

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - REGULAR TOWN MEETING

January 11, 2021 – 7:00 PM

Call to order 7:05 PM

Roll Call:

President Sarah Franklin

Commissioner / Treasurer Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Town Administrator Kyle Snyder

Police Chief David Burse

Public Works Superintendent Darnell Bond

Finance / HR Director William Morgan

Town Clerk John Hoatson

President Franklin provided the statement from the Tuesday, January 11, 2022 Closed Session. Topic of discussion was awarding road engineering contract.

Approval of Meeting Minutes & Financial Reports

- **Approval of the December 7, 2021, Special Town Meeting minutes**
- **Approval of the December 14, 2021, Regular Town Meeting minutes.**
- **Approval of the December 28, 2021, Special Town Meeting minutes**
- **Approval of the December 28, 2021, Board Work Session minutes**
- **Finance Report & Approval of the Treasurer's Report, as of December 31, 2021**

Motion was made by President Franklin and seconded by Commissioner Duckett. Vote 4-4 Franklin, Duckett, Hanchett, Lott

Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk’s Office**

Public Safety Report –

Incidents Reported in Town:

Property Damage 1	Commercial Alarm 10	Traffic Complaint 1
Domestic Call 1	Check on Welfare 4	Hit & Run Call 1
Domestic Standby 1	Warrant Service 1	Theft Call 1
Vehicle Accident 3	Hold-up Alarm 2	Disorderly Call 1
Suspicious Person 2		

- **Chief Burse participated in the Prince George’s Chiefs Association meeting.**
- **Chief Burse and Cpl. Brooks conducted high visibility patrols throughout the Town.**
- **Chief Burse, Sgt. Irby and Code Officer Stewart participated in the Christmas Tree Lighting on Main St.**
- **Chief Burse participated in a virtual Holiday Threat Call meeting with the Department of Homeland Security.**
- **Chief Burse, Mayor Franklin and the Town Board of Commissioners participated in the Swearing-in of Officer Sherron Johnson.**
- **Chief Burse participated in the Criminal Justice Coordinating Council Meeting with Judge Adams. Chief Burse participated in the States Attorney’s Office Carjacking Task Force meeting.**
- **Corporal Brooks participated with the City of Hyattsville Police Department in their annual Shop with A Cop.**

Public Works –

Public Works Related:

- **PWD, Crewmember Sheckels, and Crew Lead Gibson set-up and maintained the Town’s Tree lighting Ceremony.**
- **PWD had a prep meeting with a few colleagues from other municipalities to plan for what was supposed to be our first wintry weather event.**
- **PW still actively hunting for a low mileage used heavy duty pick-up truck.**
- **PW worked traffic control for an accident at Main Street and Old Marlboro Pike which closed lane for roughly 45 minutes.**

Maintenance and Beautification:

- **Truck 216 went to Kohler equipment to have new salt spreader installed.**
- **Old salt spreader hangar system was sured up to receive old salt spreader and test fitted to Truck 003 for feasibility of potential use.**
- **PWC installed shelving units, indoor and outdoor pod lighting, and wall tie ins to PW cargo trailer in preparation for next events season.**
- **Rep from Long Fence provided incorrect quote to fix downed section of PW fencing. Currently awaiting updated quote.**
- **PWC fixed a few downed or non-working parking meters around Town.**

Street and Sidewalk:

- PWD met with TA Snyder to review Street Engineering RFP's.
- Light pole 7 on Marlborough Grove in the Townhomes was dug up, sleeved, and re-erected after being hit by motorist.
- PWC set up cones to serve as pedestrian walkway on Water Street sieve of Valerio building construction.

Weather Related Activities:

- PWD monitored weather reports and reserve materials ahead of incoming large scale winter weather event.

Refuse Accumulations:

- Bulk day accumulations for solid wastes (Landfill) are 3.33 tons. Bulk day accumulations for yard waste collections are 9.44 tons.
- We had no dump body rentals for the month.

