

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners EXTRA WORK SESSION

May 18, 2021 – 11:00 a.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://us02web.zoom.us/j/85451683537> Video Meeting ID: 854 5168 3537, or,

Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

Work Sessions are open to public observation, however, public participation is at the discretion of the Board.

Roll Call

Pledge of Allegiance

Business

- Resolution 2021-15 CPJ Proposal Approval (Board vote)
- FY2022 Town Operating Budget (Board discussion)
- FY2021 Budget Amendments (Board discussion)

Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217
See back of Agenda for Public Comment Procedures*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

The Town of Upper Marlboro

RESOLUTION: 2021-15
SESSION: Regular Town Meeting
DATED: May 18, 2020

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO APPROVE A PROPOSAL FROM CHARLES P. JOHNSON & ASSOCIATES, INC. TO PREPARE A METES & BOUNDS SURVEY AND MAP EXHIBIT FOR PHASE 2 & 3 OF THE TOWN'S ANNEXATION PLAN

WHEREAS, the Town is authorized by the Town Charter and provisions of the Local Government Article, Section 4-401 *et seq.* of the Annotated Code of Maryland (the "Maryland Code") to expand its municipal boundaries by annexing lands which are adjoining and contiguous; and

WHEREAS, said Article of the Maryland Code requires that a metes and bounds survey description of the property proposed for annexation be included in the annexation resolution as well as referenced in other related public documents to be prepared in accordance with applicable law; and

WHEREAS, the properties proposed to be annexed will consist of an area consisting of approximately 480 acres (407 acres within residential/commercial property limits, and 73 acres within various public road rights-of-way), also described as Phase 2 & 3 of the Town's Annexation Plan; and

WHEREAS, the Council finds that it is in the best interest of the Town to proceed with the proposed annexation to be known as the 2nd Annexation and prepare the necessary documents to initiate the municipal annexation process for the aforesaid properties; and

WHEREAS, Ordinance 2011-02 (Procurement), Section 6(d) Professional services states that "Selection of professional service contractors for the Town may be procured by methods set forth in Section 3 or 4 of this Ordinance or by public notice and negotiation, and notwithstanding the foregoing, the Board of Commissioners may select individuals or firms to provide continuing professional services by whatever procedure the Board deems appropriate and in the best interests of the Town;" and

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated for this project under the "Annexation" line item in the FY 2021 Town Budget, which includes the scope of the subject proposal, CHARLES P. JOHNSON & ASSOCIATES, INC. (CPJ), incorporated herein by reference as Exhibit 1, and a Maryland Corporation, is a local, responsible offeror, in good standing with the State, whose proposal is the most advantageous to the Town taking into consideration price and the other evaluation factors.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this _____ day of _____, 2021, that the Town Board of Commissioners hereby authorizes the President to execute a Proposal dated May 10th, 2021 from CHARLES P. JOHNSON & ASSOCIATES, INC, for the amount not to exceed \$17,000 and to execute any relevant contract documents.

ATTEST:

THE TOWN OF UPPER MARLBORO

Clerk

Linda Pennoyer, President

Date: _____

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

[Exhibit 1 – Proposal of Charles P. Johnson & Associates, Inc., dated May 10th, 2021 for Annexation Property - Town of Upper Marlboro, Phase 2 & 3 Annexations, Prince George's County, Maryland, Job Number: 2019-1204-700]

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this _____ day of _____, 2021.

M. David Williams, Town Clerk



Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

1751 Elton Rd., Ste. 300 Silver Spring, MD 20903 301-434-7000 Fax: 301-434-9394

www.cpja.com • Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

May 10, 2021

Town of Upper Marlboro
14211 School Lane
Upper Marlboro, MD 20772

Attention: Mayor Pennoyer and Board of Town
Commissioners
CC: Mr. Kevin Best

RE: Town of Upper Marlboro
Phase 2 & 3 Annexations
Prince George's County, Maryland
Job Number: 2019-1204-700

Dear Mayor Pennoyer and Board of Town Commissioners,

We appreciate the opportunity to present our proposal to provide professional services for the referenced project.

