

# Town of Upper Marlboro

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

## Work Session Minutes

May 25, 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 7:03 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; Public Works Superintendent Darnell Bond; Director of Finance William Morgan; plus, various citizens and interested parties.
- Pledge of Allegiance

### Business

- 1.) Ordinance 2021-02 FY2021 Budget Amendment: Finance Director Morgan stated that no figures had changed since the last Extra Work Session but noted some will change slightly once the budget reconciliation for May is conducted. There were no additional comments.
- 2.) Ordinance 2021-03 FY2022 Town Operating Budget: Again, Director Morgan stated that no figures had changed since the last Extra Work Session but noted small amounts in some line-items will change by the time it is up for passage at the June 8<sup>th</sup> Town Meeting. It was noted by Administrator Snyder that a current draft Budget spreadsheet will be posted online soon for the public to review. He suggested that resolutions should also be approved at the June Town meeting to start the purchase process of the new Public Works' vehicles, and the new UMPD cruisers.
- 3.) Ordinance 2021-04 Amending ORD 2020-03 Personnel Standards: TA Snyder reviewed an attached Memo that identified 3 main concerns that arose through Board discussions to date. The Board engaged in a lengthy discussion that included: Payroll hourly rates; Presidential powers; Charter changes; and, Board member involvement in hiring process.
- 4.) MEMO Resolution 2019-16 To Authorize DOE 2021-02: TA Snyder presented a Memo concerning the Town's 5<sup>th</sup> extension of its ongoing Declaration of Emergency. He noted this new extension will run through the end of September and details Covid-protocol procedures recommended for a July 1<sup>st</sup> reopening of Town Hall to the Public. Discussion covered Conference Room rentals, Notary Services and overall security issues with the Town Hall.
- 5.) Town Clerk Recruitment Update: Director of Human Resources Morgan delivered an update on the hiring process to date, noting over 80 applications had been received. It was noted that the Commissioners will review the submissions as soon as possible.
- 6.) Salary Comparison & Comparability: TA Snyder reviewed research compiled by Town Department Heads and our consulting firm Insuraty, Inc. Comparison charts were provided on screen for those attending the Zoom meeting. Discussion included: Step versus Ranking pay scale systems; Departmental staffing levels; COLA adjustments; and Job descriptions.
- 7.) General Commissioner & Administrative Staff items:
  - (added agenda item) Sparks@Play contract extension: TA Snyder acknowledged a Right-Of-Way issue with the County and related permitting issues with DPIE that has delayed

the playground Phase I construction beyond its current end date. The Board agreed to the extension. Final contract extension details will be drafted for official Board approval.

- (added agenda item) Our TIN, Inc. Juneteenth Event: The Town is partnering with the non-profit and the Marlboro Boys & Girls Club for the event. Costs, advertising, expenses, location, Town Committee involvement and partnering/sharing Movie Event resources were discussed. A proclamation will be drafted for the June Town Meeting.
- (added agenda item) Circuit Rider Program: A resolution to authorize funding from the Town to share a Grant Writer with the Town of Morningside will be drafted for the Board to approve at the June Town Meeting.
- Plans for a Town Memorial Day Event were discussed.

8.) **Closed Session:** The President announced that the Board would now close the meeting under General Provisions Article 3-305(b) of the Maryland Code. She added that the topics and purposes of this closed meeting are to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. She noted the specific statutory authority to close the session is found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1).

The President called for a motion to go in to closed session. Commissioner Duckett motioned to proceed with the closed session. Commissioner Franklin seconded. With all members of the full Board voting 'yea', the motion to close was passed. It was noted that Town Administrator Kyle Snyder, UMPD Chief David Burse, Public Works Superintendent Darnell Bond, and Director of Finance William Morgan would be attending the first portion of the closed meeting, and that a closed session statement would be delivered at the next Town Meeting on June 8, 2021.

### **Adjournment**

The President thanked all who attended the Board Work Session and asked all but the elected officials to exit the Zoom Teleconference at this time. The meeting was adjourned at 9:18 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk