

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

October 27, 2020 – 7:00 p.m.

AGENDA

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

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) Code Violation Appeal- 14311 Rectory Lane (Board discussion)
- 2) RFP #UM 2020-07 Healthcare Broker (Board discussion)
- 3) Draft Sustainable Policies & Tree City USA (Board discussion)
- 4) Employee Handbook (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*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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

Request for Proposals

Town of Upper Marlboro Government Insurance and Benefits Broker

RFP # UM 2020-07

Project Overview: The Town of Upper Marlboro is seeking proposals from firms to assist and guide the Town with intergovernmental relations on the State and County Level. This firm should have a solid understanding of the organization and dynamics of both the State of Maryland government and its elected officials, as well as Prince George's County government and its elected officials.

Scope of Work: Qualified applicants should be able to provide the below services to the Town:

- Recommending strategic financial planning with insurance and benefits.
- Assisting in the benefit plan design based on ESP's goals and objectives.
- Soliciting proposals from insurance carriers and evaluating those proposals identifying the most cost-beneficial package.
- Represent the Town in all negotiations with providers regarding plan design, special terms and conditions, and cost.
- Researching and advising the Town on any new changes regarding employee benefit programs.
- Provide support for benefit and plan administration questions.
- Provide training and compliance for changes in laws and regulations including the health care reform.
- Assist as necessary in developing communication materials and giving advice and recommendations for all employee benefit programs.
- Assist the Town with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
- Personal and teleconferencing availability for meetings as required.
- Assist Town employees with claims resolution issues
- Provide an overview of plan performance monitoring, plan forecasting, claims experience analysis and reporting.

Level of Experience: Applicant firms must have the following experience:

- Be licensed to do business in all states.
- Have the expertise, licenses and resources to provide Employee Benefit broker/consulting services for Our Company's current and future operations,
- Consistently maintain and allocate sufficient staffing resources to provide timely service for the Town of Upper Marlboro's Employee Benefit broker/consulting service's needs,
- Maintain staff that are qualified and available to provide specialized technical expertise in various disciplines as necessary.

Deadline: Responses to this RFP are to be submitted by **Monday December 7th, 2020**, at 9pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Selection Process and Criteria: This RFP is for a 24-month contract with the Town, with the option for renewal afterwards. Town elected officials and senior staff will participate in the process of selecting the appropriate firm. Proposals will be evaluated based on:

1. The firm's understanding of a small local government needs for health insurance
2. The firm's availability to render services to the Town every month
4. How the firm expects to be compensated
5. If the firm offers additional services such as Human Resources support.

Overview of the Town: Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western Branch of the Patuxent River was still navigable. It has been the county seat of Prince George's County since 1721.

The Town is governed by three elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and Town Administration Department, along with several volunteer committees. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year.

The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. Communication and community outreach have been a large focus of the Town over the past few years, with the introduction of new community events including successfully resurrecting Marlboro Day in 2018. The Town also maintains a strong social media and web presence to stay engaged with its residents.

Point of Contact: Mr. William Morgan, Director of Finance & Human Resources, can be reached at 301-627-6905 ex1103 or wmorgan@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Thursday October 22nd, 2020
Re: Energy Efficiency Policies & Tree City USA

Commissioners,

As the Town moves forward with two grants from the Maryland Energy Administration as a Maryland Smart Energy Community (Town Hall solar panel installation & Code electric vehicle purchase), the Town needs to pass the below two policies on Transportation Petroleum Reduction and Energy Efficiency:

Transportation Petroleum Reduction Policy: A policy declaring the Town of Upper Marlboro's intent to take a leadership role in reducing transportation petroleum consumption in and by the city of (community name), by partnering with the Maryland Energy Administration and enrolling as a smart energy community.

Energy Efficiency Policy: A policy declaring the Town of Upper Marlboro's intent to take a leadership role in reducing electricity consumption within the Town, partnering with the Maryland Energy Administration, and enrolling as a Maryland Smart Energy Community.

The draft policies attached to this packet were developed based off templates provided by the Maryland Energy Administration. With the Board's consent, staff would like to place the policies up for approval at the November Town Meeting pending any comments or edits.

Tree City USA: Another project that has been on the Town's list has been to complete the requirements to be recognized as a Tree City USA with the Arbor Day foundation. Attached in this packet is a sample Ordinance and a draft Urban Forest Ordinance which is the main requirement for the Town to qualify to become a Tree City USA. The Town's Public Works line item 8491 Maintenance/Beautification will serve as a \$2 per capita (Appx \$1,400) funding requirement as any tree work done currently comes out of this line item anyways. With the Board's consent, staff would like to place this Urban Forest Ordinance on the November Town Meeting agenda for introduction and public comment. The deadline for the Town to qualify in 2020 is December 31st.

Please let me know if you have any questions or concerns,

Kyle Snyder
Town Administrator

**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2020-XX **DRAFT**
SESSION: Regular Town Meeting
INTRODUCED: November 10th, 2020
DATE ENACTED: XXXXXXXX

**AN ORDINANCE TO ESTABLISH URBAN FOREST REGULATIONS FOR THE TOWN OF
UPPER MARLBORO.**

This Ordinance is to protect, preserve and promote the Urban Forest of Upper Marlboro as part of a larger ecosystem which contributes to air, noise and visual pollution control, moderates climate extremes, promotes energy conservation, and has aesthetic value affecting property values and the community quality of life. This Ordinance is to establish a ??Shade Tree Board?? to be responsible for the tree program which regulates the planting and maintenance of trees in public places, and to advise, provide continuity, act as an advocate and coordinate contributions and interests in urban greenery.

Section 1. Definitions

Street trees: "Street Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or ways within the Town. For the purposes of this Ordinance and this definition, it is assumed that, in the absence of evidence to the contrary provided by an affected property owner, all trees located within twenty-five (25) feet of the centerline of a Town road are street trees as defined herein. Park Trees: "Park Trees" are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names and all areas owned by the Town, or to which the public has free access as a park. All street trees and park trees in the public domain in Berwyn Heights are considered as part of the Town's Urban Forest and are subject to the provisions of this Ordinance.

Section 2. Establishment of A Shade Tree Board

There shall be created a Board to be known and designated as "Shade Tree Board" composed of five members appointed by the President with the approval of the council. It shall be the responsibility of the Board to study, investigate, counsel, inventory and develop and/or update and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such a plan will be presented to the Board of Town Commissioners and upon their acceptance and approval shall constitute the official comprehensive tree plan for the Town. The Board shall choose its own officers, make its own rules and regulations and keep records of its proceedings. A majority of the members shall be a quorum for the transaction of business.

Section 3. Public Tree Care

The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, avenues, squares and public grounds as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The Town Tree Board may recommend to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest.

It shall be unlawful as a normal practice for any person, firm, or Town department to top any Street Trees, Park Tree or other tree on public property to such a degree so as to remove the normal canopy and disfigure the tree. It shall be unlawful for any person other than the Town to cut down any Street Tree or Park Tree without written consent of the Town. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the Tree Board. Every owner of any tree overhanging any street or right-of-way within the Town shall prune the branches so that such view of any street intersection and so that there shall be a clear space of eight feet (8') above the surface of the street or sidewalk. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The Town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign. The street tree species to be planted shall be determined by the Tree Board.

Section 4. Dead or Diseased Tree Removal on Private Property

The Town shall have the right to cause the removal of any dead or diseased trees on private property within the Town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the Town. The Town will notify in writing the owners of such trees. Removal shall be done by said owners of such trees. Removal shall be done by said owners at their own expense within (60) days after the date of service of notice. In the event of failure of owners to comply with such provisions, the Town shall have the authority to remove such trees and charge the cost of removal on the owners' property tax notice. The Town Code Enforcement Officer(s) are charged with this enforcing this section.

Section 5. Approval required to Take Action affecting the Urban Forest

No person shall remove or destroy or cause removal or destruction of a tree on any public property or undertake construction or other action that may significantly and prematurely detract from the health or growth of a tree without first having obtained written permission from the Town Administrator which shall only be issued upon the presentation of an application bearing the approval of the State Forester assigned to the Town. Any violation of this section shall constitute a municipal infraction for which a citation may be issued.

Section 6. Review by Board of Town Commissioners

The Board of Town Commissioners shall have the right to review the conduct, acts, and decisions of the Town Tree Board. Any person may appeal from any ruling or order of the Town Tree Board to the Board

of Town Commissioners who may hear the matter and make final decision.

