

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

Tuesday - April 13, 2021 – 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone (*please sign-in with the Clerk*): <https://us02web.zoom.us/j/85999615701> Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592.

Call to Order

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

Approval of Meeting Minutes & Financial Reports

- Approval of the March 9, 2021 Regular Town Meeting minutes
- Approval of the March 16, 2021 Extra Board Work Session minutes
- Approval of the March 23, 2021 Regular Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of March 31, 2021.

Reports

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

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

- 1.) Public Comment: Rectory Lane Roadway and Parking Issues (discussion)
- 2.) Ordinance 2021-01: Business Licensing (introduction)
- 3.) Resolution 2021-13 Setting Business Licensing Fee (introduction)
- 4.) Resolution 2021-06: Supporting Planning Assistance-2 (Board vote)
- 5.) Resolution 2021-08: Authorizing Establishment of a Bank Account (Board vote)
- 6.) Resolution 2021-11: Approving Town Tax Rate Step Program (introduction)
- 7.) Presentation: FY2022–2024 Town Tax Rates (discussion)
- 8.) Resolution 2021-12: Authorizing Purchase of Electric Vehicle (Board vote)

Administrative Updates

- 9.) Legislation, Projects and Initiatives
- 10.) General Commissioner & Staff items

Public Comment

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

Adjournment

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

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

PUBLIC COMMENT PROCEDURES

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

Agendas for meetings are posted on our website and a synopsis of the monthly Town Meeting Agenda is also provided in the “On the Agenda” column of our monthly newsletter, the *Landings*. Outreach and notices of legislative items are also posted on the Town's social media accounts (Facebook & Twitter).

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

III. Citizen Input

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

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

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

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

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

Town of Upper Marlboro

REGULAR TOWN MEETING

March 9, 2021 • 7:00 p.m.

unApproved Minutes

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

Call to Order

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

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

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

Also present: Jacob Moore/Greenwill Consulting Group LLC; TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Reverend Kevin V. Montague/Providence St. John Baptist Church; Ray Feldman/Feldman Communications Strategies LLC; and, MVFD Captain Kendall Wallace (Chief Walter Wright/Ritchie VFD#37 reporting.)

Pledge of Allegiance

Consent to the Agenda

The President asked for the Board's consent to remove Business line item #3 (RES 2021-07: PAMC Support) from the agenda. Consent to the amended Agenda was unanimous.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Public Hearing minutes from February 9, 2021, the Regular Town Meeting minutes from February 9, 2021, the Board Work Session minutes from February 23, 2021, and the Treasurer's Report as of February 28, 2021. Commissioner Duckett seconded. All Board minutes from February's Town Meeting and Work Session, plus, the February Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Jacob Moore of Greenwill Consulting Group delivered updates on the 2021 Legislative Session at the Statehouse, noting the number one priority in the House and Senate is Police Reform. At this halfway point in the Session, the Reform Package contains 9 Bills. He said Commissioner Franklin's testimony on HB 619 was well received and is finally moving forward this year. He also said the Town is slated to receive \$150K in COVID Relief Funding, noting that no pushback has occurred on this proposed municipal funding. TA Snyder noted most Town funding would go towards lost Parking Meter revenues.
- Chief Burse delivered the UMPD report for the month of February 2021 that was also projected via PowerPoint for the Zoom meeting attendees. He noted the high number of disorderly calls were attributed to repeat calls from 2-3 addresses. TUMHC Chair Callicott noted that the Police Non-Emergency number recording directed callers to contact their municipality. Chief replied that was the first he had heard of that but urged callers to stay on the line to communicate the issue, as it is the County that dispatches. He added the County knows the majority of municipalities cannot dispatch.
- Superintendent Bond delivered the Public Works report for February 2021 that was also projected via PowerPoint for the Zoom meeting attendees. He noted that since trash was mixed with yard waste, the totality of those items went to the trash landfill, which is why the total collection amount for Yard

Waste is at "0" for the month of February. Kudos were extended to the PW Crew on their recent snow-removal operations, and other topics were discussed concerning snow-related Code violations, future trash-collection notices and legislation needed, resident outreach and electronics recycling.

- Director of Finance Morgan reviewed highlights of the February Treasurer's Report noting a positive trend in revenues. He also provided updates on the FY22 Budget process and the Business License Program noting 54 applications have been received to date, of which 44 have paid. Other talking points included: License pay online options; Fee structures; and, Comparisons to other municipalities.
- TUMHC Chair Callicott reported that the Committee met on February 21st and posted their Oral History Project for Black History Month which has been well received. Their next meeting will be on March 24th.
- Reporting for the Events Committee, Commissioner Franklin stated there was no February Meeting.
- Reporting for the GreenTeam, Commissioner Franklin stated there was no February Meeting.
- SCW Chair Stephens stated they received additional confirmation of \$50K funding for the Town's Sustainable Community FY2021 F.I.P. Project, which now can also be used for interior improvements.
- Reporting for the Arts Council, Commissioner Duckett reported that the Committee has been busy with Maryland State Arts Council (MSAC) grant funding for projects and developing an application portal to the MSAC through the Town website. TA Snyder noted the PGCAC has just opened-up a grant funding program that should be available to the Town as well.
- Chief Burse reported for the CERT announcing that the team assisted the Office of Emergency Management (OEM) with the assembly of community Emergency Preparedness Kits, in addition to holding their monthly meeting.
- MVFD Captain Kendall Wallace was called from the meeting for duty, hopefully to return later.

Commissioners:

- Commissioner Franklin: Announced she enjoyed testifying in Annapolis on the Speed Camera Bill. She added that with the warmer weather, her work on the Town's Vision Plan will ramp-up as opportunities to discuss issues with residents increase, and hopefully as pandemic concerns decrease.
- Commissioner Duckett: Reported on some resident's issues with late-night noise and parking problems on Rectory Lane. She asked for other's opinions on options to address the situation. Chief noted that no calls were received by County Non-Emergency or 311 centers on that particular weekend, however he suggested that the effected neighbors might want to approach the property owner in question initially, in order to hopefully reach a solution to the problem in a more neighborly way. It was noted that taking photos, talking with other neighbors, and calling PGC 311 can be viable alternatives. Discussion included Rectory Lane resident polling and possibly creating legislation to restrict parking. The Board agreed to extending the timeline for resident input to give time for public comment.
- President Pennoyer: The Mayor commented on the recent passing of long-term President Helen Ford stating she always had the best interests of the Town in her heart and mind. She added that Mrs. Ford will be honored during Women's History Month in a tribute to her on the Town's website and Facebook page that lists her many accomplishments as President of the Board. It was noted that other women, elected and appointed, who broke glass ceilings in our Town government will also be featured.

Business

- 1.) Charter Amendment Resolution 01-2021 Establishing Positions: Clerk Williams conducted the second reading of the Charter Amendment Resolution, noting the first reading was delivered at the Public Forum on February 9, 2021. Commissioner Franklin motioned to approve CAR 01-2021 Establishing Positions. Commissioner Duckett seconded the motion. With no one opposed, the motion passed unanimously.
- 2.) Resolution 2021-07 Extension of DOE: A discrepancy in the Agenda's Resolution numbering was realized and it was noted that this joint resolution includes in its title "No. DOE 2021-01". TA

Snyder reviewed the Declaration's current edits and details. Office reopening procedures and obtaining current COVID information including best practices research were discussed. Commissioner Franklin motioned to approve the Declaration of Local Emergency/ Joint Resolution 2021-07: No. DOE 2021-01. Commissioner Duckett seconded the motion. With all in favor, the motion was unanimously passed.

