

TOWN MEETING
February 11, 2021
5:30 PM

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes** (January 14, January 27 (Public Works Scope meeting) and January 28, 2021)
- 5. Resident Input**

Public comment period. All comments are limited to 3 minutes.
Residents are asked to please state name and ward.
- 6. Introduction of BOE Member**

Ms. Shayla Adams-Stafford the new District 4 representative will give a brief video introduction.
- 7. Committee Reports**
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
- 8. Town Administrator Report**

Town Administrator – will provide a report to the Mayor and Council regarding the status of Town operations and a summary of actions taken under the COVID-19 state of emergency.
- 9. Police Report**

Chief Towers - will give monthly report.
- 10. Final Reader of Board of Elections Charter Amendment**

Mayor Riazi will read the proposed Town Elections Charter Amendment and allow for public comment before closing the Public Hearing. A vote by mayor and council will follow the final reader of the proposed amendment.
- 11. Hospital Hill Redevelopment**

There is a virtual community meeting on the redevelopment of the former Prince George's Hospital site. The meeting will begin at 7:00 pm, immediately following the Town Meeting. Prior registration is required via https://mypgc.zoom.us/meeting/register/tZwvdO6pqzsiH9FUCZpYRsX7ZHh05zuqORFr?fbclid=IwAR1xazmQeNTZZi8ftqoG6n_NOglr4FfNDSLdsXxVo03c_yBGzOjQ4rMPZII . Mayor Riazi will share information on next steps inviting Cheverly-specific engagement and input.

12. Board of Elections Update

The Board of Elections will give an overview of the upcoming May 3, 2021 election.

13. Cheverly Relief Fund Report

Administrator Galloway will update mayor and council on the process and progress of the relief fund.

14. Review of February Worksession agenda and future requests

Mayor and Town Administrator will offer a forecast of the February Mayor and Council Worksession agenda. Mayor will seek Council input on agenda items for consideration for future Worksessions, recognizing budget season priorities.

15. Adjourn

You are invited to a Zoom webinar.

When: **Thursday, February 11 at 5:30PM**

Topic: Cheverly Town Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84025983118?pwd=cEhsbmU2aEs5MGViaGJnWVh6c1h6UT09>

Webinar ID: 840 2598 3118

Passcode: 213079

Or iPhone one-tap :

US: +13017158592,,84025983118# or +13126266799,,84025983118#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

International numbers available: <https://us02web.zoom.us/j/kxrOn7PQw>

Town of Cheverly
Town Meeting Minutes
January 14, 2021

Call to order:

Meeting called to order at 8:00 pm via Zoom.

In attendance: Mayor Riazi, Council Members Radloff, Watson, Bryner, Munyeneh, Garcia, and Fry. Staff: Town Administrator – Dylan O. Galloway, Director of Public Works - Steve Brayman, Chief of Police - Jarod J. Towers, and Town Clerk - TC Hegeman.

Pledge of Allegiance

Approval of Minutes (December 10, 2020 including the Traffic Calming Hearing): CM Bryner, seconded by CM Watson. Approved unanimously.

Approval of Agenda: CM Watson, seconded by CM Fry. Approved unanimously.

Resident Input: Shelia Salo spoke about the acquisition of seven acres of land adjacent to Boyd Park and old Ward 4. The land is designated as a woodland conservation area.

Committee Reports

Green Infrastructure Committee Karen Moe gave an update on the status of the Air Quality Monitoring program. There will be a virtual workshop on January 30 at 10:30 am and the University of Maryland College Park partners will be presenting. They will discuss air quality and how it impacts your health.

Planning Board CM Radloff spoke about the RDA date, Craftsman bike trail, status of Prologis application to MDE, the Greater Cheverly Sector Plan, Cheverly West and annexations, the Visualize 2045 program, and the selection of the new Planning Board Chair, Joyce Tsepas.

Town Administrator's Report Administrator Galloway gave his bi-weekly COVID-19 report, discussed the vaccine distribution schedule. He also spoke about the Blood Drive and the shed. Director Brayman discussed the shed and the \$9,500 ramp necessary to access the shed. Administrator Galloway approved the expenditure and explained to mayor and council the reason. Administrator Galloway also discussed staff AED training, newsletter submission deadline on the 15th of every month, Public Works Building scope study, Cheverly booms report form on town website, audit packets and Cheverly parking permits.

Police Report the quarterly report will be given in February. Chief Towers has been communicating with all local law enforcement agencies in preparation for the upcoming weekend and Inauguration day. He also spoke about planning for the event, WMATA, officer patrols and video surveillance.

