



**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.