



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
WILL BE HELD  
VIA VIDEO AND AUDIO CONFERENCE  
7:30 p.m.  
November 4, 2024  
REGULAR SESSION**

**The meeting will take place at Town Hall in the conference room. This meeting will be conducted as a hybrid meeting. Members of the public may only join the meeting virtually. To join the meeting through Zoom, please use the link below.**

***A closed session has been called to begin immediately following the Council meeting.***

**Join Meeting:**

**<https://us02web.zoom.us/j/89189649729?pwd=NVRweGplSSStIdm5UUYStTY0g4TFUydz09>**

**To join with audio only, dial: (301) 715-8592**

**Meeting ID: 891 8964 9729**

**Passcode: 441152**

**Public Participation:**

Participants who join the video/audio conference will be muted during the meeting except for Mayor, Council, and staff. Participants can turn their video on during the meeting, so we can all see each other, or can turn it off if they would rather. Participants will have the opportunity to speak during Public Comment - agenda item #4. During that time, all participants will be taken off mute. If you would like to comment, please state your name and Mayor Morrissey will call on you to speak. Public comment will be limited to three minutes.

Public comments or questions may also be made by emailing the Town Clerk TC Hegeman at [thegeman@upmd.org](mailto:thegeman@upmd.org). All electronic comments must be submitted by 12 p.m. on November 4, 2024. Comments received will be read by the Town Clerk during public comment.

**1. CALL TO ORDER: *Mayor Morrissey***

**Present:**

Dubayah  
Gathercole  
Kelby  
Morgan  
McGaughey  
Godfrey  
Sweet

**Absent:**

Dubayah  
Gathercole  
Kelby  
Morgan  
McGaughey  
Godfrey  
Sweet

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF MINUTES** *October 21, 2024 Council Meeting and Closed Session*

**4. PUBLIC COMMENT** *(limited to 3 minutes per speaker)*

**5. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS**

**6. CONTINUING BUSINESS**

**A. ADOPTION OF SCHOOL LOADING ZONE ORDINANCE LR 24-O-07**

**B. ADOPTION OF STOP SIGN CAMERA MONITORING ORDINANCE  
LR 24-O-08**

**C. INTRODUCTION OF LR 24-O-09 AMENDMENT OF PERSONNEL MANUAL TO  
RECOGNIZE THE RECENTLY ADOPTED POWERS AND DUTIES OF THE TOWN  
ADMINISTRATOR, TO MAKE CONFORMING CHANGES, AND TO GENERALLY  
UPDATE TO REFLECT CURRENT LAW AND PRACTICE.**

**D. INTRODUCTION OF BUDGET ORDINANCE LR 24-O-10 TO AMEND THE FY 2025  
BUDGET TO TRANSFER \$10,000 FROM THE POLICE AND PUBLIC SAFETY  
BUDGET LINE ITEM P1 TO GENERAL GOVERNMENT LINE ITEM G20,  
“GENERAL OFFICE EXPENSES” FOR PURPOSES OF PURCHASING OFFICE  
FURNITURE.**

**7. NEW BUSINESS**

**A. CONSIDERATION OF PROPOSED 2025 COUNCIL MEETING SCHEDULE**

**8. ADJOURNMENT**

*A closed session has been called to begin immediately following the Council meeting to discuss (1) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (ii) any other personnel matter that effects one or more specific individuals; and (7) consult with counsel to obtain legal advice.*

**TOWN OF UNIVERSITY PARK  
MAYOR AND COMMON COUNCIL MEETING MINUTES  
VIA VIDEO AND AUDIO CONFERENCE  
OCTOBER 21, 2024, 7:30 P.M.**

**COUNCIL MEMBERS PRESENT:**

Ralph Dubayah	Councilmember, Ward 1
Mary Gathercole	Councilmember, Ward 2
Casey Kelby	Councilmember, Ward 3
Nathaniel Morgan	Councilmember, Ward 4
David McGaughey	Councilmember, Ward 5
Grant Godfrey	Councilmember, Ward 6
William Sweet	Councilmember, Ward 7

**STAFF PRESENT:**

Debi Sandlin	Town Administrator
Suellen Ferguson	Town Attorney
TC Hegeman	Town Clerk
Michael Beall	Director of Public Works
Shameka Graddy	Interim Chief of Police
Dan Baden	Town Treasurer

**1. CALL TO ORDER**

The meeting was called to order at 7:30 p.m.

