



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
October 24, 2024
7:30 PM

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. FY 2025 grant request:**
 - Community Native Planting Project (CNPP)
- 4. Cheverly Stream Restoration Update** – Representatives from Clean Water Partnership will present an update on the project.
- 5. Keller Construction** - A representative from Keller Construction, Public Works Director and Town Administrator will provide an update on the Eley Building construction.
- 6. FY24 Audit Update** - Town Administrator will provide an update on the FY24 audit.
- 7. Policy Working Group** - Discussion of policies around town organizations and their benefits (newsletter, grants, facilities usage) and review of advisory board policy.
- 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 November 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



Grant: # _____

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Organization: Community Native Planting Project

Name: David Kneipp Phone: 301-772-3946

Address: 6215 Inwood St Email: kcandave@verizon.net
Cheverly, MD 20785

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends, and/or personal income.
- As duly authorized by the above-named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff on how the funds were spent.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.

I also understand that the funds provided are not for my personal use and that violating this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: October 21, 2024

David W. Kneipp
Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- THE PURPOSE OF THE GRANT REQUEST.
- A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.
- A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.
- A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.
- THE OVERALL BENEFIT TO THE COMMUNITY.

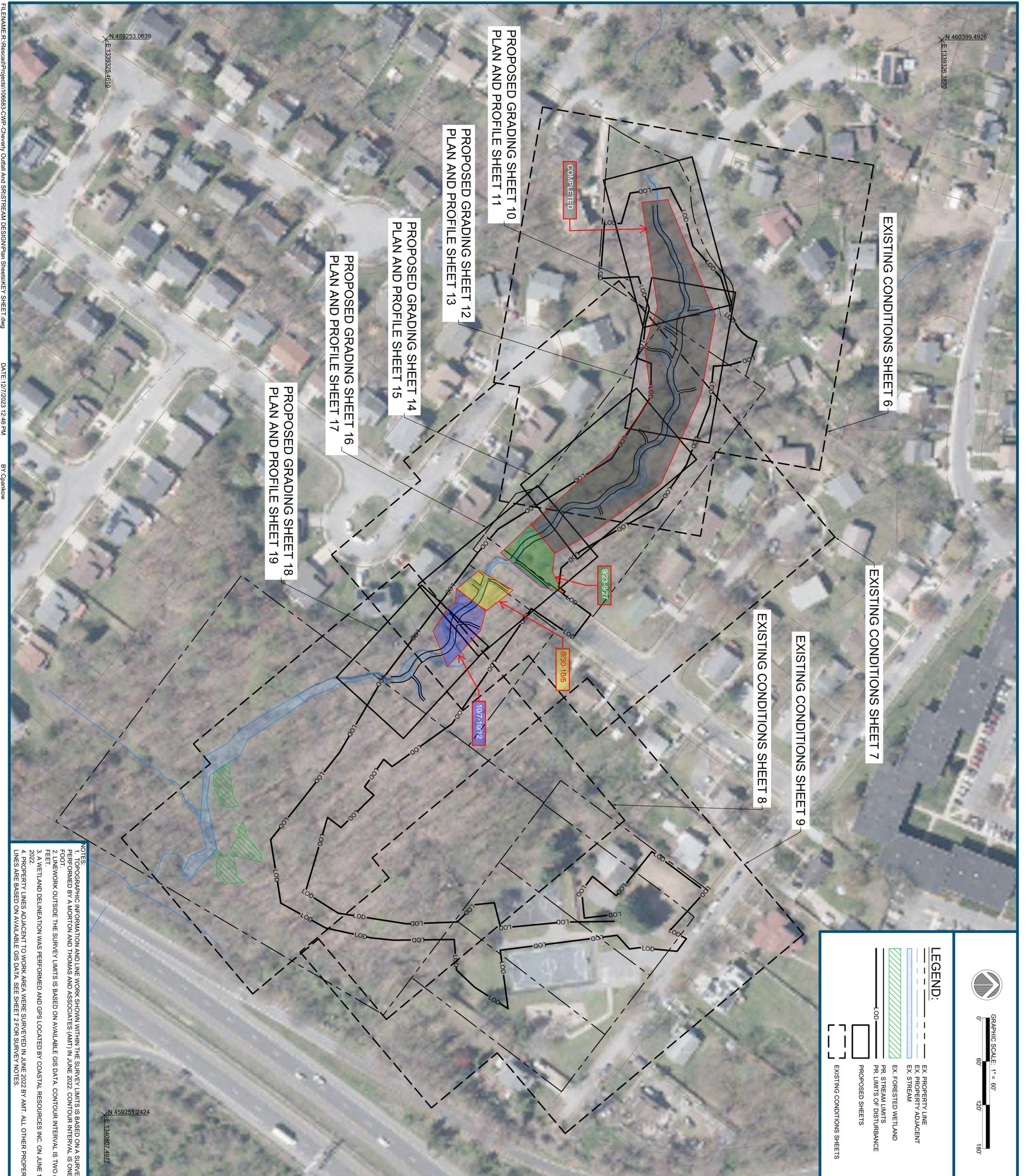
Cheverly Native Planting Project Grant Request

