

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 75-22**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH KEVIN NORRIS SURVEYING, LLC ON BEHALF OF THE TOWN OF FOREST HEIGHTS (THE "TOWN") TO OBTAIN BOUNDARY SURVEYS WITH A METES AND BOUNDS DESCRIPTION AND AN ANNEXATION PLAT FOR PROPERTIES PERTAINING TO FURTHER ANNEXATIONS IN ORDER TO PREPARE CERTAIN LEGAL DOCUMENTS NECESSARY FOR MUNICIPAL ANNEXATION

Introduced By: President Calvin Washington

**WHEREAS**, the Town is authorized by the Town Charter and provisions of the Local Government Article, Section 4-401 *et seq.* of the Annotated Code of Maryland (the "Maryland Code") to expand its municipal boundaries by annexing lands which are adjoining and contiguous; and

**WHEREAS**, said Article of the Maryland Code requires that a metes and bounds survey description of the property proposed for annexation be included in the annexation resolution as well as referenced in other related public documents to be prepared in accordance with applicable law; and

**WHEREAS**, the scope of said engagement with Kevin Norris Surveying, LLC ("KNS") and the annexations will be consistent with Resolution 68-22 adopting an annexation concept plan and will commence with the annexation of 5410 Indian Head Highway (leasehold Parcel 10 rented by FHPD); and

**WHEREAS**, KNS is a full services surveying and engineering firm and has prepared a proposal offering to perform boundary surveys that meet or exceed the minimum standards for surveying as defined in the Code of Maryland Regulations, and the boundary surveys include a boundary survey plat for each parcel annexed, and in coordination with the Town Attorney, KNS will provide 1) legal descriptions for the properties annexed; 2) legal descriptions of the new Town boundaries; 3) any other legal description necessary for the annexations; and 4) any plat exhibits for the annexation; and

**WHEREAS**, the Charter of the Town of Forest Heights (the "Charter"), Section 33-63 permits the Council to forego the competitive bidding process in order to negotiate professional services contracts such as engineering and surveying services; and

**WHEREAS**, the Council finds that it is in the best interest of the Town to proceed with preparing for the proposed annexations and prepare the necessary documents to initiate the municipal annexation process for the annexations conceptually approved by Resolution 68-22 provided that all future annexations are approved by the Mayor and Council in accordance with State Law through a separate Annexation Resolution and Annexation Plan for each individual annexation.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council authorizes the Mayor to enter into a contract/proposal, attached hereto as Exhibit A and incorporated by referenced herein

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("Contract"), and thereby obtain land surveying services from Kevin Norris Surveying, LLC dated November 3, 2022 for the conceptually approved annexations at an initially authorized cost not to exceed \$10,000; and

**BE IT FURTHER RESOLVED**, the Treasurer shall utilize Line Item # 8020 "Annexation Survey" for this expenditure in the amount of \$10,000.00 and the Mayor is authorized to execute the proposal/contractual document provided the vendor supplies a certificate of good standing or some other evidence showing the firm is in good standing with the State; and

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

**PASSED** this 5 day of December 2022.

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

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
WASHINGTON	<u>Yea</u>
KENNEDY	<u>Yea</u>
NOBLE	<u>Yea</u>
BARNES	<u>Yea</u>
HINES	<u>Yea</u>
LILLY	<u>Yea</u>
ATKINSON	<u>Absent</u>

ATTEST:

[Redacted Signature]

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

[Redacted Signature]

By:

Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 5 day of December 2022 with 6 Aye votes and 0 Nay votes the aforesaid Resolution 75-22 passed.

[Redacted Signature]

Sherletta Hawkins, Town Clerk

[Exhibit 1 – Proposal of Kevin Norris Surveying, LLC, dated November 3, 2022, for the Annexation of Certain Areas]

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