

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## ACTION REPORT - WORK SESSION

April 12, 2022 – 7:00 p.m.

**Call to order at 7:05 PM**

### Roll Call:

**President Sarah Franklin  
Commissioner Charles Colbert  
Commissioner Janice Duckett\*  
Commissioner Thomas Hanchett  
Commissioner Karen Lott\*  
Town Administrator Kyle Snyder  
Police Chief David Burse  
Public Works Director Darnell Bond  
Town Clerk John Hoatson**

**Everyone Consented to the Agenda for the evening.**

**Closed Session Summary was read for April 5, 2022, closed at 7:22pm and it was virtual. It was Closed Under General Provisions Article 3-305(b) (7) \_\_\_ "To consult with counsel to obtain legal advice" ;(8) \_\_\_ "To consult with Staff, consultants, or other individuals about pending or potential litigation.**

**The motion was made by President Franklin, second Commissioner Duckett and all five Commissioners voted to go into Closed Session it was unanimous. It was unanimous. Everyone was in attendance. No actions were taken, and they were discussing legal implications regarding annexation referendum verification. The session was adjourned at 8:35pm**

### Business

- 1) Civil Right Trail Discussion with Anacostia Heritage Area Director and Prince George's County Historian.**

**President Franklin welcomed; Meagan Baco who is the Director of Maryland Milestones Heritage area also known as the Anacostia Heritage Area. She has been working with the Town on the Civil Rights Trail for Prince George's County. She talked about the three signs that the Town has coming soon including discussions about some other sites.**

**Meagan Baco stated that some interesting heritage tourism efforts will begin to include Upper Marlboro in a much more impactful way. When the organization she worked for was founded, it started in the late 1990s when a lot of the towns and communities around Route 1 in Prince George's County came together and wanted to take advantage of a new**

**program at the time at the State level called the Maryland Heritage Area Authority.**

**Since 1997 there are now 13 heritage areas across the State. If you travel over to Western Maryland, you can see the heart of the Civil War Heritage Area or even further the Deep Creek experience and the great work that they do in Western Maryland or Annapolis and the Chesapeake Crossroads Heritage area.**

**Basically, there is one of her in a lot of the Historic Regions of the State and what that allows is for towns that are within their boundary to participate in, to have access to grant funds of both through her organization at the County level and then also at the State level.**

**Their grants only go up to \$5,000, but at the State level it is up to \$100,000 for capital projects and that can be for renovating buildings, parks, and trails.**

**Their funds usually go to small innovative projects, even a single event or a new exhibit. They try to be liaisons in the community and make sure anything related to cultural tourism, historic preservation, public history trails etc., the mandate of the organization is to preserve and promote art, history, culture, and nature; all the good things that are loved about the places that are lived in and visited, they advocate for them.**

**Their current heritage area is about less than a quarter of all of Prince George's County. Over time, they had to say they could not work on a project because it had to be in the boundary. Also, over time, there has been so much interest, attention, and effort to see if they can expand their boundary.**

**Simple to say but it must go through State process, and it must be connected through what they call interpretive themes. They cannot add the whole County. They must follow a management plan and interpretive plan and those must be approved at the State level. They are currently going through the process right now, hoping to add quite a bit of new partners, new sites and to really be able to impact across the County. That work started in earnest in 2019. They had a report come out in 2020 and 1/4<sup>th</sup> is coming later this month which she will be sure to share. She was able to talk to the previous Mayor and Mayor Protemp and then also some of the Towns County Historian and the Commission about a lot of the history about Upper Marlboro.**

**Before she got to the organization, through the process that the State funded they were able to send some consultants and staff to look at the cultural tourism assets around Upper Marlboro. See below: they would like to connect these through trails and storytelling. This would be the goal that they have across the County but also in Upper Marlboro.**

