

Town of Upper Marlboro

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

Work Session Minutes

May 26, 2020 - 7:00 p.m.

unApproved

This meeting will be conducted via Zoom Video Teleconference:

<https://us02web.zoom.us/j/88231121947>

Video Meeting ID: 882 3112 1947, or, Audio Dial-in only: 301-715-8592 US.

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Penoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams. Also present: Chief of Staff Kyle Snyder; UMPD Chief David Burse; Public Works Superintendent Darnell Bond; Director of Finance William Morgan; and, Marlborough Towne HOA President Monica Williams.
- Pledge of Allegiance

Business

- 1) Ordinance 2020-05 Town Operating Budget for FY2021: Finance Director Morgan noted edits made since the ordinance was initially introduced at the May 2020 Town Meeting. The President noted the Court plans to open back up for employees on June 8th, reopen to the public on July 22nd, and Jury trial cases will not resume until October.
- 2) Ordinance 2020-06 Establish Rates for FY2021 Tax Levy: The Clerk re-read aloud the ordinance's introduction. CoS Snyder reviewed a Memo provided in the meeting packet concerning the need to reevaluate the Town's Constant Yield Tax Rate given that the Town's "exempt" status will change due to higher annual budgets from future annexation phases.
- 3) Review of RFP #UM 2020-05 Government Relations Firm: CoS Snyder noted only one submission was received by today's deadline from Greenwill Consulting Group, LLC. He reviewed highlights of the contract that will be reviewed by the Town Attorney. After discussion, the Board agreed to move forward with a vote at the June Town Meeting.
- 4) RFP #UM 2020-03 Accounting Firm: Commissioner Bernal-LeClaire noted he and Director Morgan had met by phone with the top 3 firms who submitted proposals. After discussion, the Board decided to proceed with legislation to approve the Treasurer's preferred firm.
- 5) Declaration of Emergency 2020-03 & Courthouse Reopening Plan: The President asked for additional input on the updated Declaration. Seeing none, Commissioner Bernal-LeClaire motioned to approve Declaration 2020-03 as presented. Commissioner Leonard seconded. With all in favor, the Declaration of Local Emergency 2020-03 and attachments were unanimously approved.
- 6) Employee Handbook/updates: The Board discussed to confirm the latest Board approved revision to the Handbook to be February 2015. The Board will review the 2018 "unapproved" version against the 2015 "Board approved" revision for a future discussion.
- 7) General Commissioner & Administrative Staff items: It was noted that a resident asked about the possibility of temporarily closing the residential section of Elm Street to better aid residents with social distancing efforts. It was noted this would be problematic given the current State road closures happening at the intersection of Main & Water Streets.
Clerk Williams read aloud a communication from the Department of Agriculture stating that though the annual spraying program (for West Nile Virus) was suspended this year due to budget/personnel cuts, they will continue to test-only for that and other viruses. Should

their testing reveal the presence of any of these viruses in mosquitos, or a case shows up in humans, they will notify the Town and commence with a spraying program. An option to opt-out and not be billed this year was discussed. The Clerk will seek clarification from the Agriculture Department about cost estimates should the Town desire to remain opted-in.

Closed Session

President Pennoyer read the following closed session statement:

Under General Provisions Article 3-305(b)(1): To discuss...any other personnel matter that affects one or more specific individuals; and, General Provisions Article 3-305(b)(7): "To consult with counsel to obtain legal advice."

Business

Board to discuss employee salaries and other matters involving proposed Town Organizational Charts. It was noted that the Closed Session statement will be delivered at the next Town Meeting on June 9, 2020.

Commissioner Bernal-LeClaire motioned to close the open session so as to immediately enter into the separate closed session. Commissioner Leonard seconded. The motion was passed unanimously. It was noted that Town Attorney Kevin J. Best would be joining the Closed Session which will commence on a separate Zoom Meeting ID upon adjournment of the current open session.

Adjournment

The open meeting was adjourned at 7:42 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

