

# Town of Upper Marlboro

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

## Work Session Minutes

Tuesday, August 28, 2018 - 7:00 p.m.

Approved

### Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Deputy Clerk Kyle Snyder, and Town resident Joseph Hourclé.
- Pledge of Allegiance

### Reports

Commissioner Leonard: This month the CERT Team has been busy with events, NBC4 Shred Event, and have begun training with Anne Arundel Cert Team. We also have a contact in FAA to assist the Town in beginning a drone program.

Commissioner Pennoyer: We are getting responses back for the Business Mix & Mingle event in September.

President Turner: Reported that we are working with State Delegation and Town representation to develop RFP opening September 1, due September 30 for redevelopment Downtown. Criteria include Historical preservation, family friendly, and variety of businesses. Due to the very specific criteria we may not receive a large amount of RFPs, but the ones we do receive will be the most appropriate. After Board review it will be opened to residents. We would like to include Delegate Vallario in the discussion and selection process.

Clerk's Office: Town Offices closed this Monday for Labor Day, all Residential Trash, Yard Waste and Bulk Trash picked up Tuesday. Internet has been installed at PW Office, and Chief of Staff will be meeting with Fran McLellan to go over the final projects for the PW Facility Rehabilitation project. New Town website in its final stages after review with President Turner last week.

### Business

Ordinance 2018-07: Chief of Staff Snyder provided an overview for Draft 1 of Town Ordinance 2018-07: Town Business Licensing. This Ordinance was drafted in response to the Board's concerns on tracking active businesses in Town. The Board discussed having a smaller flat fee to any businesses in residentially-zoned areas to cover administrative fees, and workers with 10-99 would be exempt.

Ordinance 2018-08: President Turner advised that SHA Speed Camera 725 is a no, current State Administration. Delegate Holmes will be looking to create a Local State Bill to allow Speed Cameras on MD 725. Attorney Best recommended placing a tax on commercial properties to help fund Town services. Attorney Best is drafting an ordinance to raise the Town tax rate on commercial areas only.

Gatso Contract (Board vote): President Turner provided an overview of the addition to the existing contract between the Town and Gatso that would have Gatso run the Town's parking program. This would include Gatso updating all Town parking meters and the citation program used by the officers, in exchange for a cost-sharing agreement. Commissioner Pennoyer made a motion to approve the contract addition, which was seconded by Commissioner Leonard. The motion was unanimously approved.

Surplus Town Real Property: The Board discussed the option to surplus a small Town-owned lot that used to house the Town water tower. Attorney Kevin Best recommended the Board pass an ordinance to surplus the property and possibly sell to an adjoining property owner for a nominal fee if they were interested.

Resident Input: The Board allowed Town resident Joseph Hourclé to speak regarding his property across from Town Hall on Old Crain Highway and the Town's interest in obtaining the property.

Closing of the Meeting: President Turner asked for a motion to close the Work Session, under statutory authority to close session General Provisions Article §3-305(b)(1) in order to discuss the Town COOP Plan and Personnel matters. A motion was made by Commissioner Pennoyer, seconded by Commissioner Leonard. With all in favor the motion passed, and the meeting moved into a closed session at 7:37 p.m.

Re-opening of Work Session: The meeting was reopened to the public at 8:39 p.m. The President noted that all 3 Commissioners in attendance adhered to the topics of discussion as outlined at the closing of the Work Session on Appendix C. Commissioner Leonard made a motion to reopen the meeting, she was seconded by Commissioner Pennoyer. With all in favor, the motion passed.

General/Administration Issues: The Board discussed the possibility of a Town Shred-It event, and President Turner advised that the Town Annual Audit will be held next week.

### **Adjournment**

Commissioner Leonard made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Kyle Snyder  
Chief of Staff/Deputy Clerk

