

**Town Mayor/Council Workshop  
Town Meeting – 7:00 pm  
Tuesday, September 5, 2017  
Municipal Building**

**Meeting Minutes**

**Call to order**– 7:34 pm

**Roll Call** – Mayor Muhammad; CM Barnes; CW Brownson; CM Kennedy II (arrived at 7:35 pm); CW Hines and CW Smith-Barnes were telephone conferencing. Six members represent a quorum.

**Moment of Silence** –

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

**Approval of Agenda** – Motion by CW Hines; seconded by CW Brownson to adopt the agenda; all were in favor; motion passed.

**Approval of Meeting Minutes** – (July 3<sup>th</sup> and August 16, 2017) motion by CM Kennedy, II; seconded by CW Hines to waive the reading & to adopt the meeting minutes; all for July 3 and August 16, 2017 vote 5 yes 1 no; motion passed.

**Public Period** – Ms. Kuny raised a question about turning single family homes into a multi-family unit in the Town of Forest Heights. Attorney Kevin Best said that it's a violation of county codes and one must get permission from the county and present plans to the county before any work can be done. After receiving permission from the county, they then must follow the Town zoning code in Forest Heights.

Mr. Calvin Washington wants to thank Chief Mitchell for the new marked police vehicle. He said residents are talking about the presence of police officers. Also, he thanked the Mayor/Council member for stepping up on the police department.

Strategies First, LLC gave an update on the 606 Modoc Building Project for the Police & PW Dept. Ms. M. Zalosz gave the overview of the project along with the change orders. There was also discussion between the Town Council & Ms. Zalosz.

**Department Head** –

- Public Work Director (report attached to agenda)
- Town Treasurer (report attached to agenda)
- Police Department Chief (report attached to agenda)
- Code Enforcement (report attached to agenda)
- Town Administrator (report attached to agenda)
- Rolph Drive Progress Report (report attached to agenda)
- Ombudsman's Report attached to agenda

**Committee Reports** –

- Ward I – CW Smith Barnes discussed that the two Elementary Schools will be placing digital signs out for information.
- Ward II – CM Kennedy, II wants to say thanks to staff for a job well done.

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- Ward II – CW Brownson announced that she has received her certification for the Open Meeting Act;
- Ward III -- CW Hine discussed having a “Welcome package” in Spanish also for new residents in Town. She also mentioned that she received a response back about the path going to Forest Heights elementary school that needs work. Ward III is holding a meeting ward members on September 24, at 3:00 p.m. Asked if the Mayor, Chief and Code Enforcement would attend for questions.
- Mayor – Also thanked staff for a job well done and ask if everyone would be more understanding since the Town is short-staffed and everyone is doing multiple job duties.

**Closed Session** – (9:34 pm) motion by Mayor Muhammad to go into a closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction under State Government Article Section 10-508(a) #1(i) and (ii) any other personnel matter that affects one or more specific individuals on the closed meeting form; seconded by CM Kennedy, II; vote (6) 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; Town Attorney; Town Treasurer; Chief Mitchell; Town Administrator and Town Clerk.

End closed session – motion by CW Brownson; seconded by CM Kennedy II; all were in favor

End closed session/Back in session – 10:45 pm

**Legislation –**

**Resolution 62-17** to Adopt and Approve the reimbursement or payment of a WSSC permit fee for the new police & public works departments exiting building renovation and addition at 606 Modoc Lane; motion by CM Kennedy II; seconded by CW Hines to waive the reading; all were in favor; motion passed; motion by CM Kennedy II; seconded by CW Hines to adopt Res. 62-17; discussion; vote (6) yes; (0) no; motion passed.

**Resolution 63-67-17** motion by CM Kennedy, II; seconded by CW Hines to waive all the reading; all were in favor;

**Resolution 63-17** to approve promotion of Officer Ronald Govan Jr. as Corporal with the Forest Heights Police Department; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 63-17; discussion; vote (5) yes; (1) no; motion passed

**Resolution 64-17** to approve promotion of Corporal Brandon Gunter as a Staff Sergeant with the Forest Heights Police Department; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 64-17; discussion; vote (5) yes; (1) no; motion passed

**Resolution 65-17** to approve promotion of Corporal Frank Campbell as a Staff Sergeant with the Forest Heights Police Department; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 65-17; discussion; vote (5) yes; (1) no; motion passed

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**Resolution 66-17** for a pay raise for Ms. Latessa Crawford; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 66-17; discussion; vote (5) yes; (1) no; motion passed

**Resolution 67-17** for a pay raise for Officer Khari Grooms; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 67-17; discussion; vote (5) yes; (1) no; motion passed

**Resolution 68-17** to Approve and Accept the National Fish and Wildlife Foundation Small Watershed grant agreement amendments to extend program deadline; motion by CM Kennedy, II; seconded by CW Hines to waive the reading; all were in favor; motion by CW Kennedy, II; seconded by CW Hines to adopt Res. 68-17; discussion; vote (6) yes; (0) no; motion passed

**Resolution 69-17** to Appointing an Interim Administrative Assistant; motion by CW Kennedy, II; seconded by CW Hines to waive the reading; all were in favor; motion by CM Kennedy, II; seconded by CW Hines to adopt Res. 69-17; discussion; vote (5) yes; (1) no; motion passed

**Ordinance 04-17** to amend section 15.3.2 Parking and Traffic of the Town ordinance doc, by changing, amending, renaming or readopting certain provisions of said article including section 15.3.2. (Parking and Truck Restrictions) to move the prohibition from parking on an unpaved area of a residential lot that is one acre or less in size.; motion by CM Barnes; seconded by CW Smith-Barnes to waive the reading; all were in favor; second reading will be done at the 9/20/2017 town meeting.

**Ordinance 05-17** to amend Article 3 (Building and Construction regulations and codes for land use); motion by CW Brownson; seconded by CW Smith-Barnes to waive the reading; all were in favor; motion by CW Smith-Barnes; seconded by CW Hines to adopt Ordinance 05-17; discussion; vote (5) yes; (1) abstain; motion passed

**New Business** – None

**Adjournment** – 11:47 pm

Sherletta Hawkins  
Submitted by Town Clerk