

# Town of Upper Marlboro

## REGULAR TOWN MEETING

November 10, 2014

Approved Minutes

### Call to Order

The meeting was called to order at 7:30 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: Kirstin Peterson of the *Gazette* and 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 October 20, 2014 and the Work Session minutes from October 28, 2014 were acknowledged by the Board as reviewed. One correction was noted by the Clerk. Commissioner Ferrer motioned to approve both sets of minutes as amended, Commissioner Storey seconded. All minutes from October's Town Meeting and Work Session were unanimously approved.

Commissioner Storey noted that the September Treasurer's Report had been reviewed at the last Town Meeting, but not been formally approved by the Board with a vote. After a quick summarization of the September report, he reviewed the highlights of the Treasurer's Report as of October 31, 2014. He noted that line item 8375 Uniforms will need an allocation adjustment down the line. Commissioner Ferrer motioned to approve both Treasurer's Reports, President Sonnett seconded. The Treasurer's Reports as of September 30, 2014 and October 31, 2014 were unanimously approved.

### Reports

Staff/Committees: TUMHC Chair Patti Skews reminded all of their Quarterly Meeting next Saturday. Mr. Williams reported details of the PGC District II coat drive which ends on November 24, 2014.

Commissioner Ferrer: Had no report at this time.

Commissioner Storey: Reviewed details of the Town Holiday Party scheduled for December 7, 2014.

President Sonnett: The President reported that there still was no word of whether or not the Town has been awarded the Façade Improvement Program grant it has applied for.

### Business

Historical Committee (appointments): Pursuant to Town Ordinance 2012-02, Commissioner Storey made a motion to appoint the following individuals to the Town of Upper Marlboro Historical Committee for a 2-year term starting November 1, 2014: Patricia Skews (Chair), Linda Pennoyer, Brian Callcott, Dee Walsh, Patrick Clagett, Joseph Plenzler and Joe Hourclé. Commissioner Ferrer seconded the motion. With no one opposed, the appointments were unanimously approved.

Collateralization Agreement: The President explained the Town's efforts and frustration in securing collateralization agreements with area banks since the start of the recession in 2008. After talking with a government representative of the M&T bank, the Town learned it can, after all, enter into a tri-party collateralization agreement which will help keep investments in-town. The President noted that the agreement has been reviewed by the Town's Counsel and recommended approval by the Board. Commissioner Ferrer motioned to authorize the President to enter into the Tri-party Security and Custodial Agreement with Manufacturers and Traders Trust Company (M&T) and the Bank of New York Mellon, in order to collateralize funds at M&T in excess of the FDIC insurance amount. Commissioner Storey seconded the motion. After a citizen's inquiries, a discussion ensued about how collateralization of the Town's investments is conducted and reported. Following the discussion, and with no objections, the Board voted unanimously to authorize the President to enter into the agreement.

Adoption of FY2014 Audit: The President said that the Town's Uniform Financial Report (UFR) had been reviewed and filed with the State. Commissioner Ferrer motioned to adopt the FY2014 Audit conducted by Bridgett & Mock, Commissioner Storey seconded. The FY14 Audit was unanimously adopted.

Pratt Street Traffic Pattern Change: The President reviewed how the Fire Department and the Town Police Chief have been investigating the feasibility of changing Pratt Street to an "eastbound" one-way only traffic pattern, from its intersection with Main Street and going up to Judges Drive (only). The Town's attorney has suggested that an ordinance be written to affect that change. The floor was then opened for discussion. Commissioner Storey motioned that an ordinance be drafted making Pratt Street a one-way street eastbound from Main Street (RTE 725) to Judges Drive. Commissioner Ferrer seconded the motion. With no further discussion or objection, the motion was unanimously approved. The President noted that the draft ordinance will be posted on the Town website, introduced at the December Town Meeting and hopefully, passed at the January 2015 Town Meeting.

New Police Department Policies: Two separate Police Department policies were reviewed that concern requirements for employees' secondary employment, and, the use of body cameras for Town police officers. After questions and discussion, Commissioner Storey motioned to approve the two new policies, Commissioner Ferrer seconded the motion. With no one in objection, the motion was unanimously passed.

Recycle Bin Decals: Highly-reflective Town-branded decals will be affixed to all resident's recycling bins over time, and the bin's serial numbers will be recorded to their corresponding street addresses.

Proclamation: The President explained the details of the Town's involvement in the Maryland Municipal Association's *Municipal Government Works! Month* program. He then read aloud the annual proclamation naming November 2014 as "*Municipal Government Works! Month*" for the Town of Upper Marlboro. Commissioner Ferrer motioned that the Proclamation be issued as drafted, Commissioner Storey seconded the motion. Approval for the Proclamation was unanimous.

General/Administration issues: The President stated that the Town's budget will begin to exceed \$1M once the grants requested through its Sustainable Communities projects are received. With this in mind, the President then noted that the Board has been investigating how best to manage such a scenario. He reviewed the different forms of government practiced by other municipalities and how the Town's current structure operates with a "Strong Mayor" form of government that has the President fulfilling the role as a full-time Chief Executive Officer. The President then stated that he did not intend to hold office as president again in 2016, and, in the interest of successfully maintaining continuity of Town operations, he suggested that a dialog begin to consider options, such as, the hiring of a Town Administrator. It was noted that an Administrator job description should be carefully developed first. The President then highlighted two additional issues for consideration, the first being the Town Hall Addition project, and the upgrades needed for the Public Works Facility. He discussed how all three issues rely on each other when it comes to the need(s) for an adequate amount of working space and personnel from now on and into the future. He added that currently, there is an operational budget surplus of roughly \$30K in FY2015, but does not want to build-in a structural deficit into subsequent budgets. The floor was then opened for discussion. After questions and discussion, it was agreed to continue these discussions at the next Town Meeting(s).

## **Public Comment**

A typo was found in some of the printed November newsletters and it was noted that there were actually only "2 Thefts" in-town for the month of October 2014—not "11 Thefts". Also, a resident asked if the Town would consider an annual Holiday Lights Display Contest, it was acknowledged that a committee of volunteers would need to be formed.

## **Adjournment**

Commissioner Ferrer made a motion to adjourn, Commissioner Storey seconded the motion. With all in favor the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk