

# Town of Upper Marlboro

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

## Work Session Minutes

November 26, 2019 - 7:00 p.m.

Approved

At 6:31 p.m., prior to the Board Work Session, President Leonard administered the Oath of Office to the Town's first Code Officer, Vickie Stewart. A Qualification For Officer form was completed.

### Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk M. David Williams, UMPD Chief David Burse, and Chief of Staff Kyle Snyder, plus, Town Attorney Kevin Best, Ivan Lanier/Greenwill Consulting Group. *Communicated absence acknowledged for Commissioner Kai Bernal-LeClaire.*
- Pledge of Allegiance

### Business

- 1) ORD 2019-09 Board Salaries: President Leonard noted the draft ordinance remains posted online for public comment, and the Town has received no citizen input to date. She added the ordinance will be up for Board vote in December. No additional Board input was offered.
- 2) ORD 2019-08 Elections–Authorizing Ballot Questions: President Leonard noted the draft ordinance remains posted online for public comment, and the Town has received no citizen input to date. She added the ordinance will be up for Board vote in December. Attorney Best noted that the questions can be printed on the ballot or be placed on a separate sheet of paper. No additional Board input was offered.
- 3) RES 2019-13 Election 2020 Ballot Questions: The Clerk read aloud the Resolution's introduction. President Leonard noted three possible non-binding questions: 1) Allow "Mayor" title to be interchangeable with "President" title; 2) Move General Election date from January to November; and, 3) Increase Board membership from three to five. No additional Board input was offered.
- 4) Playground proposal review: President Leonard noted a RFP was published for 15 days as recommended, and only the previously consulted vendor submitted. CoS Snyder reviewed the two-phase project details and grant sources sought for funding. It was noted, if approved in December, project completion date for Phase I would be July 2020.
- 5) Draft Town Personnel Ordinance/documents: A pre-Draft ordinance, not yet submitted for legal review, and proposed Compensation Step-Chart, were reviewed by the Board and legal counsel. It was noted the Employee Handbook should be incorporated and be formally adopted by the Board.
- 6) Town Parking Enforcement System: CoS Snyder reviewed a staff-requested proposal to consider the utilization of a different Parking Enforcement System. It was noted by Counsel the Board will waive the Competitive Bidding requirements.
- 7) General Board & Administrative Staff items: Reports were delivered on the following administrative items at hand: a.) Decoration logistics for Christmas Tree at the Crain monument site; b.) Repair estimates for 2011 Dodge Charger; c.) PGCMA Legislative Dinner attendance; d.) Town involvement in the 2020 Census / "Total Count Committee" grant; and, e.) Ballot printing scheduling and Town legislation timing.
- 8) Old Marlboro Elementary School: Town Attorney Best delivered an overview of County Resolution (CR 98-2019) to amend the 2010 Historic Sites & Districts Plan, and possible filing of Petition for Judicial Review. Consultant Lanier reported updates on State Delegation legislation issues as well.

Cos Snyder reviewed findings of requests for OMES-related information through the Board of Education, and, Attorney Best addressed scenarios on Zoning and Building Code authority.

**Closed Session**

The President announced that the Board would now go into Closed Session under General Provisions Article 3-305(b)(7): To consult with Legal Counsel to seek advice on particular legal matters and to preserve attorney-client privilege. Commissioner Pennoyer motioned to close the open meeting, President Leonard seconded. With no further discussion, President Leonard motioned to proceed into closed session, Commissioner Pennoyer seconded. The motion was approved by Board majority, and the Board went into closed session at 8:08 p.m.

**Reopening of Board Work Session (Board vote)**

The Regular Board Work Session was reopened to the public by majority vote of the Board at 9:17 p.m. President Leonard delivered a Closed Session statement, announcing the Board will be taking two measures into account at the next scheduled Board Meeting to: 1.) Conduct a Board vote to move forward with a Petition for Judiciary Review; and, 2.) Add an additional "straw-vote" question to the 2020 General Election Ballot.

**Adjournment**

Commissioner Leonard adjourned the meeting at 9:18 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

