



TOWN MEETING
Thursday, March 12, 2020
8:00 PM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes (February 13, 2020, February 27, 2020 and March 2, 2020)
5. Swearing in of Town Clerk
6. Bryan Swann, District 4 PGCPs School Board Member
7. Resident Input
8. Committee Reports
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
9. Chief of Police Report
10. Town Administrator Report
11. Coronavirus Report
12. Arbor Day Proclamation
13. Census Update
14. Planning Board Recommendations Re: Proposed Zoning Changes*
15. First Reader of the Code Compliance Ordinance*
16. Tree Service Contract Bid*
17. Budget Amendment*
18. NLC Service Line*
19. Worksession Agenda
20. Mayor and Council Announcements
21. Adjournment

*Requires a vote from Mayor and Council

Next Meetings of the Mayor and Town Council

March 26, 2020	Worksession	7:30 pm
April 9, 2020	Town Meeting	8:00 pm

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- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes** (February 13, 2020, February 27, 2020 and March 2, 2020)
- 5. Swearing in of Town Clerk**
Mayor Riazi will swear in TC Hegeman as Cheverly's Town Clerk. Note: Community is also invited to a public reception scheduled for earlier in the evening (7:15 pm).
- 6. Bryan Swann, District 4 PGCPs School Board Member**
Mayor will introduce of our new School Board Member and invite to Mr. Swann to briefly speak to community and share relevant PGCPs updates.
- 7. Resident Input**
Public comment period. All comments are limited to 3 minutes.
- 8. Committee Reports**
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
- 9. Chief of Police Report**
Chief Towers will give monthly report.
- 10. Town Administrator Report**
Town Administrator will brief Mayor and Council on current and future projects impacting the Town of Cheverly and introduce the new Town Clerk.
- 11. Coronavirus Report**
Mayor and Town Administrator will report on how the Town plans to respond to the Coronavirus. The Town of Cheverly is working closed with the local/state public health agencies and the Towns medical provider to ensure that appropriate and coordinated protocols are in place. You may notice a change in Town Hall operations; we will have an increased focus on cleaning in high-touch areas, signage for handwashing in restrooms, and hand sanitizing stations will be placed throughout Town buildings.
- 12. Arbor Day Proclamation**
Public Works Director will give a brief presentation.

13. Census Update

Mayor Riazi, CMs Fry and Bryner— Mayor will share news of Cheverly Census Day, March 25 and other census events, mail, and social media campaign.

14. Planning Board Recommendations Re: Proposed Zoning Changes

The Mayor is requesting that Council accept the recommendations of the Cheverly Planning Board to the Town regarding the County's proposed zoning changes and vote to put forward these recommendations from the Town of Cheverly.

Greater Cheverly Sector Plan:

http://mncppcapps.org/planning/publications/BookDetail.cfm?item_id=377&category_id=&name=Cheverly&pricemin=&pricemax=&author=&Pubs_year=&price=&

Envision Cheverly: <https://www.cheverly->

[md.gov/sites/cheverlymd/files/uploads/envisioncheverly_v2_final.pdf](https://www.cheverly-md.gov/sites/cheverlymd/files/uploads/envisioncheverly_v2_final.pdf)

15. First Reader of the Code Compliance Ordinance*

Mayor Riazi will introduce the Code Compliance Ordinance. This will serve as a first reader to allow for public notice and comment. Regular (non-emergency) legislation proceeds through a three (3) reader process.

16. Tree Service Contract Bid*

The Department of Public Works has completed an Invitation For Bid process for Tree Services to include tree removal, tree pruning and stump removal. The process included advertising and sealed bids sent to the Town Administrator. The Department of Public Works and the Town Administrator are recommending awarding the tree services contract to Excel Tree Expert Company, Inc.

17. Budget Amendment*

Town Administrator will present a Budget Amendment

18. NLC Service Line*

Town Administrator will discuss the NLC Service Line Warranty program and potential benefit to residents. The program offers service plans for coverage of the portion of the outside water and sewer lines that are the responsibility of the homeowner, as well as plans for coverage of interior lines. Under this program, the Town will receive 0.50 cents for each plan purchased within Cheverly and will have a direct point of contact in support of resolution in the event of any persistent resident issues regarding the service.

19. Worksession Agenda

Mayor—an opportunity for the Mayor to invite Councilmembers to submit items for her consideration for placement in future Mayor and Council Worksessions.

20. Mayor and Council Announcements

Opportunity for Mayor and Council to share community happenings and events.

21. Adjournment

Town of Cheverly
Meeting Minutes
February 13, 2020

Call to order

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

In attendance: Mayor Riazi, Council Members Radloff, Bryner, Munyeneh, Garcia, Fry.
Staff: Town Administrator, Mr. Galloway, Police Chief Towers, Director of Public Works, Mr. Brayman.

Pledge of Allegiance

Move Census Kick-off to 8.5 on the Agenda, after the Police Report and move the Census Update to immediately follow.

Approval of Minutes for January 9, 2020 and January 23, 2020 and Special Worksession on February 6, 2020: CM Garcia, seconded by CM Bryner. Approved unanimously

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

Proclamation Cheverly Wolverines 10 & U Soccer Team Championship

Committee Reports

Rec Council *Barbara Pejokovich* the Rec Council meeting is the 4th Tuesday of the month in the Conference room. The meeting will be on Tuesday, February 25. The Flea Market is the first weekend in April, tables are \$15. The Easter Egg Hunt the following weekend. If a high school senior would like to apply for a scholarship, they must volunteer for at least one Rec Council event.

Green Infrastructure *Shelia Salo* Please report your water woes problems on our easy to use survey at www.Greencheverly.org. Saturday, April 18, is the follow-up to our H2O Workshop last November. The speaker for that event will be a University of Maryland Faculty member.

Cheverly Day Committee *Megan Daly* Cheverly Day is 82 days away. Help celebrate our Town, visit Cheverlyday.org and “like” or Facebook page. We are looking for children between the ages of 8-14 years old to join the chorus that performs during the fireworks show. Our next meeting is February 26 at 7:30 pm. You can more information at CheverlyDay.org and our Cheverly Day Facebook page. Please send an email to cheverlyday@gmail.com if you would like to attend a meeting or to volunteer.

Planning Board *Mayor* focus is on zoning re-write process, the Planning Board will be sending recommendations to Mayor and Council. We have a hearing on March 23, 2020.

Police Report

No uptick in crime; it's the second lowest year in the last five years. Quarterly meeting with businesses in Town. The next Coffee with the Chief is February 19 from 9:00– 11:00 am. We're continuing our Implicit Bias Training. The next training is March 10 from 7:30-9:30. We're looking into a rebate program for Ring and Nest cameras through the Police Department and PCAB. Code Red Alert System is for when there is an actual emergency in Cheverly.

Thomas Johnson II from Outreach and Programs for Prince George's County Office of Community Relations. 18 municipalities in Prince George's County received \$193,870 in Census funding. We are shooting for an 85% count rate. Over a 10-year period we've lost over \$363 million dollars. There are several events happening to promote Census participation. On March 20, we're hosting a Census Seniors Bingo at seven locations throughout the County for those 60 and up and March 23 thru March 27 will be Census Week at schools. There are only nine questions on the census and the Census is extremely important. March 12, the Census opens in 18 different languages and April 1 is the Official Opening Day.

