

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Extra Work Session Minutes

“FY2022 Town Operating Budget”

April 20, 2021 - 11:00 a.m.

Approved

This meeting was conducted via Zoom Video Conference:

<https://us02web.zoom.us/j/85451683537>

Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

Call to Order

- Meeting was brought to order at 11:00 a.m.
- Pledge of Allegiance
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; PW Superintendent Darnell Bond; Finance and Human Resources Director William Morgan; and Deputy Clerk/A.A. Lucy Wade.
- Pledge of Allegiance

Business

- 1) General Government FY22 Budget & Town Capital Improvement Plan (C.I.P.):
TA Snyder delivered an overview with updates of existing and proposed projects and initiatives that included: Staffing & Consultant levels/development; Annexation Phases 2 & 3; Elections Charter Amendment Resolution; County, State and Federal Relationship building; Obtaining “Main Street Maryland” designation; Vacant property tax structure; Refuse-collection ordinance; Safely reinstating community events/post COVID; Town Financial Policies; Community outreach/communications upgrades; Sustainable Maryland Certified designation; Downtown “Social Justice Trail” development & trails connectivity; County Council Redistricting Commission; and, continued partnership with the Red Cross.
Other C.I.P. items reviewed included: Town beautification initiatives; Cable Access & AV Broadcasting upgrades; Town roadway design & engineering study; Main Street pocket park; Economic Development PAMC Business Association Manager; Circuit Rider Program/Grant Writer; Marlboro VFD C.I.P. Grant; Increasing Town Recycle Bin inventory; Codification; Electric vehicle for General Government use; and a “Green” redesign for the Church Street parking lot.
Mr. Morgan noted American Rescue Plan funding may help supplement some projects. Commissioner Franklin asked how the Town could assist Marlborough Towne with street repaving. It was noted an assessment could be done through the engineering study.
- 2) Public Safety FY22 Budget & C.I.P.: Chief Burse gave an overview on future needs of the UMPD in anticipation of the growth of the Town through its annexation phases. Items put forth included: Additional officers to accommodate larger area and population; Extended hours of shifts to support 7 days per week, day and evening coverage; Separate, secure IT network and Code Enforcement database; Larger vehicle for Parking Enforcement to house meters/parts and related hardware and supplies; Two large message boards for alerts (traffic, events, meetings, etc.); and consideration for a new Police Station to accommodate an expanded police department.

- 3) Public Works FY22 Budget & C.I.P.: Superintendent Darnell Bond delivered his overview of the department's 3 major needs as the Town approaches annexation: 1.) Long-bed dump truck with dump trailer, or Roll-off system dump-body and removable stake-body; 2.) Increase staffing to two 2-person teams; 3.) Increase department salaries to be more in line and competitive with similar municipalities. In addition to the 3 top priorities, a memo was provided in the meeting packet listing other equipment needs important to Town events, Town beautification, stormwater management and Town "Green" initiatives. Items included: 1.) Leaf vacuum system; 2.) Street Sweeper system; 3.) Gas/Electric Cart; and 4.) Paving of the current Public Works Facility. Mr. Bond noted the Public Works Facility would need to be expanded, if not relocated anew, when annexation occurs, and more crewmembers come aboard. The Board granted permission for the publishing of the PW crewmembers classified ad.

Before the closing the meeting, it was noted the Town's auditing firms and other consultants, including payroll and legal services, should be reviewed every 2 years by publishing new RFPs. Further discussion included current on-boarding assistance provided by the Town's Human Resources vendor, and timelines for staff training to be provided by consultants/providers.

Adjournment

The meeting was adjourned at 12:13 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