Task	Fee
944 Revised Phases 2 & 3 Services to prepare a metes and bounds description and an annexation exhibit for those properties outlined in the Town of Upper Marlboro Annexation Strategy as outlined in a spreadsheet and aerial map provided by Kyle Snyder via email on March 22 & 25, 2021, respectively. The fee includes reviewing the original description of the Corporate Limits as outlined in the Town Charter and preparing it for additions. Approximately 480 acres (407 acres within residential/commercial property limits and 73 acres within various road rights-of-way).	\$16,465.00 (Lump Sum)

Enclosure A is an integral part of this agreement.

Work requested which is not covered by this or subsequent proposals and/ or time basis items shall be undertaken at our prevailing hourly rates (see attachment).

Mayor Pennoyer and Board of Town Commissioners
Town of Upper Marlboro
Town of Upper Marlboro
Phase 2 & 3 Annexations
May 10, 2021
Page 2

Thank you for affording us the opportunity to present this proposal. We look forward to participating in this project and should further information be necessary, please contact us.

Respectfully submitted,



Steven Jones
Division Manager

Enclosure

WE HEREBY AUTHORIZE CHARLES P. JOHNSON & ASSOCIATES, INC., TO PROCEED IN ACCORDANCE WITH THE ABOVE PROPOSAL.

Organization: _____ **Date:** _____
By: _____ **Title:** _____



PREVAILING HOURLY RATES. EFFECTIVE JANUARY 1, 2021

Regional Manager	\$ 350.00
Operations Manager	250.00
Division Manager	205.00
Section Head/Project Manager	180.00
Sr. Designer/Sr. Surveyor	160.00
Designer/Surveyor	130.00
Permits Processing	125.00
CAD Technician	110.00
Field Survey Crew	185.00
Administrative	80.00



ENCLOSURE A - STANDARD CONDITIONS (GENERAL)

1. Whereas Charles P. Johnson and Associates, Inc. (CPJ) has endeavored to include all foreseeable agency requirements within the scope of services, no assurance is given that all operations are in fact included. Fees quoted are for the specific operations described; additional operations required will be quoted when the scope is determined.
2. The fees quoted for design plans are for the work necessary to comply with agency submittal requirements and regulations consistent with good design practice, and assume normal processing with the appropriate agencies including minor revisions as may be required during the review process. In the event that substantial modifications are required following the initial submission as a result of change in agency requirements, discretionary requirements by agency reviewers, or client request, it is understood that the additional work will be billed on a revised proposal or time basis as directed by the client.
3. In the event client elects to proceed with the design of plans concurrently, it is understood that any extra work required, by virtue of change in plans by any approving agency or the client, will be billed on a time basis. Changes in one plan may result in extra work on all other plans.
4. Client may stop work at any time on any or all operations covered by this proposal. Client will be responsible for payment of all time expended, billed or unbilled, prior to notice to cease work.
5. Client expressly agrees to CPJ's option to stop work on any operation covered by this proposal in the event of nonpayment within ninety (90) days of the invoice.
6. Bills will be rendered on a monthly progress or phase completion and payment is due within thirty (30) days. A monthly interest charge of one (1) percent may be charged against accounts more than sixty (60) days past due, from the date of invoice. Questions regarding any bill must be presented in written form within thirty (30) days of the disputed invoice. After thirty (30) days all invoices will be deemed correct. In the event that CPJ elects to utilize a collection service to collect payments due, the client will be liable for all collection and attorney fees.
7. Operations quoted but not required will not be billed.
8. Client will furnish to CPJ for their records a copy of all easement documents prepared by CPJ and recorded by the client.
9. CPJ will furnish two (2) copies of all approved plans produced under this agreement. Copies required for agency submission and for client use will be billed. Reproduction costs and filing fees required for plans and for plats are not included in the fees quoted.
10. CPJ's liability under this agreement shall be limited to damages resulting from CPJ's errors, omissions or negligent acts arising from the services performed pursuant to this agreement. CPJ will not be held responsible for any claims based on delay of project in design or construction phase. CPJ's liability is limited to the coverage amount of CPJ's insurance.
11. In the event the client elects to utilize another consultant for construction stakeout, CPJ must be sent all grade/cut sheets for approval prior to construction. CPJ will review all grade/cut sheets within one (1) business day from receipt. Failure by the client to give CPJ the opportunity to approve all grade/cut sheets will result in the client accepting liability for any construction issues/errors.
12. CPJ prepares plans utilizing computer programs that result in an electronic version of the plans. A mylar or paper printed version is made from the electronic files. Only a fully executed mylar or paper version of the plan has been approved by the appropriate agencies. The work product delivered pursuant to this contract is paper copies of the approved plans/documents. The electronic plan files shall remain the property of CPJ. CPJ may from time to time consent to transfer the electronic files to a third party if requested by the client. The client hereby expressly agrees that CPJ shall have no liability for the accuracy or suitability for any use of the electronic files. The electronic files are expressly not to be used for construction. Only the signed approved mylar or paper copy is to be used for construction.
13. This proposal is subject to renegotiation after a period of one (1) year from the proposal date.
14. Operations invoiced on a "time basis" will be billed at the prevailing hourly rates at the time of invoicing.
15. These conditions apply to all subsequent operations performed for this project.

Town of Upper Marlboro
DRAFT FY2022 Budget
 July 2021 - June 2022

REVENUE

BUDGET CODE	DESCRIPTION	FY2022 AMOUNT
	Fines, Licenses & Permits	
6154	Franchise Fee	\$ 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	\$ 8,250.00
6354	Room Rental	\$ 500.00
6355	Parking Meters	\$ 160,000.00
6381	Parking Fines/Penalties	\$ 35,000.00
6383	Red Light Camera	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 5,000.00
	TOTAL	\$ 224,950.00

	Intergovernmental	
6240	Financial Corporation Tax	\$ 9,145.00
6260	Highway User Fee	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,750.00
	TOTAL	\$ 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
6396	Other	\$ 1,000.00
	TOTAL	\$ 7,250.00

	Taxes	
6101	Commercial	\$ 181,321.00
6102	Non-Commercial	\$ 166,386.00
6103	Delinquent - RE	\$ 5,000.00
6104	BPPT - FY2022	\$ 35,555.00
6105	Public Utilities	\$ 700,999.00
6106	Income Taxes	\$ 305,000.00
	TOTAL	\$ 1,394,261.00

Total Revenue **\$ 1,665,081.00**

GENERAL GOVERNMENT

	Administrative Salary & Wages	\$ 248,250.00
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	Payroll Deductions & Benefits	
8124	Employer Tax	\$ 56,000.00
8125	Pension Benefits	\$ 60,000.00
8126	Medical Employee Benefits	\$ 110,000.00
8128	Life Insurance	\$ 6,800.00
	TOTAL	\$ 232,800.00

	Professional Services	
8073	Accounting Services	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 5,000.00
8110	Town Attorney & Legal	\$ 55,000.00
8115	IT Support & Equipment	\$ 10,000.00
8205	Media Relations	\$ 18,000.00
8206	Government Relations	\$ 36,000.00
8207	Human Resource Services	\$ 12,000.00
8208	Planning Firm	\$ -
	TOTAL	\$ 174,000.00

	Insurance & Benefits	
8120	General Liability	\$ 15,000.00
8121	Bonds	\$ 500.00
8122	Workers Compensation	\$ 15,500.00
8123	Insurance Claims	\$ 5,000.00
	TOTAL	\$ 36,000.00

	Operating	
8077	Public Notices	\$ 1,500.00
8080	Bank Charges	\$ 20,000.00
8086	Trainings & Memberships	\$ 5,000.00
8090	Postage	\$ 3,000.00
8092	Printing	\$ 7,500.00
8130	Office Supplies	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 1,000.00
8160	Town Hall Office Phones	\$ 5,000.00
8161	Mobile Phones	\$ 4,000.00
8162	Town Elections	\$ 1,200.00
8165	Town Hall Utilities	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 10,000.00
8200	Other	\$ 2,000.00
	TOTAL	\$ 81,200.00

