

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

March 22, 2022– 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://uppermarlbormd-gov.zoom.us/j/84992713786?pwd=WWpDNW1OS1B3cDdieUF4Ums5Tmk0QT09>
Passcode 942250; Webinar ID: 849 9271 3786; Dial-in only: 301-715-8592

6:30 PM

NOTICE OF CLOSED SESSION:

Tuesday, March 22, 2022, Virtual Meeting, Preceding The March Regular Town Meeting

Under General Provisions Article 3-305(b)(1)___ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

The Board of Commissioners propose to go into Closed Session on Tuesday, March 22, 2022, at 6:30 PM, preceding the March Regular Town Meeting to discuss duties of Finance Director and Contracts related to the position.

REGULAR TOWN MEETING AGENDA:

7:00 PM **Call to Order**

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

Approval of Meeting Minutes & Financial Reports

- Approval of the February 8, 2022, Regular Town Meeting minutes
- Approval of the February 22, 2022, Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of February 28, 2022

Reports

- Department Reports — Public Safety, Public Works, Finance, Administrative
- Committee Reports — Greenwill Consulting, Historical, Events, Sustainable Communities, Arts Council, Green Team and CERT
- Commissioner Reports

Business *Public comment will be taken prior to Business line items (3 minutes per item)*

- Resolution 2022-08: Departmental ARPA Spending Approvals (Board Vote)
- Resolution 2022-09: Sparks@Play Phase 2 & 3 Playground Contract Approval (Board Vote)
- Town Hall Re-opening Plan (Board Approval)
- Finance Director Replacement Plan (Board Approval)
- Structure of Government Survey (Board Approval)
- Special Events Permit Application- Family Justice Center Walk (Board Approval)
- FY23 Budget – Town Tax Rate & Revenue Overview (Board Discussion)
- Economic Development Firm RFP (Board Discussion)

Administrative Updates

- 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

Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner

Public Comment Procedures

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall 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 notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

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 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO.”**

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum time limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

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.

**When the meeting is held on a virtual platform, please sign-in with your
First and last name and raise your hand to comment on an item.**

Town of Upper Marlboro

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ACTION REPORT - REGULAR TOWN MEETING

February 8, 2022 – 7:00 PM

Call to order 7:05 PM

Roll Call:

President Sarah Franklin

Commissioner / Treasurer Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Town Administrator Kyle Snyder

Police Chief David Burse

Public Works Superintendent Darnell Bond

Finance / HR Director William Morgan

Town Clerk John Hoatson

Attendees:

Brian Callicott - TUMHC

Joe Hourcle' – Board of Elections

Ray Feldmann – Feldmann Communications

Monica Williams – Marlborough Towne HOA

Evelyn Stephens – Sustainable Communities

Jacob Moore – Greenwill Consulting

President Franklin provided the statement from the February 8, 2022 Closed Session. Closed Session was held to discuss awarding a road engineering contract, playground fence vendor selection and discuss an employee matter.

Black History Month Proclamation Reading & Vote:

Clerk John Hoatson read the Black History Month Proclamation.

Motion was made by Commissioner Duckett to approve the Black History Month Proclamation. It was seconded by Commissioner Hanchett. Vote: 4-4 Duckett, Franklin, Hanchett, Lott.

Approval of Meeting Minutes & Financial Reports -

Approval of the January 11, 2022, Regular Town Meeting minutes

Approval of the January 25, 2022, Special Town Meeting minutes

Approval of the January 25, 2022, Board Work Session minutes

Finance Report & Approval of the Treasurer's Report, as of January 31, 2022

Motion was made by Commissioner Duckett and seconded by Commissioner Hanchett. Vote 4-4 Franklin, Duckett, Hanchett, Lott

Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk's Office**

Project Tracker and Updates -

Town Administrator Kyle Snyder gave a report on Town projects. Big highlight is Town is distributing test kits and masks on Wednesday and Fridays. Items are for Town residents only. Received almost 200 kits from the County.

Public Safety Report –

Incidents Reported in Town:

Property Damage 1	Commercial Alarm 8	Traffic Complaint 2
Domestic Call 1	Check on Welfare 4	Property Damage 1
Vandalism Call 1	Armed Person 1	Theft Call 1
Vehicle Accident 3	Hold-up Alarm 1	Disorderly Call 3
Suspicious Person 4	Unknown Trouble 1	Break-in Progress 5
Suspicious Auto 3	911 Disconnect 1	

- **Chief Burse participated in the Prince George's Chiefs Association meeting.**
- **Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.**
- **Chief Burse and HR Director Mr. Morgan had a virtual call with the Town HR Firm.**

- Chief Burse met with a Security Company and discussed security upgrades to Town Hall.
- Chief Burse, Mayor Franklin and Town staff had a preliminary Marlboro Day planning meeting.
- Chief Burse participated in a call with the Federal Bureau of Investigations about the Texas Synagogue hostage incident.
- Chief Burse participated in the States Attorney's Office Carjacking Task Force meeting.
- Chief Burse participated in a virtual meeting with the Marlborough Towne HOA members.
- Chief Burse participated in the Maryland Chiefs of Police meeting.
- Chief Burse participated in the District 2 Coffee Club meeting.
- Chief Burse participated in the Public Safety Leadership Roundtable Discussion with Prince George's County Family Service and Domestic Violence Unit.

Public Works Report –

Public Works Related:

- PWD spoke to Park Ranger about closing of the CAB boardwalk ahead of Winter Weather Event (WWE 1) due to number of verbal complaints.
- PWD attended the Marlboro Day advance planning meeting.
- PWD attended virtual MMLPWA meeting where there was a presentation on ARPA funds by Hyattsville's ARPA manager Patrick Paschall.
- Ford F-650 was re-ordered but vin number not yet assigned due to backorder of diesel and air brake components.
- Stripping and waxing of tile floors at TH completed the weekend of the 22nd.

Maintenance and Beautification:

- PWC began deep clean of shop area to work on deep storage of items not frequently used.
- PWC worked on a host of plow, spreader, and tractor issues in between winter weather events. Most items fixed in house; others outsourced to local shops.
- Parts ordered for old salt spreader, install date TBD.
- Completed removal and storage of Christmas decorations around Town.
- Received first quotes for perimeter playground fence and downed section at PW.
- Had a site visit at the community garden to review and approve map for MOU.

Street and Sidewalk:

- PWC cut and removed all fallen branches along Marlborough Dr. Also, removed any remaining suspended hazards above the roadway.
- PWC assisted with fixing parking meters along Main St. and Gov Oden Bowie Dr.
- PWD reported multiple downed trees on wires to Pepco for removal.

Weather Related Activities:

- The Town had four wintry weather events that prompted a response from PW.
- Ahead of WWE 1, all equipment was mounted, maintained, and tested.
- After WWE 1, PW worked with UMPD to perform snow pushbacks along streets within Town.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.33 tons. Bulk day accumulations for yard waste collections are 9.44 tons. We had no dump body rentals for the month.

Finance Department –

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 13,317.81	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 1,560.00	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 22,930.73	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 94,457.31	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 19,277.90	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,421.83	\$ 5,000.00
	TOTAL	\$ 154,965.58	\$ 240,869.00

Intergovernmental

6240	Financial Corporation Tax	\$	9,144.52	\$	9,145.00
6260	Highway User Fee	\$	17,799.97	\$	27,725.00
6310	Disposal Fee Rebate	\$	1,038.00	\$	1,750.00
	TOTAL	\$	27,982.49	\$	38,620.00

Miscellaneous Revenue

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
6396	Other	\$	1,683.15	\$	1,000.00

	TOTAL	\$	1,683.15	\$	7,250.00
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Taxes

6101	Commercial	\$	141,491.86	\$	189,541.00
6102	Non-Commercial	\$	208,978.20	\$	171,698.00
6103	Delinquent - RE	\$	-	\$	5,000.00
6104	BPPT - FY2022	\$	60,713.44	\$	35,555.00
6105	Public Utilities	\$	660,686.40	\$	700,999.00
6106	Income Taxes	\$	129,285.86	\$	315,000.00
	TOTAL	\$	1,201,155.76	\$	1,417,793.00

	Total Revenue	\$	1,385,786.98	\$	1,704,532.00
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EXPENDITURES**GENERAL GOVERNMENT**

	Administrative Salary & Wages	\$	162,310.91	\$	257,279.00
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	Payroll Deductions & Benefits				
8124	Employer Tax	\$	37,680.06	\$	59,000.00
8125	Pension Benefits	\$	70,372.84	\$	60,000.00
8126	Medical Employee Benefits	\$	40,687.44	\$	110,000.00
8128	Life Insurance	\$	-	\$	6,800.00
	TOTAL	\$	148,740.34	\$	235,800.00

Professional Services

8073	Accounting Services	\$ 9,000.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 2,681.10	\$ 5,000.00
8110	Town Attorney & Legal	\$ 33,825.28	\$ 55,000.00
8115	IT Support & Equipment	\$ 8,228.76	\$ 10,000.00
8205	Media Relations	\$ 12,000.00	\$ 18,000.00
8206	Government Relations	\$ 21,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 6,965.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ -
	TOTAL	\$ 139,513.71	\$ 174,000.00

Insurance & Benefits

8120	General Liability	\$ 15,721.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 19,489.62	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 35,210.62	\$ 36,000.00

Operating

8077	Public Notices	\$ 1,300.00	\$ 1,500.00
8080	Bank Charges	\$ 25,221.22	\$ 20,000.00
8086	Trainings & Memberships	\$ 3,764.15	\$ 5,000.00
8090	Postage	\$ 1,253.12	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 7,500.00
8130	General Supplies	\$ 29,576.02	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 3,543.70	\$ 5,000.00
8161	Mobile Devices	\$ 3,543.91	\$ 4,000.00
8162	Town Elections	\$ 2,103.62	\$ 1,200.00
8165	Town Hall Utilities	\$ 10,194.56	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 8,089.20	\$ 10,000.00
8200	Other	\$ 2,068.22	\$ 2,000.00
	Total	\$ 97,363.47	\$ 81,200.00

	General Government Total	\$ 583,139.05	\$ 784,279.00
PUBLIC SAFETY			
	Public Safety Salary & Wages	\$ 171,215.16	\$ 401,620.00

Public Safety Operating

8273	Uniforms	\$ 1,825.95	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 4,674.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,465.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 1,000.00
8280	Supplies	\$ 363.09	\$ 3,000.00
8281	Mobile Devices	\$ 2,003.44	\$ 5,000.00
8282	Association Dues	\$ 265.00	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00
8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	TOTAL	\$ 12,682.42	\$ 31,250.00

6530.2022.03	GOCCP State Aid	\$ 2,902.92	\$ 16,400.00
8330	Debt Service	\$ 16,262.46	\$ 32,525.00
	Public Safety Total	\$ 200,160.04	\$ 481,795.00

PUBLIC WORKS

	Salary & Wages	\$ 119,345.80	\$ 225,500.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 12,644.48	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 851.16	\$ 3,500.00
8489	Mobile Phones	\$ 280.25	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 5,188.68	\$ 2,500.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00
	TOTAL	\$ 27,275.94	\$ 61,050.00

6530.2022.06	State Street Scape	\$ -	\$ 20,000.00
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Refuse Collection

8546	Residential Waste Collection	\$ 26,451.86	\$ 41,124.00
8547	Residential Recycle Collection	\$ 5,758.50	\$ 9,834.00
8548	Bulk & Yard Waste	\$ 1,742.46	\$ 3,600.00
	TOTAL	\$ 33,952.82	\$ 54,558.00

	Public Works Total	\$ 180,574.56	\$ 361,108.00
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	Total Expenses	\$ 963,873.65	\$ 1,627,182.00
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	Net Operating Income	\$ 421,913.33	\$ 0.00
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	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 13,942.48	\$ 2,902.92	\$ 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	\$ 152,810.11	\$ 281,246.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
TOTALS	\$ 357,964.92	\$ 199,078.80	\$ 581,396.00

COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 94.99	\$ 94.99	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,575.08	\$ 5,575.08	\$ 17,750.00

Committee Reports —

Greenwill Consulting:

Jacob Moore with Greenwill gave his report. Been a weird session with a hybrid approach. House is planning virtual meetings for the remainder of the session. As of February 14th, the Senate will be open for in person testimony and hearings. Quick start to session this year especially with Governor Hogan's 6.8-billion-dollar budget which includes a huge surplus. Session will be looking through budget and moving things around.

\$192,000 for the Upper Marlboro Community Playground is included in the budget for a splash pad. There is also a bond bill being introduced by Senator Watson.

Historical Committee

Historical Committee is working on a presentation to provide to the Commissioner about the history of the Town. Quarterly meeting will take place on February 19, 2022. Historical Committee is also working on the centennial of the monument celebration. "Memories and Morsels" will take place in June and September.

