

Town of Upper Marlboro

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

Work Session Minutes

March 23, 2021 - 7:00 p.m.

Approved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85451683537>
Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; and, Director of Finance William Morgan.
- Pledge of Allegiance

Business

A request was made by Commissioner Franklin to add an agenda line-item to discuss the current hiring of the Deputy Clerk/Administrative Assistant. After a lengthy discussion, the President said the item would not be added at this point. Commissioner Duckett asked for line-item 2 (draft RES 2021-10: Employee Handbook) to be removed from tonight's agenda before agenda consent.

- 1.) Draft Resolution 2021-08 Authorizing Bank Account: Clerk Williams read aloud the introduction to Resolution 2021-08. The President explained the need for the dedicated account(s) to manage coronavirus relief funds.
- 2.) Draft Resolution 2021-10 Adopting 2021 Employee Handbook: This line-item was deleted from the March Work Session Agenda by the President. The Employee Handbook will be provided to the Board and Departments via Google Docs.
- 3.) FY2022-24 Town Tax Rate Plan: Commissioner Franklin acknowledged the Board reviewed the Plan favorably at the last Extra Work Session on April 16th. TA Snyder reviewed the Plan's details stating the recording of that meeting would be posted for the public soon. An ordinance will be drafted by staff.
- 4.) Town Clerk / New Hire Onboarding Planning: TA Snyder reviewed a proposed timeline for the successful onboarding of the new Town Clerk who will start July 1, 2021. Commissioner Franklin requested that Insuraty redact selected personal information from applications to aide in the Town's Racial Equity initiative. She noted that bi-lingual ability should be added to the job description as a preferred qualification. Incentive pay was also discussed.
- 5.) Draft Ordinance 2021-01 Updated Business License: TA Snyder reviewed the draft ordinance's history and highlighted the most recent edits. Home-based business license fees and overall effective enforcement procedures were discussed. It was noted a part-time downtown business manager/consultant could be utilized to help coordinate licensing.
- 6.) Draft Resolution 2021-09 Rectory Lane Parking Restrictions: TA delivered an overview of the issue and gave updates on Town outreach efforts with Rectory Lane residents. The Board discussed responses from residents to date and decided to continue discussions in order to collect more public comment at the April Regular Town Meeting. Other issues on Rectory Lane, such as, speeding, repaving, sidewalks, curbs and stormwater management were also discussed as they relate to this singular parking issue.

- 7.) General Commissioner & Administrative Staff Items: TA Snyder delivered updates covering: 1.) Water Street Ally Parking Enforcement/Fire Lane infractions; 2.) SHA MD Route 725 Sidewalk Project(s); 3.) M-NCPPC Trails & Paths Grant Applications; 4.) Town Partnership with PGC/EDC; 5.) Charter Amendment Resolution for Elections; 6.) Tree City USA/Arbor Day Event; 7.) School House Pond Maintenance issues; 8.) Women's History Month Posts.

Commissioner Duckett asked how Traffic-Camera revenues could be applied. Chief Burse stated the camera system will have a standard 30-day trial, and after that, camera revenues will have restrictions on usage of revenues received.

Commissioner Franklin asked the status on Phase II of Annexation. It was noted updates on ongoing current developments will be delivered at the Regular Town Meeting.

Adjournment

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

