



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

TOWN MEETING
Thursday, February 13, 2020
8:00 PM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes (January 9, 2020, January 23, 2020 and Special Worksession on February 6, 2020)
5. Cheverly Wolverines Proclamation
6. Resident Input
7. Committee Reports
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
8. Police Report
9. Public Works Report
10. Town Administrator Report
11. Cheverly Town Grant Approval
12. Budget Amendment
13. Census Update
14. 6301 Kilmer Neighborhood Design Center
15. Potential Partnership M-NCPPC for Cheverly Dog Park and Forest Conservation
16. Prince George's African American Museum
17. Council Announcements
18. Adjournment

Next Meetings of the Mayor and Town Council

February 27, 2020	Worksession	7:30 pm
March 12, 2020	Town Meeting	8:00 pm

Thursday, February 13, 2020

8:00 PM

TOWN MEETING AGENDA NOTES

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Minutes**

5. **Cheverly Wolverines Proclamation**
The Mayor and Town Council will present a proclamation to the Cheverly Wolverines 10U Soccer Champions.

6. **Resident Input**
Public comment period. All comments are limited to 3 minutes.

7. **Committee Reports**
 - a. **Recreation Council**
 - b. **Green Infrastructure Committee**
 - c. **Cheverly Day Committee**
 - d. **Planning Board**

8. **Chief of Police Report**
Chief Towers will give monthly report.

9. **Public Works Report**
Public Works Director will give an update on the vegetation management plan.

10. **Town Administrator Report**
Town Administrator will brief Mayor and Council and current and future projects impacting the Town of Cheverly and introduce new staff members.

11. **Cheverly Town Grant Approval**
Mayor and Town Council will vote on a Grant Acquisition for the Boys and Girls Club.

12. **Budget Amendment**
Town Administrator will present a budget amendment for the 2019-2020 Fiscal Budget.

13. **Census Update**
Mayor Riazi, CMs Fry and Bryner— Mayor will share news of the grant application filed on behalf of the CCC by the Town. Mayor and CMs will update on census events (attendance, take-aways, etc.), social media campaign, status of formation of the Cheverly 2020 Census Complete Count Committee.

14. 6301 Kilmer Neighborhood Design Center

The Mayor will provide an update on the timeline of the Neighborhood Design Center community engagement process to develop a concept for landscape design and programming for the park space at 6301 Kilmer Street. The 2.3-acre wooded property, a former home site, was acquired by the Town for open space and preservation of tree canopy. Recently, the site has been planted with fruiting “food forest” plants.

15. Potential Partnership M-NCPPC for Cheverly Dog Park and Forest Conservation

Mayor — Discussion + next steps. M-NCPPC was alerted to the planned State Highway Administration release of land for purchase by the Town for creation of a dog park and reached out to discuss possible purchase of the site and creation of a dog park. Mayor Riazi engaged the initial conversation, as well as the potential of partnering with M-NCPPC for acquisition of community-valued land for protection as undeveloped parkland or as forest conservation.

16. Prince George’s African American Museum

The Town of Cheverly is the first municipality to become a member of Prince George’s African American Museum and Cultural Center. An update will be given on the benefit to residents and how they can obtain their membership from the Town of Cheverly.

17. Council Announcements

18. Adjournment

Town of Cheverly
Meeting Minutes
January 9, 2020

Call to order

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

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

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

Approval of Minutes for December 12, 2019: CM Bryner, seconded by CM Fry. Approved unanimously.

Chief of Police Report: Security Breach at December 23, 2019 Coffee with the Chief. A resident brought a loaded handgun into the Police Department. The firearm was secured, and the resident was released after a preliminary investigation. The weapon will be retained by the police pending further investigation. There will be increased security in and around the department.

- 2019 Crime down 8% from 2018. Theft from autos higher at night and Sundays.
- Beginning January 16, 2020, we will be returning to 24/7 Response pending staffing.
- Cheverly Meet and Greet will be on January 25, 2020 at the American Legion
- PCAB Town Hall on January 30, 7:00-8:30 pm at Cheverly United Methodist Church
- Officer of the Year Award to Officer Delante Ford

Committee Reports

Rec Council Mayor next meeting is January 28.

Green Infrastructure Mayor Compost program is robust. Kilmer Park project starting after February. Giving input for the Tree planning and planting.

Cheverly Day Nick D'Angelo next meeting is January 22 at 7:00 pm. Cheverly Day is May 16, 2020. "Like" the Cheverly Day page on Facebook.

Public Works: Lindsay Ford F-250 Truck contract signed and has a turnaround time of five months. We're still waiting on the contract from GranTurk for the Refuse Truck and that turnaround time is six months. The underground storage tanks failed a precision leak test in November and are working with an engineering firm. We submitted a written report to MDE on 12/23. The monitoring wells have not detected any leaking of gasohol in the soil.

