



TOWN OF CHEVERLY, MARYLAND  
MAYOR AND TOWN COUNCIL

WORKSESSION  
September 26, 2024  
7:30 PM

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Financial Review** – Town Accountant & Town Administrator will provide 1<sup>st</sup> quarter update
4. **Air Quality Update:** Tad Aburn will provide an update on air quality in the town and surrounding area
5. **Traffic Hot Spot Discussion** – Traffic Engineer Jack Goode will provide an update
6. **Policy review:** Subcommittee will make recommendations
  - **Travel & Training for elected officials**
  - **Procurement/end of life for equipment**
7. **Town Administrator Update** - Town Administrator Galloway will provide a report to the Mayor and Council
8. **Police Chief Report** – Chief Morris will provide a report to the Mayor and Council
9. **Update by CM Fry & Garces Regarding Cheverly Station Apartments** -Council members will provide updates/feedback from residents at Cheverly Station Apartments.
10. **Review of October Town Meeting Agenda and Future Requests**—The mayor and Town Administrator will offer a forecast of the Mayor and Council Town Meeting agenda. The mayor will seek Council input on agenda items for consideration for future meetings.
11. **Adjourn**

(\*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

*\*Resident input will be allowed as part of action items, presentations and discussion items on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may*



*Speak once, for no more than three minutes, on each eligible agenda item per the adopted Council Meetings Rules & Procedures.*

***Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.***

#### **Zoom Information:**

**Topic: Cheverly Mayor & Council Work session**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>**

**Webinar ID: 825 5155 8763**

**Passcode: 916656**

**Or One tap mobile :**

**US: +13017158592,,82551558763#**

**Or Telephone:**

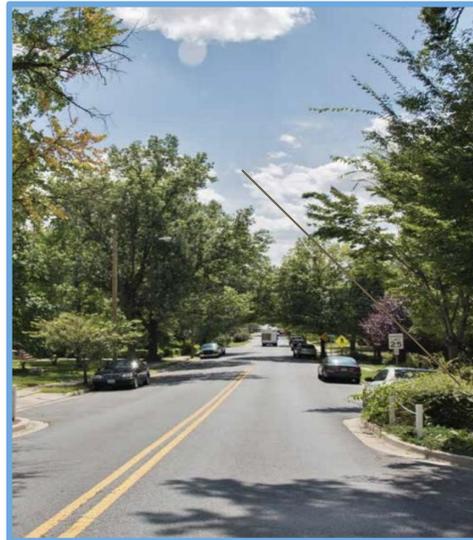
**US: +1 301 715 8592**

# Cleaning the Air !!!

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**The Cheverly Area EJ Partnership ... A Community Driven  
... and Highly Successful Effort**



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**September 26, 2024 - Cheverly Town Council Work Session**

Tad Aburn, Community Volunteer, Retired MDE Air Director, Convenor/Secretary ... Cheverly Area Environmental Justice Action Team (EJAT)

# Who Am I?

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- **My name is Tad Aburn and I worked for the Maryland Department of the Environment (MDE) for 40 years before I retired in 2022.**
  - **I was the MDE Air Director for about 20 years**
- **I am now doing volunteer work for communities overburdened by air pollution in MD and DC**
- **Have considerable experience on air pollution, permits, laws and regulations and understand how to drive change in government**

# Why Are You Doing This?

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- **Unfinished business!!!**
- **During my 40 year career I was able to do a whole lot to clean up air pollution in general**
- **That's great ... but the most overlooked issue in my 40 years was the inequitable exposure to air pollution in many communities**
- **The data is now in. Many communities breathe much less healthy air than their regional neighbors that are located in areas with fewer air pollution sources**

# Community Members and Others Who Have Contributed Significantly

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- The Clean Air partnership has been an initiative that is ... and continues to be ... a community driven effort.
- Major contributors from the community include:
  - Tovoia Bing-Young
  - Dylan Galloway
  - Karen Moe
  - Ray Mosley
  - Julia Mosley
  - Mayor Kayce Munyeneh
  - Laila Riazi
  - Sophia Riazi-Sekowski
  - Sheila Salo
- Major contributors from the academic community, government ... and elsewhere include:
  - Russ Dickerson (UMCP)
  - Blean Garma (CEEJH)
  - Alex Mandell (EPA)
  - Vivek Ravichandran (CEEJH)
  - Noble Smith (MDE)
  - Megan Ulrich (MD)
  - The Cheverly Green Infrastructure Committee

# What Can Be Achieved By Pushing for Change at the Community Level?

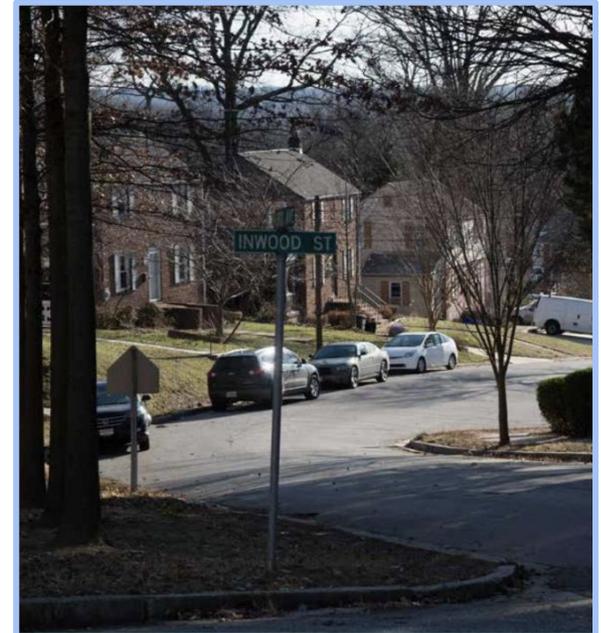
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- **A LOT !!!**
- **Government and elected officials are anxious to work with communities to clean up the air ... yes it takes some effort ... yes, government will tell you they have limited resources ... but it can ... and is ... working in some communities in the region.**
- **What can be done?**
  - **Meaningful diesel emission reductions!**
  - **Major reductions in toxic fugitive dust!**
  - **More reductions from businesses!**
  - **No more new dirty business or roadways in overburdened areas!**
  - **Lower levels of air pollution!!!**

# Why Care About Unhealthy Air?

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- **Air pollution is linked to increased asthma and other respiratory diseases**
- **Air pollution is linked to early mortality**
- **Air pollution is linked to cancer, birth defects and other serious health effects**
- **Air pollution affects children and the elderly the most**
- **Breathing unhealthy air is a very serious concern**
- **Air pollution is also often linked to the economic health of areas**



# The Basic Background on the Cheverly Area EJ Partnership

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- In the 2017 to 2018 time frame, Town leadership worked with Dr. Sacoby Wilson and the University Maryland's Center for Community Engagement, Environmental Justice, and Health (CEEJH) to begin a partnership with the Town of Cheverly to build a community-based, hyper-local air monitoring network in and around the Cheverly area.
- The Maryland Department of the Environment (MDE) joined this partnership and in 2021
- Since then ... Prince George's County and the U.S. Environmental Protection Agency (EPA) have also become partners
- The Partnership has recently worked to include other impacted communities in Fairmount Heights, Seat Pleasant and Bladensburg

# Basic Background Continued

## The MDE Emission Reduction Effort

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- **When MDE joined this partnership and in 2021 they conducted a “targeted inspection” pilot program (up to six sources and area wide scans each day, 3 days a week for 2 months - A big effort**
  - **The effort used the community air monitoring data and wind data to target inspections at multiple stationary and mobile sources**
- **MDE provided the community with a 2021 report on this effort.\* The report included 10 recommendations on how MDE and the community could work together to improve air quality in the area**
- **Many of those recommendation are now being implemented ... emissions are being reduced ... and air pollution levels are going down**

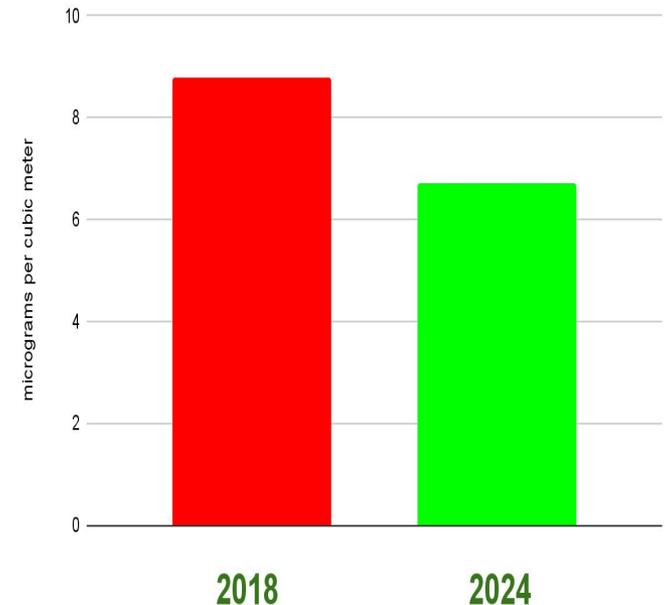
\* The Cheverly report may be found at [mde.maryland.gov/programs/air/AirQualityCopliance/Documents/CheverlyStudy.pdf](https://mde.maryland.gov/programs/air/AirQualityCopliance/Documents/CheverlyStudy.pdf)

# So ... Is it Working?

- **Some of the most important air pollutants that are being measured ... are now at lower levels in 2024 ... compared to levels in 2019**
- **Yes ... the air is getting cleaner and will continue to get cleaner over the next 10 years**
- **The community ... which drove a lot of the changes that have cleaned the air ... should feel very good about this ... That said, there is still much more to do**
- **There have been other major community accomplishments that will be discussed later**

## Air Pollution Reductions in Cheverly

Average Fine Particle Levels 2018 to 2024



About a 25% Reduction over 6 years. Community initiatives are part of why these reductions have occurred, but MDE regulatory programs and weather are also important.

# The Key Emission Reduction Activities That are Already Underway

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- ➔ All of these actions are now being implemented and reducing emissions
- ➔ MDE plays a critical role in these emission reduction efforts, but so does the community!!!
- ➔ The five initiatives that are now well underway are:
  - ◆ Targeted and enhanced inspections of stationary sources (things like aggregate plants, metal recycling, etc.)
  - ◆ Reducing diesel truck emissions
  - ◆ Minimizing emissions of toxic fugitive dust
  - ◆ Building and using a community-based hyper local air monitoring network
  - ◆ Ensuring that large new emission sources ... businesses and transportation sources ... do not make air quality even worse than it is right now

# Targeted Inspections and Enforcement

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**Starting in 2021, MDE staff increased the frequency of inspections significantly by focusing on:**

- ◆ **Input from the community, air monitoring and wind data and sources where there were many complaints**
- ◆ **Traditional business sources and non-traditional emission sources like trucks, bus depots, warehouse areas and construction sites;**

