

**Town of Upper Marlboro**  
**REGULAR TOWN MEETING MINUTES**

**October 12, 2021 • 7:00 p.m.**

This meeting was conducted via Zoom Video Conference:

**Call to Order**

The meeting was called to order at 7:02 p.m.

Roll Call: Commissioner/Treasurer Sarah Franklin; Commissioner Janice Duckett and Linda Pennoyer/President of the Board of Town Commissioners.

Staff present: Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson/ Town Clerk, Vickie Stewart

Also present: Patti Callicott; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Ray Feldmann/Feldmann Communications Strategies LLC; Jacob Moore / Greenwill; Darrelynne Strother.

**Pledge of Allegiance**

**Consent to the Agenda**

The President received unanimous consent to the Agenda.

**Approval of Meeting Minutes & Financial Reports**

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from September 14, 2021, Special Board Work Session minutes from September 21, 2021 & Regular Board Work Session minutes from September 28, 2021, and the Treasurer's Report as of September 30, 2021. President Pennoyer seconded. All Board minutes from September Town Meeting, Special Board Work Session & Regular Work Session, plus, the September Treasurer's Report were unanimously accepted and approved as presented.

**Reports**

Departments/Committees:

**Public Safety:**

- Chief Burse participated in conference call with the Prince George's Chiefs Association.
- Chief Burse participated in several conference calls with Prince George's County Office of Emergency Management and the Maryland State Police related to COVID-19.

- Chief Burse and Sgt. Irby conducted high visibility patrols throughout the Town.
- Code Officer Stewart completed a National Traffic Incident Management Responder Course.
- Chief Burse participated in the CERT monthly meeting.
- Chief Burse participated in a demonstration by Axon around the latest technology in Body Cameras and in-car cameras.
- Chief Burse participated in the Visitation Service for Chief O'Donnell.
- Chief Burse attended the Annual Maryland Municipal League Chief's Conference.
- Chief Burse participated in the Public Safety Day hosted by Cheverly Police Department.
- Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Summer Outdoor Movie Night.
- Chief Burse participated in the Public Safety Day hosted by Mt. Rainier Police Department.
- Chief Burse and the Board of Commissioners participated in the Swearing-in of Police Officer Joseph Brooks.

**Incidents Reported in Town:**

Traffic Complaint 2	Commercial Alarm 2	Fraud Report 1
Domestic Call 1	Check on Welfare 1	Hit & Run Call 1
Unknown Trouble 1	Fight Call 1	Armed Person 1
Vehicle Accident 4	Stalking Report 1	Disorderly Call 5
Subject Stop 1	Miscellaneous Report 1	Property Damage 1
Suspicious Auto 1	Found Property 1	Suspicious Person 1
Lock Out 1	Attempt Suicide 1	

**Public Works:**

**Public Works Related:**

- Crewmembers Gibson, Sheckels, and Superintendent Bond attended the National Traffic Incident Management Responder Training (SHRP2) in Hanover, Md.
- New PWC M. Sheckels continued training in PW operations and equipment and received required pin numbers from the County.
- Crewmembers tested, set-up, maintained, and packed up all items from this year's first movie night.

- Crewmember Washington and Superintendent Bond worked traffic control for an accident on the Rt 4. onramp handled by Sgt Irby.
- PWD acquired remaining pallets for the Green Team's community garden and assisted with fence set up.

**Maintenance and Beautification:**

- Crews prepped Town-owned properties for remnants of Ira.
- Increased wetness has increased maintenance and deck cleanings of landscape equipment.
- Pet waste station supplies received and distributed.

**Street and Sidewalk:**

- Cleaned storm drain inlets around Town in preparation for remnants of Ira.
- PWD and Commissioner Franklin reported numerous boardwalk issues to P.G Parks.
- PWD reviewed Town roadway engineering RFP and submitted feedback to TA Snyder.
- Installed a reboundable Pedestrian Crossing sign at the courthouse crosswalk.

**Refuse Accumulations:**

- Bulk day accumulations for solid wastes (Landfill) are 4.69 tons. Bulk day accumulations for yard waste collections are 5.69 tons. We had no dump body rentals for the month.
- New Town Recycle Bins delivered to Public Works for assembly.

**Finance Department:**

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>APPROVED BUDGET</b>
	<b>Fines, Licenses &amp; Permits</b>		
6154	Franchise Fee	\$ 3,081.94	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ -	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 13,538.03	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 39,888.32	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 6,796.32	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 1,087.01	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 64,391.62</b>	<b>\$ 240,869.00</b>

**Intergovernmental**

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 13,482.59	\$ 27,725.00
6310	Disposal Fee Rebate	\$ -	\$ 1,750.00
	<b>TOTAL</b>	<b>\$ 22,627.11</b>	<b>\$ 38,620.00</b>

**Miscellaneous Revenue**

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ -	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 647.54	\$ 1,000.00
	<b>TOTAL</b>	<b>\$ 647.54</b>	<b>\$ 7,250.00</b>

**Taxes**

6101	Commercial	\$ 51,972.07	\$ 189,541.00
6102	Non-Commercial	\$ 43,021.28	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 19,585.26	\$ 35,555.00
6105	Public Utilities	\$ 3,000.00	\$ 700,999.00
6106	Income Taxes	\$ 4,644.99	\$ 315,000.00
	<b>TOTAL</b>	<b>\$ 122,223.60</b>	<b>\$ 1,417,793.00</b>

	<b>Total Revenue</b>	<b>\$ 209,889.87</b>	<b>\$ 1,704,532.00</b>
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**EXPENDITURES**

**GENERAL GOVERNMENT**

	<b>Administrative Salary &amp; Wages</b>	<b>\$ 59,052.36</b>	<b>\$ 257,279.00</b>
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<b>Payroll Deductions &amp; Benefits</b>			
8124	Employer Tax	\$ 11,634.91	\$ 59,000.00
8125	Pension Benefits	\$ 5,064.01	\$ 60,000.00
8126	Medical Employee Benefits	\$ 26,141.97	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	<b>TOTAL</b>	<b>\$ 42,840.89</b>	<b>\$ 235,800.00</b>

**Professional Services**

8073	Accounting Services	\$ 3,000.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 922.90	\$ 5,000.00
8110	Town Attorney & Legal	\$ 6,912.00	\$ 55,000.00
8115	IT Support & Equipment	\$ 2,710.51	\$ 10,000.00
8205	Media Relations	\$ 10,500.00	\$ 18,000.00
8206	Government Relations	\$ 9,000.00	\$ 36,000.00
8207	Human Resource Services	\$ 2,985.00	\$ 12,000.00
8208	Planning Firm	\$ 18,865.00	\$ -
	<b>TOTAL</b>	<b>\$ 74,895.41</b>	<b>\$ 174,000.00</b>

**Insurance & Benefits**

8120	General Liability	\$ 14,065.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 15,574.00	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 29,639.00</b>	<b>\$ 36,000.00</b>

**Operating**

8077	Public Notices	\$	200.00	\$	1,500.00
8080	Bank Charges	\$	8,084.43	\$	20,000.00
8086	Trainings & Memberships	\$	2,569.01	\$	5,000.00
8090	Postage	\$	241.84	\$	3,000.00
8092	Printing	\$	3,206.66	\$	7,500.00
8130	General Supplies	\$	3,726.04	\$	10,000.00
8131	Ofc Equipment R&M	\$	674.78	\$	1,000.00
8160	Town Hall Office Phones	\$	1,782.73	\$	5,000.00
8161	Mobile Phones	\$	152.40	\$	4,000.00
8162	Town Elections	\$	210.00	\$	1,200.00
8165	Town Hall Utilities	\$	3,773.95	\$	11,000.00
8175	Town Hall Repair & Maintenance	\$	3,516.50	\$	10,000.00
8200	Other	\$	804.48	\$	2,000.00
	<b>Total</b>	\$	<b>28,942.82</b>	\$	<b>81,200.00</b>

**PUBLIC SAFETY**

	<b>Public Safety Salary &amp; Wages</b>	\$	<b>48,124.06</b>	\$	<b>401,620.00</b>
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**Public Safety Operating**

8273	Uniforms	\$	-	\$	2,000.00
8274	Weapons & Duty Equipment	\$	725.33	\$	5,000.00
8275	Training & Memberships	\$	623.74	\$	1,500.00
8277	Substance Testing/Pre-Employment	\$	1,750.00	\$	1,000.00
8280	Supplies	\$	224.19	\$	3,000.00
8281	Mobile Phone	\$	555.13	\$	5,000.00
8282	Association Dues	\$	-	\$	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
	<b>TOTAL</b>	\$	<b>3,878.39</b>	\$	<b>31,250.00</b>