Section 11. Severability

Should any part of this Ordinance be held invalid, all remaining parts shall remain in effect.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted in the Town office and a fair summary of it shall be published once in a newspaper of general circulation in the Town and effective 20 days after passage by the Board.

AYES: ____

NAYES: ____

ABSENT: ____

INTRODUCED in a public session of the Board of Commissioners on this ____ day of _____, 2020.

ORDAINED, APPROVED AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this ____ day of _____, 2020, by:

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Linda Pennoyer, President

Sarah Franklin, Commissioner

M. David Williams, Town Clerk

Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Esq.

Date: _____

The Town of Upper Marlboro Energy Efficiency Policy

Description: A POLICY DECLARING THE TOWN OF UPPER MARLBORO'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION WITHIN THE TOWN, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Communities Program the Town of Upper Marlboro (the Town) has committed to being a socially responsible leader by decreasing its electricity consumption; and

WHEREAS the Town recognizes that by smartly investing in energy efficiency, it can have significant monetary savings in the long term;

NOW, THEREFORE, THE BOARD OF TOWN COMMISSIONERS RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- To report electricity consumption and progress towards the goal annually to the Maryland Energy Administration in order to assure that the Town accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) *Electricity Consumption* – The amount of kilowatt-hours (kWhs) consumed by the Town on an annual basis including electricity generated and consumed on-site and electricity purchased from a utility.
- b) *Building Space* – The amount of gross square feet (GSF) of building space owned by the Town AND for which electricity is paid by the Town.
- c) *Per-square-foot-electricity consumption* – Electricity consumption (in kWhs) divided by building space (in GSF) calculated on an annual basis.
- d) *Baseline* – Per-square-foot-electricity consumption (kWhs/GSF) in a pre-determined baseline year. May include streetlights but is not mandatory. Must include all buildings as well as sewer and water facilities.
- e) *Baseline Year* – The 12-month period selected by the Town as the baseline.

Section 3: BASELINE DOCUMENTATION

The baseline including data related to the specific time period, electricity consumption, building size, and results will be completed by December 31st, 2020, and can be found as an appendix to later be attached to this document titled, “MSEC_Baseline_(Upper Marlboro)”

Section 4: GUIDELINES

The Town will maintain an annual electricity consumption inventory for all Town owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager or similar tool.

Plans and Implementation

The town/city/county will additionally establish an Energy Reduction Plan. The plan will outline the process and include a timetable of execution by which the Town will accomplish designated tasks in order to reach their goal. The Town will implement the necessary projects laid out in their Energy Reduction Plan in order to meet the goal outlined in this policy.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Town Administrator shall serve as the Town’s Community Energy Manager and supported by the Superintendent of Public Works.

Applicability

This policy applies to all departments of the Town with the exception of the exclusions outlined in the definitions above.

Section 5: EFFECTIVE DATE

This policy shall be effective immediately upon approval of the Board of Town Commissioners.

Date

Linda Pennoyer, President Board of Town Commissioners

Town of Upper Marlboro Energy Efficiency Policy	
Original Proposal Date	
Revision Date	
Adoption Date	
Effective Date	

The Town of Upper Marlboro

Transportation Petroleum Reduction Policy

Description: A POLICY DECLARING THE TOWN OF UPPER MARLBORO'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING TRANSPORTATION PETROLEUM CONSUMPTION IN AND BY THE CITY OF (COMMUNITY NAME), BY PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION AND ENROLLING AS A SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Community Program the Town of Upper Marlboro has committed to being a socially responsible leader by reducing their local impact by better managing its transportation petroleum consumption; and

WHEREAS the Town of Upper Marlboro recognizes that by smartly investing in alternative transportation uses, it can have significant monetary savings and create environmental benefits.

