

# Town of Upper Marlboro

## REGULAR TOWN MEETING

August 12, 2014

Approved Minutes

### Call to Order

The meeting was called to order at 7:31 p.m.

Roll Call: Stephen F. Sonnett, President of the Board of Town Commissioners  
James Storey, Commissioner / Treasurer  
Larissa A. Ferrer, Commissioner

Staff present: M. David Williams, Town Clerk

Also present: Christina A. Pompa / Planner Coordinator with the M—NCPPC Community Planning Division; Kirsten Peterson of the *Gazette* and various citizens and interested parties.

### Pledge of Allegiance

After the Pledge of Allegiance, the President asked for consent to the Agenda. Approval was granted by all Commissioners present. He then introduced Christina Pompa, who is providing administrative support to implement and manage grant projects for the Town under its Sustainable Communities initiative.

### Presentation

Christina Pompa gave a quick recap of progress on various projects being implemented since the Town was awarded the designation as a Sustainable Community (SC) by the Maryland Department of Housing and Community Development (DHCD) in the Spring of 2014. She listed implementation priorities that were outlined in the Town's Action Plan, and included within the Town's SC application: 1) Pedestrian & Bicycle Accessibility, 2) Downtown Streetscape Improvements, 3) History and Branding, 4) Historic Sites Adaptive Re-use of; 5) Economic Development, and 6) the Environment.

Ms. Pompa explained how the SC Workgroup (SCW) prioritized projects. She said that since the July Town Meeting, the Town was awarded the Metropolitan Washington Council of Governments (COG), Transportation Land-use Connection/Technical Assistance Grant (TLC/TAG) for a \$30K "Pedestrian & Bicycle Accessibility Study". In addition, a contract was also executed by the M—NCPPC for an historic buildings condition assessment and treatment plan for the adaptive re-use of the OMES buildings. She added that the Town has also applied for a \$300K Community Legacy Grant for a Façade Improvement Project (FIP) for the downtown streetscape, and, has requested of the SHA, to be placed in the design-cue for a retro-fit of the Town's existing sidewalks. She then noted the many components of Streetscape Design that included: Parking Meters, Benches, Street Lighting, Trash Receptacles, Landscaping and various types of Signage. She announced that the Town's business and property owners will be invited to a special meeting on August 31 at the Old Towne Inn starting at 8:30 a.m. She said that the last Design Guidelines that were drafted for the Town date back to 1981, and she asked for more input from Town businesses and residents through September, in order to upgrade the draft document and hopefully receive final approval by the Planning Department in November.

### Approval of Meeting Minutes & Financial Reports

The Town Meeting minutes from July 8, 2014 and the Work Session minutes from July 29, 2014 were acknowledged by the Board as reviewed. One minor edit was noted by the Clerk. Commissioner Storey motioned to approve both sets of minutes as amended, Commissioner Ferrer seconded. All minutes from July's Town Meeting and Work Session were unanimously approved.

Commissioner Storey reviewed highlights of the Treasurer's Report as of July 31, 2014. He noted that a reimbursement of \$2,430 for Workman's Compensation would be rolled back into the

FY2014 Budget, and he referenced other line items that will be adjusted in the FY2015 Detailed Budget later in the evening's Agenda. Commissioner Ferrer motioned to approve the Treasurer's Report, President Sonnett seconded the motion. The Treasurer's Report as of July 31, 2014 was unanimously approved.

## **Reports**

Staff/Committees: Mr. Williams announced that the Police report for July 2014 had been posted online, and that the first "Landings" e-newsletter would be published online, on the Friday before the next Town Meeting in September (on the same delivery schedule as in the past). He also reminded everyone of the upcoming "Undaunted Weekend" Festival in Bladensburg and urged residents to bring friends.

Commissioner Ferrer: Reported that she attended the signing of an agreement between the Department of Permits and the WSSC, stating that it should expedite the current building permitting process. She also attended a County sponsored meeting with President Sonnett concerning business incentives.

Commissioner Storey: Reported he has set up a meeting with Mr. Moses Sadiran of the PG County Department of the Environment to tour the Town's storm drains on August 19.

President Sonnett: President Sonnett delivered updates on the following topics: 1) The Comcast franchise renewal negotiations team will meet next Thursday; 2) Three architects have made proposals for the Town Hall Addition project. Town will be looking into obtaining feasibility studies; 3) The Spring Branch Drive "Link the Circle" block party was a success; 4) The PGCMA met for their annual retreat at Town Hall on August 9th; 5) Conducted a walking tour of the Town with Derick Berlage/ M—NCPPC Division Chief of Countywide Planning on July 30<sup>th</sup>; 6) Working with the WSSC to get water reestablished at the Public Works Facility; 7) Recycling contract up for renewal the 31<sup>st</sup> of October; 8) The Town's inventory of its Storm Water drains was updated and returned to WSSC by Commissioner Storey; 9) Attended the PGC Economic Development Corporation "Thirsty for Business Thursday" with Commissioner Ferrer. Received call-back from the "Retail Development Specialist" of the corporation.

## **Business**

Cruzin' Main Street Car Show (application): The Board reviewed the Special Event application for the event scheduled for August 23<sup>rd</sup> (rain date: 8/24). Commissioner Storey motioned to approve the application, Commissioner Ferrer seconded. The application was unanimously approved.

FY2015 Detailed Budget (adjustments): The President noted that funds for the Town's Wellness Program were not appropriated in Ordinance 2014-01, but were included in the FY2015 Detailed Budget. The President then asked for a motion to correct the \$4K error by deleting it from the Detailed Budget and then reallocating line items within the General Government to fund the program. Commissioner Storey motioned to correct the Detailed Budget and refund the Wellness Program line item. Commissioner Ferrer seconded. The motion was unanimously approved.

Commissioner Storey reviewed additional proposed adjustments, hand-outs of the FY2015 Detailed Budget Adjustments were provided. Commissioner Ferrer motioned to approve the Detailed Budget adjustments, President Sonnett seconded the motion. The FY2015 Detailed Budget dated August 2014 was unanimously approved.

Resolution 2014-02 FIP Financing: The State required resolution to confirm that the Town endorses the Façade Improvement Project and approves the request for financial assistance in the form of a grant up to \$300K was summarized aloud by the President. Commissioner Ferrer motioned to approve Resolution 2014-02, Commissioner Storey seconded the motion. The resolution was unanimously approved.

County Zoning Rewrite: The President explained how the County is undertaking a 3-year program to rewrite its Zoning Laws in the County. He said he was asked to participate as a member of a "Municipal/Industrial" focus group to help with the first draft. He said he would work in particular to address the C-S-C zoning designation that is an issue for the Town. He then read aloud a draft

letter, from the Town, addressed to Ms. Leslye Howerton of the Countywide Planning Division of the M—NCPCC. After discussion, the Board suggested one minor edit and expressed no objections for the letter to be signed and sent by the President on behalf of the Town.

Day To Serve Yard Sale & Food Drive: The now annual event has been scheduled for September 20<sup>th</sup> (Saturday at 8:00 a.m.), with a rain date of September 27<sup>th</sup>

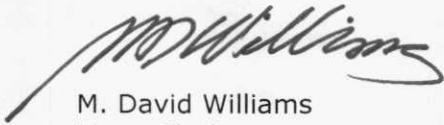
**Public Comment**

There was no public comment at this time.

**Adjournment**

Commissioner Ferrer made a motion to adjourn, Commissioner Storey seconded the motion. With all in favor, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk

