

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

January 26, 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) Healthcare Broker Firm Presentation (Board discussion)
- 2) Annexation Update (Board discussion)
- 3) FY2022 Budget Planning & Proposed Tax Rates (Board discussion)
- 4) Charter Amendment Resolution/ CAR 01-2021 (Board discussion)
- 5) General Commissioner & Administrative Staff items:
 - Added agenda item (Board discussion)

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*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



December 7th, 2020

Proposal For:

Town of Upper Marlboro Government Healthcare Insurance Broker

Upper Marlboro Town Hall, 14211 School Lane Upper Marlboro MD 20772

RFP # UM 2020-07

Contact:

Chris Lawson

CEO, Principal Broker & Insurance Advisor

(301) 249-9554 ext. 102

ChrisLawson@Insuraty.com

One Town Center
4201 Northview Drive, Suite 409
Bowie MD 20716
(301) 249-9554
www.Insuraty.com



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11. Technology Providers
 - EASE HRIS & Benefits Management Software
 - Employer Focus Benefits Management Software
 - Paylocity Payroll Services



About Insuraty

Prince George's County Maryland established Employee Benefits Brokerage and Human Resources Consultancy since 1996. Aligned with top-rated insurance and investment advisors offering Group Health, Dental, Vision, Disability, Life Insurance, Flexible Spending Accounts, Medical Gap Coverage, Stop Loss Insurance, Benefits Administration, Human Resources Outsourcing and 401K retirement savings plans, plan compliance, distribution and administration. Our current portfolio under management is; \$26,000,000 Health insurance, \$33,708,000 Retirement Savings Accounts, \$1,118,000 Ancillary Insurance, \$420,000 human resources consulting and administration fees.

Our Advisors, Consultants and Administrators bolster more than 80 years of combined experience managing group clients providing personalized consultative customer service aligned with our clients vision and strategic goals. We safeguard the financial well being of employee benefit plans utilizing financial measurement tools, financial partners including Auditors, CPA's, Erisa Attorneys and provide cost and data analytics that assist the desired short and long term client objectives.

We are currently appointed in all 50 states with clients in Maryland, District of Columbia, Virginia, Pennsylvania, North Carolina, Florida and Georgia covering more than 7500 employees.

Our team brings a variety of business and government experience from America fortune 100, Maryland Local, County and State legislation and Utilities Governance and Pension Board Advisory.



Insurance Brokerage & Compliance:

Successful organizations require fringe benefit programs that attract best in class employees to keep them competitive and profitable at all times. It's important to work with Brokers and Advisors who offer not only cost effective benefit plans but value added service that covers a range of requirements. At Insuraty we offer a wide range of assistance covering 100% of plan management to include;

- Research Insurance Carrier plans and design solutions that beat national insurance trend and inflation
- Produce Request for Proposals to qualified Insurance Carriers
- Promote Health Care preventive care among employees to create a healthier lifestyle and workforce
- Advise on current and any newly introduced state legislation and ERISA laws
- Provide updates on industry trends based on company demographics
- Inform on updates or enhancements introduced by Insurance Carriers
- Provide timely and automated employee benefits administration
- Train employees on our Insurance Carrier technology for self service convenience
- Offer onsite consultation and assistance to employees on a quarterly basis
- Negotiate all renewal contracts and services for Health, Life, Disability, Dental, Flexible Spending Accounts and Ancillary insurances
- ACA monitoring and produce any required reporting
- Pre-Tax compliance review
- Assist in the planning and communication of Benefit Health Fairs upon open season
- Arrange for employee benefit sessions, and coordinate Insurance Carriers
- Post renewal administration including policy review, Certificates of Insurance, Employee coverage confirmations
- Dedicated Client Manager on a daily basis



Retirement Plan Brokerage & Compliance:

Second to none is the importance of helping your employees save. A 401(k) plan gives employees a tax break on money they contribute. Contributions are automatically withdrawn from employee paychecks and invested in funds of the employee's choosing (from a list of available investment offerings). Just as important to offering the retirement plan comes the responsibility of carefully and accurately administering and managing the plan. Our 3 team approach offers our clients;

Review plan operation to ensure compliance with plan document

Ensure all eligible employees are given the opportunity to enroll in the plan

Ensure plan definition of compensation is being used to calculate participant deferrals

Ensure plan loans are being repaid according to the terms of the plans loan policy

Ensure employee deferrals and loans are deposited timely

Provide 4th Quarter benefit notices to participants

Distribute contribution refunds to correct an ADP/ACP failed compliance test

Distribute required minimum distribution to participants who became RMD eligible

Distribute amount deferred in excess of IRC section 402g limit

Provide quarterly benefit statements to participants due 45 days after quarter end

File form 5500 or 2 ½ month extension if required

Distribute any Summary of Material Modification or new Summary Plan Description to participants if modified

File Form 5500

Provide any applicable notices to plan participants if applicable including;

- Safe Harbor 401k plan notice
- Qualified Default Investment Alternative notice
- Automatic Negative enrollment notice
- Participant Fee Disclosure

Distribute Summary Annual Report to participants if Form 5500 extended

Cash out small account balances related to terminated employees

Process any defaulted loans and retain detailed 401k records for ERISA retention rules



Human Resources Outsourcing:

The efficiency of any organization relies primarily on the efficiency of its human resources and the success of the organization depends on finding the best elements of human power.

