



TOWN MEETING

June 12, 2025

8:00 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda***
 - **Approval of Minutes:** (Town Meeting – 5/8/25, and Work Session 5/22/25)
5. **Resident Input** – Public comment period for agenda items and other topics. All comments are limited to 3 minutes. Residents are asked to please state their name and ward. There will not be any additional time for resident input.
6. **Committee Reports**
 - Recreation Council
 - Cheverly Day Committee
 - Planning Board
 - Board of Elections
 - Ethics Commission
7. **Swearing In** – Mayor Watson will administer the oath of office to the new Deputy Town Administrator.
8. **Closed Meeting Summary** – Mayor Watson will read the summary of the May 15, 2025, closed meeting.
9. **Proclamations** – Mayor Watson will read the following proclamations
 - Pride Month Proclamation
 - Juneteenth Proclamation
10. **Keller Update** – Representatives from Keller Construction will provide an update on the Eley Building construction.
11. **Home Town Heroes*** – Town Administrator will provide an update to Mayor & Council on Hometown Heroes and request approval of individuals on banners per the recommendations of the committee.
12. **Budget Ordinance 2025-03*** – Mayor Watson will conduct a final reader of the ordinance for adoption.
13. **Rules and Procedures*** – Mayor and Council will review the updates to the rules and procedures to be adopted.
14. **Contract Review*** - Public Works Director and Town Administrator requesting a vote on the extension of the Bengal Contract.
15. **Project Charge*** – Mayor & Council will vote on finalizing the Project Charge Grant for FY25.
16. **Town Administrator Report** – Town Administrator Galloway will provide the Mayor and Council with a report on Town operations and a summary of actions taken.
17. **Police Report** – Chief Morris will give a monthly report.



18. **Public Works Report** – Director Brayman will give an update on the Department of Public Works.
19. **Review the July Work Session agenda and future requests, and Town Administrator Galloway will offer a forecast of the agenda.** The mayor will seek Council input on agenda items for consideration for future meetings.
20. **Mayor and Council Announcements** – Opportunity for Mayor and Council to share community happenings and events. The mayor will afford each elected official up to five minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
21. **Adjourn**

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

At Town Meetings, resident input is only permitted during the agenda item titled “Resident Input” unless otherwise noted.

*Resident input will be welcomed on any **items underlined on the agenda** during the meeting.*

Residents are also encouraged to submit input to the town clerk at townclerk@cheverly-md.gov to be read at the meeting.

Please Note: Pursuant to the Annotated Code of Maryland, General Provisions Article, Section 3-305, 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.

Topic: Cheverly Town Meeting

Please click the link below to join the webinar:

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Agenda Supplemental Material

- | | |
|-----------------------------|-----------------|
| 1. Meeting Minutes | Pages: 4-14 |
| 2. Closed Meeting Summary | Pages : 15 |
| 3. Proclamations | Pages : 16 - 20 |
| 4. Budget Ordinance 2025-03 | Pages: 21 -22 |
| 5. Rules and Procedures | Pages: 23 - 32 |
| 6. Contract Review | Pages: 33 – 38 |
| 7. Project Charge | Pages: 39 - 40 |



**TOWN MEETING
May 8, 2025
8:00 PM**

Minutes

Meeting called to order at 8:00 pm

In attendance: Mayor Watson, Council Members Wade, LeGloahec, Bryner, Tansey, Garces, Fry

Staff: Town Administrator Dylan Galloway, Deputy Town Administrator Farana Abdul, Public Works Director Steve Brayman, Chief David Morris, Deputy Chief Jennifer Krauss, Town Clerk Giselle Richards

Town Attorneys: Jason DeLoach

Pledge of Allegiance

Motion to approve the agenda with the tabling of the consent agenda to the work session made by CM LeGloahec. 2nd by CM Garces. Approved Unanimously

Consent Agenda

- **Approval of Minutes:** (Town Meeting – 4/10/25, and Work Session 4/24/25) – Postponed for next meeting to allow the new council members time to review.

Resident Input-

Joyce Jones (Ward 2) – Extended congratulations to the newly sworn in mayor & council. Expressed gratitude to the engaged residents who ran for office and all who voted and encouraged the community to move forward together with mutual respect and collaboration.

Sheila Salo (Ward 2) – Welcomed new officials and highlighted an upcoming two-year habitat restoration project in Cheverly East Park, focused on removing invasive vines to protect the native oak canopy along Red Maple Run. The work will be manual with limited, targeted herbicide use. A project presentation will take place at the Green Infrastructure Committee meeting on May 12. Also recognized Air Quality Awareness Week and Cheverly’s ongoing environmental monitoring efforts.

Joyce Lang (Ward 6) – On behalf of the Women’s Club we offer congratulations to the newly elected Mayor & Council and to everyone who ran for office. Presented an honorary membership to the Women’s Club for the new Mayor and Council during their terms. Shared the Women’s Club mission of fostering peace, community, and engagement through collaboration, and noted it is the oldest organization in town.



Carol Brobeck (Ward 3) - Thanked former Mayor Kayce Munyeneh for her leadership, patience, and professionalism throughout the COVID pandemic and beyond, noting the positive condition of the town as a result. Wished Mayor Watson success and an uneventful tenure.

Ivey Finkenstadt – Thanks Mayor Kayce and welcome to all the new council. Highlighted the important work ahead in Cheverly, particularly between Ward 2 and Ward 1 related to the connectivity for the Hospital Hill development. Expressed her commitment to staying involved and bringing community concerns to the new Council and Mayor.

Nana Afua Banful (Ward 3) – Thanked outgoing Mayor Munyeneh and the Council for their service, particularly in water management and the Hospital Hill annexation efforts. They praised Councilmembers Fry and Bryner for their responsiveness and expressed pride in the town and the Council’s decision to maintain current property tax levels.

Committee Reports

Recreation Council – CM Wade – The Easter Egg Hunt was successful

Cheverly Day Committee – Laila Riazi

- Next Cheverly Day 2025 is Saturday, October 4, 2025
- Food, games, fireworks
- Volunteers are always needed.
- Continue to meet last Wednesdays of the month.

Planning Board – CM Bryner – A recent Planning Board meeting addressed concerns about WMATA’s proposed housing on wetlands at 6900 Old Landover Road and Walgreens’ plans. The Hospital Hill subdivision plan submission is expected soon, and the board is preparing comments. New members are welcome.

Board of Elections – Robin Kaye – Oh behalf of the BOE (Board of Elections) congratulated the Mayor and Council and shared Election Day statistics, noting a strong turnout with 1,666 ballots cast. The BOE encountered new challenges and will hold a post-election review to assess improvements, including addressing ward data issues, updating the BOE’s handbook, and seeking budget support for better equipment. Planned initiatives include mandatory volunteer training, candidate pre-election meetings, and possibly having a Cheverly police officer on standby during elections. As the BOE Chair, expressed concern over misinformation, public disrespect, and undue criticism faced by the BOE and staff. Despite challenges, the board remains committed to improving election processes and encourages residents to apply for the board vacancy.

Ethics Commission – No Report

Asian American Native Hawaiian & Pacific Islander Heritage Month (AANHPI) Proclamation – Mayor Watson read the proclamation.

Vice Mayor Selection – Mayor & Council will elect the next Vice Mayor

Motion to nominate CM Amy Fry for Vice Mayor made by CM Garces. 2nd by CM Bryner. Withdrawn
CM Fry declined the nomination and asked CM Garces to rescind the motion.



Motion to nominate CM Bryner as the vice mayor made by CM Fry. 2nd by CM Garces. CMs Bryner, Tansey, Garces, Fry and Mayor Watson voted yes. CMs Wade and LeGloahec abstained from the vote.

Council Members spoke in support of Council Member Nicole Bryner for Vice Mayor, citing her policy experience, communication skills, and leadership. Several members highlighted her past contributions and value as a partner to the mayor, especially with a few new Council Members. Council Member Bryner expressed gratitude, acknowledging the leadership of Council Member Fry and former Mayor Munyeneh for redefining the Vice Mayor role in a way that strengthened Council collaboration.

Town Administrator Report – Town Administrator Galloway provided a monthly report.

- The MML Summer Conference will be held June 22 through June 25.
- The new emails
- WSSC will hold a municipal town hall on 6/4/25. Elected officials are encouraged to attend.
- Proposed to hold final budget review meeting on 5/15/25 and first reader.
- FY25 audit has begun.
- The LGIT training grant was awarded to the town and will be presented at the next work session
- Introduced the new Deputy Town Administrator, Farana Abdul.

Police Report – Deputy Chief Krauss provided a monthly report.

- **Safety Initiatives:**
 - **Suspicious Vehicle Incident:** CPD (Cheverly Police Department) officers investigated a suspicious vehicle near 62nd Ave & State St. Two males were arrested after officers detected the smell of PCP and observed them with “dippers” (PCP-laced cigarettes). Approximately \$1,600 worth of liquid PCP was recovered.
 - **Cheverly Station Apartment Meetings:** This week, apartment management and security are scheduled to meet to discuss crime prevention. The agenda includes mandated security cameras, camera access, security staffing, and accountability measures.
 - **Community Engagement:** CPD has completed multiple ward walks and held a community meet-and-greet to increase police visibility and interaction.
 - **Technology Upgrades:** Installation and upgrades of Axon in-car cameras, body-worn cameras (BWC), electronic control devices (ECD), and signal sidearms have been completed.
- **Community Engagement:**
 - CPD held a community engagement event at Cheverly Station Apartments, allowing residents to interact with officers through conversation and activities. The Mayor and Council attended to greet community members and address concerns.



- PD has begun preparations for Public Safety Day, scheduled for May 30, 2025. Promotional flyers will be included in the monthly newsletter and posted on the town website.

Public Works Report – Supervisor Luis Cardenas and Supervisor Ahjah Prom provided a report.

- Prince George’s County, in partnership with the Clean Water Partnership, have begun removing invasive species around Red Maple Run in M-NCPPC's Cheverly East Park and on nearby Town-owned land. The project objective is to eliminate invasives over the course of 2 to 3 years and preserve the tree canopy. More information is available on the Public Works webpage under the resources section.
- The town will be launching a pilot composting program in partnership with the Town of Edmonston, Compost Crew, and EcoCity Farms funded through USDA grant monies. The program will run from June–November. The project will allow the Town to collect data to evaluate the costs of a full-time composting program. The sign-up form will be available beginning Monday May 12 through our Town Website. There are 60 slots available.
- The Public Works Department has successfully installed light cages on the concrete pad at Legion Park.

Review of May work session agenda and future requests

- Review of the Rules and Procedures for meetings
- 2nd reading of the Budget Ordinance
- Hospital Hill update
- Apportionment of liaison jobs
- MML Summer conference coordination
- Stop sign camera committee discussion and vendor information review
- Hometown Hero Update
- Bike Trail update for June/July Town meeting
- Update on Kilmer Park path
- SHA update

Mayor and Council Announcements –

CM Wade – Thanks to the BOE for their hard work and dedication. Cheverly is an amazing place and even with the differences in options is optimistic in the town. Thanks to the Ward 1 residents for their support and dedication to the town. Happy Mother’s Day to all the mothers and Happy Birthday to Christopher Jr. Encourages everyone to attend the upcoming third annual Ward 1 Community Day, an event aimed at bringing resources and community connection to Chevrolet.

CM LeGloahec – Thanks to Ward 2 residents for voting. Thanks to the BOE supervisors for their grace and resilience during this recent election. Looking forward to working with the staff, and the council.



VM Bryner – First, thank you to our amazing staff and the Board of Election Supervisors—Monday was a huge effort, and you pulled it off seamlessly. Welcome to our new council members. On a personal note, her uncle, a Vietnam vet, passed away last night. His care at the VA highlighted for her how elections have real, lasting consequences. Like Council Member Fry, has been reflecting on where we focus our time and energy—let’s use it for work that truly matters.

CM Tansey – During Monday’s election, spoke with the Chief of Police and has since worked closely with staff members. Expressed gratitude for the staff’s dedication and willingness to be accommodating, highlighting that this strong collaboration fosters confidence in a productive council term ahead.

CM Garces – Thanks to all staff, BOE and congratulations to the newly elected council members and Mayor Micah. Thanks to the town clerk. Welcome to the Deputy Town Administrator. Reminded everyone that Ward walks are held at Cheverly Station Apartments on the last Wednesdays of the month starting at 6:30 pm.

CM Fry – Would like to discuss bringing back the Disability Advisory Board as an advisory committee. Grateful to be re-elected, though disappointed by the division and disinformation during this election. As a Korean American and daughter of immigrants, is reminded how important it is to protect our community’s values and each other. Thank you to former Mayor Munyeneh for her leadership and mentorship. Also welcome our new Council and Deputy Town Administrator Farana Abdul. We have work ahead starting with accessibility and building a stronger, more united Cheverly.

Mayor Watson – Shared that four events are taking place Saturday, including two plant sales, a bake sale, and the season’s first community market. Due to limited parking at Town Hall, residents are encouraged to walk or carpool. Those needing transportation are asked to reach out for assistance. Events will run from 8 a.m. to noon. Also announced the return of in-person Mayor’s Hours, beginning Monday, May 12, from 7–9 a.m. at Town Hall. If attendance is low, the day may be adjusted in the future. New council members were reminded that, thanks to former Mayor Munyeneh’s efforts, each council member has a designated space in the monthly newsletter for their updates. Submissions are due by the 15th of each month.

Motion to adjourn made by CM Bryner. 2nd by CM Garces. Approved unanimously.



WORKSESSION
May 22, 2025
7:30 PM

Minutes

Call to Order:

Meeting called to order at 7:30 pm via Zoom.

In attendance: Mayor Watson, Vice Mayor Bryner, Council Members Wade, LeGloahec, Tansey, Garces and Fry

Staff: Town Administrator Dylan Galloway, Chief David Morris, Public Works Director Brayman, Town Clerk Richards

Town Attorney: Jason DeLoach

Pledge of Allegiance

Motion to excuse CM Garces made by CM Bryner. 2nd by CM LeGloahec Approved unanimously.

Motion to move retention policy to a future meeting made by CM LeGloahec. 2nd by CM Tansey. CM Bryner voted no, CM Wade Abstained. Motion failed due to not enough votes.

Motion to approve the agenda made by CM Bryner. 2nd by CM Fry. Approved unanimously.

Closed Meeting Summary—Mayor Watson read the summary of the closed meeting held on 5/1/25 into the record.

LGIT Grant – Larry Bowman, LGIT (Local Government Insurance Trust) representative, presented the town with a grant check for HR training for \$4,700.

Update on Hospital Hill – Teddy Swift, Urban Atlantic representative, provided an update, which will be posted online.

- Urban Atlantic continues to work through the Preliminary Plan of Subdivision with the Planning Department.
- The second round of intake comments received—mostly minor, administrative issues.
- Similar progress is being made with stormwater review through DPIE.



- No major changes to the development plan or program since the last update.
- Once comments are resolved and accepted, the plan will be formally referred to the Town for review.
- Governor Wes Moore was recently briefed on the Cheverly Hill project at the ICSC convention.
- For information and updates, visit: CheverlyHill.com
- Three investment pathways are being explored:
- Qualified Investors – Minimum \$25,000 investment;
 - 60 individuals from Prince George’s County have already signed an MOU.
- Crowdsourced Investing – Platforms like Small Change may allow participation with as little as \$100.
- Minority Contractor Partnerships – Local county-based minority contractors may participate directly in the development process.
- The town administrator will send an email with proposed dates to coordinate group tours for the council, likely in two or three smaller groups—and asked for prompt feedback to align schedules with Home Team 5.

Records Retention Policy – The Town Administrator presented the town’s policy on records retention.

- The Records Retention Policy outlines how long various categories of records must be kept, including administrative, financial, contracts, permits, election results, and HR files.
 - Email Retention: Emails are archived for five years from the date of a reply by our IT provider to comply with the Maryland Public Information Act (MPIA). Even if a user deletes emails, they remain stored and recoverable.
 - Litigation Holds: The Town has previously implemented litigation holds to preserve emails beyond the five-year period when necessary.
 - Contract-Related Emails: There is not currently an automated system for routing contract-related emails into long-term contract files. Staff will consult with the IT provider on developing such a mechanism to ensure compliance with best practices.
 - Compliance: The current policy was adopted in line with Maryland state guidelines. Additional updates may be considered based on feedback and operational needs.



2nd Reading of FY26 Budget ordinance – Mayor Watson read the budget ordinance, scheduled for adoption at the June 12 Town Meeting. At the Mayor’s request during the last budget meeting, \$50,000 was added for land acquisition.

Fiscal Year 2025 Update - Ms. Diane Mock provided a financial update. As of April 30, expenditures exceed revenues by approximately \$5.8 million, which includes:

- \$2.1 million in ARPA expenditures (ARPA funds now fully spent)
- \$4.4 million spent on the Ely Building

After adjusting for restricted funds and highway user revenues, the projected operating deficit is \$21,000 year-to-date. The FY25 budget anticipated a deficit of \$856,000, and that figure is still expected by fiscal year-end, depending on departmental spending and a few revenue variables.

The Town began FY25 with a \$12 million fund balance, allocated as follows:

- ARPA (restricted): fully spent
- Highway user revenue (restricted): ongoing
- Ely Building (restricted): started at \$5M; \$600K remains
- Unrestricted balance: approx. \$5.6 million, as of April 30

Mr. Galloway and Ms. Mock will review line items to ensure an accurate classification of expenditures.

Review of the Rules and Procedures—The Mayor and Council reviewed the rules and procedures for the body’s future meetings. Mayor Watson confirmed that the Council intends to adopt the revised Rules of Procedure at the June 12 Town Meeting. Rather than reviewing the document line by line, Council proceeded by section to address questions or suggestions.

- CM LeGloahec inquired whether the Town has considered hiring a certified parliamentarian. The Town has not previously considered this and there is no strong support for hiring a certified parliamentarian due to cost and limited precedent.
- CM Tansey asked whether there's a formal process for turning ideas or resident proposals into action items. Mr. Galloway stated that there is no codified process. Generally, ideas are discussed informally during meetings and, if there is consensus or direction, staff will assess feasibility and report back. These discussions often result in directives to the Town Administrator.
- CM LeGloahec asked for clarification on how special meetings may be convened.



- The current language allows the Mayor or four Councilmembers to call a special meeting, with 72 hours' notice "when possible."
- The council discussed maintaining flexibility (e.g., not requiring an “emergency” trigger), but consider tightening wording to ensure transparency and prevent potential misuse.
- CM LeGloahec stated that he preferred using the term citizen instead of resident.
 - CM’s Fry & Bryner had strong preference for using “resident” instead of “citizen” in the Rules of Procedure.
 - The term “resident” is more inclusive, especially considering non-citizen residents who live in Cheverly.
 - The general agreement is to maintain inclusive language and avoid “citizen” in town documents.
- Mayor Watson suggested two alternative models for improvement:
 - Allow resident input under each agenda item, noting the potential risk of repetitive or prolonged meetings.
 - Designate specific agenda items in advance for public comment (e.g., using an asterisk), providing structure and fairness.
- Town Administrator Galloway noted that the current rules already support resident comment during presentations or designated items, though implementation has been inconsistent.
- CM Tansey asked why public input is more restricted at town meetings compared to work sessions and suggested more proactive communication about when residents can best provide input.
- Vice Mayor Bryner shared input from a resident via email urging for comment opportunities on each agenda item. She emphasized:
 - The most effective feedback comes before the meeting—ideally when the agenda is posted.
 - Microphone time is valuable, but input after decisions are largely formed is less impactful.
 - Resident comment should happen before a motion is introduced, not during council discussion.



- CM Wade stated Not all residents are engaged before meetings, so live participation during agenda items can be their only chance to understand or contribute. Supports allowing input on specific agenda items, especially those that directly affect residents or need timely community feedback.

Appointment of Liaisons for Advisory Groups—The Mayor and Council discussed and appointed liaisons for the town’s advisory committees.

- **Cheverly Day** – John LeGloahec
- **Planning Board** – David Tansey
- **Rec Council** – Christopher Wade
- **Policy Committee** – Amy Fry, Nicole Bryner, Charly Garces, Dylan Galloway

MML Summer conference coordination – Mayor and Council discussed the conference logistics and confirmed attendance of the mayor and all 6 council members. Business cards and polos have been ordered for the Mayor & Council. Mayor Watson asked for input from the council for the PGCMA election and the MML Board members' election.

Hometown Hero Update – The Town Administrator provided an update on the program.

- The goal is to fly banners at Legion Park by July 4th
- A recommendation for approval of candidates will be presented at the June town meeting
- Submit applications to: Hometownheros@cheverly-md.gov

Update on the Kilmer Park path - The Town Administrator provided an update.

- The estimated cost of the trail—including grading, ADA compliance, and other associated work—is between \$500,000 and \$600,000. We currently have \$165,000 in Program Open Space funds available, and we are actively pursuing additional support through state funding or other grant opportunities to help close the gap.
- We are currently in discussions with some of our state legislators to explore the possibility of securing additional funding for the trail project. While there are no updates yet, we remain optimistic about identifying supplemental resources.

Town Administrator Update - Town Administrator Galloway provided a report to the Mayor and Council.

- Town staff is collaborating with County Councilwoman Ivey, the Maryland National Capital Park and Planning Commission (MNCPPC), and Home Team 5 to apply for



\$650,000 from the Kim Lamphier Bikeways Network Program to design and minor retrofits to implement local bike trail access and connections to key destinations.

