



**TOWN COUNCIL
WORK SESSION MEETING**

Wednesday, January 5, 2022
7:30 pm
Virtual Meeting

Agenda

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
 - a. Approval of the Meeting Minutes (December 15, 2021)
6. Public Period (limit 2 minutes for each speaker)
7. Report of Officers and Committees
 - I. Public Works Director Report
 - II. Code Enforcement/Ombudsman Report & Police Chief
 - III. Town Administrator Report
 - IV. Council Report (Ward I; Ward II; Ward III)
 - V. Mayor's Report
8. Legislation
 - a. Resolution 01-22, to approve a spending plan for the town's allocations of American Rescue Plan Funds.
9. New Business
10. Adjournment

**Town of Forest Heights
Town Meeting- 8:00 PM
Wednesday, December 15, 2021
Meeting Minutes
Virtual Meeting**

Call to Order: 8:00 PM

Roll Call: CM Lilly, CP Hines, CW Noble, CM Barnes, CW Brownson, CM Atkinson, Mayor Washington present; quorum established.

Moment of Silence:

Pledge of Allegiance:

Approval of Agenda: Motion by Mayor Washington to approve the agenda; seconded by CW Brownson. All in favor; motion passed.

Public Period: None

Legislation: None

New Business: Council President Hines has informed the council and residents about the upcoming events. On December 18th, 2021, the town will be hosting the town toy drive, in addition to a food drive and school supplies. On December 20th, 2021, the town will also be doing a food drive from 11:00 AM until all the food is gone. Also, a reminder, the 711 on Livingston Rd is now open in Forest Heights.

Meeting Adjourned: 8:05 PM

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

December 29, 2021

Town Appearance:

- Maintenance and upkeep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Big-Belly Trash Compactors

Town Infrastructure:

- Barbara Gonzales and Pepco still plans to install a new EV charger in the Public Works garage. She came out last week to take measurements.
- Weisman Electric came out and made the final electrical connection in order to provide power to the Town Electric sign.
- Kerley Signs came out and flipped the last switch to cut on the sign. The sign is fully operational. An electrical outlet was also added to the sign.
- We are still having some issues with Goode Trash leaving open the cans after being emptied.
- New bricks were added to the brick wall on round-a-bout, to replace the missing ones.
- Steel Bollard have been purchased to be placed around the Brick Wall at the round-a-bout to prevent further damage to the wall.

- **Cree Drive**
 - A letter was delivered to the residents to inform them of the up-coming construction and an information question/answer virtual meeting with the residents and FES on 12/29/21.

- **Rolph Drive**
 - Mr. Drew Parks (Z-Con Concrete) resubmitted to the town a cost estimate (\$8,362.50) to repair the sidewalk.
 - A resolution is in the makings to bring before the council.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

Building Infrastructure:

- The Town Hall building is being cleaned and sanitized daily by DPW.
- DPW spot painted the walls in the Community Room
- Brazilian Floors has completed the re-finishing of the Community Room floors.
- Perge Carpet & Floors will replace carpet on the stage in the Community Room first week in January.
- Main entrance post repaired by G&G Construction

Equipment Maintenance

- Chevy Silverado received two new tires
- 2010 Ford F-250 had maintenance work done at Norris Auto Repair
- The Chevy Silverado is due to go into the shop for emissions repair
- Pole saw repaired
- Purchase two batteries for Dump Truck Ford F-550

Other Areas:

- Answering Resident's concerns
- Making/receiving phone calls, follow ups and meetings with contractors and vendors daily.
- DPW putting out signs for the different events/meetings

CODE COMPLIANCE REPORT DECEMBER 2021

Building Permit

Date	Address	Amount
12\1\2021	5702 Black Hawk Drive	\$361.50
		Total \$361.50

Business License

Date	Company	Address	Amount
1\12\2021	Tae San LLC	5519 Livingston Road	\$1,140.00
12\23\2021	7-11	5521 Livingston Road	\$320.00
			Total \$1720.00

Vacant Property

Date	Address	Amount
12\23\2021	125 North Huron Drive	\$250.00
		Total \$250.00

Rental Housing

Date	Address	Amount
12\13\2021	806 Quade Street	\$75.00
12\21\2021	5914 Shoshone Drive	\$75.00
12\29\2021	105 Rolph Drive	\$75.00
		Total \$225.00

Uniform Civil Citation

Date	Address	Method\Ticket #	Amount
12\7\2021	5815 Ottawa Street	Charge - 4Z42197908	\$250.00
12\9\2021	141 North Huron Drive	Charge - 5Z42197909\ 5Z42197910	\$500.00
			Total \$750.00
			Grand Total \$2,945.00

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN
December 2021
Ombudsman Report
Ronald B Govan

For the month of December, the Town of Forest Heights had

- **2** Late fees requested.
- **0** Late fee requests granted.
- **6** Cancel citation.
- **8** Flag Release



The Town of Forest Heights POLICE DEPARTMENT

Anthony Rease, Chief of Police

DECEMBER REPORT

<i>Incident Type</i>	<i>Total</i>
911 DISCONNECT	21
ACCIDENT	6
ANIMAL COMPLAINT	3
ASSAULT	2
ASSAULT COMBINED	1
ASSAULT REPORT	1
ASSIST FIRE EMS	1
CHECK WELFARE	6
CHECK WELFARE COMBINED	4
CW18	6
DEATH REPORT	1
DISORDERLY	11
DOMESTIC	5
FAMILY DISPUTE	5
FIGHT	1
FRAUD	1
HIT AND RUN	3
MISC POLICE INCIDENT	6
PREMISE CHECK	378
PROPERTY DAMAGE	2
RESIDENTIAL ALARM	6
SHOOTING	1
SHOOTING COMBINED	1
STOLEN VEH	2
SUBJECT STOP	7
SUSPICIOUS AUTO	3
SUSPICIOUS OCC AUTO	6
SUSPICIOUS PERSON	1
THEFT FROM AUTO	1
THEFT REPORT	2
THREATS COMPLAINT	1
TRAFFIC COMPLAINT	10
UNKNOWN TROUBLE	8
VEHICLE ACCIDENT COMBINED	1
WARRANT SERVICE	2
<i>Total Calls --></i>	<i>516</i>

Personnel Changes:

New Police Operations Lieutenant – Aaron Forster
 New Police Patrol Corporal- Jalen Cephus
 Open Police Positions – 1 Cpl., 5 Police Officers

NEWS:

Forest Heights Police Department will continue to enforce registration violations for vehicles parked on the public roadways. FHPD is also developing a plan for permit parking so residents can have adequate on street parking.



Sign up to join the Forest Heights Police Department text alerts



Text: **FHPDNews 74121**
 **877-761-7897**

   @ForestHeightsPD




Anthony N. Rease, Chief of Police

STATISTICAL REPORT

Arrest:

Criminal Citations-3
 On-View-7
 DUI-4
 Warrants-7
 Reportable Accidents-9
 Recovered Firearms- 3

Administrative Office: 301-839-4040 | Non-Emergency: (301) 352-1200 | Emergency Dial: 911

5508 Arapahoe Drive Forest Heights, Maryland 20745 Follow us    @ForestHeightsPD

Town Council Report For 1.3.22

(Town Administrator)

National View Project Status

The Zoning Hearing Examiner for Prince George's County issued a decision in July recommending approval of the National View project rezoning (Case A-10055) subject to certain conditions. If you recall, the applicant has requested a rezoning from One Family Detached Residential (R-55) and Rural Residential (R-R) to the Mixed Use-Transportation Oriented Zone (M-X-T).

The case was recently transmitted to the Prince George's County Council, District Council, which has the task of deciding to either review the case again or accept the decision of the Zoning Hearing Examiner.

