

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

August 11, 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/81784511951> Meeting ID: 817 8451 1951; Dial-in only: 301-715-8592.

Call to Order

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

Board Approval of Election Results for July 27, 2020 Special Election

Approval of Meeting Minutes & Financial Reports

- Approval of the June 3, 2020 Special Work Session minutes
- Approval of the June 9, 2020 Regular Town Meeting minutes
- Approval of the June 23, 2020 Board Work Session minutes
- Approval of the July 14, 2020 Regular Town Meeting & Candidate Forum minutes
- Finance Report & Approval of the Treasurer's Report, as of July 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) Playground Project/progress report (Sparks@Play informational presentation)

Administrative Updates

- 2) Legislation, Projects and Initiatives
- 3) 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

vacant
Commissioner/Treasurer

Sarah Franklin
Commissioner

Linda Pennoyer
Commissioner/President

Town of Upper Marlboro

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

Special Work Session Minutes

Wednesday June 3, 2020 - 12:00 p.m.

unApproved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/81308082268>
Video Meeting ID: 813 0808 2268, Audio Dial-in only: (301) 715-8592.

Call to Order

- Meeting was brought to order at 12:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams. Also present: Chief of Staff Kyle Snyder; and UMPD Chief David Burse.
- Pledge of Allegiance

Business

- 1) Community Development Block Grant (CDBG): President Pennoyer noted the advantages of the program and its connection to current and future projects. She explained the time constraints involved, and the need for a Board vote at this time to authorize the membership application submission for the 3-year program. Commissioner Bernal-LeClaire motioned to authorize the President to submit the application, to which Commissioner Leonard seconded the motion. With all in favor, the motioned passed unanimously.
- 2) Added line item: Chief Burse announced that the UMPD is actively monitoring the Black Lives Matter peaceful protest/march to the Courthouse from the Show Place Arena next Friday. The UMPD will be coordinating with State and County Police Departments.

Adjournment

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

Respectfully submitted,

M. David Williams
Town Clerk/Administrator

Town of Upper Marlboro

REGULAR TOWN MEETING

June 9, 2020 • 7:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Teleconference.

<https://us02web.zoom.us/j/83092869442> Meeting ID: 830 9286 9442; Dial-in only: 301-715-8592.

Call to Order

The meeting was called to order at 7:00 p.m.

Roll Call: Commissioner/Treasurer Kai Bernal-LeClaire; Commissioner Wanda Leonard; and, Linda Pennoyer/President of the Board of Town Commissioners.

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

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; David Herbert/SD Development; Ray Feldman/Feldman Communications Strategies LLC; MVFD President Jeffrey Beavers; plus various citizens and interested parties (3).

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Closed Session Statement

President Pennoyer read aloud the closing statement from the May 26th Closed Session:

The May 26, 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 discuss employee salaries and other matters involving proposed Town Organizational Charts, and . . . "To consult with counsel to obtain legal advice."

The specific statutory authorities to close the session are found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1), and, Section 3-305, Subsection (b), Paragraph (7). Persons present for discussion: President Linda Pennoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

Approval of Meeting Minutes & Financial Reports

Commissioner Leonard motioned to approve the May 6, 2020 Special Work Session minutes, the Regular Town Meeting minutes from May 12, 2020, the Regular Board Work Session minutes from May 26, 2020, and the Treasurer's Report as of May 31, 2020. Commissioner Bernal-LeClaire seconded. All Board minutes from May's Special Work Session, Town Meeting and Regular Work Session, plus, the May Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of May 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. He updated the number of "Theft from Auto" incidents from one to two. He noted that eleven (11) Code Violation letters were sent out in May, and seven (7) speeding tickets were also issued.
- Superintendent Bond delivered the Public Works report for May 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. He noted that the Town expects to get 5 more Pet Waste Stations next week from Sustainable Maryland Certified.

The President noted that several residents had approached her to compliment both the Public Works and Police Departments for the great work they are doing in the Town.

- Director of Finance Morgan reviewed highlights of the May Treasurer's Report noting that some revenues were incorrectly listed by QuickBooks as expenses in earlier reports, bringing the total for Fines, Licenses and Permits "Actual" to \$269K+ (versus \$240K+) for 11 months into the FY2020. He also gave updates on COVID-19 expenses to date, and details on how the Town's new Transparency Portal will provide citizen's easy access to financial forms and information.
- EC Chair Gunnoe reported that the EC is planning a "Shred Event" and is currently securing three estimates from vendors. In light of the pandemic, the EC is also discussing changing the annual "Movie Nights" events to "Drive-In Movie" events for late August/early September.
- TUMHC Chair Skews reported that Evelyn Stephens has stepped up to fill the Vice-Chair seat that had been vacant since Tanja Hammond's passing. She also reported that the newly reprinted Walking Tour Brochures are now available.
- SCW Chair Stephens reported that the Sustainable Community Workgroup held their first virtual meeting in May and will have their next one on June 25th. She noted the SCW will be creating an ongoing Project Tracking document for all projects related to the Town's redevelopment, and, that SCW member/County Liaison Mr. Sam White had brought aboard to the team M-NCPPC Planner Adele Gravitz, as a non-member consultant on grants. She added they have successfully closed out the FY2017 F.I.P. funding and are awaiting to hear back about the FY2021 funding requested.
- CERT President Leonard reported that the UM CERT continues to participate in training through the County and is now a part of the National Capitol Region Consortium that will meet next Saturday.
- MVFD President Jeffrey Beavers delivered updates on Department Operations, noting calls have been down, and new applications for volunteers have been put on hold, since the beginning of the pandemic. He noted their Annual Banquet had also been postponed, and the MVFD will celebrate its 95th Anniversary in September.

Commissioners:

- Commissioner Bernal-LeClaire: Announced he had accepted a promotion that will relocate him to Philadelphia, PA in the next few months. He stated his intent to officially resign later this month to allow the appropriate timing for the Town to conduct a Special Election in July to fill the vacancy. He expressed his appreciation to the Town Commissioners and Staff and thanked the residents for the opportunity to serve in a Town he had grown very fond of.
- Commissioner Leonard: Announced that she had nothing to report at this time.
- President Pennoyer: Commended Chief Burse on his professional oversight in the coordination of law enforcement agencies and citizens involved in the BLM Peaceful Protest event on June 5th. She also acknowledged the grand opening of "Cravin' On Main" and urged all to patronize the new eatery on Main Street.

Business

- 1.) Ordinance 2020-05 Town Operating Budget for FY2021: Clerk Williams conducted the ordinance's second reading and highlighted the graphs on page 3 illustrating Departmental Revenues and Expenses. Finance Director Morgan reviewed the FY2021 Budget via the PowerPoint presentation on the Zoom platform. He noted the residential tax rate for residents remains the lowest in the County. After discussion, Commissioner Bernal-LeClaire motioned to approve Ordinance 2020-05 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 2.) Ordinance 2020-06 Establishing Rates for FY2021 Tax Levy: Clerk Williams read aloud the Ordinance's introduction. With no further comments offered by the Board or additional input from the public, Commissioner Leonard motioned to approve Ordinance 2020-06 and Commissioner Bernal-LeClaire seconded. The motion was passed unanimously.
- 3.) Resolution 2020-13 Accounting Services Award: Clerk Williams read aloud the Resolution's introduction. It was noted that interviews were conducted with 3 different firms by Finance Director Morgan and Commissioner Bernal-LeClaire. Seeing no additional input by the Board or public, the President asked for a motion to approve awarding the contract to ALTA CPA Group. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-13. Commissioner Leonard seconded. The motion was unanimously passed.
- 4.) Resolution 2020-14 Government Relations Firm Award: Clerk Williams read aloud the Resolution's introduction. It was noted that the proposal was published for a 15-day period, and that Greenwill has proved a value to the Town's best interests. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-14 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 5.) Contract/ Greenwill Consulting Group, LLC: Commissioner Bernal-LeClaire motioned to approve the consulting agreement with Greenwill subject to review of new provisions by the Town Attorney. Commissioner Leonard seconded. The motion was passed unanimously.
- 6.) Resolution 2020-15 Adopting Town Organizational Chart: Clerk Williams read aloud the Resolution's introduction. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-15 as presented. After comments and discussion, Commissioner Leonard seconded the motion. With all in favor, the motion was unanimously approved.

Administrative Updates

- 7.) General Commissioner & Staff items: CoS Snyder shared a Project Tracking spreadsheet viewable to attendees through a PowerPoint presentation projected through the Zoom Meeting platform. Updates included the Annexation Phase(s) community interest outreach to 250 properties; OMES litigation schedule; and the Old Stone Building surplus property.

Public Comment

TUMHC Chair Skews thanked Finance Director Morgan for his excellent financial presentation. A resident asked for information on the PGC Summer Youth Enrichment Program.

Adjournment

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

Respectfully submitted,

M. David Williams
Town Clerk/Administrator

Town of Upper Marlboro

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Work Session Minutes

June 23, 2020 - 7:00 p.m.

unApproved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/87823102844>
Video Meeting ID: 878 2310 2844, or, Audio Dial-in only: 301 715 8592

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Kai Bernal-LeClaire; Commissioner Wanda Leonard; Town Clerk M. David Williams. Also present: Administrator Kyle Snyder; UMPD Chief David Burse; and Director of Finance William Morgan.
- Pledge of Allegiance

Business

- 1) RFP #UM 2020-06 Human Resources Firm: The President noted that this partnership will be a first for the Town but feels seeking such a firm for guidance is due diligence at this time. With no comments or further discussion offered, Commissioner Leonard motioned to approve publication of the Request For Proposal, Commissioner Bernal-LeClaire seconded. With all in favor, the motion was unanimously approved.
- 2) Resolution 2020-16 Authorizing Hazard Pay: Clerk Williams read aloud the Resolution's introduction. It was noted this funding for 6 Public Safety and Public Works employees will come from the CARES Act at no expense to the Town, and that time constraints necessitated passage ahead of the Regular Town Meeting. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-16. Commissioner Leonard seconded. With no one in opposition, the motion was passed unanimously.
- 3) Resolution 2019-17 In Defense of Black Lives: Clerk Williams read aloud the Resolution's introduction. Commissioner Bernal-LeClaire commented he hoped to see the Board implement further legislation and policies to support this initiative and then motioned to approve Resolution 2020-17 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 4) Resolution 2019-18 Online Historic Walking Tour Funding: Clerk Williams read aloud the Resolution's introduction. The President acknowledged Commissioner Leonard for initiating the project that will enable more citizens to participate. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-18. Commissioner Leonard seconded. The motion was unanimously passed.
- 5) Annexation Phases II & III: Town Administrator Snyder provided an overview of the expansion details and timelines, noting anticipated expenses and revenues, plus, equipment and staffing needs. The Board also discussed proper timing of Annexation notices, forums, legislation and related expenditures, as well as, maintaining the historic feel of downtown.
- 6) Draft Town Financial Policy: The Board discussed the draft policies presented, noting a need to amend Ordinance 2011-02 and the Charter to better coincide with new policies.
- 7) Charter Amendment Resolution/ Creating Offices/Positions: The Board discussed the positions and proper titles needing inclusion in the Charter. A draft of CAR 01-2020 will be presented to the public for review and comment at the next Board Meeting.

