

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

February 9, 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

Approval of Meeting Minutes & Financial Reports

- Approval of the January 11, 2021 Board Gathering minutes
- Approval of the January 12, 2021 Regular Town Meeting minutes
- Approval of the January 26, 2021 Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of January 31, 2021.

Reports

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

Business

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

- 1) Resolution 2021-04 Awarding Health Broker Firm (Board vote)
- 2) Resolution 2021-05 Approving Annexation Agreement: Moose Lodge (Board vote)

Administrative Updates

- 3) Legislation, Projects and Initiatives
- 4) General Commissioner & Staff items

Public Comment

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

Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217
See back of Agenda for Public Comment Procedures*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

PUBLIC COMMENT PROCEDURES

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

Agendas for meetings are posted on our website and a synopsis of the monthly Town Meeting Agenda is also provided in the “On the Agenda” column of our monthly newsletter, the *Landings*. Outreach 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.

Town of Upper Marlboro

Board Gathering

Presentation to the Board by Insuraty Human Resources Services

January 11, 2021 • 11:00 a.m.

unApproved Minutes

This meeting was conducted via Zoom Video Teleconference

<https://uppermarlboromd-gov.zoom.us/j/81885497940>

Meeting ID: 818 8549 7940 • Dial-In: (+1 301 715 8592 US (Washington D.C))

Attendees must sign-in with the Clerk (name only).

Call to Order

The meeting was called to order at 11:02 a.m.

Roll Call: Linda Pennoyer/President of the Board of Town Commissioners; and M. David Williams/Town Clerk (No quorum)

Staff present: Kyle Snyder/Town Administrator; UMPD Chief Burse; and, William Morgan/Finance & Human Resources Director

Also present: Chris Lawson, Andrea Harris, and Carl Williams/Insuraty Inc.

Introductions

Presentation

Insuraty Inc. CEO Chris Lawson and Staff delivered a presentation to the Board highlighting the Human Resources Services they can offer the Town.

Comments & Questions

Adjournment

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

M. David Williams
Town Clerk

Town of Upper Marlboro

REGULAR TOWN MEETING

January 12, 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 7:00 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; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; and,

Also present: TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; Jacob Moore/Greenwill Consulting Group LLC; Ray Feldman/Feldman Communications Strategies LLC; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Board members Maritsa Serlemitsos-Day and Monica Williams; MVFD Captain Kendall Wallace; 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 December 8, 2020, the Board Work Session minutes from December 22, 2020, and the Treasurer's Report as of December 31, 2020. Commissioner Duckett seconded. All Board minutes from December's Town Meeting and Work Session, plus, the December Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of December 2020 that was also projected via PowerPoint for the Zoom meeting attendees. He noted the Armed Person reported resulted in an arrest. He then added that the UMPD has stepped-up monitoring for security issues in the wake of the January 6th assault on the Capitol. No comments/issues were raised.
- Superintendent Bond delivered the Public Works reports for December 2020 that was also projected via PowerPoint for the Zoom meeting attendees. No additional comments/issues were raised.
- Director of Finance Morgan reviewed highlights of the December Treasurer's Report noting that due to COVID, revenues from Parking Meters are only at 16 percent of the estimated Budget for that line item, but Parking Fines are ahead of Budget projections at 71 percent. He noted that unexpected repairs to the Public Works Facility from water damage were incurred, and, that there would be only one Budget adjustment at the end of this fiscal year.
- Clerk Williams had nothing to report at this time.
- Jacob Moore of Greenwill Consulting Group delivered updates of their work at the State House on the Town's behalf, noting that the General Assembly begins tomorrow. Major topics to be addressed: include: 1.) Sports Betting; Leadership's Minority Equity Program/Police Reform; Kirwan Education;

The HVCU Bill; and Governor Hogan's \$1B Relief Package. He noted Greenwill could help the Town draft plans to secure relief funding. Town priorities during this Session: Senator Peter's Bond Bill; Historic & Recent Flooding; and Delegate Harrison's Speed Bill to be heard in Committee. He added that Greenwill will be sending weekly updates to the Town via their e-newsletter.

- TUMHC Chair Callicott reported that there was no meeting last month, but the Committee will hold one on January 16, 2021. She noted that they will be working with the Union United Methodist Church on events for Black History month.
- There was no report from the Events Committee at this time.
- Reporting for SCW Chair Stephens, President Pennoyer stated their current business/projects will be addressed/discussed later-on in tonight's agenda.
- Commissioner Duckett stated that the Arts Council continues to establish its Board positions but has also been discussing the parameters of their Mission, to help in determining their events & projects.
- Commissioner Franklin reported that the GreenTeam will be meeting tomorrow to discuss community involvement with the Church Street Parking Lot Upgrades Project, and, brainstorming for other Town Greening Projects that Town Citizens can get involved with.
- Chief Burse reported for the CERT stating that they had a meeting on December 12th and noted the members accumulated a total of 358 outreach/education hours, plus, a total of 25 training hours.
- MVFD Captain Kendall Wallace reported that they are searching for funding for a new firetruck.

Commissioners:

- Commissioner Duckett: Had no report at this time.
- Commissioner Franklin: Had no report at this time.
- President Pennoyer: Reported that the Town's Food Drive was very successful. She also urged all citizens to get vaccinated when their group is called.

Business

- 1.) Resolution 2021-01 IPS Parking Enforcement Contract Approval: Clerk Williams read the resolution's introduction. After discussion, Commissioner Franklin motioned to approve Resolution 2021-01. Commissioner Duckett seconded. With all in favor, the motion passed unanimously. To answer a "chat" question from the public, TA Snyder elaborated on the benefits/advantages of changing vendors.
- 2.) Resolution 2021-02 Awarding Town HR Services Contract: TA Snyder noted that only one vendor submitted a proposal. After a brief, positive discussion of the vendors qualifications, Clerk Williams read the resolution's introduction. Commissioner Franklin motioned to adopt Resolution 2021-01 to award the contract to Insuraty Inc. Commissioner Duckett seconded. With no one opposed, the motion was passed.
- 3.) Resolution 2021-03 Supporting Planning Assistance: President Pennoyer explained how the Resolution will help the Town's SCW and business community in forming an official Town Business Group and acquiring management assistance when needed. It was noted this resolution is needed by the M-NCPPC in order to help provide a grant for that assistance. A minor edit was noted by the Clerk. After the Clerk read aloud the resolution's introduction, Commissioner Franklin motioned to approve Resolution 2021-03. Commissioner Duckett seconded. With all in favor, Resolution 2021-03 was unanimously passed.
- 4.) Hiring of 3rd Town Police Officer: TA Snyder provided an overview of past discussions of the need to take on a third officer, and noted preparations conducted to have equipment ready were completed. It was also noted that the acquisition would enable more patrol coverage and benefit residents of the Town by lowering County taxes through the recalculation of the Tax Differential. Commissioner Franklin motioned to approve of the hire. After discussion, Commissioner Duckett seconded. With all in favor, the motion for approval was granted unanimously.

- 5.) CAR-2021-01 Charter Amendment Resolution: It was noted by TA Snyder that the major components within this Charter Amendment Resolution, namely creating the positions of Police Chief and Town Administrator were proposed last Board in June 2020. Other edits allow the President's discretion to use the title "Mayor" where they deem appropriate, and, corrections to various typos and grammatical errors throughout Section 82. The Board discussed some additional edits like changing the usage of "he/she" when referring to the President.

Administrative Updates

- 6.) Legislation, Projects and Initiatives: TA Snyder delivered updates on current Town projects that included: 1.) MD Heritage Area Expansion; 2.) County Permitting for Town Playground; 3.) Town Financial Policies; 4) PEPCO Charging Stations; 5.) PAMC Mural Grant; 6.) Main Street Affiliate Program; 7.) Employee Handbook; 8.) Solar Panel Installation; 9.) Western Branch Levy & Grading Project; 10.) Annexation Phase II & III Agreements; 11.) Capital Improvement Plan (CIP); 12.) Town 2030 Vision Plan; 13.) Racial Equality Initiative; 14.) LED Upgrades/Downtown; and, 15.) WSSC street repairs.
- 7.) General Commissioner & Staff items: There were no additional issues presented at this time.

Public Comment

A Town resident asked about the timeline(s) of annexation and how that would coincide with the redistricting that should occur as a result of the 2020 Census. It was noted that the Town will most likely be acquiring a small section of District 6 into its new annexed boundaries.

A concerned citizen asked what the WSSC was doing that caused a major water flow on Church Street. TA Snyder replied that they were conducting town-wide inspections and replacing a main line from the 1930s.

Adjournment

The meeting was adjourned at 8:24 p.m.

