

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## REGULAR TOWN MEETING

November 10, 2020 – 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 October 13, 2020 Regular Town Meeting minutes
- Approval of the October 27, 2020 Board Work Session minutes
- Approval of the October 29, 2020 Board Gathering Session minutes
- Finance Report & Approval of the Treasurer's Report, as of October 31, 2020.

#### Reports

- Department Reports — Public Safety, Public Works, Finance and Clerk's Office
- Committee Reports — Historical, Events, Sustainable Communities, CERT
- Commissioner Reports

#### Business

- 1) HPC Grant Letter of Support: 14504 Main Street (Board approval)
- 2) Resolution 2020-22: Energy Efficiency Policy (Board vote)
- 3) Resolution 2020-23: Transportation Petroleum Reduction Policy (Board vote)
- 4) Resolution 2020-24: Vacation PTO & Sick Leave Accrual (Board vote)
- 5) Resolution 2020-25: Employee Life Insurance Policy (Board vote)
- 6) RFP #UM 2020-07: Healthcare Broker/HR (Board approval)
- 7) Ordinance 2020-07: Urban Forest (introduction)

#### Administrative Updates

- 8) Legislation, Projects and Initiatives
- 9) 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 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

## REGULAR TOWN MEETING

October 13, 2020 • 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 7:01 p.m.

Roll Call: Commissioner/Treasurer Sarah Franklin; Commissioner Janice Duckett.  
(Linda Pennoyer/President—communicated absence.)

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

Also present: TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; EC Chair Jeremy Gunnoe; Joseph Hourclé /Board of Supervisors of Elections; Monica Williams/Marlborough Towne HOA; Ray Feldman/Feldman Communications Strategies LLC; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; plus, various citizens and interested parties.

### Pledge of Allegiance

### Consent to the Agenda

The President received unanimous consent to the Agenda.

### Closed Session Statement

Commissioner Franklin read aloud the closing statement from the September 22, 2020 Closed Session:

The September 22, 2020 Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topics and purposes of this closed meeting were to conduct a General Government Operations and personnel overview, and to preserve confidentiality of information concerning personnel structure, and the selection of the Town Treasurer.

The specific statutory authorities to close the session are found in the General Provisions Article Subsection 3-305, Subsection (b), Paragraph (1). Persons present for closed meeting discussions: President Linda Pennoyer; Commissioner Sarah Franklin; and Commissioner Janice Duckett.

### Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from September 15, 2020, the Board Gathering/Education Session from September 16, 2020, the Board Work Session minutes from September 22, 2020, and the Treasurer's Report as of September 30, 2020. Commissioner Duckett seconded. All Board meeting minutes from September's Town Meeting and Work Session, plus, the September Treasurer's Report were accepted and approved, as presented, by a Board majority vote.

### Reports

#### Departments/Committees:

- Jacob Moore/Greenwill Consulting Group delivered an overview of their work at the State House on the Town's behalf. Topics included current 2 Ballot measures (General Assembly Budget powers,

and, Sports Betting), plus, Police Reform (mandatory body cameras, universal use-of-force statute, investigation procedures policy, and end-of-year report to the Assembly.) He added that Greenwill will be attending the Town's virtual meeting with Senator J.J. Peters on October 29<sup>th</sup>.

- Chief Burse delivered the UMPD report for the month of September 2020 that was provided by a PowerPoint slide for the Zoom attendees. He noted the National Faith & Blue Organization event did not pan out. He added that during the month of September, 9 Code Violations letters were mailed, 187 Parking Citations were issued, and over 30 moving violation tickets were written.
- Superintendent Bond delivered the Public Works status report for September 2020 that was also projected via PowerPoint for the Zoom attendees. He noted that one of the two Water Street flood and road closure events this past month was during the off-hours. Commissioner Franklin thanked all the department members for their hard work.
- Director of Finance Morgan reviewed highlights of the Treasurer's Report noting September actuals and related projections for October. He added that he had also participated in the MML Fall Conference education sessions on Budgeting. It was noted that \$25K worth of Personal Property Tax invoices had been mailed, and Business License letters will be going out with copies of the approved Resolution 2020-21. He added COVID/CARES Act expenses will be accounted for in a separate line item in the Budget going forward.
- TUMHC Chair Patti Callicott announced that TUMHC Secretary Dee Walsh had recently passed-away on September 26<sup>th</sup> and the TUMHC is currently looking to fill that now vacant position on their Board. She then reported that the Committee's Archive Session on October 17<sup>th</sup> conflicts with the MD Lynching Memorial Project meeting.
- EC Chair Gunnoe reported that plans for the Drive-Thru Trick-or-Treat event have been cancelled for logistical/Covid-19 reasons, and that there will be no alternate activity. He added that due to the pandemic, the Committee has suspended activities/events for the remainder of 2020.
- Reporting for SCW Chair Stephens, TA Snyder stated the Town's Sustainable Community Workgroup is finalizing the Town's application for the FY2021 F.I.P. Grant funding cycle that will now include exterior and interior projects. This program grant can also be utilized for streetscape detailing and possibly a Pocket Park Project for Main Street currently in the planning stages.
- Chief Burse stated there was no CERT Report for September.

#### Commissioners:

- Commissioner Duckett: Announced she also had attended the Budget classes at the MML Fall Conference noting she is interested in further discussions on Budget Reduction techniques and Rainy-Day Fund accounts. She said the class on the Public Information Act was worth attending again in the future.
- Commissioner Franklin: Stated she also attended the MML Budget class that provided for her insight into how best to diversify income. She added that the Racial Equity class had brought to light many resources for the Town to help apply new a new racial equity policy to all operations. She would also like to explore partnering with HOAs, in-and-out of Town, to help enhance the Town's Green and Sustainable initiatives and help with volunteer committees.

#### **Business**

- 1.) Resolution 2020-21 Business License Fees: Commissioner Franklin noted that the full Board unofficially approved the Resolution at their last Work Session and would now proceed with a Board vote. Clerk Williams read aloud the introduction. Commissioner Franklin motioned to approve the Resolution as presented, Commissioner Duckett seconded. Resolution 2020-21 was approved by Board majority.



- 2.) MDOT/SHA 3-year Salt Utilization Agreement: TA Snyder reviewed the Agreement's benefits to the Town noting how it is utilized by the Town's Public Works Department. Commissioner Franklin motioned to approve entering into the Agreement, Commissioner Duckett seconded. With no one in opposition, the SHA Salt Utilization Agreement was unanimously approved.