Mayor Cheverly received a \$10,000 Census grant. We are looking for volunteers this Sunday at 2:30 for our Complete Count Committee (CCC.)

CM Bryner we've been meeting weekly and have had a good turnout. We need to establish a basis timeline plans for outreach. There are lots of ways to get involved. We are looking for representation in Ward 5.

Elanie Zamet from Senator Augustine's office. Spoke about District 47 Night in Annapolis which is a chance for you to meet and greet your elected officials. The State offers scholarships through The Maryland Higher Education Commission. You can email your elected official for the scholarships. Try to get the Senatorial scholarship which last for four years of school and there's also the Delegate Scholarship, which you must reapply for every year.

Public Works Report

We would like to plant 1,000 or more trees in 10 years or less. Pepco took 94 trees and their bringing 94 trees back. We'll be sending out letters, we have about 152 spots that we've identified. We hope to have a meeting with our consulting Arborist which will be open to the public. We are also going to start a webpage with various tree list information. Would like to thank Nathan McElroy, an Arborist who has been extremely helpful. I hope to have a Master Street Tree Plan within a matter of years. If you have a question about trees, please call Public Works at (301) 773-2666.

Mayor we buy and plant trees for free in your yard. Spring is coming so take advantage of that.

Town Administrator Report

Introduces two new employees, Tonya Jones the new Part-time Office Aide and John J. Rogers, the new part-time Code Compliance Officer.

Audit Report the 2018-2019 Audit is complete and will present to the Mayor and Council at the next Worksession. If you have any questions, please submit to me by the end of business on next Thursday.

Strategic Plan general ledger 01-06-1800 is funded at \$12,200 for both the Constituent Service Systems (CSS) and the Strategic Planning Retreat. Christine Becker and Associates would be the facilitator for the strategic plan and comes highly recommended from both the previous Interim Town Administrator and the Maryland Municipal League. Ms. Becker has submitted a draft timeline with a completion date of June 1, 2020.

Motion to Authorize the Town Administrator to Approve the Funding for a Professional Service: CM Radloff, seconded by CM Fry. Approved unanimously.

Cheverly Grant Acquisition submitted by the Cheverly Boys & Girls Club. They are seeking \$2000 to subsidize registration and uniforms. Motion to Approve Grant to the Cheverly Boys & Girls Club: CM Byner, seconded by CM Radloff. Approved unanimously.

Budget Amendment a recommendation to amend the budget for account 01-063000; Public Officials Liability to increase it to 56,000. Motion to Amend the Budget for \$56,000 for Account 01-63000: CM Bryner, seconded by CM Garcia. Approved unanimously.

6301 Kilmer Neighborhood Design Center *Mayor* engaged and approved expenditure for a park plan. We're scheduling a kick-off and it's looking like March 17 or 19. In April it will go into a community engagement process to discuss the options.

Cheverly Dog Park *Mayor* MNPPC inquired about purchasing the lot and assisting us with creating a dog park on the lot. I will call together a meeting with the dog park committee to bring everyone up to speed about what could be. There is money available to purchase forested land and we'd like to save our green space.

Prince George's African American Museum and Culture Center *Mayor* we'd be the first municipality to be a member of the museum. This will help tell the story of Cheverly and collecting oral histories. If you'd like to learn more, please attend the Black History Month Celebration on February 23 at 4:00 pm in the Community Center. Each and every resident of Cheverly is a member of the museum.

Council Announcements

CM Munyeneh would like to bring a Motion for her to meet with her constituents the last Friday of every month at Town Hall. Motion to Allow to Individual Council Members to Reserve and Office Hour in Town Hall: CM Munyeneh, seconded by CM Garcia. Approved 4-1, CM Radloff dissented.

CM Radloff community awareness about gas leaks. If you smell gas or see bubbling in the street, your first call should be to 911 and then to Washington Gas's emergency leak line at 1-844-washgas.

CM Fry thank you to Mr. Galloway and Mr. Brayman for handling the pothole/sink hole in Ward 6 very quickly. Congrats to 10U Soccer Team. Boys and Girls Club Baseball season is under way at cheverlybgc.org. April 18 is Opening Day and was proclaimed Cheverly Baseball Day. March 1 there is a school information session being hosted by the CPRC.

CM Garcia read a statement complimenting *CM Munyeneh*.

CM Bryner acknowledged and thanked the Town Administrator who is the first Black Town Administrator for his service. PCAB Town Hall was really enlightening, they talked about Auto Theft. Come to our Census meetings.

Motion to Adjorn: *CM Garcia*, seconded by *CM Bryner*

Worksession Minutes

February 27, 2020

7:35 pm

Present: Mayor, Councilmembers Watson, Bryner, Munyeneh, Garcia and Fry. Town Administrator, Director of Public Works and Chief of Police.

Pledge of allegiance

NLC gave a presentation about the specifics of their program and the products that they offer. The Town would receive \$.50 per month per service per paid contract which could add up to \$1.50 per household.

Mayor how do we move forward if we support? Please send questions to the Town Administrator by Wednesday.

Town Administrator we would need a Motion and a Second if Mayor and Council support.

CM Watson skeptical about selling the Town's logo.

Motion to Excuse CM Radloff: CM Bryner seconded by CM Fry. Approved unanimously.

Audit Diane Mock of Bridget Mock and Associates gave a presentation on the Audit. The auditors give their opinion of our financial health. Our assets exceed our expenditures. We recommend that the recently adopted New Contribution to Deferred Compensation ICMA be reviewed. This policy could create a significant financial burden for the town.

Non-Citizen Voting the Town Administrator will task staff to do the research. It will involve a Charter Amendment to be enacted.

Policy Discussion Social Media and Building policy by the next Worksession.

Mayor send Agenda items to her by the next Town Meeting and she will work with the Town Administrator to see where they can work them into upcoming Worksessions.

Budget Amendment Chief Towers:

Vehicles: need an additional \$170,000 for five new cars. The price is \$9,933 more than expected because the cost of the vehicles and the equipment inside increased from when the budget was approved. Two vehicles that were totaled will be replaced by the insurance company. We'll be getting three hybrid (patrol) vehicles and two admin vehicles.

Equipment CIP: Live Scan Machine (in FY 20 budget) we currently pay for all applicants to go to Glenarden for fingerprinting but with a Live Scan Machine we can do it in house. We would also be able to offer the service to Cheverly residents for a fee.

Emergency Procurement: \$19,000 for a Network Storage Device, we have two, but one went down. All the dash and body cams videos go there, it will begin to overwrite itself once it starts to run out of space. We have ordered the equipment but have not paid for it.

PERF (Police Executive Research Forum) will cost \$9,700. Chief is going to PERF and the money is coming from the Training Budget which will short the Staff Training budget. Therefore, Chief is asking for \$9,700 for Staff Training. The account that Code Red and LexiPol is expensed to is short therefore he is asking for \$2,500 to cover.

Tree Service Contract Director of Public Works drop in cost in respect to removal and pruning which varies by company. We need to create a separate line item for the Budget Amendment for private tree plantings that would come under one-line item. Would like to request a multi-year contract that would include stump removal for 34 trees.

Spring Clean Town Administrator Susan Pruden's plan for paint removal is budgeted for \$5,000. We'll need to add a budget Amendment if Mayor and Council choose to move forward. Yuck Old Paint is the company that will take the latex paint and Grayhound Trash Removal will take trash and tires. We're shooting for May 30 at Town Park. It should last four hours.