NOW, THEREFORE, THE (COMMUNITY NAME) TOWN/CITY/COUNTY COUNCIL RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Energy Administration Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To reduce on-road vehicle petroleum consumption by the Town of Upper Marlboro's fleet vehicles by 20% within five years of the established baseline year.
- To report petroleum consumption and reduction progress annually to the Maryland Energy Administration in order to assure that the Town of Upper Marlboro accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) Fleet Vehicles – A vehicle designed to legally carry people or cargo on public roads and/or highways owned or leased by the Town of Upper Marlboro. Such vehicles include, but are not limited to: buses, cars, trucks, and vans. This would not include motor driven vehicles not approved for use on the road, such as lawnmowers, forklifts, or marine vehicles.
- b) Petroleum – Gasoline and diesel fuel used for on-road fleet vehicle consumption.
- c) Gallons of Gasoline Equivalent (GGE) – A conversion factor for equating different fuel sources to gasoline, for example, one gallon of gasoline is equal to 1.13 gallons of diesel.
- d) Baseline – Measurement of gallons of gasoline, diesel, and other fuels consumed by all fleet vehicles in the baseline year.
- e) Baseline Year – The 12-month period selected by the Town as the baseline.
- f) Petroleum Consumption Reduction Plan – Provides details on the current fleet vehicle petroleum consumption, characteristics of the fleet including the make, model, year, purchase date, fuel type used, gallons consumed, and miles driven, estimates the required amount of petroleum needed to meet the minimum of a 20 percent reduction,

and designs plans with detailed measures and timetables for reaching the reduction goal within five years.

Section 3: BASELINE DOCUMENTATION

The baseline including data related to the specific time period, fuel consumption, vehicle specs, and results will be completed by December 31st, 2020, and can be found as an appendix to later be attached to this document titled, “MSEC_Fleet_Baseline_(Upper Marlboro).”

Section 4: GUIDELINES

The Town will maintain an annual petroleum consumption inventory for all local-government-owned vehicles and contracted-service vehicles. This annual inventory will include at a minimum the information presented in the table below.

Plans and Implementation

The town/city/county will additionally establish a Petroleum Consumption Reduction Plan. The plan will outline the process and include a timetable of execution by which the Town will accomplish designated tasks in order to reach their goal. The Town will update/amend Petroleum Consumption Reduction Plans on an on-going basis when necessary in order to meet the policy goals in the most efficient cost-effective manner.

Finally, the Town will implement the necessary projects laid out in their Petroleum Consumption Reduction Plan in order to ensure that a minimum of 20 percent reduction of local government petroleum consumption is met within five years of the established baseline.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Town Administrator and/or their designee will implement this policy.

Applicability

This policy applies to all departments of the Town of Upper Marlboro with the exception of the exclusions outlined in the definitions above.

Section 5: EFFECTIVE DATE

This policy shall be effective immediately upon approval of the Board of Town Commissioners.

Date

Linda Pennoyer, President Board of Town Commissioners

Town Energy Efficiency Policy	
Original Proposal Date	
Revision Date	
Adoption Date	
Effective Date	

Tree City USA®

Take Pride in a Greener Community

You have seen the signs along the road and perhaps a Tree City USA flag flying at city hall in other communities. Towns and cities that have received their Tree City USA recognition take pride in this distinction. And the people who live there enjoy the valuable benefits of having a greener, healthier community.

Tree City USA is a national recognition program that began in 1976 and is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and National Association of State Foresters. By meeting four fundamental standards, an incorporated municipality of any size can qualify.

Applying for the Tree City USA award is easy and the recognition is outstanding. There are now thousands of communities that proudly receive roadside signs, fly the flag of Tree City USA and — knowing the value of participation — renew their application every year.

“Tree City USA is a great way to get the community involved in green space. A community that feels involved will take better care of their environment.”

— ALISON LITCHY, FORT SMITH, AR

FUNDAMENTAL COMPONENTS OF TREE CITY USA

■ STANDARD 1: A TREE BOARD OR DEPARTMENT

The formation of a tree board or department often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

■ STANDARD 2: A TREE CARE ORDINANCE

City ordinances reflect the values of a community. That is, they speak about what its residents believe are worth protecting to create or maintain their quality of life and an environment that is both safe and pleasant. Trees are certainly worthy of this formal attention for the common good.

A public tree care ordinance encourages beautification, air cooling and purification, noise abatement, property

value enhancement, and all the other attributes of trees in cities of all sizes. It also enables city government to prevent and control destructive insects and diseases, avoid unnecessary costs and liability from hazardous trees and tree-related accidents, and protect residents from unscrupulous or careless operators.

