



Worksession

5700 Berwyn Road Berwyn Heights, MD 20740

April 17, 2023 at 7:00 PM

AGENDA

Residents can comment by attending the meeting, by calling 301-474-9570, or emailing mfriesen@berwynheightsmd.gov. Resident comments may be limited to 3 minutes.

MAYOR

Jodie Kulpa-Eddy

COUNCIL MEMBERS

Christopher Brittan-Powell (Mayor Pro Tem)

Shinita Hemby

Faustino Menjivar

Jason W. Papanikolas

Call to Order

Approval of Agenda

1. Mayor (5 minutes)

a. Announcements

b. Calendar

c. Codification Project: Code and Police Review (15 minutes)

d. FY24 Fees and Fines Schedule

e. FY23 Budget Amendments (Severance Pay, TM recruitments, Floodgates) (10 minutes)

f. FY24 Employee Compensation, Department Reorganization, Merit and COLA Increases (15 minutes)

g. 18 Month ARPA Budget Development (30 minutes)

h. Resident Comments

2. Public Works (5 minutes)

3. Public Safety (5 minutes)

4. Administration (5 minutes)

a. Traditional Funding Act-BHPD Bldg. Proposals (15 minutes)

5. Code Compliance (5 minutes)

6. Parks, Recreation, Education, and Civic Affairs (5 minutes)

7. Adjournment

**To view an AI powered translation of this meeting visit:
<https://attend.wordly.ai/join/VLRW-4987>**

Code Compliance Response to American Legal Publishing Corporation Codification Inquiries

Code and Police: Verify monetary amounts (#3), #10(a), #30(a) and (b), #31

#3

Please carefully review all monetary amounts that appear throughout your code to ensure that they are all still valid. Please inform us if there are any changes that we need to make and please be sure when identifying any necessary changes, to specify the exact section and/or division within your code to which each change applies. Unless otherwise instructed, we shall retain all monetary amounts within your code as they are currently edited. In particular, please review the following sections, which contain monetary figures that are over five years old. §§ 31.14; 91.10; 92.99; 112.09; 112.13; 112.99

§§ 31.14 – Council Compensation

§ 91.10 Valid

§ 92.99 Valid

§ 112.09 Not Code, Cable Television Consumer Protection

§ 112.13 Valid

§ 112.99 Valid

#10(a)

§ 30.01 Fee and fines schedule. Please note that unless instructed otherwise, the schedules will be left as currently edited. The inquiries below suggest a review to make sure the information within the schedules are codified correctly. a) We have incorporated the fee schedule and fines schedule as divisions (A) and (B), respectively. There are blanks where fee or fine amounts should be. Please review this section and provide any missing material.

§ 110.04 Banks and financial institutions -\$250

§ 110.04 Coin operated vending machines – each \$10

c) Please review the fee schedule on page 4 (see below). Should the text in the highlight be “or” instead of “of”?

Text should be “or”

#30(a, b)

a. The definition of SOUND LEVEL references ANSI S1.4, 1971 Specifications for Sound-Level Meters. This appears to have been superseded. Should the correct citation be ANSI S1.4, Part 2 - 2014 R19 edition?

Yes

b. The definition of SOUND-LEVEL METER references ANSI SI.4, 1971 Specifications for Sound-Level Meters. This appears to have been superseded. Should the correct citation be ANSI S1.4, Part 2 - 2014 R19 edition?

Yes

#31

§ 91.06 Maximum allowable sound levels. Division (C)(1) references ANSI S1.4, 1971 Specifications for Sound-Level Meters or successor specifications. This appears to have been superseded. Should the correct citation be ANSI S1.4, Part 2 - 2014 R19 edition?

Yes

Code: #10(b), (c), and (d), #32, #41, #42, #43, #44

#10(b,c,d)

b) Please review the fee schedule beginning on page 4 of this section (see below for the first three rows of the chart). There are letters instead of code sections in the first column. Please indicate what the letters refer to.

I believe this is supposed to correspond with Ordinance 117. Section 4. Duties and Responsibilities of Property Owners and Occupants, but the letters in the fee and fine schedule don't match the letters in the Ordinance for each item. As the Ordinance is currently written, that would be :

A. Appliances - \$25 prior to collection

C. Building & construction debris - Fee determined by Public Works if over 3 cubic yards

D. Bulk refuse- No fee if under 3 yards; Fee determined by Public Works if over 3 cubic yards

E. Clean outs - Fee determined by Public Works - any amount

- G. Electronic or electronic recyclables- Fee determined by Town Council
- I. Hazardous Materials or waste- Not accepted
- J. Household refuse - first roll-out container, no fee. add'l roll-out container, Fee determined by Town Council
- K. Imported Refuse - not accepted
- L1. Loose leaves- Curb Collection Season - No fee
- N. Motor vehicles & parts- Fee determined by Public Works
- O. Pressured containers- Not accepted
- P. Recyclable materials Fee collected on tax bill
- Q. Special Bulk Refuse Collection- Fee determined by Public Works
- R. Tires- \$5 each prior to collection
- S. Yard waste- No fee under 3 yards; Fee determined by Public Works if over 3 cubic yards

d. Please review the fine schedule beginning on page 6 of this section (see below example). There are strike outs regarding § 150.08 in Ordinance 104. Does the town wish to have this information deleted from the schedule?

Yes, remove the text with the strikethrough

#32

§ 111.01 Scope. Division (B)(5) references “125-26”, which we believe to be § 111.02, which is the definitions section. Is this correct?

Correct

#41

§ 152.06 Notice of violation of standards; penalty for violations. Division (E)(3) contains the following text (see below). The highlighted text needs revising. Unless otherwise instructed, it will be left as

currently edited: (3) REGULAR ORDER means a person shall have 15 days from the time the correction notice was issued to correct the violation. If, after **fifteen (15) days**, the violation has not been corrected, another notice to correct which imposes a fine shall be issued. A recurring fine and notice to correct shall be issued in **fifteen (15) days** intervals thereafter until the violation is corrected.

#42

§ 152.23 Adoption of standards by reference. This section refers to the Maryland Rehabilitation Code. Should the correct title be the Maryland Building Rehabilitation Code? If it is the Maryland Building Rehabilitation Code, we suggest adding, “being COMAR 09.12.58”. Shall we add it?

Correct. Please add

#43

§ 152.25 Violations. Division (M)(2) references the Maryland Building Rehabilitation Code. To assist users, we suggest adding, “being COMAR 09.12.58”. Shall we do so?

Yes. Please add

#44

§ 153.08 Unfit rental properties. We have renumbered division (D). The originating text contained the numbers “1, 2, and 3” then jumped to “6, 7, 8”. Please review this section to ensure there is no missing text.

Reviewed. No missing text

Everyone: #9, #14

#9

Chapter 10: General Code Construction. The purpose of this chapter is to reduce duplication and create consistency throughout the code. To this end, we have replaced obsolete and repetitive ordinance sections with comprehensive, general code provisions, most of which are self-explanatory in nature and

need no particular comment; however, we ask that you review this chapter and advise if anything is unclear or unsatisfactory.

Nothing needing clarification

#14

Chapter 33: Personnel System. This chapter is derived from an ordinance that is 40 years old. Please review, and, if there are any revisions to be made, indicate what is to be updated.

Nothing noted

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item d.

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violation	FY2023
Ordinance 104 - Building & Inspection Violations				
Section 8	Residential building permit - late filing violation	\$25 per calendar day		
Section 3 D 3	Working under 'Stop Work Order	\$1,000 per calendar day		
	Commercial building permit - late filing violation	\$100 per calendar day		
Section 8	Roll-off container permit fine		\$15	
Section 8	Portable storage unit permit fine		\$25	
Section 8	Portable storage unit - violation for unapproved extension	\$100 per week		
Section 8	Unpaid damages to Town property 10 days after notification	Recorded as lien against property		
Ordinance 105 - Business License Violations				
Resolution 05-2006				
Section 3 - Annual Renewal of Licenses	Application not filed and/or fees not paid within 30 days		\$50	
	Application not filed and/or fees not paid - each additional month or partial month beyond first 30 days			\$50
Section 8 - Violation	Violation of any provision of Ordinance 105		\$50	
	Violation of any provision of Ordinance 105 not corrected in 30 days			\$50
Ordinance 107 - Clean Lot Violations				
Resolution 02-2015				
A 1	Imminent threat violation - (Immediate)	\$25 per day	\$50 per day	
A 2	Hazardous violation (Time sensitive)		\$100	\$200
A 3	Non-hazardous violation (Regular order)		\$100	\$200
B	Tall grass & weeds violation (Time sensitive)		\$100	\$200
C	Invasive species & bamboo violation (Regular order)		\$100	\$200
D	Discarded vehicle violation (Immediate)		\$100	\$200
E	Vehicle condition & storage violation (Regular order)		\$100	\$200
F	Motor vehicle parts violation (Time sensitive)		\$100	\$200
G	Building materials violation (Time sensitive)		\$100	\$200
H	Improper wood storage violation - (Regular order)		\$100	\$200
I	High vegetation violation (Regular order)		\$100	\$200
J	Parking surfaces violation (Immediate)	\$25 per incident		\$25
K	Building security violation (Time sensitive)		\$100	\$200
L	Accessory structures violation (Structural)		\$100	\$200
M	Premises identification violation (Regular order)		\$100	\$200
Section 6 Notice of Violation of Standards A 5 b	Violations not fully corrected within the timeframe, as specified in 6 E of this Ordinance			Not to exceed \$1,000
	Failure to pay fine will result in the amount of any fine(s) imposed to be collected in the same manner as delinquent Town taxes			Lien
Ordinance 110 - Ethics Violations				
Section 8 - Enforcement				
	a 1 Late fine for failure to timely file a financial disclosure statement	\$2 per day up to \$250		
	a 2 Late fine for failure to file timely lobbyist registration/lobbyist report	\$10 per day up to \$250		
	a C The Commission may impose a fine for any violation of ORD 110	\$5,000 per day	\$5,000 each additional day	
Ordinance 111 - Municipal Infractions Violations				

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item d.

