

TOWN OF CHEVERLY, MARYLAND  
MAYOR AND TOWN COUNCIL

**TOWN MEETING**

Thursday, December 12, 2019  
7:00 PM

NOTICE OF CLOSED MEETING

Pursuant to § C-13 of the Town Charter, the Mayor and Council of the Town of Cheverly will convene a Closed Session meeting at 7:00 p.m. on Thursday, December 12, 2019, at Cheverly Town Hall, 6401 Forest Road, Cheverly, MD 20785.

Pursuant to Maryland Code, § 3-101 et seq., of the General Provisions Article, the Mayor and Council will meet briefly in open session in order to vote to close the meeting pursuant to § 3-305(b)(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."

Mayor and Council will return to open meeting at approximately 8:00 pm.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes (November 21, 2019 and December 3, 2019)
5. Swearing in:
  - a. Lieutenant Miltenberger
  - b. Sergeant White
  - c. Officer Fabbri
6. Chief of Police Report
7. Resident Input
8. Public Service Announcement for Census 2020
9. Proclamation for the American Legion
10. Committee Reports
  - a. Recreation Council
  - b. Green Infrastructure Committee
  - c. Cheverly Day Committee
  - d. Planning Board

11. Town Administrator Report
12. Emergency Ordinance
13. Zoning Re-write Mapping Recap
14. Snow Emergency
15. Holiday Schedule
16. Bid Recommendations
17. Audit Update
18. Mayor and Council Announcements
19. Adjournment

Next Meetings of the Mayor and Town Council

January 9, 2020	Town Meeting	8:00 pm
January 23, 2020	Worksession	7:30 pm

TOWN OF CHEVERLY, MARYLAND  
MAYOR AND TOWN COUNCIL

**TOWN MEETING**  
Thursday, December 12, 2019  
8:00 PM

TOWN MEETING AGENDA NOTES

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Minutes** (November 21, 2019 and December 3, 2019)
5. **Chief of Police Report**
  - a. Swearing in of Lieutenant Miltenberger
  - b. Swearing in of Sergeant White
  - c. Swearing in of Officer Fabbri
6. **Resident Input**

Public comment period. All comments are limited to 3 minutes.
7. **Public Service Announcement for Census 2020**

Representatives from Prince Georges County will explain to the Town what the 2020 Census is, how its data is used and secured, how it affects representation, and how to take it.
8. **Proclamation for the American Legion**

The Mayor and Town Council will present a proclamation to the American Legion for years of service.
9. **Committee Reports**
  - a. Recreation Council
  - b. Green Infrastructure Committee
  - c. Cheverly Day Committee
  - d. Planning Board
10. **Town Administrator Report**

Town Administrator will brief Mayor and Council and current and future projects impacting the town of Cheverly
11. **Zoning Re-write Mapping Recap**

Mayor – Will update the Town of Cheverly of what was shared/learned regarding extent of mapping changes to reflect higher uses. Recommendations for next steps by the Town and timelines.

TOWN OF CHEVERLY, MARYLAND  
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**12. Snow Emergency**

Mayor and Town Administrator – Review of past communications when snow storm hits, warming centers outside and within Town, community support for PW and CPD, Official communication pathways for downed lines and trees during snowstorm.

**13. Holiday Schedule**

Town Administrator – Will provide update on Holiday Schedule and Trash Services

**14. Bid Recommendations**

Town Administrator – Will provide purchase recommendations of a pick-up truck with snow plow and refuse truck.

**15. Audit Update**

**16. Mayor and Council Announcements**

**17. Adjournment**

Next Meetings of the Mayor and Town Council

January 9, 2020	Town Meeting	8:00 pm
January 23, 2020	Worksession	7:30 pm



Town of Cheverly  
Meeting Minutes  
November 21, 2019

Call to order

Meeting called to order at 8:00 pm in the Cheverly Community Center

In attendance: Mayor Riazi, Council Members Watson, Bryner, Munyeneh, Garcia, Fry.

Staff: Town Administrator, Dylan Galloway, Police Chief Towers, Director of Public Works, Mr. Brayman

Pledge of Allegiance

Motion to excuse CM Radloff: CM Garcia, Seconded by CM Bryner. Approved unanimously.

Motion to approve Minutes (October 10, 2019 and October 30, 2019): CM Watson, Seconded by CM Garcia. Approved unanimously.

**Chief of Police Report:** In October, crime was down 52% from October of 2018. We're down 10% for the year. We had two robberies last month.

Community engagement: In October we participated in two events at Gladys Noon Spellman; *Men Make a Difference Day* and *Reading for the Record*. We have the *Zero Shaving for Fundraising* drive with a goal of \$1,000 which we exceeded today. Thank you to everyone who made contributions. We have 19 families that will benefit from the Turkey Drive and will have a full Thanksgiving dinner delivered on Friday.

We will have three employees sworn in at the next Town Meeting. A lieutenant (the first in five years) the first African American and the first female lieutenant will be Georgia Miltenberger. Sergeant White, currently Officer White will be sworn in as a Sergeant. Officer Jeffrey Fabbri who is joining us from Virginia will be sworn.

Out of 16 budgeted positions, we have nine active officers and four openings. We have two openings for officers and two Master Corporals. We are accepting applications until December first. Any resident or employee who refers an individual that successfully makes it through the process will get \$500.

*Shop with a Cop* is December 14 from 8:00 am to 2:00 pm and were partnering with several other departments. We'll take the children to Target where they will get a \$100 gift card and shop with an officer. December 3, we are going to the Holocaust Museum for a Law Enforcement and Society training.

We posted a video today on Facebook of suspects who have been walking through town tampering with vehicles and attempting to steal items from vehicles. The video shows three suspects walking from 12:30 am – 2:30 am in the areas of Crest Avenue, Greenleaf Road, Tremont Avenue, Forest Road and Hawthorne Street. We're asking the community to look at the video and let us know if they recognize any of them. Please check your Ring doorbell or any surveillance cameras that you have for any video that you may have of someone walking through your yard, walking in the street, messing with cars or even just looking in the window on November 17 between 12:30 am and 2:30 am. If you can email the video, or need help with the video, please email us at [Tips@CheverlyPolice.org](mailto:Tips@CheverlyPolice.org).

The next Coffee with the Chief is Monday, December 16 from 4:00 - 6:00 pm and Wednesday, December 18 from 9:00 – 11 am. For Thanksgiving and the following day, we will have limited hours; we'll be open from 7:00 am – 3:00 pm. We will resume normal hours on Saturday, November 30.

**Mayor** are you feeling that things are moving in a direction that works well for the department and the Town? Can you share some things that have been recent accomplishments?