### **Administrative Updates**

- 3.) Legislation, Projects and Initiatives: TA Snyder reviewed a spreadsheet included in the PowerPoint presentation. He noted the Employee Handbook will be reviewed by the Board and Department Heads before a Resolution is drafted for Board approval. Additional notes included: 1.) An RFP for mural artists will be developed once a meeting with the Town's new Arts Council is conducted; 2.) The 2020 Census Outreach grant project reached 15,000 citizens, and the deadline to submit forms has recently been extended to October 31<sup>st</sup> ; 3.) New parking enforcement vendor needed to successfully merge two systems; 4.) The Western Branch Levee and Grading Project to be shared on Social Media for residents and businesses; and, 5.) The Water Street Bridge Project has been pushed back to 2024 due to recent State Budget cuts.

TUMHC Chair Patti Callicott asked about stray palettes abandoned at the Western Branch, TA Snyder stated he had sent notice to the SHA and the DPW&T but will now send complaint to the Environmental Inspector.

- 4.) General Commissioner & Staff items: A photo collage of the past month's finished Town projects and special happenings were shared with meeting participants. It was noted the Ballot Drop-Box at the Show Place Arena was monitored by the Park Police 24/7.

The next Town Green Team meeting will be held virtually on December 2, 2020.

Clerk Williams noted the Town's 2020 reprinted Citizen's Guide will be delivered to residents soon. During discussion, it was noted that the names and stories of notable African-Americans, important to the development of the Town, were not officially recognized in most published historical accounts of Town history. Clerk Williams said that an insert will be included in this Guide to acknowledge the lack of this history, which the Board hopes will be developed by the TUMHC and other interested volunteers for the next reprint in 2022. Commissioner Franklin suggested efforts should be made to use Social Media outlets to share with citizens historically significant Black History as it is collected and archived.

### **Public Comment**

Board of Supervisors of Elections member Joe Hourclé said he concurred with the earlier suggestion to partner with area HOAs to address quality of life issues that affect the Town and all the surrounding communities.

### **Adjournment**

The meeting was adjourned at 8:03 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

October 27, 2020 - 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 7:02 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; UMPW Superintendent Darnell Bond; UMPD Chief David Burse; Code Enforcement Officer Vickie Stewart; and, Director of Finance William Morgan.
- Pledge of Allegiance

### Business

- 1) Code Violation Appeal: The owner of 14311 Rectory Lane appeared before the Board to request a deadline extension to resolve issues cited by the UMPD Code Enforcement Office on September 2, 2020. After discussion, all parties agreed to an extension of the deadline to Monday, November 9, 2020. President Pennoyer motioned to approve the new deadline date and Commissioner Franklin seconded. With all in favor, the motion was passed unanimously.
- 2) RFP #UM 2020-07 Healthcare Broker: TA Snyder and Finance Director Morgan presented their research exploring options for a new Healthcare provider that can offer a wide variety of additional insurance plans, some of which offer other services such as Human Resource Management. The Board discussed volunteer benefits, implementation timelines, estimated costs/rates, and retirement plans. Discussion to continue at next Board meeting.
- 3) Sustainable Policies & Tree City USA: TA Snyder provided a synopsis of the Town's progress with membership in the MEA/Sustainable Maryland Certified program. Discussion included timelines and deadlines for required legislation and policy, the Tree City USA program, plus, volunteer and staffing needs. The Board agreed through consensus, for staff to continue with planning and implementation of required policies and legislation for both programs.
- 4) Employee Handbook: The Board discussed at length ongoing draft changes and edits to the Town's Employee Handbook. As the last edition in 2018 was not officially adopted by the full Board, edits are being made to the last Board approved edition from 2015. It was suggested that the Town work with a Human Resources consultant before finalizing the new draft.
- 5) General Commissioner & Administrative Staff items: A list of Town recreational project priorities, to include in the annual request letter to the M-NCPPC, was reviewed. It was noted that the Town will be meeting with Senator Peters next Thursday. Legislative priorities for the agenda were discussed. Commissioners discussed County rezoning and ongoing agenda line-items for future meetings. The President then acknowledged Kyle Snyder's 5-years of employment with the Town (as of October 14<sup>th</sup>) by presenting him with a custom plaque of recognition and a personalized gift.

### Adjournment

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk

# Town of Upper Marlboro

## Board Gathering

### Annual Meeting with Senator Douglas J.J. Peters

October 29, 2020 • 2:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Conference:

<https://us02web.zoom.us/j/81428965365?pwd=UXZDYno1UjArOEhwTENoWUUs1QmxGdz09>

Meeting ID: 814 2896 5365; Dial-in only: (301) 715-8592

#### Call to Order

The meeting was called to order at 2:03 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/Town Administrator; UMPD Chief Burse; and, Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC

#### Roundtable Discussion

Introductions: Newly elected Commissioners Franklin and Duckett and attending Town Staff members were introduced to Senator Peters.

A Year in Review: President Pennoyer gave the floor to TA Snyder who provided an overview of the Town's accomplishments and ongoing projects from the last year to date.

2021 Legislative Session: Greenwill Consulting LLC reviewed their efforts at the State Capital on the Town's behalf. Senator Peters noted a State Budget opportunity for funding the State's Water Street Bridge Project.

Town Goals and Legislative Priorities: President Pennoyer presented Senator Peters with the Town's priorities for State assistance that included the Water Street Bridge project, residential roadway speeding, residential road repaving, and flooding issues of State roads at the entrance(s) to the Town. Future Annexation planning phases were also discussed.

#### Adjournment

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
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info@uppermarlbormd.gov  
www.uppermarlbormd.gov

## Treasurer's Report as of October 31<sup>st</sup>, 2020

*Submitted by William Morgan, Director of Finance*

### Section 1: FY2021 Condensed Budget Line Item Update

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	\$1,009.60	\$15,500.00
6355 Parking Meters	\$34,069.50	\$290,666.00
6381 Parking Fines/Penalties	\$11,974.15	\$21,000.00
6550 Pub/Edu/Govt Broadcasting	\$3,613.18	\$2,500.00
<b>Total Fines, Licenses, Permits</b>	<b>\$55,752.31</b>	<b>\$346,666.00</b>

##### Grants

##### 6530 Grants

6530.2020-03 State Police Aid	\$4,905.50	\$17,317.00
6530.2020-04 Community Open Space		

<b>Grant</b>	<b>\$0.00</b>	<b>\$100,000.00</b>
<b>Total 6530 Grants</b>	<b>\$4,905.50</b>	<b>\$117,317.00</b>

##### Intergovernmental

6240 Financial Corporation Tax	\$0.00	\$9,145.00
6260 Highway User Fee	\$6,196.80	\$27,725.00
6310 Disposal Fee Rebate	\$1,038.00	\$2,000.00

<b>Total Intergovernmental</b>	<b>\$7,234.80</b>	<b>\$38,870.00</b>
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##### Other

6390 Interest Earnings	\$334.85	\$5,000.00
6392 Sale of Property	\$2,340.00	\$1,500.00
6394 Miscellaneous Revenue	\$4,086.47	\$6,500.00
6396 Special Events/Donations	\$0.00	\$2,500.00