President Franklin stated that Town Administrator Kyle Snyder has been in contact with SHA (State Highway Administration) regarding the monument celebration.

Events Committee

Marlboro Day is scheduled for Saturday, May 14, 2022. Only closing Governor Oden Bowie drive for the festival. Working on parking issues at the CAB. Hopefully the sign-up forms will be ready in two weeks.

Sustainable Communities

MNCPPC Coordinator is leaving as of December 31, 2022. Sustainable Communities will likely be assigned another Coordinator.

Received another \$50,000.00 from FY 2022 State Grant. Currently have \$100,000.00 to distribute to businesses with building improvement program.

Evelyn Stephens and President Franklin met on February 2, 2022. There is still discussion to be had about a restructure of Sustainable Communities.

Arts Council

Currently working on the implementation grant for the 2 art murals in the downtown section. Also obtaining consent from the property owners.

Ronnie Humbertson is also working on an art exhibit at Town Hall. Each month a new artist will be featured.

Next meeting of Arts Council is February 21, 2022.

Green Team

Green Team is currently working on bylaws, budget and mowing agreement for the community garden.

CERT

118 volunteer hours for CERT during the month of January.

CERT meets the second Saturday of the month.

Commissioner Reports –

Commissioner Duckett – No Report

Commissioner Hanchett – No Report

Commissioner Lott – No Report

President Franklin – Went to a bill signing with President Biden and Vice President Harris in Largo, Maryland.

President Franklin met with Maryland Milestones along with Brian Callicott.

Discussion was about a Civil Rights Trail. They are in the signage phase of the project.

Maryland Milestones is going to look at the Town of Upper Marlboro pocket park.

Town of Upper Marlboro should be able to join the Civil Rights Trail with all the information that Brian Callicott put together about the History.

Business

- **Ordinance 2022-01 – Budget Amendment (Board Vote)**

Revenue side:

Finance / HR Director William Morgan spoke about Ordinance 2022-01. Increased Business License Fees. \$23,000.00 has been brought in. Has been increased to \$28,000.00.

Parking meters was decreased because of use during this fiscal year due to COVID-19.

Expense side:

Decreased some salaries and wages. Vacancies in Police Department and Public Works Department.

Grants have been increased.

American Rescue Plan – Town received the allocation that was allotted to them.

Brian Callicott provided public comment. Can American Rescue Money \$281,000.00 be used in the general fund?

William Morgan stated that the ARPA money can be placed in the general fund.

Patti Callicott wanted to know if they had time to answer her questions.

President Franklin stated that William Morgan did place some of the items into his presentation.

President Franklin did set up a meeting between William Morgan and Patti Callicott on February 15, 2022.

Motion was made by President Franklin to approve Ordinance 2022-01 Budget Amendment. It was seconded by Commissioner LottDuckett. Vote: 4-4 Duckett, Franklin, Hanchett, Lott.

Ordinance 2022-01 Budget Amendment passed.

- Resolution 2022-03 – Road Engineering Firm Selection (Board Vote)

Town Administrator Kyle Snyder provided a summary of Resolution 2022-03 Road Engineering Selection. Wants a comprehensive street project in place.

Also want to be looking at sinkholes in the Town.

President Franklin stated cost is more than anticipated it would be. She wants this project to be done right. Does not want road problems after this project.

Commissioner Duckett said she is ready for the project to move forward. Commissioner Hanchett and Lott agreed.

Brian Callicott stated that Granite was working on Church Street and looking at sinkholes.

President Franklin stated she is not happy with the communication between Granite and the Town.

Darnell Bond stated there is a second inspector for the Upper Marlboro area. The 1st inspector is taking some sort of leave. They are trying to get in touch with the second inspector to find out how to move forward.

Motion was made to approve Resolution 2022-03 Road Engineering Firm Selection and award the contract to Meade and Hunt by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-03 Road Engineering Firm Selection passed.

- Resolution 2022-05 – Town Meeting Regulations (Board Vote)

Town Administrator Kyle Snyder provided a summary of Resolution 2022-05 Town Meeting Regulations.

Updating Resolution passed back in 2019. Resolution has been treated more like an Ordinance.

Town Meetings will be 4th Tuesday and Work Sessions will be 2nd Tuesday of each month.

There will be a February Work Session, March Work Session and March Town Meeting if Resolution passes.

President Franklin stated that she wanted rules to vote under certain conditions at Work Sessions.

Patti Callicott offered public comment. Stated that rules keep changing for each meeting. Wants to ensure that citizens are able to make public comment. Has concerns about Resolution 2019-02. It was approved and adopted without public comment.

Joe Hourcle stated changes to voting in Work Sessions needs to say all of those must be true not any one must be true.

Motion was made to approve Resolution 2022-05 Town Meeting Regulations by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-05 Town Meeting Regulations passed.

- Resolution 2022-06 – Red Light locations (Board Vote)

Chief Burse stated they are looking to add 202 and 725 (three way intersection) once annexation takes place. 301 NB and SB on 301 on Marlboro Pike in both directions. There will be a total of 5 red light cameras.

Joe Hourcle wanted to know if traffic studies have been done to determine speeding is an issue in these areas.

Chief Burse stated that the traffic studies are being done now.

Motion was made to approve Resolution 2022-06 Red Light Locations by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-06 Red Light Camera Locations passed.

- **Resolution 2022-07 – Ratification of Election Date Proclamation (Board Vote)**

Town Administrator Kyle Snyder provided a summary of the Resolution. This moves the election date from January 25, 2022 to February 22, 2022.

Motion was made to approve Resolution 2022-07 Ratification of Election Date by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Resolution 2022-06 Ratification of Election Date passed.

- **Playground fence vendor selection (Board Approval)**

Town Administrator Kyle Snyder wants the board to approve a 4ft black vinyl chain link perimeter fence. Recommendation was for J Thompson Fence LLC. They have been very responsive. Reached out to 4 companies. Fence will be installed in the Spring.

Charles Colbert was concerned about the fence in the Town slide.

Motion was made to approve J. Thompson Fence as fence vendor by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Playground fence vendor selection was approved.

- **Brush/Mowing Agreement for Community Garden (Board Approval)**

Church has provided comments and there needs to be more time to address them. Will be in the new annexed area.

Brush mowing agreement was tabled pending additional feedback.

Motion was made to table the Brush Mowing Agreement by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Brush Mowing Agreement was tabled until February 22, 2022 Work Session.

- **FY 2023 Budget Calendar (Board Approval)**

Dates will be on Tuesdays at noon.

Budget sessions usually run an hour.

Budget sessions will be recorded so residents can watch it.

Motion was made to approve the FY2023 Budget Calendar by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

FY 2023 Budget Calendar was approved.

- **Town Events Calendar (Board Approval)**

Memories and Morsels was added to the calendar in June and September.

A question mark will be placed next to the Crain Highway Monument Anniversary celebration.

Joe Hourcle is going to propose to make a change to the September Memories and Morsels so that it not conflicting with the Crain Highway Monument celebration.

Evelyn Stephens wanted to know if the calendar was fluid?

President Franklin stated it is not fluid. Any changes will have to come before the Board of Commissioners.

Motion was made to approve the Town Events Calendar by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Town Events Calendar was approved.

- **COVID-19 Response Policy & Town Vaccine Policy (Board Approval)''**

Town is 100% vaccinated.

If someone tests positive for COVID-19 protocols are in place.

Motion was made to approve the COVID 19 Response Policy & Town Vaccine Policy by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

COVID-19 Response and Town Vaccine Policy passed.

- **Coduent Contract Amendment (Board Approval)**

Chief Burse stated this is not changing the dollar amount. Only making it 5 red light cameras.

Motion was made to approve the Conduent Contract Amendment by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 4-4: Duckett, Franklin, Hanchett, Lott.

Conduent Contract Amendment passed.

- **Certification of Candidates (Board Approval)**

Town Clerk John Hoatson announced the three candidates for the Special Town Election on Tuesday, February 22, 2022. Robert Barber, Derrick Brooks, Charles Colbert. There will be a virtual candidate forum on Thursday, February 17, 2022.

Public Comment

Brian Callicott – Wants to ensure that Public Comments is important.

President Franklin stated that there will be some new web portals coming out.

President Franklin made a motion to adjourn the meeting. It was seconded by Commissioner Duckett. Vote: 4-4: Duckett, Franklin, Hanchett and Lott.

Meeting was adjourned at 8:45 PM.

Respectfully Submitted,

**John Hoatson
Town Clerk**

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - WORK SESSION

February 22, 2022 – 7:00 p.m.

Call to order at 7:02 PM

Roll Call:

**President Sarah Franklin
Commissioner Janice Duckett
Commissioner Thomas Hanchett
Commissioner Karen Lott
Deputy Clerk Lucy Wade
Police Chief David Burse
Town Administrator Kyle Snyder**

Business

1) Approval of Community Garden Shared Use Agreement (Board Vote)

President Franklin stated that we have just about the final version of the community garden use agreement between the town and Providence St. John Baptist Church for the Green Teams Community Garden located at the 5607 Old Crain Highway.

It shows what the town is going to be responsible for and what the church is responsible for, and it is an annual agreement. (renews annually automatically unless someone else cancels it).

The garden itself is maintained and has liabilities in it that Kevin J. Best the Town's Lawyer made sure were in the agreement and makes sure that everyone is acting lawfully at all times and will carry insurance on it.

President Franklin provided written public comment from resident, Patti Callicott. It was read so that it could be made part of the record. She did not see the map in the exhibit 1. The exhibits are not always included so that is something the town will need to work on. What is the impact of public works? Who pays for the plants, who waters the garden? How is this being advertised to the town? What are the hours and who pays for the maintenance? Also is there a budget item to accommodate this understanding?

President Franklin stated, it is minimal impact on Public Works. They are coming once a week. Everything else is done through the Green Team and the Green Teams Bylaws which they will be establishing.

this agreement is being done now because, there are ground bees and those ground bees will attack the volunteers and they will attack our staff if we do not get the brush mowed down initially while it is still cold.

President Franklin stated we are adopting this so that we can go ahead and mow, but they will not be able to implement. The Green Team is going to have bylaws for the garden. They are going to have hours for the garden and all of will need to be worked out with the church.

The issue right now is simply an agreement that allows the towns staff to go on site and make the lot safe for volunteers.

Action Item: A motion was passed to approve the community garden share use agreement. 4-4 All the commissioners agreed and the motion passes.

2) Structure of Government (Board Discussion)

President Franklin stated this part of the agenda is really the first time they are talking about this in a public forum.

The town is going to have five commissioners and that means changes need to be made; comments were heard from residents wanting to see things done a little differently.

Opened the discussion with commissioners and residents on how our government is structured and this is sort of an outline of the topics that they will be discussing.

President Franklin's hope tonight, was that they would first give the public the chance to say what they would like more information on X, Y, Z and talk about how they might engage them.

President Franklin would like to see the town do a combination of outreach. Such as survey monkeys and some outreach at community events, for example, Marlboro Day.

Discussions at the work sessions and also a few special Saturday sessions or something at a different time so that residents who cannot come to these normal sessions could come to a special session to talk about what they like to see from the structure of government.

Commissioner Duckett stated start with the survey monkey to put out a few of those ideas and find out which one best work for the residents, that would be a great start. All mentioned are viable options and something that we need to explore.

Commissioner Hanchett wanted to ensure that there will be at least two to three weeks' notice for any special meetings.

President Franklin confirmed, yes. They want the public to be able to plan. They should start with a survey monkey and then go from there with more public outreach, so they have more detailed input.

President Franklin, stated this is the first of many chances to participate in this and if anyone sees this after the fact and have questions, they should send an email to info@uppermarlboromd.gov

Action Item: Have staff develop a survey monkey to review at either the next March Work Session or Town Meeting.

3) Committee By-laws (Board Discussion)

President Franklin stated that the committees are doing great work. Only two of our committees have adopted bylaws; she would like to see all the committee bylaws in front of the board so they can be approved.

Due to COVID-19, all committees should include virtual meetings in all the bylaws before approved.

President Franklin would like to recommend members being appointed by moving their current date forward and not have appointments in December of every even number year.

Some committees and residents are saying that all committees should be open to the people who want to do the events and not just town residents.

Town expenditures should be processed by the committee's treasurer or through Commissioner Janice Duckett as they are trying to expand this role.

Commissioner Duckett state there should be collaboration with the heads of the committees to find out what works best in recruiting more volunteers. Utilizing the Constant Contact more when they have events and the committees actively recruiting during these events would be helpful. Finding out what folks are actually interested in and having the information ready. Showing up to public events and the committees take the action to actively recruit.

Commissioner Hanchett stated that it would be a good idea to advertise, put out mailers.

President Franklin stated having iPads on site and taking the information right then, as to not lose volunteers which, makes for good tracking. The commissioners have iPads and maybe the committee heads can have them as well if available. Also, a handy half page form to collect volunteer information/interest.

