

Town of Upper Marlboro

EXTRA TOWN MEETING

December 22, 2015

Approved Minutes

Call to Order

The meeting was called to order at 9:15 a.m.

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

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

Also present: Various citizens and interested parties.

Pledge of Allegiance

President Sonnett asked for approval to add one line item "Early Holiday Closure" to the Business section of the Agenda. Approval was granted by all Commissioners present.

Reports

Staff/Committees: Mr. Williams had no report at this time.

Commissioner Storey: Reported that the Holiday Party was a success, and that space was at a premium.

President Sonnett: President Sonnett had no report at this time.

Business

Equipment Procurement: A quote for an office copier upgrade was received from Encore Business Systems, Inc., as the existing copier cannot be repaired. Rates for copies and the maintenance service contract were reviewed. After discussion, Commissioner Storey motioned to approve the acquisition of the C250i Canon copier, President Sonnett seconded. The motion was unanimously approved.

President Sonnett reviewed in detail the 3 line items in the FY2016 Detailed Budget that need a second mid-year adjustment approved in order to cover the unexpected copier procurement and a new auditor expense. Commissioner Storey motioned to approve the changes as described, President Sonnett seconded. The motion was unanimously approved.

Proposal/Engineering Design: A \$55K M-NCPPC grant became available to the Town through the Planning Department for "Streetscape Projects" that include: 1) Pratt Street improvement designs; 2) Parking Meters conceptual plans; 3) Courthouse at Main Street Pedestrian Crosswalk feasibility study; 4) Low Impact Development study-i.e.: benches, trees and planters. A contract for these "Various Transportation Improvements" from Whitman, Requardt and Associates, LLP was reviewed. It was noted that item 3 (crosswalk) would be taken off and handled by the SHA bringing the "not to exceed" total down to \$49,479.39. Commissioner Storey motioned to approve entering into the contract for design services with Whitman, Requardt & Associates as described, President Sonnett seconded. The motion was unanimously approved.

Contract Modification: President Sonnett asked approval for 2 additions/changes to the McLellan & Company, Inc. "pool removal project" contract: 1) Credit \$985 from contract to use straw and seed instead of sod; 2) Add \$4,250 to contract total to relocate, restripe and repair H/C parking space; and, Fix gutters, cap sewer and raise HVAC air-handler off ground to code. Commissioner Storey motioned to approve the 2 changes to the contract as described, President Sonnett seconded. The motion was unanimously approved.

Early Holiday Closure (Town Hall): President Sonnett asked for a motion to authorize closing the Town Hall Offices early on December 24, 2015, allowing each employee 4 hours complimentary leave for that day. Commissioner Storey motioned to approve 4 hours employee appreciation leave for each employee for Christmas Eve, President Sonnett seconded. Approval to authorize the bonus leave was unanimous.

Public Comment

There was no public comment at this time.

Adjournment

Commissioner Storey made a motion to adjourn, President Sonnett seconded the motion. With no one in opposition, the meeting was adjourned at 9:29 a.m.

Respectfully submitted,



M. David Williams
Town Clerk