



**TOWN MEETING  
December 08, 2022  
8:00 PM**

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda**
  - **Approval of Minutes** (Town Meeting – 11/10/22)
5. **Resident Input** – Public comment period on items not on the agenda. All comments are limited to 3 minutes. Residents are asked to please state name and ward.
6. **Committee Reports**
  - Recreation Council
  - Green Infrastructure Committee
  - Cheverly Day Committee
  - Planning Board
  - Board of Elections
7. **Homestead Tax Credit** -Mayor & Council will continue discussion and vote
8. **Grant Request**
  - Police Chief's Advisory Board
9. **Redistricting** – Town Administrator will present a draft report on two proposed plans for the town of Cheverly, MD
10. **Date for public hearing** – Mayor and Council will set a date for the public hearing in January regarding lowering the voting age to 16 years old
11. **Town Administrator Report** – Town Administrator will provide a report to the Mayor and Council regarding Town operations and a summary of actions taken
12. **Police Report** – Chief Miller will give monthly report
13. **Public Works Report** – Director Brayman will give update on the Department of Public Works.
14. **Review of January Town meeting agenda and future requests** and Town Administrator will offer a forecast of the town meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
15. **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.
16. **Adjourn**

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



*\*In addition to general Resident Input, for regular meetings, 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.*

***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.***

**Topic: Cheverly Town Meeting**

Please click the link below to join the webinar:

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**Webinar ID: 840 2598 3118**

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TOWN MEETING  
November 10, 2022  
8:00 PM  
**Minutes**

Call to Order

Meeting called to order at 8:08 pm

**In attendance:** Mayor Munyeneh, **Council Members** Nettles, Watson, McCann, Dalaker, and Fry  
Town Attorney: Jason Deloach

Staff: Assistant to the Town Administrator -Priscilla Matthews, Public Works Director Steve Brayman, Chief Carl Miller, Accountant Mike Lightfield,

Pledge of Allegiance

**Approval of Agenda**

**Motion to Approve the Agenda:** by CM Dalaker seconded by CM Fry. Approved unanimously.

Motion to change the date for lowering the voting age to 16 public hearing to a later date in January by CM McCann. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.

Amended Motion to remove Homestead Tax Credit discussion in January from the Consent Agenda: by CM McCann. Seconded by CM Nettles.

- CM Nettles, CM Dalaker, Mayor Munyeneh – Abstained,
- CM Watson, CM McCann – Yes,
- CM Fry – No

Motion to table the consent agenda for an hour until staff has had the opportunity to review when Homestead Tax Credit discussion was supposed to happen made by CM Dalaker. 2<sup>nd</sup> by CM Watson. Approved unanimously.

Items on the Consent Agenda:

- No work session in November
  - Public hearing on lowering the voting age to 16 will be held 1/12/23 -**Date to be set at a later date in January**
  - Council pay increase discussion will continue 1/12/23
  - Homestead tax credit will be discussed and voted on in the January Town Meeting - **Tabled until staff will review when this discussion was supposed to happen.**
2. **Approval of Minutes** (Council Meeting – 10/13/22, Work Session –7/28/22, 10/27/22) with the amended minutes on 10-13-22 removing comments on second page by CM Nettles and attributing them to CM Watson.

Motion to approve minutes with amendments to 10-13-22 minutes made on page 2 made by CM Watson. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.

3. **Resident Input** – Mr. Fred Price – Ward 4 – Was hoping that there would be a discussion tonight about lowering the voting age to 16 years old and raising the salaries of mayor and council. Hoping to see these topics on referendum.
- **Also, the Dorothy McClean sign missing from Boyde Park**

## Committee Reports

**Recreation Council** -n/a

**Green Infrastructure Committee** – Sheila Salo – Cheverly Green Infrastructure Science Committee is sponsoring a combined nature hike and Christmas bird count over a two-week period from December - January.

**Cheverly Day Committee** – CM Watson – committee had a meeting do discuss issues that came up. Hoping to have a meeting with Mr. Galloway to discuss. Committee is considering changing the date to a later date in October but open to comments from residents.

**Planning Board** – Mayor attended meeting to discuss property owner of property on Tuxedo Rd regarding getting better tenants for his space. Members are still needed.

