

Town of Upper Marlboro

REGULAR TOWN MEETING

July 13, 2021 • 7:00 p.m.

Approved Minutes

This meeting was conducted via Zoom Video Conference:

<https://uppermarlboromd-gov.zoom.us/j/81272506886?pwd=NHZtdnAvYzRUOTBjSWFoZHpSZ21mUT09>

Meeting ID: 812 7250 6886 Passcode: 675653; Dial-in only: 301-715-8592

Call to Order

The meeting was called to order at 7:05 p.m.

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

Staff present: Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson/ Town Clerk

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; Ray Feldmann/Feldmann Communications Strategies LLC; plus, Monica Williams; Stacy Jordan; Paula Whittington; Darrelynne Strother; Angelina.

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 June 8, 2021, the Regular Board Work Session minutes from June 22, 2021, and the Treasurer's Report as of June 30, 2021. Commissioner Duckett seconded. All Board minutes from June's Town Meeting and Regular Work Session, plus, the June Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of June 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted for the month of June there were 4 traffic complaints; 5 residential alarms; 2 vehicle accidents; 1 theft report; 2 commercial alarms; 4 welfare checks; 5 suspicious persons; 1 theft from auto; 1 overdose call; 5 fraud reports; 2 hit and run calls; 4 disorderly calls & 1 assault call.
- Superintendent Bond delivered the Public Works reports for June 2021. The report was provided in the meeting packet and on PowerPoint for those in attendance. DPW and TA Snyder met with John Tarr of Soil Conservation to discuss sinkholes around town. Two of the four have been remedied, as recommended by John Tarr and one was entered as a service request to MDOT. Sinkhole 4 will be

evaluated via drain camera and will be remedied according to the findings and recommendations of PGCDP&T.

- Director of Finance Morgan reviewed highlights of the June Treasurer's Report stating July 1, 2021 begins the new fiscal year for the Town. For the month of June, revenue generated was as follows: fines, licenses, permits - \$18,894.87; intergovernmental - \$519.00; grants - \$242,380.56; other revenue - \$0.00; taxes \$5,365.05 - total income: \$267,159.48. For the month of June, expenses were as follows: general government - \$99,490.87; public safety - \$43,282.48; public works - \$24,268.51 - total expenses - \$167,041.86.
- TA Snyder provided a report for Greenwill Consulting. As of July 7, 2021 - \$175,000 grant for pocket park and parking lot approved by Board of Public Works. \$450,000 for streetscaping should be available to the Town soon, as the FY 2022 budget takes effect. Senator Peters will resign at the end of the month; the Prince George's Democratic Central Committee will nominate his successor.
- TUMHC Chair Callicott reported that the Committee held an archive session on June 20, 2021. She reported that most of the discussion was regarding Juneteenth and what they would like to see for next year. Next archive meeting will be held on July 18, 2021, and the quarterly meeting will be on August 15, 2021. TUMHC has received approval to take photos of Union United. They will need to work with Evelyn and group on a Tuesday / Thursday between 10:00 a.m. & 2:00 p.m. In September / October the TUMHC is going to participate in a tree tour. A brief history presentation will be given along with a tour of the town.
- Commissioner Franklin reported that the Events Committee met on Thursday, July 8, 2021. Movie nights will be held of August 14, 2021, September 11, 2021 & October 9, 2021. The Events Committee will also be doing Trunk or Treat on October 30, 2021 (Saturday before Halloween). Caroling on Main Street will be held on Saturday, December 4, 2021. Event Committee meetings are the 1st Thursday of the month at 7:00 p.m.
- SCW Chair Stephens reported that TUM applied for the Community Legacy Grant offered by the Maryland Department of Housing. Pushed the button on July 12, 2021. Was supposed to be on July 8, 2021 but had technical difficulties. Grant will fund the façade improvement and interior development program. Looking to offer the program to local businesses. SCW is waiting for the Community Legacy Grant MOU for FY 2021 so information can be provided to businesses on the waiting list.
- Commissioner Duckett reported for the Arts Council (AC) saying 6 semifinalists have been chosen for the mural project. Artists are from Baltimore, Germantown & Bowie. Artist agreements will be signed to move the project forward. AC is also working on councilmember profiles. Committee member Devon still leads the effort for Artist of the month. On September 26, 2021, the AC will host the Happy Leaf Festival from 10:00 a.m. until 4:00 p.m. Festival will include art vendors, live entertainment, and food. AC is hoping to have all logistics in place by July 30, 2021.
- Commissioner Franklin reported that the Green Team met on Thursday, July 8, 2021. Green Team is currently working on a green plan for the town. They are also working with a local church to establish a community garden. Green Team is also considering a pop-up farmers market in November that can then become established in TUM.
- Chief Burse reported for the CERT stating they met on June 12, 2021. Currently CERT have over 230 hours of meeting time for the month of June. CERT members have attended conferences virtually with the state and county.

Commissioners:

- Commissioner Franklin: Met with Town Administrator Kyle Snyder and Public Works Superintendent Darnell Bond about a plan for interconnecting sidewalk - path trail network around the TUM.

- Commissioner Duckett: Did a follow-up ask for volunteers for the Happy Leaf Festival. Does need additional support to make the event successful.
- President Pennoyer reported she attended the MML convention in Ocean City, Maryland. Lots of training, networking and information was provided. President Pennoyer is still sifting through the information and seeing where things can be applied to TUM.

Business

- 1.) Board Approval & Swearing-in of John Hoatson as Town Clerk: Commissioner Franklin moved to approve John Hoatson as Town Clerk of TUM. Commissioner Duckett seconded the motion. The motion was passed unanimously. President Pennoyer delivered the Oath of Office to John Hoatson.
- 2.) Resolution 2021-18 Extending Training MOU with PGCPD: The Clerk delivered a recap of Resolution 2021-18: to approve certain amendments to the MOU between Prince George's County, Maryland and the Town of Upper Marlboro, Maryland for jurisdictional police services thereby extending its term thru 2023. Commissioner Franklin motioned to approve Ordinance 2021-18, to which Commissioner Duckett seconded. With no one opposed, Resolution 2021-18 was unanimously adopted.
- 3.) RFP 2021-01 Red Light & Speed Camera Vendor: TA Snyder delivered remarks regarding the Red Light & Speed Camera Vendor RFP. TA Snyder noted the RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1, 2023. Details will be worked out when vendor is selected, and the contract is put together. Without disapproval RFP 2021-01 Red Light & Speed Camera will be released. RFP requests will be placed on the website and some social media.
- 4.) RFP 2021-02 Town Attorney: TA Snyder stated the RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1, 2023. The Town Attorney RFP will be discussed at the September Work Session. Red light and speed camera RFP will not be discussed at the same time. TUM needs to do its due diligence with regards to the Town Attorney RFP. Everyone agreed and will move forward with the RFP 2021-02 Town Attorney.
- 5.) Special Event Application – Cruzin Main Street: TA Snyder spoke about the Special Events Application for Cruzin Main Street | Saturday | August 28, 2021 | 5:00 PM until 9:00 PM | Main Street. Marlboro Vol. Fire Dept, Ledo Pizza and Jeff Wyvill are the applicants for the event. The Board of Commissioners approved the Special Event Application – Cruzin Main Street. Now approved an application with the State Highway Administration will be completed for the event.

Administrative Updates

Legislation, Projects and Initiatives: TA Snyder reviewed a Project-Tracker spreadsheet included in the PowerPoint presentation. 1.) Capital Trail Coalition Partnership – Commissioner Franklin & TA Snyder have an introductory meeting this Friday with CTC; 2.) New Town Playground Construction – Engineering firm working with DPIE to confirm details, update at June Work Session; 3.) Town Financial Policies – Director of Finance working to draft policies, waiting for them to be sent over to Town Administrator; 4.) Election Charter Amendment – Board is discussing best way to move forward and timeline; 5.) PAMC Mural Grant Application – RFP released, Arts Council reviewing applicants now. Will be working with the Town Attorney on site agreements. Council will seek public feedback on design / concepts; 6.) Main Street Maryland Affiliate – Program coordinator setting up a meeting with leadership to discuss affiliate applications over the next week or two; 7.) Town Hall Blended Meeting Update – TA Snyder working with the Town's AV vendor on timeline. Board discussion at July WS, resolution to approve funds at August TM 8.) Church Street Parking Lot Upgrade & Pocket Park – Bond bill approved, working with Land-use Attorney to purchase pocket park; 9.) Phase 2 & 3 Annexation – Survey Firm advised they should be

completed their work. Expected draft Annexation Resolution at July Work Session, introduction at August TM; 10.) Water Street Parking Garage – Working to set up meeting with the County Revenue Authority to begin discussions prior to bringing the project to the Board. They are interested in a revenue-sharing partnership with the Town if the Town parking officers can take over enforcement; 11.) Marlborough Town HOA MOU – HOA confirmed for July 27, 2021, Board Work Session; 12.) Electric Vehicle Charging Stations – PEPCO advises none of the Town’s sites qualify for a charging station due to trees and sidewalks being in the way. Chief Burse and TA Snyder are working to locate a vendor. **Completed Project:** MEA Town Solar Proposal – Panels installed, passed County inspection. Awaiting PEPCO to come out and switch meter before the panels are activated. Firm scheduling with DPW on LED upgrade.

General Commissioner & Staff items: TA Snyder spoke about the Charter Update: Elections & Commissioners. Public Hearing could be held the week of July 19, 2021. This update would expand election judges from 3 to 5; move Town elections to October / November; keep commissioner form of government and increase the number of commissioners from 3 to 5. With these changes, the current board will sacrifice 2 months on their current terms.

DPW Superintendent Darnell Bond & Finance / HR Director William Morgan spoke about the Public Works Truck Purchase & Lease Agreement. Chevy does not produce truck that is needed for TUM. Ford has a truck that has air brakes and fits the classification needed. Currently 2 quotes have been received. TUM is hoping to use ARP money to purchase the truck. Currently Public Works Truck Purchase is in FY 2022 Budget under Capital Improvements - \$66,000.00.

Public Comment

No one spoke during Public Comment period.

Adjournment

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,



John Hoatson
Town Clerk

