

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - REGULAR TOWN MEETING

March 22, 2022, 2022 – 7:00 PM

Call to order 7:12 PM

Roll Call:

President Sarah Franklin

Commissioner / Treasurer Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Town Administrator Kyle Snyder

Police Chief David Burse

Public Works Superintendent Darnell Bond

Town Clerk John Hoatson

President Franklin gave the Closed Session Summary from the March 22, 2022. It was a virtual meeting. Meeting was held to discuss the duties of the Finance Director and contracts. The Closed Session was proceeding the Town Meeting.

Approval of Meeting Minutes & Financial Reports -

Approval of the February 8, 2022, Regular Town Meeting minutes

Approval of the February 22, 2022, Board Work Session minutes

Motion was made by Commissioner Hanchett to approve the February 8, 2022 regular Town meeting minutes February 22, 2022 board work session minutes and seconded by Commissioner Lott. Vote 4-4 Colbert, Duckett, Hanchett, Lott

Finance Report & Approval of the Treasurer's Report, as of February 28, 2022

Motion was made to approve the Finance Report by Commissioner Lott and seconded by Commissioner Hanchett. Vote 5-5 Franklin, Colbert, Duckett, Hanchett, Lott

Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk's Office**

Public Safety Report –

Incidents Reported in Town:

Assault Call 1	Commercial Alarm 4	Subject Stop 1
Domestic Call 2	Check on Welfare 6	Property Damage 1
Loud Music 1	Hit & Run 2	Theft Call 3
Vehicle Accident 3	Traffic Hazard 1	Disorderly Call 3
Suspicious Person 1	Fraud Call 1	Break-in Progress 4
Suspicious Auto 8	Trespassing Complaint 1	Residential Alarm 1
Vandalism Call 3	Assist Call 1	

Chief Burse participated in the Prince George's Chiefs Association meeting.

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

Chief Burse participated in Conference Call with the County Executive on Municipal partnerships.

Sgt. Irby and Cpl. Brooks participated in traffic initiative with the Prince George's County Police and Maryland State Police.

Chief Burse and Cpl. Brooks participated in a two-day training with the Maryland State Police Records Division.

Chief Burse participated in a call with the Maryland State Police about planning for the Trucker Beltway Convoy.

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse participated in the District 2 Coffee Club meeting.

Chief Burse oversaw security for the Town's Special Election.

Public Works Report –

Public Works Related

- PWD attended onboarding meeting with Mr. Patel of Mead and Hunt.
- PWD attended meeting with MDOT on right-of-way entry agreement issues with VM Properties.
- PWD and TA Snyder had a meeting with Teddy of VM Properties to discuss construction pedestrian walkway and on-site permits.
- HR Director Morgan and PWD conducted one PW crewmember interview.
- Met with a representative From Stanley Access Technologies to provide a quote for ADA compliance at the side entrance.
- Confirmed addresses of annexation area, prepared recycle bins for distribution, and neighborhood checks performed.
- Tags for dump trailer received.

Maintenance and Beautification

- Parts received for old salt spreader; install date TBD.
- Began working on all tree trimming equipment ahead of site services.
- Began removal of dead trees and limbs on Town-owned properties. Downed trees and limbs at Cahn Memorial removed.
- Quarterly generator service performed.
- Truck 216 went in for multiple preventative services.

Street and Sidewalk

- Overlays for directional signage ordered.
- Crew lead Gibson and PWD had a meeting with SHA storm drain maintenance team about drain overflowing on Main St.

Weather Related Activities

- February had two wintry weather events both of which only prompted watch from PW.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.09 tons. Bulk day accumulations for yard waste collections are 13.93 tons. We had no dump body rentals for the month.