■ STANDARD 3: A COMMUNITY FORESTRY PROGRAM WITH AN ANNUAL BUDGET OF AT LEAST \$2 PER CAPITA

Most communities probably already spend at least \$2 per capita. Also, community trees — when cared for — can actually save money. A managed program can ensure benefits that surely outweigh costs. It does require dollars to plant and keep trees in healthy condition, but this should not be a barrier to becoming a Tree City USA.



■ STANDARD 4: AN ARBOR DAY PROCLAMATION AND OBSERVANCE

The importance of this tree-planting holiday provides an excellent opportunity to educate about trees and tree care. It also creates pride within the community and can help garner public support for the city's entire urban forestry program.

Part of the fun of Arbor Day is creating something that will be enjoyed by the whole community. Visit arborday.org/celebrate for ways to make your community celebration a memorable one.

HOW TO EARN TREE CITY USA RECOGNITION

1. Get Your Community Interested
— Find Allies and Partners



2. Contact Your State Urban and
Community Forestry Coordinator



3. Work Together to Fulfill the Four
Tree City USA Standards



4. Celebrate Arbor Day!



5. Submit your Application

Communities that receive Tree City USA recognition receive support that helps make the celebration easy to plan and conduct. Here is some of what you will receive in your first year:

- Two road signs.
- A 4' x 6' Tree City USA flag.
- Beautiful wall plaque.



With a bit of organizing, virtually any community — large or small — can qualify for Tree City USA recognition. The end result will be safer community trees, better informed citizens, and a higher quality of life for residents and businesses.



TREE CITY USA®: *Your Community Is Ready*

As the first step in helping your town or city become a Tree City USA community, an important person for you to contact is the urban and community forestry coordinator in your state forester's office.

Visit arborday.org/coordinators for your contact's information and a directory list of all states.

Your state coordinator is the resource for beginning your Tree City USA application. He or she will have answers to your questions and will be more than happy to help your community become a Tree City USA.

How to Apply

Simplicity is one of the principles of the Tree City USA application and annual recertification process. Experience has shown that getting started as a Tree City USA often results from a single individual or a small group taking the lead. Here is all you have to do:

A Talk with the person in your community currently responsible for trees (city forester, park superintendent, public works director, etc.). Also discuss with your mayor, city manager, city clerk, a key council person, or whomever else in your city government should be informed and whose support you will need.

B Go to portal.arborday.org. The Tree City USA application can easily be completed online.

C The application is normally completed by the city forester or other person responsible for trees, or the tree board chair. Once your application is submitted, it's reviewed at a state level and then it will be reviewed by the Arbor Day Foundation at a national level. To learn more about applying and your state's deadlines visit arborday.org/treecityusa.



Arbor Day Foundation®
100 Arbor Avenue • Nebraska City, NE 68410



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Wednesday October 28th, 2020

Mr. Bill Tyler, Director
Maryland National Capital Parks & Planning Commission
6600 Kenilworth Avenue
Riverdale MD 20737

RE: Town of Upper Marlboro Recreation Priorities 2020/2021

Director Tyler,

Over the past few years, the Town of Upper Marlboro has taken the initiative to evaluate the recreation amenities offered to the public within, and just outside, the Town's corporate limits. After careful consideration, below are the Board of Town Commissioner's list of respectfully requested projects that the Town believes would provide the most benefit to the Upper Marlboro area for the Maryland National Capital Parks & Planning Commission to consider moving forward:

Town of Upper Marlboro Recreation Priorities (In order):

- 1) Begin planning for an amphitheater at the School House Pond which was recommended by M-NCPPC's 2008 Town of Upper Marlboro Revitalization Plan.
- 2) Begin planning and property acquisition for the Western Branch Stream Valley Park as outlined in the 2018 M-NCPPC Open Space Program submission to DNR.
- 3) Begin planning and property acquisition for the Chesapeake Beach Railroad Trail within the Town limits as outlined in the 2018 M-NCPPC Open Space Program submission to DNR.

Please feel free to reach out to our Town Administrator Kyle Snyder at 301-627-6905 ex 1104 or ksnyder@UpperMarlboroMD.gov with any questions or concerns,

Sincerely,

Linda Pennoyer
President, Board of Town Commissioners

Janice Duckett
Commissioner

Sarah Franklin
Commissioner

Linda Pennoyer
Commissioner/President