

**Town of Upper Marlboro**  
**REGULAR TOWN MEETING MINUTES**  
**November 9, 2021 • 7:00 p.m.**

This meeting was conducted via Zoom Video Conference:

**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: Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson/ Town Clerk, Vickie Stewart

Also present: Patti Callicott, TUNHC; Brian Callicott TUMHC; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Evelyn Stephens Sustainable Communities; Ray Feldmann Feldman Communications; Greg Franklin; Robert Diss; Todd Frankenfield; Thomas Hanchett

**Pledge of Allegiance**

**President’s statement from the October 12, 2021 & October 26, 2021 Closed Session**

**Consent to the Agenda**

Motion was made by Commissioner Sarah Franklin to approve the Closed Session Summaries from October 12, 2021 & October 26, 2021 & Consent to the Agenda. Motion was seconded by Commissioner Duckett. Vote 3-3

**Approval of Meeting Minutes & Financial Reports**

Motion to table approval of the October 12, 2021 Regular Town Meeting minutes, Approval of the October 26, 2021 Board Work Session minutes and Finance Report & Approval of the Treasurer’s Report as of October 31, 2021 was made by Commissioner Franklin and seconded by Commissioner Duckett. Vote 3-3

**Reports**

Departments/Committees:

**Public Safety Report –**

**Incidents Reported in Town:**

Traffic Complaint 1	Commercial Alarm 5	Threat Complaint 1
Domestic Call 1	Check on Welfare 7	Hit & Run Call 1
911 Disconnect Call 2	Assist Fire/EMS 1	Armed Person 1

Vehicle Accident 1	Noise Complaint 1	Disorderly Call 6
Residential Alarm 4	Lost Property 1	Exparte 1
Suspicious Auto 1		

- **Chief Burse participated in conference call with the Prince George’s Chiefs Association.**
- **Chief Burse and Sgt. Irby conducted high visibility patrols throughout the Town.**
- **Chief Burse participated in the Swearing-in ceremony for Chief Jarrod Towers of the City of Hyattsville Police.**
- **Chief Burse participated in a Community Our Streets Our Future Event with State’s Attorney Braveboy in the Town of Bladensburg.**
- **Chief Burse and Staff hosted the National Faith and Blue Shredding Event with three local Town churches.**
- **Chief Burse attended the Annual Maryland Chief’s of Police Conference.**
- **Chief Burse attended the Funeral Mass Service for PFC Jimmy Sullivan of the City of Bowie Police Department.**
- **Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Summer Outdoor Movie Night.**
- **Chief Burse participated in the District 2 Coffee Club Meeting.**
- **Chief Burse participated in the Town playground Groundbreaking Ceremony.**
- **Chief Burse, Cpl. Brooks, Code Officer Stewart, and Town staff participated in the Town of Upper Marlboro’s Trunk or Treat Event.**

**Public Works –**

**Public Works Related**

- Dump trailer received from TWP Motorsports and outfitted with siderunner boards and tarp tie-downs. Tarp end pole was modified to work with implemented secure latch boards.
- DOE permits for refuse vehicles received.
- PW transported Leafgro to spread at the community garden.
- PWD attended the MML PWA quarterly meeting in Takoma Park where we had a presentation from Compost Crew.
- TA Snyder and I met with Mr. S. Weaver of Washington Gas and Justin Deckert of Pepco to discuss potential initiatives aimed at municipalities from each company.
- Crew lead Washington and I assisted with the playground groundbreaking ceremony set-up.

- PW assisted with set-up and traffic control for the Town's last movie night of the year, the Happy Leaf Festival, and Trunk or Treat events.
- PWD assisted with the faith in Blue Shred Event.

#### **Maintenance and Beautification**

- PW began tree trimming at TH, Old Mill Rd, Elm St, The Church St lot, and Monument.
- PWD received quotes from Greentree for tree removal services for TH and Spring Branch Properties.
- Performed routine site cuts.
- Serviced shop compressor in house.
- Fixed landscape trailer wiring issues in house.
- Began preening and tidying up of flower beds.

#### **Street and Sidewalk**

- Cleaned storm drain inlets around Town in preparation for Mid Atlantic floods.
- TA Snyder, Commissioner Franklin, and I walked potential trail routes with Robert Patten of P.G. Parks.
- Relocated speed sign to Old Crain Hwy and back to MD 725 to collect data.

#### **Weather Related Activities**

- PWC closed Water St Bridge due to Mid Atlantic flooding remnants.

#### **Refuse Accumulations**

- Bulk day accumulations for solid wastes (Landfill) are 3.87 tons. Bulk day accumulations for yard waste collections are 9.24 tons. We had no dump body rentals for the month.
- 162 new Town recycle bins assembled to date with the first delivery to a new resident on Old Crain Hwy.

**Finance Department –**

**REVENUE**

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
<b>Fines, Licenses &amp; Permits</b>			
6154	Franchise Fee	\$ 11,500.96	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ -	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 14,138.03	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 54,622.90	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 13,013.12	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 2,266.31	\$ 5,000.00
<b>TOTAL</b>		<b>\$ 95,538.32</b>	<b>\$ 240,869.00</b>

<b>Intergovernmental</b>			
6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 519.00	\$ 1,750.00
<b>TOTAL</b>		<b>\$ 27,463.49</b>	<b>\$ 38,620.00</b>

<b>Miscellaneous Revenue</b>			
6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ -	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6398	Other	\$ 1,453.85	\$ 1,000.00
<b>TOTAL</b>		<b>\$ 1,453.85</b>	<b>\$ 7,250.00</b>

<b>Taxes</b>			
6101	Commercial	\$ 111,911.96	\$ 189,541.00
6102	Non-Commercial	\$ 88,492.81	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 58,731.10	\$ 35,555.00
6105	Public Utilities	\$ 3,000.00	\$ 700,999.00
6106	Income Taxes	\$ 66,285.39	\$ 315,000.00
<b>TOTAL</b>		<b>\$ 328,421.26</b>	<b>\$ 1,417,793.00</b>
<b>Total Revenue</b>		<b>\$ 452,876.92</b>	<b>\$ 1,704,532.00</b>

**EXPENDITURES**

**GENERAL GOVERNMENT**

<b>Administrative Salary &amp; Wages</b>		<b>\$ 82,684.56</b>	<b>\$ 267,279.00</b>
<b>Payroll Deductions &amp; Benefits</b>			
8124	Employer Tax	\$ 16,731.54	\$ 59,000.00
8125	Pension Benefits	\$ 5,064.01	\$ 60,000.00
8126	Medical Employee Benefits	\$ 26,141.97	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
<b>TOTAL</b>		<b>\$ 47,937.52</b>	<b>\$ 235,800.00</b>

<b>Professional Services</b>			
8073	Accounting Services	\$ 4,500.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 1,748.66	\$ 5,000.00
8110	Town Attorney & Legal	\$ 10,746.00	\$ 55,000.00
8115	IT Support & Equipment	\$ 3,620.89	\$ 10,000.00
8205	Media Relations	\$ 12,000.00	\$ 18,000.00
8206	Government Relations	\$ 12,000.00	\$ 36,000.00
8207	Human Resource Services	\$ 3,980.00	\$ 12,000.00
8208	Planning Firm	\$ 18,865.00	\$ -
<b>TOTAL</b>		<b>\$ 87,460.55</b>	<b>\$ 174,000.00</b>

**Insurance & Benefits**

8120	General Liability	\$ 14,065.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 15,574.00	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 29,639.00</b>	<b>\$ 36,000.00</b>

**Operating**

8077	Public Notices	\$ 1,240.00	\$ 1,500.00
8080	Bank Charges	\$ 13,759.90	\$ 20,000.00
8086	Trainings & Memberships	\$ 2,569.01	\$ 5,000.00
8090	Postage	\$ 748.73	\$ 3,000.00
8092	Printing	\$ 3,206.66	\$ 7,500.00
8130	General Supplies	\$ 20,496.38	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 2,100.74	\$ 5,000.00
8161	Mobile Phones	\$ 823.96	\$ 4,000.00
8162	Town Elections	\$ 436.00	\$ 1,200.00
8165	Town Hall Utilities	\$ 6,085.38	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 4,059.50	\$ 10,000.00
8200	Other	\$ 1,539.50	\$ 2,000.00
	<b>Total</b>	<b>\$ 57,740.64</b>	<b>\$ 81,200.00</b>

<b>General Government Total</b>	<b>\$ 305,462.17</b>	<b>\$ 784,279.00</b>
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**PUBLIC SAFETY**

<b>Public Safety Salary &amp; Wages</b>	<b>\$ 72,107.41</b>	<b>\$ 401,620.00</b>
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**Public Safety Operating**

8273	Uniforms	\$ 147.74	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 1,560.33	\$ 5,000.00
8275	Training & Memberships	\$ 623.74	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 1,750.00	\$ 1,000.00
8280	Supplies	\$ 231.19	\$ 3,000.00
8281	Mobile Devices	\$ 1,128.65	\$ 5,000.00
8282	Association Dues	\$ -	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00

8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ 235.44	\$ 1,500.00
	<b>TOTAL</b>	<b>\$ 5,677.09</b>	<b>\$ 31,250.00</b>

6530.2022.03	<b>GOCCP State Aid</b>	<b>\$ 1,042.06</b>	<b>\$ 16,400.00</b>
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8330	<b>Debt Service</b>	<b>\$ -</b>	<b>\$ 32,626.00</b>
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<b>Public Safety Total</b>	<b>\$ 77,784.50</b>	<b>\$ 481,796.00</b>
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**PUBLIC WORKS**

<b>Salary &amp; Wages</b>	<b>\$ 53,599.65</b>	<b>\$ 225,600.00</b>
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**Public Works Operating**

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 74.03	\$ 1,500.00
8390	Streets Maintenance	\$ 948.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 5,978.62	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ -	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 552.32	\$ 3,500.00
8490	Mobile Phones	\$ 186.87	\$ 2,500.00
8170	Maintenance & Repairs	\$ 1,012.79	\$ 0,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 3,230.84	\$ 2,500.00
8493	Septic Tank	\$ 300.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00
	<b>TOTAL</b>	<b>\$ 12,358.78</b>	<b>\$ 61,080.00</b>

6530.2022.06	<b>State Street Scope</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>
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**Refuse Collection**

8546	Residential Waste Collection	\$ 14,857.19	\$ 41,124.00
8547	Residential Recycle Collection	\$ 3,283.50	\$ 9,834.00

8548	Bulk & Yard Waste	\$ 1,089.36	\$ 3,600.00
	<b>TOTAL</b>	<b>\$ 19,230.05</b>	<b>\$ 64,558.00</b>
	<b>Public Works Total</b>	<b>\$ 85,188.48</b>	<b>\$ 361,108.00</b>
	<b>Total Expenses</b>	<b>\$ 468,435.15</b>	<b>\$ 1,627,182.00</b>
	<b>Net Operating Income</b>	<b>\$ -15,558.15</b>	<b>\$ 0.00</b>

**OTHER FUND BALANCES**

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 5,035.75	\$ 1,042.06	\$ 16,400.00
Community Open Space	\$ -	\$ 6,894.77	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 29,073.28	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
<b>TOTALS</b>	<b>\$ 357,964.92</b>	<b>\$ 73,481.11</b>	<b>\$ 581,396.00</b>

**COMMITTEE BREAKDOWN**

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,048.82	\$ 2,048.82	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 39.99	\$ 39.99	\$ 750.00
Arts Council	\$ 2,738.89	\$ 2,738.89	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ -	\$ -	\$ 7,750.00
<b>TOTALS</b>	<b>\$ 4,827.70</b>	<b>\$ 4,827.70</b>	<b>\$ 17,750.00</b>

**Key Monthly Items**

1. ARPA
2. Debt Service Updates
3. Website Finance Improvements

**BALANCE SHEET**

<b>Bank Accounts</b>	
Operating Checking	108,380.76
Petty Cash	300.00
Payroll Account	2,796.66
M&T Checking	70,986.40
ARP Fund	331,539.82
Disbursement Acct	0.00
MLGIP	215,489.57
<b>Total Bank Accounts</b>	<b>\$ 729,493.21</b>

**Business:**

**Town FY 21 Audit Overview Presentation (Presentation)**

**Robert Diss with Lindsay & Associates provided a financial overview of the Fiscal Year 2021 Audit.**

**TUM 1<sup>st</sup> Municipality this year to have audit completed by Lindsay & Associates.**

**Committee Reports:**

**Greenwill Consulting**

*Was Not In Attendance & No Report Provided.*

**Historical Committee**

**Archive Session was held on October 16, 2021. Discussed the movie that was filmed in the Town. Bryan had photos of some of the buildings in the Town that were used in the film.**

**Quarterly Meeting will take place on Saturday, November 20, 2021.**

**Events Committee**

**Held 2 successful events: October Movie Night and Drive-Thru Town Trunk or Treat.**

**Upcoming: December 4<sup>th</sup>, tree lighting, caroling, fire, tree lighting and hot chocolate. Commissioner Franklin will be meeting with Town Staff & CERT President on Friday to go over the plans.**

**Sustainable Communities**

**The FIP Program has 3 applications for approval. There are also 3 interested parties who have not submitted applications. The total of the 3 applications submitted is \$77,000.00.**

**50% of that is the grant responsibility. \$38,500.00 the Town would be expected to reimburse the applicants.**

**Money shall be expended by the end of the year.**

## **Arts Council**

**Happy Leaf Arts Festival was held in October. A post evaluation has been conducted to gain feedback for next year.**

**Arts Council will meet again in December. Ronnie Humbertson has been provided the results of the mural surveys and will be a topic of discussion at the next Arts Council meeting.**

## **Green Team**

**Green Team approved bylaws and plan has been approved. Green Team has also been working hard on the community garden.**

**Hoping to harvest the community garden close to Thanksgiving and donating to Marlboro churches foodbank.**

## **CERT**

**CERT did not have a meeting this month. They participated in the Happy Leaf Festival, shred event and Town Trunk or Treat event.**

**CERT also participated in the pond clean up on October 23, 2021.**

## **Commissioner Reports**

### **Commissioner Franklin**

**Commissioner Franklin continues to work on the vision plan.**

### **Commissioner Duckett**

**No report provided**

### **President Pennoyer**

**Will provide report at the end of the meeting.**

## **Business**

- 1) Code Appeal: 14311 Rectory Lane (Board Discussion)**



**Motion was made by Commissioner Duckett to deny the appeal for code violation at 14311 Rectory Lane. Was seconded by Commissioner Franklin. Vote: 3-3**

**Town Administrator Kyle Snyder will send a letter to homeowner advising of decision of the Board of Commissioners.**

**2) Municipal Government Works Month Proclamation (Board Vote)**

**Town Clerk Hoatson read the proclamation.**

**Motion was made by Commissioner Franklin to approve the Municipal Government Works Month Proclamation. Was seconded by Commissioner Duckett. Vote: 3-3**

**3) Phase 2 & Phase 3 Annexation Tax Waiver (Board Vote)**

**Town Administrator Kyle Snyder provided an overview. There are 3 properties who will need modified town services because of road conditions. This is the reason for the tax waiver.**

**These are updated agreements. Services were edited. Also The length of this contract is a three year contract with a 2 year automatic update.**

**Mayor Pennoyer stated the having Valley Lane is important to the Annexation so now it is included in the Town boundary. A wrong has now been made right.**

**Motion was made by Commissioner Franklin to approve Phase 2 & Phase 3 Annexation Tax Waivers. Was seconded by Commissioner Duckett. Vote: 3-3**

**4) Selection of Town Attorney RFP #UM 2021-02 (Board Vote)**

**3 RFP's were received. One from Baltimore and one from Hagerstown. Kevin Best has done an amazing job for the Town of Upper Marlboro. He brought annexation under budget.**

**Motion was made by President Pennoyer to approve retaining the services of Kevin Best as Town Attorney. Was seconded by Commissioner Duckett. Vote: 3-3**

**5) Resolution 2021-25: To Authorize Automated Traffic Enforcement Vendor Contract (Board Vote)**

**Conduet revised their prices. Town Clerk Hoatson read it into the record.**

**Motion was made by Commissioner Franklin to approve Resolution 2021-25 pending positive legal review by the Town Attorney. Was seconded by Commissioner Duckett. Vote: 3-3**

**6) Resolution 2021-26: To Authorize DOE 2021-03 (Board Vote)**

**Town Attorney provided changes. Decision was made to table it until the Town Work Session.**

**Motion was made by President Pennoyer to table it until the work session. Was seconded by Commissioner Franklin. Vote: 3-3**

**7) Certify Election Results (Board Vote)**

**Town Clerk Hoatson read the certified election results into the record.**

**Motion was made by Commissioner Franklin to accept the certified election results. Was seconded by Commissioner Duckett. Vote: 3-3**

**Administrative Updates**

**Legislation, Projects and Initiatives**

**Town Administrator Kyle Snyder gave an update on legislation, projects and initiatives moving forward.**

**General Commissioner & Staff items:**

**Discussion was held about keeping a database regarding volunteers who support the Town. Possible background checks, applications. Issue will be discussed at an upcoming Work Session.**

**Public Comment**

**Patti Callicott asked about the pallets in the Western Branch. Town Administrator Kyle Snyder said that WSSC is surprised there are more in there. They will continue to pull them until complete.**

**Evelyn Stephens asked about the Old Marlboro Elementary School.**

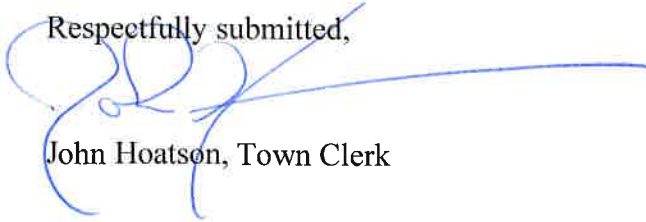
**The Town is still going forward with case filings. Topic will be discussed at a future meeting.**

**Patti asked if Event Committee was going to do anything for the 100<sup>th</sup> Anniversary of the Crain Monument. They would like to recreate the photo that is located across from the conference room. Event Committee will figure it out together.**

**President Pennoyer made a statement at the end of the meeting that after 6 years of service to the Town of Upper Marlboro, she will not be accepting the oath of office on December 13, 2021. It has been an honor and privilege to serve the Town. It is time for her to go.**

**November Regular Town Meeting adjourned at 8:30 PM**

Respectfully submitted,



John Hoatson, Town Clerk