President Franklin stated all the committees need a commissioner and that will be worked on once the new appointed commission is on board.

Patti Callicott asked, with the exception of CERT, none of the bylaws have been approved although the committees have been functioning for 3 years. Essential for committee members to be residents of the town, town funding without approved bylaws.

Brian Callicott is for committee members not being a part of the town. He requested that the committees have some kind of boilerplate language they could use for COVID-19/virtual meeting language to have uniformity when writing the bylaws.

President Franklin will work with the staff to send a memo out to each committee about virtual/boilerplate language they can use. Maybe use the CERT Teams language.

TA Snyder said the Arts Councils Bylaws will be emailed soon.

Action Item: President Franklin would like to move forward with the approval of the Events Committees bylaws because they have been waiting for 3 years.

4) Annexation Plan (Board Discussion)

President Franklin stated this is just a starting point for discussion on annexation.

TA Snyder, provided a map with the current town limits the annexation for phase two and three in place. Should be finalized but is not. Obviously to build for services, a rough outline of future areas and its 5-to-10-year plan was provided.

Commissioner Duckett stated it is not a bad start, Area C (The Villages, jail area, Brown Station Road, and the Amish Market) are natural progression for the town. She recalled that Senator Peters mentioned this area the town should be focusing on for annexation. It is important that these areas know what the town can do for them/support them. Get input from Chief Burse and Director Bond to make sure these are good next steps for the town.

President Franklin stated make natural progressions outward from the direction the town is currently in; make sure the community that the town is annexing is ready to come in. Also, know what their interest level is. It would be good to have some kind of target; have some initial mailings and get feedback.

Brian Callicott said what is the primary driver for the town behind the growth to this future phase three and four?

President Franklin said the towns failure to grow in the past has created situations outside of town that affect the town. The town needs to have more power to address situations but currently are not able to because they are not part of the town. The town need more base to be able to

bring in more money. Not just tax base money, there is grant money available that the town cannot apply for, and lots of services but, cannot receive because the town is too small.

Being able to create networks especially trail networks, pathways, green spaces, and parks is the kind of thing area is needed to plan for.

Brian Callicott, said how do you know lessons learned? How do you know if the town has grown too fast and does not have growing pains/unintended consequences? If you have never done it before and then go out there and keep on going as fast as you can, you may not be able to accommodate it all.

Commissioner Duckett stated a lot of thought, discussions, and planning are taking place moving forward that this is something that the town can truly accommodate to not put the town in a bad situation. We would never move ahead irrationally without making sure that it is a good fit for the town and that we are viable and able to support all the needs of our additional residents.

President Franklin stated we are talking about this now because it is important to this board that the public have an opportunity to participate in the discussions early and often.

Patty Callicott's question was, why was the annexation delayed and placed on hold? How long will the annexation be on hold and what is the impact on the next budget?

President Franklin stated the annexation has been placed on hold because the town has received a petition for referendum before we can move forward. We have to verify that everyone who signed the petition is actually qualified to do so. We have been advised by the attorney that we need rules and data to do this, in the meantime, we are on hold. We are in a legal limbo, and we cannot provide services to those areas.

Action Item: We are collecting the data and establishing the rules with the advice of the attorney and when that comes out, you will be informed.

5) FY23 Budget (Board Discussion)

Having a sustainable budget for the goals the board selected for their term in office. Budgets are planning documents and that is how you achieve goals.

Some initiatives can be done without money. However, a budget is setting the goals of what projects you want and to see what initiatives you want to push to fund.

Will Morgan stated we wanted to bring up those items that affect the budget and how it has affected the budget in the past, the last two or three years has been by a lot of grant opportunity.

Grants continue to supplement the budget in many ways, but also, to increase those visible improvements throughout the community as well.

Commissioner Goals:

Mayor Franklin, roads, and recreation

Commissioner Duckett, flooding mitigation of the roadways, road paving and improvements.

Commissioner Hanchett, roads and green spaces

Commissioner Lott, youth activities

Action Item: in addition to the grant writer, TA Synder will be working with Meade & Hunt; they have an on-staff person who does all their grants. They assist municipalities in getting funding. They make money and the municipality gets even more out of it.

Codification Firms (Board Discussion)

- 6) The town has been discussing codification for about 10 years. Kudos to our Town Clerk, John Hoatson who reached out and provided proposal for three companies: General Code, Municode and Board Docs.**

Codification firms through their legal teams, specialize in taking all the legislation from a town or city and putting in one searchable website.

The towns website currently is not user friendly the way categories are broken down and searching is difficult.

Recommendation from the staff to use Harbor funds for codification.

With the shift to virtual, we want our codes and regulations to be accessible by the residents online because that is where they are going, to the town's website for information.

Town Clerk John Hoatson is recommending, Municode. They seem to be the leader of other municipalities. They also came in a little cheaper overall when you look at their annual maintenance fee and they also have more services included in it in the general code.

President Franklin personally finds Municode to be user-friendly and they are going to be a much cheaper annual maintenance fee.

Commissioner Duckett is in agreement with Municode and would be excited to see this implemented and being able to use it and see that the residents are being able to benefit from this as well.

John Hoatson said that Municode's fee can be split over a 2-year period.

TA Snyder, Municode has features you can download into word doc, print, or share links and email. It can be divided up into different chapters. They are also able to look at our charter and keep it updated. It really will help the town with meeting packets, the agenda building, and it is really all-inclusive.

Municode much cheaper annual fee that is always being updated and a large front fee. It will basically pay for itself if it makes people's job easier.

Patty Callicott's questions: codification firms, what are the requirements? Grant funding available?

President Franklin stated we have addressed two of her questions and then there's just a part of one of her questions that Mayor Franklin is not sure what it means so, she is going to ask her to come back with it at the next meeting.

Action Item: encouraged commissioners and staff to review the proposals and the packet to see what they do.

7) Resolution 2022-08 ARPA Spending (Board Discussion)

TA Snyder stated the board approved an APRA spending plan. Resolution 2022-08. Broke down 25,000 for each of the three departments for items/COVID impact on the budget.

Codification got cut out of the FY20 budget.

Now using our ProFunds to get these items back on track. So just put up between general items and some of the big-ticket items.

General government codification town ordinance charter around \$10,000. Seven to eight thousand between the two firms that the town is looking at with the annual fee. It will come around \$10,000 on the other big ticket.

TA Snyder stated One item we are looking to update is the cable access channel to digital. Right now, it is analog and is not easy to upgrade so we are asking to go with a local firm that works with cable access. It will be able to switch and upgrade the town to a digital format this is going to cost around \$2,600 for equipment updates and then in the proposal they also charge \$180 per month but that is something we can discuss if moving forward out of the general government budget.

Technological purchases that were made such as commissioners getting iPads with access to the Verizon Data Network, some zoom webinars and just general zoom subscriptions that the town pays for.

TA Snyder said the phone system upgrade from regular Verizon lines to an internet-based hosted system that will allow for easier remote work, if an emergency happens, a snowstorm; the government can still operate as normal even if no one is physically at Town Hall. It allows you to log into a computer and cell phone to be able to program the town hall system to forward messages. It also comes out as a cost saving because the town is paying for six Verizon lines right now and those would pretty much all go away and would be hosted over the internet which the town already has. This has already been put in motion because it is under \$2000.00

This is with the town's existing phone system host McEnroe who the town went with when the new town hall was built and had to buy the new phone system. In the next 30 days the town will see those systems up and running.

President Franklin stated if Director Bond had his voice back or was well, he would say "If they are going to purchase the used truck, if they have to wait for board to pass a resolution that by the time, they did so the used truck would have been purchased."

President Franklin, supports the idea of passing one resolution instead of 6 resolutions.

Will Morgan said a part of this resolution was put on board because the Treasury was wanting the municipalities to be more transparent in using the funds. He would want to use them the right way. This is only for 75,000 of the \$650,000 of the ARPA funds that we received but this is not all in \$25,000 per department.

Chief Burse knows that the Motorola police radio may be a sticker shock to many but that is just what it cost. He's going to try to see if he can get it cheaper but that is the quote that came from the vendor that was given to everybody in a municipality and unfortunately that is just the cost that we must pay for a radio. The radio is encrypted. It has multiple channels. It allows you to talk to every agency in Prince George's County as well as DC.

Commissioner Duckett stated these are things that we are going to need to invest in anyway. We need it now and we are going to need it in the future. We need to look into being able to continue to move forward with our annexation because we need to be able to provide all of these types of additional accoutrements that our different departments need to service our local community as well as those that are hopefully and potentially going to be annexed in.

Action Item: Some items are under \$2,000 the board can move forward with.

8) Intern Program

Kyle Snyder stated that before the pandemic the town hosted an internship program partnered with Employ Prince George's KEYS (Knowledge Equals Youth Success) for the summer interns.

Interns for Public Works, one for the Police Department and two for General Government which was really beneficial.

They were helpful with mailers, Director Bond taught them how to use the Public Work equipment and they were all around helpful with different functions/projects i.e., website helps and developed some social media.

Ages 18 to 25. Fresh out of high school, not currently in college, or possibly currently in college.

TA Snyder stated the town could request town interns or put a preference out for town and more local people to come on board. The KEYS program may be able to set the preference. If we know of any town residents or younger town residents' for this program.

TA Snyder stated if we get another spiking of COVID we will have to re-evaluate as we look to reopen Town Hall.

President Franklin loves the idea of interns, new fresh ideas, working with young people and helping them get themselves going while helping the town.

If we did not go through the keys program, how would we fund the interns? How much do they get paid through keys?

Kyle Snyder stated the town would need to consider whether we wanted to fund this effort and how many positions we want. Kyle Snyder will find out he said it is close to minimum wage. We would have to pay everyone or no one.

Commissioner Duckett is for the intern program. It is the way to get our future leaders and their parents involved in government. It is going to be a win-win.

Action Item: Kyle Snyder will find out how much it would cost to fund the interns if the town does not go with the KEYS program.

President Franklin proposed that they go into Close Session.

Board of Commission Work Session Adjourned at 8:15 PM

Respectfully submitted,

**Lucy Wade
Deputy Clerk**

Town of Upper Marlboro
March 2022 Treasurer Report
As of February 28th, 2022

REVENUE

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 14,703.74	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 1,460.00	\$ 2,500.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 13,239.68	\$ 28,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 110,693.91	\$ 145,000.00
6381	Parking Fines/Penalties	\$ 20,204.74	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,421.83	\$ 5,000.00
	TOTAL	\$ 163,723.90	\$ 230,669.00

Intergovernmental

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,038.00	\$ 1,750.00
	TOTAL	\$ 27,982.49	\$ 38,620.00

Miscellaneous Revenue

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ 900.99	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 802.16	\$ 2,000.00
	TOTAL	\$ 1,703.15	\$ 8,250.00

Taxes

6101	Commercial	\$ 358,651.25	\$ 189,541.00
6102	Non-Commercial	\$ 4,281.15	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 44,242.09	\$ 46,555.00
6105	Public Utilities	\$ 660,686.40	\$ 575,000.00
6106	Income Taxes	\$ 199,491.48	\$ 260,000.00
	TOTAL	\$ 1,267,352.37	\$ 1,247,793.00

	Total Revenue	\$ 1,460,761.91	\$ 1,660,637.00
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EXPENDITURES
General Government

	Administrative Salary & Wages	\$ 189,199.73	\$ 252,479.00
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	Payroll Deductions & Benefits		
8124	Employer Tax	\$ 44,017.96	\$ 59,000.00
8125	Pension Benefits	\$ 72,715.07	\$ 70,000.00
8126	Medical Employee Benefits	\$ 66,376.24	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	TOTAL	\$ 183,109.27	\$ 245,800.00

Professional Services

8073	Accounting Services	\$ 10,500.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 3,479.56	\$ 5,000.00
8110	Town Attorney & Legal	\$ 40,287.28	\$ 55,000.00
8115	IT Support & Equipment	\$ 8,601.56	\$ 10,000.00
8205	Media Relations	\$ 13,500.00	\$ 24,000.00
8206	Government Relations	\$ 24,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 7,960.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ 20,000.00
	TOTAL	\$ 154,141.97	\$ 200,000.00

Insurance & Benefits

8120	General Liability	\$ 15,721.00	\$ 16,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 22,950.62	\$ 20,000.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 38,671.62	\$ 41,500.00

Operating

8077	Public Notices	\$ 1,365.00	\$ 2,000.00
8080	Bank Charges	\$ 29,345.45	\$ 25,000.00
8086	Trainings & Memberships	\$ 3,764.15	\$ 5,000.00
8090	Postage	\$ 1,618.21	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 8,500.00
8130	General Supplies	\$ 33,763.82	\$ 20,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,200.00
8160	Town Hall Office Phones	\$ 4,044.12	\$ 5,000.00
8161	Mobile Phones	\$ 4,111.39	\$ 4,000.00
8162	Town Elections	\$ 2,103.62	\$ 2,100.00
8165	Town Hall Utilities	\$ 35,640.54	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 8,493.70	\$ 10,000.00
8200	Other	\$ 17,680.22	\$ 32,000.00
	Total	\$ 148,635.97	\$ 128,800.00