- 3.) Resolution 2021-06 PAMC Support: The President tabled the legislation until the next meeting.
- 4.) Letter to County Fire Chief Fire/ EMS coverage concerns: TA Snyder delivered an overview of a draft letter from the Town to Fire Chief Tiffany Green expressing concerns over apparatus response and availability. Captain Wallace provided more details on the status of current apparatus issues at the Marlboro VFD, and Chief Wright addressed the current status of apparatus issues at the Ritchie VFD. It was noted that currently, the closest ladder truck to the Town is in District Heights. The Board agreed to the signing and sending of the letter as drafted.

Administrative Updates

- 5.) Legislation, Projects and Initiatives: TA Snyder provided updates on the following Town projects: 1.) Heritage Area Expansion; 2.) Town Playground; 3.) Town Hall Solar Project; 4.) Financial Policies; 5.) PEPCO Charging Stations; 6.) Mural Project Grant; 7.) Main Street Affiliate Program; 8.) Employee Handbook; 9.) Parking Enforcement upgrade; 10.) Northwest Branch Levy & Grading Project; 11.) Annexation Phases II & III; 12.) FY22 Budget Preparation; 13.) WSSC Sewer line Repairs/Upgrades; 14.) Racial Equality Initiative; 15.) MDE/Water Street Palettes; 16.) Nextdoor/Rte 725 CSX & Old Crain Hwy--Litter Issues; and, 17.) The Adopt-A-Highway Program.
- 6.) General Commissioner & Staff items: Commissioner Franklin announced she has contacted local HOAs and will hold a meeting soon. TA Snyder announced that the Town has been officially awarded the designation of "Tree City USA". The Town should be receiving supplies from the State Forestry Service by Arbor Day to help facilitate an unveiling ceremony.

Public Comment

TUMHC Chair Callicott reported she has observed the same small, white vehicle excessively speeding on Church Street, several times in the past week. It was noted that the Town is planning to increase patrol hours throughout the Town with the hiring of an additional officer.

Reverend Montague, speaking on behalf of the Pastor of Providence St. John Baptist Church, said they were interested in the development of a plot of land to use as a community/urban garden. It was noted that the Town's GreenTeam could possibly assist to get such a project started.

Adjournment

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

M. David Williams
Town Clerk

Town of Upper Marlboro

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

Extra Work Session Minutes

"FY2022 Budget"

March 16, 2021 - 11:00 a.m.

unApproved

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

Call to Order

- Meeting was brought to order at 11:04 a.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; and, Director of Finance William Morgan.
- Pledge of Allegiance

Business

- 1.) Budget Priorities MEMO: The President added this extra agenda line item to the Business Agenda. The Board consented unanimously to the addition. Commissioner Franklin then presented her list of five (5) FY22 Budget Goals to ensure the sustainability of the Town.
- 2.) Review of Projected FY2022 Revenues: Finance Director Morgan delivered a presentation highlighting projected revenues alongside FY21 actuals to date. He noted projected values also took into account FY20 Town Operating Budget actuals. Research on comparable municipal Tax Rate Structures was presented to the Board and discussed at length.
- 3.) FY2022 Budget Goals & C.I.P. Projects: TA Snyder reviewed an overview of existing and needed Town inventory, such as, vehicles, equipment, supplies and infrastructure upgrades. Street and sidewalk issues, grants and traffic-control redesigns, were also discussed. The Board agreed to present today's FY2022 Budget talking points at the next Town Meeting.
- 4.) Resolution 2021-08 Authorizing Bank Account: TA Snyder provided a summary of how the COVID Relief funding can be used, and the need for the Town to create 2 separate, dedicated bank accounts for those funds and expenditures. As a final draft from the Town's legal counsel is still outstanding, it was decided to bring this line-item to the March Work Session for further discussion and put up for a Board vote at the April Town Meeting.

Adjournment

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

M. David Williams
Town Clerk

Town of Upper Marlboro

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Work Session Minutes

March 23, 2021 - 7:00 p.m.

unApproved

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

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; and, Director of Finance William Morgan.
- Pledge of Allegiance

Business

A request was made by Commissioner Franklin to add an agenda line-item to discuss the current hiring of the Deputy Clerk/Administrative Assistant. After a lengthy discussion, the President said the item would not be added at this point. Commissioner Duckett asked for line-item 2 (draft RES 2021-10: Employee Handbook) to be removed from tonight's agenda before agenda consent.

- 1.) Draft Resolution 2021-08 Authorizing Bank Account: Clerk Williams read aloud the introduction to Resolution 2021-08. The President explained the need for the dedicated account(s) to manage coronavirus relief funds.
- 2.) Draft Resolution 2021-10 Adopting 2021 Employee Handbook: This line-item was deleted from the March Work Session Agenda by the President. The Employee Handbook will be provided to the Board and Departments via Google Docs.
- 3.) FY2022-24 Town Tax Rate Plan: Commissioner Franklin acknowledged the Board reviewed the Plan favorably at the last Extra Work Session on April 16th. TA Snyder reviewed the Plan's details stating the recording of that meeting would be posted for the public soon. An ordinance will be drafted by staff.
- 4.) Town Clerk / New Hire Onboarding Planning: TA Snyder reviewed a proposed timeline for the successful onboarding of the new Town Clerk who will start July 1, 2021. Commissioner Franklin requested that Insuraty redact selected personal information from applications to aide in the Town's Racial Equity initiative. She noted that bi-lingual ability should be added to the job description as a preferred qualification. Incentive pay was also discussed.
- 5.) Draft Ordinance 2021-01 Updated Business License: TA Snyder reviewed the draft ordinance's history and highlighted the most recent edits. Home-based business license fees and overall effective enforcement procedures were discussed. It was noted a part-time downtown business manager/consultant could be utilized to help coordinate licensing.
- 6.) Draft Resolution 2021-09 Rectory Lane Parking Restrictions: TA delivered an overview of the issue and gave updates on Town outreach efforts with Rectory Lane residents. The Board discussed responses from residents to date and decided to continue discussions in order to collect more public comment at the April Regular Town Meeting. Other issues on Rectory Lane, such as, speeding, repaving, sidewalks, curbs and stormwater management were also discussed as they relate to this singular parking issue.

- 7.) General Commissioner & Administrative Staff items: TA Snyder delivered updates covering: 1.) Water Street Ally Parking Enforcement/Fire Lane infractions; 2.) SHA MD Route 725 Sidewalk Project(s); 3.) M-NCPPC Trails & Paths Grant Applications; 4.) Town Partnership with PGC/EDC; 5.) Charter Amendment Resolution for Elections; 6.) Tree City USA/Arbor Day Event; 7.) School House Pond Maintenance issues; 8.) Women's History Month Posts.

Commissioner Duckett asked how Traffic-Camera revenues could be applied. Chief Burse stated the camera system will have a standard 30-day trial, and after that, camera revenues will have restrictions on usage of revenues received.

