



TOWN MEETING
July 13, 2023
8:00 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda**
5. **Approval of Minutes** (Town Meeting 6/8/23, Work Session 05/25/23)
6. **Closed Meeting Statement** – Mayor Munyeneh will read statements regarding the closed meetings held 6/8/23, 6/23/23 and 7/6/23.
7. **Resident Input** – Public comment period for agenda items and other topics. All comments are limited to 3 minutes. Residents are asked to please state their name and ward.
8. **Committee Reports**
 - Recreation Council–
 - Green Infrastructure Committee–
 - Cheverly Day Committee –
 - Planning Board –
 - Board of Elections-
9. ***Pac Trust** – Mayor & Council will receive recommendations from the Planning Board and Green Infrastructure Committee to have a discussion and decide on whether to write a letter of support, non-support, or no letter.
10. **Election Resolution** - Mayor Munyeneh will read the resolution to add a new member to the Board of Elections Supervisors.
11. **Community Block Grant Approval** – Mayor and Council will vote on CDBG cooperation agreement for FY 24-26.
12. **Town Administrator Report** – The Town Administrator will provide a report to the Mayor and Council regarding Town operations and a summary of actions taken.
13. **Police Report** – Interim Chief Morris will give a monthly report.
14. **Public Works Report** – Director Brayman will give an update on the Department of Public Works.
15. **Review of July work session agenda and future requests** and Town Administrator will offer a forecast of the work session agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
16. **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.
17. **Adjourn**



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

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:

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

Webinar ID: 840 2598 3118

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Or One tap mobile :

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WORKSESSION

May 25, 2023

7:30 PM

Minutes

Call to Order:

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

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

Motion to excuse Mayor Munyeneh from the meeting, made by CM Bryner. 2nd by CM Wade.

Approved unanimously.

Town Attorney: Jason DeLoach

Staff: Town Administrator -Dylan Galloway, Public Works Director – Steve Brayman, Town Accountant - Mike Lightfield, Town Clerk – Giselle Richards, Communications Specialist – Tonya Jones

Pledge of Allegiance and Flag -led by CM Wade

1. Proclamations –

- National Gun Violence Awareness Day 2023 Proclamation- Read by Joani Horchler
- Pride Month 2023 Proclamation will be read on 6/3/23. CM Bryner requested to update the proclamation.
- Juneteenth 2023 Proclamation will be read at the June town meeting.

2. Clean Water Partnership –

- Kristina Bigby and her the team provided an update to the council regarding the Cheverly Clean Water Restoration Project. Currently at 60% design.
- Stream Site Walk – 6/1/23 10am-2pm
- Presentation to Grean Infrastructure 6/5/23

3. Traffic discussion –

- Town Administrator requested that the council send lists of locations where traffic concerns are in their wards so that they can start to be monitored.
- Residents can file a [petition](#) to request traffic calming devices on their streets.
- CM Wade provided an update on the petition for speed humps in the 3020 – 3100 blocks of Lake Ave for three humps. Next steps are a site walk with the traffic engineer and a community meeting.



- CM Bryner stated that a petition was also submitted for Kilmer St between Cheverly Ave & 63rd St. Residents feel that the speed humps that were placed there need to be relocated. CM Bryner mentioned some possible suggestions.
- CM Garces asked about laws regarding dirt bikes or atvs.

4. Town Boards & Commissions –

- Vice Mayor requests that the mayor & council reach out to their Board of Ethics appointee to confirm that they are still interested in being on the board.
- Recommends reviewing and updating the 2011 Green Infrastructure Plan
- Town Administrator has requested from boards, commissions, and organizations to provide bylaws, banking information, meeting recordings. Town email accounts have been set up for the town boards and commissions.
- Appointments of council liaisons to the boards & commissions
 - Board of Ethics
 - Board of Elections
 - Planning Board – CM Bryner, Back-up CM Wade
 - Green Infrastructure Committee – CM Dalaker
 - Recreation Council – CM Wade, CM Garces
 - Cheverly Day Committee – CM Watson

5. Meeting Rules & Procedures –

- The council reviewed the rules and procedures draft and made recommendations.
 - Captioning should always be included.
 - Once a motion is made there is no public input. The person who makes the motion gets to speak first and then the rest of the council can speak once before another council member has a second turn.
 - At town meetings, resident input will be at the beginning of the meeting only, for agenda topics or anything else.
 - At work sessions, resident input is welcomed during any agenda item.