Our HR outsourcing solutions enable mission-driven organizations to realize better results by focusing on their people and workplace culture backed by sound HR policies, processes and financial efficiency. Our unique combination of deep functional expertise, sector-specific experience, and thoughtful approach to HR provide an invaluable partnership to your organization.

*Our dedicated HR Team approaches every engagement in a strategic and holistic manner. Providing enterprise wide policy review, IT system compliance and controls, payroll processes, employee benefit compliance, evaluating the clients approach to leadership, the outcomes it wishes to achieve and the nuances of your workplace culture. We integrate into the fabric of your organization and prioritize an understanding of your people's organizational needs. **Insuraty HR outsourcing practice provides your organization all the benefits of an Inhouse HR team, but with less expense and deeper expertise.***

The Insuraty approach consists of the initial step to employment, policies and procedures, compliance and planning throughout the term of employment until exit from the company. Supported by value added services to save you time and money. From arranging the best employee benefits package to simplifying payroll and protecting your company.



Human Resources Services:

As part of our Human Resources Outsourcing we offer day to day administration covering all key areas of HR and compliance including;

- Employee Application compliance
- Pre-Hire screening – Reference Checks – Criminal Background Checks
- New Hire Onboarding and Orientation
- Payroll Onboarding, salary and tax changes and direct deposit administration
- Personnel Files compliance and best practices
- Employee Assistance, Consultations and Grievance support
- Employee Training – Problem Solving – Conflict Resolution – Sexual Harassment – Bullying
- Electronic Employee Training - covering more than 25 core training requirements and custom training options
- Employee Handbook Development and Policy Management
- Workforce and Cost and Labor Reporting
- Workers Compensation pay as you go administration
- Workers Compensation audit preparation and reporting
- EEOC data support and representation
- Unemployment Claims Administration
- Administer required Fair Standard Labor Laws compliance
- Administer required Family Medical Leave Act laws
- Provide updates and consultation on state/federal legislation
- Terminations Administration and Exit Interviews
- Cobra required administration and coordination



Payroll Services:

Employees rely on their paychecks, so you have to get your payroll right. Our partnership payroll software provider Paylocity, simplifies payroll, automates processes, and keeps you stay tax compliant all in one spot. We can pull expense reimbursements into paychecks and run custom reports to get the data you need. And provide the flexibility for employees to access a portion of their earned wages when they need it. We feature;

Penalty-Free Tax Service with multi-state jurisdiction tax filing, payment – compliance

Garnishment Managed Services

On Demand Pay

Expense Management

Standard Tax Reports, Quarterly Tax Returns, Employer W-2s and 1099s

Labor and Industry Reports

Employee Self Service portal with online access to Pay Stubs, W-2s and W-4s update

Company Documents, Vacation and Sick time tracking and reporting

Multilayer security scheme for the highest level of protection

Manual check calculator to calculate and print checks on site

Net to gross calculator for bonuses and other special checks

Over 40 standard reports

Labor Distribution Report

Dedicated Support Specialist assigned to your Broker Client Manager

Labor Law Posters



Workers Compensation Insurance:

When it comes to protecting your employees we take the confusion out of worker's compensation. We work to help you control your premium costs by championing workplace safety along with creating a return-to-work program for your employees who suffer work-related injuries or illnesses. More than just coverage we provide our clients;

Covid 19 Information & Resources
Professional Safety Services
Integrated Claims & Medical Services
Workplace Safety Training
Workers Compensation Training
Active Shooter Preparedness
Opioid Overdose Response Training
COI Request
Safety Discount Programs
Dividend Plans



Municipal & Non-Profit Experience:

At Insuraty we understand that local government is the sphere of government closest to the people. It is important that those employees who serve the local community are respected and appreciated for their efforts. We've spent a decade assisting municipalities and quasi-government employers.