## Upper Marlboro

- Historic town walking tour – residential and downtown
- Darnall's Chance
- Mount Calvert Historical and Archaeological Park
- Compton Bassett Historic Home
- Patuxent River Park – Rural Life Museums – Columbia Air Center
- Nottingham School
- St. Thomas Episcopal Church
- Union Memorial Methodist Church
- Billingsley House
- Show Place Arena and Prince George's Equestrian Center
- Watkins Regional Park – Nature Center
- Rosaryville State Park – Mount Airy Mansion
- Merkle State Wildlife Sanctuary and Visitor's Center
- Belt Woods Natural Environment Area (near)
- Cheltenham Wetlands Park (near)
- Visitor services – hotel, restaurants

Provided below is some information about the services that they provide and how it connects to MHA, Maryland Heritage Areas Authority. There is also Maryland Historical Trust grants, Preservation, Maryland grants and she has a background in planning and preservation; she is always happy to hear a potential project that might save or reinvigorate a place.

### Potential for Grant Applications

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|---|--|
| • ATHA:   | • MHAA:  |
| ▪ education – planning, bus grants                                  | ▪ educational programs and material  |
| ▪ interpretation – exhibits, walking tour brochures, oral histories | ▪ interpretation – exhibits, signage   |
| ▪ event promotion   | ▪ capital – restoration, new construction, trail construction, seminars, conferences |
| ▪ websites, brochures   | ▪ planning – future use  |

Before they expanded the boundary to officially include up or Marlboro they are working on, including at least two, hopefully three civil rights trail signs to Upper Marlboro, and that is a project that is actually funded by the National Park Service and African American Civil Rights Grant Program with funding support from the Maryland Heritage Areas Authority and the reason they were able to bring it to Upper Marlboro, even though, it is outside of their boundary is because they have outside funding not just State funding. They were able to stretch the boundary a little bit. It is still all above board, and it connects. Meagan Baco stated "You know history that I think the more recent history becomes the more difficult it becomes to interpret. No history is easy to interpret."

The three locations that are being discussed for Civil Rights Trail Signs in Upper Marlboro are right outside the County Courthouse.

1. Hopefully going to be putting a sign right across from the County Courthouse. (Regarding the racially charged remarks from Judge Bowie at the time about a court case there; the County's NAACP then held a rally there to protest those statements and bring attention to the racism of those statements.)
2. Pocket Park - 14767 Main Street the grassy area across from the locksmith which was a filming location of Black Like Me a book written by John Howard Griffin and then turned into a movie. There is

controversy about this book, and it will be included in the sign. The signs will connect.

**3. TBD discussing the Civil Rights Era in Prince George's County.**

They have been working on the signs for several years and it has been difficult to do the research. They are working on putting signs in the ground in May. They hope the boundary expansion will occur in Spring of 2023 which is a bit of a long process.

President Franklin, they will be discussing further down the road the Town's pool that was filled in rather than segregated and possibly talking about the schools and their desegregation; some of those buildings are in place in the town.

Meagan Baco stated the funding that they have is really for the research and the context research. She believes that moving forward they should be able to add signs to the trail. There is also going to be a compendium website so they can add things on the web.

President Franklin thanked Brian Callicott who has done a ton of the research and worked very closely with Meagan and Maryland Milestones to make things happen.

Commissioner Hanchett asked how their research was done and what was their resources.

Meagan Baco stated at the beginning of the project they had a great relationship and still do with the counties Black History Program. They really led the beginning of the research phase and they relied on some of their own knowledge and the basis that Black History Program in the researchers have about civil rights in Maryland and in Prince George's County. They worked with them to create the list of sites (what is challenging about a sign project is you must have both the story and the site and part of it is balancing; where is it safe, impactful, and meaningful to place a sign and then marry those two things together).

They are working along with Black History Project, a Researcher name Nathan Denny's who worked at the Baltimore Architecture Foundation Also, working with the towns themselves. Example: Bowie has a historic property manager who also has photographs, getting photos from AP Getty Baltimore, Prince George's County Historical Society, Laurel Historical Society and places like that.

