



# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

## Board of Town Commissioners

### WORK SESSION

January 25, 2022 – 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://uppermarlbormd-gov.zoom.us/j/81444667544?pwd=N2RJQ2Q5WVdCQTgxK2NEeFFMcCtkUT09>

Video Meeting ID: 814 4466 7544, Passcode: 549154 or,

Audio Dial-in only: 301 715 8592

**Participants must sign-in with the Town Clerk**

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

#### 7:00 PM - Roll Call

#### Pledge of Allegiance

#### Business

- 1) Marlborough Towne HOA Concerns (Board Discussion)
- 2) Ordinance 2022-01 FY2022 Mid-Year Budget Adjustments (Board Discussion)
- 3) Resolution 2022-03 Awarding Road Engineering Firm Contract (Board Discussion)
- 4) Resolution 2022-05 Town Meeting Regulation (Board Discussion)
- 5) Resolution 2022-06 Red Light Locations (Board Discussion)
- 6) FY2023 Budget Planning Calendar (Board Discussion)
- 7) Town Vaccine Policy & Response Directive (Board Discussion)
- 8) Mowing/Brush Agreement with PSJBC (Board Discussion)
- 9) Financial Policies (Board Discussion)

#### Adjournment

***Video of the Work Session will be posted to the Town YouTube Channel within  
7 business days of the meeting.***

*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*

**Sarah Franklin**  
President

**Janice Duckett**  
Commissioner/Treasurer

**Thomas Hanchett**  
Commissioner

**Karen Lott**  
Commissioner



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday January 18<sup>th</sup>, 2022  
Re: Marlborough Towne HOA Concerns

Commissioners,

The Marlborough Towne HOA has reached out to the Town to assist beyond the MOU in regard to parking enforcement within their HOA. They would like the Town Police to have the ability to enforce Town parking regulations within the parking spaces on HOA roadways.

Members of the HOA Board, Mayor Franklin, Chief Burse, and myself met this afternoon to discuss their concerns, and will need to reach out to the Town Attorney for clarification on a few items.

Marlborough Towne Board President Monica Williams wishes to present the HOAs concerns to the Board of Commissioners.

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

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

ORDINANCE: 2022-01  
SESSION: Regular Town Meeting  
INTRODUCED: January 11<sup>th</sup>, 2022  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING BUDGET  
AMENDMENTS FOR THE FISCAL YEAR 2022 BUDGET**

**WHEREAS**, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

**WHEREAS**, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

**WHEREAS**, said Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

**WHEREAS**, the Town Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

**WHEREAS**, the Town Charter, Section 82-43 prescribes that any transfer of funds between

major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

**WHEREAS**, the Town Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

**WHEREAS**, the Board of Town Commissioners has previously approved Ordinance No. 2021-03 on June 14, 2021, which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Board for approval, from time to time, by ordinance pursuant to Md. Code Ann., Art. 23A, §2(b), now codified as Md. Code Ann., LG Article, Section 5-205(b)(4); and

**WHEREAS**, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2021-03 on June 14, 2021, by allocating and appropriating funds for the following reason(s): To adjust revenue line items with more accurate estimates, and enhancing or decreasing allocations between departments of expenditure line items due to the elimination of certain staff positions.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:**

**Section 1.** The Fiscal Year 2022 Budget Ordinance No. 2021-03, as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

| <u>REVENUE SOURCE</u>      | <u>ADOPTED FY 22<br/>BUDGET AMOUNT</u> | <u>AMENDED FY22<br/>BUDGET AMOUNT</u> |
|----------------------------|--|---------------------------------------|
| Taxes                      | \$1,417,793                            | \$1,247,793                           |
| Intergovernmental          | \$38,620                               | \$38,620                              |
| Fines, License and Permits | \$240,869                              | \$230,669                             |
| Other                      | 7,250                                  | \$8,250                               |
| ARPA                       | \$281,246                              | \$135,305                             |
| From Designated Funds      | \$186,400                              | \$0                                   |
| <b>Total Revenues:</b>     | <b>\$2,172,178</b>                     | <b>\$1,660,637</b>                    |

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2022 Budget Ordinance No. 2021-03, as amended by this FY 2022 Amendatory Budget Ordinance No. 2022-01, shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

| <u>EXPENDITURES</u>        | <u>FY22 ADOPTED<br/>BUDGET AMOUNT</u> | <u>FY 22 AMENDED<br/>BUDGET AMOUNT</u> |
|----------------------------|---------------------------------------|--|
| General Government         | \$1,329,275                           | \$888,579                              |
| Public Safety              | \$481,795                             | \$426,395                              |
| Highways and Streets       | \$361,108                             | \$327,913                              |
| To Designated Funds        | \$0                                   | \$0                                    |
| Committees/Events Fund     | \$0                                   | \$17,750                               |
| <b>Total Expenditures:</b> | <b>\$2,172,178</b>                    | <b>\$1,660,637</b>                     |

**Section 3.** The Grant Fund for the fiscal year 2022 is hereby set at **\$616,400** with detailed appropriation described in greater detail in the Exhibit A, “Town of Upper Marlboro, Fiscal Year 2022 Budget Adjustment”.

**Section 4.** The American Rescue Plan (ARP) Fund for the fiscal year 2022 is hereby set at **\$281,246** with detailed appropriation described in greater detail in the Exhibit A, “Town of Upper Marlboro, Fiscal Year 2022 Budget Adjustment”.

**Section 5.** The Capital Improvement Fund for the fiscal year 2022 is hereby set at **\$516,000** with detailed appropriation described in greater detail in the Exhibit A, “Town of Upper Marlboro, Fiscal Year 2022 Budget Adjustment”.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2, as amendments, the remaining provisions of the FY 2022 Budget Ordinance 2021-03 shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2022 for the Town of Upper Marlboro and all other taxes, liens and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2022 Budget Ordinance 2021-03

**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 this FY 2022 Amendatory Budget Ordinance No. 2022-01 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_

NAYES: \_\_\_\_

ABSENT: \_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2022.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by:

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk: John Hoatson

\_\_\_\_\_  
Sarah Franklin, President

Date: January 11th, 2022

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
Vacant, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Esq.

Date: \_\_\_\_\_

**Town of Upper Marlboro**  
**FY2022 Budget Adjustment Summary**

July 2021 - June 2022

**General Fund Revenues**

|                           |    |              |
|---------------------------|----|--------------|
| Fines, Licenses & Permits | \$ | 230,669.00   |
| Intergovernmental         | \$ | 38,620.00    |
| Miscellaneous             | \$ | 8,250.00     |
| Taxes                     | \$ | 1,247,793.00 |
| ARPA - Loss of Revenue    | \$ | 135,305.00   |

|                     |           |                     |
|---------------------|-----------|---------------------|
| <b>Total Income</b> | <b>\$</b> | <b>1,660,637.00</b> |
|---------------------|-----------|---------------------|

**General Fund Expenses**

|                    |    |            |
|--------------------|----|------------|
| General Government | \$ | 888,579.00 |
| Public Safety      | \$ | 426,395.00 |
| Public Works       | \$ | 327,913.00 |

|                       |           |                     |
|-----------------------|-----------|---------------------|
| <b>Total Expenses</b> | <b>\$</b> | <b>1,642,887.00</b> |
|-----------------------|-----------|---------------------|

|                      |    |           |
|----------------------|----|-----------|
| Committee/Event Fund | \$ | 17,750.00 |
|----------------------|----|-----------|

|                                       |           |          |
|---------------------------------------|-----------|----------|
| <b>Budgeted Revenues and Expenses</b> | <b>\$</b> | <b>-</b> |
|---------------------------------------|-----------|----------|

**Other Funds**

|                            |    |            |
|----------------------------|----|------------|
| Grant                      | \$ | 616,400.00 |
| Replenish Reserve Transfer | \$ | -          |
| ARP - Recovery Fund        | \$ | 281,246.00 |
| Capital Improvement Fund   | \$ | 516,000.00 |

|                    |           |                     |
|--------------------|-----------|---------------------|
| <b>Total Funds</b> | <b>\$</b> | <b>1,413,646.00</b> |
|--------------------|-----------|---------------------|

**Town of Upper Marlboro**  
**FY2022 Budget ADJUSTMENT**  
 July 2021 - June 2022  
 REVENUE

| BUDGET CODE | DESCRIPTION                          | FY2022<br>BUDGET     | FY2022<br>ACTUAL     |
|-------------|--------------------------------------|----------------------|----------------------|
|             | <b>Fines, Licenses &amp; Permits</b> |                      |                      |
| 6154        | Franchise Fee                        | \$ 13,000.00         | \$ 11,500.96         |
| 6280        | Trader's License Fees                | \$ 500.00            | \$ -                 |
| 6350        | Town Permits                         | \$ 1,700.00          | \$ 1,580.00          |
| 6351        | Food Trucks                          | \$ 1,000.00          | \$ -                 |
| 6352        | Business License                     | \$ 10,000.00         | \$ 20,130.73         |
| 6354        | Room Rental                          | \$ 669.00            | \$ -                 |
| 6355        | Parking Meters                       | \$ 174,000.00        | \$ 85,912.82         |
| 6381        | Parking Fines/Penalties              | \$ 35,000.00         | \$ 17,478.90         |
| 6383        | Red Light Camera                     | \$ -                 | \$ -                 |
| 6550        | Pub/Edu/Govt Broadcasting            | \$ 5,000.00          | \$ 2,266.31          |
|             | <b>TOTAL</b>                         | <b>\$ 240,869.00</b> | <b>\$ 138,869.72</b> |

|      |                           |                     |                     |
|------|---------------------------|---------------------|---------------------|
|      | <b>Intergovernmental</b>  |                     |                     |
| 6240 | Financial Corporation Tax | \$ 9,145.00         | \$ 9,144.52         |
| 6260 | Highway User Fee          | \$ 27,725.00        | \$ 17,799.97        |
| 6310 | Disposal Fee Rebate       | \$ 1,750.00         | \$ 1,038.00         |
|      | <b>TOTAL</b>              | <b>\$ 38,620.00</b> | <b>\$ 27,982.49</b> |

|      |                              |                    |                    |
|------|------------------------------|--------------------|--------------------|
|      | <b>Miscellaneous Revenue</b> |                    |                    |
| 6390 | Interest Earnings            | \$ 2,500.00        | \$ -               |
| 6392 | Sale of Property             | \$ 1,000.00        | \$ -               |
| 6394 | Town Hall Services           | \$ 250.00          | \$ -               |
| 6396 | Special Events/Donations     | \$ 2,500.00        | \$ -               |
| 6396 | Other                        | \$ 1,000.00        | \$ 1,463.49        |
|      | <b>TOTAL</b>                 | <b>\$ 7,250.00</b> | <b>\$ 1,463.49</b> |

|      |               |                      |                     |
|------|---------------|----------------------|---------------------|
| 6530 | <b>Grants</b> | <b>\$ 616,400.00</b> | <b>\$ 26,425.10</b> |
| 5001 | <b>ARP</b>    | <b>\$ 281,246.00</b> | <b>\$ -</b>         |

|      |                  |                        |                        |
|------|------------------|------------------------|------------------------|
|      | <b>Taxes</b>     |                        |                        |
| 6101 | Commercial       | \$ 189,541.00          | \$ 124,030.01          |
| 6102 | Non-Commercial   | \$ 171,698.00          | \$ 165,978.20          |
| 6103 | Delinquent - RE  | \$ 5,000.00            | \$ -                   |
| 6104 | BPPT - FY2022    | \$ 35,555.00           | \$ 60,271.84           |
| 6105 | Public Utilities | \$ 700,999.00          | \$ 534,332.40          |
| 6106 | Income Taxes     | \$ 315,000.00          | \$ 129,285.86          |
|      | <b>TOTAL</b>     | <b>\$ 1,417,793.00</b> | <b>\$ 1,013,898.31</b> |

