

Town of Upper Marlboro

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

Work Session Minutes

Tuesday, September 25, 2018 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk M. David Williams, and Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Reports

Commissioner Leonard: Attended the September 20th Prince George's County Municipal Association (PGCMA) meeting in Greenbelt. Also, attended the MML Hometown Emergency Preparedness Action Committee (HEPAC) meeting in Annapolis with Chief of Staff Kyle Snyder, and that Upper Marlboro was the only municipality present that had their own CERT.

Commissioner Pennoyer: The Day-To-Serve annual "Pond Clean-Up" is scheduled for September 29th and conflicts with the Douglass HS Parade. A notification will be sent to residents and businesses concerning the historic tour(s) being conducted on October 6th during the Happy Wanderers event. Requested a "Business Forum" line item be put on a future Board agenda.

President Turner: Delivered updates on the following topics: 1.) Partnering with the African-American Mayors Association for the nationwide youth voter registration campaign; 2.) Currently searching for Accountant candidates; 3.) Chief Washington to leave employment with the Town at end of the year; 4.) Board of Town Commissioners will participate in Douglass HS Parade; 5.) Superintendent Bond will be mentoring with the PGC Department of Public Works. Also looking into solar waste receptacles and bike sharing stations; and, 6.) Met with Vice-Chair Tisa Clark of the PGC Chamber of Commerce to develop Workforce Development Program.

Business

Ordinance 2018-07: Town Business License: Chief of Staff Snyder reviewed changes and edits recommended by the Town Attorney which included adding liquor license requirements, various fee adjustments and a schedule by usage, not by revenue.

Ordinance 2018-08: Classify Real Property: President Turner informally introduced the ordinance for Board discussion, noting the Town's current tax rate is unsustainable. The President and the Chief of Staff shared their research findings concerning special taxing districts, and other advice from the Town Attorney. It was noted there is no desire to raise residential taxes. It was also noted that final figures will be honed during the next few weeks, and there will be resident input and Board discussion throughout October before final passage at the November Town Meeting.

Maryland Heritage Areas: Chief of Staff Snyder delivered an update on possible expansion plans of "Heritage Areas" by the Maryland Heritage Area Authority (MHAA). Being in a Heritage Area opens up access to many grant programs for rehabilitation and restoration of historic tourism destinations. Greenwill Consultants will be available to assist with communications.

Special Event Application: The Office of the Sheriff submitted an application to the Board for their annual Purple Lights Night event scheduled for October 1st. Being the 5th year the event has been in Town, this was the first application ever received by the Town. The ceremony is now situated along Governor Oden Bowie Drive which has to be shut down to accommodate the nearly 400 people expected to attend. The President announced she will make sure that she represents the Town at the Monday night Ceremony. Events & Recreation Director Anita Washington is now in communication with the organizers, and an email will be sent to the Office of the Sheriff by the

Chief of Staff. It was noted the application form will be updated and posted online. President Turner motioned to approve the Application as submitted and waive the \$25 application fee. Commissioner Leonard seconded. With all in favor, the application was unanimously approved.

Board Meeting(s) schedule: Town Office Holiday closures were reviewed, and the December Board Work Session was rescheduled for December 18, 2018.

General/Administration issues: Items discussed included: 1.) Establishing a timeframe for the Town's "Business Forum"; 2.) An October 11th meeting of the SCW with the Department of Housing and Community Development (DHCD) to work on the Town's re-designation application; 3.) New parking meters and rate changes slotted for passage in November; 4.) Anticipated completion of the Public Works Facility Project by wintertime; 5.) The new office Organizational Chart; 6.) Town Committee's support structure; and, 7.) New resident tracking practices, developing welcome information and revisiting the Town's Citizen's Guide.

Adjournment

Commissioner Leonard motioned to adjourn, Commissioner Pennoyer seconded. With all in favor, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

