

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## REGULAR TOWN MEETING

Tuesday, January 14, 2020 – 7:00 p.m.

### AGENDA

#### Call to Order

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

#### Approval of Meeting Minutes & Financial Reports

- Approval of the December 10, 2019 Regular Town Meeting minutes
- Approval of the December 17, 2019 Board Work Session minutes
- Approval of the Treasurer's Report, as of December 31, 2019.

#### Reports

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

#### Business

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

- 1) Swearing-in of Board selected Treasurer by the President
- 2) Resolution 2020-01 Check Signatures: (Board vote)

#### Administrative Updates

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

#### Public Comment

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

#### Adjournment

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

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**Kai Bernal-LeClaire**  
Commissioner

**Wanda Leonard**  
Commissioner

**Linda Pennoyer**  
Commissioner

# PUBLIC COMMENT PROCEDURES

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

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

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

## III. Citizen Input

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

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

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

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

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

# Town of Upper Marlboro

## REGULAR TOWN MEETING

December 10, 2019 • 7:00 p.m.

unApproved Minutes

### Call to Order

The meeting was called to order at 7:01 p.m.

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

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

Also present: Mr. Ray Feldman/Feldman Communications Strategies LLC; TUMHC Archivist Brian Callicott; plus, various citizens and interested parties.

### Pledge of Allegiance

### Consent to the Agenda

The President received unanimous consent to the Agenda.

### Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Regular Town Meeting minutes from November 12, 2019, the Board Work Session minutes from November 26, 2019, and, the Treasurer's Report as of November 30, 2019. Commissioner Pennoyer seconded. All November's Town Meeting and Board Work Session minutes, plus, the November 2019 Treasurer's Report were unanimously approved. President Leonard noted that the Minutes and Treasurer's Report are now posted online the Thursday prior to the Regular Town Meeting and due to cost restraints, will no longer be provided in print form. Finance Director Morgan reviewed highlights of the November Treasurer's Report. He noted the Town's annual mid-year audit began today and anticipate a draft response by next Monday with a final by the end of next week.

### Reports

#### Departments/Committees:

Chief Burse delivered the UMPD report for the month of November 2019, a printout was provided in the Board Meeting Packet. He noted that while attending the November District II Coffee Club Meeting, he had inquired into the rumor that the Dutch Village Market was leaving. The response from the Market was that they were currently under a 10-year lease and had no immediate plans to relocate. He also noted a recent discovery that indicated problems with the PIN numbering system at the County's fuel pumps, adding security issues are now resolved. The Chief then gave a status report on the UMPD vehicle fleet.

Superintendent Bond delivered the Public Works reports for November 2019, a printout was provided in the Board Meeting Packet.

Clerk Williams advised that the next Town General Election in January will have an attached Advisory Ballot Questionnaire and gave an update on the election calendar deadlines. He noted a sample Ballot & Questionnaire will be mailed to residents, posted online and also available at the Town Hall soon.

TUMHC Archivist Callicott reported that a visitor to their last meeting provided a wealth of photos of the Town from the 1950s and early 1960s when she lived in the Town. He noted that the TUMHC would not be meeting this month due to Holiday scheduling conflicts.

The Events Committee had no report at this time.

Commissioner Pennoyer reported for the Town's Sustainable Community Workgroup noting they are working to get reimbursements processed for the F.I.P. participants, as well as, recruiting new clients.

CERT President Leonard reported that the UM CERT will hold a Year in Review meeting this coming Saturday starting at 10:00 a.m. at the Town Hall.

Commissioner Pennoyer: Reported that she attended the PGCMA Legislative Dinner on December 5<sup>th</sup>, where they discussed the top two legislative priorities for the MML and the PGCMA, which are: 1.) Small Cell installations; and, 2.) HUR Revenues reinstatement.

Commissioner Bernal-LeClaire: Announced he had attended the final Municipal Government Academy (MGA) Session and acknowledged other residents and citizens, some currently in the room, who attended as well. He also noted the upcoming Election and urged all registered residents to come out to vote.