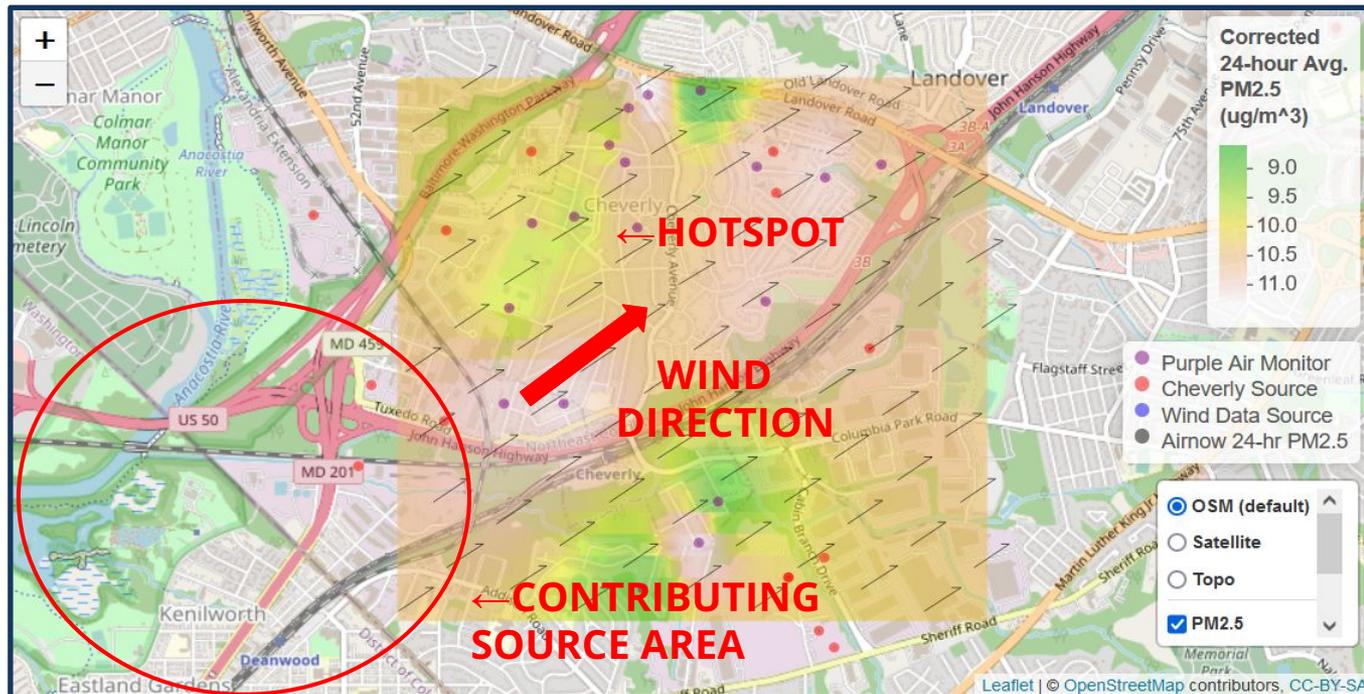
**Increase in inspections included site visits but more importantly, increased communications to sources, compliance advisories and a dramatic increase in non-traditional inspections by phone and written communications**

- **This kind of a less resource intensive “Enforcement Presence” can be very meaningful in terms of compliance and emission reductions**

# The MDE Targeting Software

- Using the Cheverly community air monitoring data, wind and weather data and source information, MDE developed software that allows them to identify air pollution hotspots on any given day or hour and then figure out which sources most likely contributed to those hot-spots

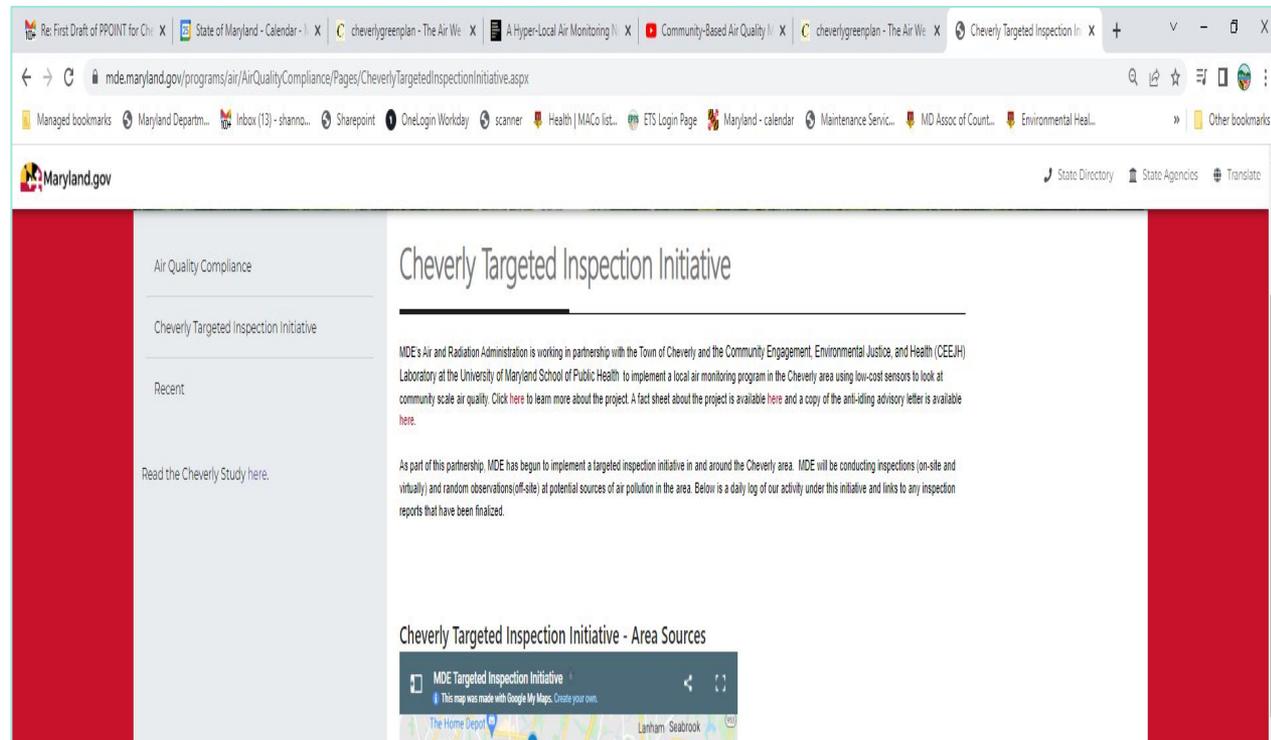
Daily Hotspot Map - Using Sensor, Wind and Emission Source Data to Identify Hotspots and Target Inspections