**Board of Elections** – n/a

**Reclassification** – Director Brayman presented reclassification of Public Works Department.

- Unfreeze and reclassify the frozen Assistant Mechanic Grade 7 to Mechanic Grade 12 - \$41,122.50
- Reclassify existing Laborer Grade 4 obtaining CDL to Equipment Operator Grade 11 - \$13,765.63 (career ladder promotion requires the position to be reclassified to avoid adding a new position)
- Reclassify existing Laborer Grade 4 obtaining Applicator’s License (licensure to apply herbicides) to Foreman Grade 7 - \$5,166.88 (career ladder promotion requires the position be reclassified to avoid adding a new position)
- Convert existing part-time Code Compliance Officer to Full-Time - \$16,811.25 (split between Town Administration and Public Works)

Recommendation and Request – Since there are potential variations that cannot be resolved until the current recruitment process for the new department leadership is completed, it is

recommended that the Mayor and Council consider authorizing the Town Administrator to have discretion in implementing these reclassifications and conversions not to exceed \$80,000 in FY23. It may be possible that some of these additional FY23 costs can be absorbed through savings in other accounts, therefore allowing for any actual additional cost to the FY23 budget to be reconciled in a budget amendment closer to the end of the fiscal year.

Move that the council authorize Mr. Galloway to on the position adjustments as indicated in Mr. Brayman's 11/7/22 memo made by CM Dalaker. 2<sup>nd</sup> by CM Fry.  
CM Nettles -No, CM Watson-No, CM McCann-No, CM Dalaker-Yes, CM Fry- Yes

CM Watson – Not in favor of reclassifications currently because it's not in being done during the budget discussions.

CM Fry is in favor of the reclassifications.

CM Dalaker is in favor of the reclassifications

CM McCann is in favor of Convert existing part-time Code Compliance Officer to Full-Time currently. Willing to discuss the others during the next budget conversations.

CM Nettles – On board with converting the part time code compliance officer to full time and with the reclassifications for staff that obtain their CDL licenses.

Motion to support the memo submitted by TA on Nov 7 for the position adjustment requests excluding unfreezing and reclassifying the Assistant Mechanic position made by CM McCann. 2<sup>nd</sup> by CM Nettles.

Approved unanimously

Motion to rearrange the agenda to allow Ms. Martin to present her update and to continue the discussion regarding the Homestead Tax Credit made by CM Fry. 2<sup>nd</sup> by CM Dalaker

Approve unanimously.

**Police Chief Advisory Board** - Ganesha Martin stated that there are 4 candidates that have passed their background checks and have been reviewed. Diversity in age and demographics has been a concern. There will be an initiative to recruit younger residents. Will move forward with the 4 candidates that applied. First meeting will be virtual in December to review what can be done in the parameters established by the state and to create a plan on how to move forward.

Staff researched and stated that the Homestead Tax Credit was to be discussed at this meeting. CM Nettles requested that due to the time of in this meeting that it be discussed at the December meeting.

Motion to move the Homestead tax credit to the December meeting made by CM Nettles. 2<sup>nd</sup> by CM McCann. Approved unanimously.

Motion to approve consent agenda to include

- No work session in November
- Public hearing on lowering the voting age to 16 to be held in January 2023

- Council pay increase discussion will continue 1/12/23  
Made by CM Nettles. 2<sup>nd</sup> by CM Watson. Approved unanimously.

\* **LIDC Contract Extension** – Mayor and Council will vote on contract extension

**Public Works Vehicle** - Director Brayman proposed purchase of new trucks for Public Works Department

Move to authorize the town administrator to proceed with the purchase of the public works vehicles made by CM McCann. 2<sup>nd</sup> by CM Nettles. Approved unanimously.

**CDBG Contract** – Director Brayman recommended that the Mayor and Council approve Town Staff to use this pricing as it is in the best interest of the Town. He also requested that the Mayor and Council authorize Town Staff to negotiate any costs not directly identified in this contract and needed to complete the sidewalk work associated with the Town’s PY47 CDBG project. Lastly, Director Brayman recommended that the Mayor and Council authorize the Town Administrator to execute a contract with VMP that is satisfactory to the Town Attorney and the CDBG program.

