



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
January 23, 2025
7:30 PM

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Financial Review** – Town Accountant Diane Mock & Town Administrator will provide a financial update.
- 4. Hometown Hero recommendation** – Presentation on Veteran Flag Display on public poles.
- 5. Stop Sign Camera update** – Interim Chief Morris will provide an update on stop sign cameras.
- 6. Policy Working Group**—Review of policies regarding community organizations and their benefits (newsletter, grants, facilities usage) and review of town advisory board policy.
- 7. Resolution R-3-25 Election Judges*** – Mayor Munyeneh will read the resolution appointing election judges for the May 5th town election.
- 8. Town Administrator Update** - Town Administrator Galloway will provide a report to the Mayor and Council.
- 9. Police Chief Report** – Chief Morris will provide a report to the Mayor and Council.
- 10. Update by CM Fry & Garces Regarding Cheverly Station Apartments** -Council members will provide updates/feedback from residents at Cheverly Station Apartments.
- 11. Review of February Town Meeting Agenda and Future Requests**—The Mayor and Town Administrator will offer a forecast of the Mayor and Council Town Meeting agenda. The Mayor will seek Council input on agenda items for consideration for future meetings.
- 12. Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.



**Resident input will be allowed as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes, on each eligible agenda item per the adopted Council Meetings Rules & Procedures.*

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

Zoom Information:

Topic: Cheverly Mayor & Council Work session

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or One tap mobile :

US: +13017158592,,82551558763#

Or Telephone:

US: +1 301 715 8592

Now taking orders for the
Larksville Hometown Heroes
Banner Campaign



Honoring our Heroes
-Avenue Banners-
Cost - \$185.50

Please refer to the Banner Application for details.

Larksville Hometown Heroes

Garden Flag Banner Application

Honoring our Heroes
Garden Flags

\$26.⁵⁰ (single order)

\$21.²⁰ ea. (orders of 2 or more)

Checks Made Payable to: On Deck Graphics

Mail or drop off payments to
Deborah Austra
50 Charles Street
Larksville, PA 18704



Your
12" x 24"
Single-Sided
Garden Flag Banner
comes with sewn 3"
pole pockets on
top/bottom of the flag.
*Stand not included

QUANTITY of Garden Flags: _____

Name of Person being honored: _____

(Garden Flags will be a replica of the pole banner. All information will be the same.)

Fill out the information below for who is ORDERING the Garden Flag Banner.

Your Name (required): _____

Address (required): _____

Phone Number (required): _____

Please contact Deborah Austra with any questions @ 570-750-1085
(All pricing includes 6% PA Sales Tax)

Larksville Hometown Heroes

Banner Application

Honoring our Heroes
-Avenue Banners-
Cost - \$185.50

Checks Made Payable to: On Deck Graphics

Mail or drop off payments to
Deborah Austra
50 Charles Street
Larksville, PA 18704

COMPLETE ALL OF THE INFORMATION BELOW
IN ORDER TO EXPEDITE YOUR ORDER

There is a 22 character limit per line.
Thereafter we will need to condense or
use abbreviations if necessary.
Your banner proof will be emailed to you
for approval prior to placing the order.
PLEASE PRINT CLEARLY



Your 30" x 60"
Double-Sided Pole Banner
will be hung in the vicinity
of the area if you so choose.

**Please note:*
We cannot hang banners on
specific poles.

Name of VETERAN/Hero being honored: _____

Rank: _____ Branch of Service (Military/Fire/EMS/Police): _____

War(s) Served and/or Years Served (WWII/Vietnam, etc.): _____

Fill out the information below for who is ORDERING the Avenue Banner.

Your Name (required): _____

Address (required): _____

Phone Number (required): _____

EMAIL (required): _____

Please contact Deborah Austra with any questions @ 570-750-1085

*Digital Photos can be emailed directly to Jerry at On Deck Graphics: jzezza@mac.com

*Copies of the original photos are not recommended. We will handle all photos with care and will not put any photos in the mail. Original photos work best.

*NOTE: Banners will be hung for 3 consecutive years. You will need to order a reprinted banner if you would like to continue hanging your banner for another 3 years. Reprint cost is currently \$121.90.
(All pricing includes 6% PA Sales Tax)*

Advisory Committee Rules and Guidelines

Advisory Committees do extremely important work in the Town of Cheverly. The Board of Election Supervisors, Building Usage Committee, Cheverly Day, Economic Development Committee, Ethics Commission, Property Maintenance Review Board, Recreation Council, Planning Board, Cheverly Green Infrastructure Committee, Redistricting Commission, and Tree Commission are all advisory committees that serve as resources for the Mayor and Council. Advisory Committees differ from other town organizations; their creation and maintenance is guided by legal documents and actions, including under the authority of Section 1-6 of the Town Code, and they are expected to be accountable to the town as outlined below.