**Total Revenue \$ 2,602,178.00 \$ 1,208,639.11**

**GENERAL GOVERNMENT**

|  |  |                      |                      |
|--|--|----------------------|----------------------|
|  | <b>Administrative Salary &amp; Wages</b> |                      |                      |
|  | Commissioners                            | \$ 15,200.00         | \$ 3,138.50          |
|  | Salary & Wages                           | \$ 257,279.00        | \$ 100,734.88        |
|  | <b>TOTAL</b>                             | <b>\$ 272,479.00</b> | <b>\$ 103,873.38</b> |

|      |  |              |              |
|------|--|--------------|--------------|
|      | <b>Payroll Deductions &amp; Benefits</b> |              |              |
| 8124 | Employer Tax                             | \$ 59,000.00 | \$ 28,218.42 |
| 8125 | Pension Benefits                         | \$ 60,000.00 | \$ 64,800.83 |

|         | FY2022<br>BUDGET       | DESCRIPTION  |
|---------|------------------------|--|
| 88.47%  | \$ 13,000.00           | Cable utility fee for services provided within Town limits, ex. Verizon & comcast          |
| 0.00%   | \$ 500.00              | Avg. commercial inventory a business owns  |
| 92.94%  | \$ 2,500.00            | Permits issued for town property, ex. Parking  |
| 0.00%   | \$ 1,000.00            | Permits issued for food trucks during town events  |
| 201.31% | \$ 28,000.00           | TOUM business operated licenses  |
| 0.00%   | \$ 669.00              | Town hall community room rental  |
| 49.38%  | \$ 145,000.00          | Parking meter money collected  |
| 49.94%  | \$ 35,000.00           | Fines & violations issued from Town  |
| 0.00%   | \$ -                   | Camera revenue   |
| 45.33%  | \$ 5,000.00            | Fee assessed on all video services with Town limits  |
| 57.65%  | <b>\$ 230,669.00</b>   |  |
| 99.99%  | \$ 9,145.00            | Corporate tax levy   |
| 64.20%  | \$ 27,725.00           | Share of motor fuel and vehicle taxes  |
| 59.31%  | \$ 1,750.00            | Rebate fee on our tipping fees   |
| 72.46%  | <b>\$ 38,620.00</b>    |  |
| 0.00%   | \$ 2,500.00            | Bank interest  |
| 0.00%   | \$ 1,000.00            | Sale of Town property  |
| 0.00%   | \$ 250.00              | Small government services offered to Town residents  |
| 0.00%   | \$ 2,500.00            | Requested donations for specified events   |
| 146.35% | \$ 2,000.00            | Miscellaneous revenue  |
| 20.19%  | <b>\$ 8,250.00</b>     |  |
| 4.29%   | <b>\$ 616,400.00</b>   | All approved grants for the fiscal year - Restricted funds not apart of operating revenue  |
| 0.00%   | <b>\$ 135,305.00</b>   | Loss of Revenue - American rescue plan act funds   |
| 65.44%  | \$ 189,540.00          | Business real property taxes   |
| 96.67%  | \$ 171,698.00          | Residential real property taxes  |
| 0.00%   | \$ 5,000.00            | Past due property taxes  |
| 169.52% | \$ 46,555.00           | Business personal property tax on assets of the business, Ex. Fitures, vehicles, computers |
| 76.22%  | <b>\$ 575,000.00</b>   | Utility companies providing services through the Town, Ex. PEPCO & Verizon                 |
| 41.04%  | <b>\$ 260,000.00</b>   | Wage earned income taxes, received 10 months out of the year                               |
| 71.51%  | <b>\$ 1,247,793.00</b> |  |
| 46.45%  | <b>\$ 1,660,637.00</b> |  |
| 20.65%  | \$ 15,200.00           | Salaries for elected commissioners, set by charter   |
| 39.15%  | \$ 257,279.00          | Budgeted approved salaries for administration  |
| 38.12%  | <b>\$ 272,479.00</b>   |  |
| 47.83%  | \$ 59,000.00           | Employer liability tax for payroll   |
| 108.00% | <b>\$ 70,000.00</b>    | Employer contribution tax obligation and audit expenses                                    |



|      |                           |           |                   |           |                   |
|------|---------------------------|-----------|-------------------|-----------|-------------------|
| 8126 | Medical Employee Benefits | \$        | 110,000.00        | \$        | 45,211.89         |
| 8128 | Life Insurance            | \$        | 6,800.00          | \$        | -                 |
|      | <b>TOTAL</b>              | <b>\$</b> | <b>235,800.00</b> | <b>\$</b> | <b>138,231.14</b> |

|        |    |            |   |
|--------|----|------------|---|
| 41.10% | \$ | 110,000.00 | Town portion contributed healthcare     |
| 0.00%  | \$ | 6,800.00   | Town portion contributed life insurance |
| 58.62% | \$ | 245,800.00 |   |

|      |                              |           |                   |           |                   |
|------|------------------------------|-----------|-------------------|-----------|-------------------|
|      | <b>Professional Services</b> |           |                   |           |                   |
| 8073 | Accounting Services          | \$        | 18,000.00         | \$        | 7,500.00          |
| 8074 | Auditing Services            | \$        | 20,000.00         | \$        | 20,000.00         |
| 8075 | Payroll Processing (TPA)     | \$        | 5,000.00          | \$        | 2,158.01          |
| 8110 | Town Attorney & Legal        | \$        | 55,000.00         | \$        | 25,807.88         |
| 8115 | IT Support & Equipment       | \$        | 10,000.00         | \$        | 5,441.65          |
| 8205 | Media Relations              | \$        | 18,000.00         | \$        | 12,000.00         |
| 8206 | Government Relations         | \$        | 36,000.00         | \$        | 21,600.00         |
| 8207 | Human Resource Services      | \$        | 12,000.00         | \$        | 5,970.00          |
| 8208 | Planning Firm                | \$        | -                 | \$        | 25,213.57         |
|      | <b>TOTAL</b>                 | <b>\$</b> | <b>174,000.00</b> | <b>\$</b> | <b>125,691.11</b> |

|         |    |            |   |
|---------|----|------------|---|
|         |    |            |   |
| 41.67%  | \$ | 18,000.00  | Accounting firm services                                      |
| 100.00% | \$ | 20,000.00  | CPA completing Town annual financial statements               |
| 43.16%  | \$ | 5,000.00   | Third party administrator for payroll, Ex. ADP                |
| 46.92%  | \$ | 55,000.00  | Legal fee from litigation or Town attorney                    |
| 54.42%  | \$ | 10,000.00  | Information & Technology monthly services and equipment       |
| 66.67%  | \$ | 24,000.00  | Town contracted public relations                              |
| 60.00%  | \$ | 36,000.00  | Town contracted government relations                          |
| 49.75%  | \$ | 12,000.00  | Town contracted human resources                               |
| 100.00% | \$ | 20,000.00  | Expenses dealing with property acquisition/sale or annexation |
| 72.24%  | \$ | 200,000.00 |   |

|      |                                 |           |                  |           |                  |
|------|---------------------------------|-----------|------------------|-----------|------------------|
|      | <b>Insurance &amp; Benefits</b> |           |                  |           |                  |
| 8120 | General Liability               | \$        | 15,000.00        | \$        | 14,141.00        |
| 8121 | Bonds                           | \$        | 500.00           | \$        | -                |
| 8122 | Workers Compensation            | \$        | 15,500.00        | \$        | 19,489.62        |
| 8123 | Insurance Claims                | \$        | 5,000.00         | \$        | -                |
|      | <b>TOTAL</b>                    | <b>\$</b> | <b>36,000.00</b> | <b>\$</b> | <b>33,630.62</b> |

|         |    |           |  |
|---------|----|-----------|--|
|         |    |           |  |
| 94.27%  | \$ | 16,000.00 | Property and liability coverage for Town assets, Ex. Vehicles and playground |
| 0.00%   | \$ | 500.00    | Bonding for employees who have access to financials                          |
| 125.74% | \$ | 20,000.00 | Employer insurance coverage for work injuries                                |
| 0.00%   | \$ | 5,000.00  | All Town insurance claims  |
| 93.42%  | \$ | 41,500.00 |  |

|      |                                |           |                  |           |                  |
|------|--------------------------------|-----------|------------------|-----------|------------------|
|      | <b>Operating</b>               |           |                  |           |                  |
| 8077 | Public Notices                 | \$        | 1,500.00         | \$        | 1,240.00         |
| 8080 | Bank Charges                   | \$        | 20,000.00        | \$        | 22,284.13        |
| 8086 | Trainings & Memberships        | \$        | 5,000.00         | \$        | 2,569.01         |
| 8090 | Postage                        | \$        | 3,000.00         | \$        | 748.73           |
| 8092 | Printing                       | \$        | 7,500.00         | \$        | 6,030.97         |
| 8130 | General Supplies               | \$        | 10,000.00        | \$        | 24,482.79        |
| 8131 | Ofc Equipment R&M              | \$        | 1,000.00         | \$        | 674.78           |
| 8160 | Town Hall Office Phones        | \$        | 5,000.00         | \$        | 3,115.30         |
| 8161 | Mobile Phones                  | \$        | 4,000.00         | \$        | 1,119.04         |
| 8162 | Town Elections                 | \$        | 1,200.00         | \$        | 2,056.37         |
| 8165 | Town Hall Utilities            | \$        | 11,000.00        | \$        | 8,733.26         |
| 8175 | Town Hall Repair & Maintenance | \$        | 10,000.00        | \$        | 7,231.75         |
| 8200 | Other                          | \$        | 2,000.00         | \$        | 1,926.06         |
|      | <b>TOTAL</b>                   | <b>\$</b> | <b>81,200.00</b> | <b>\$</b> | <b>82,212.19</b> |

|         |    |            |   |
|---------|----|------------|---|
|         |    |            |   |
| 82.67%  | \$ | 2,000.00   | Notices and advertisements in public circlings              |
| 111.42% | \$ | 25,000.00  | Financial institution charges                               |
| 51.38%  | \$ | 5,000.00   | Continued education or membership dues                      |
| 24.96%  | \$ | 3,000.00   | For mailings with the postage machine                       |
| 80.41%  | \$ | 8,500.00   | Printing services and in office operations, Ex. Newsletters |
| 244.83% | \$ | 20,000.00  | Misc. office supplies                                       |
| 67.48%  | \$ | 1,200.00   | Repairs to equipment in office, Ex. Copier machine          |
| 62.31%  | \$ | 5,000.00   | Desktop phones for Town hall                                |
| 27.98%  | \$ | 4,000.00   | Administration Town provided mobile devices                 |
| 171.36% | \$ | 2,100.00   | TOUM election expenses                                      |
| 79.39%  | \$ | 11,000.00  | Town hall and surrounding public property utility expenses  |
| 72.32%  | \$ | 10,000.00  | Public property and Town hall building repairs              |
| 96.30%  | \$ | 32,000.00  | Miscellaneous items and grant matching                      |
| 101.25% | \$ | 128,800.00 |   |

|           |               |    |            |    |           |
|-----------|---------------|----|------------|----|-----------|
| 6530.2022 | <b>Grants</b> | \$ | 180,000.00 | \$ | 6,894.77  |
| 5001      | <b>ARP</b>    | \$ | 281,246.00 | \$ | 29,073.28 |

|       |    |            |  |
|-------|----|------------|--|
| 3.83% | \$ | 180,000.00 | Restricted expenses from general government grants |
|       | \$ | 150,941.00 |  |

|  |                                 |           |                     |           |                   |
|--|---------------------------------|-----------|---------------------|-----------|-------------------|
|  | <b>General Government Total</b> | <b>\$</b> | <b>1,260,725.00</b> | <b>\$</b> | <b>519,606.49</b> |
|--|---------------------------------|-----------|---------------------|-----------|-------------------|

|        |    |            |  |
|--------|----|------------|--|
| 41.21% | \$ | 888,579.00 |  |
|--------|----|------------|--|

