

Town of Upper Marlboro

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

Work Session Minutes

Tuesday, July 23, 2019 • 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk M. David Williams, Director of Finance William Morgan; and Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Reports

Commissioner Pennoyer: Reported she is completing the inventory listings of Town businesses. Discussed getting help with updates and data entry. Now have three (3) FIP applications to submit and working with another two (2) businesses to meet the criteria for qualified applicants.

Clerk's Office: Mr. Williams introduced Alpha Bangura, summer intern from the County's KEYS Youth Program, who is attending his first local government Town Hall Board meeting tonight. He also accompanied the Clerk to a recent Records Management Workshop in La Plata, MD.

President Leonard: Delivered updates on the following topics: 1.) Attended the County Council Meeting today concerning the removal of the historic designation of the OMES Building(s) site. The TUMHC was encouraged to gather support and testimony for the September 17th Public Hearing. It was noted that the Old Stone Building Surplus listing was also introduced today; 2.) Food Truck Hub moving forward; 3) UM Movie Night was hot but went well; 4.) Attended meeting yesterday with the Lion's Club and Ledo Pizza to discuss details and planning for the Cruizin' Main Street event; and, 5.) It was noted that a UM Flea Market is being planned to occur on the old movie theatre lot every weekend. No contact has been made with the Town to date.

Business

Business License Program/ ORD 2018-07 & RES 2018-05: The Board discussed action items to improve communications with Town businesses.

Parking Meters & Hours/ Resolution 2018-06: The President reviewed the anticipated installation date for the new meters, and also reviewed the different rates and hours of operation by zone. Plans for paving the Church Street parking lot and an hourly rate increase were also discussed.

Heritage Area Expansion/ Support & Contribution: Town to make a \$5K contribution towards a study. A Resolution of support will be drafted possibly for the August Board Meeting.

Upper Marlboro Chamber of Commerce: Applications to be sent/posted soon. Town to appoint five (5) Directors to the UM Chamber of Commerce Board.

Conference Room Agreement/ Rate Schedule amendment: The Clerk noted the current application was missing a category for In-Town Businesses, and also suggested the required deposit(s) be consistent across the board. After Board discussion, the Board agreed to the proposed rate schedule for In-Town Businesses rentals, and the new \$250 deposit requirement.

The President announced that she and staff have been working to add a "Transparency Portal" to the Town Website. She added that other Administrative projects currently in progress include drafting an employee wage and salary ordinance, and Town Organizational Chart revisions.

Other items discussed by the Board included: 1.) In-Town Business's concerns about new fees and licensing; 2.) Outreach plan(s) and tactics to connect Town Businesses with the Chamber of Commerce UM Branch; 3.) Trinity Church Food Bank donations will be solicited at the Town's last Movie Night of the season; and, 4.) Coordinating with the Historic Preservation Commission (HPC) and other Historical Committees/Societies for the September 17, 2019 Public Hearing on the OMES site historic designation change.

Chief of Staff Snyder then reviewed 3 current designs submitted by Sparks-At-Play, for the new Town Playground to be built at the Town Hall utilizing a \$200K State Grant with a \$50K in-kind contribution from the Town.

Mr. Snyder noted that draft Resolutions for Meter Rates, and, supporting the expansion of the Maryland Heritage Area, will be presented at the next Town Meeting in August.

The Board discussed the feasibility of holding a Meet the Candidates Forum before the Special Town Election, concluding there wasn't enough staff, time or resources to do so.

Adjournment

President Leonard adjourned the meeting at 8:12 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