The Prince George's County District Council heard oral arguments for approval of the National View project on October 25th. As a result, on October 27th the District Council granted final conditional approval of the rezoning for the project. This is a big step forward for the applicant.

The next step will be the submission and consideration of the Conceptual Site Plan for the project. This phase is expected to take place in early 2022.

If you have questions or want further information, please contact the Town Administrator.

Electronic Town Sign Now Operational at Town Gathering Space

A two-sided electronic sign has been installed and is operational at the Town Gathering Space. This is the second electronic sign installed in the town. One is located at the front of the Municipal Building parking lot with a single face. The other, double-faced sign is now at the Gathering Space.

This allows the Town to provide real time, up-to-date information to the citizens and visitors of Forest Heights located on both sides of State Highway 210.

The sign at the Gathering Space includes an electrical outlet that can be used to supply power for events that take place at the site.

Continued Face Covering Directive for Town Employees

On December 3rd I issued a memorandum to staff that serves as a continuing directive during the on-going pandemic and in light of the recent emergence of the COVID-19 Omicron variant.

The directive reminds employees that we are required to continue wearing face coverings while at work or on a tour of duty. This includes the time employees spend inside the Municipal Building at work and outside the building performing job duties and interacting with the public.

Also, we have installed temperature monitoring stations at all entrances to the Municipal Building to monitor the temperature of all who visit before they meet with staff.

Town Council Report For 1.3.22

(Town Administrator)

A copy of my directive has been emailed to all Town Council members.

Please contact me if you have any questions.

Part Time Project Manager Starts Work on January 3rd

Mayor Washington has extended an offer for the recently advertised Project Manager position to **Mr. John O'Connor**.

Mr. O'Connor has a wealth of experience and will serve as a part time employee managing our American Rescue Plan Act funding and assisting the Treasurer with the financial duties of the Town.

He is a U.S. Army Veteran, former Police Lieutenant and Acting Chief and, currently serves as a St. Mary's County Maryland County Commissioner, which will aid him in understanding the workings of local government.

Mr. O'Connor will share office space with the Public Works Director on the second floor of the Municipal Building.

I will introduce him around once he is on board.

RESOLUTION 01-22
THE TOWN OF FOREST HEIGHTS

A RESOLUTION TO APPROVE A SPENDING PLAN FOR THE TOWN'S ALLOCATIONS
OF AMERICAN RESCUE PLAN FUNDS

Introduced By: Councilmember Paula Noble

WHEREAS, under the funding administered by the State of Maryland pursuant to the American Rescue Plan Act (the Act), there is a Coronavirus State and Local Fiscal Recovery Funds (CLFRF) program, where every level of government will receive funding, regardless of size; and

WHEREAS, pursuant to Section 603(c) of the Act, fiscal recovery funds may be used to enable local governments to respond to the COVID-19 public health emergency, provide premium pay to essential workers, supplement revenue reductions incurred during the pandemic, and to make necessary investments in water, sewer, and broadband infrastructure; and

WHEREAS, on or about July 15, 2021, the Town received confirmation by email from Hagerty Consulting, an agent and contractor of the State of Maryland's Department of Budget and Management, of its request made in compliance with the American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Funds (CLFRF) disbursement; and

WHEREAS, said email further stated that the Town's final allocation is \$2,526,205.34, of which 50%, or \$1,263,102.67, is to be disbursed to Forest Heights in a first tranche, and pursuant to the U.S. Treasury, the remainder of the funds will be distributed in no less than 12 months by the Md. Department of Housing and Community Development, who is responsible for disbursing the funds; and

WHEREAS, unlike eight (8) of the larger cities in Maryland, the Town of Forest Heights is a non-entitlement municipality under federal Community Development Block Grant (CDBG) program and CLFRF funding will be distributed based on population with estimates for Prince George's County's non-entitlement municipalities to be approximately \$160,941,034 with Forest Heights' share initially estimated at \$2,142,984, later increased, according to the Congressional Research Service, but the amount awarded may not exceed an amount equal to 75 percent of the most recent budget as of January 27, 2020; and

