

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## REGULAR TOWN MEETING

June 8, 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://us02web.zoom.us/j/85999615701> Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592.

#### Call to Order

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

#### President's Statement from the May 25, 2021 Closed Session

#### Approval of Meeting Minutes & Financial Reports

- Approval of the May 11, 2021 Regular Town Meeting minutes
- Approval of the May 18, 2021 Extra Board Work Session minutes
- Approval of the May 25, 2021 Regular Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of May 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) Ordinance 2021-02: FY2021 Budget Amendment (Board vote)
- 2) Ordinance 2021-03: FY2022 Town Operating Budget (Board vote)
- 3) Ordinance 2021-04: Amending Personnel Standards (Board vote)
- 4) Resolution 2021-16: To Authorize DOE 2021-02 (Board vote)
- 5) Resolution 2021-17: To Authorize Circuit Manager Program Application (Board Vote)
- 6) Juneteenth Proclamation (Board Vote)

#### Administrative Updates

- 7) Legislation, Projects and Initiatives
- 8) 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*

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**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](mailto: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

May 11, 2021 • 7:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85999615701>  
Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592

### Call to Order

The meeting was called to order at 7:02 p.m.

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

Staff present: M. David Williams, Town Clerk; Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works.

Also present: TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Joseph Hourclé /Board of Supervisors of Elections; Ray Feldman/Feldman Communications Strategies LLC; Reverend Kevin V. Montague/Providence St. John Baptist Church; plus, various citizens and interested parties.

### 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 April 13, 2021, the Extra Board Work Session minutes from April 20, 2021, the Regular Board Work Session minutes from April 27, 2021, and the Treasurer's Report as of April 30, 2021. Commissioner Duckett seconded. All Board minutes from February's Town Meeting and Work Session, plus, the April Treasurer's Report were unanimously accepted and approved as presented.

### Reports

#### Departments/Committees:

- Chief Burse delivered the UMPD report for the month of March 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted that the Town issued 36 parking citations and 20 moving violations in April. He then addressed a subject of concern that had been brought to his attention by several residents over the past year. The issue being a homeless man who has been spotted in various places around Town. Chief Burse acknowledged that he has been in and around the vicinity for the past 4 to 5 years now and has not posed a threat to citizens who encounter him. A resident commented that they saw him walking in the middle of Church Street in the dark and they feared for his safety. Chief suggested that calling the non-emergency number would be the best way for the incident to be officially logged in for the police records: 301-352-1200.
- Superintendent Bond delivered the Public Works reports for March 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He made a special note that there has been an increase in residents putting out unacceptable items for pick-up. He added that residents

should call the Town Hall with any questions on refuse items, or complaints about items not being picked-up, so that there is time for the appropriate crew(s) to address any problems.

- Director of Finance Morgan reviewed highlights of the April 2021 Treasurer's Report noting that the Budget figures are in the black at present, however, any large tax revenues will most likely not be received during the months of May and June this year. For expenses, he highlighted Computer and Parking Meter repairs & upgrades, Association Dues, HR Broker services and acquisition of the Town's first electric vehicle as major expense items for April. He added that work continues to finalize Town policies, the Employee Handbook, the FY2021 End-of-Year Budget Amendments and preparation for the Town's several annual audits.
- TA Snyder reported for Greenwill stating they continue to work on the Town's behalf on: Permitting issues related to the Playground Project; Language for the Roadway Improvement Project funding from the State; Getting the 2019 Bond Bill funding through; Property assessment to fund the Church Street Parking Lot project; and a new cost-sharing revenue initiative with the PGC Parking Authority.
- TUMHC Chair Callicott reported that at their last meeting they discussed their ongoing Time Capsule Project and a possible new Oral History session. She stated they are looking for items to put in the Time Capsule and noted they will post the interior dimensions for those wanting to donate items.
- Commissioner Franklin reported for the Events Committee stating they did not meet this past month but do need more volunteers as Board members and to help with ideas for their Fall Event.
- SCW Chair Stephens stated the Workgroup is preparing to launch its new "Building Improvement Program" to help address interior issues with Main Street buildings. She noted they need an MOU with the State in order to execute the new program. She added that another cycle of Community Legacy Grant Awards for FY2022 has begun and the SCW will need to apply by June 24<sup>th</sup>. Lastly, she noted they are currently researching best practices to stand an Upper Marlboro Business Association.
- Commissioner Duckett reported they extended the deadline for mural artist's proposals until May 14<sup>th</sup>. Councilmember Davis and the PGC Arts & Humanities Council will help with the Call-For-Submissions.
- It was noted that the GreenTeam is currently working on their plan.
- Chief Burse reported for the CERT stating that they on May 8<sup>th</sup> where it was noted members put in a collective 335 hours volunteering at Community Outreach events in and around Town.
- TA Snyder reported for the MVFD is currently restructuring operations since the loss of President Jay Tucker. He noted the Town continues to offer support to find funding sources for needed apparatus. He added that their annual "Cruzin' Main Street Car Show" will be held on August 28<sup>th</sup>.

Commissioners: The Commissioners had no reports at this time.

## **Business**

- 1.) Resolution 2021-10 Employee Handbook: Clerk Williams read aloud the Resolutions' introduction. TA Snyder noted the Handbook has been reviewed by the Town's HR consulting firm and has been posted online for citizen's review and. With no further comment, Commissioner Franklin motioned to approve Resolution 2021-10. Commissioner Duckett seconded the motion. The motion was passed with the full Board voting in favor.
- 2.) Resolution 2021-11 FY22-24 Town Tax Rate Plan: The Resolutions' introduction was read aloud by Clerk Williams. With no further comment offered to the Board, President Pennoyer asked for a motion to approve. Commissioner Franklin motioned to approve Resolution 2021-11. Commissioner Duckett seconded. With all in favor, the Resolution was unanimously passed.

- 3.) Ordinance 2021-01 Business Licensing: A second reading of the Ordinance's introduction was read aloud by Clerk Williams. The President noted this was to amend Ordinance 2018-07 to better support the Town's businesses. A minor typo was noted by the Clerk. With no further discussion, Commissioner Franklin motioned to approve Ordinance 2021-01. Commissioner Duckett seconded the motion. With no one opposed, the motion was passed unanimously.
- 4.) Resolution 2021-13 Setting Business Licensing Fee: Clerk Williams read aloud the Resolutions' introduction. With no further commentary discussion, Commissioner Franklin motioned to approve Resolution 2021-13, to which Commissioner Duckett seconded. With no one opposed, the motion passed unanimously.
- 5.) Resolution 2021-14 Accepting Greentree Proposal: The Resolutions' introduction was read aloud by Clerk Williams. TA Snyder noted the work to clear dead trees is a necessary safety measure for the Playground Project. Commissioner Franklin motioned to approve Resolution 2021-14. Commissioner Duckett seconded the motion. With all in favor, the motion unanimously passed.
- 6.) Ordinance 2021-02 FY2021 Budget Amendment: The Ordinances' introduction was read aloud by Clerk Williams. Finance Director Morgan delivered an overview of the amendments needed for the End-of-Year Adjustments to the FY21 Town Operating Budget. He noted further adjustments will be necessary as more final figures come in the next month. There were no questions or comments offered at this time. It was noted discussions will continue at the next Work Session.
- 7.) Ordinance 2021-03 FY2022 Town Operating Budget: Director Morgan reviewed current numbers noting most figures should not change much by early June. Clerk Williams then read aloud the Ordinances' introduction. With no further discussion offered, the President noted the Budget Ordinance will be further discussed at the next two Board Work Sessions in May.
- 8.) Ordinance 2021-04 Amending Personnel Standards: The Ordinances' introduction was read aloud by Clerk Williams. The President noted this amendment to Ordinance 2020-03 will be discussed at the next two Board Meetings to address Charter and language issues and will be further discussed and reviewed with the Town's Attorney.

## **Administrative Updates**

- 9.) Legislation, Projects and Initiatives: TA Snyder providing updates on the following: 1.) Pop-Up Vaccine event went well. Next one in 2 weeks; 2.) Playground Project phases moving forward. A Right-of-Way issue with DPIE is being addressed; 3.) Town Financial Policies to get finalized once the FY22 Budget is approved; 4.) Met with M-NCPPC on the Town's Trails and Walkways initiative; 5.) Mural Project Grant applications opened up to Maryland citizen's ; 6.) Waiting to hear back on the Main Street Maryland Affiliate Program; 7.) Employee Handbook approved tonight; 8.) County released Solar Panel Project permits; 9.) Working with Greenwill to get the State Bond Bill funding for the Church Street Parking Lot and Pocket Park projects; 10.) Investigating possible cost-sharing arrangements with the County and Courthouse for the Water Street Parking Lot and/or overall parking meter management; 11.) Discussions with Marlborough Towne HOA scheduled for the July Board Work Session; 12.) Chief getting quotes on electric vehicle charging stations.
- 10.) General Commissioner & Staff items: TA Snyder noted a Resolution to authorize a proposal to conduct the Mets and Bounds Survey for the next phase of Annexation need to be approved before June. After discussion, the Board announced the proposal would be up for a vote at the next Board Work Session to accommodate the time constraint.

**Public Comment**

Reverend Kevin V. Montague introduced Stacey Jordan who is coordinating/directing their "Community Garden" project. Ms. Jordan stated she looks forward to discussions with the Town's Board and Staff on this project, future annexation phases and working together on Town events.

**Adjournment**

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk

# Town of Upper Marlboro

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

## Extra Work Session Minutes

May 18, 2021 - 11:00 a.m.

unApproved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85451683537>  
Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

### Call to Order

- Meeting was brought to order at 11:01 a.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; Director of Finance William Morgan; and Public Works Superintendent Darnell Bond.
- Pledge of Allegiance

### Business

- 1.) Resolution 2021-05 CPJ & Assoc Proposal approval: Clerk Williams read aloud the Resolution's introduction. With no additional comments from the Board, Commissioner Franklin motioned to approve Resolution 2021-05 and proposal as presented. Commissioner Duckett seconded. With all in favor, the motion passed unanimously.
- 2.) FY2022 Town Operating Budget: Finance Director Morgan reviewed the updated line-item totals of interest in the current draft Budget. Noted line-items included: Red Light/Speed Camera revenues; Vehicle Maintenance expenses; Grant revenues; Reserve Account funds; Capital Improvement Program (CIP) funding; Paygrade Step Chart and Employee salaries.
- 3.) FY2021 Budget Amendments: Director Morgan reviewed the end-of-year adjustments proposed to amend the FY2021 Operating Budget via a PowerPoint presentation. It was noted that the overall totals for Revenues and Expenses were lowered about \$80K.

The Board briefly discussed re-opening strategies, security, and protocols in relation to the draft Joint Resolution 2021-16 & DOE 2021-02 which will be up for a Board vote in June. President Pennoyer announced the Board would be entering into a closed session at the May Regular Work Session to discuss personnel salaries.

