

Town of Upper Marlboro

REGULAR TOWN MEETING

March 10, 2020 • 7:00 p.m.

Approved Minutes

Call to Order

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

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

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

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

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Regular Town Meeting minutes from February 11, 2020, the Board Work Session minutes from February 25, 2020, and the Treasurer's Report as of February 29, 2020. Commissioner Leonard seconded. All Board minutes from February's Town Meeting and Work Session, plus, the February Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of February 2020, a printed report was provided in the Commissioners' meeting binder. Chief Burse noted that CERT delivered a second Emergency Preparedness presentation at the February District II Coffee Club. He added Code Officer Stewart has received additional training through MML's State-wide Municipal Code Enforcement seminar.
- Superintendent Bond delivered the Public Works reports for February 2020, a printed report was provided in the Commissioners' meeting binder. He noted that he is currently looking into the Chesapeake Bay Trust grant programs to help with the "Tree-mendous Maryland" project.
- Director of Finance Morgan reviewed highlights of the February Treasurer's Report noting a rise in Fines, Licenses and Permits revenues, adding that, new Food Truck License fees are anticipated. He acknowledged two local businesses, VM Properties LLC and Main Street Coffee & Treats, who recently took advantage of the SC/F.I.P. project funding, helping to close the FY2017 program successfully. He stated that \$112K of the Total Expenses was a timely, matching-grant expenditure for the Playground Project, noting that a \$100K reimbursement from the State is expected. He added the FY2021 Budget preparation is underway, to include Capital Improvements project goals.
- TUMHC Chair Skews reported that the Committee held its Quarterly meeting on February 15th, adding their next Archival & Planning Session will be held on March 21 at Town Hall. She noted the recent passing of TUMHC Co-Chair Tanja Hammond on March 2nd.

- EC Secretary Franklin reported the Committee is focusing on plans for expanding activities for Marlboro Day 2020 and invited potential volunteers to participate.
- Reporting for SCW Chair Stephens, President Pennoyer stated the Town's Sustainable Community F.I.P. Project has received another application that can utilize the remaining FY2017 grant funding. She added the SCW will now submit an application for the next FY2021 F.I.P. funding cycle. She noted the next SCW Meeting is scheduled for March 25th at 1:30 p.m. at Town Hall.

Commissioners:

- Commissioner Bernal-LeClaire: Announced he has been working with Director Morgan to create an ongoing dialog on Town financial issues. He added he attended, and delivered opening remarks at, the Maryland Lynching Memorial Project event at Town Hall on February 22nd.
- Commissioner Leonard: Reported that she attended the Swearing-in Ceremony for PGC Fire Chief Tiffany Green; the February District II Coffee Club Meeting; and MML's HEPAC meeting in Annapolis.
- President Pennoyer: Stated that, given timeline barriers to the County's official surplus of the Old Stone Building, the Board is looking to repurpose the Town's \$175K State Bond Bill for the "Green" Church Street Parking Lot Project, and to possibly increase space count from 35 to 100. It was just recently learned that the State Bond Bill is actually approved for \$350K.

She then delivered updates on the following topics: 1.) Marlboro Day is scheduled for May 9th with a Rain Date of May 16th; 2.) Submissions are due for the April 2020 *Landings* newsletter; 3.) Met with contractor to discuss November 2020 completion date for the Phase 1 Playground Project; 4.) Pursuing a Chesapeake Bay Trust grant to help with various Town's Green-Initiative projects; 5.) Looking to partner with Town of Morningside to utilize a DHCD Circuit Manager Sharing Program to help with project administration and grant-writing; and, 6.) Delivered updates on recent communications from County and State agencies concerning the COVID-19 outbreak, and reviewed measures the Town is taking to help keep everyone safe. Commissioner Leonard added that she was in a teleconference on the subject earlier today with the OEM and County Exec's offices, along with other municipalities and agencies. A special phone line has been established for citizen's questions, that she will forward by email to the Board and Staff.

Business

- 1.) Ordinance 2020-01 Amending ORD 04-01 to add Food Truck Ops: The Clerk read aloud the Ordinance's introduction and the President opened the floor to public comment. A resident asked what advantages were provided the Town by passing the ordinance. The President answered that at present, with several restaurants having closed, the existing eateries are overwhelmed. She added the Food Truck service would not be every day, but across the board, would provide more choices for the downtown workforce. Fee schedule, days and hours of operation, and placement of events were also reviewed. After discussion, Commissioner Bernal-LeClaire motioned to approve Ordinance 2020-01, Commissioner Leonard seconded. The motion was passed unanimously.
- 2.) Resolution 2020-05 Food Truck Hub Coordinator: The Clerk read aloud the Resolution's introduction, and, after noting the Food Truck Coordinator would be Chief of Staff Kyle Snyder, the President then opened the floor to public comment. *Off-topic*: A resident asked if the Town provides a Code Enforcement Report. The President said not at this time but would consider having one provided going forward. Reporting code violations protocol and procedure were briefly discussed, and a meeting of concerned parties and departments will be scheduled by staff. After discussion, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-05, Commissioner Leonard seconded. The Resolution was approved unanimously.
- 3.) Resolution 2020-06 Food Truck Hub Fees: The President reviewed highlights of the Resolution's fee and permitting schedule. After Clerk Williams read aloud the Resolution's summary, the President opened the floor for public comment. After a brief discussion explaining fee schedule details and parameters, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-06, Commissioner Leonard seconded. The Resolution was unanimously adopted.