**Chief** the department has come a long way but we're still short staffed. Every time we gain one more employee it enables us to conduct more thorough searches, and expand our search and speed up the process of processing the next employee through the background investigation, reference checks and all that we have to do to comply with state law. The culture of the department internally has improved. It's much more positive. The department feels as though there is a relationship between the department and the community. We're in a much better place than we were a year ago.

**Mayor** can you provide us with guidance heading into the holiday season.

**Chief** in December statically, crime always doubles because of the theft of packages and burglaries. Don't leave gifts visible in your car or home and make sure that your house is secure. If you're going out of town and having packages delivered, ask that your neighbor pick them up for you or have the delivery company put them around back where they can't be seen from the street.

**Mayor** can you discuss public safety going into winter.

**Chief** if you're traveling far, make sure you have your cell phone and charger with you, and you have a blanket in case you break down at night. If you see a tree down, please notify the police department right away. You can call the non-emergency number 301.352.1200.

**Town Administrator Report:** Turkey Trot is on Thanksgiving Day and registration will begin 7:30 am, the fee to participate in the 5K is \$30. The Family Walk/Fun Run is free, no sign up required. All proceeds go to Spellman PTA. The event will begin at 9:00 am outside of Town Hall.

Holiday schedule: Public Works and the Town offices will be closed on Thursday, November 28 and Friday, November 29 for Thanksgiving Day and Employee Appreciation Day. Offices will open on Monday, December 2 and regular trash will resume on that day.

RFP: we have two active bids, one for a Pick-up Truck with Snowplow with a Public Opening on December 6 at 10:00 am in the large Conference Room. The second bid, the Refuse Truck the Public Opening is on December 9 at 10:00 am also in the large Conference Room.

Tree Planting: we will halt all tree orders on Monday, November 25 at 4:00 pm. It takes about two weeks to receive an order of trees and we want to ensure that every tree is planted prior to the approaching cold weather.

Ethics Organization Meeting was on November 13, 2019. A Chairman was selected, Aaron Whitesel and the Vice Chairman is Sandra Nugent, the second Vice Chair is Kenneth Jones. Meetings will be held at 6:00 pm the first Wednesday of every other month. The next meeting is December 4 from 6:00 – 7:00 pm. If you need to file a complaint, you can drop it off in person at Town Hall or email it to [ethicscomplaint@cheverly-md.gov](mailto:ethicscomplaint@cheverly-md.gov).

**CM Bryner** is the December 4 another organizational meeting or will they begin to take up complaints? Are those meetings open to the public? Is there an Agenda? Is it sent out prior to meeting, is it similar to the process for this body? So, there will be notice in advance if there's a Closed Session?

**Town Administrator** will begin to review complaints and that meeting will go into Closed Session. It depends on the nature of the complaints. Yes, Agendas are sent out and it is similar. Yes, there is advanced notice of a Closed Session.

**Mayor** people can also mail in if they have a complaint to 6401 Forest Road, Cheverly, MD 20785 attention Ethics Committee. If someone does drop off a complaint, they will receive a receipt.

We will begin to close the restrooms in all Town Parks by next Wednesday because of the weather.

**Mayor** is this a change

This is something that we usually do this time of year. We shut off the water to prevent pipes freezing as our park bathrooms are not heated.

**CM Watson** on of the pathway lights near 7-11 is missing its upper housing. The Town installed and maintains them. Pedestrian access to the Greenleaf triangle: Greenleaf, Valley Way and Forest Road on the border of Ward 1 and Ward 2. The other issue is the parking/vehicle right away on Belleview.

I just want to say I'm thankful to be here and among good staff. I've got a great team here. I'm Thankful for this opportunity.

#### **Committee Reports**

Rec Council: Barbara Pejokovich, no Rec Council meeting in November or December. In the beginning of December, we have our annual dinner. The Holiday Party (were Santa will be) is on Saturday, December 7 and it starts at 11:00 am in the Gym. Our next meeting will be January 28, back to our regular schedule. Scholarships will be starting in March (it'll be in the newsletter), if you're a senior and going to be starting college in September and you must be a Cheverly resident. The Rec Council has three \$500 scholarships. You must work at one of our three big parties; Halloween, Holiday Party or Easter Egg Hunt.

Green Infrastructure: Mayor, instead of doing #19 I can bring that up into the Green Infrastructure report. Water Woes Workshop was two weeks ago, and Ward 2 had the highest number of participants. We extend thanks to Brianna from Chesapeake Bay Trust. I learned a lot about how each property is eligible for up to \$4000 of reimbursement through the Raincheck Rebate Program. I learned from Steve Brayman what was Town responsibility versus what is individual responsibility. Participants were able to write down their specific water concerns. "Watch This Space" for more workshops in the Spring.

Cheverly Day: Megan Daly, will meet in November but after that, we won't meet again until January 22. We're always looking to add people to our team to help us identify fun activities for Cheverly Day. Mr. Williams of Cheverly won our "Guess the Band" contest and will receive two drink tickets or items of his choice. We'll be doing more contests like that so follow us on Facebook and Twitter. Check out our webpage at Cheverlyday.org. On our page is a working "Donate" button and Cheverly Day is funded by donations and sponsorships. All the awesome food vendors have agreed to come back next year. Letters for sponsorships go out in February. For donations, if you use a bank account the full amount is received. If you use a credit card it's minus the normal service fee for cards. If you prefer to donate by check you can mail it to 6401 Forest Road, and we collect our mail from here. There will be a photo contest. There's always been a photo contest and it will be sponsored by the Cheverly Day team.

Planning Board: Mayor, the Planning Board and the Green Infrastructure will hold a joint meeting on December 2 of the Mapping process of the Zoning Re-write.

**Geographic Information System (GIS):** Town Administrator, helps us capture, analyze and present special information on a map. GIS allows us to make better decisions using geography. If you're familiar with PG Atlas, it's basically the GIS system for the County. The system is managed by Maryland National



Capital Park and Planning Commission (MNCPPC). The price for the County was \$100,000 and \$2,000 monthly for the maintenance. If Mayor and Council supplies a wish list for what they would like to see on the map, then MNCPPC could create a mapping webpage for us at no charge. I will coordinate with MNCPPC to send a representative to a Worksession to do a presentation so that Mayor and Council will have a better understanding of what that entails. There is PG Atlas training and if we have 15 people interested then they would come here and do the class. Long term, this would be an instrumental part of the process in operations of the Town.