**PUBLIC SAFETY**

|  |   |           |                   |           |                  |
|--|---|-----------|-------------------|-----------|------------------|
|  | <b>Public Safety Salary &amp; Wages</b> |           |                   |           |                  |
|  | Salary & Wages                          | \$        | 401,620.00        | \$        | 96,779.56        |
|  | <b>TOTAL</b>                            | <b>\$</b> | <b>401,620.00</b> | <b>\$</b> | <b>96,779.56</b> |

|        |    |            |  |
|--------|----|------------|--|
|        |    |            |  |
| 24.10% | \$ | 359,120.00 | Budgeted approved salaries for public safety |
| 24.10% | \$ | 359,120.00 |  |

|      |                                  |    |          |    |          |
|------|----------------------------------|----|----------|----|----------|
|      | <b>Public Safety Operating</b>   |    |          |    |          |
| 8273 | Uniforms                         | \$ | 2,000.00 | \$ | 1,703.59 |
| 8274 | Weapons & Duty Equipment         | \$ | 5,000.00 | \$ | 3,888.93 |
| 8275 | Training & Memberships           | \$ | 1,500.00 | \$ | 1,465.51 |
| 8277 | Substance Testing/Pre Employment | \$ | 1,000.00 | \$ | 2,084.50 |
| 8280 | Supplies                         | \$ | 3,000.00 | \$ | 363.09   |
| 8281 | Mobile Devices                   | \$ | 5,000.00 | \$ | 1,589.47 |
| 8282 | Association Dues                 | \$ | 750.00   | \$ | -        |
| 8300 | Vehicle Repairs                  | \$ | 2,500.00 | \$ | -        |

|         |    |          |  |
|---------|----|----------|--|
|         |    |          |  |
| 85.18%  | \$ | 2,000.00 | Public safety uniform allotment                                |
| 77.78%  | \$ | 5,000.00 | Required equipment to fulfill public safety duties             |
| 97.70%  | \$ | 1,500.00 | Continued education or membership dues for public safety       |
| 208.45% | \$ | 4,500.00 | Pre employment testing, Ex. Drug screening & background checks |
| 12.10%  | \$ | 3,000.00 | Public safety general supplies                                 |
| 31.79%  | \$ | 5,000.00 | Public safety Town provided mobile devices                     |
| 0.00%   | \$ | 750.00   | Dues for the department  |
| 0.00%   | \$ | 2,500.00 | Repairs to public safety vehicles and trailers                 |

|      |                     |           |                  |           |                  |
|------|---------------------|-----------|------------------|-----------|------------------|
| 8301 | Vehicle Maintenance | \$        | 4,000.00         | \$        | -                |
| 8302 | Vehicle Fuel        | \$        | 5,000.00         | \$        | -                |
| 8320 | Other               | \$        | 1,500.00         | \$        | -                |
|      | <b>TOTAL</b>        | <b>\$</b> | <b>31,250.00</b> | <b>\$</b> | <b>11,095.09</b> |

|              |                        |           |                  |           |                 |
|--------------|------------------------|-----------|------------------|-----------|-----------------|
| 6530.2022.03 | <b>GOCCP State Aid</b> | <b>\$</b> | <b>16,400.00</b> | <b>\$</b> | <b>1,384.24</b> |
|--------------|------------------------|-----------|------------------|-----------|-----------------|

|      |                     |           |                  |           |                  |
|------|---------------------|-----------|------------------|-----------|------------------|
| 8330 | <b>Debt Service</b> | <b>\$</b> | <b>32,525.00</b> | <b>\$</b> | <b>16,262.45</b> |
|------|---------------------|-----------|------------------|-----------|------------------|

|  |                            |           |                   |           |                   |
|--|----------------------------|-----------|-------------------|-----------|-------------------|
|  | <b>Public Safety Total</b> | <b>\$</b> | <b>481,795.00</b> | <b>\$</b> | <b>125,521.34</b> |
|--|----------------------------|-----------|-------------------|-----------|-------------------|

## PUBLIC WORKS

|  |                           |           |                   |           |                  |
|--|---------------------------|-----------|-------------------|-----------|------------------|
|  | <b>Salary &amp; Wages</b> |           |                   |           |                  |
|  | Salary & Wages            | \$        | 225,500.00        | \$        | 70,965.81        |
|  | <b>TOTAL</b>              | <b>\$</b> | <b>225,500.00</b> | <b>\$</b> | <b>70,965.81</b> |

|      |                               |           |                  |           |                  |
|------|-------------------------------|-----------|------------------|-----------|------------------|
|      | <b>Public Works Operating</b> |           |                  |           |                  |
| 8375 | Uniforms                      | \$        | 750.00           | \$        | -                |
| 8377 | Training & Memberships        | \$        | 500.00           | \$        | 75.00            |
| 8380 | Other                         | \$        | 1,500.00         | \$        | 309.47           |
| 8390 | Streets Maintenance           | \$        | 4,000.00         | \$        | 5,169.31         |
| 8391 | Weather Related Expenses      | \$        | 2,500.00         | \$        | -                |
| 8400 | Streetlight Electricity       | \$        | 21,500.00        | \$        | 10,692.98        |
| 8405 | Vehicle Repairs               | \$        | 3,000.00         | \$        | -                |
| 8410 | Vehicle Maintenance           | \$        | 3,500.00         | \$        | 1,144.80         |
| 8415 | Vehicle Fuel                  | \$        | 4,000.00         | \$        | -                |
| 8488 | PWF Utilities                 | \$        | 3,500.00         | \$        | 753.33           |
| 8488 | Mobile Phones                 | \$        | 2,500.00         | \$        | 233.56           |
| 8490 | Maintenance & Repairs         | \$        | 6,200.00         | \$        | 1,012.79         |
| 8491 | Beautification                | \$        | 2,500.00         | \$        | -                |
| 8492 | Small Tools & Equipment       | \$        | 2,500.00         | \$        | 5,188.68         |
| 8493 | Septic Tank                   | \$        | 1,200.00         | \$        | 600.00           |
| 8545 | Mosquito Control              | \$        | 1,400.00         | \$        | -                |
|      | <b>TOTAL</b>                  | <b>\$</b> | <b>61,050.00</b> | <b>\$</b> | <b>25,179.92</b> |

|              |                          |           |                  |           |          |
|--------------|--------------------------|-----------|------------------|-----------|----------|
| 6530.2022.06 | <b>State StreetScape</b> | <b>\$</b> | <b>20,000.00</b> | <b>\$</b> | <b>-</b> |
|--------------|--------------------------|-----------|------------------|-----------|----------|

|      |                                |           |                  |           |                  |
|------|--------------------------------|-----------|------------------|-----------|------------------|
|      | <b>Refuse Collection</b>       |           |                  |           |                  |
| 8546 | Residential Waste Collection   | \$        | 41,124.00        | \$        | 22,028.09        |
| 8547 | Residential Recycle Collection | \$        | 9,834.00         | \$        | 4,933.50         |
| 8548 | Bulk & Yard Waste              | \$        | 3,600.00         | \$        | 2,428.41         |
|      | <b>TOTAL</b>                   | <b>\$</b> | <b>54,558.00</b> | <b>\$</b> | <b>29,390.00</b> |

|  |                           |           |                   |           |                   |
|--|---------------------------|-----------|-------------------|-----------|-------------------|
|  | <b>Public Works Total</b> | <b>\$</b> | <b>361,108.00</b> | <b>\$</b> | <b>125,535.73</b> |
|--|---------------------------|-----------|-------------------|-----------|-------------------|

## Transfers to Other Funds

|      |                                     |    |            |    |           |
|------|-------------------------------------|----|------------|----|-----------|
| 7000 | <b>Committee Expenses</b>           | \$ | 17,750.00  | \$ | 5,575.08  |
| 9000 | <b>Capital Improvement Projects</b> | \$ | 516,000.00 | \$ | 36,471.00 |

|  |                        |           |                   |           |                  |
|--|------------------------|-----------|-------------------|-----------|------------------|
|  | <b>Transfers Total</b> | <b>\$</b> | <b>533,750.00</b> | <b>\$</b> | <b>42,046.08</b> |
|--|------------------------|-----------|-------------------|-----------|------------------|

|  |                       |           |                     |           |                   |
|--|-----------------------|-----------|---------------------|-----------|-------------------|
|  | <b>Total Expenses</b> | <b>\$</b> | <b>2,637,378.00</b> | <b>\$</b> | <b>812,709.64</b> |
|--|-----------------------|-----------|---------------------|-----------|-------------------|

|  |                                       |           |          |           |                   |
|--|---------------------------------------|-----------|----------|-----------|-------------------|
|  | <b>Budgeted Revenues and Expenses</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>395,929.47</b> |
|--|---------------------------------------|-----------|----------|-----------|-------------------|

|         |    |              |  |
|---------|----|--------------|--|
| 0.00%   | \$ | 4,000.00     | Maintenance to public safety vehicles and trailers                                 |
| 0.00%   | \$ | 5,000.00     | Fuel for all public safety equipment and vehicles                                  |
| 0.00%   | \$ | 1,500.00     | Misc. items  |
| 35.50%  | \$ | 34,750.00    |  |
| 8.44%   | \$ | 16,400.00    | Police state aid grant for public safety equipment and supplies - Restricted funds |
| 50.00%  | \$ | 32,525.00    | Debt payments for public safety items  |
| 26.05%  | \$ | 426,395.00   |  |
| 31.47%  | \$ | 207,805.00   | Budgeted approved salaries for public works  |
| 31.47%  | \$ | 207,805.00   |  |
| 0.00%   | \$ | 750.00       | Public safety uniform allotment  |
| 15.00%  | \$ | 500.00       | Continued education or membership dues for public safety                           |
| 20.63%  | \$ | 1,500.00     | Misc. items  |
| 129.23% | \$ | 4,000.00     | Maintenace to public right of way in the Town                                      |
| 0.00%   | \$ | 2,500.00     | Expenses related to emergencies or bad weather                                     |
| 49.73%  | \$ | 21,500.00    | Utility expenses for TOUM electricity  |
| 0.00%   | \$ | 3,000.00     | Repairs to public safety vehicles and trailers                                     |
| 32.71%  | \$ | 3,500.00     | Maintenance to public safety vehicles and trailers                                 |
| 0.00%   | \$ | 4,000.00     | Fuel for all public safety equipment and vehicles                                  |
| 21.52%  | \$ | 3,500.00     | Utilities for public works department  |
| 9.34%   | \$ | 2,500.00     | Public safety Town provided mobile devices   |
| 16.34%  | \$ | 6,200.00     | Public works repairs to equipment and facilitiy                                    |
| 0.00%   | \$ | 2,500.00     | TOUM beautification and upgrades   |
| 207.55% | \$ | 7,000.00     | Purchases for tools and equipment  |
| 50.00%  | \$ | 1,200.00     | Public works tank for restroom uses  |
| 0.00%   | \$ | 1,400.00     | PGC administrated annual control for TOUM spray                                    |
| 41.24%  | \$ | 65,550.00    |  |
| 0.00%   | \$ | 450,000.00   | State grant  |
| 53.57%  | \$ | 41,124.00    | Contracted trash hauler  |
| 50.17%  | \$ | 9,834.00     | Contraceted recycle hauler   |
| 67.46%  | \$ | 3,600.00     | Public works expenses for bulk pickup and dump                                     |
| 53.87%  | \$ | 54,558.00    |  |
| 34.76%  | \$ | 327,913.00   |  |
| 31.41%  | \$ | 17,750.00    | Expenses to all committees   |
| 7.07%   | \$ | 516,000.00   | Budgeted projects for capital improvement  |
| 7.88%   | \$ | 533,750.00   |  |
| 30.82%  | \$ | 1,660,637.00 |  |
|         | \$ | -            |  |

## **The Town of Upper Marlboro**

RESOLUTION: 2022-03  
SESSION: Regular Town Meeting  
DATED: January 11<sup>th</sup>, 2022

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT TO PROVIDE ROADWAY ENGINEERING SERVICES.

**WHEREAS**, pursuant to Town's Charter Section 82-56. (Purchasing and Contracts) all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

**WHEREAS**, the Board of Town Commissioners believes that the Town is in need of a professional road engineering firm to assist the Town with designing and planning Town road replacement; and

**WHEREAS**, the Board of Town Commissioners released RFP #UM 2021-03 and published it for at least 15 days to seek interested applicants from Thursday October 14<sup>th</sup>, 2021, through Friday November 19<sup>th</sup>, 2021; and

**WHEREAS**, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2021-03 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of from Thursday October 14<sup>th</sup>, 2021, through Friday November 19<sup>th</sup>, 2021; and

**WHEREAS**, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that XXXXXXXXXX is a responsible offeror whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2022, that the Town Board of Commissioners hereby authorizes the Town to enter into a contract with XXXXXXXXXX attached hereto and incorporated by reference herein.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk: John Hoatson

\_\_\_\_\_  
Sarah Franklin, President

Date: January 11th, 2022

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
Vacant, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
John Hoatson, Town Clerk

**The Town of Upper Marlboro**

RESOLUTION: 2022-05  
SESSION: Regular/Special Town Meeting  
INTRODUCED: January 11<sup>th</sup>, 2022

ADOPTED:

**A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO.**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro (the “Board”) must meet and follow the Open Meetings Requirements (Subtitle 3) of the Open Meetings Act (Title 3) found in the Maryland Annotated Code, General Provisions Article, and the Town Charter; and

**WHEREAS**, in addition to the entire Charter, the Board is also specifically governed pertaining to meetings by the Town Charter, Sections 82-6 (Meetings of Board), 82-7 (Board to be the Judge of Qualifications of it [its] Members), 82-8 (Quorum), and 82-9 (Procedure of Board); and

**WHEREAS**, pursuant to said Section 82-9 of the Charter, the Board shall determine its own rules of order of business, and further pursuant to Section 82-13 of the Charter, the President shall preside at all meetings of the Board in accordance with the accepted rules of parliamentary procedure, except that they may vote on any questions before the Board; and

**WHEREAS**, pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question; and

**WHEREAS**, pursuant to Section 82-3 of the Charter, all legislative powers of the Town shall be vested in a Board of Commissioners consisting of five Commissioners who shall be elected and therein after provided and who shall hold office for a term of two years and until the succeeding Board takes office; and

**WHEREAS**, the Board intends to repeal and re-adopt its rules for the conduct of meetings as stated herein below; and

**WHEREAS**, the Board of Commissioners further finds that the following rules of order for the conduct of meetings and regulations for public meetings regarding observation of or participation in said meetings should be adopted as stated herein below.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Town of Upper Marlboro hereby approves, adopts and authorizes the following rules of procedure for the conduct of meetings and regulations for public meetings:

## **ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT**

|     |                                   |   |
|-----|-----------------------------------|---|
| 1.1 | Authority                         | 4 |
| 1.2 | Applicability                     | 4 |
| 1.3 | Amendment                         | 4 |
| 1.4 | Recession and Suspension of Rules | 4 |

## **ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICIES**

|      |  |    |
|------|--|----|
| 2.1  | Meetings Shall be Public; Open Meetings  | 4  |
| 2.1  | Maryland Open Meetings Act               | 5  |
| 2.2  | Regular Meetings                         | 5  |
| 2.3  | Work Sessions                            | 6  |
| 2.4  | Special Meetings                         | 6  |
| 2.5  | Emergency Meetings                       | 6  |
| 2.6  | Closed Sessions                          | 6  |
| 2.7  | Recessed Meetings                        | 7  |
| 2.8  | Information Meetings                     | 7  |
| 2.9  | Public Hearings                          | 7  |
| 2.10 | Roll Call and Attendance                 | 7  |
| 2.11 | Quorum                                   | 7  |
| 2.12 | Loss of Quorum                           | 8  |
| 2.13 | Conflict of Interest                     | 8  |
| 2.14 | Presiding Officer                        | 8  |
| 2.15 | Place of Meeting                         | 9  |
| 2.16 | Notice of Meeting                        | 9  |
| 2.17 | Conduct of Meetings                      | 9  |
| 2.18 | Dissents and Protests                    | 9  |
| 2.19 | Courtesy, Decorum, Conduct & Order       | 10 |
| 2.20 | Board May Discipline its Own Members     | 12 |
| 2.21 | Motions                                  | 12 |
| 2.22 | Other Procedural Motions                 | 13 |
| 2.23 | Rules of Discussion of Pending Questions | 14 |

## **ARTICLE 3. VOTING**

|     |                              |    |
|-----|------------------------------|----|
| 3.1 | Voting Rules                 | 14 |
| 3.2 | Voting Disqualification      | 14 |
| 3.3 | Tie Votes in Filling Vacancy | 15 |

#### **ARTICLE 4. MINUTES & RECORD KEEPING**

|                         |    |
|-------------------------|----|
| 4.1 Minutes of Meetings | 15 |
| 4.2 Record of Meetings  | 15 |

#### **ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

|                                       |    |
|---------------------------------------|----|
| 5.1 Suspension of Rules               | 16 |
| 5.2 Enforcement of Rules & Procedures | 16 |

#### **ARTICLE 6. THE AGENDA**

|                       |    |
|-----------------------|----|
| 6.1 Agenda            | 16 |
| 6.2 Order of Business | 17 |

#### **ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

|                                      |    |
|--------------------------------------|----|
| 7.1 Purpose                          | 18 |
| 7.2 Agenda                           | 18 |
| 7.3 Documents and Exhibits Presented | 18 |
| 7.4 Technical Questions              | 18 |
| 7.5 Audience Comments or Questions   | 18 |

#### **ARTICLE 8. GENERAL**

|                                       |    |
|---------------------------------------|----|
| 8.1 Commissioner Requests             | 18 |
| 8.2 Commissioner Requests for Funding | 19 |
| 8.3 Use of Staff Resources            | 19 |

#### **ARTICLE 9. PUBLIC STATEMENTS BY COMMISSIONERS**

|  |    |
|--|----|
| 9.1 Representation or Position by the Board or President | 19 |
|--|----|

*[Remainder of page intentionally left blank.]*

## **ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT**

### **1.1 Authority.**

Section 82-9 of the Town Charter of the Town of Upper Marlboro, Maryland, grants the Board of Commissioners (the “Board”) the right to determine its own rules of procedure, and the following rules are enumerated under and by authority of said provision.

### **1.2 Applicability; Robert’s Rules.**

The rules of procedure adopted by the Board are applicable to Town Board of Commissioners meetings. Should these rules be silent or inapplicable on a matter of procedure then the latest edition of Robert’s Rules shall control.

### **1.3 Amendment.**

These rules may be amended, or new rules adopted, by a majority vote of the members of the Board present.

### **1.4 Recession and Suspension of Rules.**

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Board present.

## **ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES**

### **2.1 Meetings Shall be Public; Open Meetings.**

A. A meeting occurs when a quorum of the Board convenes to consider or transact public business. Pursuant to Section 82-8 of the Town Charter, a quorum is a majority of the Board’s elected membership, or three (3) commissioners. However, no ordinance shall be approved, nor any other substantive action taken unless the measure or action is approved by at least three(3) commissioners.

B. All meetings of the Board shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302, stating that except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the body from meeting in closed session as outlined in the Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.



C. Maryland Open Meetings Act. *The Maryland Open Meetings Act, Chapter 3-A-The right to "attend" a meeting, Section 3- 303(a) provides, "[w]henver a public body meets in open session, the general public is entitled to attend."* This means that members of the public may come to a meeting and observe it and not necessarily speak at the meeting unless the Charter or the meeting rules state otherwise. This includes any motion being considered to close a meeting, where the Act does not permit the public generally to be entitled to speak (*City of New Carrollton v Rogers*, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question, but that right is during the designated period. Ordinarily, the management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233 (2015) (stating that the Act does not regulate the presiding officer's decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012).

## **2.2 Regular Meetings.**

From the Charter: "The newly elected Board shall meet at 8:00 p.m. on the first Monday of December following its election for the purpose of organization, including electing a President and appointing a Treasurer, after which the Board shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings may be called upon the request of the President or a majority of the members of the Board. All meetings of the Board shall be open to the public, except that the Board may, by majority vote, meet in closed session for any purpose then authorized by State law; and, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question."

A. Regular Town Meetings: Starting in March 2022, the Board of Town Commissioners will hold their Town Meetings on the 4<sup>th</sup> Tuesday of the Month.

## **2.3 Work Sessions.**

A. Purpose. The Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Board.

*The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Amendments, other legislation or formal (written) resolutions, should not be done at a work session, unless the rules are suspended.*

B. The Board conducts Work Sessions, which are open to public observation only, but participation is at the discretion of the Board. Starting in March 2022, Regular Work Sessions will be held on the 2<sup>nd</sup> Tuesday of the month. . Work Sessions, like special or emergency sessions, are not regular meetings and no opportunity need be provided under Section 82-6 of the Charter for citizens to speak. See also Maryland Open Meetings Act, Chapter 3-A- The Right to "attend" a meeting, Section 3-303(a).

**Commented [CSF1]:** Do we need something saying that if the rules are suspended to vote that citizens must be allowed to speak?

## **2.4 Special Meetings.**

Occasionally, the Board will call a Special Meeting, or, an Emergency Meeting should a timely business item need immediate action. Special meetings may be called upon the request of the President or a majority of the members of the Board.

## **2.5 Emergency Meetings.**

A. In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media, as applicable should any member of the media regularly attend Town meetings, and the public by electronic or website notification.

B. An emergency meeting is a type of special meeting. An emergency ordinance may be introduced and passed at any public meeting of the Board provided the rules allow it or are properly waived.

## **2.6 Closed Sessions.**

The Board may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting - Section 3-305-306 (c). Notice of Closed Sessions shall be given as required by law. Closed sessions also encompass executive or administrative sessions of the governing body or joint meetings with staff. An executive or administrative session may be convened and closed to discuss the implementation of existing law, or policy or the discussion of pre-decisional administrative matters only and may not delve into policy or legislative or administrative rule making.

## **2.7 Recessed Meetings.**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Board.

## **2.8 Information Meetings.**

The Board may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Board will determine the rules governing presentations at such meetings. Information meetings are similar to public hearings but are not mandated by law.

## **2.9 Public Hearings.**

This section is only used when a statutorily required public hearing is part of the order of business. The President/Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, the Commissioners may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the President may close the public hearing. The Board may deliberate or take action on the matter at hand upon the closing of the public hearing, provided the closure is permitted by the Maryland Open Meetings Act.

## **2.10 Roll Call and Attendance.**

- A. A majority of the members of the Board then in office shall constitute a quorum.
- B. Before the Board proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Except when participating by telephone, or video conference (with cameras on), members must be physically or virtually present at the Board's chamber to vote. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided being properly advertised in the agenda.

## **2.11 Quorum.**

- A. Majority of the members elected to the Board shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.
- B. The affirmative vote of a majority of the members elected to the Board shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to

adjourn, or decide a procedural matter, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except as required by law or on matters involving the consideration of their own ethical conduct or conflict of interest.

D. Three (3) Commissioners consist of a quorum.

E. If conducting a virtual meeting or blended meeting, the at least three Commissioners (a quorum) on the call shall have their video on and faces visible to the public.

#### **2.12 Loss of a Quorum.**

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the President or Presiding Officer shall declare the meeting recessed until a quorum is reestablished. A member of the Board has a duty to attend all meetings called unless there is good cause to be absent.

B. Upon reestablishment of the quorum, the Board shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the President or Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the President or Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Board shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Board member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

#### **2.13 Conflict of Interest.**

A. A Board member prevented from voting by a conflict of interest shall file a conflict-of-interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

B. A Board member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Board's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in the Town of Upper Marlboro Public Ethics Ordinance (Ord. 2016-04), as amended.

#### **2.14 Presiding Officer.**

A. The President/Mayor shall serve as the Presiding Officer for all meetings of the Board.

In the absence of the President, the senior Commissioner by time in office shall serve as the Presiding Officer. In the absence of a senior Commissioner, the clerk to the board shall call the meeting to order if a quorum of the Board is present and the first order of business shall be for the Board to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

#### **2.15 Place of Meeting.**

All meetings of the Board, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, Board of Commissioners' Chambers. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door or other prominent place at the regularly scheduled meeting place. The Town may also conduct virtual or blended (virtual & in-person) as needed, with links to join virtually included on the agenda.

#### **2.16 Notice of the Meeting.**

Written notice of all public meetings of the Board shall be posted on the bulletin board or other customary place at Town Hall, and posted on the Town's website and social media outlets, if any. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

#### **2.17 Conduct of Meetings.**

Commissioners shall be recognized by the Presiding Officer before speaking. Other persons at the meeting of the Board may speak when called upon or invited.

#### **2.18 Dissents and Protests.**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Board and have the reason therefor entered into the minutes. Such dissent or protest may be filed in writing, if couched in respectful language, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

#### **2.19 Courtesy, Decorum, Conduct and Order.**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the President/Mayor (and members of the Board) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation

and maintenance of that atmosphere the following rules shall govern all meetings.

- A. Before a Board member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the presiding official. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Board during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous. The Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.
- B. If a person fails to request to speak before speaking, the Mayor shall rule them “out of order” and remind them that they do not have the floor. While the Board of Commissioners is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Board meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor or Presiding Officer. Members of the Commission should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.
- C. Every person desiring to speak shall address the entire body and shall not single out a member of the Board, the audience or a staff member and shall confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
- D. With a “call for orders of the day,” this is simply another way of saying, “let's return to the agenda.” If a Board member believes the discussion has strayed from the agenda, this motion may be raised. The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
- E. A member indulging in any language or conduct unbecoming a Commissioner shall be called to order by the Presiding Officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Board may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Board rules. A

member of the staff or the public can likewise be expelled by order of the Mayor subject to review by the Board. The Mayor may be expelled if a motion is made by a Commissioner and approved by a majority of the Board. The Board would then choose a temporary presiding officer to continue the meeting.