	General Government Total	\$ 713,758.56	\$ 868,579.00
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Public Safety Department

	Public Safety Salary & Wages	\$ 198,260.82	\$ 358,120.00
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Public Safety Operating

8273	Uniforms	\$ 1,825.95	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 5,509.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,960.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 4,500.00
8280	Supplies	\$ 328.09	\$ 3,000.00
8281	Mobile Devices	\$ 2,280.29	\$ 5,000.00
8282	Association Dues	\$ 615.00	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00
8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	TOTAL	\$ 8,687.70	\$ 34,750.00

6530.2022.03	GOCCP State Aid	\$ 3,666.74	\$ 16,400.00
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8330	Debt Service	\$ -	\$ 32,525.00
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	Public Safety Total	\$ 212,914.09	\$ 426,395.00
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Public Works Department

	Salary & Wages	\$ 135,615.92	\$ 207,805.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 14,551.37	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 897.19	\$ 3,500.00
8490	Mobile Phones	\$ 326.91	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 7,473.98	\$ 7,000.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00

	TOTAL	\$ 31,560.82	\$ 66,550.00
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6530.2022.06	State Street Scape	\$ -	\$ 450,000.00
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Refuse Collection

8546	Residential Waste Collection	\$ 30,216.50	\$ 41,124.00
8547	Residential Recycle Collection	\$ 6,583.50	\$ 9,834.00
8548	Bulk & Yard Waste	\$ 2,200.46	\$ 3,600.00
	TOTAL	\$ 39,000.46	\$ 54,558.00

	Public Works Total	\$ 206,174.20	\$ 327,913.00
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	Total Expenses	\$ 1,132,866.80	\$ 1,660,637.00
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	Net Operating Income	\$ 327,895.11	\$ 0.00
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OTHER FUND BALANCES

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 13,942.48	\$ 3,666.74	\$ 16,400.00
Community Open Space	\$ -	\$ 125,433.31	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 30,402.10	\$ 281,246.00
Committee Expenses	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ 52,733.45	\$ 52,733.45	\$ 66,000.00

TOTALS	\$ 425,200.13	\$ 217,830.63	\$ 581,396.00
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COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 114.94	\$ 114.94	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00

Monthly Financial Narrative

1. We are anticipating a reimbursement from ADP of \$49,900.
2. Year to Date Expenses are currently at only 69% of annual budget (expectation is 75% of annual budget).
3. We have submitted for a \$100,000 reimbursement from DNR Playground Grant program for final/drawdown #2 of the FY2019 grant for Phase 1 of the playground. We should see these funds back in the operating account sometime over the next few weeks.
4. We are awaiting final deed processing for the pocket park purchase to be finalized and can request the \$20,000 reimbursement from the FY2019 Bond Bill.
5. Working with the Accounting firm to clear up the General Government expenditures to ensure invoices were applied to the proper line item and department, especially in office supplies, Town Hall utilities, bank charges, and “other”.

BALANCE SHEET

Bank Accounts	
Operating Checking	375,988.38
Petty Cash	750.00
Payroll Account	4,618.49
Parking Meter Checking (M&T)	118,997.87
Red & Speed Light Checking (M&T)	0.00
ARPA Fund	185,099.40
WesBanco (CD)	103,275.93
MLGIP (CD)	215,489.57
Total Bank Accounts	\$ 1,054,219.64

Kyle Snyder

Town Administrator
The Town of Upper Marlboro



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

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

Monthly Town Police Department Report For the Month of February 2022

Incidents Reported in Town:

Assault Call 1	Commercial Alarm 4	Subject Stop 1
Domestic Call 2	Check on Welfare 6	Property Damage 1
Loud Music 1	Hit & Run 2	Theft Call 3
Vehicle Accident 3	Traffic Hazard 1	Disorderly Call 3
Suspicious Person 1	Fraud Call 1	Break-in Progress 4
Suspicious Auto 8	Trespassing Complaint 1	Residential Alarm 1
Vandalism Call 3	Assist Call 1	

Chief Burse participated in the Prince George's Chiefs Association meeting.

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

Chief Burse participated in Conference Call with the County Executive on Municipal partnerships.

Sgt. Irby and Cpl. Brooks participated in traffic initiative with the Prince George's County Police and Maryland State Police.

Chief Burse and Cpl. Brooks participated in a two-day training with the Maryland State Police Records Division.

Chief Burse participated in a call with the Maryland State Police about planning for the Trucker Beltway Convoy.

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse participated in the District 2 Coffee Club meeting.

Chief Burse oversaw security for the Town's Special Election.



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: Wednesday, March 16, 2022

Subject: Public Works' Status Report

RE: February 2022 – Monthly Status Report

Public Works Related

- PWD attended onboarding meeting with Mr. Patel of Mead and Hunt.
- PWD attended meeting with MDOT on right-of-way entry agreement issues with VM Properties.
- PWD and TA Snyder had a meeting with Teddy of VM Properties to discuss construction pedestrian walkway and on-site permits.
- HR Director Morgan and PWD conducted one PW crewmember interview.
- Met with a representative From Stanley Access Technologies to provide a quote for ADA compliance at the side entrance.
- Confirmed addresses of annexation area, prepared recycle bins for distribution, and neighborhood checks performed.
- Tags for dump trailer received.

Maintenance and Beautification

- Parts received for old salt spreader; install date TBD.
- Began working on all tree trimming equipment ahead of site services.
- Began removal of dead trees and limbs on Town-owned properties. Downed trees and limbs at Cahn Memorial removed.
- Quarterly generator service performed.
- Truck 216 went in for multiple preventative services.

Street and Sidewalk

- Overlays for directional signage ordered.
- Crew lead Gibson and PWD had a meeting with SHA storm drain maintenance team about drain overflowing on Main St.

Weather Related Activities

- February had two wintry weather events both of which only prompted watch from PW.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.09 tons. Bulk day accumulations for yard waste collections are 13.93 tons. We had no dump body rentals for the month.

Sincerely,

Darnell F. Bond III
Public Works Director

Sarah Franklin
President

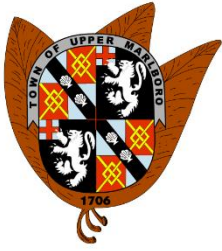
sfranklin@uppermarlboromd.gov

Janice Duckett
Commissioner / Treasurer
jduckett@uppermarlboromd.gov

Thomas Hanchett
Commissioner
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
info@uppermarlboromd.gov



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday March 15th, 2022
Re: March 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town has currently underway. General Government staff have shifted to one day remote to prepare for the reopening of Town Hall to the public. Staff have been issuing out dozens of parking permits to County employees for Governor Oden Bowie Drive, and begun hosting weekly COVID-19 test distributions on Wednesdays from 3pm-5pm. Staff are also under an increased workload to keep up with the vacancy of the Director of Finance position, and gearing up for FY2023 Budget Season.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Met with MNCPPC Rep, Commissioner Franklin Testified at the MNCPPC budget hearing.
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	Working on contract with Sparks @ Play for Phase 2 & 3 and tracking State funding approval.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	Up for approval at April TM
Grant Coordinator Position	Town partnered with Town of Morningside to apply for and be awarded a grant for municipal support in the form of a grants coordinator.	Position Advertised.
Election Process Review	Working with the BOSE to update and approve the Town's election procedures.	Will begin after the Budget is completed
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Working on scheduling, timeline, and contract with Meade & Hunt.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Lot purchased! Working to submit for reimbursement from State. Hopefully we can begin planning for the Church Street lot repaving in Summer 2022 when we are doing the roads.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.

Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner

The Town of Upper Marlboro

RESOLUTION: 2022-08
SESSION: Regular Town Meeting
DATE: March 22, 2022

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO PLAN CERTAIN PURCHASES UTILIZING BUDGETED AMERICAN RESCUE PLAN FUNDING.

WHEREAS, the American Rescue Plan Act was signed into law by President Biden on March 11, 2021, it guaranteed direct relief to cities, towns and villages in the United States, in which the Town of Upper Marlboro was slated to receive approximately \$663,080 over two years; and

WHEREAS, at the December 14th, 2021, Regular Town Meeting, the Board of Town Commissioners unanimously approved an American Rescue Plan Spending Plan from Fiscal Year 2022 through Fiscal Year 2024, regarding the Town's allocation of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) administered by the State to non-entitlement jurisdictions, which has been further allocated by the Board to include \$25,000 for each Town Department in FY22; and

WHEREAS, funding from the Coronavirus SLFRF is subject to the requirements specified in the Final Rule released by the U.S. Department of the Treasury on January 6, 2022 and said department released an "Overview of the Final Rule," which provides a summary of major rule provisions to assist recipients and stakeholders; and

WHEREAS, the Final Rule takes effect on April 1, 2022, though recipients (i.e., cities and towns) can choose to take advantage of its flexibilities and simplifications now by consulting the Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule for more information on compliance with the Interim Final Rule and the Final Rule; and

WHEREAS, pursuant to Section 82-56 (Purchasing and Contracts) of the Town 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.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that subject to the requirements of Section 82-56 of the Town Charter and Ordinance 2011-02, the Mayor is hereby authorized to work with the individual department heads to obtain for final authorized execution of the necessary contracts and other documents to make the below purchases:

The Town Administrator is authorized to prepare for approval the below purchases for the General Government Department:

- Enter into a contract with Municode to codify the Town's legislation & agenda platform not to exceed \$13,000.

The Town of Upper Marlboro

- Procure an update the Town's Cable Access Channel to Digital using Steelbeach Postproduction LLC not to exceed \$3,000.
- Purchase of Commissioner iPads & Zoom Webinar Subscription not to exceed \$7,000.
- Procure Phone System Upgrade to IP/Hosted by McEnroe Voice & Data not to exceed \$2,000.

The Director of Public Works is authorized to prepare for approval the below purchases:

- Purchase of a used, or financing of a new, pick-up truck not to exceed \$22,500.
- Purchase of a new salt spreader from Kholer Equipment \$2,500 (*already purchased*).

The Chief of Police is authorized to prepare for approval the below purchased for the Public Safety Department:

- Procure Miscellaneous Police Office Equipment not to exceed \$10,000.
- Purchase of new computer equipment not to exceed \$7,000.
- Procure Motorola Police Radio not to exceed \$6,500 from Motorola.
- Procure Coin Counting Machine, not to exceed \$1,500.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor, via Department Heads, in accordance with the requirements of Section 82-56 of the Town Charter and Ordinance 2011-02, is authorized to prepare the above listed items for purchasing and final approval in an amount not to exceed \$75,000.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 22nd day of March, 2022.

ATTEST:

BOARD OF COMMISSIONERS OF THE
TOWN OF UPPER MARLBORO,
MARYLAND

John Hoatson, Clerk

Sarah Franklin, President

Janice Duckett, Commissioner

Karen Lott, Commissioner

Thomas Hanchett, Commissioner

Charles Colbert, Commissioner

The Town of Upper Marlboro

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 22nd day of March, 2022.

John Hoatson, Town Clerk

Fiscal Year 2022				
Plan Item	Debit	Credit	Balance	Notes
<i>Total Amount Deposited</i>		\$ 331,540		
Marlboro Food Bank	\$ 5,000		\$ 331,540	
Marlboro VFD	\$ 15,000		\$ 316,540	
Town Staff Hazard/Premium Pay	\$ 15,000		\$ 301,540	
General Government	\$ 25,000		\$ 276,540	Codification & Online Government Systems
Public Safety	\$ 25,000		\$ 251,540	Police Officer Equipment Purchase
Public Works	\$ 25,000		\$ 226,540	Equipment & Tool Purchase
Recycling Bin Purchase	\$ 25,000		\$ 201,540	
FIP Program Supplement	\$ 20,000		\$ 181,540	
COVID & Emergency Supplies	\$ 5,000		\$ 176,540	Build a stockpile of emergency supplies.
Loss of Revenue Reimbursement	\$ 10,000		\$ 166,540	Reimburse for lost parking revenue
Town Hall Security Upgrade	\$ 50,000		\$ 116,540	
Community Playground	\$ 30,000		\$ 86,540	To supplement or offset cost of Phase 1
Events Coord or Redevelopment Firm	\$ 15,000		\$ 71,540	
Roadway Improvement/Repaving	\$ 50,000		\$ 21,540	To supplement or offset cost of paving
Rental & Utility Assistance	\$ 15,000		\$ 6,540	
FY22 Totals	\$ 330,000	\$ 331,540	\$ 1,540	

Fiscal Year 2023				
Plan Item	Debit	Credit	Balance	Notes
<i>Carry Forward Balance</i>		\$ 1,540		
<i>Total Amount Deposited</i>		\$ 331,540		
Events Coordinator	\$ 15,000		\$ 318,080	
Marlboro VFD	\$ 15,000		\$ 303,080	
Community Playground	\$ 30,000		\$ 273,080	To supplement or offset cost of Phase 2
Marlboro Food Bank	\$ 5,000		\$ 268,080	
Downtown Beautification	\$ 15,000		\$ 253,080	Landscaping and décor along Main St
Economic Development Coord or firm	\$ 30,000		\$ 223,080	
COVID & Emergency Supplies	\$ 5,000		\$ 218,080	
FIP Program Supplement	\$ 10,000		\$ 208,080	
Loss of Revenue Reimbursement	\$ 100,000		\$ 108,080	Reimburse for lost parking revenue
FY23 Totals	\$ 225,000	\$ 333,080	\$ 108,080	

Fiscal Year 2024				
Plan Item	Debit	Credit	Balance	Notes
<i>Carry Forward Balance</i>		\$ 108,080		
Downtown Beautification	\$ 13,080			Landscaping and décor along Main St
Economic Development Coord.	\$ 15,000			
Marlboro Food Bank	\$ 5,000			
Economic Development Coord.	\$ 15,000			
Loss of Revenue Reimbursement	\$ 50,000			Reimburse for lost parking revenue
FIP Program Supplement	\$ 10,000			
FY23 Totals	\$ 108,080	\$ 108,080	\$ (0)	

APPROVED
12-14-21
TOWN COMMISSIONERS
UPPER MARLBORO, MD
John Hootson
CLERK

The Town of Upper Marlboro

RESOLUTION: 2022-09
SESSION: Regular Town Meeting
DATE: March 22, 2022

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF THE TOWN CHARTER AND AWARDING PHASES 2 & 3 OF THE TOWN PLAYGROUND PROJECT TO SPARKS @ PLAY LLC

WHEREAS, the Board of Town Commissioners finds that there are currently no public playgrounds within the corporate limits of the Town of Upper Marlboro (the “Town”), and that an Upper Marlboro Community Playground will not only serve Town residents, but also the greater Upper Marlboro area and become the first step in the Town’s effort to bring recreational amenities to the growing Town; and

WHEREAS, the Town has submitted an application to the Department of Natural Resources (“DNR”), Program Open Space, which administers the Community Parks and Playgrounds Program, whereby the Town’s grant application was evaluated by Program Open Space staff and recommended for a grant selection by the Secretary of DNR as included in the Governor's FY 2023 Capital Budget; and

WHEREAS, The Town has been awarded \$199,000 in FY22 and \$192,000 in FY23 from the DNR Community Playground Grant program, and a \$275,000 Bond Bill in FY23, for which the Town is matching \$60,000 that will be reflected in the Town's FY23 Budget; and

WHEREAS, the Board under _____ in said Budget has appropriated \$____,000 as an expenditure in FY ’22 pursuant to Line Item _____ (Grant Matching Funds); 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

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

WHEREAS, Sparks @ Play, LLC, a company in good standing with the State, which after successfully completing Phase 1 of the playground, has offered a proposal based on an updated master or concept plan including two phases consisting of a Train (Phase #2, 2-5 Years) and a Splash Pad (Phase #3, all ages) , and the Town Board has selected to initially pursue Phase #2 & #3 at this time which scope includes: (i) Site Work to Level Area, (ii) Poured-in-Place Surfacing and Stone Base, (iii) Installing Depot Playground Materials, (iv) Wood Borders and (v) 4’ Tall Fence and Gate.

The Town of Upper Marlboro

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the above-described Proposal Numbers: 007230-1, dated March 10th, 2022, and Proposal Numbers: 007205-1, dated March 2nd, 2022, offered by Sparks @ Play, LLC, attached hereto and adopted by reference herein, are hereby awarded a contract without competition and pursuant to a waiver approved herein in accordance with Section 6(a) of Ordinance 2011-02; and

BE IT FURTHER RESOLVED, that prior to the President's/Mayor's execution of said proposals/contracts, the Town Administrator shall ensure that the vendor is in good standing with the State and supplies adequate proof of insurance and executes a reasonable waiver of liability agreement or release form with the Town to protect it from mishaps, accidents and injuries arising from the vendor's potential negligence while working on Town property.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject Proposals totaling \$724,045.71 with the above-referenced company, and any related indemnification forms, addenda, schedules, exhibits or change orders thereto pertaining not exceeding the authority of said official pursuant to Town law and this Resolution.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 22nd day of March, 2022.

ATTEST:

BOARD OF COMMISSIONERS OF THE
TOWN OF UPPER MARLBORO,
MARYLAND

John Hoatson, Clerk

Sarah Franklin, President

Janice Duckett, Commissioner

Karen Lott, Commissioner

Thomas Hanchett, Commissioner

Charles Colbert, Commissioner

The Town of Upper Marlboro

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 22nd day of March, 2022.

John Hoatson, Town Clerk



PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 10, 2022

Opportunity No.: 007230

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Proposal Presented To:

Town of Upper Marlboro
, 20772

TO: Kyle Snyder

FROM: Curtis Smith

RE: Town of Upper Marlboro Phase 2

Customer ID	Good Through	Sales Rep Name
Town of Upper Marlboro	30 days from proposal date	Curtis Smith

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	*Performance Bond as required by contract	\$10,500.00	\$10,500.00
237	LF	Wooden Borders Layout, furnish and install 128 L.F. of 6" x 8" pressure treated timber border.	\$43.32	\$10,266.84
1	Lump Sum	Civil Engineering: <ul style="list-style-type: none">• Topographic Survey (Parcel 050) and along Old Crain Highway to School Lane• Boundary Survey (Parcel 049 and Parcel 050)• Convert two lots/parcels into one single lot via PG County subdivision process• Right of Way Land Dedication and recordation• Simplified NRI-FSD and Forest Stand Delineation• Civil Engineering - Permit Set (Preliminary and Final Package)• Stormwater Management (SWM) Design and Utility Plans• Prepare Civil Plans & submit to DPIE for Final Grading Permit (Concept and Final)• WSSC water and sewer design for Splash Park improvements• Participate in virtual meetings with Client/Owner to discuss design• Construction Administration Phase Services (Site Visits, RFI's, Submittals/Shop Drawings)• Reimbursable Expenses	\$81,112.50	\$81,112.50



PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 10, 2022

Opportunity No.: 007230

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
		Separate/Additional Services (Not included, but may be added): <ul style="list-style-type: none"> • Dry Utilities Design/Coordination (Relocate 3 Power/light poles on Old Crain Highway) • As-Built SWM Survey and Certification • Geotechnical Engineering - Subcontract services to perform maximum of 2 borings • Subsurface Utility Designation (Quality Level B) - Area limited to 1/2 acre • Roadside Tree Permit (Prepare plans to meet Maryland Law) 		
1	Lump Sum	<u>LSI Freight:</u> <ul style="list-style-type: none"> • For LSI Design 007230TUM-1-2 • Shipped to 21117 • Quote# 144-21-199 • Valid until 5.7.22 	\$4,620.00	\$4,620.00
1	Lump Sum	<u>LSI Equipment:</u> <ul style="list-style-type: none"> • Landscape Structures Play Equipment per Design # 007230TUM-1-2. 	\$101,915.00	\$101,915.00
1	Lump Sum	*Landscape Structures Play Equipment per Design # 1160904-01-03-01 Entrance Gate	\$12,725.00	\$12,725.00
1	Lump Sum	<u>Playground Install</u> Install Playground equipment per drawing/design #007230TUM-1-1. <ul style="list-style-type: none"> • Layout, excavate footings and dispose of spoils off-site. • Furnish and pour 3000 psi concrete footings. 	\$30,776.60	\$30,776.60
1	Lump Sum	<u>Permit Expediter:</u>	\$8,750.00	\$8,750.00
128	LF	<u>Permanent Fencing</u> Supply 128 L.F. of Alumiguard 4' fence and (1) single gate.	\$37.90	\$4,851.20



PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 10, 2022

Opportunity No.: 007230

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	<u>Permanent Fencing</u> Install Alumiguard fencing per installation documents. <ul style="list-style-type: none">Excavate footings and dispose of spoils off-site.Install 128 L.F. of Alumiguard fencing.	\$11,571.62	\$11,571.62
1619	SF	<u>Playground PIP Surfacing:</u> <ul style="list-style-type: none">Combination 1-3/4" thick (1917 sq ft) and 3" thick (1350 sq ft) (Thicknesses are subject to a nominal variation) system with top surface in 50% Color and 50% Black.<ul style="list-style-type: none">(Three Color or color mixes, one for field and two for track graphic - track graphic cannot be installed under equipment, up to, and to the side of equipment only).Includes Aliphatic.Includes freight.Deduct \$1.60/sq ft if each color is to include 50% Black.Due to volatility in the urethane market the quote is good for 60 days from day quote is provided.	\$22.81	\$36,929.39
1619	SF	<u>Stone Base</u> Furnish and install 1619 S.F. of 4" thick compacted #57 stone sub-base and filter fabric.	\$4.06	\$6,573.14
1619	SF	<u>Excavation</u> Excavate 1,619 S.F. x 6" deep and dispose of spoils off-site. <ul style="list-style-type: none">Pricing includes removing 37 L.F. of existing border to be reused.Pricing does not include dumpsters.	\$3.88	\$6,281.72
1	Lump Sum	<u>Soil Disposal</u> Hauling of spoils off-site.	\$3,628.80	\$3,628.80
180	LF	<u>Temporary Fencing</u> Temporary 6' tall construction fencing. <ul style="list-style-type: none">Lease covers a 0-6 months.\$654.82 per 3 month extension if necessary.	\$8.75	\$1,575.00



PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 10, 2022

Opportunity No.: 007230

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
			SUBTOTAL	\$332,076.81
			SALES TAX	\$0.00
			TOTAL AMOUNT	\$332,076.81

SCOPE OF WORK:

Provide labor, material and equipment to install playground equipment, timber borders, stone sub-base, and poured-in-place safety surfacing per line item descriptions below. Pricing is based on (1) mobilization and direct access to the site for Sparks@Play employees, equipment and vehicles necessary to perform the work. Clean up job site at the end of each day of all Sparks@Play generated debris.

EXCLUSIONS:

Sparks@Play excludes wage rates, fees, inspections, maintenance of traffic, traffic control and any work not stated in the SCOPE OF WORK.

SECURITY NOT PROVIDED: Based on the SCOPE OF WORK above, Sparks at Play, LLC will not be responsible for security after our crew has left the job site each day, unless we are the acting general contractor.

WEATHER: Favorable weather conditions must be present for the proper installation products. Sparks at Play, LLC reserves the sole and exclusive right to determine if appropriate daily weather conditions exist prior to our dispatch of installation crew.

WORKDAY: Normal work hours are weekdays between 7 am and 5 pm. However, work hours may be adjusted to early morning or late evening to facilitate the installation. This pricing does not include any weekend or evening work.

ADDITIONAL MOBILIZATION FEE: Sparks@Play, LLC. will charge a fee of \$2,500.00 for additional mobilizations if one of the following occurs:

1. When Sparks@Play, LLC. or its subcontractor is caused to remobilize, unplanned, to the project for reasons caused by others.
2. If Sparks@Play, LLC. or its subcontractor arrives on site as scheduled and the site is not ready to receive the work of Hunt Valley Contractors or their subcontractor.

Please note all pricing and terms are subject to change unless contract agreement has been made.

TERMS: Payment terms are as follows:

50% deposit due upon signing, and monthly progressive billing. By signing this proposal, the customer and/or customer's agent agrees that in the event that the customer cancels this order, the customer will need to pay a



PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 10, 2022

Opportunity No.: 007230

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

cancellation fee. If the order is cancelled prior to being shipped, the fee will be 30% of entire proposal amount. Once the product has left the manufacturer the cancellation fee will be 100% of the shipped product plus 20% of the remainder of the proposal. Proposal expires in 30 days.

New customers for projects not secured by a payment and performance bond or government funding will require a credit application.

CREDIT CARD: We do not accept credit card payments.

Note that prices increase after January 1. All product must be ordered **and** shipped prior to December 31. Check lead times and available delivery dates to ensure your order is placed and shipped this year to avoid a price increase. Orders will not be placed until submittals are approved.

COLLECTION EXPENSE: Sparks at Play, LLC shall be entitled to recover from purchaser its collection costs, including the reasonable fees of counsel, if Sparks at Play, LLC turns purchaser's account over to an attorney or collection agency for collection.

Please call if you have any questions.

Accepted by Customer: _____

Print Name: _____

Customer PO Number: _____ **Date:** _____

***IF YOU ARE A TAX-EXEMPT ORGANIZATION PLEASE SUPPLY A COPY OF YOUR TAX EXEMPTION
CERTIFICATE AT TIME ORDER IS PLACED OR SALES TAX WILL BE CHARGED.***



PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Proposal Presented To:

Town of Upper Marlboro
, 20772

TO: Kyle Snyder

FROM: Curtis Smith

RE: Town of Upper Marlboro Splash Pad

Customer ID	Good Through	Sales Rep Name
Town of Upper Marlboro	30 days from proposal date	Curtis Smith

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	<u>Splash Pad Equipment:</u> Aquatix Splash Pad per Design #1157224-02-02 Including: Jets and Play Features Cartridge Filtration Skid Chemical Treatment Ultra Violet Disinfection System Feature Skid Distribution Manifold Pre-fabricated Water Reservoir Step Pad Activator Control Panel - All On/Off Collector Box Rain Diverting Waste Valve Box Design and Construction Drawings Prefab Above Ground Mechanical Enclosure DOES NOT include Engineer Stamp	\$212,696.00	\$212,696.00
1	Lump Sum	<u>Splash Pad Install:</u> Assemble and erect aquatix equipment per LSI drawing #1157224-02-02 and installation documents. <ul style="list-style-type: none">• Installation of recirculation tank included in price.• Furnish and install schedule 80 pvc piping for all splash pad mechanical system piping.	\$68,893.80	\$68,893.80
1157	SF	<u>Concrete Paving</u> Furnish and pour concrete apron and splash pad. <ul style="list-style-type: none">• Form approximately 153 L.F. of area to be poured.• Furnish and install welded wire mesh.• Furnish and pour 4000psi x 5" thick splash pad.<ul style="list-style-type: none">◦ Pad to have required expansion joints every 20' x 20'.◦ Saw-cut joints every 10' and thicken profiles at edge of pad and at each structure/embed.• Furnish and pour 3500psi x 4" thick concrete apron.	\$20.15	\$23,313.55



PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
		<ul style="list-style-type: none"> Apron to include expansion joint at perimeter edge of splash pad and needed saw-cut joints. 		
1	Lump Sum	<u>Splash Pad Freight:</u> <ul style="list-style-type: none"> Shipping from Delano, MN to 21117 	\$18,664.80	\$18,664.80
1	Lump Sum	<u>Subcontractors</u> Electrical subcontractor and plumbing subcontractor.	\$12,960.00	\$12,960.00
153	LF	<u>Permanent Fencing Supply</u> Supply 128 L.F. of Alumiguard 4' fence and (1) single gate.	\$37.90	\$5,798.70
1	Lump Sum	<u>Permanent Fencing Install</u> Install Alumiguard fencing per installation documents. <ul style="list-style-type: none"> Excavate footings and dispose of spoils off-site. Install 128 L.F. of Alumiguard fencing. 	\$11,571.62	\$11,571.62
1157	SF	<u>Site Excavation</u> Excavate 1,157 S.F. at varying depths and dispose of spoils off-site. <ul style="list-style-type: none"> Excavate 366 S.F. x 23" deep. • Excavate 791 S.F. x 8" deep. Excavate pit for recirculation tank. Dumpsters not included in this price. 	\$14.04	\$16,244.28
1157	SF	<u>Stone Base</u> <ul style="list-style-type: none"> Furnish and install 1,157 S.F. of granular fill and #57 stone base at varying depths. Furnish and install 366 S.F. x 18" thick compacted granular fill. Furnish and install 791 S.F. x 4" thick compacted #57 stone sub-base. 	\$9.70	\$11,222.90



PROPOSAL

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Proposal Date: March 2, 2022

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Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	Hauling Spoils Hauling of spoils off-site.	\$9,072.00	\$9,072.00
175	LF	Temporary Fencing Temporary 6' tall construction fencing. <ul style="list-style-type: none">Lease covers a 0-6 months.\$654.82 per 3 month extension if necessary.	\$8.75	\$1,531.25
			SUBTOTAL	\$391,968.90
			SALES TAX	\$0.00
			TOTAL AMOUNT	\$391,968.90

SCOPE OF WORK:

Provide labor, material and equipment to install aquatix equipment per line item descriptions above. Pricing is based on (1) mobilization and direct access to the site for Sparks@Play. employees, equipment and vehicles necessary to perform the work. Clean up job site at the end of each day of all Sparks@Play generated debris.

EXCLUSIONS:

Sparks@Play. excludes wage rates, permits, fees, inspections, maintenance of traffic, traffic control, borders, safety surface, and any work not stated in the SCOPE OF WORK.

SECURITY NOT PROVIDED: Based on the SCOPE OF WORK above, Sparks at Play, LLC will not be responsible for security after our crew has left the job site each day, unless we are the acting general contractor.

WEATHER: Favorable weather conditions must be present for the proper installation products. Sparks at Play, LLC reserves the sole and exclusive right to determine if appropriate daily weather conditions exist prior to our dispatch of installation crew.

WORKDAY: Normal work hours are weekdays between 7 am and 5 pm. However, work hours may be adjusted to early morning or late evening to facilitate the installation. This pricing does not include any weekend or evening work.

ADDITIONAL MOBILIZATION FEE: Sparks@Play, LLC. will charge a fee of \$2,500.00 for additional mobilizations if one of the following occurs:



PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

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**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks at Play, LLC
3705 Crondall Lane
Owings Mills, MD 21117
T: 410-356-4151 F: 410-356-2198

1. When Sparks@Play, LLC. or its subcontractor is caused to remobilize, unplanned, to the project for reasons caused by others.
2. If Sparks@Play, LLC. or its subcontractor arrives on site as scheduled and the site is not ready to receive the work of Hunt Valley Contractors or their subcontractor.

Please note all pricing and terms are subject to change unless contract agreement has been made.

TERMS: Payment terms are as follows:

50% deposit due upon signing, and monthly progressive billing. By signing this proposal, the customer and/or customer's agent agrees that in the event that the customer cancels this order, the customer will need to pay a cancellation fee. If the order is cancelled prior to being shipped, the fee will be 30% of entire proposal amount. Once the product has left the manufacturer the cancellation fee will be 100% of the shipped product plus 20% of the remainder of the proposal. Proposal expires in 30 days.

New customers for projects not secured by a payment and performance bond or government funding will require a credit application.

CREDIT CARD: We do not accept credit card payments.

Note that prices increase after January 1. All product must be ordered **and** shipped prior to December 31. Check lead times and available delivery dates to ensure your order is placed and shipped this year to avoid a price increase. Orders will not be placed until submittals are approved.

COLLECTION EXPENSE: Sparks at Play, LLC shall be entitled to recover from purchaser its collection costs, including the reasonable fees of counsel, if Sparks at Play, LLC turns purchaser's account over to an attorney or collection agency for collection.

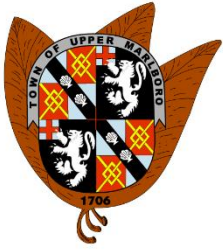
Please call if you have any questions.

Accepted by Customer: _____

Print Name: _____

Customer PO Number: _____ **Date:** _____

**IF YOU ARE A TAX-EXEMPT ORGANIZATION PLEASE SUPPLY A COPY OF YOUR TAX EXEMPTION
CERTIFICATE AT TIME ORDER IS PLACED OR SALES TAX WILL BE CHARGED.**



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, March 22, 2022
Re: Town Hall Reopening Plan

Commissioners,

The Upper Marlboro Town Hall will re-open to the public on March 15, 2022. To ensure the safety and security of residents and staff the following security measures will be in place.

1. The Town Hall will be open to the public between the hours of 9:00 am to 5:00 pm.
2. The doors of Town Hall will remain locked throughout the day.
3. Those wishing to come to Town Hall will engage with a Town Staff member via the intercom to the left of the door.
4. Those who need to enter the building to conduct their business will be admitted to the building by staff.
5. All members of the public who need to enter Town Hall will wear a face mask to prevent any spread of the covid-19 virus.
6. Masks will be worn by all staff members meeting with members of the public and in any common area where members of the public may be.
7. Two air filters will be running in the lobby area while Town offices are open.
8. High touch surfaces will be disinfected periodically

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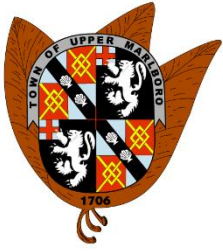
Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, President & Kyle Snyder, Town Administrator
Date: Tuesday, March 22, 2022
Re: Finance Director Replacement Plan

Commissioners,

There are three main aspects of the Town's functions that the Finance Director maintained within the Town. They are:

1. Acting as the HR Director.
2. Acting as the Town Accountant.
3. Building and Managing the Town's Budget.

We have requested that our current vendors provide us with proposals for how they can assist us by expanding their services. If we choose this route, we will want to hire an Administrative Assistant who can deal with the day-to-day bookkeeping and filing associated with these needs. This would meet the Town's Staff needs by providing administrative assistance in addition to book-keeping and would reducing the Town's staffing costs with a lower salary administrative assistant vs a Director of Finance salary.

Another option is to hire a new Director of Finance and Human Resources. This would provide staff with a direct in-person Human Resource representatives. We would have an in-house expert to handle our financial needs as well as craft our annual budget. This person would have expertise in handling government finances. This may end up costing the Town more with the higher salary and benefits package the former Director did not take from the Town.

The biggest challenges regarding hiring an administrative person would be the lack of expertise regarding the administration of all grants including Police State Aid and the writing of the budget. These programs could be administered by the Grant Writer, Town Administrator, and Department Heads. This is not an unusual distribution of responsibilities for a small municipal government. Additionally, the Budget we are creating this year will include all methodologies, making replication easy in each coming year.

Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner



March 15, 2022

The Honorable Sarah Franklin
Board of Commissioners
Town of Upper Marlboro
Upper Marlboro, MD 20772

Dear Mayor Franklin:

Thank you for inviting our firm to submit a proposal to provide financial budget support services to the Town of Upper Marlboro, Maryland ("the Town") to begin March 16, 2022. We are pleased to submit this proposal to provide the scope of services necessary in order to assist the Town in completing its FY 2023 budget.

These are the basic steps we propose to assist in preparing the Town's FY 2023 Budget:

Step 1. Update Budget Assumptions

Review the assumptions about the Town's revenue environment that were used as the basis for the last budget, and update as necessary.

Step 2. Review Bottlenecks

Determine and evaluate the primary bottleneck which impacts and constrains the Town from generating further revenues, and define how this bottleneck will impact potential additional revenue growth. We will assist by helping in developing a plan of action.

Step 3. Available Funding

Determine the most likely amount of funding that will be available during the budget period, which may limit growth plans.

Step 4. Step Costing Points

Determine whether any costs will be incurred during the range of revenue activity in the upcoming budget period, and define the amount of these costs and at what activity levels they will be incurred.

We also suggest, you will need to have at least some of your Town's potential goals in mind while budgeting, because the majority of budgeting processes take information from previous years and the current year into advance, as well as projections for the next few years. If you have established a clear set of goals, then you should have key performance indicators or outcomes linked to those goals. If not,



p. 301.577.6777 • f. 301.577.7797

9646 Marlboro Pike • Upper Marlboro, MD 20772 • www.cbrownassoc.com

The Honorable Sarah Franklin

March 15, 2022

Page 2

then we will assist you in developing your municipal goals and back your outcomes into your budget from there.

This proposal is based upon the principle that the budget is evaluated for its effectiveness in attaining the Town's stated goals and objectives. Evaluation typically involves an examination of how funds are expended, the outcomes that resulted from the expenditure of funds, and the degree to which these outcomes achieved the stated objectives. This phase is fundamental in developing the subsequent year's budgetary allocations. In effect, budget preparation not only is an annual exercise to determine the allocation of funds, but also is part of a continuous cycle of planning and evaluation to achieve the stated goals and objectives of the Town, year-over-year.

Our fee for this service will be billed at our standard rates of \$375 per hour but will not exceed \$2,000. We estimate the number of hours at 5.5 hours to complete the engagement. If circumstances require the fee to exceed \$2,000, then we will advise you in advance and we will mutually determine how to proceed.

Please indicate your approval of these arrangements by signing and dating this letter and return to our office.

Sincerely,



Calvin Brown

ACCEPTED AND AGREED:

Representative of the Town of Upper Marlboro, MD

Date: _____



March 4, 2022

Dear Kyle,

We appreciate the opportunity to present our firm for additional services to support the Town of Upper Marlboro. Please see the following list of current and proposed services and let us know if you have any questions. We are happy to revisit this scope of service and related pricing as needed.

Current Services – Cost \$1,500 monthly

- Recording bi-weekly payroll entries
- Monthly bank reconciliation of payroll account
- Support on other bank account reconciliations
- Review of balance sheet accounts, investigate discrepancies
- Grant reporting support, SAPP, HUR
- Accounting support and consulting
- Review of revenues and expenses year to date
- Investigate significant deviations from budget
- Audit support, fixed asset reconciliation, support with drafting footnotes for external auditors
- Best practice recommendations on process and budget

Proposed Accounting/Bookkeeping/Payroll Services – Cost \$1,750 monthly

- Administer payroll
- Administer retirement contributions, health insurance and other employee benefits payments.
- Process vendor invoices for payment
- Vendor setup for tax reporting
- Processing and filing 1099's
- Record reconciled credit card activity
- Record cash receipts
- Process personal property invoices, report collection issues to Town Manager
- Prepare bank reconciliations
- Serve as point of contact for all accounting issues
- Grant reporting to include ARPA, SAPP, HUR and speed cameras as needed
- Serve as point of contact for the annual audit and Uniform Financial Report
- Commission reporting support
- Budget drafting and compliance support
- Training support for new staff on best practices
- Support on drafting accounting policies and procedures manual
- Support on bill.com as needed
- Onsite support as needed

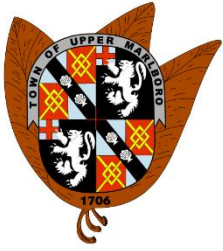
Proposed Services- Bill.com Implementation – One time cost \$1000, estimated monthly fees of \$175 for subscription

- Procure and configure Town's Bill.com subscription
- Upload Town's vendor list
- Configure cash accounts for payment
- Configure approval routes and user roles

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Frankenfield".

Todd Frankenfield, Member
Alta CPA Group, LLC



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, President & Kyle Snyder, Town Administrator
Date: Tuesday, March 22, 2022
Re: Structure of Government Survey

Structure of Government Survey Questions

1. Elected officials should hold office for:
 - a) Two (2) Years
 - b) Four (4) Years
 - c) Other/Comments
2. I prefer that seats on the Board of Commissioners be:
 - a) Staggered to prevent complete board turnover.
 - b) Uniform to allow for less frequent elections.
 - c) Other/Comments
3. Elected officials should be term limited (this means they may only serve a certain number of terms):
 - a) Not at all
 - b) To two (2) terms
 - c) To four (4) terms
 - d) Other/Comments
4. There should be a way to remove elected official from office for cause:
 - a) Yes, by voters in a recall election
 - b) Yes, by peers after a hearing triggered by specific causes
 - c) No, not at all
 - d) Other/Comments
5. The Mayor should be selected by:
 - a) Appointed by the Board (current method)
 - b) The people as a separate office during the election
 - c) The Commissioner who receives the most votes
 - d) Other/Comments

The last question asks about the form of government. It requires a bit of reading before answering. There are four main types of government briefly described for reference. If you would like more information please visit: <https://www.mdmunicipal.org/415/Forms-of-Municipal-Government>.

Strong Mayor-Council – (current form) The Mayor is able to make most decisions with little consultation with the council.

Pros: This is an efficient form of government as only one person needs to make the decision and therefore can make it quickly.

Cons: The Mayor decides how staff spends their time so can block other Commissioners from relieving information, or having the assistance needed to peruse their initiatives.

Weak Mayor-Council — The Mayor is mainly a figurehead for the Town, they have little decision-making authority if any.

Pros: Decisions are made by a group and this encourages consensus and working together. Commissioner initiatives are more likely to be supported as long.

Cons: Decision-making is slow. Commissioners need to meet more frequently in order to react to timely and emergency matters.

Council-Manager — This creates a Town Manager position and authorizes that manager to make the day-to-day decisions for the running of the Town. They typically have the authority to make timely decisions.

Pros: The Council works together to guide the actions of the Town, and there is someone who and implement their initiatives quickly and deal with timely matters.

Cons: This person is not an elected official and without proper oversight can take the Town in a different direction than its residents wish to go.

Commission — This form gives each commissioner oversight in the day-to-day running of individual departments within the Town.

Pros: Allows day-to-day decisions to be made by an elected official.

Cons: Requires elected officials to commit a larger amount of time to the job. Can result in less coordination, especially if elected officials have differing points of view.

I would like to see the Town use the following form of government

- a) Strong Mayor-Council
- b) Weak Mayor-Council
- c) Council-Manager
- d) Commission
- e) Other/Comments



Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlboromd.gov Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov

APPLICATION FOR PARADE OR SPECIAL EVENT

Please read the Standards of Issuance (attached) before completing this application.

Filing period: Anyone seeking issuance of a permit must file an application with the Board of Commissioners not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

FEE: A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard). **Applicant is subject to an additional fee for events with an approved liquor permit.*

APPLICANT

Name: ***Prince George's County Family Justice Center Foundation***

Mailing address: ***14757 Main St, Upper Marlboro, MD 20772***

Email Address: pgcfjcfoundation@gmail.com

Telephone Number: _____ Cell Number: _____

PRIMARY CONTACT

Primary Contact (if the Applicant is the primary contact, mark section "same as Applicant"). The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: ***Mandrell Birks, M.Ed.***

Email Address: mbirks1@gmail.com Telephone Number: _____

Number: ***Cell (301) 704-4474*** Non-profit: Yes ☒ No ☐ If so, Tax ID# ***83-1602037***



Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlboromd.gov Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov

EVENT INFORMATION

Date: **October 1, 2022** Rain Date: *N/A*

Type of Event: Parade*: ***Prince George's County Family Justice Center Foundation's Walk Against Domestic Violence*** Special Event: ***Walk / Celebratory Event***

Requesting approval of a liquor permit? ☐ Yes ☒ No

Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners – Liquor Board.

* Parade Route must be provided with application (*a separate sheet, or map, may be used.*)
Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Activities to occur during the event: ***Vendors and music playing at 14757 Main St, Upper Marlboro, Md. 20772***

Time and Location the event will start: ***8am -14757 Main St, Upper Marlboro, MD 20772***

Time and Location the event will end: ***1pm - 14757 Main St, Upper Marlboro, MD 20772***

Time setup will begin: ***8am***

Time breakdown end: ***1pm***

Equipment:

List items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building(s). (A separate sheet may be used if needed)



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Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov

List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

(2) Microphones (1) DJ Console (2) 1100 watt speakers (3-4) mile markers

Total Number of Participants anticipated: **200**

Total Number of Vehicles anticipated: **5**

TOWN OF UPPER MARLBORO USE ONLY			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			

STANDARDS OF ISSUANCE. The Board of Town Commissioners shall issue a permit as provided for hereunder, when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:



Town of Upper Marlboro

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlboromd.gov Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov

(1) The conduct of the parade or special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

(2) The conduct of the parade or special event will not require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;

(3) The conduct of such parade or special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town, other than that to be occupied by the proposed line of march and areas contiguous thereto;

(4) The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;

(5) The conduct of the parade or special event will not interfere with the movement of firefighting equipment en route to a fire;

(6) The conduct of the parade or special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;

(7) The parade or special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route;

(8) The parade or special event is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.

(9) It is the intent of the Board of Town Commissioners that generally one (1) lane of traffic on any street will be available for travel during the parade or special event and that these parades or special events do not constitute an emergency for purposes of closing the streets, sidewalks, footpaths, and thoroughfares to all pedestrian and vehicular traffic.

(10) It is the intent of the Board of Town Commissioners not to authorize more than three (3) parades or special events, per month.

(11) Organizations sponsoring any parade or special event shall agree to provide such traffic control and security as deemed necessary by the Board of Town Commissioners.

(12) No event shall be held or arrangements made for a Special Event until a permit is received.



Town of Upper Marlboro

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(13) Applicants may need to apply with the Health Department for food vending and prepared meals onsite except for pre-packaged foods.

(14) Serving of alcohol must be approved by the Board of Commissioners and applicant is required to obtain a permit in accordance to the Prince George's County Board of License Commissioners – Liquor License.

(15) Applicants granted a permit must coordinate all planning and logistics with the Director of Events and Recreation for the Town of Upper Marlboro.

Duties of Permittee: a Permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade or special event chairman or other person heading or leading such activity shall carry the parade or special event permit upon his person during the conduct of the parade or special event.

Revocation of Permit: The Board of Town Commissioners shall have the authority to revoke a permit issued hereunder upon violation of the standards for issuance.

Penalties: Any person or organization who violates the Ordinance shall be subject to a fine up to \$1,000.00.



Town of Upper Marlboro

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Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov

Indemnity / Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold The Town of Upper Marlboro, Maryland, its elected and appointed officials, employees, and volunteers and other working on behalf of The Town of Upper Marlboro, Maryland, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the (Organization and Event) *The Prince George's County Family Justice Center Foundation* scheduled for: (date) **October 1, 2022**, except that the Organization shall not be responsible to The Town of Upper Marlboro, Maryland's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceed, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Name of Organization ***Prince Georges County Family Justice Center Foundation***

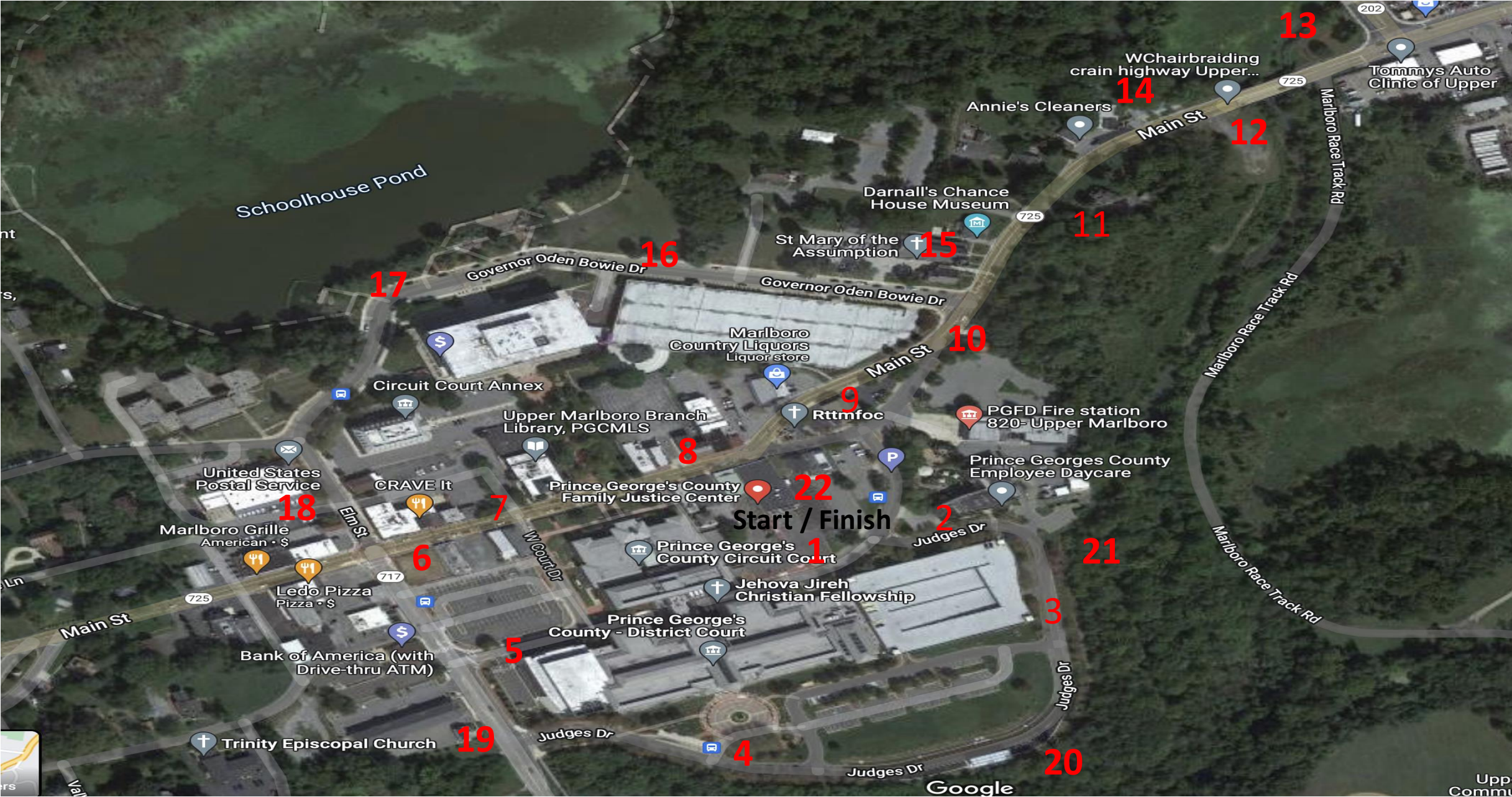
Authorized Signature *Mandrell Birks*

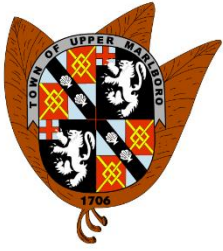
Address ***14757 Main St, Upper Marlboro, MD 20772***

