

Town of Upper Marlboro

REGULAR TOWN MEETING

December 8, 2020 • 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 7:00 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; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; and,

Also present: TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; Joseph Hourclé/Board of Supervisors of Elections; Board members Maritsa Serlemitsos-Day and Monica Williams/Marlborough Towne HOA; Ray Feldman/Feldman Communications Strategies LLC; DPW&T representatives/Deputy Director Gwendolyn Clerkly, Associate Director Kate Mazzara and Construction Manager Dwight Joseph; plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President asked to move the DPW&T presentation (Business line-item #1) ahead of the Committee and Commissioner Reports. The Board agreed unanimously to the revised Agenda.

Closed Session Statement

President Pennoyer read aloud the closing statement from the November 24, 2020 Closed Session, noting the need for the closure was of an urgent personnel matter:

The November 24, 2020 Board Work Session 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 topic and purpose of this closed meeting were to discuss and preserve confidentiality of information concerning personnel . . . 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; Commissioner Janice Duckett; UMPD Chief Burse; Town Administrator Kyle Snyder; and Finance Director William Morgan.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from November 10, 2020, the Board Work Session minutes from November 24, 2020, and the Treasurer's Report as of November 30, 2020. Commissioner Duckett seconded. All Board minutes from November's Town Meeting and Work Session, plus, the November Treasurer's Report were unanimously accepted and approved as presented.

Presentation

County DPW&T Western Branch Floodplain/Levee Project: Project representatives delivered updates noting their partnership working with the Department of Energy (DOE) who recently completed the design. Mr. Joseph said that the majority of their work will be in dredging, the rebuilding of embankments, and some utility work. An RFP will be published in the next couple of weeks in 3 major newspapers. It was also noted that work should start in the Spring and take up to 1 year and 3 months to complete.

Reports

Departments/Committees:

- Administrator Snyder reported for Greenwill Consultants stating they are working on a Bond Bill with Senator Peters for extensive street paving and sidewalk upgrades, Also, they are monitoring speed camera legislation sponsored by Delegate Harrison and working to have Prince George's County included into the legislation originally pertaining to Montgomery County traffic laws only.
- In Chief Burse's communicated absence, the UMPD report for the month of November 2020 was provided in a PowerPoint slideshow for the Zoom meeting attendees.
- Superintendent Bond delivered the Public Works status report for November 2020 that was also projected via PowerPoint for the Zoom meeting attendees. No additional comments/issues were raised.
- Director of Finance Morgan reviewed highlights of the November Treasurer's Report noting that even though the overall report is good, an expected decline in parking meter revenues is starting to be realized, and is attributed to the recent COVID-19 surges.
- TUMHC Chair Patti Callicott reported that the Committee held their Quarterly Meeting on November 20th and are working to finalize the Virtual Walking Tour. She added that the Committee will be coordinating with the Union United Methodist Church in the planning of activities to observe Black History Month in February. It was noted that minutes from their last meeting were forthcoming.
- Commissioner Franklin reported for the Events Committee. She reported they discussed volunteering for the Blood Drive, as well as options for Marlboro Day 2021, at their last meeting on Thursday. It was noted that at this time 52 out of 75 volunteer positions have already been assigned.
- Reporting for SCW Chair Stephens, President Pennoyer stated they expect to hear back from the State about the Sustainable Communities FY21 F.I.P. Grant request sometime in January. She added the SCW had a successful meeting with Town business leaders on December 1st, where parties involved discussed their issues/concerns, and increasing business involvement in Town projects & events.
- The CERT had no report at this time.
- President Duckett reported for the Arts Council stating they are still in the discussion stage of Board member assignments, their mission statement and event planning for 2021. It was noted that their next meeting will be on December 16, 2020. And all interested parties are encouraged to attend.
- Commissioner Franklin reported for the Green Team stating they met last Wednesday with Sustainable Maryland Program Director Mike Hunninghake who made suggestions and answered questions about creating "greening" projects. It was noted more volunteers were needed for the Team.

Commissioners:

- Commissioner Franklin: Announced she had attended an introductory meeting of the Government Alliance for Racial Equity (GARE) and will share materials with the Board for further discussion at the next Work Session. She proposed reaching out to more area HOAs to work together on Town issues.
- Commissioner Duckett: Reported that she has received complaints and has witnessed loitering activity in the School Lane area in the last 2 months, suggesting a Neighborhood Watch program may improve that situation. In addition, she requested an informal Q&A session with Greenwill on their operations.
- President Pennoyer: Will deliver report item(s) later in the agenda.

Business

- 1.) County DPW&T Western Branch Floodplain Project: *(this item was moved by Board approval)*
- 2.) Ordinance 2020-07 Urban Forest: The Clerk read aloud a second introduction. With no further comments or discussion offered, Commissioner Franklin motioned to approve Ordinance 2020-07, to which Commissioner seconded. With no one opposed, the motion was passed unanimously.

- 3.) Declaration of Emergency 2020-05: The President explained the Declaration basically remains as is except it now extends the end date to February 28, 2021. TA Snyder noted the legislation is a joint-Order that is also identified as Resolution 2020-26, being one and the same. It was noted line-item 7 allows 15-minute free parking for up to 4 metered spaces, so as to support downtown businesses with curbside pick-up. Signs will be erected. The Clerk read aloud the Joint DOE 2020-05 and Resolution 2020-26 introduction. President Penoyer motioned for approval of the Order, to which Commissioner Franklin seconded. With all in favor, the motion passed unanimously.
- 4.) Town FY2021 Budget Update: Finance Director Morgan delivered a Budget Overview of FY2021 via a PowerPoint presentation for attendees. It was noted discussion on topics reviewed will commence at the next Board Work Session where public comment will be received. Topics presented included: 1.) Historical overview of past Town Finances; 2.) Current Positioning; 3.) Tax Rates comparisons; 4.) Increased expenses & COVID; 5.) Decreased Revenues & COVID; 6.) Budget Forecasting; and, 7.) Creating Revenue Opportunities. The President opened the floor for public comment and requested submitting those comments in writing as well for Board review. Comments included a request to consider Town Staffing vs Town population, and a request to not raise residential taxes during the pandemic. Help on the Town's Budget history was offered by past Commissioner Joseph Hourclé.

Administrative Updates

- 5.) Legislation, Projects and Initiatives: TA Snyder reviewed a spreadsheet included in the PowerPoint, providing updates on the following: 1.) ATHA Heritage Area expansion updates to come; 2.) Playground contract/construction time extended; 3.) PEPSCO charging stations at Show Place Arena; 4.) PAMC Mural Grant; 5.) Main Street MD Affiliate Program updates to come; 6.) Employee Handbook approval to come after HR firm is contracted; 7.) MEA Solar Project permitting process back on track; 8.) New Parking Enforcement vendor near completion; 9.) Western Branch Project updates to be presented by DPW&T soon; 10.) Annexation meetings with Phase II property owners being conducted; 11.) Draft Capital Improvement Plan to be discussed at December Work Session; 12.) Town's 2030 Plan being developed/drafted for Board discussion; and, 11.) Racial Equality initiative(s) to be discussed at every upcoming Work Session.
- 6.) General Commissioner & Staff items: No additional items/concerns were brought before the Board at this time.

Public Comment

A concerned citizen asked about water flowing on Church Street. TA Snyder replied it was caused by WSSC conducting a system flush as part of their inspection process.

Adjournment

The President motioned to adjourn the meeting. Commissioner Franklin seconded. The meeting was adjourned at 8:48 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