**2. APPROVAL OF AGENDA**

**Motion:** To approve the agenda as presented. Motion made by *CM Gathercole*, seconded by *CM Sweet*.

**Motion carried unanimously.**

**3. APPROVAL OF PREVIOUS MINUTES**

**Motion:** To approve the minutes of the October 7, 2024. Motion made by *CM Gathercole*, seconded by *CM Sweet*. CM Kelby abstained.

**Motion carried.**

**4. PUBLIC COMMENT**

A resident spoke about ongoing traffic issues, on Pineway emphasizing the increase in traffic volume despite recent measures. The resident also noted a significant increase in traffic over the past year, exacerbated by nearby development projects. The resident also commended the Town police for their efforts in providing temporary relief.

A resident expressed his support for the stop sign monitoring ordinance and encouraged the Council to pursue additional traffic calming and enforcement measures. He appreciated the Council's actions, such as lowering speed limits and improving crossings, and urged them to keep pushing for more improvements.

A resident of Pineway discussed the historical traffic issues on Queen's Chapel Road that divided the community and how measures taken then benefited the greater community despite

inconveniencing Pineway residents. He urged the Council to adopt similar community-minded measures for current traffic issues, such as restricting entry to Pineway at certain times or making it one-way to distribute traffic burden more equally.

A resident of the Pineway expressed concerns about traffic chaos, speeding, and safety risks, especially for children. The presence of police has helped but is not a complete solution. The resident highlighted a recent traffic collision requiring medical attention and urged further action to prevent potential fatalities.

## **5. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS**

### **a. Mayor's Report – Mayor Morrissey**

Attended the lovely HHUP event yesterday. Mayor Morrissey invited everyone to attend University Park Night, this Friday from 7-9 at the tennis center on Campus Drive, featuring Halloween-themed activities and discounts on tennis lessons. spoke about the community tree planting on Saturday in Ward 6.

### **b. Police, Traffic and Public Safety Committee – CM Gathercole**

Provided a brief report on the Helping Hands annual party, which was praised for its success. CM Kelby has launched the new website. CM Gathercole addressed concerns about increasing traffic violations, particularly stop sign runners and speeders, and assured residents that measures are being taken to address these issues. She stated her appreciation for residents voicing their concerns.

### **c. Sustainability Committee – CM Dubayah**

Reported the Sustainability Committee meeting has been rescheduled from November 5 to November 12, 2024, due to an unavoidable conflict. Additionally, Mary Sue Twohy was invited to discuss the successful seed-planting event that took place over the weekend.

Mary Sue shared that volunteers worked on a meadow project to remove invasive species and plant drought-resistant seeds, aiming to adapt to drier conditions. This long-term initiative involves surveying University Park's private properties to assess drought impacts and track changes. The PG Audubon Society has noted significant damage to certain plants, such as the arborvitae tree. The deadline for the drought impact survey has been extended to the end of October 2024.

### **c. Public Facilities Services Committee – CM Morgan**

Reported the Committee met on October 17, 2024, to discuss the town hall redevelopment plan. The meeting, attended by the town administrator, mayor, public works director, and town attorney, was productive, and progress is being made. The Committee plans to present its findings to the public soon. They will meet again on October 28, 2024.

### **d. Policy, Rules, and Municipal Structure Committee – CM Godfrey**

The committee has not decided on a new date for its meeting. It was considering whether to push everything to the next month or set a different date, taking into account the upcoming holidays and potential scheduling conflicts.

e. **Tree, Parks, and Environment Committee** – CM Godfrey

The committee has recommended Karen Burghardt as the next chair starting in 2025, as Chris Aubry stepped down after nearly a decade. Discussions included mulch volcanoes and notable trees, with more updates to follow. Additionally, there is a community tree planting event scheduled for October 26, 2024, in Ward 6, around College Heights.

