

Town of Upper Marlboro

REGULAR TOWN MEETING

June 8, 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 7:04 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 Chair Patti Callicott; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Jacob Moore/Greenwill Consulting Group LLC; 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.

Closed Session Statement

President Pennoyer read aloud the closing statement from the May 25, 2021 Closed Board Work Session:

The May 25, 2021 Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topics and purposes of this closed meeting were 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.

The specific statutory authorities to close the session are found in the General Provisions Article Subsection 3-305, Subsection (b), Paragraph (1). Persons present for closed meeting discussions: President Linda Pennoyer; Commissioner Sarah Franklin; and Commissioner Janice Duckett. Staff included for a portion of the Closed Session: Town Administrator Kyle Snyder, UMPD Chief David Burse, Public Works Superintendent Darnell Bond, and Director of Finance William Morgan.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from May 11, 2021, the Extra Board Work Session minutes from May 18, 2021, the Regular Board Work Session minutes from May 25, 2021, and the Treasurer's Report as of May 31, 2021. Commissioner Duckett seconded. All Board

minutes from May's Town Meeting, Extra Board Work Session and Regular Work Session, plus, the May Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of May 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted the one Hold-up Alarm was an error of the business, and the two Break-in Reports did not actually occur. He added that the UMPD issued 11 Code Violation letters, 75 parking citations and 105 moving violations in May. In addition, Chief announced that the PGC Police have added a new system where citizens can now submit calls for service via email: 911.mypgc.us
- Superintendent Bond delivered the Public Works reports for May 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He made a special note that the Water Street sinkhole was located near Church Street at the new pedestrian island, and, that it had been patched twice already, but will be working with the MDOT crew for a more permanent fix.
- Director of Finance Morgan reviewed highlights of the May Treasurer's Report stating parking meter revenues has been increasing as COVID restrictions are being lifted. He also noted a substantial increase in Earned Income Tax collections. For expenses, electric vehicle detailing, and Town beautification were highlighted, and it was noted that roughly 150 businesses are now on the Town's business license roster. He added that preparations for the annual audit are underway.
- Clerk Williams reported that he received notice from the MML that the Town has successfully earned its 2020-2021 Banner Town designation.
- Jacob Moore of Greenwill Consulting delivered an update on past and current legislative and Annual Budget initiatives that they have been working with on behalf of the Town. He reported that the Matching Grant requirement for the Town's \$175 Bond Bill was waived on June 1st, and the funds will be available to the Town once approval from the Board of Public Works is received. He added that, with the full support of Senator Peters, the \$450K grant for Streetscape improvements is now in the 2021 Budget. TA Snyder added that a map of the proposed Pocket Park project has been forwarded.
- TUMHC Chair Callicott reported that the Committee held its Quarterly Meeting on May 15th and approved meeting minutes are being finalized soon. She also reported the TUMHC submitted their annual budget request to cover expenses related to the Time Capsule Project. She noted that they will be participating in the Annual Cruzin' Main Street Car Show in August.
- Commissioner Franklin reported that the Events Committee met last week and finalized plans for their "Movie Night" partnership with OurTIN's Juneteenth Event. She said 2 additional Movie Nights are being planned for August 14th and September 11th (or 18th), adding they also plan on participating in the Blood Drive on July 9th, the Cruzin' Main Street Car Show in August, and the National Night Out event in October. Lastly, she announced the EC plans to hold the Trunk or Treat Event on Saturday October 30th, and the Holiday Event on December 4th.
- SCW Chair Stephens reported that she and the Mayor attended the Town of La Plata's Business Group meeting last week to help in the effort to help stand a Town of Upper Marlboro Business Association. She noted the SCW had added additional meetings to address this initiative as the next cycle of the Façade & Interior Improvement Project (F.I.I.P.) begins soon. Clerk Williams confirmed the MOU for the Community Legacy Grant/2021 F.I.P. projects had been signed by the Mayor and sent to the State. She added they have started working on the 2022 CL/F.I.P. Grant Cycle application.

- Commissioner Duckett reported for the Arts Council (AC) saying that they have been working on processing agreements required to proceed with the downtown Murals Project. She added that they are also discussing holding an outdoor family-friendly "Happy Leaf" event for September. Social Media outlets will be set-up and used to communicate with AC members, volunteers, and the general public.
- Commissioner Franklin reported that the GreenTeam met with Providence St. Johns Church about the creation of a Community Garden. They discussed soil testing, planting schedules, gardening work-shifts, and best practices to serve the community and distribute the harvests.
- Chief Burse reported for the CERT stating that the UM CERT held a meeting on May 8th where it was noted the CERT membership had put-in a total of 283 service hours from meetings, events, outreach and volunteer assistance. It was noted their next meeting will be on June 12th.

Commissioners:

- Commissioner Duckett: Had no additional report at this time.
- Commissioner Franklin: Reported concerns about the Town's observance of wartime fallen military service members this past Memorial Day, and how the Town plans to identify and acknowledge residents who may remain unknown. Clerk Williams said the Maryland Veteran's Commission could be a good resource for that information, and in the past, has offered to assist should the Town want to re-dedicate the new Town Hall as an official War Memorial again.
- President Pennoyer reported she plans to meet soon with At-Large County Councilmember Mel Franklin.

Business

- 1.) Ordinance 2021-02 FY2021 Budget Amendment: Clerk Williams delivered the second reading of the ordinance's introduction. With no comments or further conversation offered by the Board or those in attendance, Commissioner Franklin moved to approve Ordinance 2021-02. Commissioner Duckett seconded the motion. The motion was passed unanimously.
- 2.) Ordinance 2021-03 FY2022 Town Operating Budget: The Clerk delivered a second reading of the introduction. Director Morgan then delivered an extensive presentation via a PowerPoint slideshow outlining the Town's Budgeting process. Basic transparency initiatives included: 1.) Projections derived from 3 years Audits and future financial changes; Strong focus on actual revenues and balanced expenses; and defined Fund Account transfers. Projected projects, grants, revenue sources and expense categories were also highlighted. Commissioner Franklin motioned to approve Ordinance 2021-03, to which Commissioner Duckett seconded. With no one opposed, the FY2022 Town Operating Budget was unanimously adopted.
- 3.) Ordinance 2021-04 Amending Personnel Standards: Clerk Williams delivered the second reading of the introduction. TA Snyder noted a recommendation by the Town Attorney to add language pertaining to the Hatch Act, and a single correction to a paygrade in the Employee Pay Step-Chart. Commissioner Franklin motioned to approve Ordinance 2021-04 as amended. Commissioner Duckett seconded the motion. With Commissioners Franklin and Duckett in favor and President Pennoyer against, the motion was passed by Board majority.
- 4.) Resolution 2021-16 To Authorize DOE 2021-02: TA Snyder noted this was to provide an extension of the existing DOE 2021-01 through September, anticipating a Reopening Plan for the Town Hall. Clerk Williams delivered the second reading of the Joint Declaration of Local Emergency. Commissioner Franklin motioned to approve Resolution 2021-16. Commissioner Duckett seconded the motion. With all in favor, the motion was passed unanimously.

- 5.) Resolution 2021-17 To Authorize Circuit Rider Program Application: TA Snyder explained how the partnership program with the Town of Morningside will enable a sharing of administrative support from a Grants Administrator as well as managerial support with Special Projects. The Clerk delivered the second reading of the Resolution's introduction. Commissioner Franklin motioned to approve Resolution 2021-17 with amended application as presented. Commissioner Duckett seconded the motion. With no one opposed, the motion was unanimously passed.
- 6.) Juneteenth Proclamation: Clerk Williams read aloud the proclamation. Concerned residents questioned the dates used, and also expressed a desire to have more research done to elaborate on any possible historical data from the Town during those date ranges. It was agreed that more elements that might tie into Town's history, and/or current special observations, be added into next year's proclamation. Commissioner Franklin motioned to issue the Proclamation as written. Commissioner Duckett seconded the motion. The motion passed unanimously. TA Snyder reminded everyone of the upcoming OurTIN Juneteenth Festival at the Sasscer Field on the 19th noting the free movie being shown at 8:00 p.m. courtesy of the Town's Events Committee.

Administrative Updates

- 7.) Legislation, Projects and Initiatives: TA Snyder reviewed a Project-Tracker spreadsheet included in the PowerPoint presentation, noting 5 of the 13 projects listed have now been successfully completed. He then provided updates on the remaining items that included: 1.) New Town Playground; 2.) Financial Policies; 3.) PAMC Mural grant; 4.) Main Street Maryland Affiliate program; 5.) Church St. Parking Lot upgrades & Downtown Pocket Park; 6.) Annexation Phases II & III; 7.) Water Street Parking/garage; and 8.) Marlborough Towne HOA MOU.
- 8.) General Commissioner & Staff items: TA Snyder announced that the State is now fining WSSC for the abandoned 20' x 22' palettes left behind in the Western Branch more than 2 years ago. He noted that he worked with CSX Corporation to remove the "transportation" debris at the Railroad Crossing on Route 725 and is also working with the DPW&T to address/fix the stormwater drainage issues at School Lane.

A contract extension for playground vendor Sparks@Play had been added to the Board's Meeting Packet after the agenda was published. TA Snyder noted the extension was necessary to conform to DPIE's permitting schedule. Commissioner Franklin motioned to approve the extension request as presented and Commissioner Duckett seconded. The motion was unanimously passed.

Public Comment

President Pennoyer announced that Clerk M. David Williams will be retiring at the end of this month and extended kind words of appreciation, saying he will be greatly missed. TA Snyder invited residents to drop by Town Hall to say goodbye on Friday, June 25th during his Retirement Celebration at noontime.

TUMHC Chair Callicott thanked the Public Works crew for fixing the sinkhole on Church Street

Adjournment

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