- F. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Board appointee(s) at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town's Director of Finance & Human Resources, or a Closed Session of the Commission may be requested to discuss the personnel matter.
- G. Members of the Board acting in their capacity as Commissioners shall not take positions on either national or foreign political issues that do not affect the Town.
- H. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises in the Board Chambers, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Board shall object to the ruling of the presiding officer, such member shall have the right to appeal to the body.
- I. Members of Staff - The Town Administrator and Town Clerk shall have the right to take part in the discussion of all matters coming before the Board, and other members of staff shall be entitled to take part in discussions of the Board relating to their respective offices.
- J. Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
  - 1. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
  - 2. Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3)

minutes unless another limit is established.

3. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
5. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
6. The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the Commission chambers.
8. No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
9. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues.

## **2.20 Board May Discipline its Own Members.**

A. In the event a Board member violates the Charter, an ordinance, these rules or any other law or regulation of the Town or acts in a manner that causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Board of Commissioners by majority vote of its members may discipline the offending member.

B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Board of Commissioners or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her



absence.

C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Board chooses to take no action.
2. *Private Censure* – The Board may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
3. *Public Censure* – The Board may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be considered to be a public record and placed in the member's personnel record along with any formal resolution.

D. Town elected officials alleged or found to be in violation of the Town's Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

#### **2.21 Motions – when reduced to writing.**

Any member of the Board may call for a motion that has been made and seconded to be written down and read by the Town Clerk before debate.

#### **2.22 Other Procedural Motions.**

1. *Motion to Adjourn* – This motion, if passed, requires the Board to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. *Motion to Recess* – This motion, if passed, requires the body to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. *Motion to Table* – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Town Board of Commissioners meeting.
4. *Motion to Remove from the Table* – This motion, if passed, allows the Board to

remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the body can take action on an item that was tabled.

5. *Withdraw a Motion* – During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Board members are free to make the same motion or another motion.

### **2.23 Rules of Discussion of pending questions.**

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

## **ARTICLE 3. VOTING**

### **3.1 Voting Rules.**

A. When a question is put, every Board member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Board of Commissioners. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town Public Ethics Ordinance.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such member holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay.” A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Board.

D. Prior to a Board vote, the President/Mayor shall go down the list of the Commissioner’s

names to check individually if there are any comments, questions, or concerns, prior to the vote.

### **3.2 Voting Disqualification.**

- A. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
- B. A member shall openly state an abstention due to a conflict of interest or bias.
- C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- E. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter.

### **3.3 Tie Votes in Filling Vacancy.**

In the case of a vacancy under Section 82-32 of the Town Charter in the office of President and the remaining four elected members of the Board cannot agree on a successor to temporarily fill the office of President, then the Board member receiving the highest number of votes in the most recent general election shall become the Interim President/Mayor until the vacancy can be filled by a majority after a special election.

## **ARTICLE 4. MINUTES & RECORD KEEPING**

### **4.1 Minutes of Meetings.**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, *minutes shall not be available until approved by the Board in a regular meeting.* Approved minutes are also posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law *shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them which should be reviewed and decided on a periodic basis or as otherwise agreed upon by the Board.*

### **4.2 Record of Meetings.**

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Board of Town Commissioners and for maintaining the official record, which shall include all Board actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Board of Commissioners.
- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

## **ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

### **5.1 Suspension of Rules.**

Any provisions of these rules not governed or controlled by federal, or state law, or the Town Charter or ordinances may be temporarily suspended by a majority vote of all elected members of the Town Board of Commissioners and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Board and shall have received preliminary approval of the Town Board at such meeting.

### **5.2 Enforcement of Rules and Procedures.**

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the President/Mayor under his or her own action, or upon a motion to enforce by any Board member.

- A. *Warning* – The President/Mayor may order any person (Board member, staff member or audience member) in violation of these rules to be silent.
- B. *Removal* – If, after receiving a warning from the Mayor or presiding officer, the person continues to disturb the good order of the meeting, the Mayor or presiding officer may order the person to leave the meeting. If the person does not leave the room, the President/Mayor may have the individual removed by the Police.
- C. *Motion to Enforce* – Any Board member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the body shall require the President/Mayor to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Mayor to comply will result in the Board selecting a new presiding officer and direct staff to have the Mayor removed from the meeting.

## **ARTICLE 6. THE AGENDA**

### **6.1 Agenda.**

- A. The agenda shall outline the established order of business.

- B. The President shall include on the agenda any item at the request of any member of the Board, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 days prior to the meeting.
- C. At least ten days before each regular meeting, the Town Clerk shall provide each member of the Board a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Md. Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
- E. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Board meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Board of Commissioners at the beginning of the meeting. Items on the agenda can be reordered by the Board during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on a Consent Agenda of a Regular Meeting. Any member of the Board may remove an item from the Consent Agenda and place it under Action Items.
- H. All meeting agenda and amendments shall be approved the Board at the beginning of the meeting. Items on the agenda can be approved by the Board during the scheduled meeting.
- I. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5business day prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

## **6.2 Order of Business.**

The Town's governing body shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

- I. Call to Order
- II.

- III. Pledge of Allegiance
- IV. Consent to the Agenda
- V. Approval of Minutes/Financial Reports
- VI. Staff Reports
- VII. Commissioner Reports
- VIII.
- IX.
- X. Business
- XI. Administrative Updates
- XII. Public Comment
- XIII. Adjournment

## **ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

### **7.1 Purpose.**

The President or Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Board of Commissioners. *The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Ordinance Amendments, and other legislation or resolutions, should not be done at a work session.* The following rules shall prevail for the call and conduct of work session meetings.

### **7.2 Agenda.**

Only a limited number of matters shall be considered by the Board during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

### **7.3 Documents and Exhibits to be Presented.**

When possible, staff shall make available to the Board all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence or other similar documents at least seven days before the beginning of the session.

### **7.4 Technical or Legal Questions.**

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Commissioners may, through the President, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof, like any other public meeting, may be closed to confer with legal counsel, staff or other

experts as permitted by the Maryland Open Meetings Act.

#### **7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session.

### **ARTICLE 8. GENERAL COMMISSIONER REQUESTS**

#### **8.1 Commissioner Requests.**

Commissioner requests that deal with policy issues and Commissioner requests that may be construed as direction or orders shall be directed to the President or their designee, except for general inquiries or questions involving constituent services, in which case the Commissioners may go to the Town Administrator, unless opposed by a majority of the Board.

#### **8.2 Commissioner Requests for Funding.**

Commissioner requests requiring funding must go through the President, Treasurer, and Director of Finance. The President and Treasurer shall respond in a timely manner.

#### **8.3 Use of Staff Resources.**

A request for use of staff time, other than standard requests for information from department heads, by a Commissioner must be made through the Town Administrator unless already approved by the Board of Commissioners.

### **ARTICLE 9. PUBLIC STATEMENTS BY COMMISSIONERS**

#### **9.1 Representation or position by the Board or President.**

When the individual Commissioners give a public statement in their elected capacity on an issue affecting the Town, the Board member shall first identify the adopted position of the Town Board of Commissioners with respect to that subject, if any. Thereafter, the elected official may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Board member expressly acknowledges that such statements do not represent the position of the Town. Notwithstanding anything in this Article to the contrary, the President/Mayor as the Chief Executive Officer shall be the principal spokesperson for the Town on any municipal matter and pursuant to the Charter may reserve the paramount right and prerogative of speaking exclusively on behalf of the Town pertaining to the administration of the day-to-day affairs of the Town and the faithful execution of all laws and policies of the Town.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.

ATTEST:

THE TOWN OF UPPER MARLBORO

BOARD OF COMMISSIONERS



**The Town of Upper Marlboro**  
**Board of Commissioners**

RESOLUTION: 2022-06

SESSION: Regular/Special Town Meeting

DATED: January \_\_\_, 2022

**A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS AUTHORIZING AND DESIGNATING CERTAIN TRAFFIC INTERSECTIONS TO BE LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF UPPER MARLBORO FOR THE DEPLOYMENT OF AND REGULATION BY AUTOMATED TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS**

**WHEREAS**, pursuant to Title 21 of the Transportation Article of the Maryland Annotated Code (hereinafter, the “Maryland Code”), a “[t]raffic control signal monitoring system” means a device with one or more motor vehicle sensors working in conjunction with a traffic control signal to produce recorded images of motor vehicles entering an intersection against a red signal indication; and

**WHEREAS**, pursuant to § 21-202(h) of said Article, vehicular traffic facing a steady circular red signal, or a steady red arrow signal shall stop at the near side of the intersection and remain stopped unless otherwise permitted by said Section to move through the intersection; and

**WHEREAS**, pursuant to § 21-202.1(d) of said Article, unless the driver of the motor vehicle received a citation from a police officer at the time of the violation, the owner or, in accordance with subsection (g)(5) of said section, the driver of a motor vehicle is subject to a civil penalty not to exceed \$100 if the motor vehicle is recorded by a traffic control signal monitoring system while being operated in violation of § 21-202(h) of said Article; and

**WHEREAS**, further pursuant to § 21-202.1(d) of said Article, the Town of Upper Marlboro Police Department, as the law enforcement agency primarily responsible for traffic control at a particular intersection, or as the law enforcement agency of the political subdivision having control and jurisdiction of the traffic intersection, is authorized to operate a Traffic Control Signal Monitoring System at a particular intersection; and

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro previously approved Annexation Resolution No. 01-2021 on December 28, 2021, which, unless petitioned to referendum, will become effective as of February 11, 2022, to include within the corporate limits the two intersections at MD 725 at MD 202 (including up to three directional cameras) and MD 725 at MD 301 (including up to four directional cameras); and

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro previously approved Ordinance 2018-02 (Automated Traffic Enforcement) which was amended by Ordinance 2021-06; and

**WHEREAS**, Ordinance 2018-02 originally designed the intersections at Main and Water Streets, and Main Street and Gov. Oden Bowie Drive as red-light camera intersections; and

## **The Town of Upper Marlboro**

### **Board of Commissioners**

**WHEREAS**, Ordinance 2021-06 further authorized the Board to designate by resolution certain Red-Light Camera Intersections to be monitored and enforced using red-light camera technology; and

**WHEREAS**, the Board of Commissioners finds that failing to stop at red lights is a major cause of accidents, injuries and death; and

**WHEREAS**, the Board further finds that it will enhance the health, safety, and welfare of the Town's residents and the traveling public to designate the above two intersections to be monitored by Traffic Control Signal Monitoring Systems; and

**WHEREAS**, the Chief of Police has advised that Red Light Camera systems at the designated intersections herein will advance public safety and promote the health, safety and welfare of residents, pedestrians, and the motoring public.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Upper Marlboro, that the following traffic control signals located along public highways operated and maintained at intersections under the control of the State or the Town shall be permitted and authorized in accordance with regulations adopted by the State Highway Administration (Title 11, Chapter 14 of COMAR) to be monitored and enforced using Traffic Control Signal Monitoring Systems in accordance Ordinance 2018-02, as amended, and Section § 21-202.1. of the Transportation Article of Md. Ann. Code at the following locations:

- (i) the intersection at MD 725 (Marlboro Pike) at MD 202 (Largo Road), including up to three directional red-light cameras; and
- (ii) the intersection at MD 725 (Marlboro Pike) at MD 301 (Crain Highway), including up to four directional red-light cameras.

**AND BE IT FURTHER RESOLVED** that the Chief of Police in accordance with SHA Application Guideline No. 11-X10 (2018), as amended, is authorized to apply to obtain Maryland State Highway Administration (SHA) written approval to install, revise, maintain, repair and operate Red Light Cameras (RLC's) on SHA rights-of-way at approved locations.

**AND BE IT FURTHER RESOLVED** that this Resolution establishes, designates, and supersedes any previously designated Traffic Control Signal Monitoring System or RLC intersections located within the corporate limits of the Town of Upper Marlboro and any conflict between this Resolution and any previous ordinance or resolution regarding said monitoring systems and intersections shall be controlled by the provisions of this Resolution.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately following the effective date of Annexation Resolution 01-2021.

**AND BE IT FURTHER RESOLVED** that the President shall be authorized to sign this

**The Town of Upper Marlboro**

**Board of Commissioners**

Resolution on behalf of the Board.

**INTRODUCED AND PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular or special meeting held on January \_\_\_\_, 2022.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Sarah Franklin, President

\*Add signature blocks

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
John Hoatson, Clerk



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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: Tuesday February 18<sup>th</sup>, 2022

Re: FY 2023 Budget Calendar & Planning

Commissioners,

As you are aware, the Town's Fiscal Year 2023 Budget time is right around the corner. This year we plan to open up the budget planning process to allow for more planning and discussion.

