

Town of Upper Marlboro

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

Work Session Minutes

January 28, 2020 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams; Director of Finance William Morgan; UMPD Chief David Burse; and, Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Business

- 1) RFP #UM 2020-01 Media Relations: Board discussed process options for Board approval, Town Attorney review, service needs, plus, proposal terms and posting details.
- 2) RFP #UM 2020-02 Parking Enforcement: Current service provider may opt to resubmit.
- 3) RFP #UM 2020-03 Town Hall Solar: Already have 2 proposals. After review, the Board unanimously approved, by motion, discussed edits to all 3 Requests For Proposals.
- 4) Playground Contract: Board discussed the draft by Attorney Best and contractor edits, plus, terms, timelines, bond & budget thresholds/issues, comparative project research, and State grant reimbursement process.
- 5) Personnel Ordinance & Organizational Chart: Board reviewed and discussed edits to the organizational chart. Elements of the draft ordinance needed, such as, hiring requirements, job descriptions and departmental review were also discussed. Drafting of a separate salary ordinance and the Employee Handbook were reviewed as well.
- 6) County Streetscape Grant Proposal: Discussion included—needed edits to define the scope of area affected, elaboration on specific project(s) details, input from the Sheriff's Department, downtown Business, as well as, Public Safety and Public Works departments. The CIP Budget line item requirements and allocation timelines were also discussed.
- 7) Old Line Bank Investment Account: A handout was provided by Director Morgan for Board discussion that included a breakdown of investments. Recommendations were submitted, plus, investment policies and reserve account balance(s) were also discussed.
- 8) Marlboro Day schedule & fees Resolution: Board discussed proposed fee schedule, proposed May 9th and 16th as event and rain dates, and noted need for program and map.
- 9) Resolution 2019-02 Commission Meeting Regulations: Board to highlight edits and send back to Attorney Best to work on reducing page count.
- 10) Upcoming Food Truck Ordinance: CoS Snyder noted the County has no guidelines for municipal governance and the Town could develop first template for process. The Board proposed best practices research with other entities/agencies (i.e.; Washington, D.C.)

Adjournment

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