Section 2 General Penalties

A. Infraction	\$100	Not to exceed \$200
B. Misdemeanor - each day to be considered a separate offense	Not to exceed \$100 and possible imprisonment not to exceed 30 days	Not to exceed \$100 and imprisonment not to exceed 30 days

Ordinance 112 - Parks & Public Property Violations

Any violation of Ordinance 112	\$5 to \$100 and possible imprisonment not to exceed 30 days
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Ordinance 114 - Peace, Order & Nuisance Violations

Any violation of Ordinance 114	\$100	\$200	\$50/\$100
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Ordinance 117 - Refuse Collection Violations

Resolution 02-2010

Section 5 Refuse categories fines

Imported waste fine	Up to \$1,000
Pressured containers fine	fines may apply

Section 4

A
Improper disposal of A. Appliances, B. Bamboo, D. Bulk waste F. composting, H. Fish/Animal carcasses, J. Household refuse L. Leaves, N. Motor vehicle parts/accessories, O. Pressured containers, P. Recyclable materials, Q Special buld refuse, collection, R. Tires, S. Yard waste, and T. Corrugated cardboard boxes & recycling bins/containers:

a) first violation in a calendar year	\$15	
b) second violation in a calendar year		\$25
c) third violation in a calendar year		\$35
d) repeat violation in subsequent calendar year		\$50

B
Improper disposal of C. Building, construction, and remodeling materials and waste, E. Clean-outs, I. Hazardous materials or waste, and M. Litter:

a) first violation in a calendar year	\$50	
b) second violation in a calendar year		\$75
c) third violation in a calendar year		\$100

C
Improper disposal of materials into storm drains

a) first violation in a calendar year	\$50	
b) second violation in a calendar year		\$75
c) third violation in a calendar year		\$100

Section 3

Imported waste	Up to \$1,000 per violation per day
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Section 4 - ORD117 Section 6

Safeguards for collectors		
a) first violation in a calendar year	\$25	
b) second violation in a calendar year		\$50

Section 4 - ORD117 Section 7

Accessibility of items placed for collection		
a) first violation in a calendar year	\$25	
b) second violation in a calendar year		\$50

Ordinance 118 - Roads & Public Rights-of-Way Violations

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item d.

Working under 'Stop Work Order' \$1,000 per day
Missed construction inspection \$125 per inspection

Ordinance 119 - Traffic & Parking Violations

Section 4			
A	Vehicle parked in excess of 72 hours	\$60	
B	Illegally parked commercial or recreational vehicles	\$50	\$40
C	Abandoned vehicle	\$100	
D	Illegally placed construction equipment or materials	\$100	
E	Conducting vehicle repairs on street	\$60	
F 1	Blocking private driveway without consent	\$50	\$40
F 2	Parking in front of/blocking fire hydrant	\$100	
F 3	Blocking crosswalk	\$60	
F 4	Illegally placed traffic control devices	\$60	
F 5	Illegally placed signs prohibiting parking	\$50	\$40
F 6	Parking in a handicap zone	\$250	
F 7	Parking on any sidewalk	\$60	
F 8	Parking in a fire lane	\$100	
F 9	Parking on a bridge or elevated structure	\$50	\$40
F 10	Double parking	\$50	\$40
F 11	Parking on the travel portion of the roadway	\$50	\$40
F11 A	Obstructing any portion of an intersection	\$75	
F 12	Obstructing private or public driveway (partially in the road)	\$50	\$40
G 1	Parked more than 12 inches from curb	\$50	\$40
G 2	Parked left wheel to curb	\$50	\$40
H 1	Stop, stand, or park any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$50	\$40
H 2	Operated any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$50	\$40
I	Parking on private property without permission	\$60	
J	Unattended motor vehicle violation (motor running)	\$75	
K	Failure to attach vehicle registration plates in front and rear	\$60	

Ordinance 120 - Rental Housing Violations

Resolution 02-2017			
	Failure to apply for or renew a rental license	\$400	
	Continued failure to apply for or renew a rental license		Up to double for each 20 business days
	Failure to provide all required rental license application info.	\$200	
	Continued failure to provide rental license application info.		Up to double for each 20 business days
	Missed scheduled inspection or reinspection:		
	a) First missed appointment in a calendar year	\$50	
	b) Second missed appointment in a calendar year		\$75
	c) Third and each successive missed appointment in a calendar year		\$100

Public Nuisance Violations
Creating, encouraging, inviting, permitting or continuing to allow a public nuisance - fined to owner:

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item d.

	a) First violation in a calendar year	\$200	
	b) Second violation in a calendar year		\$400
	c) Third and each successive violation in a calendar year		\$600
Remedial Violations	Failure to correct remedial violation within 20 days of first notice	\$200	
	Failure to correct remedial violation within 20 days of second notice		\$250
	Failure to correct remedial violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 days business days of first Notice of Violation	\$200	
	Failure to contact for inspection or reinspection within 10 days business days of second Notice of Violation		\$250
	Failure to contact for inspection or reinspection each 10 business days thereafter		\$300
All Other Violations	Failure to correct violation with 20 business days of first notice	\$200	
	Failure to correct violation with 20 business days of second notice		\$250
	Failure to correct violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 business days of first notice of violation		\$200
	Failure to contact for inspection or reinspection within 10 business days of second notice of violation		\$250
	Failure to contact for inspection or reinspection within 10 for each additional business day thereafter		\$300
Liens	Failure to pay any fine(s) set forth for violations of Ordinance 120 will result in the amount of any fine(s) and fee(s) imposed being recorded as a lien against the property and will be collected in the same manner as delinquent Town taxes		
License or renewal revocation or denial	The Town reserves the right to either revoke or deny the renewal of rental housing license for any violation(s) of Ordinance 120		

Ordinance 125 Small Cell Facilities

Resolution 06-2019

Violation fines \$100 per day

Ordinance 134 - Commercial Clean Lot Violations

Resolution 07-2015

A. Condition of Exterior

A 1	Imminent threat (Immediate) - 24 hours to correct	\$400	\$800
A 2	Hazardous (Regular order) - 7 days to correct	\$300	\$600
A 3	Non-hazardous (Regular order) - 7 days to correct	\$200	\$400
B	Tall grass & weeds (Regular order) - 7 days to correct	\$200	\$400
C	Invasive species & bamboo (Regular order) - 7 days to correct	\$200	\$400
D	Discarded vehicle (Immediate) - 24 hours to correct	\$300	\$600
E	Vehicle condition & storage (Structural) - 30 days to correct	\$300	\$600
F	Vegetation (Structural) - 30 days to correct	\$200	\$400
G	Plantings in the Right-of-Way (Regular order) - 7 days to correct	\$200	\$400
H	Parking surfaces (Immediate) - 24 hours to correct	\$200	\$400

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item d.

I	Building materials (Regular order) - 7 days to correct	\$200	\$400
J	Motor vehicle parts (Regular order) - 7 days to correct	\$300	\$600
K	Wood storage (Regular order) - 7 days to correct	\$200	\$600
L	Conditions of public amenities (Structural) - 30 days to correct	\$200	\$400
M	Structures & accessory structures (Structural) - 30 days to correct	\$200	\$400
N	Building security (Immediate)- 24 hours to correct	\$200	\$400
N	Building security (Structural) - 30 days to correct	\$200	\$400
O	Premises grading (Structural) - 30 days to correct	\$200	\$400
P	Compliance w/ County Zoning Ordinance (Regular) - 7 days to correct	\$200	\$400
Q	Premises identification (Regular order) - 7 days to correct	\$200	\$400
R	Construction safety (Regular order) - 7 days to correct	\$200	\$400

Ordinance 149 - Red Light Camera

Red Light Camera Violation	\$75
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Ordinance 153 - Noise Violations

Resolution 01-2011

10 Decibels or less over noise limit:			
a) first offense	Warning		
b) second offense		Warning or \$25	
c) third offense			\$50
d) fourth and subsequent offenses			\$100
More than 10 decibels over noise limit:			
a) first offense	Warning		
b) second offense		Warning or \$50	
c) third offense			\$100
d) fourth and subsequent offenses			\$100
Noise violation at prohibited times:			
a) first offense	Warning		
b) second offense			\$50
c) third offense			\$100
d) fourth and subsequent offenses			\$150
Frequent and sustained noise by domestic animals:			
a) first offense	Warning		
b) second offense			\$15
c) third offense			\$30
d) fourth and subsequent offenses			\$45
Failure of an owner to pay a noise violation fine will result in the amount of the fine being recorded as a lien against the property and collection in the same manner as delinquent Town taxes		Lien	

Comprehensive Fees Schedule COMPARISON (FY23 vs. FY24)

Type of Fee	Amount of Fee (\$)	
	FY2023	FY2024 (Proposed)
ORDINANCE 104 – BUILDING & INSPECTION		
Residential building permit	\$75	\$75 for value of construction under \$25,000
Residential building permit	\$125	\$125 for value of construction over \$25,000
Commercial building permit	\$25 ...	\$25 + \$3 per \$1,000 of construction to \$1,500 max. Every increment of \$1,000 goes up \$3
Deck permit	\$25	\$25
Fence permit	\$25	\$25
New home permit	\$250	\$250
Raze permit	\$100	\$100
Roll-off (Dumpster) permit	\$25	\$25 for every 15 days of portion thereof
Portable temporary storage unit permit	\$50	\$50 for every 30 days of portion thereof
Building, roll-off/or storage unit damage deposit	Up to ...	Up to \$1,000 (for potential damage to Town ROW)
ORDINANCE 105 – BUSINESS LICENSES		
Banks & financial institutions	\$250	\$250 per year
Peddler, solicitors	\$25	\$25 per year
Professional services	\$50	\$50 per year (each professional)
Real estate & insurance	\$35	\$35 per year (each agent)
Coin operated vending machines	\$10	\$10 per year (for each machine)
Gross receipts fee schedule:		
Gross receipts under \$25,000	\$40	\$40 per year
Gross receipts \$25,000 - \$100,000	\$75	\$75 per year
Gross receipts \$100,000 - \$500,000	\$125	\$125 per year
Gross receipts \$500,000 - \$750,000	\$185	\$185 per year
Gross receipts \$750,000 or greater	\$250	\$250 per year
ORDINANCE 106 – CABLE TV, COMCAST		
Franchise application filing fee	\$5,000	\$5,000
ORDINANCE 117 – REFUSE COLLECTION		
Appliances	\$25	\$25 prior to collection
Building & construction debris	Fee ...	Fee determined by Public Works (if over 3 cubic yards)
Bulk refuse	No ...	No fee if under 3 yards
Bulk refuse	Fee ...	Fee determined by Public Works (if over 3 cubic yards)
Clean outs	Fee ...	Fee determined by Public Works (any amount)
Electronic or electronic recyclables	Fee ...	Fee determined by Town Council
Hazardous waste	Not ...	Not accepted
Household refuse (First roll-out container)	No ...	No fee
Household refuse (Add'l roll-out container)	Fee ...	Fee determined by Town Council
Imported waste	Not ...	Not accepted
Loose leaves	No ...	No fee
Motor vehicles & parts	Fee ...	Fee determined by Public Works
Pressured containers	Not ...	Not accepted
Recyclable materials	Fee ...	Fee collected on tax bill

Special collection material	Fee ...	Fee determined by Public Works
Tires	\$5 ...	\$5 each (prior to collection)
Yard waste	No ...	No fee under 3 yards
Yard waste	Fee ...	Fee determined by Public Works (if over 3 cubic yards)

ORDINANCE 118 – ROAD & PUBLIC RIGHTS OF WAY

Permit application fee:

Value of work up to \$4,999	\$40	\$40
Value of work \$5,000 to \$25,000	\$100	\$100
Value of work greater than \$25,000	\$1,000	\$1,000

Permit fee:

Value of construction up to \$250,000	10% ...	10% of the value work
Value of construction \$250,000+	8% ...	8% of the value of work
Driveway apron (residential only)	\$40	\$40
Permit renewal fee	25% ...	25% of original fee

ORDINANCE 119 – TRAFFIC & PARKING

Accident report - resident	\$10	\$10
Accident report - non-resident	\$20	\$20
Police report - resident	No ...	No charge
Police report - non-resident	\$15	\$15
Fingerprinting (per card) Residents only	\$10	\$10
Returned check	\$35	\$35
Vehicle impound release	\$75	\$75

ORDINANCE 120 RENTAL HOUSING

Rental license application fee	\$300	\$300
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ORDINANCE 125 SMALL CELL FACILITIES

Application fee - up to 5	\$500	\$500
Each additional	\$100	\$100
Each new pole	\$1,000	\$1,000
Plan review cost (if in excess of set fees)		
Access fee	\$270 ...	\$270 (per small cell facility per year)

ADMINISTRATION AND POLICE DEPARTMENT

Notary Fee	\$4 per ...	\$4.00 per page notarized
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Town of Berwyn Heights

5700 Berwyn Road
Berwyn Heights, MD 20740
Tel. (301) 474-5000
Fax (301) 474-5002

MAYOR
Jodie A. Kulpa-Eddy
COUNCIL MEMBERS
Christopher S. Brittan Powell (Mayor Pro Tem)
Jason W. Papanikolas
Faustino Menjivar
Shanita Hemby

ORDINANCE 185- E

AN ORDINANCE TO AMEND THE FISCAL YEAR 2023 BUDGET

WHEREAS, Section 602 of the Town Charter authorizes the Town Council to amend an adopted budget; and

WHEREAS, the budget for Fiscal Year 2023 was adopted on May 11, 2022 with the passage of Ordinance 185; and

WHEREAS, there is a need to amend the Fiscal Year 2023 Budget to:

- To cover severance pay of \$XX,XXX for former Town Manager Laura Allen;
- Pay for the services of a consultant to administer, manage and facilitate an executive search for a Town Manager for the Town at a cost of \$25,300;
- Establish a fund of \$10,000 for the purchase of emergency flood gates for residents; and

WHEREAS, on November 10, 2020 the Town Council approved the appointment of Laura Allen as Berwyn Heights Town Manager in the amount of \$112,000 per year in base salary with possible annual COLA and merit increases, and whose contract included a clause allowing six months of severance pay following two years of employment, with Ms. Allen leaving Town employment on November 11, 2022;

WHEREAS, on March 8, 2023, the Council of the Town of Berwyn Heights approved the hiring of a consultant to administer, manage and facilitate an executive search for a Town Manager for the Town of Berwyn Heights at a cost of \$25,300; and

WHEREAS, on March 20, 2023, the Council of the Town of Berwyn Heights finalized the establishment of a flood gate program with a cost not to exceed \$10,000;

NOW, THEREFORE, BE IT ORDAINED that the Council of the Town of Berwyn Heights, on this 26th day of April, 2023, hereby amends the Fiscal Year 2023 Budget by authorizing the following:

1. Transfer \$XX,XXX.XX from the Town of Berwyn Heights' *General Fund Reserve* to the Town's FY2023 General Fund, Town Administration, Salaries (#130-001), to pay for severance pay, and

2. Utilize \$35,300 from the Town of Berwyn Heights’ General Fund, Miscellaneous, Consultant Services (#560-098) and Capital Expenses, Operating (#570-033) account to pay for an executive search consultant and a small quantity of emergency flood gates.

EXPENDITURES:

Town Administration

130-001	Salaries	\$XX,XXX
Subtotal: Salaries		\$XX,XXXX

Other

	Executive Search Consultant	\$25,300
	Emergency Flood Gates	\$10,000
Subtotal: Other		\$35,300
TOTAL TRANSFERRED		\$XX,XXX

BE IT FURTHER ORDAINED that if any sections or provisions or parts of this Ordinance shall be adjudicated to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of this Ordinance as a whole or any other section or provision or part thereof; and

BE IT FURTHER ORDAINED by the Town Council of the Town of Berwyn Heights that this Ordinance shall become effective on May 30, 2023, which is twenty days after its passage, and after having been read at two (2) successive Town Meetings (at the April 26, 2023 Town Meeting and at the May 10, 2023 Town Meeting), pursuant to Section 311 of the Town Charter, if not petitioned to referendum. If a petition is filed, this Ordinance shall be held in abeyance pending the outcome of a special election.

Resolved by the Mayor and Town Council

Jodie Kulpa-Eddy, Mayor

ATTEST:

Melanie Friesen, Town Clerk

FY2024 Budget Preparation – Salary Increase Comparisons

Government Administration	FY 2023	2% INCREASE	4% INCREASE	6% INCREASE
Salaries Total	306,728	312,863	318,997	325,132
<i>Difference</i> (From FY2023)		6,135	12,269	18,404

Code Compliance				
Salaries Total	149,062	152,043	155,024	158,006
<i>Difference</i> (From FY2023)		2,982	5,962	8,944

Police Department				
Salaries Total	663,911	681,384	690,467	707,941
<i>Difference</i> (From FY2023)		17,473	24,112	44,030

Public Works	FY 2023	2% Increase	4% Increase	6% Increase	PW REORGANIZATION PLAN
Salaries Total	429,327	437,912	446,500	455,084	450,528
<i>Difference</i> (From FY2023)		8,585	17,173	25,757	21,201

SALARY TOTALS - Scenario A**FY2023: \$1,549,028****FY2024 (2% across-the-board COLA increase): \$1,584,202 Difference (from FY2023) = \$35,174****FY2024 (4% across-the-board COLA increase): \$1,610,988 Difference (from FY2023) = \$61,960****FY2024 (6% across-the-board COLA increase): \$1,646,163 Difference (from FY2023) = \$97,135****SALARY TOTALS - Scenario B****FY2023: \$1,549,028****FY2024 2% Increase (GA, CC & BHPD) plus PW Reorganization Plan + = \$1,596,818 Difference (from FY2023) = \$47,790****FY2024 4% Increase (GA, CC & BHPD) plus PW Reorganization Plan + = \$1,615,016 Difference (from FY2023) = \$65,988****FY2024 6% Increase (GA, CC & BHPD) plus PW Reorganization Plan + = \$1,641,607 Difference (from FY2023) = \$92,579**

Town of Berwyn Heights

AMERICAN RESCUE PLAN ACT (ARPA) – FY2024+ (7/1/2023 – 12/31/2024)

