

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

September 22, 2020 – 7:00 p.m.

AGENDA

Work Sessions are open to public observation; however, participation is at the discretion of the Board.

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://us02web.zoom.us/j/85451683537>

Video Meeting ID: 854 5168 3537, or, Audio Dial-in only: 301 715 8592

Participants must sign-in with the Clerk

Roll Call

Pledge of Allegiance

Business

- 1) 2020 Employee Handbook (Board discussion)
- 2) Upper Marlboro 2030 Master Plan (Board discussion)
- 3) Business License Program (Board discussion)
- 4) Playground Project Update (Board discussion)
- 5) **Closed Session** (Board vote)

Under General Provisions Article 3-305(b)(7): To consult with Town Counsel to obtain legal advice.

- 6) Continuation of Litigation to the Maryland Court of Appeals (Board Vote)
- 7) General Commissioner & Administrative Staff items

Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217
See back of Agenda for Public Comment Procedures*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners

From: William Morgan, Finance & HR, and Kyle Snyder, Town Administrator

Date: Friday September 18th, 2020

Re: Revised Employee Handbook (2020 Version)

Commissioners,

Both the Director of HR and the Town Administrator have been reviewing the 2018 Version of the employee handbook and wanted to bring the below items to the Board for direction:

1. Introductory/Probation Period
 - a. Currently at 90 days
 - b. Are any benefits offered within that period?
2. Re-employment
 - a. Timeline on when former employee can reapply if they choose left in good standing
3. Pay frequency
 - a. Changing pay cycle to start on Monday and end on Sunday
 - b. Allowing one week in the whole
4. Vacation and Sick leave
 - a. Employee can carry over up to 240 hours vacation leave and carry over unlimited sick leave. Vacation can be cashed out by employee or paid out if they leave. Sick leave cannot be cashed out or paid out if an employee resigns.
 - b. Apply unused sick leave to retirement?
 - c. Employees can “cash out” vacation leave twice per year, and a max of 80hrs leave annually
 - d. Currently all employees accrue leave at the same rate. Many other agencies base leave accrual over service time, an example chart is listed below for the Board to consider:

Service Time	Vacation Accrual	Sick Accrual	Vacation Time
>2 Years	3.08hrs/pay period	3.08hrs/pay period	10 days
2-4 Years	3.69hrs/pay period	3.08hrs/pay period	12 days
5-10 Years	4.62hrs/pay period	3.69hrs/pay period	15 days
11+ Years	6.15hrs/pay period	4.62hrs/pay period	20 days

5. Separate policies
 - a. Sexual harassment & abuse
 - b. Social media
6. Removing the requirement that all employees must enroll in direct deposit to simply preferring that all employees enroll in direct deposit.

Suggested Revised Handbook Timeline:

September Board Worksession: Staff provided feedback from Board to create draft

October: Staff works with Department heads to finalize draft.

October Board Worksession: Board reviews draft handbook, handbook sent to Town Attorney for review.

November Town Meeting: Board Introduces Resolution Adopting 2020 Employee Handbook for public comment.

December Town Meeting: Board approved Resolution Adopting 2020 Employee Handbook.



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DRAFT 2030 Vision Plan Town of Upper Marlboro Outline

1. Overview

- 1.1. Values
- 1.2. Residents (demographics)
- 1.3. Town Government
 - 1.3.1. Structure
 - 1.3.2. Org Chart
 - 1.3.3. Legislation
- 1.4. Town Services
 - 1.4.1. Public Works
 - 1.4.1.1. Road Maintenance
 - 1.4.1.2. Landscaping
 - 1.4.1.3. Snow Removal
 - 1.4.1.4. Natural Disaster Response
 - 1.4.1.4.1. Flooding
 - 1.4.1.4.2. Tree limb removal
 - 1.4.2. Public Safety
 - 1.4.2.1. Administration
 - 1.4.2.2. Patrolling
 - 1.4.2.3. Community Policing
 - 1.4.3. General Government/Administration
 - 1.4.3.1. Notary
 - 1.4.3.2. Fingerprinting?
 - 1.4.3.3. Pet Licensing?
 - 1.4.4. Code Enforcement
 - 1.4.4.1. Enforcement
 - 1.4.4.1.1. Residential
 - 1.4.4.1.2. Business
 - 1.4.4.1.3. Parking
 - 1.4.4.2. Permitting
 - 1.4.4.2.1. Rental
 - 1.4.4.2.2. Business
- 1.5. Committees
 - 1.5.1. Arts Council
 - 1.5.2. Events Committee
 - 1.5.3. Green Team
 - 1.5.4. Historic Committee
 - 1.5.5. Sustainable Communities
- 1.6. Map and boundaries
- 1.7. History

