

# Town of Upper Marlboro

## REGULAR TOWN MEETING

February 13, 2018

Approved Minutes

### Call to Order

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

Roll Call: Tonga Turner, President of the Board of Town Commissioners;  
Wanda Leonard, Commissioner; Linda Pennoyer, Commissioner/Treasurer

Staff present: M. David Williams, Town Clerk/Administrator

Also present: Various citizens and interested parties.

### Pledge of Allegiance

### Approval of Meeting Minutes & Financial Reports

President Turner asked for consent to the Agenda. Approval was granted by all Commissioners present. The unapproved minutes from January's Town Meeting and Work Session were acknowledged by the Board as reviewed. Commissioner Pennoyer motioned to approve the January 23, 2018 Work Session minutes, Commissioner Leonard seconded. Commissioner Leonard motioned to approve the February 5, 2018 Extra Work Session minutes, Commissioner Pennoyer seconded. All minutes from January's Regular Work Session and February's Extra Work Session were unanimously approved.

Commissioner Pennoyer reviewed highlights of the Treasurer's Report as of January 31, 2018. She noted that total operational revenues and general government expenses were about where they need to be at the 60% benchmark for 8 months into FY2018. She noted Income line item #6230 as unusually low due to tax revenues not yet received from the State, and that the Town Hall Addition & Renovation Project was \$274K under budget at present. Commissioner Leonard motioned to approve the Treasurer's Report, Commissioner Pennoyer seconded. The Treasurer's Report as of January 31, 2018 was unanimously approved.

### Reports

Commissioner Leonard: Reported that Officer Stan Madero was instrumental in deescalating a disturbance at the Library downtown, and asked residents to thank him for his handling of the incident, that did result in an arrest with the help of back-up from the PGC Police Department. Also attended the CSA23 Leadership Council Meeting, the VFD20 Monthly Meeting, and the County Executive's FY19 Budget Listening Session. She noted the Marlboro CERT Team has approximately 20 members who will also be participating in upcoming training opportunities around the County. She then shared Safety Tips and encouraging crime stats she had gotten from a recent Citizen Advisory Council Meeting held at the District II Police Station, noting that the Town is identified as "Edward 4 Sector" by that department.

Commissioner Pennoyer: Reported details concerning the moving of Town offices into the new addition, and noted the TUMHC will be meeting in the new addition this month. She announced that Evelyn Stevens will replace Steve Sonnett as the Chair of the Sustainable Communities Workgroup, and will be working with the new Planning Department Director to complete current Façade Improvement projects, as well as, projects under the Community Legacy Grant that are now in progress.

President Turner: The President reported on recent changes being implemented in the following departments and functions of the Town Government, during this first month of the new Board of Commissioners. They include: 1.) Conducting infrastructure assessments—internal

operations to be modernized and streamlined; 2.) Public Works hours of operation to be shifted to better coordinate with Town Hall Office hours; 3.) Improve Public Safety visibility and positive public engagement through additional training; 4.) Re-engagement of political relationships with County officials to help improve infrastructure and economic development; and, 5.) An extra evening Board Work Session has been established on a monthly schedule to offer citizens an extra opportunity to attend.

## **Business**

Ordinance 2018-01: FY2018 Budget Amendment (introduction): The President explained the history behind the shortfall in expected revenues originally forecasted by the State, and the plans to address this gap going forward. She said the Budget Amendment Ordinance would allow a one-time remedy to this year's Budget shortfall by moving money from Capital Funds into Operations. To address a long-term solution to the shortfall going forward, research and Board discussion has begun on the use of red-light & speed cameras, and lastly, possible annexation opportunities down-the-road. She noted these possible solutions will be thoroughly considered in an effort to avoid having to raise Town taxes. The floor was then opened for public comment. Questions on school-zone qualifications and documented speeding statistics were answered. The President then officially introduced Ordinance 2016-01.

The President said the ordinance is planned to be passed at the next Regular Town Meeting, but asked if the waiting period before passage should be longer. General consensus agreed to 30-days, one resident preferred 60 days. She noted the ordinance is needed in order to prepare the FY19 Budget, and added that a decision on the waiting period will be made at the next Board Work Session on February 27th.

Ordinance 2018-02: Automated Traffic Enforcement (introduction): As discussion points and public input on traffic-related issues were already covered under the previous agenda item, the President presented the ordinance for introduction, which the Clerk read aloud.

Sustainable & Historical Committees (Chair appointment): Town Resident Evelyn Stevens was officially acknowledged by the Board as the new Chair of the Sustainable Communities Workgroup (SCW). Steven Sonnett was acknowledged and applauded for his work on the SCW to-date. Patti Skews was also reinstated as the Chair of the Town's Historical Committee.

Community Events Committee: Keeping on the subject of committees, the President moved this agenda line-item up, and reached-out asking for a volunteer to Chair this much needed Town committee.

Records Management Outsourcing: Results from the President's Town Operations assessment indicated a great need to employ a records management vendor to help with the digitization, and/or, storing of records and files—all while working towards a paperless office environment.

Surplus Inventory: This line item will be tabled until the next meeting of the Board.

Community Development Corporation (CDC): Town resident, Mr. Kai Bernal-LeClaire delivered an update on his research into the development of a Town "Community Development Corporation" since the Town's Special Forum on Redevelopment last November. Kai provided an explanation of the CDC's structure and purpose, and noted he has already begun drafting by-laws and articles of incorporation. It was noted this Volunteer CDC Committee will need more members. Those interested should contact Kai.

Community Policing: This item was noted as covered under the President's Report.

Prince Georges County FY2019 Budget: Deputy Clerk Snyder and Commissioners Leonard and Pennoyer all attended the County Executive's Budget Listening Session and received confirmation from Mr. Baker and the County's Finance Director that the CIP grant allotment of \$500K had been included in the County's proposed FY2019 Draft Budget. Another \$1M each into the next two subsequent Budgets to follow in FY20 & FY21 will need to be renegotiated, however, those amounts were acknowledged by the County as on their radar. The President

noted that the Town must have "shovel-ready" projects prepared as soon as possible. Forms for residents to comment/submit ideas for shovel-ready projects will be posted on the Town Website, and also available through the Town's Facebook page. Ex-SCW Chair Sonnett recommended that project ideas outlined in the SC/5-Year Action Plan be reviewed.

General/Administration issues: There were no additional issues brought forth at this time.

### **Public Comment**

A resident asked what kind of costs the Town would incur for the implementation of Ordinance 2018-02: Student Safety & Red Light Enforcement Programs. The President explained how upfront set-up costs and maintenance are assumed by the outsourced vendor and revenues would be shared by negotiation.

### **Adjournment**

Commissioner Pennoyer made a motion to adjourn, Commissioner Leonard seconded the motion. With all in favor, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

