

Mayor Tracey Furman

**Council Member Darin Bartram
Council Member Nate Engle**



**Council Member Conor Crimmins
Council Member Ann Lichter**

Released: November 10, 2022

**Tuesday, November 15, 2022
Town Council Meeting, 7:00 pm**

The Town Council Meeting will be held in-person and through the Zoom Video Conferencing application.
Access to the meeting is available through the following link:

<https://us02web.zoom.us/j/82325552480?pwd=MHpCeHpxTlVBVVNUeGRqTHZpajJDQT09>

Meeting ID: 823 2555 2480

Password: 810792

Or you may join the meeting by calling: +1 301 715 8592 US (Washington D.C) and entering the Meeting ID and Password above.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

APPROVAL OF MINUTES

Town Council Meeting Minutes of October 11, 2022

THE MAYOR AND TOWN COUNCIL

1. Audit Committee Report:

- a. Acknowledge receipt of the Audit Committee's Report for the Fiscal Year Ending June 30, 2022 (FY22).

2. Noyes Children's Library Renovation Project (Courtesy Review):

- a. Presentation by the Noyes Children's Library Foundation on the renovation project at 10237 Carroll Place.

3. State Highway Administration (SHA) Update:

- a. Update from the Town's quarterly meeting with SHA.

4. Mobility & Traffic Committee (MTC) Update:

- a. Update from the October 18 MTC meeting.

5. Montgomery County Public Schools (MCPS) 2023-24 School Calendar:

- a. MCPS is requesting community feedback on proposed scenarios for the MCPS 2023–2024 Traditional School Year Calendar.
- b. <https://novisurvey.net/ns/TakeSurveyPage.aspx?s=1f7bb878a23e4fea80be6f628297e4c1&tsid=4cfd42b866b6420d8416a7a536e79207&c=en-US>

THE TOWN MANAGER AND STAFF

PUBLIC APPEARANCES

(The public is invited to speak on any subject that is not a topic on tonight's agenda)

ORDINANCES, RESOLUTIONS, AND REGULATIONS

(Ordinances, resolutions, and regulations to be introduced or adopted following appropriate procedures required by the Town Code; or resolutions that may require discussion by the Mayor and Council prior to approval)

1. **Resolution No. R-06-2022** – A Resolution of the Mayor and Town Council of Kensington authorizing the Town Manager to establish 'No Parking Anytime' on the south side of Carroll Place, from the projected west curb line of Hadley Place to a point 50' westward; on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward; and install a corner clearance prohibition on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward.
2. **Resolution No. R-29-2022** – A Resolution of the Mayor and Town Council of Kensington Authorizing a Contribution in the amount of Twenty-Five Thousand Dollars from the Fiscal Year 2022-2023 (FY23) Budget to the Noyes Children's Library Foundation for the Restoration and Renovation project at Noyes Children's Library.
3. **Resolution No. R-30-2022** – A Resolution of the Mayor and Town Council of Kensington condemning hate and violence and declaring the Town of Kensington as a safe and welcoming community for people of all backgrounds regardless of race, ethnicity, gender, sexual orientation, religion, or political affiliation.
4. **Resolution No. R-31-2022** – A Resolution of the Mayor and Town Council of Kensington Approving the new Employee Handbook to comply with all Federal, State, and County regulations.
5. **Resolution No. R-32-2022** – A Resolution of the Mayor and Town Council of Kensington Proclaiming November to be Municipal Government Works Month in Kensington, Maryland.

ADJOURNMENT

(The Mayor and Council may move to close the meeting and may move to reopen the meeting)

THE NEXT SCHEDULED MEETING(S) OF THE MAYOR AND TOWN COUNCIL WILL BE HELD:

Monday, December 12, 2022, 7:00 pm

REPORT OF THE AUDIT COMMITTEE – TOWN OF KENSINGTON

Audited Financial Statements for the Year Ended June 30, 2022

The primary role of the Audit Committee is to assist the Mayor and the Council in the oversight of the Town of Kensington's accounting and financial reporting process and to interact directly with, and evaluate, the performance of the Town's independent auditors.

