

**Town of Upper Marlboro**  
**Board Gathering**  
**An Educational Session on Local Government**  
**September 16, 2020 • 5:00 p.m.**  
Approved Minutes

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/84933869870>  
Meeting ID: 849 3386 9870; Dial-in only: 301-715-8592

**Call to Order**

The meeting was called to order at 5:12 p.m.

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

Staff present: M. David Williams/Town Clerk; and Kyle Snyder/Town Administrator.

**Pledge of Allegiance**

**Presentation**

With unanimous consent to the Agenda, President Pennoyer gave the floor to Town Attorney Kevin J. Best, Esq. who delivered an Educational Session for the newly elected Commissioners.

Structures of Local Government: It was noted during the overview that the Town's form of government is the oldest of the basic three types, but in modern times, most all municipalities are hybridized forms, depending on Charter rules and special attributes of the Town or City.

Maryland Open Meetings Act: The importance of having at least one official in the governing body be trained in the FOIA and/or MPIA was emphasized during the 2-hour overview.

Annexation Process Requirements: Guidance on procedures was given to help ensure success with timelines, community outreach, and stages of State and County approval and notification.

**Adjournment**

President Pennoyer made a motion to adjourn, Commissioner Franklin seconded the motion. With all in favor, the Board gathering was adjourned at 7:00 p.m.

Respectfully submitted,

  
M. David Williams  
Town Clerk