Move to empower the town administrator to move forward with VMP as a sole source for the CDBG Grant made by CM Nettles. 2<sup>nd</sup> by CM McCann. Approved unanimously

**Town Administrator Report** – Ms. Matthews presented town administrator’s report

- Town secured approval to store leave onsite at the old Hospital Hills location
- NCL membership info contact town clerk
- Public works bond sale was secured 4. closing Nov. 17
- Letter requesting funds from the Governor’s
- Veteran’s event
- Alzheimer’s event
- Blood drive
- Offices closed Thanksgiving Day & Nov 25
- Animal meeting
- Caring and sharing at Legion Park 12/3
- Comments regarding passing of Officer Bakker. Tree planting in his honor in the spring

**Police Report** – Chief Miller presented report

For October 2022, there were 20 reported crimes:

- a. The department responded to **323** calls for service, **38** premise checks, and wrote **26** case reports and **12** accident/collision reports.
- b. Attended funeral for Officer Bakker
- c.

CM Watson asked if everything was finished in regard to Police Chief’s Advisory Board?

CM Nettles thanked Chief Miller regarding enabling some officers and town representation to Officer Bakker's funeral.

Moment of silence in memory of Officer Zackery Baker

Coffee with the Chief has been rescheduled to 11/21/22

**Public Works Report** – Director Brayman learned a lot regarding communications to residents when work is being done on their streets.

Water Task force has

Thanks, his team on public works department for all their work during these last months.

Project on new Ealy building still moving forward and hope to have groundbreaking in February.

CM Watson asked if fuel tank issue has been resolved. Mr. Brayman stated there is no space for them.

CM Dalaker stated that residents along Forest Rd who will be affected have asked about communication regarding the new public works building.

**Review of December Town Meeting agenda and future requests Mayor Kayce Munyeneh is inviting you to a scheduled Zoom meeting.**

- Homestead Tax Credit
- Holiday Lights contest
- Scheduling Public Hearing for lowering voting age to 16 years old

**8. Mayor and Council Announcements**

- CM Nettles, Ward 1 – Happy Veteran's Day
- CM Watson, Ward 2 – Veteran's Day event at Legion Park at 9:30 am. Formal rededication at the Peace Cross at 11am. Legion 108 hosting event at 1pm.
- CM McCann, Ward 3 – Happy Veteran's Day
- CM Dalaker, Ward 4 – Congratulations to new officers of Ward 4 Civics Association.
- CM Garces, Ward 5 –
- CM Fry, Ward 6 – Happy Native American Heritage Month, Thanks to everyone who attended Officer Bakker's funeral. No yard signs in public spaces. Basketball season starting. 12/9 PGCMA legislative meet & greet. Congratulate our residents who won elections. Oasis restaurant owned by Cheverly resident Diana Dawkins on Tuxedo Rd is open.
- Mayor Munyeneh – Encourage residents to engage in community involvement. Thanks to everyone who attended Officer Bakker's funeral.

**Adjourn:** by CM Fry at 10:55 pm, seconded by CM McCann. Approved anonymously.

**TOWN OF CHEVERLY  
ORDINANCE No.: 2022-07**

**AN ORDINANCE WHEREBY THE MAYOR AND COUNCIL APPROVES A  
HOMEOWNERS' TAX CREDIT PROGRAM TO LOW-INCOME RESIDENTS**

**WHEREAS**, the Mayor and Town Council of the Town of Cheverly is committed to living its values as a welcoming and inclusive Town for all individuals and is a community that seeks to accept everyone, regardless of a person's race, ethnicity, place of origin or immigration status; and

**WHEREAS**, in the last several months residents, new and longtime owner-occupants of principal residences, have faced the real threat of losing the financial ability to remain in their homes by virtue of the rising market values, inflation, and consequent property tax assessments which are the hallmarks of the process of neighborhood change; and

**WHEREAS**, the Town of Cheverly wishes to address displacement and economic hardship caused by the COVID-19 Global Pandemic and consequential inflation; and