WHEREAS, non-entitlement units ("NEU's"), such as the Town, that receive funding from the State and Local Fiscal Recovery Funds Programs are required to meet compliance and reporting responsibilities including submission of annual Project and Expenditure Reports to the Department of the Treasury until the end of the CLFRF award period on December 31, 2026, and activities funded under this process must be documented in writing by September 30 of each year; and

WHEREAS, in addition to an annual Project and Expenditure Report, NEU'S are further required to report key information provided on Projects, Expenditures, Project Status, Project Demographic Description, Subawards, Civil Rights Compliance, and Programmatic Information, and further provide added documentation and information such as a signed award terms and

The Town of Forest Heights

Resolution 01-22

Page 1

RESOLUTION 01-22
THE TOWN OF FOREST HEIGHTS

conditions agreement, signed assurances of compliance with Title VI, and provision of various budget documentation; and

WHEREAS, the Town Charter, §33-19(25) authorizes the Council to have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State to pass ordinances for the specific purposes of accepting gifts and grants of Federal or of State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

WHEREAS, on June 23, 2021, the Council passed Emergency Ordinance 02-21 approving the FY 22 Budget and found that said ordinance and/or the supplemental detailed line-item budget referenced in said Emergency Ordinance would necessitate further amendment to receive and appropriate the Town's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act of 2021 ("ARPA"), also called the COVID-19 Stimulus Package or American Rescue Plan, Pub L. No. 117-2; and

WHEREAS, pursuant to Section 33-45 of the Town Charter, the budget shall be prepared and adopted in the form of an ordinance, and pursuant to the Common Law of Maryland, the budget ordinance may be amended by resolution if so authorized pursuant to ordinance such as the original budget ordinance enacting the initial fiscal year budget; and

WHEREAS, on or about November 17, 2021, the Town Council passed Resolution 41-21 to amend the FY 2022 Budget and the detailed line-item budget to add revenue and expenditure line items in the amount of \$1,263,102.67 for line items 6200 and 8200 (ARP Coronavirus Funds) respectively to said budget documents for the first tranche; and

WHEREAS, on December 21, 2021, the Town Administrator by email announced the Mayor's hiring of Mr. John O'Connor as a Part Time employee assigned as Project Manager for the American Rescue Plan Act funding to commence work on January 3, 2022; and

WHEREAS, staff has prepared a document entitled "Town of Forest Heights Recovery Plan – State and Local Fiscal Recovery Funds – 2021 Report" (4 pp.), that includes a Table of Expenses by expenditure category outlining the anticipated categories in which the Town will operate its CLFRF programs.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the above-referenced Recovery Plan Report with Table of Expenses incorporated herein by reference as Exhibit A; and

BE IT FURTHER RESOLVED, that the Treasurer in cooperation with the Town Attorney shall prepare the necessary amendatory budget ordinances and any corresponding detailed line-item budgets to accommodate the necessary appropriations and authorized expenditures derived from the CLFRF disbursements to provide a complete financial plan for the applicable budget years; and

RESOLUTION 01-22
THE TOWN OF FOREST HEIGHTS

BE IT FURTHER RESOLVED, that the Mayor is further authorized to sign this Resolution on behalf of the Council and any related documentation including any necessary award agreement for said funding providing such agreement is approved or ratified by the Council by a simple motion entered into the journal at a future public meeting; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this ___ day of January 2022.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YE/NAY/ABSTAIN/ABSENT</u>
WASHINGTON	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
LILLY	_____
ATKINSON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ day of January 2022 with ___ Aye votes and _____ Nay votes the aforesaid Resolution 01-22 passed.

Sherletta Hawkins, Town Clerk

[Exhibit A- ARPA Recovery Plan 2021 Report]