

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Work Session Minutes

Tuesday, January 22, 2019 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk M. David Williams, SCW Chair Stephens; Finance Director William Morgan; Chief Operating Officer Michelle Knox; and, Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Reports

At this time, the President moved the Agenda's Reports section to follow the Business Section.

Business

Emergency Ordinance 2019-01: Amending ORD 2017-04 to Add Small Cell Standards: A request from the Town's professional association, the Maryland Municipal League (MML), urged members of municipal Cities and Towns to pass legislation to regulate Small Cell Standards, as soon as possible, and for their legal protection. The Town's Attorney advised the Board to amend existing Right-of-Way Ordinance 2017-04 to include the emergency legislation. After introducing Emergency Ordinance 2019-01, the President asked for motion for approval. Commissioner Leonard motioned to approve Ordinance 2019-01 as presented. Commissioner Pennoyer seconded. With no one in opposition, the motion was unanimously approved.

Ordinance 2018-10: Special Events: President Turner reviewed the draft history of the Ordinance since its introduction on December 11, 2018, and the Board discussed the latest edits and additions. The President stated that the latest Draft Ordinance will be posted online for Citizen input, and a final Board vote will be conducted at the February Town Meeting.

Committee Resolutions: The President stated the Resolutions and Bylaws would be posted online for a 20-day public comment period and passage was scheduled for the February Town Meeting.

Public Information Request Form: It was noted that the Maryland Public Information Act Form, Fee Schedule and a Resolution to set fees would be posted online for citizen input over a period of 45 days.

Dumpster Permit: 14703 Main Street: Chief of Staff Snyder delivered details on the Commercial Dumpster Request, noting there is no fee just fines assessed for non-compliance. It was noted that that new application should include deposits and fees for both Residential and Commercial.

Resolution 2019-01: Food Trucks: The President reviewed the success of the Food Truck Friday events. The draft's details were discussed and edits noted. An updated draft that includes the County's standards, will be reviewed at the next meeting of the Board in February.

FY18 Detailed Budget Year-End Adjustments Amendment: Finance Director Morgan reviewed a proposed End-of-Year Detailed Budget Adjustments Amendment for FY2018 that is to correct the incorrect End-of-Year Detailed Budget Adjustments that was passed in June of 2018. It was noted it was off by \$771.76 due to double line item entries in the original End of Year Adjustments. A motion to approve the Amendment was made by Commissioner Pennoyer and seconded by Commissioner Leonard. The motion passed unanimously.

Reports

Commissioner Leonard: Reported that the CERT/HEPAC Workshop proposal that was submitted to the MML for the 2019 Summer Conference in Ocean City had been approved by the MML Conference Planning Committee in Annapolis on January 12.

She also reported that the CERT now is lead in the County with 6 certified instructors. She added that At-Large Councilmember Calvin Hawkins, who recently left the Office of Emergency Management, will now be Municipal Liaison for Upper Marlboro.

Commissioner Pennoyer: Reported that the Town's newly hired Chief of Police, David Burse, attended both the Marlborough Towne HOA meeting on January 16th, and the monthly Coffee Club gathering, and was very well received.

President Turner: Delivered updates on the following topics: 1.) Hired Benay Walker as the Town's new Administrative Assistant; 2.) Chief's report on findings concerning security issues within the Public Safety Department; 3.) Lobbying firm working on Old Stone Building Bond Bill for Board approval; Senator Peters to propose Bill on the Senate floor; County Council letter stating will transfer to Town; OMES, President sent letter to County Executive Alsobrooks and met last week to discuss; Firm suggests submitting emergency bill to raise to State platform; John Peter Thompson of the HPC to send second letter; 4.) A Speed Camera Bill concerning Indian Head Highway area (Rte 210) will be proposed, might be able to "attach" MD725 to the Bill; 5.) Will send letter tomorrow to PGC Public Schools System interim CEO asking to relocate the School Bus Stop(s) off of MD725 and placed into safer residential side streets; and, 6.) Redevelopment Authority line item(s) totaling 2.5M to start being allocated in 2020, Greenwell to present updates at March Town Meeting.

General/Administration issues: SCW Chair Stephens submitted a final draft application for SC Designation to the Board for review. Final sign-off by the President will be done by mid-February. Town Clerk Williams announced that the Clean Water Partnership has requested an audience at the next Town Meeting to deliver a presentation on their Schoolhouse Pond.

Adjournment

Commissioner Leonard motioned to adjourn, Commissioner Pennoyer seconded. With all in favor, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