The Audit Committee has reviewed the Town's audited financial statements for the year ended June 30, 2022 ("AFS"). As part of the review process, the Audit Committee had a Zoom meeting on October 20, 2022, with Town Manager, Matt Hoffman, Clerk/Treasurer, Susan Engels, two representatives of the Town's independent auditors (Linton Shafer, Warfield & Garrett, PA), Eva Webb and Debbie Free, and two Town Council Members, Nate Engle and Ann Lichter.

The Audit Committee and the others present discussed the overall plans for, and scope of, the audit, the results of the audit examination, the auditor's evaluation of the Town's internal controls, a draft of the proposed audited financial statements, and the overall quality of the Town's financial reporting.

Based on these reviews and discussions, the Audit Committee recommends to the Mayor and Council that the audited financial statements of the Town for the year ended June 30, 2022, be accepted as submitted.

By the Audit Committee:

Jeffery P. Capron
Leslie Olson
Kerry Thompson

Submitted: November 1, 2022

Resolution No. R-06-2022**Adopted:**

A Resolution of the Mayor and Town Council of Kensington authorizing the Town Manager to establish 'No Parking Anytime' on the south side of Carroll Place, from the projected west curb line of Hadley Place to a point 50' westward; on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward; and install a corner clearance prohibition on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward.

Whereas, Chapter IV, "Traffic and Vehicles", Section 4-103, "Traffic and Parking Control Devices" of the Town Code states:

The Council may, by resolution, have erected "stop," "no parking," "speed limit," "one way," "yield," "no U-turn," "no-thru traffic," "no right turn," and "do not enter" signs and other traffic control and parking restriction devices to control, regulate, warn, or guide traffic or limit parking on streets, other public ways, or other areas in the Town of Kensington; and

Whereas, the Traffic Committee has recommended certain traffic control changes to the Mayor and Town Council, to include:

Establish 'No Parking Anytime' on the south side of Carroll Place, from the projected west curb line of Hadley Place to a point 50' westward; on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward; and install a corner clearance prohibition on the west side of Hadley Place, from the projected south curb line of Carroll Place to 40' southward.

Now, Therefore, Be It Resolved that the Town Manager is hereby authorized to implement the aforementioned traffic controls.

Adopted by the Town Council this 15th day of November, 2022.

Effective this 15th day of November, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor

Mayor Tracey Furman

**Council Member Darin Bartram
Council Member Nate Engle**



**Council Member Conor Crimmins
Council Member Ann Lichter**



Resolution No. R-29-2022
Adopted:

A Resolution of the Mayor and Town Council of Kensington Authorizing a Contribution in the amount of Twenty-Five Thousand Dollars from the Fiscal Year 2022-2023 (FY23) Budget to the Noyes Children's Library Foundation for the Restoration and Renovation project at Noyes Children's Library.

Whereas, the Noyes Children's Library Foundation ("Foundation") engaged a campaign to raise funds to help Montgomery County renovate the Noyes Children's Library building ("the Project") in order to provide accessibility to all those with physical, emotional, and learning issues; and

Whereas, the project costs for the renovation are estimated to be approximately \$3.1 million; and

Whereas, the Foundation has pledged to raise \$1.6 million to fund their agreed upon share of the Project; and

Whereas, the Foundation received a \$100,000 Bond Bill grant from the State of Maryland in 2022 that must be matched by the recipient; and

Whereas, the Town previously contributed two prior \$25,000 donations to Noyes Children's Library Foundation in both 2016 (Resolution No. R-09-2016) and 2018 (Resolution No. R-15-2018); and

Whereas, the Town has long recognized the value of the Noyes Children's Library to the Town and the broader community; and

Whereas, the Mayor and Town Council have determined that a contribution in support of the Project is in the best interest of the community and have included a \$25,000 donation to the Noyes Children's Library Foundation within the Fiscal Year 2022-2023 (FY23) Budget.