Respectfully submitted,

M. David Williams
Town Clerk

Town of Upper Marlboro

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

Work Session Minutes

January 26, 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; Superintendent Darnell Bond/Public Works; and, Director of Finance William Morgan.
- Guests: CEO Chris Lawson, Andrea Harris and Carl Williams/Insuraty Inc. HR Services; Monica Williams/Marlborough Towne HOA Board Chair; Ray Feldman/Feldman Communications Strategies LLC; and various citizens and interested parties.
- Pledge of Allegiance

Business

- 1) Healthcare Broker Firm Presentation: CEO Chris Lawson and representatives from Insurarty Inc. delivered a presentation on HR Services and research their firm can provide the Town.
- 2) Annexation Update: TA Snyder gave an overview and delivered updates on the Phase II & III Annexation Project. The Board discussed timelines for an Annexation Resolution and working with the Moose Lodge to enable them to enter into an Annexation Agreement.
- 3) FY2022 Budget Planning & Proposed Tax Rates: Finance Director Morgan provided his recommendations for the FY2022 Town Budget. Additional revenue sources afforded by annexation were also discussed. The President suggested that an additional Work Session would be in-order for the remaining months of FY2021.
- 4) Charter Amendment Resolution: The Clerk read aloud the introduction for CAR 01-2021 and reviewed the Date Schedule for Official Notices and submission deadlines.
- 5) General Commissioner & Administrative Staff items:
 - Added agenda item: Roll-Off Permit extension: Commissioner Franklin motioned to approve the Permit extension for the Roll-Off Container to March 31, 2021. Commissioner Duckett seconded. With no one opposed, approval was unanimous.
 - The Board engaged in a discussion concerning racial equity initiatives as they apply to Town history and the recent litigation efforts concerning the Old School(s) building.
 - A current list of senior residents had been prepared for the Board to assist in helping Town seniors with registering for the COVID Vaccine.
 - The MVFD reached out to the Town asking for assistance in procuring a badly needed new firetruck. They were advised the Town could only help with Grant research at this time.

Adjournment

The meeting was adjourned at 9:07 p.m.

Respectfully submitted,

M. David Williams
Town Clerk



Town of Upper Marlboro

Town Hall, 14211 School Lane
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Town of Upper Marlboro FY2021 Condensed Budget July 2020 - June 2021

Income

Revenue

Fines, Licenses & Permits

6154 Franchise Fee	\$5,085.88	\$16,000.00
6280 Trader's License Fees		\$1,000.00
6350 Permits/Rentals	\$1,985.00	\$15,500.00
6355 Parking Meters	\$62,576.59	\$290,666.00
6381 Parking Fines/Penalties	\$16,295.10	\$21,000.00
6550 Pub/Edu/Govt Broadcasting	\$3,613.18	\$2,500.00

Total Fines, Licenses, Permits **\$89,555.75** **\$346,666.00**

Grants

6530 Grants	\$336.50	
6530.2020-03 State Police Aid	\$9,200.25	\$17,317.00
6530.2020-04 Community Open Space		

Grant **\$0.00** **\$100,000.00**

Total 6530 Grants **\$9,536.75** **\$117,317.00**

Intergovernmental

6240 Financial Corporation Tax	\$0.00	\$9,145.00
6260 Highway User Fee	\$8,978.92	\$27,725.00
6310 Disposal Fee Rebate	\$1,038.00	\$2,000.00

Total Intergovernmental **\$10,016.92** **\$38,870.00**

Other

6390 Interest Earnings	\$384.85	\$5,000.00
6392 Sale of Property	\$2,340.00	\$1,500.00
6394 Miscellaneous Revenue	\$4,163.58	\$6,500.00
6396 Special Events/Donations	\$0.00	\$2,500.00



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Taxes

6100 Real Estate Taxes	\$345,377.60	\$295,000.00
6101 Personal Property Taxes	\$367,364.15	\$390,000.00
6230 Income Taxes	\$259,370.86	\$160,000.00
Total Taxes	\$972,112.61	\$845,000.00

Total Revenue	\$ 1,088,110.16	\$1,363,353.00
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Capital Improvement

9000 Capital Improvement		
9000.2020-02 Transfer of Reserve	\$100,000.00	\$110,900.00
Total Capital Improvement	\$100,000.00	\$110,900.00

Total Income	\$1,188,110.16	\$1,474,253.00
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Expenses

