

Town of Upper Marlboro

REGULAR TOWN MEETING

May 10, 2016

Approved Minutes

Call to Order

The meeting was called to order at 7:31 p.m.

Roll Call: James Storey, President of the Board of Town Commissioners
Nancy Clagett, Commissioner / Treasurer
Linda Pennoyer, Commissioner

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

Also present: Various citizens and interested parties.

Pledge of Allegiance

Approval of Meeting Minutes & Financial Reports

President Storey asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from April 12, 2016, the Work Session minutes from April 24, 2016 and the Special Work Session minutes from May 3, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve all three sets of minutes, Commissioner Pennoyer seconded. All minutes from April's Town Meeting and Work Session, plus, the minutes from May's Special Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of April 30, 2016. She noted that total operational revenues and general government expenses were within an acceptable range of the 83% benchmark for 10 months into FY2016. She noted, General Government line item 6394 was unusually high at 172.5 percent due to the sale of the police cruiser plus a Worker's Compensation refund, and that, line item 8320 under Public Safety Expenses reflected the purchase of computers for the Town's squad cars. President Storey added that a \$9,600 reimbursement from FEMA was expected soon for Weather Related Expenses (Public Works line item 8391). President Storey motioned to approve the Treasurer's Report, Commissioner Pennoyer seconded. The Treasurer's Report as of April 30, 2016 was unanimously approved.

Reports

Staff/Committees: Sustainable Communities Workgroup Chair, Steve Sonnett, delivered an update from the last SCW meeting held on April 24, 2016. He said more and more downtown businesses have been submitting applications for the Façade Improvement Program (FIP) and the Town should be able to utilize the full amount of grant funding allotted so far. An informal (ad hoc) economic development brainstorming session was held on April 29, 2016 at Town Hall, attended by Commissioner Pennoyer, Alice Williams, Steve Sonnett, Wanda Leonard and Tonga Turner. Several ideas/suggestions were presented to the Board for consideration: 1.) Hire a Downtown Business Manager with grant-writing ability to help maintain a focus on economic development; 2.) Investigate status of the OMES Building—hold meeting with property and business owners as site could be major boost to economic development; 3.) Use website for "outside promotion" to garner interest in potential business sites in Town. In conclusion, he said the SCW continues to work on the downtown's infrastructure and Town branding.

Historical Committee member, Brian Callicott, reported that the TUMHC conducted two tours at the "Memories & Morsels on Main Street" event on May 7th. He added that new historical information was shared and notated, and that requests for the "Morsels" recipes were requested via Facebook.

Commissioner Clagett: Reported that the Town will be working on cleaning and enhancing the Cahn Memorial to make it a more welcoming and obvious entrance gateway to the Town. In preparation for the special Fox News 5 broadcast from the Town on July 29, 2016, the Forest Garden Club will be offering flower/herb potted planters to the downtown businesses for placement on the streetscape. In addition, the Town will continue planting more flowers and ornamentals throughout the Town.

Commissioner Pennoyer: In light of many inquiries asking what happened to Marlborough Day, Commissioner Pennoyer said she would like to form an exploratory committee to address the subject and suggested an invitation be posted on the Town's website. She added that she would also like to highlight downtown businesses in the newsletter as well. The Board opened the floor to discussion. The Town Clerk will look into best practices used for advertising by other municipalities, and/or, consult with other legal counsel.

President Storey: President Storey introduced Mr. Fran McLellan of McLellan & Co. as the Town's Construction Manager for the Town Hall Addition & Renovation Project, stating he was there to answer any technical questions residents may have on the project. The President then delivered a summation of the closed Special Work Session held on May 3, 2016 stating: "A portion of the May 3rd Special Work Session was closed to non-Board members (at 10:15 a.m.) by unanimous vote of the Board of Town Commissioners in order for the Board to discuss individual personnel evaluations, compensation and promotions for Fiscal Year 2017 under STATUTORY AUTHORITY TO CLOSE SESSION General Provisions Article, §3-305(b)(1). Commissioner Clagett, Commissioner Pennoyer and myself were all present, and while in said closed session, the Board adhered to the topics outlined on the "Written Statement For Closing a Meeting Under the Open Meetings Act" form prepared by the Town Clerk. The closed session adjourned at 10:55 a.m. by unanimous vote of the full Board."

He then delivered updates on the following topics: 1.) Fox 5 News "Zip Trips" broadcast requested to highlight 3 restaurants and 5 points of interest; 2.) Tuskegee Airman Jim Pryde may or may not be able to attend the Memorial Day Ceremony scheduled for Monday; 3.) Former County Sheriff, Michael Jackson has requested a Proclamation to honor Upper Marlboro resident, Mr. Weems, who turns 100 on May 29, 2016; and, 4.) Concerning the moving of select County offices to Largo, the Town was reassured in a recent communication with the County Executive's municipal liaison, Beatrice Tignor, that other County agencies will be moved into the CAB to occupy any County offices that become vacant due to the proposed move.