A lot of information also from newspapers and Residents of the Grove in Laurel.

**Action Item:** Continue the discussion and the work. Also update the walking tour to bring the two projects together.

## 2) Events Calendar/ Policy:

President Franklin said she met with the Town's new events coordinator over some edits she recommended. She went over the calendar event items.

- No poetry event on the 9<sup>th</sup> but maybe it was a library event.
- May events focused on Marlboro Day.
- The Farmer's Market has been canceled for May and maybe it will happen in June, or it might get pushed to July.
- Memorial Day, a wreath laying. There is a marker at the pond, a bench and there is also the Town Hall building itself is a World War II Memorial. A wreath laying ceremony on the 25<sup>th</sup>. The family of the Gentleman PFC Curtis, whose marker is done at the pond from the Vietnam War will be joining the town for reception to honor their family member.
- In June movie night, possibly Farmers market. The Historical Committee has Memories and Morsels. The Arts Committee has asked to have an event on June 26<sup>th</sup>, but the Town is not able to do an event on that day; they will have to pick a different day.
- In July another movie night and farmers markets.
- August movie night and National Night out is done by a community organization in the area, and it is usually held a little outside of Town, we partner with them. Usually over at the parking lot for the Amish Market. There should also be more Farmers Markets.
- In September the Volunteer Fire Department puts on Cruzin on Main and that is something the Town support them with. Another movie night, more Farmers Markets, and the Hundred Year Celebration of the Firehouse; they have an event request in and there is a placeholder, but they will have to submit their request to the board.
- The Town secured the date of October 1<sup>st</sup> for the Crane Highway Memorial. President Franklin said she is going to be meeting next week with the Highway Administration about how the roads can be closed. The National Faith in Blue which is the Public Safety Department on the 8<sup>th</sup>. Right now, The Happy Leaf Festival, Farmers Markets may still be going in October and then the 29<sup>th</sup> will be Trunk or Treat.
- In November, a low-key Veterans event if COVID allows. The Town has not done anything the past few years because they do not want to put our Veterans who may be in sensitive populations in a situation where they might get sick. Signs are put up but hopefully this year will be able to feed them some breakfast or lunch and just appreciate them.
- In December a tree lighting. Commissioner Lott is also looking into the possibility of doing some other event.

### Events Policy

President Franklin said this policy comes out of a couple of issues. The first is that there is always the question of when do we call this event for rain? And if we call it for rain, when is the rain date?

**At previous events there are questions regarding why did you not do this or that better? Going forward all t's should be crossed, and i's dotted.**

**The third issue is the Town is small and has extremely limited staff. We need to make sure that we do not have an event every weekend that our staff needs to be at and then they are not able to get a good work home life balance. Having to put off the work of the town are the reasons for the policy. The trigger for this process is Movie Nights and volunteer feedback over time.**

**Having Movie night, the next day does not work because the next day would be a Sunday and the next day is a school night and you have less people coming out. Also, people plan for their Sundays. The feedback has been from volunteers is to do it the next weekend, but it cannot continue to be pushed back because it will bump into another event.**

**Determination of weather cancellations will be made based on notification of vendors for refunds or cancellations without extra charge.**

**Except for events like Marlboro Day cancellation is 2 weeks out.**

**Porta Potties are cancelled on Wednesdays.**

**Commissioner Lott asked for a survey to see what type of things the community would want to see.**

**Example: Marlboro Day, the Tree Lighting and Trunk or Treat the events committee executes these events and does a lot for them but the Town plans the actual road closures, flow of events, all these kinds of things. It is on the Town to make sure everything is organized.**

**Unless the Events Committee gets more volunteers first Thursday of the month at 7:00, they probably will not be able to put on multiple events in December.**

**The commissioners are allowed to participate with the different committees but, when they are on those meetings, they do not have a say.**