The Expungement Clinic at Town Hall (and virtually) will take place on February 20 from 10 am – 2 pm. There will be three attorneys available to speak to people. Chief Towers also gave an update on

the Use of Force Policy (that is in its final draft) and when it can potentially be reviewed by the community.

Cheverly Police Department Appreciation

Chief Towers explained his desire to recognize his employees, their hard work and dedication during the COVID-19 pandemic with a monetary reward of \$500.

Motion to Provide a Monetary Appreciation in the amount of \$500 to the Employees of the Cheverly Police Department: CM Garcia, seconded by CM Radloff. Approved unanimously.

Public Works Report

Director Brayman gave an update on the underground storage tank removal, sidewalk funds and work, and the WSSC Beaver Dam project. He also discussed the upcoming holiday trash and yard waste pickup schedule.

Cheverly Public Works Department Appreciation

Director Brayman explained his desire to recognize five Public Works employees that have done an outstanding job during the COVID-19 pandemic with a monetary reward of \$500. The five employees are Steve Smith, Ezell Jones, John Stanford, Kristi Gardner, and Larry Nichols.

Motion to Provide Monetary Award to the Five Cheverly Public Works Employees as Recommended by Public Works Director Steve Brayman in the amount that he has Indicated: CM Fry, seconded by CM Watson. Approved unanimously.

Application for Class B, Beer, Wine for the use of SOL Banquet Hall, LLC, t/a VIP Stage
Mayor Riazi discussed challenges that the town has experienced with this business and the liquor license process. She also spoke about the experience of a female undercover officer which was included in the Town's report to the Liquor Board. The application for a liquor license has been denied.

CM Garcia excused.

Second Reader of the Town Elections Charter Amendment and Continuation of Public Hearing on Charter Amendment

Mayor Riazi gave a brief overview of the proposed changes. A vote will follow the third and final reader of the proposed amendment in the February Town meeting.

Election Resolutions

John LeGloahec read the requirements for the position of the Election Clerks. The Clerks will be TC Hegeman and Melanie Friesen.

Motion for Resolution R-2-21 Appointment of Election Clerks TC Hegeman and Melanie Friesen: CM Fry, seconded by CM Bryner. Approved unanimously.

Motion to Move Forward with the Appointment under Resolution R-1-21 Mr. John LeGloahec: CM Watson, seconded CM Radloff. Approved unanimously.

Motion to Move Forward with Resolution R-3-21 Appointment of Election Judges from All Six Wards: CM Bryner, seconded by CM Munyeneh. Approved unanimously.

Motion for Resolution R-4-21 Compensation for Election Supervisors and Election Judges in the amount so included: CM Fry, seconded by CM Bryner. Approved unanimously.

Ethics Commission Appointment

CM Bryner spoke about her nomination of Dr. Dionne Dobbins to fill the vacancy on the Ethics Commission.

Motion to Appoint Dr. Dobbins to the Ethics Commission as the Ward 3 Representative: CM Bryner, seconded by CM Fry. Approved unanimously.

Planning Board Appointment

CM Fry spoke about her nomination of Ms. Barbara Brown to become the newest member of the Planning Board.

Motion for the Appointment of Ms. Barbara Brown to the Cheverly Planning Board: CM Fry, seconded by CM Radloff. Approved unanimously.

January Worksession Items

- | | |
|---|------------------------------------|
| Audit/quarterly budget | Code Compliance grass/noise policy |
| Draft budget calendar | Redesign of Town Seal |
| Financial disclosure forms | Grant requests |
| Status report on outstanding policies & legislation | |

CM Munyeneh asked for mayor and council to consider (in a future meeting) a Budget Amendment for a sign for the 4th Ward. She has secured \$20,000.00 of the \$40,000.00 cost from Prologis. She also inquired about the creation of committees pertaining to the passing of the Black Lives Matter Resolution. CM Munyeneh also asked about the creation of a Cheverly Student Council.

Mayor and Council Announcements

CM Fry worked with CERT and Marvally Nettles for the Food Drive and Cheverly Angels. They provided for 31 families for the holidays including turkeys donated by Delegate Julian Ivey and County Councilmember Jolene Ivey. I'd also like to thank Pastor Lillian and the Cheverly Methodist Church for their assistance and support. You can donate via the Cheverly Methodist donate button. CERT Facebook page will have information about future food collections and food drives. CPRC will do a Valentine's Day swap for kids, details to come.

CM Munyeneh first Friday Training for local leaders, info to follow. The 4th Ward Civic Association meeting is Monday at 7 pm. Please join the Mt. Hope Commission meeting tomorrow at 7:30 pm.

CM Watson Ward 2 Coffee Zoom this Saturday at 10 am. It's every Saturday.

Mayor Riazi spoke about the events at the Capitol on January 6.

Motion to Adjourn: CM: Fry, seconded by CM Munyeneh. Approved unanimously.

11:00 pm

Town of Cheverly
Public Works Building Scope Study
Minutes
January 27, 2021

Call to order:

Meeting called to order at 6:00 pm via Zoom.

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

Councilmember Radloff arrived late and Councilmember Munyeneh did not attend.

Staff: Town Administrator – Dylan Galloway, Director of Public Works – Steve Brayman, and Town Clerk - TC Hegeman.

Director Brayman introduced David Trembaly of Keller Construction, Allison Legg and Keith Leonard from the architecture firm working on the scope study.

Pledge of Allegiance

Director Brayman gave a brief overview of the project.

Mr. Tremblay presented the plans for the scope study of the new public works facility. He discussed the three different aspects that need to be addressed. They are the building, site utility (sanitary, water, electric, etc.) and an occupied construction site which would allow PW to remain in their building and continue operations while construction is happening.

Mr. Tremblay then discussed the three options. They are as follows: The Racetrack, Separate Public Space, and the North Building. He explained the differences between the three options. A one-story building is recommended as a two-story building would drive up the cost. They need to know which option will likely be selected so they can finish the report and provide a cost estimate.

CM Radloff joined the meeting.

CM Watson and CM Bryner asked questions about the batting cage, track be fixed, underground storage tanks, and the space left by the old building once it is demolished.

Director Brayman the batting cages and track will be incorporated into the project. There is flexibility with the underground storage tanks. We are not sure fuel will remain on site. The storage tanks may move above ground, but we do have other fuel options.

Mr. Tremblay the permitting process will be significant with DPIE and the utilities. The permitting will be first and we would begin that process in 2021, so there won't be any construction before then. Once the old building is torn down, that space could be used for mulch, equipment storage and other Public Works operations.

Mayor Riazi asked several questions pertaining to drainage, elevating the building (future proofing), potential for a second story, front end storage and security, etc.

Mr. Tremblay answered the questions and explained that they have not designed detailed plans yet. This meeting was to ascertain which plan the town is most interested in pursuing and answer preliminary questions.

Director Brayman asked Mr. Tremblay to focus on the North Building build for the scope study.

Motion to Excuse CM Munyeneh: CM Watson, seconded by CM Fry. Approved unanimously.

Motion to Adjourn: CM Bryner, seconded by CM Fry. Approved unanimously.

7:21 pm

Town of Cheverly

Worksession

Minutes

January 28, 2021

Call to order:

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

In attendance: Mayor Riazi, Council Members Radloff, Watson, Bryner, Munyeneh, and Fry.
Councilmember Garcia did not attend.

Staff: Town Administrator – Dylan Galloway, Chief of Police – Jarod J. Towers,
Code Compliance Officer – John O’Berry, Town Treasurer – Melanie Friesen,
and Town Clerk - TC Hegeman.

Pledge of Allegiance

Motion to Excuse CM Garcia: CM Bryner, seconded by CM Munyeneh. Approved
unanimously.

Audit Presentation - Diane Mock of Mock and Associates gave an audit presentation regarding
the FY 2020 budget to mayor and council.

Quarterly Budget Update – Treasurer Friesen explained the third quarter budget.

Budget Calendar - Administrator Galloway and Treasurer Friesen discussed the calendar of
projected budget meetings. They are as follows:

March 2	Budget and Constant Yield
March 25	First draft of budget review
April 8	proposed second draft of budget review
April 26	Final draft of budget review and presentation
May 13	First reader
May 27	Second reader
June 10	Final reader and budget adoption

CM Fry asked about a Relief Fund. The possibility of moving funds around to help residents that
are in need as a result of the pandemic. She would like to know how other municipalities have
handled it and what their process is. *Administrator Galloway* stated that he had done research on
this and some surrounding municipalities have used Covid funds. He specifically looked at
Brentwood’s policy implementing the use of funds. *Administrator Galloway* asked for a
directive.

CM Munyeneh clarifies the directive to Administrator Galloway; bring us back a policy that
includes \$100,000.00 of relief for residents in the Town of Cheverly including eviction
prevention and other emergency services. Please schedule a special meeting within the next two
weeks.

Financial Disclosures – Administrator Galloway gave a brief update about financial disclosures. He referenced section 3.9 and 3.10 of the Code.

Grant Request – Tammie Nelson of the Cheverly Community Forum for Accountability and Action details the grant request.

Motion to Approve the Grant Request for the Forum in the amount of \$975.00 to support an event series titled From Exclusion to Inclusion: Building the Beloved Community: CM Bryner, seconded by CM Watson. Approve unanimously.

Town Seal – *Mayor Riazi* discussed several options for the creation of a committee and detailed the process. She also would like the Neighborhood Design Center to work with the Town of Cheverly on this project.

CM Bryner wants to ensure that professionals are compensated for their time/design.
CM Munyeneh requests that the team working on the design is inclusive of everyone.
CM Fry inquired about the budget for the seal.

Motion to support this approach and for councilmembers to identify one representative from their ward and a call out to three youth members and a call out to two to four graphic designers, who will have reserved spaces on the board: CM Munyeneh*, seconded by CM Bryner. Approved unanimously.

*CM Munyeneh would like to support the motion with the amendment to reflect seven youths.

Motion to work with NDC on proposal with Mr. Galloway not to exceed \$10,000.00: CM Bryner, seconded by CM Radloff. Approved unanimously.

Grass Policy – Compliance Officer O’Berry explained the current grass policy process. Mayor and council express concerns about ticketing residents and putting liens on their homes for failure to pay during the pandemic. Mayor Riazi asked to see sections 18.5 A and 18.5 E of the Code, what grass violations and notices look like, as well as letters to the court.

Policy Updates – Administrator Galloway discussed the following:

- Social Media Policy- implementation
- Compensatory Policy for exempt employees– the policy change would allow 160 hours to be accumulated in a calendar year but prohibit the use of more than 40 hours of leave at a time. To change the Charter, this will have to go through the three-reader process.
- Rules and Procedures- can be adopted at the next Town Meeting.
- Building Usage- need to appoint a small committee to create the policy.

There was extensive discussion between mayor and council about the process and who should or should not be on the committee.

Chief Towers requested to retitle position of Lieutenant to Captain. There would be no change in salary, but the title change is more accurate than that of Lieutenant. According to the Code, this change must be approved by mayor and council.

Motion to Change in Rank of the Lieutenant's Position to Captain: CM Radloff, seconded by CM Watson. Approved unanimously.

Chief Towers discussed the Use of Force Policy that would be posted in the morning for the community to review. There will be a special Town Hall on February 17 at 7:30 p.m. to discuss the policy.

Chief Towers renewed his acknowledgement of Duty to Intervene and will require that all his officers do the same.

Covid-19 Update – Administrator Galloway gave his bi-weekly update and spoke about vaccinations, timetables, and phases for the vaccine.

Review of February Town Meeting agenda

Budget Amendment	Noise policy
BoE Charter Amendment final reader	Town seal nominees
Relief program/Cares Act & rental assistance	Creation of student council
Comm. in support of black lives and reaching out to businesses	
Video introduction from Board of Education member	
RFP for 4 th Ward sign	

CM Munyeneh would like a budget amendment for the 4th Ward sign.

CM Watson would like to discuss annexation, Town Administrators performance standards and evaluation.

Motion to Adjourn: CM Munyeneh, seconded by CM Fry. Approved unanimously.

12:02 am

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Date

**TOWN OF CHEVERLY
CHARTER AMENDMENT RESOLUTION R-06-20**

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CHEVERLY, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said Town, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the Town of Cheverly, Maryland, whereby the Mayor and Town Council increase the number of the Board of Supervisors of Elections from Three (3) to Five (5), permit early voting, same day voter registration and voting, and mail-in voting.

WHEREAS, State law grants to the Town plenary powers to legislate and regulate Town elections; and

WHEREAS, the Mayor and Town Council find that increasing the number of the members of the Board of Elections Supervisors will facilitate the work of the Board; and

WHEREAS, the Mayor and Town Council deem it appropriate to permit the use of early voting procedures; and

WHEREAS, the Mayor and Town Council deem it appropriate to permit same day voter registration and voting; and

WHEREAS, the Mayor and Town Council deem it appropriate to permit the use of Vote-by-Mail ballots.

SECTION 1: NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CHEVERLY, MARYLAND, that, pursuant to Article XI-E of the Constitution of the State of Maryland, Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland, Sections C-18, C-18.3, and C-18.4 of the Town of Cheverly’s Charter be amended as follows:

ARTICLE V. - ELECTIONS

§ C-18. - Officials to register voters and conduct elections.

A. There shall be a Board of Election Supervisors, consisting of ~~three (3)~~ **FIVE (5)** members who shall be appointed by the Mayor subject to approval of the Council for two (2) year terms. ~~Two (2)~~ **THREE (3)** members shall be appointed at the first council meeting in January of every even-numbered year, and ~~one (1)~~ **TWO (2)** memberS shall be appointed at the first council meeting in January of every odd-numbered year. **UPON THE EFFECTIVE DATE OF THIS CHARTER PROVISION, THE CURRENT THREE MEMBERS OF THE BOARD SHALL RETAIN THEIR MEMBERSHIP ON THE BOARD, AND THE MAYOR, WITH THE APPROVAL OF THE COUNCIL, MAY APPOINT AN ADDITIONAL TWO MEMBERS, ONE MEMBER WHOSE TERM OF OFFICE SHALL BE UNTIL JANUARY OF 2022, AND THE OTHER MEMBER WHOSE TERM OF OFFICE**

48 **SHALL BE UNTIL JANUARY 2023.** The Mayor shall designate one (1) of these to serve as
 49 Chairman. The members of the board shall be Cheverly residents and registered voters for town
 50 elections and shall not hold or be candidates for any town elective or other appointive office
 51 during their term of office. Prior to assuming the duties of office, each member of the board shall
 52 take an oath before any officer of the State of Maryland, duly authorized to take an affidavit, to
 53 the effect that he will obey the Constitution of the United States and the constitution and the laws
 54 of the State of Maryland, and the laws of the town of Cheverly, and will fairly and impartially
 55 administer the duties of his office. A vacancy on the board shall be filled by the Mayor subject to
 56 approval of the Council for the remainder of the unexpired term.

57 B. Subject to modifications and qualifications not in conflict with this Article and enacted by
 58 ordinance, the board shall be responsible for the registration of voters, certification of candidates,
 59 and town elections. In order to carry out such duty, the board shall have the power to make and
 60 publish regulations, pursuant to and not in conflict with the provisions of this Article, regarding
 61 the conduct of such functions. And further, the board shall act as judge and arbiter of all disputes
 62 and controversies arising from the administration of the town election laws. For the exercise of
 63 such powers, a majority of ~~two (2)~~ **THREE (3)** shall be sufficient for quorum and decision.
 64 Appeals from the actions and decisions of the board may be taken as otherwise provided by law.
 65 The board shall meet at regular intervals as it prescribes and shall be authorized to hold such
 66 special meetings as the board may require, and all such meetings shall be open to the public. In
 67 all matters, including the drafting, amendment or adoption of regulations and working
 68 procedures, as well as the performance of all registration and election related duties including
 69 acting as judge, and arbiter of all disputes, the town attorney shall act as an advisor to the board,
 70 unless the Mayor and Town Council designate another to perform all or some of those duties.
 71 Any regulation or amendment thereto shall be submitted to the attorney for the board and the
 72 Town Administrator for their comments and approval prior to adoption by the board.
 73

74 § C-18.1 – Registration of voters
 75

76 B. Registration may be made by becoming a registered voter of Prince George’s County or by the
 77 following procedures. Persons qualified to vote in the Town of Cheverly elections may register
 78 to vote in person or by mail. There shall be no registration of voters by the town board of
 79 election supervisors during the period beginning thirty (30) days prior to or fifteen (15) days
 80 after any election, **EXCEPT AS PROVIDED UNDER SECTION C-18.3(F)**. Registration in
 81 person may be completed on such dates and at such special registration sites as may be
 82 established by the Board of Election Supervisors. The dates and sites of such special
 83 registrations shall be generally published to town residents at least five (5) days prior to such
 84 dates. To register by mail, residents may call the town office during normal business hours and
 85 request that a registration application be sent, or request in person the registration application at
 86 the town office. The individual requesting such registration application shall give the clerk his or
 87 her name, address and telephone number. When the completed mail registration application is
 88 returned to the town office, the date received shall be noted thereon and a notice of receipt shall
 89 be sent by unforwardable mail within three (3) business days. The information on the returned
 90 application, when properly certified by the board, shall be transferred to a permanent registration
 91 card. The voter then shall, when he appears to vote at any general or special election day, affix
 92 his signature to the permanent registration card, thus completing his registration. Special
 93 arrangements to secure the signature of a disabled applicant by other means may be made by the
 94 board. The original mail registration application shall be preserved by the board until the person

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Date

95 has signed the permanent registration card, but no longer than five (5) calendar years from the
96 date received.

97
98 § C-18.3. - Election procedure.

99
100 A. All elections to fill the office of Mayor and Ward Councilmembers, and for other purposes, shall
101 be by ballot, **VOTE-BY-MAIL BALLOT**, or voting machines. An election to fill the offices of
102 Mayor and Ward Councilmembers shall be held on the first Monday in May of every year,
103 beginning on the first Monday in May, 1976. The Mayor shall be elected by the combined vote
104 of all the wards of the town, and the Ward Councilmembers shall be elected by the votes of the
105 wards in which they dwell. The candidate for each office who shall receive the greater number of
106 votes than any other candidate for said office shall be declared elected, and in the event of a tie
107 vote, a special election shall be held within forty-five (45) days to elect one (1) of the candidates
108 so tied.

109109
110 **B. THE COUNCIL OR BOARD MAY PROVIDE FOR ONE OR MORE EARLY VOTING**
111 **DAYS IN TOWN ELECTIONS. ANY EARLY VOTING DAY SHALL BE HELD NO**
112 **MORE THAN FIFTEEN (15) DAYS PRIOR TO THE TOWN ELECTION DAY**
113 **ESTABLISHED IN § C-18.3(A) OF THIS ARTICLE. ON A DESIGNATED EARLY**
114 **VOTING DAY, THE POLLS SHALL BE OPEN TO QUALIFIED VOTERS AT THE**
115 **TIMES AND PLACES SPECIFIED AND ADVERTISED BY THE BOARD, WHICH**
116 **SHALL BE OPEN A MINIMUM OF EIGHT (8) HOURS IF EARLY VOTING IS**
117 **CONDUCTED ON A SATURDAY AND AT LEAST FOUR (4) HOURS IF EARLY**
118 **VOTING IS CONDUCTED ON ANY OTHER DAY OF THE WEEK.**

119119
120 ~~B.~~ C. No person shall be allowed to vote in any election in the town except those persons whose
121 names appear upon the registration books of the town, and who reside in the town on election
122 day, **EXCEPT AS PROVIDED UNDER SECTION C-18.3(F)**. Any qualified voter is entitled
123 to vote in town elections by absentee ballot if the requirements established therefor are met. A
124 voter whose registration has been cancelled shall not thereafter be eligible to vote except by
125 registering again as in this Charter provided.

126
127 ~~C.~~ D. In all town elections, it shall be the duty of the board of elections to give public notice of the
128 times, place and purpose thereof. Such public notice shall be given on the government access
129 cable channel, in the town newsletter, in a newspaper of general circulation within the town and
130 in the town’s public notice advertisement currently located at Forest Road and Cheverly Avenue.
131 Such public notice shall be given at least 30 days before the date of election, and in the case of
132 notice on the government access cable channel and the public notice advertisement such notice
133 shall continue to be advertised until the date of the election. In the discretion of the Board,
134 notices may also be posted in such public places in each ward in such manner as the Board may
135 determine.

136
137 In elections to fill the offices of Mayor and Ward Councilmembers, the polls shall be opened at
138 7:00 a.m., and closed at 8:00 p.m. The board of Election Supervisors may authorize periods of
139 excused absence of up to four (4) hours between the hours of 7:00 a.m. and 4:00 p.m, on election
140 day for judges and members of the Board.

141

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Date

142 Immediately upon closing of the polls, the judges of the election shall proceed to count the
143 ballots, but no ballot cast by a voter dwelling in one ward for a candidate for the office of
144 Councilmember of another ward, and no ballot cast for more than one candidate for the office of
145 Mayor, shall be counted. The counting of the ballots or checking of the votes on voting machines
146 shall be announced publicly, and written returns fully completed and signed by the judges of
147 election and the Board of Election Supervisors, and sealed in an envelope with the names of said
148 judges and board signed thereon.

149
150 One (1) copy of such returns shall be sent to the Mayor of the town and one (1) copy to the Town
151 Clerk for filing among the records of the town. Any judge or member of the board who declines
152 to sign said return shall prepare, sign and seal in an envelope and send as aforesaid an individual
153 return, giving his reason therefor. The ballots shall then be returned to the ballot boxes from
154 which they were removed, a paper seal with the signatures of the judges and board thereon shall
155 be pasted upon said ballot boxes in such manner that the boxes cannot be opened without
156 breaking said seal, and in the event voting machines are used in lieu of the paper ballots, the
157 voting machines, upon completion of the tabulation of the votes cast, shall be sealed as provided
158 by law for general elections of state and county officials.

159
160 There shall be no postponement or adjournment of the above actions until they all are completed.
161 Said voting machines or boxes, sealed as aforesaid, shall then be retained by the board for
162 periods of seven (7) days, exclusive of Sundays and legal holidays, in the case of machines, and
163 six (6) months in the case of ballots, after which periods of time the machines shall be unsealed,
164 and the boxes shall be opened and the ballots destroyed, and the board shall record a certificate
165 of the fact of destruction; provided, however, that if there be a contest of the election, said ballots
166 shall not be destroyed nor voting machines unsealed until after the decision of the Circuit Court
167 for Prince George’s County.

168
169 ~~¶D.~~ E. Any candidate at said elections may contest the same and the Circuit Court for Prince
170 George’s County shall have jurisdiction to determine such contest. Each judge of the Circuit
171 Court may adopt such modes of proceedings and adjudging costs in cases of contested election
172 as to him shall seem most satisfactory.

173
174 No such contest shall, however, be considered unless the petition for the same is filed in the
175 Circuit Court of Prince George’s County within seven (7) days, exclusive of Sundays and legal
176 holidays, after the public announcement by the board of the result of the election.

177
178 **F. SAME DAY VOTER REGISTRATION. TOWN RESIDENTS WHO ARE ELIGIBLE**
179 **TO REGISTER TO VOTE PURSUANT TO THIS CHARTER MAY REGISTER TO**
180 **VOTE IN TOWN ELECTIONS UP TO AND INCLUDING ON ELECTION DAY BY**
181 **COMPLETING A VOTER REGISTRATION APPLICATION AND REGISTERING TO**
182 **VOTE WITH THE TOWN CLERK, OR A REPRESENTATIVE DESIGNATED BY THE**
183 **TOWN CLERK. ANY PERSON WISHING TO REGISTER AND VOTE UNDER THIS**
184 **SUBSECTION MUST PROVIDE, IMMEDIATELY BEFORE VOTING:**

185
186 **1. A MARYLAND DRIVER’S LICENSE OR MARYLAND IDENTIFICATION**
187 **CARD ISSUED BY THE MARYLAND MOTOR VEHICLE ADMINISTRATION; OR**
188

Draft

Date

189 2. IN THE EVENT THAT AN INDIVIDUAL CONTEMPLATED UNDER THIS
190 SUBSECTION DOES NOT HAVE A MARYLAND DRIVER'S LICENSE OR
191 IDENTIFICATION CARD, HE OR SHE MUST PROVIDE A COPY OF AN OFFICIAL
192 DOCUMENT THAT CONTAINS THE APPLICANT'S NAME AND CURRENT ADDRESS
193 AND THAT MEETS THE REQUIREMENTS ESTABLISHED BY THE STATE BOARD OF
194 ELECTIONS UNDER MD. CODE ANN., ELECTION LAW ARTICLE § 3-306(B)(2)(ii).

195195

196 § C-18.4. – VOTE-BY-MAIL BALLOTS

197197

198 A. ANY PERSON QUALIFIED TO VOTE IN ANY TOWN ELECTION MAY USE A
199 VOTE-BY-MAIL BALLOT PURSUANT TO THE PROVISIONS OF THIS SECTION. THE
200 TOWN CLERK SHALL ENSURE VOTE-BY-MAIL BALLOTS ARE SENT TO EVERY
201 REGISTERED VOTER WITHIN THE TOWN.

202202

203 B. PRIOR TO ANY TOWN ELECTION, THE TOWN CLERK SHALL PRINT OR CAUSE
204 TO BE PRINTED AN ADEQUATE NUMBER OF VOTE-BY-MAIL BALLOTS,
205 ENVELOPES, AND INSTRUCTIONS FOR MAIL-IN VOTERS.

206206

207 C. ONE NOTICE SHALL BE MAILED TO ALL HOUSEHOLDS IN THE TOWN AND AT
208 LEAST ONE NOTICE TO ALL REGISTERED VOTERS IN THE TOWN INFORMING
209 THEM OF THE VOTE-BY-MAIL BALLOT VOTING DEADLINES AND THE DATE,
210 TIME, AND LOCATION OF IN-PERSON VOTING ON ELECTION DAY. NOTICE WILL
211 BE MAILED OR DISTRIBUTED NO LATER THAN 30 DAYS PRIOR TO THE ELECTION
212 TO WHICH THEY APPLY. THE NOTICE WILL BE IN ADDITION TO THE MAILING
213 OF THE BALLOT ITSELF. AT LEAST ONE OTHER FORM OF MASS
214 COMMUNICATION INFORMING THE PUBLIC OF THE TOWN ELECTION WHICH
215 MUST INCLUDE ALL OF THE INFORMATION REQUIRED ON THE NOTICES SHALL
216 BE PROVIDED. THE BOARD OF ELECTIONS MAY PROVIDE FOR ADDITIONAL
217 NOTICES AND REMINDERS.

218218

219 D. THE FORM AND ARRANGEMENT OF ALL VOTE-BY-MAIL BALLOTS, BALLOT
220 INSTRUCTIONS, COVERING ENVELOPES, BALLOT ENVELOPES, AND RETURN
221 ENVELOPES SHALL BE AS DETERMINED BY THE TOWN CLERK.