General Government Total **\$ 772,250.00**

PUBLIC SAFETY

	Public Safety Salary & Wages	\$	388,555.00
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Public Safety Operating			
8273	Uniforms	\$	2,000.00
8274	Weapons & Duty Equipment	\$	5,000.00
8275	Training & Memberships	\$	1,500.00
8277	Substance Testing/Pre Employment	\$	1,000.00
8280	Supplies	\$	3,000.00
8281	Mobile Phone	\$	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	\$	31,250.00

8330	Debt Service	\$	32,525.00
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Public Safety Total	\$	452,330.00
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PUBLIC WORKS

	Salary & Wages	\$	194,697.00
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Public Works Operating			
8375	Uniforms	\$	750.00
8377	Training & Memberships	\$	500.00
8380	Other	\$	1,500.00
8390	Streets Maintenance	\$	4,000.00
8391	Weather Related Expenses	\$	2,500.00
8400	Streetlight Electricity	\$	21,500.00
8405	Vehicle Repairs	\$	3,000.00
8410	Vehicle Maintenance	\$	3,500.00
8415	Vehicle Fuel	\$	4,000.00
8488	PWF Utilities	\$	3,500.00
8488	Mobile Phones	\$	2,500.00
8490	Maintenance & Repairs	\$	6,200.00
8491	Beautification	\$	2,500.00
8492	Small Tools & Equipment	\$	2,500.00
8493	Septic Tank	\$	1,200.00
8545	Mosquito Control	\$	1,400.00
	TOTAL	\$	61,050.00

Refuse Collection			
8546	Residential Waste Collection	\$	41,124.00
8547	Residential Recycle Collection	\$	9,834.00
8548	Bulk & Yard Waste	\$	3,600.00

	TOTAL	\$	54,558.00
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Public Works Total	\$	310,305.00
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Transfers to Other Funds

6530.2022	Grants	\$	30,000.00
5000	ARP - American Recovery Fund	\$	-
7000	Committee Expenses	\$	17,750.00
6000	Replensish Reserve Transfer	\$	16,446.00
9000	Capital Improvement Projects	\$	66,000.00

Transfers Total	\$	130,196.00
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Total Expenses	\$	1,665,081.00
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Budgeted Revenues and Expenses	\$	-
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Town of Upper Marlboro
FY2021 Condensed Budget Adjustment
July 2020 - June 2021

Revenue	<u>Approved</u>
Fines, Licenses & Permits	
6154 Franchise Fee	\$ 16,000.00
6280 Trader's License Fees	\$ 1,000.00
6350 Permits/Rentals	\$ 15,500.00
6355 Parking Meters	\$ 290,666.00
6381 Parking Fines/Penalties	\$ 21,000.00
6550 Pub/Edu/Govt Broadcasting	\$ 2,500.00
Total Fines, Licenses, Permits	\$ 346,666.00
Grants	
6530 Grants	
6530.2020-03 State Police Aid	\$ 17,317.00
6530.2020-04 Community Open Space Grant	\$ 100,000.00
6530.2020-05 Census Grant	\$ -
Total 6530 Grants	\$ 117,317.00
Intergovernmental	
6240 Financial Corporation Tax	\$ 9,145.00
6260 Highway User Fee	\$ 27,725.00
6310 Disposal Fee Rebate	\$ 2,000.00
Total Intergovernmental	\$ 38,870.00
Misc	
6390 Interest Earnings	\$ 5,000.00
6392 Sale of Property	\$ 1,500.00
6394 Refunds/Reimbursements	\$ 6,500.00
6396 Special Events/Donations	\$ 2,500.00
Total Other Revenue	\$ 15,500.00
Taxes	
6100 Real Estate Taxes	\$ 295,000.00
6101 Personal Property Taxes	\$ 390,000.00
6230 Income Taxes	\$ 160,000.00
Total Taxes	\$ 845,000.00
Total Revenue	\$ 1,363,353.00
Capital Improvement	
9000 Capital Improvement	

9000.2020-02 Transfer of Reserve	\$	110,900.00
Total Capital Improvement	\$	110,900.00
Total Income	\$	1,474,253.00

Expenses

8000 General Government

8030 Salaries - Commissioners	\$	11,400.00
8035 Salaries	\$	268,280.00
8073 Accounting	\$	18,500.00
8074 Audit	\$	20,000.00
8075 Payroll Processing	\$	5,000.00
8077 Public Notices	\$	1,800.00
8080 Bank Charges	\$	20,000.00
8086 Staff Development & Training	\$	2,500.00
8090 Postage	\$	1,200.00
8092 Printing	\$	7,500.00
8095 Community Events & Recreations	\$	10,000.00
8110 Legal	\$	55,000.00
8115 Computer Software & Support	\$	9,000.00
8120 Insurance	\$	12,000.00
8130 Supplies	\$	5,000.00
8131 Ofc Equipment R&M	\$	1,000.00
8160 Telephone	\$	8,000.00
8165 Utilities	\$	12,000.00
8175 Public Property Maintenance	\$	8,000.00
8180 Grants & Awards		
8180.03 Community Open Space Grant	\$	130,000.00
Total 8180 Grants & Awards	\$	130,000.00
8185 Historical Committee	\$	750.00
8191 CERT	\$	750.00
8200 Other	\$	2,500.00
8205 Consulting Fees	\$	46,000.00
8210 Payroll Tax Expenses	\$	95,000.00

9001 Capital Improvement

9000.2020-01 Technology Upgrades	\$	-
9000.2020-02 Parking Meter Upgrades	\$	-
9000.05 Annexation	\$	30,000.00
Total 8230 Capital Improvement	\$	30,000.00

Total 8000 General Government	\$	781,180.00
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8250 Public Safety

8260 Salaries	\$	296,590.00
8261 Overtime	\$	2,000.00
8273 Uniforms	\$	750.00
8274 Weapons & Duty Equipment	\$	3,500.00
8275 Staff Training	\$	300.00
8277 Substance Testing/Pre Employment	\$	-
8280 Supplies	\$	4,200.00
8281 Association Dues	\$	500.00
8282 PS Insurance	\$	5,000.00
8290 Payroll Tax Expenses	\$	58,550.00
8300 Vehicle Repairs	\$	750.00
8301 Vehicle Maintenance	\$	3,000.00
8302 Vehicle Fuel	\$	2,500.00
8320 Other	\$	1,500.00
8325 GOCCP State Aid	\$	17,317.00
8330 Capital Improvement		
8330.01 Technology	\$	-
8330.03 Debt Service (FY2020)	\$	33,000.00
8330.04 Energy Conservation	\$	-
Total 8330 Capital Improvement	\$	33,000.00
Total 8250 Public Safety	\$	429,457.00

8350 Public Works

8360 Salaries	\$	118,380.00
8361 Overtime	\$	500.00
8370 Payroll Tax Expenses	\$	35,000.00
8375 Uniforms	\$	500.00
8377 Dues	\$	200.00
8380 Other	\$	750.00
8383 PW Insurance	\$	6,500.00
8390 Streets Maintenance	\$	3,000.00
8391 Weather Related Expenses	\$	2,500.00
8400 Highway Lighting	\$	21,500.00
8405 Vehicle Repairs	\$	2,000.00
8410 Vehicle Maintenance	\$	1,000.00
8415 Vehicle Fuel	\$	2,500.00
8487 Substance Testing	\$	-
8490 Utilities	\$	3,000.00
8491 PWF-Maint/Repairs/Beautificatio	\$	9,000.00
8493 Septic Tank	\$	1,200.00
8545 Sanitation	\$	56,086.00

Total 8350 Public Works	\$ 263,616.00
Total Expenses	\$ 1,474,253.00
Net Operating Income	\$ -