

Town of Upper Marlboro

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

Work Session Minutes

November 23, 2021 - 7:00 p.m.

This meeting was conducted via Zoom Video Conference

Call to Order

- Meeting was brought to order at 7:01 p.m.
- **Roll Call:** – President Linda Pennoyer (Excused Absence); 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
- **Attending:** Monica Williams, Reatha Gillis
- Pledge of Allegiance

Business:

Business

1. Marlborough Towne HOA Agreement (Board Discussion)

Commissioner Franklin added some things to the DRAFT HOA Agreement.

Monica Williams stated everything in the agreement looks good. Was also concerned about who could terminate the agreement and side roads.

Monica Williams thanked the Town for all the work on this HOA Agreement.

Action Item:

Resolution will be created to go along with the HOA Agreement. All Town Commissioners would sign the Resolution. The President Mayor will sign the HOA Agreement.

Section 1 Overview & Terms: The Board of Town Commissioners would be able to terminate the agreement not just the President / Mayor.

Trail Development – Public use can be added to both the HOA Agreement & Resolution

HOA Agreement will be cleaned up and final draft created. Will send it out to everyone as soon as it is complete. Will work with Kevin Best, Town Attorney to create the resolution to go along with the HOA Agreement. An additional MOU will be created

sometime in the Spring regarding the roads. Final vote will take place at the December Town Meeting.

2. Emergency Ordinance 2021-05 Pocket Park Purchase (Board Vote)

Town Administrator Kyle Snyder did an overview of the Emergency Ordinance 2021-05.

The Town is moving forward on the purchase of a vacant lot on Main Street. Purchase price is \$20,000.00 which is covered by a state bond bill grant which the Town received in 2019. Town must pay the closing costs of \$1,000.00 to \$2,000.00.

Town Attorney Kevin Best drafted the emergency legislation and authorizes the Town to purchase the land and does a budget amendment.

Land was appraised at \$20,000.00.

Commissioner Franklin read the overview of Ordinance 2021-05 – Pocket Park Purchase into the record.

Action Item:

Within 20 days the property will be transferred to the Town. The Town has the \$20,000.00 and will seek reimbursement from the State of Maryland.

Vote was cast, but was not upheld because all three Board of Town Commissioners were not present at the November Board Work Session.

Vote will be conducted at the Public Hearing on Annexation Phase II & Phase III.

3. Town Roadway Survey & Design RFP (Board Discussion)

Town Administrator Kyle Snyder stated that the Town has \$450,000.00 grant from the State of Maryland for road improvements.

Survey team will look at all roads including Marlborough Towne and provide a replacement schedule.

3 Firms submitted proposals: Mead & Hunt of Columbia Maryland; CB3 Consulting Services, Inc of Largo, Maryland; Kim Engineering of Beltsville, Maryland.

Action Item:

Public Works Superintendent Darnell Bond and Town Administrator Kyle Snyder will review the RFP's and provide a report to the Board of Commissioners.

4. Draft 2 Financial Policies (Board Discussion)

Finance / HR Director William Morgan provided an overview of the Financial Policies.

Original internal control policy was sent back in September and has been revised for grammatical issues and feedback on some questions that were raised.

Wanted to put something in front of the Board regarding expenditures for the Town.

Commissioner Franklin stated that directors need to be able to manage their programs and obtain the equipment and supplies they need.

Action Item:

Procurement ordinance will be updated going forward. (Amounts will be updated)

Policies will be voted on at the December Town Meeting once the Town Attorney looks at it.

Charter Amendment will also need to be created to edit

5. Town Hall Security Policies (Board Discussion)

Police Chief David Burse spoke about how that during the past three years he has identified security issues at Town Hall.

There are exterior, internal / external upgrades that need to be purchased.

Three companies have provided quotes: BFPE, ABC Alarm and EAI Security.

Commissioner Duckett asked which company is better suited for the Town.

Chief Burse stated it is going to be close to the \$30,000 to \$35,000 range. BFPE is suited for the Town.