Commissioner Franklin asked the status on Phase II of Annexation. It was noted updates on ongoing current developments will be delivered at the Regular Town Meeting.

Adjournment

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

M. David Williams
Town Clerk



Town of Upper Marlboro

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

Income

Revenue		
Fines, Licenses & Permits		
6154 Franchise Fee	\$8,208.62	\$16,000.00
6280 Trader's License Fees		\$1,000.00
6350 Permits/Rentals	\$2,439.66	\$15,500.00
6355 Parking Meters	\$69,477.18	\$290,666.00
6381 Parking Fines/Penalties	\$20,665.10	\$21,000.00
6550 Pub/Edu/Govt Broadcasting	\$4,822.89	\$2,500.00
Total Fines, Licenses, Permits	\$105,613.45	\$346,666.00

Grants		
6530 Grants	\$336.50	
6530.2020-03 State Police Aid	\$9,200.25	\$17,317.00
6530.2020-04 Community Open Space Grant	\$0.00	\$100,000.00
Total 6530 Grants	\$9,536.75	\$117,317.00

Intergovernmental		
6240 Financial Corporation Tax	\$0.00	\$9,145.00
6260 Highway User Fee	\$18,674.95	\$27,725.00
6310 Disposal Fee Rebate	\$1,702.00	\$2,000.00
Total Intergovernmental	\$20,376.95	\$38,870.00

Other		
6390 Interest Earnings	\$2,253.51	\$5,000.00
6392 Sale of Property	\$2,340.00	\$1,500.00
6394 Miscellaneous Revenue	\$9,888.44	\$6,500.00
6396 Special Events/Donations	\$0.00	\$2,500.00



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Taxes		
6100 Real Estate Taxes	\$331,167.23	\$295,000.00
6101 Personal Property Taxes	\$371,283.11	\$390,000.00
6230 Income Taxes	\$348,209.97	\$160,000.00
Total Taxes	\$1,050,660.31	\$845,000.00

Total Revenue	\$1,200,669.41	\$1,363,353.00
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Capital Improvement		
9000.2020-02 Transfer of Reserve	\$100,000.00	\$110,900.00
Total Capital Improvement	\$100,000.00	\$110,900.00

Total Income	\$1,300,669.41	\$1,474,253.00
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Expenses

General Government		
8030 Salaries - Commissioners	\$3,235.32	\$11,400.00
8035 Salaries	\$167,306.33	\$268,280.00
8073 Accounting	\$12,000.00	\$18,500.00
8074 Audit	\$23,500.00	\$20,000.00
8075 Payroll Processing	\$3,191.61	\$5,000.00
8077 Public Notices	\$520.00	\$1,800.00
8080 Bank Charges	\$17,167.86	\$20,000.00
8086 Staff Development & Training	\$3,160.37	\$2,500.00
8090 Postage	\$1,718.97	\$1,200.00
8092 Printing	\$1,058.41	\$7,500.00
8095 Community Events & Recreations	\$1,389.22	\$10,000.00
8110 Legal	\$31,025.22	\$55,000.00
8115 Computer Software & Support	\$16,577.20	\$9,000.00
8120 Insurance	\$10,361.00	\$12,000.00
8130 Supplies	\$26,668.71	\$5,000.00
8131 Ofc Equipment R&M	\$996.46	\$1,000.00
8160 Telephone	\$4,189.71	\$8,000.00



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8165 Utilities	\$8,534.20	\$12,000.00
8175 Public Property Maintenance	\$9,127.04	\$8,000.00

8180 Grants & Awards	\$8,568.09	\$130,000.00
8185 Historical Committee	\$19.95	\$750.00
8187 Town Election	\$873.00	\$0.00
8191 CERT	\$199.49	\$750.00
8200 Other	\$70.85	\$2,500.00
8205 Consulting Fees	\$39,000.00	\$46,000.00
8210 Payroll Tax Expenses	\$140,253.48	\$95,000.00
8235 COVID-19	\$22,780.99	\$0.00

9001 Capital Improvement		
9000.2020-01 Parcel Acquisition	\$0.00	\$0.00
9000.2020-02 Construction & Maintenance	\$0.00	\$0.00
9000.05 Annexation	\$0.00	\$30,000.00
Total 8230 Capital Improvement	\$0.00	\$30,000.00

Total 8000 General Government	\$ 555,523.98	\$781,180.00
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Public Safety		
8260 Salaries	\$191,982.13	\$296,590.00
8261 Overtime	\$580.65	\$2,000.00
8273 Uniforms	\$148.01	\$750.00
8274 Weapons & Duty Equipment	\$8,381.48	\$20,817.00
8275 Staff Training	\$150.00	\$300.00
8277 Substance Testing/Pre Employment	\$0.00	\$0.00
8280 Supplies	\$3,472.44	\$4,200.00
8281 Association Dues	\$540.00	\$500.00
8282 PS Insurance	\$4,744.00	\$5,000.00
8290 Payroll Tax Expenses	\$9,435.32	\$58,550.00
8300 Vehicle Repairs	\$0.00	\$750.00
8301 Vehicle Maintenance	\$0.00	\$3,000.00



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8302 Vehicle Fuel	\$0.00	\$2,500.00
8320 Other	\$196.87	\$1,500.00

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

Total 8250 Public Safety	\$ 235,893.35	\$429,457.00
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Public Works		
8360 Salaries	\$98,531.34	\$118,380.00
8361 Overtime	\$578.53	\$500.00
8370 Payroll Tax Expenses	\$20,085.00	\$35,000.00
8375 Uniforms	\$132.48	\$500.00
8377 Dues	\$0.00	\$200.00
8380 Other	\$1,498.83	\$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	\$13,138.79	\$21,500.00
8405 Vehicle Repairs	\$0.00	\$2,000.00
8410 Vehicle Maintenance	\$1,006.73	\$1,000.00
8415 Vehicle Fuel	\$0.00	\$2,500.00
8487 Substance Testing	\$0.00	\$0.00
8490 Utilities	\$2,873.22	\$3,000.00
8491 PWF-Maint/Repairs/Beautificatio	\$5,615.23	\$9,000.00
8493 Portajohn	\$1,200.00	\$1,200.00
8545 Sanitation	\$41,438.59	\$56,086.00



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8550 Capital Improvement		
8550.01 Annexation Upgrades	\$0.00	\$0.00
8550.03 Energy Conservation	\$0.00	\$0.00
Total 8550 Capital Improvement	\$0.00	\$0.00
Total 8350 Public Works	\$ 191,894.95	\$263,616.00
Total Expenses	\$ 983,312.28	\$1,474,253.00
Net Operating Income	\$ 217,357.13	\$0.00



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PROFIT & LOSS March 2021

	<u>Total</u>
Income	
Revenue	
Fines, Licenses, Permits	\$ 11,384.83
Intergovernmental	\$ 4,685.13
Grants	\$ 0.00
Other Revenue	\$ 25.51
Taxes	\$ 25,189.49
Total Income	<u>\$ 41,284.96</u>
Expenses	
General Government	\$ 56,933.64
Public Safety	\$ 23,527.52
Public Works	\$ 19,529.87
Total Expenses	<u>\$ 99,991.03</u>



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Monthly Narrative

1. Year-end Forecast
2. Year-end tasks
3. Tax presentation

Bank Accounts

Cash on Hand and in Banks

1000 PGFSB Operating Checking	\$ 246,259.09
1001 Petty Cash	\$ 300.00
1010 PGFSB Payroll Account	\$ 465.01
1040 M&T Checking	\$ 47,207.95
1117 Old Line Bank	\$ 103,275.93
1122 Congressional Bank CD 5756	\$ 214,124.12
1140 MLGIP	\$ 201.73
Total Bank Accounts	\$ 612,333.53



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 March 2021

Incidents Reported in Town:

Hit & Run 1	Business Alarm 2	Accident 6
Suspicious Person 1	Check on Welfare 4	Missing Person 1
House Alarm 1	Suspicious Person 5	Theft from Auto 1
Break in Report 1	Lock Out 1	Domestic Call 2

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

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

Chief Burse, Sgt. Irby, and Cpl. deBarros conducted high visibility patrols throughout the Town during the Stay at Home Order.