Phone: (301) 704-4474 Date: March 11, 2022

SPECIAL EVENT APPLICATION Page 6 of 6

Prince Goerge's County Family Justice Center Foundation's Walk Against Domestic Violence Route





Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

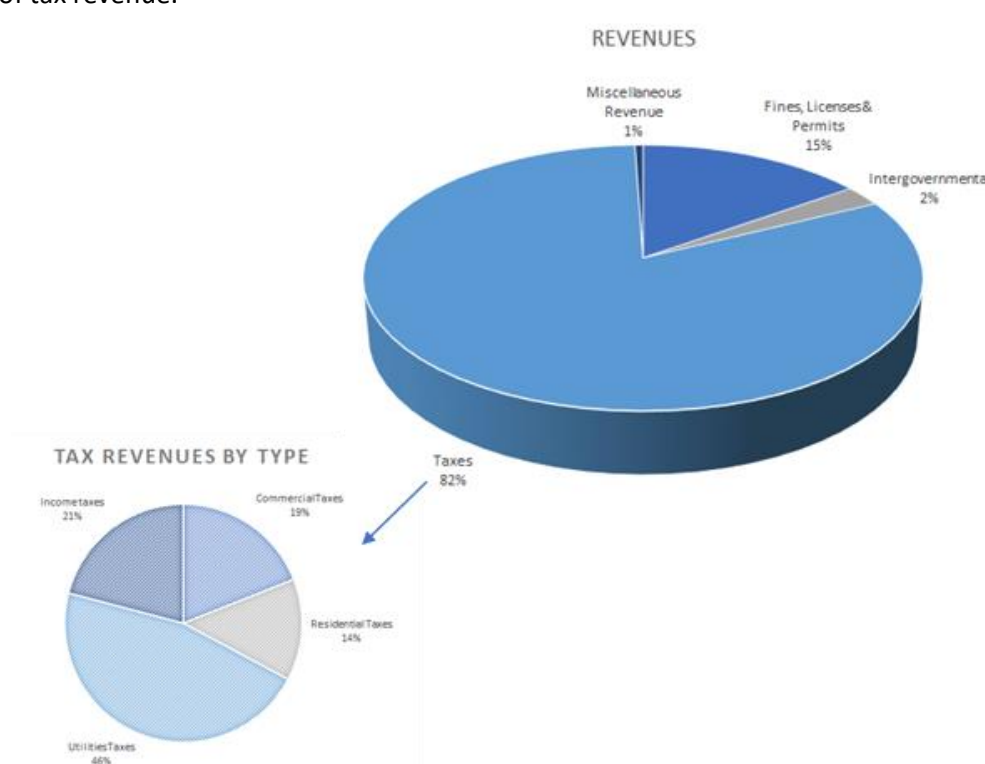
To: Board of Town Commissioners
From: Sarah Franklin, President & Kyle Snyder, Town Administrator
Date: Tuesday, March 22, 2022
Re: FY 2023 Budget – Town Tax Rate & Revenue Overview

Revenues

Accurately projecting the revenues expected by the Town is essential to ensure that the priorities and plans for the coming year can be realized. Each of Town's revenues fall under one of four categories:

1. Fines, licenses, and permits
2. Intergovernmental Revenue
3. Taxes (includes Property, Income, Commercial, and Utilities taxes)
4. Miscellaneous Revenue

Each of these categories makes up a percentage of the budget, with Taxes accounting for 82% of the budget. Of those tax revenues Residential property taxes make up 14% of the Town's total Town revenues and the Town's tax revenues. The category that contributes the most to the Town's budget overall is Utilities taxes, which makes up 37% of total revenue and 46% of tax revenue.



Revenue Estimates

In estimating the Town's revenues a combination of methods was used. In some instances a simple trend analysis¹ of previous years was adequate. However, some categories could be calculated more accurately with a different method, or showed no consistent trend. In some instances we have official notices advising us on the amount of revenue we can project from specific intergovernmental sources. This section explains the methodologies used to estimate those revenues that were not estimated through trend analysis.

Business License

Business Licenses are issued for a two-year period. The licenses for most businesses were issued in FY22. Therefore, we expect a lower number of new businesses to apply for licenses in FY23. We project that approximately X new licenses will be issued this coming year. In future years, as businesses move in this revenue projection will even out and will eventually be calculated by trend analysis.

Room Rental

The Town has in the past rented out the Conference Room for events and meetings. We expect to be able to rent the room out during the coming year. The cost of room rental is \$X, we anticipate renting the room X times in FY23. During FY20, the last year with data for usual room rentals (for 75% of the year), the room was rented X times. We anticipate a similar level due to reduced rentals throughout the year equaling approximately the same amount as in FY20 where room rentals only occurred for three-quarters of the fiscal year.

Parking Meters

Parking meters have been an inconsistent source of funding over the pandemic years. We can expect to see continued inconsistencies in parking meter income. *We are working with our firms with expertise to determine the best method to estimate this number.*

Red Light and Speed Cameras

We anticipate beginning to receive speed camera funds in FY23. These revenues were estimated by using our traffic monitoring data to estimate the number of speeding violations that occur within one month. This number was multiplied by \$X, which is the cost of a speeding ticket. This number has been discounted by X% as that is the amount the Town receives. We have considered speed camera revenue to begin coming in during the month of September. We have therefore calculated the projected monthly income multiplied by ten months. We did not calculate any income for red light cameras due to a desire to keep this estimate extremely conservative.

We have also broken speed camera and red light revenue into a separate budget within this budget, putting specific budgeted expenses against these funds. If revenues do not come in as projected the planned expenses will not go out as projected.

Highway User Fee

Highway User Fees are estimated by Maryland Department of Transportation. A letter is sent to the Town each year providing the anticipated amount of Highway User Revenues the Town will receive in a year. This is the number that was used in the budget.

Disposal Fee Rebate

The disposal fee rebate is estimated by the Department of Environment. A letter is sent to the Town each year with this anticipated revenue. This is the amount that was used in this budget.

Interest Earnings

Interest earnings are collected on the Towns' interest bearing accounts. This number was estimated based on the amount of money they Town maintains in these accounts, to which the banks interest rate of XX was applied.

Sale of Property

In FY23 the Town anticipates the sale of x, y, and z. These items typically sell for \$x, \$y, and \$z. The sale of property revenue is a simple sum of these sales.

Property Taxes

Property Taxes for the Town were calculated based on applying the property tax rates to the assessed value of property in the Town. These rates are detailed in the table below. The rates in the table below are applied per \$100 of assessed value.

Classification	Proposed FY 23 Rates	Classification Description
Residential Property Tax	\$0.34	Residential Only zoned properties
Commercial Property Tax	\$0.56	Commercially zoned properties
Business Personal Property	\$0.53	What individual business owners pay

Income Taxes

For FY23 projections the Town received a distribution history from the State. Because of the drastic changes in income taxes from year-to-year the Town ... *We are working with our experts to estimate this number.*

Utility Taxes

The State sends us the assessed values for utilities, and we bill the utilities based on our tax rate. We used trend analysis to estimate the assessed values and then applied our utilities tax rate of \$1.75 per \$100 of assessed value to this number.

REVENUES

Fines, Licenses & Permits

	FY22 Budgeted	FY22 Current	FY23 DRAFT
Franchise Fee	\$ 13,000.00	\$ 14,703.74	\$ 13,500.00
Trader's License Fees	\$ 500.00	\$ -	\$ -
Town Permits	\$ 2,500.00	\$ 1,460.00	\$ 1,500.00
Business License	\$ 28,000.00	\$ 13,239.68	\$ 9,000.00
Room Rental	\$ 669.00	\$ -	\$ 1,200.00
Parking Meters	\$ 145,000.00	\$ 110,693.91	\$ 125,000.00
Parking Fines/Penalties	\$ 35,000.00	\$ 20,204.74	\$ 31,000.00
Red Light Camera	\$ -	\$ -	
Pub/Edu/Govt Broadcasting	\$ 5,000.00	\$ 3,421.83	\$ 4,800.00
TOTAL	\$ 229,669.00	\$ 163,723.90	\$ 186,000.00

Intergovernmental

Financial Corporation Tax	\$ 9,145.00	\$ 9,144.52	\$ 9,145.00
Highway User Fee	\$ 27,725.00	\$ 17,799.97	\$ 31,399.00
Disposal Fee Rebate	\$ 1,750.00	\$ 1,038.00	\$ 1,500.00
TOTAL	\$ 38,620.00	\$ 27,982.49	\$ 42,044.00

Miscellaneous Revenue

Interest Earnings	\$ 2,500.00	\$ -	\$ 2,500.00
Sale of Property	\$ 1,000.00	\$ -	\$ -
Town Hall Services	\$ 250.00	\$ 900.99	\$ 250.00
Special Events/Donations	\$ 2,500.00	\$ -	\$ 1,200.00
Other	\$ 2,000.00	\$ 802.16	\$ 2,000.00
TOTAL	\$ 8,250.00	\$ 1,703.15	\$ 5,950.00

Taxes

Commercial	\$ 189,540.00	\$ 358,651.25	\$ 207,745.00
Non-Commercial	\$ 171,698.00	\$ 4,281.15	\$ 211,360.00
Delinquent - RE	\$ 5,000.00	\$ -	\$ -
BPPT - FY2022	\$ 46,555.00	\$ 44,242.09	\$ 60,000.00
Public Utilities	\$ 575,000.00	\$ 660,686.40	\$ 550,000.00
Income Taxes	\$ 260,000.00	\$ 199,491.48	\$ 130,000.00
TOTAL	\$ 1,247,793.00	\$ 1,267,352.37	\$ 1,159,105.00

Total Revenue	\$ 1,524,332.00	\$ 1,460,761.91	\$ 1,393,099.00
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Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
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Request for Proposals **Downtown Upper Marlboro Economic Development Planning Firm (DRAFT)** RFP # UM 2022-01

Project Overview: The Town of Upper Marlboro is seeking a qualified, multi-disciplinary consulting firm or team to lead and facilitate visioning sessions with a diverse cross-section of community and business leaders, elected officials, and staff members to develop an action-oriented and comprehensive downtown master plan that will guide and support downtown revitalization and redevelopment efforts, providing the foundation, detailed strategic and graphically illustrated vision, and direction for the next ten years. This plan is intended to spur additional investment in downtown housing, commercial development, culture, and recreation, and will serve as a policy and visual guide for downtown's growth. The plan should recommend changes to the built environment that should be made over the course of the next ten years given current demographic profiles, economic conditions, and community goals, as well as an examination of international, national, regional, and local trends that will impact development patterns in the community.

Scope of Project: The Town of Upper Marlboro will create an advisory committee, to include Town elected officials and staff, property and business owners, and members of the public to work directly with the consultant and staff to provide review comments and recommendations. The selected consultant must:

- a. Facilitate, record, and process information gathered from a determined number of stakeholder meetings and other means to collect public input
- b. Attend regular Town meetings and work sessions
- c. Analyze demographic, economic, infrastructure, transportation, and environmental data to recognize historical trends and to project future trends
- d. Analyze existing land use regulations and policies
- e. Evaluate existing traffic patterns and make recommendations, particularly to increase the pedestrian friendliness of Main Street
- f. Evaluate existing parking and make recommendations for future needs
- g. Identify public space improvements
- h. Evaluate current regulatory measures that encourage and/or mandate specific uses, appropriate scale, architecture, and design, and make recommendations for changes that align with the identified goals and objectives
- i. Identify strategies to enhance the downtown gateways
- j. Identify ways to improve Downtown Upper Marlboro's walk and bike scores
- k. Identify opportunities and provide vision for mixed-use infill development that maintains the character and walkability of the downtown district
- l. Explore opportunities for Town Commons area improvements to improve accessibility, increase use, and provide enhanced connections to the downtown core
- m. Prepare a draft document, representing the Advisory Committee's work and long-range recommendations
- n. Deliver presentations to various stakeholder groups as necessary as determined during the process

- o. Prepare implementation strategies to achieve goals and objectives and assign responsibilities

Deliverables:

- Phased implementation plan
- Digital copy of all reference data and preliminary study documents
- PowerPoint presentation of the plan for promotional purposes
- Print ready digital copy of the plan for the purpose of public relations, marketing and recruitment with typical sections, maps, drawings and renderings, architectural standards, and strategies as necessary to enable the implementation of the plan
- Electronic maps and GIS data
- Funding plan/options

Deadline: Responses to this RFP are to be submitted by **Friday July 1st, 2022**, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Confidentiality Vendors must treat all documents and information provided by the Town including this RFP, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

Insurance: It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

Budget: The Town is planning for the budget of this RFP to be between \$50,000 and \$75,000.

Rejection Of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town is not liable for any cost incurred by entities prior to executing a contract or purchase order.

Point of Contact: Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

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