- 8) Resolution 2019-19 Declaration of Vacancy and Special Election: Clerk Williams read aloud the Resolution's introduction. The Clerk reported that he and the Board of Supervisors of Elections just met with Chief Burse and Administrator Snyder to plan and review implementation of new COVID-19 procedures and policies for the Special Election Day on July 27, 2020. It was unclear at this time if the Town Hall Offices would still be closed to the public or not on Election Day. With no further comments offered by the Board or additional input from the public, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-19, and Commissioner Leonard seconded. The motion was passed unanimously.
- 9) General Commissioner & Administrative Staff items: Outreach for potential candidates and interpretations of Town Elections Charter provisions were discussed by the Board. The MML Virtual Conference classes and attendance schedule were reviewed. Commissioner Bernal-LeClaire expressed his thanks for the opportunity to work with the Board, and fellow Commissioners reciprocated in kind.

Adjournment

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

M. David Williams
Town Clerk/Administrator

Town of Upper Marlboro
REGULAR TOWN MEETING & CANDIDATE FORUM
July 14, 2020 • 7:00 p.m.
unApproved Minutes

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/81356099981>
Meeting ID: 813 5609 9981; Dial-in only: 301-715-8592.

Call to Order

The meeting was called to order at 7:12 p.m.

Roll Call: Linda Pennoyer/President of the Board of Town Commissioners (no quorum present.)

Note: The other two Commissioner seats on the Board are currently vacant.

A moment of silence was observed for the late Commissioner Wanda M. Leonard.

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

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; Joseph Hourclé/Board of Supervisors of Elections; Ray Feldman/Feldman Communications Strategies LLC; Special Election candidates/Bryan Bontrager, Janice Duckett and Sarah Franklin; plus, various citizens and interested parties (18).

Pledge of Allegiance

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of June 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. He noted there were 53 Code Violations and several speeding stops as well. He noted recent reports of thefts of delivered packages in Marlborough Towne were handled by coordinating drop times with delivery companies. An increase of truck traffic on Church Street was also noted.
- Superintendent Bond delivered the Public Works reports for February 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. SCW Chair Stephens asked if Old Mill Road is going to get an updated assessment soon. Other residents expressed their thanks for the work the PW Dept has done in recent months to improve the Town.
- Director of Finance Morgan noted that there was no Treasurer's Report for February but noted he is, and will be, working on the end of the fiscal year audits that include the State Retirement and Worker's Compensation programs that are due October 31, 2020. He added that the recently passed FY2021 Budget is now posted online, and that a new Treasurer's Report format will be introduced at the August Regular Town Meeting.
- TUMHC Chair Skews reported that the Committee met on July 2nd to discuss and develop the new Virtual Walking Tour. The TUMHC will also be meeting with Carolyn Brackett of the Maryland Heritage Expansion on July 21st at 8:00 a.m. to tour the Town. She also thanked Town Administrator Snyder for helping restore the committee's Facebook page.
- SCW Chair Stephens reported they are finalizing the year-end report to close out the FY2017 grant.
- EC Chair Gunnoe reported that they have had to cancel the most events this year but will have a Community Shred Event on August 8th from 9 a.m. to 12 noon at Town Hall. They are still looking into the feasibility of holding a Drive-In Movie Event(s) and Trunk-Or-Treat will be held on Halloween which happens to fall on Saturday this year.

- Chief Burse reported for the CERT, stating that the UM CERT held a virtual meeting last Saturday where the membership held a remembrance of Commissioner Wanda Leonard and her great accomplishments working for the Town and especially for the stellar development of the UM CERT.
- Greenwill Consulting Group, LLC delivered updates on their work at the State Capitol on behalf of the Town. The report was also provided on a PowerPoint presentation for the Zoom attendees. It was noted that the \$175K Bond Bill marked for the Downtown UM Project was “unharmful” by this month’s massive State Budget cuts.

President’s Report:

- In lieu of a report, President Pennoyer stated she has always fought for the right of the public to be heard and have a chance to weigh-in on any action(s) and/or legislation the Board undertakes. She invited residents to please contact her or Staff with any concerns or questions at any time.

Administrative Updates

- 1.) Legislation, Projects and Initiatives: TA Snyder reviewed a spreadsheet included in the Board’s Meeting Packet and shared on the Zoom Meeting platform via a PowerPoint presentation. He added the Judicial Review Hearing for the OMES has been made for September 11th at 1:30 p.m. via a Zoom Meeting platform, details will be posted online once received. And, the Town should hear back next month about its eligibility to join the “Main Street MD Program.” It was noted that the associated “Affiliate Program” helps assist with Managers, training and other resources (besides grants.)

Public Comment

TUMHC Chair Skews asked for any update on the pallets found in the Western Branch, to which TA Snyder said WSSC was tasked with removing them, but they missed a few and some had washed up on the Water Street pedestrian walkway after the last flooding event.

A resident noted that there was no quorum present tonight and stated that this was not a valid Town Meeting as indicated by the Agenda. The Clerk replied this record is necessary for historical purposes.

Election Judge, and Friends of the Library member, Joseph Hourclé announced that the library was now open with social-distancing guidelines. He also noted the extra heavy truck traffic on Church Street was probably due to the construction work at the Main & Water Streets intersection. It was noted that Absentee Ballot Request Forms can be submitted by email. Deadline is Friday C.O.B.

Candidate Forum

At the top of the meeting, President Pennoyer noted this Forum was not to be a debate, and that the three candidates will speak in alphabetical order and have 3 minutes apiece to deliver their campaign statements. Next, residents can ask questions of the candidates, and finally, each candidate will have 2 minutes each to provide their closing statement.

The Candidate Forum was started at 8:05 p.m.

- Bryan A. Bontrager
- Janice Duckett
- Sarah Franklin

Adjournment

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

M. David Williams
Town Clerk/Administrator



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BUDGET vs. ACTUAL July 2020 – July 2020

INCOME		
REVENUE	ACTUAL	BUDGET
Fines, Licenses & Permits		
6154 Franchise Fee	\$ -	\$ 16,000.00
6280 Trader's License Fees	\$ -	\$ 1,000.00
6350 Permits/Rentals	\$ -	\$ 15,500.00
6355 Parking Meters	\$ 4,916.88	\$ 290,666.00
6381 Parking Fines/Penalties	\$ 584.50	\$ 21,000.00
6550 Pub/Edu/Govt Broadcasting	\$ 1,128.34	\$ 2,500.00
Total Fines, Licenses, Permits	\$ 6,629.72	\$ 346,666.00
Grants		
6530 Grants		
6530.2020-03 State Police Aid	\$ 610.75	\$ 17,317.00
6530.2020-04 Community Open Space Grant	\$ -	\$ 100,000.00
Total 6530 Grants	\$ 610.75	\$ 117,317.00
Intergovernmental		
6240 Financial Corporation Tax	\$ 3,891.33	\$ 9,145.00
6260 Highway User Fee	\$ -	\$ 27,725.00
6310 Disposal Fee Rebate	\$ -	\$ 2,000.00
Total Intergovernmental	\$ 3,891.33	\$ 38,870.00
Other		
6390 Interest Earnings	\$ -	\$ 5,000.00
6392 Sale of Property	\$ 2,340.00	\$ 1,500.00
6394 Miscellaneous Revenue	\$ -	\$ 6,500.00
6396 Special Events/Donations	\$ -	\$ 2,500.00
	\$ 2,340.00	\$ 15,500.00
Taxes		
6100 Real Estate Taxes	\$ 33,041.16	\$ 295,000.00



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6101 Personal Property Taxes	\$ -	\$ 390,000.00
6230 Income Taxes	\$ 460.24	\$ 160,000.00
Total Taxes	\$ 33,501.40	\$ 845,000.00
Total Revenue	\$ 46,973.20	\$ 1,363,353.00
Capital Improvement		
9000 Capital Improvement		
9000.2020-02 Transfer of Reserve	\$ 50,000.00	\$ 110,900.00
Total Capital Improvement	\$ 50,000.00	\$ 110,900.00
Total Income	\$ 96,973.20	\$ 1,474,253.00
Expenses		
8000 General Government		
8030 Salaries - Commissioners	\$ -	\$ 11,400.00
8035 Salaries	\$ 28,791.14	\$ 268,280.00
8073 Accounting	\$ 1,500.00	\$ 18,500.00
8074 Audit	\$ 20,000.00	\$ 20,000.00
8075 Payroll Processing	\$ 394.86	\$ 5,000.00
8077 Public Notices	\$ 200.00	\$ 1,800.00
8080 Bank Charges	\$ 1,567.48	\$ 20,000.00
8086 Staff Development & Training	\$ 1,347.68	\$ 2,500.00
8090 Postage	\$ -	\$ 1,200.00
8092 Printing	\$ -	\$ 7,500.00
8095 Community Events & Recreations	\$ -	\$ 10,000.00
8110 Legal	\$ 2,268.00	\$ 55,000.00
8115 Computer Software & Support	\$ 633.75	\$ 9,000.00
8120 Insurance	\$ 2,911.00	\$ 12,000.00
8130 Supplies	\$ 1,000.00	\$ 5,000.00
8131 Ofc Equipment R&M	\$ -	\$ 1,000.00
8160 Telephone	\$ 499.77	\$ 8,000.00
8165 Utilities	\$ 449.72	\$ 12,000.00
8175 Public Property Maintenance	\$ 569.50	\$ 8,000.00
8180 Grants & Awards	\$ -	\$ 130,000.00
8185 Historical Committee	\$ -	\$ 750.00



