

Town of Upper Marlboro

REGULAR TOWN MEETING

October 20, 2014

Approved Minutes

Call to Order

The meeting was called to order at 8:07 a.m. The President explained that this meeting was originally scheduled for October 14, but due to a lack of a quorum, the meeting was rescheduled. At the Oct. 14 meeting, the President reviewed the agenda so as to brief those present on the Town's current business.

Roll Call: Stephen F. Sonnett, President of the Board of Town Commissioners
James Storey, Commissioner / Treasurer
Larissa A. Ferrer, Commissioner (arrived at 8:15 a.m.)

Staff present: M. David Williams, Town Clerk

Also present: Kirsten Peterson of the *Gazette*, James H. Bouldin of the Union United Methodist Church, and various citizens and interested parties.

Pledge of Allegiance

President Sonnett asked that Mr. James H. Bouldin, who was representing the Union United Church, be added to the top of the Agenda. Approval was granted by all Commissioners present. Mr. Bouldin stated that the church wanted to replace their outdoor sign that stands in front of the church at 14418 Old Marlboro Pike with a 74" x 48" electric messaging board. The President replied that the Town ultimately hasn't the authority, however he specified that his personal opinion was that those types of signs are distracting to drivers. He added that given the historic designation of the church, he will need to obtain a historic work permit from the County's Historic Preservation Commission. After discussion, the Board invited the church to submit event announcements to the Clerk for the *Landings* newsletter calendar.

Approval of Meeting Minutes & Financial Reports

The Town Meeting minutes from September 9, 2014 and the Work Session minutes from September 29, 2014 were acknowledged by the Board as reviewed. Commissioner Storey motioned to approve both sets of minutes, Commissioner Ferrer seconded. All minutes from September's Town Meeting and Work Session were unanimously approved.

Commissioner Storey reviewed highlights of the Treasurer's Report as of September 30, 2014. He noted that total operational revenues and general government expenses were within an acceptable range of the 25% benchmark for 3 months into FY2015, adding that more income tax revenue from the State is expected soon. He noted that a new CD was set up at Severn Savings Bank at 1.35 percent for 30 months. President Sonnett added that Severn Savings Bank did not collateralize.

Reports

Staff/Committees: There were no staff or committee reports at this time.

Commissioner Ferrer: Had no report at this time.

Commissioner Storey: Reminded citizens that the Holiday Party will be held on December 7 at 5:00 p.m.

President Sonnett: President Sonnett reported he attended the "Purple Light Nights" lighting ceremony on October 9. He noted that the event to bring awareness to domestic violence will be an annual one. He then delivered updates on the following topics: 1) Attended the Park & Planning presentation to the Planning Board on Oct. 9 about Sustainable Communities and Design Guidelines; 2) The Marlborough Day Committee and the TUMHC will be meeting to discuss improvement strategies for the annual Marlborough Day Festival; 3) The Fire Department and the Town Police Chief have been investigating the feasibility of changing Pratt Street to a "eastbound" one-way only traffic pattern; 4) Attended the PGCMA/MCMA joint meeting on Oct. 16, discussed acquiring existing street lights from PEPCO.

Business

Town Hall Addition: Copies of the proposal from Abraham Petro for the Town Hall Addition project had been distributed to the Commissioners for review. After discussion, the President asked for a motion for approval of the contract. Commissioner Storey motioned to approve the contract, President Sonnett seconded the motion. With two in favor and one not in favor, the motion for approval was passed.

Recycling Services: The President reviewed the quotes from the four bids received by October 10 C.O.B. He added that he also negotiated the acquisition of the County's existing large blue bins, plus an agreement to be able to swap-out the larger bins for the older, smaller yellow bins for those residents who request it. Stickers will be adhered to the entire inventory of bins to identify them as Town Property, and they will be numbered and permanently assigned to resident addresses. The President then reviewed the contract's details, noting that total costs were now less than the previous contract. Commissioner Storey motioned to approve entering into the contract, Commissioner Ferrer seconded. The motion was unanimously approved.

Fiscal Year 2014 Audit: The President reviewed the Auditor's preliminary findings stating that a few small procedural issues were worked out without incident, and that the end result shows an estimated \$276K surplus. The Uniform Financial Report (UFR) will be reviewed at the November Town Meeting.

Special Event Applications: Two applications had been received for Homecoming Parades. After review of the Frederick Douglass HS application for October 18 and the Dr. Wise HS application for October 25, it was noted that the Town will need to develop a better system to ensure clear communication between the State Highway Administration and the police departments involved concerning road closures. The parade dates will be posted on the Town's website to help notify the business community downtown about the street closures. Commissioner Storey motioned to ratify and approve both Special Event applications, Commissioner Ferrer seconded. The applications were unanimously approved.

Town holiday schedule: The President reviewed dates for upcoming meetings and events. 1) 10/21-County Bill 22 (CB 22) will be presented before the Planning Board requesting an increase in the Length of Service Award for PGC Volunteer Fire Department personnel; 2) 10/30-LGIT Annual Meeting/MLGHC Cooperative Meeting, Commissioner Storey and Accountant to attend; 3) 11/06-SCW meeting, Economic Development Corporation to make presentation; 4) 11/10-November Town Meeting rescheduled from 11/11, closed 11/12 for Veterans' Day; 5) 12/02-PGCMA Legislative Dinner at Newton-White Mansion; 6) 12/25/14 & 01/01/15 both fall on Thursday this year. A motion was made by Commissioner Ferrer to grant employees of the Town administrative leave on Friday 12/26/2014, plus, Friday 01/02/2015. Commissioner Storey seconded. The motion was passed unanimously.

Staffing Needs: The President said that he was not running for office again and posed the question to the Board--"Should the Town hire a Town Administrator?" President Sonnett also suggested funding for an administrator be worked into the FY2016 Budget. After discussion, Commissioner Ferrer volunteered, as a first step, to write a clear job description to better communicate the responsibilities of the position.

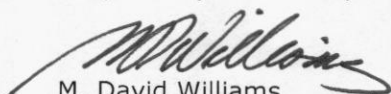
Public Comment

Kevin Boyette, head of the Board of Trustees for the Union United Methodist Church, had initially come in today to discuss replacing their current sign with an electric messaging board. Upon hearing that his colleague was in earlier, he stated he had enjoyed sitting in on the meeting nonetheless. After reiterating the Town's position, President Sonnett noted that the Town's Sustainable Communities designation has enabled better access to a variety of grants for Town businesses, homeowners and historic sites.

Adjournment

Commissioner Ferrer made a motion to adjourn, Commissioner Storey seconded the motion. With all in favor, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,


M. David Williams
Town Clerk