President Leonard: The President thanked all who came out the Town Holiday Party at the MVFD, and the Town's Public Works crew who decorated the Town for the Holiday Season. She noted the tree at the Crain Monument may be decorated if assistance can be provided by PEPCO. She then delivered updates on the following topics: 1.) Attended the monthly MVFD meeting; 2.) Acknowledged the family participants (three generations) who attended the MGA, and also thanked Mr. Feldman for the articles he wrote and submitted for publication in the PGC Suite magazine, the MML Bulletin and the PG Sentinel newspaper. It was noted that there will be a Book Signing event for a resident author at the new Main Street Coffee & Treats shop downtown on December 14<sup>th</sup> at 2:00 p.m. It was also noted that plastic bags are no longer accepted in the Town's and County's Recycling Program, and, should be taken to local grocery stores.

## **Business**

*Prior to each Business line-item, the President opened the floor to Public Comment.*

- 1) Petition for Judicial Review CR 98-2019: The President said the Board went into Closed Session at the last Board Work Session, along with the Town's Attorney and Greenwell Consulting Group to discuss options where it was decided to move forward with the Review. After brief commentary by Board members, Commissioner Bernal-LeClaire motioned to authorize the Town Attorney to file the petition with the Circuit Court for Judicial Review to appeal the passage of CR 98-2019. Commissioner Pennoyer seconded. With all in favor, the motion was passed unanimously.
- 2) ORD 2019-09 Board Salaries: The President reviewed the legislation's history and purpose, and the Clerk reread the Ordinance's introduction. With no further discussion or commentary offered, Commissioner Pennoyer moved to pass Ordinance 2019-09 Board Salaries. Commissioner Bernal-LeClaire seconded. With no one opposed, the Ordinance was unanimously adopted.
- 3) ORD 2019-08 Elections-Authorizing Ballot Questions: Seeing no additional public or Board input, the Clerk reread the Ordinance's introduction. Commissioner Pennoyer motioned to adopt the Ordinance. Commissioner Bernal-LeClaire seconded. The motion was passed unanimously.
- 4) RES 2019-13 Election 2020 Ballot Questions: Chief of Staff read aloud the four (4) proposed Advisory Ballot Questions to be presented to Town residents at the next General Election on January 6, 2020. With no further public or Board commentary, the Clerk read aloud the Resolution's introduction. Commissioner Bernal-LeClaire motioned to approve Resolution 2019-13. Commissioner Pennoyer seconded. With all in favor, the Resolution was unanimously approved.
- 5) RES 2019-12 Playground RFP Award: The President noted that no additional contractors have submitted proposals during the RFP's 15-day proposal period, and that the Resolution is to authorize Phase I of this project. With no further public or Board commentary, the Clerk read aloud the Resolution's introduction. Commissioner Bernal-LeClaire motioned to approve Resolution 2019-12. Commissioner Pennoyer seconded. With all in favor, the motion was unanimously passed.

## **Administrative Updates**

- 6) Legislation, Projects and Initiatives: CoS Snyder reviewed a spreadsheet included in the Board's Meeting Packet, providing updates on the following: 1.) MD Heritage Area expansion; 2.) New Town Playground construction; 3.) Town Assets Inventory; 4.) PEPCO car-charging stations/Church

Street Parking Lot; 5.) Public Art Mural project; 6.) Old Mill Road signage upgrades; 7.) Submitted request for 2020 Census Grant; 8.) Parking Enforcement software upgrades; 9.) PGC Stormwater Grant submitted; 10.) Submitted request for MD State Energy Efficiency Grant Program. It was noted that this spreadsheet will be posted on the Town's website.

- 7) General Board & Administrative Staff items: Clerk Williams stated that the deadline for Candidate's letters of intent and related forms has passed, and that the Board of Supervisors of Elections is currently reviewing said materials to certify the five (5) candidates running for office.

### **Public Comment**

A Town resident asked what shift(s) the new police officer be patrolling. Chief Burse stated that the new evening shift has been established.

