

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

September 14, 2021 – 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone (*please sign-in with the Clerk*):
<https://uppermarlboromd-gov.zoom.us/j/81568195184?pwd=aUJyUE03SEZHRjlvNFg2UEU1Wm5OUT09>
Meeting ID: 815 6819 5184; Passcode: 205245; Dial-in only: 301-715-8592.

Call to Order

- Roll Call
- Pledge of Allegiance
- Consent to the Agenda

Approval of Meeting Minutes & Financial Reports

- Approval of the August 10, 2021, Regular Town Meeting minutes
- Approval of the August 24, 2021, Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of August 31, 2021.

Reports

- Department Reports — Public Safety, Public Works, Finance and Clerk's Office
- Committee Reports — Greenwill Consulting, Historical, Events, Sustainable Communities, Arts Council, Green Team and the CERT
- Commissioner Reports

Business *Public comment will be taken prior to Business line items (2 minutes per item)*

- 1) Code Appeal- 14105 Spring Branch Drive (Board Discussion)
- 2) Board Approval & Swearing-In of Board of Supervisors of Elections: Joe Hourcle', Evelyn Stephens & Yvonne Tucker (Board vote)
- 3) Emergency Ordinance 2021-05: Town Election Procedures (Board discussion)
- 4) Resolution 2021-22: Formally Appoint Town Administrator / Chief of Police (Board vote)
- 5) Resolution 2021-23: Main Street Maryland Affiliate (Board vote)
- 6) Annexation Phase 2 & 3 Update (Board discussion)
- 7) Trunk or Treat Plan (Discussion/Board approval)

Administrative Updates

- 1) Legislation, Projects and Initiatives
- 2) General Commissioner & Staff items

Public Comment

For items not necessarily on the immediate agenda (3 minutes per item)

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

PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. So, in an effort to maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall first, weekdays: 9 a.m.–5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook & Twitter).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by "Resolution 2019-02: Adoption of Rules of Order and Regulations for Public Meetings" . . .

III. Citizen Input

A. At regular and special meetings, residents of the Town may have the opportunity to address the Board on any item on the agenda provided a resident is recognized and allowed to speak by the President. Recognized public comment and/or questions that are germane to the immediate agenda item shall be limited to (1) minute. Furthermore, each regular meeting shall also have an agenda item for citizen input regarding any municipal question, during which time any resident of the Town may address the Board for up to three (3) minutes on matters or items not necessarily placed on the agenda. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Board. The President or the Board may uniformly change or adjust the time limitations for all speakers depending on the circumstances or provide additional time for experts or other officials.

B. Except in instances where the presiding officer expressly invites or allocates time for public testimony, questions, comments, or other forms of participation, or when public participation is otherwise authorized by law, no member of the public attending an open meeting session may actively participate in the session. Public comment by members of the public is not typically designed or intended for interactive dialogue between the Commission and the public unless the presiding officer specifically allows it or the Commission elects to suspend its rules to allow such colloquy.

C. Speakers shall state their name for the record, and their address (**street name only**). Ordinarily, for each agenda item, including citizen input, speakers shall have one opportunity to speak and may not poll or ask questions of individual commissioners, staff, or public officials. Otherwise, the Board shall determine the conduct of the public discussions on any issue and may set reasonable time limits for such.

D. Ordinarily, work sessions are open to public observation only and public participation is at the discretion of the Board. At work sessions, residents and non-residents may be allowed to speak on any municipal issue, but only under conditions specified by the Board.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your first and last name.

Town of Upper Marlboro

REGULAR TOWN MEETING

August 10, 2021 • 7:00 p.m.

Unapproved Minutes

This meeting was conducted via Zoom Video Conference:

<https://uppermarlboromd-gov.zoom.us/j/81272506886?pwd=NHZtdnAvYzRUOTBjSWFoZHpSZ21mUT09>
Meeting ID: 812 7250 6886 Passcode: 675653; Dial-in only: 301-715-8592

Call to Order

The meeting was called to order at 7:05 p.m.

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

Staff present: Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson/ Town Clerk

Also present: Greenwill Jacob Moore; TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Ray Feldmann/Feldmann Communications Strategies LLC; Darrelynne Strother; Rev. Kevin Montague

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from July 13, 2021, the Regular Board Work Session minutes from July 27, 2021, and the Treasurer's Report as of July 31, 2021. Commissioner Duckett seconded. All Board minutes from July Town Meeting and Regular Work Session, plus, the July Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

Public Safety:

- Chief Burse delivered the UMPD report for the month of July 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted For month of July: 2 traffic complaints; 1 property damage; 3 residential alarms; 2 vehicle accident; 2 theft report; 1 threat complaint; 6 commercial alarm; 3 check on welfare; 1 vandalism; 1 loud music; 1 armed person; 1 found property; 1 fraud report; 1 hit and run call; 2 lost property; 5 disorderly call; 1 hold-up call; 3 suspicious person

Public Works:

- Superintendent Bond delivered the Public Works reports for July 2021. The report was provided in the meeting packet and on PowerPoint for those in attendance. Received quotes from Upper Marlboro Ford and Chesapeake Ford for pricing on a F-650 dump body bulk vehicle and received an updated quote from TWP Motorsports on the price of a 14' Dump body Trailer.

PWD sat in on the Pedestrian Routes planning discussion with TA Snyder and Commissioner Franklin.

PW participated in the all-hands staff training on Sexual Harassment and Handbook overview.

PWD attended the hybrid MMLPWA meeting held in Hyattsville where we had a presentation from Venny D'Olovara of XTT Life about their tire sealant and fuel additives for commercial vehicles. We also discussed how other municipalities were using American Rescue Plan funding and toured Hyattsville's new offices and fleet Maintenance facility.

PWD also had a site visit from Mr. D'Olovara to discuss how his product could be helpful to us.

PWD attended the Cruising Main Street car show planning meeting to discuss Public Works' involvement.

PWD and HR Mr. Morgan conducted a virtual interview with a potential Public Works' crewmember Mr. M. Sheckels.

Maintenance and Beautification

PWC removed and cleaned out in ground drains around PW facility.

PWC pulled weeds and debris from monument and TH flowerbeds.

Mr. Gibson replaced deck blades and serviced walk-behind mower in house.

Keith with Cummins power performed quarterly maintenance and an annual load bank test on TH generator.

PWC installed a new picture hanging system in the front lobby of TH.

Street and Sidewalk

MDOT service request (SR-0437879) is over 30 days and is still in the "In progress" state. Request for immediate remedy entered via comment section.

PWC completed herbicide treatment along Church and Water streets.

PWC rented a drain camera to scope sinkhole at Church Street. Crew Lead Gibson entered the drain box and ran approximately 55' of line before encountering a "step down" within the pipe. Corrugated drainpipe showed no definitive signs of a collapse despite bricks and loose gravel found within. A small section of the bottom of the drainpipe appears to be rusted out but still maintains form and function.

Crews also scoped the drain on service lane against the Wilson Partlett building in both directions and found very little debris near the inlets but otherwise clear.

Weather Related Activities

Two quick overnight downpours resulted in the flooding of the PW offices twice the last week of July.

Refuse Accumulations

Bulk day accumulations for solid wastes (Landfill) are 5.18 tons. Bulk day accumulations for yard waste collections are 2.77 tons. We had 3 recycle bin replacements for the month

Treasurer Report:

Director of Finance Morgan provided a report for the month of July.

Greenwill Consulting:

Things in Annapolis have been pretty slow at present. In September legislators are going to start putting together next year's budget. Legislative session will start in January 2022. Greenwill has been trying to set up some meetings. Will be speaking with the Prince George's County Revenue Authority to discuss parking. Meeting will be held on August 17th with the Executive Director. Greenwill will also be attending the MACo Conference in Ocean City – August 18 to August 21st.

With Senator Peters resignation, Senate President Bill Ferguson announced some changes to the Budget and Tax Committee. Senator Craig Zucker from Montgomery County will replace Senator Peters.

Federal Senate passed a version of the infrastructure bill. There will be a lot of cash flow with legislation that has been passed. Greenwill will try and capture as much as they can for the Town of Upper Marlboro.

Commissioner Franklin and Kyle Snyder had a meeting with the Trails Coalition, and they advised it might be a good idea to make a connection with Congressman Steny Hoyer and see if they could get ear marks for trails. Greenwill stated they will try to make a connection with Congressman Steny Hoyer who will be attending the MACo conference.

Historical Committee:

Patti Callicott stated that Brian is going to be taking photos of pictures at United Methodist Church, Thursday, August 13, 2021

Quarterly Meeting will be held on August 21, 2021.

Historical Committee will be participating in Cruzin' Main Street on August 28, 2021 and Memories and Morsels will be on September 12, 2021.

Historical Committee will also be participating in the County Tree Tour which will be in September / early October.

Historical Committee was contacted by Travel Channel show, "Kindred Spirits" (Brian Erickson) Brian Callicott provided information on Route 202 just outside of Town near Brock Hall.

New member Michael Barry who lives on Rectory Lane is interested in joining the Historical Committee.

2022 is the anniversary of the Crane Monument & QMHC 10th anniversary. Historical Committee is going to see what they are going to do.

President Pennoyer asked about the time capsule. Historical Committee has it. Patti is going to put something out on Facebook looking for suggestions. She stated they are going to put face masks and menus from area restaurants.

Commissioner Franklin stated to possibly have a list of events in the time capsule. Patti stated that they plan to include a copy of the "Landings" newsletter.

Event Committee:

Events committee did not meet. Kyle and Commissioner Franklin met with people from the Arts Council and Green Team to talk about their events.

Discussed having an annual planning meeting so everyone can plan and pick dates for events going forward.

SCW:

Evelyn was not in attendance at the meeting. President Pennoyer provided an update regarding the FIP (Façade Improvement Program). Hoping to get some of the places to do some interior decorating. There is already a list of 6 businesses who are slated for the \$50,000.00.

Hoping to establish a business group in the coming months. Hopefully businesses will become more involved in the community.

Arts Council:

Arts Council received 26 surveys as a result of the Survey Monkey for the Murals on Main Street. People are interested in seeing diversity in the murals. They do not want to see slavery or colonialism. They want to see lots of color.

People also commented on Hyattsville and their art as an example.

Art Council is also featuring local artist of the month, Delayna Faye, screenplay writer and film director. (See Below)

Upper Marlboro Arts Council Local Artist of the Month Feature

For the month of August, the Upper Marlboro Arts Council is featuring local artist Delayna Faye is a Screenplay Writer and Film Director.

Delayna wrote, directed, and produced her first short film, titled "The Quest" which is now available on Youtube. In 2018, Delayna was a part of the first class to graduate from Dr. Henry A. Wise Jr. High School in the Business Academy. She went on to complete an internship at Keegan Theatre as Assistant Stage Manager in the musical "The Magical Piñata". To further her education in the Arts, Delayna enrolled and completed a Screenwriting Workshop intensive at the legendary New York Film Academy. Adding to her craft, she officially launched her own production company "Fallen Beauty Films". Currently, she is anticipating studying film abroad in New Zealand and Australia, post-pandemic.

Green Team:

They received 16 responses in regarding to the community garden.

Talking about doing a food foraging trip around Town.

Talking about doing a bulk purchase of compost bins / rain barrels.

Talking about doing a pop-up farmers market in November right before Thanksgiving.

CERT:

CERT did 25 ½ hours of meetings and training sessions for the month of July

Have a meeting scheduled for Saturday, August 14, 2021 at 9:00 am until 11:00 am.

Commissioners:

- Commissioner Working on getting the vision plan / community input together for commissioners to look at. Hoping to have some mini community events in the fall to showcase it and obtain feedback.

Spoke to Veterans Affairs to try and track down all the military veterans in the Town for war memorial.

Spoke to AirDNA who wants to sell tourism data to the Town of Upper Marlboro. They track data regarding vacation rentals in the area. Ultimately hoping that anyone who visits will shop or dine in our local establishments downtown.

- Commissioner Duckett: No Report Provided.
- President Pennoyer: No Report Provided.

Business:

1. Charter Amendment Resolution 02-2021: Elections – The Clerk delivered a recap of Charter Amendment 02-2021 regarding Town of Upper Marlboro Elections. Commissioner Franklin motioned to approve Charter Amendment 02-2021, to which Commissioner Duckett seconded. With no one opposed, Charter Amendment 02-2021 was unanimously adopted.

2. Resolution 2021-19 To Authorize Lease Agreement DPW Truck: TA Snyder delivered a recap of Resolution 2021-19 to authorize the lease agreement for a DPW Truck. Commissioner Franklin motioned to approve Resolution 2021-19, to which Commissioner Duckett seconded. With no one opposed, Resolution 2021-19 was unanimously adopted.

3. Resolution 2021-20 To Authorize DPW Dump Trailer Purchase: TA Snyder delivered a recap of Resolution 2021-20 to authorize the lease agreement for a DPW Dump Trailer. Commissioner Franklin motioned to approve Resolution 2021-20, to which Commissioner Duckett seconded. With no one opposed, Resolution 2021-20 was unanimously adopted.

4. Resolution 2021-21 To Authorize Residential Recycling Bin Purchase: TA Snyder delivered a recap of Resolution 2021-21 to authorize residential recycling bin purchase. Commissioner Franklin motioned to approve Resolution 2021-21, to which Commissioner Duckett seconded. With no one opposed, Resolution 2021-21 was unanimously adopted.

5. Sparks At Play Change Order: TA Snyder spoke about the Sparks At Play Change Order. Commissioner Franklin motioned to approve Sparks At Play Change Order, to which Commissioner Duckett seconded. With no one opposed, Sparks At Play Change Order was unanimously adopted.

6. Annexation Resolution No: 01-2021: TA Snyder stated he is working with the survey company on the metes and bounds survey. Town is very old and do not have updated plats. Hopes to have everything prepared by the Board Work Session.

Administrative Updates:

TA Snyder gave an update on legislation, projects and initiatives moving forward.

General Commissioner & Staff items:

None

Public Comment:

Patti Callicott asked about mosquito spraying. Town Administrator Kyle Snyder advised that mosquito spraying took place on Monday, August 9, 2021.

Patti also asked what is going on with the church. Church is trying to keep everything going (fundraisers)

Joe Hourcle' wanted to mention an ordinance that people can be fined for throwing trash in someone else's yard. Mayor Pennoyer stated they will look into that.

Motion To Go Into Closed Session:

Motion to go into Closed Session was made by Commissioner Franklin and seconded by Commissioner Duckett. Town of Upper Marlboro Board of Commissioners went into Closed Session at 9:07 PM.

Respectfully submitted,

John Hoatson
Town Clerk

Town of Upper Marlboro

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

Work Session Minutes

August 24, 2021 - 7:00 p.m.

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 7:01 p.m.
- **Roll Call:** – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin
- **Staff present:** Kyle Snyder/Town Administrator; UMPD Chief Burse; William Morgan/Director of Finance (Attended Another Meeting); Superintendent Darnell Bond/Public Works; John Hoatson / Town Clerk
- **Also present:** Monica Williams / Marlborough Towne HOA; Ray Feldmann / Feldmann Communications; Patti Callicott; Brian Callicott; Darrelynne Strother; Emily Simerlot; Jaye Summerlot, Gregory Franklin
- Pledge of Allegiance

President Pennoyer read the statement from the August 10, 2021 Closed Session.

Business:

1. Annexation Resolution 01-2021

Updates: Metes and bounds have been received along with revised map. One issue there are two separate portions. Have to have equal consent from both sides. Annexation will consist of 120 properties. President Pennoyer is going to speak to some of the residents (Valley Lane). Been in touch with the County Executive Office to advise what is going on. Action Item: Resolution introduction date will be established. Attorney Best will finish the resolution and annexation plan. Both will go to the County, Park and Planning and Prince George's County Council. Public hearing notice will be posted for four consecutive weeks.

2. Election Ordinance

Town Election Ordinance has not been touched since 2001. Started drafting an Election Ordinance that does not have to many large-scale changes. Puts everything into one document. Town has a new larger box for absentee ballots. Action Item: Revised Emergency Election Ordinance needs to be approved by September Town Meeting. Ordinance would take effect immediately. May need to schedule an extra work session. Absentee Ballot Process needs to be changed and made easier.

3. Election Judges / Election Calendar

The following residents have accepted appointments to serve as a Board of Supervisors of Elections for the Town Election on November 2, 2021: Joe Hourcle', Evelyn Stephens & Yvonne Tucker. Action Item: Supervisor of Elections will be sworn-in at the September 14, 2021 Town Meeting.

Election schedule was presented to the Board of Commissioners. Action Item: Schedule will be placed on website and advertised to the public. Seeking election judges to assist the Board of Supervisors of Elections. Election Postcards, Election Yard Signs and Election Buttons were approved by the Board of Commissioners. Create a FAQ for Elections to be placed on the website.

4. Town Administrator / Chief Appointment

Kyle Snyder, Town Administrator stated that 1st Charter Amendment was passed adding the titles Town Administrator and Chief of Police. Town Attorney Best stated Resolutions need to be passed to officially appoint those positions. This is to officially appoint the people into the positions. Action Item: Resolutions need to be passed at the September Town Meeting to appoint Kyle Snyder as Town Administrator and David Burse as Chief of Police.

5. Vision Plan Outreach

Commissioner Franklin presented her vision plan. Conversations with residents and meetings with Commissioners. "Place To Connect", "Place That Is Safe" and a "Place That Thrives". Three large poster boards and people place sticky notes on them with what they would like to see withing the community. People should have flexibility to say how they feel and what they want. Economic Development, parks, playgrounds, parking, safety. Need to set dates in September / October to meet with various communities. Spring Branch, Rectory, Marlborough Towne, Downtown. Action Item: Need to come up with dates to obtain feedback from the community and business stakeholders.

6. Red Light Camera RFP Submission

5 firms submitted RFP's for Red Light / Speed Cameras for the Town of Upper Marlboro. NovaGlobal, Altumint, Sensys Gatso Group, Conduent Transporation, RedSpeed USA. Will take a month to submit everything to State Highway and get the cameras installed once RFP is selected. Need an additional Board Work Session to have them make a presentation. Warnings are issues for the 1st 30 to 45 days. Closest to December is a better timeline for cameras to be installed and working. Action Item: Board of Commissioners would like to hear presentations by firms 1 & 2. 2 speed cameras at 3 or 4 intersections. ½ are in town and ½ are in annexed areas. Action Item: Will schedule presentations by the top two companies to hear from them.

7. Application for a POD

Board of Commissioners approved the POD to be placed till November. Action Item: Process needs to be revisited. Needs to define what is a roll off and a Pod. Come up with an approval process going forward.

8. Community Garden Site Mowing

Seeking approval for Public Works crew to be able to mow the grass on site for the Community Garden. Since church is partnering with Community Garden, Public Works can mow the grass. Board of Commissioners came to consensus to allow the mowing to take place. Action Item: Public Works will mow the grass at the Community Garden site.

9. Mask discussion

Commissioner Franklin made a presentation about the importance of all staff including President Pennoyer to wear masks. Action Item: President Pennoyer will remain in her office and use the telephone to communicate with staff. President Pennoyer will also enter thru the side door entrance.

10. Property Appraisal for Pocket Park

Two proposals for appraisals. One is for \$4,000 and the other is for \$2,400.00. Need to see if the property is worth \$25,000.00. There is currently \$20,000.00 in the State Bond Bill to do this project. Action Item: Appraisal can move forward with Board of Commissioner consensus.

Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

John Hoatson
Town Clerk



Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, MD 20772 Tel: (301) 627-6905

Monthly Town Police Department Report For the Month of August 2021

Incidents Reported in Town:

Traffic Complaint 1	Commercial Alarm 8	Fraud Report 1
Domestic Call 4	Check on Welfare 1	Hit & Run Call 1
Residential Alarm 1	Death Report 1	Lost Property 2
Vehicle Accident 1	Loud Music 1	Disorderly Call 3
Theft Report 2	Miscellaneous Report 1	Trespassing Call 1
Suspicious Auto 6	Vandalism Call 1	Suspicious Person 5

Chief Burse participated in conference call with the Prince George's Chiefs Association.

Chief Burse participated in several conference calls with Prince George's County Office of Emergency Management and the Maryland State Police related to COVID-19.

Chief Burse and Sgt. Irby conducted high visibility patrols throughout the Town.

Chief Burse participated in a conference call with the Maryland Chief's Association.

Chief Burse and Sgt. Irby monitored a small protest at the Prince George's County Courthouse.

Chief Burse participated in the CERT monthly meeting.

Sgt. Irby completed In-Service & Firearms training with the Prince George's County Police.

Chief Burse participated in a virtual meeting with the Office of the County Executive regarding the municipal partnership with the Prince George's County Police & Fire Department.

Chief Burse and Kyle Snyder reviewed the submitted proposals for the Speed and Red-Light Cameras.

Chief Burse and Mayor Pennoyer participated in the installation of the new leader of the International Moose Lodge.

Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Cruzin' Main Street Car Show.

Chief Burse assisted the City of Bowie Police Department with their Property & Evidence Audit.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Date: Thursday, Sept 9, 2021

Subject: Public Works' Status Report

RE: August 2021 – Monthly Status Report

Public Works Related

- Orders for new dump body truck and trailer put in to Chesapeake Ford and TWP Motorsports.
- New PWC M. Sheckels onboarded and began training in PW operations and equipment.
- PW Vehicles inspected by County Health and DOE inspectors for annual update.
- PWD and TA Snyder met with representatives of Dennison Landscaping and Landscape Design to get ideas and quotes for Cahn Memorial beautification.
- PWD held individual meeting with Crew Leads ensure new roles and expected duties were understood.
- PWC were signed up for a National Traffic Incident Management Training course that took place in September.

Maintenance and Beautification

- Maintenance of the PW generator and weed eaters performed in house. Tractor sent to Kubota for a once over and minor issues.
- Trucks 215 and 216 sent in for routine maintenance.
- Pet waste station supplies ordered.

Street and Sidewalk

- PWD met with County Inspector Watson to show and inspect all sinkholes within the county's right of way.
- Fallen tree on Old Crain Hwy resulted in traffic control and partial shutdown.
- PWD submitted a list of service requests for issues in the MDOT right of way.
- PW completed set up and take down of road closures for Cruzin on Main.

Weather Related Activities-

- PWC acquired sandbags to divert stormwater around the PW office in preparation for the remnants of Ira.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 4.89 tons. Bulk day accumulations for yard waste collections are 3.94 tons. We had no dump body rentals for the month.

Sincerely,

Darnell F. Bond III, *Public Works Director*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Town of Upper Marlboro August 2021 Treasurer Report July 2021 – June 2022

REVENUE

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 3,081.94	\$ 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	\$ 13,538.03	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 28,590.94	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 4,891.77	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 1,087.01	\$ 5,000.00
	TOTAL	\$ 51,189.69	\$ 240,869.00

Intergovernmental

6240	Financial Corporation Tax	\$ -	\$ 9,145.00
6260	Highway User Fee	\$ 5,621.47	\$ 27,725.00
6310	Disposal Fee Rebate	\$ -	\$ 1,750.00
	TOTAL	\$ 5,621.47	\$ 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	\$ 647.54	\$ 1,000.00
	TOTAL	\$ 647.54	\$ 7,250.00

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Taxes

6101	Commercial	\$	51,218.18	\$	189,541.00
6102	Non-Commercial	\$	1,751.18	\$	171,698.00
6103	Delinquent - RE	\$	-	\$	5,000.00
6104	BPPT - FY2022	\$	16,765.52	\$	35,555.00
6105	Public Utilities	\$	-	\$	700,999.00
6106	Income Taxes	\$	4,421.07	\$	315,000.00
	TOTAL	\$	74,155.95	\$	1,417,793.00

	Total Revenue	\$	131,614.65	\$	1,704,532.00
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EXPENDITURES

GENERAL GOVERNMENT

	Administrative Salary & Wages	\$	37,863.54	\$	257,279.00
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	Payroll Deductions & Benefits				
8124	Employer Tax	\$	7,406.71	\$	59,000.00
8125	Pension Benefits	\$	4,742.43	\$	60,000.00
8126	Medical Employee Benefits	\$	17,493.29	\$	110,000.00
8128	Life Insurance	\$	-	\$	6,800.00
	TOTAL	\$	29,642.43	\$	235,800.00

Professional Services

8073	Accounting Services	\$	1,500.00	\$	18,000.00
8074	Auditing Services	\$	20,000.00	\$	20,000.00
8075	Payroll Processing (TPA)	\$	642.28	\$	5,000.00
8110	Town Attorney & Legal	\$	2,466.00	\$	55,000.00
8115	IT Support & Equipment	\$	1,618.33	\$	10,000.00
8205	Media Relations	\$	9,000.00	\$	18,000.00
8206	Government Relations	\$	6,000.00	\$	36,000.00
8207	Human Resource Services	\$	995.00	\$	12,000.00
8208	Planning Firm	\$	15,572.00	\$	-
	TOTAL	\$	57,793.61	\$	174,000.00

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

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info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Insurance & Benefits

8120	General Liability	\$	14,065.00	\$	15,000.00
8121	Bonds	\$	-	\$	500.00
8122	Workers Compensation	\$	15,574.00	\$	15,500.00
8123	Insurance Claims	\$	-	\$	5,000.00
	TOTAL	\$	29,639.00	\$	36,000.00

Operating

8077	Public Notices	\$	200.00	\$	1,500.00
8080	Bank Charges	\$	4,548.27	\$	20,000.00
8086	Trainings & Memberships	\$	1,638.01	\$	5,000.00
8090	Postage	\$	241.84	\$	3,000.00
8092	Printing	\$	2,912.64	\$	7,500.00
8130	General Supplies	\$	6,490.81	\$	10,000.00
8131	Ofc Equipment R&M	\$	674.78	\$	1,000.00
8160	Town Hall Office Phones	\$	1,008.56	\$	5,000.00
8161	Mobile Phones	\$	152.40	\$	4,000.00
8162	Town Elections	\$	-	\$	1,200.00
8165	Town Hall Utilities	\$	2,160.92	\$	11,000.00
8175	Town Hall Repair & Maintenance	\$	3,127.50	\$	10,000.00
8200	Other	\$	704.48	\$	2,000.00
	Total	\$	23,860.21	\$	81,200.00

	General Government Total	\$	178,798.79	\$	784,279.00
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PUBLIC SAFETY

	Public Safety Salary & Wages	\$	30,757.28	\$	401,620.00
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Public Safety Operating

8273	Uniforms	\$	725.33	\$	2,000.00
8274	Weapons & Duty Equipment	\$	-	\$	5,000.00
8275	Training & Memberships	\$	623.74	\$	1,500.00
8277	Substance Testing/Pre-Employment	\$	875.00	\$	1,000.00
8280	Supplies	\$	201.71	\$	3,000.00
8281	Mobile Phone	\$	268.18	\$	5,000.00
8282	Association Dues	\$	-	\$	750.00
8300	Vehicle Repairs	\$	-	\$	2,500.00
8301	Vehicle Maintenance	\$	-	\$	4,000.00

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



Town of Upper Marlboro

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8302	Vehicle Fuel	\$	-	\$	5,000.00
8320	Other	\$	-	\$	1,500.00
	TOTAL	\$	2,693.96	\$	31,250.00

6530.2022.03	GOCCP State Aid	\$	1,042.06	\$	16,400.00
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8330	Debt Service	\$	-	\$	32,525.00
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	Public Safety Total	\$	34,493.30	\$	481,795.00
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PUBLIC WORKS

	Salary & Wages	\$	20,663.61	\$	225,500.00
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Public Works Operating

8375	Uniforms	\$	-	\$	750.00
8377	Training & Memberships	\$	75.00	\$	500.00
8380	Other	\$	-	\$	1,500.00
8390	Streets Maintenance	\$	372.74	\$	4,000.00
8391	Weather Related Expenses	\$	-	\$	2,500.00
8400	Streetlight Electricity	\$	2,876.97	\$	21,500.00
8405	Vehicle Repairs	\$	-	\$	3,000.00
8410	Vehicle Maintenance	\$	-	\$	3,500.00
8415	Vehicle Fuel	\$	-	\$	4,000.00
8488	PWF Utilities	\$	360.44	\$	3,500.00
8488	Mobile Phones	\$	46.80	\$	2,500.00
8490	Maintenance & Repairs	\$	1,012.79	\$	6,200.00
8491	Beautification	\$	-	\$	2,500.00
8492	Small Tools & Equipment	\$	1,781.25	\$	2,500.00
8493	Septic Tank	\$	-	\$	1,200.00
8545	Mosquito Control	\$	-	\$	1,400.00
	TOTAL	\$	6,525.99	\$	61,050.00

6530.2022.06	State Street Scape	\$	-	\$	20,000.00
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Refuse Collection

8546	Residential Waste Collection	\$	7,980.19	\$	41,124.00
8547	Residential Recycle Collection	\$	1,639.00	\$	9,834.00

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8548	Bulk & Yard Waste	\$ 222.75	\$ 3,600.00
	TOTAL	\$ 9,841.94	\$ 54,558.00

	Public Works Total	\$ 37,031.54	\$ 361,108.00
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	Total Expenses	\$ 250,323.63	\$ 1,627,182.00
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	Net Operating Income	\$ -118,708.98	\$ 0.00
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OTHER FUND BALANCES

	REVENUE	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 935.75	\$ 1,042.06	\$ 16,400.00
Community Open Space	\$ -	\$ 4,500.00	\$ 130,000.00
Other Grants	\$ -	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 1,870.90	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 31,521.00	\$ 66,000.00

TOTALS	\$ 332,475.57	\$ 38,933.96	\$ 581,396.00
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COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 648.53	\$ 648.53	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 39.99	\$ 39.99	\$ 750.00
Arts Council	\$ -	\$ -	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ -	\$ -	\$ 7,750.00
TOTALS	\$ 688.52	\$ 688.52	\$ 17,750.00

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Key Monthly Items

1. Audit Updates
2. Business License Updates
3. Debt Service Updates

BALANCE SHEET

Bank Accounts	
Operating Checking	75,371.28
Petty Cash	300.00
Payroll Account	2,397.59
M&T Checking	43,849.20
ARP Fund	331,539.82
Disbursement Acct	0.00
MLGIP	215,489.57
Total Bank Accounts	\$ 668,947.46

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Linda Pennoyer
Commissioner/President



**Swearing-In
Board of Supervisors of Elections
Town of Upper Marlboro
September 14, 2021**

I, Joe Hourcle', do solemnly swear, (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, support the charter and laws of Prince George's County and that I will to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Supervisor of Elections, for the Town of Upper Marlboro in Prince George's County according to the Constitution and Laws of this State and Charter of the Town.





**Swearing-In
Board of Supervisors of Elections
Town of Upper Marlboro
September 14, 2021**

I, Evelyn Stephens, do solemnly swear, (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, support the charter and laws of Prince George's County and that I will to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Supervisor of Elections, for the Town of Upper Marlboro in Prince George's County according to the Constitution and Laws of this State and Charter of the Town.





**Swearing-In
Board of Supervisors of Elections
Town of Upper Marlboro
September 14, 2021**

I, Yvonne Tucker, do solemnly swear, (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, support the charter and laws of Prince George's County and that I will to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Supervisor of Elections, for the Town of Upper Marlboro in Prince George's County according to the Constitution and Laws of this State and Charter of the Town.



**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2021-25
SESSION: Regular Town Meeting
INTRODUCED: September 14th, 2021
DATE ENACTED: _____

AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CONDUCT OF VOTER REGISTRATION, MAINTENANCE OF RECORDS, CONDUCT OF ELECTIONS, CERTIFICATION OF ELECTION RESULTS, AND PENALTIES RELATED THERETO

WHEREAS, Section 82–34. (Regulation and Control) of the Town Charter allows for the Board of Commissioners shall have the power to provide by ordinance in every respect not covered by the provisions of this Charter for the conduct of registration, candidacy and elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:

Section 1. Purpose and Authority: The purpose of this Ordinance is to set forth the rules and procedures for electing or selecting the five (5) Town Commissioners for the Board of Town Commissioners, as well as to define the roles and responsibilities of the Board of Supervisors of Elections, the Town Clerk and other employees charged with managing the municipal election process. The authority to hold municipal elections is contained in Article XI-E of the Constitution and the Local Government Article of the State of Maryland Annotated Code, as amended from time to time, and Sections of the Charter of the Town of Upper Marlboro. All Town election procedures shall be subject to the provisions contained in the Annotated Code of Maryland.

Section 2. Applicability:

This Ordinance applies to the process of electing and selecting the members of the Board of Town Commissioners for the Town of Upper Marlboro.

Section 3. Definitions:

- A. Absentee Voting: Voting in a location other than an official polling station.
- B. Ballot: The means by which a resident records their vote. It may be an Electronic Ballot (generated by a voting machine) or a Paper Ballot (designed by the Town Clerk or designated employee)

- C. Ballot Question: Questions the sitting Board of Town Commissioners may chose to incorporate into the ballot to receive advice or input from the Town's voters on different topics.
- D. Board of Supervisors of Elections: Is composed of at least three (3) members, with a maximum of five (5) members, who shall be appointed by the Board of Commissioners by the second Tuesday in September in odd years and serve for a term of two years.
- E. Domicile: the place where a person has his or her permanent principal home to which he or she returns or intends to return.
- F. Duly Authorized Agent: a person at least 18 years of age, who is not a candidate on the ballot, and is designated in writing by a qualified voter as his or her agent in picking up and delivering an absentee ballot.
- G. Election Day: The 1st Tuesday in November of every odd-numbered year.
- H. Election Judges: May be appointed as needed by the Board of Supervisors of Elections to assist with conducting the election.
- I. Election Procedures Manual: a reference manual for Town Commissioner elections containing detailed instructions on preparing and conducting an election as well as standard templates and relevant legal references.
- J. Prince George's County Board of Elections: the authority for conducting elections in Prince George's County.
- K. Provisional Voter: A resident not listed in the Voter Registration List, whose eligibility to vote must be established after casting a ballot
- L. Public outreach: a systematic attempt to provide information or services to a targeted group of people, such as posting to the Town website or in a newspaper of general circulation.
- M. Registration: See Universal Registration
- N. Special Election: an election held on a date other than a regularly scheduled election for the purpose of filling a Town Commissioner vacancy. A special election shall be held not less than thirty (30) days and not more than forty-five (45) days after the vacancy is created
- O. Spoiled ballot: a ballot that has been declared invalid by the Board of Supervisors of Elections and is excluded from the vote count in accordance with criteria detailed in the election procedures manual of the Town of Upper Marlboro.
- P. Supplemental Voter Registration List: a list of voters registered to vote solely in Town elections.
- Q. Town Clerk: a municipal employee charged with a set of clerical responsibilities, including management of the municipal elections process. Election preparation and management may be carried out by another designated municipal employee.
- R. Universal registration: a system of qualifying voters based on residency in the State of Maryland and its political subdivisions to vote in Federal, State, County and Municipal elections by registering only once,
- S. Voter Authorization Card (VAC): a card provided by the Prince George's County Board of Elections in conjunction with the voter registration list that must be signed before a voter may proceed to cast a vote.

- T. Voter Registration List: official voter registration list for the Town of Upper Marlboro obtained from the Prince George's County Board of Elections and maintained by the State of Maryland Board of Elections.
- U. Voting age: at least 18 years of age, per Section 82-19 of the Town Charter.
- V. Voting machine: a mechanical or electronic piece of equipment, including software, used to define ballots; to cast and count votes; to display and report election results; and to maintain an audit trail.
- W. Voting machine vendor: a business that sells or leases voting machines and provides the technical support to operate them.
- X. Write-in Vote: the action of a voter to write-in the name of a person who is not a declared candidate for Town Commissioner on the ballot.

Section 4. Voter Registration

Every person who (a) is a citizen of the United States, (b) is at least eighteen (18) years of age, (c) has resided within the corporate limits of the Town for ten (10) days next preceding any Town election and (d) is registered in accordance with the provisions of this Charter shall be a qualified voter entitled to vote at any or all Town elections.

Section 5. Appointment and Duties of Board of Supervisors of Elections

The Board of Supervisors of Elections exercises general supervision of the Town elections in accordance with Section 80-20 of the Town Charter. The Board of Supervisors of Elections shall be appointed by the Board of Town Commissioners on or before the 2nd Tuesday in September prior to the general Town election.

The Board of Supervisors of Elections shall appoint one of its members as chairman. Vacancies on the said Board of Supervisors shall be filled by the approval of the Board of Commissioners for the remainder of the unexpired term as needed.

It shall be the duty of the Board to: become familiar with State laws, Town ordinances and the Election Procedures Manual that guide the electoral process by attending relevant training at the State, County or municipal level; review supplemental voter registration lists and absentee voter lists; prepare the polling station and supervise the election; and tally the votes and report the election results to the sitting Board of Town Commissioners.

The Board of Supervisors of Elections may also appoint election judges to assist with carrying out an election. All elections judges shall be registered voters of the Town, and the Board of Supervisors of Elections shall submit the names of all appointed elections judges to the Town Clerk prior to the election.

The Board of Supervisors of Elections, Chairman, and election judges shall be compensated by the Town per election in the below amounts:

- Board of Supervisors of Elections Chair \$500 per election

- Board of Supervisors of Elections Member(s) \$350 per election
- Election Judge(s) \$250 per election

The Town Clerk shall ensure compensation is issued within seven (7) days after the election date.

Section 6. Preparing for Town Elections

Town Elections take place on the second Tuesday in November of every odd-numbered year.

A. Election Schedule: In September prior to the Town election, the Town Clerk shall update the election schedule for publication on the Town website in October or other suitable means of public outreach. The schedule shall contain important dates and deadlines related to the election.

B. Registration: No less than six (6) months prior to a Town election, the Town Clerk shall contact the Prince George's County Board of Elections and request the development of a plan and schedule to implement universal registration, including a voter registration list and the supporting materials for the Town election, pursuant to §3-403 of the Maryland Election Law Article, as may be amended. The Town's supplemental voter registration list shall be finalized by the Town Clerk thirty (30) days prior to the election date.

C. Board of Supervisors of Elections: The Town Clerk shall begin recruitment of members of the Board of Supervisors of Elections in July and August prior to the election by publicizing the position in suitable means of public outreach, as needed; assemble a Board of Supervisors of Elections Supervisors for the Town Commissioner's review and swearing in, and ensure that all members of the Board of Supervisors of Elections receive a course of training in their duties. The training shall take place after the candidate filing and candidate withdrawal deadlines.

D. Town Commissioner Candidacy: The Town Clerk shall notice the filing deadline of an election in suitable means of public outreach no less than sixty 60 days for a regular election, and no less than twenty days for a special election, as needed; provide Petition of Candidacy and Financial Disclosure forms (if applicable) to residents wishing to file for Town Commissioner candidacy; and receive and review the filed forms. The Town Clerk shall also advise candidates on all relevant election matters, including the election schedule, Candidates' Night, campaigning and other questions that may arise.

E. Campaign Material: The Town Clerk shall inform Town Commissioner candidates of the Town's campaign rules. Starting three weeks prior to the election, campaign literature may be distributed, and campaign signs and posters may be displayed on private property, including the Town right-of-way, with the property owner's permission. Campaign signs shall:

1. Not be displayed until three (3) weeks prior to the election.
2. Not create a public safety hazard.
3. Be removed within two (2) days after the election.
4. Not be attached to utility poles.
5. Displayed on designated Town right of way locations determined by the Town Administrator prior to each election.

F. Write-in Candidates: The Town Clerk shall ensure the ballots provide for at least three spaces to permit the voter to write in name or names of additional candidates not listed on the ballot. A write-in candidate may win an election if they meet all the criteria to run as a Commissioner and receive at least the 5th highest vote count.

G. Candidates' Night: The Town Clerk shall arrange for a Candidates' Night to be held in October prior to a Town election. All qualified candidates confirmed at that time may participate in this moderated public forum to introduce themselves and answer questions from residents. A third party group or organization may also assist with this event.

H. Notice of Election: The Town Clerk shall give at least two (2) weeks' notice of every election in a paper of general circulation, or other suitable form of public outreach, and physically post the Election Notice in three (3) public places in the Town.

I. Election Supplies: The Town Clerk shall ensure that all necessary election supplies are at hand on Election Day, either for voting by paper ballot or by voting machine.

J. Ballot Order: The Board of Supervisor of Elections shall determine the order of the candidate's names on the ballot not alphabetically, but by choosing names at random out of a bowl at a public and advertised meeting of the Board of Supervisors of Elections.

Section 7 Absentee Ballots

An eligible voter may vote by absentee ballot in a Town election for any reason, pursuant to §4-108 of the Maryland Local Government Article, as may be amended. The Town Clerk shall prepare absentee ballots and an absentee voter list to keep an accurate record of voters who request an absentee ballot.

A. Application: A registered voter may request an absentee ballot as early as thirty (30) days prior to the election. The request can be made electronically or by mail. Absentee ballots and accompanying envelopes are made available to any eligible voter upon request until the election, including ballots requested in writing by a duly authorized agent. Requests can be made up until the closing of the polls, however all ballots must be submitted prior to the polls being declared closed in order to be counted.

B. Qualified Agent: Any registered voter voting by absentee may designate an agent to pick up and deliver an absentee ballot granted that they; are at least 18 years of age, are not a candidate on the ballot, sign an affidavit that the ballot was delivered to the voter who submitted the application, marked and placed in an envelope by the voter, or with assistance in the agent's presence; and returned to the Town by the agent.

C. Late Absentee Ballots: Any absentee ballots received after polling has closed will be handled as a spoiled ballot.

D. Storage of Absentee Ballots: Every absentee voter shall be listed on the absentee voter list that includes name, address, date of issuance of ballot and date of receipt of voted ballot. Voted

ballots shall be kept sealed in their envelopes and stored in a secure location to be opened and tallied on Election Day.

Section 8 Election Day

The preparation for and the conduct of an Election Day are described in detail in the Election Procedures Manual. The polls are open between 7:00 a.m. and 8:00 p.m.

A. Preparing the Polling Station: The Town Clerk shall meet the members of the Board of Supervisors of Elections before polls open at 7:00 a.m. on Election Day to prepare the polling station. Preparation of the polling station includes:

1. Posting sample ballots and instructions outside and inside the polling station for public view. The sample ballot shall show names of declared candidates and questions, if any. The names of write-in candidates may be posted inside and outside the polling station, but not within the voting booth.
2. Demarcating a one hundred (100') foot perimeter around the polling station structure as a "no electioneering" zone. No campaigning by candidates or their supporters will be allowed within this area. Candidates for election may cross this line only to cast their own vote.
3. Setting up a voter "check-in" station, including readying of the voter registration list and Voter Authorization Cards.
4. Completing set up of voting booths. If voting machines are used, the Elections Chair, with assistance from the voting machine vendor, shall verify that they are ready for use and counters set to zero. If paper ballots are used, members of the Board of Supervisors of Elections shall ensure that each booth has a pen for marking the ballot.
5. Setting up ballot boxes if paper ballots are used. Ballot boxes must be empty and ready for use. The Town Clerk shall keep the ballot box key in secure storage until the polls close.

B. Polling Station Open: The Elections Chair supervises the polling station and may assign members of the Board of Supervisors of Elections to their particular stations. Upon opening of the polls, all members of the Board of Supervisors of Elections shall take their assigned stations. At least two members of the Board of Supervisors of Elections shall staff the voter check-in/registration tables. One member of the Board of Supervisors of Elections shall staff the voting booths and one shall staff the ballot boxes, if paper ballots are used. Physically disabled voters shall be assisted as prescribed in the Maryland Election Law Article, as may be amended.

The Elections Chair shall be responsible for provisional voting and ensure that residents, who are not on the voter registration list, are able to cast a provisional ballot. Provisional ballots are set aside for separate tallying. Votes remain provisional until the eligibility of the voter has been established by the Prince George's County Board of Elections.

The Town Clerk shall announce the closing of polls five minutes before 8:00 p.m. on Election Day. Any resident wishing to observe the tallying may remain inside the polling station when the

doors are locked. No one shall be permitted to enter or re-enter the polling station while tallying is in progress.

C. Vote Count Observation and Decorum: After the last voter has voted and the polls have closed, and before the counting begins, candidates and members of the public may be permitted to enter the room where the votes will be counted. Once the counting begins, the door to the counting room will be closed and no one will be allowed to enter until the votes have been tallied. Once inside the room, anyone wishing to leave will not be readmitted until the counting has concluded. The use of electronic devices, other than those being used by the Board of Supervisors of Elections for counting, will not be permitted in the polling room during the counting of the votes. Anyone who violates the restrictions set forth herein may be, at the discretion of the election judges, ejected from the proceedings.

If paper ballots are used:

1. The ballot box key shall be returned to the Elections Chair by the Town Clerk to open the ballot boxes.
2. The Elections Chair shall remove ballots from the ballot box and organize them for tallying assisted by other members of the Board of Supervisors of Elections.
3. The Elections Chair shall read out aloud how each ballot was voted, including write-in votes and ballot questions (if any).
4. Two members of the Board of Supervisors of Elections will independently tally the votes cast for each candidate and results of each ballot question.
5. In the case of an irregular ballot, the Elections Chair shall consult with two other members of the Board of Supervisors of Elections to determine if the ballot is valid or spoiled in accordance with criteria detailed in the election procedures manual of the Town of Upper Marlboro. If spoiled, the ballot shall be marked "void" and set aside. A voided ballot shall be shown to any challenger but shall not leave the hand of the member of the Board of Supervisors of Elections.
6. When all regular ballots are tallied, the Elections Chair shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter list to ensure that the total number of voters agrees with the total number of ballots cast.
7. Provisional votes shall be tallied separately and set aside until the qualification of each provisional voter can be verified
8. Voted ballots shall be placed in envelopes, sealed and signed across the seal by three members of the Board of Supervisors of Elections. Said envelopes, marked voter registration list and Voter Authorization Cards shall be kept in a secure place until they are delivered to the Prince George's County Board of Elections for certification.
9. Tally sheets shall be verified, signed and dated by the Elections Chair and members of the Board of Supervisors of Elections. Tally sheets, together with spoiled ballots, those not distributed and not used shall be placed in envelopes, sealed, signed across the seal by at least three members of the Board of Supervisors of Elections and returned to the Town Clerk.

If voting machines are used:

1. The Elections Chair, with two other members of the Board of Supervisors of Elections, shall open the voting machines and unroll the tally sheets.
2. The machine count shall be verified by at least two members of the Board of Supervisors of Elections. Under the supervision of the Elections Chair, members of the Board of Supervisors of Elections shall tally record sheets from each voting machine. Once the machine votes have been tallied, the Elections Chair shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter registration list to ensure that the total number of voters agrees with the total number of ballots cast.
3. Provisional votes, cast by paper ballot, must be tallied separately, and returned separately to the Prince George's County Board of Elections to be certified.
4. Tally sheets shall be verified against the total count of the signed voter authorization cards, a count of check marks on the County voter registration list, and a count of checks on the Town supplemental registration list.
5. Voting machine tally sheets and absentee ballots shall be placed in envelopes, sealed, and signed across the seal by at least three members of the Board of Supervisors of Elections.
6. Voting machines shall be locked and sealed and keys placed in a sealed envelope for safekeeping until the voting machines are picked up by the vendor.

D. Tie Votes: In the case of a tie vote, the Board of Commissioners shall order and provide a run-off election between the tied candidate within twenty-one (21) days of the initial election.

E. Announcement of Election Results: The Elections Chair shall announce the five candidates receiving the highest number of votes as Commissioners-elect. The Elections Chair shall also announce the results of any Ballot Questions.

F. Statement of Election Results: After the closing of the polls, the Board of Supervisors of Elections shall determine the vote cast for each candidate or question and shall, no later than 12:00 Noon on Thursday immediately following the election, certify the results of the election to the clerk of the Town who shall record the results in the minutes of the next Town Meeting of the Board of Commissioners. The five candidates for Commissioners receiving the highest number of votes in a general election shall be declared elected.

G. Reporting Election Results and Certification: The Town Clerk shall deliver the Statement of Election Results, the marked voter registration list, Voter Authorization Cards, absentee and provisional ballots to the Prince George's County Board of Elections within four days after the election. The County Board of Elections will independently tally the votes, including confirmed provisional votes, and certify the election.

After tallying the votes, the Prince George's County Board of Elections will return the voter registration lists, Voter Authorization Cards, and voted ballots, which shall be retained by the Town for a period of at least six (6) months.

Section 9 Ballot Questions

The sitting Board of Town Commissioners may, by Resolution, add non-binding questions to an election ballot to receive advice or input from the Town's voters on different topics. Said Resolution should list each question and provide detailed background information and a statement as to why this topic is important. The Resolution should be approved no more than thirty (30) days prior to the election date. Ballot questions shall be included in the sample ballot and posted in a paper of general circulation, or other suitable form of public outreach.

Section 10 Additional Items

A. Assistance To Voters: Any registered voter who requires assistance to vote by reason of blindness, disability, or inability to read the English language or write may be given assistance by a person of the voter's choice, not to include the voter's union or employer. Any person rendering assistance pursuant to this subsection shall execute a certification to be included in the instructions.

B. Voting Secrecy: The Board of Elections shall provide an enclosure to vote that ensures secrecy in the marking of the ballots and shall count the ballots only after the close of the polls as scheduled.

C. Penalties: Any person who shall violate any of the provisions of this Article shall, upon conviction, be sentenced to pay a fine of not more than one thousand dollars (\$1,000) or be sentenced to imprisonment for not more than six (6) months, or both, in the discretion of the court.

Section 10 Severability

If any section, subsection, paragraph, sentence, clause, or word contained in this Ordinance shall be declared invalid for any reason, such decision shall not affect the remaining portion of this Ordinance, which shall remain in full force and effect and to this end the provisions of the Ordinance are hereby declared to be severable.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners for the Town of Upper Marlboro, Maryland, that this Ordinance 2021-05 shall replace and repeal Ordinance 2001-02 Elections.

The Town of Upper Marlboro

RESOLUTION: 2021-22
SESSION: Regular Town Meeting
DATE: September 14, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO FORMALLY APPOINT THE INCUMBENTS TO THE OFFICES OF TOWN ADMINISTRATOR AND CHIEF OF POLICE IN ACCORDANCE WITH THE TOWN CHARTER

WHEREAS, on March 11, 1980, the Town Board of Commissioners purportedly passed Resolution 1-80 entitled a “Resolution to Create a Police Force for the Town of Upper Marlboro,” and

WHEREAS, the Office of Town Administrator and the Office of Chief of Police were initially formally created or ratified by law pursuant to Ordinance 2020-03 passed on May 12, 2020, which took effect 20 days later, and

WHEREAS, the Town of Upper Marlboro Organizational Chart was authorized by Resolution 2020-15 on June 23, 2020; and

WHEREAS, Charter Amendment Resolution (“CAR”) 01-2021 amended the Town Charter to include the aforementioned offices and became effective on April 28, 2021; and

WHEREAS, CAR 01-2021 included a requirement for appointment by ordinance or resolution in Sections 82-59 A & B of the Town Charter with the creation of said offices and although the current incumbents holding these appointed offices have been performing their duties for some time under other preexisting law, the Board wishes to now formally appoint said officers in compliance with the recent charter amendment.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that the following appointments are hereby made and ratified: (i) Town Administrator Kyle Snyder and (ii) Chief of Police David Burse; and

BE IT FURTHER RESOLVED, that said appointees as charter officials shall be administered the oath of office required by Section 82–85 of the Town Charter; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute this Resolution on behalf of the Board.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular public meeting on this 14th day of September, 2021.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

John Hoatson, Clerk

Linda Pennoyer, President

The Town of Upper Marlboro

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

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 Corp., this _____ day of _____, 2021.

John Hoatson, Clerk

The Town of Upper Marlboro

RESOLUTION: 2021-23
SESSION: Regular Town Meeting
DATED: September 14, 2021

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE PARTICIPATION IN THE MAIN STREET MARYLAND AFFILIATE PROGRAM.

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §6-102 of the Housing and Community Development Article, Annotated Code of Maryland; the Code of Maryland Regulations (“COMAR”), COMAR Regulation 05.13.02.01 *et seq.* and §82-16(2)(m) and (bb) of the Town Charter to participate in the Main Street Maryland Program; and

WHEREAS, the Main Street Maryland Program offers, technical assistance, training, and other services and assists smaller towns and communities in working with the Maryland Department of Housing and Community Development and in using the National Trust for Historic Preservation’s National Main Street Center, which developed the Main Street Four Point Approach for commercial revitalization; and

WHEREAS, since 2008, Main Street Maryland Programs have also incorporated a Fifth Point: Clean, Safe, and Green, to strengthen the economic potential of traditional business districts; and

WHEREAS, the Board of Town Commissioners finds that joining the Program as an affiliate is in the best interested of the Town.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 14th day of September, 2021, that the Town Board of Commissioners hereby authorizes the President and Staff to proceed with the application and any other pertinent coordination and execute any necessary documentation to join Maryland Department of Housing and Community Development Main Street Affiliate Program.

ATTEST: THE TOWN OF UPPER MARLBORO

Clerk

Linda Pennoyer, President

Date: _____

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

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.

John Hoatson, Town Clerk



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlbormd.gov
www.uppermarlbormd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday September 10th, 2021
Re: Annexation Phase 2 & 3 Update

Commissioners,

I am pleased to announce that the Town has obtained more than enough consent from registered voters and property owners for the Town to move forward with Phase 2 & 3 of the Town's annexation initiative. The Town Attorney is currently finalizing Annexation Resolution 2021-01 and the Annexation Plan. Once these legislative items are complete, Town Staff will begin issuing notices and setting hearing dates with a final timeline. Once the documents are provided, it is an approximately 75-day process until the annexation is official.

Valley Lane

Town Staff is recommending that the Board consider approving an annexation agreement with two of the three residential properties along Valley Lane to abate town property taxes for up to five years. The 3rd property is in probate, so it would be nearly impossible to locate the legal owner to sign an agreement. Due to the condition of the County-owned roadway, narrow, and in poor condition, the three properties would be unable to benefit from the full complement of Town services listed below:

Limited Town Services:

- Residential Trash collection
- Residential recycling collection
- Snow Plowing
- Roadway maintenance (until it is turned over to the Town from the County)
- Flood control & storm water management.

The registered voters of these properties have signed voter consent forms, so the annexation can move forward. The agreements can be drafted, approved, and signed, prior to the enactment date so there is sufficient time to get this completed as the annexation process moves forward.

Annexation Approval and Enactment Timeline:

- RESOLUTION INTRODUCTION DATE: _____
- ANNEXATION PLAN TO COUNTY, MDP, M-NCPPC & PGCPB (AT LEAST 30 DAYS BEFORE HEARING): _____
- HEARING NOTICE PUBLICATION DATES: (4 NOTICES FOR 4 WEEKS PRIOR TO HEARING)
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
- MAIL PUBLIC NOTICE TO CO. COUNCIL, MDP & M-NCPPC: _____
- PUBLIC HEARING DATE (NOT LESS THAN 15 DAYS AFTER THE FINAL PUBLICATION OF THE NOTICES): _____
- ENACTMENT DATE (ON OR AFTER HEARING DATE): _____
- EFFECTIVE DATE (45 DAYS AFTER ENACTMENT): _____
- FILE ENACTED RESOLUTION (WITH CLERK OF CIR. COURT, MD. DEPT. LEGISLATIVE SERVICES, COUNTY TAX ASSESSOR & M-NCPPC W/I 10 DAYS):

Upper Marlboro Event Communication Form

EVENT TITLE: 2021 Trunk-or-Treat - October 30th

Event Date: October 30, 2021

Event Time: 6:00 - 8:00 PM

Event Location: School Board Parking Lot

Anticipated Attendance: 500-1,000 Vehicles

Main point of contact: Sharna Graham

Summary of Event:

Due to continued concerns regarding COVID we propose a drive through Trunk-or-Treating Event. Traffic will flow both in and out from Old Crain Highway and loop around School Lane flowing through the parking lot. The area will have decorated trunks/tables and other displays. This event will be a free ticketed event to manage traffic flow and ensure there is enough candy for all attendees.

Activities:

Decoration and dressed up drive through area. The map below shows traffic flow and decoration areas. A treat bag will be given to each child in a vehicle at the end of the drive through area.

Ticket Plan:

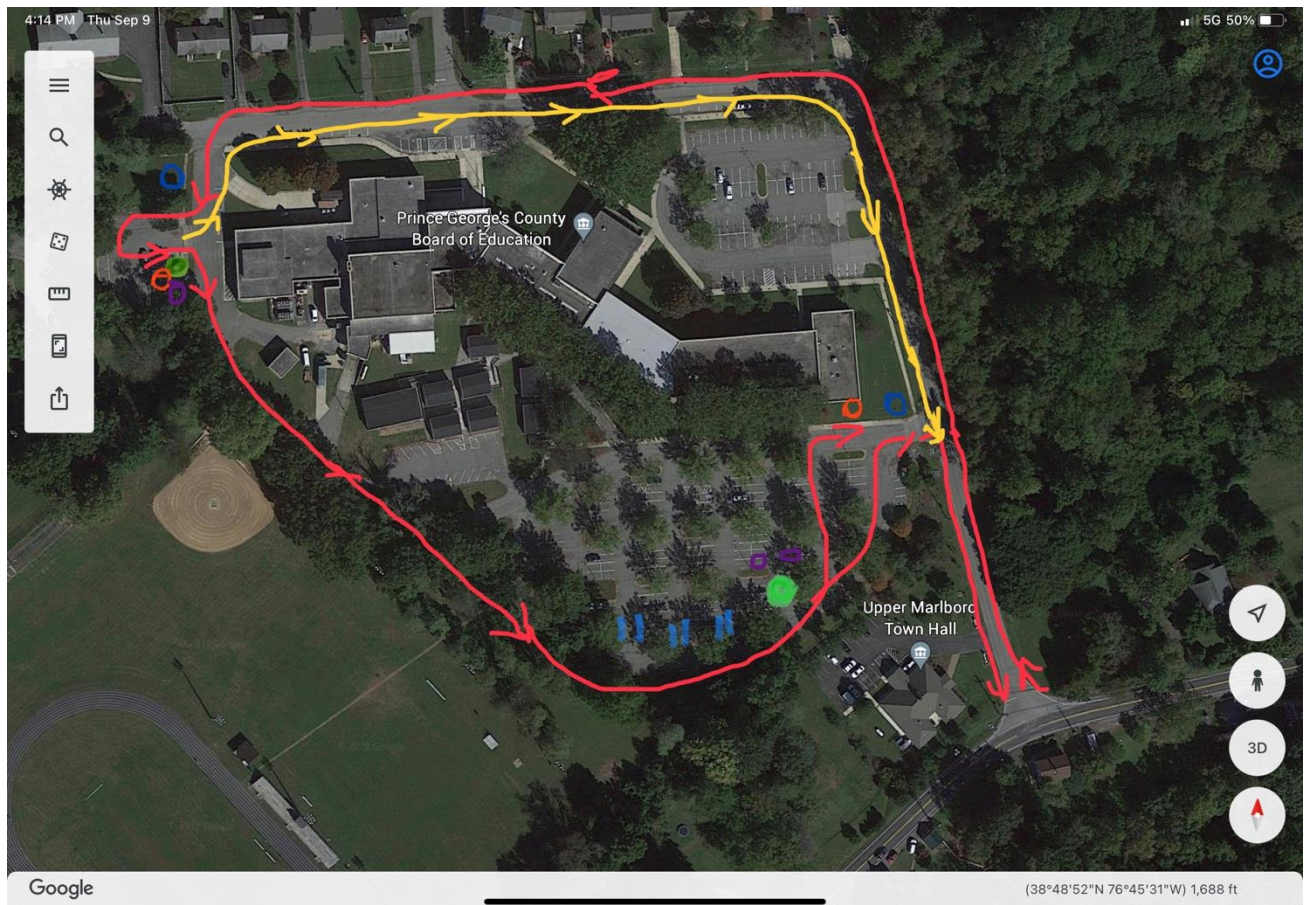
Tickets will be free and required for the event. An eventbrite will be set up and tickets will be recorded with available software and Town mobile devices. People without tickets will need to be turned around. This needs to be communicated clearly and explicitly on ALL marketing materials: Yard signs, social media, print media, flyers, etc.

Upper Marlboro Event Communication Form

EVENT TITLE: 2021 Trunk-or-Treat - October 30th

Traffic Flow:

The following map shows the traffic flow plan for this event. We have chose the School Board location because of the constraints of our Town and Volunteer Staff and the need to contain the event.



- Traffic Flow
- Un-ticketed exit
- Police Officer
- CERT Member

- Events Committee Member
- Ticket Check Station
- Decorated Trunks
- Treat Distribution

Upper Marlboro Event Communication Form

EVENT TITLE: 2021 Trunk-or-Treat - October 30th

Decor/Planning Theme:

There will be several different themed areas with decorations. Halloween and kid-friendliness will be the theme throughout.

Event timeline/agenda (to be completed one week prior to event)

- 3:30: Volunteers, CERT, PD & DPW Arrive
- 5:30: Setup is complete
- 6:00 Traffic is let into decorated area.
- 8:00 No more cars can enter the event, PD directs final traffic flow, clean up begins.
- 9:00 Breakdown is complete.

Town Staff Support Needs:

Public Safety:

We will need public safety and CERT officers to manage and direct traffic flow and to provide support in case of an emergency and to ensure safety.

Public Works:

We will need public works staff to help us set up the site with

- Mobile road blocks/traffic flow cone set-up
- Tables set up
- Purchase and deliver hay bales
- Deliver decoration and other set-up supplies
- Garbage cans at entrance and exit.
- Site clean-up and break down

Other Staff:

We will need the assistance of the Town Administrator, Town Clerk, and Deputy Clerk to order supplies, advertising, and manage social media with regard to the event.

Commissioners:

We hope to see our commissioners enjoying this community event!

Upper Marlboro Event Communication Form

EVENT TITLE: 2021 Trunk-or-Treat - October 30th

Advertising Plan:

- Yard signs at prominent locations around town.
- Town Web Page and Social Media Accounts (Facebook, Instagram, Nextdoor)
- Landings Newsletter
- Flyers distributed at other events

Event Budget:

The Town had budgeted a total of \$2,000 for this event. The internal budget of this event is laid out below:

Item	Budget
Decor	\$500.00
Candy	\$1,200.00
Non-Candy	\$200.00
Flyers	\$0.00
Signs	\$100.00
TOTAL	\$2,000.00
Budgeted Amount	\$2,000.00