1. *The purpose of the grant request.* This grant is to fund the Directors and Officers Insurance policy and General Liability policy for the CNPP Board of Directors (estimated cost is \$1,200). Additional funds will be used for signage at the seven sites CNPP currently maintains in Cheverly – Hummingbird Hill behind the Town Park track, Cheverly Village Pollinator Plot on the southwest side of the Community Center, Cheverly Nature Park, American Legion meadow, Sweetgum Grove in the old 4th ward, Cheverly Community Center – various sites. Any remaining funds will be used to print promotional flyers and brochures.
2. *A detailed description of the project/program you wish to execute with the Cheverly Grant program funding.* The Director and Officers Insurance policy was recommended for the CNPP Board of Directors when they gained non-profit status. (A Directors and Officers liability insurance is insurance coverage intended to protect individuals from personal losses if they are sued because of serving as a director or an officer of a business or other type of organization. It can also cover the legal fees and other costs the organization may incur because of such a suit). The General Liability policy covers accidents that may occur when working at the public sites.
The use of signage of the seven sites is intended to better explain the need for preserving native species, the effects of pollinators for insect and bird species, and the need to minimize non-native, invasive plant species.
3. *A detailed accounting of amounts and activities/items for which the grant funds shall be utilized.* The Cheverly Native Planting Project will track the costs and materials for the above-mentioned items and submit a detailed report on costs. **The CNPP requests a grant of \$2,000 for these purchases.**
4. *A detailed timeline of the expenditure of funds.* Funds will be used to purchase the D&O Insurance policy, general liability policy, and signage by March 30, 2025. A detailed report on expenditures will be submitted to the Mayor and Council by January 31, 2026.
5. *The overall benefit to the community.* If the Cheverly Native Planting Project Board of Directors obtains Director and Officers insurance, they would be able to continue the work of the non-profit without the worry of suffering personal losses in case of a lawsuit. Additional signage at the seven sites within Cheverly would help better communicate the need to preserve native plant species and would serve as points of communication regarding better uses of green spaces.

Submitted October 21, 2024

Dave Kneipp, Treasurer

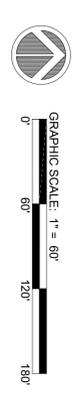
Cheverly Native Planting Project



N 460399.4926
E 1339326.3890

N 459253.0639
E 1339326.4610

N 459251.2424
E 1340007.4877



LEGEND:

- EX PROPERTY LINE
- EX PROPERTY ADJACENT
- EX STREAM
- EX FORESTED WETLAND
- PR STREAM LIMITS
- PR LIMITS OF DISTURBANCE
- PROPOSED SHEETS
- EXISTING CONDITIONS SHEETS

Prince George's County Maryland
Department of the Environment (DOE)
APPROVED PERMIT SET

The Department of the Environment (DOE) has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

Case Name: CHEVERLY OUTFALL & STREAM RESTORATION
Case Number (Permit #: 9280-2022-0)
Case Type: CWP MO
Issuance Date: 6/17/2024
Address: 0000 6900 Pt. Cheverly, Maryland 20795
(Lot(s) and Block(s) and Parcel(s))

- NOTES:**
1. TOPOGRAPHIC INFORMATION AND LINE WORK SHOWN WITHIN THE SURVEY LIMITS IS BASED ON A SURVEY PERFORMED BY A MORTON AND THOMAS AND ASSOCIATES (AMT) IN JUNE 2022. CONTOUR INTERVAL IS ONE (1) FOOT.
 2. NETWORK OUTSIDE THE SURVEY LIMITS IS BASED ON AVAILABLE GIS DATA. CONTOUR INTERVAL IS TWO (2) FEET.
 3. A WETLAND DELINEATION WAS PERFORMED AND GPS LOCATED BY COASTAL RESOURCES INC. ON JUNE 14, 2022.
 4. PROPERTY LINES ADJACENT TO WORK AREA WERE SURVEYED IN JUNE 2022 BY AMT. ALL OTHER PROPERTY LINES ARE BASED ON AVAILABLE GIS DATA. SEE SHEET 2 FOR SURVEY NOTES.

AS-BUILT CERTIFICATION

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE STREAM RESTORATION SHOWN ON THE PLANS HAVE BEEN CONSTRUCTED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS APPROVED BY PRINCE GEORGE'S COUNTY DEPARTMENT OF THE ENVIRONMENT.

BAILEY J. WILFONG, MD, REG. P. E. NO. 52852

DEPARTMENT OF THE ENVIRONMENT (DOE)
PRINCE GEORGE'S COUNTY, MARYLAND

PEER REVIEW/ APPROVAL STAMP

I hereby certify that I have successfully completed peer review in Prince George's County's Peer Review Program. I have reviewed these plans in detail and they are in conformance with the County's Code, General Specifications and Standards.

APPROVAL DATE: **6/14/2024**

PEER REVIEWER'S SIGNATURE:

PEER REVIEWER'S NAME: BENJAMIN T. MOSIER, P.E.

CONTRACTOR'S NAME: SOLITEX, INC.

LICENSE NUMBER: 40806

PERMIT NUMBER: 50280-2022-0

30% DESIGN REVIEW	Signature	Date
PERMIT PLAN DESIGN REVIEW		1/4/23
CONSTRUCTION PLAN REVIEW		5/10/23
Signature		8/2/23
REVISIONS:	Signature	Date
30%		1/4/23
60%		5/1/23
90%		7/17/23
95%		8/22/23
PROJECT MANAGER:	JMI	
DESIGNED:	AM, CH, BV	
DRAWN:	AM, CH, CD	
JOB NUMBER:	106883	
DESIGN TYPE:	TMDL STREAM	
DATE:	12/7/2023	
SHEET NO.:	5 OF 37	

CHEVERLY EAST PARK OUTFALL AND STREAM RESTORATION

CLIENT: COVIAS PRINCE GEORGE'S COUNTY STORMWATER PARTNERS, LLC

KEY SHEET

PRINCE GEORGE'S COUNTY, MD

HGS, LLC, A RES COMPANY
5367 TELEPHONE ROAD, WARRENTON, VIRGINIA 20187
P: 703.393.4844 | F: 703.393.2934
WWW.RES.US

PRINCE GEORGE'S COUNTY | LOCAL SOLUTIONS

Proposed Town Organization Definition:

Town Organizations are community-oriented public service organizations. Groups can qualify as a Town 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; and

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 Town Organization benefits.

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

Grant Guidelines from 2008

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

- ~~Council Appointed Committees~~
- ~~Town Committees and Town Sponsored Groups to which the Mayor and Council make appointments:~~
- **Advisory Committees, including but not limited to:**
 - Recreation Council
 - Planning Board
 - Election Board
 - Tree Commission
 - Ethics Commission
 - ~~Building Usage~~
 - ~~Health and Sanitation~~
 - ~~Noise and Control Board~~
 - ~~Property Maintenance~~
 - ~~Redistricting Committee~~

B. The Town may also consider grants to any of the recognized community interest organizations **recognized Town Organization in good standing** (see attached list)*. A grant may not be used by or in support of the following groups:

- Partisan or political
- Groups organized primarily for profit
- Private/Family groups
- Fraternal or religious groups and organizations

The Town will not consider grant applications by the above listed B groups.