6. **NEW BUSINESS**

a. **Consideration of Alcohol Permit for UPCA Chili Cook-Off**

**Motion:** To authorize a local beer brewer to sell beer in conjunction with the Chili Cook-off on Sunday, November 10, 2024, from 12:00 p.m. to 5:00 p.m. upon proof of authorization by the Prince George's County Board of License Commissioners and adequate liability insurance, and to waive any applicable fees. Motion made by *CM Sweet*, seconded by *CM Kelby*.

**Motion carried unanimously.**

CM Gathercole wanted to state, the truck will not be on the cul-de-sac on Tennyson Road for the safety of residents. The truck will be on Queens Chapel Road.

b. **Introduction of Stop Sign Camera Monitoring Ordinance LR 4-O-08**

**Motion:** To approve the Stop Sign Camera Monitoring Ordinance LR 4-O-08. Motion made by *CM Gathercole*, seconded by *CM Sweet*.

**Motion carried unanimously.**

c. **Discussion of Budget Transfer Ordinance**

**Motion:** To approve the drafting of an ordinance to transfer funds between the Police Department's budget line item P1 and the General Government's G20 general office expenses. Motion made by *CM Sweet*, seconded by *CM Morgan*.

**Motion carried unanimously.**

d. **Discussion of Personnel Manual Revisions**

The personnel manual was being revised to align with a recent charter amendment and new state laws, and copies of the proposed revisions were distributed for review. The charter amendment specifically authorizes the position of town administrator, assigning certain powers and duties, and necessitating changes to the personnel manual to reflect this new role. Updates included changing references from the "Law Enforcement Officer's Bill of Rights" to the "Police Accountability and Discipline Act" and incorporating new state-mandated personal leave policies.

Changes would address compensation and retirement contributions for the mayor and town administrator, who must now be referenced as employees for specific purposes. However, most manual provisions do not apply to them. The revisions would clarify the delegation of duties, specifying when the town administrator or the mayor's designee should be responsible for certain tasks, while some decisions remain under consideration. The Council was not required to make an immediate decision; the revisions will be presented with an ordinance next month for formal review and potential adoption.

7. **DEPARTMENT REPORTS**

Each department report was attached to the meeting package for the Council to review.

a. **Town Treasurer**

Dan Baden presented the report covering the first three months of the fiscal year. The largest portion of revenues comes from real property tax, with significant collections expected in October 2024. Income taxes and highway users' revenue were expected to increase later in the year. Expenditures are generally within the expected range, with some larger payments made upfront for insurance and memberships. The police department has vacancies, leading to lower salary expenditures. Public Works was mostly fully staffed, with some savings in salaries. Debt service payments have been made as scheduled.

8. **ADJOURNMENT**

**Motion:** To adjourn the open session and to go into closed session, Mayor and Council to discuss personnel matters, the Council will not return to open session. Motion made by *CM Sweet*, seconded by *CM Gathercole*.

**Motion carried unanimously.**

*Open session adjourned at 8:42 p.m.*

## Public Record of Closed Session

### Motion: To close public meeting

Moved by: Council Member Bill Sweet

Seconded by: Councilmember Morgan

Yea: 7 Nay: 0 Abstain:

### Motion: To resume public meeting

Moved by:

Seconded by:

Yea: Nay: 0 Abstain:

TIME: 8:45 p.m. \_\_\_\_\_

DATE: 10/21/2024 \_\_\_\_\_

PLACE (IF OTHER THAN TOWN HALL): \_\_\_\_\_

PERSONS PRESENT: Council Members, Ralph Dubayah, Mary Gathercole, Casey Kelby, Nathaniel Morgan, David McGaughey, Grant Godfrey, Willliam Sweet, Mayor Laurie Morrissey, Town Administrator, Debi Sandlin, Town Attorney, Suellen Furguson.