Failure to follow these policies will be communicated by staff to Mayor and Council, will be addressed in written communication, and could result in corrective action, including official changes in leadership.

Membership:

Given the importance of these advisory committees, members should be selected based on their skills, expertise, leadership acumen, and relationship-building ability. All advisory committee members are subject to approval and formal appointment by the Mayor and Council at a regularly scheduled public meeting. Candidates for membership should be submitted to their respective Council Member or to the Council Liaison for the committee. Council Members shall from time to time recommend members of each committee and will work to recruit representatives from each ward. The size of each standing committee shall be mandated in the committee's bylaws.

Committee Boards:

Each committee shall elect from its appointed membership a chair, to serve for a term of one year, as well as a vice chair. Committees shall elect additional board members as outlined in their bylaws. Board members shall be Cheverly residents and registered voters in the town of Cheverly. Board members cannot hold political office in the town of Cheverly.

Council Liaisons:

At the May or June work session following town elections, Council Liaisons will be appointed for advisory committees, with the exception of the Ethics Commission and Board of Elections Supervisors. Council Liaisons are not voting members of advisory committees; their role is to facilitate communication between Mayor/Council and the

committee. Council Liaisons should make every effort to attend the meetings of their advisory committee and may be asked to report on the work of the committee during town meetings.

Representation, Transparency, and Open Meetings:

State law requires that council-appointed advisory committees must comply with the Maryland Open Meetings Act (OMA). At least two members of each advisory committee must complete OMA training.

Chairs and members serve in an advisory capacity to the Mayor and Council and do not formally represent the town on official business. Advisory committee members should always be clear in any communication, oral or written, that the views, opinions, and decisions of the individual or committee are not representative of the Town itself. Committee members should not make directives to town staff or external stakeholders. Any communication with external stakeholders should copy the Town Administrator, Mayor, and Council Liaison. Appropriate disclaimers supplied by the town must be included in all written and oral communications. Engagement with new external stakeholders should be coordinated in conjunction with town staff.

All advisory committees are required to submit updated bylaws annually to the Town Clerk. They must also submit meeting information and agendas no less than five days prior to their meetings. Advisory committees must record hybrid and virtual meetings and submit zoom recordings and minutes within two weeks following their meetings. Committee leadership should ensure the town website has updated information for the leadership, contact information, and upcoming events for each advisory committee.

Bylaws:

Bylaws for each committee should include how often a committee meets, financial procedures, membership, and officers. Each committee should annually submit final financial statements and insurance claims and documentation to the Town Clerk. Bylaws should conform to the policies, code, and charter of the Town, and the rules provided by the Town Clerk for bylaw drafts and submissions. All other rules and bylaws effective for advisory committees remain the same as delineated in their initiating and revised resolutions.

Committee Reports during Regular Town Meetings:

Town Advisory Committees such as the Planning Board, Green Infrastructure Committee, Recreation Council, Cheverly Day, and Board of Election Supervisors shall provide monthly updates to the Mayor & Council at the Regular town meetings. Reports should be provided by the chair or committee designee. Written reports should be submitted at least five days

in advance of a meeting to be included in the meeting agenda packet and read into the record by the Town Clerk if no one is able to attend the meeting. Reports should include updates, announcements, meeting information, contact information and should not exceed five minutes. If the committee is providing an update that requires Mayor & Council discussion, approval, vote, or feedback, the Committee can request that an agenda item be added at the discretion of the Mayor and Town Administrator at least ten days in advance of the meeting.

Scope of Advisory Committees:

The Mayor and Council will set aside time annually during a work session to discuss advisory committee priorities and objectives for the year (aligned with the Strategic Plan). The council may ask committees to follow up and make recommendations on development projects, provide proposals or options for addressing town issues, and/or convene smaller working groups to explore specific emergent topics. This guidance is intended to provide direction for the work of the committee and does not preclude additional work of the advisory committee.

Requests for formal recommendations from committees can be made in meetings and in writing and will be made to allow for sufficient time for committees to prepare their report (no less than one month). Recommendations from advisory committees can be adopted in full, in part, or not be included in the final determinations of the Mayor and Council in their entirety. The Town will share final determinations with the relevant advisory committees as soon as is practicable.

Community Organization Policy:

Community Organizations are community-oriented public service organizations. Groups can qualify as a Community Organization provided:

1. The organization's general membership consists of at least 20 members.
2. The organization's general membership consists of at least 55% Cheverly residents.
3. The organization has a lawful purpose that does not pose a threat to public order, to the safety of the public, or the safety of any individual.
4. The organization does not have as its primary purpose marketing products or services or making a profit.
5. The organization abides by the town's non-discrimination policy.

Organizations must maintain by-laws and a list of officers and members. A copy of the by-laws and a current list of officers or a statement of purposes and intent shall be kept on file in the Town Administrative Office. Data on membership shall be provided to the Town annually and upon request whenever such data is pertinent to a proposed use of Community Organization benefits.

With limited exceptions, Community Organizations may reserve Town facilities, post in the Town newsletter, and apply for Town grants.

Facilities Usage Policy

Last Updated: 5.20.24

I. **Purpose**

To establish reservation procedures and requirements, fees, rules, and guidelines for the use of certain public facilities in accordance with Town policies.

II. **Annual Review**

These regulations will be reviewed by the Town Administrator or their designee on an annual basis.

Community Organizations and Advisory Committees will be provided an opportunity to comment on any proposed modifications. All comments will be submitted to the Town Council for consideration prior to their finalization and adoption.

III. **Applicability**

This regulation governs use of the following public facilities:

Buildings

- Cheverly Community Center (6401 Forest Road)
- William Eley, Jr. Public Works Building (following 2025 opening)

Parks

- Town Park (6401 Forest Road)
 - Robert Tucker Sr. Pavilion
 - Lower Pavilion
- Boyd Park (1801 64th Avenue)

Fields

- Town Park Fields (6401 Forest Road)
- Boyd Park Fields (1801 64th Avenue)

IV. **Programming Priorities**

1. Community Organizations and Advisory Committees must be in good standing and abide by the requirements stated in each respective policy.
2. Requests for the use of public facilities will be processed on a first-come, first-served basis according to the following priorities.

First Tier

1. Official Town Meetings, Town Elections, and Emergency Management Operations
 - Examples include, but are not limited to, Town Council meetings, public hearings, meetings called by the Town Council, and Town elections. During emergencies, use of all public facilities may be redirected to emergency operations at the direction of the Town Administrator.

Second Tier:

- 2a. Council appointed Advisory Committees
 - Examples include, but are not limited to, Ethics Commission, Board of Election Supervisors, and other committees under Code Section 1.6.
- 2b. Town Managed/Supported Programming
 - Examples include, but are not limited to, youth recreational sports, annual recreational events organized by the Recreation Council, and events held at the discretion of the Town Administrator or their designee.

Third Tier:

3. Community Organizations in good standing that adhere to the Community Organization Policy.

Fourth Tier:

- 4a. Fee-based Classes/Events
- 4b. Private Rentals (outdoor spaces only, available only to Cheverly Residents)

Exclusions:

The following are prohibited uses of indoor Town Facilities (does not include outdoor spaces):

- Worship services
- Private social functions
- Partisan or campaign-related activities that advocate for the election or defeat of a candidate or issue (except for a candidate's forum for Town elections, if conducted by a neutral, non-partisan, community-oriented Community Organization)

V. Use of Public Facilities

Hours of Operation:

1. The Cheverly Community Center's established hours of operations are Monday through Friday from 9:00 am – 5:00pm with the exception of National Holidays.
 - The Community Center will be closed on the following holidays and holiday weekends: New Year's Eve, New Year's Day, Martin Luther King

Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30pm) and Christmas Day.

- Any additional building closure or opening will be at the discretion of the Town Administrator or their designee.

Reservation Hours:

2. Gymnasium: 5:00 am - 10:00 pm
3. Town Pavilions: 8:00 am – 8:00 pm
4. Any reservations requesting to exceed these hours require prior approval from the Town Administrator.

Facility Capacity:

5. Capacity limits of each facility cannot be exceeded. The Town reserves the right to change a reservation in the event another facility is determined to be a more appropriate venue. Events that exceed capacity must be approved by the Town Administrator via the Special Events Permit Request Form.
 - Community Center:
 - Gymnasium Capacity: 250
 - Large Conference Room Capacity: 20
 - Parks and Fields
 - Park Shelters
 - Robert Tucker Sr. Pavilion Capacity: 40
 - Town Park Pavilion Capacity: 75
 - Boyd Park Pavilion Capacity: 75
 - Parks and Fields (reviewed on a case-by-case basis)

Use of Gymnasium:

6. Use of the Community Center Gymnasium is limited to Town approved recreational programs, meetings, and Special Events. Misuse of the facility by Town Boards, Committees, and Community Organizations can lead to suspension.