6530.2022.03	<b>GOCCP State Aid</b>	\$	<b>1,042.06</b>	\$	<b>16,400.00</b>
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8330	<b>Debt Service</b>	\$	-	\$	<b>32,525.00</b>
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	<b>Public Safety Total</b>	\$	<b>53,044.51</b>	\$	<b>481,795.00</b>
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**PUBLIC WORKS**

	<b>Salary &amp; Wages</b>	\$	<b>35,718.26</b>	\$	<b>225,500.00</b>
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**Public Works Operating**

8375	Uniforms	\$	-	\$	750.00
8377	Training & Memberships	\$	75.00	\$	500.00
8380	Other	\$	74.03	\$	1,500.00
8390	Streets Maintenance	\$	948.31	\$	4,000.00
8391	Weather Related Expenses	\$	-	\$	2,500.00
8400	Streetlight Electricity	\$	4,353.89	\$	21,500.00
8405	Vehicle Repairs	\$	-	\$	3,000.00
8410	Vehicle Maintenance	\$	-	\$	3,500.00
8415	Vehicle Fuel	\$	-	\$	4,000.00
8488	PWF Utilities	\$	360.44	\$	3,500.00
8490	Mobile Phones	\$	95.53	\$	2,500.00
8176	Maintenance & Repairs	\$	2,794.04	\$	6,200.00
8491	Beautification	\$	-	\$	2,500.00
8492	Small Tools & Equipment	\$	1,449.23	\$	2,500.00
8493	Septic Tank	\$	300.00	\$	1,200.00
8545	Mosquito Control	\$	-	\$	1,400.00
	<b>TOTAL</b>	\$	<b>10,450.47</b>	\$	<b>61,050.00</b>

<b>6530.2022.06</b>	<b>State Street Scape</b>	\$	-	\$	<b>20,000.00</b>
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**Refuse Collection**

8546	Residential Waste Collection	\$	11,407.19	\$	41,124.00
8547	Residential Recycle Collection	\$	2,458.50	\$	9,834.00

8548	Bulk & Yard Waste	\$	670.40	\$	3,600.00
	<b>TOTAL</b>	\$	<b>14,536.09</b>	\$	<b>54,558.00</b>

	<b>Public Works Total</b>	\$	<b>60,704.82</b>	\$	<b>361,108.00</b>
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	<b>Total Expenses</b>	\$	<b>348,077.75</b>	\$	<b>1,627,182.00</b>
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	<b>Net Operating Income</b>	\$	<b>-138,187.88</b>	\$	<b>0.00</b>
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**OTHER FUND BALANCES**

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 935.75	\$ 1,042.06	\$ 16,400.00
Community Open Space	\$ -	\$ 4,500.00	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 29,073.28	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
<b>TOTALS</b>	<b>\$ 353,862.92</b>	<b>\$ 71,086.34</b>	<b>\$ 581,396.00</b>

**COMMITTEE BREAKDOWN**

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 1,965.49	\$ 1,965.49	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 39.99	\$ 39.99	\$ 750.00
Arts Council	\$ -	\$ -	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ -	\$ -	\$ 7,750.00
<b>TOTALS</b>	<b>\$ 2,005.48</b>	<b>\$ 2,005.48</b>	<b>\$ 17,750.00</b>

**Key Monthly Items**

1. Audit Updates
2. ARPA
3. Debt Service Updates

**BALANCE SHEET**

<b>Bank Accounts</b>	
<b>Operating Checking</b>	45,481.23
<b>Petty Cash</b>	300.00
<b>Payroll Account</b>	2,131.95
<b>M&amp;T Checking</b>	54,323.29
<b>ARP Fund</b>	331,539.82
<b>Disbursement Acct</b>	0.00
<b>MLGIP</b>	215,489.57
<b>Total Bank Accounts</b>	<b>\$ 649,265.86</b>



**Greenwill Consulting:**

Couple months away from session. In December there will be a special session to address the congressional districts based on Census data. There will be a potential change for Upper Marlboro. Currently Upper Marlboro is in the 23<sup>rd</sup> congressional district. Current Senator is Ron Watson. Upper Marlboro would then be placed in Mike Jackson's District. Greenwill is keeping an eye on this currently.

Greenwill is working with Commissioners to have a legislative priority meeting with Senator Ron Watson.