### Adjournment

The meeting was adjourned at 12:49 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk



# Town of Upper Marlboro

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## Work Session Minutes

May 25, 2021 - 7:00 p.m.

unApproved

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 7:03 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; Public Works Superintendent Darnell Bond; Director of Finance William Morgan; plus, various citizens and interested parties.
- Pledge of Allegiance

### Business

- 1.) Ordinance 2021-02 FY2021 Budget Amendment: Finance Director Morgan stated that no figures had changed since the last Extra Work Session but noted some will change slightly once the budget reconciliation for May is conducted. There were no additional comments.
- 2.) Ordinance 2021-03 FY2022 Town Operating Budget: Again, Director Morgan stated that no figures had changed since the last Extra Work Session but noted small amounts in some line-items will change by the time it is up for passage at the June 8<sup>th</sup> Town Meeting. It was noted by Administrator Snyder that a current draft Budget spreadsheet will be posted online soon for the public to review. He suggested that resolutions should also be approved at the June Town meeting to start the purchase process of the new Public Works' vehicles, and the new UMPD cruisers.
- 3.) Ordinance 2021-04 Amending ORD 2020-03 Personnel Standards: TA Snyder reviewed an attached Memo that identified 3 main concerns that arose through Board discussions to date. The Board engaged in a lengthy discussion that included: Payroll hourly rates; Presidential powers; Charter changes; and, Board member involvement in hiring process.
- 4.) MEMO Resolution 2019-16 To Authorize DOE 2021-02: TA Snyder presented a Memo concerning the Town's 5<sup>th</sup> extension of its ongoing Declaration of Emergency. He noted this new extension will run through the end of September and details Covid-protocol procedures recommended for a July 1<sup>st</sup> reopening of Town Hall to the Public. Discussion covered Conference Room rentals, Notary Services and overall security issues with the Town Hall.
- 5.) Town Clerk Recruitment Update: Director of Human Resources Morgan delivered an update on the hiring process to date, noting over 80 applications had been received. It was noted that the Commissioners will review the submissions as soon as possible.
- 6.) Salary Comparison & Comparability: TA Snyder reviewed research compiled by Town Department Heads and our consulting firm Insuraty, Inc. Comparison charts were provided on screen for those attending the Zoom meeting. Discussion included: Step versus Ranking pay scale systems; Departmental staffing levels; COLA adjustments; and Job descriptions.
- 7.) General Commissioner & Administrative Staff items:
  - (added agenda item) Sparks@Play contract extension: TA Snyder acknowledged a Right-Of-Way issue with the County and related permitting issues with DPIE that has delayed the playground Phase I construction beyond its current end date. The Board agreed to the extension. Final contract extension details will be drafted for official Board approval.



- (added agenda item) Our TIN, Inc. Juneteenth Event: The Town is partnering with the non-profit and the Marlboro Boys & Girls Club for the event. Costs, advertising, expenses, location, Town Committee involvement and partnering/sharing Movie Event resources were discussed. A proclamation will be drafted for the June Town Meeting.
- (added agenda item) Circuit Rider Program: A resolution to authorize funding from the Town to share a Grant Writer with the Town of Morningside will be drafted for the Board to approve at the June Town Meeting.
- Plans for a Town Memorial Day Event were discussed.

8.) **Closed Session:** The President announced that the Board would now close the meeting under General Provisions Article 3-305(b) of the Maryland Code. She added that the topics and purposes of this closed meeting are to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. She noted the specific statutory authority to close the session is found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1), and, Section 3-305, Subsection (b), Paragraph (1).

The President called for a motion to go in to closed session. Commissioner Duckett motioned to proceed with the closed session. Commissioner Franklin seconded. With all members of the full Board voting 'yea', the motion to close was passed. It was noted that Town Administrator Kyle Snyder, UMPD Chief David Burse, Public Works Superintendent Darnell Bond, and Director of Finance William Morgan would be attending the first portion of the closed meeting, and that a closed session statement would be delivered at the next Town Meeting on June 8, 2021.

### **Adjournment**

The President thanked all who attended the Board Work Session and asked all but the elected officials to exit the Zoom Teleconference at this time. The meeting was adjourned at 9:18 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk



# Town of Upper Marlboro

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## Town of Upper Marlboro FY2021 Condensed Budget July 2020 - June 2021

### Income

Revenue		
<b>Fines, Licenses &amp; Permits</b>		
6154 Franchise Fee	\$10,704.86	\$16,000.00
6280 Trader's License Fees		\$1,000.00
6350 Permits/Rentals	\$2,484.66	\$15,500.00
6355 Parking Meters	\$86,682.11	\$290,666.00
6381 Parking Fines/Penalties	\$23,306.55	\$21,000.00
6550 Pub/Edu/Govt Broadcasting	\$6,752.38	\$2,500.00
<b>Total Fines, Licenses, Permits</b>	<b>\$129,930.56</b>	<b>\$346,666.00</b>

<b>Grants</b>		
6530 Grants	\$336.50	
6530.2020-03 State Police Aid	\$13,495.00	\$17,317.00
6530.2020-04 Community Open Space Grant	\$0.00	\$100,000.00
<b>Total 6530 Grants</b>	<b>\$13,831.50</b>	<b>\$117,317.00</b>

<b>Intergovernmental</b>		
6240 Financial Corporation Tax	\$0.00	\$9,145.00
6260 Highway User Fee	\$22,962.67	\$27,725.00
6310 Disposal Fee Rebate	\$1,702.00	\$2,000.00
<b>Total Intergovernmental</b>	<b>\$24,664.67</b>	<b>\$38,870.00</b>

<b>Other</b>		
6390 Interest Earnings	\$3,417.23	\$5,000.00
6392 Sale of Property	\$2,340.00	\$1,500.00
6394 Miscellaneous Revenue	\$9,888.44	\$6,500.00
6396 Special Events/Donations	\$0.00	\$2,500.00



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Taxes		
6100 Real Estate Taxes	\$335,668.61	\$295,000.00
6101 Personal Property Taxes	\$382,453.68	\$390,000.00
6230 Income Taxes	\$395,748.59	\$160,000.00
<b>Total Taxes</b>	<b>\$1,113,870.88</b>	<b>\$845,000.00</b>

<b>Total Revenue</b>	<b>\$1,297,943.28</b>	<b>\$1,363,353.00</b>
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Capital Improvement		
9000.2020-02 Transfer of Reserve	\$100,000.00	\$110,900.00
<b>Total Capital Improvement</b>	<b>\$100,000.00</b>	<b>\$110,900.00</b>

<b>Total Income</b>	<b>\$1,397,943.28</b>	<b>\$1,474,253.00</b>
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## Expenses

General Government		
8030 Salaries - Commissioners	\$5,565.33	\$11,400.00
8035 Salaries	\$205,490.70	\$268,280.00
8073 Accounting	\$14,683.23	\$18,500.00
8074 Audit	\$23,500.00	\$20,000.00
8075 Payroll Processing	\$3,756.42	\$5,000.00
8077 Public Notices	\$520.00	\$1,800.00
8080 Bank Charges	\$22,800.47	\$20,000.00
8086 Staff Development & Training	\$3,160.37	\$2,500.00
8090 Postage	\$1,218.97	\$1,200.00
8092 Printing	\$5,988.56	\$7,500.00
8095 Community Events & Recreations	\$1,389.22	\$10,000.00
8110 Legal	\$32,177.22	\$55,000.00
8115 Computer Software & Support	\$11,329.57	\$9,000.00
8120 Insurance	\$6,350.32	\$12,000.00
8130 Supplies	\$35,516.87	\$5,000.00
8131 Ofc Equipment R&M	\$996.46	\$1,000.00
8160 Telephone	\$6,349.74	\$8,000.00



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<b>8165 Utilities</b>	\$10,534.27	\$12,000.00
<b>8175 Public Property Maintenance</b>	\$9,670.04	\$8,000.00

<b>8180 Grants &amp; Awards</b>	\$8,568.09	<b>\$130,000.00</b>
<b>8185 Historical Committee</b>	\$124.89	\$750.00
<b>8187 Town Election</b>	\$873.00	\$0.00
<b>8191 CERT</b>	\$140.00	\$750.00
<b>8200 Other</b>	\$70.85	\$2,500.00
<b>8205 Consulting Fees</b>	\$48,980.00	\$46,000.00
<b>8210 Payroll Tax Expenses</b>	\$162,196.82	\$95,000.00
<b>8235 COVID-19</b>	\$23,975.48	\$0.00

<b>9001 Capital Improvement</b>		
<b>9000.2020-01 Technology Upgrades</b>	\$4,074.14	\$0.00
<b>9000.2020-02 Parking Meter Upgrades</b>	\$1,326.60	\$0.00
<b>9000.05 Annexation</b>	\$0.00	\$30,000.00
<b>Total 8230 Capital Improvement</b>	<b>\$5,400.74</b>	<b>\$30,000.00</b>

<b>Total 8000 General Government</b>	<b>\$ 650,406.68</b>	<b>\$781,180.00</b>
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<b>Public Safety</b>		
<b>8260 Salaries</b>	\$233,760.57	\$296,590.00
<b>8261 Overtime</b>	\$828.78	\$2,000.00
<b>8273 Uniforms</b>	\$176.01	\$750.00
<b>8274 Weapons &amp; Duty Equipment</b>	\$9,761.48	\$20,817.00
<b>8275 Staff Training</b>	\$150.00	\$300.00
<b>8277 Substance Testing/Pre Employment</b>	\$0.00	\$0.00
<b>8280 Supplies</b>	\$3,762.13	\$4,200.00
<b>8281 Association Dues</b>	\$540.00	\$500.00
<b>8282 PS Insurance</b>	\$4,744.00	\$5,000.00
<b>8290 Payroll Tax Expenses</b>	\$9,249.98	\$58,550.00
<b>8300 Vehicle Repairs</b>	\$0.00	\$750.00
<b>8301 Vehicle Maintenance</b>	\$0.00	\$3,000.00



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<b>8302 Vehicle Fuel</b>	\$0.00	\$2,500.00
<b>8320 Other</b>	\$636.87	\$1,500.00

<b>8330 Capital Improvement</b>	\$ 23,766.00	
<b>8330.01 Technology</b>	\$0.00	\$0.00
<b>8330.03 Debt Service (FY2020)</b>	\$16,262.45	\$33,000.00
<b>Total 8330 Capital Improvement</b>	<b>\$ 40,028.45</b>	<b>\$33,000.00</b>

<b>Total 8250 Public Safety</b>	<b>\$305,524.81</b>	<b>\$429,457.00</b>
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<b>Public Works</b>		
<b>8360 Salaries</b>	\$117,186.66	\$118,380.00
<b>8361 Overtime</b>	\$905.54	\$500.00
<b>8370 Payroll Tax Expenses</b>	\$22,737.59	\$35,000.00
<b>8375 Uniforms</b>	\$132.48	\$500.00
<b>8377 Dues</b>	\$0.00	\$200.00
<b>8380 Other</b>	\$1,498.83	\$750.00
<b>8383 PW Insurance</b>	\$4,508.00	\$6,500.00
<b>8390 Streets Maintenance</b>	\$1,288.21	\$3,000.00
<b>8391 Weather Related Expenses</b>	\$0.00	\$2,500.00
<b>8400 Highway Lighting</b>	\$16,456.30	\$21,500.00
<b>8405 Vehicle Repairs</b>	\$0.00	\$2,000.00
<b>8410 Vehicle Maintenance</b>	\$1,006.73	\$1,000.00
<b>8415 Vehicle Fuel</b>	\$0.00	\$2,500.00
<b>8487 Substance Testing</b>	\$0.00	\$0.00
<b>8490 Utilities</b>	\$4,428.75	\$3,000.00
<b>8491 PWF-Maint/Repairs/Beautificatio</b>	\$7,656.85	\$9,000.00
<b>8493 Portajohn</b>	\$1,200.00	\$1,200.00
<b>8545 Sanitation</b>	\$47,250.64	\$56,086.00



# 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

<b>8550 Capital Improvement</b>		
<b>8550.01 Annexation Upgrades</b>	\$0.00	\$0.00
<b>8550.03 Energy Conservation</b>	\$0.00	\$0.00
<b>Total 8550 Capital Improvement</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total 8350 Public Works</b>	<b>\$ 226,256.58</b>	<b>\$263,616.00</b>
<b>Total Expenses</b>	<b>\$ 1,182,188.07</b>	<b>\$1,474,253.00</b>
<b>Net Operating Income</b>	<b>\$ 115,755.21</b>	<b>\$0.00</b>



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## PROFIT & LOSS May 2021

	<u>Total</u>
<b>Income</b>	
<b>Revenue</b>	
Fines, Licenses, Permits	\$ 12,440.24
Intergovernmental	\$ 4,287.72
Grants	\$ 0.00
Other Revenue	\$ 0.00
Taxes	\$ 57,205.84
<b>Total Income</b>	<u><b>\$ 73,933.80</b></u>
<b>Expenses</b>	
General Government	\$ 57,344.79
Public Safety	\$ 24,431.45
Public Works	\$ 20,776.89
<b>Total Expenses</b>	<u><b>\$ 102,553.13</b></u>





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## Monthly Narrative

1. Business License Notifications
2. FY 2022 Budget

### **Bank Accounts**

#### **Cash on Hand and in Banks**

<b>1000 PGFSB Operating Checking</b>	<b>\$ 111,381.25</b>
<b>1001 Petty Cash</b>	<b>\$ 300.00</b>
<b>1010 PGFSB Payroll Account</b>	<b>\$ 1,401.70</b>
<b>1040 M&amp;T Checking</b>	<b>\$ 41,703.69</b>
<b>1117 Old Line Bank</b>	<b>\$ 103,275.93</b>
<b>1122 Congressional Bank CD 5756</b>	<b>\$ 0.00</b>
<b>1140 MLGIP</b>	<b>\$ 215,489.57</b>
<b>Total Bank Accounts</b>	<b>\$ 473,552.14</b>



## Town of Upper Marlboro Police Department

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

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### Monthly Town Police Department Report For the Month of May 2021

#### Incidents Reported in Town:

Traffic Complaint 1	Business Alarm 2	Family Dispute 1
Domestic Call 1	Check on Welfare 5	Miscellaneous Report 1
House Alarm 3	Suspicious Person 3	Break-in Report 2
Vehicle Accident 4	Theft from Auto 1	Disorderly Call 9
Hold up Alarm 1		

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, Sgt. Irby, and Cpl. deBarros conducted high visibility patrols throughout the Town.

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

Chief Burse participated in the Schoolhouse Pond clean up.

Chief Burse participated in the Prince George's County Chief's Memorial Ceremony.

Chief Burse created a new Code Compliance report for violation within the Town.

Chief Burse participated in a Carjacking Press Conference with the State's Attorney Office.

Code Officer Stewart and Department Works staff conducted an abatement on a residential property.

Chief Burse participated in a Avoiding a Media Firestorm, Crisis Communications Training course.

Chief Burse and Mr. Snyder participated in a virtual meeting with IPS parking meter vender.

Chief Burse, Mayor Pennoyer, Town Administrator Snyder, and Director of Public Works Mr. Bond participated in the Memorial Day Wreath Laying at Town Hall and Schoolhouse Pond



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

**Date:** Thursday, June 3, 2021

**Subject:** Public Works' Status Report

**RE:** May 2021 – Monthly Status Report

## Public Works Related

- PWC Assisted with set up and breakdown of pop-up vaccination clinic.
- Met with Daniel of Greentree for a proposal on clearing of the Town's Spring Branch Drive property.
- PWC assisted Sergeant Irby with traffic control for an accident and a downed tree limb on a power line.
- Due to the pending re-opening of Town Hall, cleaning crews went back to twice per week cleanings.

## Maintenance and Beautification

- Continued litter patrols in high traffic areas.
- Executed pond clean-up on May 1<sup>st</sup>.
- Executed abatement on Spring Branch Drive.
- Continued spring site fertilizing of Town maintained properties.
- Solar panels were installed on Town Hall.
- Monument and Town Hall had flowers planted and mulched.
- Patio area and WWII memorial at Town Hall were pressure washed.

## Streets and Sidewalks

- Service Request for sinkhole on Water Street created (SR-0436434)
- Town service request for sinkhole on Church Street completed on two separate occasions.

## Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 5.31 tons. Bulk day accumulations for yard waste collections are 3.85 tons. We had one dump body rental for the month.

Sincerely,

Darnell F. Bond III, *Public Works Superintendent*

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

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

ORDINANCE: 2021-02  
SESSION: Regular Town Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING BUDGET  
AMENDMENTS FOR THE FISCAL YEAR 2021 BUDGET**

**WHEREAS**, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

**WHEREAS**, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

**WHEREAS**, said Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

**WHEREAS**, the Town Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

**WHEREAS**, the Town Charter, Section 82-43 prescribes that any transfer of funds between

major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

**WHEREAS**, the Town Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

**WHEREAS**, the Board of Town Commissioners has previously approved Ordinance No. 2020-05 on June 9, 2020, which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Board for approval, from time to time, by ordinance pursuant to Md. Code Ann., Art. 23A, §2(b), now codified as Md. Code Ann., LG Article, Section 5-205(b)(4); and

**WHEREAS**, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2020-05 passed on June 9<sup>th</sup>, 2020, by allocating and appropriating funds for the following reason(s): To adjust revenue line items with more accurate estimates, and enhancing or decreasing allocations between departments of expenditure line items due to the elimination of certain staff positions.

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

**Section 1.** The Fiscal Year 2021 Budget Ordinance No. 2020-05, as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 21 BUDGET AMOUNT</u>	<u>AMENDED FY21 BUDGET AMOUNT</u>
Taxes	\$845,000.000	\$1,073,000.00
Intergovernmental	\$38,870.00	\$33,500.00
Fines, License and Permits	\$346,666.00	\$160,545.00
Other	\$6,500.00	\$14,950.00
Grants	\$117,317.00	\$17,654.00
From Designated Funds	\$110,900.00	\$110,900.00
<b>Total Revenues:</b>	<b>\$1,474,253.00</b>	<b>\$1,410,549.00</b>

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2021 Budget Ordinance No. 2020-04, as amended by this FY 2021 Amendatory Budget Ordinance No. 2021-02, shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY21 ADOPTED BUDGET AMOUNT</u>	<u>FY 21 AMENDED BUDGET AMOUNT</u>
General Government	\$781,180.00	\$748,400.00
Public Safety	\$429,457.00	\$393,233.00
Highways and Streets	\$263,616.00	\$268,916.00
<b>Total Expenditures:</b>	<b>\$1,474,253.00</b>	<b>\$1,410,549.00</b>

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2, as amendments, the remaining provisions of the FY 2021 Budget Ordinance 2020-04 shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2021 for the Town of Upper Marlboro and all other taxes, liens and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2021 Budget Ordinance 2020-04

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2021 Amendatory Budget Ordinance No. 2021-02 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Linda Pennoyer, President

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Sarah Franklin, Commissioner

---

Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

---

Kevin J. Best, Esq.

Date: \_\_\_\_\_





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

## Town of Upper Marlboro FY2021 Condensed Budget Adjustment July 2020 - June 2021

Revenue	Approved	Adjustment
<b>Fines, Licenses &amp; Permits</b>		
6154 Franchise Fee	\$ 16,000.00	\$ 14,000.00
6280 Trader's License Fees	\$ 1,000.00	\$ 750.00
6350 Permits/Rentals	\$ 15,500.00	\$ 4,000.00
6355 Parking Meters	\$ 290,666.00	\$ 103,995.00
6381 Parking Fines/Penalties	\$ 21,000.00	\$ 30,000.00
6550 Pub/Edu/Govt Broadcasting	\$ 2,500.00	\$ 5,000.00
<b>Total Fines, Licenses, Permits</b>	<b>\$ 346,666.00</b>	<b>\$ 157,745.00</b>
<b>Grants</b>		
6530 Grants		
6530.2020-03 State Police Aid	\$ 17,317.00	\$ 17,317.00
6530.2020-04 Community Open Space Grant	\$ 100,000.00	\$ -
6530.2020-05 Census Grant	\$ -	\$ 337.00
<b>Total 6530 Grants</b>	<b>\$ 117,317.00</b>	<b>\$ 17,654.00</b>
<b>Intergovernmental</b>		
6240 Financial Corporation Tax	\$ 9,145.00	\$ 7,500.00
6260 Highway User Fee	\$ 27,725.00	\$ 24,000.00
6310 Disposal Fee Rebate	\$ 2,000.00	\$ 2,000.00
<b>Total Intergovernmental</b>	<b>\$ 38,870.00</b>	<b>\$ 33,500.00</b>
<b>Misc</b>		
6390 Interest Earnings	\$ 5,000.00	\$ 2,600.00
6392 Sale of Property	\$ 1,500.00	\$ 2,350.00
6394 Refunds/Reimbursements	\$ 6,500.00	\$ 10,000.00
6396 Special Events/Donations	\$ 2,500.00	\$ -

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



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<b>Total Other Revenue</b>	<b>\$ 15,500.00</b>	<b>\$ 14,950.00</b>
<b>Taxes</b>		
6100 Real Estate Taxes	\$ 295,000.00	\$ 340,000.00
6101 Personal Property Taxes	\$ 390,000.00	\$ 373,000.00
6230 Income Taxes	\$ 160,000.00	\$ 347,970.00
<b>Total Taxes</b>	<b>\$ 845,000.00</b>	<b>\$1,060,970.00</b>
<b>Total Revenue</b>	<b>\$ 1,363,353.00</b>	<b>\$1,284,819.00</b>
<b>Capital Improvement</b>		
9000 Capital Improvement		
9000.2020-02 Transfer of Reserve	\$ 110,900.00	\$ 110,900.00
<b>Total Capital Improvement</b>	<b>\$ 110,900.00</b>	<b>\$ 110,900.00</b>
<b>Total Income</b>	<b>\$ 1,474,253.00</b>	<b>\$1,395,719.00</b>
<b>Expenses</b>		
8000 General Government		
8030 Salaries - Commissioners	\$ 11,400.00	\$ 11,400.00
8035 Salaries	\$ 268,280.00	\$ 230,000.00
8073 Accounting	\$ 18,500.00	\$ 19,000.00
8074 Audit	\$ 20,000.00	\$ 23,500.00
8075 Payroll Processing	\$ 5,000.00	\$ 5,500.00
8077 Public Notices	\$ 1,800.00	\$ 1,000.00
8080 Bank Charges	\$ 20,000.00	\$ 24,000.00
8086 Staff Development & Training	\$ 2,500.00	\$ 3,300.00
8090 Postage	\$ 1,200.00	\$ 2,500.00
8092 Printing	\$ 7,500.00	\$ 7,500.00
8095 Community Events & Recreations	\$ 10,000.00	\$ 2,000.00
8110 Legal	\$ 55,000.00	\$ 50,000.00
8115 Computer Software & Support	\$ 9,000.00	\$ 13,250.00
8120 Insurance	\$ 12,000.00	\$ 10,000.00
8130 Supplies	\$ 5,000.00	\$ 40,000.00
8131 Ofc Equipment R&M	\$ 1,000.00	\$ 1,200.00

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**Sarah Franklin**  
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**Linda Pennoyer**  
Commissioner/President



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<b>8160 Telephone</b>	\$ 8,000.00	\$ 8,000.00
<b>8165 Utilities</b>	\$ 12,000.00	\$ 12,000.00
<b>8175 Public Property Maintenance</b>	\$ 8,000.00	\$ 10,000.00
<b>8180 Grants &amp; Awards</b>		
<b>8180.03 Community Open Space Grant</b>	\$ 130,000.00	\$ -
<b>Total 8180 Grants &amp; Awards</b>	\$ 130,000.00	\$ -
<b>8185 Historical Committee</b>	\$ 750.00	\$ 200.00
<b>8191 CERT</b>	\$ 750.00	\$ 500.00
<b>8200 Other</b>	\$ 2,500.00	\$ 250.00
<b>8205 Consulting Fees</b>	\$ 46,000.00	\$ 60,000.00
<b>8210 Payroll Tax Expenses</b>	\$ 95,000.00	\$ 170,000.00

<b>9001 Capital Improvement</b>		
<b>9000.2020-01 Technology Upgrades</b>	\$ -	\$ 5,000.00
<b>9000.2020-02 Parking Meter Upgrades</b>	\$ -	\$ 1,400.00
<b>9000.05 Annexation</b>	\$ 30,000.00	\$ 1,000.00
<b>Total 8230 Capital Improvement</b>	\$ 30,000.00	\$ 7,400.00

<b>Total 8000 General Government</b>	<b>\$ 781,180.00</b>	<b>\$ 762,500.00</b>
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<b>8250 Public Safety</b>		
<b>8260 Salaries</b>	\$ 296,590.00	\$ 260,000.00
<b>8261 Overtime</b>	\$ 2,000.00	\$ 1,500.00
<b>8273 Uniforms</b>	\$ 750.00	\$ 500.00
<b>8274 Weapons &amp; Duty Equipment</b>	\$ 3,500.00	\$ 1,000.00
<b>8275 Staff Training</b>	\$ 300.00	\$ 300.00
<b>8277 Substance Testing/Pre Employment</b>	\$ -	\$ -
<b>8280 Supplies</b>	\$ 4,200.00	\$ 4,200.00
<b>8281 Association Dues</b>	\$ 500.00	\$ 650.00
<b>8282 PS Insurance</b>	\$ 5,000.00	\$ 5,000.00
<b>8290 Payroll Tax Expenses</b>	\$ 58,550.00	\$ 15,000.00
<b>8300 Vehicle Repairs</b>	\$ 750.00	\$ 1,000.00
<b>8301 Vehicle Maintenance</b>	\$ 3,000.00	\$ 3,500.00
<b>8302 Vehicle Fuel</b>	\$ 2,500.00	\$ 5,000.00
<b>8320 Other</b>	\$ 1,500.00	\$ 1,500.00

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



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<b>8325 GOCCP State Aid</b>	\$ 17,317.00	\$ 17,317.00
<b>8330 Capital Improvement</b>		
<b>8330.01 Technology</b>	\$ -	\$ -
<b>8330.03 Debt Service (FY2020)</b>	\$ 33,000.00	\$ 33,000.00
<b>8330.04 Energy Conservation</b>	\$ -	\$ 23,766.00
<b>Total 8330 Capital Improvement</b>	<b>\$ 33,000.00</b>	<b>\$ 56,766.00</b>

<b>Total 8250 Public Safety</b>	<b>\$ 429,457.00</b>	<b>\$ 373,233.00</b>
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<b>8350 Public Works</b>		
<b>8360 Salaries</b>	\$ 118,380.00	\$ 120,000.00
<b>8361 Overtime</b>	\$ 500.00	\$ 1,000.00
<b>8370 Payroll Tax Expenses</b>	\$ 35,000.00	\$ 26,000.00
<b>8375 Uniforms</b>	\$ 500.00	\$ 300.00
<b>8377 Dues</b>	\$ 200.00	\$ 150.00
<b>8380 Other</b>	\$ 750.00	\$ 2,000.00
<b>8383 PW Insurance</b>	\$ 6,500.00	\$ 4,750.00
<b>8390 Streets Maintenance</b>	\$ 3,000.00	\$ 2,000.00
<b>8391 Weather Related Expenses</b>	\$ 2,500.00	\$ 1,000.00
<b>8400 Highway Lighting</b>	\$ 21,500.00	\$ 21,500.00
<b>8405 Vehicle Repairs</b>	\$ 2,000.00	\$ 2,000.00
<b>8410 Vehicle Maintenance</b>	\$ 1,000.00	\$ 2,500.00
<b>8415 Vehicle Fuel</b>	\$ 2,500.00	\$ 3,500.00
<b>8487 Substance Testing</b>	\$ -	\$ -
<b>8490 Utilities</b>	\$ 3,000.00	\$ 5,000.00
<b>8491 PWF-Maint/Repairs/Beautificatio</b>	\$ 9,000.00	\$ 11,000.00
<b>8493 Septic Tank</b>	\$ 1,200.00	\$ 1,200.00
<b>8545 Sanitation</b>	\$ 56,086.00	\$ 56,086.00

<b>Total 8350 Public Works</b>	<b>\$ 263,616.00</b>	<b>\$ 259,986.00</b>
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<b>Total Expenses</b>	<b>\$ 1,474,253.00</b>	<b>\$1,395,719.00</b>
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<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ -</b>
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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

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

ORDINANCE: 2021-03  
SESSION: Regular Town Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2022 ALONG WITH THE CORRESPONDING TAX LEVIES, AND TO SET FORTH COMPENSATION FOR EMPLOYEES AND OFFICERS, AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.**

WHEREAS, the legislative body of every incorporated municipality in this State pursuant to the Local Government (“LG”) Article, § 5-205 of the Annotated Code of Maryland (“State Code”) is delegated express ordinance making powers to expend municipal funds for any purpose deemed to be public and which affects the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, every municipal legislative body is further expressly delegated ordinance making powers pursuant to said section of the State Code to expend municipal funds provided that any funds not appropriated at the time of the annual levy, shall not be expended, nor shall any funds appropriated be expended for any purpose other than that for which appropriated, except by a two-thirds vote of all members elected to said legislative body; and

WHEREAS, the Town of Upper Marlboro for fiscal year 2022 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308) for all classes of real property; and

WHEREAS, the Charter of the Town of Upper Marlboro (“Charter”) prescribes that the President of the Board of Commissioners (“President”) at least thirty days before the beginning of the fiscal year shall submit a budget to the Board of Commissioners (“Board”); and

WHEREAS, the fiscal year for each municipal corporation in the State of Maryland is mandated by Code, LG Article, Section 16-101, and Charter, Section 82-39 to begin on July 1 of a calendar year and end on June 30 of the next calendar year; and

WHEREAS, Charter, Section 82-40 further prescribes that the budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year; and

WHEREAS, Charter, Section 82-41 prescribes that before adopting the budget the Board may hold a public hearing thereon upon such notice as may be deemed appropriate and that the Board may increase, decrease or eliminate any item in the budget and may add new items thereto; and

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

WHEREAS, Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

WHEREAS, Charter, Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

WHEREAS, Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

WHEREAS, Charter, Section 82-43 prescribes that any transfer of funds between major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

WHEREAS, Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

WHEREAS, Charter, Section 82-48 mandates that prior to June 30<sup>th</sup> in each and every year the Board shall determine the tax rates for the ensuing fiscal year, which determination shall constitute the tax levy for such year.

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

**Section 1.** The Fiscal Year 2022 Budget Ordinance (“FY2022 Budget Ordinance”) shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>BUDGET AMOUNT</u>
Taxes	\$1,417,793
Intergovernmental	\$38,620
Fines, License and Permits	\$240,869
Other	7,250
Grants	\$186,400
ARP	\$281,246
From Designated Funds	\$0
<b>Total Revenues</b>	<b>\$2,172,178</b>

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY2022 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$1,329,275
Public Safety	\$481,795
Public Works Department	\$361,108
To Designated Funds	\$0
<b>Total Expenditures</b>	<b>\$2,172,178</b>

**Section 3.** Notwithstanding this budget ordinance, the FY2022 Budget shall be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the President and/or the Board (the “Detailed Budget”). Although not considered incorporated by reference or formally part of this FY2022 Budget Ordinance, the Detailed Budget, unless subsequently modified by the President, with approval of the Board as set forth in Section 4 below, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Board at the Town meeting wherein the FY2022 Budget was approved.

**Section 4.** All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2022 Budget Ordinance shall be submitted to the Board for approval, from time to time, by ordinance. Budget changes or amendments occurring within certain specified sub-categories or the various detailed items not reflected herein but shown in the Detailed Budget shall be approved from time to time by the President subject to review and approval by the Board as recorded in the journal of its proceedings.



BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levy for Fiscal Year 2022 for the Town of Upper Marlboro shall hereby be set at \$0.30 per \$100 of assessed valuation of residential real estate; \$0.50 of assessed valuation for business personal property; \$0.54 of assessed valuation for commercial property; and \$1.50 of assessed valuation for public utility, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby finally sets, ratifies and establishes the compensation of all regular Town staff positions, as prescribed by Section 82-60 of the Town Charter, via this annual budget ordinance enacted herein, in accordance with the pay chart below:

General Government and Public Works										
Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$35,350.00	\$36,410.50	\$37,471.00	\$38,531.50	\$39,592.00	\$40,652.50	\$41,713.00	\$42,773.50	\$43,834.00	\$44,894.50
2	\$39,390.00	\$40,571.70	\$41,753.40	\$42,935.10	\$44,116.80	\$45,298.50	\$46,480.20	\$47,661.90	\$48,843.60	\$50,025.30
3	\$44,440.00	\$45,773.20	\$47,106.40	\$48,439.60	\$49,772.80	\$51,106.00	\$52,439.20	\$53,772.40	\$55,105.60	\$56,438.80
4	\$50,500.00	\$52,015.00	\$53,530.00	\$55,045.00	\$56,560.00	\$58,075.00	\$59,590.00	\$61,105.00	\$62,620.00	\$64,135.00
5	\$57,570.00	\$59,297.10	\$61,024.20	\$62,751.30	\$64,478.40	\$66,205.50	\$67,932.60	\$69,659.70	\$71,386.80	\$73,113.90
6	\$65,650.00	\$67,619.50	\$69,589.00	\$71,558.50	\$73,528.00	\$75,497.50	\$77,467.00	\$79,436.50	\$81,406.00	\$83,375.50
7	\$74,740.00	\$76,982.20	\$79,224.40	\$81,466.60	\$83,708.80	\$85,951.00	\$88,193.20	\$90,435.40	\$92,677.60	\$94,919.80
8	\$84,840.00	\$87,385.20	\$89,930.40	\$92,475.60	\$95,020.80	\$97,566.00	\$100,111.20	\$102,656.40	\$105,201.60	\$107,746.80

Public Safety							
Grade Step	Police Officer	Private First Class	Corporal	Sergeant	Lieutenant	Parking Authority	Administrative Assistant
1	\$53,500	\$56,500	\$58,500	\$61,900	\$70,000	\$45,000	\$40,000
2	\$55,105	\$58,195	\$60,255	\$63,757	\$72,100	\$46,350	\$41,200
3	\$58,411	\$59,940	\$62,062	\$65,669	\$74,263	\$47,740	\$42,436
4	\$60,163	\$61,738	\$63,923	\$67,639	\$76,490	\$49,172	\$43,709
5	\$61,967	\$63,590	\$65,840	\$69,668	\$78,784	\$50,647	\$45,020
6	\$63,826	\$65,497	\$67,815	\$71,758	\$81,147	\$52,166	\$46,370
7	\$65,740	\$67,462	\$69,849	\$73,910	\$83,581	\$53,730	\$47,761
8	\$67,712	\$69,485	\$71,944	\$76,127	\$86,088	\$55,341	\$49,193
9	\$69,743	\$71,569	\$74,102	\$78,410	\$88,670	\$57,001	\$50,668
10	\$71,835	\$73,716	\$76,325	\$80,762	\$91,330	\$58,711	\$52,188
11	\$73,990	\$75,927	\$78,614	\$83,184	\$94,070	\$60,472	\$53,753
12	\$76,209	\$78,204	\$80,972	\$85,679	\$96,892	\$62,286	\$55,365
13	\$78,495	\$80,550	\$83,401	\$88,249	\$99,798	\$64,154	\$57,025
14	\$80,849	\$82,966	\$85,903	\$90,896	\$102,792	\$66,078	\$58,735
15	\$83,273	\$85,454	\$88,480	\$93,622	\$105,875	\$68,060	\$60,497

Public Safety Specialty & Incentive Hourly Pay

- Active Field Training Officer: \$4.00 an hour
- Night Shift Differential: \$2.45 an hour

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall be posted in the Town Hall office, and this FY 2022 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_

NAYES: \_\_\_\_

ABSENT: \_\_\_\_

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_ day of \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Sarah Franklin, Commissioner

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Town Attorney

Date: \_\_\_\_\_



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## Town of Upper Marlboro FY2022 Budget

July 2021 - June 2022

### REVENUE

FY 2022

BUDGET CODE	DESCRIPTION	AMOUNT
	<b>Fines, Licenses &amp; Permits</b>	
6154	Franchise Fee	\$ 13,000.00
6280	Trader's License Fees	\$ 500.00
6350	Town Permits	\$ 1,700.00
6351	Food Trucks	\$ 1,000.00
6352	Business License	\$ 10,000.00
6354	Room Rental	\$ 669.00
6355	Parking Meters	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 35,000.00
6383	Red Light Camera	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 240,869.00</b>
	<b>Intergovernmental</b>	
6240	Financial Corporation Tax	\$ 9,145.00
6260	Highway User Fee	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,750.00
	<b>TOTAL</b>	<b>\$ 38,620.00</b>
	<b>Miscellaneous Revenue</b>	
6390	Interest Earnings	\$ 2,500.00
6392	Sale of Property	\$ 1,000.00
6394	Town Hall Services	\$ 250.00
6396	Special Events/Donations	\$ 2,500.00
6396	Other	\$ 1,000.00
	<b>TOTAL</b>	<b>\$ 7,250.00</b>

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



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6530	<b>Grants</b>	\$	<b>186,400.00</b>
5001	<b>ARP</b>	\$	<b>281,246.00</b>

	<b>Taxes</b>		
6101	Commercial	\$	189,541.00
6102	Non-Commercial	\$	171,698.00
6103	Delinquent - RE	\$	5,000.00
6104	BPPT - FY2022	\$	35,555.00
6105	Public Utilities	\$	700,999.00
6106	Income Taxes	\$	315,000.00
	<b>TOTAL</b>	\$	<b>1,417,793.00</b>

**Total Revenue** \$ **2,172,178.00**

## GENERAL GOVERNMENT

	<b>Administrative Salary &amp; Wages</b>	\$	<b>257,279.00</b>
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	<b>Payroll Deductions &amp; Benefits</b>		
8124	Employer Tax	\$	59,000.00
8125	Pension Benefits	\$	60,000.00
8126	Medical Employee Benefits	\$	110,000.00
8128	Life Insurance	\$	6,800.00
	<b>TOTAL</b>	\$	<b>235,800.00</b>

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

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

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

6530.2022	<b>Grants</b>	<b>\$ 180,000.00</b>
5001	<b>ARP</b>	<b>\$ 281,246.00</b>

**General Government Total** **\$ 1,245,525.00**

## PUBLIC SAFETY

	<b>Public Safety Salary &amp; Wages</b>	<b>\$ 401,620.00</b>
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	Public Safety Operating	
8273	Uniforms	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 5,000.00
8275	Training & Memberships	\$ 1,500.00
8277	Substance Testing/Pre Employment	\$ 1,000.00

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8280	Supplies	\$	3,000.00
8281	Mobile Phone	\$	5,000.00
8282	Association Dues	\$	750.00
8300	Vehicle Repairs	\$	2,500.00
8301	Vehicle Maintenance	\$	4,000.00
8302	Vehicle Fuel	\$	5,000.00
8320	Other	\$	1,500.00
	<b>TOTAL</b>	<b>\$</b>	<b>31,250.00</b>

6530.2022.03	<b>GOCCP State Aid</b>	<b>\$</b>	<b>16,400.00</b>
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8330	<b>Debt Service</b>	<b>\$</b>	<b>32,525.00</b>
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**Public Safety Total** **\$ 481,795.00**

## PUBLIC WORKS

	<b>Salary &amp; Wages</b>	<b>\$</b>	<b>225,500.00</b>
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	<b>Public Works Operating</b>		
8375	Uniforms	\$	750.00
8377	Training & Memberships	\$	500.00
8380	Other	\$	1,500.00
8390	Streets Maintenance	\$	4,000.00
8391	Weather Related Expenses	\$	2,500.00
8400	Streetlight Electricity	\$	21,500.00
8405	Vehicle Repairs	\$	3,000.00
8410	Vehicle Maintenance	\$	3,500.00
8415	Vehicle Fuel	\$	4,000.00
8488	PWF Utilities	\$	3,500.00
8488	Mobile Phones	\$	2,500.00
8490	Maintenance & Repairs	\$	6,200.00
8491	Beautification	\$	2,500.00
8492	Small Tools & Equipment	\$	2,500.00
8493	Septic Tank	\$	1,200.00
8545	Mosquito Control	\$	1,400.00
	<b>TOTAL</b>	<b>\$</b>	<b>61,050.00</b>

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6530.2022.06	State StreetScape	\$	20,000.00
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	<b>Refuse Collection</b>		
8546	Residential Waste Collection	\$	41,124.00
8547	Residential Recycle Collection	\$	9,834.00
8548	Bulk & Yard Waste	\$	3,600.00
	<b>TOTAL</b>	\$	<b>54,558.00</b>

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<b>Public Works Total</b>	<b>\$</b>	<b>361,108.00</b>
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## Transfers to Other Funds

6530.2022	<b>Grants</b>	\$	216,400.00
5000	<b>ARP - American Recovery Fund</b>	\$	281,246.00
7000	<b>Committee Expenses</b>	\$	17,750.00
6000	<b>Replensish Reserve Transfer</b>	\$	-
9000	<b>Capital Improvement Projects</b>	\$	66,000.00

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<b>Transfers Total</b>	<b>\$</b>	<b>581,396.00</b>
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<b>Total Expenses</b>	<b>\$</b>	<b>2,172,178.00</b>
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<b>Budgeted Revenues and Expenses</b>	<b>\$</b>	<b>-</b>
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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



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

ORDINANCE: 2021-04  
SESSION: Regular Town  
Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE TO AMEND ORDINANCE 2020-03 TO RE-ESTABLISH AND CHANGE CERTAIN ASPECTS OF A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.**

**WHEREAS**, Section 82–59 of the Town Charter (authority to employ personnel) states that the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or state law and to operate the Town government; and

**WHEREAS**, Section 82–60 of the Town Charter (Compensation of employees) states that the compensation of all officers and employees of the Town shall be set from time to time by an ordinance; and

**WHEREAS**, Section 82-15 of the Town Charter states the President, with the approval of the Board, shall appoint the heads of all offices, departments, and agencies of the Town government as established by this Charter or by ordinance, and all office, department, and agency heads shall serve at the pleasure of the President, and all subordinate officers and employees of the offices, departments, and agencies of the town government shall be appointed and removed by the president, in accordance with rules and regulations in any merit system which may be adopted by the Board; and

**WHEREAS**, the Board finds that a merit system is a personnel system created “...to secure the appointment of persons, after examination, suitable and qualified for the positions or offices to which they are applicants, and, second, when after appointment, their efficiency and worth are shown to exist, to place their removal beyond the control of the appointing power, who might, for political, ..., or other insufficient reasons, be disposed to remove them, and to appoint unsuitable and inefficient persons as their successors to the injury and detriment of the public...” *Lilly v. Jones*, 158 Md. 260, 148 A. 434 (1930); and

**WHEREAS**, the Board previously approved Ordinance 2020-03 on May 12, 2020 to establish a personnel system with certain guidelines, paygrades, salaries, standards, and procedures for the employees of the Town of Upper Marlboro.

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CAPITALS	:	Indicate matter to be added to existing law
Strike	:	Indicate matter to be deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

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

### Section 1. Declaration of Policy

- A. This personnel or merit system is established for all present and future employees of the Town, and shall provide the means to recruit, select, develop, advance, and maintain an effective and responsive work force on the basis of relative ability, knowledge requirements of the citizens of the Town.
- B. All personnel actions shall be taken without regard to race, sex, religion, national origin, or political affiliation and shall be based on merit and performance.

### Section 2. Scope and Intent

- A. The classifications, definitions, policies, and procedures outlined in this ordinance apply to all regular Town staff positions. Regular Town staff positions include all Town positions, including offices, except the following: elected officials, the Board of Supervisors of Elections, independent contractors, persons employed on projects of limited duration, unpaid volunteers (including interns and Town committee members), and other persons appointed to serve without pay.
- B. All employees who have served less than ~~six (6)~~ THREE (3) months, and all new employees of the Town except police, will serve a probationary period of ~~six (6)~~ THREE (3) months. Police employees will serve a probationary period of one year. The probationary period may be extended for cause AS DEFINED IN THE EMPLOYEE HANDBOOK by the Town.
- C. This Ordinance shall be read in conjunction with any employee handbook as duly approved by the Board, and this Ordinance shall control or supersede any conflicting provision in said handbook.
- D. Unless a valid employment contract approved unanimously by the full Board states otherwise, nothing in this Ordinance shall be deemed to modify or alter the Town's at-will employment relationship with any employee. This subsection shall apply prospectively and shall not apply to any valid employment contracts approved prior to the effective date of this Ordinance.
- E. NO CHANGE TO THE TOWN HANDBOOK SHALL REDUCE THE VACATION ACCRUALS OF ANY CURRENT EMPLOYEE.

### Section 3. Regular Town Staff Positions

The annual operating budget shall fund the appointed offices and positions listed below. No other regular

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CAPITALS	:	Indicate matter to be added to existing law
Strike	:	Indicate matter to be deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

Town staff positions or appointed offices may be included or authorized in the annual operating budget unless approved within the budget ordinance or an amendment thereto or by an amendment to this Ordinance. In addition to the Town Charter and any previously enacted ordinances in effect, the supervisory positions and named departments or heads thereof enumerated below are considered to be created and duly authorized by law or otherwise ratified by this Ordinance as existing in conformance with Subsection 82-15(b) of the Town Charter. The paygrades referenced in this Section are further described in Section 7, below.

A. Positions within the Town General Government Department:

- Town Administrator (Supervisory) (~~Paygrade 6-7~~) (PAYGRADE 7)
- Director of Finance & Human Resources (Paygrade 6)
- Town Clerk (Supervisory) (Paygrade 5)
- ADMINISTRATIVE ASSISTANT/Deputy Town Clerk (PAYGRADE 2)

B. Positions within the Town's Public Safety Department:

- ~~Chief of Police (Supervisory) (Paygrade 6-8)~~
- ~~Sergeant (Paygrade 4-6)~~
- ~~Corporal (Paygrade 3-5)~~
- ~~Three (3) Patrol Officers (Paygrade 2-4)~~
- ~~Code Enforcement Officer (Paygrade 1-3) (PAYGRADE 2-4)~~
- ~~Police Clerk (Paygrade 1-3)~~
- PLEASE REFER TO ANNUAL BUDGET ORDINANCE FOR THE PAY CHART

C. Positions within the Town's Public Works Department:

- DIRECTOR ~~Superintendent~~ of Public Works (Supervisory) (~~Paygrade 3-5~~) (PAYGRADE 7)
- FORMAN (PAYGRADE 4)
- TWO SENIOR CREWMEMBER (PAYGRADE 2)
- TWO (2) Crewmembers (Paygrade 1)

## Section 4. Hiring and Dismissal of Town Employees

- A. **Positions Requiring Board Approval:** Hiring for any regular Town staff position that entails the head of any office, department, or agency of the Town government as established by the Charter or by ordinance requires approval by majority vote of the Board of Commissioners, as required by the Charter. The President shall give the Board notice of the hiring of any non-regular position as listed in Section 2.A at least one week prior to the start date of the non-regular employee. IF HIRING FOR A POSITION FOR WHICH THERE IS NO BOARD APPROVED POSITION DESCRIPTION THE ENTIRE BOARD MUST APPROVE THE POSITION DESCRIPTION BEFORE THE POSITION CAN BE ADVERTISED.

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CAPITALS	:	Indicate matter to be added to existing law
Strike	:	Indicate matter to be deleted from existing law
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**B. The process for hiring regular Town staff positions that does not include the head of any office, department, or agency of the Town government is as follows:**

- (1) Any opening for a regular Town Staff position should be advertised for at least thirty (30) days on a publicly accessible job-posting website, the Town website, and all Town social media sites. The position advertisement must include, at a minimum, the education and experience requirements for the position, the major responsibilities for the position as outlined in the Position Description, the salary range for the position, required documents to be submitted for an application, and the closing date for applications. All applications must be reviewed and ranked by at least the cognizant department head and one Commissioner (or at least a Commissioner and the President in the case of a department-head position). ANY COMMISSIONER EXPRESSING A DESIRE TO REVIEW AND RANK APPLICATIONS WILL NOTIFY THE PRESIDENT AND TOWN ADMINISTRATOR. ANY COMMISSIONER NOTIFYING THE PRESIDENT AND TOWN ADMINISTRATOR THAT THEY WISH TO BE PART OF THIS HIRING PROCESS SHALL BE INCORPORATED INTO THE PROCESS PROVIDED THAT THE MD. OPEN MEETINGS ACT IS FOLLOWED WHEN REQUIRED BY LAW. Rankings shall be made without regard to race, sex, religion, national origin, or political affiliation.
- (2) If no applications meet the minimum education and experience requirements for the position, the position must be re-advertised for at least fourteen (14) days. If three or more applicants meet the education and experience requirements for the position, then at least the top three qualified applicants must be interviewed within thirty (30) days of the closing of the position advertisement. If less than three (3) applicants meet the education and experience requirements, then all qualified applicants should be interviewed. Interviews must be conducted by at least one Commissioner and the cognizant department head. ANY COMMISSIONER DESIRING TO BE PRESENT FOR INTERVIEWS SHALL NOTIFY THE PRESIDENT AND TOWN ADMINISTRATOR. ANY COMMISSIONER THAT HAS NOTIFIED THE PRESIDENT AND TOWN ADMINISTRATOR SHALL BE INCLUDED IN THE INTERVIEW PROCESS PROVIDED THAT THE MD. OPEN MEETINGS ACT IS FOLLOWED WHEN REQUIRED BY LAW.
- (3) After conducting interviews, the interviewers must select an interviewee within 30 days of the last interview. Once the individual selected has been notified of selection and accepted the position, the Director of Finance & Human Resources will verify any educational or other certifications by promptly obtaining an official transcript or other certification directly from the educational institution or other certifying authority. The Director of Finance & Human Resources must also ensure that all selected candidates undergo criminal background checks and drug screening procedures prior to starting employment.
- (4) ALL EFFORTS WILL BE MADE TO ENSURE THE HIRING PROCESS IS NON-DISCRIMINATORY ON THE BASIS OF RACE, SEX, RELIGION, NATIONAL ORIGIN, OR POLITICAL AFFILITATION. OUTSIDE HIRING ASSISTANCE MAY BE

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REQUIRED TO ENSURE CURRENT BEST PRACTICES IN NON-DISCRIMINATORY  
HIRING PRACTICES ARE FOLLOWED.

**Section 5. Political Activities**

- A. No regular Town staff employee shall hold an elected office or more than one (1) appointed office; however, nothing herein shall prevent an officer from holding an *ex officio* office or position.
- B. No official or employee of the Town shall solicit any contributions or service for any political purpose from any Town employee.
- C. Nothing herein contained shall affect the right of any employee to hold membership in the support of a political party, to vote as he/she chooses, to express himself publicly or privately on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings. Such activities must be engaged in as a private citizen and on the employee's own time.

**Section 6. Unlawful Acts**

- A. No person shall make any false statements with regard to any test, certification, or appointment made under any provisions of this Ordinance, or in any manner commit or attempt to commit any fraud preventing the impartial execution of this Ordinance and policies.
- B. No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment or employment under this Ordinance, or furnish to any person any special privileged information for the purpose of affecting the rights or prospects of any person with respect to employment with the Town.

**Section 7. Compensation.**

- A. The Board of Commissioners shall set the compensation of all regular Town staff positions by including a pay chart with the annual budget ordinance enacted in conjunction with the annual operating budget, in accordance with this Section. The pay chart will include eight (8) paygrades, with ten (10) steps in each paygrade as outlined below:

B.

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step10
1	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
2	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
3	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%

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4	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
5	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
6	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
7	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
8	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%

C. The annual base pay (Step 1) for Fiscal Year 2021 for each paygrade is as follows: Paygrade 1: \$32,000; Paygrade 2: \$35,000; Paygrade 3: \$39,000; Paygrade 4: \$44,000; Paygrade 5: \$50,000; Paygrade 6: \$57,000; Paygrade 7: \$65,000; and Paygrade 8: \$74,000. The complete Fiscal Year 2021 pay chart will be included in the Fiscal Year 2021 Budget Ordinance.

D. Each fiscal year, the pay chart will be updated and included in the annual budget ordinance, beginning in Fiscal Year 2022, to include a cost-of-living adjustment (COLA) for all paygrades and steps. The Town COLA for each fiscal year will be equal to the total pay increase received at the beginning of the same calendar year by United States Government General-Schedule (GS) civilian employees in the Washington-Baltimore-Arlington-DC-MD-VA-WV-PA Locality Pay Area. If said GS total pay increase is less than 1%, the Town COLA will be 1% for that fiscal year. If said GS total pay increase exceeds 3%, the Town COLA will be 3% for that fiscal year.

- (1) Part-time employees will be paid by the hour, at an hourly rate (equal to 1/2000 of the annual rate), as a full-time employee with the same position. Part-time employees will have the same minimum and maximum salaries, eligibility for step and paygrade increases, and annual pay increases as their full-time counterparts for computing their hourly rate.
- (2) Employee pay will increase by one step after completing a period of satisfactory service (in a particular paygrade and step) with the Town as follows: Increasing one step after one year of satisfactory service in steps 1 through 3, increasing one step after two years of satisfactory service in steps 4 through 6, and increasing one step after 3 years of satisfactory service in steps 7 through 9. Thus, an employee would take 18 total years to move from step 1 to step 10 within a paygrade. ~~Employee pay will increase by one paygrade (for positions that have multiple paygrades) after 2 years of satisfactory service in a paygrade. They will be placed in the higher paygrade at one step lower than their step in their current paygrade (For example, an employee in paygrade 5, step 3 would be placed in paygrade 6 step 2. If any employee becomes eligible for a paygrade increase and a step increase at the same time, they only receive the step increase (for example, an employee that began employment in paygrade 3, step 4 would be eligible for both a paygrade increase and a step increase upon two years of employment, so they would receive a promotion to paygrade 4, step 2).~~

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- (3) Town employees shall receive compensation only as outlined in this Section, and any other financial compensation including a pay increase, bonus, or incentive pay must be approved by a majority of the Board of Commissioners as appropriated in the annual budget ordinance and approved by the detailed budget document.
- (4) Upon the approval of the Town's annual budget ordinance, each employee shall be issued a letter signed by the President and Treasurer stating the employee's annual salary, paygrade, step, and COLA increase for the upcoming fiscal year. A copy of this letter shall also be placed in the employee's personnel file. Employees will also receive such a letter when they receive a paygrade or step increase.
- (5) WHEN A NEW EMPLOYEE IS HIRED, THEY SHOULD BE HIRED AT STEP 1 OF THEIR PAYGRADE. IF THE EMPLOYEE IS EXPERIENCED, HUMAN RESOURCES CAN AUTHORIZE THE EMPLOYEE TO BE BROUGHT ON UP TO STEP 4 IN THEIR PAYGRADE DEPENDING ON QUALIFICATIONS AND/OR EXPERIENCE. BOARD APPROVAL IS REQUIRED BEFORE BRINGING AN EMPLOYEE ON AT STEP 4 OR ABOVE.

## **Section 8. Penalties**

Violation of any provision of this Ordinance may result in disciplinary action on the part of the Board of Commissioners up to and including dismissal.

## **Section 9. Town Employee Handbook**

The Board of Commissioners shall set further personnel policies and procedures through approval of the Town Employee Handbook. The handbook shall be reviewed annually and updated at least every three (3) years by Resolution.

## **Section 10. Position Descriptions and Organization Chart**

The Board of Commissioners shall set, by Ordinance or written resolution, position descriptions for all regular town staff that include major duties, minimum education and experience requirements, minimum and maximum pay in accordance with the pay chart in Section 7, as well as, the organizational chain(s) of reporting and responsibilities, including supervisory and/or oversight responsibilities, for each position by separate Ordinance or written resolution adopted from time to time.

## **Section 11. Severability**

Should any part of this Ordinance be held invalid, all remaining parts shall remain in effect.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted in the Town office and a fair summary of it shall be published once in a newspaper of general circulation in

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the Town and effective 20 days after passage by the Board.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ORDAINED, APPROVED, AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Sarah Franklin, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Esq.

Date: \_\_\_\_\_

\_\_\_\_\_  
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# 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](http://www.uppermarlboromd.gov)

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

**THE TOWN OF UPPER MARLBORO, MARYLAND JOINT DECLARATION  
OF A LOCAL STATE OF EMERGENCY (TOWN EMERGENCY ORDER NO. DOE 2021-02)  
AND RESOLUTION (NO. 2021-16 RES) OF THE TOWN BOARD OF COMMISSIONERS OF  
THE TOWN OF UPPER MARLBORO EXTENDING THE LOCAL STATE OF  
EMERGENCY INITIALLY ISSUED ON MARCH 25, 2020 THROUGH SEPTEMBER 30, 2021**

**WHEREAS**, on March 5, 2020, Maryland Governor Larry Hogan initially declared a state of emergency in response to concerns about the novel Coronavirus (COVID-19); and

**WHEREAS**, in accordance with the Md. Code Ann., Public Safety Art., Section 14-111, a local State of Emergency may be declared by the principal executive officer of a political subdivision; and

**WHEREAS**, in accordance with Emergency Ordinance 2020-04 (Emergency Operations), the President of the Town may declare a Local State of Emergency for a 30-day period; and

**WHEREAS**, an initial Emergency Declaration was declared on March 25, 2020, with extensions approved by the Board of Town Commissioners at the April 28, September 15, December 8, 2020, and March 9<sup>th</sup>, 2021, Regular Board Meetings; and

**WHEREAS**, the Order of the Governor of the State of Maryland Number 20-11-17-01, issued November 17, 2020, specifically authorized political subdivisions to issue more restrictive orders than issued by the Governor including requiring any businesses, organizations, establishments, or facilities (except schools) to close or modify their operations; and/or requiring individuals to remain indoors or to refrain from congregating; and

**WHEREAS**, Ernest L. Carter, MD, PhD, the County Health Officer, has issued a Directive and Order for Enhanced Consumer and Employee Safety on November 15, 2020 providing that starting Sunday, November 15 at 5:00 PM, all indoor public businesses or establishments that are already open under the County's phase 2 of reopening, with the exception of essential businesses and retail stores, must reduce capacity limits to a maximum of 25% capacity, and restaurants will be limited to 25% capacity indoors and 50% capacity outdoors, and essential businesses (grocery stores, specialty food stores, big box stores) and retail stores may operate at 50% capacity but with all safety protocols adhered to; and

**WHEREAS**, Prince George's County, Maryland previously issued several emergency declarations that are applicable within the Town, unless modified by the Mayor's orders, as follows: Executive Order Number 6-2020 dated March 16, 2020; Executive Order Number 7-2020 dated April 13, 2020; CR-31-2020 adopted May 11, 2020; Executive Order Number 8-2020 dated May 14, 2020; Executive Order Number 10-2020 dated May 28, 2020; CR51-2020 adopted June 9, 2020; Executive Order Number 13-2020 dated June 12, 2020; Executive Order Number 15-2020 dated June 25, 2020; CR-64-2020 adopted July 7, 2020; Executive Order Number 20-2020 dated September 3, 2020; CR-90-101 adopted

September 15, 2020; CR-101- 2020 adopted October 13, 2020; CR-125-2020 adopted November 17, 2020; Executive Order Number 27-2020 dated December 15, 2020 and CR-002-2021 adopted on January 12, 2021; and

**WHEREAS**, on January 26, 2021, Prince George's County Executive Angela Alsobrooks in Executive Order No. 3- 2021 announced that despite the recent decreases in aforementioned metrics, Prince George's County continues to be in the high-risk category of disease transmission, health experts have confirmed that that the country is in a second wave of COVID-19 transmission exacerbated by behaviors from the recent Holidays, upcoming winter months will lead to increased indoor activities, the influenza season, and of community spread of new COVID-19 variants, it is necessary that the County remain in a Phase 1/Phase 2 (modified) stage of re-opening; and

**WHEREAS**, the President does hereby find that it is in the best interest of public safety and the protection of property that the exercise of certain rights be temporarily limited and that the conditions of this Order is designed to provide the least necessary restriction on those rights.

**NOW THEREFORE**, be it resolved that on this 8th day of June 2021, President Linda Pennoyer of the Board of Commissioners for the Town of Upper Marlboro, hereby declares:

1. As of 5:00 p.m. a State of Local Emergency continues to exist within the boundaries of the Town of Upper Marlboro because of ongoing concerns about the possible spread of the Coronavirus (COVID-19).
2. That the Local (County Health) Order known as a Directive and Order for Enhanced Consumer and Employee Safety issued on November 15, 2020, as amended, issued by the County Health Officer is hereby re-adopted by reference herein as if written word for word herein below and shall be applicable and enforced by the Upper Marlboro Police Department within the corporate limits of the Town.
3. The State of Local Emergency shall extend through September 30, 2021, unless terminated or modified earlier.
4. All Town-owned buildings and facilities are to remain closed to the public until the cancellation of this State of Local Emergency, or the Board of Town Commissioners approving a reopening plan drafted by the Town Administrator. The reopening plan may include authorization for Town Hall meeting room rentals to resume as well.
5. The Town shall follow the COVID-19 Response Policy and Directive for Town personnel and visitors to Town facilities, and the Town Response Plan for Courthouse Reopening, each hereby attached hereto and incorporated by reference herein, until the cancellation of this declaration. All prior emergency orders issued remain in effect except as modified by this Order.
6. A copy of Governor's Order (NUMBER 20-11-17-01) and the County Health Officer's Directive and Order for Enhanced Consumer and Employee Safety on November 15, 2020 shall be made available to all occupants or attendees at any Town building and facility where public business is permitted.
7. During this State of Local Emergency, the President and Board of Town Commissioners shared responsibilities include but are not limited to taking actions authorized by the Town Charter, Town Ordinances, and State and Local Executive or Health Officer Orders issued to protect the public's health, safety, and welfare.

BE IT FURTHER RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session on this 8th day of June 2021, that the Town Board of Commissioners agrees that the COVID-19 pandemic continues to endanger the Town, and hereby approves, ratifies, and authorizes this Order and the extension of the Local State of Emergency to remain in effect and to extend through September 30th, 2021, for a period of 113 additional days, unless terminated or modified earlier.

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 Joint Declaration of a Local State of Emergency (Town Emergency Order No. DOE 2021-01) and Resolution (No. 2021-07 RES), and that said Joint Resolution and Order is in full force and effect and has not been amended or repealed.

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

\_\_\_\_\_  
M. David Williams, Town Clerk



# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Friday June 4<sup>th</sup>, 2021  
Re: Maryland Town Manager Circuit Rider Program

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Commissioners,

The Maryland Department of Housing & Community Development Town Manager Circuit Rider Program assists small town and city governments with a population under 5,000 with building their administrative capacity. The program provides grants to hire professional staff to work as a “circuit rider” to multiple towns assisting with specific municipal functions and activities.

The Town of Upper Marlboro has partnered with the Town of Morningside to apply for a Circuit Rider to be split 20hrs/week with Morningside, and 20hrs/ week with Upper Marlboro. The Circuit Rider manager would assist Town staff with applying for and managing Federal, State, and local grants. The cost to the Town would be \$5,700.

Please let me know if you have any questions or concerns,

Kyle Snyder  
Town Administrator  
The Town of Upper Marlboro



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

Monday June 7<sup>th</sup>, 2021

Maryland DHCD  
Division of Neighborhood Revitalization  
Maryland Town Manager Circuit Rider Program  
7800 Harkins Road  
Lanham, MD 20706  
ATTN: Anne Stringer

RE: Commitment letters of Direct Funding Circuit Manager Program

Assistant Director Stringer,

Please let this letter serve as the Town of Upper Marlboro's commitment of a direct funding match in the amount of \$5,700 for the joint Upper Marlboro-Morningside 2022 Circuit Rider Application.

Please feel free to reach out to our Town Administrator Kyle Snyder at:  
[Ksnyder@UpperMarlboroMD.gov](mailto:Ksnyder@UpperMarlboroMD.gov) or 301-627-6905 ex1104 with any questions or concerns.

Sincerely,

Linda Pennoyer  
President/Mayor  
The Town of Upper Marlboro

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

## **The Town of Upper Marlboro**

RESOLUTION: 2021-17  
SESSION: Regular Town Meeting  
DATE: June 8, 2021

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE AN APPLICATION TO PARTICIPATE IN THE MARYLAND TOWN MANAGER CIRCUIT RIDER GRANT PROGRAM (SFY 2022) THROUGH THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”)**

WHEREAS, the Maryland Town Manager Circuit Rider Program (the “Program”) administered by DHCD’s Division of Neighborhood Revitalization assists small town and city governments with building their administrative capacity, and the Program provides grants to hire professional staff to work as a “circuit rider” to multiple towns assisting with specific municipal functions and activities; and

WHEREAS, the Program allows small municipalities with populations of 5,000 or less to participate and are eligible to sponsor a circuit which will consist of two or more municipalities provided the municipalities are within reasonable proximity to each other; and

WHEREAS, funding is provided through a competitive process each year and the annual funding allocation for the Program is determined by an appropriation of the General Assembly each year, and grant funds can only be used to pay for salary and fringe benefits for circuit rider staff over a two-year period; and

WHEREAS, the Town wishes to submit an application to the DHCD to participate in the Program and the circuit rider manager will be split 20 hrs. per week with the Town of Upper Marlboro, and 20 hrs. per week with the Town of Morningside; and

WHEREAS, as the sponsor, the Town of Upper Marlboro will have the manager under the Town’s payroll and healthcare plan and provide the cell phone and laptop equipment, and the circuit rider manager will support the Town of Upper Marlboro’s grant projects and initiatives by managing existing grants and working with Department heads to apply for new grants and handle other special projects as needed, and the circuit operations will be evaluated by the number of successfully managed grants, and the amount of grant funding applied for and awarded to the Town; and

WHEREAS, the Board of Commissioners finds that it is in the best interests of the Town to apply to participate in this worthwhile program and to leverage its potential fund generating programs that will enhance the quality of life of the Town’s residents and businesses.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE

## The Town of Upper Marlboro

TOWN OF UPPER MARLBORO that the Board, supports and approves the submission of an application, attached hereto as Exhibit 1, to the Maryland Town Manager Circuit Rider and approves the final submission of the application, subject to any non-substantive revisions to the application to be made by the President/Mayor or the Town Administrator, which may be deemed appropriate.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor or her designee is authorized to execute the subject application and any related documents.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN  
OF UPPER MARLBORO, MARYLAND

\_\_\_\_\_  
M. David Williams, Clerk

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Sarah Franklin, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

[Exhibit 1 - Maryland Town Manager Circuit Rider Application]

### CERTIFICATION

I, the undersigned, hereby certify that I am the Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
M. David Williams, Town Clerk

## Maryland Town Manager Circuit Rider Program SFY 2022 Application

<b>Sponsor:</b> The Town of Upper Marlboro
<b>Address:</b> 14211 School Lane Upper Marlboro MD 20772
<b>Applicant Contact Name:</b> Kyle Snyder <b>Email:</b> ksnyder@UpperMarlboroMd.gov <b>Phone:</b> 301-627-6905 Ex1104
<b>Participating Municipalities:</b> The Town of Morningside <b>Have you discussed the 2022 Circuit Rider Program with each participating Town in your circuit?</b> Yes <b>Any issues?</b> No
<b>Amount of Circuit Rider Funds Requested:</b> \$61,800
<b>Sponsor Organization is a</b> <input checked="" type="checkbox"/> <b>Municipal Government</b> <input type="checkbox"/> <b>County Government</b> <input type="checkbox"/> <b>Regional Government Organization</b> <input type="checkbox"/> <b>Private Organization</b>
<b>Number of Circuit Rider Positions to be Retained?</b> _____ <b>or Hired?</b> <u>1</u>
<b>Describe how the circuit will be administered, the role of the sponsor and how the circuit operations will be evaluated:</b> The circuit manager will be split 20hrs per week with the Town of Upper Marlboro, and 20hrs per week with the Town of Morningside. As the sponsor, the Town of Upper Marlboro will have the manager under the Town's payroll & healthcare plan and provide the cell phone and laptop equipment. The circuit manager will support the Town of Upper Marlboro's grant projects and initiatives by managing existing grants and working with Department heads to apply for new grants and handle other special projects as needed. The circuit operations will be evaluated by the number of successfully managed grants, and the amount of grant funding applied for and awarded to the Town.  For the Town of Morningside the circuit manager will be for..
<b>Municipal Partner Information – Municipality #1</b> <b>Name:</b> The Town of Upper Marlboro
<b>Address:</b> 14211 School Lane Upper Marlboro MD 20772 <b>Phone Number:</b> 301-627-6905 <b>Email:</b> Info@UpperMarlboroMD.gov <b>Chief Elected Official:</b> Linda Pennoyer, President/Mayor
<b>Is the town a Sustainable Community?</b> Yes



<b>Is the town a Main Street Maryland Community?</b> Applied for Affiliate status (under 1,000 Pop)	
<b>Current Population:</b> 700 <b>American Com. Survey Population:</b> 673	<b>Number of Full-Time Staff:</b> 11
<b>FY 21 Budget:</b> \$1,474,616.00	<b>Number of Part-Time Staff:</b> 0
<b>Do you have a full-time administrator, manager or clerk on staff? If yes, briefly describe job duties.</b> The Town of Upper Marlboro has a full-time Town Administrator, and a Full-time Town Clerk. The Town Administrator oversees the day-to-day operations of the Town, and the Town Clerk oversees the Town's records management.	
<b>Do you have a part-time administrator, manager or clerk? If yes, briefly describe job duties.</b> No	
<b>Do you have a full or part-time planner/zoning administrator? If yes, briefly describe job duties.</b> No.	
<b>Do you have a grant writer? No If yes, are they staff or a consultant? Briefly describe job duties.</b>	
<b>Do you have full or part-time community development or economic development staff? If yes, briefly describe job duties.</b> No	
<b>Does the municipality regularly apply to existing state and federal programs? Yes If no, please explain why not? If yes, which ones?</b>  The Town has applied and received funds from the State Dept National Resources for playground construction, the State Planning Department for 2020 Census outreach initiatives, State Energy Administration for Smart Energy Communities grants, and the State Dept of Housing for Sustainable Communities Façade Improvement grants to name a few.	
<b>Municipal Partner Information – Municipality #2 Name: The Town of Morningside</b>	
<b>Address:</b> 6901 Ames Street, Morningside MD, 20746	
<b>Phone Number:</b> 301-736-2300	<b>Email:</b> kdrooker@morningsidemd.gov
<b>Chief Elected Official:</b> Bennard Joseph Cann, Mayor	
<b>Is the town a Sustainable Community?</b> Yes	
<b>Is the town a Main Street Maryland Community?</b> No	
<b>Current Population:</b> 2100	<b>Number of Full-Time Staff:</b> 13

<b>American Com. Survey Population:</b> 1,279	
<b>FY 21 Budget: \$1,704,722.00</b>	<b>Number of Part-Time Staff: 0</b>
<b>Do you have a full-time administrator, manager or clerk on staff? If yes, briefly describe job duties.</b> Yes Office maintenance and budget tracker	
<b>Do you have a part-time administrator, manager or clerk on staff? If yes, briefly describe job duties.</b> No	
<b>Do you have a full or part-time planner/zoning administrator on staff? If yes, briefly describe job duties.</b> No	
<b>Do you have a grant writer? No</b> <b>If yes, are they staff or a consultant?</b> <b>Briefly describe job duties.</b>	
<b>Do you have a full or part-time community development or economic development staff? If yes, briefly describe job duties.</b> No	
<b>Does the municipality regularly apply to existing state and federal programs? If no, please explain why not? If yes, which ones?</b> Yes, we apply when we aware of the opportunity and where applicable to desired assistance	
<b>If more than two municipalities will be included in a circuit, please copy and attach separate pages above answering these questions for each municipality in your circuit.</b>	

<b>Work Plans</b>
<b>On separate sheets, provide a work plan for the Circuit Rider Position in each municipality. It should include reasonable goals and objectives related to the duties of the Circuit Rider position as well as specific accomplishments expected during the grant period. This section should also include anticipated hiring dates or date when current employee(s) were hired.</b>

**Budget**

Prepare the budget for a one (1) year grant period, funding will begin July 1, 2021 through June 30, 2022. All expenses must be incurred after 7/1/21.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	INDICATE WHETHER DIRECT OR IN-KIND COSTS
	CR:	Sponsor	Municipalities:	Other:	Other:		
Salary	55,000	2,500	2,500			60,000	
Fringe Benefits	6,800	1,500	1,500			9,800	
Travel		0	0	0		0	
Telephone		500				500	
Conference/Workshops			1,000			1,000	
Other -Laptop		1,000				1,000	
Other – Office Supplies		200				200	
Other -							
Other -							
TOTALS BY SOURCES OF FUNDS	\$ 61,800	\$5,700	\$5,000	\$	\$	\$ 72,500	

### Submission Information

Application must be submitted by June 8, 2021. Two Part Process: 1. Apply on line, imputing registration and basic information. And ...2. One completed paper application and one copy must be submitted to DHCD.

Completed applications must include:

- ☐ Application Form;
- ☐ Current Supporting Resolutions from each participating municipality;
- ☐ Commitment letters of both direct and in-kind financial resources to support the circuit rider(s) and associated costs from each municipality and the sponsor; and
- ☐ A work plan for each municipality which includes reasonable goals and objectives.

Application will be considered incomplete and will not be reviewed if all documents are not included.

While not required, letters of support are strongly encouraged.

The original and one copy of the complete application and supporting documents must be submitted by June 8, 2021 to:

Maryland DHCD  
Division of Neighborhood Revitalization  
Maryland Town Manager Circuit Rider Program  
7800 Harkins Road  
Lanham, MD 20706

Attention: Anne Stringer

Questions?

Contact Anne Stringer at 301/429-7520 or via email at [Anne.Stringer@maryland.gov](mailto:Anne.Stringer@maryland.gov)

**If this application is for the continuation of a Circuit, Please respond to all questions on Pages 6.**

If application is for the continuation of a Circuit, please provide the name(s) of the existing Circuit Rider(s) and the Towns they cover.

List those Towns that will be added to this Circuit:

List those Towns that will be deleted from this Circuit:

Describe what goals and objectives related to the duties of the Circuit Rider have been met by each Town.

Describe major accomplishments and any changes in each Town served by the Circuit Rider Program.

Describe the impact on your Towns, if your circuit rider application did not receive funding.

**MAYORS & SPONSORS:** Discuss your process used to evaluate existing Circuit Riders.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Printed Name, Title & Contact Number \_\_\_\_\_



The Board of Commissioners for the Town of Upper Marlboro

## Proclamation

**Whereas**, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

**Whereas**, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African-Americans in the South and Southwestern United States; and

**Whereas**, June 19th has a special meaning to African-Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years; and

**NOW, THEREFORE**, the Board of Commissioners for the Town of Upper Marlboro proclaim Saturday June 19th, 2021, as

### JUNETEENTH

in the Town of Upper Marlboro, and urge all residents to become more aware of the significance of this celebration in African-American History and in the heritage of our nation and Town.



IN WITNESS WHEREOF, the Board of Town Commissioners have hereunto set their hands and caused the seal of the Town of Upper Marlboro, Maryland, to be affixed this 8th day of June, 2021.

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Linda Pennoyer  
Mayor/President

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Sarah Franklin  
Commissioner/Treasurer

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Janice Duckett  
Commissioner

**AMENDMENT NO. 2 TO AGREEMENT**

**FOR GOODS AND SERVICES  
FOR  
TOWN OF UPPER MARLBORO COMMUNITY PLAYGROUND**

This Amendment No. 2 to an Agreement for Goods and Services for the Town of Upper Marlboro Community Playground (hereinafter “Amended Contract”) is made as of this 4th day of June, 2021, by and between THE TOWN OF UPPER MARLBORO, MARYLAND, a municipal corporation incorporated under the laws of the State of Maryland, and SPARKS @ PLAY, LLC, and

WHEREAS, the Town of Upper Marlboro, Maryland (hereinafter the “Town” or “Owner”) and Sparks @ Play, LLC (hereinafter the “Contractor”) entered into a contract to construct a community playground near the Town Hall, and other works included in the terms of said Agreement and work is to be completed within 46 weeks of the execution of the agreement, which would be December 29, 2020, and

WHEREAS, the Contractor has delivered an open letter dated October 23, 2020 stating it is approximately eight and half weeks behind schedule and requesting an extension of time for the Upper Marlboro Community Playground project due to unforeseen challenges related to the COVID -19 Pandemic that have delayed the permitting and approval processes and the Contractor anticipates further challenges with the approaching winter season regarding installation of the safety surfacing due to sub-40 degree weather that will likely cause additional delays. In April 2021, the Contractor sent another letter explaining the challenges that they were experiencing with the permitting process. As of June 3, 2021, the permits have not been approved by the County and the Contractor has not been able to commence its work.

WHEREAS, the parties wish to amend the existing Agreement to change the time for performance; and

WHEREAS, the parties wish to retain and remain obligated to perform all other terms, conditions and covenants stated in the original Agreement dated on or about the 11th day of February 2020, except for the changes and modifications agreed to and expressly written hereinbelow.

NOW THEREFORE, in consideration of the promises of the parties hereto, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party, the Town of Upper Marlboro and the Contractor do hereby agree as follows (The Agreement provisions or language that will remain in effect and not changed or amended and not reprinted below are indicated by “\*\*\*” and those applicable provisions to be amended are indicated below with changes in **ALL CAPS** and stricken language indicated by strikeouts):



\*\*\*

2. Time for Performance. Contractor shall complete its performance hereunder, on or before ~~[December 29th, 2020]~~ **Eight weeks after the Contractor has received all necessary approvals and secured all required permits, provided that the appropriate weather exists. or no more than [46] 73 weeks after execution of this Agreement, whichever occurs later.**

\*\*\*

IN WITNESS WHEREOF, this Amended Contract has been executed as of the day, month and year as set forth below.

THE TOWN OF UPPER MARLBORO

SPARKS @ PLAY, LLC

By: \_\_\_\_\_  
Signature

By:  \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name, President, Board of Commissioners

Isaac Sparks, President  
Print Name/Title

\_\_\_\_\_  
Date

6/4/2021  
Date