**Pepco Tree Trimming:** Steve Brayman, Pepco has informed me that they are about 70% done. They have an anticipated completion date of 12/21. The majority of the work remaining is in backyards. The logs left street side should be picked up weekly, in backyards they'll be picked up through the end of the year. We have a consulting arborist; he has completed most of the street surveys and will be moving on to the parks and I should have a report by mid-December. He has been very helpful in providing feedback on the Pepco trimming. There's no need to call Public Works about tree trunks in your backyard, Pepco has a running list and should be circling back around. If the tree removed was in the backyard, residents may already have a contact number for Pepco. A lot of these trees were private trees, in which residents signed a consent form.

**Mayor** if you would support us in moving item #14 up so Mr. Brayman doesn't have to come back up again.

**Leaf Pick-up Schedule/Winter Preparations:** Steve Brayman, although we are down one truck we are actually ahead of schedule. There are no scheduled pick-ups for next week, but we'll still be out working on the piles of leaves. We are working on getting that second truck back up. As for winter preparations, we are working on adding the spreaders to the back of the trucks and testing them. We've tested most of our plows and can get up to nine plows on our trucks. We have half a load of salt; we'd like to get rid of the old salt before we bring fresh salt in. We bought a pallet of environmentally friendly ice melt to help out with the sidewalks that we maintain. We work on primary streets first and then move on to secondary streets. We plow to the even side of the streets, so we'd appreciate citizens working with us to move vehicles to the other side of the street or into your driveway.

**Walden Sierra:** there has been no communications since the end of September. I believe that we need to make a statement at this point that this relationship does not inspire confidence. There has been no desire to have a community wide meeting and they have not expressed interest in coming before the full Council. I may not have this ready until the first of the year and I welcome assistance in drafting a letter.

Motion to authorize the Mayor Riazi to draft a letter to our County and State representatives indicating our stance and opposition to the Walden Sierra project while still affirming our support of the communities which they would serve: CM Bryner, Seconded by CM Munyeneh. Approved unanimously.

**County Zoning Re-write Mapping Process:** Town Administrator, MNCPPC will have a Community Meeting here at Town Hall on Tuesday, December 10 at 7:00 PM to discuss the proposed re-zoning of properties in the Greater Cheverly area. I just wanted to inform the public, Mayor and Council so you can bring forward any concerns that you may have.

**CM Munyeneh** the Greater Sector plan does not include all of Ward 4, there's a separate plan?

**Mayor** I'd have to go back and check. There's a Sub-Region 4 Master Plan which might be what you're referencing and there is also the Tuxedo Master Plan. The zoning mapping process has been County wide. The idea situation is that we may be able to influence and create the opportunity for higher uses of properties within that plan. Every time we talk about gray infrastructure, we're also talking about green infrastructure.

**CM Bryner** is there a place where residents can see the proposed changes and what they'll be looking at before the meeting?

**Mayor** everyone received a brochure that had a very basic explanation. I do think it would be helpful for us to put out a News and Announcements with a link to the Greater Cheverly Sector Plan to remind people of that visioning process.

**CM Watson** the Re-write has a website where you can drive around the County and look at. Apart from the multi-family in Ward 5 and Ward 6, I think the entire Town is going to be in R-55 (semi-detached DSF, detached single family) or whatever it's called. The interesting thing is to look at what is not R-55.

**Census 2020:** we hope to have a representative here for our next televised Town Meeting on December 12. Have requested two Sunday afternoons for a combined kick off workshop for those interested in being part of a census teams or wants to find out more about the census. CM Bryner has expressed strong interest in being part of this. Please send anyone who is interested in participating to me. CM Bryner and I received something about a grant opportunity. You can join on Facebook to get more information.

**Postal Delivery Update:** CM Fry, Town Administrator and I were able to attend a meeting held by Senator Cardin's office to discuss frustrations with mail delivery. We agreed that we will meet quarterly and we've obtained contact information for some of the administrative leadership within our local postal operations. If residents come forward, please bring that to Mr. Galloway.

**Arlington Crematory:** we sent a letter and their attorney has reached out and they are open and willing to come before this Council. I would like to discuss the formation of a Small Business Association although they are not in Cheverly. Also, if there is anything from a green infrastructure perspective that we can support. Thank you to CM Bryner and CM Radloff for giving edits on the letter.

#### **Council Announcements**

**CM Watson** the Mayor and Council will be participating in the Prince George's County Municipal Association dinner on December 5 and no Town business will be conducted. Therefore, our Worksession will be on December 3. Thank you to the Police for the great job I know they did on Halloween. In a Snow Emergency park on even side of the street on 59<sup>th</sup> Avenue. The first of two Holiday markets are this Saturday, November 23 from 8:00 am – 12:00 pm.

**CM Munyeneh** the Town Administrator, Mayor and myself will be walking parts of Ward 4 tomorrow morning. The 4<sup>th</sup> Ward Civic Association meeting is the third Monday of every month. Please report crimes even if you feel silly. A shout out to Tami Watkins and Pepco on the clean-up that I've seen.

**CM Fry** thank you to Mr. Galloway, the Mayor and Chief Towers. We tried to "walk the block" on October 30, but it rained so hard that we only made it to two houses. Halloween was great. Corporal Webb led the parade and brought us here safely. Thank you to the Rec Council for a great event again.

I would just like to remind people of two events coming up. Cheverly United Methodist Church is having their Chili Fundraiser on Sunday, November 24 from 11 -3 and Weekday Nursery Home Tour on December 7 from 3-7, the tickets are available on their website.

**CM Garcia** on Tuesday, November 19 I spoke in front of the County Council's Public Hearing in support of the Community Inclusiveness Act (CB-062-2019) which states that no Prince George's County government agency will communicate with ICE/DHS any longer. The County Council passed this bill and we are one step closer to getting the bill signed. Please email your letters of support to Angela Alsobrooks at [CountyExecutive@co.pg.md.us](mailto:CountyExecutive@co.pg.md.us). She has until December 4 to sign or veto the bill.

**CM Bryner** the majority of the Turkey Trot does happen in Ward 3, there will be rolling street closures. Thank you to the residents, Mr. Galloway, Mr. Brayman and Chief Towers for addressing a concern on Parkway about lighting and safety. I'm grateful for Mr. Galloway, the Council and the Staff who work so hard and Happy Holidays.

**Mayor** December 6 is Caring and Sharing starting at 6:30 pm for treats. I am behind at asking groups to come and perform. I would like to have three to four groups perform. From here, we will go to American Legion Park to light the Tree and have a Yule Log. We also ask that people sign cards for veterans at Veterans Hospital and bringing non-perishables for the pantry. CM Fry has volunteered since she has a van to drive the neighborhood for the Decoration Contest judging on Monday, December 16.

Motion to adjourn: CM Fry, Seconded by CM Munyeneh. Approved unanimously.

