

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Work Session Minutes

Tuesday, March 19, 2019 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:02 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk/Administrator M. David Williams, and Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Reports

Commissioner Leonard: Reported she attended the Marlboro Fire Department's Station 20 Installation with Chief Burse last Saturday. She said the MVFD enthusiastically acknowledged their working relationship with the Town. It was noted that Town Administrative Assistant Benay Walker has recently enrolled in the PGC Police Academy.

Commissioner Pennoyer: Reported that she had talked to the new owner of the properties next to Annie's Cleaners (nearest Rte. 202) about joining the Façade Improvement Program to renovate the buildings for offices. She noted the owner was invited to the next SC Workgroup meeting. She added that she is also in discussions with other new business and property owners about the Town's F.I.P. project.

President Turner: Delivered updates on the following topics: 1.) A year-to-date overview is being conducted with each Department Head in preparation for the draft FY2020 Town Operating Budget Ordinance. A first draft will be discussed at the April Work Session, to introduce at the May Regular Town Meeting; 2.) An ordinance to establish Commercial and Utility Tax Rates will be passed before June 1st; 3.) Marlboro Community Day is scheduled for May 18, expecting 800-1,000 participants; 4.) Had meeting with Councilmember Harrison about the County establishing a County-run Food Truck Hub before June, and, plans and procedures for the allocation of the County's Budget appropriation to the Town; 5.) Had final draft discussions on the Annual Audit, a high number of delinquent business taxes was noted, and, recommendations were made to adopt more effective policies and procedures for accounting processes; 6.) President to be sworn-in as a non-voting member of the UM Chamber of Commerce tomorrow; 7.) Public Works Superintendent Bond has been managing a Spring-cleaning effort around Town; and, 8.) Just received confirmation of \$175K grant for the "Upper Marlboro Welcome Center", groundbreaking being planned for July.

Clerk's Office: Clerk Williams suggested the Board entertain passing a Marlboro Community Day Proclamation. Chief of Staff Snyder reported that the Town has about 140 sign-ups for the Town's Alert notification program.

Business

Resolution 2019-02: New Rules of Order: The President reviewed public comments submitted in an email by a Town resident. The President's replies were recorded to be entered into a public comment & input spreadsheet. The Board also discussed procedures for citizens requesting to submit Agenda line items for discussion at meetings of the Board.

Public Information Act Request package: The Town's MPIA Policy Statement, Guidelines for Submitting Requests and the MPIA Request Form were acknowledged as reviewed by the Town's Attorney. Commissioner Pennoyer motioned to approve the Town's MPIA Request Package, Commissioner Leonard seconded. With all in favor, the MPIA package in its entirety was unanimously approved.

Resolution 2019-04: Property Rezoning/14518 Church Street: The President suggested that a Resolution of support for the resident property owner's application for rezoning be drafted and presented for passage at the April Town Meeting.

Resolution 2019-05: Conference Room Rental Fees: The Board discussed items to be addressed in the next draft: 1.) Alcoholic beverages; 2.) Police/Staff attendance; Certificate of Occupancy (conference room and entire facility.) For passage at May Regular Town Meeting.

General/Administration issues: Items discussed included: 1.) Possibly holding a second Town "Business Mixer/Forum" to move business community to the next level; 2.) Playground grant award confirmation expected sometime in April or May; 3.) 5436 Old Crain Hwy property and building, and, the old Trading Post property on Rte 725; and, 4.) Holding a Public Forum in April to discuss with Town residents about possible Town Charter Amendments.

Adjournment

Commissioner Leonard motioned to adjourn, Commissioner Pennoyer seconded. With all in favor, the meeting was adjourned at 8:32 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