AUTHORITY FOR CLOSING SESSION:

THE COUNCIL VOTED TO MEET IN CLOSED SESSION UNDER THE FOLLOWING PART(S) OF SECTION 10-508 TO:

- 1) DISCUSS (I) THE APPOINTMENT, EMPLOYMENT, ASSIGNMENT, PROMOTION, DISCIPLINE, DEMOTION, COMPENSATION, REMOVAL, RESIGNATION OR PERFORMANCE EVALUATIONS OF APPOINTEES, EMPLOYEES, OR OFFICIALS OVER WHOM IT HAS JURISDICTION; OR (II) ANY OTHER PERSONNEL MATTER THAT EFFECTS ONE OR MORE SPECIFIC INDIVIDUALS; OR
- 2) PROTECT THE PRIVACY OR REPUTATION OF INDIVIDUALS WITH RESPECT TO A MATTER NOT RELATED TO PUBLIC BUSINESS; OR
- 3) CONSIDER THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE AND MATTERS DIRECTLY RELATED THERETO; OR
- 4) CONSIDER A MATTER THAT CONCERNS THE PROPOSAL FOR A BUSINESS OR INDUSTRIAL ORGANIZATIONS TO LOCATE, EXPAND OR REMAIN IN THE STATE; OR
- 5) CONSIDER THE INVESTMENT OF PUBLIC FUNDS; OR
- 6) CONSIDER THE MARKETING OF PUBLIC SECURITIES; OR
- 7) CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE; OR

- 8) CONSULT WITH STAFF, CONSULTANTS, OR OTHER INDIVIDUALS ABOUT PENDING OR POTENTIAL LITIGATION; OR
- 9) CONDUCT COLLECTIVE BARGAINING NEGOTIATIONS OR CONSIDER MATTERS THAT RELATE TO NEGOTIATIONS; OR
- 10) DISCUSS PUBLIC SECURITY, IF THE PUBLIC BODY DETERMINES THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO THE PUBLIC OR TO PUBLIC SECURITY, INCLUDING:
  - (i) DEPLOYMENT OF FIRE AND POLICE SERVICE AND STAFF; AND
  - (ii) THE DEVELOPMENT AND IMPLEMENTATION OF EMERGENCY PLANS;
- 11) PREPARE, ADMINISTER, OR GRADE A SCHOLASTIC, LICENSING, OR QUALIFYING EXAMINATION; OR
- 12) CONDUCT OR DISCUSS AN INVESTIGATIVE PROCEEDING ON ACTUAL OR POSSIBLE CRIMINAL CONDUCT; OR
- 13) COMPLY WITH A SPECIFIC CONSTITUTIONAL, STATUTORY, OR JUDICIALLY IMPOSED REQUIREMENT THAT PREVENTS PUBLIC DISCLOSURES ABOUT A PARTICULAR PROCEEDING OR MATTER; OR
- 14) BEFORE A CONTRACT IS AWARDED OR BIDS ARE OPENED, DISCUSS A MATTER DIRECTLY RELATED TO A NEGOTIATING STRATEGY OR DISCLOSURE WOULD ADVERSELY IMPACT THE ABILITY OF THE PUBLIC BODY TO PARTICIPATE IN THE COMPETITIVE BIDDING OR PROPOSAL PROCESS.
- 15) DISCUSS CYBERSECURITY, IF THE PUBLIC BODY DETERMINES THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO:
  - (i) SECURITY ASSESSMENTS OR DEPLOYMENTS RELATING TO INFORMATION RESOURCES TECHNOLOGY;
  - (ii) NETWORK SECURITY INFORMATION, INCLUDING INFORMATION THAT IS:
    1. RELATED TO PASSWORDS, PERSONAL IDENTIFICATION NUMBERS, ACCESS CODES, ENCRYPTION, OR OTHER COMPONENTS OF THE SECURITY SYSTEM OF A GOVERNMENTAL ENTITY;
    2. COLLECTED, ASSEMBLED, OR MAINTAINED BY OR FOR A GOVERNMENTAL ENTITY TO PREVENT, DETECT, OR INVESTIGATE CRIMINAL ACTIVITY; OR
    3. RELATED TO AN ASSESSMENT, MADE BY OR FOR A GOVERNMENTAL ENTITY OR MAINTAINED BY A GOVERNMENTAL ENTITY, OF THE VULNERABILITY OF A NETWORK TO CRIMINAL ACTIVITY; OR
  - (iii) DEPLOYMENTS OR IMPLEMENTATION OF SECURITY PERSONNEL, CRITICAL INFRASTRUCTURE, OR SECURITY DEVICES.

LIST OF TOPICS DISCUSSED: 1) Advise from Attorney on upgrades to the Towns infrastructure, 2) Personnel matter, and 3) Transfer of streetlights from Pepco to the Town.



ACTIONS TAKEN: No actions taken.

07MEETING ADJOURNED: 9:07 p.m.

SIGNED: *Deki Sandlin*



**TOWN OF UNIVERSITY PARK  
AGENDA ITEM COVER REPORT**

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**Agenda Item # 6A**

**Meeting Date:** November 4, 2024

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**Item Title:** ADOPTION OF SCHOOL LOADING ZONE ORDINANCE LR 24-O-7

**Background/Justification:**

The starting time for the University Park Elementary School has been changed from 7:45 am to 7:30 am for the 2024-2025 school year. The hours of enforcement for the student loading zone on Queens Chapel Road is currently from 7:30 to 8:30. The hours of enforcement for the student loading zone should be changed to 7:00 am to 8:00 am conform to the new start time for the school, to enable to area to be kept clear for the intended purpose of allowing students to safely access the school from their cars. An ordinance amending § 9-104 of the Code is required to make this change.

**Fiscal Impact:** None.

**Options/Alternative:** None. The hours of enforcement should be consistent with school operating hours.

**Committee Recommendation:** Not reviewed by a committee

**Staff Comments:** This change is non-substantive and is designed to conform the hours for the student loading zones to school hours in the morning.

**Community Engagement:** None

**Recommended Action:** *Motion: To adopt Legislative Resolution 24-O-07 to change the hours for enforcement of the Queens Chapel Road student loading zone from 7:30 am – 8:30 am to 7:00 am to 8:00 am.*

**Attachments:** 24-O-07

LEGISLATIVE RESOLUTION 24-O-07

Resolution and Ordinance of the Town of University Park to amend Chapter 9 “Traffic and Vehicles”, Article 1, “Traffic”, Section 9-104, “Parking” of the Code of Ordinances of the Town of University Park.

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the Mayor and Common Council of the Town of University Park have the power to pass such ordinances as deemed necessary to protect the health, safety and welfare of the residents of the municipality and to prevent and remove nuisances; and

WHEREAS, the Transportation Article, Annotated Code of Maryland, authorizes the Town to adopt parking and traffic regulations; and

WHEREAS, the Mayor and Common Council have adopted Chapter 9, “Traffic and Vehicles”, of the Town Code to regulate parking and traffic in the Town; and

WHEREAS, the Mayor and Common Council, after consulting with the School and the Town Chief of Police, determined that it was in the public interest to prohibit parking between 7:30 a.m. and 8:30 a.m. on the west side of Queens Chapel Road from Underwood Street to the driveway of the University Park Elementary School Parking Lot, to create a student loading zone; and

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

~~[Brackets]~~ indicate matter deleted from existing law

\* \* Asterisks\* \* indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

~~[Brackets]~~ indicate matter deleted by amendment to the proposed ordinance

WHEREAS, school opening in the morning has changed, and the student loading zone is now required between 7:00 a.m. and 8:00 a.m.

WHEREAS, it is in the public interest to change the hours for the student loading zone to coincide with the school opening hours.

Section 1: NOW THEREFORE be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Chapter 9 “Traffic and Vehicles”, Article 1 “Traffic”, Section 9-104 “Parking”, of the Code of the Town of University Park, be repealed, re-enacted and amended to read as follows:

#### Section 9-104 Parking

A. Prohibitions \* \* \* \*

B. Limitations

(1) \* \* \* \*

(2) School parking.