Meeting adjourned at 9:34 pm

Worksession Minutes

December 3, 2019

7:30 pm

Pledge of Allegiance

Mayor: can we move item #15 up to item #4 and item #10 up to item #5 and add a 9 plus to item #9.

MOTION to excuse CM Garcia: CM Bryner, Seconded by CM Radloff.

MOTION to move forward with Low Impact Design Center: CM Munyeneh, Seconded by CM Bryner. Four in favor, CM Fry abstained.

MOTION to move forward to secure professional services to satisfy (Maryland Department of Environment) MDE, not to exceed \$20,000: CM Bryner, Seconded CM Radloff. Approved unanimously.

MOTION that the Town purchase a 1-year membership on behalf of the residents at PG African American Museum: CM Watson, Seconded by CM Bryner. Approved unanimously.

MOTION to correct the salary classification from 6A to 9A and increase hours to 20: CM Bryner, Seconded by CM Fry.

MOTION to provide December 26 as a day off for Town employees with trash pick-up to the entire Town on December 27: CM Bryner, Seconded by CM Fry. Passed 4-1, CM Watson dissented.

MOTION to adjourn: CM Bryner, Seconded by CM Fry. Approved unanimously.

Worksession adjourned at 12:30 am





# Memo

**To:** Town Administrator, Mayor and Council  
**From:** Jarod Towers #1682, Chief of Police  
**Date:** Monday, December 09, 2019  
**Re:** Monthly Chief's Report **November 2019**

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## **Crime/Enforcement Report:**

1. For November 2019, there were 12 reported crimes:
  - a. 1 Attempted Citizen Robbery, 2 Assaults (both simple assaults using hands and/or feet), 2 Auto Thefts, 6 Thefts/Larcenies (3 theft from autos, 1 theft of property over \$1000, 1 theft of property under \$1000, 1 fraud), and 1 Vandalism.
2. There was a total of 5 arrests,
  - a. 9 adult arrests:
    - i. 3 for DUIs, 3 for CDS related offenses, and 3 for open warrants

The department responded to 262 calls for service, completed 75 house and 15 elder watch checks, and wrote 30 police and 4 accident/collision reports.

The department made 146 traffic stops, issued 183 traffic citations, 105 warnings, and 10 parking citation.

## **Community Outreach:**

Another success as the community helped to surpass the department's goal by raising more than \$1200.00 for the department's "No Shaving for Fundraising" fundraiser, in support of the department's 2<sup>nd</sup> annual Turkey Drive. The department was able to provide 20 turkeys and personally crafted food baskets to families within the community.

The final Coffee with the Chief event for the year is scheduled for Monday, December 23<sup>rd</sup> from 4 PM – 6PM.

## **Administrative Report:**

On December 3<sup>rd</sup>, the department was able to participate in another, specially curated, training experience at the United States Holocaust Memorial Museum, curated by the staff from the museum's Law and Justice Initiatives. Titled, "Law Enforcement and Society", the program delved into the holocaust with a major on the role law enforcement played and how those roles changed.

The department will be swearing in 2 new officers, and 1 promoted officer, at the December Town Meeting.

Lieutenant Miltenberger will be joining the department's command staff, as second-in-command, when she is sworn-in as the department's newest Lieutenant. Lieutenant Miltenberger is joining us, having served previously as the Chief of Police for both Cottage City and Colmar Manor, with almost 15 years of law enforcement experience under her belt.

Sergeant White will be joining the department's supervisory staff as he is sworn-in as the department's newest Patrol Sergeant. Sergeant White is an internal promotion, having been with the department since 2018, and brings with him more than 5 years of law enforcement experience.

Officer Fabbri will be sworn-in as the department's newest Lateral Officer. Officer Fabbri brings with him his experience as a law enforcement officer in Virginia.

There was one use of force incident for the month of December pertaining to a disorderly suspect.

There were no complaints filed.

**2019****CHEVERLY POLICE DEPARTMENT STATISTICS****CRIME STATS**

	YEAR												
	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	
ASSAULT	25	1	1	4	5	3	4	0	1	3	1	2	
AUTO THEFT	13	0	0	2	0	2	1	4	1	0	1	2	
BURGLARY (B&E)	15	2	0	1	0	3	3	0	1	5	0	0	
CAR-JACKING	0	0	0	0	0	0	0	0	0	0	0	0	
HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0	
KIDNAPPING	0	0	0	0	0	0	0	0	0	0	0	0	
ROBBERY	13	0	3	1	3	1	2	0	0	0	2	1	
SEX OFFENSE	1	0	1	0	0	0	0	0	0	0	0	0	
THEFT (Includes Fraud)	90	10	7	7	9	9	8	9	12	5	8	6	
VANDALISM	15	0	1	2	0	3	2	0	3	1	2	1	
	172	13	13	17	17	21	20	13	18	14	14	12	0
IDENTITY THEFT	2	0	0	1	0	1	0	0	0	0	0	0	
Use of Force Incident	14	1	2	2	2	1	2	1	1	1	0	1	

Adult - ARRESTS	196	23	26	22	27	19	22	22	18	3	5	9	
Juvenile - ARRESTS	8	0	0	0	2	3	0	1	2	0	0	0	
WARRANTS	70	10	5	8	10	5	3	11	10	2	3	3	
(Criminal/Civil) CITATIONS	38	7	3	4	7	5	5	4	1	0	0	2	
DUI / DWI	24	2	5	2	2	3	1	4	2	0	0	3	
EPS	7	0	1	1	1	1	0	0	1	1	0	1	
(Field Observation Report) FOR	23	8	8	5	6	0	2	1	3	0	0	0	
STATE TRAFFIC CITATIONS	1272	177	176	122	83	73	66	139	128	29	96	183	
WARNINGS	1951	193	215	184	265	189	190	196	168	91	155	105	
SERO (Equip Repair Order)	188	39	36	15	18	19	16	15	12	0	6	12	
TOWN PARKING TICKETS	104	9	43	21	12	1	2	2	2	1	1	10	
HOUSE CHECKS	1040	42	55	156	107	138	76	123	148	78	42	75	
ELDER WATCH CHECKS	86	10	4	0	10	11	6	9	7	7	7	15	
REPORTS WRITTEN	441	48	35	48	55	45	54	37	35	22	32	30	