- The Town was awarded \$100,000 from Prince George’s County Department of Parks and Recreation to the gym floor replacement project. Staff is seeking quotes to present to the Mayor & Council.
- The town is working closely with the Department of Permitting, Inspections, and Enforcement (DPIE), particularly their Enforcement and Property Maintenance Division, to address the ongoing concerns with the property located at 6207 State Street.
- Construction is scheduled to begin on June 9 and is expected to continue through June 20, weather permitting. During this period, construction areas will be securely fenced off, while the remainder of the park will remain open to the public.
- At the next Town Meeting, the TA will be requesting a vote on the extension of the Bengal Contract. Supporting documents and contract terms will be provided in advance for your review.
- Chief Morris provided an update regarding the incident on 5/21/25, in which a suspicious person addressed children walking home. The Cheverly Police Department is in communication with the school and patrolling the school area.

Update by CM Fry and Garces Regarding Cheverly Station Apartments –

- CM Garces has been working with management regarding the switch from heat to A/C
- Ward walk will be on 5/28/25 at 6:30 pm

Review of June Town Meeting Agenda and Future Requests -

- Records retention (Summer Work Session)
- No work session for June and August
- Pride Proclamation
- Juneteenth Proclamation
- Budget adoption
- Cheverly Day discussion (July work session)
- Board of Elections discussion (July or September)
- Update from School Board Member
- SHA update in July work session
- Ethics update (July Work session)
- Green Infrastructure Discussion (September Work Session)

Motion to adjourn at made by CM Bryner. 2nd by CM Tansey . Approved unanimously.

Closed Session Summary – May 15, 2025

On May 15, 2025, the Mayor and Council voted unanimously to convene a closed session pursuant to Maryland Code, § 3-101 et seq., of the General Provisions Article (Open Meetings Act). The closed session was convened at the conclusion of the Budget Meeting at 7:52 p.m. by motion made by VM Bryner and seconded by CM Garces. Vote was unanimous to:

(1) “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”;

(7) “To consult with counsel to obtain legal advice”;

Those present were the entire Mayor and Council, Dylan Galloway, Chief Morris, Deputy Chief Krauss, and Jason DeLoach, Esq.

During the closed session, the Mayor and Council received updates from Chief Morris and Deputy Chief Krauss on two personnel matters. Attorney DeLoach provided legal advice on a provision in an employment contract. The Council decided to add new notice requirements for certain secondary employment/consultant work, and two new council members will be the point of contact for other types of secondary employment.

The new Council was updated on the matter reported to a state agency earlier this month.

A motion to close was made by VM Bryner, seconded by CM Garces. The motion passed unanimously. The closed session ended at 9:05 pm.



**A PROCLAMATION RECOGNIZING JUNE AS PRIDE MONTH IN CHEVERLY, MD
AND TO ACTIVELY PROMOTE THE PRINCIPLES OF EQUALITY, DIVERSITY,
AND LIBERTY.**

WHEREAS, the Town of Cheverly is dedicated to fostering a welcoming community, ensuring that our town is an exceptional place for all to live, learn, work, play, and raise a family; and

WHEREAS, our community is committed to realizing a set of principles that affirm that every person is equal, has rights to their life, liberty, and pursuit of happiness, and shall be accorded the full recognition and protection of law; and

WHEREAS, our Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) neighbors are a diverse, engaged, and vital part of the Cheverly community, contributing to all walks of life and serving as active and visible leaders, thereby strengthening our community; and

WHEREAS, our nation is founded on the principle of equal rights for all people, yet many Americans continue to be denied the fulfillment of that promise; and

WHEREAS, we are witnessing ongoing civil rights movements that strive to bring marginalized groups into the mainstream of American society, with much work remaining to ensure justice and equity for all; and

WHEREAS, nearly 55 years ago, the Stonewall Uprising became a pivotal moment for the gay rights movement, where members of the LGBTQ+ community rose up in protest against the injustice of a police raid at the Stonewall Inn in Greenwich Village, NYC; and

WHEREAS, we must acknowledge and honor the legacies of two transgender women of color, Marsha P. Johnson and Sylvia Rivera, who helped ignite the LGBTQ+ rights movement in the United States at the Stonewall Inn; and

WHEREAS, we continue to witness that fatal violence disproportionately affects transgender women of color, particularly Black transgender women, and that, according to the Human Rights Campaign, the intersections of racism, sexism, homophobia, biphobia, transphobia, and unchecked access to guns deprive these individuals of employment, housing, healthcare, and other necessities; and



WHEREAS, the Town of Cheverly recognizes that it is imperative that all people in our community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders; and

WHEREAS, Cheverly is strengthened by and thrives upon the rich diversity and intersectionality of ethnic, cultural, racial, gender, age, and sexual identities of its residents, all of which contribute to the vibrant character of our town;

NOW, THEREFORE, the Mayor and Council of Cheverly hereby proclaim and recognize June as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Pride Month in the Town of Cheverly and the first Saturday of June as a day to raise a Pride flag at the Town Hall flagpole.

As the Mayor and Council of Cheverly, we urge town residents to recognize the contributions made by members of the LGBTQ+ community, to encourage our LGBTQ+ youth to stand proud all year long, to actively promote the principles of equality and liberty, and to reject prejudice and bias in any form.

Date: Saturday, June 7, 2025

Attest: _____

Micah Watson
Mayor

Christopher R. Wade
Councilmember

David Tansey
Councilmember

John LeGloahec
Councilmember

Charly Garces
Councilmember

Nicole Bryner
Councilmember

Amy Jean Chung Fry
Councilmember



Thursday, June 12, 2025

PROCLAMATION JUNETEENTH MONTH 2025

A PROCLAMATION TO FACILITATE THE JUNETEENTH CELEBRATION AND OBSERVANCE OF THE AFRICAN AMERICAN PURSUIT OF FREEDOM THROUGHOUT AMERICA. THIS WILL BRING THE CHEVERLY COMMUNITY TOGETHER TO CELEBRATE OUR COMMON BOND OF FREEDOM. THIS HAS BEEN AN AFRICAN AMERICAN ANNUAL CELEBRATION TRADITION SINCE JUNE 19, 1886. THIS YEAR’S NATIONAL THEME IS “TOGETHER WE RIDE THE JUNETEENTH WAVE OF FREEDOM TO LIBERTY” ACKNOWLEDGING ALL OF THE FREEDOM DAYS FROM D.C. EMANCIPATION DAY APRIL 16, 1862 TO OKLAHOMA TREATY DAY JUNE 14, 1866.