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

Chief Burse participated in a zoom conference call with Prince George's County Public Safety leadership about the new police range and the Body Worn Camera program.

Chief Burse participated in a virtual training with the State's Attorney Office on Labor Human Trafficking.

Chief Burse participated in a virtual Municipal Affairs Roundtable Briefing with State's Attorney Braveboy and her staff.

Chief Burse participated in the drive-by retirement celebration for Circuit Court Judge Woodward at the courthouse.

Chief Burse participated in a virtual training by Insight Policing on Difficult Conversations Moving Past Perception of Police Violence.

Chief Burse monitored a protest by parents the Board of Education who were upset about a possible school closing.

Chief Burse participated in a virtual zoom call with U.S. Senator Ben Cardin.

Chief Burse, Sgt. Irby, and Cpl. deBarros participated in an 8-hour Implicit Bias Training.

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Friday, April 9, 2021

Subject: Public Works' Status Report

RE: March 2021 – Monthly Status Report

Public Works Related

- PWS attended the MML PWA joint meeting with Parks and Recreation. Topics discussed were House Bills HB-92, HB-295, and HB-458. We also had a presentation by Brad Jones of Sustainable Site Practices.
- Working with Criswell Fleet and Moxley Inc on a proposal for a new bulk vehicle.
- Provided feedback to Town Administrator on current and future job descriptions.

Maintenance and Beautification

- Increased dumping at the Cahn Memorial site. Service Request #21-00014376 was created. Ticket was then closed as completed by the county, but no items were removed.
- Increased litter patrols in high traffic areas.
- PWC cut and scored invasive vines on trees behind TH.
- PWC began cutting brush in state and county right-of-way that limits visibility to motorists.
- PWC determined location of complaint of blocked drainage ditch at Wilson and School Lanes was indeed a Town issue. Trash, brush, and grass were removed from the length of the culvert.
- Mulching and partial planting were completed at TH.
- Routine fixing and replacement of meters heads were also completed.

Street and Sidewalk

- WSSC contractor Granite Inliner completed pipe lining along Church St, Pratt St, and 725.
- Cost analysis was performed to determine the needs to convert Rectory Lane into a 'No Parking' zone.
- Re-mounted stop sign at Service Ln and Church St

Refuse Accumulations

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

Sincerely,

Darnell F. Bond III
Public Works Superintendent

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



The Town of Upper Marlboro

14211 School Lane Upper Marlboro MD 20772

Proposed Rectory Lane Parking Restrictions

The Town of Upper Marlboro is considering restricting on-street parking on both sides of Rectory Lane between MD 725 Old Marlboro Pike and Wilson Lane. The Town is seeking resident feedback on this proposal.

Opportunities for Public Comment:

By Email: Info@UpperMarlboroMD.gov

Mail: Mail to 14211 School Lane Upper Marlboro MD 20772, or place letter into black drop box next to the front door.

By Phone: By calling Town Offices at 301-627-6905 ex1107 and either speaking with Town staff or leaving a message.

**Above options need to be done prior to April 12th.*

In-Person: At the Tuesday, April 13th Regular Town Meeting held online viz Zoom at 7pm. Link will be posted here: <https://www.uppermarlboromd.gov/departments/meeting.php>

Please reach out to Town Offices at 301-627-6905 or Info@UpperMarlboroMD.gov with any questions or concerns.

I live on Rectory Lane and I think this restriction is ridiculous and I do not agree with this proposal. This seems targeted - considering that it would only impact the street up to a certain point. If you are going to propose a restriction, it should impact the entire street.

Lane-ways are limited for some residents and if they choose to have family or friends visit their home - there is no other choice but to park on the street. Is the Town saying some people can have visitors, but others can not? And will this be enforced when funerals are held at the graveyard? Because cars park on Rectory Ln for those occasions too.

We have other street issues that should be focused on. Like the lack of proper drainage/storm drains. Streets and yards fill with water when it rains. Rectory Lane is used as a cut through for the School Board traffic and speeding often takes place.

Cars parked on the street because people occasionally have guest should not be an issues.

Thank you.

Am 100 per cent in favor of restricting on street parking on both sides of Rectory Lane from Wilson Lane to Md 725. Sadly, this has been made necessary by recent careless behavior by residents. This road must be kept safely passable for numerous drive thru trips to and from the School Board as well as numerous trips by UPS, Amazon, etc and local residents. Sincerely,

To Whom It May Concern,

This is in response to your request for resident feedback on the proposal to restrict on-street parking on both sides of Rectory Lane between Old Marlboro Pike and Wilson Lane.

My family and I are totally in favor of these parking restrictions. There have been too many times over the years that I and my immediate neighbors have experienced hazardous on-street parking by multiple vehicles blocking or almost blocking access to the remainder of Rectory Lane. The parking issue is further exacerbated by the hill almost at the top of the street which severely restricts a driver's line of sight. There are also pedestrians who walk up and down this section of Rectory Lane who are endangered by these conditions.

In summary, we agree wholeheartedly on imposing parking restrictions on both sides of Rectory Lane between Old Marlboro Pike and Wilson Lane for the safety of all concerned, as well as the prevention of property damage.

Respectfully,

Good afternoon,

My wife and I just wanted to show our **support** for the proposed parking restrictions from Wilson Lane down to Old Marlboro Pike. We live at 141XX Rectory and have noticed that vehicles do not park partially on their own property when parking on the street through that side. On the dead end side we all park partially on street - when cars are fully on street like further down the road it becomes more difficult to maneuver with two way traffic,

Best,

Greetings,

I would like to leave my public comment AGAINST the proposed Rectory Lane parking restrictions.
Thank you, Rectory Lane resident!

Greetings,

I wanted to continue to place my dissatisfaction for restricting parking on Rectory Lane, however, I also believe in not just complaining without offering resolutions.

- 1) Make Rectory a one way street, then if vehicles are parked, there is still space to pass.
- 2) Widen the road
- 3) If parking is restricted, guest will park in other places then be required to walk to the houses, but there are no sidewalks. Add a sidewalk.
- 4) Add speed limit signs so people can drive slower as passing parked vehicles.
- 5) A compromise of all, restrict on one side of the street so traffic can still flow
- 6) Ensure the upper Rectory Lane residents passed School Lane understand parking may increase if restricted on lower Rectory.

Thank you for at least considering the residents and allowing feedback to ensure we all maintain a beautiful town!