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8191 CERT	\$ -	\$ 750.00
8200 Other	\$ 5,000.00	\$ 2,500.00
8205 Consulting Fees	\$ 3,000.00	\$ 46,000.00
8210 Payroll Tax Expenses	\$ 9,240.51	\$ 95,000.00
9001 Capital Improvement		
9000.05 Annexation	\$ -	\$ 30,000.00
Total 8230 Capital Improvement	\$ -	\$ 30,000.00
Total 8000 General Government	\$ 79,373.41	\$ 781,180.00
8250 Public Safety		
8260 Salaries	\$ 31,759.63	\$ 296,590.00
8261 Overtime	\$ 453.66	\$ 2,000.00
8273 Uniforms	\$ -	\$ 750.00
8274 Weapons & Duty Equipment	\$ -	\$ 20,817.00
8275 Staff Training	\$ -	\$ 300.00
8277 Substance Testing/Pre Employment	\$ -	\$ -
8280 Supplies	\$ 277.26	\$ 4,200.00
8281 Association Dues	\$ -	\$ 500.00
8282 PS Insurance	\$ 4,744.00	\$ 5,000.00
8290 Payroll Tax Expenses	\$ 1,695.96	\$ 58,550.00
8300 Vehicle Repairs	\$ -	\$ 750.00
8301 Vehicle Maintenance	\$ -	\$ 3,000.00
8302 Vehicle Fuel	\$ -	\$ 2,500.00
8320 Other	\$ -	\$ 1,500.00
8330 Capital Improvement		
8330.03 Debt Service (FY2020)	\$ -	\$ 33,000.00
Total 8330 Capital Improvement	\$ -	\$ 33,000.00
Total 8250 Public Safety	\$ 38,930.51	\$ 429,457.00
8350 Public Works		
8360 Salaries	\$ 14,542.70	\$ 118,380.00



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8361 Overtime	\$ -	\$ 500.00
8370 Payroll Tax Expenses	\$ 2,324.02	\$ 35,000.00
8375 Uniforms	\$ -	\$ 500.00
8377 Dues	\$ -	\$ 200.00
8380 Other	\$ -	\$ 750.00
8383 PW Insurance	\$ 4,508.00	\$ 6,500.00
8390 Streets Maintenance	\$ -	\$ 3,000.00
8391 Weather Related Expenses	\$ -	\$ 2,500.00
8400 Highway Lighting	\$ 1,447.71	\$ 21,500.00
8405 Vehicle Repairs	\$ -	\$ 2,000.00
8410 Vehicle Maintenance	\$ -	\$ 1,000.00
8415 Vehicle Fuel	\$ -	\$ 2,500.00
8487 Substance Testing	\$ -	\$ -
8490 Utilities	\$ 62.82	\$ 3,000.00
8491 PWF-Maint./Repairs/Beautification	\$ 33.96	\$ 9,000.00
8493 Portajohn	\$ 300.00	\$ 1,200.00
8545 Sanitation	\$ 69.75	\$ 56,086.00
Total 8350 Public Works	\$ 23,288.96	\$ 263,616.00
Total Expenses	\$ 141,592.88	\$ 1,474,253.00
Net Operating Income	\$ (44,619.68)	\$ -



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MONTHLY NARRATIVE

As the fiscal year began we monitor the loss of revenue from many areas such as; parking meters, earned income taxes, permits and personal property taxes. These losses can have a drastic effect on future funds as we make sure monthly town obligations are continuously met.

1. COVID-19 expenses
2. FY2020 Audit Information



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Town of Upper Marlboro Balance Sheet As of July 31, 2020

	<u>Total</u>
Cash on Hand and in Banks	
1000 PGFSB Operating Checking	28,869.88
1001 Petty Cash	300.00
1010 PGFSB Payroll Account	0.00
1040 M&T Checking	13,947.49
1117 Old Line Bank	102,941.08
1122 Congressional Bank CD 5756	212,310.55
1140 MLGIP	<u>77,026.30</u>
Total Cash on Hand and in Banks	\$ 435,395.30



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 July 2020

Incidents Reported in Town:

Domestic Standby 1	Vandalism 2	Fraud Report 1
Traffic Complaint 1	Alleged Armed Person 4	Property Damage 1
Business Alarm 4	Disorderly Report 4	Animal Complaint 1
Theft Report 2	Domestic Call 1	Check on Welfare 1
Vehicle Accident 2	Family Dispute 5	Attempted Suicide 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 a conference call with the Prince George's County Sheriff's Department about their building security and opening protocols.

Chief Burse participated in a Zoom meeting with the CERT members in which they honored and recognized Commissioner Leonard.

Chief Burse provided security and monitored the Town Election.

Chief Burse coordinated the cleaning of Town Hall after the Town Election.

Chief Burse, Cpl. deBarros and Code Officer Stewart assisted with the road closure for a rally in front of the CAB.

vacant
Commissioner/Treasurer

Sarah Franklin
Commissioner

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Monday, August 3, 2020

Subject: Public Works' Status Report

RE: July 2020 – Monthly Status Report

Capital Improvements – Public Works Superintendent attended a virtual MMLPWA meeting where Covid-19 issues were the main topic of discussion. Our efforts seem to coincide with what other municipalities of equal and greater size are implementing.