Partial Client Listing:

Town of Brentwood Maryland

City of Seat Pleasant Maryland

Prince George's Chamber of Commerce

Prince George's Economic Development Corporation



Pricing:

MONTHLY

COST

Insurance Brokerage & Administration

No Brokerage & Administration fee required

Retirement Plan Brokerage & Administration

No Brokerage fee required
\$2000 annual Plan Administration

*Insuraty Dedicated HR Generalist
on demand to carry out day to day
HR Administration task.*

\$995.00

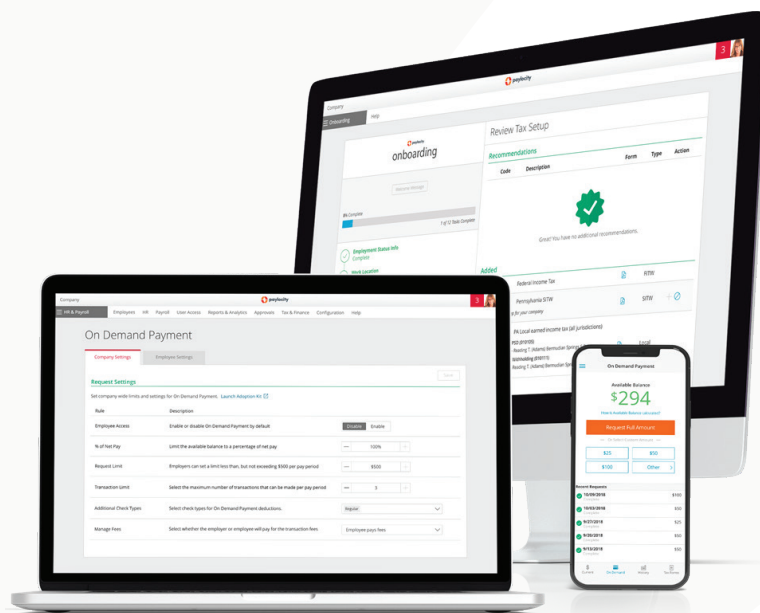
Workers Compensation Brokerage & Administration

No Brokerage & Administration fee required

Technology Suite

\$500.00 One time setup fee





payroll

Save Time and Your Peace of Mind

Employees rely on their paychecks, so you have to get your payroll right.

Use our software to simplify payroll, automate processes, and stay tax compliant, all in one spot. Pull expense reimbursements into paychecks and run custom reports to get the data you need. And provide the flexibility for employees to access a portion of their earned wages when they need it. Ensure accuracy and get time back in your day.

Editable Templates

Easily gather new employee information. Combine hundreds of fields onto one screen. Tailor payroll and HR processes with drag-and-drop technology, and customize templates.

Custom Checklists

Keep track of all critical steps of a process, both inside and outside the system, starting from templates or your own list.

Custom Framework

Support actionable decision-making. Work with our experts to customize general ledgers, accruals, and complex reports. Quick calculations? Check.

Geolocation Taxation

Automatically determine employees' state and local taxes based on home and work locations. View verified taxes, recommended changes, and taxes not needed.

Prorated and Retro Pay

View employees marked for prorated or retro pay, and easily calculate the amounts for payroll changes, whether it's in the middle of a pay period or for a previous one.

Pre-Process Register

Ensure paycheck accuracy with instant preview, revision, and verification your register prior to processing payroll

Employee Action Forms

Automate the process of requesting a change of status, position, or compensation, and obtaining the required levels of approval to make that change.

On Demand Payment*

With Paylocity Time & Labor, allow your employees to request a portion of their earned wages before payday. This provides employees increased financial flexibility—with minimal impact to your payroll process.

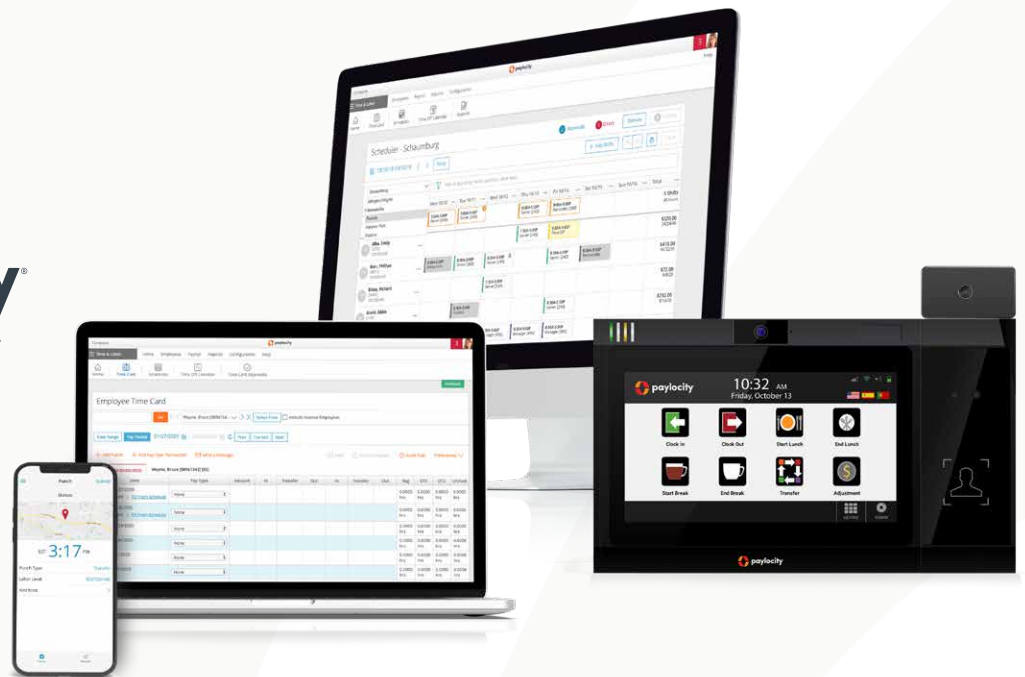
To see us in action, contact your **paylocity sales rep today!**

*\$500 is the maximum amount that can be requested, and within a given pay period, three is the maximum # of withdrawals

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workforce management

Maximize Workforce Productivity

The workforce is growing more diverse, beyond schedules, shifts, and exemptions. Tracking attendance and planning for labor needs is critical to your success.