Another resident asked if the residents would be able to access the current audit and provide input prior to the election. President Leonard noted that the draft findings will be prepared for the Board initially for their discussion, before any findings that may require corrective action(s) are released to the public.

Commissioner Pennoyer delivered details about the Sustainable Maryland Certified program and noted the Town would need volunteers for a "Green Team" in order to enroll.

President Leonard added that the 2020 Census "Total Count" initiative also needs volunteers, and that the next Board Work Session has been moved to next Tuesday, December 17<sup>th</sup> due to the Holiday conflict.

### **Adjournment**

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk/Administrator

# Town of Upper Marlboro

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

## Work Session Minutes

Tuesday, December 17, 2019 - 7:00 p.m.

unApproved

### Call to Order

- Meeting was brought to order at 7:00 p.m. President Leonard stated the Session was open for public observation only.
- Roll Call – Commissioner Kai Bernal-LeClaire; Wanda Leonard, President of the Board of Town Commissioners; Linda Pennoyer, Commissioner/Treasurer; Town Clerk M. David Williams; UMPD Chief Burse; Chief of Staff Kyle Snyder; and, Ray Feldman/Feldman Communications Strategies LLC.
- Pledge of Allegiance

### Business

- 1) Feldman Communications strategies Contract Renewal: One addition to contract "Media Training for Staff" currently in Legal review. Mr. Feldman gave overview of training program. The Board discussed contract costs, duration and competitive bidding.
- 2) Town Parking Enforcement Upgrade: CoS Snyder gave overview of compatibility need arising out of last upgrade of meters. Board discussed contract terms of current vendor, competitive cost comparisons, vendor's options research and competitive bidding.
- 3) Draft Personnel Ordinance & Salary Steps: Board discussed and identified items needed for further review, such as, new organizational chart, job descriptions, hiring procedures policy, extra Work Sessions, Budget amendment(s) and original Word document provided to Board members for tracking changes. Clerk Williams noted Charter timeline requirements concerning ordinance introduction and passage.
- 4) General Board & Administrative Staff items:
  - MEA Grant Update & Solar Proposals: CoS Snyder distributed and reviewed a current grant proposal for lighting upgrades to the Public Works Facility and Solar Panel installation for the Town Hall, prepared through the Maryland Energy Administration. He noted the projects would require more than one contractor, currently looking for third. The Board discussed RFPs and contract/grant partnership with other municipalities.
  - General Roundtable: CoS Snyder noted that Town Attorney Best has filed the Petition for Judicial Review today.
  - Board continued discussions on repair needs and solutions for the 2011 Dodge Charger. Chief to seek additional two estimates.
  - Clerk's Office preparing for Election, and upgrades to Cable Channel 19 in progress.

### Adjournment

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

Respectfully submitted,

M. David Williams  
Town Clerk/Administrator



# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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Fax: (301) 627-2080

info@uppermarlboromd.gov  
www.uppermarlboromd.gov

## Town of Upper Marlboro Budget vs. Actuals July 2019 – December 2019

	Actual	Budget	% of Budget
<b>Revenue</b>			
Fines, Licenses, Permits	\$142,912.94	\$567,935.00	25%
Grants	\$7,559.50	\$750,829.00	1%
Intergovernmental	\$15,329.03	\$41,315.00	37%
Other Revenue	\$137,239.97	\$379,432.00	36%
Taxes	\$645,700.75	\$813,209.00	70%
<b>Total Revenue</b>	<b>\$948,742.19</b>	<b>\$2,552,720.00</b>	<b>37%</b>
<b>Expenses</b>			
General Government	\$535,232.73	\$1,624,167.00	33%
Public Safety	\$137,371.69	\$524,882.00	26%
Public Works	\$137,913.57	\$403,671.00	34%
<b>Total Expenses</b>	<b>\$810,517.99</b>	<b>\$2,552,720.00</b>	<b>32%</b>

### Committee Overview

Historical Committee	\$285.54	\$1,500.00	19%
CERT Team	\$238.45	\$1,500.00	16%
Events Committee	\$5,990.28	\$12,500.00	48%



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## MONTHLY NARRATIVE

As we pass the mid-year review for fiscal year 2020, we will look at our budget vs actual numbers. There may be area that need some adjustments as we try to level the gap the original budget may have presented thus far.