WHEREAS, Our country is made up of people from every nation on earth, who are declared equal not only in freedom but also in justice, both of which are essential for a healthy human civilization; and

WHEREAS, Our nation was conceived on July 4th, 1776 with the Declaration of Independence, the classic statement being: “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness; and

WHEREAS, At 2:00 p.m. on New Year’s Day, January 1, 1863, using his war powers as President, Abraham Lincoln signed the Emancipation Proclamation, providing that all persons held as slaves within any State or designated part of a State “shall be then, thenceforward, and forever free;” and

WHEREAS, The Emancipation Proclamation led the way to total abolition of slavery in the United States. With the Emancipation Proclamation, the aim of the war changed to include freeing enslaved people in addition to preserving the Union. Although the Proclamation initially freed only the enslaved people in the rebellious states, by the end of the Civil War the Proclamation had influenced and prepared citizens to advocate and accept abolition for all enslaved people in both the North and South; and

WHEREAS, Texas was the last Confederate territory reached by the Union Army. On June 19, 1865, almost 2 ½ years later, Major General Gordon Granger arrived in Galveston, Texas, and announced the end of both the Civil War and slavery, with General Order #3. It reads: “The



Thursday, June 12, 2025

PROCLAMATION

JUNETEENTH MONTH 2025

people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all enslaved people are free. This involves absolute equality of personal rights and rights of property, between former masters, enslaved people and the connection existing between them, becomes that between employer and hired labor. The Freedmen are advised to remain at their present homes and work for wages. They are informed that they will not be allowed to collect at military posts, and they will not be supported in idleness either there or elsewhere; and

WHEREAS, History notes that popular to contrary belief, the Civil War did not conclude with the signing of the Emancipation Proclamation or defeat of the South's major field armies at the onset of 1863. In fact, in places such as the State of Texas local merchants, governments, and the last remnants of the Confederate army alike, flat out refused to acknowledge that the war was for all intent and purposes concluded. Research conducted by the National Juneteenth Observance Foundation (NJO), including education committee member Carl Adams, indicates that over 4,000 United States Colored Troops (USCT) were in the vicinity of Galveston TX. They were sent there in order to enforce both the end of the Civil War and that all those still held in bondage are free; and

WHEREAS, Texans began the celebration of Juneteenth in 1866, with community events such as parades, cookouts, prayer gatherings, musical performances, and historical cultural readings; some communities purchased land for Juneteenth celebrations, such as Emancipation Park in Houston, TX; and as freed families emigrated from Texas to other parts of the United States, they carried the Juneteenth celebration with them; and

WHEREAS, Al Edwards, a freshman state representative, put forward the bill, H.B. 1016, in 1979 making Texas the first state to grant this emancipation celebration; and

WHEREAS, On June 17 2021, President Joseph Biden signed into law a bill that made Juneteenth an official national holiday; and

WHEREAS, African American history has gone unrecognized, not discussed, and or covered up with flagrant attempts to completely erase. The Civic African American Community Organization (CAACO) is honored to present to the residents of Cheverly and the surrounding communities, relevant African American History and the importance of the observance and recognition of Juneteenth. The historical legacy of Juneteenth illustrates the value of never giving up hope in uncertain times.



Thursday, June 12, 2025

PROCLAMATION
JUNETEENTH MONTH 2025

NOW, THEREFORE, We Cheverly Mayor and Council do hereby proclaim June 14th, 2025 as Juneteenth Celebration Day in the Town of Cheverly, and to be celebrated and commemorated with the raising of the Juneteenth flag at Cheverly Town Hall.

Date: Thursday, June 12, 2025

Attest: _____

Micah Watson
Mayor

Christopher R. Wade
Councilmember

David Tansey
Councilmember

John LeGloahec
Councilmember

Charly Garces
Councilmember

Nicole Bryner
Councilmember

Amy Jean Chung Fry
Councilmember



**TOWN OF CHEVERLY
ORDINANCE 2025-3
BUDGET ORDINANCE
FOR THE 2026 FISCAL YEAR**

An Ordinance whereby the Town of Cheverly adopts a Budget for Fiscal Year 2026 which begins on July 1, 2025, and ends on June 30, 2026.

(Uncodified)

WHEREAS, Article VII, Section C-23A(2) of the Charter of the Town of Cheverly grants to the Mayor and Council the power to appropriate and expend funds for any purpose deemed to be public; and

WHEREAS, each fiscal year of the Town commences on July 1 and ends by the following June 30, pursuant to Section C-32 of the Charter of the Town; and

WHEREAS, the Mayor and Town Council have, prior to each fiscal year, adopted a budget to govern the appropriation and expenditure of funds for the next fiscal year; and

WHEREAS, after numerous discussions and meetings, the Mayor and Town Council have prepared a budget for fiscal year 2026 containing anticipated revenues and proposed appropriations and expenditures for said fiscal year; and

WHEREAS, said budget, as discussed at numerous public meetings by the Mayor and Council, is attached hereto as Exhibit A;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of Cheverly in regular session assembled that the budget for fiscal year 2026 containing anticipated revenues and proposed expenditures of the Town, which budget is attached hereto as Exhibit A, and is hereby incorporated by reference, be and hereby is adopted for the fiscal year 2026 to take effect July 1, 2025, until June 30, 2026.

AND BE IT FURTHER ORDAINED, that this budget shall govern the expenditure of funds by the Town during the fiscal year 2026;

AND BE IT FURTHER ORDAINED, that the Mayor and Town Council may, from time to time, during the fiscal year amend this budget by motions made, discussed and carried so long as any action regarding this budget is taken at a public meeting after notice and a public discussion and the amendments to the budget for entire fiscal year do not increase the total expenditures by more



than ten percent (10%) of the total expenditures figure appearing on attached Exhibit A;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect on July 1, 2025; however, provided that a fair summary of the ordinance is published at least once in a newspaper of general circulation in the Town of Cheverly.

INTRODUCED by the Mayor and Town Council of the Town of Cheverly, Maryland, at a Regular Meeting on **May 15, 2025**, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and Town Council of the Town of Cheverly, Maryland, at a Regular meeting on **June 12, 2025**, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Micah Watson
Mayor

Christopher R. Wade
Councilmember

David Tansey
Councilmember

John LeGloahec
Councilmember

Charly Garces
Councilmember

Nicole Bryner
Councilmember

Amy Jean Chung Fry
Councilmember

[-] indicate deletion
CAPS/**BOLD** indicate additions

MAYOR AND COUNCIL RULES OF PROCEDURE

SECTION 1 – AUTHORITY AND ADMINISTRATION

1.1 Authority

- a. The Town Council may determine its own rules and order of business as authorized by the Charter and Code of the Town of Cheverly. The Mayor and Council Rules of Procedure shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter and Code of the Town of Cheverly and the Constitution and laws of the State of Maryland.
- b. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council and related Council work.
 - i. To the extent these Rules of Order do not address an issue of parliamentary procedure, Robert’s Rules of Order Newly Revised may be used as a guide to resolve the issue.
 - ii. When present, the Town Attorney shall serve as parliamentarian. In the absence of the Town Attorney, the Town Administrator shall serve as parliamentarian.

1.2 Administration

- a. At a Work session scheduled within two weeks of one or more elected officials taking office, orientation shall be provided in order to discuss the role of Council, review meeting procedures, and give an overview of the Town Budget. Newly sworn-in elected officials shall be provided with a hard copy of the Town Charter, Code, and Budget.
- b. The Town Council shall review and readopt these rules, with or without amendments, within sixty (60) days following the regularly scheduled biennial election of Council Members.
- c. The presiding officer is responsible for ensuring that all elected and appointed officials and members of the public adhere to these Rules.
- d. Any Council Member may request that the presiding officer enforce these rules.

1.3 Suspension

- a. Any rule contained herein may be suspended by five affirmative votes of Town Council Members present and voting.