Use our Workforce Management tools to get data insights on time and attendance to run your business more efficiently. And empower employees to handle daily needs, like clocking in and out. Take the manual work out of time tracking, while reducing compliance and health risks, and increasing productivity across the board.

More Time, Less Labor

Time and Labor

Regardless of your employees' compensation types, Workforce Management precisely tracks time and labor data — eliminating the need for manual tracking of accruals.

Attendance Points

Assign and track points for attendance occurrences such as tardiness, absenteeism, or misuse of breaks/meal periods, and view the points audit trail to see the last 30 days for all employees. Allow employees to see their points balance, if you choose.

Scheduling

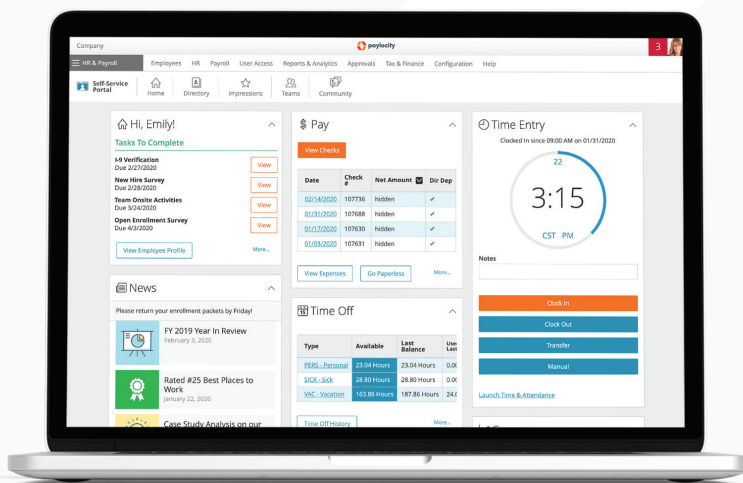
Automate schedule tracking by creating and adjusting work schedules as needed — including building policies such as duration, time between shifts, and availability — without having to manually correct necessary payroll data.

Reports and Dashboards

Access meaningful data and reports, such as a weekly summary of hours report or time-off summaries. Supervisor dashboards allow managers to view live status of schedules and track or fix employee exceptions like tardiness and missed punches.

Employee Access

Empower employees to observe schedules, request time off, view messages and recent punches—all from time clock kiosks, the Employee Self Service (ESS) portal, or the mobile app.



employee self service

Put It In Their Hands

Employees want easy access to their information. With Paylocity, give them secure, 24/7 access in one, convenient place.

They can view checks, request time off, clock in and out, update personal data, and collaborate and interact with each other. Supervisors benefit, too, with the ability to approve schedule changes or time-off requests. Keep your employees connected to the tools they need — and to each other.

Create a Consumer-Driven Employee Experience

Arm employees with personal payroll and HR details, company information, and each other with our Employee Self Service (ESS) Portal. Eliminate hours of manual work, extend critical payroll and HR resources, and ensure consistent communication.

Information On Demand

Available on both desktop and our mobile app, get secure, 24/7 access to essential data in one convenient place. With Paylocity, your employees will be able to:

- View paychecks, accruals, and tax documentation—and make direct deposit changes
- Receive a portion of earned wages before payday with On Demand Payment*
- Punch time cards digitally, and make and manage time-off requests
- Collaborate, interact, and collect feedback with Community, and search the staff directory
- Recognize co-workers with Impressions
- Access training in our Learning Management System*
- **Managers:** Approve changes, manage tasks, and access employee data from a single view. Route pay rate changes to necessary organizational levels for approval

Engage with Employees

Foster a culture of transparency, open dialogue, and engagement with the Self Service Portal's collaboration and communication tool, Community. Use Announcements to keep employees up-to-date on important company news, Polls for anyone in your organization to collect feedback quickly, and Groups to bring teams together by common interests.

Take ESS with You Using our Mobile App

Available for iOS and Android. Empower your employees to act, engage, and grow!

*Functionality determined by the Paylocity spaces your organization selects and enables

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BenefitMall – Simplifying Employee Benefits Administration

BenefitMall's mission is to provide personalized service and superior products to help Brokers deliver employee benefits more efficiently. Since 1980 we have been recognized as a leader in employee benefits administration in the Mid-Atlantic region, and we are proud to partner with you and your broker to administer your employee benefits.

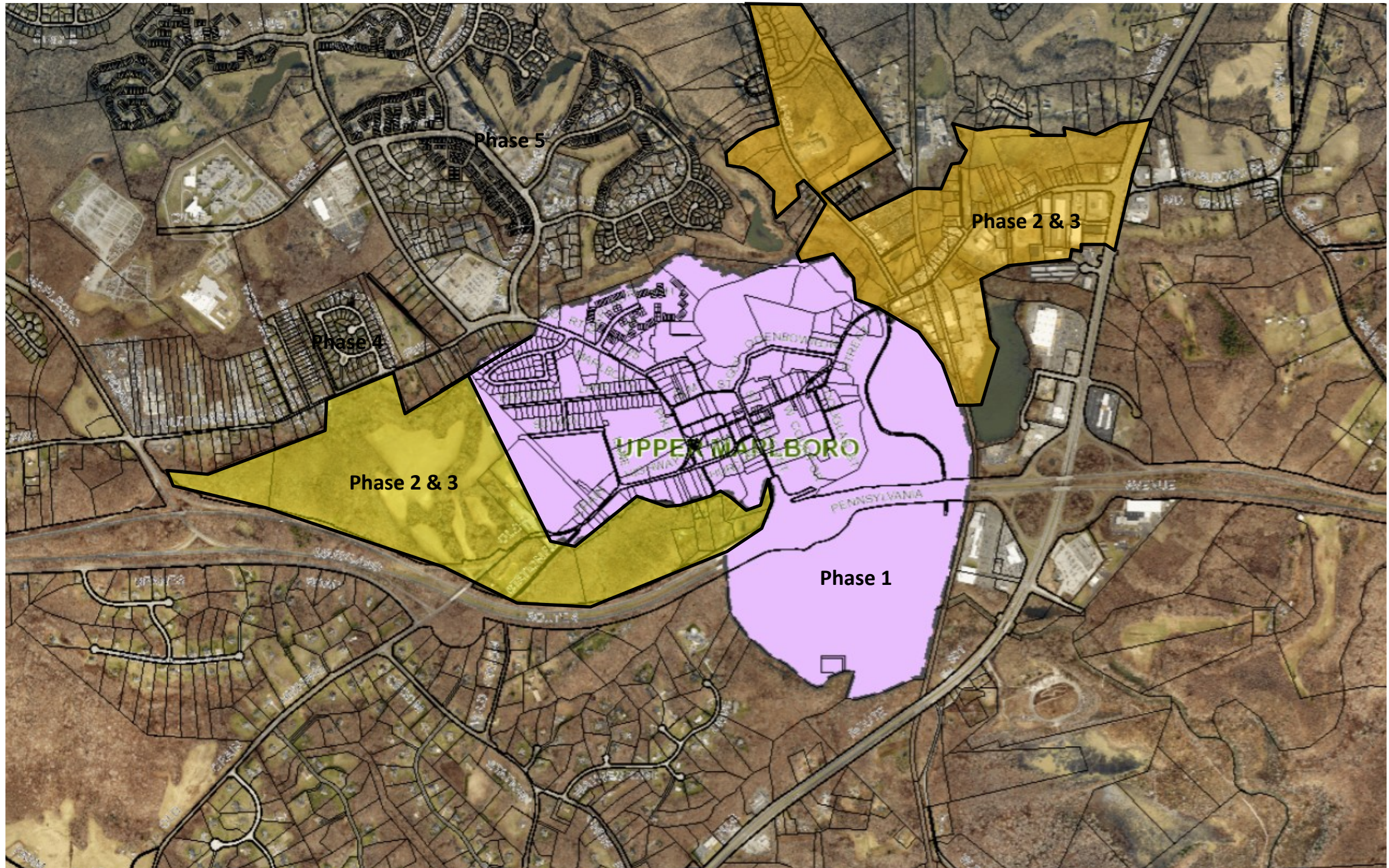
Your broker partners with BenefitMall so that you can offer a wide range of products through multiple carriers with one easy-to-use system. BenefitMall will provide you with:

- **One Invoice** - consolidating multiple carriers on a single premium statement
- **One Premium Payment** - eliminating the need to send multiple checks
- **One Enrollment Form** - allowing enrollment with multiple carriers and products using a single form (*customization is available for larger employers and forms can be pre-populated at renewal*)
- **Employer Services Exchange** - providing employers and employees with real time access to view and manage your employee benefit program and view/pay bills online*
 - Integrated Payroll now available
- **Electronic Data Interchange (EDI) capabilities** - expediting the transmission of accurate enrollment information to multiple carriers
- **Dedicated Customer Service Representatives** - providing you with one point of contact for all your service needs
- **Quality Review Process** - assuring accuracy of enrollment and billing information
- **COBRA Administration Services** available

For additional information on how BenefitMall can assist you with the administration of your employee benefits program, please contact your broker.

*Payments can be made by business or personal check only.

Updated Phase II & II Annexation Map





Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

MEMORANDUM

From: William Morgan, Dir. Of Finance

To: Board of Commissioners

Re: FY2022 Recommended Actions

Every year the Town of Upper Marlboro is tasked with passing a balanced (net neutral) budget to provide vital and necessary services to its residents. Some of those services include, but not limited to, a police and public works department, waste and bulk trash collection, provided utilities, capital improvement and etc. In order to provide services, there must be a substantial amount of incoming revenue to match the Town's approved expenses to alleviate financial insolvency.

Currently the Town of Upper Marlboro struggles with paying its required annual obligations. Leaving the Town no choice but to supplement its approved budget with a transfer from the reserve fund. If the Town continues these habits, the reserve fund will be depleted, and possibly vital services may be reduced to fulfill their obligations to its residents. At this moment, the Town is projected to end fiscal year 2021 in the red (**Exhibit 1**). And the projection has limited the Town from its planned improvements both internally and externally.

Ex. 1

	January	February	March	April	May	June
Revenue	\$ 74,000.00	\$ 175,000.00	\$ 118,000.00	\$ 20,500.00	\$ 61,000.00	\$ 54,000.00
Expense	\$ 110,200.00	\$ 98,000.00	\$ 102,650.00	\$ 93,100.00	\$ 98,000.00	\$ 103,000.00
Variance	\$ (36,200.00)	\$ 77,000.00	\$ 15,350.00	\$ (72,600.00)	\$ (37,000.00)	\$ (49,000.00)

With a complete analysis of the balance sheet, dating back to fiscal year 2013, we see a gap annually with how much revenue the Town brings in compared to the expenses paid out. The annual financial position change has been an estimate of \$200k and we believe this progression to find those monies will lead to a net neutral budget at the end of fiscal year 2022. **Please note, this does not include any loss of revenue due to the coronavirus pandemic.**

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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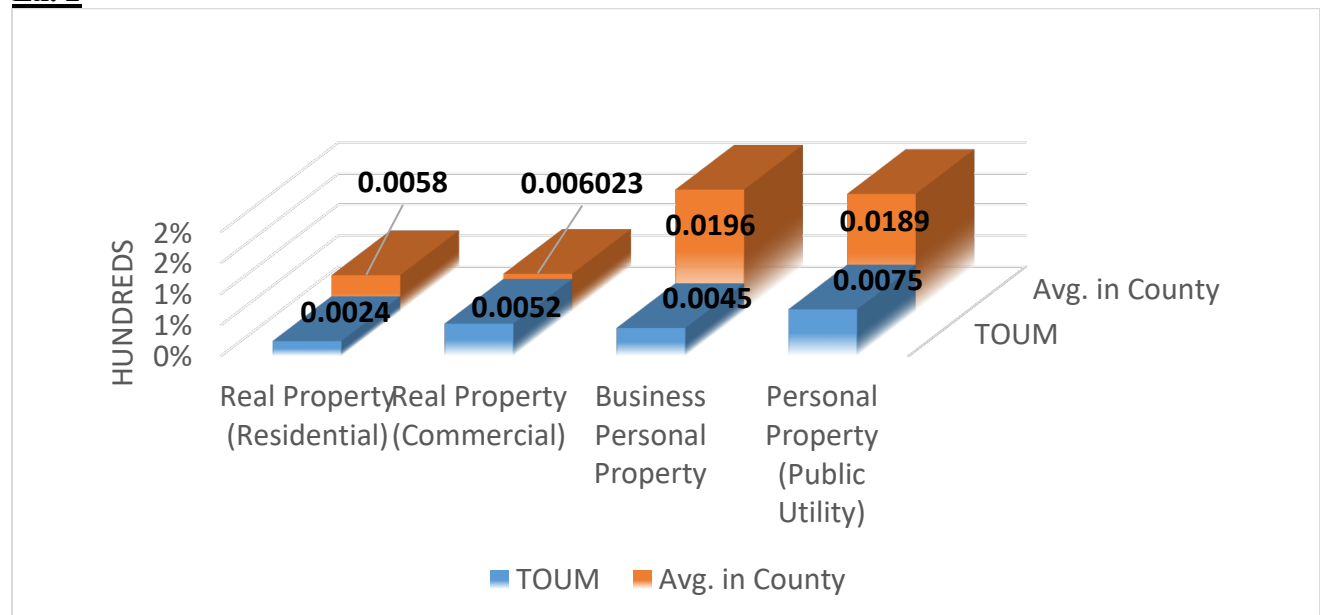
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

With that being said, some hard decisions must be made. Decreasing resources or vital services is not ideal for any elected body but, to avoid future disaster financially there must be changes where we can control them. Bridging the gap in revenues will require increases in some areas. Below presents a few scenarios for consideration.

Tax Increase

As previously stated in past meetings, the Town of Upper Marlboro has been reluctant on increasing taxes for decades and in turn its rates reside at the bottom in the entire county (**Exhibit 2**). With the scenarios listed, they do not move the needle far but puts us in a position to balance the budget immediately and be creative on advancing the Town.

Ex. 2



Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Exhibit 3 depicts our current tax assessments and an approved budgeted amount. These assessed property values were recently completed by Prince George's County and does not include future adjustments to our tax base. **Exhibit 4** presents the tax increases *without* a three (3) year plan. **Exhibit 5** looks at a three (3) year approach towards increasing taxes. The **green figure** details the increased revenue from the prior year.

Ex. 3

	Tax Base	Approved FY2021
Non-Commercial	55,462,000.00	126,000.00
Commercial	33,578,000.00	169,000.00
Public Utility	47,733,333.33	358,000.00
Business Personal Property	7,111,111.11	32,000.00
	143,884,444.44	\$ 685,000.00

Ex. 4

FY2022

	Approved FY2021 Budget	Proposed FY2022 Budget	Current Rate (FY21)	New Rate (FY22)	Increase
Non-Commercial	126,000.00	215,747.18	0.24	0.389	0.15
Commercial	169,000.00	201,803.78	0.52	0.601	0.08
Public Utility	358,000.00	596,666.66	0.75	1.250	0.50
Business Personal Property	32,000.00	53,333.33	0.45	0.750	0.30
	\$ 685,000.00	\$ 1,067,550.95			
		\$ 382,550.95			

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Ex. 5

FY2022

	Proposed FY2022 Budget	Current Rate (FY21)	New Rate (FY22)	Increase
Non-Commercial	159,175.94	0.24	0.287	0.05
Commercial	192,066.16	0.52	0.572	0.05
Public Utility	596,666.66	0.75	1.250	0.50
Business Personal Property	41,315.55	0.45	0.581	0.13
	\$ 989,224.31			
	\$ 304,224.31			

FY2023

	Proposed FY2023 Budget	New Rate (FY23)	Increase
Non-Commercial	183,579.22	0.331	0.04
Commercial	201,803.78	0.601	0.03
Public Utility	596,666.66	1.250	-
Business Personal Property	47,644.44	0.670	0.09
	\$1,029,694.10		
	\$ 40,469.79		

FY2024

	Proposed FY2024 Budget	New Rate (FY24)	Increase
Non-Commercial	215,747.18	0.389	0.06
Commercial	201,803.78	0.601	-
Public Utility	596,666.66	1.250	-
Business Personal Property	53,333.33	0.750	0.08
	\$1,067,550.95		
	\$ 382,550.95		

Janice Duckett
Commissioner

Sarah Franklin
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Business License

In 2019, the Town of Upper Marlboro enacted an ordinance that would charge local businesses a fee to operate within the Town. In year one (1), it was considered a fee of \$300 would net the Town \$32,000 (FY2020 budgeted amount) however, due to many underlying factors, that was not achieved. This led to the Board of Commissioners reevaluating its fee structure in FY2021 as a temporary measure due to the pandemic's circumstances.

Looking forward, I recommend the Town of Upper Marlboro reduce its rate in FY2022 and restrict the funds within the budget. **Exhibit 6** proposes that fee for every for-profit business.

Another aspect for consideration are PILOT (payment in lieu of tax) payments from those businesses seen as not for-profit. These properties are listed as 501(c)(3) or government agencies who take up a large portion of non-taxable land in the Town. Partnerships are important to keep any municipality running smoothly and PILOTS from those not providing to the services should be considered to enhance the offerings back into the community.

Ex. 6

	Approved FY2021 Budget	Proposed FY2022 Budget	Increase
Budget	\$ 8,500.00	\$ 12,000.00	\$ 3,500.00
Fee	\$ 45.00	\$ 150.00	\$ 105.00

If the Town of Upper Marlboro chooses to make these changes, we will see a budget that operates as net neutral with the chance of rebuilding a decreasing reserve fund. This plan will restructure the annual budget and allow for reserve monies to strictly focus on capital improvement projects. The Town has created its 10-year CIP, previously presented by the town administrator, with the mission to attain each project pending future obstacles.

Again, these figures are only proposals and the discussion may continue through budgeting season which begins in March 2021.

Sincerely,

William Morgan
Director of Finance

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

NOTICE OF PUBLIC HEARING

THE TOWN OF UPPER MARLBORO AMENDING THE TOWN CHARTER SECTION 82

**Tuesday, February 9, 2021
at 6:30 p.m.**

All interested residents are invited to attend, the floor will be open to public comment.

NOTICE is hereby given by the Board of Commissioners of the Town of Upper Marlboro, Maryland that a Public Hearing will be conducted on February 9, 2021 concerning amending Section 82 of the Town Charter by creating the offices of Town Administrator and Chief of Police, and by permitting the official use of the alternate title of Mayor by the President of the Board of Commissioners, and making certain stylistic, grammatical and non-substantive changes thereto.

Notice is further hereby given by the Board that following such public hearing, the Board is empowered by law to enact said Resolution and, if so enacted, the Resolution provides that it shall take effect upon the forty-sixth (50th) day following passage, and that said resolution is further subject within such period to a Petition for Referendum by qualified voters of the municipality pursuant to the requirements of the Local Government Article, §4-409, *et seq.* of the Maryland Code.

This Charter Amendment Resolution (CAR 01-2021) is posted on the Town's website at: www.uppermarlboeomd.gov, and is also available upon request by calling the Town Hall during regular office hours: 301-627-6905. As the Town Hall remains closed to the public at this time, arrangements will need to be made for either pick-up by appointment, or for delivery by USPS mail, or delivery by email.

By Authority of Linda Pennoyer, President/Mayor,
Board of Town Commissioners

This meeting will be conducted via Zoom Video Teleconference.
Citizens may participate by video or phone (*please sign-in with the Clerk*):

<https://us02web.zoom.us/j/85999615701>
Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592

NOTICE OF HEARING	_____01/19/2021_____
PUBLIC HEARING	_____02/09/2021_____
DATE OF INTRODUCTION/PASSAGE:	_____03/09/2021_____
40-DAY POSTING END DATE:	_____04/18/2021_____
FAIR SUMMARY NEWSPAPER	
WEEKLY PUBLICATION DATES (x 4):	_____03/18/2021_____
	_____03/25/2021_____
	_____04/01/2021_____
	_____04/08/2021_____
EFFECTIVE (50 TH DAY) DATE:	_____04/28/2021_____

Ms. Tanya Y. Barnes
14133 Spring Branch Drive
Upper Marlboro, MD 20772

January 4, 2021

Ms. Vickie Stewart
Code Enforcement Officer
Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20772

RECEIVED
JAN 13 2021
BY:

Re: Roll Off Storage Container Permit (Ref # 20-51)
Property Owner – Tanya Y. Barnes
Address – 14133 Spring Branch Dr, Upper Marlboro, MD 20772

Dear Ms. Stewart:

Container Permit (Ref #20-51) issued in September will expire on December 31, 2020. This letter is to request another three-month extension. Kindly reissue a new permit with an expiration date of March 31, 2021.

Thank you for your assistance and cooperation in this matter.

Sincerely,



Tanya Y. Barnes



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Tanya Y. Barnes
14133 Spring Branch Drive
Upper Marlboro, MD 20772

Date: January 14, 2021

Ref #: 21-02

Re: Extension Request - Roll Off Storage Container Permit – 14133 Spring Branch Drive, Upper Marlboro MD 20772

Dear Property Owner/Manager:

This letter is to inform you that we have received your request for an extension for the Roll Off Storage Container Permit located at the above said property.

The Town's Board of Commissioners will discuss an extension at their January 26th, 2021 work session.

We will notify you in writing of the Boards decision once the information is available. If you have any questions or concerns, please feel free to contact the Town Office at (301) 627-6905 or by email at Info@uppermarlboroMD.gov. We Thank you for patience regarding this matter.

Respectfully,

Vickie Stewart
Code Enforcement Officer
Town of Upper Marlboro



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Town Ordinance 2017-01 Building & Permitting Ordinance.

6. ROLL OFF CONTAINER PERMITS

- A. A Town of Upper Marlboro roll-off container permit shall not be required whenever a roll-off container (dumpster, portable storage unit, or other container) is placed on private commercial, industrial or residential property for less than fifteen (15) calendar days.
- B. Any roll-off container unit placed on Town property or Town right-of-way or any Town street shall require a permit prior to being placed. The permittee accepts all responsibility for any damage caused by placement of the container.
- C. If any roll-off container, or containers, are found to remain on the property for over fifteen (15) days, the owner must submit a Roll-Off Container permit application in a timely manner to the Town for review by the Board of Town Commissioners. If the permit is denied by the Board of Town Commissioners, the roll-off container, or containers, shall be removed immediately after fifteen (15) calendar days of being placed on the property.
- D. The property owner shall make the best attempt to have the unit sited on asphalt, concrete, gravel, or hard paved surface. The roll-off container cannot encroach on neighboring property or on Town property or on Town right-of-way, sidewalk or street without the prior approval of the Board of Town Commissioners and/or the neighboring property owner.
- E. The roll-off container unit may not be used as a transfer station to which building or construction debris, other materials or waste is brought from another site and deposited into the roll-off container unit sited on a property situated in the Town of Upper Marlboro.
- F. All roll-off units shall be in good condition, free of rust, peeling paint or other visible forms of deterioration.
- G. When a Town permit is issued after fifteen (15) days of the container being placed on the property, said permit shall be conspicuously visible from the street. Failure to obtain a permit after fifteen days shall result in a daily fine until the container is removed or a permit is obtained.