We will also take a look at our annual contracts for the next fiscal year. Most annual contracts are paid on a month to month basis, but there could be opportunity to increase or enhance our services while keeping cost relatively consistent.

1. Maryland State Retirement
2. FY2019 Audit
3. FIP Applications/Refunds

## **Town of Upper Marlboro**

**Profit & Loss  
December 2019**

### **REVENUE**

FINES, LICENSES, PERMITS	23,506.96
GRANTS	\$0.00
INTERGOVERNMENTAL	\$8,405.02
OTHER REVENUE	\$166.64
TAXES	\$783.55
<b>TOTAL REVENUE</b>	<b>\$32,862.17</b>

### **EXPENSES**

GENERAL GOVERNMENT	\$108,660.47
PUBLIC SAFETY	\$35,765.05
PUBLIC WORKS	\$19,577.60
<b>TOTAL EXPENSES</b>	<b>\$164,003.12</b>





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## Town of Upper Marlboro Balance Sheet As of December 31, 2019

	<u>Total</u>
Cash on Hand and in Banks	0.00
1000 PGFSB Operating Checking	225,715.09
1001 Petty Cash	300.00
1010 PGFSB Payroll Account	0.00
1040 M&T Checking	78,902.88
1060 Sona CD 7977	108,186.31
1063 Sona CD 1577	0.00
1068 SONA Bank CD 8641	268,605.82
1117 Old Line Bank	102,280.73
1122 Congressional Bank CD 5756	212,310.55
1140 MLGIP	<u>1,987.10</u>
Total Cash on Hand and in Banks	<u>\$ 998,288.48</u>



# Town of Upper Marlboro Police Department

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

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## Monthly Town Police Department Report For the Month of December 2019

### Incidents Reported in Town:

Theft from Auto 1	Stolen Auto 1	House Alarms 3
Business Alarms 2		

### Last Month Incidents:

Accident Report 1		
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Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Holiday Party for the Town residents at the Fire House.

Sgt. Irby participated in the 16<sup>th</sup> Annual City of Hyattsville Police Departments Shop with a COP event.

Chief Burse attended the Prince George's Chief's Association meeting.

Chief Burse attended the Criminal Justice Coordinating Council Meeting.

Chief Burse updated security measures within Town Hall.

Chief Burse was able to obtain several furniture items for Town Hall and Public Works.

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**Kai Bernal-LeClaire**  
Commissioner

**Wanda Leonard**  
Commissioner/President

**Linda Pennoyer**  
Commissioner/Treasurer



# Town of Upper Marlboro

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**Date:** Monday, December 30, 2019

**Subject:** Public Works' Status Report

**RE:** December 2019 – Monthly Status Report

**Capital Improvements-** Public Works Superintendent attended Prince George's County Winter Community Partners meeting, where the County discussed their steps for winter preparation, and we were able to discuss future and potential problems on county-owned roadways.

I also attended the quarterly MMLPWA meeting held in Bowie, MD. We discussed the phase in of new 5G cell towers and the problems different municipalities are having. We also had a presentation by Mrs. Emily Clifton, of the Low Impact Development Center, about Green and Grey infrastructure.

**Maintenance and Beautification** – Christmas décor was wrapped up around the Town, Town Hall's outdoor fixtures were winterized, and hoses were stored. Winterization of summer power equipment was completed, and items were sta-bil treated before storage.

**Street and Sidewalk Repairs** – “No Parking Fire Lane” signs and stenciling were completed in Water Street alley; curb was also painted red and stenciled to create a complete enforceable Fire Lane.

New “No Parking”, “Speed Limit”, and “One Way” signs were added to upgrade aging signage on Old Mill Road. Two “Speed limit” signs were added, and two were upgraded on Gov. Oden Bowie Drive, and three stencils were painted in the Handicapped spaces to be ADA compliant. All stop lines in Town were refreshed.