Motion to extend the meeting for 30 minutes made by CM Bryner. 2nd by CM Dalaker. Approved unanimously.

6. Town Administrator Update –

- Pac Trust meeting with Green Infrastructure and Planning Board on 6/1/23
- Pac Trust presentation to Mayor & Council at the July work session
- Home Team 5 Hospital Hill Update community on 6/15/23
- Diversified Upgrade Proposal – Pending quote to be voted on at the next town meeting.
- Groundbreaking for William Eley Jr. Public Works building on 6/14/23
- Memo sent to Mayor & Council regarding extended weekend for Memorial Day



- Will be inviting contractor to resume redistricting within the next couple of months.

7. Update by CM Fry & Garces Regarding Cheverly Station Apartments –

- Property walks have been held with Ross Management executives to address issues.
- Lock mechanisms have been installed in two buildings.
- Upgrades to laundry rooms ventilation, lighting and surveillance are planned.
- Mailbox security will be addressed.
- Pest Control service will be upgraded.
- Trash removal and sanitation have been addressed.
- Windows will be repaired.
- The pool has been cleaned and will be opening soon.

Motion to extend the meeting for 12 minutes made by CM Bryner. 2nd by CM Garces. Approved unanimously.

- Town administrator urged residents to secure vehicles by locking doors and/or using wheel locks which are available at the police department for residents.

8. Review of June Town Meeting Agenda and Future Requests –

- Vacant property tax
- Update on Crestlawn Ave project.
- WSSC update in August town meeting.
- Audit and Fiscal year financial update in July or August meeting

9. Motion to adjourn at 11:20 pm made by CM Bryner. 2nd by CM Dalaker

Approved unanimously.



TOWN MEETING

June 8, 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: Dylan Galloway Town Administrator - Public Works Director Steve Brayman, Chief Carl Miller, Town Clerk Giselle Richards

Pledge of Allegiance

Approval of Agenda

Motion to approve made by CM Bryner. 2nd by CM Dalaker. Approved unanimously.

Consent Agenda

- **Approval of Minutes** (Town Meeting – 5/11/23)

Motion to approve the minutes by CM Fry, 2nd CM Dalaker. Approved unanimously.

Resident Input-

- No resident input.

Committee Reports

Recreation Council – Chuck Hegeman –

- Raised over \$1000 for the Barbara Pejokovich Scholarship fund from the Pickle Ball tournament registration.
- Boot Camp 6am
- Pickleball 9:30 am



- Cheverly Flea market October 20 & 21
- Seeking for more residents to participate in the Rec Council
- Council Member Wade is the new liaison for the Recreation Council

Green Infrastructure Committee –
Sheila Salo –

- Red Maple Run (Tributary 4) – Project for stream restoration
- Will provide links to the meetings regarding the project.
- Discussed suggestions to provide code enforcement for revision for livable landscapes.
- Funded environmental project recommendation.
- Council Member Dalaker is the new liaison for the Green Infrastructure committee.

Karen Moe –

- Provided information about the ongoing air quality monitoring in Cheverly.

Planning Board – Aimee Olivo

- Planning board members attended Pac Trust Meeting
- Still seeking members
- Meetings are on the first Tuesday of the month.
- Council Member Bryner is the new liaison for the Planning Board committee.
- CM Wade is the backup liaison.

Cheverly Day Committee – Micah Watson –

- Fundraiser at Franklin's on Tuesday, June 13, for Cheverly Day
- Still need volunteers for the midway on Cheverly Day
- Cheverly Day is 9/30/23
- Meetings on 4th Wednesday of the month at the American Legion
- Fireworks are still being evaluated due to construction at public works yard.
- Council Member Watson is the liaison for the Cheverly Day committee.

Proclamations –

- Mayor Munyeneh read the National Gun Violence Awareness Day 2023 Proclamation
- Council Member Bryner read the Pride Month 2023 Proclamation
- Mayor Munyeneh read the Juneteenth 2023 Proclamation



Rules & Procedures* –

- CM Bryner discussed the updates to the rules & procedures.
- CM Fry asked to clarify the time for committee reports.

Motion to adopt the rules and procedures made by CM Bryner. 2nd by CM Wade. Approved unanimously.