8000 General Government

8030 Salaries - Commissioners	\$808.83	\$11,400.00
8035 Salaries	\$139,519.75	\$268,280.00
8073 Accounting	\$9,000.00	\$18,500.00
8074 Audit	\$23,500.00	\$20,000.00
8075 Payroll Processing	\$2,583.30	\$5,000.00
8077 Public Notices	\$280.00	\$1,800.00
8080 Bank Charges	\$13,603.38	\$20,000.00
8086 Staff Development & Training	\$1,707.68	\$2,500.00
8090 Postage	\$1,645.98	\$1,200.00
8092 Printing	\$717.62	\$7,500.00
8095 Community Events & Receptions	\$1,389.22	\$10,000.00
8110 Legal	\$17,466.09	\$55,000.00
8115 Computer Software & Support	\$8,541.62	\$9,000.00
8120 Insurance	\$3,239.00	\$12,000.00
8130 Supplies	\$26,717.30	\$5,000.00
8131 Ofc Equipment R&M	\$661.99	\$1,000.00
8160 Telephone	\$3,737.57	\$8,000.00
8165 Utilities	\$6,157.44	\$12,000.00



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8175 Public Property Maintenance	\$8,584.04	\$8,000.00
8180 Grants & Awards	\$6,712.72	
8180.03 Community Open Space Grant	\$1,855.37	\$130,000.00
Total 8180 Grants & Awards	\$8,568.09	\$130,000.00
8185 Historical Committee	\$19.95	\$750.00
8187 Town Election	\$873.00	\$0.00
8191 CERT	\$199.49	\$750.00
8200 Other	\$0.00	\$2,500.00
8205 Consulting Fees	\$33,000	\$46,000.00
8210 Payroll Tax Expenses	\$63,605.09	\$95,000.00
8235 COVID-19	\$22,780.99	\$0.00
9001 Capital Improvement		
9000.2020-01 Parcel Acquisition	\$0.00	\$0.00
9000.2020-02 Construction & Maintenance	\$0.00	\$0.00
9000.05 Annexation	\$0.00	\$30,000.00
Total 8230 Capital Improvement	\$0.00	\$30,000.00
Total 8000 General Government	\$399,110.11	\$781,180.00

8250 Public Safety		
8260 Salaries	\$154,869.29	\$296,590.00
8261 Overtime	\$453.66	\$2,000.00
8273 Uniforms	\$20.06	\$750.00
8274 Weapons & Duty Equipment	\$7,940.48	\$20,817.00
8275 Staff Training	\$150.00	\$300.00
8277 Substance Testing/Pre Employment	\$0.00	\$0.00
8280 Supplies	\$2,598.07	\$4,200.00
8281 Association Dues	\$415.00	\$500.00
8282 PS Insurance	\$4,744.00	\$5,000.00
8290 Payroll Tax Expenses	\$5,882.69	\$58,550.00
8300 Vehicle Repairs	\$0.00	\$750.00
8301 Vehicle Maintenance	\$0.00	\$3,000.00
8302 Vehicle Fuel	\$0.00	\$2,500.00
8320 Other	\$175.00	\$1,500.00



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8330 Capital Improvement

8330.01 Technology	\$0.00	\$0.00
8330.03 Debt Service (FY2020)	\$16,262.45	\$33,000.00
Total 8330 Capital Improvement	\$16,262.45	\$33,000.00

Total 8250 Public Safety	\$193,510.70	\$429,457.00
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8350 Public Works

8360 Salaries	\$83,486.55	\$118,380.00
8361 Overtime	\$0.00	\$500.00
8370 Payroll Tax Expenses	\$14,491.80	\$35,000.00
8375 Uniforms	\$132.48	\$500.00
8377 Dues	\$0.00	\$200.00
8380 Other	\$560.74	\$750.00
8383 PW Insurance	\$4,508.00	\$6,500.00
8390 Streets Maintenance	\$1,288.21	\$3,000.00
8391 Weather Related Expenses	\$0.00	\$2,500.00
8400 Highway Lighting	\$9,574.33	\$21,500.00
8405 Vehicle Repairs	\$0.00	\$2,000.00
8410 Vehicle Maintenance	\$926.73	\$1,000.00
8415 Vehicle Fuel	\$0.00	\$2,500.00
8487 Substance Testing	\$0.00	\$0.00
8490 Utilities	\$2,703.03	\$3,000.00
8491 PWF-Maint/Repairs/Beautificatio	\$3,907.96	\$9,000.00
8493 Portajohn	\$900.00	\$1,200.00
8545 Sanitation	\$32,261.45	\$56,086.00



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8550 Capital Improvement		
8550.01 Annexation Upgrades	\$0.00	\$0.00
8550.03 Energy Conservation	\$0.00	\$0.00
Total 8550 Capital Improvement	\$0.00	\$0.00
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Total 8350 Public Works	\$154,741.28	\$263,616.00
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Total Expenses	\$747,362.09	\$1,474,253.00
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Net Operating Income	\$440,748.07	\$0.00

PROFIT & LOSS January 2021

	<u>Total</u>
Income	
Revenue	
Fines, Licenses, Permits	\$16,318.34
Intergovernmental	\$0.00
Grants	\$4,294.75
Other Revenue	\$0.00
Taxes	\$347,978.20
Total Income	\$ 368,591.29
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Expenses	
General Government	\$38,495.49
Public Safety	\$9,697.54
Public Works	\$21,708.44
Total Expenses	\$69,901.47



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Monthly Narrative

1. Year end Forecast
2. Budget Process
3. FY2020 Audit

Bank Accounts

Cash on Hand and in Banks

1000 PGFSB Operating Checking	50,252.80
1001 Petty Cash	300.00
1010 PGFSB Payroll Account	28,018.92
1040 M&T Checking	33,122.31
1117 Old Line Bank	103,275.93
1122 Congressional Bank CD 5756	212,310.55
1140 MLGIP	26.30
Total Bank Accounts	\$ 427,306.81



Town of Upper Marlboro Police Department

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

Monthly Town Police Department Report For the Month of January 2021

Incidents Reported in Town:

Domestic Call 1	House Alarm 2	Accident 2
Subject Stop 1	Suspicious Auto 1	Suspicious Package 1
Business Alarm 3	Check on Welfare 7	Trespassing 1
Breaking in Progress 1	Suspicious Person 1	Assist Fire EMS 1
Disorderly Call 9	Family Dispute 4	Vandalism 1
Assist Agency 1	Explosive Device 1	Theft Call 1

Chief Burse participated in several conference calls 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 during the Stay-at-Home Order.

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

Chief Burse participated in a virtual meeting with the Maryland State Police to update the Departments computer reporting agreement.

Chief Burse participated in a virtual meeting with the FBI and Military regarding the Presidential Inauguration preparations.

Chief Burse participated in a virtual meeting with the Maryland Chief's Association regarding the Presidential Inauguration.

Chief Burse, Sgt. Irby participated with other Town staff at Council member Mel Franklin's food give-away at OTI restaurant.

Chief Burse had several meetings with the Sheriff's Department and County Police regarding the security of the Courthouse during the Presidential Inauguration.

Chief Burse, Sgt. Irby, and Cpl. deBarros participated in the funeral processional for City of Greenbelt Master Police Officer Peters who was killed in the line of duty.

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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

Date: Monday, February 1, 2021

Subject: Public Works' Status Report

RE: January 2021 – Monthly Status Report

Public Works Related

- PWS and Town Administrator met with Ed Kemp and Elizabeth Bruno of SCA to discuss sweeping of all Town streets.
- PWS completed the Medium Heavy Duty Zero Emission Vehicle Framework Survey and Questionnaire.
- Received a request to clear a portion of Town owned property adjacent to Spring Branch Dr.

Maintenance and Beautification

- All holiday décors were taken down and stored away.
- A litter blitz was performed to rid the Town of boxes and large debris that were strewn about.
- Truck 003 was deep cleaned, had a mudflap system implemented front and rear (to fix dismounting issues), and the acid-stained aluminum was polished.
- Keith with Cummins Power performed a quarterly inspection where rpm stability, oil, air, and fuel filters, and each battery cell were tested.
- Chainsaws, leaf blowers, and weed eaters were dropped off at Kohler Equipment for maintenance.

Street and Sidewalk

- Stop sign at Church Street and Service Lane was erected; stop line will be added when ground temperature increases.
- Four solar lamp posts were added to Judges Drive.
- Received new complete meter for Gov. Oden Bowie Drive, which has been assembled but not yet installed.
- All Town-maintained signs and pet waste stations were leveled.

Weather Related

- Trucks 215 and 216 and Kubota tractor were outfitted for the late-January winter storm; all worked in tandem to ensure all Town-maintained roads and sidewalks remained passable.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.53 tons. Bulk day accumulations for yard waste collections are 0.50 tons. We had no dump body rentals for the month.