222222

223 E. AT ALL TIMES, THE TOWN CLERK SHALL ENSURE ADEQUATE PROCEDURES
224 ARE IN PLACE TO SAFEGUARD THE VOTE-BY-MAIL BALLOTS.

225225

226 F. VOTE-BY-MAIL BALLOTS FOR A TOWN ELECTION MUST BE MAILED OR
227 DISTRIBUTED NO MORE THAN 30 DAYS AND NO FEWER THAN 15 DAYS PRIOR TO
228 THE ELECTION TO WHICH THEY APPLY.

229229

230 G. SUBJECT TO THE PROVISIONS SET FORTH IN THIS SECTION, VOTERS THAT
231 HAVE RECEIVED A VOTE-BY-MAIL BALLOT MAY VOTE IN THE TOWN ELECTION
232 THROUGH VOTE-BY-MAIL BALLOT OR BY IN PERSON VOTING. ANY SUCH
233 VOTERS MAY UTILIZE ONLY ONE METHOD OF VOTING.

234234

235 H. NO VOTE-BY-MAIL BALLOT, COMPLETED OR OTHERWISE, SHALL BE

Draft

Date

236 **HANDLED OR DELIVERED BY A CANDIDATE OR ANY INDIVIDUAL**
237 **VOLUNTEERING OR WORKING FOR A CANDIDATE, EXCEPT FOR THEIR OWN**
238 **BALLOT OR THAT OF THEIR IMMEDIATE FAMILY MEMBER OR A MEMBER OF**
239 **THEIR HOUSEHOLD.**

240240

241 **I. NO PERSON MAY CAST A VOTE USING A VOTE-BY-MAIL BALLOT THAT WAS**
242 **ISSUED BY THE TOWN FOR ANOTHER PERSON.**

243243

244 **J. A REGISTERED VOTER MAY OBTAIN A REPLACEMENT VOTE-BY-MAIL**
245 **BALLOT IF THE ORIGINAL BALLOT WAS DESTROYED, SPOILED, LOST, OR NOT**
246 **RECEIVED BY THE REGISTERED VOTER. A REGISTERED VOTER WHO OBTAINS A**
247 **VOTE-BY-MAIL BALLOT IN ACCORDANCE WITH THIS SUBSECTION WILL BE**
248 **REQUIRED TO SIGN AN AFFIDAVIT, IN A FORM APPROVED BY THE BOARD,**
249 **SPECIFYING THE REASON FOR REQUESTING THE REPLACEMENT BALLOT.**

250250

251 Section 2: That the date of the adoption of this Resolution is _____, and that the
252 amendment to the Charter of the Town of Cheverly hereby proposed by this enactment, shall be and
253 become effective on _____ [50 days], unless a proper petition for a referendum hereon shall be
254 filed by _____ [40 days], and a fair summary of the Amendment shall be published in a
255 newspaper having general circulation in the Town not less than four (4) times at weekly intervals by
256 _____ [40 days].

257 Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either
258 as herein provided or following a referendum, the Clerk shall send separately to the Department of
259 Legislative Services, the following information concerning the Charter Amendment: (1) the
260 complete text of this Resolution; (2) the date of referendum election, if any, held with respect
261 thereto; (3) the number of votes cast for and against this Resolution by the Mayor and Council of the
262 Town of Cheverly or in a referendum; and (4) the effective date of the Charter Amendment.

263 Section 4: That the Clerk be, and he/she is specifically enjoined and instructed to carry out
264 the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause
265 to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the
266 newspaper in which the fair summary of the Amendment shall have been published; and (2) records
267 of mailing referred to in Section 3, and shall further complete and execute a Certificate of
268 Compliance.

269 **INTRODUCED** by the Mayor and Council of the Town of Cheverly, Maryland, at a Regular
270 Meeting on October 8, 2020, at which meeting copies were available to the public for inspection.

271 **ADOPTED** by the Mayor and Council of the Town of Cheverly, Maryland, at a Regular
272 Meeting on October 8, 2020, at which meeting copies were available to the public for inspection.

Draft

Date

Adopted: _____

Attest: _____

Mayor

273273

274274

275 ⚭ indicate deletions

276 CAPS/**BOLD** indicate additions

Join

Council Member

Jolene Ivey

and

**The Redevelopment Authority
of Prince George's County**

for

VIRTUAL COMMUNITY MEETING

on the

**Redevelopment of the
Former Prince George's Hospital Site**

**Thursday, February 11, 2021
7:00 pm**

Register here: <https://tinyurl.com/redevelopchs>



For assistance please contact
councildistrict5@co.pg.md.us or 301-952-3864



PRINCE GEORGE'S COUNTY COUNCIL