Town Attorney *CM Bryner* would like to research rates for other Towns our size and explore hiring a new attorney for the Town. Is the Town's use of an attorney in line with what other Towns are using? What's the prevailing rate? What's Skip's rate? What about a contract? The Town Attorney is currently operating without a contract. *CM Fry* would like to see the invoices, *CM Munyeneh* would like a comparative analysis between last year and two years ago.

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

Adjourned at 11:31 pm

Special Worksession Minutes

March 2, 2020

6:40 pm

Pledge of allegiance

Present Mayor, Council Members Radloff, Watson, Bryner, Munyeneh and Fry, Town Administrator and Director of Public Works.

The Planning Board introduced the members of their group. They gave a brief PowerPoint presentation about what it is they do and how to join. The Planning Board focuses on bigger issues such as proposed zoning issues and then provides feedback to Mayor and Council. They also worked to create the Green Infrastructure Committee. They would love to have more representation from the 4th Ward. The Planning Board meets the first Tuesday of every month at 7:30 pm in the large conference room.

Green Infrastructure introduced their members and gave a PowerPoint presentation about what it is they do. Currently, they do not have an official Council liaison to the committee. They would like more vegetated buffers to protect our streams. The Rebate program/process requires time and money. There will be a speaker from the University of Maryland at the second Water Woes Workshop on April 18 from 10-12. The Green Infrastructure Committee meets the first Monday of every month at 7:30 pm in the large conference room.

Nathan McElroy, Cheverly Resident and Arborist

Gave a lengthy PowerPoint about Cheverly's tree canopy. Our tree canopy is approximately 43.6% down from 46% in 2003. Would like the Council to create a firm policy on "Road Space Right of Way" for tree planting. Most of the trees are located on private property. We can do a Street Tree inventory, where we go out and count the trees again. From my count, we had 1,200 trees in 2018 again, down from 1,526 in 1986. We need a policy before we can have a Master Tree Plan.

CM Fry if there's a white dot on your property, does that mean that a tree will be planted there?

Director of Public Works a dot is a for a potential tree and a letter means that a tree is coming. We will work with our consulting arborist and our resident arborist to continue our tree mapping and categorizing what we have. We will also work on maintenance, pruning/removal and the care of the trees.

Motion to Adjourn: CM Munyeneh, seconded CM Fry



Memo

To: Town Administrator, Mayor and Council
From: Jarod J. Towers, Chief of Police
Date: March 9, 2020
Re: Monthly Chief's Report **February 2020**

Crime/Enforcement Report:

1. For February 2020, there were 16 reported crimes:
 - a. 1 Breaking and Entering (Residential), 3 Assaults (1 aggravated assault with a firearm, 2 domestic assault), 4 Auto Thefts, 7 Thefts (4 shopliftings, 1 theft of a bicycle, and 2 thefts from autos), and 1 Vandalism
2. There was a total of 10 arrests,
 - a. 10 adult arrest:
 - i. 1 for an aggravated assault with a firearm, 2 for thefts (shoplifting), 2 for violation of protective orders, and 5 for open warrants.

The department responded to 253 calls for service, completed 132 house and 14 elder watch checks, and wrote 37 police and 7 accident/collision reports.

The department made 96 traffic stops, issued 116 traffic citations, 88 warnings, and 1 parking citation(s).

Community Outreach:

On February 5, 2020, the department received a visit from the Cub Scouts who were able to tour the department and learn a little about what the officers in the department do.

On March 10th the department will host another implicit bias training, open to Mayor and Council, Town Hall staff, Public Works staff, Cheverly PCAB, Cheverly Cert, and members of the Cheverly Watch Program, presented by Dr. Shauna Payne Gold, the Assistant Provost for Diversity & Inclusion at Towson University.

The department will be participating in Gladys Noon Spellman's March MENToring Madness throughout the month of March. Officers will be dedicating portions of their time to read to the kindergarten classes to expose the youth to the joys and importance of reading.

March 20th will also see the department participating in Gladys Noon Spellman's annual Zumbathon

Coffee with the Chief for the month of March will be held on Wednesday, March 18th, from 9 AM – 11 AM.

Administrative Report:

On February 28th, the department re-opened positions for entry-level police officer, lateral police officer, and entry-level supervisor (sworn). These positions will remain open until April 1st. As of today's date, there have been 9 new applicants for entry-level police officer, 3 new applicants for lateral police officer, and 2 new applicants for entry-level supervisor (sworn).

One of our newest officers has successfully completed his required comparative compliance course on March 6th and will begin his field training thereafter.

In addition to the implicit bias training being held for individuals external to the department, the department held its own training on March 9th.

As of March, the department has added one new lateral officer, Officer Biler, and a new police clerk, Ms. Hamill, to its roster.

There was one use of force incident

There was one complaint, initiated by a citizen, filed with the department

Cheverly Police Department
CALLS FOR SERVICE TOTALS

2/1/2020

To

3/1/2020

Incident Type	Total
911 DISCONNECT	23
ACCIDENT	19
ADDED INFORMATION	1
ANIMAL COMPLAINT	6
ARMED PERSON	4
ASSIST	1
ASSIST FIRE EMS	1
ATT SUICIDE COMBINED	1
BREAK IN IN PROGRESS	3
CDS COMPLAINT	2
CHECK WELFARE	6
CHECK WELFARE COMBINED	6
CHILD CUSTODY	1
DISORDERLY	21
DOMESTIC	4
DOMESTIC STANDBY	1
DOMESTIC W/ WEAPON	1
FAMILY DISPUTE	9
FIGHT	1
FOUND	2
FRAUD	2
GUNSHOTS	2
HIT AND RUN	4
LOCK OUT	2
LOST PROPERTY	2
LOUD MUSIC COMPLAINT	6
MISC POLICE INCIDENT	8
MISSING PERSON	3
NOISE COMPLAINT	1
PAST SUSPICIOUS PERSON	1
PEDESTRIAN STRUCK COMBINED	1
PROPERTY ALARM	1
PROPERTY ALARM COMMERCIAL	4
PROPERTY DAMAGE	1
RESIDENTIAL ALARM	14

STOLEN VEH	8
SUBJECT STOP	3
SUSPICIOUS AUTO	7
SUSPICIOUS OCC AUTO	11
SUSPICIOUS PERSON	1
TAMPERING	3
THEFT FROM AUTO	5
THEFT FROM AUTO J O	2
THEFT J O	4
THEFT REPORT	6
THREATS COMPLAINT	4
TRAFFIC COMPLAINT	8
TRESPASSING COMPL	1
UNKNOWN TROUBLE	12
VANDALISM	4
VEHICLE ACCIDENT COMBINED	7
WARRANT SERVICE	2
Total Calls -->	253