Project Tracker and Updates -

Town Administrator Kyle Snyder gave a report on Town projects.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Met with MNCPPC Rep. Commissioner Franklin Testified at the MNCPPC budget hearing.
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Working on contract with Sparks @ Play for Phase 2 & 3 and tracking State funding approval.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	Up for approval at April TM
Grant Coordinator Position	Town partnered with Town of Morningside to apply for and be awarded a grant for municipal support in the form of a grants coordinator.	Position Advertised.
Election Process Review	Working with the BOSE to update and approve the Town's election procedures.	Will begin after the Budget is completed
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Working on scheduling, timeline, and contract with Meade & Hunt.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Lot purchased! Working to submit for reimbursement from State. Hopefully we can begin planning for the Church Street lot repaving in Summer 2022 when we are doing the roads.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.

Finance Department –

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 14,703.74	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 1,460.00	\$ 2,500.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 13,239.68	\$ 28,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 110,693.91	\$ 145,000.00
6381	Parking Fines/Penalties	\$ 20,204.74	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,421.83	\$ 5,000.00
	TOTAL	\$ 163,723.90	\$ 230,669.00

Intergovernmental

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,038.00	\$ 1,750.00
	TOTAL	\$ 27,982.49	\$ 38,620.00

Miscellaneous Revenue

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ 900.99	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 802.16	\$ 2,000.00
	TOTAL	\$ 1,703.15	\$ 8,250.00

Taxes

6101	Commercial	\$ 358,651.25	\$ 189,541.00
6102	Non-Commercial	\$ 4,281.15	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 44,242.09	\$ 46,555.00
6105	Public Utilities	\$ 660,686.40	\$ 575,000.00
6106	Income Taxes	\$ 199,491.48	\$ 260,000.00
	TOTAL	\$ 1,267,352.37	\$ 1,247,793.00

	Total Revenue	\$ 1,460,761.91	\$ 1,660,637.00
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EXPENDITURES
General Government

	Administrative Salary & Wages	\$ 189,199.73	\$ 252,479.00
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	Payroll Deductions & Benefits		
8124	Employer Tax	\$ 44,017.96	\$ 59,000.00
8125	Pension Benefits	\$ 72,715.07	\$ 70,000.00
8126	Medical Employee Benefits	\$ 66,376.24	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	TOTAL	\$ 183,109.27	\$ 245,800.00

Professional Services

8073	Accounting Services	\$ 10,500.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 3,479.56	\$ 5,000.00
8110	Town Attorney & Legal	\$ 40,287.28	\$ 55,000.00
8115	IT Support & Equipment	\$ 8,601.56	\$ 10,000.00
8205	Media Relations	\$ 13,500.00	\$ 24,000.00
8206	Government Relations	\$ 24,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 7,960.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ 20,000.00
	TOTAL	\$ 154,141.97	\$ 200,000.00

Insurance & Benefits

8120	General Liability	\$ 15,721.00	\$ 16,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 22,950.62	\$ 20,000.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 38,671.62	\$ 41,500.00

Operating

8077	Public Notices	\$ 1,365.00	\$ 2,000.00
8080	Bank Charges	\$ 29,345.45	\$ 25,000.00
8086	Trainings & Memberships	\$ 3,764.15	\$ 5,000.00
8090	Postage	\$ 1,618.21	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 8,500.00
8130	General Supplies	\$ 33,763.82	\$ 20,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,200.00
8160	Town Hall Office Phones	\$ 4,044.12	\$ 5,000.00
8161	Mobile Phones	\$ 4,111.39	\$ 4,000.00
8162	Town Elections	\$ 2,103.62	\$ 2,100.00
8165	Town Hall Utilities	\$ 35,640.54	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 8,493.70	\$ 10,000.00
8200	Other	\$ 17,680.22	\$ 32,000.00
	Total	\$ 148,635.97	\$ 128,800.00

	General Government Total	\$ 713,758.56	\$ 868,579.00
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Public Safety Department

	Public Safety Salary & Wages	\$ 198,260.82	\$ 358,120.00
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Public Safety Operating

8273	Uniforms	\$ 1,825.95	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 5,509.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,960.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 4,500.00
8280	Supplies	\$ 328.09	\$ 3,000.00
8281	Mobile Devices	\$ 2,280.29	\$ 5,000.00
8282	Association Dues	\$ 615.00	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00
8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	TOTAL	\$ 8,687.70	\$ 34,750.00