CURRENT BALANCE (Per 3/30/2023) \$2,533,462.06

FY2024+ INITIATIVES *Amounts*

Mental & Physical Health Support

- Grant support to local non-profits for MH \$10,000 (Reduced FY23 “carry-over” by \$15K)

Emergency Assistance

- Resident & business relief \$ 51,751 (Added \$50K to FY23 “carry-over” of \$1,751)
- Local non-profits (housing, food assistance) \$10,000 (Reduced FY23 “carry-over” by \$15K)

Educational Growth Support

- Local non-profits providing education support \$16,500 (Reduced FY23 “carry-over” by \$50K)

Reducing Flooding/Stormwater

- Stormwater mitigation \$165,000
- Floodgates \$ 10,000

Employee Health & Safety

Carry-over from FY23 (in case it’s needed) \$ 15,000

Town Government Recommendations

Public Works

Dump Truck \$160,000 (Proposed)
Pick-up Truck \$ 80,000 (Proposed)
Dingo \$ 50,000 (Proposed)

Police Department

Police Station (Real property purchase + renovations) \$1,000,000 (Proposed)
Police Vehicles (2 @ \$60,800/each) \$ 121,600 (Proposed)

Administration

ArcGIS Software \$ 25,000 (Proposed)

Other Approved/Proposed Projects

UMD/School of Public Health \$ 100,000 (Proposed)
Community Outreach Worker (\$50k/salary + \$10K Benefits) \$ 60,000 (Proposed)
Consultant \$ 80,000 (Proposed)

Subtotal \$1,954,851

Spending TBD \$578,610.94

Proposed ARPA Budget (7/1/2023 – 12/31/2024)

The American Rescue Plan Act (ARPA) was Congress’ response to the debilitating Covid-19 disease, an ailment that wrought havoc on millions of lives and virtually every community across the United States. Broadly speaking, the initial aims of the legislation was to address the COVID-19 public health challenges; negative economic impacts including sustaining small businesses and reviving tourism and the arts; addressing water & sewer and other infrastructure issues; providing broadband infrastructure investment; and - of great importance to municipalities – providing lost tax revenue replacement.

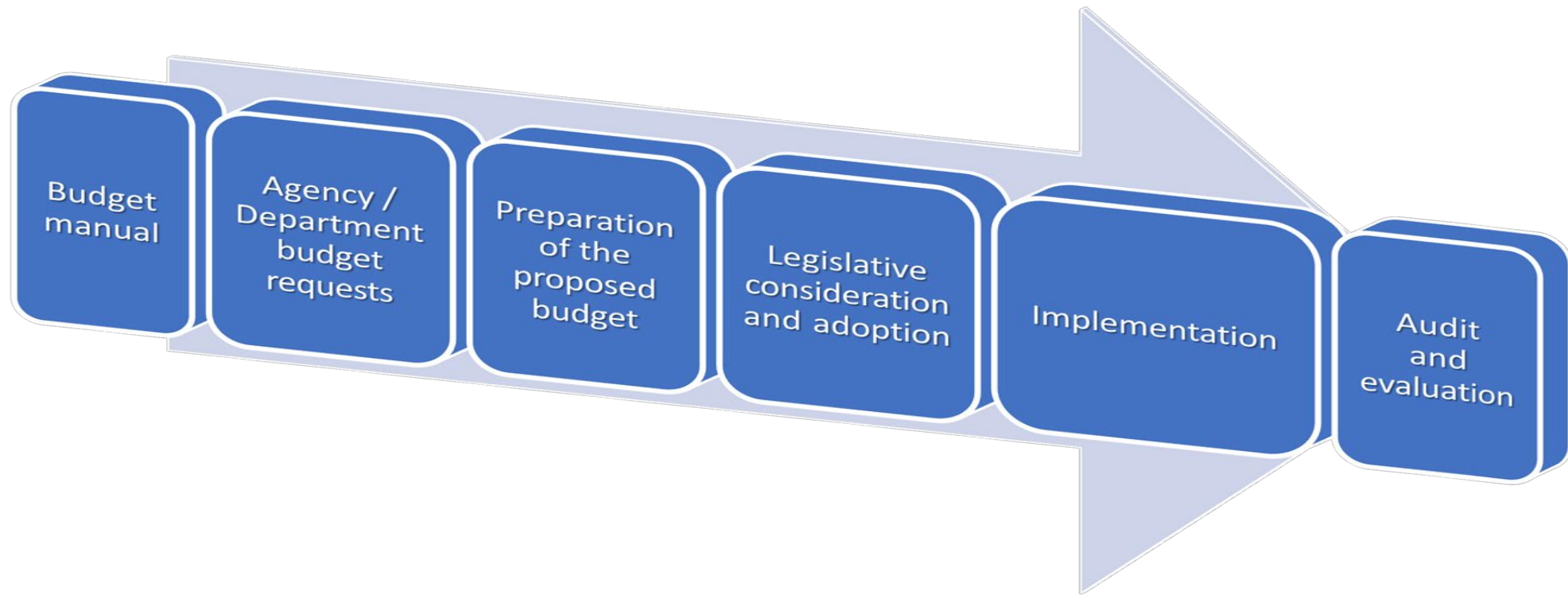
The Town of Berwyn Heights (BH) was awarded \$2,6M in ARPA funding. Since BH’s award is under 10 million dollars, Congress, through the U.S. Department of the Treasury, allows great latitude for the spending of the ARPA funds. To date, Berwyn Heights has used some of its award to: 1) provide emergency relief to residents and businesses; 2) provide Performance Pay to all BH staff; 3) offer grant support to local non-profits for MH; 4) offer funding to local non-profits to provide housing and food assistance to residents; 5) offer local non-profits funding to provide education support to students who have fallen academically; and 6) developed assistance to homes that suffered flooding and stormwater damage.

For the eighteen months period beginning July 1, 2023, the Mayor and Council will continue to fund projects that will benefit the residents and community of Berwyn Heights. Presently there is \$2,533,462 remaining in ARPA funding. In addition to what is listed above, other initiatives include:

a. Purchasing a police Station (Includes renovations)	\$1,000,000
b. Providing possible seed money for long-term (capital) stormwater mitigation	\$ 250,000
c. Purchase services for a stormwater consultant/engineer	\$ 80,000
d. Provide stormwater mitigation and flood gate assistance to residents	\$ 175,000
e. Hiring a Community Outreach Worker	\$ 90,000
f. Purchasing a pick-up truck and a multi-use construction vehicle (“Dingo”)	\$ 130,000
g. Partnering with the UMD/School of Public Health	\$ 50,000
h. Purchasing two police vehicles	\$ 121,600
i. Purchase ArcGIS Software	\$ 25,000
j. <i>Amount Yet-To-Be-Determined</i>	\$ 611,862
TOTAL	\$2,533,462

Priority Based Budgeting

General Budget Process



Priority Based Budgeting



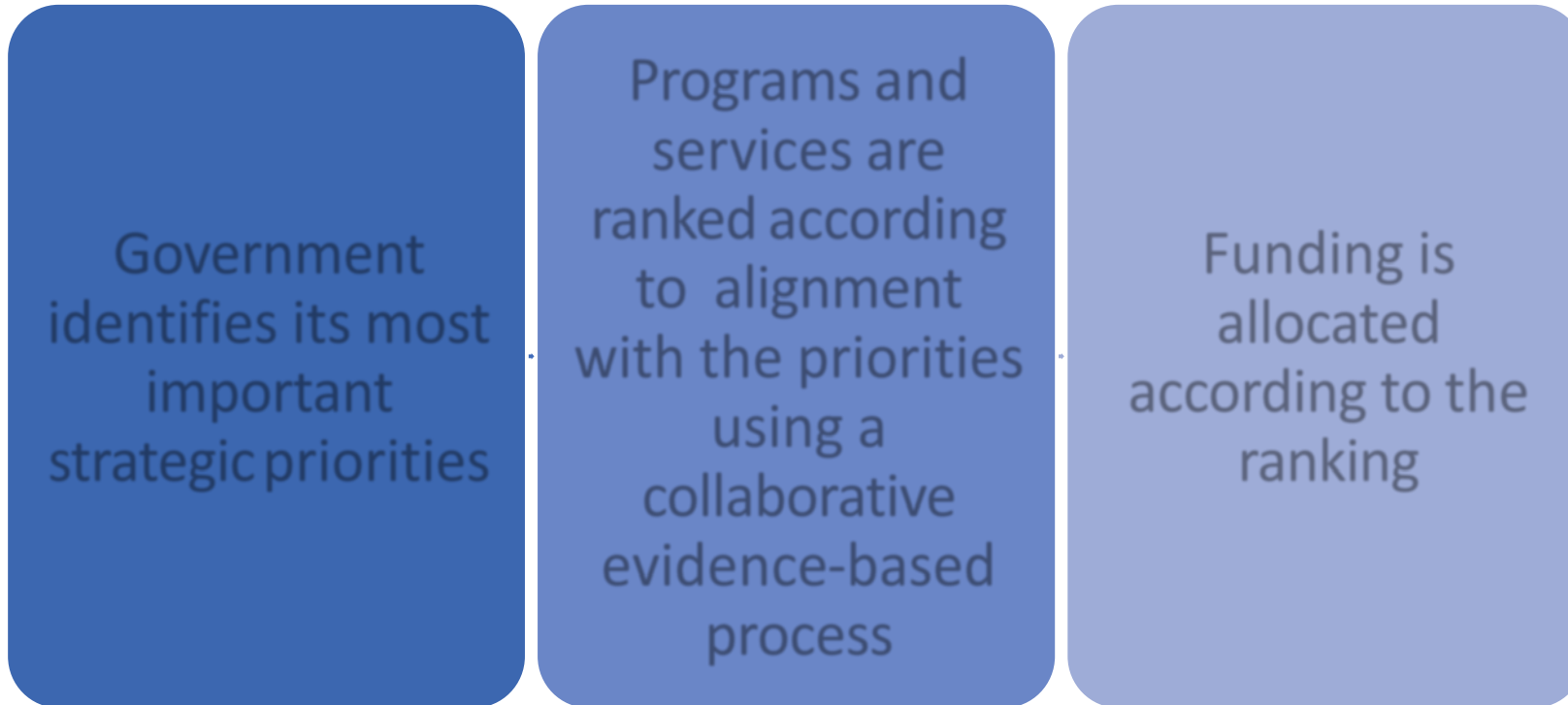
Resources allocated according to how effectively a program or service achieves goals and objectives that are of great value to the community:

Objectives that are of great value to the community:

- Also known as Budgeting for Results/Outcomes
- Strategic alternative to incremental budgeting
- Philosophy of how to budget scarce resources and a flexible structured process for achievement

Priority based budgeting process:

Useful tools to align expenditures more closely with community values





WORKSESSION STAFF REPORT

Meeting Date: July 19, 2021
To: Mayor and Members of the Town Council
From: Town Manager Laura Allen
Subject: ARPA Survey Questions

Background

On June 21, 2021, the Council adopted an ARPA Engagement Process to obtain community input on how the Town should spend the funding expected from the federal government (attached). Staff seeks comments from the Council on the proposed survey questions.

Fiscal Impact

This item is for discussion only.

Analysis

Staff sees this initial survey as an opportunity to help respondents understand what options the Town has in using the funds. Information regarding what the funding cannot be used for would be included, specifically:

1. Offset tax cuts.
2. Deposit into pension funds, rainy day funds (reserves).
3. Funding debt service, legal settlements, or matching funds.
4. General infrastructure spending (outside of broadband, water/sewer) unless under revenue loss provision.

The funding is intended to be spent on helping individuals and businesses recover from the pandemic.

To get a sense of which categories of eligible expenditures the community is interested in, staff proposes a combination of open ended and ranked choice questions:

Open ended:

- What are the top issues currently facing Berwyn Heights residents and businesses in response to the COVID-19 pandemic?
- What strategies and/or actions would be most effective in meeting the needs of residents and businesses in response to the COVID-19 pandemic?
- How can the Town of Berwyn Heights better support residents, families, employees, and businesses as we open to the public and continue to provide services?

Ranked choice:

Pick the top three areas where you feel help is most needed

- Housing Assistance
- Food/Nutrition
- Small Business Assistance
- Health or Mental Health Assistance
- Utility Assistance
- Access to the Internet/Broadband
- Stormwater/Drainage
- Hazardous Duty Pay to Eligible Town employees
- Addressing the Impacts of Climate Change
- Other _____

Questions for the Council:

- Should the survey collect demographic data?

Next Steps

Staff seeks feedback from the Council on the survey questions, which will be placed in the Bulletin and E Newsletters as well as the website.

• What are the top issues currently facing Berwyn Heights residents and businesses in response to the COVID-19 pandemic?

- *Information about vaccines& healthcare
- *educational setbacks
- * childcare
- *Make it easier to get outside
- *Distribute as need-based aid to residents affected by job/income loss, childcare needs, etc.
- *Childcare and health
- *Child Care and Childhood development/education (pre-K/early) Mental Health Resources (loneliness/isolation)
- *Risks to children from unvaccinated adults
- *Loss of pass-through traffic
- *Not enough supplies to combat the virus
- *Covid vaccine outreach esp. to immigrants regardless of status, small business recovery, mortgage/rental payments
- *Job losses, renters not making payments, high costs of goods, groceries, and lumber
- *Bankruptcy
- *Lack of dog park for all the pandemic dogs that were adopted
- *Quality and safe schools
- *Unemployment due to COVID some are unable to work because they've been infected with the virus and don't have the capabilities to work some have been found positive with the virus and have been sent home. All these making it hard for residence of Berwyn heights to amount to mortgage and other house costs
- *Safety
- *Encouraging getting the vaccine/enforcing mask mandate
- *Berwyn Heights Elementary school & Rec-center
- *Vaccine-less people spreading the virus
- *Small business Trying to keep afloat so that way we don't lose the mom and pops small touches in our small town along with maybe buying golf carts for the code enforcement to drive around in so that way we keep our town in tiptop shape and that would be something to purchase as well so that way people can see and be seeing that code is active and doing stuff has a presence
- *Providing safe opportunities for social engagement including children's sports, recreational space, support for families with children especially when schools are closed for in person learning
- *Housing insecurity
- *No in town location for covid 19 shots.
- *Social isolation, harm to environment (due to overuse of plastic, non-reusable items, economic hardship
- *Lack educational and social support events and program for young children
- *Communication to citizens
- *Not being able to meet inside, unemployment

- *Commutation [sic] from Town Gov. We could have had County here giving shots upstairs in Senior Center, but it has not been cleaned yet.
- *Support for people impacted socially and economically, specifically the senior population
- *Enjoyed lower emissions and traffic during the pandemic
- *General safety in buildings
- *Job Loss
- *I guess funding for sports
- *I think some of the small business need help. From my understanding many owners lost revenue.
- *Small business and tenant financial insecurity
- *Adverse reactions to the vaccine. Since produced under and emergency order there is no protection for those who are hurt by the vaccine. Even if it is one person (shouldn't it be easier to help if it's just a few) we should still help.

• What strategies and/or actions would be most effective in meeting the needs of residents and businesses in response to the COVID-19 pandemic?

- *I'd like to see educational supplements offered for students during the next few years to offset the ill effects of home learning for the first year of the pandemic, summer education or tutoring for a few years.
- *I'm not sure because I have not been affected as severely as other residents
- *Helping residents stay healthy
- *Add more sidewalks to make town more walkable especially to the parks
- *Covid Safe outdoor activities, covid safe community building improved outreach/inclusivity for Latinx residents
- *Vaccine mandates for town staff and residents
- *Outside recreation facilities like a dog park
- * More adequate communication
- *Invest in local small businesses, provide mortgage and rental assistance program, assistance program to help those neighbors in need of home visits, grocery assistance etc.
- *Rental relief (for landlords), incentivizing community agriculture, setting up community thrift store, providing some hours of free or subsidized child care, maybe starting a volunteer babysitting network for people who need to go in for a job interview.
- *Increase equity of the area
- *Hosting Social information sessions
- *Community building resources
- *Clinics, testing stations
- *Mask and vaccine mandates
- *Posting signs that are clear and large lettered to communicate expectations of following CDC guidelines to all who enter
- *Vaccine availability & education
- *Vaccine and mask mandates

- *Have small businesses take clients and then you know where the timesheet on the webpage or even just outside the store baby son umbrellas or you know so the rain and snow or heat fans so that way people just mask up slow and steady everyone be patient day care support and after school programs for families with children.
- *Funding legal aid and eviction prevention
- *Free shots once a week at the town office
- grants offered to professionals, businesses, educators, healthcare workers, childcare workers, those in economic hardships
- *Looking for educational gap and child support
- *Buy some window signs that NW/EP tried to get after State Pandemic that Town took part of about 10 years ago
- *Ask groups around Town to deliver flyers or other things to each house keeping residents up to date. Ask CERT group to help as they had a pandemic exercise with State in Town and also a training class on pandemic in Senior Center upstairs.
- *I am not well-versed enough to know the needs of residents, but perhaps barriers or air cleansing systems to upgrade the senior center?
- *Vaccine incentives, town employee mask mandate
- *Offer residence a chance to meet food, housing, or utility assistance needs
- *What about grant funding for young people's transportation needs (like summer jobs or internships)
- *Meetings talking about these specific topics
- *Offer low interest loans or affordable payment plans with low or no late fees.
- *Relieving stress on family's or individuals who were negatively impacted by the vaccine. It may be a small percentage but most of these people have no other hope.

• How can the Town of Berwyn Heights address the harm caused by the pandemic?

- *May not come under ARPA funding; however, many residents have come to me requesting that I inform you of how upset they are with the current state of affairs.
- *I wish we could use the funds for more sidewalks, even though it's listed as the on of the things we can't use it for. Now spending nearly all our family time at home in town, the sidewalks have provided us a way to be outside safely.
- *Provide financial assistance to support housing, utilities, childcare, medical needs, tuition, and related needs.
- *Help neighbors interact safely. And check on the elderly.
- *Help landlords who have not received rent for over a year and depend on the income for maintenance and mortgages
- *Provide more green space for residents including a dog park
- *Education and business support
- *Boosting help to local and small biz
- *Invest in education for all ages: programs on health, emotional intelligence, civics, debate & public speaking. Play catch up with climate change initiatives. Subsidize investing in local

businesses for larger investments in existing housing, supporting the small businesses in Beltway Plaza.

*BH needs to get itself ready for the next pandemic or emergency. We need to find ways to feed our residents and create a local economy by such as by incentivizing community agriculture and setting up a community thrift store.

*Build more infrastructures

*Build a dog park

*Provide support for families in need

*With posters, flyers

*Increase assistance to lower income residents

*A report of this each month in each newsletter

*Evictions, jobs & wage loss

*Not sure the town can do much, frankly

*Erwin [sic] Heights needs to realize that some families have had to move away because of taxes due to the pandemic which was not try to find a collective way to make sure we can help our neighbor what does that be help me with the yard do the trimming here and there get a hold of it out of the water company and make sure water problems are taken care of on a federal and since that would be nice make sure that we could have like maybe some Boy Scouts and Girl Scouts come do some projects in the neighborhood for free provide support for family home ownership in the expensive housing market

*Funding eviction prevention efforts, such as rental assistance, legal aid, housing navigators, and case managers.

*Grief counselling [sic] for victims families

continue to encourage everyone to follow safety guidelines, offer mental health support and opportunities to safely socialize for elders and people living alone, etc.

*Job training scholarship

*Have people use the window signs that Town did not buy. Have town groups hand out brochures to homes and businesses.

*What did you all do for PD and PW. Again groups could have gone around Town providing PPE

*Improve communications between community. Perhaps community electronic signs to keeps residents aware of events

*After school care funding assistance for families

*In a Town Meeting or in social events

*Organize Town events to try and rebuild culture and interactions

Housing Assistance	30 responses or 41%
Food/Nutrition	22 responses or 30.1%
Small Business Assistance	13 responses or 17.8 %
Health or Mental Health Assistance	30 responses or 41%
Utility Assistance	17 responses or 23.3%
Access to the Internet/Broadband	23 responses or 31.5%
Stormwater/Drainage	34 responses or 46.5%
Hazardous Duty Pay to Eligible Town Employees	30 responses of 41%
Addressing the Impacts of Climate Change	28 responses or 38.4%
Other	<p>*Build new PD, *Dog park *youth or Young Adult Center *financial support for those facing adverse reactions to the vaccine *Tree Trimming *Education *lack of accountability of TC/TManager, TAdmin staff and not following the proper legal guidelines of Town Charter& Town Ordinances. *Meals on wheels, College Park *Noise. One thing we did notice a lot during the lockdowns and during the height of the pandemic was the excessive noise the town is subjected to, especially from “turner” automobiles and motorcycles. The noise was often enough to obliterate conversation on our backyard deck on Edmonston. As noise pollution is an environmental issue and not necessarily infrastructure, I am wondering if there are any noise abatement projects the town could engage in or apply for that might help mitigate the tumult on Greenbelt Road and Kenilworth? Anecdotally, I am aware of other residents who share this concern *Sidewalks. *Updating the schools/building new ones. *Lack of environmental stewardship due to abundance of use of nonreusable plastics. *Communications and support for seniors, be it logistical or social support. *More green space and a dog park. *Recreation facilities. Dog Park. *Use a survey system that allows multiple answers.</p>

Additional comments written on surveys:

TM Allen stated in Senior meeting of Tues, Sept 26th- No deadline for surveys. No one seems to be on the same page, another example of lack of Town Governments' acct and continuity.

*laptops and training for seniors, Latinos (ESOL)

*Hazardous Duty pay only for Public Works and Police. These are our frontline workers- we deserve special compensation and retro hazard pay. Luis Cardenas stepped up and ensured that PWKs continued to run. As has Chief Antolik, Mercy Muralles, and the BHPD. I have not seen any such comparable level of commitment or willingness from any other departments, Town staff or even Town Councilmembers. Everyone else has taken a duck and cover-lockdown approach towards our Town. As such, no one else DESERVES "Hazard Pay" or any type of special compensation. Frankly, accountability, or "lack there of" I should say, of the Administration, Code Dept, and Town Council needs to STOP.

*Frequent Storms are making this issue more urgent. Assistance to homeowners needed (referencing hazardous tree removal).

*Comments re: hazardous duty pay: Public works and Police Department, Luis Cardenas and Mercy Muralles plus police, Public Works only, Louis Carderno [sic] and Police Department, Luis Cardenas, Mercy Muralles Police, Louis [sic]

Prince George's Community Collaborative Resolution Center's vision is to build a more peaceful and resilient Prince George's County.

Fasia Hardy
Prince George's Community Collaborative Resolution Center
310 Tulip Avenue
Takoma Park, MD 20912
pgresolutioncenter@gmail.com



11/23/ 2021

Berwyn Heights Community Dialogue

Description:

Prince George's Community Collaborative Resolution Center is Prince George's County's local community mediation center providing approaches to collaborative decision making and free meditation services to residents. The center supported the Town of Berwyn in three facilitated strategic planning meetings around the town's annual budget, longer range planning for strategic purposes as well as federal COVID-relief funding. The facilitation resulted in residents selecting 11 focus areas and developing 200 suggestions. This document will provide Berwyn Heights residents suggestions gathered during the meeting

Berwyn Heights Group Facilitation

Agenda for In-person Meeting

Time	Activity	Purpose
7:00-7:30	Food, Welcome from the Mayor, Presentation from the Town manager	Share council priorities
7:30-8:15	Preview, Agenda and Gathering	Share the plan for the evening, get buy-in from participants, establish culture of collaboration
8:20- 9ci:10	<p>Small Group work- Ask the three questions (Should the Town spend the ARPA funding on one or two projects or on several smaller ones? Should the Town donate money to nonprofit organizations or use the funding for direct services to the community? How can the Town spend the money to create resilience against a future pandemic?)- approximately 10 minutes/question</p> <p>Have residents weigh in on the Budget Priorities</p>	Get community input in a more intimate setting to allow for more voices to be heard and get more details
9:10-9:20	Break	Eat, drink and go to the restroom
9:20-9:50	Large group report out- Hear from each small group and significant things that came up and update participants on the tallies from the budget priorities	Share next steps for this budget process
9:50-10:00	Raffle and closing	Thank everyone for their participation

Agenda for Zoom Meeting

Time	Activity	Purpose
7:00-7:30	Welcome from the Mayor, Presentation from the Town manager <i>(Is this happening on Zoom?)</i>	Share council priorities
7:30-8:15	Preview, Agenda and Gathering	Share the plan for the evening, get buy-in from participants, establish culture of collaboration
8:20- 9:10	Small Group work- Ask the three questions (Should the Town spend the ARPA funding on one or two projects or on several smaller ones? Should the Town donate money to nonprofit organizations or use the funding for direct services to the community? How can the Town spend the money to create resilience against a future pandemic?)- approximately 10 minutes/question Have residents weigh in on the Budget Priorities	Get community input in a more intimate setting to allow for more voices to be heard and get more details
9:10-9:20	Break	Rest eyes from Zoom/Bathroom break
9:20-9:50	Large group report out- Hear from each small group and significant things that came up and update participants on the tallies from the budget priorities	Share next steps for this budget process
9:50-10:00	Closing	Respond to any unanswered questions. Thank everyone for their participation

Event Dates : 11/4/2021 , 11/8/2021 & 11/15/2021 via zoom

Areas of Focus from the Survey Responses

- a) Social networking
- b) Mental health assistance
- c) Child Care
- d) Vaccine access
- e) Online training for Seniors
- f) Stormwater/drainage
- g) Hazardous duty pay for eligible employees
- h) Rental and housing financial assistance
- i) Utility financial assistance
- j) Welcoming and inclusive community
- k) Small business assistance
- l) Addressing education loss
- m) Climate change
- n) Recreation
- o) Communication from Town government

Areas of Focus/Number of Votes

Storm water/Drainage	16 votes
Climate Change	13 Votes
Mental Health Assistance	11 votes
Hazardous Duty Pay for Eligible Employees	8 votes
Welcoming and Inclusive Community	7 votes
Addressing Education Loss	7 votes
Recreation	7 votes
Childcare	6 votes
Social Networking	3 votes
Communication from Town Government	3 votes
Rental and Housing Financial Assistance	3 votes

Brainstorm Ideas Per Area of Focus

Storm water/Drainage

- More rain gardens
- Litter pick-up/dirt removal
- Everyone needs pipes connected to street pipes to drain water
- Cut all the trees down to prevent leaves from blocking the storm drains
- Clean out storm drains with a leaf sweeper
- Pervious surfaces
- Education programs on impervious surfaces and rain gardens
- Improve drainage at entrance to Lake A
- Rain barrels
- More storm drains
- Get WSSC to access the problem
- Establish grant program for homeowners for rain gardens etc.
- Grants for permeable areas
- Indian Creek being clean and safe for people to go into
- Install barriers and rain gardens to capture dirt
- Communication link to contact when something happens regarding flooding etc.
- Have education program in different languages about drainage
- Communicating issue between townspeople
- Set up emergency fund for persons affected by flooding
- County comes out and looks at water/flooding conditions
- WSSC , PG County needs to take care of flooding
- Call subcontractor to clean drains when collecting leaves every 4-5 months
- Invest in storm water drainage systems
- Bring in an expert to inform what needs to happen
- Improve environmental conditions
- Stop taking everything to Indian Creek
- Use rain gardens to improve flow and stop back ups

- Do infrastructure repairs
- Reduce storm water outflow
- Neighbor mediation to address the dumping of water
- Create a fund for homeowner improvements
- Create opportunities for neighbors to work together to address flooding

Climate Change

- Reduce Carbon footprint
- Plant trees
- Solar/ Information for alternative energy
- Solar power for community
- Walk to school vs. driving (sidewalks)
- Energy bills / energy efficient
- Flooding / rain gardens
- Water conservation
- Long term solar without long term cost
- Have tree watch for dead trees and tree branches to have them picked up and removed
- Renewable energy for town facilities
- Renewable energy for homes in town
- Get Pepco involved in using renewable energy
- Establish a solar farm on empty lot
- Solar panels on top of schools , community buildings, etc
- Rebate solar program on smaller scale for community and EV charging stations
- Berwyn Heights Solar co-op
- Electric vehicles charging stations in more locations
- Updating drive-ways to eco friendly materials
- Encourage residents to use solar panels with tax credit
- Hybrid vehicles
- Encourage public transportation
- More bus routes
- Bus shelters