<https://mde.maryland.gov/programs/Air/AirQualityCompliance/Pages/CheverlyTargetedInspectionInitiative.aspx>

# Tracking Progress Under the Targeted Inspection Program

- The community can track the progress and see what MDE has been doing by using the MDE website. See ...  
[mde.maryland.gov/programs/air/AirQualityCompliance/Pages/CheverlyTargetedInspectionInitiative.aspx](https://mde.maryland.gov/programs/air/AirQualityCompliance/Pages/CheverlyTargetedInspectionInitiative.aspx)
- This page reports MDE area-wide and site-specific inspections and other activities
- For site-specific inspections, a more detailed inspection report is also available on the MDE website



The screenshot shows a web browser window displaying the MDE website page for the Cheverly Targeted Inspection Initiative. The browser's address bar shows the URL: [mde.maryland.gov/programs/air/AirQualityCompliance/Pages/CheverlyTargetedInspectionInitiative.aspx](https://mde.maryland.gov/programs/air/AirQualityCompliance/Pages/CheverlyTargetedInspectionInitiative.aspx). The page features a red sidebar on the left with navigation links: "Air Quality Compliance", "Cheverly Targeted Inspection Initiative" (selected), and "Recent". The main content area has a red header with the title "Cheverly Targeted Inspection Initiative". Below the title, there is a paragraph of text: "MDE's Air and Radiation Administration is working in partnership with the Town of Cheverly and the Community Engagement, Environmental Justice, and Health (CEEJH) Laboratory at the University of Maryland School of Public Health to implement a local air monitoring program in the Cheverly area using low-cost sensors to look at community scale air quality. Click [here](#) to learn more about the project. A fact sheet about the project is available [here](#) and a copy of the anti-idling advisory letter is available [here](#)." Below this, another paragraph states: "As part of this partnership, MDE has begun to implement a targeted inspection initiative in and around the Cheverly area. MDE will be conducting inspections (on-site and virtually) and random observations(off-site) at potential sources of air pollution in the area. Below is a daily log of our activity under this initiative and links to any inspection reports that have been finalized." At the bottom of the page, there is a section titled "Cheverly Targeted Inspection Initiative - Area Sources" which includes a map of the Cheverly area. The map shows several locations marked with pins, including "The Home Depot" and "Lanham Seabrook".

# A Role for the Community

See Something ... Say Something

## “Report to MDE” Air Enforcement Refrigerator Magnet

- There are tens of thousands of air pollution sources across the State
- There are about 30 air inspectors at MDE
- Residents can really help by just letting MDE know what they see, smell, hear or observe.
- The Cheverly area now has provided more input to MDE on potential air pollution problems and violations than any other community in the State
- Public webinars available from MDE on this piece of the effort



**(410) 537-3215**

# One Example of How Community Input Can Drive Positive Change

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- **The issue of explosions has been a major concern to the community for years**
- **For the past year, many residents reported these explosions, vibrations and noises to MDE and Prince George's County**
- **MDE dramatically increased their investigations**
- **On April 8th, 2024 ... many residents reported a major explosion**
  - **MDE investigated this explosion aggressively**
  - **Around this same time, the community began to meet with senior management from the Company who was very receptive to working together**
- **Since that time, the explosions, vibrations and other nighttime nuisances have all but been eliminated**
- **Great thanks to both the Company leadership and to the MDE**

# Reducing Diesel Emissions Through Enhanced Enforcement

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- **Reducing diesel emissions may be the single most important action linked to cleaner, healthier air in Cheverly**
- **Certain types of idling are illegal under Maryland law**
- **MDE has already been conducting area-wide inspections and distributing compliance advisory materials to businesses where illegal idling may be occurring**
  - **Believe it or not ... many truckers do not really understand that the idling that they do ... may be illegal**
- **A Partnership with the Maryland Department of Transportation (MDOT) and the Maryland State Police has already been formed to help implement this initiative. County police involvement would be welcome**
  - **Joint inspections are ongoing**
- **Again, input from the community on areas where potentially illegal idling may be taking place can be very, very important**

# Fugitive Dust - Enhanced Inspections and Enforcement

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- **MDE enforcement efforts are already underway.**
  - **Although called simply “dust” ... the dust ... that is created by putting everything that has fallen onto roadways, parking lots and construction sites back up into the air ... has quite a few dangerous chemicals in it like asbestos and heavy metals**
- **Excess fugitive dust is one of the most common complaints from Communities**
- **MDE started to implement this enhanced inspection initiative in 2021**
  - **Much more frequent area-wide observations, site inspections**
  - **Compliance advisories distributed**
  - **Multiple Notices of Violation have already been issued - the word is out**
- **Includes dust from permitted emission sources. Also includes non-traditional emission sources like construction sites and warehouse businesses areas**
- **Again, community input and complaints can be critical to the success of this initiative**



**Maryland**  
Department of  
the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Ben Crumbyles, Secretary  
Horacio Tablada, Deputy Secretary

November 2021

Re: Compliance Advisory – Diesel Truck Idling and Fugitive Dust Emissions

To whom it may concern:

Since June of 2021, the Maryland Department of the Environment (MDE) Air and Radiation Administration has been running a targeted inspection program in and around the town of Cheverly. This effort is a partnership among community members, MDE, and academia to address concerns in a community that is subjected to a heavy environmental burden from a number of sources of air pollution. The project involves using information gathered from a dense network of 22 local air monitors spread throughout the community to help determine potential pollution hotspots and what type of activities may be contributing to those hotspots.

