

# Town of Upper Marlboro

## REGULAR TOWN MEETING

June 7, 2016

Approved Minutes

### Call to Order

The meeting was called to order at 7:30 p.m.

Roll Call: James Storey, President of the Board of Town Commissioners  
Nancy Clagett, Commissioner / Treasurer  
Linda Pennoyer, Commissioner

Staff present: M. David Williams, Town Clerk/Administrator; Town Police Chief Michael Gonnella

Also present: Various citizens and interested parties.

### Pledge of Allegiance

### Approval of Meeting Minutes & Financial Reports

President Storey asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from May 10, 2016 and the Work Session minutes from May 24, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve both sets of minutes, Commissioner Pennoyer seconded. All minutes from May's Town Meeting and Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of May 31, 2016. She noted that total operational revenues and general government expenses were within an acceptable range of the 91.6% benchmark for 11 months into FY2016. Revenues line item 6394 was noted as high at 176 percent due to the sale of the surplus police cruiser, and, Public Works Expenses line item 8391 was also noted as high at 150 percent as expected reimbursement of \$7,214.00 from FEMA is still outstanding.

The President noted that four CDs will be turned over this year and current renewal rates have been 1.3-1.4 percent. He said the Town should expect a higher return of interest revenue in fiscal year 2017.

Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded the motion. The Treasurer's Report as of May 31, 2016 was unanimously approved.

### Reports

Staff/Committees: Sustainable Communities Workgroup Chair, Steve Sonnett, reported on 2 recent meetings of the SCW, and delivered updates on the following topics for the Board to consider: Work with the County on adaptive re-use plans for the Old Marlboro Elementary Schools (OMES); Looking at employing a part-time Downtown Manager; Preparations & planning for the July 29 Fox 5 News Zip Trip event; and, Need for development for a downtown business group. The Façade Improvement Program received \$58,085 worth of requests in applications but there is only \$45,693 available for reimbursement in this current grant cycle. The next grant cycle application deadline for the Town is July 15 (for FY2017). He noted that Module 2 of the County's Zoning Rewrite is out and the presentation meeting will be attended by a Board member or himself.

TUMHC Vice-Chair, Linda Pennoyer, stated that the last TUMHC Quarterly Meeting was rescheduled for June 18 as they hadn't a quorum at the May meeting. She noted that the "Memories & Morsels on Main Street" event (MAMOMS) was well received and new information concerning downtown history was gathered. She added that the Committee is currently planning a second MAMOMS event for this fall.

Commissioner Clagett: Reported that the Town entrance signs and enhancements for the Cahn Memorial were in the works; The Forest Garden Club were preparing special seasonal outdoor planters for downtown businesses in preparation for the Fox 5 News ZipTrip live broadcast in July; Currently drafting plans for an employee Wellness Program advocated by the LGIT/MLGHC group.

President Storey: President Storey reported the Memorial Day Ceremony went well and he thanked the Wise High School Color Guard and Chiefs Nickerson and Gonnella for their contribution. He then delivered updates on the following topics: 1.) Kiosk on order for the Church Street Parking Lot; 2.) The PGC I-Net is presently laying cable down Pennsylvania Ave.; 3.) Town Hall Addition & Renovation Project geotech

samples are at the lab for testing, then RDA to enter Mandatory Referral process; 4.) An Informal Gathering is scheduled for June 15, 2016 with architect Nicola Hain to review preliminary floorplans; 5) Elm Street Repaving & Sidewalk Project construction manager is Steve Koczerzuk of CB3 Consulting Services, Inc.; 6.) Public Works laborer, Henry Gray is now back to work—Town would like to recognize over 15 years of service; 7.) Delivered Town Proclamation requested by MD State Delegate Michael A. Jackson for Greater Upper Marlboro resident and centenarian Mr. Weems; and, 8.) A gated entrance pathway connecting the Town parking lot with the Board of Education lot has been completed in accordance with the M.O.U. that provides 20 additional parking spaces for the Town's use on an as needed basis.

Commissioner Pennoyer: Reported that she attended the PGC Foundation Center Grant Workshop at the Hyattsville Branch Library on May 24<sup>th</sup> noting the program was geared towards municipalities. Has also been talking with several downtown business owners to help form a Downtown Business Group which the Town should make every effort to help reinstate. She also attended the "Bowie-Fest" event, and added that the Town should also make every effort to reinstate the now defunct Marlborough Day Festival.

## **Business**

ORD 2016-01 FY2017 Town Operating Budget (adoption): The President reviewed highlights of the budget which was introduced in June that included: Highway User Revenues, salary increases, a new cell phone contract and new police cruiser insurance rates. He noted a slight decrease in SUI unemployment insurance, and, an overall 5.1 percent increase in total Operational Expenses over last fiscal year. After the floor was opened for public comment, Commissioner Pennoyer argued for an adjustment to line item 8240 to have project preparation costs from previous fiscal years be accounted for in the total estimate listed for the Town Hall Addition Project in FY2017. After discussion, Commissioner Clagett motioned to approve Ordinance 2016-01, with accompanying FY17 Detailed Budget, President Storey seconded. With 2 (two) for adoption and 1 (one) opposed, the Town Operating Budget for FY2017 was approved by a majority vote of the Board.

FY2016 Detailed Budget (end-of-year line item adjustments): President Storey reviewed the end-of-year FY2016 Detailed Budget adjustments. A \$7,214 reimbursement from MEMA for winter storm Jonas was noted as still outstanding. Commissioner Clagett motioned to approve the adjustments as presented, Commissioner Pennoyer seconded. With all in favor, the adjustments were unanimously approved.

ORD 2016-02: Traffic and Parking (introduction): President Storey introduced Ordinance 2016-02 noting that the new ordinance, for the most part, incorporates 18 existing Town Ordinances currently in force. He noted some of the old ordinances had become inefficient, i.e.; parking zone locations referencing entities no longer in existence. Concern was expressed about Section 9 being rather "draconian", and Chief Gonnella agreed to modification of the language. Residents attending the meeting suggested that the new ordinance be posted to collect resident's input before passage. The Board agreed to post the draft ordinance on the Town website and social media to provide a larger window of opportunity for public input. After discussions,

Town Flag & Slogan Campaign: Results from the online SurveyMonkey poll to choose a Town Flag Design & Slogan were reviewed. Option 5 was determined to have won. Commissioner Clagett motioned to adopt the Option 5 flag design and slogan as the official Town Flag. Adoption by the Board was unanimous.

## **Public Comment**

A concerned citizen stated they would like to have a comment period for every line item on Town Meeting agendas, and a request was also made to put Public Comment at the top of the agendas for monthly Town Meetings. A request to increase the budget for Town Beautification was also made.

## **Adjournment**

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor the meeting was adjourned at 9:13 p.m.

Respectfully submitted,

  
M. David Williams  
Town Clerk/Administrator