

**Town Council  
Work session Meeting  
Monday, August 7, 2017  
Municipal Building – 7:30 pm  
Meeting Minutes**

**Call to order**– 7:33 pm

**Roll Call** – Mayor Muhammad; CW Smith-Barnes; CM Barnes; CW Brownson; CM Kennedy II; CW Hines & CM McLaurin were present.

**Moment of Silence.**

**Pledge of Allegiance to the Flag of the United States of America**

**Approval to Amend Agenda** – Motion by CW Barnes; seconded by CM Kennedy II all were in favor to add Public Period to Agenda.

**Approval to Amend Meeting Minutes** – for July 19. Change date to read “Wednesday July 19, 2017”, instead of “Monday July 19, 2017”. Motion by CW Barnes; seconded by CW Hines;

**Public Period** – Mrs. Kuny spoke about the vehicles parked on Woodland Drive for over a month with expired tags;

Mrs. Pippine ask for clarification about the big issue with the wall on Seneca since in the last month we have had two (DUI) Driver Crashes into wall;

Mr. Larry Stoner mentioned that he put in a request with the Town Treasurer and has not received a response back yet. He would also like to know how many out-standing contracts the town has at this time;

Jenni Woodworth with AD Marble gave a brief update about the Rolph Drive project. She stated the relationship with the new construction contractor is great and that she will be putting in a request to receive some of those funds from the grant. Also, the contractors were given permission from a Town resident to store equipment on his property. The town attorney suggested that they place a no trespass sign on the property.

**Report of Officers and Committees –**

- **Treasurer’s Report** –Status reports of the Town’s finances for the month of July 2017 were distributed to the Town Council. There were questions about the status of the grants and projects and she suggested that the Budget be amended.
- **Police Chief Report** – Status report of the Police Department for the month of July 2017 was distributed to the Town Council.
- **Code Enforcement Report** – Status report for the month of July 2017 was distributed to the Town Council.
- **Ombudsman Report** – Status report of the Traffic violations for the month of July 2017 was distributed to the Town Council.
- **Town Administrator Report** – Status report for the month of July 2017 was distributed to the Town Council and read into the record by the Town Administrator.

**Council Report –**

- **Ward I** – CW Smith-Barnes – No report; CM Barnes discussed that on Forest Heights Day he got 10 people to sign up for neighborhood watch and would like to start the program again. Also, he spoke with Senator Muse and he mentioned that the Town would receive \$125,000 dollars from the impact fee.

- **Ward II** – CM Kennedy II – Thanks to everyone for Forest Heights Day. He mentioned how nice the new designs were on the police cars; CW Brownson – Ask the Town attorney when he will be submitting the application for the increase on work permits here in Forest Heights that Veronica Owens and Rick Smith submitted. His response working on the next town meeting. CW Brownson also mentioned that she attended the Safe Route to School meeting and they are on phase 2 and looking for more funds. She would like to know if the Town went into partnership with Prince George’s Park and Planning on pet waste station and the answer yes. They will place the new station around Town beginning January 2018.
- **Ward III** – CW Hines said Forest Heights Day was a success and thanked everyone. Also asked if the Town had a relationship with the Oxon Hill Farm and could the Town do something for the kids before they go back to school; CM McLaurin – Also mentioned the wall on Seneca Dr.; suggested it be torn down or replaced.
- **Mayor’s Report** – Thanks to everyone who made Forest Heights Day possible and also loves the new markup on the Police Car.

**Legislation –**

**Resolution 56-17** to authorize a change order to the Rolph Drive reconstruction contract with J.A. Scheibel Inc. D/B/A Scheibel in the amount of \$28,140.40 for additional manholes; motion by CM Kennedy II; seconded by CW Smith-Barnes; to waive the reading; all were in favor; motion by CM Kennedy; seconded by CM McLaurin to adopt Res. 56-17; vote (7) yea; (0) nay; motion passed.

**Resolution 58-17** to authorize to enter into professional services contacts on behalf of the Town of Forest Heights to obtain engineering services from A.D. Marble & CO., Inc., for a fee not to exceed \$62,000.00 for the first contact and for a fee not to exceed \$48,900.00 for the second contract for Rolph Dr. motion by CM Kennedy II; seconded by CW Smith-Barnes; to waive the reading; all were in favor; motion by CM Kennedy; seconded by CW Hines to adopt Res. 58-17; vote (7) yea; (0) nay; motion passed.

**Closed Session** – (9:45 pm) Mayor Muhammad read into the record the reason for going into a closed session under State Government Article Section 10-508(a) #1(ii) any other personnel matter that affects one or more specific individuals and #7 to consult with counsel to obtain legal advice on a legal matter on the closed meeting form; motion by CW Smith-Barnes; seconded by CM Kennedy II; vote (7) yes; (0) no; motion carried.

Persons present for the closed session were: Mayor Muhammad; Council President Kennedy II; CW Smith-Barnes; CM Barnes; CW Brownson; CW Hines; CM McLaurin; Town Attorney, Town Administrator.

End closed session/Back in session – 10:59 pm

**Resolution 57-17** to appoint Sherletta Hawkins as Town Clerk for a probation period of 180 days which will be evaluated by the Town Administrator and Mayor; motion by CM Kennedy II; seconded by CW Hines; to adopt Res. 57-17; vote (5) yea; (2) nay; motion passed;

**Resolution 59-17** appointing Lt. Col. Pablo Mitchell as Chief of Police motion by CM Kennedy II to adopt and amend; seconded by CM McLaurin Res. 59-17; vote (4) yea; (3) nay; motion passed;

**Ordinance 03-17** postpone until the next meeting.

**New Business** – none.

**Adjournment** – 11:30 pm

*Sherletta Hawkins*

Submitted by Town Clerk