

Town of Upper Marlboro
REGULAR TOWN MEETING MINUTES
September 14, 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 (Excused Absence); 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: TUMHC Archivist Brian Callicott; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Ray Feldmann/Feldmann Communications Strategies LLC; Jacob Moore / Greenwill, Wanda G. Melvin Mason, Stacy Jordan

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 August 10, 2021, the Regular Board Work Session minutes from August 24, 2021, and the Treasurer's Report as of August 31, 2021. President Pennoyer seconded. All Board minutes from August Town Meeting and Regular Work Session, plus, the August Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

Public Safety:

Traffic Complaint 1	Commercial Alarm 8	Fraud Report 1
Domestic Call 4	Check on Welfare 1	Hit & Run Call 1
Residential Alarm 1	Death Report 1	Lost Property 2
Vehicle Accident 1	Loud Music 1	Disorderly Call 3
Theft Report 2	Miscellaneous Report 1	Trespassing Call 1
Suspicious Auto 6	Vandalism Call 1	Suspicious Person 5

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.

Chief Burse participated in a conference call with the Maryland Chief's Association.

Chief Burse and Sgt. Irby monitored a small protest at the Prince George's County Courthouse.

Chief Burse participated in the CERT monthly meeting.

Sgt. Irby completed In-Service & Firearms training with the Prince George's County Police.

Chief Burse participated in a virtual meeting with the Office of the County Executive regarding the municipal partnership with the Prince George's County Police & Fire Department

Chief Burse and Kyle Snyder reviewed the submitted proposals for the Speed and Red-Light Cameras.

Chief Burse and Mayor Pennoyer participated in the installation of the new leader of the International Moose Lodge.

Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Cruzin' Main Street Car Show.

Chief Burse assisted the City of Bowie Police Department with their Property & Evidence Audit.

Public Works:

Public Works Related

Orders for new dump body truck and trailer put in to Chesapeake Ford and TWP Motorsports.

New PWC M. Sheckels onboarded and began training in PW operations and equipment.

PW Vehicles inspected by County Health and DOE inspectors for annual update.

PWD and TA Snyder met with representatives of Dennison Landscaping and Landscape Design to get ideas and quotes for Cahn Memorial beautification.

PWD held individual meeting with Crew Leads ensure new roles and expected duties were understood.

PWC were signed up for a National Traffic Incident Management Training course that took place in September.

Maintenance and Beautification

Maintenance of the PW generator and weed eaters performed in house. Tractor sent to Kubota for a once over and minor issues.

Trucks 215 and 216 sent in for routine maintenance.

Pet waste station supplies ordered.

Street and Sidewalk

PWD met with County Inspector Watson to show and inspect all sinkholes within the county's right of way.

Fallen tree on Old Crain Hwy resulted in traffic control and partial shutdown.

PWD submitted a list of service requests for issues in the MDOT right of way.

PW completed set up and take down of road closures for Cruzin on Main.

Weather Related Activities-

PWC acquired sandbags to divert stormwater around the PW office in preparation for the remnants of Ira.

Refuse Accumulations

Bulk day accumulations for solid wastes (Landfill) are 4.89 tons. Bulk day accumulations for yard waste collections are 3.94 tons. We had no dump body rentals for the month.

Finance Department:

**Town of Upper Marlboro
August 2021 Treasurer Report
July 2021 – June 2022**

REVENUE

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
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	\$ 28,590.94	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 4,891.77	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 1,087.01	\$ 5,000.00
	TOTAL	\$ 51,189.69	\$ 240,869.00

Intergovernmental			
6240	Financial Corporation Tax	\$ -	\$ 9,145.00
6280	Highway User Fee	\$ 5,621.47	\$ 27,725.00
6310	Disposal Fee Rebate	\$ -	\$ 1,750.00
	TOTAL	\$ 5,621.47	\$ 38,620.00

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

Taxes

6101	Commercial	\$ 51,218.18	\$ 189,541.00
6102	Non-Commercial	\$ 1,751.18	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 16,765.52	\$ 35,555.00
6105	Public Utilities	\$ -	\$ 700,999.00
6106	Income Taxes	\$ 4,421.07	\$ 315,000.00
	TOTAL	\$ 74,155.95	\$ 1,417,793.00

