5'x 10.75' open deck with steps, replace 526 square foot driveway, repair and replace existing front stoop and walkway in-kind and install an egress window in the basement on Lot 2, Block 18 and Section 5B at 4103 Tennyson Road.

6. PUBLIC COMMENT

- In reference to the Unity March that took place on August 28 and organized by Councilmember and resident of North Brentwood Mr. Charles Wiley, a University Park resident said that the group of participants have continued to meet regularly and they are brainstorming ideas. This resident suggested that Councilmembers and Mayor of University Park come up with a list of ideas for a brainstorming session that could be submitted to Mr. Wiley.
- A resident of Ward 1 who is a member of the Route 1 Community Cares, a group of residents in University Park and nearby neighborhoods who developed a project that supports local family owned restaurants in preparing nutritious meals for the increasing number of families in need. This resident recently submitted a request for Town funding as well as a fact sheet of the project and asked if this topic could be added to an upcoming agenda. She encouraged residents to visit their website at feedrouteone.org and to consider making a donation.

7. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

A. MAYOR'S REPORT ~ *Mayor Len Carey*

- Mayor Carey along with 21 Prince George's County Mayors will Zoom with the County Executive to work on the following: Cares Act Funding; Building Permits and Route 1 flooding.
- On Wednesday, September 30 at 7:00 p.m. County Councilmembers Dannielle Glaros and Deni Taveras are hosting a community update on the Wells Run Upstream Stormwater Improvement Project also known as 9 Pond. More information on how to join the meeting can be found on the Town's website in the community calendar.
- In reference to the Route 1 Community Cares donation request from the Town of University Park, a formal request was recently made to the County for donation reimbursement under the CARES Act funding. The budget for this has already been approved by the Council. While County approval is needed, the County has approved food assistance programs for several other municipalities. However, if this falls through then the Council can take action by amending the current budget to make a donation, which can be done over a little more than a month.

- Due to COVID-19, University Park is not recommending the traditional Halloween trick-or-treating this year. Residents are encouraged to turn off front porch lights to discourage trick-or-treaters on Halloween, and find lower-risk activities to celebrate Halloween.
- The Town playgrounds opened on September 4 with necessary rules which include facial coverings for anyone older than 5 years and suggested for anyone older than 2 years, and to maintain social distancing. Playground capacity limits 15 people on the Tot-Lot and 35 people on the playground on Wells Parkway.
- The six acre property on Baltimore Avenue across from Town Hall known as the Albion property has been sold to Maryland National Capital Park and Planning Commission (MNCPPC).
- The Mayor invited Police Chief Baker to describe what the University Park Police Department is doing in response to concerns of food insecurity in our community. The Chief reported since March, every Wednesday, the police department has been providing food to underprivileged families who attend University Park Elementary School, at the request of the outreach coordinator from the school. A donation of 40 boxes of dairy products were distributed to needy families at Toledo Terrace. These donations were given with the assistance of resident Ms. Lydia Baker and her church members.

B. COMMITTEE REPORTS AND COUNCIL COMMENTS

Policy, Rules and Municipal Structure Committee - Ms. Verrill
The next meeting is scheduled for Thursday, October 1 at 7:00 p.m. via Zoom.

8. CONTINUING BUSINESS

A. DISCUSSION OF TOWN ADMINISTRATOR POSITION

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

Discussion:

- In a July 2020 discussion, Council indicated that they were not ready at that time to pursue the issue of a full-time Town Administrator.
- There would be a budget impact if the position transitioned to full-time in January 2021.
- Consideration for a July 1, 2021 start date (FY 2022 Budget) for a transition to a full-time position. This would mean extending the current interim part-time Town Administrator position or someone else to provide service until the full-time Administrator comes on board.
- If there is Council support for a July 1 anticipated start date for a full-time Administrator, the recruiting process would need to start in mid-March to early-April.
- It feels very comfortable knowing the Council is getting well-researched reports and recommendations from the Town Administrator.
- There shouldn't be a lapse between the part-time Administrator and full-time Administrator. Consider amending the current budget to prevent this from happening.
- The residents need to be included into this conversation. It would be very helpful for the residents to see the list that was provided in the memo from Mr. Deutsch.
- With a full-time Administrator the form of government would remain the same.
- Consider a virtual Town Hall meeting for a community conversation.
- Mr. Deutsch was asked if he would consider a one year appointment as a part-time Town Administrator for calendar year 2021. Mr. Deutsch responded by saying that he will have further conversations with the Mayor and with Council on this question.

9. NEW BUSINESS

A. DISCUSSION OF PROPOSED CHANGES TO THE CHARTER REGARDING ARTICLE V, REGISTRATION, NOMINATION AND ELECTIONS

Supervisor of Elections Stephanie Herold outlined proposed changes. A memorandum was provided in the Council meeting agenda packet.

Motion: To amend Article V, *Registration, Nomination and Elections* of the Town Charter as proposed in the September 25, 2020 memo from the Supervisor of Elections, with the exception of number 5, and to direct the Town Attorney to draft the Charter amendments.

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

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

10. ADMINISTRATOR AND DEPARTMENT REPORTS

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

No Report.

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

No Report.

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

- Seven building permits were issued in the month of September; no vendor permits; two pod permits and one dumpster permit. Issuance of parking permits continue to be suspended due to COVID-19.
- The newly formed Transit Task Force met on September 8 and was well attended with great discussion. Future meetings have been scheduled for the second Tuesday of every month. The next meeting is scheduled for October 13 at 7:30 p.m.
- The October Newsletter can be found on the Town website at www.upmd.org/newsletter and should be in mailboxes soon.
- General Election voting information and helpful links can now be found on the Town website under News and Announcements.
- The September 21 Town Hall meeting about the September 10 flooding was recorded. Those interested in watching the meeting can go to the Town website on the homepage under Quick Links.
- The Staff Appreciation lunch took place on September 17 in the parking lot of Town Hall. This year Bookkeeper Judy Andino was recognized for her five years of service to the Town.

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

Crime Report, September 1-28, Wards 1 and 4.

Training:

- October 5-8 - National Incident Based Reporting System Virtual Training
- October 16 - Taser Training
- October 21-22 - Strategic Communication for Effective Conflict Resolution Training

Community Events:

- October 13 - Police Excessive Force Zoom Meeting
- October 24 - National Prescription Drug Take Back Day from 10:00 a.m. - 2:00 p.m.
- October 31 - Halloween Trick or Treating is discouraged

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

August 2020 Treasurer's Report.

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

- A written status report for the infrastructure project is complete and will be posted on the Town website under News and Announcements.
- The design plans for Queens Chapel Road will be available on Tuesday, September 29.
- The recently paved road on Van Buren Street now has holes due to a gas leak. The patch will be approximately 100' and the full width of the road.
- The sharrows on Van Buren and Wells have all been replaced with thermoplastic.
- Mr. Deutsch responded to a question from Council about the recent flooding in University Park by stating the issue will be discussed at the October 5 Council meeting.

11. ADJOURNMENT by consent at 9:27 p.m.

Submitted by: _____

Lenford C. Carey, Mayor