

Town of Upper Marlboro

REGULAR TOWN MEETING

August 9, 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 July 12, 2016 and the Work Session minutes from July 26, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve both sets of minutes, Commissioner Pennoyer seconded. All minutes from July's Town Meeting and Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of July 31, 2016. She reported that total operational revenues and general government expenses were within the 8% range for one month into FY2017. Under General Government Expenses, she noted line items 8100, 8122 and 8125 were high due to payments being made upfront; Line item 8130 was also high due to the printing of new citation books that reflect the recent fine and fee changes. Also highlighted was Public Safety line item 8280.04 that reflects expenses for Chief's attendance at the MML Convention, and, line item 8330 which represents the purchase of new computers for the police cruisers. It was noted that Public Works line item 8383 will go down after an insurance refund (from the surplus of the 2002 Silverado) is received. Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded. The Treasurer's Report as of July 31, 2016 was unanimously approved.

Reports

Staff/Committees: Sustainable Communities Workgroup Chair, Steve Sonnett reported that FY15 Grant funds for the Façade Improvement Project had been exhausted and about \$6K was left in remaining funds for FY16. He added that the Town should hear back concerning the FY17 FIP Grant request by May 2016. Town Staff had no reports at this time.

Commissioner Clagett: Reported that all 8 full-time employees have expressed that they want to enroll in the Town's Wellness Program, and that 3 have enrolled to date.

Commissioner Pennoyer: Reported that the National Night Out (NNO) event at the Villages of Marlborough Shopping Center had less attendance than last year, adding that both the Town CERT Team and Historical Committee participated. She also reported that the "Zip-Trip" event went very well and put the Town in a very good light. She added that the Town's Historical Committee and CERT Team will have informational booths at the Union United Community Day on August 13, 2016 as well.

President Storey: President Storey delivered updates on the following topics: 1.) The Town's annual audit by Bridget Mock & Associates starts tomorrow; 2.) In accordance with the Mandatory Referral Process, a narrative letter was sent by RDA to the M—NCPPC legal department concerning the Town Hall Addition & Renovation Project (THA&RP). The letter was then read aloud by the President; and, 3.) Mr. Ben Robertson of RDA Engineering, Inc. will be continuing to work with the County's Department of Permitting, Inspections and Enforcement (DPIE) throughout the entire mandatory referral process.

Business

Special Event application: An application for the “11th Annual Cruizin’ Main Street Car Show” was reviewed by the Board. It was noted by the President that a business owner in attendance had not yet been notified of the event. President Storey motioned to approve the application and waive the permit fee. Commissioner Clagett seconded. With all in favor, the motion was unanimously approved.

Surplus Equipment: The President explained the ongoing problems with the Public Works Department’s 2002 Chevy 250 Silverado and recommended that it be classified as surplus property. He suggested it be put up for best bid at auction along with the 7.5 ft. snowplow and salt-spreader attachments. Commissioner Clagett motioned to approve the surplus as recommended. Commissioner Pennoyer seconded. The motion was unanimously passed.

General/Administration issues: A business owner expressed concern that the Town’s current extension of weekday parking meter hours of operation until 12 midnight (and also adding Saturday to the days of operation) was negatively impacting his business. The President explained the fiscal reasoning necessitating the changes, and a back-and-forth discussion ensued where business owners in attendance expressed that they felt targeted and not properly informed of the changes. After stating it was not the intent of the Town to target businesses, the President noted that information on the subject had been distributed through the Town’s website, social media and newsletter, as well as, discussed at length at several Town Meetings and Work Sessions over several months. As the conversation continued into overtime on issues of public safety for drivers seeking unmetered parking, the President advised those wanting to discuss the issue further to make an appointment with him on another day, so that the architect’s presentation can proceed on schedule.

Presentation

Nicola Hain Architect LLC, introduced herself as a longtime resident of the County (since 1964) and prefaced her presentation by saying that she had studied the Town Hall’s surroundings to try to achieve a design that would be in context with the rest of the Town. She then presented her preliminary designs for the Town Hall Addition & Renovation Project (THA&RP) that included 9 mounted large format plans and a 3-D model. She said felt the facility should be a bit more visible to the general public, and with the addition, should appear to be one building instead of two. Besides aesthetics, two other major elements to the design were staying within the parameters of the building site square footage and the budget. The floor was then opened for public comment and questions. Presentation attendees posed inquiries concerning LEED Certified standards and process, solar and other energy-efficient measures, parking availability, lighting, maintenance and upkeep costs, security features, utilities, furnishings, operating costs and the total cost(s) of the THA&RP. Project Manager, Fran McLellan participated in the exchange. Commissioner Clagett said the Town was anxious to introduce the new building during its various stages of development to the public as much as possible, and hopes to kick-off its grand opening with lecture series, art/historic exhibits and other events that the public would want to participate in.

Public Comment

Those in attendance discussed whether the Board needed to conduct a vote of confidence so as to proceed with the next phase of the THA&RP, or, to display the architect’s renderings online in order to give the public more time to comment. After discussion, it was decided to post the drawings, plus a photo of the model, on the Town website and social media accounts for a period of at least 2 weeks.

Adjournment

Commissioner Pennoyer made a motion to adjourn, Commissioner Clagett seconded the motion. With all in favor, the meeting was adjourned at 8:48 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