Finance Department –

REVENUE

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 11,500.96	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 660.00	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 18,630.73	\$ 10,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 85,912.82	\$ 174,000.00
6381	Parking Fines/Penalties	\$ 17,478.90	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 2,266.31	\$ 5,000.00
	TOTAL	\$ 136,449.72	\$ 240,869.00

Intergovernmental

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,038.00	\$ 1,750.00
	TOTAL	\$ 27,982.49	\$ 38,620.00

Miscellaneous Revenue

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ -	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00

6396	Other	\$ 1,463.49	\$ 1,000.00
	TOTAL	\$ 1,463.49	\$ 7,250.00

Taxes

6101	Commercial	\$ 124,030.01	\$ 189,541.00
6102	Non-Commercial	\$ 165,978.20	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 60,271.84	\$ 35,555.00
6105	Public Utilities	\$ 534,332.40	\$ 700,999.00
6106	Income Taxes	\$ 129,285.86	\$ 315,000.00
	TOTAL	\$ 1,013,898.31	\$ 1,417,793.00

	Total Revenue	\$ 1,179,794.01	\$ 1,704,532.00
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EXPENDITURES**GENERAL GOVERNMENT**

	Administrative Salary & Wages	\$ 130,527.68	\$ 257,279.00
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	Payroll Deductions & Benefits		
8124	Employer Tax	\$ 28,218.42	\$ 59,000.00
8125	Pension Benefits	\$ 64,800.83	\$ 60,000.00
8126	Medical Employee Benefits	\$ 45,211.89	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	TOTAL	\$ 138,231.14	\$ 235,800.00

Professional Services

8073	Accounting Services	\$ 7,500.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 2,158.01	\$ 5,000.00
8110	Town Attorney & Legal	\$ 25,807.88	\$ 55,000.00
8115	IT Support & Equipment	\$ 5,441.65	\$ 10,000.00
8205	Media Relations	\$ 12,000.00	\$ 18,000.00
8206	Government Relations	\$ 21,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 5,970.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ -
	TOTAL	\$ 125,691.11	\$ 174,000.00

Insurance & Benefits

8120	General Liability	\$ 14,141.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 19,489.62	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 33,630.62	\$ 36,000.00

Operating

8077	Public Notices	\$ 1,240.00	\$ 1,500.00
8080	Bank Charges	\$ 22,284.13	\$ 20,000.00
8086	Trainings & Memberships	\$ 2,569.01	\$ 5,000.00
8090	Postage	\$ 748.73	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 7,500.00
8130	General Supplies	\$ 24,482.79	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 3,115.30	\$ 5,000.00
8161	Mobile Devices	\$ 1,119.04	\$ 4,000.00
8162	Town Elections	\$ 2,056.37	\$ 1,200.00
8165	Town Hall Utilities	\$ 8,733.26	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 7,231.75	\$ 10,000.00
8200	Other	\$ 1,926.06	\$ 2,000.00
	Total	\$ 82,212.19	\$ 81,200.00

	General Government Total	\$ 510,292.74	\$ 784,279.00
PUBLIC SAFETY			
	Public Safety Salary & Wages	\$ 130,972.49	\$ 401,620.00

Public Safety Operating

8273	Uniforms	\$ 1,703.59	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 3,888.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,465.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 1,000.00
8280	Supplies	\$ 363.09	\$ 3,000.00
8281	Mobile Devices	\$ 1,589.47	\$ 5,000.00
8282	Association Dues	\$ -	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00
8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	TOTAL	\$ 11,095.09	\$ 31,250.00

6530.2022.03	GOCCP State Aid	\$ 1,384.24	\$ 16,400.00
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8330	Debt Service	\$ 16,262.46	\$ 32,525.00
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	Public Safety Total	\$ 159,714.28	\$ 481,795.00
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PUBLIC WORKS

	Salary & Wages	\$ 95,565.48	\$ 225,500.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 10,692.98	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 753.33	\$ 3,500.00
8490	Mobile Phones	\$ 233.56	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 5,188.68	\$ 2,500.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00
	TOTAL	\$ 25,179.92	\$ 61,050.00

6530.2022.06	State Street Scape	\$	-	\$	20,000.00
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Refuse Collection

8546	Residential Waste Collection	\$	22,028.09	\$	41,124.00
8547	Residential Recycle Collection	\$	4,933.50	\$	9,834.00
8548	Bulk & Yard Waste	\$	2,428.41	\$	3,600.00
	TOTAL	\$	29,390.00	\$	54,558.00

	Public Works Total	\$	150,135.40	\$	361,108.00
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	Total Expenses	\$	820,142.42	\$	1,627,182.00
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	Net Operating Income	\$	359,651.59	\$	0.00
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OTHER FUND BALANCES

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 5,035.75	\$ 1,042.06	\$ 16,400.00
Community Open Space	\$ -	\$ 6,894.77	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 29,073.28	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
TOTALS	\$ 357,964.92	\$ 73,481.11	\$ 581,396.00

COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 94.99	\$ 94.99	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,575.08	\$ 5,575.08	\$ 17,750.00

Key Monthly Items

1. ARPA
2. Capital Improvement Projects
3. Other Updates

BALANCE SHEET

Bank Accounts	
Operating Checking	74,918.66
Petty Cash	300.00
Payroll Account	4,204.57
M&T Checking	99,308.43
ARP Fund	331,539.82
Disbursement Acct	0.00
MLGIP	215,489.57
Total Bank Accounts	\$ 725,761.05

Committee Reports —

Greenwill Consulting

Maryland session will be a blended session. House will be virtual 1st three weeks.

1st order of business is the redistricting of the legislative districts.

Upper Marlboro will gain a legislative representative in the Maryland House of Delegates.

List of pre-filed bills is on the website.

Maryland legislature wants to legalize cannabis.

Governor Hogan wants tax credits for retirees.

Work on funding for the splash pad for the playground.

Historical Committee

Patti Callicott provided an update on Historical Committee.

Participated in the Town Christmas Tree Lighting event.

No Archive Session was held in December.

January 15, 2022, is the next Archive Session.

Events Committee

The Events Committee had a meeting to establish a Town events calendar.

Events Committee also started working on Marlboro Day.

Sustainable Communities

Evelyn Stephens provided a report from Sustainable Communities.

November 30, 2021 was a meeting to go over the 2 FIP (Façade Improvement Plans) applications that have been turned in.

Linda Pennoyer, Patricia Fenn, Sam White on MNCPPC and Evelyn Stephens.

Sam White provided comments about the applications before submitted to the State of Maryland.

Hoping to submit applications to the State before the end of January.

Arts Council

Arts Council has decided on the Murals for the Town.

14701 Main Street will be painted by Latoya Peoples and Water Street will be painted by Eric Ricks.

Arts Council will be working on the grant to gain funds for the murals. Hoping to have them installed by 2022.

Green Team

Working on bylaws. Ready to be turned in for approval.

Another harvest will happen in the Spring. Items will be donated to the food bank.

CERT

For the month of December participated in two events and gained 360 hours of participation.

Commissioner Reports –

President Franklin

Currently Town Hall is on a modified virtual schedule for staff due to COVID.

Met with Denise Ross of County Executive Angela Alsobrooks’s office. Will be speaking with Denise Ross monthly.

Working with Kathy Anderson to write a History of the Town of Upper Marlboro.

Volunteer Appreciation Event will be held on Saturday, January 22, 2022.

Commissioner Duckett

None

Commissioner Hanchett

None

Commissioner Lott

None

Business

- **Resolution 2022-01 Check Signing Authorization (Board Vote)**

Action Item: Resolution 2022-01 was approved by the Board of Town Commissioner.

- **Resolution 2022-02 Designation of Residential Speed Area along Old Crain Hwy & MD725 (Public Hearing & Board Vote)**

Action Item: Resolution 2022-02 was approved by the Board of Town Commissioners.

- **Resolution 2022-03 Awarding Road Engineering Firm Contract (Board Vote)**

Action Item: Resolution 2022-03 was tabled.

- **Resolution 2022-05 Town Meeting Regulation (Introduction)**

Action Item: Resolution 2022-05 will be placed on the February 8, 2022 Regular Town Meeting for Board Vote.

- **Town Vaccine Policy (Board Approval)**

Vaccine policy was tabled by the Board of Commissioners.

Action Item: Will be placed on the February 8, 2022 Regular Town Meeting Agenda.

Additional input will be provided before final vote.

- **Town Event Calendar (Board Approval)**

Town Event Calendar was tabled by the Board of Commissioners.

Action Item: Will be placed on the February 8, 2022 Regular Town Meeting Agenda.

• **Mural Artist Selection (Board Approval)**

Action Item: Mural Selections was approved on by the Board of Town Commissioners.

• **Board Priorities (Board Approval)**

Board Priorities was approved by the Board of Town Commissioners.

Administrative Updates

Legislation, Projects and Initiatives

Town Administrator Kyle Snyder gave an update on legislation, projects and initiatives moving forward.

General Commissioner & Staff items:

Public Comment

Commissioner Duckett made a motion to adjourn the meeting. It was seconded by Commissioner Lott. Vote 4-4 Franklin, Duckett, Hanchett, Lott.

Meeting adjourned at 8:30 PM

Respectfully Submitted,



**John Hoatson
Town Clerk
Town of Upper Marlboro**