Maintenance and Beautification – Herbicide treatments continued in Town; this has continued to be a very slow process due to the amount and threat of rain in each weekly forecast. Old Marlboro Pike, 725 from Church to Cleaners, Town Hall, and the Church Street parking lot were all included in this round of treatments. At Town Hall, an absentee ballot box was installed, and the generator received a once over by Cummins Power. Also, at Town Hall, we are awaiting site visits from tree specialist to develop quotes for dead tree and limb removal in preparation for the playground construction. The five pet waste stations we received from Sustainable Maryland have been assembled, erected, and we have begun data recording. This brings our total number of pet waste stations within the Town to 16.

Street and Sidewalk Repairs – Construction of the intersection upgrade at Main and Water Streets is moving along with the addition of the signal post and the beginning of the stamped crosswalks. Multiple MDOT Service Requests were entered for pending issues (SR-0417558) sinkhole at Elm St and 725, (SR-0417556) dislodged grate on Main St, (SR-0417551) intersection inspection at Main and Water Streets, (SR-0418336) downed pedestrian crosswalk sign at Elm Street.

Weather Related Activities – July had a several rain events, one of which resulted in the flooding of the Water St bridge.

Refuse Accumulations – Bulk day accumulations for solid wastes (Landfill) are 4.13 tons. Bulk day accumulations for yard waste collections are 3.28 tons.

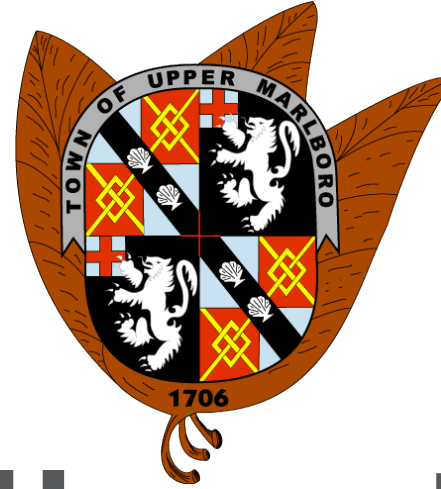
Sincerely,

Darnell F. Bond III
Public Works Superintendent

vacant
Commissioner/Treasurer

Sarah Franklin
Commissioner

Linda Pennoyer
Commissioner/President



Upper Marlboro Playspace



 **Sparks@Play**

We are all [#SHAPEDBYPLAY](#). It builds who we are. It strengthens our bodies and minds. It helps develop our internal wiring that is critical to our ability to regulate emotions, make plans, and solve problems. Play prepares us for life, love, and the challenges we will face.

[For a better tomorrow, we play today.](#)

Concept Narrative

Located near the newly constructed Upper Marlboro Town Hall, the proposed Playground and Recreation Area will be located on a Town-owned vacant lot adjacent to the Sasser Athletic Fields regularly used by the Marlboro Boys & Girls Club. This playground will be built around the existing mature tree canopy to provide shade to the play structures and seating areas.

There are currently no public playgrounds within the cooperate limits of the Town of Upper Marlboro. The Upper Marlboro Community Playground will not only serve Town residents, but also the greater Upper Marlboro area and become the first step in the Town’s effort to bring recreational amenities to the growing Town.

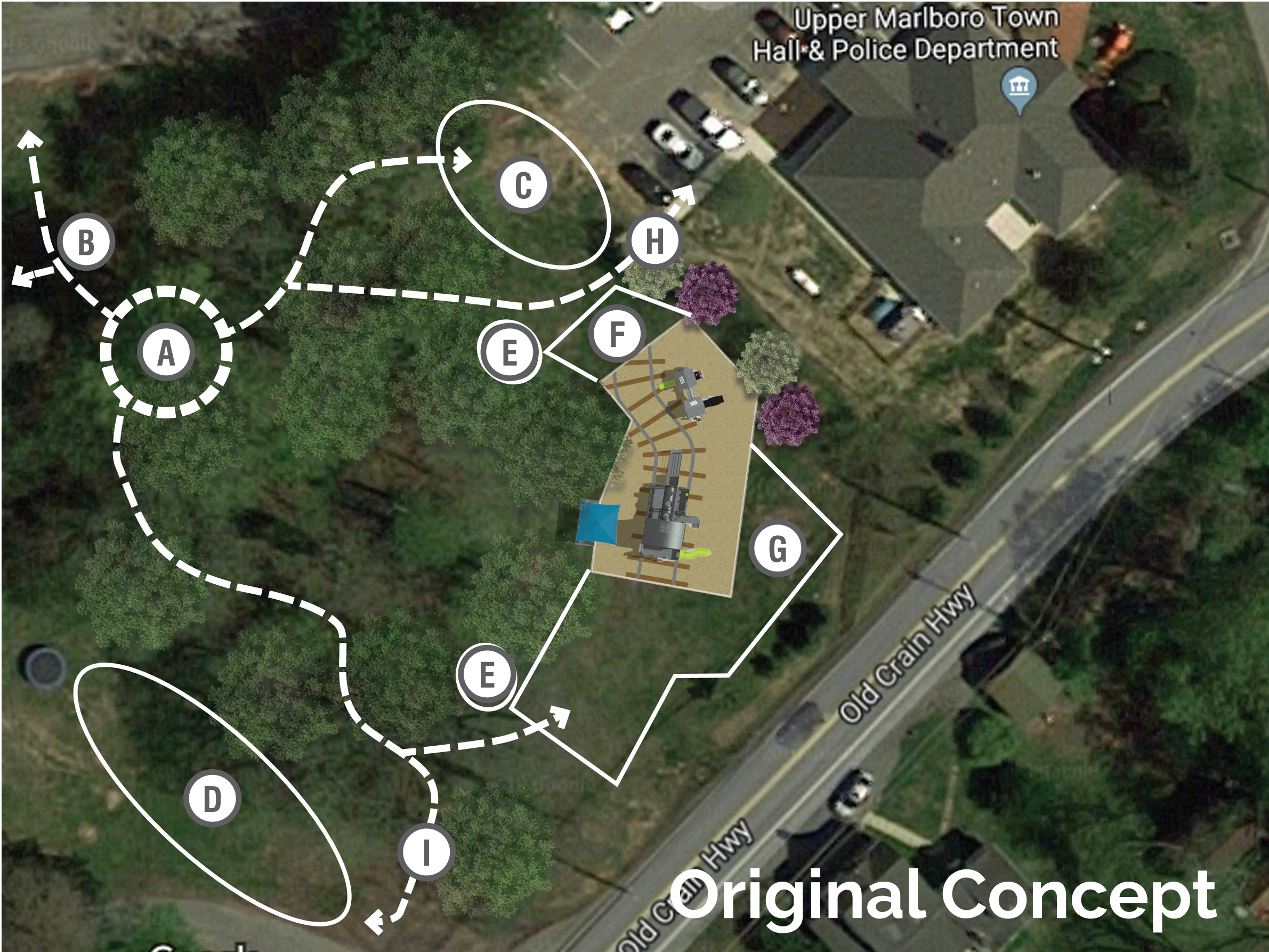


Future Phases

The playground is only the first step towards a larger community space. Future phases include expanded seating, family grilling area, picnic areas, fitness stations, a splash pad, additional playground equipment, and connections to a farmers market across the street.

Plan Legend

- A - Central Gathering Area
- B - Connections to Sasser Fields
- C- Future Splash Pad
- D- Future Parking Lot
- E- Future Seating/Picnicking
- F- Expanded 2-5 Playground
- G- Expanded 5-12 Playground
- H- Connection to Town Hall
- I- Connection to Future Parking



Updated Concept

After visiting the site in July with the Chief of Staff, Chief of Police, and Superintendent of Public Works, a few revisions to the Master Plan were made. These changes allow for future expansion to the Town Hall and parking lot, provide a perimeter fence to keep kids from entering Old Crain Highway, and focus pedestrian access from the direction of Sasser Fields.

Plan Legend

- A - Central Gathering Area
- B - Connections to Sasser Fields
- C- Connection to Future Parking
- D- Future Parking Lot
- E- Future Seating/Picnicking
- F- Playground Fence



Town of Upper Marlboro Playground

Town of Upper Marlboro

November 12, 2018

003727TUM-1-2



The Town of Upper Marlboro | Playground Renderings | Complete Plan



The Town of Upper Marlboro | Playground Renderings - 5-12 Years, The Train Depot



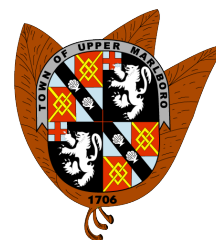


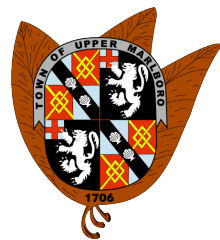
The Town of Upper Marlboro | Playground Renderings - 5-12 Years, The Train Depot