Cheverly Police Department  
**CALLS FOR SERVICE TOTALS**

11/1/2019 To 12/1/2019

Incident Type	Total
911 DISCONNECT	27
ACCIDENT	22
ANIMAL COMPLAINT	1
ARMED PERSON	2
ASSAULT COMBINED	2
ASSAULT REPORT	1
ASSIST	2
ASSIST FIRE EMS	1
BREAK IN IN PROGRESS	3
BREAK IN REPORT	1
CHECK WELFARE	9
CHECK WELFARE COMBINED	6
DISORDERLY	22
DOMESTIC	7
DOMESTIC STANDBY	1
DOMESTIC W/ WEAPON	1
DWI DRIVER	1
FAMILY DISPUTE	2
FIGHT	4
FOUND	3
FRAUD	3
HIGHWAY ACCIDENT	1
HIT AND RUN	3
LOCK OUT	1
LOCK OUT/IN COMBINED	1
LOST PROPERTY	6
LOUD MUSIC COMPLAINT	8
MISC POLICE INCIDENT	10
MISSING PERSON	3
NOISE COMPLAINT	3
NOTIFICATION	3
PARTY COMPLAINT	1
PREMISE CHECK	2
PROPERTY ALARM	1
PROPERTY ALARM COMMERCIAL	1

PROPERTY DAMAGE	3
REPORTED CIT ROBBERY	1
RESIDENTIAL ALARM	22
SHOOTING COMBINED	1
SHOPLIFTING	1
STOLEN VEH	5
SUBJECT STOP	4
SUSPICIOUS AUTO	10
SUSPICIOUS OCC AUTO	5
SUSPICIOUS PERSON	7
THEFT FROM AUTO	7
THEFT J O	3
THEFT REPORT	1
TRAFFIC COMPLAINT	8
TRAFFIC HAZARD	2
UNKNOWN TROUBLE	8
VANDALISM	3
VEHICLE ACCIDENT COMBINED	4
VEHICLE ALARM	1
WARRANT INVEST	1
<b>Total Calls --&gt;</b>	<b>262</b>

**CHEVERLY POLICE DEPARTMENT  
Case Reports Written**

**11/1/2019**

To

**12/1/2019**

Date	Time	Report No.	Subject	Disposition	Workflow Stage	ID
<b>BATTLE, TROY # 1714</b>						
11/10/2019	22:28	19-0065584-001	DWI DRIVER	Arrest	Work-Complete	1714
11/12/2019	05:02	19-0065802-001	Recovered	Not a Crime/Other Service	Officer	1714
11/15/2019	19:22	19-0066612-001	DOMESTIC	Active	Work-Complete	1714
11/15/2019	19:22	19-0066612-002	DOMESTIC	Criminal Citation / Summons	Work-Complete	1704
11/15/2019	23:27	19-0066654-001	FIGHT	Not a Crime/Other Service	Work-Complete	1714
Total for # 1714 >>						5
<b>FORD, DELANTE F # 1708</b>						
11/09/2019	00:25	19-0065256-001	Lost Keys	Not a Crime/Other Service	Work-Complete	1708
11/18/2019	16:58	19-0067146-001	THEFT FROM AUTO	Active	Work-Complete	1708
11/28/2019	01:32	19-0069051-001	DUI	Arrest	Supervisor	1708
Total for # 1708 >>						3
<b>GENNA, KEVIN # 1704</b>						
11/03/2019	00:07	19-0064040-001	EPS	Not a Crime/Other Service	Work-Complete	1704
11/03/2019	22:01	19-0064168-001	CDS Arrest (Marijuana) x3	Arrest	Work-Complete	1704
11/23/2019	22:27	19-0068263-001	MPS	Not a Crime/Other Service	Work-Complete	1704
11/28/2019	22:22	19-0069141-001	DUI/ DWI/ CDS Arrest (Cocaine)	Arrest	Work-Complete	1704
11/29/2019	16:59	19-0069276-001	Fraud	Active	Work-Complete	1704
Total for # 1704 >>						5
<b>KEENE, JONATHAN M # 1713</b>						
11/18/2019	21:45	19-0067197-001	UUV	Active	Work-Complete	1713
Total for # 1713 >>						1
<b>KVECH, ANDREW # 1694</b>						
11/05/2019	10:00	19-0064471-001	Trespassing	Active	Work-Complete	1694
11/13/2019	09:36	19-0066071-001	Attempt Robbery	Active	Officer	1694
Total for # 1694 >>						2
<b>LAMB, JASON # 1673</b>						
11/26/2019	10:07	19-0068699-001	FRAUD	Active	Officer	1673
11/26/2019	16:04	19-0068699-002	FRAUD	Active	Officer	1673
Total for # 1673 >>						2
<b>WEBB, FRANCIS # 1674</b>						
11/02/2019	15:10	19-0063958-001	LOST PROPERTY	Not a Crime/Other Service	Work-Complete	1674
11/16/2019	06:14	19-0066697-001	PROPERTY DAMAGE	Not a Crime/Other Service	Work-Complete	1674
11/16/2019	07:07	19-0066701-001	THEFT FROM AUTO	Active	Work-Complete	1674
11/18/2019	06:16	19-0067023-001	Tampering with Auto	Not a Crime/Other Service	Work-Complete	1674
11/18/2019	08:01	19-0067038-001	Misc Police Service	Not a Crime/Other Service	Work-Complete	1674
11/18/2019	08:54	19-0067053-001	Tampering with Auto	Not a Crime/Other Service	Work-Complete	1674
11/18/2019	09:23	19-0067056-001	Tampering with Auto	Not a Crime/Other Service	Work-Complete	1674
11/18/2019	13:35	19-0067109-001	THEFT FROM AUTO	Active	Work-Complete	1674
11/26/2019	07:37	19-0068673-001	VANDALISM	Active	Work-Complete	1674
Total for # 1674 >>						9
<b>WHITE, SPENCER A # 1710</b>						
11/19/2019	19:05	19-0067363-002	THEFT J O	Criminal Citation / Summons	Work-Complete	1710

11/19/2019	19:05	19-0067363-001	THEFT J O	Active	Work-Complete	1710
11/29/2019	20:17	19-0069321-001	MPS	Not a Crime/Other Service	Officer	1710
Total for # 1710 >>						3
Total Reports >>						30



## **For Public Release November 18, 2019**

### **Cheverly Police Department to make history on Thursday, December 12<sup>th</sup>, 2019.**

At the regularly scheduled December town meeting, Chief Towers will have the pleasure of swearing-in Georgia Miltenberger, as Cheverly Police Department's first female, and first African American, lieutenant in the department's 88-year history. After two searches, spanning nearly three and a half months, Georgia Miltenberger, undoubtedly stuck out as the best candidate for the Cheverly community. Miltenberger, until her most recent appointment as Cheverly's second-in-command, had served as the Chief of Police for both the Town of Cottage City and the Town of Colmar Manor.