(a) No person shall park any vehicle from 7:00 a.m. to 7:00 p.m., except as otherwise noted, on school days on any of the following streets:

(i) – (iii) \* \* \* \*

	Name of Street	Side	Location
iv.	Queens Chapel Road	West	From its intersection with Underwood Street to the driveway of the University Park Elementary School Parking Lot, which area shall be utilized as a student loading zone, between the hours of 7:[3]00 a.m. and 8:[3]00 a.m., and 1:30 p.m. and 2:30 p.m.
		East	North from its intersection with Underwood Street for a distance of 95 feet

iv. through viii \* \* \* \*

(5) through (8) \* \* \* \*

C. – F. \* \* \* \*

\* \* \* \*

Section 2. Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 3: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
T'Alicandra Hegeman, Town Clerk

By: \_\_\_\_\_  
Laurie K. Morrissey, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney



**TOWN OF UNIVERSITY PARK  
AGENDA ITEM COVER REPORT**

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**Agenda Item # 6B**

**Meeting Date:** November 4, 2024

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**Item Title:** ADOPTION OF STOP SIGN CAMERA MONITORING ORDINANCE LR 24-O-08

**Background/Justification:**

- Implementation of Stop Sign Cameras designed to manage vehicle flow throughout the Town of University Park.
- The purpose of the cameras is to enforce compliance with stop sign regulations.
- Stop Sign cameras help prevent accidents caused by drivers who disregard stop signs and fail to yield the right of way.
- The cameras will capture images or videos of vehicles failing to come to a complete stop.
- Violators will be issued a traffic citation similar to a red-light camera citation.

**Options/Alternatives:**

Approve or deny the consideration of a Stop Sign Camera Ordinance.

**Fiscal Impact:** N/A

**Committee Recommendation:**

The Public Safety Committee has recommended the installation of Stop Sign Camera's in the Town of University Park.

**Staff Comments:**

Staff supports the approval of an ordinance to authorize the purchase of and installation of Stop Sign Camera's in the Town.

**Community Engagement:** N/A

**Recommended Action:**

*Motion to adopt LR 24-O-08 to authorize the use of a stop sign monitoring system to enforce compliance with stop sign regulations.*

**Attachments:** LR 24-O-08

Adopting §9-110 Stop sign monitoring systems  
Sponsored by: Councilmember Gathercole

## LEGISLATIVE RESOLUTION 24-O-08

Resolution and Ordinance of the Town of University Park to amend Chapter 9 “Traffic and Vehicles”, Article 1, “Traffic” by enacting §9-110, “Stop sign monitoring system” of the Code of Ordinances of the Town of University Park, to authorize the placement of stop sign monitoring cameras on highways in school districts.

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the Mayor and Common Council of the Town of University Park have the power to pass such ordinances as deemed necessary to protect the health, safety and welfare of the residents of the municipality and to prevent and remove nuisances; and

**WHEREAS**, pursuant to § 21-707.1, “Prince George’s County Stop Sign Monitoring Systems” of the Transportation Article, Annotated Code of Maryland, as amended, the Town may authorize operation of stop sign monitoring systems to enforce the stop signs in school zones; and

**WHEREAS**, the Town has experienced significant numbers of persons operating vehicles and failing to stop at the stop signs in Town, creating a public safety hazard for pedestrians and other vehicles; and

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### EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[~~Brackets~~] indicate matter deleted from existing law

\* \* Asterisks\* \* indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

[~~Brackets~~] indicate matter deleted by amendment to the proposed ordinance



**WHEREAS**, this problem is especially acute in school zones where children are walking to and from school; and

**WHEREAS**, it is in the public interest to authorize the use of stop sign monitoring systems to enhance traffic control enforcement in the Town in school zones.

**Section 1.** **NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the Town of University Park, Maryland that Chapter 9 “Vehicles and Traffic”, Article 1, “Traffic”, §9-110 "Stop sign monitoring systems", be, and is hereby enacted to read as follows:

§9-110 STOP SIGN MONITORING SYSTEM IN SCHOOL ZONES.