CHEVERLY POLICE DEPARTMENT
Case Reports Written

2/1/2020

To

3/1/2020

Date	Time	Report No.	Subject	Disposition	Workflow Stage	ID
BATTLE, TROY # 1714						
02/17/2020	18:53	20-0009587-001	Property Damage	Not a Crime/Other Service	Supervisor	1714
02/20/2020	18:31	20-0010218-001	THEFT REPORT	Active	Supervisor	1714
02/29/2020	21:00	20-0011963-001	Property Damage	Not a Crime/Other Service	Supervisor	1714
Total for # 1714 >>						3
FORD, DELANTE F # 1708						
02/04/2020	17:56	20-0007042-001	Threats complaint	Not a Crime/Other Service	Work-Complete	1708
02/08/2020	20:18	20-0007856-001	1st degree assault and handgun	Arrest	Work-Complete	1708
02/18/2020	17:18	20-0009773-001	Theft from auto	Active	Work-Complete	1708
Total for # 1708 >>						3
GENNA, KEVIN # 1704						
02/02/2020	09:35	20-0006530-001	Theft (Rogers)	Arrest	Work-Complete	1704
02/03/2020	08:16	20-0006676-001	Stolen Vehicle	Active	Work-Complete	1704
02/03/2020	16:01	20-0006790-001	THEFT FROM AUTO	Active	Work-Complete	1704
02/07/2020	07:44	20-0007539-001	Tampering	Not a Crime/Other Service	Work-Complete	1704
02/07/2020	09:51	20-0007556-001	Theft (Shoplifting)	Active	Officer	1704
02/12/2020	15:01	20-0008579-001	Theft from Auto	Active	Work-Complete	1704
02/15/2020	11:11	20-0009178-001	Property Damage	Not a Crime/Other Service	Work-Complete	1704
02/26/2020	09:54	20-0011287-001	THREATS COMPLAINT	Not a Crime/Other Service	Work-Complete	1704
02/26/2020	14:36	20-0011336-001	LOST PROPERTY	Not a Crime/Other Service	Work-Complete	1704
Total for # 1704 >>						9
KEENE, JONATHAN M # 1713						
02/14/2020	19:37	20-0009055-001	Returned Missing	Not a Crime/Other Service	Work-Complete	1713
Total for # 1713 >>						1
WEBB, FRANCIS # 1674						
02/04/2020	09:33	20-0006942-001	STOLEN VEH	Active	Work-Complete	1674
02/04/2020	09:33	20-0006942-003	STOLEN VEH & THEFT	Active	Officer	4174
02/04/2020	14:41	20-0007000-001	TAMPERING	Not a Crime/Other Service	Work-Complete	1674
02/05/2020	10:31	20-0007193-001	Domestic Assault	Active	Work-Complete	1674
02/05/2020	15:43	20-0007193-002	Domestic Assault	Warrant Issued	Work-Complete	1674
02/08/2020	15:28	20-0007818-001	STOLEN VEH	Active	Work-Complete	1674
02/13/2020	14:07	20-0008780-001	Recovered Stolen Vehicle	Not a Crime/Other Service	Work-Complete	1674
02/14/2020	10:43	20-0008780-002	Recovered Stolen Vehicle	Not a Crime/Other Service	Work-Complete	1716
02/19/2020	08:40	20-0009886-001	VPO Arrest	Arrest	Work-Complete	1674
02/23/2020	09:11	20-0010711-001	THEFT Arrest	Arrest	Supervisor	1674
02/27/2020	09:47	20-0011489-001	VANDALISM	Active	Supervisor	1674
02/28/2020	12:04	20-0011701-001	THREATS COMPLAINT	Active	Supervisor	1674
Total for # 1674 >>						12
WHITE, SPENCER A # 1710						
02/02/2020	17:16	20-0006591-001	THEFT REPORT	Active	Work-Complete	1710
02/02/2020	22:56	20-0006631-002	BREAK IN IN PROGRESS	Active	Work-Complete	1694
02/02/2020	22:56	20-0006631-001	BREAK IN IN PROGRESS	Active	Work-Complete	1710
02/07/2020	19:17	20-0007669-001	DOMESTIC	Active	Work-Complete	1710
02/16/2020	17:46	20-0009406-004	MISSING PERSON	Active	Work-Complete	1710

02/16/2020	17:46	20-0009406-001	MISSING PERSON	Active	Work-Complete	1710
02/16/2020	17:46	20-0009406-002	MISSING PERSON	Active	Work-Complete	1710
02/25/2020	20:41	20-0011204-001	THEFT J O	Active	Officer	1710
02/29/2020	21:07	20-0011968-001	ANIMAL COMPLAINT	Not a Crime/Other Service	Supervisor	1710
Total for # 1710 >>						9
Total Reports >>						37

National League of Cities Pandemic Planning Guidance for Cities

Pandemic Planning Guidance for Cities 2/28/2020 The following is guidance on preparing for and implementing a Pandemic Plan. Each city will need to customize their own plan and determine which aspects of this guidance will work for their city with their unique services, location and size. Consult with your city attorney on any legal aspects of the guidance provided below. Also consult this document from the Center for Disease Control (CDC): CDC Guidance for Businesses

PANDEMIC PLAN PHASES: Many plans identify two or three phases as outlined below:

Phase One: Preparation

This phase involves putting in place all the policies and procedures, equipment, supplies, technology and training your city may need during a pandemic to maintain the highest levels of customer service possible to residents.

Most organizations are in this phase with regard to the coronavirus (COVID-19). During this preparation phase, the city should:

- Identify critical services that must continue during a pandemic and those which could be temporarily suspended. For example, the Police Department will need to continue to respond to 9-1-1 calls but may choose to temporarily discontinue crime prevention events like the city's Night to Unite event.

Note: City Council and other meetings are likely going to be considered critical services that must be continued during a pandemic. Emergency management decisions and regular city business may still need to be conducted. The normal Open Meeting Law notice requirements apply when calling a regular, special or emergency meeting. All three of these types of meetings can be conducted via telephone or other electronic means if it is "not practical or prudent because of a health pandemic" to meet in-person.

- Determine staffing needs for critical services, including support staff
- Determine which job duties associated with critical functions could be performed remotely from home and which must be conducted at city sites
- Identify technology issues associated with remote work and a plan for ensuring technology support is channeled to the most critical functions
- Determine lines of authority (at least three staff deep) for each department head, manager and supervisory position. Produce telephone lists with cell/home phone numbers for all staff in each department
- Develop methods for sharing keys between back-up staff quickly and easily where such keys are needed to carry out essential functions

- Assess employees' home computer/internet access for employees assigned to critical functions Determine back-up plans for critical functions which may include:
 - Cross-training staff
 - Having retirees on standby
 - Using former city employees
 - Contracting with outside agencies

- Purchase preventive supplies like gloves, disinfectant wipes, hand sanitizer and make readily available at various city sites } Determine policy changes which may be needed (such as clarifying supervisory authority to send ill employees home, no handshaking policy, employee travel ban, etc.) } Identify building security issues if city buildings are not staffed

- Identify key staff who have authority to:
 - Approve overtime;
 - Assign duties outside of an employee's job description;
 - Approve leave; and
 - Hire temporary employees for up to thirty days

- Maintain a list of home cell phone numbers to communicate with assigned staff as needed regarding changes in city services and employment conditions and determine individuals who have access to that list; consider maintaining printed vs. electronic copies
- Obtain City Council approval on the city's pandemic plan unless otherwise delegated
- Communicate the city's pandemic plan to all employees and key stakeholders

Phase Two: Intermediate to Full Response.

This phase occurs when the City Manager/City Administrator/City Council conclude that a pandemic threat is sufficiently severe within the United States to be prepared for the possibility of staff, equipment and other shortages.