- 1.7.1. Founding/Colonial period
- 1.7.2. War of 1812
- 1.7.3. County Seat
- 1.7.4. Jim Crow era
- 1.7.5. Present day
- 1.8. Community Involvement in Creation of this Plan
 - 1.8.1. Website Availability and Updates
 - 1.8.2. Regular Town Meeting Updates
 - 1.8.3. Community Vision meetings (in your neighborhood)
 - 1.8.3.1. Marlboro Towne
 - 1.8.3.2. Spring Branch
 - 1.8.3.3. Rectory Lane & Old Crain Highway
 - 1.8.3.4. Downtown (Old Mill, Elm, Church, Main)
 - 1.8.4. Business Input meeting
 - 1.8.5. Virtual polling and commenting for residents

2. Districts

- 2.1. Old Town/Heritage Area
 - 2.1.1. Map
 - 2.1.2. Preservation Plans
 - 2.1.3. Resources
- 2.2. Residential areas
 - 2.2.1. Road and speed improvements (general, details in section 3)
- 2.3. Commercial areas
 - 2.3.1. Business amenities
- 2.4. Open Space
- 2.5. Annexation areas
 - 2.5.1. Analysis of number of new residents/businesses and needs of each area (also include table of cost/benefit analysis as a appendix)

3. Transportation Networks

- 3.1. Parking
- 3.2. Road improvements
 - 3.2.1. Repaving
 - 3.2.2. Striping
 - 3.2.3. Curb and gutter
 - 3.2.4. Streetlights
- 3.3. Speed reduction design improvements
- 3.4. Bike Lanes and trails
- 3.5. Sidewalk Connections and trails

4. Recreation

- 4.1. Walking Trails
- 4.2. Water access
- 4.3. Parks & Playgrounds

5. Economic Development

- 5.1. Sustainable Communities
- 5.2. Main Street Management
- 5.3. Business Recruitment
- 5.4. New business development

6. 2030 Vision Goals

- 6.1. Community Building Plan
 - 6.1.1. Meeting Residents in their districts
 - 6.1.2. Youth
 - 6.1.3. Seniors
- 6.2. Historic Preservation Plan
- 6.3. Business Development Plan
- 6.4. Climate Action Plan Plan
- 6.5. Safety Plan
 - 6.5.1. Vehicle Speed Reduction
 - 6.5.2. Flooding Reduction
- 6.6. Physical and Fiscal Growth Plan
 - 6.6.1. Stormwater management plan
- 6.7. Legislation Updates

7. Funding Sources

- 7.1. Grants
- 7.2. Bond Bills
- 7.3. Matching Funds
- 7.4. ...

8. Sources:

- 8.1. *Upper Marlboro Town Action Plan*; Upper Marlboro, MD: September 2009. Maryland-National Capital Park and Planning Commission.
- 8.2. Town of Upper Marlboro; *2018 Door-knocking and Resident Survey Feedback Overview*. December 2018. (include as appendix)
- 8.3. Town of Upper Marlboro Historical Committee: *Walking/Driving Tour of the Historic Town of Upper Marlboro*, MD. 2020



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday September 18th, 2020
Re: Town Business License Program

Commissioners,

The Town established its Business License program in October 2018 to assist with monitoring tracking what businesses were operating within the Town's limits, and to ensure the businesses were in compliance with State and County business laws. Legislation passed to establish the business license program included Town Ordinance 2018-07 (established and outlined the program), and Resolution 2018-05 (Setting program fees). The legislation also allowed for the Town to charge an additional fee if a business has a County liquor license (20% of the County License Fee) as well as lottery sales (\$100) per machine/unit. While additional liquor license fees are common in other municipalities, it was discovered that the lottery sales fee was against State law. Currently all businesses are charged an annual fee of \$300.00 to the Town and must complete an application.

Due to the COVID-19 pandemic, the sitting Board agreed in Spring 2020 to suspend the program until the fall. The 2020/2021 Business Licensing Applications will be open between Oct 1st and Dec 31st, 2020. More Info: https://www.uppermarlboromd.gov/business/business_license_program.php

Some topics for the Board to discuss:

- Removing Lottery Sales
- Adding private paid parking lots, hair salons, construction & engineering, boutique, etc.
- If an existing business is annexed into the Town limits, when do they need to apply?
- Two-year license instead of one year to reduce staff workload.
- Different fees based off size/type of business?