A. THE TOWN AND ITS POLICE DEPARTMENT ARE AUTHORIZED TO OPERATE A STOP SIGN MONITORING SYSTEM ON HIGHWAYS MAINTAINED BY THE TOWN IN SCHOOL ZONES PURSUANT TO § 21-707.1, TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND, AS AMENDED.

B. BEFORE ACTIVATING A STOP SIGN MONITORING SYSTEM, THE TOWN SHALL:

1. OBTAIN APPROVAL OF THE PRINCE GEORGE’S COUNTY COUNCIL FOR THE LOCATION; AND
2. PUBLISH NOTICE THAT THE TOWN HAS ADOPTED THE USE OF STOP SIGN MONITORING SYSTEMS ON ITS WEBSITE AND IN A NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN.

**Section 2.** Be it further resolved that this ordinance shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity

shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 3: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
T'Alicandra Hegeman, Town Clerk

By: \_\_\_\_\_  
Laurie K. Morrissey, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney



**TOWN OF UNIVERSITY PARK  
AGENDA ITEM COVER REPORT**

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**Agenda Item # 6C**

**Meeting Date:** November 4, 2024

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**Item Title:** INTRODUCTION OF LR 24-O-09 AMENDMENT OF PERSONNEL MANUAL TO RECOGNIZE THE RECENTLY ADOPTED POWERS AND DUTIES OF THE TOWN ADMINISTRATOR, TO MAKE CONFORMING CHANGES, AND TO GENERALLY UPDATE TO REFLECT CURRENT LAW AND PRACTICE.

**Background/Justification:**

The Council has recently adopted changes to the Charter to formally authorize the position of Town Administrator and to empower that position with certain duties and responsibilities. These duties include supervision and evaluation of Town employees, which amended to make conforming changes and to update the current provisions.

**Fiscal Impact:** This is a revenue neutral action

**Committee Recommendation:** Not applicable.

**Other Options/Alternatives:**

Not adopt the proposed changes

Amend and adopt the proposed changes

**Staff Comments:** Staff agrees that the attached changes should be made to update the Personnel Manual.

**Community Engagement:** None

**Recommended Action:** *Motion: To introduce Legislative Resolution 24-O-09, to recognize the recently adopted powers and duties of the Town Administrator, to make conforming changes, and to generally update to reflect current law and practice.*

**Attachments:** LR 24-O-09

Ordinance to Amend the Personnel Manual  
Sponsored by: Councilmember

LEGISLATIVE RESOLUTION 24-0-09

Resolution and Ordinance of the Town of University Park, to amend the Personnel Manual, by repealing and re-enacting various sections to recognize the recently adopted powers and duties of the Town Administrator, to make conforming changes, and to generally update to reflect current law.

Section 1: Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that the attached Personnel Manual, as amended, be adopted and enacted.

Section 2: Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 3: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park,

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

~~[Brackets]~~ indicate matter deleted from existing law

\* \* Asterisks\* \* indicate provisions of existing law which have been omitted from the resolution

UNDERLINED CAPITALS INDICATE MATTER ADDED IN THE AMENDMENT

~~[Brackets]~~ indicate matter deleted in amendment.

Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
T'Alicandra Hegeman, Town Clerk

By: \_\_\_\_\_  
Laurie K. Morrissey, Mayor

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney



**TOWN OF UNIVERSITY PARK  
AGENDA ITEM COVER REPORT**

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**Agenda Item # 6D**

**Meeting Date:** November 4, 2024

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**Item Title:** INTRODUCTION OF BUDGET ORDINANCE 24-O-10 TO AMEND THE FY25 BUDGET TO TRANSFER \$10,000 FROM THE POLICE AND PUBLIC SAFETY BUDGET LINE ITEM P1, "SALARIES", TO THE GENERAL GOVERNMENT BUDGET LINE ITEM G20, "GENERAL OFFICE EXPENSES", TO FUND THE PURCHASE OF OFFICE FURNITURE FOR THE MAYOR AND TOWN ADMINISTRATOR'S OFFICE.

**Background/Justification:**

- To purchase office furniture for the Mayor and Town Administrator's office.
- Funds being transferred are coming out of salaries from vacant positions in the Police Department.