**Any commissioner can go to one of the meetings but, if there are three commissioners on the meeting, they cannot talk.**

**One other topic related to events that is going to push into the budget is vendor fees. Vendor fees are set by ordinance, and they were set the first year the board brought back Marlboro Day, which means that the Town did not know what was going to happen. The fees were set pretty low - \$50. President Franklin thinks the vendors would pay more and that would help the town fund these events. A discussion regarding a different rate and update that resolution is needed.**



**Action Item:** President Franklin stated we are trying to get all the committees together on zoom links to have control of them which is on her list of things to do because right now we have committees meeting with their own zoom links and we do not have access to them to give commissioners access to the meetings and that is a problem that has to be fixed. President Franklin also said, she is going to have the changes that she and Raina Walker, the new Events Coordinator made today based on her feedback and get those sent out with the packet for the 26<sup>th</sup>. Then, the commissioners can go back and hopefully get this policy in place before the Town starts having events, including having to make those calls about rain etc.

3) **Continuity of Government Planning:**

T/A Snyder said continuity government is ensuring the government will continue operations during blows and hits, such as the mayor not being able to be in place anymore or something happens to that position or part of our government.

The big thing is ensuring that there is an automatic chain of command that comes into place. One of the big things are continuity.

Government that we address already is going from 3 to 5 commissioners because the Town was in the very unique predicament of only having one elected official. A case study over the past couple years on government operations.

Going down to one elected official is crazy. You do not have a quorum or anything. The town has gone up to five.

The second biggest one would be the continuity of the office of the mayor of president. A lot of places when you go to five commissioners they have for example a vice mayor, mayor pro tem or someone like that.

They have some sort of secondary position or in some places where the mayor runs separate from the council and the council has a president of the council or chair. The council that person automatically steps into the office of mayor if anything happens, this is something the board should consider for charter amendment. Is there a second in command?

This person may not have a whole lot of duties unless the mayor does have to step down. Then they will be stepping up into that role right off the bat and there is little down time right now it would have to happen.

The commissioners would have to call special meeting or a regular meeting and elect a new president. Just having someone available to step right into place.

**Example:** Public Works Department now have a foreman in place; a second command for the Public Works. Director Bond responsibility automatically goes to foreman Brandon Gibson. He has proven himself in

this leadership role. He has been moved up to foreman and he has some more supervisory and field experience now.

Looking at the Towns departments and making sure if the department heads are not there, who will be able to step right in.

**Action Item:** The next department the board has to look at is General Government. Once the Town hires the new bookkeeper, that is when the board can start figuring out who is going to take on those kinds of secondary responsibilities.

#### 4) FY23 Budget – Expenses & Departmental CIP

T/A Synder provided draft II of the Town's budget for fiscal year 2023 that starts on July 1<sup>st</sup>. There is still not a balanced budget; things were added and moved around. The board is going into close session this evening to look at salaries.

There are not a whole lot of updates to the revenues, but one thing is that the public utility taxes took a hit while they are stepping up the tax rate, the asset value from Pepco has gone down. They have identified equipment that they thought was in Town that is not in Town. That rate and tactical base take about a \$20 million hit which equates to about \$100 \$200,000 in revenue.

The accounting firm mentioned that the Town could step up the plan for the public utility tax rate instead of going only a quarter, maybe going up the \$0.50 skipping a year to help mitigate some of those issues and going up to a \$2 for \$100 that is a value for the utility cost. They said that can make up some of the difference.

As revenues come in over the next couple months, especially income tax to see where those land; year to date later should be able to nail down that number hopefully by early to mid-May to provide some final estimates on that moving forward.

President Franklin said she learned that revenue numbers change as more revenue comes in, suddenly get a better estimate. The write up on revenues that she did will be finalized and will be part of the budget so everyone can understand how they were estimated.

T/A Snyder said general government and staff salaries there is an increase. It goes down a bit because of the elimination of the position of the Director Finance and replacement of the Bookkeeper at about \$30,000 savings.

Some of those savings will be eaten up and going into the accounting firm in HR firm to make up for some of those revenues, but he still anticipates better \$10,000 profiting from eliminating that position.



**Finalizing what the duties of bookkeeper and how the accounting firms fee go up and down.**

**Part of that other increase in general government staff salaries is the addition of the events coordinator at \$30,000 a year. Half of that salary is funded through the ARPA funds.**

**The other addition is the Circuit Rider which is 85% grant funded. There are big increases in salaries, but a lot of this is covered through grants.**

**In this budget we have shifted some of those professional services into the public safety budget or a percentage of them because our state grants are based off the amount of money we spend for public safety. They do not look at the entire budget. They just want to see what the Town is spending on public safety. General government is heavy in a lot of the catch-all expenses. It has a lot of the firms that do a lot of the work for public safety. The HR firm 33% of their workforce is in public safety; employees their servicing, shifting some of those costs over to public safety to more adequately represent the spending that the Town does on the public safety department.**

**The Town have also added some planning in for future annexation surveys and have shifted the roadway engineering firm to the CIP budget and the planning and economic development firm is in there as well.**

**President Franklin said, once we have a balanced budget worked out, they will start to look at all the services and see who has been two years without their contract revisited and they will revisit them all.**

**Operating; not too much changing there. The addition of the dues line item at \$1500; software programs shifted some money, and it is at \$10,000 which is including potentially incorporating a new business licensing that is about \$4,000 a year.**

**Town committees and events there is a change. The addition of the tree lighting broken out into a separate event. A winter holiday tree lighting has been broken out with all the other town major holidays.**

**Public Safety - shifted some expenses out of general government or percentage of those general government expenses into public safety where they should be. It was done either by percentage of the building they use or the number of staff that they have. That is how it is calculated out.**

**Public Works - no new hires proposed right now.**

**Maintenance and beautification; in FY 2022 it was \$10,000 but, in draft one of this budget which was discussed last week, there was \$20,000 in maintenance beautification and part of that was some benches and just general streetscape downtown.**

**T/A Snyder said they are going to be speaking with the County Council about tapping into the \$100,000 streetscape grant that they have budgeted, and the County has re-budgeted in their current FY 23 draft budget.**

**Shifting some of that \$10,000 expense instead of going to that beautification benches and planners and stuff. It has been shifted to holiday decor in the CIP budget because it is a one-time purchase of \$10,000. Anything over \$10,000 purchased is put into the CIP budget.**

**Mosquito controls gone up very slightly including the increase in the residential trash collection which came up about 6 months ago. It will go into effect in May.**

**The budget is not balanced it is going to have to be trimmed back to \$130,000. Right now, the Town is running a deficit of \$400,000.**

**This budget is built on zero red light speed cameras. If it kicks in, items can be shifted around or if some other things open.**

**President Franklin explained her reasoning for bringing an unbalance budget before the board. Technically, it is the mayor's budget, she can write a budget and put it in front of the board however, she personally feels that does not help everyone understand what is happening and how things are funded. Her structure of government opinion is that the commissioners should be part of figuring out the budget and that is why it is being done this way. If the commissioners do not appreciate this and want her to bring them a balanced budget, they can express that, and she will comply.**

**CIP - Couple changes is the addition of the County DPW&T streetscape grant for \$100,000 (for beautifications along Main Street).**

**For expenses T/A Snyder is going to be working with the playground vendor. The splash pads are going to cost about \$40 to \$50,000 more than anticipated (increase in size). Asking the board for an additional \$10,000 into the 720 to bring up to \$730,000.**

**Winter holiday décor \$10,000 that was transferred from operating and brought over to the CIP for the holiday Christmas lights, trees and such items. Bit by bit the Town will build up the holiday decorating.**