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
	TOTAL	\$ 29,639.00	\$ 36,000.00

Operating

8077	Public Notices	\$ 200.00	\$ 1,500.00
8080	Bank Charges	\$ 4,548.27	\$ 20,000.00
8086	Trainings & Memberships	\$ 1,638.01	\$ 5,000.00
8090	Postage	\$ 241.84	\$ 3,000.00
8092	Printing	\$ 2,912.64	\$ 7,500.00
8130	General Supplies	\$ 6,490.81	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 1,008.56	\$ 5,000.00
8161	Mobile Phones	\$ 152.40	\$ 4,000.00
8162	Town Elections	\$ -	\$ 1,200.00
8165	Town Hall Utilities	\$ 2,160.92	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 3,127.50	\$ 10,000.00
8200	Other	\$ 704.48	\$ 2,000.00
	Total	\$ 23,860.21	\$ 81,200.00

	General Government Total	\$ 178,798.79	\$ 784,279.00
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PUBLIC SAFETY

	Public Safety Salary & Wages	\$ 30,757.28	\$ 401,620.00
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Public Safety Operating

8273	Uniforms	\$ 725.33	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ -	\$ 5,000.00
8275	Training & Memberships	\$ 623.74	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 875.00	\$ 1,000.00
8280	Supplies	\$ 201.71	\$ 3,000.00
8281	Mobile Phone	\$ 268.18	\$ 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
	TOTAL	\$	2,693.96	\$	31,250.00

6530.2022.03	GOCCP State Aid	\$	1,042.06	\$	16,400.00
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8330	Debt Service	\$	-	\$	32,525.00
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	Public Safety Total	\$	34,493.30	\$	481,795.00
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PUBLIC WORKS					
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	Salary & Wages	\$	20,663.61	\$	225,500.00
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Public Works Operating

8375	Uniforms	\$	-	\$	750.00
8377	Training & Memberships	\$	75.00	\$	500.00
8380	Other	\$	-	\$	1,500.00
8390	Streets Maintenance	\$	372.74	\$	4,000.00
8391	Weather Related Expenses	\$	-	\$	2,500.00
8400	Streetlight Electricity	\$	2,876.97	\$	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
8488	Mobile Phones	\$	46.80	\$	2,500.00
8490	Maintenance & Repairs	\$	1,012.79	\$	6,200.00
8491	Beautification	\$	-	\$	2,500.00
8492	Small Tools & Equipment	\$	1,781.25	\$	2,500.00
8493	Septic Tank	\$	-	\$	1,200.00
8545	Mosquito Control	\$	-	\$	1,400.00
	TOTAL	\$	6,525.99	\$	61,050.00

6530.2022.06	State Street Scape	\$	-	\$	20,000.00
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Refuse Collection

8546	Residential Waste Collection	\$	7,980.19	\$	41,124.00
8547	Residential Recycle Collection	\$	1,639.00	\$	9,834.00

8548	Bulk & Yard Waste	\$ 222.75	\$ 3,600.00
	TOTAL	\$ 9,841.94	\$ 54,558.00
Public Works Total		\$ 37,031.54	\$ 361,108.00
Total Expenses		\$ 250,323.63	\$ 1,627,182.00
Net Operating Income		\$ -118,708.98	\$ 0.00

OTHER FUND BALANCES

	REVENUE	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	\$ -	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 1,870.90	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 31,521.00	\$ 66,000.00
TOTALS	\$ 332,475.57	\$ 38,933.96	\$ 581,396.00

COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 648.53	\$ 648.53	\$ 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
TOTALS	\$ 688.52	\$ 688.52	\$ 17,750.00

Committee Reports —

Greenwill Consulting

Jacob Moore: General Assembly has been pretty quiet. Starting in probably October a lot of pre-legislative work will be done. Prince George's Delegation bill list will be created that the full delegation body will be supporting come January.

They are starting to put together the budget for next year. That comes from the Governor's office, but the committees also put thing together.

Maryland Department of Environment for flood mitigation money.

Speaking with Senator Watson to have a pre-legislative meeting with Mayor / Commissioners of Town of Upper Marlboro to discuss what 2022 is looking like. That meeting will probably come in mid October right before the Prince George's County delegation starts their discussions.

Historical Committee

Brian Callicott spoke on behalf of the Historical Committee.

Historical Committee has participated in events. Cruzin on Main Street on August 29, 2021. Met a new neighbor who lives on Marlboro Pike. Has log discussions with area residents. Gave out business cards with the QR codes for the walking tour. Walking tour is now online.

Memories and Morsels was held on September 12, 2021. 5 people attended the event. The event is focused on meeting people and trading stories / oral history of the Town. Lewis Buck attended the event and provided some historical facts: movie that was filmed in Town, "Black Like Me", 1964 starring actor James Whitmore. Discussion of old funeral home, bowling alley, swimming hole and train. Pope Creek Line original depot has been converted into a business.

Archive session to be held on Saturday, September 18, 2021 at 10:00 AM.

Forestry Board cancelled the tree tour because of COVID-19. They are still interested.

Doing some planning for the Town Trunk or Treat Event.

Commissioner Franklin apologized to the Historical Committee for missing Memories and Morsels. She had to work that day.

Events Committee

Wanda Glasper spoke and provided a report for the Events Committee.

Movie night was held on September 11, 2021. Town staff got screen and projector up and running. 115 people attended event. Providence St. John Baptist Church collected can goods and provided snacks and water. Food truck vendor was there selling ice cream and cupcakes.

Events Committee was present on Cruzin Main Street. They spoke to people about upcoming events and what they do.

Next movie night is on Saturday, October 9, 2021. They will be showing CoCo.

Waiting on Board of Commissioner approval for Town Trunk or Treat on Saturday, October 30, 2021. Item is later on the agenda for discussion.

Sustainable Communities

Evelyn Stephens provided a report. They are planning to work with two interested parties who would like to apply for the façade improvement plan / CIP Grant. Working on standing a business association. Hoping to have more information on the next report.

Arts Council

5 proposals back on the murals on Main Street project. 2 historical murals and 3 for the one on Water Street. Will be creating a Survey Monkey for voting. Once selected they will be applying for a grant. Murals will be completed by Spring, 2022.

Arts Council is also working on the Happy Leaf Festival scheduled for Sunday, October 10, 2021. 10:00 am until 4:00 PM. Will have Sip and Paint, vendors, poetry.

President Pennoyer stated she was very impressed with the submissions for the murals.

Green Team

Green Team is working on a Community Garden at Providence St. John Baptist Church.

Stacy from the church has been working very hard to get donations. Meeting on Friday, September 17, 2021 to put fencing up, getting soil down and seedlings.

They are also looking and working on bylaws for the Green Team. They will hopefully have a formal budget and bylaws by next month.

CERT

CERT team met in August and participated in Cruzin on Main Street. CERT Team has 48 event hours and 350 hours event and education hours total.

Commissioner Reports

Commissioner Franklin

Commissioner Franklin continues to work on the vision plan.

Commissioner Duckett

No report provided

President Pennoyer

No report provided

Business:

1) Code Appeal 14105 Spring Branch Road (Board Discussion)

Homeowner is Janet Wyville. Code Enforcement Officer Vickie Stewart provided a report. On June 1, 2021 the Town received a complaint with regards to Ms. Wyville's backyard.

A green card was left asking to bring things into compliance. Resident did not respond to the green card.

Landscaping company did come and take care of some of the items. By June 28, 2021 things were take care of. Another complaint was made on August 24, 2021.

Neighbors should not have to deal with vines and overgrowth.

Board of Commissioners approved that Janet Wyville must pay the fine. Town Administrator Kyle Snyder will send a letter on behalf of the Board of Commissioners and advise of the decision of the Board of Commissioners.

2) Board Approval & Swearing-In of Board of Supervisors of Elections: Evelyn Stephens and Yvonne Tucker (Board Vote)

(Vote) 2-2 Motion made by President Penoyer and seconded by Commissioner Frankin to appoint Evelyn Stephens and Yvonne Tucket to the Board of Supervisors of Elections.

President Penoyer then swore both Evelyn Stephens and Yvonne Tucker into office as Supervisors of the Board of Supervisors of Elections.

3) Emergency Ordinance 2021-05: Town Elections Procedures (Board Discussion)

Commissioner Franklin asked that Board of Supervisors of Elections have time to review and provide feedback on the Ordinance.

Town Administrator Kyle Snyder advised that Ordinance 2021-05 has not been through full legal review as of yet. Town Clerk is meeting with Board of Supervisors of Elections to go over the Election Ordinance. Will remain an emergency ordinance that will go into effect right away and not wait 20 days.

Some of the changes include: This Ordinance is based on the Town of Berwyn Heights.

Changes timelines, sets compensation rates for Board of Supervisors of Elections and Election Judges.

Sets criteria for Absentee Ballots. Gives guidance on election signage.

Order of the ballot would not be alphabetical but by the draw of a hat.

Ballot questions can be done by simple resolution.

On Election Day, Commissioners and Mayor cannot be at Town Hall. They can come to Town Hall to vote and leave. If need be, Mayor can come into Town Hall via other doors to conduct business if in case of emergency.

4) Resolution 2021-22: Formally Appoint Town Administrator / Chief of Police (Board Vote)

(Vote) 2-2 Motion made by President Pennoyer and seconded by Commissioner Franklin. Resolution 2021-22 Passed.

Chief of Police David Burse is not being sworn-in.

Town Administrator Kyle Snyder will be sworn in on Wednesday, September 15, 2021.

5) Resolution 2021-23: Main Street Maryland Affiliate (Board Vote)

(Vote) 2-2 Motion made by President Pennoyer and seconded by Commissioner Franklin. Resolution 2021-23 Passed

Exact resolution Board passed a year ago. Language has been approved. Once Board approves it, Town of Upper Marlboro will be participating in the Main Street Maryland Affiliate Program.

6) Annexation Phase 2 & 3 Update (Board Discussion)

Town Administrator Kyle Snyder provided an update on the Annexation Phase 2 & 3. Enough consent for Phase 2 & 3. Town Attorney is working on documents and timeline. Valley Lane is a topic of discussion for the Town. Staff is presenting to the Board because the Town cannot provide services to those 3 residences. Staff is proposing two additional properties on Stevenson.

7) Trunk or Treat Plan (Discussion / Board Approval)

Commissioner Franklin provided an update on the Town Trunk or Treat Plan.

Worked with the Events Team and Chief Burse on the plan. Due to COVID-19 CERT and Events Committee recommended having a drive-thru event.

This will be a free ticketed event.

Commissioner Franklin has verified no other events that day on the fields.

Traffic comes in on Old Crain Highway turn into School Lane, they will drive by decorated trunks and pick up their bags of candy.

Once plan is approved, Events Committee will reach out to other committees and ask for assistance.

President Pennoyer stated she thinks it is a good thing to partner with Darnall's Chance.

It needs to come together as a community event.

Need to sit down and talk at the table to work on a comprehensive plan.

Concern from Events Committee is to know the event is not going to be cancelled this year.

Meeting will be held between all parties involved including CERT, Public Safety and Board of Commissioners to see how to combine events to make it greater for the Town of Upper Marlboro.

Administrative Updates

Legislation, Projects and Initiatives

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

General Commissioner & Staff items:

Attorney RFP: Town has received one submission.

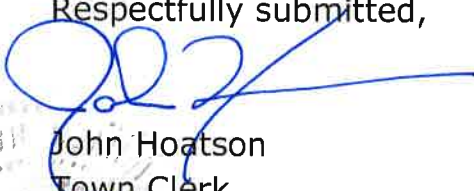
Burch trash contract is going up from \$11.00 to \$12.82 – over \$5,000 additional annually. County increased their rates, so they had to increase our rate.

Public Comment

None

Adjournment at 9:04 PM

Respectfully submitted,


John Hoatson
Town Clerk