Business

Ordinance Request: The Marlborough Towne HOA submitted a second request on April 28, 2016 asking for a no parking zone to be established on the east side of Marlborough Drive. After discussion that included similar parking challenges on Spring Branch Drive, it was decided to keep the request on the agenda for July 2016, and to address the Spring Branch parking issues as a separate issue.

Town Flag Design & Slogan project: The President shared print-outs of several submissions to date and said citizens may vote for their favorite flag design via a SurveyMonkey poll available through the Town website. It was noted that slogans have been submitted but not posted on the survey for voting. Interested people were advised to submit slogans to the Town Hall directly.

Church Street Parking Lot Upgrades: A hand-out showing 3 choices of parking kiosk options for the Church Street Parking Lot was distributed and discussed. Even though some technical questions will need to be researched, the general consensus of the Board was to offer the public a bill, coin and credit card capability, and to bring the procurement up for a vote at the next Board session.

The President then asked for approval for the procurement of two (2) additional waste receptacles (one for the Church Street Lot and the other for the Bus Stop area on Water Street. Commissioner Clagett motioned to approve the purchase of the receptacles, Commissioner Pennoyer seconded the motion. Approval to procure the two receptacles for \$2,192 from Victor Stanley, Inc. was unanimous.

Elm Street Repaving & Sidewalk Project: The President said he has received back a couple of signed Right-of-Entry agreements, noting there had been no objections to the project to date. He added that RDA will be the Town's contracted agent and CB3 will be the Projects' work supervisor.

Resolution 2016-05: Setting Town Services Fees (introduction/adoption): The President introduced the Resolution and the Clerk reviewed the line items to indicate the changes/additions that have been made since the fees were last set by Resolution 2007-02. After discussion, a minor edit to the hours of operation was noted by the Clerk. Commissioner Clagett motioned to approve Resolution 2016-05 as amended, Commissioner Pennoyer seconded the motion. The motion was unanimous.

Resolution 2016-06: Setting Fines for Parking Violations (introduction/adoption): The President introduced the Resolution and explained how the revenue enhancement will align current fines and rate schedules with those of the County. One minor edit was noted by the Clerk. Commissioner Clagett motioned to adopt Resolution 2016-06 as amended, President Storey seconded the motion. The resolution was unanimously adopted.

Ordinance 2016-01: FY2017 Town Operating Budget (introduction): President Storey introduced the ordinance and reviewed highlights of the FY2017 Detailed Budget. He explained the need for revenue enhancement due to additional staffing, salary increases/promotions, capital outlay for current projects, and lower tax revenues as a result of the recent State audit. He then highlighted line items that were expected to need adjustment between now and the passage of the FY2017 Budget in June.

Town Hall Addition & Renovation Project (Project Manager updates): The President said an MOU has been signed with the Board of Education for a Shared Parking Agreement that allots 20 extra spaces available to the Town for overflow parking when needed. He added that a part of the Site Preparation contract includes the installation of a fence gate and pathway for access between the two existing lots.

PGC Zoning Rewrite (proposed downtown rezoning/discussion): The Town met with Park & Planning Department coordinator Chad Williams on February 23 to discuss mixed-zoning issues in the downtown area. Past Board President Steve Sonnett delivered an overview of the County's Zoning Rewrite process to date, highlighting problematic areas within the new zone proposed for the Town's downtown district. Dates and details for a follow-up meeting with Park & Planning were discussed. May 12th was chosen as a possible date to meet, Steve Sonnett and Commissioner Pennoyer will plan to attend.

General/Administration issues: There were no issues reported/discussed at this time.

Public Comment

The floor was opened for discussion and a citizen asked if the Town Hall Addition Project design could be scoped back to the original proposed budget of \$700K (versus \$770K.) Construction Manager, Fran McLellan replied that construction costs have increased that much in two years since that original \$700K estimate for the project back in 2014. Another citizen had several questions about actual costs to date and how the figure was initially obtained. The President invited him, and others with such inquiries, to come in to Town Hall by appointment during business hours to discuss these kind of details.

Another resident expressed thanks to the current administration for the recent improvements to the Town such as the new sidewalks and the current efforts on the new Town Hall project. He added that other residents he knows are also pleased with these improvements, and all appreciate the great level of service provided residents with the snow removal operations this past winter.

Adjournment

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor the meeting was adjourned at 9:18 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