**The Ford 650 that the Town was supposed to buy in FY 2022 still has not been assigned a VIN number; this line item may have to be repurposed. There are other places to look and see and make some cuts/delay funding to FY 2024.**

**The only thing that changed with the cameras is all the line items are condensed to one vehicle lease pay off. Working with Chief Burse to finalize what the red-light camera budget; based off of what some other municipalities do.**

**President Franklin is not asking the commissioners to balance the budget with her tonight. She said, a budget is a plan, a list of priorities and a list what is important, and she does not feel that one person should make those decisions when all five of them were elected by the public. She would like to hear from commissioners.**

**Commissioners Colbert asked do we have any funds from this year that we are anticipating carrying over into next year?**

**T/A Snyder said we are going to do a budget adjustment at the end of the year, and they will then know the carryover. The ARPA funds are easy to carry over and any leftover operational money technically goes into the towns reserved fund which, can be pulled from. Any surplus money goes back to the banks and then that would be transferred out of the reserves.**

**Commissioners Colbert asked any potential that the Town is over running anything this year?**

**T/A Snyder said we are even out overall. The town is come in pretty much on budget. The town will come out pretty balance this fiscal year possible a little over or a little under.**

**President Franklin said when you look at the Town's reserve, the thing we want to make sure it has 3 months of operating expenses is best practice. If it has more than that, the town may not be in good practice because they are then holding on to people's money when it could be benefiting them.**

**Commissioners Colbert asked about the facility issue with public works. What kind of estimates or spaces is being looked at to fill in that number.**

**T/A Snyder said under CIP there is a line item for 132,000 so if we include it or part of it to it so if something comes up the later part of next year, it is something that was discussed but if nothing comes up at all make accommodations Example: Moving Director Bond's office up to Town Hall to elevate some of the pressures.**

**President Franklin – spoke on the cost possibly do a contingency fund for two months. The Town cannot enter into a lease unless it has more revenue coming in than we are anticipating. This would be contingent upon her ensuring the lease needs to be executed. It must be written carefully.**

**Director Bond - \$11,000 a month for rent is what he has seen for buildings that he has missed out on.**

**President Franklin - said that for the capital improvements that cannot be funded right now, is to call them a Fiscal Year 2024 capital improvement because then they would know what they are and they are in the budget.**

**Public comment from Daralynn Strothers - Printer budget doubled from 7K to 15K, what are we printing?**

**T/A Snyder – responded, accurate printing of the quarterly Landings Newsletter & some other printing cost. It was budgeted for 75 hundred, but it was being put in other areas. They may be able to make some cuts to that with some of invoices that have come at 9,000 for printing of the Landings.**

**Public comment from Monica Williams – for other town communications that they receive via US Mail, the Marlborough Town subdivision tend to get two copies because of their mailing address vs the street address. The Post Office recognizes every address within their subdivision as Marlborough Drive but the actual address for the County would be Marlboro Circle, Marlborough Grove, etc., she regularly gets for mailers, example: Marlborough Circle & Marlborough Drive for the same address.**

**T/A Snyder said they will look at our database to correct this issue.**

**Action Item: President Franklin would like a response, questions and concerns about the budget. Also, the Town will review the printer budget and mailing issue for the Marlborough Town subdivision.**

#### **5) Town of Upper Marlboro Emergency Relief Fund**

**President Franklin said the Emergency Relief fund which they were approved back in December or January with the ARPA funds and our Town Clerk was able to put it together in lieu of our finance director.**

**Clerk Hoatson said he is excited to launch Emergency Relief Fund, 15,000 was allotted from ARPA funds to people who might need assistance for mortgage, rental, or utility assistance.**

**One thing that President Franklin has discovered by working with WSSC is there is a high number of people in the town who have unpaid water bills and so the idea is to have on the Town of Upper Marlboro website an application where one can submit the application.**

**The individual in need must provide proof of residency within the town. They must provide a statement of the hardship that they are experiencing as well as proof of either mortgage / bill rental, back rental rent and of course bills for your utilities.**