Miltenberger brings with her a diverse perspective and a proven track record for being a 21<sup>st</sup> century policing executive. Miltenberger was born in Asmara, Ethiopia. As a military child, she moved to Hawaii where she lived for 6 years before moving to Washington, D.C., when her father, a Sergeant Major in the Army, was transferred to Bolling Air Force Base. At the age of ten, Miltenberger relocated to Prince George's County where she attended and graduated from Crossland High School. Miltenberger, now a mother of three adult children, remains a resident of Prince George's County.

Having served in municipal policing for nearly two decades, Miltenberger is a seasoned law enforcement executive who has been referred to as a community policing expert and has a proven track record for being fiscally responsible, transparent, and accountable.

Chief Towers invites the community to join the department in welcoming our next second-in-command at an informal reception, beginning at 7:15 pm in the Cheverly Community Center, located at 6401 Forest Road, Cheverly, MD 20785.



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**TOWN OF CHEVERLY  
ORDINANCE O-6-19  
VACATION LEAVE ORDINANCE**

**EMERGENCY ORDINANCE**

**An Ordinance whereby the Town of Cheverly amends § 21–10(e)(5) of the Town Code to permit a Town employee to take vacation prior to the completion of 180 days of service when good cause to do so exists as determined by the Mayor and Town Council.**

**WHEREAS**, Maryland Code § 5–202(1) of the Local Government Article grants the Town of Cheverly the power to adopt ordinances to assure the good government of the municipality; and

**WHEREAS**, § C–23(A) of the Town’s Charter grants to the Mayor and Town Council the power to pass ordinances and take such measures not contrary to the Constitution and laws of the State of Maryland as they may deem necessary for, among other powers, the good government and improvement of the Town; and

**WHEREAS**, pursuant to § C–14 of the Town Charter the Mayor and Town Council have the authority to enact emergency legislation by the affirmative vote of the greater of either 2/3 of the quorum present or four members of the Council, with the Mayor being able to provide a fifth vote if necessary; and

**WHEREAS**, § 21–10(e)(5) of the Town’s Code sets forth the Town’s policy with respect to the accumulation and utilization of vacation leave by employees of the Town; and

**WHEREAS**, the Mayor and Town Council desire that the Town’s vacation leave policy provide more flexibility in unusual circumstances; and

**WHEREAS**, it is the sense of the Mayor and Town Council that it is in the interests of good government warrant the amendment of § 21–10(e)(5) to permit employees to take vacation leave prior to the completion of 180 days of service when good cause exists to do so as determined by the Mayor and Town Council; and

1           **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of Cheverly  
2 in regular session assembled that § 21–10(e)(5) of the Town Code be and hereby is amended as  
3 follows:

4 **Section 21–10. – Leave.**

5 (e)   Vacation Leave:

6   \*       \*       \*

7           (5)   Vacation leave shall be credited to each employee as it is earned. No provision  
8 shall be made for advance crediting of leave. No employee shall be entitled to  
9 utilize earned vacation leave until the completion of one hundred eighty (180) days  
10 of service. The Mayor and Town Council, by a simple majority vote of the  
11 members present, may grant an exception to the prohibitions set forth in this  
12 subparagraph when good cause exists to do so. Good cause shall be determined at  
13 the Mayor and Town Council’s sole discretion. The Mayor and Town Council may  
14 not act unless they are in receipt of and have reviewed a writing from the  
15 employee’s department head and the town administrator explaining the  
16 circumstances.

17   \*       \*       \*

18           **AND BE IT FURTHER RESOLVED**, that this Emergency Ordinance shall take effect  
19 immediately on December 12, 2019; provided that a fair summary of the ordinance is published at  
20 least once in a newspaper of general circulation in the Town of Cheverly.

21           **INTRODUCED** by the Mayor and Town Council of the Town of Cheverly, Maryland, at  
22 a Regular Meeting on December 12, 2019, at which meeting copies were available to the public  
23 for inspection.

1           **ADOPTED** by the Mayor and Town Council of the Town of Cheverly, Maryland, at a  
2 Regular Meeting on December 12, 2019, at which meeting copies were available to the public for  
3 inspection.  
4

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_  
Dylan Galloway, Town Administrator

\_\_\_\_\_  
Laila Riazi, Mayor

\_\_\_\_\_  
Councilmember Eric Radloff, Ward 1

\_\_\_\_\_  
Councilmember Micah Watson, Ward 2

\_\_\_\_\_  
Councilmember Nicole Bryner, Ward 3

\_\_\_\_\_  
Councilmember Kayce Munyeneh, Ward 4

\_\_\_\_\_  
Councilmember Jenny Garcia, Ward 5

\_\_\_\_\_  
Councilmember Amy Fry, Ward 6

5   [-] indicates deletions

6   Underline indicates additions

7   Asterisks \* \* \* indicates matter retained in existing law but omitted herein



1 Effective Date: December 12, 2019



Sec. 27-10. - Closing streets during emergencies and snow parking restrictions.

- (a) Whenever, in the judgment of the mayor and town council or their duly authorized representative, an emergency shall exist, construction or repair work upon any street or part thereof shall require, or other conditions affecting traffic shall necessitate, the mayor and town council is hereby authorized and empowered to close temporarily any street or any part or parts thereof within the corporate limits of the town.
- (b) A snow emergency shall exist whenever snow has accumulated on the streets of the town to a depth of one (1) inch or more.
- (c) During a snow emergency no person shall cause or allow any vehicle or automobile to be left or parked on the streets as follows:
  - (1) On the cul-de-sac portion of any street;
  - (2) On any courts;
  - (3) On the odd-numbered side of 59th Avenue, 3200 block of Tremont Avenue, and that portion of Inwood Street between Cheverly Avenue and Belleview Avenue;
  - (4) On the even-numbered side of all other streets; and
  - (5) On any street except at the curb pursuant to this section.
- (d) The snow emergency parking restrictions outlined above do not:
  - (1) Override existing no-parking zones;
  - (2) Authorize parking where it is prohibited;
  - (3) Apply to those streets or parts of streets where enforcement of this snow emergency ordinance would disallow all parking on the particular street or portion of street because of a no-parking zone on the side of the street where a car should park pursuant to subsection(c) above, and
  - (4) Apply to those streets or parts of streets with any barrier or strip dividing the lanes of traffic.
- (e) The parking provisions during a snow emergency shall be effective without any notification and shall remain in effect until the street is plowed; provided, however, that when snow shall accumulate to a depth of one (1) inch or more after 11:00 p.m., The parking provisions in a snow emergency shall not be effective until 7:00 a.m. the day following and shall remain in effect until the street is plowed.