6530.2022.03	GOCCP State Aid	\$ 3,666.74	\$ 16,400.00
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8330	Debt Service	\$ -	\$ 32,525.00
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	Public Safety Total	\$ 212,914.09	\$ 426,395.00
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Public Works Department

	Salary & Wages	\$ 135,615.92	\$ 207,805.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 14,551.37	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 897.19	\$ 3,500.00
8490	Mobile Phones	\$ 326.91	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 7,473.98	\$ 7,000.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00

	TOTAL	\$	31,560.82	\$	66,550.00
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6530.2022.06	State Street Scape	\$	-	\$	450,000.00
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Refuse Collection

8546	Residential Waste Collection	\$	30,216.50	\$	41,124.00
8547	Residential Recycle Collection	\$	6,583.50	\$	9,834.00
8548	Bulk & Yard Waste	\$	2,200.46	\$	3,600.00
	TOTAL	\$	39,000.46	\$	54,558.00

	Public Works Total	\$	206,174.20	\$	327,913.00
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	Total Expenses	\$	1,132,866.80	\$	1,660,637.00
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	Net Operating Income	\$	327,895.11	\$	0.00
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OTHER FUND BALANCES

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 13,942.48	\$ 3,666.74	\$ 16,400.00
Community Open Space	\$ -	\$ 125,433.31	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 30,402.10	\$ 281,246.00
Committee Expenses	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ 52,733.45	\$ 52,733.45	\$ 66,000.00
TOTALS	\$ 425,200.13	\$ 217,830.63	\$ 581,396.00

COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 114.94	\$ 114.94	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00

Monthly Financial Narrative

1. We are anticipating a reimbursement from ADP of \$49,900.
2. Year to Date Expenses are currently at only 69% of annual budget (expectation is 75% of annual budget).
3. We have submitted for a \$100,000 reimbursement from DNR Playground Grant program for final/drawdown #2 of the FY2019 grant for Phase 1 of the playground. We should see these funds back in the operating account sometime over the next few weeks.
4. We are awaiting final deed processing for the pocket park purchase to be finalized and can request the \$20,000 reimbursement from the FY2019 Bond Bill.
5. Working with the Accounting firm to clear up the General Government expenditures to ensure invoices were applied to the proper line item and department, especially in office supplies, Town Hall utilities, bank charges, and "other".

BALANCE SHEET

Bank Accounts	
Operating Checking	375,988.38
Petty Cash	750.00
Payroll Account	4,618.49
Parking Meter Checking (M&T)	118,997.87
Red & Speed Light Checking (M&T)	0.00
ARPA Fund	185,099.40
WesBanco (CD)	103,275.93
MLGIP (CD)	215,489.57
Total Bank Accounts	\$ 1,054,219.64

Committee Reports —

Greenwill Consulting:

Final 3 weeks of session. Legislators are going into 2 to 3 sessions each day.

They have a week left to pass the state budget.

\$275,000 for playground was included in the senate version of the budget.

Historical Committee

Quarterly on February 19, 2022. Working on the Crain Monument Centennial.

Still working on the Civil Rights Trail. Waiting on copyright for the signage.

Reverend Weaver will no longer be the pastor at Union United.

Next meeting is April 16, 2022. Thanked Mayor Franklin for putting the Crain Monument Centennial on the Town.

Events Committee

Marlboro Day is May 14, 2022. Want all committees to set up tables during Marlboro Day. Need to fill out the non-profit form.

Hope the community will turn out for the event.

Sustainable Communities

FY2022 grants are executed which funding is \$100,000.00

Report to the state on a quarterly basis. Next quarterly report is due April 1, 2022.

Finally getting consistent meetings. Want to meet every month.

Arts Council

Arts Council has seen a few new faces join the committee.

Continuing monthly highlight of local artists.

Submitted grant for murals.

Want an additional event. Need to go before the Events Committee to seek appropriate approval.