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

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

Sincerely,

Darnell F. Bond III
Public Works Superintendent

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

The Town of Upper Marlboro

RESOLUTION: 2021-04
SESSION: Regular Town Meeting
DATED: February 9, 2021

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT TO PROVIDE HEALTHCARE BROKER SERVICES.

WHEREAS, pursuant to Town's Charter Section 82-56. (Purchasing and Contracts) all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

WHEREAS, the Board of Town Commissioners believes that the Town is in need of a professional Human Resources firm to assist the Town with reorganizing its personnel system; and

WHEREAS, the Board of Town Commissioners released RFP 2020-07 and published it for at least 15 days to seek interested applicants from November 11, 2020, through Monday December 7th, 2020; and

WHEREAS, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2020-07 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of from November 11, 2020, through Monday December 7th, 2020; and

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that INSURATY INC. is a responsible offeror whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals, and that it is in the best interest of the Town to migrate to a new vendor.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this _____ day of _____, 2021, that the Town Board of Commissioners hereby authorizes the Town to enter into a contract with INSURATY INC. for a period of 24 months, attached hereto and incorporated by reference herein.

ATTEST:

THE TOWN OF UPPER MARLBORO

Clerk

Linda Pennoyer, President

Date: _____

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

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

M. David Williams, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2021-05
SESSION: Regular Town Meeting
DATED: February 9, 2021

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO (THE “TOWN”) TO APPROVE AN ANNEXATION AGREEMENT BETWEEN THE TOWN AND THE LOCAL MOOSE LODGE

WHEREAS, pursuant to § 4-401 *et seq.* of the Local Government Article (“LG”) of the Md. Ann. Code, the legislative body of the Town is empowered to enlarge its corporate boundaries by annexing land that is contiguous and adjoining to the exiting corporate area which does not create any unincorporated area that is bounded on all sides by real property presently or proposed to be within the corporate limits of the municipality; and

WHEREAS, pursuant to § 4-405 of the LG Art. of the Md. Ann. Code, an annexation resolution may provide that the persons residing in the area to be annexed, and their property, shall be added to the corporate boundaries, generally subject to or not subject, as the case may be, to the provisions of the Charter, except for stated periods and under specific conditions provisions may be made for special treatment of the residents and property in the area to be annexed, as to rates of municipal taxation and as to municipal services and facilities; and

WHEREAS, the LG Art., §4-403 of the Maryland Code states that “[b]efore an annexation resolution is introduced, the legislative body shall obtain consent from: (1) at least 25% of the registered voters who are residents in the area to be annexed; and (2) the owners of at least of 25% of the assessed valuation of real property in the area to be annexed...”; and

WHEREAS, the Town Board of Commissioners finds that Town has expanded its corporate boundaries only one other time since its incorporation by the General Assembly of Maryland in 1870 and it would be to its benefit and best interests to further expand its size, population base, property tax assessable base, and its political influence as an incorporated municipality, and to ensure local input into and control over future development in Town and around the periphery of the municipal corporate boundaries, and to provide residents and property owners of areas adjacent the Town a direct role in local community affairs through access to municipal election voting rights and the opportunity to serve in municipal elected and appointed offices; and

WHEREAS, the Town Board of Commissioners finds that Town staff is in the process of collecting the necessary consents from property owners for the annexation of lands near the Town and that approval of the subject Annexation Agreement will facilitate the proposed annexation and mitigate the creation of illegal enclaves of unincorporated areas surrounded by municipal territory.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this _____ day of _____ 2021, that the Town Board of Commissioners hereby authorizes the President of the Board to enter into an ANNEXATION AGREEMENT between the Town and the Marlboro Lodge No. 1856, Loyal Order of Moose, Inc. regarding the real property located at 15103 Marlboro Pike, Upper Marlboro, Maryland 20772, and subject to the terms and conditions stated therein, attached hereto and incorporated by reference herein as Exhibit A, and to execute all necessary instruments or documents to carry out and effectuate the intent of this Resolution.

AND BE IT FURTHER RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, that the approval of and entry into said Annexation Agreement shall be contingent upon the performance of all of the material obligations of the parties thereto and the approval of an annexation resolution including the subject property enacted pursuant to State Law.

AND BE IT FURTHER RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, that the Town Administrator is hereby authorized to record said Annexation Agreement in the Land Records of Prince George’s County, Maryland.

INTRODUCED AND PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Public Meeting held on February _____, 2021.

ATTEST:

THE TOWN OF UPPER MARLBORO

Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

CERTIFICATION

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

M. David Williams, Town Clerk