Now, Therefore, Be It Resolved by the Mayor and Town Council, in public meeting assembled, do hereby authorize payment of a Contribution in the amount of \$25,000 on behalf of the Town of Kensington to the Noyes Children's Library Foundation for the renovation of the Noyes Children's Library, to be paid from the General Government Account of the 2022-23 Fiscal Year (FY23) Budget and Authorize the Town Manager to take those steps necessary to give effect to this Resolution.

Adopted by the Town Council this 15th day of November, 2022.

Effective this 15th day of November, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor

Resolution No. R-30-2022
Adopted:

A Resolution of the Mayor and Town Council of Kensington condemning hate and violence and declaring the Town of Kensington as a safe and welcoming community for people of all backgrounds regardless of race, ethnicity, gender, sexual orientation, religion, or political affiliation.

Whereas, there has been a disturbing rise in bias incidents, antisemitism, hate speech, and hate violence across the country, the state, and our local community; and

Whereas, on August 7, 2022, hateful anti-Black fliers with razor blades were found affixed to playground equipment and a utility box in St. Paul Park; and

Whereas, other racist and antisemitic incidents have occurred in recent months in nearby public places, parks, and places of worship, including swastikas and racist graffiti in Ken-Gar Palisades Park, the Garrett Park Train Station, and antisemitic harassment at Temple Emanuel; and

Whereas, such acts represent an attack on basic principles of respect, pluralism, and democracy and are meant to undermine safety and community belonging; and

Whereas, the Town of Kensington condemns all such acts of hate and aggression and declares that they will not be tolerated in our community; and

Whereas, the Town of Kensington reaffirms our commitment to ensuring that all people of our community, including visitors to the Town, feel safe and respected.

Now, Therefore, Be It Resolved that the Town of Kensington is committed to working with other municipalities, Montgomery County, the State of Maryland, law enforcement, community organizations and local residents to end the spread of hate, bigotry, and harassment to create a welcoming and safe community for all.

Adopted by the Town Council this 15th day of November, 2022.

Effective this 15th day of November, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor

Resolution No. R-31-2022
Adopted:

A Resolution of the Mayor and Town Council of Kensington Approving the new Employee Handbook to comply with all Federal, State, and County regulations.

Whereas, Article IX, “Administration”, Section 901, “Personnel Regulations”, of the Town Charter states that the Town shall have the power to employ such officials and employees and by ordinance or resolution adopt a personnel policy as it deems necessary to execute the power and duties provided by this Charter or other State Law and to operate the Town government; and

Whereas, the Town previously revised the Employee Handbook in 2011 (Resolution No. R-9-2011); and

Whereas, the Town Manager determined that a new Employee Handbook was necessary in order to comply with existing Montgomery County, State of Maryland, and Federal regulations; and

Whereas, the Town worked with the Town Attorney, along with Shawe Rosenthal, LLC, to draft a new Employee Handbook that meets all current regulatory requirements.

Now, Therefore, Be It Resolved that the Mayor and Council of the Town of Kensington, Maryland, approve of the new Employee Handbook for Town of Kensington employees.

Adopted by the Town Council this 15th day of November, 2022.

Effective the 1st day of January, 2023.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor

Resolution No. R-32-2022
Adopted:

A Resolution of the Mayor and Town Council of Kensington Proclaiming November to be Municipal Government Works Month in Kensington, Maryland.

WHEREAS, the Town of Kensington was incorporated following an Act of the Maryland General Assembly on April 6, 1894; and

WHEREAS, the State of Maryland is home to 157 Municipalities, along with two Special Taxing Districts, represented by the Maryland Municipal League (MML); and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials and input on community decisions; and

WHEREAS, in order to help inform the Kensington community about municipal government and the importance of their participation, the Town of Kensington is proud to promote municipal government awareness; and

WHEREAS, the Town of Kensington has enhanced the quality of life of our respective residents by providing necessary services for the community and creating a wonderful place to live, work, play, and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the Town of Kensington, Maryland, do hereby join with the Maryland Municipal League in declaring November to be Municipal Government Works Month in Kensington, Maryland.

Adopted by the Town Council this 15th day of November, 2022.

Effective this 15th day of November, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor