

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## Board of Town Commissioners

### WORK SESSION

February 23, 2021 – 7:00 p.m.

### AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://us02web.zoom.us/j/85451683537> Video Meeting ID: 854 5168 3537, or,

Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

Work Sessions are open to public observation, however,  
public participation is at the discretion of the Board

#### Roll Call

#### Pledge of Allegiance

#### Business

- 1) Employee Handbook: Review and HR update (Board discussion)
- 2) FY2022 Budget: Planning, Priorities, & Timeline (Board discussion)
- 3) Business License Ordinance: Review (Board discussion)
- 4) Charter Amendment Resolution 01-2021: Review (Board discussion)
- 5) General Commissioner & Administrative Staff items:

#### Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217  
See back of Agenda for Public Comment Procedures*

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

## Handbook Review Update

Chris Lawson <chrislawson@insuraty.com>

Tue 2/23/2021 7:17 AM

To: Kyle Snyder <ksnyder@uppermarlboromd.gov>; William Morgan <wmorgan@uppermarlboromd.gov>; Terri Mosley <tmosley@insuraty.com>

Hello Kyle & William

The following are our notes based on the Employee Handbook Discussion. We found The Town of Upper Marlboro handbook to be in compliance without any changes to state and federal required policy at this time. Although requests for information, clarification of administrative procedures and some training is suggested should Insuraty be called upon to administer on behalf of The Town of Upper Marlboro or its employees.

Clarifications:(answered have been provided)

**page 4.**

Does 90 days probation apply to all employees including Police?

**page 4.**

Are I9's being processed within 3 business days of hire?

Are there any ADA compliant employees currently employed?

**page 5.**

Does offer letters include the requirement for completion of a medical exam and or drug testing? And continued employment is subject to federal and state law, requiring you to be medically fit for duty.

**page 7B3.**

Employees experiencing substance abuse problems are encouraged to seek assistance through the Employee Assistance Program. Is there a program and program summary description?

**page 7B3C.**

Is an alternative certified rehabilitation program currently in place?

**page 9G.**

All Supervisors shall educate and inform their employees about drug and alcohol abuse. Have Supervisors/Managers had formal training to detect and advise?

**page 9I3.**

An employee tested for reasonable suspicion shall be suspended with pay for 48 hours after the test to allow for the receipt of the test results. Are employees made aware through offer letters or at any time in the calendar year of this policy?

**page 10.**

Background/Reference Checks. Who is the current provider?

**page 11.**

Job Descriptions. Are job descriptions up to date, employees updated and a copy available to HR?

**page 12.**

Performance Appraisal Program

Is there a consistent plan that outlines the requirements and scoring of employees in all classes?

**page 14.**

Regarding compliance around advertising, applications, interviews and hiring offers. Have Managers had formal training?

**page 15F.**

Performance Evaluations. Does this supersede the Performance Appraisal Program?

**Note:** Page 15 outlines the management class responsibilities but is being distributed to all employees. Supervisory/Management training should be considered.

**page 17.**

Pay Days. Labor laws don't support "required to use direct deposit".

**page 18.**

Final Paycheck. State of Maryland requires 48 hours for release of the final paycheck due to termination.

Request for Information

**page 4.**

Vacation Accrual Chart

**page 4.**

Employment Application

**page 15.**

Copy of LGIT Risk Management Manual

**page 17.**

Copy of payroll calendar

**page 35.**

Outside Employment. Copy of Ordinance Ethics. Copy of secondary employment agreement.

**Chris Lawson**

HR Consultant

Principal Broker & Insurance Advisor

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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners

From: Kyle Snyder, Town Administrator & William Morgan, Director of Finance

Date: Thursday February 18<sup>th</sup>, 2021

Re: FY 2021 Budget Calendar & Planning

Commissioners,

As you are aware, the Town's Fiscal Year 2022 Budget time is right around the corner. This year we plan to open up the budget planning process a bit more, to allow for more planning and discussion. We have scheduled three additional budget work sessions to be held on the 3<sup>rd</sup> Tuesday of the months of March, April, and May at 11am. Most other municipalities also schedule extra meetings for budget discussions.

Below is our planned budget calendar outlining different meetings and the planned topics for discussion. This calendar is just a draft, and will be up for discussion at the February 23<sup>rd</sup> Work session.

Prior to the Tuesday March 16<sup>th</sup>, 2021, "extra" Budget Work Session, Mayor Pennoyer, Treasurer Franklin, Mr. William Morgan, and myself will be setting up several administrative meetings to begin basic budget outlines in order to be ready for discussions at the first budget work session.

At some point in the process, there will need to be a closed session for the Board to discuss staff performance and salaries.

Date	Meeting Type	Topic
Tues Feb 23 <sup>rd</sup>	Regular Work Session	Budget Calendar & Priorities
Tues March 16 <sup>th</sup>	Extra Budget Work Session	Anticipated Revenue & Priorities
Tues March 23 <sup>rd</sup>	Regular Work Session	Town Tax Rates
Tues April 6 <sup>th</sup>	Regular Town Meeting	Public Comment- Town Tax Rate
Tues April 20 <sup>th</sup>	Extra Budget Work Session	Expenses- Departmental & CIP
Tues May 11 <sup>th</sup>	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 18 <sup>th</sup>	Extra Budget Work Session	Discuss Budget Ordinance & Public Comment
Tues June 8 <sup>th</sup>	Regular Town Meeting	Approval of Budget Ordinance
Thurs July 1 <sup>st</sup>	N/A	FY 2022 Budget in effect

Please let us know if you have any questions or concerns, thank you.



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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Thursday February 18<sup>th</sup>, 2021  
Re: Town Business License Ordinance Review

Commissioners,

Back in October 2020, the Board began discussions and looking into the Town's Business License Program that was implemented back in 2018. The decision was made to pass Resolution 2020-21 to reduce the annual fee from \$300 to \$45 due to the impact of the COVID-19 pandemic and revisit the overall ordinance revision in late Winter 2021 so that the program was updated by the July 1, 2021 start date. Since the program was set up, staff have identified areas of improvements to help streamline the process. Below is a general overview of the project:

### Current Conditions:

- All businesses regardless of category are set at the same rate.
- Licenses must be applied for and issued annually.
- Lottery Fee if a business had lottery machines.
- An additional liquor a fee of if they had a County Liquor License (20% of the County Fee)
- The initial

### Items Recommended to Be Considered:

- Bi-annual license instead of annual, would reduce staff workload. (
- Removal of Lottery License- Found to be against State law and has not been enforced.
- Removal of Liquor License- Would streamline and simplify the process.
- Creating a home-based business category with a lower fee
- Expanding the penalties section and enforcement actions for unlicensed businesses.
- Assigning the management of the program to the Town Administrator and Director of Finance.
- Looking into purchasing a software system to better track the program.

### Potential Revision Timeline:

March 23<sup>rd</sup>- Board reviews draft Ordinance at Worksession  
April 13<sup>th</sup>- Ordinance Introduced at Town Meeting  
April 27<sup>th</sup>- Board discussion & Public Comment at Worksession  
May 11<sup>th</sup>- Updated Ordinance Approved at Town Meeting  
June 1<sup>st</sup>- License application information sent out to businesses.  
July 1<sup>st</sup>- 2021/2022 License cycle begins with new regulations.