As part of the targeted inspection effort, MDE observed numerous instances of diesel truck idling that may be violations of Maryland's anti-idling law. In Maryland, drivers are not legally allowed to idle longer than five minutes unless they meet certain exemptions. Idling emits pollutants that impact air quality, the health of community residents and the environment. Idle reduction is a very high priority as diesel particulate is a highly toxic air pollutant and hinders the state's ability to achieve the federal ambient air quality standards.

Please work with the personnel in charge of your operations to make sure that any idling associated with your operations is in compliance with state law. MDE will continue to target the Cheverly area and partner with the Maryland Department of Transportation and the Maryland State Police to ensure compliance with state law as well as address any illegal idling that may be occurring.

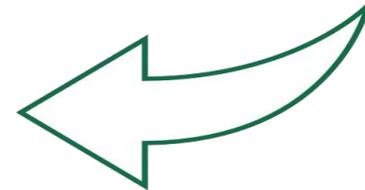
During this summer's targeted inspection program, MDE also issued several Notices of Violation (NOVs) of MDE's fugitive dust regulations on several hot, dry days in July 2021. To ensure reasonable precautions are being taken to control fugitive dust so that it is not impacting the Cheverly community, MDE will continue to maintain an inspection presence in the Cheverly area over the next year. This initiative will commence over the winter months, but since dust emissions often ramp up in the warmer months, the initiative will continue into next summer. MDE's goal for this initiative is for sources to put effective controls in place to eliminate the potential for dust events.

A list of websites with additional information on these programs is enclosed. If you have any questions about this project or information, please email MDE at [mdeair.othercompliance@maryland.gov](mailto:mdeair.othercompliance@maryland.gov).

Sincerely,

George S. (Tad) Aburn, Jr., Director  
Air and Radiation Administration

# Initial Compliance Advisory Illegal Idling and Fugitive Dust





**Maryland**  
Department of  
the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Ben Crumbyles, Secretary  
Horacio Tablada, Deputy Secretary

March 2022

## COMPLIANCE ADVISORY – ILLEGAL IDLING

To whom it may concern:

The Maryland Department of the Environment (MDE), the Maryland Department of Transportation (MDOT) and the Maryland Department of State Police (MSP) are working in partnership to eliminate illegal idling. Maryland's law regarding the maximum period of idling can be found in the [Maryland Transportation Article, Section 22-402\(c\)\(3\)](#). In general, drivers are not legally allowed to idle longer than five minutes unless they meet certain exemptions such as vehicles that operate auxiliary equipment installed on the vehicle and when mechanical difficulties occur over which the operator has no control. The joint effort by MDE, MDOT and MSP will initially focus on areas where there are many idling diesel vehicles. These areas are often in communities that are overburdened with many stationary and mobile sources emissions and concerned over environmental justice.

Emissions from idling diesel vehicles are linked to numerous negative health effects including respiratory illness and cancer. Further, controlling idling will also lessen air pollution, help fight climate change and decrease pollution of the Chesapeake Bay. Complying with the idling requirements can also minimize fuel usage.

We are asking for your help. Please turn off your engines to eliminate unnecessary idling. Five minutes matters.

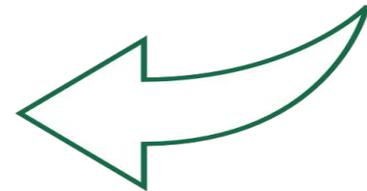
For more information and tips on idle reduction, please visit the MDE's Idle Free MD web page at [mde.maryland.gov/idlefreeMD](http://mde.maryland.gov/idlefreeMD) or call the MDE compliance assistance line at 410-537-3270.

Thank you for your attention to this important issue.

*George S. Aburn, Jr.*

George S. (Tad) Aburn, Jr., Director  
Air and Radiation Administration  
Maryland Department of the Environment

# Recent Compliance Advisory Illegal Idling



State of Maryland  
Department of the Environment

Air and Radiation Management Administration  
1800 Washington Boulevard, Suite 715  
Baltimore, MD 21230-1720

Notice of Violation  
of Air Pollution Regulations\*

Date of Notice: \_\_\_\_\_

Name of Responsible Person or Company: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_

You are hereby notified that you have been observed to violate the Air Pollution Control Regulations of the State of Maryland.

The specific regulations violated are COMAR \_\_\_\_\_,

COMAR \_\_\_\_\_, and COMAR \_\_\_\_\_. The circumstances are as follows:

Date and Time of Occurrence: \_\_\_\_\_

Source of Pollution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Weather: \_\_\_\_\_

Estimated Wind Speed: \_\_\_\_\_ mph; Direction: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You should take steps to prevent recurrence of this situation. Violations of the Maryland Air Quality Act, Maryland Code, Environment Article, §2-101 et seq., and the regulations adopted under the Act are subject to civil penalties of up to \$25,000 for each day of violation and to criminal penalties. See Environment Article, Title 2, Subtitle 6.

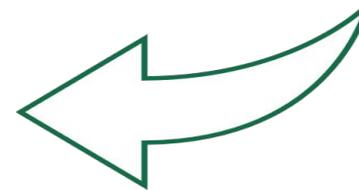
If you have any questions about this Notice, please contact me.

