Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

January 16, 2018 – 7:30 p.m.

Call to Order

(Chair/President's Gavel—"Good evening/Welcome to the regular monthly Town Meeting for the Board of Town Commissioners for the Town of Upper Marlboro, January 16, 2018; May I have the Roll Call please?")

- Roll Call *(Clerk—reads off names for vocal response "present/here" from all Board members including self.)*
- Pledge of Allegiance *(President says— "Please rise for the Pledge of Allegiance")*
- Approval of the Agenda *(no vote necessary—just consent or propose edits)* *(President: "Do I have consent to the agenda?"*

Announcements

- Election Results (Board Certification) *(Clerk— reads Certified results for the record)* *(President—"Does the Board accept the Election results and the qualifications of the candidates?"* Commissioners should reply "Yea"
- Board positions/Treasurer's Oath of Office *(President— recaps OM, asks Board for motion to nominate Linda as Treasurer, then President seconds the motion, President asks: "All in favor?" — then President administers the Oath.*

Approval of Meeting Minutes & Financial Reports

(President—asks Board if minutes were sufficiently reviewed, and if there are any changes.) In this case, you can say "the previous Board has informally approved of the Dec. 12 Regular Town Meeting and Dec. 19 Work Session minutes, and the new Board would like accept those findings and vote to approve both sets of minutes along with the Organizational Meeting minutes from January 15, 2018."

(President—asks Board: "Do I hear a motion to approve the meeting minutes from the Dec. 12 Regular Town Meeting, the Dec. 19 Work Session, and the Jan 15 Organizational Meeting?"

Commissioner #1: "I motion to approve all three sets of minutes"

Commissioner #2: "I second the motion"

President: "All in favor?"

C#1 and C#2 respond either "Yeah" or "Nay"; President vocalizes vote tally, and Clerk records.

- Approval of the January 15, 2018 Organizational Meeting minutes
- Approval of the December 12, 2017 Regular Town Meeting minutes
- Approval of the December 19, 2017 Work Session minutes
- Approval of the Treasurer's Report, as of December 31, 2017.

Reports

- Staff & Committee Reports
  (President asks if Committee Chairs, any Staff Department Heads, and/or the Town Clerk have anything to report at this time.
  President: "Do I have any reports from the . . . ?"
    1.) Sustainable Communities Workgroup (SCW) - Steve Sonnett Chair
    2.) Historical Committee (TUMHC) - Brian Callicott Chair
    3.) Upper Marlboro CERT Team - Wanda Leonard
    4.) UMPD - Chief Washington
    5.) Clerk's Office - David Williams

- Commissioners Reports
  Commissioners then give their reports in alphabetical order—Leonard, Pennoyer, Turner

Business

- Resolution 2018-01: Check Signing Authorization

  The Clerk can read highlights as an introduction and final reading. President then asks for a motion to ADOPT Resolution 2018-01

  — (plus, a Corporate Authorization Resolution for SONA Bank)

  This, you just explain is tomorrow morning's business—SONA provides this resolution at the bank.

- Public Works Facility Project (contractual agreement)

- THA&RP update
  — change order #6 (vote)
  — interior design/Town volunteer liaison (discussion)

- General/Administration issues

Public Comment

Adjournment