**WHEREAS**, the Town wishes to preserve key aspects of Cheverly's past while looking forward to the future by supporting sustainable growth that protects our natural and historic resources, while preserving our values, qualities, and culture of our new and longtime residents; and

**WHEREAS**, the Mayor and Council adopted a Strategic Plan in 2022 that lists *Growth through economic and business development* a Key Priority for a 5-year plan for the Town's future; and

**WHEREAS**, after public debate and much deliberation, it is the belief of the Mayor and Council that the community is protected by adopting an income-based homeowners' property tax credit for elderly, low-income residents; and

**NOW THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Town of Cheverly, that Chapter \_\_ of the Cheverly Code is enacted as follows:

**§ \_\_ Income Based Homeowners' Municipal Tax Credit**

- A. The Town of Cheverly will issue a rebate if a resident has completed the Maryland State Department of Assessments & Taxation 2023 Homeowners' Property Tax Credit Application, been granted that tax credit, and can present written proof of that granted tax credit.
- B. The Town of Cheverly will first apply the tax credit to any debts, fines, and/or tickets issued by the Town.

**C. Eligibility Requirements.**

**1. The applicant must meet the following requirements to qualify:**

- a. An applicant's combined gross household income does not exceed \$60,000.
- b. An applicant's net worth it must be less than \$200,000, regardless of the amount a resident pays in tax for year 2023, , excluding the value of the property for which the credit application is being made and the cash value of Individual Retirement Accounts or qualified retirement savings plans as of December 31, 2022.



- c. The applicant must own or have a legal interest in the property. Land installment sales, contract purchases, holders of life estate and beneficiaries of certain trusts have sufficient legal interest.
- d. The dwelling for which the application is being made, must be the applicant's principal residence. Applicant resides or expects to reside for more than six (6) months of the tax year, including July 1, 2022, unless unable to do so for reasons of illness, need of special care or the property was recently purchased. An individual who permits, pursuant to a court order or separation agreement, a spouse, former spouse, or children of that person's family, to reside in a dwelling in which the individual has a legal interest, has met the residency requirement. A homeowner may claim credit for only one principal residence.

**D. Application.**

- a. The applicant must be a current resident of the Town of Cheverly.
- b. Applicants shall provide to the Treasurer of the Town written proof that they were granted a tax credit from the Maryland State Department of Assessments & Taxation 2023 Homeowners' Property Tax Credit.
- c. Initial applications shall be presented to the Town between February 1 and May 15
- d. If the applicant meets all requirements, including written proof of approval of the Maryland 2023 Homeowners' Property Tax Credit, the Treasurer will be directed to issue a reimbursement in the amount of fifty dollars (\$50.00) to the taxpayer.

**E. Review.**

- a. The utility of this ordinance is to be reviewed every year to ensure that its intended purpose is being honored and modifications, if necessary, to the amount rebated to the taxpayer, after tax year 2023.

The provisions of this Chapter shall be construed so as to be effective to the extent that they do not conflict with federal law, state law, this Code, or any Court order.

**AND BE IT FURTHER ORDAINED** that is any provisions of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

**AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect 30 days from the date of its adoption;

**AND BE IT FURTHER ORDAINED** that a fair summary of this Ordinance shall forthwith be published twice in a newspaper having general circulation in the Town and otherwise be made available to the public.

**INTRODUCED** by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on Thursday, December 8, 2022.

**ADOPTED** by the Town Council of the Town of Cheverly, Maryland, at a regular public meeting on \_\_\_\_\_, 202\_\_.

**ADOPTED:** \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kaycee Munyeneh  
Mayor

\_\_\_\_\_  
Marverly Nettles  
Councilmember

\_\_\_\_\_  
Joseph Dalaker  
Councilmember

\_\_\_\_\_  
Micah Watson  
Councilmember

\_\_\_\_\_  
Charly Garces  
Councilmember

\_\_\_\_\_  
Ted McCann  
Councilmember

\_\_\_\_\_  
Amy Fry  
Councilmember

**Asterisks \* \* \* \* Indicate matter remaining unchanged in existing law but not set forth in Ordinance. CAPS indicate additions.**

# Town of Cheverly Grant Request

Cheverly Police Chief's Advisory Board, Fall 2022

## Attachment I

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### Purpose of Grant Request

The purpose for this grant request is to fund activities which further the objectives of the Police Chief Advisory Board (the Board) for the upcoming year. The Board has scheduled upcoming events which enable the Board to engage the community in accordance with its mission and agenda.