(Ord. No. 20-77, 11-10-77; Ord. No. O-1-99, 2-25-99; Ord. No. O-04-01, 5-10-01; Ord. No. O-2-15, 12-11-15)

Sec. 18-4.1. - Snow and ice removal from sidewalks.

- (a) *Removal by owners or occupants of property.* Whenever snow shall fall and lie on the streets of the town, it shall be the duty of each owner or occupant to clean same from the sidewalk abutting or bordering the property owned or occupied by the owner or occupant within twelve (12) hours after the snow shall have ceased to fall, unless the same be at night, in which case it shall be removed within twelve (12) hours after sunrise the next day.
- (b) *Removal by town.* The department of public works shall remove all snow and ice from that part of the sidewalk in front of any town-owned property.
- (c) *Obligation to spread ashes, sawdust or other approved material upon icy sidewalks:*
  - (1) In all cases in which ice has formed upon or adhered to a portion of the sidewalk of a public street, the owner or tenant of lands abutting or bordering upon such sidewalk shall cause the ice to be strewn with ashes, sawdust, sand or other approved material within six (6) hours after the ice has formed upon or adhered to such sidewalk.
  - (2) When the ice has formed upon or adhered to the sidewalk during the night, it shall be strewn with ashes, sawdust, sand or other approved material within six (6) hours after sunrise of the following morning.
  - (3) The ice shall be kept strewn with ashes, sawdust, sand or other approved material until it has been removed.
- (d) *Removing snow and ice from driveways, parking lots or walkways.* The owner of a building occupied by more than four (4) dwelling units shall remove all snow and ice from the driveways and parking lots of the premises and from the walkways between the public sidewalks, parking lots or driveways and the entrances to the dwelling units within twelve (12) hours of daylight after the snow or ice has fallen or formed thereon.
- (e) *Placement on public streets or sidewalks prohibited.* Snow or ice removed from sidewalks, driveways, walkways, parking lots, etc., shall not be deposited or placed upon a public street or sidewalk.
- (f) *Failure of owner to remove snow or ice; removal by town; cost a lien:*
  - (1) Whenever the owner or tenant of lands abutting or bordering upon the sidewalks of public streets shall refuse or neglect to remove snow or ice as required by this section, the snow or ice may be removed under the direction of the superintendent of public works or his designee.
  - (2) In the event of removal by the town, as herein provided, the cost shall be paid by the town.
  - (3) The amount of the cost shall be and become a lien upon the abutting lands in front of which such work was done and shall bear interest and be collected in the manner provided by law or the town may bring an action to recover such cost against the owner

and/or tenant of such lands.

(4) Special arrangements for snow and ice removal may be made between the superintendent of public works and elderly or infirm owners or tenants.

(g) *Contracting for snow removal.* Where mutually advantageous, the town may contract with commercial or industrial parties within the town for snow removal.

(h) *Removal of snow and ice under police powers.* Nothing in this section shall prevent the town, under the direction of the superintendent of public works or such superintendents' designee, to remove the snow and ice under the police powers of the town for the protection of the users of the sidewalks.

(Ord. No. 18-77, 10-13-77; Ord. No. O-1-95, 5-11-95; Ord. No. O-2-96, 4-11-96)

**Charter reference—** Authority to require owner or occupant of premises to keep abutting sidewalks free from snow, § C-23A(17).



Capital Improvement Project Proposals as of March 28, 2019

Please note: Section E: Town Park FY2020 includes the project of lighting the basketball/multiuse courts. This was originally slated for 2022. This \$110,000 expenditure is not in the budget as Council has received it. Should Council choose to keep this project in the FY2020, the deficit will increase from \$657,300 to \$767,300. It is the recommendation of staff that this project be moved back to FY2022 as it was originally slated.

A. Town Hall:

FY20: Engineering Assessment of Gym Air Conditioning	\$ 10,000
A/V upgrade	<u>150,000</u>
	160,000
FY21: Install Gym Air Conditioning	160,000
FY22: Exterior Painting	20,000
FY23:	--
FY24: Renovate Gym Bathrooms	125,000
FY25: Storage Building Behind Town Hall	<u>145,000</u>
	710,000

B. L.E.D. Conversion of Street Lights

The current budget allocated a total of \$80,000 over a 4-year period. This item is proposed to be continued. One of the questions for PEPCO will be whether there is a potential project savings if all 600 lights are converted as a FY20 project.

FY20: Conversion of street lights to L.E.D.	20,000
FY21: Conversion of street lights to L.E.D.	20,000
FY22: Conversion of street lights to L.E.D.	20,000
FY23: Conversion of street lights to L.E.D.	<u>20,000</u>
	80,000.

C. Land Acquisition

FY20:	
FY21: Magruder Spring Addition	40,000
FY22: Ashe Property Parkway at Arbor	40,000
FY23: Ashe Property Parkway at Arbor	<u>40,000</u>
	120,000

D. Replacement of curbs/gutters and sidewalks and new sidewalks. This proposal is based on annually allocating \$20,000 for repairs, and \$10,000 for new sidewalks.

FY20:	30,000
FY21:	30,000
FY22:	30,000
FY23:	30,000
FY24:	30,000
FY25:	<u>30,000</u>
	180,000



E. Town Park Development

FY20: Lighting Basketball Courts 110,000

FY21: Construct Dog Park  
(50,000 land acquisition, 120,000 development) 170,000

FY22:

FY23: Stage Canopy 35,000

Track Resurfacing 202,600

FY24: --

FY25: --

517,600

F. Gast Park

FY20: Install accessible pathways 10,000

G. Boyd Park

FY20: Resurface Track 23,500

H. Woodworth Park

FY20: Install Accessible Playground 80,000

I. Public Works Facility

FY20: Garage Bay Overhead Door Motor 30,000

FY21: --

FY22: Construct New Office/Equipment Repair  
Area/Underground Storage tanks 3,225,000

FY23: --

FY24: Resurface Public Works Yard 176,000

3,431,000

J. Road Repairs/Resurfacing/Traffic Study Recommendations

FY20: Monroe (25,000) and Benton (25,000)	
Various locations (150,000)	<u>200,000</u>
FY21: Various locations	150,000
FY22: Various locations	150,000
FY23: Various locations	150,000
FY24: Various locations	150,000
FY25: Various locations	<u>150,000</u>
	950,000

K. Green Space Improvements, Welcome Signs

FY20:	
FY21: Entrance Sign: Boyd Park	65,000
FY22: Stone Entrance Sign: Cheverly Ave/Columbia Park Rd	
	<u>65,000</u>
	130,000

L. Police Department Proposals

FY20: 3 new hybrid vehicles	165,000
Interview room and lobby cameras	10,000
LiveScan Fingerprint Scanner	8,500
FleetKey Maintenance System	17,700
Building Security Upgrades	<u>10,000</u>
	211,200