- 4.) Ordinance 2020-02 FY20 Budget Amendment: Director Morgan reviewed the amendment's detailed adjustments, such as: An increase of \$3-400K in tax revenues; A decrease of \$200K for unrealized Park Conservation Grant; A \$140K decrease in Parking Enforcement & Meters; and, a decrease of \$90K to Payroll/Salaries/Pension. It was noted that the State Bond Bill was not reflected within these Mid-Year Adjustments but could be in the End-of-Year adjustments, and, the decrease in Salaries was not from current personnel but rather budgeted positions not filled. Commissioner Leonard motioned to approve Ordinance 2020-02, Commissioner Bernal-LeClaire seconded. Ordinance 2020-02 was unanimously adopted and the accompanying FY2020 Mid-Year Detailed Budget Adjustments were also unanimously approved by the Board.
- 5.) Resolution 2020-07 Verizon Franchise Renewal Negotiations: The President gave a short history of the Franchise Renewal process with the County explaining the Resolution is not binding but enables inclusion of the Town in the negotiations. Clerk Williams read aloud the Resolution's introduction the President opened the floor for public comment. Hearing none, Commissioner Bernal-LeClaire noted a typo in the signature block and motioned to approve Resolution 2020-07 as amended. Commissioner Leonard seconded. The Resolution was unanimously approved.
- 6.) Resolution 2020-08 Parking Meter Rates / Gov Oden Bowie Dr: The President explained the lifting of fees on weekends only was specifically to allow residents and visitors to the Schoolhouse Pond to enjoy the recreational facility without having to pay the meters. The Clerk read aloud the Resolution's summary, and the floor was opened for public comment. It was noted by a resident that some residents are becoming frustrated having to pay the meter for just short visits to local stores and facilities downtown. With no other comment offered, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-08, Commissioner Leonard seconded. The Resolution was approved unanimously.
- 7.) Committee Appointments Green Team & Arts Council: President Pennoyer reviewed the need for establishing the new Town Committees. She noted the formation of a "Green Team" is one of the requirements of the Sustainable Maryland Certified program for designation, which will aid in the Town's Green initiative projects. After reading aloud two (2) separate lists of volunteers ready for appointment to their respective committees, Commissioner Bernal-LeClaire motioned to approve the list, but abstained from voting due to possible conflict of interests. Commissioner Leonard seconded. The two rosters of volunteers were approved by a majority of the Board.
- 8.) Ordinance 2020-03 Personnel Guidelines & Compensation: Clerk Williams noted a minor date edit and Commissioner Bernal-LeClaire read aloud the Ordinance's introduction. He explained the need for the Personnel System Guidelines and its importance to budgeting and overall operations. The President noted the Ordinance will be posted online for public comment through March 20th.

Administrative Updates

- 9.) Legislation, Projects and Initiatives: CoS Snyder reviewed a spreadsheet included in the Board's Meeting Packet. Highlights included: 1.) The MD Heritage Area Expansion study has been approved, ATHA to work with the TUMHC in coming 6 months; 2.) Will need asset management policy for Town inventory; 3.) Have submitted a \$2,500 State grant application for Mural Project; 4.) Submitting utility work permits to SHA/District 3 for Streetscape Project installations; 5.) Received one bid for the Media Relations RFP#UM 2020-01, two for Parking RFP#UM 2020-02, and 5 for Town Hall Solar RFP#UM 2020-03; 6.) Draft RFP #UM 2020-04 Accounting/Auditing Services is ready for Board review; 7.) Prep-work underway for Annexation phases 2 and 3, to include community outreach and cost benefit analysis, etc.; and, 8.) Redirecting Bond Bill funding to Main Street Pocket Park, and both the Church Street Lot and Water Street Lot projects.
It was noted that the hearing for the Petition for Judicial Review of CR-98-2019, concerning the removal of historic designation(s) of the OMES property/buildings, will be held on July 1, 2020.
- 10.) General Commissioner & Staff items: After requesting a 2-week deadline date window for the draft RFP#UM 2020-04, Commissioner Bernal-LeClaire motioned to approve RFP#UM 2020-04 as amended. Commissioner Leonard seconded. The RFP was unanimously approved.
Copies of a new streamlined redraft of Resolution 2019-02 were made available to the Board and attendees for review and public comment.

Public Comment

A Town resident expressed major concerns about speeding and other traffic violations in Town especially on Church Street, stating more needs to be done beyond discussion, and, sooner now than later. He also noted a big problem with feral cats and offered information for those interested in helping him control the colony through the tag, spay and release program.

Another resident requested more police presence on School Lane to address trespassing issues especially at night. The President stated the Board was aware of the complaint and will be addressing the issue.

A concerned resident noted a dangerous school bus stop along Old Marlboro Pike at Rectory Lane. She said she has contacted the Board of Education and Dept of Transportation many times to register her complaint and get the location of the stop moved into the residential section on Rectory at Wilson Lane. She asked the Board for help, President Penoyer said she would help and look into this issue personally.

Adjournment

The President motioned to adjourn, Commissioner Bernal-LeClaire seconded. With all in favor, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

