

Town of Upper Marlboro

REGULAR TOWN MEETING

April 14, 2020 • 7:00 p.m.

Approved Minutes

Call to Order

The meeting was called to order at 7:05 p.m. using Zoom Teleconferencing platform.

Roll Call: Commissioner/Treasurer Kai Bernal-LeClaire; Commissioner Wanda Leonard; and, Linda Pennoyer/President of the Board of Town Commissioners.

Staff present: M. David Williams/Town Clerk; Kyle Snyder/Chief of Staff; UMPD Chief Burse; William Morgan/Director of Finance; and, Public Works Superintendent Darnell Bond.

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ray Feldman/Feldman Communications Strategies LLC; Kevin J. Best Esq./Town Attorney, plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Regular Town Meeting minutes from March 10, 2020, the Board Work Session minutes from March 24, 2020, and the Treasurer's Report as of March 31, 2020. Commissioner Leonard seconded. All Board minutes from March's Town Meeting and Work Session, plus, the March Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of March 2020, a copy was provided in the Board Meeting Packet. He added that 12 Code Violation letters were sent to residential properties.
- Superintendent Bond delivered the Public Works reports for March 2020, a copy was provided in the Board Meeting Packet. It was noted the Town Hall had been "deep" cleaned and disinfected.
- Director of Finance Morgan reviewed highlights of the March Treasurer's Report, plus a spreadsheet detailing projected revenues for the FY2021 Budget. He noted the COVID-19 shutdown of Parking Enforcement operations has made for an estimated loss of \$500 per day in parking meter revenues. Also, tax revenues are coming in late, most likely due to filing deadline extensions.
- Clerk Williams reported that after reviewing the status of flagged parking citations, he believes the Town should realize roughly \$1K per month from registration renewals over the next 3-4 months.
- TUMHC Chair Skews reported that the Committee has had to cancel and/or postpone several planned events but said new Walking Tour brochures have been printed. She added that they also sent out notice of the Town's 150th Anniversary of Incorporation. President Pennoyer noted the HPC has the TUMHC's grant request for Virtual Walking Tours on the agenda for their next meeting.
- EC Chair Gunnoe reported that the Marlboro Day Festival was cancelled for 2020 but will now plan for May 2021. He noted that the Summer Movie events start June 27th and that Trunk-or-Treat will be held on Halloween this year. He added that a Community Shred Event is also being looked in to.

- SCW Chair Stephens reported they received another F.I.P. project application which both the SCW and the State have approved. She noted this will use up and close-out the funding provided from the FY2019 grant, enabling a new application opportunity for the Town to submit for the FY2021 grant cycle. She added that the Town's designation as a "Sustainable Community" has been renewed.
- CERT President Leonard reported the UM CERT held a virtual meeting for 25 attendees. She added the group will be meeting every 2 weeks in efforts to look after member's well-being during the pandemic.

Commissioners:

- Commissioner Bernal-LeClaire: Announced he has been working remotely with Board and Staff members on the recent emergency legislation, and various Town projects and issues at hand.
- Commissioner Leonard: Had nothing to report at this time.
- President Pennoyer: Reported she has been taking part in many teleconferences with County, State, and Emergency Management agencies in efforts to keep-up on the pandemic's developments. She noted updated COVID-19 information on the Town's website. She requested that residents check-in with their neighbors and help the Town make sure everyone is safe and well informed.

Business

- 1.) Ordinance 2020-03 Personnel System Standards: The President asked this be tabled to allow further Board discussion. Commissioner Bernal-LeClaire motioned to extend the Charter's timeframe to pass an introduced ordinance an additional 60 days. Commissioner Leonard seconded. The President asked for a vote to be called to enter into the record as such: President Pennoyer (yea); Commissioner Leonard (yea); Commissioner Bernal-LeClaire (yea). It was noted that Board discussion on personnel matters will continue at a future closed work session.
- 2.) Resolution 2020-09 Main Street Maryland Affiliate Program: CoS Snyder gave an overview of the program noting that affiliation with the program enables COVID-19 relief funding for the Town that would normally not be available to populations under 1,000. After the Clerk read aloud the Resolution introduction, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-09 as presented. Commissioner Leonard seconded. The motion was approved unanimously.
- 3.) Maryland Manager Circuit Rider Program Support: The President explained how the partnership with Morningside would enable the municipalities to share a professional grant writer and asked for Board approval to allow Town Staff to proceed with the initial application process. Commissioner Bernal-LeClaire motioned to approve the partnership program. Commissioner Leonard seconded. With no one opposed, the motion to approve was unanimously passed.
- 4.) Resolution 2020-10 Media Relations / RFP #UM 2020-01 Award: The Clerk read aloud the Resolution's introduction. Attorney Best confirmed that the Resolution and contract had been reviewed for legal sufficiency. Commissioner Leonard motioned to approve Resolution 2020-10. Commissioner Bernal-LeClaire seconded. With all in favor, approval was unanimous.
- 5.) Resolution 2020-11 Town Solar Installation / RFP #UM 2020-03 Award: It was noted that the project had no immanent deadlines and would require an estimated \$4K match up front to proceed. After discussion, the Board decided to postpone a Board vote until the next Town Meeting. Commissioner Leonard motioned to postpone the passage of Resolution 2020-11. Commissioner Bernal-LeClaire seconded. The motion was passed unanimously.
- 6.) FY2021 Budget Process: Finance Director Morgan said he has met with Departments Heads on their needs, adding that employee compensation numbers are also being finalized. He noted other legislation was also being prepared for setting the Tax Levy and Business License rates. The Board discussed the financial implications of the COVID-19 crisis into the new fiscal year and concurred efforts will be made to reduce budget totals in light of that. It was noted by Attorney Best that there may have been a possible loosening of the State's Constant Yield Tax Rate procedures (in the past week) but will follow up on that communication to confirm.

- 7.) Town response to COVID-19: The President announced that the Town is following the State on its response measures taken to address the pandemic (i.e., facemasks, social distancing, etc.) It was noted the Town has procured more facemasks for its Staff and elected officials and is tracking all COVID related expenses to submit for compensation. Two residents that are prepared to make the facemasks were identified. Attorney Best said some County, State and Municipality powers can be in conflict, for example, the Town Police cannot enforce the County's order on wearing masks in public arenas like public transit and grocery, but can enforce the Governor's order(s). The ability to enforce the penalty provisions of the County's Order(s) is dependent upon the municipality's alignment of the same directives in their Declaration. It was noted how difficult it was for Staff and Legal Counsel to locate County Order 2020-06 online.

Administrative Updates

- 8.) Legislation, Projects and Initiatives: CoS Snyder stated that most projects were put on hold by the powers that be during the COVID crisis, but did say the HPC Virtual Walking Tour Grant and the Town Playground Project were both moving ahead at this time. He noted the playground project vendor will be working with the TUMHC soon on historical design elements and are still on-track for completion in November. He added more details on the Playground Project will be featured in the next *Landings* newsletter.

Attorney Best added that the oral argument on the Town's Petition for Judicial Review concerning the historical designation(s) of the OMES structures was still set for July 1st at this time.

- 9.) General Commissioner & Staff items: There were no further issues or items of interest offered up to the Board at this time.

Public Comment

There was no public comment offered at this time.

Adjournment

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

