



**MEETING OF  
UNIVERSITY PARK MAYOR AND COMMON COUNCIL  
WILL BE HELD  
VIA VIDEO AND AUDIO CONFERENCE  
7:30 p.m.  
January 5, 2026  
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.**

**Join Meeting:**

**<https://us02web.zoom.us/j/89189649729?pwd=NVRweGplSSStIdm5UYStTY0g4TFUydz09>**

**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 comments 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 January 5, 2026. Written comments have been provided to the Mayor and Council and are part of the record.

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

**Present:**

Dubayah  
Gathercole  
Kelby  
Mowery  
McGaughey  
Godfrey  
Sweet

**Absent:**

Dubayah  
Gathercole  
Kelby  
Mowery  
McGaughey  
Godfrey  
Sweet

**2. APPROVAL OF THE AGENDA**

3. **APPROVAL OF MINUTES** *December 1, 2025*
4. **PUBLIC COMMENT** *(limited to 3 minutes per speaker)*
5. **MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS**
6. **CONTINUING BUSINESS**
  - A. **ADOPTION OF 25-CR-01 TO AMEND THE TOWN CHARTER SECTION 618(B) TO DELETE THE REQUIREMENT THAT THE NEWSLETTER EDITOR BE APPOINTED BY THE MAYOR AND APPROVED BY COUNCIL AND SERVE AT THE PLEASURE OF THE MAYOR AND COUNCIL**
  - B. **ADOPTION OF 25-O-09 TO AMEND THE FY 2026 BUDGET ORDINANCE, LEGISLATIVE RESOLUTION 25-O-03, TO REESTABLISH RESERVE-DESIGNATED LINE ITEM 6650-08, TOWN HALL CONSTRUCTION AND DESIGN AND FOR THE TRANSFER OF \$454,047.00 FROM UNRESERVED UNDESIGNATED FUNDS TO THAT LINE ITEM.**
7. **NEW BUSINESS**
  - A. **YEAR IN REVIEW PRESENTATION**
8. **ADJOURNMENT**

**\*\*A Closed Session may be called\*\***

**TOWN OF UNIVERSITY PARK  
MAYOR AND COMMON COUNCIL MEETING MINUTES  
VIA VIDEO AND AUDIO CONFERENCE  
DECEMBER 1, 2025, 7:30 P.M.**

**COUNCIL MEMBERS PRESENT:**

Ralph Dubayah	Council member, Ward 1
Mary Gathercole	Council member, Ward 2
Casey Kelby	Council member, Ward 3
Cynthia Mowery	Council member, Ward 4
David McGaughey	Council member, Ward 5
Grant Godfrey	Council member, Ward 6
William Sweet	Council member, Ward 7

**STAFF PRESENT:**

Debi Sandlin	Town Administrator
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**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

**Motion was carried unanimously.**

**3. APPROVAL OF MINUTES**

**Motion:** To approve the minutes of the November 17th meeting with one correction: changing "EDU" to "ADU" in item 5C. *Motion made by CM Sweet, seconded by CM Kelby.*

**Motion was carried unanimously.**

**4. PUBLIC COMMENT**

There was no public comment.

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

**a. Police, Traffic and Public Safety Committee - CM Gathercole**

The committee will meet on Wednesday at 7:30 p.m. CM Gathercole asked Chief Coleman for an update on Genoptic regarding stop sign cameras. He reported that Obvio proactively installed "do not enter" cameras and will provide data analysis on violations during restricted hours, as well as some pedestrian data. This information should be available for the January meeting. The town attorney will meet with Obvio on December 2nd at 2:00 p.m. to finalize the agreement.

**b. Sustainability Committee – CM Dubayah**

The committee will meet tomorrow at 7:30 p.m.

**c. Policy, Rules and Municipal Structure Committee - CM Godfrey**

The committee met and got through some draft rules of procedure. There is still more work to do before presenting to Council, which is expected next year.

**d. Public Facilities Committee - CM Sweet**

The committee discussed the budget for Town Hall and strategies for moving forward. The next meeting is December 18.

**e. Holiday Tree Lighting - Mayor Morrissey**

The holiday tree lighting ceremony is scheduled for Saturday evening at 6:00 p.m. A special visitor from the North Pole will attend, and there will be refreshments.

**f. Development Oversight Committee - CM McGaughey**

The committee will meet on December 11 to continue discussing Senate Bill 891. They will also begin tracking the Gilbert Woods development project, which is proposing townhouses between College Heights Estates and the University of Maryland.

**6. NEW BUSINESS**

**a. Consideration of Reestablishing a Town Hall Construction and Design Budget Line Item**

**Motion:** To introduce LR25-O-09 to re-establish reserve designated line-item 6650-08 Town Hall Construction Design and transfer \$454,047 from the unreserved, undesignated funds, and to establish public works capital outlay expense line item 65-3505 Stormwater Management Design and Engineering for expenditures, including transfers from the reserve designated line item 6655-08 for stormwater management design and engineering. *Motion made by CM Sweet, seconded by CM Kelby.*

**Motion was carried unanimously.**

**b. Approval of Contract with ADP to Enter into a Payroll Service Agreement**

Town Administrator Sandlin explained that ADP was unwilling to use the Town's standard contract template, which is why their contract requires review by the Town Attorney.

**Motion:** To approve the attached agreement with ADP to provide payroll and human resource services for the Town of University Park, subject to review by the Town Attorney. *Motion made by CM Sweet, seconded by CM Gathercole.*

**Motion was carried unanimously.**

**7. ADJOURNMENT**

Adjourned by consent at 7:44 p.m.



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

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**Agenda Item # 6A**

**Meeting Date:** January 5, 2026

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**Item Title:** Adoption of 25-CR-01 to Amend the Town Charter Section 618(b) to Delete the Requirement that the Newsletter Editor be Appointed by the Mayor and Approved by Council and Serve at the Pleasure of the Mayor and Council

**Background/Justification:**

- The newsletter editor is currently a contract position required by Charter section 618(b) to be appointed by the Mayor and approved by the Council and to serve at the pleasure of the Mayor and Council.
- The current Newsletter Editors notified Mayor Morrissey and Town Administrator Sandlin that they will conclude their service after the December edition of the newsletter is published.
- Effective December 6, 2025, the Council has determined that management and publication responsibilities for the monthly newsletter will begin transition to Town staff.
- Because the position will be filled by an individual that is not a department head, pursuant to Section 401(b) of the Charter the Town Administrator will appoint and remove, with notice to the Mayor, the employee(s) that will manage and publish the newsletter.
- As a result, oversight and management of the newsletter will be an administrative function under the Town Administrator.
- To enable the transition, the Charter should be amended to delete the requirement

**Options/Alternatives:**

Approve the proposed changes to the Charter

Approve a different process for publication of the Town newsletter

Make no changes in the Charter.

**Fiscal Impact:** Compensation for the Town employee responsible for publication and distribution of the newsletter is allocated within the FY 2026 budget. Printing costs will continue as before.

**Committee Recommendation:** The Policy, Rules & Municipal Structures Committee recommends amending Section 618(b) of the Town Charter to delete the requirement that the newsletter editor be appointed by the Mayor and approved by Council and serve at the pleasure of the Mayor and Council

**Staff Comments:**

Staff supports the amendment to amend Section 618(b) of the Town Charter.

**Community Engagement:** N/A

**Recommended Action:**

*Motion: To adopt Charter Amendment 25-CR-01 to amend Section 618(b) of the Town Charter to delete the requirement that the newsletter editor be appointed by the Mayor and approved by Council and serve at the pleasure of the Mayor and Council.*

**Attachments:** Charter Resolution 25-CR-01.

Deleting the requirement that the newsletter editor be appointed by the Mayor and approved by Council and serve at the pleasure of the Mayor and Council  
Sponsored by: Councilmember Godfrey

## CHARTER RESOLUTION 25-CR-01

Charter Resolution of the Mayor and Common Council of University Park, pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 *et seq.* of Local Government Article, Annotated Code of Maryland, as amended, to amend the Charter of the Town of University Park, by repealing and re-enacting Article VI, "Finance", Section 618, "Purchasing and Contracts" of the Charter to delete the Town Newsletter Editor as a professional service position to be appointed by the Mayor and approved by the Council and to serve at the pleasure of the Mayor and Council.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that Article VI, "Finance", Section 618, "Purchasing and Contracts" of the Charter of the Town of University Park be repealed, re-enacted and amended to read as follows:

### Section 618. Purchasing and Contracts

(a) Purchases for the Town government shall be made by the Treasurer under the direction of the Mayor and Common Council. The Common Council may establish by Ordinance, rules and regulations regarding purchasing procedures including the use of competitive bids.

(b) All contracts involving professional services such as accounting, architecture, auditing, engineering, law, planning, [~~Town newsletter editor~~] and surveying shall be negotiated by the Mayor and approved by the Common Council. [~~The newsletter editor shall serve at the pleasure of the Mayor and Council.~~]

Section 2: Be it further resolved that this resolution is adopted after at least 21 days of prior public notice of the public hearing and shall become effective fifty days after enactment by the Mayor and Common Council of University Park, unless petitioned to referendum in a manner prescribed by

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### 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 resolution and remain

law. If any section, subsection, provision, sentence, clause, phrase or word of this Charter Resolution 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 Charter Resolution, it being the intent of the Town that the remainder of the Charter Resolution 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 Charter amendment shall be posted on the entrance door of the Town Hall of University Park, 6724 Baltimore Avenue, University Park, Maryland, for a period of not less than forty (40) days, and a fair summary of this Charter amendment shall be published at least four times on four successive weeks within that forty day period in a newspaper having general circulation in the Town.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

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



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

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**Agenda Item # 6B**

**Meeting Date:** January 5, 2026

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**Item Title:** Adoption of 25-O-09 to amend the FY 2026 Budget Ordinance Legislative Resolution 25-O-03, to reestablish Reserve Designated line item 6650-08, Town Hall Construction and Design and for the transfer of \$454,047.00 from Unreserved Undesignated Funds to that line item.

**Background/Justification:**

- The Town Council previously approved a dedicated Town Hall Construction and Design budget line item as part of the FY25 adopted budget.
- The Council authorized \$454,047 in the FY 2025 budget to support design and construction activities for the new Town Hall.
- During the FY26 budget process, this line item was inadvertently removed, shifting funds from the from a Reserved-Designated line item to the Unreserved/Undesignated line item.
- A re-establishment of the Town Hall Construction and Design Reserve-Designated line item is needed, along with an allocation of \$454,047 to that line item from the Undesignated Unreserved line item.

**Options/Alternatives:**

Approve or deny the proposed amendments to the FY26 budget.

**Fiscal Impact:** None. Funds are already in the budget but not properly allocated

**Committee Recommendation:** N/A

**Staff Comments:**

Staff supports amending the FY26 budget to reestablish Reserve-Designated line item 6650-08, Town Hall Construction and Design and for the transfer of \$454,047.00 from Unreserved Undesignated Funds.

**Community Engagement:** N/A

**Recommended Action:**

***Motion: To adopt LR 25-O-09, to reestablish Reserve-Designated line item 6650-08, Town Hall Construction and Design and for the transfer of \$454,047.00 from Unreserved Undesignated Funds.***

Attachment: LR 25-O-09

Ordinance to Amend the Fiscal Year 2026 Budget  
To add a designated reserve and an expense line  
item  
Sponsored by: Councilmember Sweet

**LEGISLATIVE RESOLUTION 25-O-09**

Resolution and Ordinance of the Town of University Park, to amend the FY 2026 Budget Ordinance, Legislative Resolution 25-O-03, to reestablish Reserve-Designated line item 6650-08, Town Hall Construction and Design and for the transfer of \$454,047.00 from Unreserved Undesignated Funds, and to establish Public Works Capital Outlay expense line item 6536-05, Stormwater Management – Design & Engineering for expenditures, including transfers from Reserve-Designated Line Item 6655-08 for Stormwater Management – Design & Engineering.

Section 1. Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Legislative Resolution 25-O-03, Fiscal Year 2026 Budget Ordinance, be and is hereby amended to add the following:

**Account Name**

Public Works

V. Capital Outlay

6536-05 STORMWATER MANAGEMENT – DESIGN & ENGINEERING

<b><u>Reserves and Debt Service</u></b>	<b>From</b>	<b>To</b>
Reserved/Designated 6650-08, Town Hall Construction and Design		\$454,047.00
Undesignated/Unreserved 8000-00	\$454,047.00	

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 \_\_\_\_\_, 2025.

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