Note: Certain recreational sports are not permitted in the Town’s Indoor Facilities. Recreational Sports will be evaluated following the submission of a Special Events Permit Request Form.

Use of Common Areas and Storage:

7. Use of common areas is not included in the reservation and is not permitted. The reservation does not include overnight, or long-term storage and all materials and supplies of the Permit Holder must be removed from the facility at the end of each reservation period. Any items remaining will be discarded. Long term storage requests will be reviewed on a case-by-case basis at the discretion of the Town Administrator

VI. **Reservation Procedures**

Reservation Process:

1. Reservation requests may be submitted online by searching for the “Park Reservation Form,” clicking the link and following the prompts. Reservations may also be submitted in person or by e-mail. Requests will be reviewed and approved by a Town Official. The request will be processed, and a space reserved for the date and time upon receipt of the payment as applicable. Written confirmation of the reservation will be issued to the individual or entity (the “Permit Holder”), authorizing the use of the facility under the terms and conditions set forth.

Reservation Period:

2. The facility reservation must allow for and include adequate time for set-up and breakdown of the scheduled event. The facility must be vacated within the time indicated on the permit.

Cancellation by Park Permit Holders:

3. Permit holders will not be refunded upon cancellation of a processed park reservation.

Cancellation by the Town:

4. The Town reserves the right to cancel or attempt to reschedule all reservations. Every effort will be made to provide as much advance notice as possible in the event the building is closed.

VII. **Rental Fees, Security Deposits and Payment**

Indoor Facility Rental Fee:

1. First, Second and Third Tier Programming are exempt from rental fees but may be charged a Staffing Fee if applicable. Tier Four Programming should refer to the regular fee schedule.

Additional Fees

2. Staffing Fee: For events and activities held outside of normal business hours, an additional fee may be assessed to cover staffing costs. This fee consists of the designated employees’ hourly rate plus 15 percent.

Note: Staff includes administrative personnel, Public Works personnel and the Police Department. An additional processing fee may be assessed for all credit card payments.

VIII. **Admission Fees, Donations and Sale of Merchandise**

1. Any event that intends to charge admission fees collect donations or sell merchandise or food requires an approved Special Events Permit.

2. The Town assumes no responsibility for the collection or safeguarding of admission fees, donations, or sales proceeds. Unauthorized operation of concessions (sales of merchandise, food, or alcohol) is PROHIBITED. Any applicant that requests authorization MUST obtain a temporary business license as outlined in Chapter 9-5 of the town code. Proof of compliance with all State and County regulations must be submitted with this request.

IX. Food and Beverages

1. All food and beverages, containers and utensils must be removed from the facility at the end of the reservation period with all debris bagged and deposited in the dumpsters located on the building grounds. Recyclable materials must be sorted and deposited in the appropriate containers.

X. Alcoholic Beverages

1. The sale or consumption of alcoholic beverages is not permitted in any facility without an approved Special Events Permit.
2. The Permit Holder must secure the proper permits and documentation from Prince Georges' County.
3. The Town assumes no legal or financial responsibility or liability for the storage, sale or distribution of any food or beverages offered by the Permit Holder.

XI. Key Fob Holder Responsibilities

1. Town Boards, Organizations, Boards and Committees may receive up to two key fobs per organization. Exceptions may be made via a Special Events Permit Request Form.
2. The key fob holder must sign the Key Fob Acquisition Agreement stating the following:
 - a. The Key Fob Recipient must agree to not load or duplicate the key fob provided to them by the Town of Cheverly for access to the Cheverly Community Center.
 - b. The Key Fob Recipient assumes full responsibility for opening and closing the building for the designated group's scheduled event, when a Town staff member is not present.
 - c. The Key Fob Recipient understands that they may not use the key fob to access the community center for personal use and understands that violation of this agreement will result in deactivation and confiscation of the recipient's key fob.
 - d. The Key Fob Recipient understands that if the designated key fob is lost or stolen, the recipient is fully responsible for reporting it as lost or stolen within 24 hours.

