

Town of Upper Marlboro

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

Work Session Minutes

April 27, 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 7:02 p.m.
- Roll Call – President Linda Pennoyer; Commissioner/Treasurer Sarah Franklin; Commissioner Janice Duckett; and Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; Public Works Superintendent Darnell Bond; Director of Finance & Human Resources William Morgan; Ray Feldman/Feldman Communications Strategies LLC; and Marlborough Towne HOA Board members Maritsa Stephenson and Monica Williams.
- Pledge of Allegiance

Business

- 1) Ordinance 2021-01 Business Licensing: Clerk Williams read aloud the ordinance's introduction, and it was noted that the official second reading would be delivered prior to the vote at the May Town Meeting. It was noted that no public comment from citizens or businesses had been received to date.
- 2) Ordinance 2021-02 FY2021 Budget Amendment: Director Morgan reviewed the Year-End-Adjustments process and noted line items that will most likely change within the month. To date, the Town has collected \$182K more than it has spent this fiscal year.
- 3) Ordinance 2021-03 FY2022 Town Operating Budget: Director Morgan presented an overview of key items concerning revenues, expenses, and the reserve funds within the FY22 proposed budget. TA reviewed Capital Improvement Projects next in line for FY22. It was noted the Extra Work Session on May 18th will be partially closed for the Board to discuss staff salaries.
- 4) Resolution 2021-11 FY2022-24 Town Tax Rates: It was noted that this resolution, due for a vote at the May Town Meeting, does not officially set the tax rates.
- 5) Ordinance 2020-03 Personnel Standards: It was noted the previously passed legislation will be amended in a new ordinance to be introduced at the May Town Meeting. Updates, additions and changes were reviewed and discussed.
- 6) 2021 Town Employee Handbook: TA Snyder reviewed the document's edits noting it had gone through inspection by the Town's HR firm, and any further edits will go to the Town Attorney before passage at the May Town Meeting. The Board discussed items such as: Harassment and Social Media policies; Temporary employees' status/duration of temporary projects; Dress code: inclusion of the Human Resources Departments' process and procedures with employees' issues; and Time keeping/timecards.
- 7) Pay Schedule Change: Director Morgan announced that the 2-week pay schedule will change from a Wednesday through Tuesday timespan to a Sunday through Saturday timespan. He noted the initial changeover will cause an initial advance to compensate.

- 8) General Commissioner & Administrative Staff items: The Board discussed the state of needed road repairs with Marlborough Towne HOA officials. It was proposed the Town hold further discussions at the July Board Work Session on establishing an MOU with Marlborough Towne for repaving and also discuss MEA grants for lighting upgrades.

A troublesome curb-cut at the intersection of Church Street and Old Crain Highway was also discussed.

TA Snyder reported he is seeking an appraisal of the Church Street Lot for the State Bond Bill funding process, The Cruzin' Main Street-Car Show is tentatively set for August 28th; Vaccine Event with the County on Monday, May 10th; Town participating with the County Executive's Office for a Clean-Up Green-Up Event on Saturday, May 1st; Met with landscaping vendor to get quotes for tree work in preparation of the playground construction.

Adjournment

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