1.4 Amendment

a. These rules of procedure of the council will be placed on the agenda of the first Work session of the council following the seating of the newly elected Council Members for review, and adopted at the subsequent town meeting. A copy of the rules adopted shall be distributed to each Council Member. The council may alter or amend its rules at any time by five affirmative votes of Town Council Members present and voting, after notice has been given of the proposed alteration or amendment.

SECTION 2 – CONDUCT OF MEETINGS

2.1 Frequency and Type

a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.

b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.

i. Elected officials bear primary responsibility for compliance with that Law.

ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.

c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.

i. “Regular meetings” as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.

ii. “Work Sessions” as envisioned in C-13(A2) shall generally be held on the fourth Thursday of every month.

d. ~~Special meetings of The Town Council may be convened by the Mayor or by four Ward Council Members with 72 hours’ notice given by the Town Clerk to the public and to Town Council Members whenever possible.~~

Special meetings of the Town Council may be convened either by the Mayor or, if the Mayor declines or does not act, by agreement of any four Ward Council Members. In either case, at least 72 hours’ notice must be given by the Town Clerk to the public and to Town Council Members, whenever possible.

i. Special meetings shall consider only the one item on its agenda.

ii. If a special meeting must be called with less than 72 hours' notice, the Town will use multiple communication channels such as the website, email, and phone alerts to share the meeting's purpose and agenda as soon as possible.

iii. Unless the meeting is closed, resident input shall be welcomed in accordance with 4.7 of these Rules.

e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Work Session, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda, except in cases of urgency or to meet an immediate deadline. Exception is made for votes to direct staff to draft or investigate something that will be voted on later, or to send a matter to committee for a recommendation.

f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town's website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.

2.2 Presiding Officer

a. The Mayor shall preside over all meetings of the Town Council (C-11B).

b. In the Mayor's absence, the Vice Mayor shall preside for the duration of that meeting.

c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Tem from among the Ward Council Members present who shall preside for the duration of that meeting.

2.3 Attendance and Quorum

a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.

b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.

c. Proxy voting is not permitted.

d. Minutes of every Town Council Regular Meeting and Work Session, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.

e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.

2.4 Translation and Interpretation

- a. Regular Meetings and Work Sessions shall be simultaneously interpreted into American Sign Language and captioned for recording and broadcast or rebroadcast.
- b. Requests for translation of published materials, or interpretation during meetings, in a spoken language other than English shall be favorably considered by the Town Administrator when the request is made at least 72 hours in advance of the meeting.

SECTION 3 – MEETING AGENDAS

3.1 Standing Agenda Items

a. Regular Meetings shall include:

- Call to Order
- Pledge of Allegiance
- Approval of the Agenda
- Resident Input
- Matters Involving Guest Speakers/Elected Official
- Town Administrator's Report
- Consent Calendar
- Action Items
- Discussion Items
- Agenda Items for Future Meetings
- Adjournment

b. Regular Meetings can additionally include:

- Approval of Prior Meetings' Minutes (if not included in the Consent Agenda)
- Police Chief's Report
- Public Works Director's Report
- Public Recognitions or Presentations
- Committee Reports
- Mayor and Council Announcements

c. Work Sessions shall include:

- Call to Order

- Pledge of Allegiance
- Approval of the Agenda
- Town Administrator's Report
- Discussion Items
- Agenda Items for Future Meetings
- Adjournment

d. Work Sessions can additionally include:

- Consent Calendar
- Action Items
- Resident Input

3.2 Agenda Creation

a. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.

b. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda at least 24 hours in advance of any public posting. All agendas, minutes, and supplemental materials should be reviewed by Council prior to meetings. Typos and other minor edits should be communicated to town staff in advance of meetings.

c. Every effort will be made to have agenda items that involve guests or young people at the top of the meeting agenda.

d. All speakers (including Mayor & Council, Town Staff, Residents, and Guests) at any town meeting must speak slowly and clearly and directly into a microphone. Guests and invited speakers will be reminded of this before the meeting.

e. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least eight days in advance of any meeting whenever possible; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.

f. The Mayor and Town Administrator will jointly write and publish the Consent Agenda, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The presiding officer, or the Town Council by majority vote, may remove an item from the Consent Agenda and vote it separately.

g. Action Items require formal approval by the Town Council at the current meeting or specified future meeting. Action Items shall have been discussed at a previous meeting, in accordance with the Town Charter. The Town Administrator, and where necessary the Town Attorney or relevant advisory committee, shall have provided to the Town Council their recommendation on each action item.

SECTION 4 – RULES OF ORDER DURING MEETINGS

4.1 Meeting Requirements

- a. At every meeting the Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes (if not included on the Consent Agenda); to approve the Consent Agenda; to approve each individual Action Item; and to adjourn the meeting.
- b. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.

4.2 Motions

- a. Motions – Procedure – Withdrawal prior to vote.
 - i. When a motion is made and seconded it shall be deemed to be in possession of the council and shall be stated by the presiding officer or, if in writing, read by the Town Clerk previous to debate. The motion may be withdrawn by the maker and the second prior to a vote.
- b. Motions – Administration.
 - i. The presiding officer may, at his/her discretion, call any member to take the chair to allow him/her to address the council, make a motion, or discuss any other matter at issue.
- c. Motions – Order of priority.
 - i. A motion to lay any matter on the table shall be first in order and, on all questions, the last amendment, the most distant day, and the largest sum shall be put first.
- d. Motions – Restricted when.
 - i. When a question or motion is before the council, no other motion shall be received, unless it is to amend, postpone, lay on the table, consider the main question, or to adjourn.
- e. Motions to reconsider.

- i. Motions to reconsider must be by a member who voted with the majority and at the same or the next succeeding meeting of the council.
- f. Motion to extend.
 - i. Motions to extend the meeting can be solicited by the chair when meetings will be longer than three hours.

4.3 Discussion

- a. Once a motion has been made and seconded, debate/discussion begins.
- b. All members must be recognized by the chair before speaking. The member who made the motion has the option to speak first during discussion.
- b. Each member has the opportunity to speak once before any member speaks again.
- d. Discussion is limited to Mayor & Council and Town Administrator.
- e. Once discussion is over, and voting has begun, Council should refrain from additional commentary about the vote. Any explanation as to why a member is voting a certain way should happen during discussion or in another forum.

4.4 Voting

- a. Voting – Requirements.
 - i. All members present will be asked to vote on every order of business that is brought up for a vote except as to matters with respect to which such Council Member or the mayor discloses a reason for a disqualifying interest. A disqualifying interest will not affect the presence of a quorum to enact business.
- b. Voting – Abstention.
 - i. In the event a member abstains from voting, that member shall announce his/her intention to abstain. An abstention shall not affect the presence of a quorum. An abstention shall not be considered as either a vote for or against the matter.
- c. Voting – Tie votes.
 - i. Except when voting to appoint an elected official or to select the vice mayor, the mayor shall vote only in case of a tie, unless prohibited through a disqualifying interest.
- d. Voting – Disqualification – Member responsibilities.
 - i. A Council Member shall disqualify himself/herself from participating on any issue if personal financial interest or other influences will prevent or appear to

prevent him/her from exercising fair-minded independent judgment on the facts and established policy.

e. Voting – Disqualification – Procedures.

i. Should a Council Member be aware of circumstances which might appear to disqualify himself/herself from council action, he/she can either disqualify himself/herself or explain the circumstances before the council. Should the council be aware of circumstances which might appear to disqualify the member, the council may request the disqualification of the member. Any member who is asked to stand down by the remaining members of the council shall evaluate the advice and act in the best interest of the Town.

f. Voting – Majority vote – Motions.

i. All actions of business or policy shall be made by four affirmative votes. The mayor may cast the fourth affirmative vote. Each vote shall be preceded by a motion, a second, and an opportunity for discussion.

4.5 Discussion Items

a. Discussion Items are important Town issues not requiring formal action by The Town Council in the next sixty days. Discussion of items listed under Discussion Items shall be limited to fifteen minutes each.

4.6 Resident Input

a. During **Resident Input** the specified Resident Input agenda item, the presiding officer will call speakers to the podium in the order in which they requested recognition. The presiding officer will remind speakers of the rules for Resident Input.

i. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body.

ii. Speakers may speak for up to three minutes. Input can address a specific agenda item or raise a new matter.

iii. Unused time may not be transferred to another speaker.

iv. ~~The presiding officer will not respond to the input directly and will not allow any Council Member or town official to do so. The presiding officer may request that town staff or Council Members follow up with the resident as appropriate.~~

The presiding officer may, at their discretion, briefly clarify factual misunderstandings raised during public comment. They may also request that

town staff or Council Members follow up with the resident following the meeting as appropriate. No other response will occur during the meeting.

v. The presiding officer will make a good faith effort to solicit input from residents participating virtually (e.g., via Zoom). Technical issues or other unforeseen challenges may occasionally make it difficult to do so.

b. Residents may provide input during the designated “Resident Input” agenda item, as well as during specific agenda items identified in advance for public input by the Mayor, with input from Council Members upon request. For those items, resident input must be invited before a motion is made. Once a motion is on the table, public input is not permitted.

c. During Town Work Sessions, resident input is welcomed during any agenda item.

i. Resident Input does not occur until all Mayor & Council questions and discussions have completed. All speakers must be recognized by the presiding officer.

ii. Residents have one opportunity for input per agenda item, limited to three minutes. All resident input should be germane to that agenda item.

iii. As much as possible, input should be directed to Mayor & Council. Questions asked directly of guests should be posed at the beginning of the resident’s input to facilitate accurate timing. The presiding officer has the option to respond to input or redirect questions as appropriate.

d. Residents who prefer to submit written comments may email them to townhall@cheverly-md.org. Comments submitted electronically by 5:00 PM on the day of the meeting will be shared with the Mayor and Council before the meeting begins. At the discretion of the presiding officer, in consultation with Council, some or all submitted comments may be read aloud during the meeting as time permits.

4.7 Announcements

a. During the specific agenda section Mayor and Council Announcements, the presiding officer will afford each elected official **five three** minutes to speak. Unused time may not be transferred to another elected official. Formal Town Council business will not be conducted.

SECTION 5 – REPRESENTATIONS

5.1 Representations

a. The Mayor shall represent the decisions and policies of The Town Council in all forums.

b. The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, the authority to represent the decisions and policies of The Town Council.

c. Paragraphs a and b shall not constrain an individual Elected Official from expressing their opinion as their own in any forum. Individual Council Members will be careful to specify that their opinion is non-binding on the Town or The Town Council and not made on its behalf.

SECTION 6 – TOWN STAFF

6.1 Chain of Communication

a. The Town Administrator shall be the first point of contact for elected officials seeking information or action on any Town service, operation, or issue, including the Town Attorney.

June 9, 2025

Stephen Brayman
Director of Public Works
The Town of Cheverly
6401 Forest Road
Cheverly, MD 20785

RE: AGREEMENT FOR ON-CALL ENGINEERING SERVICES

This Agreement ("Agreement") is made and entered into as of _____, 2025, by and between **Bengal Engineers LLC** ("Bengal") and **The Town of Cheverly** ("Client").

I. Scope of Services

Bengal Engineers LLC proposes to provide **on-call engineering services** to the Client as outlined in the hourly rate schedule or as described in individual task order proposals. The specific scope of work for each task order will be detailed in separate proposals approved by the Client.

BENGAL ENGINEERS - hourly rate(s) *		
S.No	Job Title/Labor Classification	Fully Billable Rate
1	Project Manager / Sr. Civil Engineer	\$138.60
2	Sr. Engineering Technician	\$103.40
3	Sr. Traffic Engineer	\$138.60
4	Sr. Structural Engineer	\$143.00
5	Sr. Utility Engineer	\$132.00
6	Sr. H&H Engineer	\$121.00
7	Sr. Bridge Engineer	\$138.60
8	Design Engineer	\$88.00
9	Engineering CAD Technician	\$77.00
10	GIS / CAD Technician	\$77.00
11	Construction Manager	\$124.30
12	Inspector	\$66.00
13	Chief Land Surveyor	\$134.20
14	Two-Person Survey Crew	\$143.00
15	Survey Technician/CAD	\$55.00
15	Administrative Assistant	\$55.00

II. Compensation

Bengal shall provide the services at the charges specified in the proposal and any subsequent **Task Orders** approved by the Client under this Agreement. The rates for on-call engineering services shall be as submitted and valid from _____ **2025, until June 30, 2026. A 3.6% annual rate adjustment** will be applied from July 1, 2026, and each July 1 onwards, as long as the contract is still in force for up to two (2) years, to align with industry standards and labor cost trends.

III. Subcontracting.

The Consultant may not subcontract any work approved under this Agreement without the written consent of the Town. If the Consultant wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be done. The Consultant is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the Town and the subcontractors.

IV. Terms and Conditions

- Bengal shall perform all services in accordance with professional engineering standards and in compliance with applicable regulations.
- Each Task Order shall outline the specific scope, timeline, and deliverables.
- The Client shall issue written approval for each Task Order before Bengal proceeds with services.
- Any amendments or modifications to this Agreement shall be made in writing and signed by both parties.
- Bengal shall provide an acceptable Certificate of Insurance (COI) showing acceptable coverages for General Liability, Auto Liability, Professional Liability, and Errors and Omissions policies, that also names the Town of Cheverly as an additional insured, as well as Dylan O. Galloway, Town Administrator, as the Record Holder. This COI shall be timely updated by Bengal before expiration or when requested by the Client.

Thank you,

ACCEPTED AND AGREED

Subra Das
President, P.E.

Signature _____

Printed Name:

Enclosure:
Bengal Engineers LLC Standard Terms and Conditions

1. INVOICES & PAYMENT

Invoices are sent per schedule mentioned in the proposal. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, BENGAL shall be entitled to also recover its costs of collection, including counsel fees and expenses.

2. TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to BENGAL for convenience or cause. BENGAL may terminate this agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at BENGAL's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice. Notwithstanding, the aforementioned termination rights, the parties expressly agree that the Client is responsible for paying Bengal for all services performed under the agreement through the date of termination.