During Phase Two, the city should:

Implement preventive health measures and pandemic-related employment policies and notify employees they are in effect

Begin planning for the possibility of cancelling city events/services

Notifying residents, businesses and other stakeholders of potential cutbacks in city services
 Depending on the severity of the outbreak, some of these measures may be implemented gradually or not at all. For example, if few deaths are occurring and the virus is not more deadly or serious than a normal seasonal flu, the City will likely "stand ready" to implement measures

but may choose not to implement the more drastic measures. Decision makers at the City should use advice from appropriate state and federal agencies, such as the Centers for Disease Control, the Minnesota Department of Health and the Department of Homeland Security to make decisions about full implementation of this phase.

Phase Three: Full Response.

This phase occurs when the City Manager/Administrator and Council have reason to believe a severe and widespread pandemic is imminent in the Midwest and Minnesota. It may involve:

- Cutting back on all non-critical city services and communicating with employees, residents and other stakeholders that the cutback is now in effect
- Implement telecommuting or remote work policies for designated positions as appropriate and devote resources to most critical functions
- Cancelling all employee travel and city events
- Implementing back-up staffing plans as needed

As with Phase Two, full implementation of Phase Three will depend greatly on the severity of the virus strain and its impact on public health. Depending on the threat level, the City's decision makers may skip Phase Two and immediately proceed to Phase Three.

EMPLOYEE COMMUNICATION

This section outlines relevant issues you may want to communicate to city employees.

- City's Current Sick Leave Policy. For example, "the City's current policy on sick leave allows an employee to use sick leave "when you have been exposed to a contagious disease of such a nature that your presence at the work place could endanger the health of others with whom you would come into contact." It also allows use of sick leave to care for injured or ill children, spouses, fathers, mothers, sisters or brothers.
- What to do if you feel ill. Example: At the first sign of illness, you should leave work immediately to avoid exposing coworkers and you should stay home until you are completely recovered, or the pandemic flu virus has been ruled out.
- What to do if you've been exposed to the virus. Example: If you have been in contact with someone who is suspected of having the virus, you should report this information to your supervisor and stay home until the pandemic virus has been ruled out for the original contact person or for you or until you have recovered fully from the flu.

Note: The CDC's guidance for healthcare workers, including those involved in medical transports such as police/fire and ambulance is explained in further detail in a later section of this document. Such personnel may routinely come in contact with persons having flu-like symptoms. The risk associated with any given transport will have to be evaluated on a case-by-

case basis and in coordination with current knowledge about the prevalence of the virus in Maryland. The Town should continually check recommended sources for updates on the risk levels in Maryland and Prince George's Count through health.mypgc.us/coronavirus.

When you can return to work. Example: You may be required to produce a physician's note stating that you may safely return to work, depending upon the availability of medical providers and the severity of the pandemic outbreak.

Note: The CDC's guidance suggests employers should generally NOT require a doctor's statement during a pandemic as medical facilities are likely to be extremely busy and unable to provide such documentation in a timely manner. This includes medical certification required for Family and Medical Leave Act (FMLA) purposes.

- Supervisory authority to send ill employees home. Example: As always, supervisors have the authority to require an ill employee to leave the workplace, as a safety consideration for the health of other employees. While supervisors should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home. (Coronavirus symptoms are respiratory in nature and may include fever, cough and shortness of breath.)
- What will happen if your sick leave is exhausted? Example: If your sick leave runs out or is insufficient, you will first be required to use vacation, accrued compensatory time and applicable disability insurance. If you do not have any paid leave available through the City's paid leave programs, you will be considered for a special extended leave program which is only available during a pandemic. Note: some cities may be unable to offer an extended leave program. For those that wish to, you may consider allowing the employee to run a negative sick leave balance up to a certain maximum or provide a sick leave donation bank.
- What will happen with your health insurance? Example: If you are eventually forced to use unpaid leave due to a pandemic related illness or complication thereof, the City will continue its share of all insurance benefits for (insert City's policy on paying health insurance premiums; cities subject to the Family and Medical Leave Act will generally want to continue the city's contribution for at least twelve weeks).
- What will happen with regard to employee travel? Example: Work-related travel may be suspended temporarily during a pandemic.
- How the city will communicate with employees. Example: E-mail and web site postings will likely be our primary means of contact, but please make sure your supervisor has up to date contact information for you (e.g., cell phone number).

SAMPLE PREVENTIVE MEASURES Mandatory Preventive Measures:

- Use of social distancing methods (maintain distance from those who are ill and under extreme conditions, from all other people in the workplace)
- Avoid touching your eyes, nose and mouth

- Stay home when you are sick or have been exposed to someone who is sick • Discontinuing handshaking as a greeting
- Implement extended hand-washing method (at least 20 seconds with soap and water) after using the restroom, before eating and after blowing your nose, coughing or sneezing
- Use hand sanitizer (at least 60% alcohol) as needed or when soap and water are not available
- Use disinfectants to wipe down work surfaces at least twice per day or when a possible contamination has occurred (CDC guidance suggests businesses provide disinfectant wipes for commonly used surfaces such as doorknobs, keyboards, desktops and suggest employees be encouraged to wipe down surfaces after each use)
- Use cough and sneeze etiquette and dispose of tissues in trash cans

Optional Preventive Measures:

- Obtain a seasonal flu vaccine (can be done at any appropriate time)
- Follow the Center for Disease Control recommendations for use of a facemask. The CDC currently recommends facemasks for those individuals who show symptoms of COVID-19 and those who are taking care of someone with COVID19 in close settings (e.g., health care facilities or at home). Such individuals are not likely to be actively at work.

SPECIAL GUIDANCE FOR EMPLOYEES – HEALTHCARE/PUBLIC SAFETY/WASTEWATER

As always, cities who employ healthcare workers are responsible for following applicable OSHA requirements, including OSHA's Bloodborne Pathogens (29 CFR 1910.1030), Personal Protective Equipment (29 CFR 1910.132), and Respiratory Protection (29 CFR 1910.134) standards.

See the Standards page for additional information on OSHA requirements. The CDC provides detailed guidance for workers at increased exposure which includes city employees who perform medical transports and first responder assistance (e.g., police, fire, ambulance). Consult this link for more information: OSHA Control Prevention.

Resources:

Maryland Department of Infectious Disease - <https://phpa.health.maryland.gov/Pages/infectious-disease.aspx>

Prince George's County Department of Health - health.mypgc.us/coronavirus.

Proclamation



— of Mayor and Council of the Town of Cheverly, Maryland

Designating April 24, 2020 as ARBOR DAY

WHEREAS, this holiday, called Arbor Day, was first proposed by J. Sterling Morton to the Nebraska Board of Agriculture in 1872 and was observed with the planting of more than a million trees in Nebraska and is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas and beautify our community, and

WHEREAS, the urban forest of Cheverly is part of the watershed area of Beaver Dam Creek and ultimately the Chesapeake Bay, and

WHEREAS, the General Assembly of the State of Maryland has declared that urban forest and trees are an important and necessary part of the community environment, and that the retention, enhancement and management of these forests and trees by local governments is the best interest of the citizens of the State of Maryland.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the Town of Cheverly that April 24, 2020 will be celebrated as ARBOR DAY in the Town of Cheverly, and we urge all citizens to support efforts to protect our trees and woodlands, and

FURTHER, we urge all citizens to plant trees to gladden the heart and promote the well being of this future generation.

So signed on this 12th day of March 2020.

Laila Riazi
Mayor

Eric Radloff
Councilmember, Ward One

Kayce Munyeneh
Councilmember, Ward Four

Micah Watson
Councilmember, Ward Two

Jennifer Garcia
Councilmember, Ward Five

Nicole Bryner
Councilmember, Ward Three

Amy Fry
Councilmember, Ward Six

DID YOU KNOW?

Only 73% of Cheverly residents responded to the 2010 Census.

Every uncounted Marylander costs the state around \$18,250 in federal funds over 10 years.



**WE ALL DESERVE TO BE
COUNTED, AND CHEVERLY IS
COUNTING ON YOU!**

*The 2020 Census will be online in mid-March at
2020Census.gov and takes just 10 minutes to complete!
Check your mail for more info on other ways to be counted!*

**CHEVERLY CENSUS DAY IS MARCH 25.
JOIN US ONLINE & AT TOWN HALL TO CELEBRATE THE CENSUS!
FOR DETAILS FOLLOW US ON FACEBOOK @WECOUNTCHEVERLY**

Need assistance or have more questions?
Email CheverlyCensusWeCount@gmail.com or call 301-773-8360

¿Sabías?

Solo el 73% de los residentes de Cheverly respondieron al Censo de 2010.

Cada Marylander sin contar le cuesta al estado
alrededor de \$18,250 en fondos federales durante 10 años.



¡TODOS MERECEMOS SER CONTADOS, Y CHEVERLY CUENTA CONTIGO!

El Censo 2020 estará en línea www.2020census.gov a mediados de marzo; ¡revisa tu buzón para obtener información sobre cómo iniciar sesión y ser contado!

El día del censo de Cheverly es el 25 de marzo.
¡Únete a nosotros en línea y en la municipalidad para celebrar el censo!
PARA MÁS DETALLES ENCUENTRANOS EN FACEBOOK
@WECOUNTCHEVERLY

¿Necesitas ayuda o tienes más preguntas?

Envía un correo electrónico a

CheverlyCensusWeCount@gmail.com o llama al 301-773-8360

Cheverly Planning Board

Memorandum for: Cheverly Mayor and Council
From: Cheverly Planning Board
Subject: Proposed Greater Cheverly Zoning Changes
Date: February 21, 2020

The Planning Board reviewed the Greater Cheverly proposed zoning changes for consistency and conformity with the Greater Cheverly Sector Plan (GCSP). Below are our recommendations to the Mayor and Council regarding proposed zoning changes.

1. Park Clarification – ROS (Reserved Open Space) vs. Residential zoning:
Boyd Park was converted from residential (R-55) to ROS, but other parks within Cheverly were not, including but not limited to Cheese Park, Euclid Park, Cheverly East Park, Woodworth Park, Legion Park, Pinky’s Park, and National Park Services Park. These other parks are left as RSF 65. We recommend requesting that these parks be changed to ROS as well. Some of these areas are identified as Green Infrastructure Hubs, and as noted in the GCSP, “The sector plan area also contains places with green infrastructure elements of local significance that should be preserved, protected, and enhanced. These include pockets of woodlands in areas identified as hubs in the Cheverly Green Infrastructure Plan....” (GCSP, p. 20)
2. Request for a change to the RDA property near the Wyndham Hotel:
This property was previously zoned MUI and is proposed to be RMF-48 under the new zoning. We recommend CGO or alternate zoning which allows for a hotel and restaurant. Land Use Policy 9 in the GCSP clearly states the intent to redevelop the property.
3. Two houses between 57th Place, 58th Ave., and Arbor Street:
These properties and the properties in the surrounding area along Arbor St. were zoned M-U-I. Under the proposed zoning, the two houses would not convert to LTO-c, unlike the other properties along Arbor. Instead, the county proposes changing the two houses to RSF-65. From the Planning Board’s perspective, we believe it would be beneficial for these properties to retain mixed use zoning in order to facilitate a variety of uses along Arbor St. in the future. We recommend the zoning convert to LTO-c, which would be in keeping with the mixed use zone that was a part of the Tuxedo Road Plan and the Cheverly Sector Plan. This would be consistent with GCSP Land Use Policy 2, particularly Policy 2.2: “Facilitate parcel assembly from east of the CSX Railroad tracks along Maryland 459 (Tuxedo Road and Arbor Street) to encourage redevelopment in the

Cheverly Planning Board

Local Transit Center and implement the vision of a walkable main street.” We recommend the Town talk to the property owners and make them aware that their zoning is proposed to change from a mixed use to a residential zone. If the property owners would like to continue being zoned for mixed use (which would not affect the current property use), we recommend the Town advocate that the county convert the zone to LTO-c, not RSF-65.

4. Extend LTO-c zoning to the World Recycling Site which is proposed as IE. We recommend asking for this change, which was not included in the Cheverly Sector Plan, due to the change in circumstances of the property and to encourage redevelopment. This change would be in keeping with GCSP Land Use Policy 2.3

LU 2.3 Support redevelopment at the Cheverly Metro Station to allow a mix of residential, retail, and office uses, while ensuring the preservation of surrounding environmentally sensitive lands.

5. The property just to the south and west of the Cheverly Metro Station: This property is split zoned R-55 and I-1. The county proposes making the entire property RSF-65. We recommend instead changing the I-1 portion of the property to ROS. This is to limit redevelopment in FEMA Floodplain per GCSP Land Use policy 5.1. The GCSP says “Spaces of special importance within the sector plan area include pockets of woodlands at Cheverly Euclid Park, Cheverly Nature Park, and portions of the Baltimore-Washington Parkway right-of-way. An additional area of importance is a low-lying wooded area south of the Cheverly Metro Station that contains a network of streams with associated floodplain and wetlands that provides vital storm water management benefits.” (p.67)

LU 5.1 Consider rezoning properties located in the FEMA Floodplain (see figure xx) in order to limit further development and maintain the primary use of the land for the preservation and protection of significant environmental features and functions.

Cheverly Planning Board

6. Hospital property:

The hospital is currently zoned as R-55 and proposed to change to CGO, which the county says would allow for the various future uses contemplated in the GCSC.

However, there is concern that CGO is a very broad zoning category and could lend itself to undesirable uses such as an office park or even self storage spaces. The recommends a higher density, mixed use. There is not a clear alternative zone we can recommend, but we wanted to make the Mayor and Council aware of our concerns about this zoning designation.

**TOWN OF CHEVERLY
ORDINANCE 2020-_____**

An Ordinance whereby the Town of Cheverly amends Sections 1 and 22 of the Town Code to place Cheverly's Code Enforcement Program under the direct authority of the Town Administrator and renames said program as Cheverly's Code Compliance Program.

