



**TOWN MEETING**  
**June 8, 2023**  
**8:00 PM**

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda**
  - **Approval of Minutes** (Town Meeting – 5/11/23)
5. **Resident Input** – Public comment period on items not on the agenda. All comments are limited to 3 minutes. Residents are asked to please state their name and ward.
6. **Committee Reports**
  - Recreation Council –
  - Green Infrastructure Committee –
  - Cheverly Day Committee –
  - Planning Board –
  - Board of Elections -
7. **Proclamations** - Mayor Munnyneh will read the proclamations.
  - **National Gun Violence Awareness Day 2023 Proclamation**
  - **Pride Month 2023 Proclamation**
  - **Juneteenth 2023 Proclamation**
8. **Rules & Procedures\*** – Mayor & Council will vote on new meeting rules and procedures.
9. **Diversified\*** – Approval of contract for town Audio Visual upgrades.
10. **Town Administrator Report** – The Town Administrator will provide a report to the Mayor and Council regarding Town operations and a summary of actions taken.
11. **Police Report** – Chief Miller will give monthly report.
12. **Public Works Report** – Director Brayman will give an update on the Department of Public Works.
13. **Review of July town meeting agenda and future requests** and Town Administrator will offer a forecast of the town meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
14. **Mayor and Council Announcements** – Opportunity for Mayor and Council to share community happenings and events. The mayor will afford each elected official up to five minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
15. **Adjourn**

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



(\*\*) *In addition to general Resident Input, for regular meetings, as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes, on each eligible agenda item.*

***Please Note: Pursuant to the Annotated Code of Maryland, General Provisions Article, Section 3-305, the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session, the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.***

**Topic: Cheverly Town Meeting**

Please click the link below to join the webinar:

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## TOWN MEETING

May 11, 2023

8:00 PM

### Minutes

Meeting called to order at 8:02pm

**In attendance:** Mayor Munyeneh, Vice Mayor Fry, Council Members Wade, Watson, Bryner, Dalaker, Garces, Fry

Town Attorney: Jason Deloach

Staff: Assistant to the Town Administrator -Priscilla Matthews, Public Works Director Steve Brayman, Chief Carl Miller, Town Clerk Giselle Richards,

Pledge of Allegiance

### Approval of Agenda

Motion to amend the agenda to include acknowledgement of Senator Augustine, Delegate Ivey, addition of Child Care Providers Day Proclamation, adding grants for Women's Club and Cheverly Market to the consent agenda made by CM Fry. 2<sup>nd</sup> by CM ??? Approved unanimously.

Senator Augustine and Delegate Ivey presented citations to the new council members. District 47A presented a check to the town in the amount of \$1,400,000 for the construction of the new public works building.

### Consent Agenda

**Approval of Minutes** (Town Meeting – 04/13/23 Work Session 04/27/23)

Motion to approve the minutes by CM Watson, 2<sup>nd</sup> CM Wade. Approved unanimously.

Move to approve grant requests from Women's Club & Cheverly Market made by CM Watson. 2<sup>nd</sup> by CM ??? Approved unanimously.



### **Resident Input-**

- Laila Riazi Ward 1 – Asks council to consider not raising the taxes for the CYTR.
- Diane Swartz Ward 2 – Residents on the exchange had a lot of discussion regarding the raising of the taxes. Not in favor of proposed constant yield change.

### **Committee Reports**

Recreation Council – N/A

Green Infrastructure Committee – Sheila Salo –

- There will be a discussion on Red Maple Run (Tributary 4) on Monday June 5 @ 7:30pm
- Check out the Facebook page of the Friends of Red Maple Run
- PG Dept of Environment is planning a project for Red Maple Run

Planning Board – Joyce Tsepas & Aimee Olivo

- Presented proposal for 5801 Arbor St to expand the land table use to allow for food & beverage wholesale distribution to allow the current tenant Sodibar to stay on the property.
- Updated recommendation from the Planning Board and an updated covenant which will be filed with the property deed.
- Town administrator recommends that the mayor & council accept the Planning Boards recommendation for 5801 Arbor St.

Motion to adopt the recommendation from the Planning Board made by CM Bryner. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.

Cheverly Day Committee – Micah Watson –

- Cheverly Day is 9/30/23
- No parade this year

**AANHPI Resolution R-5-23** – Councilmember Fry read resolution in honor of Asian American Native Hawaiian Pacific Islander Heritage Month

**Proclamations –**

- **Child Care Provider’s Appreciation Day** – Proclamation read by CM Fry



- **Administrative Professionals Day Proclamation** - Proclamation read by Mayor Munyeneh

### **Vice Mayor Selection –**

Motion to nominate CM Fry for Vice Mayor made by CM Bryner. 2<sup>nd</sup> by CM Garces. Approved unanimously.

Motion to adopt FY24 Budget Ordinance 2023-03 made by CM Dalaker. 2<sup>nd</sup> by CM Dalaker. - Motion to table until resident input completed.

Move to allow up to 15 minutes of resident input for the budget made by CM Dalaker.

CM Wade expressed concern in voting on a budget that he as a new council member has not had input in. Recommends that future budgets be voted on by council members that worked on them.

Johnny Merino- Ward 4 – Opposed to the proposed budget.

Laila Riazi – Ward 1 – Asks meeting chair to ask if there is resident input after for each topic. Opposed to tax increase in proposed budget.

Alice Kriesle- Ward 2 – Opposed to tax increase in proposed budget.

Diane Swartz – Ward 2 – Opposed to tax increase in proposed budget.

Motion to adopt the proposed budget made by CM Dalaker. 2<sup>nd</sup> by CM Watson. CM Wade – Yes but is concerned with the procedure process. CM Watson, Bryner, Dalaker, Garces, Fry voted yes.

CM Watson proposed to adopt the FY25 budget before the next election. Would like to have a meeting with the town administrator to review CIP projects to map them out for 5 years.

CM Fry suggests looking at the possibility of holding elections in November.



**Speed Camera Ordinance Update 3rd reading** – Mayor Munyeneh read the ordinance.

Motion to adopt the Speed Camera Ordinance 2023-01 made by CM Fry. 2<sup>nd</sup> by CM Dalaker. Approved unanimously.

**Town Administrator Report –**

- Boyd Park restroom restorations have begun.
- 4 new Police Interceptors have been purchased and delivered.
- 1 public works vehicle has been purchased and delivered.
- Community conversation was held on 5/9/23 at the Jason, Joslyn and 63<sup>rd</sup> Place intersection.
- Cheverly Complaints Board have been moving forward and will hold a meeting on 5/17/23 and will be introduced to the Mayor & Council
- A quote will be sent to the Mayor & Council at the May work session from Diversified for 2<sup>nd</sup> round of AV upgrades in June.
- The WSSC Easement discussion will be removed from the agenda until the town attorney further reviews the contract.

**Police Report** – Chief Miller provided monthly report.

For April 2023, there were 20 reported crimes:

- a. **8** Thefts (**4** Theft from Auto **4** Thefts), **4** Assaults **1** B&E **1** Stolen Vehicle

There was a total of **6** arrests.

- a. **3** adult arrests: **3** Juveniles
  - i. **1** Assault **3** Theft (Shoplifting) **1** Handgun Violation **1** Threats Complaints

The department responded to **331** calls for service, **32** premise checks, **2** elder watch checks, and wrote **28** case reports and **11** accident/collision reports.

The department made **(73)** traffic stops, **(50)** citations, **(52)** warnings, **(1)** Esero



**Public Works Report** – Director Brayman provided an update on the Department of Public Works.

- Sink hole on 3200 block of Parkway. The county has been notified and repair work is being done.
- Asked the county to place a video camera to record the pipes for evaluation.
- Tables have been added to the Robert Tucker Pavilion. Sign is on the way.
- Planning a stakeholder meeting for the Robert Ely Public Works building

**Review of May work session agenda and future requests -**

- Traffic town wide and specifically on Columbia Park Rd
- Vacant Property fee
- Updating 2011 Green Infrastructure plan
- ADA compliance officer
- Speed humps /cameras off road
- Pride Month Proclamation
- No work session in June due to MML Conference

**Mayor and Council Announcements –**

CM Wade – Thanks to everyone for the opportunity to serve as Councilmember for Ward 1, Juneteenth Event 6/17/23, Community Day July 1 at Town Park

CM Watson – Plant Sale 5/13/23

CM Bryner – ASL Interpreter Carl’s last meeting tonight. Thank you for all your work. Thank you to Ward 3 residents for voting. Thank CM McCann for your work. Thanks to my son for helping during campaigning. Blood Drive on May 17 at town hall. Sign up for my newsletter. Thank you, town staff, for good onboarding process.

CM Dalaker - Come out and support the Native Plant Sale 5/13/23.

CM Garces – Thanks to town staff for all the amazing work you do. Thanks to CM Fry, Wade & Bryner for coming out to the public safety meeting at the apartments.

CM Fry – Thank you to Staff & CM Garces and Mr. Price in regard to efforts at Cheverly Station Apt

- Community conversation for Red Maple Run was held 5/7/23 and more residents need to be made aware of what’s going on there.
- Please don’t speed and follow rules because officers have been directed to enforce laws.
- Thanks to staff support during sink holes.



Mayor – Thanks to all teachers. It’s Teacher appreciation Week!

- Happy Mother’s Day to all moms.
- Thanks to staff for working on getting town more money.

Adjourn motion to adjourn at 10:12 PM pm by CM Bryner. 2<sup>nd</sup> CM Dalaker. Approved unanimously.