Diversified* – The Town Administrator recommends moving forward with the proposal from Diversified to update the audio visual with authority to spend up to \$65,000 due to an additional installation fee.

Motion to give town administrator authority to execute the Diversified contract made by CM Dalaker. 2nd by CM Garces. Approved unanimously.

Town Administrator Report –

- Provided an update on the upcoming events for the month of June.

Motion to give town administrator authority to negotiate MOU between the town and the Prince Georges County RDA for the purpose of securing the Hospital Hill site to be utilized as a parking location for town vehicles made by CM Watson. 2nd by CM Wade. Approved unanimously.

- Boyd Park restrooms have been restored. Requests ribbon cutting for Boyd Park restrooms on 6/14/23 at 3pm.
- Waiting on sign for Robert Tucker Pavilion and once it's received a ribbon cutting will be scheduled.
- Chief Jones (First African American Police Chief for the Town of Cheverly) passed away over the weekend.
- The Public Works director has been directed to monitor staff during the poor air quality situation and to remove staff out of the field if necessary.
- Provided an update regarding the bike lane.

Police Report – Chief Miller provided monthly report.

May 2023, there were 19 reported crimes:

- 10 -Thefts (7 Theft from Auto 3 Shoplifting), 1 B&E 2- Stolen Vehicle 1 -Robbery, 1 (NON-Contact Shooting) 2 - Fraud



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.

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

- Request that the council give town administrator authority to execute the WSSC request to access of easement at 6401 Forest Rd

Motion to authorize the Town Administrator to execute the WSSC easement in connection with the William Eley Jr. Building upon completed language from Town Attorney made by CM Bryner.2nd by CM Dalaker. Approved unanimously.

Summer Meeting Schedule update – Town administrator provided an update.

- Both meetings (town meeting & work session) in July
- No work session in August
- Mayor & Council retreat in the fall TBD
- One meeting in Nov.
- One meeting in Dec.

Review of July work session agenda and future requests

- Financial update at a future meeting
- Budget Amendment -Grants
- Building usage policy at a work session

Mayor and Council Announcements –



CM Wade –

- Condolences to the Family of Former Chief Gilbert Jones
- Hosting Ward 1 Field Day- Sat. July 15, 12pm-3pm
- Will start community get-together in Ward 1 called Wading Through Ward 1

CM Watson –

- Cheverly Market on 6/17/23
- CAACO Juneteenth Event 6/17/23
- St. Ambrose Men's Club event 6/24/23

CM Bryner –

- Congratulations to Vine Corps
- Kilmer St meeting on June 13. Everyone is invited.
- Issued challenge to everyone to be intentional about coming to a full stop at stop signs.

CM Dalaker -

- Mt. Hope Commission will host Juneteenth (Walk the Walk) Event 6/19/23 at town hall.

CM Garces –

CM Fry –

- Happy Caribbean Heritage Month, Pride Month. Thanks to town staff and Yvonne for hosting the K-Pop event.
- Congratulations to Vine Corps
- Congratulations to Councilmember Jolene Ivey for being honored.
- Congratulations to all the 2023 graduates.

Mayor –

- The Mayor & Council will attend the MML Summer Conference June 25-28.
- Congratulations to all graduates including trade school graduates.

Adjourn motion to adjourn at 10:06 PM pm by CM Fry. 2nd CM Bryner. Approved unanimously.

RESOLUTION R-5-23

Appointment of Members of the Board of Election Supervisors

WHEREAS, the Mayor and Council of the Town of Cheverly, Maryland desire to make appointments to the positions of election supervisors.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of Section § C-18A of the Charter of the Town of Cheverly, Maryland, the following persons are appointed as Board of Election Supervisors for a two (2) year term:

Anne-Claire Frank-Seisay Term 2023-2025

These appointments are effective on the date of this resolution.

Adopted: July 13, 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

COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT (“Agreement”) is entered into by and between the **Town/City of _____** (hereinafter referred to as the **“Municipality”**) and **Prince George’s County, Maryland, a body corporate and politic** (hereinafter referred to as the **“County”**), on behalf of the **Prince George’s County Department of Housing and Community Development** (hereinafter referred to as the **“DHCD”**).