**Cable will not qualify for any type of rental assistance. It only pertains to water and electric and those essential utilities that are most important. What will happen is that application process will have a closing date.**

**Once all applications are received, there will be a board of people who will meet that will consist of town staff and board of commissioners. They board and vet each of those applications to find out who needs the assistance and then decisions will be made.**

**All monies will be paid directly to the mortgage, rental, or utility company. No money will be given out to any of the residents directly but awarded letters will be given to residences. They know that those bills are being paid on their behalf.**

**The only thing that is needed is for the board of commissioners to determine the cap, how much money they want to allocate for the mortgage rental and utility assistance so that they know what dollar amount is to be set out of that \$15,000. This way the Town can try to help the greater population within the Town and the Town is excited to launch it.**

**Clerk Hoatson also provided a graphic that will be used on the website and in the packet, there was a the sample application. A hard copy will be made available as well as online so that the board/staff will able to help people to follow those applications and to spread the word.**

**President Franklin said, there are 86 housing units in the Town that are behind on their water bill and in danger of being shut off. So that is about 25% of our total housing units.**

**Commissioner Lott said that Salvation Army also has a working program to assist residents. Also partnering with the churches within the Town.**

**President Franklin said Pepco has a payment plan as well. And for the people the Town does not approve, the Town will be offering them technical assistance with getting into other programs.**

**Chief Burse asked Clerk Hoatson since he did this program before, to help stop some possible fraud, did he require a W-9 from the landlords? This is a way to stop applicants from collecting money and not paying the actual rent or mortgage. Affirmative: Clerk Hoatson. The main thing is protecting the Town and the money that is being given out.**

**President Franklin requested remarks from Ms. Monica Williams because she is a President of Marlborough Town HOA which holds 2/3<sup>rd</sup> of the housing units or maybe 2/3<sup>rd</sup> of the Town's population and 50% of the Towns housing units.**

**Monica Willams said she agrees that the utility help will probably go a little bit further and she could see how there would be a lot of residents with large water bills because with WSSC you have to pay probably within maybe 15 to 30 days once you get your quarterly bill. Then, after that you will start getting late fees etc. She believes that utility assistance would help a lot more people than rental assistance.**

**President Franklin said the utility cap would be 400 and one could only receive one type of assistance**

**Public Comment: Daralynn Strother's said she likes the 400 idea, but as a person who formally rented and now has a mortgage she knows that**

mortgage or past due bills can be thousands of dollars. However, \$400 is \$400 and it is \$400 less that she would have to pay on whatever the bill is.

**Action Item:** President Franklin said they will probably approve this on the 26<sup>th</sup>. It can always be added to or changed.

**6) Bookkeeper Job Description:**

T/A Synder said the Director of Finance position is being replaced with an Administrative Assistant/Bookkeeper Position to do the day-to-day financial data entry and other duties.

The Town Administrator will work with the accounting firm and the auditing firm to move for the Town's financial day to day policies.

The Administrative Assistant/Bookkeeper will not be responsible for IRS 1099 forms that the accounting firm can generate. They will perform some different data entry work.

**Action Item:** T/A Synder is working with the accounting firm and Insuraty to finalize this job description. He is hopeful to get it posted by the end of April and someone hired in June for the next budget cycle.

President Franklin said a motion to go into closed session under general provisions article 3-305(b) (1) \_\_ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals".

The Board of Commissioners propose to go into Closed Session on Tuesday, April 12, 2022, following the April Board Work Session to discuss salaries.

The motion was so moved by Commissioner Colbert, President Franklin, Commissioner Hanchett and Commissioner Lott.

The motion passes.

President Franklin reminded everyone about the Town's Committees. She said they would love and need to have volunteers on them. If interested contact Town Hall.

**Board of Commission Work Session Adjourned at 9:00 PM**

Respectfully submitted,

Lucy Wade