The Board's objectives include providing a venue for residents to assist in development of crime reduction initiatives and launch public awareness campaigns on issues of public safety. The Board provides an opportunity for residents to assist in the dissemination of information on the roles, responsibilities, and ongoing activities of the Cheverly Police Department. The Board solicits input and feedback from the Cheverly community in order to advise the Chief on issues and concerns that impact the wellbeing of residents, business owners, and guests. The Board also works to increase the public's knowledge and understanding of federal, state, and local laws and ordinances. Finally, Youth Committee activities promote active youth civil participation with the Cheverly Police Department, foster relationships and build trust between community, youth, and the police agency.

## Attachment II

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### Detailed Description of Project/Program

The past few years have seen the Board's activities curtailed a bit, due to COVID restrictions and leadership transitions. We are hoping that this coming year will see a return to a more robust schedule of programming.

Currently planned youth activities for the coming year include:

- Youth self-defense classes coordinated and sponsored by the Board and facilitated by Kim Studio College Park.
- Go-Kart outings that bring together town youth and the Cheverly police department to foster relationships and understanding.
- "Ask the Chief" events, which provide an opportunity for youth to engage directly with the chief, bring their concerns and questions, and feel heard and understood.

The Board also plans to again support and participate in holiday giving activities initiated by CPD.

The Board hopes to collaborate with the Town and Police Department to engage the larger community over the coming year.

# Town of Cheverly Grant Request

Cheverly Police Chief's Advisory Board, Fall 2022

## Attachment III

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### Detailed Accounting of Amounts

The Police Chief's Advisory Board is requesting a grant in the amount of \$2,000.

All funds will be deposited in a local bank account established for this Board. All expenditures are voted and approved by the Board in accordance with established policy and procedures. All accounting practices will be in accordance Generally Accepted Accounting Principles (GAAP).

While we do not yet have a detailed budget for the coming year, recently (FY22 and FY23) our expenditures for planned activities have included:

Youth self-defense classes	\$260
Donations for unhoused people	\$105
Thanksgiving donations	\$380
Youth Go-Kart evening	\$610

We would like to continue to provide these services, expanded to serve more community members. Additional funds would be used to revive programming held pre-pandemic, and to support ad hoc events as needed and appropriate.

## Attachment IV

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### Detailed Timeline for Expenses

The Board has planned and will be planning additional activities for which these funds will be utilized. Some of our activities are seasonal. Spring and summer months are typically busier, but donations and activities with schools and for major holidays are being planned and have been within the Boards expenditures in the past.

In the past, due to covid precautions, our expenses have been limited. With the relaxation of some of these restrictions, the Board expects to see major increases in our ability to reach more youth and residents, thus increasing our expenses.

# Town of Cheverly Grant Request

Cheverly Police Chief's Advisory Board, Fall 2022

## Attachment V

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### Overall Benefit to the Community

The Board will utilize the funds to promote civic participation and provide advisement and relevant feedback to the Chief on a wide variety of civil and neighborhood issues. The Board will foster relationships to enhance the level of trust between the community and the Department by freely discussing ideas and concerns, as well as educating the community on police-related topics. The Board will provide a venue for residents to assist in developing crime reduction initiatives and public awareness campaigns on issues in public safety. The Board will provide an opportunity for residents to assist in dissemination of information on the roles, responsibilities, and ongoing activities of the Cheverly Police Department. The Board will provide an opportunity for residents to assist in the solicitation of views from the Cheverly community in order to advise the Chief on issues and concerns that impact the wellbeing of residents, business owners, and guests.

## 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.

Name: Cheverly Police Chief's Advisory Board Phone: (301) 335-0946

Address: 2815 63<sup>rd</sup> Ave., \_\_\_\_\_  
Cheverly, MD 20785

Organization: \_\_\_\_\_

- 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 the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30<sup>th</sup>

I also understand that the funds provided are not for my own personal use, and that violation of 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: \_\_\_\_\_

*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.*