**Refuse Accumulations** – Bulk day accumulations for solid wastes (Landfill) are: 4.89 tons or \$288.51. Bulk day accumulations for yard waste collections are: 4.24 tons, or \$106.00. The amount of non-acceptable landfill items, such as tires, account for the decrease in landfill totals for this month.

**Trainings** – Public Works Staff were refreshed in winterization procedures for equipment and exterior building fixtures.

Sincerely,

Darnell F. Bond III  
*Public Works Superintendent*

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**Kai Bernal-LeClaire**  
Commissioner

**Wanda Leonard**  
Commissioner/President

**Linda Pennoyer**  
Commissioner/Treasurer



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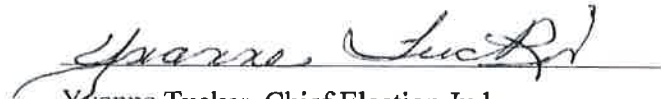
January 7, 2020

To: The Town of Upper Marlboro  
14211 School Lane, Upper Marlboro, MD 20772

From: The Board of Supervisors of Elections  
Town of Upper Marlboro

We hereby certify that the results of the Town Election for the 2020–2022 Board of Town Commissioners for the Town of Upper Marlboro, conducted on January 6, 2020, are as follows:

Total Number of Voters	112
Total Number of Absentee Ballots	5 (4 returned by closing of poll)
<u>Total Ballots Cast</u>	<u>116</u>
Kai Bernal-LeClaire	70
Janice Duckett	52
Wanda M. Leonard	77
George M. Leonnig	36
Linda Pennoyer	74
(write-in)	1

  
Yvonne Tucker, Chief Election Judge

  
Joseph Hourclé, Board of Supervisors of Elections

  
Ellen Storey, Board of Supervisors of Elections



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January 6, 2020

To: The Town of Upper Marlboro  
14211 School Lane, Upper Marlboro, MD 20772

From: The Board of Supervisors of Elections  
Town of Upper Marlboro

We hereby certify the results of the four (4) Advisory Ballot Questions tallied from qualified voters during the 2020–2022 General Election, conducted on January 6, 2020, for the Town of Upper Marlboro:

Total Number of Voters 116


Total Number of Questionnaires returned with Ballot 116

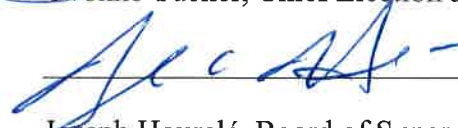
Advisory Ballot Question # 1: (For) 76 (Against) 38

Advisory Ballot Question # 2: (For) 94 (Against) 18

Advisory Ballot Question # 3: (For) 63 (Against) 52

Advisory Ballot Question # 4: (A) 83 (B) 15 (C) 12

  
Yvonne Tucker, Chief Election Judge

  
Joseph Hourclé, Board of Supervisors of Elections

  
Ellen Storey, Board of Supervisors of Elections

## **The Town of Upper Marlboro**

RESOLUTION: 2020-01

SESSION: Regular Town Meeting

DATED: January 14<sup>th</sup>, 2020

A RESOLUTION FOR THE PURPOSE OF DESIGNATING THOSE PERSONS IN ADDITION TO THE TREASURER WHO SHALL BE AUTHORIZED TO SIGN CHECKS, CERTIFICATES OF DEPOSIT AND OTHER BANK INSTRUMENTS ISSUED ON BEHALF OF THE TOWN WHEN THE NEED ARISES AND THE TREASURER IS UNAVAILABLE, AND ESTABLISHING THE DOLLAR AMOUNT ABOVE WHICH ALL CHECKS MADE PAYABLE BY THE TOWN SHALL BE ISSUED AND SIGNED BY THE TREASURER AND PRESIDENT OR TWO (2) OTHER PERSONS DESIGNATED HEREIN OF WHICH AT LEAST ONE (1) IS TO BE A COMMISSIONER.