**Options/Alternatives:**

Approve or deny the ordinance to transfer funds between department budgets.

**Fiscal Impact:** \$10,000.

**Committee Recommendation:** N/A

**Staff Comments:**

Staff supports the approval of an ordinance to authorize the transfer of budgetary funds from P1 to G20.

**Community Engagement:** N/A

**Recommended Action:**

*Motion to amend the FY25 budget to transfer \$10,000 from the Police and Public Safety budget line item P1, "Salaries", to the General Government budget line item G20, "General Office Expenses" to fund the purchase of office furniture for the Mayor and Town Administrator's office.*

**Attachments:** LR 24-O-10

Ordinance to Amend the Fiscal Year 2025 Budget  
to fund the purchase of furniture for the Mayor and  
Town Administrator's office  
Sponsored by:

### **LEGISLATIVE RESOLUTION 24-O-10**

Resolution and Ordinance of the Town of University Park, to amend the FY 2025 Budget Ordinance, Legislative Resolution 24-O-04, to transfer \$10,000 from the Police and Public Safety Budget Line Item P1, "Salaries", to the General Government Budget Line Item G20, "General Office Expenses", to fund the purchase of office furniture for the Mayor and Town Administrator's office.

Section 1. Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Legislative Resolution 23-O-04, Fiscal Year 2025 Budget Ordinance, be and is hereby amended as follows:

#### **Account Name**

#### **GENERAL FUND**

#### **From**

#### **To**

#### **Police and Public Safety**

P1 - Salaries	\$10,000	
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#### **General Government**

G20 – General Office Expenses		\$10,000
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#### **EXPLANATION:**

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[~~Brackets~~] indicate matter deleted from existing law

\* \* Asterisks\* \* indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

[~~Brackets~~] indicate matter deleted by amendment to the proposed ordinance

Section 2. Be it further resolved that this resolution shall become effective twenty (20) days after enactment by the Mayor and Common Council of University Park.

Section 3. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 4: Be it further resolved that a complete and exact copy of this adopted Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

**ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
T'Alicandra Hegeman, Town Clerk

By: \_\_\_\_\_  
Laurie K. Morrissey, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney





**TOWN OF UNIVERSITY PARK  
AGENDA ITEM COVER REPORT**

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**Agenda Item # 7A**

**Meeting Date:** November 4, 2024

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**Item Title:** CONSIDERATION OF 2025 PROPOSED COUNCIL MEETING SCHEDULE

**Background/Justification:**

- Council must approve the meeting schedule for the upcoming year.

**Staff Comments:** Every year the Council reviews the proposed meeting schedule.

**Recommended Action:**

*Motion: To approve the 2025 Council Meeting schedule as presented.*

**Attachments:** Draft 2025 Council Meeting Schedule

# 2025

## COUNCIL MEETING SCHEDULE

*Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month except for July, August, and December. When a holiday falls on a meeting date, the Council will meet on Tuesday. These meetings are indicated with an asterisk (\*). Public holidays are listed in the right-hand column and indicate when Town Hall is closed.*

		Wednesday, January 1	New Year's Day
JANUARY --	06	Monday, January 20	M. L. King Jr. Day
JANUARY --	21*		
FEBRUARY --	03	Monday, February 17	Presidents' Day
FEBRUARY --	18*		
MARCH --	03		
MARCH --	17		
APRIL --	07		
APRIL --	21		
MAY --	05	Monday, May 26	Memorial Day
MAY --	19		
JUNE --	02	Thursday, June 19	Juneteenth Day
JUNE--	16		
		Friday, July 4	4 <sup>th</sup> of July
JULY --	21		
AUGUST --	18		
		Monday, September 1	Labor Day
SEPTEMBER --	02*		
SEPTEMBER --	15		
		Monday, October 13	Indigenous People's Day
OCTOBER --	06		
OCTOBER --	20		
NOVEMBER --	03	Tuesday, November 11	Veterans Day
NOVEMBER --	17	Thursday, November 27	Thanksgiving
		Friday, November 28	Employee Appreciation Day
DECEMBER --	01	Thursday, December 25	Christmas Day