WHEREAS, Maryland Code §§ 5-202(1-4) of the Local Government Article grants the Town the power to adopt ordinances to, among other powers, assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, and to secure persons and property from danger and destruction; and

WHEREAS, § C-23(A) of Article VII of the Town Charter grants to the Mayor and Town Council the power to pass ordinances and take such measures not contrary to the Constitution and laws of the State of Maryland as they may deem necessary for, among other powers, the good government and improvement of the Town, for the protection and preservation of the Town's property, rights, and privileges, for keeping Town property in good condition, for the preservation of peace and good order, and for securing persons and property from violence, danger, or destruction; and

WHEREAS, § C-23(A)(14) of Article VII of the Town Charter grants to the Mayor and Town Council the power to pass ordinances for the specific purposes of preventing and removing nuisances and obstructions from the streets, sidewalks, lanes and alleys of the Town and properties adjoining the same and for compelling the occupant or owner of any premises, building, or outbuilding situated in the Town, if it has become filthy or unwholesome, to abate or cleanse the condition, and after reasonable notice to the owner or occupant to authorize such work to be done by the proper officers and to assess the expense thereof against the property, and

1 **WHEREAS**, § 22–3(f) of the Town Code sets forth the Cheverly Code Enforcement
2 Program for the purpose of enforcing the Town’s Code as to property and community standards at
3 the direction of, and subject to, the Town’s Chief of Police; and

4 **WHEREAS**, it is the sense of the Mayor and Town Council that the interests of good
5 government warrant reorganizing the Cheverly Code Enforcement Program under the oversight of
6 the Town Administrator; and

7 **WHEREAS**, the Mayor and Town Council believe that changing the name of the Code
8 Enforcement Program to the Code Compliance Program is appropriate given the program’s
9 purpose; and

10 **WHEREAS**, a non-substantive recodification change to section 22–3 of the Town Code is
11 required to ensure that section’s numbering is correct as a result of this reorganization.

12 **NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of
13 Cheverly in regular session assembled, that Sections 1 and 22 of the Town Code are hereby
14 amended as follows:

15 **Section 1–5. - Departments.**

16 **§ 1–5.1 - Cheverly Code Compliance Program.**

17 1.5.1.1. There shall be a Cheverly Code Compliance Program within the
18 Administrative Department that is supervised by the Town Administrator. The Town
19 Administrator shall hire the code compliance officers pursuant to section 21–7 of this Code. Code
20 compliance officers will receive compensation at a rate to be determined annually by the Mayor
21 and Town Council as part of the Town’s budget.

22 1.5.1.2. The primary objectives of the Cheverly Code Compliance Program are to:
23 (i) gain compliance with the Town’s Code with respect to property and community standards, (ii)

1 supplement the Prince George's County Property Standards Program, and (iii) ensure compliance
2 with the county and state codes where applicable.

3 1.5.1.3. The Town Administrator may assign the code compliance officers such
4 other duties as he or she deems necessary.

5 1.5.1.4. The number of code compliance officers will be determined by the Mayor
6 and Town Council after consultation with the Town Administrator.

7 1.5.1.5. For the purposes of issuing municipal infractions, parking citations and
8 making appearances in order to testify, the code compliance officer shall be sworn in by the Town
9 Clerk.

10 * * *

11 **Section 22 – Police.**

12 **§ 22–3. Duties and Responsibilities of Police Department Personnel.**

13 * * *

14 (f) ~~Code enforcement officers:~~

15 ~~(1) The objective of the Cheverly Code Enforcement Program is to enforce the~~
16 ~~town codes as to property and community standards, and such other responsibilities as assigned~~
17 ~~by the chief of police and to supplement the Prince George's County Property Standards Program~~
18 ~~so as to ensue compliance with the town Code as well as the county and state code where~~
19 ~~applicable.~~

20 ~~(2) The number of code enforcement officers will be determined by the mayor~~
21 ~~and council upon recommendations of the chief of police or town administrator.~~

22 ~~(3) Unless otherwise provided by the mayor and town council, the code~~
23 ~~enforcement officers shall be supervised by the chief of police. Code enforcement officers will~~
24 ~~receive compensation at a rate to be determined annually as part of the town budget. While code~~

1 ~~enforcement officers shall not ordinarily be sworn police officers, they shall meet the standards~~
2 ~~outline in section 22-4(b) of this chapter.~~

3 ~~(4) The chief of police or the department head in charge of the code~~
4 ~~enforcement officers shall hire the code enforcement officers pursuant to section 21-7(b)(4) of this~~
5 ~~Code.~~

6 ~~(5) For the purposes of issuing municipal infractions, parking citations and~~
7 ~~making appearances in order to testify, the code enforcement officer shall be sworn in by the town~~
8 ~~clerk.~~

9 (g) Clerical and administrative assistance:

10 (1) Clerical and stenographic assistance for the department shall be provided
11 on the basis of full or part-time positions in such numbers, position classifications and rates of pay
12 as are authorized annually in the town budget, or as may be provided on a part-time basis by the
13 town's administrative office. Duties and work assignments of such positions shall be directed by
14 the chief of police.

15 (2) Clerical and administrative assistants who have access to confidential
16 information shall be subject to the same background investigation and shall take the oath of office
17 as is provided for police officers, except for references to impartial enforcement of the law since
18 these assistants do not enforce the law.

19 * * *

20 **AND BE IT FURTHER ORDAINED** that this ordinance shall take effect thirty (30) days
21 from the date of its adoption;

22 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
23 forthwith be published in a newspaper having general circulation in the Town in the period

1 between its passage and effective date pursuant to § C-16(A) of the Town’s Charter, and otherwise
2 be made available to the public.

3 **INTRODUCED** by the Town Council of the Town of Cheverly, Maryland at a regular
4 public meeting on _____, ____, 2020.

5 **ADOPTED** by the Town Council of the Town of Cheverly, Maryland at a regular public
6 meeting on _____, ____, 2020.

Adopted: _____

Attest: _____
Dylan Galloway, Town Administrator

Laila Riazi, Mayor

Councilmember Eric Radloff, Ward 1

Councilmember Micah Watson, Ward 2

Councilmember Nicole Bryner, Ward 3

Councilmember Kayce Munyeneh, Ward 4

Councilmember Jenny Garcia, Ward 5

Councilmember Amy Fry, Ward 6

7 ~~[]~~ indicate deletions

8 Underline indicates additions

9 Asterisks * * * indicate matter retained in existing law but omitted herein

10 Effective Date: _____, ____, 2020.



CHEVERLY PUBLIC WORKS

6401 Forest Road | Cheverly, MD 20785

O) 301.773.2666 | F) 301.773.0173

MEMORANDUM

Date: February 20, 2020

To: Dylan Galloway, Town Administrator

From: Stephen Brayman, Director of Public Works

Subject: Tree Services Invitation to Bid Recommendation

On February 11, 2020, the sealed bids were opened for the Invitation for Bid (IFB) for trees services to include removals, crew pricing (pruning), stump removal, and emergency work. The Town received four bids. The IFB requested unit pricing for these services, and also allowed for the bidders to submit pricing. Three bidders submitted alternative pricing, and this alternate pricing was used in the final calculations when advantageous for the Town. As part of the bid process, a tree list of 34 priority 1a tree removals was included to assist bidders with pricing. This list was used in conjunction with an estimated two weeks of pruning to evaluate the bids and pricing.

The first chart below uses the pricing listed in the IFB.

Bidder	Removals	Stumps	Pruning	Total
Branches	\$58,140	\$5,950	\$16,500	\$80,590
Meade	\$44,460	\$5,814	\$22,400	\$72,674
Excel	\$44,460	\$12,460	\$16,500	\$73,420
Treeman	\$41,040	\$9,130	\$22,300	\$72,470

The second chart calculates costs using alternate pricing when advantageous to the Town. The chart below summarizes the lowest total costs for each bid received as calculated on the attached detailed charts.