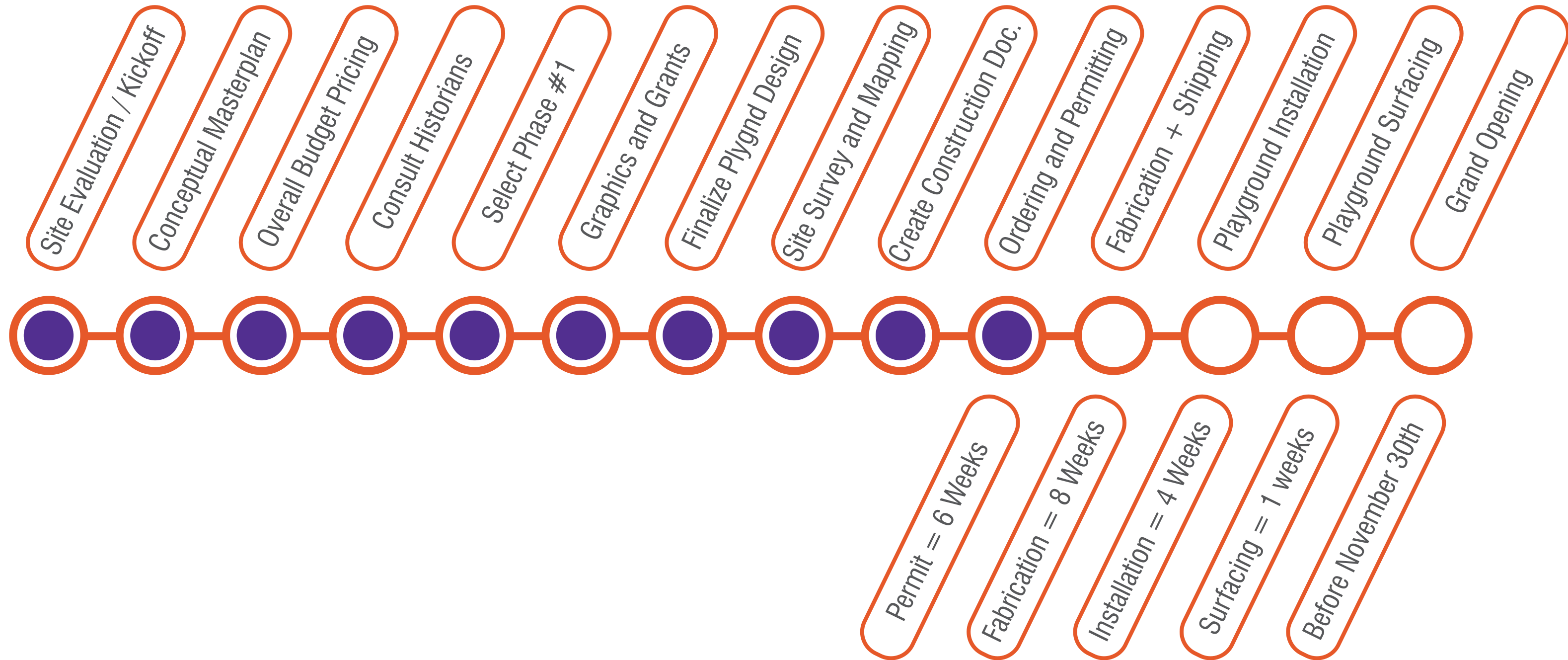


Hogs Head Climber

Wagon Wheel Climber

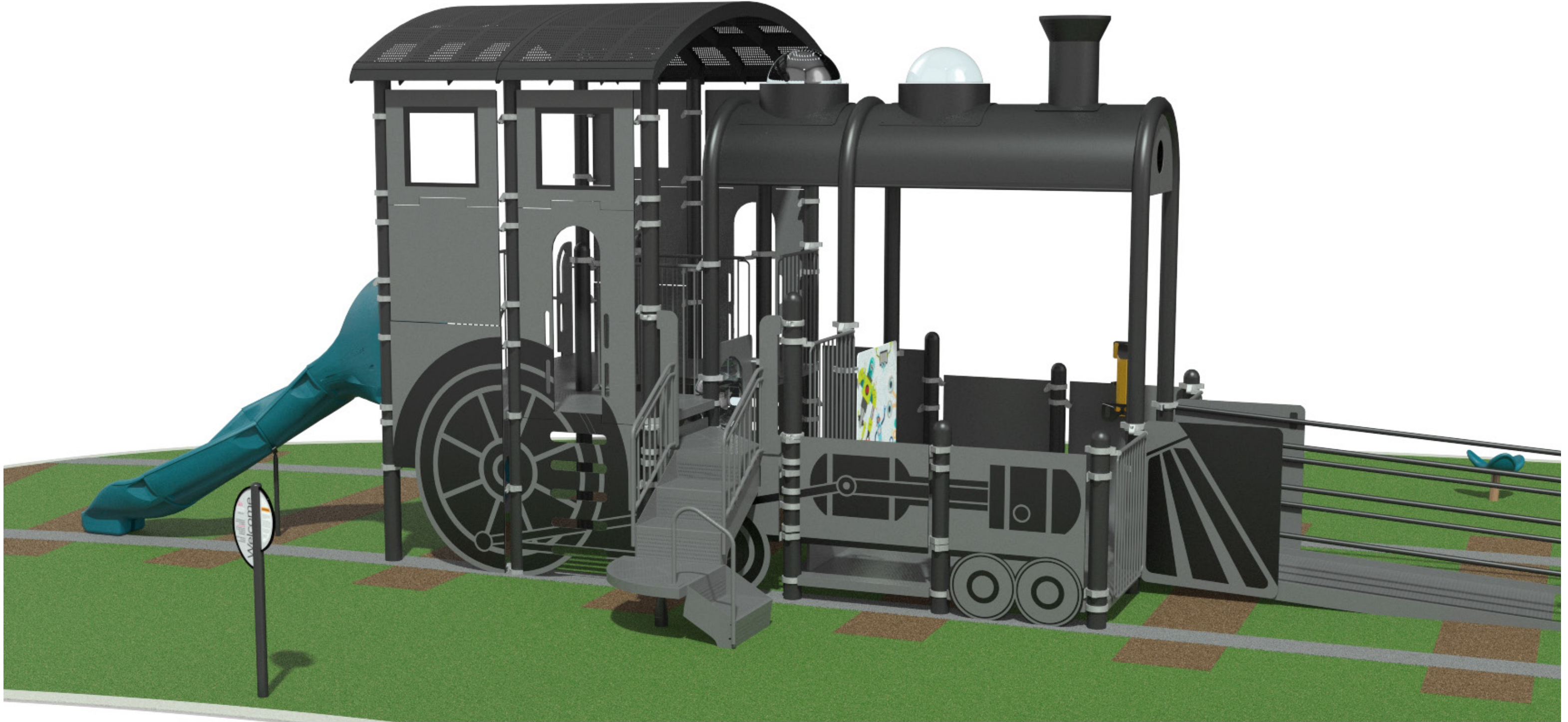








The Town of Upper Marlboro | Phase 2 - 2-5 Train



The Town of Upper Marlboro | Phase 2 - 2-5 Train