- Discount fare card
- Encourage kids to walk to school
- Improve walkability / walkways
- Expanding tree programs
- Pervious surfaces / walkways
- overlap between climate change and storm water drainage
- Designing our roads and infrastructure with climate change in mind
- Investing in impermeable roads and asphalt
- Design drainage systems that don't get as clogged up
- Reevaluate town's fleet of vehicles - have a few police cars that are electric
- More efficient vehicles
- Have a better warning system for major storms - more information shared with residents about what to do to prepare for those situations
- Remind residents where the charging stations are located

Welcoming and Inclusive Community

- Welcome Packet
- Welcome Committee
- Have more inclusive events
- Boys and Girls Club / playground
- Berwyn Heights Day
- Plant exchange / craft fair
- Surveying
- Provide new residents with welcome packet including tote bag
- Realtors provide welcome packet
- Include bulletin in welcome packet
- Provide welcome materials in multiple languages
- Look at census data to determine languages in community
- Social hour once a month
- Meet your neighbors social gathering
- Christmas tree lighting
- Adding signs
- National night out
- Make social media more active

Hazardous Duty Pay for Eligible Employees

- They all get it
- Not office employees
- Police and public works department , and only those who were present at the start of the crisis

Childcare

- Availability ; Only knows about 2 childcare services in community
- Get input from parents with children
- Town sponsored network for activities for children
- Flexibility
- Babysitting services
- Include teens in recreation
- Childcare geared towards pre-k and younger children
- Playgroups were discontinued due to COVID-19
- Resource hub; a place to go for information about services
- Indoor play area
- Rainy day activities for children
- Transportation support for children
- Reestablish play group
- Subsidy childcare

Addressing Education Loss

- Gap from at-home schooling
- Recourses and activities to that address youth trauma
- Activates for Socialization during and post pandemic
- Supplemental (Coordinator)

- Tutoring
 - After school
 - Summer programs
 - Book groups (small groups)
 - incentives
- Advertise resource thorough online platforms
 - More counselors in school
 - Activities in the classroom that support students resilience and emotional health
 - Teacher training in how to respond to students' emotions
 - Advocating for better pay for jobs that go into being out of school
 - Paying people more money to do difficult jobs at school
 - Extracurricular after school
 - Bus drivers should be paid more

Recreation

- Maryland day parties
- Bus trips to Maryland Live Casino
- Have a pickle ball court
- Berwyn Heights Day
- Ice cream socials
- National night out
- Workout equipment
- Pull up bars
- Balance beams , parallel bars
- Workout stations throughout the neighborhood
- Bus trips
- Regular events in person
- Maintain parks
- Purchase items to make events more enjoyable and comfortable ex. Heaters for outside events
- Convert unused tennis court into pickle ball court

- More community building events
- Have make your own valentines for kids on Valentines Day
- Activities that reach various age groups and generations
- Activities that make people more welcome and included
- Find ways to create events that culturally reach other people
- Put out flyers in Spanish that have to do with composting
- Celebrate Spanish holidays
- Reach other ethnic groups to compost
- Create Spanish version of the paper
- Announcing events on multiple platforms (social media – Facebook, twitter, website ect)
- Engage Latino culture
- Engage with someone who has more expertise on different types of events
- Reach out to neighbors and asking what holidays they're celebrating
- Being neighborly and respectful of cultures
- Other social media engagement to highlight events
- Have the town connect with people on a daily or weekly basis
- Have a standalone platform to advertise events that's is accessible
- Website - more accessible, more well known
- Make the website easier to use
- Use Facebook to reach out to older generations - different platforms reach different audiences
- Having information that is around the appropriate platforms that specific generations use
- Non-emergency text system to fix things
- Make the police station more accessible

Social Networking

- Create a singles club
- Create more events for social networking
- Computer classes
- Fix computers in senior center
- Give classes on how to fix computers
- Create a Pickle ball team

- Have classes for seniors to learn how to use laptop and phone
- Have more cookouts

Communication from Town Government

- Bulletin provided in multiple languages
- Make website user friendly
- Get more people signed up for town communication
- More locations for permanent signs / maybe town office or fire department
- Upgrade audio visual in counsel and upstairs when having meetings to increase amount of people who can attend
- Language access; follow federal law
- Urgent communication in multiple languages
- Phone based alert system (call alert)
- Text Based Alert System (text alert)
- Update Website
- Home button on website blends in with background and makes it hard to find
- Bulletin gets redone , no real interaction
- Community sign or bulletin board (electric or regular) where people can give news
- Way of opening communication with public officials
- More data on communication on social media analytics
- Hybrid meetings
- Clearer recordings of meetings
- Clarity in communication from town government
- Better the bulletin accessibility

Mental Health Assistance

- Town-wide Meditation- Look at attendance rates
- Finding health care providers that are close and accepting new patients
- Share information about a network of support and care providers

- Partnership with community outreach center within the Dept. of Mental Health services at University of Maryland -income based sliding scales for fees and services
- Publicizing mental health services that already exist and having it in multiple languages
- Creating a website that publicizing mental health services - multiple languages

Rental and Financial Assistance

- Making resources available to residence in need
- New and different ways to engage residents in need
- Make sure Landlords are given the information and share it with their renters.
- Create a one page English/Spanish flyer to circulate to residents
- Have materials for assistance at other programs that provide support for residents in need including the food bank

Summary of proposed Cycle 1 ARPA Spending goals from January 10th, 2022 Worksession

1. Goal: Support mental health of Berwyn Heights residents in light of pandemic effects on mental health
 - a. Example projects
 - i. Grant support to local non-profit organizations providing mental health services
 - ii. Hosting mental health educational events
2. Goal: Provide emergency assistance to Berwyn Heights residents experiencing financial hardship
 - a. Example projects
 - i. Fund for need-based utility bill, mortgage, and rental assistance for residents
3. Goal: Support educational growth and emotional wellbeing of students and families in light of pandemic-related educational challenges
 - a. Example projects
 - i. Grant support to local non-profit organizations providing educational support and addressing learning loss
4. Goal: Reduce flooding, water quantity, and pollution in Berwyn Heights.
 - a. Example projects
 - i. Pops Park stormwater improvements
 - ii. Pops Park detailed design
 - iii. Repair or redesign of Berwyn Heights-owned roadway in front of Lake Artemesia
 - iv. Expand existing tree-planting rebate program to include rain gardens and rain barrels
5. Goal: Strengthen community connections and improve communication between residents and town government
 - a. Example projects
 - i. Redesign of town website
 - ii. Financial support to town organizations that have experienced revenue loss
6. Goal: Support health and safety of Berwyn Heights residents and staff
 - a. Example projects
 - i. Hire a public health expert to advise the Council on community needs and public health disparities
 - ii. Provide hazardous duty pay to staff
 - iii. Make building improvements that increase safety and ventilation
 - iv. Cyclist and pedestrian safety projects

Town of Berwyn Heights

AMERICAN RESCUE PLAN ACT (ARPA) – FY2024+ (7/1/2023 – 12/31/2024)

CURRENT BALANCE (Per 3/30/2023) \$2,533,462.06

FY2024+ INITIATIVES

Mental & Physical Health Support

	<i>Amounts</i>	COMMENTS
- Grant support to local non-profits for MH	\$10,000 (Reduced FY23 “carry-over” by \$15K)	---

Emergency Assistance

- Resident & business relief	\$ 51,751 (Added \$50K to FY23 “carry-over” of \$1,751)	---
- Local non-profits (housing, food assistance)	\$10,000 (Reduced FY23 “carry-over” by \$15K)	---

Educational Growth Support

- Local non-profits providing education support	\$16,500 (Reduced FY23 “carry-over” by \$50K)	---
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Reducing Flooding/Stormwater

- Stormwater mitigation	\$165,000	---
- Floodgates	\$ 10,000	---

Employee Health & Safety

Carry-over from FY23 (in case it’s needed)	\$ 7,500	Could pay for Public Works’ PPEs: GF (Streets/Sanitation) line #340-XXX @ \$3,600; I also reduced the ARPA amount by half to \$7,500
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Other Possible Expenditures

Public Works

Dump Truck	\$160,000	Discussed NOT buying during FY24
Pick-up Truck	\$ 80,000	---
Dingo	\$ 50,000	---
Roof Repair	\$ 25,000	---
Road Repair	\$276,455 (\$184,303 <FY24HUR> + ½ FY25HUR @ \$92,152)	All of FY2024 HUR monies and half of FY2025 HUR monies will go into road repair reserve

Police Department		
Police Station (Real property purchase + renovations)	\$1,000,000	---
Police Vehicles (2 @ \$60,800/each)	\$ 121,600	---
Administration		
ArcGIS Software	\$ 25,000	---
Town Admin. Staff Offset (18 months)	\$ 46,587	Portions of TM (15%), Clerk (10%), A2TM (2%) & Treasurer (10%) salaries
Other Approved/Proposed Projects		
UMD/School of Public Health	\$ 50,000 (Reduced by 50% ... \$100K appears too high)	---
Community Outreach Worker (\$50k/salary + \$10K Benefits)	\$ 65,000 (Includes benefits, FICA, etc.)	---
Stormwater Consultant/Engineer	\$ 80,000	Most likely too high for the amount and type of work to be performed
Stormwater (Capital: Construction)	\$300,000	For better or worse, Prince George's County/DPW&T and the Army Corps of Engineers will be requiring a funding contribution for stormwater construction +
Subtotal	\$2,550,393	
Expenditures Overage	\$16,931 (\$2,550,393 - \$2,533,462)	

Resolution for the Traditional Funding of BHPD Buildingppr

Cne

WHEREAS the Berwyn Heights Police Department is understood to be a long-standing and valued institution of the community.