XII. General Responsibilities of the User

1. In addition to being required to comply with the Town's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:

- a. The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.
- b. A responsible party is present at all times and all child and youth activities are supervised by an appropriate number of adults. Children 12 and under must be supervised at all times, including while using the Facility Restrooms.
- c. The Permit Holder assumes full responsibility for opening and closing the building when a staff member is not present.
- d. All participants comply with the Town of Cheverly Code and policies.
- e. Required supplies such as paper goods, serving utensils, tablecloths, art supplies, batteries, and ice, have been obtained and transported to the facility as they are not included in the rental fee, nor will they be provided by the Town.
- f. Furniture is not moved from one room to another unless authorized by the Town. If the use of additional furniture is approved, all furniture must be returned to its original location prior to vacating the facility.
- g. Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others.
- h. No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds.
- i. Smoking of any kind is not permitted in any public facility.
- j. All posters, decorations and directional signage are removed from the facility and the grounds. No nails, tacks, screws, glue, or similar means of securing any material or signage to any surface in the facility or the building may be used to display materials.
- k. The facility is left in a clean and neat condition, all items brought to the facility are removed and all foodstuff, trash, and debris are recycled or discarded in the appropriate containers.
- l. The activities of the Permit Holder do not create a hazardous environment as determined by the Town or other governmental agency. Prohibited activities include, but are not limited to, open flame, blocked hallways, and hazardous chemicals or other materials.
- m. All posted park rules and regulations are followed.
- n. Only sports and game equipment authorized by the Town are used during the scheduled activity or event. No pony rides, petting zoos, moon bounces or similar equipment is permitted. The Town reserves the right make exceptions to this rule upon the approval of a Special Events Permit. In the event of an exception to this rule, liability insurance and waivers are required, and the Town reserves the right to issue a \$250 fee for any remaining animal waste.
- o. Attendees must park in designated parking areas and not block driveways or the roadway. Double parking is not permitted under any condition.

XIII. Authorized Representative

1. The Permit Holder is assumed to be the authorized representative of the organization or entity reserving the facility. As the authorized representative, the Permit Holder is responsible for ensuring that the organization or group complies

with the terms and conditions set forth in the rental agreement and in this regulation.

XIV. Liability

1. The Permit Holder assumes all liability for activity related to the use of the facility. A Certificate of Insurance naming the Town as a Certificate Holder and additionally insured may be required for specific rentals involving physical activity such as sports, recreation and Special Events. The Certificate of Liability Insurance must list The Town of Cheverly as the Certificate Holder. At the discretion of the Town Administrator, appropriate written waivers may be required.
2. The Town reserves the right to waive any of these requirements upon the approval of a Special Events Permit.

XV. Indemnification

1. Permit Holder shall indemnify, defend, and hold harmless the Town and its officers, employees, and agents, from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to, or result from any act or omission by Permit Holder by its use of the facilities.

XVI. Governing Law

1. Any legal disputes shall be governed by and construed in accordance with the laws of the State of Maryland, without regards to conflicts of laws principles. Permit Holder hereby irrevocably consents to the jurisdiction of the state and federal courts located in Prince George's County, Maryland, in any action arising out of or relating to its use of the facility and waives any other venue to which either party may be entitled by domicile or otherwise.

Grant Guidelines

A. The Mayor and Town Council may give priority consideration for available funds to the following entities:

- Advisory Committees, including but not limited to:
 - Recreation Council
 - Planning Board
 - Election Board
 - Tree Commission
 - Ethics Commission

- Recognized Community Organization in good standing (see attached list)*.

B. The Mayor and Town Council shall not consider grants that fund:

- Salaries/Individual Stipends/Individual Income
- Paid Advertising
- Political, partisan, or personal-cause or religious submissions
- Personal fundraising solicitations for events or event sponsoring including, but not limited to sales, auctions, raffles or games of chance involving money
- Activities that are discriminatory, advocate violence or unlawful activity, or pose a threat to public order

Evaluation

- A. No grant request shall exceed 20% of the line item budgeted for a Fiscal Year for single organization. The Mayor and Council may approve a reduced amount from any given request.

- B. The Mayor and Council must announce possible conflicts of interest regarding any grant requests and excuse oneself from any vote.

- C. An application may be strengthened by evidence that the Town contribution can be leveraged by other funding sources.

Newsletter Policy

I. General Procedures for Publications in the Newsletter:

Publications in the Town Newsletter are controlled by the Town Administrator or their designees. With limited exception, only Town Staff, Mayor & Council, Advisory Committees, and Community Organizations are provided opportunities to contribute content to the Town Newsletter.