Town Administrator Report

- We're funded for the Rain Garden at Town Park.
- Mayor and Staff attended a Retreat on January 4 with facilitator Janice Taylor.
- The Mayor and Council will be looking at the Building Usage policy.

Building Use Policy: *Mayor* and Council will be looking at the policy overall. We'll meet with Community Town Organizations who currently use the space.

County Code Compliance: *CM Munyeneh* we looked at quite a few infractions. Please let us know if you see something that makes our community look less than pristine. You can send us pictures. We will keep in contact with DPIE and our council member to keep Cheverly clean.

Census Grant: *Mayor* we applied for \$10,000 and should hear back by the end of this month. We were at 73% in the 2010 Census, the goal for the County is 85%. Let's challenge that and do better. January 18, 2020 we'll have a Census Kick off at the Legion. The Mayor and Council Members Bryner and Fry are organizing a Complete Count Committee. Please join and "like" our Facebook page "We Count Cheverly."

Mayor and Council Announcements

CM Bryner come to the Census meeting.

CM Radloff please clean the snow and ice off your car for the safety of all.

CM Fry Family Fun Night at the Legion at 7:00 pm tomorrow. School Lottery open. Order your Girl Scout cookies.

CM Munyeneh Woman's Club and the 4th Ward Association will hold a program for Black History month on February 23 at Town Hall.

CM Watson Challenger Soccer Camp is June 22 – 26 and there will be a discount for families. We will be canvassing Saturday on Dewey Street to get signatures for a Traffic Control petition.

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

Meeting adjourned at 9:15 pm

Worksession Minutes

January 23, 2020

7:30 pm

Pledge of Allegiance

Cheverly Boys & Girls Club moved up on agenda. Luanne Smith asked for a \$2,000 Grant to help subsidize registration, uniforms, etc. They provide scholarships for over 20 kids to help pay for basketball and baseball. Mayor requested receipts from the Cheverly Boys & Girls Club for previous grants because the Town needs to show the auditors what the money was spent on.

Audit Update: **Town Administrator** we will get bound copies that we will distribute to Mayor and Council once the audit is complete which we should receive in February.

CIP

PWD \$10,000 toward AC (HVAC) assessment for the Gym. Would like to have one company and design and a different company build the unit.

Town Administrator CM Radloff and I met with RCI Sound Company. We should get a design first, before spending the \$17,825 (cost of the design). Audio, video and acoustics will take six to eight weeks to get the design. RCI can design and construct.

PWD Takoma Park did an LED light presentation, they ended up working with Pepco. The \$20,000 has been a running amount in the budget but I'm not sure it's going to be enough. It might be anywhere from \$500,000 to 5 million. Our recommendation is to wait and learn from other municipalities before we commit.

CM Watson we've never spent the \$20,000 for an LED upgrade, it just goes back into the hopper so maybe we should stop putting the \$20,000 aside.

PWD we could look at a small project lie Town Hall. It may be a \$20,000 project.

Mayor we should do a light survey to see where we have gaps; noting where there are safety issues.

New Pavilion

Town Administrator we need a building permit and a structural engineer. Mu recommendation it to put the project on hold until the next fiscal year. Give us time to do more research.

Mayor the structure is failing, and the roof is peeling.

PWD we still haven't paid them. They have a commitment to us (in an email) to finish the roof. I don't know how long to get the permit and the final approval. The County wants an engineer to verify that.

Town Administrator we need time to give you an update. Can we give you a month to month update?

CM Munyeneh let's make this part of our Strategic Plan. I would like updates on structural engineers.

CM Bryner what are our options for getting the company to replace the roof? What is our responsibility, what is their responsibility?

Mayor let's get it in writing. An idea was to pour concrete over the existing surface. Be aware of everything that's going to be involved in the cost.

Mayor traffic stops leading to Cheese Park, bring item back to us in March. Rubber crosswalks, are they good for us? In University Park they have raised crosswalks with a split down the center for bikes.

Woodworth Playground Park Project

Town Treasurer funded primarily through Project Open Space, we moved it from '19 to '20. \$130,000-\$150,00 toward an accessible playground with rubberized surface. \$110,00 is what we have from Project Open Space, we need to come up with \$39,000 match. We don't lose it, but we won't continue to receive money if we don't use it. We'll have to do a Budget Amendment to move the funds.

PWD \$285,000 to work on resurfacing streets and sidewalks.

CM Munyeneh I would like to have barriers at Boyd Park to prevent children from running into the street. I thought it was part of the Beautification Plan. We talked about shrubbery vs just an aluminum fence.

Census

CM Bryner great turn out. We should hear about the grant soon. **CM Radloff** we had over 300 views of the event.

EV Charging Stations

PWD meters installed that count the kw hours and I go out and count the hours.

Mayor We need to look at the fee for using, spacing of the chargers, after hour accessibility because the park is closed at night. The possibility of turning the chargers off at night to prevent overnight parking, acquiring fast chargers possibly on Cheverly Avenue.

LGIT Electrical Assessment

PWD we still have two issues that we're addressing. 1. An electrical issue at Legion Park ask Steve and the 2. cooking pavilion is shut down and deenergized and will have to be rewired. It will be working by Cheverly Day.

Mayor do other PW Depts. have licensed Electricians. What work can we do? Does everything have to go to a licensed electrician?

Town Administrator the Town Clerk job description will go out to tomorrow. Cheverly Meet and Greet is Saturday from 1-4 pm at the American Legion.

The Low Impact Design Center will come to the Green Infrastructure meeting is on February 3 at 7:30 pm.

Motion to Adjourn: CM Watson, Seconded by CM Radloff. Approved unanimously.

Worksession Minutes

January 23, 2020

7:30 pm

Motion to Close Meeting CM Munyeneh, seconded by CM Garcia.

Mayor asks for discussion.

There was some discussion about why the Council was moving into Closed Session.

CM Munyeneh voiced concern about the Town Administrator's lack of performance measures for the position prior to begin in the position for six months. The discussion about the Town Administrator's performance impacts not only him but also the staff and that is why I think that we should have a Closed Session meeting tonight.

CM Fry I think that a conversation does need to be had and since it's about employment that it would fall under the Open Meetings Act to be closed.

Mayor I don't want anyone to be fearful about an upcoming evaluation. It's more of a conversation about what is or isn't working. I'm upset about the manner in which this was handled and there was no conversation after the retreat.

Mayor conveyed her dismay about the amount of questioning that she receives from the Council about her role as Mayor.

CM Munyeneh expressed concern about the leadership that the Mayor has exhibited.

The Mayor elaborated on her role and that of the Vice Mayor.

CM Bryner has concerns about not understanding how our roles work. Doesn't feel like my concerns were heard/considered. I was hoping that a larger conversation about that would help.

CM Watson clarifying expectation of the Town Administrator's goals, objectives and performance measures; it's so overdue that it is almost an emergency meeting.

CM Bryner it's important for everyone to be on the same page about what we're evaluating, how we're evaluating and what our expectations are. Reiterates desire to have an orientation so that they know what the roles of Mayor and Council are besides what they have read in the Charter.

CM Munyeneh disappointed with the Historic Preservation presentation and their lack of consideration for the old 4th Ward and the fact that the Historic Preservation is interested in preserving a plantation and slave quarters.

Motion to Recuse My Motion to Close and Make a Motion to Adjourn: CM Munyeneh, seconded by CM Garcia. Approved unanimously.

Meeting adjourned

Special Worksession
February 6, 2020
6:30 pm

Pledge of Allegiance

Skip Cornbrooks, the Town Attorney gave a PowerPoint presentation on the roles and responsibilities of Mayor and Council.

Motion to Adjourn: CM Garcia, seconded CM Munyeneh. Approved unanimously.



Memo

To: Town Administrator, Mayor and Council
From: Jarod J. Towers, Chief of Police
Date: February 12, 2020
Re: Monthly Chief's Report **January 2020**

Crime/Enforcement Report:

1. For January 2020, there were 12 reported crimes:
 - a. 1 Residential Breaking and Entering, 3 Assaults (1 assault with a knife, 1 domestic assault, 1 simple assault), 3 Auto Thefts, and Thefts (4 shopliftings, 1 theft over \$1000, and 8 thefts from autos)
2. There was a total of 9 arrests,
 - a. 9 adult arrest:
 - i. 1 arrest for a domestic assault, 1 arrest for driving on a suspended license, 5 DUI/DWI arrests, and 2 arrests for open warrants.

The department responded to 280 calls for service, completed 88 house and 10 elder watch checks, and wrote 46 police and 6 accident/collision reports.

The department made 169 traffic stops, issued 230 traffic citations, 137 warnings, and 7 parking citations.

Community Outreach:

In review of our outreach activities, the department was present at the Neighborhood Meet 'N Greet, hosted by the Cheverly American Legion Post 108, and took part in the Town Hall Series, hosted by Cheverly PCAB, where various topics surrounding thefts from autos were discussed. In addition, the department hosted a department tour for the Cub Scouts.

The department has initiated outreach to the businesses within Cheverly. The department is looking to implement some changes, in the near future, that will strengthen the partnership between businesses/business owners and the department.

The department is in the planning stages for another community movie night, as well as preparing for an implicit bias training that will be open to the mayor and council, Cheverly employees external to the police department, and members of the Cheverly Watch Program.

Due to the holiday, there will only be one Coffee with the Chief event for the month of February. It will be held on Wednesday, February 19th, from 7 AM – 9 AM.

Administrative Report:

In addition to the implicit bias training being held for individuals external to the department, the department will also be holding its semi-annual implicit bias training for all internal members.

There were no use of force incidents

There were two complaints filed, one initiated by a citizen, and the other from an internal review.