C. 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
- Language that is offensive or advocates violence or unlawful activity, or poses 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.

- A. All submissions (Articles or Notices) to the Newsletter must be provided to the Town staff before the deadline set by the Town staff for such submissions. Ordinarily, that deadline shall be the 15th of each month.
- B. The Town Staff has the ability and responsibility to reject community submissions that do not conform to these guidelines or make general editorial changes to all submissions and publish them within the Newsletter in the most effective and cost-effective manner.
- C. The Town Administrator has final editorial control of all submissions by the Town staff and elected officials, except for election candidate profiles. Election candidate profiles shall not exceed a 350-word count.
- D. The Town shall not accept or publish in the newsletter submissions by:
 1. Partisan or political groups
 2. Groups organized primarily for profit
 3. Private/family groups
 4. Fraternal or religious groups and organizations
- E. The Governmental section shall not contain:
 1. Paid advertising
 2. Political, partisan, or personal-cause or religious submissions; Personal fundraising solicitations for events or event sponsorship including, but not limited to, sales, auctions, raffles, or games of chance involving money.
 3. Language that is offensive or advocates violence or unlawful activity or poses a threat to public order.
 4. 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 to direct to a website, social media, and upcoming events as long the information does not otherwise violate this policy.
- B. Cheverly Elections Submissions

1. Cheverly Town elections newsletter guidelines will be sent from the Town administration to the Board of Elections for candidate profiles prior to the elections. Candidate profile submission dates will be determined by the Board of Elections in alignment with the Newsletter submission deadline and should not exceed 350 words.

III. Community Events and Articles Section of Newsletter

In a defined Community Bulletin section separated from the Governmental Section, the Town Newsletter will publish short articles of public interest and notices of events occurring at a specific time and place, provided official Advisory Committees and registered Town Organizations submit them.

- A. The Town will attempt to publish all articles and flyers submitted by a Town Organization. **The number of notices and articles that will be published may be limited on a first-come, first-served basis to the extent of available space.** Events will not be advertised more than two months before the event.
 - a. Articles shall be no longer than 350 words.
 - b. Flyers should be ¼ page with a word count of 60 words or less and formatted using Word, PowerPoint, PDF, or Canva (with editing credentials sent to newsletter@cheverly-md.gov). Flyers should be checked for visual accessibility before they are submitted. You can use <https://webaim.org/resources/contrastchecker/> to check accessibility. All flyers are subject to edits.
- B. All notices and articles will be subject to a uniform standard font limitation set by the Town Administrator, including a limitation on how many times the Town will accept a notice for the same event. If you are hosting an event, please include your contact information in the submission. 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.

Submit in a Word document only.

1. Times Roman
2. 12-point
3. No spacing format in the toolbar
4. No preset columns
5. Graphics may be eliminated or changed if needed for formatting
6. Predesigned submission 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 accessibility.
- d. Contact information needs to be added to the flyer.
- e. 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.

Space limitations are because we cannot just add 1 page to accommodate submitted items; if we must increase space, we must add four pages at an additional cost.

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”

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.

Town 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. Town 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. Official Community Organizations that adhere to designated Community Organization policies and guidelines. Community Boards, Committees and Organizations must abide by the requirements stated in the Town Board, Committee and Organization paperwork which is to be submitted annually to the Town. Town Boards, Committees and Organizations are officialized upon approval by the Town Administrator or his or her designee.~~
3. Town Organizations in good standing that adhere to the Town Organization Policy.

Fourth Tier:

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

Exclusions:

~~The following organizations are not eligible to use the Town Facilities. (Special Events)~~

- ~~○ Partisan political groups that seek to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying or litigation on behalf of parties other than themselves.~~
- ~~○ Fraternal or religious groups or organizations.~~

The following are prohibited uses of Town Facilities:

- Worship services
- Private social functions

- Partisan or campaign-related activities (except for a candidate’s forum for Town elections, if conducted by a neutral, non-partisan, community-oriented Town 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.

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 to Mayor and Council, will be addressed in written communication, and could result in corrective action, up to 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.