The Town of Upper Marlboro

14211 School Lane Upper Marlboro MD 20772

Proposed Rectory Lane Parking Restrictions

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Please reach out to Town Offices at 301-627-6905 or Info@UpperMarlboroMD.gov with any questions or concerns.

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

ORDINANCE: 2021-01 **DRAFT**
SESSION: Regular Town Meeting
INTRODUCED: April 13, 2021

AN ORDINANCE AMENDING ORDINANCE 2018-07 BY CONTINUING TO PROVIDE FOR THE LICENSING OF ASSOCIATIONS, BANKS AND FINANCIAL INSTITUTIONS, BUSINESS ESTABLISHMENTS, CORPORATIONS, PROFESSIONS AND OTHER BUSINESS ENTITIES DOING BUSINESS IN THE TOWN OF UPPER MARLBORO; AND TO REPEAL THE ANNUAL MUNICIPAL LIQUOR LICENSE FEE; AND TO CHANGE THE TERM OF LICENSURE FROM ANNUAL TO BIENNIAL RENEWALS; AND TO MAKE CERTAIN STYLISTIC AND OTHER NECESSARY CHANGES TO SAID ORDINANCE; AND GENERALLY RELATING TO BUSINESS REGULATION AND LICENSURE

WHEREAS, pursuant to LG Art., § 5-202 of the State Code and § 82-16(1) of the Town Charter, the Board of Commissioners shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this charter as it may deem necessary for the good government of the Town; for the protection and preservation of the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto and sojourners therein; and

WHEREAS, pursuant to § 82-16(2)(gg) of the Town Charter, the Board shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State and subject to any restrictions imposed by the public general laws of the State, the power to pass ordinances for the specific purpose of licensing and regulating all persons beginning or conducting transient or permanent business in the Town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of the Charter; and

WHEREAS, pursuant to § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code, a municipal corporation in Prince George's County may require any liquor license holder for any place of business situated in the municipal corporation to pay to that municipal corporation an additional

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annual license fee not exceeding 20 percent of the fee payable under the provisions of said Article; however, the Board finds it to be in the best interest of the Town to rescind this specific Town license as previously approved in Ordinance 2018-07; and

WHEREAS, the Board of Commissioners finds that the regulation of businesses located within the Town's corporate limits pursuant to this Ordinance is necessary for regulatory purposes in the interest of the health, welfare, safety or morals of the public, and that it is in the best interest of the Town to further amend Ordinance 2018-07.

NOW, THEREFORE, the Board of Commissioners of the Town of Upper Marlboro, State of Maryland, does ordain and re-enact Ordinance 2018-07, as changed and amended herein below:

Section 1. Purpose and Authority.

A. Purpose – The purpose of this Ordinance is to license any and all associations, corporations, industrial, institutional, rental, research, retail or service business establishments, limited liability corporations or partnerships, and professional associations or corporations doing business in the Town of Upper Marlboro ~~[A further purpose of this Ordinance is to require any business owner or establishment who is a holder of a County liquor license to obtain a special supplemental municipal liquor license issued by the Town.]~~

B. Authority – The authority to license business entities operating within the Town of Upper Marlboro and charge a fee is provided for in Section 82-16(2)(gg) of the Town of Upper Marlboro Charter and in Sections 5-204(e) and 5-205(d) of Md. Ann. Code, LG Article. ~~[Furthermore, the authority to require any County liquor license holder for any place of business situated in Town to pay to the Town of Upper Marlboro an additional annual license fee is provided for in § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code.]~~

Section 2. Business Licenses Required; ~~[Liquor License]~~

~~[A.]~~ Business Licenses. No association, business entity, commercial or residential property management association, corporation, entity, industrial, institutional, rental, retail, or service business establishment, limited liability association, corporation or partnership, organization, person or professional association, corporation or partnership shall sell, offer for sale, or otherwise dispose of for any valuable consideration any goods or services or engage in the dispensation of professional services within the Town without first obtaining a business license for such purpose. Excepted are activities conducted by Town organizations for fund-raising, exclusively religious, charitable or educational fund-raising organizations, AND yard sales. ~~[, and home-based businesses operating in compliance with municipal, county and state laws.]~~

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~~[B. Municipal Liquor License. In addition to obtaining a business license, any place of business located in the Town that holds a liquor license issued by the Board of License Commissioners for Prince George's County shall be required to pay an annual fee to the Town equal to twenty (20) percent of the license or license renewal fee charged by the Board of License Commissioners for Prince George's County. This fee shall be due on or before July 1 of each calendar year. Upon receipt of the fee a Town Supplemental Liquor License will be issued.]~~

Section 3. Multiple establishments.

A. If multiple businesses are conducted on any premises, lot or parcel within the Town, a separate license and fee shall be required for each separate business establishment, unit or use described herein or by resolution adopted pursuant to this Ordinance that is operated on any single premises, lot or parcel located within the Town.

B. If a business conducted on any premises is also conducted on any other premises within the Town, a separate license shall not be required for each branch or separate establishment, provided that warehouses and distribution facilities used in connection with a business are incidental to a business licensed under the provisions of this Ordinance and shall not be deemed to be separate places of business or branch establishments.

Section 4. BI-Annual Renewal of Licenses.

Business Licenses shall be valid for ~~[one year]~~ TWO YEARS, from July 1 through June 30, and must be renewed BI-annually. The Town shall notify all business establishments operating within the Town of the business license application requirement and fee in writing. An application not filed and/or fees not paid within 30 days from the date of the letter sent to the business establishment will be subject to a penalty of \$50.00 and will be subject to an additional penalty of \$25.00 for each month or partial month the business license application is not filed and/or fee is not paid after 60 days from the date of the letter sent to the business establishment. Any business establishment that fails to file an application or pay the business license fee may be reported to the Maryland Office of the Comptroller, Maryland State Department of Assessment & Taxation Personal Property Tax Division, and the Clerk of the Circuit Court in Prince George's County. A business license is not transferable to a new owner or operator of an existing business. Licenses granted for a period after December 31 will be prorated at one-half the scheduled rate.

Section 5. Fees.

A. The fee schedule for this Ordinance as it pertains to certain enumerated businesses shall be set from time to time by resolution of the Board of Town Commissioners.

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B. The fee schedule shall become effective [~~December 31, 2018 for the business licensing year beginning July 1, 2019.~~] JULY 1, 2021, AND WILL SUPERSEDE ANY PRIOR APPROVED FEE SCHEDULES.

Section 6. Business License Application.

A. Each business establishment subject to the provisions of this Ordinance shall file a Business License Application as part of the licensing procedure and shall provide on the application its Maryland State Department of Assessment & Taxation (SDAT) number and its Federal Employer Identification Number. Failure to provide this information shall be considered a violation of this Ordinance. [~~The holder of a liquor license shall file a copy of the issued liquor license of the Board of License Commissioners along with proof of payment of such license fees.~~]

B. Each business establishment subject to the provisions of this Ordinance that owns the property from which the business is operated and fails to file a business license application and/or pay business and/or liquor license fees, fines or penalties imposed by this Ordinance shall result in the amount of any fee, fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

C. No application for a business [~~or municipal liquor license~~] will be approved for a business or activity which is in violation of the ordinances or laws of the Town, County or State or which is a nuisance or constitutes a danger to the welfare, health or safety of the Town or the public.

D. All business [~~or municipal liquor~~] licenses issued shall be subject to revocation by the Town if it is shown that the manner in which such business is conducted constitutes a nuisance to the public, or if such business is being conducted in violation of any law or ordinance, or if such business otherwise constitutes a danger to the public health, safety or welfare of the residents of the Town.

Section 7. Property Owner, Property Manager and/or Rental Agent Notification.

The property owner or duly authorized property manager or agent shall be required to notify the Town of the name, address, telephone number, and date a new tenant moves in or an existing tenant relocates to another location owned by the property owner or of the date when a tenant ceases to be a tenant. Failure of the property owner to provide this information within thirty (30) days of the event will be in default and subject to a reasonable penalty as provided in Section 9 of this Ordinance and failure to pay any fine or penalty imposed will result in the amount of any fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

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Section 8. Violation; Enforcement.

A. Violation of any provision of this Ordinance shall be a municipal infraction. The penalty for a violation shall be \$50.00 for each initial offense and \$250.00 for each repeat offense. Failure to apply for a Town business license and pay the required fees within the specified time frame as indicated in this Ordinance shall constitute a violation. Such violation shall not be considered corrected until the required application is filed, and the proper fee paid. If an application has not been filed, nor the proper fees paid after the elapse of a 30-day period following the initial due date as stated in the letter of notification, this event shall constitute a separate offense. The Board of Town Commissioners shall have the authority to change the penalties of this Ordinance from time to time by resolution.

B. In addition to the other remedies or penalties provided herein, the Town may institute an action for injunctive, mandamus, or other appropriate action or proceedings to enforce the provision of this Ordinance.

* * *

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that any prior ordinances adopting and enacting any provision of this Ordinance or any other ordinance or resolution previously adopted pertaining to a subject or subjects embodied by the title of this Ordinance or the provisions found in conflict herein shall be deemed repealed and superseded by the provisions of this Ordinance, and should a previously enacted ordinance cover a provision or subject that is not covered by this Ordinance, it shall remain in full force and effect unless it directly conflicts with the express language of this Ordinance.

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

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby authorizes the Town Administrator and Director of Finance to utilize technology to the Town's advantage in establishing an online database to manage this licensure program.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance hereby readopts and ratifies the previously enacted Ordinance 2018-07 with the amendments stated hereinabove along with any resolutions still in effect regarding any fee changes therewith approved by the Board since the enactment of said Ordinance 2018-07 unless the above amendments state otherwise.

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

Adopted this _____ day of _____, 2021.

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 by the Town Attorney

Kevin J. Best, Esq.

Date: _____

Ordinance Timeline:

Board Discussion:	Tuesday—March 23, 2021	Regular Worksession
Introduction & Public Comment:	Tuesday—April 13, 2021,	Regular Town Meeting
Board Discussion:	Tuesday—April 27, 2021	Regular Worksession
Public Comment & Board Approval:	Tuesday—May 11, 2021	Regular Town Meeting
Effective Date:	Monday—June 1, 2021	

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The Town of Upper Marlboro

RESOLUTION: 2021-13
SESSION: Regular Town Meeting
DATE : May 11, 2021

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS MODIFYING THE LOCAL STATE OF EMERGENCY ORDER INITIALLY ISSUED ON MARCH 25TH, 2020, AS AMENDED, AND HEREBY PROMULGATING PURSUANT TO ORDINANCE 2021-01 CERTAIN ADJUSTED BUSINESS LICENSE FEES PURSUANT TO THE NEWLY MODIFIED TIMEFRAMES RELATING TO LICENSURE OF BUSINESSES LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF UPPER MARLBORO

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate of the State of Maryland as a municipal corporation is duly empowered by state law to pass ordinances for the specific purpose of licensing and regulating all persons beginning or conducting transient or permanent business in the Town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of the Charter; and

WHEREAS, the Board of Commissioners is authorized pursuant to Ordinance 2021-01 to license any and all associations, corporations, industrial, institutional, rental, research, retail or service business establishments, limited liability corporations or partnerships, and professional associations or corporations doing business in the Town of Upper Marlboro.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS that as of the effective date of this Resolution, the below fees hereby are set for a Town Business license:

- Residential/Home Based Businesses- \$50 for a 2-year permit
- Regular Commercial Business- \$300 for a 2-year permit.

AND BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS that any previous references made in prior resolutions regarding lottery sales including the fee schedule stated in Resolution 2020-21 are hereby stricken and repealed pursuant to the exemption provided in §9-102 of the State Government Article of Md. Ann. Code.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Public Meeting held on May ____, 2021.

The Town of Upper Marlboro

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Linda Pennoyer, President

Sarah Franklin, Commissioner

M. David Williams, Town Clerk

Janice Duckett, Commissioner

CERTIFICATION

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

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

M. David Williams, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2021-06
SESSION: Regular Town Meeting
DATE: April 13, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE AN APPLICATION FOR A PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES (“PAMC”) PROJECT TO ASSIST WITH COMMERCIAL REVITALIZATION.

WHEREAS, the Planning Assistance to Municipalities and Communities (PAMC) program is offered by The Maryland-National Capital Park and Planning Commission (M-NCPPC), Prince George's County Planning Department, Community Planning Division, Neighborhood Revitalization Section and its purpose is to provide technical planning services at no cost to the community using Prince George's County Planning Department expertise, and/or fund projects conducted by paid consultants; and,

WHEREAS, PAMC projects benefit municipalities and communities that may have limited planning resources but are committed to revitalization and enhancement of the appearance and function of their communities, and the number of projects approved each year will vary based on staff availability and the PAMC budget; and,

WHEREAS, The Town of Upper Marlboro is in need of support to help drive economic development in a changing economic environment and needs to understand the implications of these changes on future economic development within the Town.

WHEREAS, the Town wishes to submit an application to the Prince George's County Planning Department's Planning Assistance to Municipalities and Communities Program (“PAMC”); and,

WHEREAS, successful applicants do not directly receive or manage PAMC funds for consultant services, and approved projects will be managed by M-NCPPC PAMC program planners, who will prepare a Scope of Services for the approved project (in collaboration with the applicant); review bids and select the on-call consultant; execute a Memorandum of Understanding (MOU) with the selected consultant; and manage the project, including the disbursement of contract funds for consultant payment; and,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the Board, supports and approves the submission of an application, attached hereto as Exhibit 1, to the PAMC program and approves the final submission of the application, subject to any non-substantive revisions to the application to be made by the President/Mayor, which may be deemed appropriate.

The Town of Upper Marlboro

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject application and any related documents. This Resolution also supersedes Resolution 2021-03.