Cheverly Police Department
CALLS FOR SERVICE TOTALS

1/1/2020 To 2/1/2020

Incident Type	Total
911 DISCONNECT	35
ACCIDENT	19
ADDED INFORMATION	1
ANIMAL COMPLAINT	2
ARMED PERSON	3
ASSAULT	1
ASSIST	1
ASSIST FIRE EMS	3
BREAK IN REPORT	2
CHECK WELFARE	5
CHECK WELFARE COMBINED	2
CHECK WELFARE VIOLEN	1
CPR COMBINED	1
DEATH REPORT	1
DEPT ACCIDENT PD	1
DISORDERLY	17
DISPUTE W/ WEAPONS	1
DOMESTIC	11
DOMESTIC STANDBY	2
FAMILY DISPUTE	5
FIGHT	1
FIGHT COMBINED	1
FOUND	2
FRAUD	6
HIGHWAY ACCIDENT COMBINED	1
HIT AND RUN	3
LOCK OUT	1
LOST PROPERTY	3
LOUD MUSIC COMPLAINT	6
MISC POLICE INCIDENT	17
MISSING PERSON	2
NOISE COMPLAINT	4
PREMISE CHECK	7
PROPERTY ALARM COMMERCIAL	5
PROPERTY DAMAGE	2

RESIDENTIAL ALARM	20
STOLEN VEH	12
SUBJECT STOP	4
SUSPICIOUS AUTO	11
SUSPICIOUS OCC AUTO	11
SUSPICIOUS PERSON	2
THEFT FROM AUTO	5
THEFT FROM AUTO J O	1
THEFT REPORT	9
TRAFFIC COMPLAINT	8
TRAFFIC HAZARD	2
UNKNOWN TROUBLE	11
VANDALISM	4
VEHICLE ACCIDENT COMBINED	3
WARRANT SERVICE	1
WIRES DOWN	1
Total Calls -->	280

**CHEVERLY POLICE DEPARTMENT
Case Reports Written**

1/1/2020

To

2/1/2020

Date	Time	Report No.	Subject	Disposition	Workflow Stage	ID
BATTLE, TROY # 1714						
01/05/2020	04:37	20-0000840-001	FIGHT COMBINED	Active	Work-Complete	1714
01/06/2020	18:11	20-0001133-001	THEFT REPORT	Active	Officer	1714
01/11/2020	00:40	20-0002021-001	T - Traffic Stop	Arrest	Officer	1714
01/18/2020	22:02	20-0003643-001	Domestic Dispute w/Armed person	Arrest	Work-Complete	1714
Total for # 1714 >>						4
FABBRI, JEFFERY A # 1715						
01/02/2020	13:17	20-0000308-001	THEFT REPORT	Active	CHVP Records	1715
01/16/2020	14:38	20-0003170-002	Death Investigation	Not a Crime/Other Service	Officer	3759
01/16/2020	14:38	20-0003170-001	DEATH REPORT	Not a Crime/Other Service	CHVP Records	1715
01/17/2020	16:11	20-0003393-001	Cancel	Active	Officer	1715
Total for # 1715 >>						4
FORD, DELANTE F # 1708						
01/02/2020	20:52	20-0000409-001	Lost Phone	Not a Crime/Other Service	Work-Complete	1708
01/04/2020	03:49	20-0000663-001	Driving under the influence	Arrest	Work-Complete	1708
01/09/2020	00:30	20-0001586-001	Stolen vehicle	Warrant Issued	CHVP Records	1708
01/09/2020	00:30	20-0001586-003	UUV	Warrant Issued	Officer	1708
01/09/2020	00:30	20-0001586-002	UUV	Warrant Issued	CHVP Records	1708
01/26/2020	20:32	20-0005239-001	Follow up	Not a Crime/Other Service	Supervisor	1708
01/30/2020	21:04	20-0006078-001	Domestic Dispute	Active	CHVP Records	1708
Total for # 1708 >>						7
GENNA, KEVIN # 1704						
01/01/2020	05:38	20-0000045-001	DUI/ DWI Arrest	Arrest	Work-Complete	1704
01/04/2020	17:24	20-0000766-001	THEFT FROM AUTO	Active	Work-Complete	1704
01/05/2020	02:21	20-0000823-001	SUSPICIOUS OCC AUTO	Not a Crime/Other Service	Work-Complete	1704
01/10/2020	22:27	20-0002008-001	DUI/ DWI Arrest	Arrest	Work-Complete	1704
01/14/2020	22:47	20-0002756-001	DUI/ DWI Arrest	Arrest	CHVP Records	1704
01/18/2020	09:50	20-0003532-001	THEFT FROM AUTO	Active	Officer	1704
01/19/2020	13:11	20-0003736-001	Missing Person	Not a Crime/Other Service	Work-Complete	1704
01/19/2020	13:11	20-0003736-002	Missing Person/ Stolen Vehicle	Not a Crime/Other Service	Work-Complete	1704
01/19/2020	13:11	20-0003736-003	Return Missing Person/Recovered Stolen	Not a Crime/Other Service	Officer	1704
01/23/2020	15:07	20-0004261-002	Recovered Stolen Vehicle	Active	CHVP Records	1704
01/24/2020	14:23	20-0004794-001	Lost Property	Not a Crime/Other Service	Work-Complete	1704
01/28/2020	12:10	20-0005566-001	Property Damage	Not a Crime/Other Service	CHVP Records	1704
01/28/2020	15:55	20-0005595-001	THEFT REPORT	Active	CHVP Records	1704
Total for # 1704 >>						13
KEENE, JONATHAN M # 1713						
01/07/2020	18:02	20-0001348-001	BREAK IN REPORT	Active	Linx	1713
01/07/2020	18:02	20-0001348-002	BREAK IN REPORT	Active	Work-Complete	1694
01/13/2020	00:48	20-0002358-001	Traffic Stop Arrest	Arrest	Supervisor	1713
01/26/2020	21:01	20-0005232-001	Attempted Theft from Auto	Not a Crime/Other Service	CHVP Records	1713
01/26/2020	22:01	20-0005245-001	THEFT FROM AUTO	Active	CHVP Records	1713
Total for # 1713 >>						5