##### Taxes

6100 Real Estate Taxes	\$216,807.00	\$295,000.00
6101 Personal Property Taxes	\$31,748.07	\$390,000.00

6230 Income Taxes	\$165,904.00	\$160,000.00
<b>Total Taxes</b>	<b>\$414,459.07</b>	<b>\$845,000.00</b>
<b>Total Revenue</b>	<b>\$489,113.00</b>	<b>\$1,363,353.00</b>
<b>Capital Improvement</b>		
9000 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>\$589,113.00</b>	<b>\$1,474,253.00</b>

#### Expenses

##### 8000 General Government

8030 Salaries - Commissioners	\$0.00	\$11,400.00
8035 Salaries	\$86,702.66	\$268,280.00
8073 Accounting	\$6,000.00	\$18,500.00
8074 Audit	\$23,500.00	\$20,000.00
8075 Payroll Processing	\$1,360.48	\$5,000.00
8077 Public Notices	\$200.00	\$1,800.00
8080 Bank Charges	\$7,720.46	\$20,000.00
8086 Staff Development & Training	\$1,347.68	\$2,500.00
8090 Postage	\$572.99	\$1,200.00
8092 Printing	\$717.62	\$7,500.00
8095 Community Events & Recreations	\$889.22	\$10,000.00
8110 Legal	\$10,734.69	\$55,000.00
8115 Computer Software & Support	\$1,889.52	\$9,000.00
8120 Insurance	\$3,239.00	\$12,000.00
8130 Supplies	\$12,321.48	\$5,000.00
8131 Ofc Equipment R&M	\$459.99	\$1,000.00
8160 Telephone	\$2,223.29	\$8,000.00
8165 Utilities	\$2,997.92	\$12,000.00
8175 Public Property Maintenance	\$1,311.48	\$8,000.00
8180 Grants & Awards	\$938.18	
8180.03 Community Open Space Grant		\$130,000.00
<b>Total 8180 Grants &amp; Awards</b>	<b>\$938.18</b>	<b>\$130,000.00</b>
8185 Historical Committee	\$0.00	\$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	\$15,000.00	\$46,000.00
8210 Payroll Tax Expenses	\$57,078.63	\$95,000.00

<b>8235 COVID-19</b>	\$16,405.99	\$0.00
<b>9001 Capital Improvement</b>		
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
<b>Total 8230 Capital Improvement</b>	<b>\$0.00</b>	<b>\$30,000.00</b>
<b>Total 8000 General Government</b>	<b>\$254,683.77</b>	<b>\$781,180.00</b>

#### 8250 Public Safety

8260 Salaries	\$96,674.59	\$296,590.00
8261 Overtime	\$453.66	\$2,000.00
8273 Uniforms	\$20.06	\$750.00
8274 Weapons & Duty Equipment	\$6,017.31	\$20,817.00
8275 Staff Training	\$150.00	\$300.00
8277 Substance Testing/Pre Employment	\$0.00	\$0.00
8280 Supplies	\$2,003.57	\$4,200.00
8281 Association Dues	\$0.00	\$500.00
8282 PS Insurance	\$4,744.00	\$5,000.00
8290 Payroll Tax Expenses	\$6,978.57	\$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	\$0.00	\$1,500.00
<b>8330 Capital Improvement</b>		
8330.01 Technology	\$0.00	\$0.00
8330.03 Debt Service (FY2020)	\$0.00	\$33,000.00
<b>Total 8330 Capital Improvement</b>	<b>\$0.00</b>	<b>\$33,000.00</b>
<b>Total 8250 Public Safety</b>	<b>\$117,041.76</b>	<b>\$429,457.00</b>

#### 8350 Public Works

8360 Salaries	\$48,815.07	\$118,380.00
8361 Overtime	\$0.00	\$500.00
8370 Payroll Tax Expenses	\$12,167.63	\$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	\$5,900.13	\$21,500.00
8405 Vehicle Repairs	\$0.00	\$2,000.00
8410 Vehicle Maintenance	\$238.25	\$1,000.00
8415 Vehicle Fuel	\$0.00	\$2,500.00
8487 Substance Testing	\$0.00	\$0.00
8490 Utilities	\$2,566.49	\$3,000.00
8491 PWF-Maint/Repairs/Beautification	\$2,067.86	\$9,000.00
8493 Portajohn	\$600.00	\$1,200.00
8545 Sanitation	\$18,772.92	\$56,086.00
8550 Capital Improvement		
8550.01 Annexation Upgrades	\$0.00	\$0.00
8550.03 Energy Conservation	\$0.00	\$0.00
Total 8550 Capital Improvement	<b>\$0.00</b>	<b>\$0.00</b>
Total 8350 Public Works	<b>\$97,617.78</b>	<b>\$263,616.00</b>
Total Expenses	<b>\$469,343.31</b>	<b>\$1,474,253.00</b>
Net Operating Income	<b>\$119,769.69</b>	<b>\$0.00</b>

**Section 2: Profit & Loss Statement**  
**October 2020**

	<u>Total</u>
<b>Income</b>	
<b>Revenue</b>	
Fines, Licenses, Permits	\$19,700.37
Intergovernmental	\$519.00
Grants	\$4,294.75
Other Revenue	\$3,040.00
Taxes	\$202,499.41
<b>Total Income</b>	<b>\$ 230,053.53</b>
<b>Expenses</b>	
General Government	\$72,843.44
Public Safety	\$22,998.62
Public Works	\$21,536.57
<b>Total Expenses</b>	<b>\$117,378.63</b>



### **Section 3: Monthly Narrative**

As anticipated, big deposits from real property and earned income taxes. We look for more sizeable deposits from public utility customers.

Also, in this month business license certification notices were mailed to various businesses. The Board of Commissioners approved a decreased fee for this fiscal year. The deadline to apply is Dec. 31 which will generate additional revenue.

1. CARES Act/COVID-19 Expenses
2. Financial Audit
3. Operating in the Black

### **Section 4: Cash on Hand & In Bank**

#### **Bank Accounts**

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

<b>1000 PGFSB Operating Checking</b>	<b>135,265.39</b>
<b>1001 Petty Cash</b>	<b>300.00</b>
<b>1010 PGFSB Payroll Account</b>	<b>0.00</b>
<b>1040 M&amp;T Checking</b>	<b>15,807.05</b>
<b>1117 Old Line Bank</b>	<b>103,275.93</b>
<b>1122 Congressional Bank CD 5756</b>	<b>212,310.55</b>
<b>1140 MLGIP</b>	<b>26.30</b>
<b>Total Bank Accounts</b>	<b>\$ 466,985.22</b>



# 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 October 2020

### Incidents Reported in Town:

Disorderly Report 5	House Alarm 1	Property Damage 1
Armed Person 1	Animal Complaint 2	Domestic Standby 1
Business Alarm 3	Check on Welfare 8	Traffic Complaint 1
Party Complaint 1	Fraud Report 1	Suspicious Person 3
Vehicle Accident 3	Family Dispute 1	Suspicious Auto 2
Domestic Call 3	Hold-up Alarm 1	Assist EMS 1

Chief Burse participated in several conference calls with the Prince George's Chiefs Association discussing issues related to COVID-19.