\_\_\_\_\_

\_\_\_\_\_ Telephone Number

\* Form ARMA-20B should be used for most nuisance cases.  
ARMA\_CMP\_LB2  
5/19/06

## Formal Notice of Violation (NOV)



# Helping the Community Comment on New Large Polluters

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- **The community, working with MDE, has developed a process to ensure that new large emitting sources will not be allowed to make air pollution worse ... as the Cheverly area is already “overburdened” by many air pollution sources**
  - **Successfully used once ... After communications and discussions with DC DOT, DC leadership decided a large bus maintenance yard proposed to be built on Claybrick Rd could not address the community concerns about air quality and public health protection**
    - **There were also budget issues linked to their decision**
- **Discussions have recently begun on the revived plans involving a potential concrete batching plant on Claybrick Road**



March 31, 2022

Ms. Carla Longshore, Associate Director  
Transit Delivery System  
District Department of Transportation  
250 M Street, SE  
Washington, DC 20003

Dear Ms. Longshore:

I am reaching out regarding the proposed maintenance yard for the DC Circulator to be located at 1201 Claybrook Road in Cheverly, Maryland. The Maryland Department of the Environment (MDE) is working in partnership with the Cheverly community and Dr. Sacoby Wilson, Director of the University of Maryland's Center for Community Engagement, Environmental Justice, and Health, to reduce emissions and risk in the Cheverly area, a community with concerns over environmental justice (EJ).

The partnership has already implemented a hyper-local air monitoring network, <https://sites.google.com/site/cheverlygreenplan/now-under-way-current-initiatives/the-air-we-breathe>, and MDE has implemented a targeted inspection program that uses the air monitoring data and wind information to target stationary and mobile source inspections and enforcement actions. A report on this MDE effort identified ten recommendations on specific actions that could be implemented in partnership with the community to further reduce exposure to air pollution and risk: <https://mde.maryland.gov/programs/air/AirQualityCompliance/Documents/CheverlyStudy.pdf>

One of those recommendations is that MDE assist the community to make sure that any analyses completed by DC would ensure that air pollution and EJ issues associated with the proposed facility are extremely robust and fully address the community's concerns.

In the summer of 2021, MDE began discussions with Kelly Crawford, Associate Director of DC's Department of Energy and Environment, about some of the basic analyses that need to be included in the air pollution and EJ risk analyses being planned by DDOT. We have been told by Ms. Crawford that MDE will be included in the discussions as DDOT defines the air pollution and EJ analyses that will be performed. This was confirmed at a Cheverly Town Council meeting on February 22, 2022, where DC discussed the project.

Ms. Carla Longshore  
Page 2

During our discussions with Ms. Crawford, MDE has begun to identify some of the most important issues that DDOT needs to include in the air quality and EJ analyses. A few of these issues are summarized below:

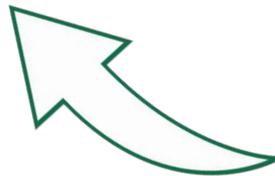
- Timing – what is the specific timeline for this project that spells out anticipated deadlines for the funding decision, the beginning of the baseline ambient air monitoring, construction, and operation?
- The framework of the Maryland Air Toxics Regulation must be used to demonstrate that public health is protected. Analyses must include all toxic air pollutants, the construction and operation phases of the project and direct and indirect (induced) emissions. The analysis must address cumulative impacts and cancer risk.
- New emission reductions or "offsets" must be found and purchased. This offset process should be similar to and at least as stringent as the Clean Air Act, New Source Review offset requirements. As part of this offset process, DC should initiate efforts to reduce local, Cheverly area diesel emissions using the Diesel Emission Reduction Act (DERA) or DCDOT/DGS funding. Other nontraditional offsets need to be considered. For example, DC should consider funding local, Cheverly area EV infrastructure.
- DC should also consider other efforts to address community concerns over air pollution and other issues like traffic and jobs.

In closing, I am asking to meet with DDOT, DGS, and DOEE to discuss these issues. MDE is currently working with a small group of residents, and we would like to see these individuals invited to that meeting as well. Thank you in advance for your consideration.

Sincerely,

George (Tad) S. Aburn, Jr., Director  
Air and Radiation Administration

cc: Hannah Ashenafi  
Kelly Crawford  
Gary Cunningham  
Councilmember Thomas Dernoga  
Dylan Galloway  
Tiwana Hicks  
Karen Moe  
Mayor Kayce Munyeneh  
Heather Murphy  
Michelle Russell