KVECH, ANDREW # 1694						
01/13/2020	15:49	20-0002482-001	Perscription Fraud	Active	Work-Complete	1694
01/16/2020	19:00	20-0004069-001	THEFT FROM AUTO	Arrest	Start	1694
01/17/2020	09:47	20-0003323-001	PROPERTY DAMAGE	Active	CHVP Records	1694
Total for # 1694 >>						3
WEBB, FRANCIS # 1674						
01/16/2020	15:39	20-0003186-001	ANIMAL Bite	Not a Crime/Other Service	Work-Complete	1674
01/17/2020	14:48	20-0003384-001	FRAUD	Active	Work-Complete	1674
01/21/2020	09:54	20-0004043-001	FOUND	Not a Crime/Other Service	Work-Complete	1674
01/21/2020	12:43	20-0004074-001	Misc Police Service	Not a Crime/Other Service	Work-Complete	1674
01/22/2020	16:35	20-0004353-001	FOUND	Not a Crime/Other Service	CHVP Records	1674
01/27/2020	06:01	20-0005291-001	PROPERTY DAMAGE	Active	Officer	1674
01/27/2020	12:23	20-0005337-001	STOLEN VEH	Active	Work-Complete	1674
01/31/2020	09:27	20-0006147-001	THEFT REPORT	Active	Supervisor	1674
Total for # 1674 >>						8
WHITE, SPENCER A # 1710						
01/01/2020	17:49	20-0000125-001	FRAUD	Not a Crime/Other Service	Work-Complete	1710
01/27/2020	14:40	20-0005835-001	LOST PROPERTY	Not a Crime/Other Service	Lock	1710
Total for # 1710 >>						2
Total Reports >>						46



CHEVERLY PUBLIC WORKS

6401 Forest Road | Cheverly, MD 20785

O) 301.773.2666 | F) 301.773.0173

Dear Resident,

Cheverly's tree canopy is suffering, and we are losing more trees more rapidly than we can currently replace. This loss threatens the community we all love. The recent Pepco tree work, although necessary to ensure reliable electrical service delivery, removed an additional 94 trees from our canopy. As part of the Pepco Vegetation Management Plan, Pepco is returning to plant 94 street trees to mitigate the loss of the trees that they removed last year.

The tree planting strip in front of your house is within the Town's right-of-way and has been identified as a suitable site for planting. A white dot is being placed on the curb to specifically identify the planting spot. The tree that will be planted will be selected based upon the "right tree, right place" so that as the tree grows, it is not expected to interfere with any existing overhead utilities.

The tree plantings are scheduled to begin the week of February 24, 2020. Casey Trees, a well-known and well-regarded non-profit tree organization, will be performing the planting. Please note that there are more planting spots (152) than trees for this initial planting (94), since utility conflicts may arise during planting. This may mean that your site may not be planted until a future round this fall or next spring. As part of the planting process, utility companies will locate their underground utilities so you will see colored paint marks identifying these utilities.

The tree planting strip between the sidewalk and the curb, or generally within 10 feet of the curb when no sidewalk is present, is the Town's right-of-way. The right-of-way is an area originally dedicated to the Town to allow for streets, curbs, sidewalks, and street trees. The Town will maintain street trees by watering and pruning the tree as needed. However, it is helpful and encouraged for residents to help with watering street trees, particularly in the first year of growth. Please note that Town residents are not allowed to prune or cut street trees, Public Works can be contacted with any concerns regarding street trees.

Watering tips include opening the hose $\frac{1}{4}$ of the way and allow the water to run for 5 minutes. Start watering when the tree begins to leaf out. In the spring, with cool temperatures, trees should be watered every 10 days. During summer months, trees should be watered once a week when temperatures are 85 degrees, and twice a week when temperatures are 95 degrees.

The Town of Cheverly is a Tree City USA and prides itself on maintaining and growing its urban tree canopy. Should you have any questions regarding this tree planting program to begin on February 24, 2020, please call (301) 773-2666. Thank you for taking the time to read this letter.

Best Regards,

Stephen Brayman
Director of Public Works

Time to Think Trees — Tree Plantings and Tree Maintenance

Town of Cheverly

News & Announcements

Dear Residents:

The Department of Public Works would like to see 1000 trees planted within the Town over the next ten years or less. The department is currently working with both Dr. Tolbert Feather and Pepco regarding tree plantings and tree maintenance. Dr. Feather is a well-known expert arborist, and he has substantial experience working with towns in Maryland.

Last summer, Pepco came through the Town with its four-year Vegetation Management Program. **Pepco removed 94 trees in the Town's public right-of-way. Now, Pepco is going to plant 94 street trees in the Town's public right-of-way at the end of February.** Every address identified as a potential for a tree planting in February will be delivered a letter. White dots are being placed on the curb to identify the planting spots. **Currently, the tree plantings are scheduled to start on February 24, 2020.**

All of the tree plantings will occur in the Town's public right-of-way. Most of the tree plantings will occur in the tree box between the curb and the sidewalk, or within ten (10) feet of the curb when no sidewalk is present. The trees will be selected based upon planting the right tree in the right place. The tree planting list will be posted on the Town's website in the near future. Another News and Announcements will be sent to advertise the link.

Please note that there are more tree planting spots (152) than trees for this initial planting (94), since utility conflicts may arise during planting. The department does anticipate to plant in the extra spots over the next year, as well as develop additional tree planting spots across Town. Through an ongoing public process, the department hopes to develop and propose a Master Street Tree Plan.

We are also reviewing our Town trees from a safety perspective and necessary tree maintenance. Dr. Feather has assisted the Town in evaluating the Town's street trees and many park trees. Dr. Feather has recommended tree maintenance that includes tree pruning and tree removals. Initially, the department is pricing out the cost to have 34 street and park trees removed that are dead, dying, and/or have hazardous conditions. The department is also pricing out pruning and stump grinding for future work. The Town will soon be posting the lists for priority 1a, priority 1b, and priority 2 removals, as well as a list of tree pruning. The initial 34 trees are listed as the priority 1a trees. The tree removal lists will include pictures and a brief description explaining why the tree is listed for removal. The webpage link for these lists will be included in the News and Announcements announcing the tree planting list.

No tree removals are planned before a public process that allows for resident comment. Residents are encouraged to review the list of tree plantings and trees scheduled for maintenance or removal. The department will be scheduling a public meeting in March to allow residents to ask about any of the trees listed. Dr. Feather will be present to help explain about tree maintenance and his recommendations. This date for this public meeting will be announced in the near future.

Please contact Public Works at (301) 773-2666 with any questions you may have on this matter.

Time to Think Trees – Tree Plantings and Tree Maintenance

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All of the tree plantings will occur in the Town’s public right-of-way. Most of the tree plantings will occur in the tree box between the curb and the sidewalk, or within ten (10) feet of the curb when no sidewalk is present. The trees will be selected based upon planting the right tree in the right place.

The tree planting list can be found here [link to tree planting pdf].

Please note that there are more tree planting spots (152) than trees for this initial planting (94), since utility conflicts may arise during planting. The department does anticipate to plant in the extra spots over the next year, as well as develop additional tree planting spots across Town. Through an ongoing public process, the department hopes to develop and propose a Master Street Tree Plan.

We are also reviewing our Town trees from a safety perspective and necessary tree maintenance. Dr. Feather has assisted the Town in evaluating the Town’s street trees and many park trees. Dr. Feather has recommended tree maintenance that includes tree pruning and tree removals. Initially, the department is pricing out the cost to have 34 street and park trees removed that are dead, dying, and/or have hazardous conditions. The department is also pricing out pruning and stump grinding for future work. The initial 34 trees are listed as the priority 1a trees. The tree removal lists includes pictures and a brief description explaining why the tree is listed for removal.

The 34 priority 1a trees can be found here [link to ToCTR Priority List 1a reports 1-22-20 pdf];

The priority 1b trees can be found here [link to ToCTR Priority 1b reports 1-22-20 pdf];

The priority 2 trees can be found here

[\[link to ToCTR Priority 2 less staff trees 1-22-20 pdf\]](#);

The trees to be removed by Town staff can be found here
[\[link to Table 4 TBD\]](#);

The priority trees that are being researched regarding ownership can be found here
[\[Unsure Ownership pdf\]](#); and

The pruning list can be found here
[\[link to pruning pdf\]](#).

