

**Town Mayor/Council Workshop**  
**Town Meeting – 7:30 pm**  
**Monday, October 2, 2017**  
**Municipal Building**

**Meeting Minutes**

**Call to order**– 7:35 pm

**Roll Call** – Mayor Muhammad; CM Barnes; CW Brownson; CW Hines; CW Smith-Barnes (telephone conference), CM McLaurin absent; 5 were present for a quorum. CM Kennedy II arrived at 7:40 pm

**Moment of Silence** –

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

**Approval of Agenda** – Motion by CW Hines; seconded by CM Barnes, to approval the agenda; all were in favor; motion passed.

**Approval of Meeting Minutes** – Minutes for Tuesday, September 5, 2017 motion to approve minutes as amended by CW Hines; seconded by CM Barnes all were in favor; motion passed. Minutes for Wednesday, September 20, 2017 will be presented at the Wednesday, October 18, meeting.

**Public Period** – None

Ms. Jennie Woodworth with AD Marble gave a Rolph Drive Progress Report— Critical delays with Washington Gas to abandon an active utility line that was labeled abandoned. Every Water valve that the contractor is uncovering is leaking; WSSC has been asked to repair. Some utility lines were not marked by Miss Utility nor did Washington Gas know the lines existed. Ms. Woodworth suggested that we have an outside agent test the water instead of WSSC to see if we might find WSSC is in fault with some of our water problems. Tree Boxes 3 & 5 has an anticipated delivery for the week of October 16<sup>th</sup>; these are the two largest ones. Anticipated project completion date is December 2nd. Work is currently behind schedule due to unmarked utilities, utilities that were not abandoned, water lines leaking and unknown utilities. Sub-Contractor is bringing another crew to the site on Thursday to help expedite the schedule.

**Department Head** –

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

(Will be uploading with the Minutes)

**Committee Reports** –

- Ward I – CM Barnes discussed that the ladies that had the heart attach was out of the hospital and at home.
- Ward II – CW Brownson announces that she and CW Hines will attend MML 2017 Fall Conference and gave Chief Mitchell information on the CPR class for Staff, Mayor and Council.
- Ward II – CM Kennedy, II announced that the Town will be doing the haunted house on October 31, 2017 and will be transforming the two police garages. Also he is looking for volunteers from all departments.

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- Ward III -- CW Hines has received her certification for the Open Meeting Act; also she attended the Back to School Night Program with Forest Heights and Flintstone Elementary School and both schools have asked if the Town could help. Forest Heights needs four (4) walkie-talkies and Flintstone would like help with their trip for the Christmas Holiday.
- Mayor – announced that she graduated from the Academy for Excellence in Local Governance on September 24, 2017. Mayor and Chief Mitchell stated that police officers will be at Forest Heights and Flintstone Elementary Schools in the morning and afternoons for closings.

**Closed Session** – (8:55 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; Chief Mitchell; and Town Clerk.

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

Back in session – 9:23 pm

**Legislation –**

**RESOLUTION 73-17** – Approval authorizing Purchase of a Trailer through the Truck'n America and the actual costs should not exceed (\$1,771.99) shall be authorized from line item 7320. Motion by CM Kennedy, II; second by CW Hines to waive reading all were in favor; motion to adopt CM Kennedy, II; seconded by CW Hines, discussion Vote (5) yes (1) no; motion passed.

**RESOLUTION 74-17** -- A resolution to approve Bluestar Technologies, Inc., as Data Line Installation Contractor for 606 Modoc Lane this is a contract in the amount not to exceed \$6,807.00 shall be authorized from line item 8038. Motion by CM Kennedy, II; second by CW Brownson to waive reading all were in favor; motion to adopt CW Brownson; seconded by CW Kennedy, II discussion Vote (6) yes (0) no; motion passed.

**RESOLUTION 75-17** -- A resolution to approve A. Weatjen Inc. T/A Eaw Security in Partnership in Md. with Easter's Lock & Access Systems, Inc. as Security System Contractor for 606 Modoc Lane this is a contract in the amount not to exceed \$14,512.79 shall be authorized from line items 8038. Motion by CW Brownson; seconded by CW Smith-Barnes, to waive reading all were in favor; motion to adopt CW Brownson; seconded by CW Kennedy, II discussion Vote (6) yes (0) no; motion passed.

**RESOLUTION 76-17** -- A Resolution to Approve Mr. Adrian Johnson as Telephone Contractor for 606 Modoc Lane this is a contract in the amount not to exceed \$18,026.66 shall be authorized from line items 8038. Motion by CM Kennedy, II; seconded by CW Hines, to waive reading all were in favor; motion to adopt CW Brownson; seconded by CW Kennedy, II discussion Vote (5) yes (0) no (1) abstain; motion passed.

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**RESOLUTION 77-17** -- A resolution to approve A Fire Alarm System Contractor for 606 Modoc Lane will be tabled for the next meeting October 18, 2017.

**RESOLUTION 78-17** -- A resolution to approve Seeview Security as Surveillance Camera Contractor for 606 Modoc Lane this is a contract in the amount not to exceed \$16,356.07 shall be authorized from line item 8038. Motion by CM Kennedy, II; seconded by CW Hines, to waive reading all were in favor; motion to adopt Mayor Muhammad; seconded by CM Kennedy, II; discussion Vote (6) yes (0) no; motion passed.

**RESOLUTION 80-17** -- A resolution authorizing the Mayor or her designee to execute an amendment or subcontract to an existing professional services contract on behalf of The Town of Forest Heights to supplement engineering services currently provided by A.D. Marble & Co., Inc. For the Rolph Drive Stormwater and Roadway Rehabilitation Construction Project for construction management and specifically to engage Ab Consultants, Inc. as a subcontractor to conduct compaction testing that the Town Council authorizes the Mayor or the project manager to enter into said professional Services Contract, for a fee not to exceed \$3,160.00; Motion by CW Brownson; seconded by CW Smith-Barnes, to waive reading all were in favor; motion to adopt CW Brownson; seconded by CW Kennedy, II discussion Vote (6) yes (0) no; motion passed.

**Adjournment** – 11:29 pm

Sherletta Hawkins  
Submitted by Town Clerk