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

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

M. David Williams, Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

[Exhibit 1 - Planning Assistance to Municipalities and Communities (PAMC) Application
& Statement in Support]

CERTIFICATION

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

M. David Williams, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2021-08
SESSION: Regular Town Meeting
DATE: April 13, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO AUTHORIZE THE ESTABLISHMENT OF A BANK ACCOUNT WITH SONABANK FOR CORONAVIRUS RECOVERY FUNDS

WHEREAS, the Charter of the Town of Upper Marlboro (the “Charter”), Section 82-37 requires the Town Treasurer to supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded, and to have custody of all public monies belonging to or under the control of the Town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the Town; and

WHEREAS, the Charter, Sections 82-40, 82-42 and 82-45 state that the Budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year and that no public money may be expended without having been appropriated by the Board, and from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein, and that all appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or lawfully encumbered; and

WHEREAS, the Charter, Section 82-46 requires checks issued in payment of municipal obligations shall be issued and signed by the treasurer, and the Board may further designate by ordinance or written resolution those person(s) in addition to the treasurer who shall be authorized to sign checks and the Board shall establish by ordinance or resolution a dollar amount above which all checks made payable by the Town shall be issued and signed by two persons, the treasurer and the President, or in either or both of their unavailability or incapacities, two other persons who shall be designated by resolution or ordinance, which at least one of whom shall be a Commissioner; and

WHEREAS, on October 10, 1995 the Board of Commissioners (the “Board”) adopted Resolution 96-1 entitled “An Investment Policy for the Town of Upper Marlboro Consistent with Maryland State Law” (the “Town Investment Policy”); and

WHEREAS, among other requirements, the Town Investment Policy mandates that “[c]ollateralization will be required on all savings accounts and certificates of deposit that exceed the \$100,000 FDIC insured amount...[and] Collateralization is also required when the combined sums of an

The Town of Upper Marlboro

interest bearing account and certificates of deposit in any one institution exceed the insured amount,”; and

WHEREAS, the Charter, Section 82-16(2)(bb) empowers the Board to pass certain ordinances 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 finds that the Town is slated to be awarded approximately \$562,491 in Coronavirus relief funds from the Federal Government through the American Rescue Plan; and

WHEREAS, Section 3 of Ordinance 2020-05 states that all budget amendments transferring monies between general classification of expenditure or appropriations as reflected in this FY2021 Budget Ordinance shall be submitted to the Board for approval, from time to time, by ordinance, and Budget changes or amendments occurring within certain specified sub-categories or the various detailed items not reflected herein but shown in the Detailed Budget shall be approved from time to time by the President subject to review and approval by the Board as recorded in the journal of its proceedings; and

WHEREAS, the Board finds it to be in the best interest of the Town to make further banking arrangements with SONABANK to establish a new deposit and checking account for The American Rescue Plan coronavirus recovery funds for tracking purposes.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that it does hereby approve and authorize the continued maintenance of current accounts and the opening of a new account with SONABANK in a reasonable amount to be determined by the President/Mayor in accordance with the Town’s Investment Policy to accommodate the safeguarding and administration of those funds determined by the President/Mayor to be eligible for transfer into said account as described herein above; and

BE IT FURTHER RESOLVED, that the President/Mayor, Treasurer, and Director of Finance & Human Resources are hereby authorized and directed to establish two additional bank accounts as described herein with SONABANK and execute and deliver signature authorization cards or any other required documents to said bank, and to perform, endorse or execute all drafts, checks, deposits, withdraws and process other documents and correspondence regarding any accounts of the Town of Upper Marlboro to be created or entrusted to said bank consistent with this Resolution; and

BE IT FURTHER RESOLVED that the President/Mayor, Treasurer and Director of Finance & Human Resources (Mr. William Morgan) are hereby further authorized and empowered to act for and on

The Town of Upper Marlboro

behalf of the Town to carry out and perform transactions under the terms and conditions of the depositor's agreement, as applicable, or policies of SONABANK, the Federal American Rescue Plan Act of 2021, and the policies of the Town; and

BE IT FURTHER RESOLVED, that SONABANK is directed to accept and pay without further inquiry any item bearing the appropriate number of signatures (i.e., two) as indicated on the signature card on file, drawn against any of the Town's corresponding account with the Bank, and that any one signatory is expressly authorized to endorse all checks, overdrafts, notes, and other items payable to or owned by the Town for deposit with or collection by SONABANK, to accept drafts and other items payable at the Sona; and

BE IT FURTHER RESOLVED, that the Clerk is directed to forward a certified copy of this Resolution to SONABANK and any other parties which may request it for purposes of effectuating the deposit of public funds authorized hereunder, together with a certificate attesting to the names and signatures of the present incumbents of the offices described herein above and that the Clerk is further directed to certify to SONABANK or other parties from time to time the signatures of any successors in office of any of the present incumbents; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

INTRODUCED AND PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the _____ day of _____, 2021.

Attest:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND
THE TOWN OF UPPER MARLBORO

Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

The Town of Upper Marlboro

CERTIFICATION

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

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

M. David Williams, Clerk



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

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator & William Morgan, Director of Finance
Date: Friday March 19th, 2021
Re: Town Tax Rate Step Program Discussion

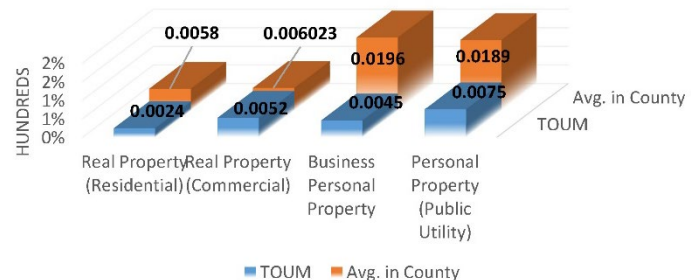
Commissioners,

After discussion at the March 16th Budget worksession, it was determined that the Board wished to explore a “step” tax rate increase spread out over the next three years, with a set small increases every two years afterwards to account for cost of living and inflation. This tax step would remain in place unless a future board intervenes and passes a new Town Tax Rate Ordinance. Below is a draft tax rate step plan drafted by staff for the commissioners to review. This plan places the larger increase in FY22, with smaller increases for FY 23 and FY 24 as discussed:

Classification	Current Rates (FY 21)	FY 22 Rates	FY 23 Rates	FY 24 Rates	Total Change
Residential Property Tax	\$0.24	\$0.30	\$0.34	\$0.38	\$ 0.14
Commercial Property Tax	\$0.52	\$0.54	\$0.56	\$0.57	\$0.05
Business Personal Property	\$0.45	\$0.50	\$0.53	\$0.55	\$0.10
Public Utility Tax	\$0.75	\$1.50	\$1.75	\$2.00	\$1.25

After FY 2024, the residential tax rates would then continue to increase at a rate of \$0.005 per \$100 assessed value every other year (starting in FY2026) to account for cost of living and inflation. To put this into perspective, it would take 8 years for the residential property tax rate to increase from \$0.38 to \$0.40 with these increases.

