

Town of Upper Marlboro

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

Special Work Session Minutes

May 3, 2016 - 9:15 a.m.

Approved

Call to Order

- Meeting was brought to order at 9:22 a.m.
- Roll Call – President James Storey; Commissioner Nancy Clagett; Commissioner Linda Pennoyer; Town Clerk/Administrator M. David Williams; and TUMHC Chair Patti Skews.
- Pledge of Allegiance

Reports

Commissioner Clagett: Reported that the Forest Garden Club will be preparing 3 flower/herb potted planters to offer the downtown businesses in preparation for the Fox News broadcast this summer. She added that the Magruder Law Office and the dumpsters located behind the businesses on the south side of Main Street will need to be cleaned-up for the event especially.

Commissioner Pennoyer: Reported that she toured the downtown with Commissioner Clagett to investigate and prepare for Bus Stop Relocation proposals. Attended the Downtown Economic Development discussion with the SCW last Friday, and in light of many inquiries, would like the Town to create an exploratory committee to try and revive the now defunct annual event.

President Storey: Delivered an update on plans for the Memorial Day Ceremony. After his report, the President and Commissioner Pennoyer engaged in a lengthy discussion concerning the recent approval of the contract with Nicola Hain Architect.

Business

Waste Receptacles: It was noted that two additional waste cans were needed, one at the Church Street Parking Lot and the other at the Water Street Bus Stop (a third additional can that had been in Public Works storage has just been installed on the east end of Town at Pratt Street). Informational documents with quotes were distributed to Board members. The item will be up for a vote for procurement at the next Town Meeting.

"Zip Trips" Workgroup: The Board held its first discussion about the upcoming event on July 29th.

Marlborough Towne HOA: A request for a Town ordinance to restrict parking to one side of Marlborough Drive was received at Town Hall. The item will be addressed starting in July 2016.

Church Street Lot Project: The Board looked at estimates for parking kiosks, and discussed how to step up oversight of the lot for security and cleanliness.

Draft Resolutions 2016-04, 2016-05, 2016-06: Three drafts were distributed for review in anticipation of passage at the next Town Meeting.

Town Flag & Slogan campaign: The Board discussed how best to select/vote for winning entries.

FY2017 Town Operating Budget: The Board received print-outs of the draft6 FY17 Budget and FY17 Detailed Budget for review and discussion. Before the Board prepared to go into executive closed session, the President opened the floor for questions and/or public comment, but given the complexity and abundance of inquiries, the President requested that the dialog be resumed after the Work Session is over.

Closing of Work Session: President Storey asked for a motion to close the work session, under statutory authority to close session General Provisions Article §3-305(b)(1), in order to discuss individual personnel evaluations, compensation and promotions for FY2017. Commissioner Clagett motioned to approve the Board to go into a closed session, Commissioner Pennoyer seconded the motion. With all in favor, the motion was unanimously approved. A "Written

Statement for Closing a Meeting Under the Open Meetings Act"—Appendix C, was prepared by the Clerk and signed by the Presiding Officer, President James Storey. The meeting was closed to the public at 10:15 a.m.

Re-opening of Work Session: The meeting was reopened to the public at 10:55 a.m. The President noted that all 3 Commissioners in attendance adhered to the topics of discussion as outlined at the closing of the Work Session on Appendix C.

The President said the Draft Budget will be presented to the Town at the May Regular Town Meeting with passage scheduled and anticipated for the June Town Meeting.

General/Administration issues: Commissioner Pennoyer requested that the Town consider funding the CERT Team with a budget at least equivalent to the Historical Committee's budget. The President suggested consulting with Officer Washington on the subject.

The Board then discussed factors that have necessitated an increase in the FY2017 Budget for the Town Hall Addition & Renovation Project. Subsequent discussion involved a disagreement as to whether or not Capital Outlay line items from previous fiscal year budgets should be counted towards (or subtracted from) the total estimated costs for the project in the FY17 Budget.

Adjournment

Commissioner Clagett motioned to adjourn; Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 11:16 a.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