Thursday, May 25, 2023

**PROCLAMATION  
DECLARING THE FIRST FRIDAY IN JUNE TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY**

**THIS PROCLAMATION DECLARES THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY IN CHEVERLY TO HONOR AND REMEMBER ALL VICTIMS AND SURVIVORS OF GUN VIOLENCE AND TO DECLARE THAT WE AS A COUNTRY MUST DO MORE TO REDUCE GUN VIOLENCE.**

**WHEREAS**, every day, more than 120 Americans are killed by gun violence and more than 200 who are shot and wounded, and on average there are nearly 17,000-gun homicides every year; and

**WHEREAS**, Americans are 26 times more likely to die by gun homicide than people in other high-income countries; and

**WHEREAS**, municipalities across the nation, including Cheverly, are working to end the senseless gun violence with evidence-based solutions; and

**WHEREAS**, protecting public safety in the communities they serve is local government's highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

**WHEREAS**, gun violence prevention is more important than ever in the wake of the COVID-19 pandemic, which has exacerbated gun violence with increased gun sales, increased firearm homicides and nonfatal shootings across the country, increased calls to suicide and domestic violence hotlines, and increased community gun violence;

**WHEREAS**, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 2, 2023 to recognize the 26th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to Hadiya Pendleton and other victims of gun violence; and to the loved ones of those victims; and

**WHEREAS**, the idea of recognizing this day was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange and they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and



Thursday, May 25, 2023

**PROCLAMATION  
DECLARING THE FIRST FRIDAY IN JUNE TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY**

**WHEREAS**, by wearing orange on June 2, 2023, Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 2, the first Friday in June in 2023, to help raise awareness about gun violence; and

**NOW, THEREFORE**, that in keeping with our efforts to prevent the tragic effects of gun violence and to honor and value human lives Cheverly declares the first Friday in June, June 2, 2023, to be National Gun Violence Awareness Day.

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

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

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

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

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

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

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

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



Thursday, May 25, 2023

## PROCLAMATION PRIDE MONTH 2023

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

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

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

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

**WHEREAS**, our nation is founded on the principle of equal rights for all people, yet we continue to see that many Americans are not afforded the fulfillment of that promise; and

**WHEREAS**, we are still witnessing inspiring civil rights movements that continue to bring one group after another from the margins to the mainstream of American society with much work remaining to be done to ensure justice and equity for all; and

**WHEREAS**, nearly 53 years ago this month, the Stonewall Uprising became a tipping point for the gay rights movement where members of the LGBTQ+



Thursday, May 25, 2023

## PROCLAMATION

### PRIDE MONTH 2023

community rose up in bloody protest and in undaunted force against the injustice of a police raid of the Stonewall Inn in Greenwich Village, NYC; and

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

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

**WHEREAS**, on this seventh anniversary of the Pulse nightclub massacre in Orlando, Florida, killing 49 people and wounding 53 more, most of whom from the Latinx community, is a somber reminder that targeted violence remains an important concern; and

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

**WHEREAS**, the Town of Cheverly recognizes the importance of equity and freedom, and is dedicated to fostering acceptance of all its residents and preventing discrimination and bullying in any form; and

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



Thursday, May 25, 2023

## PROCLAMATION

### PRIDE MONTH 2023

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

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

Date: Thursday, May 25, 2023

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

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Christopher R. Wade  
Councilmember

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

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

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

\_\_\_\_\_  
Nicole Bryner  
Councilmember

\_\_\_\_\_  
Amy Jean Chung Fry  
Councilmember



Thursday, May 25, 2023

## PROCLAMATION

### Juneteenth Celebration

**To facilitate the Juneteenth Celebration and observance of the African American pursuit of freedom throughout America. This will bring the Cheverly Community together to celebrate our common bond of freedom. This has been an African American annual celebration tradition since June 19, 1886. This year's national theme is "The Wave of Freedom." Acknowledging all of the Freedom days from D.C. Emancipation Day April 16, 1862, to Oklahoma Treaty Day June 14, 1866.**

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

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

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

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

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



Thursday, May 25, 2023

## PROCLAMATION

### Juneteenth Celebration

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

**WHEREAS**, History notes that popular to contrary belief, the Civil War did not conclude with the signing of the Emancipation Proclamation or defeat of the South's major field armies at the onset of 1863. In fact, in places such as the State of Texas local merchants, governments, and the last remnants of the Confederate army alike, flat out refused to acknowledge that the war was for all intent and purposes concluded. Research conducted by the National Juneteenth Observance Foundation (NJOFF), including education committee member Carl Adams, indicates that over 10,000 United States Colored Troops (USCT) were in the vicinity of Galveston TX. They were sent there in order to enforce both the end of the Civil War and that all those still held in bondage are free; and

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

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

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

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



Thursday, May 25, 2023

## PROCLAMATION

### Juneteenth Celebration

**NOW, THEREFORE,** We Cheverly Mayor and Council, do hereby proclaim June 17th, 2023 as Juneteenth Celebration Day in the Town of Cheverly, and to be celebrated and commemorated with the raising of the Juneteenth flag at Cheverly Town Hall.

Date: Thursday, May 25, 2023

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

\_\_\_\_\_  
Kayce Munyeneh  
Mayor

\_\_\_\_\_  
Christopher R. Wade  
Councilmember

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

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

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

\_\_\_\_\_  
Nicole Bryner  
Councilmember

\_\_\_\_\_  
Amy Jean Chung Fry  
Councilmember



## MAYOR AND COUNCIL RULES OF PROCEDURE

### SECTION 1 – AUTHORITY AND ADMINISTRATION

#### A. Authority

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

#### B. Administration

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

#### C. Suspension

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

#### D. Amendment

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

has been given of the proposed alteration or amendment.

## SECTION 2 – CONDUCT OF MEETINGS

### A. Frequency and Type

- a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.
- b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.
  - i. Elected officials bear primary responsibility for compliance with that Law.
  - ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.
- c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.
  - i. “Regular meetings” as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.
  - ii. “Worksessions” as envisioned in C-13(A2) shall be held on the fourth Thursday of every month.
- d. Special meetings of The Town Council may be convened by the Mayor or by four Ward Council Members with 72 hours’ notice given by the Town Clerk to the public and to Town Council Members whenever possible.
  - i. Special meetings shall consider only the one item on its agenda.
  - ii. The Town Clerk shall notice the purpose of the meeting and the resultant agenda.
  - iii. Unless the meeting is closed, resident input shall be welcomed in accordance with 4E of these Rules.
- e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Worksession, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda, except in cases of urgency or to meet an immediate deadline. Exception is made for votes to direct staff to draft or investigate something that will be voted on later, or to send a matter to committee for a recommendation.
- f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town’s website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.

### B. Presiding Officer

- a. The Mayor shall preside over all meetings of the Town Council (C-11B).
- b. In the Mayor’s absence, the Vice Mayor shall preside for the duration of that meeting.
- c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town

Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Temp from among the Ward Council Members present who shall preside for the duration of that meeting.

C. Attendance and Quorum

- a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.
- b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.
- c. Proxy voting is not permitted.
- d. Minutes of every Town Council Regular Meeting and Worksession, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.
- e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.

D. Translation and Interpretation

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

SECTION 3 – MEETING AGENDAS

A. Standing Agenda Items:

- a. Regular Meetings shall include:
  - Call to Order
  - Pledge of Allegiance
  - Approval of the Agenda
  - Resident Input
  - Matters Involving Guest Speakers/Elected Official
  - Town Administrator’s Report
  - Consent Calendar
  - Action Items
  - Discussion Items
  - Agenda Items for Future Meetings
  - Adjournment
- b. Regular Meetings can additionally include:
  - Approval of Prior Meetings’ Minutes (if not included in the Consent Agenda)
  - Police Chief’s Report
  - Public Works Director’s Report

- Public Recognitions or Presentations
  - Committee Reports
  - Mayor and Council Announcements
- c. Worksessions shall include:
- Call to Order
  - Pledge of Allegiance
  - Approval of the Agenda
  - Town Administrator’s Report
  - Discussion Items
  - Agenda Items for Future Meetings
  - Adjournment
- d. Worksessions can additionally include:
- Consent Calendar
  - Action Items
  - Resident Input
- B. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.
- C. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda at least 24 hours in advance of any public posting. All agendas, minutes, and supplemental materials should be reviewed by Council prior to meetings. Typos and other minor edits should be communicated to town staff in advance of meetings.
- D. Every effort will be made to have agenda items that involve guests or young people at the top of the meeting agenda.
- E. All speakers (including Mayor & Council, Town Staff, Residents, and Guests) at any town meeting must speak slowly and clearly and directly into a microphone. Guests and invited speakers will be reminded of this before the meeting.
- F. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least eight days in advance of any meeting whenever possible; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.
- G. The Mayor and Town Administrator will jointly write and publish the Consent Agenda, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The presiding officer, or the Town Council by majority vote, may remove an item from the Consent Agenda and vote it separately.

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

#### SECTION 4: RULES OF ORDER DURING MEETINGS

- A. At every meeting the Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes (if not included on the Consent Agenda); to approve the Consent Agenda; to approve each individual Action Item; and to adjourn the meeting.
- B. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.
- C. Motions
  - a. Motions – Procedure – Withdrawal prior to vote.
    - i. When a motion is made and seconded it shall be deemed to be in possession of the council and shall be stated by the presiding officer or, if in writing, read by the Town Clerk previous to debate. The motion may be withdrawn by the maker and the second prior to a vote.
  - b. Motions – Administration.
    - i. The presiding officer may, at his/her discretion, call any member to take the chair to allow him/her to address the council, make a motion, or discuss any other matter at issue.
  - c. Motions – Order of priority.
    - i. A motion to lay any matter on the table shall be first in order and, on all questions, the last amendment, the most distant day, and the largest sum shall be put first.
  - d. Motions – Restricted when.
    - i. When a question or motion is before the council, no other motion shall be received, unless it is to amend, postpone, lay on the table, consider the main question, or to adjourn.
  - e. Motions to reconsider.
    - i. Motions to reconsider must be by a member who voted with the majority and at the same or the next succeeding meeting of the council.
  - f. Motion to extend.
    - i. Motions to extend the meeting can be solicited by the chair when meetings will be longer than three hours.
- D. Once a motion has been made and seconded, debate/discussion begins.
  - a. All members must be recognized by the chair before speaking. The member who made the motion

has the option to speak first during discussion.

- b. Each member has the opportunity to speak once before any member speaks again.
- c. Discussion is limited to Mayor & Council and Town Administrator.
- d. Once discussion is over, and voting has begun, Council should refrain from additional commentary about the vote. Any explanation as to why a member is voting a certain way should happen during discussion or in another forum.

#### E. Voting

- a. Voting – Requirements.
  - i. All members present, will be asked to vote on every order of business that is brought up for a vote except as to matters with respect to which such councilmember or the mayor discloses a reason for a disqualifying interest. A disqualifying interest will not affect the presence of a quorum to enact business.
- b. Voting – Abstention.
  - i. In the event a member abstains from voting, that member shall announce his/her intention to abstain. An abstention shall not affect the presence of a quorum. An abstention shall not be considered as either a vote for or against the matter.
- c. Voting – Tie votes.
  - i. Except when voting to appoint an elected official or to select the vice mayor, the mayor shall vote only in case of a tie, unless prohibited through a disqualifying interest.
- d. Voting – Disqualification – Member responsibilities.
  - i. A councilmember shall disqualify himself/herself from participating on any issue if personal financial interest or other influences will prevent or appear to prevent him/her from exercising fair-minded independent judgment on the facts and established policy.
- e. Voting – Disqualification – Procedures.
  - i. Should a councilmember be aware of circumstances which might appear to disqualify himself/herself from council action, he/she can either disqualify himself/herself or explain the circumstances before the council. Should the council be aware of circumstances which might appear to disqualify the member, the council may request the disqualification of the member. Any member who is asked to stand down by the remaining members of the council shall evaluate the advice and act in the best interest of the Town.
- f. Voting – Majority vote – Motions.
  - i. All actions of business or policy shall be made by four affirmative votes. The mayor may cast the fourth affirmative vote. Each vote shall be preceded by a motion, a second, and an opportunity for discussion.

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

fifteen minutes each.

G. Resident Input

- a. During the specified Resident Input agenda item, the presiding officer will call speakers to the podium in the order in which they requested recognition. The presiding officer will remind speakers of the rules for Resident Input.
  - i. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body.
  - ii. Speakers may speak for up to three minutes. Input can address a specific agenda item or raise a new matter.
  - iii. Unused time may not be transferred to another speaker.
  - iv. The presiding officer will not respond to the input directly and will not allow any Council Member or town official to do so. The presiding officer may request that town staff or council members follow up with the resident as appropriate.
- b. With the exception of some guest presentations and agenda items identified in advance, resident input is limited to the "Resident Input" agenda item and does not occur during other agenda items. If resident input is allowed during other agenda items, input must be solicited before a motion is made. Resident Input cannot take place when there is a motion on the table.
- c. During Town Worksessions, resident input is welcomed during any agenda item.
  - i. Resident Input does not occur until all Mayor & Council questions and discussions have completed. All speakers must be recognized by the presiding officer.
  - ii. Residents have one opportunity for input per agenda item, limited to three minutes. All resident input should be germane to that agenda item.
  - iii. As much as possible, input should be directed to Mayor & Council. Questions asked directly of guests should be posed at the beginning of the resident's input to facilitate accurate timing. The presiding officer has the option to respond to input or redirect questions as appropriate.

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

SECTION 5 – REPRESENTATIONS

- A. The Mayor shall represent the decisions and policies of The Town Council in all forums.
- B. The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, the authority to represent the

decisions and policies of The Town Council.

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

#### SECTION 6 – TOWN STAFF RESOURCES INCLUDING THE TOWN ATTORNEY

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



Mr. Galloway,

Thank you for the opportunity to help the Town of Cheverly to develop a solution for the Phase 2 portion of updating the broadcast television system for the Council meeting space in Town Hall.

Since the implementation of the initial CATV upgrade, executed more than a year ago, we have become more knowledgeable of the needs of the Town and the operation of the new technology.

This Phase 2 project will complete the refined vision for functionality and ease of operation that was originally designed into the system.

This is a summary of the current draft of the Phase 2 solution:

1. (1) Remote controlled camera mounted on a rolling tripod will be added to the original compliment of cameras to be set up behind the audience for wide and close-up images of the Council, Staff and behind the Council for images of the lectern/audience. This camera will be connected through new cabling to the control room.
2. A 60" x 90" electric rear projection screen, mounted behind and above the Council, at the front of the stage to allow the audience to see video (Computer, cameras and other sources). The 10,000 lumen projector will be mounted within the on-stage storage structure to protect it from gymnasium activities. The projector will be available for activities other than Council meeting, such as a community movie night or public assemblies.
3. A new wall plate on the stage with an HDMI connector for connection of a computer for viewing on the screen. The audio from the HDMI will be heard through the speakers on either side of the stage. This will be used for community presentation of movies and other content available of a portable computer or any HDMI source. The wall plates will also allow the connection of (2) microphones or line level signals (DJ and other portable equipment). Floor monitor speakers for Town Council meeting to hear Zoom participants and/or musical monitoring will be connected here. A camera and network connection will also be provided on the stage through these wall plates.
4. A new larger (75") floor monitor will be placed in front of the Council so Council members can see presented video without needing to move around to see the stage screen. The existing 55 inch monitor will be viewed by Staff. The remote Zoom participants will be viewed on these screens.
5. The audio system will be upgraded to maximize the Council's remarks heard on TV. The new, automated audio system will automatically adjust level for ease of operation. New wireless microphones will be included.

Town of Cheverly to provide the following:

1. New 20Amp electrical circuit to power the Video Projector, the electric screen and a new outlet next to the audio video wall plates, on the stage.
2. Hanging points to attach the electric screen.
3. A shelf suitable to hang the video projector inside the storage structure

The recommended budget for the described Phase 2 systems is \$60,682.78.

Please let me know how I can assist with the progress of this project.

Jeff Schneider

Senior Broadcast Design Engineer



# PROPOSAL

Town of Cheverly

Ken Metcalf  
385 Market Street  
Kenilworth, NJ 07033  
United States

kmetcalf@onediversified.com

Phase 2 Equipment  
6401 Forest Road  
Cheverly, MD 20785  
USA

Quote number: QUO-74482-Z1M8P5  
5.25.2023

## EQUIPMENT SUMMARY

Item	Qty	Manufacturer	Model	Description	Unit Price	Extended Price	Price
<b>1</b>							
<b>Equipment</b>							
<b>Camera System</b>							
1.10	1.00	Panasonic	AW-HE20WP	Full-HD PTZ Cam with 3G-SDI, HDMI, IP & USB Output - White	\$1,388.00	\$1,388.00	
1.20	1.00	Manfrotto	MVK500AM	Fluid Drag Video Head with MVT502AM Tripod and Carry Bag	\$536.00	\$536.00	
1.30	1.00	Manfrotto	127VS	Variable Leg Spread Portable Dolly (Black)	\$370.00	\$370.00	
						<b>Items Subtotal</b>	<b>\$2,294.00</b>
<b>Control System</b>							
1.110	1.00	Extron	60-1910-01A	IPCP Pro PCS1 xi, IP Link Pro Power and Device Control Processor w/LinkLicense for User Interfaces	\$1,575.00	\$1,575.00	
1.120	1.00	Extron	60-1559-02	TLP Pro 525T, 5" Tabletop Touchlink® Pro Touchpanel - Black	\$1,294.00	\$1,294.00	
1.130	1.00	Extron	60-1667-02	TLP Pro 300M, 3.5" Portrait Wall Mount Touchlink Pro Touchpanel – Black	\$863.00	\$863.00	
						<b>Items Subtotal</b>	<b>\$3,732.00</b>
<b>Projection System</b>							



1.140	1.00	Panasonic	PT-RCQ10BUL	Panasonic PT-RCQ10 Laser Projector	\$16,914.00	\$16,914.00
1.150	1.00	Panasonic	ETDLE105	Power zoom lens for PT-D6000,D5700,D5100,D4000	\$2,560.00	\$2,560.00
1.160	1.00	Panasonic	ETPKD130B	Projector mounting bracket	\$225.00	\$225.00
1.170	1.00	Panasonic	ETPKD120S	Ceiling mount bracket (low) for PTDZ870 series	\$559.00	\$559.00
1.180	1.00	Dalite	35178L	CONTOUR TNSD 184D DV	\$4,821.00	\$4,821.00
1.190	1.00	Gefen	EXT-UHD600A-12-DS	4K Ultra HD 600 MHz 1:2 Scaler w/ EDID Detective and Audio De-Embedder	\$372.00	\$372.00
1.270	1.00	Gefen	GTB-UHD-HBT	4K Ultra HD HDBaseT Extender w/RS-232, 2-way IR and POL	\$513.00	\$513.00
1.280	1000.00	Belden	1855A Black	23 AWG solid .023" bare copper conductor, gas-injected foam HDPE insulation, Duofoil + tinned copper braid shield (95% coverage), PVC jacket., Black	\$0.79	\$790.00

**Items Subtotal \$26,754.00**

**Sound System**

1.200	10.00	Shure Inc	MX412SE/C	Cardioid-12" Gooseneck Condenser Microphone, Shock Mount, Flange Mount, 10' Side-Exit Cable (or Bottom-Exit) Cable, Snap-Fit Foam Windscreen, In-Line Preamp	\$224.00	\$2,240.00
1.210	1.00	Pro Co	SMC1604FBX-100	Audio Snake 100ft	\$360.00	\$360.00
1.220	2.00	Shure Inc	SLXD24/SM58-H55	Wireless Vocal System with SM58	\$588.00	\$1,176.00
1.230	1.00	Shure Inc	UA845UWB	Five-way active antenna and power distribution system for QL	\$876.00	\$876.00
1.240	2.00	Shure Inc	PA805X	Passive Directional Antenna (944-952 MHz)	\$249.00	\$498.00
1.250	2.00	DVI	Custom	50 OHM Remote Antenna Cable	\$0.00	\$0.00
1.260	1.00	ClearOne	910-151-880	8 channel AEC microphone mixer. DSP with 8 Mic/Line inputs, 4 Line inputs, 12 Line outputs.	\$3,654.00	\$3,654.00