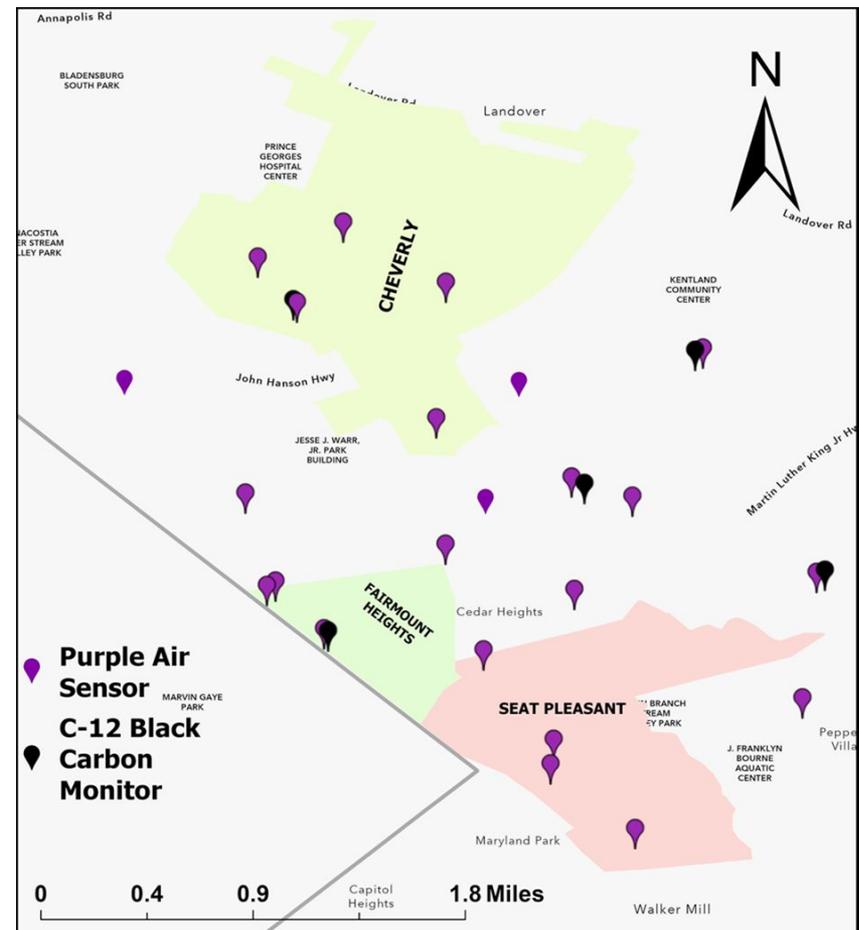


## Letter to DC DOT from MDE Recommending Specific Air Quality and Environmental Justice Analyses

# The Community-Based, Hyper-Local Air Monitoring Network

- Huge credit to U of M, CEEJH. MDE also helps. Very much Community driven
- Very good, somewhat sophisticated, but still simple to use network in the Cheverly - Seat Pleasant - Fairmount Heights Communities ... over 30 monitors ... multiple pollutants ... Mostly at peoples homes ... not real expensive ... government funding is available

## Key Sensors in the Cheverly Area Hyper-Local Air Monitoring Network



# How the Network Was Built

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- **In 2018 and 2019, Town leadership and Dr. Sacoby Wilson/CEEJH initiated a partnership to build a hyper-local air monitoring network in and around the Cheverly area. MDE began to help in 2020**
- **Lots of help from CEEJH and MDE, but primarily a community driven effort. Kudos to Karen Moe who has been a community leader on this effort. Some initial funding was provided by the Town and County. Greatly appreciated.**
- **Community wide air monitoring network made up initially of low-cost PurpleAir “fine particle” units. Many other sensors for other pollutants have now been added. The Cheverly network is now amongst the best in the Country and continues to be enhanced.**

# Other Community Accomplishments

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- **The Explosion and Vibration Issue**
  - One of the most common concerns the community has had for years was the routine explosions, commonly called “Booms” that have occurred in both daytime and night-time hours. More than just booms - explosions, vibrations, air pollution, odors and other significant nuisances
  - By working with the company most likely responsible for the explosions ... and the MDE ... the explosions have stopped. Last reported explosion was in the April 2024 time frame.
- **Improved working relationships with MDE, the EPA and certain businesses**
  - MDE and EPA update the community every two weeks on a variety of issues
  - Meetings and tours with businesses have occurred in an effort to build stronger relationships and to improve communications between the business and the community
- **Several other major accomplishments**

# Other Recent Issues

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- **About a month ago, a different group at EPA ... not the folks that are part of the Partnership ... announced a potential enforcement action against one of the more significant sources of air pollution in the Cheverly area**
- **As part of the Partnership the community had begun to work with this same company to address community concerns that were different than the issues that EPA is looking at as part of the enforcement action**
- **The communities efforts with the company which involved calls, meetings and tours are working ... the community concerns have been addressed by senior leadership at the Company**
- **The EPA action was started quite a few years ago and involves an issue linked to volatile organic compounds or VOCs**

# Interested in Being More Involved?

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- **The Partnership includes two committees:**
- **The Community Advisory Board or “CAB” ... and**
- **The Environmental Justice Action Team or “EJAT” ... actually a subgroup or team of the CAB**
- **The CAB focuses on the community air monitoring network and overall community engagement and coordination**
- **The EJAT focuses on emission reduction actions and other actions that are needed to address community concerns**
- **Summaries of bi-weekly CAB/EJAT coordination meetings are already forwarded to the Council**
- **Both committees are open to anyone who is willing to volunteer their time to help make progress**
- **Interested? ... Drop me a note**

A bright sun is shining in a clear blue sky, with several white, fluffy clouds scattered across the scene. The sun is positioned in the upper right quadrant, creating a lens flare effect. The overall atmosphere is bright and clear.

**QUESTIONS?  
DISCUSSION?**

*[tadaburn@gmail.com](mailto:tadaburn@gmail.com)*

## **Policy and Procedure: Mayor and Council Training and Reimbursement**

### **Purpose**

This policy outlines the process for the Mayor and Council members of the Town of Cheverly to attend trainings and conferences and seek reimbursement for training expenses, ensuring transparency, budget mindfulness, and equitable access to professional development opportunities.

### **Scope**

This policy applies to all training sessions, conferences, workshops, and seminars, including the Summer and Winter Maryland Municipal League (MML) and National League of Cities (NLC) events and other events.

### **Policy**

#### **1. Summer MML, Fall MML, NLC**

- Attendance at Summer MML, Fall MML, and NLC does not require Council approval but is subject to budgetary limitations.
- Each Council Member is allocated \$X for travel and training, and the Mayor is allocated \$Y. (NOTE: See final page for potential breakdowns and conference cost estimates).
- At the start of each fiscal year, Mayor and Council can decide individually how they would like to use these allocated funds among Summer MML, Fall MML, and/or NLC. Depending on location and costs, it may be that the budget supports attendance at just one or two of these.
- Members of the body are welcome to use personal funds to supplement their budget allocation to attend Summer MML, Fall MML, and/or NLC.
- If at the beginning of the fiscal year, any member of the body elects not to attend any conferences or trainings, those allocated funds may be distributed equally among the remaining members of the body.
- In election years, any newly elected Mayor or Council Members will have access to remaining Travel and Training funds to attend Summer MML. If funds have already been depleted, a Budget Amendment can be approved to allow new members to attend.