BFPE and EAI Security are the two best quotes.

Action Item:

December Closed Session (December 14, 2021) will be held prior to the Town Meeting to discuss in more detail the security plan ahead.

EAI will need to update their quote.

Resolution will be drafted and approved at the Regular Town Meeting on December 14, 2021.

Monitoring contract is included in the price.

Commissioner Franklin wants William Morgan, Director of Finance to draft a memo for the security plan using ARPA funds.

Chief Burse will forward security quotes to William Morgan, Director of Finance and they will talk.

6. Resolution 2021-26: To Authorize DOE 2021-03 (Board Discussion)

Town declaration of emergency has expired. State let theirs expire back in July. County is still under a state of emergency.

This resolution allows to continue wearing masks, keeping Town Hall closed and meetings virtual.

Action Item:

Commissioner Franklin asked that on page 2, #3, it should be the Board of Town Commissioners who vote to decide to lift the mask mandate, not just the President / Mayor.

Resolution 2021-26 will be added to the Town Meeting Agenda for final vote.

7. Ordinance 2021-06: Residential Speed (Board Introduction)

Not an emergency ordinance. Board introduced it with option to pass at the December town meeting.

This ordinance amends the previous automated speed ordinance.

Town Clerk John Hoatson read and introduced Ordinance 2021-06 Residential Speed into the record.

Resolutions do include the hundred blocks.

Action Item:

Commissioner Franklin wants it changed that Chief of Police or designee oversee the speed camera program and not the President / Mayor.

Commissioner Franklin requested that, “or her designee” changed to their designee.

Ordinance 2021-06 Residential Speed will be placed on the December Town meeting agenda.

8. ARPA Funding Plan (Board Discussion)

Town Administrator Kyle Snyder stated they added hiring an events coordinator, redevelopment firm at \$15,000.00.

Redevelopment firm RFP will go out in January and hopefully move forward in March.

Spoke about codification.

Chief of Police David Burse spoke about some equipment that needs to be purchased.

Basic batteries in radios are from 2009. They should not be using them. Handheld radios cost \$6,500.00

Public Works Superintendent Darnell Bond spoke about his wish list.

Public Works could use a pick up truck.

Rental of larger facility for Public Works

Salt spreader / street sweeper

Tools and equipment need to be upgraded

Hazard pay, recycle bins, mortgage assistance

Action Item:

Town residents need a chance to speak about what they would like to see with regards to ARPA spending.

9. Administrative & Staff Items

- 1. Commissioner Franklin spoke to have a closed session to seek legal advice regarding the closed session held on November 9, 2021 to talk about the actions of the Board of Supervisors of Elections.**

Action Item:

Commissioner Franklin made a motion to hold a closed session on November 30, 2021 to seek legal advice from Town Attorney regarding the actions of the Board of Supervisors of Elections. Seconded by Commissioner Duckett. Vote 2-2 Commissioner Franklin and Commissioner Duckett.

- 2. Commissioner Franklin spoke about the tree lighting event held on Saturday, December 4, 2021.**
- 3. Public Works Superintendent Darnell Bond stated that the salt spreader would not turn on. Everything with the unit is frozen.**

William Morgan, Director of Finance stated there are plenty of funds to obtain salt spreader.

Action Item:

Resolution will be drafted and approved at the December Town Meeting.

Verbal approval was granted during the November Board Work Session.

Commissioner Franklin made a motion to authorize Darnell to procure a new salt spreader. Seconded by Commissioner Janice Duckett. Vote 2-2 Commissioner Franklin and Commissioner Duckett.

- 4. Town Administrator Kyle Snyder provided an update on the holiday decorating contest and invoice for playground.**
- 5. Town Clerk John Hoatson read a statement from President / Mayor Pennoyer that she will not be accepting the oath of office on Monday, December 13, 2021.**

Board of Commission Work Session Adjourned at 8:45 PM

Respectfully submitted,

John Hoatson, Town Clerk