WHEREAS its centrality within the Town Government affirms the appropriateness that funds for any location change be budgeted through traditional funding processes used by the Town.

WHEREAS the establishment of a permanent facility for the Berwyn Heights Police Department is currently being considered.

WHEREAS atypical funding processes, particularly those provided through the American Rescue Plan Act (ARPA) are seen as an inappropriate funding source for the facility.

NOW, THEREFOR BE IT RESOLVED that ARPA funds be treated as ineligible for the establishment of a permanent facility for the Berwyn Heights Police Department.

LET IT BE FURTHER RESOLVED that the Town supports using traditional funding resources for establishing any permanent facility for the Berwyn Heights Police Department.

LET IT ALSO BE AFFIRMED that the Berwyn Heights Police Department is greatly respected and that this act is neutral in regard to the possible relocation and the Town Council continues in its regard for the Berwyn Heights Police Department officers and staff.

Chris-

I'm happy to have you share this with the Council. I don't think that there is anything here that I wouldn't have said at a public meeting (and probably did, for those who watched). All I would ask is that, if you share the email, that you copy me in case folks have questions. I want them to know that I'm happy to be helpful to any member of the Council in any way I can. I genuinely appreciate your reaching out.

I hadn't thought about how new law enforcement rules would filter down to small departments. It is remarkable but perhaps not surprising to think that needed rules and mandates aimed at addressing very real police abuses at large departments serve to close small departments and concentrate the authority of those larger troubled agencies, like PGPD.

Best,
Cheye

On Fri, Jun 3, 2022 at 10:39 AM Chris Brittan-Powell <cbritpow@gmail.com> wrote:

Thanks so much Cheye. This is great information and really gives context to so much.

I know that the whole council could benefit from knowing this knowledge. While I promise that it would in no way be for public consumption, I would appreciate if you might permit the other current council members to read it. I am certain that they would appreciate it.

The current legal and procedural changes made with respect to law enforcement have real financial, let alone enforcement, impacts. These look to be extremely costly and likely to result in the closing of many small municipality's PDs. As you may recall, I come from a law enforcement family. They are speaking to the severe long term impacts the communities like BH look to facing. It will be a tough balance.

Again, many thanks.

Chris

On Fri, Jun 3, 2022 at 12:56 PM Cheye Calvo <cheyecalvo@gmail.com> wrote:

Chris-

Apologies for the delayed response. I understand that there was a plan to expand and renovate the Town Office and add a police station on the second floor after my departure. I believe it was part of the bond issue that Lynn White thwarted when she wouldn't sign the documents and the whole thing fell apart. I do not know the details.

Although this was something that came up periodically during my tenure, it was never a priority or a serious consideration. I will take the two issues separately starting with the police department. When I was first elected, BHPD was jammed into a really small space at 5411 Berwyn Road (where I assume it remains). As we grew the department from six to eight f/t officers, we were able to expand the office space to an adjacent suite and effectively double the size of the office. This allows us to create a new bullpen, add a detective office, and create an interview room. It honestly gave us everything that we needed -- and it was super cheap. I recall that the rent was something like \$1,500 per month, which is a fraction of what we would pay for any meaningful renovation or to build new, even on land that we already owned. Moreover, the building down there had lots of available parking, which matters because the police need 10-12 dedicated spaces, something that would create a real problem at the Town Center. Finally, there is some advantage in having the police in commercial rather than residential setting, as its interactions with folks were not always easy and mixing with the Town Center could have issues.

From time to time, we did consider buying one of the historic homes in town and moving in the BHPD as a means of making use of the space. I especially would have loved the bluish historic home at the corner of Ruatan and 58th, but this never happened. It was my opinion that, so long as the rent at its current location was so remarkably cheap, it would not be cost effective to move them. Certainly, there were better uses for capital investment.

As for the Town Offices, how to make better use of space was a constant consideration. The priority for my first few terms was creating systems to manage capital purchases and paying off our debt. By 2010, we had set up reserve accounts to pay cash for all replacement vehicles on a regular program (vehicle replacement reserve fund) and paid off all outstanding debt, most notably a mid-1990s street bond. We also began the practice of dedicating 100% of Highway User Revenues into an infrastructure reserve. These were critical developments that prepared us for the every-three year property reassessment in 2010, when the town's tax-base took a massive hit (something like 25%). At this time, the priority shift from going debt free and managing capital purchases to infrastructure. That was when we passed the dedicated property tax for infrastructure, which we put into the dedicated reserve, and began to receive money from the Greenbelt Station deal, which started slow but ultimately would total \$1 million (yes, that got its own reserve, too; I love reserves). This paid for the first sidewalk project, which was much more expensive than I originally envisioned. My goal was to develop a comprehensive plan to repave every street every 15 years and slowly add sidewalks.

The Town Center was a backdrop to this conversation. Space was always at a premium, and we made lot improvements that made a big difference. First, we gave the from room when you enter to code, which ha uncomfortably into the back. We moved the Council Office to the back corner, which had been the media room (which was a Dahai thing). We converted a storage area next to the TA office to the Clerk's office. We then cleared out a bunch of boxes to house a desk in the other backroom (with the door), which had been storage. We also got new furniture to make the office proper more efficient. All said, we made meaningful progress with the space that we had. We then turned our sights to the Town Center, cleaning out the former library and making it a meeting space for town orgs and the like. The finally redesigned the Council Chamber, which was a creative use of cable money. I think more was possible, but it was harder than I thought it would be, but we definitely improved the use. The question of whether we should do something bigger always came up. Generally speaking, I prioritized capital investment on public amenities -- roads, parks, and services -- over town offices. I was interested in how to make the best use of the Town Center and sometimes wondered about the right mix of space as our population changed, for instance when the bulk of seniors that defined that era moved on, would the town want to give more space to youth, etc. We spent more time on the upstairs of the Town Center, making the stairs more accessible and investing in various things (it is unbelievable how much the elevator costs). I was always open to some grand effort that was part of a one-time use of capital, and clearly that was the thinking of the Council after I left, but I wasn't part of that.

A final point. There is no question that the move to go debt free and reserve for capital was mine, and I consider it a major accomplishment. I am very proud that during my tenure that the town's net worth quadrupled. However, I was never anti-debt as an ideology. To me, the goal was to provide quality services at the best price. The question of debt was whether it would help the town maximize its economy of scale while ensuring long-term, comprehensive maintenance. Lynn White cited the debt-free status as an argument against signing the bond deal. I always felt this was a misuse of what we were trying to do. I can't speak to the specifics, but I always thought that the town would acquire debt at low interest rates to finance a comprehensive street maintenance program. Such a project likely would be the right town to leverage the project to do other things, too. The devil would be in the details. However, it wasn't about opposition to debt. When I got there, the town was using stupid debt and tying its hands for short-term and inefficient ends. I got rid of that. The Town of Colmar Manor built a ridiculous rec center that saddles them in debt -- and with it has the highest tax rate of any municipality in the county. Debt can be a curse for generations. However, as part of a sound plan, it can be a means to pay for something that makes long-term economic sense.

Hope these ramblings are helpful. Good luck and thank you for your service!

Best,
Cheye

On Wed, Jun 1, 2022 at 9:29 AM Chris Brittan-Powell <cbritpow@gmail.com> wrote:

Please add any pplans you may have developed to build a police department building.
Thanks again
Chris

On Wed, Jun 1, 2022 at 12:27 PM Chris Brittan-Powell <cbritpow@gmail.com> wrote:

OK Cheye, let me take advantage of your good will toward BH.
At some point in your tenure as mayor did you all evaluate/ explore plans for expanding the town hall? I think it happened but don't remember when.
Thanks in advance.
Chris



WORKSESSION MAYOR'S REPORT

Meeting Date: December 5, 2022
To: Members of the Town Council
From: Jodie Kulpa-Eddy
Subject: Berwyn Heights Police Department Facility funding

Intent

Request the Council consider all revenue sources, including ARPA related funds, for the establishment of a new Berwyn Heights Police Department (BHPD) facility

Background

In 2021, the Federal Government provided \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The funding was intended to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
- Maintain vital public services, even amid declines in revenue resulting from the crisis
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

Analysis

ARPA funds are a one-time, temporary infusion of resources. Several experts have indicated it is prudent to apply these non-recurring funds primarily to non-recurring expenditures. Investment in critical infrastructure is a particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long-term assets that provide benefits over many years.

A permanent, Town-owned BHPD location would be useful for residents. For example, by removing the uncertainty of the availability and cost of a rental space, it will help stabilize budgeting for the BHPD (and by extension, our property taxes), among other benefits.

In May 2022, President Biden renewed his call for communities to invest more American Rescue Plan funding in strategies to make communities safer, and gave as an example that Chesterfield County, Virginia, is using \$1.5 million to purchase land to accelerate the construction of a new police station. Therefore, the use of ARPA funds for such a purpose is acceptable.

Time to encumber and expend ARPA funds is limited, and may be revised. I would ask the Council retain the option to consider use of these funds for a possible BHPD relocation, to ensure maximum flexibility should the need arise.