

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## ACTION REPORT - WORK SESSION

February 22, 2022 – 7:00 p.m.

**Call to order at 7:02 PM**

### **Roll Call:**

**President Sarah Franklin  
Commissioner Janice Duckett  
Commissioner Thomas Hanchett  
Commissioner Karen Lott  
Deputy Clerk Lucy Wade  
Police Chief David Burse  
Town Administrator Kyle Snyder**

### **Business**

#### **1) Approval of Community Garden Shared Use Agreement (Board Vote)**

**President Franklin stated that we have just about the final version of the community garden use agreement between the town and Providence St. John Baptist Church for the Green Teams Community Garden located at the 5607 Old Crain Highway.**

**It shows what the town is going to be responsible for and what the church is responsible for, and it is an annual agreement. (renews annually automatically unless someone else cancels it).**

**The garden itself is maintained and has liabilities in it that Kevin J. Best the Town's Lawyer made sure were in the agreement and makes sure that everyone is acting lawfully at all times and will carry insurance on it.**

**President Franklin provided written public comment from resident, Patti Callicott. It was read so that it could be made part of the record. She did not see the map in the exhibit 1. The exhibits are not always included so that is something the town will need to work on. What is the impact of public works? Who pays for the plants, who waters the garden? How is this being advertised to the town? What are the hours and who pays for the maintenance? Also is there a budget item to accommodate this understanding?**

**President Franklin stated, it is minimal impact on Public Works. They are coming once a week. Everything else is done through the Green Team and the Green Teams Bylaws which they will be establishing.**

**this agreement is being done now because, there are ground bees and those ground bees will attack the volunteers and they will attack our staff if we do not get the brush mowed down initially while it is still cold.**

**President Franklin stated we are adopting this so that we can go ahead and mow, but they will not be able to implement. The Green Team is going to have bylaws for the garden. They are going to have hours for the garden and all of will need to be worked out with the church.**

**The issue right now is simply an agreement that allows the towns staff to go on site and make the lot safe for volunteers.**

**Action Item: A motion was passed to approve the community garden share use agreement. 4-4 All the commissioners agreed and the motion passes.**

## **2) Structure of Government (Board Discussion)**

**President Franklin stated this part of the agenda is really the first time they are talking about this in a public forum.**

**The town is going to have five commissioners and that means changes need to be made; comments were heard from residents wanting to see things done a little differently.**

**Opened the discussion with commissioners and residents on how our government is structured and this is sort of an outline of the topics that they will be discussing.**

**President Franklin's hope tonight, was that they would first give the public the chance to say what they would like more information on X, Y, Z and talk about how they might engage them.**

**President Franklin would like to see the town do a combination of outreach. Such as survey monkeys and some outreach at community events, for example, Marlboro Day.**

**Discussions at the work sessions and also a few special Saturday sessions or something at a different time so that residents who cannot come to these normal sessions could come to a special session to talk about what they like to see from the structure of government.**

**Commissioner Duckett stated start with the survey monkey to put out a few of those ideas and find out which one best work for the residents, that would be a great start. All mentioned are viable options and something that we need to explore.**

**Commissioner Hanchett wanted to ensure that there will be at least two to three weeks' notice for any special meetings.**

**President Franklin confirmed, yes. They want the public to be able to plan. They should start with a survey monkey and then go from there with more public outreach, so they have more detailed input.**

**President Franklin, stated this is the first of many chances to participate in this and if anyone sees this after the fact and have questions, they should send an email to [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)**

**Action Item: Have staff develop a survey monkey to review at either the next March Work Session or Town Meeting.**

### **3) Committee By-laws (Board Discussion)**

**President Franklin stated that the committees are doing great work. Only two of our committees have adopted bylaws; she would like to see all the committee bylaws in front of the board so they can be approved.**

**Due to COVID-19, all committees should include virtual meetings in all the bylaws before approved.**

**President Franklin would like to recommend members being appointed by moving their current date forward and not have appointments in December of every even number year.**

**Some committees and residents are saying that all committees should be open to the people who want to do the events and not just town residents.**

**Town expenditures should be processed by the committee's treasurer or through Commissioner Janice Duckett as they are trying to expand this role.**

**Commissioner Duckett state there should be collaboration with the heads of the committees to find out what works best in recruiting more volunteers. Utilizing the Constant Contact more when they have events and the committees actively recruiting during these events would be helpful. Finding out what folks are actually interested in and having the information ready. Showing up to public events and the committees take the action to actively recruit.**

**Commissioner Hanchett stated that it would be a good idea to advertise, put out mailers.**

**President Franklin stated having iPads on site and taking the information right then, as to not lose volunteers which, makes for good tracking. The commissioners have iPads and maybe the committee heads can have them as well if available. Also, a handy half page form to collect volunteer information/interest.**

**President Franklin stated all the committees need a commissioner and that will be worked on once the new appointed commission is on board.**

**Patti Callicott asked, with the exception of CERT, none of the bylaws have been approved although the committees have been functioning for 3 years. Essential for committee members to be residents of the town, town funding without approved bylaws.**

**Brian Callicott is for committee members not being a part of the town. He requested that the committees have some kind of boilerplate language they could use for COVID-19/virtual meeting language to have uniformity when writing the bylaws.**

**President Franklin will work with the staff to send a memo out to each committee about virtual/boilerplate language they can use. Maybe use the CERT Teams language.**

**TA Snyder said the Arts Councils Bylaws will be emailed soon.**

**Action Item: President Franklin would like to move forward with the approval of the Events Committees bylaws because they have been waiting for 3 years.**

#### **4) Annexation Plan (Board Discussion)**

**President Franklin stated this is just a starting point for discussion on annexation.**

**TA Snyder, provided a map with the current town limits the annexation for phase two and three in place. Should be finalized but is not. Obviously to build for services, a rough outline of future areas and its 5-to-10-year plan was provided.**

**Commissioner Duckett stated it is not a bad start, Area C (The Villages, jail area, Brown Station Road, and the Amish Market) are natural progression for the town. She recalled that Senator Peters mentioned this area the town should be focusing on for annexation. It is important that these areas know what the town can do for them/support them. Get input from Chief Burse and Director Bond to make sure these are good next steps for the town.**

**President Franklin stated make natural progressions outward from the direction the town is currently in; make sure the community that the town is annexing is ready to come in. Also, know what their interest level is. It would be good to have some kind of target; have some initial mailings and get feedback.**

**Brian Callicott said what is the primary driver for the town behind the growth to this future phase three and four?**

**President Franklin said the towns failure to grow in the past has created situations outside of town that affect the town. The town needs to have more power to address situations but currently are not able to because they are not part of the town. The town need more base to be able to**

**bring in more money. Not just tax base money, there is grant money available that the town cannot apply for, and lots of services but, cannot receive because the town is too small.**

**Being able to create networks especially trail networks, pathways, green spaces, and parks is the kind of thing area is needed to plan for.**

**Brian Callicott, said how do you know lessons learned? How do you know if the town has grown too fast and does not have growing pains/unintended consequences? If you have never done it before and then go out there and keep on going as fast as you can, you may not be able to accommodate it all.**

**Commissioner Duckett stated a lot of thought, discussions, and planning are taking place moving forward that this is something that the town can truly accommodate to not put the town in a bad situation. We would never move ahead irrationally without making sure that it is a good fit for the town and that we are viable and able to support all the needs of our additional residents.**

**President Franklin stated we are talking about this now because it is important to this board that the public have an opportunity to participate in the discussions early and often.**

**Patty Callicott's question was, why was the annexation delayed and placed on hold? How long will the annexation be on hold and what is the impact on the next budget?**

**President Franklin stated the annexation has been placed on hold because the town has received a petition for referendum before we can move forward. We have to verify that everyone who signed the petition is actually qualified to do so. We have been advised by the attorney that we need rules and data to do this, in the meantime, we are on hold. We are in a legal limbo, and we cannot provide services to those areas.**

**Action Item: We are collecting the data and establishing the rules with the advice of the attorney and when that comes out, you will be informed.**

**5) FY23 Budget (Board Discussion)**

**Having a sustainable budget for the goals the board selected for their term in office. Budgets are planning documents and that is how you achieve goals.**

**Some initiatives can be done without money. However, a budget is setting the goals of what projects you want and to see what initiatives you want to push to fund.**

**Will Morgan stated we wanted to bring up those items that affect the budget and how it has affected the budget in the past, the last two or three years has been by a lot of grant opportunity.**

**Grants continue to supplement the budget in many ways, but also, to increase those visible improvements throughout the community as well.**

**Commissioner Goals:**

**Mayor Franklin, roads, and recreation**

**Commissioner Duckett, flooding mitigation of the roadways, road paving and improvements.**

**Commissioner Hanchett, roads and green spaces**

**Commissioner Lott, youth activities**

**Action Item: in addition to the grant writer, TA Synder will be working with Meade & Hunt; they have an on-staff person who does all their grants. They assist municipalities in getting funding. They make money and the municipality gets even more out of it.**

**Codification Firms (Board Discussion)**

- 6) The town has been discussing codification for about 10 years. Kudos to our Town Clerk, John Hoatson who reached out and provided proposal for three companies: General Code, Municode and Board Docs.**

**Codification firms through their legal teams, specialize in taking all the legislation from a town or city and putting in one searchable website.**

**The towns website currently is not user friendly the way categories are broken down and searching is difficult.**

**Recommendation from the staff to use Harbor funds for codification.**

**With the shift to virtual, we want our codes and regulations to be accessible by the residents online because that is where they are going, to the town's website for information.**

**Town Clerk John Hoatson is recommending, Municode. They seem to be the leader of other municipalities. They also came in a little cheaper overall when you look at their annual maintenance fee and they also have more services included in it in the general code.**

**President Franklin personally finds Municode to be user-friendly and they are going to be a much cheaper annual maintenance fee.**

**Commissioner Duckett is in agreement with Municode and would be excited to see this implemented and being able to use it and see that the residents are being able to benefit from this as well.**

**John Hoatson said that Municode's fee can be split over a 2-year period.**

**TA Snyder, Municode has features you can download into word doc, print, or share links and email. It can be divided up into different chapters. They are also able to look at our charter and keep it updated. It really will help the town with meeting packets, the agenda building, and it is really all-inclusive.**

**Municode much cheaper annual fee that is always being updated and a large front fee. It will basically pay for itself if it makes people's job easier.**

**Patty Callicott's questions: codification firms, what are the requirements? Grant funding available?**

**President Franklin stated we have addressed two of her questions and then there's just a part of one of her questions that Mayor Franklin is not sure what it means so, she is going to ask her to come back with it at the next meeting.**

**Action Item: encouraged commissioners and staff to review the proposals and the packet to see what they do.**

**7) Resolution 2022-08 ARPA Spending (Board Discussion)**

**TA Snyder stated the board approved an APRA spending plan. Resolution 2022-08. Broke down 25,000 for each of the three departments for items/COVID impact on the budget.**

**Codification got cut out of the FY20 budget.**

**Now using our ProFunds to get these items back on track. So just put up between general items and some of the big-ticket items.**

**General government codification town ordinance charter around \$10,000. Seven to eight thousand between the two firms that the town is looking at with the annual fee. It will come around \$10,000 on the other big ticket.**

**TA Snyder stated One item we are looking to update is the cable access channel to digital. Right now, it is analog and is not easy to upgrade so we are asking to go with a local firm that works with cable access. It will be able to switch and upgrade the town to a digital format this is going to cost around \$2,600 for equipment updates and then in the proposal they also charge \$180 per month but that is something we can discuss if moving forward out of the general government budget.**

**Technological purchases that were made such as commissioners getting iPads with access to the Verizon Data Network, some zoom webinars and just general zoom subscriptions that the town pays for.**

**TA Snyder said the phone system upgrade from regular Verizon lines to an internet-based hosted system that will allow for easier remote work, if an emergency happens, a snowstorm; the government can still operate as normal even if no one is physically at Town Hall. It allows you to log into a computer and cell phone to be able to program the town hall system to forward messages. It also comes out as a cost saving because the town is paying for six Verizon lines right now and those would pretty much all go away and would be hosted over the internet which the town already has. This has already been put in motion because it is under \$2000.00**

**This is with the town's existing phone system host McEnroe who the town went with when the new town hall was built and had to buy the new phone system. In the next 30 days the town will see those systems up and running.**

**President Franklin stated if Director Bond had his voice back or was well, he would say "If they are going to purchase the used truck, if they have to wait for board to pass a resolution that by the time, they did so the used truck would have been purchased."**

**President Franklin, supports the idea of passing one resolution instead of 6 resolutions.**

**Will Morgan said a part of this resolution was put on board because the Treasury was wanting the municipalities to be more transparent in using the funds. He would want to use them the right way. This is only for 75,000 of the \$650,000 of the ARPA funds that we received but this is not all in \$25,000 per department.**

**Chief Burse knows that the Motorola police radio may be a sticker shock to many but that is just what it cost. He's going to try to see if he can get it cheaper but that is the quote that came from the vendor that was given to everybody in a municipality and unfortunately that is just the cost that we must pay for a radio. The radio is encrypted. It has multiple channels. It allows you to talk to every agency in Prince George's County as well as DC.**

**Commissioner Duckett stated these are things that we are going to need to invest in anyway. We need it now and we are going to need it in the future. We need to look into being able to continue to move forward with our annexation because we need to be able to provide all of these types of additional accoutrements that our different departments need to service our local community as well as those that are hopefully and potentially going to be annexed in.**

**Action Item: Some items are under \$2,000 the board can move forward with.**

#### **8) Intern Program**



**Kyle Snyder stated that before the pandemic the town hosted an internship program partnered with Employ Prince George's KEYS (Knowledge Equals Youth Success) for the summer interns.**

**Interns for Public Works, one for the Police Department and two for General Government which was really beneficial.**

**They were helpful with mailers, Director Bond taught them how to use the Public Work equipment and they were all around helpful with different functions/projects i.e., website helps and developed some social media.**

**Ages 18 to 25. Fresh out of high school, not currently in college, or possibly currently in college.**

**TA Snyder stated the town could request town interns or put a preference out for town and more local people to come on board. The KEYS program may be able to set the preference. If we know of any town residents or younger town residents' for this program.**

**TA Snyder stated if we get another spiking of COVID we will have to re-evaluate as we look to reopen Town Hall.**

**President Franklin loves the idea of interns, new fresh ideas, working with young people and helping them get themselves going while helping the town.**

**If we did not go through the keys program, how would we fund the interns? How much do they get paid through keys?**

**Kyle Snyder stated the town would need to consider whether we wanted to fund this effort and how many positions we want. Kyle Snyder will find out he said it is close to minimum wage. We would have to pay everyone or no one.**

**Commissioner Duckett is for the intern program. It is the way to get our future leaders and their parents involved in government. It is going to be a win-win.**

**Action Item: Kyle Snyder will find out how much it would cost to fund the interns if the town does not go with the KEYS program.**

**President Franklin proposed that they go into Close Session.**

**Board of Commission Work Session Adjourned at 8:15 PM**

**Respectfully submitted,**

**Lucy Wade  
Deputy Clerk**