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 the Prince George's Sheriff's Department virtual Purple Lights Night service.

Chief Burse coordinated with Prince George's County Police to install new software on the police departments computers.

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

Sgt. Irby and Cpl. deBarros participated in the Cameron Grove National Night Out parade.

Chief Burse participated in a virtual call with the Prince George's County State's Attorney office.

Chief Burse, Sgt. Irby, and Cpl. deBarros completed their annual firearms training with the Prince George's County Police Department.

Chief Burse, Sgt. Irby, Code Officer Stewart, and CERT members participated in the Prince George's County Police District 2 Station drive-by Trunk or Treat.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

**Date:** Thursday, November 5, 2020

**Subject:** Public Works' Status Report

**RE:** October 2020 – Monthly Status Report

**Public Works Related** – Usually in the month of September, the Health Department inspections for fleet vehicles that dump at the landfill are held. Due to the COVID-19 pandemic, the Health Department has now released a date of November 30th for inspections. This date is subject to change based on the COVID-19 situation.

**Maintenance and Beautification** – PW crew pruned back limbs along Elm Street and began the fall cleaning of our storage areas. During this time, we will begin storing summer equipment away and begin checking the winter equipment. Also, this month, we began the once over of the Kubota tractor in preparation for fall and winter duties, we replaced lights if needed, greased all grease points, fixed the hazard light bar, and implement testing. Now that it is back in working order, we begin fall aeration treatments. Our zero-turn lawn mower had to be taken to Kohler Equipment due to charging system and deck issues. Trucks 215 and 216 were outfitted with plows and spreaders for inspection by Kohler Equipment Truck 003 has the newest plow that isn't due for service, so it was tested in house.

**Street and Sidewalk Repairs** – In October, we had one down speed limit sign on Rectory Lane due to its age; it was replaced with a new sign and post. The sinkhole on Spring Branch Dr seems to be done settling, and the cold patch is working. Also, for the month, I met with Vanessa Gordon-Watson, a Construction Standards Inspector with the County, about the collapsed storm drain behind the Partlett-Wilson Law Offices. She ordered a drain scope to be performed to find out how far the collapsed section is damaged and what system this drain feeds into as their maps do not have this system tied in anywhere.

**Weather Related Activities** – October had one large scale rain event that closed the Water St bridge for the better portion of a day. Public works first winter dry run was performed on Tuesday, October 27, 2020 with all implements performing as they should.

**Refuse Accumulations** – Bulk day accumulations for solid wastes (Landfill) are 3.85 tons. Bulk day accumulations for yard waste collections are 4.56 tons. We also had a special landfill run to the

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



# Town of Upper Marlboro

---

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

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---

Richie Land Reclamation Center for bulk items illegally dumped and or left around town that we have accumulated which resulted in 1.94 Tons of refuse. We also had two dump-body reservations by residents for the month.

Sincerely,

Darnell F. Bond III  
*Public Works Superintendent*

---

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

November 6, 2020

To: Historic Preservation Commission  
County Administration Building  
14741 Governor Oden Bowie Drive  
Upper Marlboro, MD 20772

## **RE: Historic Property Grant Program Support- 14504 Main Street**

To Whom It May Concerns,

This letter is to certify that the Board of Town Commissioners for the Town of Upper Marlboro supports the Historic Property Grant Program Application at 14504 Main Street, Upper Marlboro, MD, 20740, being submitted by Darrelynne Strother. As you may be aware, this house is one of the 77 contributing properties to the Upper Marlboro Residential Historic District.

The Town the planned scope of work will include: waterproof foundation & basement-drainage system, replace waste/sewage line, restoration of original hardwood floors, roof repairs (replacement of several shingles and caulking), chimney repairs (chimney crown and exposed insulation in fireplace), full replacement of basement windows (6 in total).

The restoration of this residential property would enhance our current efforts for both preservation and revitalization of the western entryway into downtown Upper Marlboro. We deeply appreciate your work to preserve historically significant sites in Prince George's County and thank you for your consideration of this application.

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

Sincerely,

Linda Pennoyer  
President, Board of Town Commissioners

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

**FY2021 Historic Property Grant Application**

## INTERACTIVE VERSION

FOLLOW THE SEPARATE INSTRUCTIONS STEP-BY-STEP WHEN COMPLETING THIS APPLICATION.

**1. Historic Property:**

Upper Marlboro Residential Historic District Contributing Property

Historic and/or current name of the property (if applicable)

14504 Main St.

Upper Marlboro

20772

Street Address

City

ZIP

DO NOT MARK IN THIS BOX

**2. Photograph(s):**

**3. Amount of funding requested:** \$ 50,000.00 (The maximum award per project is \$50,000; DO NOT request an award greater than this.)

**4. Application Contact Information:**

Darrelynn Strother

14504 Main St.

Name of contact person

Street address

Upper Marlboro

MD

20772

City

State

ZIP

434-242-7070

darrelynastrother@gmail.com

Contact phone

Contact email

**5. Project Description:** Provide a succinct description of your project in the space provided.

**6. Budget:** Provide a work item/cost breakdown of your proposed project. See the instructions on how to complete the table. Attach contractor estimate(s) directly after this page.

		APPLICANT CONTRIBUTION			
WORK ITEM	GRANT	CASH	IN-KIND	DONATED	TOTAL COST
<b>TOTALS</b>					

THIS IS YOUR "AMOUNT OF FUNDING REQUESTED"

THIS IS YOUR TOTAL PROJECT COST



**7. Describe the historical and cultural significance of the resource(s).** 0–10 points

**8. Describe the project's urgency of need for financial assistance.** 0–5 points

**9. Describe how historically significant material or details will be retained in the project.** 0–15 points

**10. Describe the provision for long-term resource preservation inherent in the project.** 0–15 points

**11. How might the project stimulate or promote other preservation activities?** 0–5 points

**12. Describe your readiness to initiate and complete the project.** 0–10 points

**13. Describe your administrative capability.** 0–10 points

**14. Include up to five letters directly after this page that demonstrate community interest and support.** 0–5 points

NAME	RELATIONSHIP or OCCUPATION

**15. Certification**

The information submitted with this application is correct to the best understanding of the Contact Person and Property Owner. The Contact Person and Property Owner hereby certify that they will comply with the conditions set forth in this application and the instructions. In the event grant assistance is received, the applicant agrees to the conditions and procedures outlined in this application, the Prince George's County Historic Property Grant Program Guidelines, and the instructions, specifically the requirement for timing specifications, Historic Site Designation, the conveyance of a perpetual preservation easement to The Maryland-National Capital Park and Planning Commission, oversight of the project by M-NCPPC staff, and adherence to citation requirements. See "Award Conditions" in the instructions for details. This certification is a material condition of any grant award.