Bidder	Removals	Stumps	Pruning	Total
Branches	\$51,000	\$6,840	\$16,500	\$74,340
Meade*	\$44,460	\$5,814	\$22,400	\$72,674
Excel	\$35,271	\$12,460	\$15,900	\$63,631
Treeman	\$41,040**	\$9,130	\$22,000	\$72,170

*Alternate pricing was not offered

**Lump sum price offered was not used as explained on attached detailed chart

The alternative pricing offered by Excel is the lowest cost for removals. Additionally, Excel is the lowest bidder when comparing the three work categories as shown in the second chart. It should be noted that Excel's daily cost (calculated at the hourly rate) is for 6 hours of work, or 9:00 am to 3:00 pm. Although the other companies appeared to submit a daily rate based upon 8 hours of work, Excel

is significantly lower in cost to justify accepting this daily rate for pruning. For example, Excel's total cost was calculated to be lower by \$8,539 to the next lowest bid. This would equate to another week of pruning costs. Excel also offered competitive pricing for an in-house extra-long bucket truck and crane that can be used when needed.

The bid requested price increases for up to three contract renewal years. Excel indicated that their costs would increase 2% per year. Excel's tree size range chart pricing for removals and stump grinding increases less than 2% per year making this advantageous to the Town. For emergency work, the costs do increase substantially, but traditionally emergency tree work (fallen trees) has been handled in-house. It is noted that Excel indicated that they would need 21 days after the contract signing to proceed, and other bids ranged from immediately to 90 days to commence work.

Therefore, it is recommended that Excel be awarded the tree services bid. The current budget line item for tree services has approximately \$53,000 remaining. In order to address the most immediate needs, it is recommended that the Town focus on removals and pruning for the remainder of this fiscal year. Using the pricing in chart two, Excel would remain the lowest bidder for removals and pruning at \$51,171. Please note that tree planting is occurring through the Pepco replanting program and the private tree planting program. This budget line item is also used for the private tree planting program.

Due to the variations in the bids, the anticipated amount of work to be initially assigned to the successful bidder was used to compare pricing. Although the Treeman bid included a competitive lump sum price schedule, the bid did not include information to allow that pricing to extend to future tree removals. The tree size range pricing chart offered by Excel for removals was significantly more competitive than the other bids. It is anticipated that approximately 28 more large trees will need to be assigned for removal next fiscal year, thus some emphasis was placed upon the removal pricing.

I recommend proceeding with Excel Tree Expert Company, Inc.

Concur and Recommend:


Dylan O. Galloway, Town Administrator



Town of Cheverly
Budget Amendment Request Form


Account	Increase/ Decrease	Description
01-09-9130	+\$170,000	Police Vehicles - CIP
01-09-9170	+ 21,700	Police Equipment - CIP
01-11-2000	+\$9,700	Police Travel & Training
01-11-6060	+\$2,500	Police Specialized Services
01-06-5000	+10,000	Census Grant Line Item Addition

MOTION: _____

SECOND: _____

APPROVED/DENIED: _____

Town of Cheverly, MD



W. J. ...

Ashley Shiwarski

724-749-1097

ashiwarski@utilitysp.net





Service Line Warranty Program



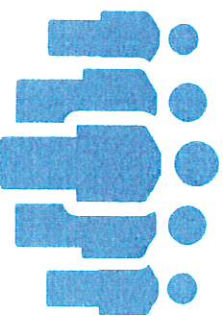
WHY CHOOSE UTILITY SERVICE PARTNERS?



EXPERIENCE



REPUTATION



PARTNERSHIP



This award underscores one of the primary reasons the National League of Cities selected USP as a partner and extended our agreement for another five years. The organization's exemplary record of customer service and transparency is what has driven the success of this partnership over the years.

— Clarence Anthony, Executive Director
National League of Cities



Service Line Warranty Program



PROGRAM BENEFITS

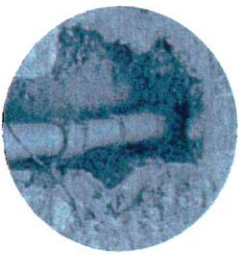
- Only Service Line Program Partnered with the National League of Cities and the Maryland Municipal League
- Helps address the public policy issue of aging infrastructure
- No cost for the City/Town to participate
- Ongoing Revenue Stream for the City/Town
- Educates homeowners about their lateral line responsibilities
- Free Public Awareness Campaign
- Peace of Mind - with one toll-free call a reputable plumber is dispatched
- All repairs performed to code by local licensed contractors
- Contractors undergo rigorous vetting process to ensure quality service



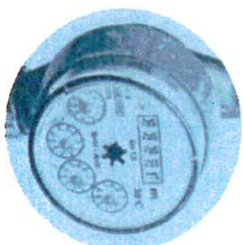
Service Line Warranty Program



OUR SERVICE AND WHAT IT COVERS



EXTERNAL
SEWER/SEPTIC
LATERAL COVERAGE



EXTERNAL
WATERWELL
LINE COVERAGE

Homeowner repair protection for leaking, clogged or broken water and sewer lines from the point of utility connection to the home exterior

Coverage includes:

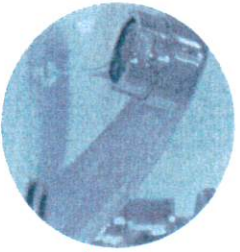
- Educating homeowners about their service line responsibilities
- Up to \$8,500 coverage per repair incident
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods



Service Line Warranty Program



OUR SERVICE AND WHAT IT COVERS



INTERIOR PLUMBING AND DRAINAGE

Coverage includes:

Homeowner repair protection for in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry

- Up to \$3,000 coverage per repair incident.
- Repair of clogged toilets
- Includes coverage for broken or leaking water supply, sewer, or drain lines under the slab or basement floor
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods

MARKETING APPROACH

- No Public Funds are used in marketing, distribution, or administration of the program.
 - Only market by direct mail, no telemarketing
 - Would never mail without your review and approval of marketing material before each and every campaign
 - Limited mailing campaigns per year
 - Consumer friendly marketing
 - Always voluntary for the homeowner
-
- Consumers can enroll one of three ways:
 - Calling into our toll free number that is provided on the mailing;
 - Returning the bottom of the letter to us in the self addressed stamped envelope provided
 - Visiting our consumer website www.slwofa.com at any time





Service Line Warranty Program



OVER 700 MUNICIPAL PARTNERS IN 42 STATES

...INCLUDING 18 IN THE STATE OF MARYLAND

- 
- Alabama
 - Arkansas
 - Arizona
 - California
 - Colorado
 - Connecticut
 - Florida
 - Georgia
 - Idaho
 - Iowa
 - Illinois
 - Indiana
 - Kansas
 - Kentucky
 - Louisiana
 - Maryland
 - Massachusetts
 - Michigan
 - Minnesota
 - Mississippi
 - Missouri
 - Montana
 - North Carolina
 - Nebraska
 - New Jersey
 - New Mexico
 - New York
 - Nevada
 - Ohio
 - Oklahoma
 - Oregon
 - Pennsylvania
 - South Carolina
 - South Dakota
 - Tennessee
 - Texas
 - Utah
 - Virginia
 - Washington
 - West Virginia
 - Wisconsin
 - Wyoming



Service Line Warranty Program



CURRENT MARYLAND PARTNERS

Maryland Municipal League

Town of Henderson

Town of Greensboro

Town of Bel Air

Town of Grantsville

Town of Thurmont

Town of Poolesville

City of Taneytown

City of Pocomoke City

Town of La Plata

Town of Forest Heights

Town of Laytonsville

Town of Hurlock

Town of Charlestown

City of District Heights

St. Mary's County Metropolitan

Town of Boonsboro

Commission

Town of Smithsburg

Town of Union Bridge



Service Line Warranty Program