- A. All submissions (Articles or Notices) to the Newsletter must be provided to the Town staff before the deadline (usually the 15th of the month).
- B. Town Staff has the ability and responsibility to reject community submissions that do not conform to these guidelines, and to make general editorial changes to all submissions and publish them in the most efficient and cost-effective manner.
- C. The Town Administrator has final editorial control of all submissions except for election candidate profiles.
- D. The Newsletter shall not contain:
 - 1. Paid advertising
 - 2. Content that advocates for political/partisan issues, religious beliefs, or personal causes.
 - 3. Personal fundraising solicitations for events or event sponsorship including, but not limited to, sales, auctions, raffles, or games of chance involving money.
 - 4. Language that is offensive or advocates violence or unlawful activity or poses a threat to public order.
 - 5. Any submissions related to a political campaign.

II. Governmental Section of Newsletter

- A. The Governmental Section of the Newsletter will publish content submitted by Town staff and the Mayor and Town Council.
 - 1. Each Town department shall identify one point person for content submissions and communications about changes to the Newsletter.
 - 2. Any council member may enter a submission of 60 words or less. This shall not prohibit the council member from providing a QR code (provided the content it directs to adheres to these policies).
- B. Cheverly Elections Submissions
 - 1. Cheverly Town elections newsletter guidelines will be sent from the Town administration to the Board of Elections. Candidate profile submission dates will be determined by the Board of Elections. Profiles should not exceed 350 words.

III. Community Events and Articles Section of Newsletter

Advisory Committees and Community Organizations may submit either one flyer or one notice per month in order to share information or publicize a specific event.

- A. The Town will attempt to publish all articles and flyers submitted by the deadline. **The number of notices and articles that will be published may be limited based on available space.** Events will not be advertised more than two months before the event.

- B. All notices and articles will be subject to space restrictions, including a limitation on how many times the Town will accept a notice for the same event. Contact information must be included for all events. No notice or article may contain offensive language, advocate violence or unlawful activity, or pose a threat to public order or persons or their reputation.

Submission Guidelines:

- 1. Notices:
 - a. No more than 350 words
 - b. Submit in Word Document, Times New Roman, 12-point font
 - c. No spacing format in the toolbar or preset columns
 - d. Graphics may be eliminated or changed if needed for formatting
- 2. Predesigned images or flyers:
 - a. Flyers must be in a legible and editable format. Acceptable formats are Word, PowerPoint, PDF, or Canva (with editing credentials sent to newsletter@cheverly-md.gov).
 - b. Flyers should be ¼ of a page with a word count of 60 words or less.
 - c. Flyers must be checked for visual accessibility before they are submitted: <https://webaim.org/resources/contrastchecker/> is a useful tool to check color contrast.
 - d. All flyers are subject to edits.

Additional Considerations

Note: Submissions for the Newsletter can be sent before, but no later than, the 15th of the month.

Additionally, Logos, Graphics, Tables, and Bullet Points in submissions MAY BE distorted or excluded at the staff's discretion if a conflict arises for space.

Please submit content to newsletter@cheverly-md.gov with the Subject Line {Organization} – “Month Year Newsletter” Ex. Nov2024 Newsletter

The Newsletter will only communicate and print content received from the two contacts listed on the organization's application. If submitters post for more than one Organization, please send each submission as a separate email.

i.e., Subject Line {Organization 1} – “Month Year Newsletter”
Subject Line {Organization 2} – “Month Year Newsletter”

RESOLUTION R-3-25

Appointment of Election Judges

WHEREAS, the Mayor and Council of the Town of Cheverly, Maryland desire to make appointments to the positions of judges.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of Section C-18 C of the Charter of the Town of Cheverly, Maryland, the following persons are appointed as election judges to assist the Board of Election Judges in the conduct of elections in 2025:

- WARD 1: Bassel Williams
- WARD 2: Jainaba Seckan
- WARD 3: Bambi Harmon
- WARD 4: Ann Barsi
- WARD 5: Susan Pruden
- WARD 6: Rita Bibbs-Booth

These appointments are effective on the date of this resolution.

Adopted: January 23, 2025

Attest: _____

Kayce Munyeneh
Mayor

Christopher R. Wade
Councilmember

Joseph Dalaker
Councilmember

Micah Watson
Councilmember

Charly Garces
Councilmember

Nicole Bryner
Councilmember

Amy Jean Chung Fry
Councilmember