

# Town of Upper Marlboro

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

## Work Session Minutes

March 24, 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 (by phone); Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams. Also present: Chief of Staff Kyle Snyder; UMPD Chief David Burse; and, Director of Finance William Morgan.
- Pledge of Allegiance: It was noted all participants are positioned at least 6 feet apart.

### Business

- 1) Emergency Ordinance 2020-04 Emergency Operations: The President explained the timely urgency for the Board to conduct a vote during this Work Session. Commissioner Bernal-LeClaire motioned to adopt Ordinance 2020-04 Emergency Operations, Commissioner Leonard seconded. With all in agreement, the Ordinance was adopted unanimously. Chief of Staff Snyder announced that a "Declaration of a Local State of Emergency" for the President to sign is currently under review by the Town Attorney and should be ready tomorrow.
- 2) FY2021 Budget Revenue Overview: Director Morgan reviewed a line-item overview of current projected revenues for FY2021, adding that totals will change over time. Also, a month-by-month "COVID-19 Financial Impact" statement was distributed to the Board. The President advised all COVID-19 related expenses and losses be tracked and documented.
- 3) Ordinance 2020-03 Personnel System Standards: It was noted that no public input had been received to date but will remain posted for public comment until April 10th. The ordinance is scheduled to be introduced at the April 2020 Regular Town Meeting.
- 4) RFP #UM 2020-01 Media Relations: Chief of Staff Snyder noted only one submission was received to date, and that being from the Town's current supplier. Status details of RFP #2020-02 Parking Enforcement Software was also provided in the Board's Meeting Packet.
- 5) RFP #UM 2020-03 Town Hall Solar Panel Installation: CoS Snyder stated the Town has received a total of 5 submissions and reviewed advantages or disadvantages of each.
- 6) COVID-19/ April Town Meeting: Ideas on how to hold a virtual meeting were discussed by the Board. The general consensus of all was to avoid having the Board, Staff and general public attend in-person at Town Hall. CoS Snyder will investigate providers and best practices, in order to hold a virtual Regular Town Meeting in April that can include the public.
- 7) General Commissioner & Administrative Staff items: The Board discussed scheduling options for Marlboro Day 2020 given the changing forecasts of the COVID-19 spread. After discussion, the President suggested September 19<sup>th</sup> as a new date, instead of cancelling.

### Adjournment

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