Additional "Extra" Worksession may be advisable to discuss additional details of the Budget. In the past these meetings have taken place during the day, but their timing is flexible.

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 again at the February 22<sup>nd</sup> Work Session.

| Date                        | Meeting Type              | Topic                                       |
|-----------------------------|---------------------------|---|
| Tues Jan 25 <sup>th</sup>   | Regular Work Session      | Preliminary Budget Calendar                 |
| Tues Feb 23 <sup>rd</sup>   | Regular Work Session      | Budget Calendar & Budget Priorities         |
|                             | Extra Budget Work Session | Anticipated Revenue & Priorities            |
| Tues March 8 <sup>th</sup>  | Regular Work Session      | Town Tax Rates (Vacant Property Tax)        |
| Tues March 22 <sup>nd</sup> | Regular Town Meeting      | Public Comment- Town Tax Rate               |
|                             | Extra Budget Work Session | Expenses- Departmental & CIP                |
| Tues May 24 <sup>th</sup>   | Regular Town Meeting      | Introduce Budget Ordinance & Public Comment |
|                             | Extra Budget Work Session | Discuss Budget Ordinance & Public Comment   |
| Tues June 7 <sup>th</sup>   | Special Town Meeting      | Approval of Budget Ordinance                |
| Friday July 1 <sup>st</sup> | N/A                       | FY 2023 Budget in effect                    |

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

The Town of Upper Marlboro  
**COVID-19 Response Policy/Directive**

Effective [Monday April 27th, 2020](#)

This policy is to govern the Town of Upper Marlboro's internal response to the COVID-19 pandemic to safeguard the Town's employees and elected officials. [Chief of Staff Town Administrator](#) Kyle Snyder shall coordinate the Town's response and preparation to this pandemic, and work closely with Department heads and elected officials to ensure the Town staff is protected. The ~~below actions~~ [actions below](#) are being taken following the CDC and OSHA guidelines. Any staff or elected officials with concerns regarding the Town's COVID-19 response are free to contact the President or [Chief of Staff Town Administrator](#) directly at any time.

**Part 1- Self-Health Screening:**

The Town has set up two self-health screening stations, one at Town Hall and one at Public Works. All staff, commissioners, and visitors are required to complete a self-health screening upon initially reporting and leaving work at Town facilities each day. Any indications of a fever, coughing, or shortness of breath, and the employee should not proceed further into the facility. They should return to their vehicle and contact their supervisor immediately for further direction.

**Required Screening:** The screening consists of taking temperature via an infrared forehead/ear thermometer upon reporting and leaving work, as well as checking box if you are having coughing or shortness of breath. Please wipe down the equipment with provided alcohol prep wipes after use. The name, date, time-in & Temperature, time-out & temperature, and check boxes must be completed in the log located at both screening stations.

**Optional Screening:** The Town will also have a wrist-blood pressure cuff and a finger pulse Oximeter (to measure blood-oxygen levels) for staff and commissioners to use at the screening stations if they wish. These vitals do not have to be recorded, and are simply for the user's reference. Please wipe down the equipment with provided alcohol prep wipes after use.

Employees who are screened at one location do not have to re-screened upon entering another facility (Ex. Public Works employees who screened themselves at Public Works do not have to re-screen themselves upon entering Town Hall that same day).

The logs will be reviewed regularly by the [Chief of Staff Town Administrator](#) (MD EMT-B Certification). Department heads are charged with ensuring their staff follows the procedure. Failure to complete log, or falsifying information, endangers your coworkers and will be handled as "Falsification of Town Records" violation under the Employee Handbook, an "Unacceptable Violation".

**Part 2- Social Distancing**

Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Strategies that the Town and its Department heads are encouraged to use include:

**Commented [CSF1]:** Should there be a back up for if you were on vacation or how often is regularly?

**Commented [KS2R1]:** Really anyone can do it, its just making sure there are no crazy temperature readings.

- Implementing flexible worksites (e.g., telework)

- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between staff at the worksite
- Increasing physical space between staff & residents (phone calls & emails vs in-person)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Delivering services remotely (e.g., phone, video, or web)

### **Part 3- Town Vehicle Usage:**

No more than one Town staff member should be in the same Town-owned vehicle at the same time to prevent possible exposures. If multiple employees do need to ride together, all passengers are required to wear masks, and weather depending, windows should be down to circulate fresh air. All Town-owned vehicles shall be cleaned every week and kept tidy and neat at all times.

### **Part 4- Personal Protective Equipment:**

The Town is constantly working to acquire and ensure an adequate stock of PPE for the staff and commissioners, including surgical masks, gloves, face shields, hand sanitizer, N95 masks. Should staff need PPE, they can go through their Department heads.

Town staff, elected officials, and visitors must wear a mask when inside Town facilities, and when interacting in close proximity to each other/residents.

Refuse Collection: Public Works staff shall use additional PPE such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to the waste streams (or types of wastes), including any contaminants in the materials, they manage. Such measures can help protect crew members from sharps and other items that can cause injuries or exposures to infectious materials. This is an OSHA standard.

### **Part 5- Cleaning and Disinfectant:**

Town Hall is cleaned every week by a contract cleaning company. This cleaning involves wiping down all surfaces with disinfectant, as well as other routine cleanings. Staff is encouraged to wipe down their work areas with provided disinfectants before leaving if/when they report to work. An outside company will be brought in as needed to “deep clean” Town facilities. Anti-bacterial soap, and handwashing guidelines, are provided at all Town handwashing stations. [The Town shall also provide air purification filters systems for all Town buildings.](#)

### **Part 6- Exposure/Positive Test Action Plan:**

Town Staff who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other staff and

visitors and sent home. Town staff shall go through their medical provider/primary care physician to test for COVID-19 if necessary. Each Department head will be issued a stockpile of rapid COVID-19 testing kits for their staff to use as needed. Department heads shall track the use of these kits and request additional kits from the Town Administrator as needed.

#### **If an Employee Tests Positive for COVID-19:**

Should an employee test positive, they need to notify their supervisor immediately, and the following steps will take place:

- The ~~Chief of Staff~~Town Administrator, Department head, and the Director of Human Resources utilize the Self-Health screening log to determine days the employee reported to work, and ask the employee which coworkers they have been in “close contact” with within the prior two weeks. The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time.” The Town shall fully cooperate with State and County contact tracers as necessary.
- ~~If the employee is fully vaccinated, a~~n additional 80 hours (two weeks) of sick leave shall be granted to the employee to be used for COVID-19 usage. This is addition to the employee’s regularly accrued sick leave and can only be used for COVID-19 related illness.

The employee shall return to in-person work once a full COVID-19 test (not a rapid test) negative result is received and they are not showing and symptoms and feeling well. Documentation of the negative test shall be submitted to the Director of HR prior to returning to work.

Per the updated CDC guidance, staff with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.

- As time permits, test documentation, and a doctor’s note shall be provided to the Director of Human resources.
- The ~~Chief of Staff~~Town Administrator shall coordinate with the Director of Human Resources to inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- The ~~Chief of Staff~~Town Administrator shall coordinate with the ~~Superintendent~~Director of Public Works to schedule a “deep cleaning” of Town Hall, Public Works, and all vehicles as soon as possible.
- Should Public Works employees be affected, the Town may suspend Bulk Trash & Yard Waste collection for a period of two weeks ~~due to~~if staffing shortages. The Directory of Public Works and Town Administrator will advise the Board of Commissioners if collection is suspended.
- Should the Police Department be affected, the Chief of Police shall coordinate as needed with the County police to ensure proper coverage of the Town.

### **If an Employee Is Exposed:**

If an employee is directly exposed to a confirmed COVID-19 case, or is contacted by a contact tracing agency (secondary exposure), these are the steps that the Town will take:

- The Employee shall alert their Department head as soon as possible and avoid contact with other staff as much as possible until given further direction.
- A Town COVID-19 rapid test shall be issued to the employee by their Department head, and the employee will be sent home on Town COVID-19 leave. The employee shall self-administer the at-home test and report the results to the Director of HR as soon as possible. Employees able to telework and who are feeling well enough can telework.
- If the rapid test comes back positive, all employees in contact with that individual within the past 48hrs shall follow this section's guidelines.
- The employee shall schedule a full COVID-19 test the day they are sent home for as soon as possible. The Town may assist in scheduling a test if the employee requests.
- The employee shall return to in-person work once a full COVID-19 test (not a rapid test) negative result is received and they are not showing and symptoms and feeling well. Documentation of the negative test shall be submitted to the Director of HR prior to returning to work.

### **If an Employee has a Secondary Exposure**

If an employee has come in contact with someone who has come in contact with someone else (tertiary exposure) with a positive COVID-19 case but has not yet tested negative, the following steps shall be followed:

- The employee will alert their department head and be issued a rapid COVID-19 test to take. The employee shall observe strict social distancing and mask wearing.
- If the rapid test comes back negative, and the potential exposure receives a negative test, the employee shall return to work as normal.
- If the secondary exposure tests positive, the Town shall follow the "If an Employee Is Exposed" section.

~~• The President shall have the ultimate decision regarding any actions taken by the Town.~~

### **Part 7- Additional Actions**

The President/Mayor shall have the ultimate decision and ability to take quick actions to respond to the pandemic as needed to ensure the health and safety of the residents and staff.





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday January 18<sup>th</sup>, 2022  
Re: Upper Marlboro Community Garden Brush/Maintenance Agreement

Commissioners,

As you are aware the Town of Upper Marlboro Green Team has partnered with Providence St. John Baptist Church and the Prince George's County Soil Conservation District to build a Community Garden to the rear of the church located at 5607 Old Crain Hwy, Upper Marlboro, MD 20772.

The church property (and garden) will be formally brought into the Town limits with Phase 2 annexation effective February 11<sup>th</sup>, 2022. The Green Team and Church would like to enter into an agreement with the Town to allow Town Public Works to handle certain maintenance items of the garden area only.

We are awaiting feedback from the Green Team as to what maintenance items they are specifically requesting. We expect to bring a draft agreement before the Board at a future worksession, with approval at the March Town Meeting.

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

# FINANCIAL CONTROLS, POLICIES AND PROCEDURES FOR ~~LOCAL~~ THE TOWN OF UPPER MARLBORO GOVERNMENT ORGANIZATIONS-OPERATIONS

*Purpose.* The Town of Upper Marlboro is committed to protecting and using ~~our~~its assets and providing reasonable assurance that operations are going according to plan. Proper financial practices and internal controls are very important in doing this, since proper practices help to prevent and detect errors and fraud. Good financial practices also assure our ~~town~~Town members-residents and ~~donors-taxpayers~~ that ~~we~~the Town uses their gifts-taxes, user fees and state shared funds for the purposes for which they were intended.

## I. GENERAL PRACTICES

*Review of Risks.* These policies were drafted after consideration of the risks associated with the various aspects of our financial operations and to enact policies and procedures designed to minimize those risks. The Director of Finance under the supervision of the Treasurer will review these policies each year to consider whether the risks have changed. Such changes may include receipt of grant monies for the first time or receipt of grants with restrictions, a change in the public administration and finance laws regulating ~~our~~the Town, hiring of employees or a major change in ~~our~~municipal programs. If so, the financial director needs to identify any new risks and adopt appropriate procedures to minimize those risks. The Director of Finance shall consult with a professional if necessary to ensure the Town properly addresses its risks.

*Segregation of Roles.* There are several discreet fiscal “roles” in The Town of Upper Marlboro—custody, authorization, execution, and monitoring. For example, the person who has authority to sign checks is acting in the custodial role. The person who approves payment of a bill is verifying authorization~~authorizing~~. The Town of Upper Marlboro as a whole acts in an authorizing role when it approves the annual budget ~~of making~~and makes decisions to appropriate funds for programs, and Town agencies or purchase major items like a copier and/or vehicles. The person who prepares the checks for signature by an authorized check signer is acting in the execution role, ~~executing~~implementing an action that has been authorized by the Town through the annual budget ~~or~~and by the individual responsible for approving or certifying payment of the bill. The person who reconciles the bank statement acts in the monitoring role. The Director of Finance also acts in a monitoring role when ~~it~~he or she reviews the monthly financial reports to be sure that ~~its~~the Town’s spending plan—the budget—is being executed properly.

As much as possible, ~~The~~the Director of Finance seeks to separate the tasks and responsibilities for fiscal roles so that at least two and or preferably more individuals fulfill these roles and tasks to promote sound internal controls. It is particularly important that the same person does not

authorize, execute and monitor any transaction. At each step of handling funds, the organization shall ensure that more than one person verifies that the step is done correctly.