**Property Owner 1**

Signature of Property Owner 1		Date signed
Name of Property Owner (print legibly or type)		Street address
City	State	ZIP
Phone		Email

**Ethnic Origin of Property Owner 1: (OPTIONAL)**

**Ethnic origin is categorized by the Federal Equal Employment Opportunity Commission as follows:**

- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ White

**Property Owner 2** (if applicable)

Signature of Property Owner 2		Date signed
Name of Property Owner (print legibly or type)		Street address
City	State	ZIP
Phone		Email

**Ethnic Origin of Property Owner 2: (OPTIONAL)**

**Ethnic origin is categorized by the Federal Equal Employment Opportunity Commission as follows:**

- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ White

**16. Corporate Resolution (sign only if you are signing on behalf of a corporation)**

The applicant as below is also authorized and directed to make or cause to be made and to execute and deliver on behalf of the applicant such certificates and statements and any and all other papers, instruments, or documents which may be necessary, convenient, or desirable to complete the transaction of a grant award in the name and on behalf of the applicant and under its corporate seal.

Name of Corporation		
Signature of Authorized Officer per organizational documents (e.g., Articles of Incorporation, Charter or By-Laws)		Date signed
Name of Authorized Officer (print legibly or type)	Position (e.g., president, trustee, etc.)	
Street address of organization		
City	State	ZIP
Phone		Email

**Ethnic Origin of Authorized Officer: (OPTIONAL)**

**Ethnic origin is categorized by the Federal Equal Employment Opportunity Commission as follows:**

- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ White

# **The Town of Upper Marlboro**

RESOLUTION: 2020-22  
SESSION: Regular Town Meeting  
DATE: November 10, 2020

## **RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO ADOPT AN ENERGY EFFICIENCY POLICY**

**DESCRIPTION: A POLICY DECLARING THE TOWN OF UPPER MARLBORO'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION WITHIN THE TOWN, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.**

**WHEREAS**, Maryland Energy Administration's (MEA) has established the Maryland Smart Energy Communities Program pursuant to the authority provided in Sections 9-2003 and 9-20B-01 *et seq.* of the Maryland Code, State Government Article; and

**WHEREAS**, by participating in the MEA's Smart Energy Communities Program (MSEC), the Town of Upper Marlboro (the "Town") has committed to being a socially responsible leader by decreasing its electricity consumption; and

**WHEREAS**, any incorporated municipality is eligible to participate MSEC program and if it applies to the Program and commits to meeting the three deliverable requirements (i.e., formal adoption of at least two of the three required energy policies, creation of energy baseline, and establishing energy action plan) may, subsequently, be eligible to receive Program funding, subject to availability of funds at that time; and

**WHEREAS**, the Town has authority pursuant to Section 82-16(2)(m) and(bb) of the Town Charter to make agreements with other governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions, and to accept gifts and grants of federal or of state funds from the federal or state governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

**WHEREAS** the Board recognizes and finds that by smartly investing in energy efficiency, it can have significant monetary savings in the long term.

**NOW, THEREFORE, THE TOWN BOARD OF COMMISSIONERS RESOLVES TO ADOPT THE FOLLOWING POLICIES AND GOALS, AND IMPLEMENT THE FOLLOWING INITIATIVES LISTED BELOW:**

**Section 1: PURPOSE.** The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.

## **The Town of Upper Marlboro**

- To establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- To report electricity consumption and progress towards the goal annually to the Maryland Energy Administration in order to assure that the Town accomplishes said goals in a timely fashion.

**Section 2: DEFINITION** For the purpose of this policy, the following terms shall have the meaning given:

- a) *Electricity Consumption* – The amount of kilowatt-hours (kWhs) consumed by the Town on an annual basis including electricity generated and consumed on-site and electricity purchased from a utility.
- b) *Building Space* – The amount of gross square feet (GSF) of building space owned by the Town AND for which electricity is paid by the Town.
- c) *Per-square-foot-electricity consumption* – Electricity consumption (in kWhs) divided by building space (in GSF) calculated on an annual basis.
- d) *Baseline* – Per-square-foot-electricity consumption (kWhs/GSF) in a pre-determined baseline year. May include streetlights but is not mandatory. Must include all buildings as well as sewer and water facilities.
- e) *Baseline Year* – The 12-month period selected by the Town as the baseline.

### **Section 3: BASELINE DOCUMENTATION**

The baseline including data related to the specific time period, electricity consumption, building size, and results will be completed by December 31<sup>st</sup>, 2020, and can be found as an appendix to later be attached to this document titled, “MSEC\_Baseline\_(Upper Marlboro)”

### **Section 4: GUIDELINES**

The Town will maintain an annual electricity consumption inventory for all Town owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager or similar tool.

#### ***Plans and Implementation***

The Town will additionally establish an Energy Reduction Plan. The plan will outline the process and include a timetable of execution by which the Town will accomplish designated tasks in order to reach their goal. The Town will implement the necessary projects laid out in their Energy Reduction Plan in order to meet the goal outlined in this policy.

#### ***Questions/Enforcement***

All inquiries should be directed to the person responsible for implementing this policy. The Town Administrator shall serve as the Town’s Community Energy Manager and supported by the Superintendent of Public Works.

# The Town of Upper Marlboro

## *Applicability*

This policy applies to all departments of the Town with the exception of the exclusions outlined in the definitions above.

## **Section 5: EFFECTIVE DATE**

This Resolution and policy shall be effective immediately upon approval of the Board of Town Commissioners.

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 \_\_\_\_\_, 2020.

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



## **The Town of Upper Marlboro**

RESOLUTION: 2020-23  
SESSION: Regular Town Meeting  
DATE: November 10, 2020

### **RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO ADOPT A TRANSPORTATION PETROLEUM REDUCTION POLICY**

**DESCRIPTION: A POLICY DECLARING THE TOWN OF UPPER MARLBORO'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING TRANSPORTATION PETROLEUM CONSUMPTION IN AND BY THE TOWN OF UPPER MARLBORO, BY PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION AND ENROLLING AS A SMART ENERGY COMMUNITY.**

**WHEREAS**, Maryland Energy Administration's (MEA) has established the Maryland Smart Energy Communities Program pursuant to the authority provided in Sections 9-2003 and 9-20B-01 *et seq.* of the Maryland Code, State Government Article; and

**WHEREAS**, by adhering to the Maryland Energy Administration's Smart Energy Community Program the Town of Upper Marlboro has committed to being a socially responsible leader by reducing their local impact by better managing its transportation petroleum consumption; and

**WHEREAS**, any incorporated municipality is eligible to participate MSEC program and if it applies to the Program and commits to meeting the three deliverable requirements (i.e., formal adoption of at least two of the three required energy policies, creation of energy baseline, and establishing energy action plan) may, subsequently, be eligible to receive Program funding, subject to availability of funds at that time; and

**WHEREAS**, the Town has authority pursuant to Section 82-16(2)(m) and(bb) of the Town Charter to make agreements with other governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions, and to accept gifts and grants of federal or of state funds from the federal or state governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

**WHEREAS** the Town of Upper Marlboro recognizes that by smartly investing in alternative transportation uses, it can have significant monetary savings and create environmental benefits.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO RESOLVES TO ADOPT THE FOLLOWING POLICY, AND GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:**

**Section 1: PURPOSE.** The purpose of this policy is:

- To become a Maryland Energy Administration Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.

## **The Town of Upper Marlboro**

- To reduce on-road vehicle petroleum consumption by the Town of Upper Marlboro's fleet vehicles by 20% within five years of the established baseline year.
- To report petroleum consumption and reduction progress annually to the Maryland Energy Administration in order to assure that the Town of Upper Marlboro accomplishes said goals in a timely fashion.

**Section 2: DEFINITION** For the purpose of this policy, the following terms shall have the meaning given:

- a) **Fleet Vehicles** – A vehicle designed to legally carry people or cargo on public roads and/or highways owned or leased by the Town of Upper Marlboro. Such vehicles include, but are not limited to: buses, cars, trucks, and vans. This would not include motor driven vehicles not approved for use on the road, such as lawnmowers, forklifts, or marine vehicles.
- b) **Petroleum** – Gasoline and diesel fuel used for on-road fleet vehicle consumption.
- c) **Gallons of Gasoline Equivalent (GGE)** – A conversion factor for equating different fuel sources to gasoline, for example, one gallon of gasoline is equal to 1.13 gallons of diesel.
- d) **Baseline** – Measurement of gallons of gasoline, diesel, and other fuels consumed by all fleet vehicles in the baseline year.
- e) **Baseline Year** – The 12-month period selected by the Town as the baseline.
- f) **Petroleum Consumption Reduction Plan** – Provides details on the current fleet vehicle petroleum consumption, characteristics of the fleet including the make, model, year, purchase date, fuel type used, gallons consumed, and miles driven, estimates the required amount of petroleum needed to meet the minimum of a 20 percent reduction, and designs plans with detailed measures and timetables for reaching the reduction goal within five years.

### **Section 3: BASELINE DOCUMENTATION**

The baseline including data related to the specific time period, fuel consumption, vehicle specs, and results will be completed by December 31<sup>st</sup>, 2020, and can be found as an appendix to later be attached to this document titled, "MSEC\_Fleet\_Baseline\_(Upper Marlboro)."

### **Section 4: GUIDELINES**

The Town will maintain an annual petroleum consumption inventory for all local-government-owned vehicles and contracted-service vehicles. This annual inventory will include at a minimum the information presented in the table below.

#### ***Plans and Implementation***

The Town will additionally establish a Petroleum Consumption Reduction Plan. The plan will outline the process and include a timetable of execution by which the Town will accomplish designated tasks in order to reach their goal. The Town will update/amend Petroleum Consumption Reduction Plans on an on-going basis when necessary in order to meet the policy goals in the most efficient cost-effective manner.

## The Town of Upper Marlboro

Finally, the Town will implement the necessary projects laid out in their Petroleum Consumption Reduction Plan in order to ensure that a minimum of 20 percent reduction of local government petroleum consumption is met within five years of the established baseline.

### *Questions/Enforcement*

All inquiries should be directed to the person responsible for implementing this policy. The Town Administrator and/or their designee will implement this policy.

### *Applicability*

This policy applies to all departments of the Town of Upper Marlboro with the exception of the exclusions outlined in the definitions above.

### **Section 5: EFFECTIVE DATE**

This Resolution and policy shall be effective immediately upon approval of the Board of Town Commissioners.

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 \_\_\_\_\_, 2020.

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

## The Town of Upper Marlboro

RESOLUTION: 2020-24

SESSION: Regular Town Meeting

DATED: November 10, 2020

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO SET AND ESTABLISH TOWN EMPLOYEE VACATION AND SICK LEAVE ACCRUAL RATES.**

WHEREAS, pursuant to Section 82-59 of the Charter of the Town of Upper Marlboro, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Town Charter or State law and to operate the Town government; and

WHEREAS: the Town Commissioners voted at the May 26<sup>th</sup>, 2020 Regular Board Worksession to revert from using the unapproved 2018 version of the handbook as it had not been transmitted by a past President to be certified and ratified by the Board, and to use the 2015 approved version until a new handbook could be drafted and approved; and

WHEREAS, the Town Commissioners are currently working to revise the Town's Employee Handbook which is being prepared to provide the Town's officers and employees with a comprehensive and clear understanding of Town personnel policies, work rules and benefits; and

WHEREAS, until the referenced handbook is ready for approval, the Board wishes to set or definitively clarify the Vacation PTO and Sick Leave accrual rates currently in effect and to be incorporated into the finalized handbook.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2020, hereby establishes the below Town rates and stipulations for Vacation PTO and Sick Leave accrual, to be effective as of the date of this Resolution and to supersede any such previous rates or accruals provided to the Town's employees:

<b>Length of Service</b>	<b>Vacation PTO Accrual Rate</b>	<b>Vacation PTO Total Annual</b>	<b>Sick Leave Accrual Rate</b>	<b>Sick Leave Total Annual</b>
<b>0-4 Years</b>	4.4 hrs.	120 hrs or 15 Days	4.4 hrs.	120 hrs or 15 Days
<b>4-10 Years</b>	5.92 hrs.	160 hrs or 20 Days	4.4 hrs.	120 hrs or 15 Days
<b>10+ Years</b>	7.40 hrs.	200 hrs or 25 Days	4.4 hrs.	120 hrs or 15 Days

Vacation PTO: Employees hired after the passage of this Resolution may carry over a maximum of 120 hours per year. Employees hired prior the passage of this Resolution may carry over a maximum of 240 hours per year. Vacation PTO is paid out at the employee's current rate when an employee leaves the Town.

Sick Leave: There is no maximum amount of sick leave that can be carried over. Sick leave is not paid out when an employee leaves employment with the Town. Unused sick leave can be applied as such to allow an employee to retire up to two months early, or 320 hours.

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 \_\_\_\_\_, 2020.