M. Public Works Equipment

FY20: Truck 15 Replacement (F-250) w/ Plow	50,000
Asphalt roller	16,000
Refuse Truck Replacement	<u>175,000</u>
	241,000
FY21: Ford F-750 Diesel Stainless steel dump body	
With plow and spreader	110,000
FY22: Small Diesel Kubota tractor with front tilting bucket	
Rear backhoe attachment and heated cab	24,000
Replacement Ex-Mark diesel lawn mower (72 inch)	<u>18,000</u>
	42,000
FY23: --	
FY24: Replacement Leaf Vacuuming Machine	<u>\$40,000</u>
	457,000



# CHEVERLY PUBLIC WORKS

6401 Forest Road | Cheverly, MD 20785

O) 301.773.2666 | F) 301.773.0173

## MEMORANDUM

**Date:** December 9, 2019

**To:** Dylan Galloway, Town Administrator

**From:** Stephen Brayman, Director of Public Works

**Subject:** F250 Pickup Truck Purchase Recommendation

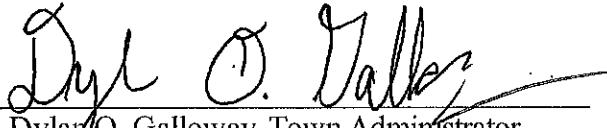
On December 6, 2019, the sealed bids were opened for the purchase of a new F250 Pickup Truck with Snow Plow. The specifications were for a Ford F250 with Boss Snow Plow, therefore the tabulation does not differentiate make and model. The following is the tabulation of the base prices offered by the following vendors:

Vendor	Price
Hertrich Fleet Services	\$38,634.00
Lindsay Ford	\$39,508.00

In reviewing the two bids, Lindsay Ford offered two extended warranty options. Hertrich Fleet Services did not offer any extended warranty options. In our discussions, as well as my discussion with the Master Mechanic - Mr. Willis, a bumper to bumper extended warranty was recommended. Per Mr. Willis' feedback, I confirmed that the Option #2 6/60 Premium (bumper to bumper excluding wear and tear) included electrical components. The Lindsay Ford daytime running lights substitution/comment does not appear to be substantive. Warranty tabulations offered by Lindsay Ford are as follows:

Coverage	Cost	Deductible
Opt. #1 - 6/60 Powertrain	\$1805	\$100
Opt. #1 - 6/60 Powertrain	\$1880	No deductible
Opt. #2 - 6/60 Premium (B2B)	\$2170	\$100
Opt. #2 - 6/60 Premium (B2B)	\$2,350	No deductible

Although the Hertrich Fleet Services bid is \$874 less, it appears beneficial to the Town to go with the Lindsay Ford bid and add the Option #2 extended warranty. As there is only a \$180 difference between the options with and without a deductible, it is recommended to secure the extended warranty without deductible. This would make the total price \$41,858.00. I recommend proceeding as described. Delivery of the vehicle will take approximately five months.

Concur and Recommend:   
 Dylan O. Galloway, Town Administrator



# CHEVERLY PUBLIC WORKS

6401 Forest Road | Cheverly, MD 20785

O) 301.773.2666 | F) 301.773.0173

## MEMORANDUM

**Date:** December 9, 2019  
**To:** Dylan Galloway, Town Administrator  
**From:** Stephen Brayman, Director of Public Works  
**Subject:** Refuse Vehicle Purchase Recommendation

On December 9, 2019, the sealed bids were opened for the purchase of a new 25 cubic yard refuse vehicle. The bid specifications included a Freightliner M2 106 chassis. The following is a tabulation of the base prices offered by the following vendors:

Vendor	Price	Make / Model
Maryland Industrial Trucks, Inc.	\$161,512.00	New Way / Cobra Magnum
GranTurk Equipment Company	\$170,739.40	Leach / HD 2R-III Residential
Mid-Atlantic Waste Systems	\$174,756.00	Heil / DuraPack 5000
Johnson Truck Center	\$180,943.00	McNeilus / Model 2513 XC
Technology International	\$215,420.00	McNeilus Model 2513 XC

In reviewing the Maryland Industrial Trucks bid, there appear to be two instances in which this company's submission does not comply with the specifications of the bid. The bid required the refuse body to have at least a 1/4 inch floor thickness. Although Maryland Industrial Trucks checked that this is what they were providing, the literature that was submitted detailing the vehicle and the vehicle's specifications indicates that the floor thickness is 7 gauge (3/16") in the rear and 10 gauge (9/64") in the front. Additionally, the Maryland Industrial Truck bid did not include a towing package that was specified for the Freightliner chassis. I clarified with the vendor representative that they were planning to upgrade the floor to 1/4" thickness and that they included conflicting documentation without such clarification. I also confirmed that they failed to include the towing package in the chassis specification. In that I understand that we need to work from the submitted documentation, I recommend that this bid be rejected as not being fully responsive to the bid requirements.

In reviewing the GranTurk bid, it appears to be complete and responsive to all requirements. Additionally, GranTurk offered several extended warranty options for the chassis that can be purchased and the total price will still be within budgeted funds. Those options are as follows:

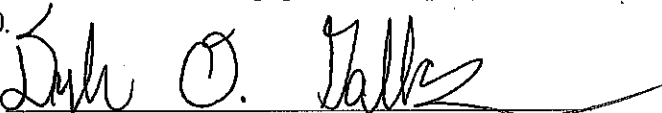
5 year 150,000 Cummins Engine Warranty	\$1,990.00
5 year 150,000 Cummins Aftertreatment Warr.	\$ 710.00
5 year Allison Transmission Warranty	\$1,028.00

As we discussed, these extended warranties offer some additional protection against breakdown and repair costs. If all the extended warranties were purchased, the price would increase to \$174,467.40. I understand this to be within budgeted funding for this vehicle in the FY20 Adopted Budget. Although Mid-Atlantic Waste Systems offered similar extended warranties, their price would increase to \$178,484.00. That price exceeds the budgeted amount in the FY20 Adopted Budget. Please note that the vehicle delivery will be approximately 180 days after placing and finalizing the order.

Currently the entire refuse fleet was manufactured by Leach. Although this was not the criteria in the bid, or the criteria used to review the Maryland Industrial Trucks bid, I am noting it as the operating and maintenance personnel are familiar with Leach equipment and this may offer some additional benefit to the Town.

Therefore, I am recommending that you concur and recommend to the Town Council to move forward with awarding the bid to GranTurk Equipment Company, including the extended warranties, for a price of \$174,467.40.

Concur and Recommend:

  
Dylan O. Galloway, Town Administrator