3. CONSEQUENTIAL DAMAGES

Neither BENGAL nor the Client shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

4. FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

5. STANDARD OF CARE

In providing services under this Agreement, BENGAL shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

6. OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by BENGAL pursuant to this agreement, including electronic media, are instruments of BENGAL's professional service, and shall be the property of the Town of Cheverly. Reuse or modification of any such documents by client or client's agents, without BENGAL's written permission, shall be at client's sole risk; and client agrees to indemnify and hold BENGAL harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client. Bengal acknowledges and grants permission for the use of its engineering documents by an external contractor in connection with each task order project. Such authorization is provided solely for the purpose of executing the specified work under the respective task order and does not confer any rights beyond the stated scope.

7. WAIVER OF JURY TRIAL

In the event of litigation between them, BENGAL and client waive a trial by jury.

8. MISCELLANEOUS PROVISIONS

This agreement shall be governed by laws of the State of Maryland, and the state courts of Prince George's County, Maryland shall have exclusive jurisdiction over any disputes hereunder. If requested by Bengal, Client may agree to submit any dispute under this agreement to arbitration which shall be assigned to a retired judge from Prince George's County, Maryland, which shall take place in the county where the project is located.

9. ASSIGNMENT

This Agreement, or any right or interest under this Agreement, shall not be assigned, nor shall any work or obligation to be performed under this Agreement (an "assignment") be delegated, voluntarily, by operation of law or otherwise, without the parties' prior written consent. Any attempted assignment in contravention of this Section shall be void and ineffective. The terms of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the permitted respective successors and assigns of the parties hereto.

10. ENTIRE AGREEMENT

This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations, and understandings, whether written or oral, with respect to the subject matter.

11. SEVERABILITY

If any part of this Agreement is ruled unenforceable or invalid, the remainder of the Agreement shall continue to be valid and deemed enforceable against the parties. In the event of a ruling of invalidity or unenforceability of any part of this Agreement, the parties shall work in good faith to modify the Agreement to effectuate the original intent of the parties.

12. MISCELLANEOUS

(a) No waiver by a party of any breach shall be effective unless in writing, and no waiver shall be construed as a waiver of any succeeding breach, whether or not of the same or a different term or condition; (b) This Agreement shall be construed as to its fair meaning and not strictly for or against either party. (c) The headings hereof are descriptive only and not to be construed in interpreting the provisions hereof. (d) Each party shall comply in all respects with all applicable legal requirements governing the duties, obligations, and business practices of that party and shall obtain any permits or licenses necessary for its operations. Neither party shall take any action in violation of any applicable legal requirement that could result in liability being imposed on the other party.

13. NO AMENDMENT

This Agreement may not be modified or amended except by written instrument executed by the parties hereto that explicitly refers to the amendment of this Agreement and that is signed by authorized representatives of both parties.

14. INDEPENDENT CONTRACTOR RELATIONSHIP

The parties hereto are independent contractors, and nothing contained in this agreement is intended, and shall not be construed, to place the parties in a relationship of partners, principal and agent, employer/employee, or joint venture. BENGAL shall not have any right, power, or authority to bind or obligate the Client.

Indemnification

Bengal shall indemnify, defend, and hold harmless the Town and its directors, officers, employees, agents, and subcontractors 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 of Bengal. Subject to and without waiving common law and other governmental immunities and the provisions § 5-301 et seq., Local Government Tort Claims Act, Courts and Judicial Proceedings Article, Annotated Code of Maryland, the Town shall indemnify and save harmless the Consultant, its officers, employees and agents, from all suits, actions and damages or costs of every kind and description, including without limitation, attorney's fees, personal injury, death and property damage, arising directly or indirectly out of the performance of the contract, whether caused by the negligent or willful act or omission on the part of the Town, its agents, servants, employees and subcontractors.

Town of Cheverly
PROJECT CHARGE BUDGET PROPOSAL

Note: Programs & Services Listed Must Match What Is Proposed In Approved Scope of Work*

Total Budget Request	\$110,000.00
Gym Resurfacing	\$110,000.00
<i>Direct Program/Event Personnel</i>	
TOTAL	
\$0.00	
<i>Program/Event Supplies & Materials</i>	
TOTAL	
\$0.00	
<i>Program/Event Other Services & Charges</i>	
TOTAL	
\$0.00	
<i>Other Budget Considerations</i>	
Remove Recycle Vinyl net	\$3,530.83
Skim coat substrate with cementitious underlayment net	\$3,530.83
Install Vinyl Flooring	\$12,651.34
Cove Base (remove/recycle)	\$35.86
Cove Base (install)	\$537.90
Labor	\$14,769.15
Materials, Equipment, and Supplies	\$74,944.09
TOTAL	
\$110,000.00	



- Project Manager- Kurtis Markham
Phone: 571-259-5713
Project Name & Address

Prince William County Contract

6401 Forest Road Cheverly / Gym Floor

5/14/2025

CCA Contract No: BPA #5066089 6-10-2024 to 06-09-2025
CCA-Fax: (703) 823-8335

Approval: _____ Date: _____

Item	Product or Service	Color	Quantity	Unit Price	Total Price
Resilient Installation Services					
53	Remove & Recycle/Reclaim Vinyl (tile or sheet) net		4973	\$0.71	\$3,530.83
54	Skim coat substrate with cementitious underlayment net		4973	\$0.71	\$3,530.83
59	Vinyl Sports Flooring Installation (per sq ft) with 3 % waste		5122	\$2.47	\$12,651.34
Cove Base					
67	Furnish & Install Cove Base		326	\$1.65	\$537.90
68	Remove & Recycle/Reclaim Cove Base		326	\$0.11	\$35.86
Carpet Repairs/ Other Products					
73	Carpet Mechanic Hourly (8am - 5pm, Mon. - Fri.)		165	\$52.21	\$8,614.65
75	Mechanic Helper Hourly (8am - 5pm, Mon. - Fri.)		165	\$37.30	\$6,154.50
78	25% Discount for RESILIENT TILE Products not listed on Contract Gefflor Teraflex Sports M Plus		5381	\$10.86	\$58,437.66
79	25% Discount for MATERIAL not listed on Contract Gefflor Adhesive		20	\$408.00	\$8,160.00
79a	25% Discount for Materials not listed on Contract Mapei Cementitious Spread		120	\$25.31	\$3,037.20
79b	25% Discount for Materials not Listed on Contract Dumpster rental		2	\$1,464.00	\$2,928.00
79c	25% Discount for Materials not Listed on Contract Stencil for Center logo		1	\$2,550.00	\$2,550.00
79d	25% Discount for Materials not listed on Contract Sunbelt rental Demo Machine		2	\$1,095.00	\$2,190.00
Total Order Amount					\$112,358.77

- 78 Teraflex Sports M Plus with Drytek \$14.48 per sq ft with 25% Discount
 - 79 Gefflor Adhesive \$544.00 per pal with 25% Discount
 - 79a Mapei Cementitious Spread \$33.75 per bag with 25% Discount
 - 79b Dumpster rental \$1956.00 with 25% Discount (charge by approximate weight and trip for 1 or more dumps)
 - 79c Stencil for Center Logo \$3,400 with 25% Discount
 - 79d sunbelt rental for demo machine \$1,460.00 per day with 25% Discount
- Lines 73&75 are labor lines for paint and painting converted over to man hours

Comments/Information/Special Notes-Job:

Paint includes - 4ft border, center logo, pickleball court, basketball court

excludes moisture mitigation

Kurtis Markham 5/14/2025