Green Team

Ramping up for the Community Garden. Getting ready to start seed for spring planting.

Going to do an Arbor Day Tree Planting.

Blueberry bushes will be planted by the playground.

CERT

80 hours of service in the month of February.

Want to get some first aid kits for Marlboro Day giveaway.

Commissioner Reports –

President Franklin –

Welcomed Commissioner Colbert to the team.

Annexation update – knocked on doors and spoke to residents.

Spoke about the Civil Rights Trail – courthouse, library, locksmith.

Community Conversations will be held monthly. Chance for residents to talk to Town Commissioners.

Commissioner Colbert –

Thanked everyone for the warm welcome.

Mentioned working with other municipalities to acquire a nurse or mental health professional in the Town.

Commissioner Duckett –

Went to business community to promote Marlboro Day and ask about needs in the community. Want to provide support to the businesses in Town.

Commissioner Hanchett –

April 7, 2022 next meeting for Marlboro Day

Welcomed Commissioner Colbert to the team.

Commissioner Lott –

Welcomed Commissioner Colbert to the team.

Spoke to the warden of Upper Marlboro regarding the inmates being released in the Town limits. She is available for discussion.

Business

- **Resolution 2022-08 – Departmental ARPA Spending Approvals (Board Vote)**

Authorizing Department Heads to moved forward on purchases. \$25,000.00 allocated to each department.

A lot of projects were put on hold due to the pandemic.

Motion was made to approve the Departmental ARPA Spending Approvals by Commissioner Lott. Was seconded by Commissioner Hanchett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Resolution 2022-09 – Sparks @ Play Phase 2 & 3 (Board Vote)**

Resolution is approved contingent of receiving the funds. Bond bill and DNR. Sparks @ Play is going to have a price increase.

Motion was made to approve Resolution 2022-09 Sparks @ Play Phase 2 & 3 on contingency that \$275,000 bond bill and DNR

\$190,000 are confirmed at state level by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Town Hall Re-Opening Plan (Board Approval)**

Town Administrator Kyle Snyder gave an overview of the Town Hall Re-Opening plan. Waiting for security installation and pandemic precautions. Town Hall is scheduled to be re-open March 28, 2022. Room rentals will begin again under the plan.

Motion was made to approve the Town Hall Re-Opening Plan by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Finance Director Replacement Plan (Board Approval)**

Plan for Town staff to work with Insuraty to create a job description of an administrative assistant with bookkeeping experience.

Motion was made to approve the Finance Director Replacement Plan by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Structure of Government Survey (Board Approval)**

Wants input from residents regarding what they would like for a structure of government in the Town of Upper Marlboro.

Demographic information will also be collected with the survey.

Motion was made to approve the Structure of Government Survey by Commissioner Duckett and seconded. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Special Events Permit Application Family Justice Center Walk (Board Approval)**

Family Justice Center wants a walk around the Town. Want to obtain the permit with approval. It is a charitable walk. They will need to change the date as it conflicts with the Crain Monument Centennial.

Motion was made to waive the fee for the Special Events Permit Application for the Family Justice Center Walk by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **FY23 Budget Town Tax Rate & Revenue Overview (Board Discussion)**

Discussion was had regarding the tax rate.

Resident property tax is going up four cents.

Commercial property tax will also be going up.

Step increase will be done over time.

Biggest source of revenue is taxes and utilities.

- **Economic Development Firm RFP (Board Discussion)**

Town wants to hire an Economic Development consultant.

Will work with Sustainable Work Group.

Going to need economic help for a bit. Does not want to commit to far.

Maybe an economic development group that develops.

Public Comment

Brian Callicott thanked Darnell Bond and team.

4 wheelers and dirt bikes running around Town. Seems dangerous. Does not see a police presence like he use to.

Police is working to hire more so there is more shifts.

Chief Burse heard what was said and is working on it.

President Franklin made a motion to adjourn the meeting. It was seconded by Commissioner Duckett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett and Lott.

Respectfully Submitted

**John Hoatson
Town Clerk**