**WHEREAS**, Charter Section 82-46 of The Town of Upper Marlboro, as amended by Charter Amendment Resolution 01-2012 effective October 31, 2012, requires that all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Treasurer, and that the Board of Commissioners may further authorize persons other than the Treasurer when the need arises and the Treasurer is unavailable to sign checks issued by the Town, and furthermore, the Board shall establish a dollar amount above which all checks must be co-signed by the Treasurer and President, or in their absence, two (2) other designated persons of which at least one (1) shall be a commissioner; and

**WHEREAS**, the Town Commissioners wish to carry out the intent of said Charter Section 82-46 by naming the designated persons to sign checks when the need arises, and the Treasurer is unavailable and establish the dollar amount above which checks require two authorized signatures.

**WHEREAS**, the Town Election conducted on January 6, 2020 has resulted in a change in the members of the Board of Town Commissioners, specifically the Commissioner designated and named in Resolution 2019-09 as an authorized alternate signer of checks in the absence of the President, and/or, the Treasurer.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2019, that Commissioner BLANK\_\_\_\_\_, who is the duly appointed Treasurer, is authorized to sign any forms, contracts, or agreement on behalf of the Town for the establishment of safety deposit boxes and general banking and financial services for the Town, to include checking and savings accounts, CDs, money market accounts and other similar financial and investment instruments, and to perform all general activities associated therewith to, including serving as the required

signatory or authorized individual on all checks, deposits, withdrawals and fund transfers as needed and in accordance with the Town's Charter and fiscal policies, and be it

**FURTHER RESOLVED**, that BLANK\_\_\_\_\_ shall serve as substitute or additional signatory on all checks, deposits, withdrawals and fund transfers in the event there is a need and the Treasurer is unavailable, provided that all checks above \$5,000.00 made payable by the Town shall be issued and co-signed by the Treasurer and President, and if either or both or their unavailability or incapacities, the following two (2) other designated persons shall so serve of which at least one (1) is a commissioner: 1.) Town Commissioner BLANK\_\_\_\_\_, and 2.) Town Clerk, M. David Williams, and be it

**FURTHER RESOLVED**, that this Resolution will supersede Resolution 2019-09 immediately upon the date of its passage, and be it

**FURTHER RESOLVED**, that any financial institution doing business with the Town is hereby authorized to honor, receive, certify, or pay all checks, CDs or other instruments signed by persons as authorized by the Town Charter and this Resolution, and be it

**FURTHER RESOLVED**, that the foregoing Resolution and designation of persons authorized to sign checks or other instruments pursuant hereto, shall remain in full force and effect until written notice of its amendment, modification or repeal, shall have been received by the Town's banks or financial institutions and that receipt of such notice shall not affect any action taken by a financial institution prior thereto, and be it

**FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Wanda M. Leonard, Commissioner

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

\_\_\_\_\_  
Linda Pennoyer, Commissioner

\_\_\_\_\_  
Kai Bernal-LeClair, 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 \_\_\_\_\_, 2019.