WHEREAS, the Housing and Community Development Act of 1974, as amended, provides entitlement funds for qualified urban counties; and

WHEREAS, the County is required to requalify its entitlement status as an urban county to be eligible to receive funding from the U.S. Department of Housing and Urban Development (“HUD”) to administer its Community Development Block Grant (“CDBG”), HOME Investment Partnerships (“HOME”) and Emergency Solutions Grants (“ESG”) programs during the Federal Fiscal Years (“FYs”) 2024 through 2026 qualification period (“Qualification Period”); and

WHEREAS, the County certifies that it shall continue to follow an approved Housing and Community Development Consolidated Plan as promulgated by HUD pursuant to 24 CFR 570.302 and 24 CFR Part 91 during the Qualification Period; and

WHEREAS, the County is required to enter into Cooperation Agreements with its designated units of general local government (“UGLG”) that desire HUD to include its respective population figures under the County’s urban county status for the purpose of increasing the County’s allocation of entitlement funds during the Qualification Period; and

WHEREAS, the County has identified the Municipality as a UGLG and the Municipality has agreed to allow the County to include its population with that of the County’s unincorporated areas to be considered part of the urban county total population used as a basis for entitlement determinations; and

WHEREAS, the cooperation of the County and the Municipality is essential for the successful planning and implementation of housing assistance and community development activities that shall be included within the County’s Housing and Community Development Annual Action Plan (“Annual Action Plan”); and

WHEREAS, the Municipality understands that the County shall have final responsibility for selecting CDBG, HOME and ESG activities to be assisted with entitlement funds and for filing Annual Action Plans during the Qualification Period with HUD.

NOW, THEREFORE, in consideration of the mutual obligations set forth herein, the parties agree as follows:

1. The County and the Municipality agree to cooperate to undertake or assist in undertaking, community renewal and low-income housing assistance activities. The Municipality further agrees to cooperate in the use of its powers to assist with the County's efforts to carry out essential activities in accordance with County's CDBG and, where applicable HOME and ESG Programs.
2. The County shall have the final responsibility for selecting CDBG and, where applicable, HOME and ESG activities that will be funded from annual CDBG allocations during the Federal FYs 2024 through 2026 ("Qualification Period") and any program income generated from the expenditure of such funds.
3. The County shall be responsible for submitting the County's Consolidated and Annual Action Plans to HUD for approval.
4. To the extent applicable, the County and the Municipality shall take actions necessary to assure compliance with Prince George's County's urban county certification requirements set forth in Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws.
5. The Municipality shall affirmatively further, to the extent applicable, fair housing actions within its jurisdiction, and not impede the County's actions to comply with its fair housing certification.
6. The Municipality has adopted and shall continue to enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within the Municipality's jurisdiction.
7. The Municipality must inform the County of any program income generated by and submitted to the Municipality in accordance with its expenditure and/or sub-award of CDBG funds. Any such program income must be paid to the County unless specifically authorized by the County for use in association with the financial requirements of other projects previously approved by the County. Any program income the Municipality is authorized to retain may only be used for eligible activities in accordance with the terms and conditions of the applicable Sub-recipient Agreement and the applicable CDBG laws and regulations.
8. The Municipality shall not sell, trade or otherwise transfer all or any portion of any grant funds to another unit of general local government ("UGLG"), metropolitan city, urban county, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations. The Municipality further agrees to use grant funds, if any,

for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

9. The County has the responsibility for monitoring and reporting to HUD on the use of any program income thereby requiring appropriate recordkeeping and reporting as may be needed for this purpose.
10. It is understood that the Municipality pursuant to 24 CFR 570.501(b), is subject to the same requirements applicable to subrecipients. This includes the responsibility for a written agreement (“Sub-recipient Agreement”) as set forth in 24 CFR 570.503, for ensuring that CDBG funds are used in accordance with all program requirements, for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise. The use of any designated public agencies, subrecipients, or contractors does not relieve the municipality of this responsibility.
11. The Municipality shall be required to enter into a signed Sub-recipient Agreement with the County before any CDBG funds may be disbursed to the Municipality to undertake approved activities. This Sub-recipient Agreement shall remain in effect during and any time after the Qualification Period during which the Municipality has control over CDBG funds, including program income.
12. In the event of the close out of this Agreement or a change in the status of the Municipality, any program income that is on hand or received subsequent to the close out or change in status shall be paid to the County.
13. For real property acquired or improved in whole or in part using CDBG Funds and within the Municipality’s control, the Municipality shall (A) provide the County with timely notification for any modification or change in the use of the real property from that planned at the time of acquisition or improvement including disposition; (B) reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for use which does not qualify under the CDBG regulations; and (C) treat as program income the revenue generated from the disposition or transfer of property prior to or subsequent to the close out, change of status or termination of this Agreement between the County and the Municipality.
14. By executing this Agreement, the Municipality understands that it may not apply for grants from appropriations under the State CDBG Program for any fiscal year during the Qualification Period in which it is participating in the County’s CDBG program.
15. By executing this Agreement, the Municipality understands that it may not participate in a HOME consortium except through the County, regardless of whether the County receives a HOME formula allocation. The Municipality