## II. RECEIPT OF FUNDS

### RISKS

The Town of Upper Marlboro faces the risk that funds that ~~they~~it receives may be stolen, embezzled or lost or that someone may be falsely accused of stealing funds. We also face the risk that we may fail to record a restriction that a donor has placed on our use of funds.

### POLICY

All funds, whether cash, check and/or money order, which the organization receives will be deposited intact into the designated bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank as soon as possible. This allows for a complete accounting and independent verification of what happens to ~~our~~Town funds. Communications from ~~donors~~administrators or any funds received that establishes spending restrictions on the use of the funds will be segregated in reserve or special accounts and saved with the deposit log or financial files and digitally in the financial software.

### PROCEDURES

- *Receipt of Checks in the Office.* The Deputy Clerk/Receptionist opens all mail addressed to the Town except for mail marked as confidential or for addressee's eyes only. The Deputy Clerk/Receptionist makes a photocopy of all checks received and provides the photocopies to the financial director. This allows the financial director to verify that all checks received are deposited.

The Deputy Clerk/Receptionist will endorse all checks by an endorsement stamp that provides that the check is "For Deposit Only" and will be paid to the order of the corporate bank and lists the organization's name and account number. This lessens the risk that a check may be stolen and cashed.

- *Receipt of Cash in the Office.* Cash is easily stolen and must be handled carefully. If cash comes into the office, the person accepting the cash must provide a written receipt when taking the cash:
  - The receipt should state the person's name, the date, the amount of the cash and the purpose of the payment.
  - Use a pre-numbered receipt book with an automatic duplicate copy with the organization's name printed on it.

- No pages may be removed from the receipt book.
- The person with access to the receipt book shall keep it in a locked drawer and shall lock cash in a secured location until the finance director can retrieve it.
- If possible, when the Deputy Clerk/Receptionist opens the location with the cash, one other person will accompany the Deputy Clerk/Receptionist so that they can count the cash together.

The Deputy Clerk/Receptionist or The Director of Finance designee shall train all office volunteers in these procedures.

The Director of Finance will compare the receipt book and the bank's list of cash deposits when making the Bank Reconciliation described below.

- *Deposit Slips.* The Deputy Clerk/Receptionist will deposit corporate funds as follows:

- Prepare a deposit slip in duplicate.
- Photocopy the checks and staple the photocopies to the copy of the deposit ticket that ~~we~~ the Town keeps for records.
- If cash will be included in the deposit, the Deputy Clerk/Receptionist will attach a list to the duplicate deposit ticket which includes the sources of the cash and the receipt #s in the duplicate receipt book for each source of cash.
- File this documentation chronologically in a locked cabinet to prevent theft.

The Director of Finance will consult the deposit ticket and attached photocopies when making the Bank Reconciliation described below.

- *Bank Deposit.* If no cash is present, the deposit may be mailed to the bank. If cash is present, a second person (if available) shall verify deposited funds prior to the Deputy Clerk/Receptionist sealing the envelope and making the deposit in person. The person verifying the cash shall initial the cash on the copy of the deposit slip retained by the organization.
- *Receipt of Checks and Cash Outside the Office.* If checks and/or cash come in outside the office (such as selling of services or merchandise at an event), ~~we-staff~~ needs to take special precautions to protect these receipts from theft and to ensure that no one is falsely accused of stealing funds.
- Two people need to prepare the deposit slip for the funds in duplicate.
- Both must count the cash and initial the cash count on the copy of the duplicate deposit slip kept by the organization.

- If the individuals accepting the contributions or payments at the event knows the names of the individuals making gifts or payments in cash, they will provide a receipt using the pre-numbered receipt book. If the funds are received through a “pass the hat” style collection in which it is not possible to know who gave what amount, the individuals accepting the contributions will note that no receipts were provided to donors on the duplicate deposit slip.
- It is not necessary to write out a receipt for contributions made by check unless the donor requests a receipt. However, the individuals accepting the contributions should make a list of all checks received at the event, including the name of the donor and the amount of the contribution. They will compare this list to the deposit to be sure all checks have been included in the deposit.
- If no cash is received at the event, the individuals accepting the contributions by check will give the Deputy Clerk/Receptionist the list and the checks within 24 hours of the event.
- If there is cash in the deposit, one of the two individuals accepting contributions must deposit the funds immediately. If checks will be deposited with the cash, the individuals accepting the checks should be sure that the list of checks they prepare includes the donor’s address as well as name.
- The duplicate receipt book and the list of checks received shall be given to the Deputy Clerk who will send acknowledgement letters.

The Deputy Clerk/Receptionist or The Director of Finance designee shall train all volunteers in these procedures.

- *Credit Card Contributions.* We do not accept contributions by credit card. If we decide to do this in the future, we should seek accounting advice to be sure we have proper controls in place. (Certain credit card payments such as red light or speed camera fines can be paid by credit card in accordance with approved vendor agreements and Town policies.)
- *Parking Meter Receipts.* The Town has parking meters throughout its jurisdiction.
  - The Public safety department manually collects coins from each parking meter on a weekly basis with two officers.
  - Coins are immediately deposited into a locked and secured coin vault which requires two keys to access.
  - After fully collecting parking meter coins, the canister must return to Town office, and immediately be deposited into the financial institutions’ provided depository bags with the Director of Finance.
  - All coins are taken to the financial institution (the same day) for professional counting via their provider.

### **III. DISBURSEMENT OF FUNDS/USE OF GOVERNMENT PROPERTY**

## A. PAYMENTS BY CHECK

### RISKS

~~We~~The Town faces the risks that that ~~our~~its funds will be spent on unauthorized items, that someone will steal ~~our~~its funds by taking blank checks or by writing checks to payees who are not ~~our~~Town vendors, that someone will use municipal corporate property for personal purposes or that payments ~~we~~the Town makes will be improperly recorded.

### POLICY

Make all disbursements from the organization's funds by check or department corporate credit card, with the exception of petty cash. This allows ~~us~~staff to track how ~~our~~Town funds are spent, who is spending them and who is authorizing expenditures.

### PROCEDURES

1. *Opening Bank Accounts.* Bank accounts may be opened only upon authorization by The Town of Upper Marlboro Board of Commissioners and The Director of Finance.
  - All bank accounts must be opened with the organization's employer identification number (EIN).
  - The Town shall approve the authorized signers on the organization's bank accounts.
  - Because of the Director of Finance role in reconciling the bank statement, the Director cannot be a check signer.
  - If possible, the Deputy Clerk/Receptionist should not be a check signer because of his/her role in the custody and preparation of the checks.
2. *Custody of Checks.* The Director of Finance and Town Administrator are the ~~people~~officials authorized to have access to unused check stock. The checks should be stored in a locked location and information about how to access them should be kept confidential from everyone but the finance director and Town Administrator.
3. *Check Authorization.* All invoices should be electronically scanned to the Director of Finance for review and payment authorization.
  - Each department is responsible for accurately applying the proper budgeted expense item on the invoice prior to submission to the Director of Finance.
  - The Director of Finance will review all invoices for mathematical accuracy, agreement with a written invoice and/or contract, conformity to and availability of funding in the

budget or Town authorizations and compliance with grant fund requirements and the terms and conditions of any applicable grant agreements.

- The Director of Finance will ensure that all conditions and specifications on a contract or purchase order have been satisfactorily fulfilled, including inventorying items received against packing slip counts.
- The Director of Finance will code the invoice with the appropriate expense number and other information as needed for accounting purposes.
- By approving an invoice, the finance director indicates that he/she has reviewed the invoice and authorizes a payment check.
- The Director of Finance is responsible for timely follow-up on discrepancies and payment.

The Director of Finance and/or Town Administrator will approve invoices for payment. Invoices exceeding \$5,000 must be approved jointly.

4. *Expenses Not Invoiced.* In some cases, expenses may not be invoiced, such as rent or consumables. When such expenses are due, the finance director needs to ensure that the expense is in the budget and write a note or memo authorizing payment of the expense and the amount of the expense and supply it to the Deputy Clerk/Receptionist.

5. *Payment by Checks.* Upon approval of the invoice and note by the finance director, the Deputy Clerk/Receptionist is authorized to prepare all checks and should do so.

- If a check is voided, the check will have “VOID” written in large letters in ink on the face and have the signature portion of the check ~~to be~~ marked out or perforated. Voided checks will be kept on file.
- In the event that it is necessary to issue a duplicate check for checks in an amount over \$50, the Deputy Clerk/Receptionist will order a stop payment at the bank on the original check.

6. *Duties of Check Signers.* All checks will be signed by the signers designated by The Town of Upper Marlboro pursuant to an adopted resolution. Prior to signing a check, a check signer will do the following:

- Compare the check to the original invoice or the Director of Finance’s note or memo to pay the expense.
  - Compare the amount on the provided check register report or Director’s note.
  - Be sure that The Director of Finance has initialed the invoice or provided the necessary report to substantiate the check amount. This is to protect against the risk that ~~you~~ an official or employee isare paying based on a copy of the bill that has already been paid.

- Check the date on the invoice or the Director of Finance note against the date of signing the check. If the difference is more than 60 days, get written approval from the Treasurer before signing the check. This is to mitigate the risk that the organization is paying the same expense twice.
- Check to be sure that the amount of the check is not clearly unreasonable. For example, a \$50,000 monthly payment for bookkeeping services would be unreasonable for this local government
- Any checks at or above \$5,000 requires two authorized signatures.

*7. Prohibited Practices.* In no event will:

- invoices be paid unless approved by The Director of Finance/Town Administrator;
- blank checks be signed in advance;
- checks be made out to “cash,” “bearer,” etc.

Each check signer will be made aware that signing blank checks exposes our organization to theft since the bank is entitled to charge ~~our~~ the Town's account for any check that has a valid signature. A signed blank check is an invitation to theft or misappropriation.

8. *On-line Payments.* If ~~we~~ the Town makes online payments, ~~we~~ the Town will make arrangements with the bank that allow the Director of Finance/Treasurer to have online, read-only access to the account. ~~We~~ The Town will also arrange with the bank to be sure that only the individuals the board has authorized as check signers will be permitted to authorize the payment of bills electronically. In addition to the monthly reconciliation, the finance director will periodically spot-check the account to compare the bank automatic payments with the vendor statements.

## B. PETTY CASH FUNDS

### RISKS

Payments by cash are not as completely documented and are not as easily monitored as payments by check and thus subject the organization to greater likelihood of errors, theft, and fraud.

### POLICY

The Petty Cash Fund should only be used when payment by check is impracticable.

### PROCEDURES



*Administration of Petty Cash Fund.* The Deputy Clerk is responsible for the administration of the Petty Cash Fund. The Fund shall be funded with checks made out to “Petty Cash—name of Deputy Clerk” and initially recorded in the Petty Cash Fund account. The Petty Cash Fund cash on hand at any moment in time should avoid exceeding \$500. The Deputy Clerk will require receipts for all purchases and may ask those reimbursed to sign for money the ~~Secretary~~ Town provides as reimbursement.

The Deputy Clerk will record all cash purchases in a journal and save the receipts. When the fund gets low, the Deputy Clerk will apply to The Director of Finance for authorization to reimburse the fund for the total amount expended. The check written to reimburse the Petty Cash Fund will be recorded in the appropriate expense accounts for the items that were purchased with Petty Cash, so that these expenditures made through the Petty Cash fund are properly classified by type – for example, postage, parking fees, etc.

## C. EXPENSE REIMBURSEMENT

### RISK

The ~~organization~~ Town does not have the same level of control over expenses incurred on behalf of the ~~organization-municipality~~ by those (e.g., employees) who pay with personal funds and seek reimbursement as it does for expenses paid directly by the Town government. The government is not in as good a position to determine whether the goods or service purchased might have been obtained at a lower price elsewhere, whether there is a personal benefit to the person seeking reimbursement and how the expenditure fits in with the rest of the organization’s budget.

### POLICY

In proper circumstances, ~~The-the~~ Town members~~officials~~, employees and volunteers are entitled to be reimbursed for expenses related to the organization that they incurred on behalf of the organization. To receive reimbursement, you must meet the following requirements:

- All expenses must be authorized in advance by The Director of Finance and later approved by the Town Administrator or the Finance Director.
- All expenses must have been incurred for goods or services purchased for the organization or event attended for the Town.