FY 22: Fiscal Year 2022 (July 1, 2021–June 30th, 2022)
FY 23: Fiscal Year 2023 (July 1, 2022–June 30th, 2023)
FY 24: Fiscal Year 2024 (July 1, 2023–June 30th, 2024)



Below is a chart outlining the estimated Town tax rate the average household will pay in Town taxes with this step rate:

Residential Property Value	FY 21 (Current)	FY 22	FY 23	FY 24	FY 26	FY 28	FY 30
\$200,000	\$480	\$600	\$680	\$760	\$770	\$780	\$790

The Town of Upper Marlboro

RESOLUTION: 2021-11
SESSION: Regular Town Meeting
DATE: May ____, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE A MULTI-YEAR TOWN TAX RATE STEP PROGRAM

WHEREAS, according to the Maryland Legislative Handbook Series, Volume VI (2014), property taxes are the largest revenue source for most municipalities in Maryland, accounting for 37.0% of total revenues and that the dependence on property taxes is 57.9% on average for municipalities in Prince George's County; and

WHEREAS, the Board of Commissioners on December 21, 2020 discussed and found in a staff report that the Town of Upper Marlboro had the lowest residential property tax rate of the County's 27 municipalities by \$0.09, with the next 2nd lowest being the City of College Park, which does not have its own police department, and the Town staff had further researched but could not find the last date that the Town's residential property tax rate was adjusted and it concluded, therefore, that it had been at least several decades since the tax rate was changed; and

WHEREAS, pursuant Sections 82-48 and 82-16(2)(v) of the Town Charter, municipal taxes must be levied by ordinance and the levy must be done each year in June as opposed to being set for multiple years; and

WHEREAS, after discussion at the recent March 16th Budget Work Session, it was determined that the Board wished to explore a "step" tax rate increase spread out over the next three years, with set small increases every two years afterwards to account for cost of living and inflation, and that this tax step policy, although subject to a formal levy by ordinance enacted each year, would remain in place unless a future Board intervenes and passes a new Town Tax Rate Step Program Resolution and/or superseding ordinance; and

WHEREAS, this plan places the larger increase in FY22, with smaller increases for FY 23 and FY 24 as indicated in the table below:

Classification	Current Rates (FY 21)	FY 22 Rates	FY 23 Rates	FY 24 Rates	Total Change
Residential Property Tax	\$0.24	\$0.30	\$0.34	\$0.38	\$ 0.14
Commercial Property Tax	\$0.52	\$0.54	\$0.56	\$0.57	\$0.05
Business Personal Property	\$0.45	\$0.50	\$0.53	\$0.55	\$0.10
Public Utility Tax	\$0.75	\$1.50	\$1.75	\$2.00	\$1.25

WHEREAS, after FY 2024, the residential tax rates could then continue to increase at a rate of \$0.005 per \$100 assessed value every other year (starting in FY2026) to account for cost of living and inflation, in other words, it would take 8 years for the residential property tax rate to increase from \$0.38 to \$0.40 with these gradual increases; and

WHEREAS, below is a chart outlining the estimated Town tax rate and payment the average household will pay in Town taxes with this step rate:

The Town of Upper Marlboro

Residential Property Value	FY 21 (Current)	FY 22	FY 23	FY 24	FY 26	FY 28	FY 30
		\$0.30	\$0.34	\$0.38	\$0.385	\$0.39	\$0.395
\$200,000	\$480	\$600	\$680	\$760	\$770	\$780	\$790

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the Board, supports and approves the Town Tax Rate Step Program as described hereinabove and in a Memorandum regarding a “Town Tax Rate Step Program Discussion” dated March 19, 2021, attached hereto and incorporated by reference herein as Exhibit 1, as an official policy of the Town; and

BE IT FURTHER RESOLVED and this tax rate step plan will remain in place unless a future Board intervenes and passes a new Town Tax Rate Resolution or Budget/Tax Levy Ordinance; and

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

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

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

M. David Williams, Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

CERTIFICATION

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

M. David Williams, Town Clerk



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator & Chief David Burse
Date: Friday April 9th, 2021
Re: Electric Code Vehicle Purchase Memo

Commissioners,

As you are aware the Town has a pending \$10,000 grant from the Maryland Energy Administration (through their Smart Energy Communities program) for the purchase of an electric vehicle for the Code/Parking Enforcement. This project was placed on hold during the pandemic and the cut in parking revenue (which was going to be used to purchase a new one). We had internal plans to request this project be authorized by the Board when the Federal Recovery funds were allocated to the Town, however, the current car has recently suffered mechanical issues and it is advisable the Town move sooner rather than later to replace it.

The current Code vehicle is a 2009 Chevy Impala, it served as a police car until 2017 when it was converted to a Code Enforcement car. It is the older vehicle in the town's fleet and was not in great mechanical shape when it was converted from a police car. Over the past few weeks, the Impala has suffered several major mechanical issues which could be costly to repair. It is still in the shop, and while it can be repaired back to get it running again, there are some additional issues we will need to address soon if not replaced. Chief can best address any questions you have about the current mechanical state of the Impala.

The recommended replacement is a white (to match the other Town vehicles) Chevy Bolt, which is what the County uses for its parking enforcement, and the County Service center who would maintain it keeps parts on hand and familiar with it already. Chief Burse and I have been keeping an eye out for used Bolts in good condition, however, Chief Burse located a hard-to-pass deal of a new 2020 Chevy Impala for just shy of \$22,000. With the grant, this would mean a new car would only cost the Town \$12,000.

At this time, the staff is requesting that the Board consider passing a resolution at the April 13th Town Meeting to authorize the Town to "Spend no more than \$25,000 upfront for the purchase of a new or used Chevy Bolt, with the Town being reimbursed for a max of \$10,000". We are asking for a \$25,000 limit in case this particular deal expires before the Board can authorize the purchase and will allow staff to make a purchase as soon as a new deal is found. Unused funds will simply go back into the budget. It is expected decals and some amber warning lights will cost under \$2,000 and can be handled out of the Public Safety repair budget. This would be the Town's first "green" vehicle, and a great step for the Town's green initiatives. Mr. Morgan has reviewed the Town's financial position and has advised that we are in good shape to make this purchase, even without the federal recovery funds being deposited yet.

As this is an electric vehicle, we would need to charge it as well of course. The Town is currently working with PEPCO to try and secure one 2-car charging station for Town Hall at no cost to the Town. This charging station can be used for Town vehicles, staff, residents, or visitors. Until a charging station is installed the vehicle can be charged by plugging it into an outlet on the outside of Town Hall.



The Town of Upper Marlboro

RESOLUTION: 2021-12
SESSION: Regular Town Meeting
DATE: April 13, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO AUTHRORIZE THE PURCHASE OF AN ELECTRIC VEHCILE

WHEREAS, pursuant to Section 82–81 (Acquisition, Possession, and Disposal [of Property]) of the Charter of the Town of Upper Marlboro, the Town may acquire real, personal, or mixed property within or without the corporate limits of the Town for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease, convey, or otherwise dispose of or encumber any property belonging to the Town; and

WHEREAS, the Board of Town Commissioners recognizes the need to replace the current code/parking enforcement vehicle (2009 Chevy Impala that formerly served as a police patrol vehicle) due to high maintenance costs; and

WHEREAS, the Board of Town Commissioners have deemed it in the best interest of the Town and environment to introduce electric vehicles into the Town fleet, starting with an electric code vehicle; and

WHEREAS, the Town of Upper Marlboro was awarded a \$10,000 grant for the purchase of an electric vehicle by the Maryland Energy Administration's Smart Energy Communities program; and

WHEREAS, pursuant to Section 82–56 (Purchasing and Contracts) of said Charter, 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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO authorized no more than \$25,000.00 for the purchase of a new or used electric vehicle; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized oversee staff with the selection and purchase of an electric vehicle from an authorized dealer that will best serve the interests of the Town.

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

The Town of Upper Marlboro

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

M. David Williams, Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

CERTIFICATION

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

M. David Williams, Clerk