further understands that it may receive a formula allocation under the HOME Program, if any, only through the County.

16. By executing this Agreement, the Municipality understands that it may receive a formula allocation under the ESG Program only through the County, regardless of whether the County receives an ESG formula allocation.
17. This Agreement between the County and the Municipality shall automatically be renewed for participation in successive three-year Qualification Periods, unless the County or the Municipality provides written notice before the end of the County's Qualification Period that it elects not to participate in a new three-year Qualification Period. By the date specified in HUD's next CPD Notice for Urban County Qualification, the County will notify the Municipality, in writing, of its right not to participate. A copy of the County's notification shall be sent to the HUD Field Office by the date specified in the CPD Notice for Urban County Qualification.

Failure by either party to adopt any amendment to this Agreement, which must incorporate any changes necessary to meet HUD's current requirements for Cooperation Agreement, for a subsequent three-year Qualification Period and to submit the amendment to HUD as provided in the applicable CPD Notice shall void the Municipality's automatic renewal as a participating UGLG under the County's urban status.

18. This Agreement shall remain in effect until the County's CDBG and where applicable, HOME and ESG entitlement funds and program income received with respect to activities undertaken during the Qualification Period and any successive periods, as amended, are expended and the funded activities are completed. It further understood and agreed that neither the County nor the Municipality may terminate or withdraw from this Agreement while this Agreement remains in effect.
19. The recitals set forth above are herein incorporated as operative provisions of this Agreement.

[SIGNATURES APPEAR ON THE NEXT PAGE.]

IN WITNESS WHEREOF, the parties' authorized representatives signed and delivered this Cooperation Agreement on the dates set forth below.

ATTEST:

FOR: _____

(Signature of Witness)

By: _____
(Signature of Authorized Official)

(Title)

(Date)

FOR: Prince George's County, Maryland

By: _____
Angie Rodgers
Deputy Chief Administrative Officer
for Economic Development

(Date)

Reviewed and Approval Recommended

Aspasia Xypolia, Director
Department of Housing & Community Development

LEGAL CERTIFICATION

The undersigned attorney for Prince George's County, Maryland ("County") certifies that the terms and provisions set forth in this Cooperation Agreement ("Agreement") are fully authorized and/or not otherwise prohibited under existing State and local laws and that this Agreement provides full legal authority for the County to undertake or assist in the undertaking essential community development and housing assistance activities that may include, but are not limited to, urban renewal and public assisted housing in cooperation with designated units of local government ("UGLG").

Office of Law



Memo

To: Town Administrator, Mayor, and Council
From: David Morris, Interim Chief of Police
Date: July 11, 2023
Re: Monthly Chief's Report June 2023

Crime/Enforcement Report:

1. For **June 2023**, there were **19** reported crimes:
 - a. **8** Thefts (**7** Theft from Auto, **1** Stolen Vehicle) **1** Vandalism
2. There was a total of **10** arrests.
 - a. **5** adult arrests **5** Juveniles
 - i. **3** Domestic Assault **1** Warrant **1** DUI
 - ii. **5** stolen vehicles

The department responded to **361** calls for service, **55** premise checks, **2** elder watch checks, and wrote **24** case reports and **7** accident/collision reports.

The department made **(63)** traffic stops, **(111)** citations, and **(39)** warnings.

Community Outreach & Cheverly PD.

- ✚ Metro Station Partnership
- ✚ Cheverly Station Apartments Community Resources
- ✚ 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.

✚ **Upcoming Events**

- Cheverly Station Walk 7/26/23 with Code Enforcement.
- National Night Out 8/1/23 at Cheverly Station Apartments
- Public Safety Day 9/15/23