**Historical Committee:**

Patti Callicott provided a report for the Historical Committee. Memories and Morsels was held on September 12, 2021. Voice enhancer was purchased and given to the Town Clerk.

No Archive Session was held on September 18, 2021. Next Archive Session will be held on Saturday, October 16, 2021.

**Events Committee:**

Commissioner Franklin provided a report for the Events Committee. They are working on decorations and candy donations for Trunk or Treat.

Discussed Christmas event and ideas for that. Possible holiday event will take place on December 4, 2021.

Free tickets available for Trunk or Treat on EventBrite.

**Sustainable Communities:**

Evelyn Stephens currently traveling. No report provided.

**Arts Council:**

Town Administrator Kyle Snyder provided the report. Happy Leaf Arts Festival taking place on Sunday, October 17, 2021 (Rain Date) on Main Street. Live music and poetry.

Mural survey results will be made available soon. Checks have been cut for artists who submitted proposals.

## Green Team:

Darrellyne Strother stated the Green Team is working on the community garden. Seedlings have been planted in pots that will need to be transplanted.

## CERT:

CERT Team participated in the Town movie night. For the month of September they had 111 volunteer and service worker hours. Pond clean up will October 23, 2021 8:30am until 11:30am. Pond Clean Up is open to the public.

## Commissioner Reports

Commissioner Franklin: Vision Plan article has been submitted for the “Landings” Newsletter. Will be working with Town Administrator to create a portal along with a survey.

Commissioner Duckett: No report provided

President Pennoyer: literally just returned from the MML Fall Conference.

## Business:

### 1) Code Appeal: 14311 Rectory Lane (Board Discussion)

Discussion was held regarding code violations at the property located at 14311 Rectory Lane. Property belongs to Bryan Bontrager. Mr. Bontrager and Town Commission held a discussion regarding the ordinance and violations given. Homeowner wants the violations dismissed. Mr. Bontrager states there is no ordinance that controls the cosmetic conditions of his home. Ordinance was written in 2016 and did not include much Town input.

Action: Board of Town Commissioners will make a decision regarding the code violations at the November, 2021 Regular Town Meeting. Ordinance needs to be revisited and revised with Town input.

### 2) POD Permit Extension: 14133 Spring Branch Road (Board Approval)

Tanya Barnes located at 14133 Spring Branch Road has a POD for storage. She completed an application for a 2<sup>nd</sup> extension. POD has been located at the property for over a year. Tanya Barnes requested for the POD to be picked up at the end of October, 2021.

Action: Letter will be sent to Tanya Barnes confirming that POD must be removed by Sunday, October 31, 2021.

3) **Town Roadway & Survey RFP (Board Approval)**

**Action: Consensus from the Town Commissioners was made to release the Town Roadway & Survey RFP. Consensus: Commissioner Franklin – Yes, Commissioner Duckett – Yes, President Pennoyer – Yes.**

4) **Resolution 2021-24: Police Vehicle Lease Agreement (Board Vote)**

**\$25,000 budgeted for police vehicle purchases in this fiscal year.**

**Action: Commissioner Franklin made a motion to approve Resolution 2021-24. Seconded by Commissioner Duckett. Vote: Commissioner Franklin – Yes, Commissioner Duckett – Yes and President Pennoyer – Yes.**

5) **Annexation Phase 2 & 3 Plan (Board Discussion & Vote)**

**120 properties have asked to become part of the Town limits. Public hearing will take place on Tuesday, November 30, 2021. Annexation will take effect on January 14, 2022 45 days after Enactment. Town Clerk Hoatson read the Annexation Plan Introduction.**

**Action: Commissioner Duckett made a motion to approve Annexation Plan. Seconded by Commissioner Franklin. Vote: Commissioner Franklin – Yes, Commissioner Duckett – Yes and President Pennoyer – Yes.**

**Annexation Resolution will be approved at a later date.**

**Administrative Updates**

**Legislation, Projects and Initiatives**

**Town Administrator Kyle Snyder gave an update on legislation, projects and initiatives moving forward.**

**General Commissioner & Staff items:**

**Patti Callicott asked about the pallets in the pond and dirt bikes on Route 4. Wanted to know if State will provide more assistance to enforce the law.**

**Public Comment**

**None**

**Motion to adjourn made by Commissioner Franklin and seconded by Commissioner Duckett.**

**Adjournment at 9:21PM**

Respectfully submitted,

John Hoatson, Town Clerk