

Town of Upper Marlboro

REGULAR TOWN MEETING

March 12, 2019

Approved Minutes

Call to Order

The meeting was called to order at 7:00 p.m.

Roll Call: Tonga Turner, President of the Board of Town Commissioners;
Wanda Leonard, Commissioner; Linda Pennoyer, Commissioner/Treasurer

Staff present: M. David Williams, Town Clerk/Administrator; UMPD Chief Washington

Also present: SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; and various citizens and interested parties.

Pledge of Allegiance

Approval of Meeting Minutes & Financial Reports

President Turner asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from February 12, 2019, the Work Session minutes from February 26, 2019 and the February's Treasurer's Report were acknowledged by the Board as reviewed. President Turner motioned to approve both sets of minutes and the Treasurer's Report as of February 28, 2019, Commissioner Leonard Pennoyer seconded. The February Treasurer's Report plus the minutes from February's Town Meeting and Work Session were unanimously approved.

Reports

Staff/Committees: Finance Director Morgan reviewed the February Financial Report, noting that Fines, Licenses & Permits income, while still experiencing a gap with projections from the FY2019 Budget estimates, should increase to close the gap within the next 3-4 months. Grants such as State Aid for Police Protection, the Park & Planning Streetscape Improvements grant, and the Sustainable Communities F.I.P. program should be realized soon as well. Other tax related revenues generated from Public Utilities billing will bring in over \$100K from Potomac Electric and Verizon alone. He noted that with most expenditures having been spent in the first half of the fiscal year, February's expense rate was dramatically down and the Town is working to continue that trend. The final Annual Financial Audit Report is expected this Friday. Mr. Morgan said he has been contacting banks about the Town's investment CDs and is working to obtain the largest amount of interest with the lowest amount of penalties. President Turner added that departments are currently working to collectively trim back \$200K in forecasted expenditures to help balance out revenue actuals by the end of FY2019. She also noted that in efforts to gain a better assessment of the Town's financial health, the audit has taken an extra-long time due to the investigation of the past 4-5 years of audits. It was suggested that it is a best practice to change auditors every 3-4 years.

UMPD Chief Burse reported he attended the last CERT meeting to get familiar with their goals, plans and objectives. He suggested an upgrade of their radios to improve communications especially during events. He noted since his swearing-in ceremony on February 12, he has attended an Honors Ceremony for a fallen PGC officer on February 21st, received a warm welcome from his peers at the Public Safety Brunch that followed on the same day, and, has been in the interviewing process with 3 applicants looking for employment with the UMPD. He then delivered a report on findings from a Maryland State Police Audit conducted on UMPD procedural operations, noting a uniform report had not been done since August of 2018. The UMPD has since received confirmation of compliance. He then offered as an exhibit, a well-worn bullet-proof vest in less than acceptable condition that had been issued to a current UMPD

Officer, noting the liability risks for the Town. Chief also reported that the Office of Central Services (OCS) Fleet Management crew has agreed to maintain the Town's Public Safety vehicles under a temporary agreement, noting that only a few departments are able to participate in that arrangement. The President added that the restructuring of the UMPD was meant to properly address these inherited shortcomings and issues of the department.

TUMHC Archivist and acting Secretary Brian Callicott reported that Tom Cavanaugh has been elected as a new member by the TUMHC at their last quarterly meeting in February. Mr. Callicott will be assuming the role of Secretary that was vacated last January. He noted their next event "Morsels & Memories on Main Street" will be held on the Saturday before Mother's Day starting at the Pedestrian Mall downtown, and that the group will hold their next Archival & Planning meeting this Saturday.

SCW Chair Stephens reported the final Sustainable Communities Renewal Application was submitted to the State, noting the Town should be receiving a 5-year Certificate of Designation soon. She said the SCW will be moving ahead with new clients for the Façade Improvement Project (FIP).

EC Chair Gunnoe reminded everyone that their "Poetry Slam" event will be held on April 13th from 3-7 p.m., noting the event was created in partnership with the UM Library who will be holding the contest. The new Marlboro Day event will be on May 18th from 11 a.m. to 4:00 p.m. with the Parade starting shortly before at 10:00 a.m. He added that the first Movie Event for 2019 will be held in June and added that the EC is currently planning events for FY2020.

Commissioner Leonard: Reported that the CERT has partnered with the PGC Public School system to conduct a "Pond Clean-Up" event on April 13, 2019 from 8:30 a.m. to 12 noon, noting the activity provides volunteer service hours for students looking to fulfill requirements for graduation. She also noted the CERT membership keeps growing, and CERT member, Alonzo Joy, has just received another certification in emergency management.

Commissioner Pennoyer: Reported that she has been talking with residents about forming a Senior Club. She also announced that she is looking into forming a "River Clean-up" for the Western Branch since the CERT has successfully established annual events at the Schoolhouse Pond.

President Turner: Delivered updates on the following topics: 1.) The March Work Session moved to March 19, 2019 at 7:00 p.m.; 2.) Received confirmation of a \$200K 3-year grant awarded by the State for the "Western Branch Community Park." The facility will feature a permanent fishing pier, kayak docking area, picnic area and historic wayside signage. Currently looking to establish a design team; 3.) A Bond Bill sponsored by Senator Peters and Delegate Watson was presented at the Senate this Saturday requesting funds for renovations to the Old Stone Building to establish an Upper Marlboro Welcome Center. Confirmation expected within 2-3 weeks; 4.) Reported on findings resulting from resident commentary delivered at the February Town Meeting concerning issues with the intersection of Water and Church Streets. Measures since taken to mitigate the issues included: Public Works has just striped the corner easement area at the 7-11 convenience store as "non-parking"; Chief Burse has discussed with Bank of America management about the various public safety issues concerning the ATM at the the Bank of America; Discovered snow pile-ups on the BoA sidewalk and curb along Church Street caused by County plows, PW Superintendent has discussed solutions with the County's Public Works; and, 5.) Town working with the County's "Employ Prince George's" Program to host 4 interns this summer to assist with the Public Safety, Public Works, Administration and Community Outreach departments.

The President then replied to a variety of concerns emailed to the Town last week on March 6, 2019 by a resident, adding that these replies orated tonight will be submitted in writing to the resident.

Business

Resolution 2019-01: Food Truck Fees: Seeing no additional discussion or comments offered on the Resolution, President Turner conducted a second reading and motioned to approve Resolution 2019-01, Commissioner Pennoyer seconded. Approval by the Board was unanimous.

Resolution 2019-02: New Rules of Order: The President opened the floor for comments on Draft 1 and noted the Resolution has also been posted online for public comment. No comments were put before the Board at this time.

Resolution 2019-03: Setting Fees Schedule: After a brief discussion the President motioned to approve the Resolution and accompanying Schedule of Fees, Commissioner Leonard seconded the motion. With no opposition, the Resolution passed unanimously.

Public Information Act Request package: The Board tabled approval for this item until fully reviewed by the Town's Attorney.

General/Administration issues: There were no new issues brought before the Board at this time.

Public Comment

A resident requested that an audit be conducted on the Town's use of the reserve funds during the previous administration. More concerns about bills for the Town Hall Project being paid from the Reserve Account in 2018 were also expressed. The President acknowledged the request as valid and stated there might be an additional cost for the audit if not already included in the current audit.

Another resident expressed thanks for the Town's professional handling of a downed tree from the right-of-way along his property on Church Street, adding that matters could have been worse handled otherwise.

Closed Session

After stating that the evening's business agenda had been completed, President Turner asked for a motion to close the Work Session, under statutory authority to close session General Provisions Article §3-305(b)(8), to discuss confidential and pending litigation. Commissioner Pennoyer motioned to approve the Board to go into closed session, Commissioner Leonard seconded the motion. With all in favor, the March Regular Town Meeting was closed to the public at 8:28 p.m. A "Written Statement for Closing a Meeting Under the Open Meetings Act"—Appendix C, was prepared by the Clerk and signed by the Presiding Officer, President Tonga Turner.

Reopening of Regular Town Meeting

The President stated the closed session's purpose and reported that all three Board members and Chef of Staff Kyle Snyder were present for the Closed Session. The President then asked for a motion to reopen the Regular Town Meeting. Commissioner Leonard motioned to reopen the March Regular Town Meeting, Commissioner Pennoyer seconded the motion. With all in favor, the March Regular Town Meeting was resumed at 8:42 p.m.

Adjournment

Commissioner Pennoyer made a motion to adjourn, Commissioner Leonard seconded the motion. With all in favor, the meeting was adjourned at 8:43 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