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

## **The Town of Upper Marlboro**

RESOLUTION: 2020-25  
SESSION: Regular Town Meeting  
DATED: November 10, 2020

### **A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT FOR TOWN EMPLOYEE AND COMMISSIONER LIFE INSURANCE.**

**WHEREAS**, the Town has a need to provide its employees and elected officials with basic life insurance; and

**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 waived the formal request for bids process and accepted the recommendation from the Director of Finance based off his research; and

**WHEREAS**, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that Reliance Standard Life Insurance Company 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.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2020, that the Town Board of Commissioners hereby waived the formal request for bids, and authorize the President to award the contract to Reliance Standard Life Insurance Company for the amount of \$41.60 per month, per Town employee & Commissioner, and to execute the relevant contract documents.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk

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

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

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Sarah Franklin, Commissioner

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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 \_\_\_\_\_, 2020.

---

M. David Williams, Town Clerk





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## Request for Proposals

### Town of Upper Marlboro Government Healthcare Insurance Broker

RFP # UM 2020-07

**Project Overview:** The Town of Upper Marlboro is seeking proposals from firms to assist and guide the Town with the research and selection of the best insurance package for the Town to provide its employees to include, but not limited to: medical, dental, and vision. The firm should also be able to assist the Town with other types of insurance as needed, as well as assist the Town or its employees navigate any claim issues.

**Scope of Work:** Qualified applicants should be able to provide the below services to the Town:

- Determining and recommending financially sound plans.
- Assisting in the benefit plan design based on ESP's goals and objectives.
- Soliciting proposals from insurance carriers and evaluating those proposals identifying the most cost-beneficial package.
- Represent the Town in all negotiations with providers regarding plan design, special terms and conditions, and cost.
- Researching and advising the Town on any new changes regarding employee benefit programs.
- Provide support for benefit and plan administration questions.
- Provide training and compliance for changes in laws and regulations including the health care reform.
- Assist as necessary in developing communication materials and giving advice and recommendations for all employee benefit programs.
- Assist the Town with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
- Personal and teleconferencing availability for meetings as required.
- Assist Town employees with claims resolution issues
- Provide monthly billing and reconciliation assistance as needs arise.

**Level of Experience:** Applicant firms must have the following experience:

- Be licensed to do business in all states.
- Have the expertise, licenses and resources to provide Employee Benefit broker/consulting services for the Town's current and future operations,
- Consistently maintain and allocate sufficient staffing resources to provide timely service for the Town of Upper Marlboro's Employee Benefit broker/consulting service's needs,
- Maintain staff that are qualified and available to provide specialized technical expertise in various disciplines as necessary.

**Deadline:** Responses to this RFP are to be submitted by **Monday December 7<sup>th</sup>, 2020**, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov). In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Selection Process and Criteria:** This RFP is for a 24-month contract with the Town, with the option for renewal. Town elected officials and senior staff will participate in the process of selecting the appropriate firm. Proposals will be evaluated based on:

1. The firm's understanding of a small local government needs for health insurance
2. The firm's availability to render services to the Town as needed
4. How the firm's compensation/cost to the Town
5. If the firm offers additional services such as Human Resources support. The pricing of HR or other services should be included in the proposal.

**Overview of the Town:** Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western Branch of the Patuxent River was still navigable. It has been the county seat of Prince George's County since 1721.

The Town is governed by three elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and Town Administration Department, along with several volunteer committees. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year.

The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. Communication and community outreach have been a large focus of the Town over the past few years, with the introduction of new community events including successfully resurrecting Marlboro Day in 2018. The Town also maintains a strong social media and web presence to stay engaged with its residents.

**Point of Contact:** Mr. William Morgan, Director of Finance & Human Resources, can be reached at 301-627-6905 ex1103 or [wmorgan@UpperMarlboroMD.gov](mailto:wmorgan@UpperMarlboroMD.gov) with any questions.

*Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.*

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

ORDINANCE:        2020-07                      **DRAFT**  
SESSION:            Regular Town Meeting  
INTRODUCED:       November 10, 2020  
DATE ENACTED:     XXXXXXXX

**AN ORDINANCE TO ESTABLISH URBAN FOREST REGULATIONS FOR THE TOWN OF  
UPPER MARLBORO.**

AN ORDINANCE relating to the protection, preservation and to promote the Urban Forest of Upper Marlboro as part of a larger ecosystem which contributes to air, noise and visual pollution control, moderates climate extremes, promotes energy conservation, and has aesthetic value affecting property values and the community quality of life. This Ordinance is to establish a Shade Tree Board to be responsible for the tree program which regulates the planting and maintenance of trees in public places, and to advise, provide continuity, act as an advocate and coordinate contributions and interests in urban greenery.

**Section 1. Definitions**

Street trees: "Street Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or ways within the Town. For the purposes of this Ordinance and this definition, it is assumed that, in the absence of evidence to the contrary provided by an affected property owner, all trees located within twenty-five (25) feet of the centerline of a Town road are street trees as defined herein. Park Trees: "Park Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names and all areas owned by the Town, or to which the public has free access as a park. All street trees and park trees in the public domain in Upper Marlboro are considered as part of the Town's Urban Forest and are subject to the provisions of this Ordinance.

**Section 2. Establishment of A Shade Tree Board & Oversight**

There shall be created a Board to be known and designated as "Shade Tree Board" composed of no less than three members appointed by the President with the approval of the Board. The majority of the Tree Board shall be made up of Town residents. It shall be the responsibility of the Tree Board to study, investigate, counsel, inventory and develop and/or update and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such a plan will be presented to the Board of Town Commissioners and upon their acceptance and approval shall constitute the official comprehensive tree plan for the Town. The Tree Board shall choose its own officers, make its own rules and regulations and keep records of its proceedings. A majority of the members shall be a quorum for the transaction of business.

In the case that there are not enough interested residents to serve on a Tree Board, the Director of Public Works, or their designee, shall serve as the Town's Urban Forest Coordinator who shall oversee the

program. If there is a Tree Board in place, the Public Works representative shall serve as the Town's designee to assist the Tree Board as needed.

### **Section 3. Public Tree Care**

The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, avenues, squares and public grounds as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The Town Tree Board may recommend to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest.

It shall be unlawful as a normal practice for any person, firm, or Town department to top any Street Trees, Park Tree or other tree on public property to such a degree so as to remove the normal canopy and disfigure the tree. It shall be unlawful for any person other than the Town to cut down any Street Tree or Park Tree without written consent of the Town. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the Tree Board. Every owner of any tree overhanging any street or right-of-way within the Town shall prune the branches so that such view of any street intersection and so that there shall be a clear space of eight feet (8') above the surface of the street or sidewalk. Said owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The Town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign. The street tree species to be planted shall be determined by the Tree Board.

### **Section 4. Dead or Diseased Tree Removal on Private Property**

The Town shall have the right to cause the removal of any dead or diseased trees on private property within the Town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the Town. The Town will notify in writing the owners of such trees. Removal shall be done by said owners of such trees. Removal shall be done by said owners at their own expense within (60) days after the date of service of notice. In the event of failure of owners to comply with such provisions, the Town shall have the authority to remove such trees and charge the cost of removal on the owners' property tax notice. The Town Code Enforcement Officer(s) are charged with this enforcing this section.

### **Section 5. Approval required to Take Action affecting the Urban Forest**

No person shall remove or destroy or cause removal or destruction of a tree on any public property or undertake construction or other action that may significantly and prematurely detract from the health or growth of a tree without first having obtained written permission from the Town Administrator which shall only be issued upon the presentation of an application bearing the approval of the State Forester assigned to the Town. Any violation of this section shall constitute a municipal infraction for which a citation may be issued.

## Section 6. Review by Board of Town Commissioners

The Board of Town Commissioners shall have the right to review the conduct, acts, and decisions of the Town Tree Board. Any person may appeal from any ruling or order of the Town Tree Board to the Board of Town Commissioners who may hear the matter and make final decision.

## 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 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 \_\_\_\_\_, 2020.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_ day of \_\_\_\_\_, 2020, 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

\_\_\_\_\_

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

Kevin J. Best, Esq.



October 23, 2020

RE: Town of Upper Marlboro Community Playground  
Subject: Contract time extension request

To whom it may concern:

We respectfully request an extension of time for the Upper Marlboro Community Playground project. This request stems from unforeseen challenges related to the COVID-19 Pandemic that have delayed the permitting and approval processes. Per the terms of the Contract, our work was to be completed within 46 weeks of the execution of the agreement, which would be December 29<sup>th</sup>. At this time, we do not have the necessary permit to perform the work and do not expect to receive it in time to allow for us to complete our work within the specified time period.

The first delay we encountered was for the Site Survey. This was scheduled to occur in March. However, the survey was delayed due to the pandemic and was conducted in April, approximately four weeks later than planned. The next delay was in Design Revisions and Documentation step. This step took an additional one and half weeks to complete. The permitting process has already exceeded the anticipated duration by three weeks and has not been completed. Our permit expeditor is reporting unusually long review time, especially from the structural reviewer. To date, we are approximately eight and half weeks behind schedule.

It is for these reasons that we are requesting an extension of time to complete the work of the contract. However, if the permitting process continues to be delayed, we suggest commencing construction activities in March because of temperature requirements for the surfacing. We expect that we will also encounter challenges in scheduling the installation of the poured in place safety surfacing because the project schedule has been pushed. The installation of the safety surfacing is weather dependent and cannot be performed if appropriate weather conditions do not exist per Manufacturer's specifications. The ambient temperatures need to be at least 40 degrees or higher seventy-two hours prior and after installation to allow for a proper installation. As we approach winter and the daily average temperature continues to decrease, the opportunity to install the safety surfacing may not exist. This will allow for us to complete the project succinctly. A detailed timeline of the project is attached. Please reach out to me to discuss and review the timeline for this project. I look forward to the call.

Sincerely,

A handwritten signature in black ink, appearing to read "Isaac Sparks", is written over a horizontal line.

Isaac Sparks

## **Upper Marlboro Playground Project Timeline**

### **The expected timeline and durations for the project are outlined below:**

1. Proposal Review by Customer: approximately 1 week
2. Contract Review with SAP and Customer: approximately 1 week
3. Site Survey: to occur within approximately 3 weeks of contract being executed
4. Design Revisions and Documentation: approximately 12 weeks
5. Permit Submissions and Approvals: approximately 8 weeks
6. Ordering and Production: approximately 8-12 weeks
7. Mobilization and Construction: approximately 8 weeks
8. Project Close Out: approximately 1 week

### **The actual timeline is as follows:**

1. Proposal sent on 10.17.2019
2. Proposal Review by Customer: Town sent out an RFP, reviewed the proposals and then sent us a letter on December 10<sup>th</sup>, 2019, approving Sparks at Play as the vendor.
3. Contract Review with SAP and Customer: Contract signed on February 11<sup>th</sup> giving SAP 46 weeks to execute (December 29<sup>th</sup>, 2020)
4. Site Survey: Site Survey was completed on 4.2.2020. The delay was caused by the shut down in March and the uncertainties around that time.
5. Design Revisions and Documentation: This took 13.5 weeks to complete. The permit set was completed on 6.11.2020 (10 weeks from completion of Site Survey) with revisions made on 7.6.2020 (13.5 weeks from site survey). Revisions were made to keep construction costs within budget.
6. Permit Submissions and Approvals: Permit submitted on 7.31.2020, see timeline below. Permit has already taken 11 weeks, and still needs a final review.

#### **Permit Timeline:**

- a. The permit was submitted to PG County on 7.31.2020
- b. The permit work flow began on 8.4.2020
- c. We paid the Park and Planning and Comm BLDG by Cost of Construction Fees on 8.12.2020
- d. We received comments from the Fire Supervisor, Planning and Historic Preservation, and Planning-Transportation on or around 8.17.2020
- e. We received comments from Site-Road and Planning-Environmental Planning on or around 8.26.2020
- f. With the Civil engineer, we revised the documents to meet the comments submitted so far.
- g. Reviewers were requesting that the permit go through the process for a Mandatory Referral. We worked with the Civil engineers and the Town of Upper Marlboro to submit a letter asking that the project be considered as

part of the administrative review process instead of the more lengthy Mandatory Referral process. That letter was submitted on 9.18.2020

1. We received notice that the Mandatory Referral was waived on October 23, 2020
- h. We received the final comments from the last reviewer (Structural), completing the initial department review process on 10.19.2020. That review took 11 weeks, nearly double what was expected.
- i. The Civil team and expeditor are now working to capture the structural comments and resubmit for a final review. The plan is to submit the revised set by early next week.

Submittal Timeline:

- a. Initial Submittals sent to client on 8.7.2020 once we were certain the site plan was submitted for permit
  - b. I presented the playground to the new commissioner on 8.11.2020
  - c. We received the submittals back with changes that needed to be made on the Playground per the commissioner's comments.
  - d. We received the desired verbiage and art for the revised playground panel on 8.19.2020
  - e. LSI revised the artwork and sent us the revised artwork, which we forwarded to the client on 8.25.2020
  - f. We received the client's comments and review of the art on 8.28.2020, which we resubmitted to LSI for a revision
  - g. LSI revised and returned the artwork on 9.4.2020
  - h. Client approved the artwork on 9.8.2020
  - i. LSI requested an approval of the roof language on 9.15.2020, and placed order on hold.
  - j. Client approved and we resubmitted to LSI on 9.15.2020, order was no longer on hold.
  - k. Approval process took 5.5 weeks
7. Ordering and Production: Order was placed 9.11.2020. Skyways has already been delivered and LSI is to ship on 11.11.2020
  8. Mobilization and Construction: The anticipated duration for this step has not changed This is now entering the winter weather months.
  9. Project Close Out: The anticipated duration for this step has not changed