No tree removals are planned before a public process that allows for resident comment. Residents are encouraged to review the list of tree plantings and trees scheduled for maintenance or removal. The department will be scheduling a public meeting in March to allow residents to ask about any of the trees listed. Dr. Feather will be present to help explain about tree maintenance and his recommendations. This date for this public meeting will be announced in the near future.

Please call Public Works at (301) 773-2666 with any questions regarding these trees.



Memo:

To: Mayor and Council

From: Dylan Galloway, Town Administrator

Subject: Constituent Service System/Strategic Planning Retreat

Date: 2/12/20

General Ledger Account 01-06-1800 is funded at \$12,200. This was to include both the Constituent Service System (CSS) and the Strategic Planning Retreat. The CSS that we had in place at that time was \$2400 annually. However, the system was never implemented. When the contract lapsed in August of 2019, neither ConstituentOn (the vendor) or the Town of Cheverly sought to renew it. Thus, we are without a current CSS.

This line item was increased from FY19s budget of \$3000 to \$12,200 to seek out both an improved CSS and to fund a Strategic Planning Retreat. If Council chooses, they could wait to implement a CSS until FY21 and spend the entire line item on an increased scope during the Planning Retreat, especially as the proposed increased scope includes constituent input into prioritizing of Town long-term plans.

The recommendation is to move forward with spending the line item on the Strategic Plan of \$11,200 and allow the Town to research CSS that will fit our needs in the future and implement that in FY21.

Please see attached the original proposal for the Strategic Planning Retreat and the updated proposal.



Christine Becker Associates

Christine Becker, President

4332 River Road NW, Washington, DC 20016

202-361-2165 (office) • 202-253-7989 (mobile) • cbecker11@juno.com

April 28, 2019

David Deutsch
Interim Town Administrator
Town of Cheverly
6401 Forest Road
Cheverly, Maryland 20785

Dear David:

Thanks for considering me to help the Town of Cheverly develop a strategic plan to guide the Town's work over the next three years. This letter describes my approach to this project and provides a cost estimate.

Scope of Services

Based on our conversation on April 17, you are seeking a facilitator to carry out a strategic planning retreat involving the Mayor, six Councilmembers, Town Administrator, and senior staff members. The target time frame for this work is late September or October to give the new Town Administrator and Town Council time to work together for several months before developing a strategic plan.

I would carry this work out in four steps:

- 1) Pre-retreat input, research, and session design including (a) reviewing background information about the Town; (b) conducting telephone interviews with the Mayor, Councilmembers, and Town Administrator; (c) summarizing the pre-session input; and (d) developing the retreat design including outcomes, agenda, and discussion processes.
- 2) Facilitating an all-day retreat (9 am to 4 pm) to achieve the desired outcomes.
- 3) Preparing a retreat action report that summarizes the themes and messages from the discussion and provides a draft strategic plan including agreed-upon goals, outcomes, and actions.
- 4) Conducting a follow-up meeting to review the draft strategic plan and discuss implementation strategies.

Preliminary Session Design

While the final session design will emerge from/incorporate input from the interviews, my general approach to the retreat will include these components:

- A stage-setting discussion using small groups to share ideas about Cheverly
- Overview of the strategic planning process
- A discussion about envisioning Cheverly's future to provide a framework for goal setting using a series of questions such as:
 - *What do you love most about Cheverly?*
 - *How is the Town changing?*
 - *What worries you the most about Cheverly's future?*

- Development of goals, outcomes, and actions for 2020 through 2022

The details of and final design for the meeting may change based on the pre-retreat input process.

Role of the Facilitator

My main responsibility as the retreat facilitator is to help the group achieve its desired outcomes through thoughtful, thorough, challenging, and enjoyable discussion. My approach is to 1) listen carefully to and value all comments; 2) encourage balanced participation including occasional use of break-out groups; 3) make connections between and among comments to keep the conversation moving; 4) press for clarity when needed to make sure all participants understand key points; 5) summarize action agreements, or, if needed, offer possible conclusions to ensure that the group makes progress; and 6) monitor time throughout the day to ensure that progress is balanced, conclusions aren't rushed because time is running out, and all agreed-upon outcomes are achieved by the end of the session.

Cost Proposal

My consulting fee for strategic planning is \$200 per hour. I estimate the following time requirements for each step and total cost:

Pre-retreat work

- General background research/preparation 2 hours
- Interviews with Mayor/Councilmembers/Town Administrator 6 hours
(8 interviews @ 45 minutes each)
- Retreat design/preparation of materials 8 hours
(includes summarizing input, preparing the agenda/handouts/powerpoint, and designing the discussion)

Retreat facilitation (includes pre- and post-site work and travel) 9 hours

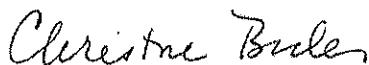
Retreat action report/development of the draft strategic plan 9 hours

Prepare for/conduct the follow-up meeting 2 hours

Total	36 hours	\$7,200
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Let me know if you have any questions about this overall framework and cost estimate or need further information. Thanks again for considering me for this project.

Sincerely,


Christine Becker

Town of Cheverly, Maryland
Strategic Planning Process

Updated Cost Proposal and Draft Timeline

Task	Hours	Cost
Task 1: Preparation and Familiarization	8	\$1,600
<ul style="list-style-type: none"> • General background research/familiarization 2 • Leadership interviews 6 <i>(8 interviews @ 45 minutes each)</i> 		
Task 2: Community Input Sessions	20	\$4,000
<ul style="list-style-type: none"> • Preparation/design/event logistics 6 <i>(Includes updating the approach, drafting public invitation, preparing session materials)</i> • Facilitate two sessions/three hours each on site 6 <i>(Includes pre-session set up/post-session wrap up, travel to the sites)</i> • Analyze input/prepare summary for community participants and for strategic planning retreat 8 		
Task 3: Strategic Planning Retreat	17	\$3,400
<ul style="list-style-type: none"> • Preparation/design 8 <i>(Includes summarizing pre-session input, preparing agenda/materials/PPT, and designing the discussion process)</i> • Retreat facilitation 9 <i>(includes pre- and post-site work, travel to the site)</i> 		
Task 4: Retreat Action Report and Draft Strategic Plan	9	\$1,800
<ul style="list-style-type: none"> • Summarize retreat agreements • Write goals, outcomes, and actions 		
Task 5: Follow-Up Session (Optional)	2	\$400
<ul style="list-style-type: none"> • Review plan/discuss implementation with Mayor, Council, Senior Staff 		
Total Project Cost Estimate	56 hours	\$11,200

Draft Timeline for Project Implementation

Task 1: Preparation and Familiarization March 16 – March 27

Telephone interviews to be scheduled over these two weeks.

Task 2: Community Input Sessions Weeks of March 30 and April 6

One session on a weekday evening and one on a Saturday morning. Dates to be selected based on best times for good turnout.

Task 3: Strategic Planning Retreat Week of April 27

Schedule approximately two weeks after second input session to allow time for summarizing input and designing the retreat session.

Task 4: Retreat Action Report and Draft Strategic Plan Two weeks after planning retreat

Task 5: Follow-up session (optional) Two weeks after Task 4 completion

A 90-minute session with Mayor, Council, and senior staff to review/discuss the plan. The need for this session depends somewhat on how clear the consensus is coming out of the retreat.

Target for completion of the project – June 1, 2020

Cheverly

GRANT ACQUISITION AGREEMENT FORM

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Luanne Smith Phone: 301-655-8634

Address: 6006 Kilmer Street
Cheverly, MD 20785

Organization:
Cheverly Boys and Girls Club

I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.

As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.

Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.

I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: 12/2/19 Luanne M. Smith
Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

THE PURPOSE OF THE GRANT REQUEST.

A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.

A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.

A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.

THE OVERALL BENEFIT TO THE COMMUNITY.

The Cheverly Boys and Girls Club seek a grant of \$2,000. The Boys and Girls Club strives to make our sports programs available to all the children of Cheverly regardless of family income and/or ability to pay.

This specific grant request is made for the following purposes:

1. To subsidize the registration and uniform fees for children who wish to play in the intramural basketball league, intramural soccer league, and intramural tee ball/baseball league whose families cannot afford to pay those fees in full.
2. To subsidize the registration, uniform, and county pass-through fee for children who wish to participate in CBGC sponsored county teams in basketball, soccer, and baseball whose families cannot afford to pay those fees in full.
3. To help fund advertising and marketing of the club's sporting opportunities, to further our reach to eligible participants in the community.
4. To assist the club in securing new basketball hoops in the gym of the old Hoyer building, in order to expand the facilities we have available for team practices.

The specific amount and activities stated in numbers 1 and 2 above shall be determined upon registration for basketball (December/January), for baseball/tee ball (March/April), and for soccer (July/August) once the number of children in need of assistance is formulated.

The amount applied to #3 above shall be determined during each respective sport season.

The amount applied to #4 above shall be the remainder of the grant funds available after #'s 1 through 3 are determined. It is anticipated that the club will be covering additional costs for this beyond what remains in the grant.

This grant will help the Boys and Girls Club continue to provide a benefit to the Cheverly community as a whole by giving our children a place to learn and play sports starting at 4 years old through their teenage years. The Club plans to continue conducting outreach to sections of our community, specifically but not exclusively, the Cheverly Station Apartments, who could benefit greatly from a town grant that makes playing sports affordable for their children.



Town of Cheverly
Budget Amendment Request Form

Account	Increase/ Decrease	Description
01-06-3000 Public Officials Liability	+\$56,000	LGIT funding, as previously approved

MOTION: _____

SECOND: _____

APPROVED/DENIED: _____