- If your expense is for travel, the travel must be for work related to the organization. In accordance with approved policies, We the Town will reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The organization will reimburse meal expenses incurred in direct connection with the organization's business, or at the per diem rate established by the IRS.

## PROCEDURES

To be reimbursed for expenses:

1. *Documentation.* You must provide reasonable documentation showing the date, amount and what the expense ~~was for~~covered. Credit card receipts and store receipts that do not describe the purchase are not reasonable or adequate documentation. Your receipt must describe the purchase. Documentation must include the approved Town expense/reimbursement spreadsheet.
2. *Other Reimbursement.* Your voucher must reflect reimbursement from sources other than ~~our~~the Town's.
3. *Timely Submission.* You must submit your documentation with a request for payment within 60 days from the date the expense was incurred.
4. *Overpayment.* If ~~we the Town~~ overpays you, you must return any excess reimbursement within a reasonable period of time.

## D. PURCHASING

### RISK

The Town of Upper Marlboro wants to ensure that all purchases on behalf of the Town are authorized by the Town or by Town's policies. Unauthorized purchases deplete The Town of Upper Marlboro's resources and interfere with the Town's ability to govern properly.

### POLICY

All purchases made on behalf of the Town must be made pursuant to The Town of Upper Marlboro-approved budget ~~or~~ and the Town's ordinances and rules.

## PROCEDURES

It is the responsibility of all Town elected officials and Town staff to enforce and follow the procurement guidelines. These guidelines are ~~directly derived~~ from Ordinance 2011-02 (Procurement).

Under \$50: Must have a receipt or other written evidence of the sale.

Under \$500: Department heads including the Town Clerk are authorized by the President to make purchases under \$500.

Over \$500: Department heads must obtain at least three proposals, quotes or prices and make a recommendation to the President via the Town Administrator.

Under \$2,000: May be authorized by the President via the Town Administrator and must be reported to the Board either by email referenced in the minutes or in open session at a public meeting.

Over \$2,000: Requires ~~formal~~ Board approval at a public meeting prior to making any purchase.

Between \$2,000 and \$10,000: Requires a minimum of three written quotes or proposals and ~~formal~~ Board approval at a public meeting. A written contract is required for all purchases above \$5,000.

Over \$10,000: Requires a sealed bid process with Board approval or a unanimous Board-authorized alternative procurement method. A formal r~~R~~esolution shall be required for all contracts or purchases over \$10,000.

Any Amount: Certain non-competitive types of procurement methods (cooperative, sole source, professional services, or emergency) for purchases in any amount may be approved by a simple majority of the Board or the solely by President during declared emergencies pursuant to a valid proclamation.

## E. USE OF CORPORATE PROPERTY

### RISKS

The Town of Upper Marlboro faces a risk that individuals will use corporate property without authorization for personal purposes. Usage reduces the life of property and eventually is an expense that the ~~town~~-Town assumes. It also betrays the trust of ~~our~~-Town ~~donors~~-resident and ~~taxpayers~~ who expect that The Town of Upper Marlboro will use its resources only for purposes that help us achieve the ~~town~~-mission Town's mission and policies.

## POLICY

Property and equipment owned by the Town may only be used for Town activities or activities approved by the Town. They may not be used for personal purposes.

## PROCEDURES

If a Town official, officer, employee or volunteer wants to use the Town's property or equipment for any purpose other than a Town purpose, that individual must obtain permission from ~~The Town of Upper Marlboro~~ Town Board of Commissioners, or ~~The Director of Finance~~ the Mayor. Town personal property may be declared surplus and converted to private use in accordance with Ordinance 2011-02.

## F. PROCESS OF PAYROLL

### RISKS

Payroll internal controls are the procedures the government follows to protect its payroll information.

### POLICY

Payroll controls and procedures prevent employees from accessing confidential information. Internal controls also prevent employees from stealing or misappropriating money from the Town through overpayments and false time records.

### PROCEDURES

The Town of Upper Marlboro's policy is to authorize payroll, using a 3<sup>rd</sup> party administrator on a bi-weekly basis and is administered by the Director of Finance.

Employees are required to submit their timesheets to their supervisor for approval.

The supervisor will approve and submit their final timesheets from the respective department to the Director of Finance for a final review and processing of payroll.

Once payroll has been completed, the director of finance provides the payroll report to the Treasurer and Town Administrator.

## IV. CREATION OF TOWN OBLIGATIONS

## RISKS

The Town of Upper Marlboro needs to ensure that any obligation undertaken in the ~~town's~~ Town's name is authorized by the ~~town~~ Town and is for the ~~town~~ Town's purposes and not for personal purpose. Under Maryland law, vendors and contractors are charged with the burden of knowing or verifying who in the municipality has proper legal authority to enter into contracts or obligations on behalf of the municipality. Certain contracts and purchases may be deemed void or voidable as legally defective or ultra vires acts (i.e., beyond the Town's legal authority).

### A. CREDIT AND DEBIT CARDS

## RISKS

Town of Upper Marlboro's credit or debit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing that a purchase was for the ~~town~~ Town or put expenses on the Town card for purchases that are embarrassing to The Town of Upper Marlboro.

## POLICY

The Town will not authorize the use of debit cards for any purposes. The Town will determine whether there is a compelling need for the Town to obtain one or more credit cards. If The Town determines that credit cards are needed, The Town will authorize specific individuals to utilize a Town credit card. A Town cardholder may use the credit card only for official purposes directly related to the needs of the organization. The cardholder may not use a Town credit card for personal purposes, even if he or she plans to reimburse the organization.

The following purchases are **not** allowed on the Town credit card:

- Personal purchases
- Cash advances or loans
- Payroll advances
- ~~Purchased~~ Purchases for other organizations
- Alcohol
- Personal entertainment
- Fuel for personal vehicles
- Purchases from a business you own or operate unless pre-approved by The Town of Upper Marlboro
- Any item inconsistent with the roles, ethical duties and responsibilities as a Town employee

An individual purchase shall not exceed \$1,500. Aggregate monthly purchases by an individual card holder shall not exceed \$1,500.

## PROCEDURES

In order to use the card, the cardholder must follow these procedures:

1. *Cardholder Agreement.* Upon issuing a Town card to a cardholder, the cardholder must sign a statement that the cardholder has read and understands this Credit Card policy and will reimburse the Town for any personal charges on the card.
2. *Advance Approval.* The Town must give advance written approval, if the purchase is not within the approved budget, to make a purchase whenever practical. The cardholder's purchase request should describe the purchase and cost.
3. *Original Receipts.* The cardholder must keep the original receipt that describes each purchase made on the card. The credit card receipt is not sufficient.
4. *Notification of use of the credit card:* The cardholder will email the Director of Finance after each use of the Town credit card noting the date, vendor, and amount of each charge made. This will allow the finance director to be aware of the cash that will be required to pay the credit card bill and alert the finance director to potential unnecessary use of the credit card.
5. *Expense Form.* Within 5 days after the end of the billing cycle, the cardholder must prepare and sign the statement and attach original receipts and a copy of the purchase request. In the case of meals, the statement must include the names of all persons at the meal and a brief description of the business purpose, in accordance with IRS regulations.
6. *Approval by The Director of Finance.* The cardholder must give the expense detail form to the finance director for approval. The Director of Finance shall review each purchase to ensure that it was reasonable, necessary and the best value for the organization. The Director of Finance will reconcile the expense detail form to the credit card billing statement, authorize payment and follow up on any inconsistencies.
7. *Notification of Loss/Theft.* The cardholder must notify the bank and The Town immediately in the event that the card is lost or stolen.

## ~~B. BORROWING AND LINES OF CREDIT~~

## ~~RISKS~~

~~The Town of Upper Marlboro needs to ensure that borrowing in the town's name is authorized.~~

## ~~POLICY~~

~~The Town must approve application for and acceptance of any Lines of Credit. Once the Line of Credit is authorized by the Town, The Director of Finance can authorize borrowing within the limit of the line of credit up to \$10,000. The Town must approve all borrowing against the line of credit greater than that amount.~~

~~The full Town must approve any other borrowing of funds in the name of the corporation, including the use of any promissory notes. The Town must give very serious attention to be sure that the Town will have sufficient funds available to repay any loans or lines of credit on time.~~

~~[Lines of credit, mortgages or loans are not authorized by the Charter, but tax anticipation notes, leases and general obligation bonds are authorized.]~~

## **V. BANK RECONCILIATION AND ON-LINE MONITORING**

### **RISKS**

Even the most honest and attentive individual makes mistakes. Monitoring allows ~~us-the Town~~ to uncover errors. If ~~our-Town~~ records and the bank records do not agree, it is likely that ~~our-Town~~ records are wrong. Monitoring also assists ~~us-the Town~~ in identifying discrepancies between ~~our-Town~~ accounting records and ~~our-its~~ banking records that suggest theft or fraud, checks signed by unauthorized signers, and identity theft.

### **POLICY**

The Director of Finance will monitor the ~~town's-Town's~~ accounts regularly and will prepare a written reconciliation of all bank or investment accounts which proves that the balances presented on ~~our-Town~~ financial reports agree with the records of the financial institution.

### **PROCEDURES**

1. *Records to The Director of Finance.* The Deputy Clerk/Receptionist shall provide the finance director with a copy of all records of deposits, disbursements (checks written), and other bank transactions and of our accounting records for review.
2. *Bank Statement.* The Director of Finance will direct the bank to send the bank statements to the town or allow for online access.

3. *Reconciliation.* The Director of Finance will reconcile the bank statement monthly. The reconciliation should be done within 10 days of receiving the statement, as follows:

- Check all checks for correct signatures and number of signatures and protest to the bank any incorrect signatures.
- Review the checks in the bank records to ensure that:
  - The name of the payee, the amount of the check and the date of the check agree with the municipal corporation's accounting records.
  - Whoever the check was made out to be the depositor of the check; and each check has a valid signature.
- Compare the bank deposit records with our accounting records to determine whether each deposit recorded in the accounting records agrees with the bank record.
- Check the cash entries in the receipt book against the bank record of deposits to ensure that all cash was deposited.
- Check whether the ending balance in the general ledger cash account agrees with the bank statement, after making any adjustments on the bank reconciliation form.
- List all outstanding checks. On all checks outstanding over 90 days, take appropriate action.
- List all deposits in accounting records not yet recorded by the bank.
- The Director of Finance should provide reconciliation reports and statements to the Treasurer.
- The Director of Finance should provide a monthly expense transaction report to the Mayor, Treasurer and Town Administrator.

If the reconciliation is done electronically, the finance director must check off on a form to be given to the Town that he or she performed the review above.

4. *On-Line Banking.* The Director of Finance should have on-line, read-only access to the bank account. The Director of Finance should use the on-line access to check his/her work. The Director of Finance should review the account on-line on a weekly basis to check for identity theft that is diverting corporate funds. The Director of Finance can reconcile the bank statements and spot-check the on-line payments as described above.



5. *Return of Cancelled Checks by the Bank.* The Director of Finance will determine whether it is necessary to direct the bank to return the cancelled checks with the bank statement. If the finance director determines that it will not require return of the cancelled checks, it will establish procedures to ensure retention of the electronic images of the checks for at least 3 years in accordance with the Town's approved Records Retention Schedule.

# Structure of Government

## Forms of Government

MML provides an overview: <https://www.mdmunicipal.org/415/Forms-of-Municipal-Government>. Upper Marlboro currently has a variation of the Strong Mayor-Council form.

- a. Strong Mayor-Council
- b. Weak Mayor-Council
- c. Council-Manager
- d. Commission

## Elected Officials

*Currently, the Town Commissioners are elected by the residents of Upper Marlboro every two years. From the Commissioners elected, a President/Mayor is chosen by vote of the elected Commissioners. There are no term limits and no way to remove an elected official from office.*

### How often are they elected?

- i. Typically it is either two years or four year terms.
- ii. Staggered terms prevent complete board turnover.
- iii. Uniform terms allow for less frequent elections.

### How is the Mayor selected?

- iv. Appointed by the Board.
- v. Elected by the People as a separate office during the election.
- vi. Elected by the People by highest vote count.

## Board of Commissioners

- vii. What are some roles Roles typical of Board members?
  - President
  - Mayor Pro-tem/Deputy Mayor
  - Treasurer
  - Secretary
  - Department oversight (ie. Public Works, Public Safety, Admin, Finance, Park, etc...)

## Measures for removal from office

- viii. For cause
- ix. Recall election
- x. Hearing and expulsion by peers

***What are some of your other discussions and issues with regards to the Charter and Town Ordinances and Resolutions and Government structure?***