

Town of Upper Marlboro

REGULAR TOWN MEETING

May 20, 2014

Approved Minutes

Call to Order

The meeting was called to order at 7:38 p.m.

Roll Call: Stephen F. Sonnett, President of the Board of Town Commissioners
James Storey, Commissioner / Treasurer
Larissa A. Ferrer, Commissioner

Staff present: M. David Williams, Town Clerk

Also present: Various citizens and interested parties.

Pledge of Allegiance

Approval of Meeting Minutes & Financial Reports

President Sonnett asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from April 8, 2014 and the Work Session minutes from April 9 & April 22, 2014 were acknowledged by the Board as reviewed. Commissioner Ferrer motioned to approve all sets of minutes, Commissioner Storey seconded. All minutes from April's Town Meeting and Work Sessions were unanimously approved.

Commissioner Storey reviewed the Treasurer's Report as of April 30, 2014. He noted that some line item adjustments under Expenses, within the General Government, Public Safety and Public Works departments, would be made through the FY214 Detailed Budget Year-End Adjustments later in the evening's agenda. He added, that Total Operational Revenues received by this 83.3% benchmark for the FY14 Budget indicates that the Town will realize a surplus this fiscal year. Commissioner Ferrer motioned to approve the Treasurer's Report, President Sonnett seconded the motion. The Treasurer's Report as of April 30, 2014 was unanimously approved.

Reports

Staff/Committees: Mr. Williams reported that he had just come from a meeting of the Prince George's County Commission on the War of 1812 at the County Administration Building, and that they reviewed highlights of several 1812 events to date, and discussed the remainder of events left in the rest of the anniversary year ending sometime in October, 2014. He added that even with the rain, the Marlborough Day Festival attendance for the history related ceremonies and exhibits, was impressive for the venue.

Patti Skews stated that the Historical Committee Chair, Kate Germano, had stepped down from her Board position due to an out-of-town job relocation. Acting Chair Skews added that the Marlborough Day Committee would be meeting next week and that the TUMHC will discuss its involvement for 2015.

Commissioner Ferrer: Reported that she and Christina Pompa attended the Main Street Training course on April 16 & 17 at Fells Point in Baltimore. She added that there was a free Green Registry program in Maryland that she would like to investigate, and how it can apply to the Sustainable Communities effort.

Commissioner Storey: Delivered the program details and itinerary of speakers and guests for the annual Memorial Day Ceremony scheduled for May 26th at Town Hall.

President Sonnett: President Sonnett delivered updates on the following topics: 1) Will meet with WSSC this coming Thursday at the Public Works Facility to negotiate reestablishing water and sewer service to "all public buildings"; 2) Will meet with SHA officials on June 5th to discuss State program to rehab sidewalks (also noted that the Main Street/Rte. 725 repaving project had begun); and, 3) The Request for proposals (RFP) for the new Town Hall Addition has been posted and published.

Business

Ordinance 2014-01 FY2015 Town Operating Budget (introduction): The President introduced and reviewed the Ordinance and its companion Detailed Budget for FY2015, noting that the increase in estimated Total Revenue, as compared to last year, was due to higher operational (but mostly Capital

Improvement) estimates. He reviewed the Town's future projects and objectives and noted from where within the budget those items would be funded. Topics and projects discussed included: 1) Income Tax surpluses; 2) New Wellness Program for employees; 3) Salaries; 4) Newsletter production & mailing (outsourcing); 5) Codification (vehicles & property standards); 6) Staff Training/Certification (Academy of Excellence program); 7) Capital Outlay projects; 8) Public Safety Vehicle Insurance & fuel expenditures lower; 9) Sustainable Communities (anticipate expenditures); 10) Interest Earnings (lower rates); 11) Public Safety office forms & citations (new software); 12) Recycling program (contract/bin changes); 13) Public Works Facility shed/new truck; and, 14) Streets & Sidewalks.

Ordinance 2014-02 Amendment to FY2014 Town Operating Budget (introduction): The President explained that in order to properly account for a \$2,800 grant received in FY14, an amendment to the current fiscal year Operating Budget would need to be approved in the form of another ordinance. He then introduced the budget appropriation with the intent to adopt it at the June Town Meeting.

FY2014 Detailed Budget (line-item adjustments): A handout showing all the year-end adjustments needed to be made to the FY2014 Town Operating Budget was reviewed by Commissioner Storey. He noted that line item# 8280 "Miscellaneous" represented expenses connected to Public Safety citations. The President noted that line items #8290.02 and #8260.02 reflected funding for a Public Safety officer who had left, and another who had started, employment since the FY2014 Budget was adopted. Commissioner Ferrer motioned to approve the FY14 Detail Budget Year-End Adjustments, Commissioner Storey seconded the motion. With no one in objection, the adjustments were unanimously adopted.

Letter of Support (Technical Assistance): Through the Sustainable Communities Workgroup (SCW), it was determined that a "possibility" study was needed for future SCW projects involving non-automotive traffic and connectivity to locations/sites in and outside of Town. SCW member Christina Pompa confirmed that the M-NCPPC was able to apply to the Metropolitan Washington Council of Governments (MWCOC) for their Transportation/Land-Use Connection Technical Assistance Program on behalf of the Town. President Sonnett summarized the letter of support from the Board of Town Commissioners to the MWCOC endorsing the M-NCPPC's submission. Commissioner Ferrer motioned to authorize the submission of the letter, Commissioner Storey seconded. The motion was unanimously approved.

Website Upgrades (contract): The President explained that the Town Website is currently being upgraded to include Twitter, FaceBook and MailChimp capabilities. He stressed the main goal was not only for the Town to better communicate with the public, but to begin the migration of delivery of the Town newsletter from hard-copy mailings to electronic delivery. He noted that the contract quote was for \$50 per hour (with a ceiling at \$2K) and will include training for staff. He highlighted other benefits of the upgrade, such as, email & mobile notification subscription service. Commissioner Ferrer suggested that a subscription coupon be sent to residents and businesses stating that the coupon must be returned in order to receive future electronic, and/or, hardcopies of the *Landings*. Commissioner Ferrer motioned to ratify the contract with Joyce Dowling for the website upgrades, Commissioner Storey seconded the motion. Ratification of the contract was unanimously approved. President Sonnett added that ratification by the Board was not necessary for the procurement of the new computers.

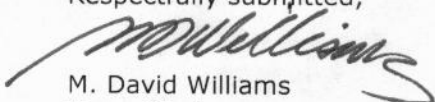
Public Comment

A resident expressed interest in the Town using the National Night Out event on August 5th to help foster more community involvement in their hometown government. The group then discussed several other ideas for neighbors to meet neighbors like holding a Town-sponsored Ice-Cream Social, Block Party, etc. Recent flooding in Town and sewage overflows in the Patuxent were also discussed.

Adjournment

Commissioner Storey made a motion to adjourn, Commissioner Ferrer seconded the motion. With all in favor, the meeting was adjourned at 9:02 p.m.

Respectfully submitted,


M. David Williams
Town Clerk