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



January 2020 Update

Town of Upper Marlboro  
PROJECT TRACKER SPREADSHEET

Project Name	Project Description	Cost/Budget	Estimated Completion	Current Project Status
Active/Funded Projects				
Heritage Area Expansion	The County's Heritage area is expanding to Upper Marlboro and Souther PG.	\$5,000	?	RFP submission under review by ATHA Heritage Area
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	\$250,000	Jul-20	Contract up for Board review at January Worksession, possible approval at February Town Meeting.
Police Vehicle Purchase	To purchase 2 Ford Explorers and one Chevy Tahoe for the Police Depatment		Oct-19	2/3 delivered, awaiting Chevy Tahoe due to worker strike. The 2 Ford Explores have been tagged & insured, awaiting radio & equipment install
Town Asset Inventory	Preforming a full inventory and placing Property/Serial number decals on Town-owned items exceeding \$50.	\$370.00	Feb-20	Stickers delivered, drafting asset management policy.
PEPCO Vehicle Charging Station	PEPCO grant to install two electRICT vehcile chargers at the Church Street lot	\$0		Application & site under review by Pepco
PAMC Mural Grant Application	M-NCPPC grant to install a mural in Downtown Upper Marlboro			Meeting to be held on 1/13/19 with MNCPPC & PG Arts Council
Old Mill Road Signage Upgrade	Upgrade parking and traffic signs along Old Mill Road	\$100	Dec-19	Implementing Phase by DPW
Downtown Streetscape Grant	\$100,000 budgeted in County DPW&T Capitol Improvemtn budget for Downtown UM Streetscape	\$100,000	Jun-20	Proposal to be reviewed by Board at January 2020 Worksession
Cencus 2020 Outreach Initiative	Town submitted a state grant for fund outreach materials and initatives for the 2020 Cencus.		Feb-20	Funding application submtd to the State for \$5,000
Town Media Relations	Town seeking proposals from firms to provide Media Relations services to the Town.	\$18,000/Yr	May-20	RFP up for Board review at Jan Worksession
MEA Town Solar Proposal	Town has been awarded \$25,000 for installation of solar panels on Town Hall, and upgrade LEDS at DPW.	\$23,000	Jun-20	RFP up for Board review at Jan Worksession
Parking Enforcement Vendor	Seeking proposals from qualified firms to manage the Town's parking enforcment softwear and ticketing system.	\$2,000	Feb-20	RFP up for Board review at Jan Worksession
FY20 Budget Amendment	Annual mid-year review/adjustment of the Town Budget.	\$0	Feb-20	Amendment being drafted by Finance for Board review at Jan WS
FY21 Budget Draft	Town Staff looking to change the budget process to be much more open and interactive to the Board and Public.	\$0	Jun-20	Budget calander being drafted for Board discussion at Jan WS
Funded Project- Placed on Hold				
Western Branch Waterway Park	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future,	\$400,000		Awaiting
Upper Marlboro Welcome Center	To rehabilitate the Old Stone Building to a Upper Marlboro welcome center	\$175,000		Placed on hold pending property being turned over to the Town
Unfunded Projects in the Feasibility Stage				
Chamber of Commerce		\$0		Board Members to be appointed in February 2020 by the next Board
Main Street Pocket Park	Small park in vacant lot at Main/Pratt. Project involves purchasing the lot and installing park furniture. Looking to fund this with a grant.	\$55,000		Discussed project with DNR, they reccomnd the Town purchase the proeprty (\$25,000) and they can provide grant funding for constrction.
Water Street Parking Lot	Construction of a parking lot on vacant lot along Water Street that could connect to the Church Street lot			
Paving of the Church Street Lot	Paving of the Church Street lot to attract more parkers.	\$35,000		Pending 2021 Town Budget initiatives. Looking to submit a grant in March 2020 for possible funding assistance with lot stormwater management.

# January 2020 Update

## Town of Upper Marlboro PROJECT TRACKER SPREADSHEET

Sasscer Field Upgrade/Spashpark				
Annexation Phase 2		\$		Awaiting direction from the Board.
MD Lynching Project- Upper Marlboro	Collaborate with the MD Lyching project to memorilize the three lynching victims in UM.	\$0		
Park Mobile Launch	No cost to Town, mobile app company that offers a parking payment app for on-street meters. This company is the most popular parking app in the DMV. Would make parking more convient. Company charges \$0.35 to user.	\$0		
Sustainable Maryland		\$0		Resolution for approval by the 2020/2021 Board in February
Main Street Maryland Program		\$0		Resolution for approval by the 2020/2021 Board in February
Potenital Town Legislation				
Food Truck Regulation Ordinance	To establish Town regulations on Food Truck operations			Draft for review by the 2020/2021 Board
Police Department Ordinance	To "officially" establish the powers and duties of the UM Police Dept.			Draft for review by the 2020/2021 Board
Emergency Operations Ordinance	Establish a line of sucession for the Presdient/Board, enable Presdient to declare a Town state of emergency			Draft for review by the 2020/2021 Board