

Town of Upper Marlboro

REGULAR TOWN MEETING

May 11, 2021 • 7:00 p.m.

Approved Minutes

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85999615701>
Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592

Call to Order

The meeting was called to order at 7:02 p.m.

Roll Call: Commissioner/Treasurer Sarah Franklin; Commissioner Janice Duckett; and, Linda Pennoyer/President of the Board of Town Commissioners.

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

Also present: TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Joseph Hourclé /Board of Supervisors of Elections; Ray Feldman/Feldman Communications Strategies LLC; Reverend Kevin V. Montague/Providence St. John Baptist Church; 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 Franklin motioned to approve the Regular Town Meeting minutes from April 13, 2021, the Extra Board Work Session minutes from April 20, 2021, the Regular Board Work Session minutes from April 27, 2021, and the Treasurer's Report as of April 30, 2021. Commissioner Duckett seconded. All Board minutes from February's Town Meeting and Work Session, plus, the April Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of March 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted that the Town issued 36 parking citations and 20 moving violations in April. He then addressed a subject of concern that had been brought to his attention by several residents over the past year. The issue being a homeless man who has been spotted in various places around Town. Chief Burse acknowledged that he has been in and around the vicinity for the past 4 to 5 years now and has not posed a threat to citizens who encounter him. A resident commented that they saw him walking in the middle of Church Street in the dark and they feared for his safety. Chief suggested that calling the non-emergency number would be the best way for the incident to be officially logged in for the police records: 301-352-1200.
- Superintendent Bond delivered the Public Works report for March 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He made a special note that there has

been an increase in residents putting out unacceptable items for pick-up. He added that residents should call the Town Hall with any questions on refuse items, or complaints about items not being picked-up, so that there is time for the appropriate crew(s) to address any problems.

- Director of Finance Morgan reviewed highlights of the April 2021 Treasurer's Report noting that the Budget figures are in the black at present, however, any large tax revenues will most likely not be received during the months of May and June this year. For expenses, he highlighted Computer and Parking Meter repairs & upgrades, Association Dues, HR Broker services and acquisition of the Town's first electric vehicle as major expense items for April. He added that work continues to finalize Town policies, the Employee Handbook, the FY2021 End-of-Year Budget Amendments and preparation for the Town's several annual audits.
- TA Snyder reported for Greenwill stating they continue to work on the Town's behalf on: Permitting issues related to the Playground Project; Language for the Roadway Improvement Project funding from the State; Getting the 2019 Bond Bill funding through; Property assessment to fund the Church Street Parking Lot project; and a new cost-sharing revenue initiative with the PGC Parking Authority.
- TUMHC Chair Callicott reported that at their last meeting they discussed their ongoing Time Capsule Project and a possible new Oral History session. She stated they are looking for items to put in the Time Capsule and noted they will post the interior dimensions for those wanting to donate items.
- Commissioner Franklin reported for the Events Committee stating they did not meet this past month but do need more volunteers as Board members and to help with ideas for their Fall Event.
- SCW Chair Stephens stated the Workgroup is preparing to launch its new "Building Improvement Program" to help address interior issues with Main Street buildings. She noted they need an MOU with the State in order to execute the new program. She added that another cycle of Community Legacy Grant Awards for FY2022 has begun and the SCW will need to apply by June 24th. Lastly, she noted they are currently researching best practices to stand an Upper Marlboro Business Association.
- Commissioner Duckett reported they extended the deadline for mural artist's proposals until May 14th. Councilmember Davis and the PGC Arts & Humanities Council will help with the Call-For-Submissions.
- It was noted that the GreenTeam is currently working on their plan.
- Chief Burse reported for the CERT stating that they on May 8th where it was noted members put in a collective 335 hours volunteering at Community Outreach events in and around Town.
- TA Snyder reported for the MVFD is currently restructuring operations since the loss of President Jay Tucker. He noted the Town continues to offer support to find funding sources for needed apparatus. He added that their annual "Cruzin' Main Street Car Show" will be held on August 28th.

Commissioners: The Commissioners had no reports at this time.

Business

- 1.) Resolution 2021-10 Employee Handbook: Clerk Williams read aloud the Resolutions' introduction. TA Snyder noted the Handbook has been reviewed by the Town's HR consulting firm and has been posted online for citizen's review and. With no further comment, Commissioner Franklin motioned to approve Resolution 2021-10. Commissioner Duckett seconded the motion. The motion was passed with the full Board voting in favor.
- 2.) Resolution 2021-11 FY22-24 Town Tax Rate Plan: The Resolutions' introduction was read aloud by Clerk Williams. With no further comment offered to the Board, President Pennoyer asked for a motion to approve. Commissioner Franklin motioned to approve Resolution 2021-11. Commissioner Duckett seconded. With all in favor, the Resolution was unanimously passed.

- 3.) Ordinance 2021-01 Business Licensing: A second reading of the Ordinance's introduction was read aloud by Clerk Williams. The President noted this was to amend Ordinance 2018-07 to better support the Town's businesses. A minor typo was noted by the Clerk. With no further discussion, Commissioner Franklin motioned to approve Ordinance 2021-01. Commissioner Duckett seconded the motion. With no one opposed, the motion was passed unanimously.
- 4.) Resolution 2021-13 Setting Business Licensing Fee: Clerk Williams read aloud the Resolutions' introduction. With no further commentary discussion, Commissioner Franklin motioned to approve Resolution 2021-13, to which Commissioner Duckett seconded. With no one opposed, the motion passed unanimously.
- 5.) Resolution 2021-14 Accepting Greentree Proposal: The Resolutions' introduction was read aloud by Clerk Williams. TA Snyder noted the work to clear dead trees is a necessary safety measure for the Playground Project. Commissioner Franklin motioned to approve Resolution 2021-14. Commissioner Duckett seconded the motion. With all in favor, the motion unanimously passed.
- 6.) Ordinance 2021-02 FY2021 Budget Amendment: The Ordinances' introduction was read aloud by Clerk Williams. Finance Director Morgan delivered an overview of the amendments needed for the End-of-Year Adjustments to the FY21 Town Operating Budget. He noted further adjustments will be necessary as more final figures come in the next month. There were no questions or comments offered at this time. It was noted discussions will continue at the next Work Session.
- 7.) Ordinance 2021-03 FY2022 Town Operating Budget: Director Morgan reviewed current numbers noting most figures should not change much by early June. Clerk Williams then read aloud the Ordinances' introduction. With no further discussion offered, the President noted the Budget Ordinance will be further discussed at the next two Board Work Sessions in May.
- 8.) Ordinance 2021-04 Amending Personnel Standards: The Ordinances' introduction was read aloud by Clerk Williams. The President noted this amendment to Ordinance 2020-03 will be discussed at the next two Board Meetings to address Charter and language issues and will be further discussed and reviewed with the Town's Attorney.

Administrative Updates

- 9.) Legislation, Projects and Initiatives: TA Snyder providing updates on the following: 1.) Pop-Up Vaccine event went well. Next one in 2 weeks; 2.) Playground Project phases moving forward. A Right-of-Way issue with DPIE is being addressed; 3.) Town Financial Policies to get finalized once the FY22 Budget is approved; 4.) Met with M-NCPPC on the Town's Trails and Walkways initiative; 5.) Mural Project Grant applications opened up to Maryland citizen's ; 6.) Waiting to hear back on the Main Street Maryland Affiliate Program; 7.) Employee Handbook approved tonight; 8.) County released Solar Panel Project permits; 9.) Working with Greenwill to get the State Bond Bill funding for the Church Street Parking Lot and Pocket Park projects; 10.) Investigating possible cost-sharing arrangements with the County and Courthouse for the Water Street Parking Lot and/or overall parking meter management; 11.) Discussions with Marlborough Towne HOA scheduled for the July Board Work Session; 12.) Chief getting quotes on electric vehicle charging stations.
- 10.) General Commissioner & Staff items: TA Snyder noted a Resolution to authorize a proposal to conduct the Mets and Bounds Survey for the next phase of Annexation need to be approved before June. After discussion, the Board announced the proposal would be up for a vote at the

next Board Work Session to accommodate the time constraint.

Public Comment

Reverend Kevin V. Montague introduced Stacey Jordan who is coordinating/directing their "Community Garden" project. Ms. Jordan stated she looks forward to discussions with the Town's Board and Staff on this project, future annexation phases and working together on Town events.

Adjournment

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

M. David Williams
Town Clerk