**Items Subtotal \$8,804.00**

**Video Control System**

1.40	1.00	Dell	P2422H	23.8" 16:9 IPS Monitor	\$303.00	\$303.00
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1.50	1.00	Sony	LMDB170	17-inch (diag.) cost-effective, lightweight basic grade Full HD LCD monitor for versatile use	\$1,594.00	\$1,594.00
1.60	1.00	ESE	LX 220A	RS-170A Black-Burst Generator / Enhanced Circuitry & Stability (8 Outputs)	\$465.00	\$465.00
1.70	1.00	Decimator	MD-LX	Decimator MD-LX HDMI/SDI Bi-Directional Converter for 3G/HD	\$118.00	\$118.00
1.80	1.00	RCI	Custom Quote	Custom Quote	\$313.00	\$313.00
1.90	1.00	Samsung	UN75TU7000FXZA	75INCH/LED/3840X2160	\$995.00	\$995.00
1.100	1.00	Chief	PFQUB	2' LFP mobile cart	\$715.00	\$715.00

**Items Subtotal \$4,503.00**

**General & Administrative**

1.290	1.00	Diversified	Freight	Freight	\$582.00	\$582.00
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**G&A Subtotal \$582.00**

**Room/Task Total \$46,669.00**

**SUMMARY**

Item	Qty	Room/Task Unit Price	Room/Task Description	Extended Price
1	1.00	\$48,992.00	Equipment	\$46,669.00
			Total Tax	\$0.00
<b>Grand Total</b>				<b>\$46,669.00</b>



One Diversified, LLC.  
37 Market Street  
Kenilworth NJ 07033

## TERMS AND APPROVAL

**Payment Terms: 100% of total, NET 30 days of invoice date.**  
**Exact Tax and freight charges applied to final invoice.**  
**Proposal Valid for 30 days.**

Authorized by (Printed Name):

Signature:

P.O. Number:

Date:

**TOWN OF CHEVERLY MARYLAND LIST PRICE ESTIMATE PHASE 2**

Qty	Manuf	Model	Description	List Each	List Ext	Vendor	Link	Labor
<b>CAMERA SYSTEM</b>								
1	Panasonic	AW-HE20KPW	PTZ Camera WHITE	\$1,388.00	\$1,388.00	DSI		4
1	Manfrotto	MVK500AM	Camera Triod	\$536.00	\$536.00	DSI		1
1	Manfrotto	127VS	Caster Base for Tripod	\$370.00	\$370.00	DSI		1
<b>VIDEO CONTROL SYSTEM</b>								
1	Dell	P2422H	24" Multiveiwer Monitor	\$303.00	\$303.00	DSI		0.5
1	Sony	LMD-B170	17" Engineering Mon	\$1,594.00	\$1,594.00	DSI		0.5
1	ESE	LX-220A	8 Output Blackburst Sync Generator	\$465.00	\$465.00	DSI		1
1	Decimator Design	MD-LX	SDI to HDMI Converter	\$118.00	\$118.00	DSI		1
1	RCI	ONE005-230414PB-3	Stage Wall Plate for Audio/Video Inputs	\$156.50	\$156.50	DSI		2
1	RCI	ONE005-230414PB-3	Stage Wall Plate for FI Mons	\$156.50	\$156.50	DSI		2
1	Samsung	UN75TU7000BXZA	75" Floor LCD Video Monitor	\$995.00	\$995.00	DSI		2
1	Chief Mfg	PFQUB	Rolling Floor Monitor Stand for 75"	\$715.00	\$715.00	DSI		1
1	Belden	1855A	1000ft Video Cabling	\$790.00	\$790.00	DSI		4
<b>CONTROL SYSTEM</b>								
1	EXTRON	IPCP Pro S1 xi	Central System Controller	\$1,575.00	\$1,575.00	DSI		2
1	EXTRON	TLP Pro 525T	Desktop Touch Control Panel for Control Room	\$1,294.00	\$1,294.00	DSI		1
1	EXTRON	TLP Pro 300M	TLP Pro 300M Wall Mounted Control for Stage Presentation	\$863.00	\$863.00	DSI		2
<b>PROJECTION SYSTEM</b>								
1	Panasonic	PT-RCQ10	Video Projector w/SDI/HDMI	\$16,914.00	\$16,914.00	DSI		8
1	Panasonic	ET-DLE105	Lens for Video Projector 99.-1.32:1	\$2,560.00	\$2,560.00	DSI		1
1	Panasonic	ET-PKD120S	Ceiling - Pipe Mount for Video Projector	\$559.00	\$559.00	DSI		1
1	Panasonic	ET-PKD130B	Projector Mounting Bracket	\$225.00	\$225.00	DSI		1
1	Gefen	GTB-UHD-HBT	Transmitter - Receiver for Video Projector HDMI	\$513.00	\$513.00	DSI		2
1	Da-Lite	35178L	Electric Rear Projection Screen 90" x 160" (185" Diag)	\$4,821.00	\$4,821.00	DSI		8
1	GEFEN	EXT-UHD600A-12-DS	1:2 DA w/ Dembedder	\$372.00	\$372.00	DSI		1
<b>SOUND SYSTEM</b>								
9	Shure	MX412SE/C	Tabletop Microphone for Council and Staff	\$224.00	\$2,016.00	DSI		1
1	Shure	MX412SE/C	Tabletop Microphone for Lectern	\$224.00	\$224.00	DSI		1
1	Pro Co	SMC1604FBX-100	Audio Snake 100FT	\$360.00	\$360.00	DSI		2
2	Shure	SLXD24/SM58-H55	Wireless Handheld Microphone System	\$588.00	\$1,176.00	DSI		1
1	Shure	UA845UW	Antenna Distro	\$876.00	\$876.00	DSI		1
2	Shure	PA805	Remote Antenna	\$249.00	\$498.00	DSI		2
1	Clearone	ConvergePro880	12x8 Audio Digital Signal Processor	\$3,654.00	\$3,654.00	DSI		2
1	DSI	Freight			\$582.00			
<b>DSI Equipment Total</b>					<b>\$46,669.00</b>			
1	Belden	2412	400" CAT6 Network Cable	\$100.00	\$100.00	SS		2
1	Belden	9451	100ft Audio Cabling	\$30.00	\$30.00	SS		1
2	Keco	Poly	100ft Keco 1/2" Snakeskin	\$18.00	\$36.00	AMZ	<a href="#">LINK</a>	2
2	Switchcraft	A3M	Male XLR Audio Connectors	\$4.50	\$9.00	AMZ	<a href="#">LINK</a>	1
1	MOOKEERF	CUSTOM	50 OHM Remote Antenna Cable 75ft Black	\$40.00	\$40.00	AMZ	<a href="#">LINK</a>	1
1	MOOKEERF	CUSTOM	50 OHM Remote Antenna Cable 50ft Black	\$34.00	\$34.00	AMZ	<a href="#">LINK</a>	1
2	CAMVATE	1994	Remote Antenna Wall Mounts	\$8.50	\$17.00	AMZ	<a href="#">LINK</a>	1
16	Switchcraft	297	1/4" TRS Balanced Audio Connectors	\$8.00	\$128.00	B&H	<a href="#">B&amp;H</a>	2
1	Lot	Misc	50ft HDMI Cable	\$42.00	\$42.00	AMZ	<a href="#">LINK</a>	1
2	Lot	Misc	6 ft HDMI Cables	\$10.50	\$21.00	AMZ	<a href="#">LINK</a>	1
2	Legrand	V5744-2	Stage Box 2Gang Extra Deep Ivory	\$44.55	\$89.10	Grainger	<a href="#">LINK</a>	1
1	Legrand	HBL5744IVA	Stage Box 1Gang Extra Deep Ivory	\$33.00	\$33.00	Grainger	<a href="#">LINK</a>	1
2	Jabra	108771	Monoprice Heavy Duty 50ft 12 Gauge Speaker Wire	\$42.34	\$84.68	AMZ	<a href="#">LINK</a>	1
1	Lot	Misc	Connectors	\$100.00	\$100.00	SS		2
1	Lot	Misc	Cable Ties, Velcro	\$200.00	\$200.00	SS		2
<b>Materials Total</b>					<b>\$533.78</b>			<b>77</b>
Schneider Systems Materials					\$430.00			
Integration Labor				\$150.00	\$11,550.00			
Programming Labor				\$150.00	\$1,500.00			
Phase 2 Total					<b>\$60,682.78</b>			
Annual Recurring Cost for Protection Plans						<b>\$0.00</b>		
Schneider System Total					\$13,480.00			
TOC Online Purchases					\$533.78			



# Memo

**To:** Mayor, Town Council and Town Administrator  
**From:** C.D. Miller, Chief of Police  
**Date:** June 7, 2023  
**Re:** Monthly Chief's Report June 2023

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## **Crime/Enforcement Report:**

1. **May 2023**, there were 19 reported crimes:
  - a. **10** -Thefts (**7** Theft from Auto **3** Shoplifting), **1** B&E **2**- Stolen Vehicle **1** -Robbery, 1 (NON- Contact Shooting) **2** - Fraud
2. Total of **2** arrests.
  - a. **2** adult arrests
    - i. **1** - Domestic, **1**- Handgun

The department responded to **306** calls for service, **18** - premise checks, **2** elder watch checks, and initiated/completed - **28**. Police incident reports and **13**- accident/collision reports.

The department initiated **(48)** traffic stops, with **(47)** citations, and **(29)** warnings.

## **Community Outreach & Cheverly PD.**

- ✚ Metro Station Partnership
- ✚ Cheverly Station Apartments Arrests Cheverly Police Department will continue to have and increase in presence at Cheverly Station Apartments, Newton Street, all shopping centers, Gladys Noon Spellman, St. Ambrose, etc.
- ✚ Braxton successfully attended Recruiting/Retention Training
- ✚ Corporal O.G. Biler, Captain W. Silvers and Ms. L. Hamill will be recognized at upcoming Awards Banquet
  
- ✚ **Upcoming Events**
- ✚ Upcoming events (Juneteenth Celebration) CPD will occupy a recruiting table and provide interior/exterior event protection.
- ✚ Coffee with Chief C.D. Miller June 15, 2023 – Town Hall
- ✚ Corporal O.G. Biler, Captain W. Silvers and Ms. L. Hamill will be recognized at upcoming Awards Banquet