## **2. Training/Conference Request Process**

If the Mayor or any Council Member wishes to attend a training event outside of the Summer and Winter MML, NLC, or other pre-approved training sessions, they must submit a Travel and Training Request Form two months in advance of the event.

- The request must be presented during a Town Council work session for discussion.
- For the training to be approved, a majority vote (4 out of 6 Council members) is required.
- If the majority of the Council votes in favor, the elected official may attend the training.
- If the request does not receive majority approval, the elected official will not be authorized to attend the training.

## **3. Consent Agenda Inclusion**

- After the training request is discussed and voted on in the work session, it will be included in the consent agenda for the following Town Council meeting.
- The inclusion on the consent agenda serves to officially document the approval or denial of the training request.

## **4. Reimbursement Process**

- If an elected official attends a training and seeks reimbursement for associated expenses, they must follow the same approval process outlined above.
- In addition to the Travel and Training Request Form, the elected official must complete a Reimbursement Document detailing the expenses incurred.
- The reimbursement request will also be subject to a majority vote (4 out of 6 Council members) during a work session, and if approved, will be included on the consent agenda at the following Town Council meeting.

## **5. Last-Minute Training Requests**

- In the event of last-minute training opportunities that do not allow time for the standard approval process, the Town Administrator is authorized to use their discretion to approve or deny the training request.
- The Town Administrator must consider the current budget and the necessity of the training when making their decision.

- Any training approved by the Town Administrator under this provision must be reported to the Council at the next available work session.

## **Procedure**

### **1. Submission of Request**

- The Mayor or Council member completes the Travel and Training Request Form and submits it to the Town Clerk for inclusion in the upcoming work session agenda.
- If seeking reimbursement, the Reimbursement Document must also be completed and submitted.

### **2. Work Session Discussion**

- The request is discussed in the work session, where the Mayor and Council members have the opportunity to ask questions and debate the merits of the training.
- A vote is taken, and the outcome is documented in the meeting minutes.

### **3. Consent Agenda**

- The request, along with the result of the work session vote, is placed on the consent agenda for the next Town Council meeting.

### **4. Reimbursement**

- If the training and associated reimbursement are approved, the elected official submits receipts and any other required documentation to the Town Clerk.
- Reimbursement is processed according to standard town procedures.

### **5. Last-Minute Requests**

- For last-minute training requests, the Mayor or Council member submits the request directly to the Town Administrator.
- The Town Administrator evaluates the request based on the urgency, budget impact, and alignment with town priorities.
- The decision is communicated to the requesting official and reported to the Council at the next work session.

**Effective Date**

This policy is effective immediately upon approval by the Town Council.

**Document History**

- Adopted on:
- Reviewed on:
- Revised on:

DRAFT

## **Potential Breakdowns of Conference Allocations, Given a \$20,000 budget**

1. Mayor 25% (\$5,000)  
Council 12.5% (\$2,500 each)
2. Mayor 16% (\$3,200)  
Council 14% (\$2,800 each)
3. Mayor 34% (\$6,800)  
Council 11% (\$2,200 each)
4. Split evenly: 14.3% (\$2,860 each)

## **Conference Costs**

### **FY24 Approximate Conference Attendance Costs per person:**

#### **Summer MML: ~\$2000**

\$750 for registration

\$1000+ for lodging & MIE

\$250 for transportation

#### **Fall MML: ~\$1100 if traveling, ~\$500 if local**

\$500 for registration

\$500+ for lodging and MIE

\$100 for transportation

#### **NLC in DC: ~\$850**

\$700-1,000 for registration

## **Policy for Employee-Only Auctions for Town Staff**

### **Purpose:**

To establish a policy allowing Town of Cheverly employees to purchase items before they are made available to the general public through a designated employee-only auction system.

### **Scope:**

This policy applies to all Town of Cheverly employees who wish to participate in the employee-only auctions for the purchase of items made available by the Town.

### **Policy Details:**

#### **1. Approval Process:**

- The Town shall designate an approver or a group of up to four approvers responsible for managing access to the employee-only auctions.
- Employees who wish to participate must submit a request through the designated system. The approver(s) will verify that the applicant is a current Cheverly employee by reviewing their name, phone number, address, and email.
- If the applicant is confirmed to be a Cheverly employee, the approver(s) will grant access by clicking "approve" in the account. Non-employees will have their requests declined.
- The approver(s) will be designated by the Town Administrator and must provide the following information to the auction administrator to set up their approval profile:
  - Name
  - Title/Position
  - Email
  - Phone
  - Extension
  - Address
  - City
  - State
  - Zip Code

## **2. Bidder Registration:**

- All employees wishing to participate in the auctions must create a free bidder account through the designated auction platform. Employees with an existing GovDeals bidder account do not need to reapply, as duplicate accounts are not permitted.
- To register, employees should visit the provided link and complete the registration process: [GovDeals Registration Link](<https://www.govdeals.com/account/register>).

## **3. Auction Tier Label:**

- The Town will establish a specific tier label for these auctions, such as "Cheverly MD Employee Auction" or "Employees of Cheverly MD Only," to indicate that these auctions are restricted to Town employees only. This label will be prominently displayed on all employee-only auction items.

## **4. Auction Management:**

- The Town will appoint a staff member to be trained on how to set up and manage auctions through the designated platform. If there are only a few items to auction occasionally, the auction administrator may set them up directly.
- The Town shall maintain transparency and fairness in the auction process and ensure all items are accurately described and listed.

## **5. Budget and Compliance Considerations:**

- All items auctioned under this policy must comply with the Town's financial management and procurement regulations. The Town will ensure that auction processes align with budget constraints and transparency standards.

## **Implementation:**

The Town Administrator will oversee the implementation of this policy, including the designation of approvers and the appointment of staff responsible for managing the auction system.