

# Town of Upper Marlboro

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

## Work Session Minutes

July 27, 2021 - 7:00 p.m.

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 7:01 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin
- Staff present: Kyle Snyder/Town Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson / Town Clerk
- Also present: Monica Williams / Marlborough Towne HOA; Martia Stephenson / Marlborough Towne HOA; Ray Feldmann / Feldmann Communications; Courtney Pinder; Evelyn Stephens; Darrelynne Strother
- Pledge of Allegiance

### Business

#### 1) Marlborough Towne HOA:

Marlborough Towne MOU was created back in 1986 and included the following: 1. trash collection (no recycling, yard waste or bulk trash) 2. snow removal: along main thoroughfares and ingress to parking areas 3. Supplying electricity from streetlights but not maintaining street lights.

Town attorney has advised that it needs to be set up as an agreement and not an MOU as the HOA is a private entity.

Monica Williams and Martisa Stephenson spoke to the Board of Commissioners regarding the Marlborough Towne HOA. Marlborough Towne HOA would like an updated agreement with the Town of Upper Marlboro. They would like the town to consider the following:

Code Enforcement: Currently HOA is enforcing rules as well as the Town of Upper Marlboro. HOA would like the Town to notify them 1<sup>st</sup> when taking action regarding a Town violation. HOA will provide a list of regulations to the Town of Upper Marlboro. Violations could be emailed over to the management company – green tag along with documentation.

Streetlights: Would like Town of Upper Marlboro to help with electricity. Help the HOA apply for grants to acquire more streetlights. Town could fix wiring for streetlights and work to obtain LEDs. Town would need to contract with electrician. Budget will need to be set aside for streetlight maintenance.

Paving of Roadways: HOA will still maintain parking spaces (paving, striping and numbering). Wants the rest of the streets to be paved by the Town. Town does own Marlborough Drive – Town collects highway user fees from the road. Town could also obtain other highway user fees by adding additional roads (Marlborough Circle; Marlborough Grove; Marlborough Court; Marlborough Lane and Marlborough Terrace) Two different paving types could help define who is responsible for what. Town staff could assist with grants.

Parking Enforcement: HOA would handle matter of disputes regarding parking assignments.

Recreation Areas: Town having more community specific events: "A little more community".  
Examples: 1. meet and greet with commissioners 2. Playgrounds (update lighting) 3. Pavilion and picnic area by Marlborough Circle (update lighting)

Trail connecting Marlborough Circle to School House Pond – would be nice to walk to Main Street from homes. Could have a paved walkway.

The agreement needs to be put into writing. Staff can start putting some samples together to save money on attorney fees. Town administrator will also work with the Town Attorney to draft other items as needed. Roadway items will come after roadway survey is complete. Town will need to determine how much of the roadway they are taking on and how much the cost is to pave it. Town administrator Kyle Snyder hopes to have a draft of the agreement to the Board of Commissioners by September / October. The road survey will discuss at the August work session and approved for release at the September town meeting. Contract will be awarded in November.

## **2) Draft Annexation Resolution Phase II & Phase III (Board Discussion)**

Town Administrator Kyle Snyder hopes to have the survey done by August Town Meeting. Town Attorney drafted the resolution to keep the ball moving. Blanks on the resolution will be filled in once the survey is completed. Town Administrator Kyle Snyder hopes the annexation resolution will be voted on at the August Town Meeting.

## **3) Draft Charter Amendment Resolution 02-2021 Elections:**

Charter amendment will change number of commissioners from 3 to 5; move election to the 1<sup>st</sup> Tuesday in November (off number years); 5 supervisors of elections to be appointed in September prior to the General Election; remove language mandating the purging of voters who have failed to vote in three successive general elections from the list of qualified voters; clarifying the requirement to file both a statement of candidacy and a nominating petition to run for municipal office; striking the antiquated or surplusage a provision regarding Women's Suffrage; making certain stylistic, grammatical and non-substantive changes thereto. The election ordinance will be revised once the Charter Amendment Resolution is passed. There will be two public hearings: Saturday, August 7, 2021, from 11:00 AM until 1:00 PM – In person at Town Hall / Tuesday, August 10, 2021, from 6:00 PM until 7:00 PM prior to the Regular Town Meeting. Board of Commissioners want to change the times of voting in Town elections – possibly 7:00 AM until 9:00 PM.

## **4) Attorney RFP:**

Board of Commissioners are doing their due diligence to put out an RFP for Town attorney. Kevin Best has been Town Attorney since 2008. It is good practice to put out an RFP. Consensus was given by the Board of Commissioners to go forward with the RFP for the Town Attorney. RFP will be posted Wednesday, July 28, 2021, on Town website and statewide. Deadline to submit RFP will be September 17, 2021, and discussion will take place during the Board September Work Session. Final vote will take place at the October Town Meeting.

## **5) Public Works Truck Lease Agreement:**

Chesapeake Ford – F-750 totally outfitted with truck, dump body, liftgate, plow, salt spreader, minus the caution lights and back up camera – \$122,738.00

Upper Marlboro Ford - F-750 just the truck and dump body only - \$89,019.00 – will need to purchase other items separately.

Waiting on third quote from Koons Ford.

If Public Works does not get something in stock, they will have to wait until mid to late 2022 to obtain one. (one year post annexation without one)

Current dump body truck is making two runs a day to the dump. Staff would be getting a CDL vehicle, but does not require a CDL license. \$20,000.00 is currently in the budget for FY 2022 for a dump body truck. Going to look at ARP money to see how that could assist with the purchase. Town will only make one payment this year if they go with the leading quote. The Board of Commissioners will pass a resolution in either August or September Town Meeting for the Dump Body Truck. President Pennoyer would like to see a 4 year term quote. Town has also budgeted \$10,000.00 for the purchase of a dump trailer in FY 2021. Darnell Bond has a quote for \$11,521.00. Town will move forward with a resolution at the August Town Meeting for the dump trailer.

#### **6) Residential Recycling Bin Purchase:**

FY 2022 Town Operating Budget approved \$25,000.00 for recycling bins. Town has never purchased new recycling bins ever. Last time was from the County in late 2000 when the Town of Upper Marlboro took on the recycling program. Recommended life span of the bins is 10 years. Toter the vendor is strongly recommended. 500 bins will be purchased (300 issued to existing properties, 200 as back-up): cost: \$21,911.52. Outreach materials will also be provided: handouts about recycling, fridge magnets. Public Works received about 2 to 3 calls a month to replace recycling bins. Currently the Public Work Department purchases recycle bins from Home Depot.

#### **7) Town Committee Bylaws:**

Only one committee bylaws have been approved: Historical Committee. Town needs bylaws for Events, CERT, Arts Council and Green Team. President Pennoyer wants the Town Committees to look at the Historical Committee Bylaws as a template. Town Committees will submit proposed budget in March of each year for the next upcoming fiscal year. Town Administrator Kyle Snyder will serve as liaison with the Events Committee. Town Clerk John Hoatson will serve as liaison with the Historical Committee and the Arts Council. Police Chief David Burse will serve as liaison to the Green Team. Finance / HR Director William Morgan will service as liaison with Sustainable Communities. Town Clerk John Hoatson will streamline forms for the Town Committees. Bylaws will be approved at the September Town Meeting.

General Commissioner and Administrative Staff Items:

#### **8) Vision Plan:**

Commissioner Franklin wants to get out into the community and talk about the vision plan. Wants to establish pop-up locations around Town and at events to solicit feedback regarding the following:

- Residential Issues
- Safety Issues
- Economic Development
- Recreation

Commissioner Duckett wants to talk further offline regarding outreach with regards to the vision plan. Needs to be held in places that will have the most impact. More structure is needed. Idea was presented to hold block parties in the fall for each community for outreach. Commissioners will speak about it and come up with a solid outreach plan to solicit feedback about the vision.

**9) Landscaping Proposal (Downtown & Cahn Memorial):**

Town Administrator Kyle Snyder is working with Public Works Superintendent Darnell Bond on a plan to do landscaping around the Cahn Memorial. Town administrator Kyle Snyder is going to get some designs and proposals. Going to look at other areas around the Town that could use landscaping. Once annexation takes place, Town of Upper Marlboro signs will need to be put up – October Work Session.

Town Administrator Kyle Snyder announced that the Town of Upper Marlboro has been awarded the joint- Circuit Manager Grant with the Town of Morningside. He is waiting on the final documents to come in to get an implementation timeline.

**Adjournment**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,



John Hoatson  
Town Clerk

