

# Town of Upper Marlboro

## REGULAR TOWN MEETING

November 8, 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; Fran McLellan, Town Project Manager

Also present: SCW Chair/Steve Sonnett, and 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 October 11, 2016 and the Work Session minutes from October 25, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve both sets of minutes, President Storey seconded. With all in agreement, the minutes from October's Town Meeting and Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of October 31, 2016 and indicated that total operational revenues and general government expenses were within an acceptable range of the 33% benchmark for 4 months into FY2017. She noted Revenue line item 6394 as being high due to the surplus sale of the Public Works truck. Under Investments, she said 2 CDs at SONA Bank were renewed in October for 24-months at 1.40 percent. It was noted that the next CD renewal dates were November 15, 2016 and January 14, 2017. Commissioner Pennoyer motioned to approve the Treasurer's Report, Commissioner Clagett seconded. The Treasurer's Report was unanimously approved.

### Reports

Staff/Committees: SCW Chair Steve Sonnett reported on the following items discussed at their monthly meeting earlier today: 1.) Board will need to take action on choosing parking meter upgrades and positioning; 2.) Dumpster issues (no platform/not up-to-code, business co-op sharing issues/improper contents); 3.) Suggest the Town acquire an additional waste receptacle in alley behind Subway; and, 4.) Suggest Board work with SHA to fill sidewalk gap on Rte. 725. He added that the SCW is suspending FIP applications until grant funds are confirmed by the State.

The TUMHC Member Brian Callicott said the committee has obtained 2 display booth canopies for the Town along with securing the tables and cloths needed for their event displays. He thanked Pat & Nancy Clagett for lending their 1957 "Elm" yearbook for scanning into the Town's archives. Author Dennis Campbell and the TUMHC will tour the well-site where Francis Bowie's body was discovered. He noted TUMHC Secretary Dee Walsh and Trinity Church delivered a "Church History" for the archives.

The Town's Project Manager, Fran McLellan delivered an update on the Town Hall Addition & Renovation Project (THA&RP) reporting that architect Nicole Hain is currently drawing the final plans (engineering, mechanical, and electrical), and will supply siding & color samples to complete the mandatory review process. He stated that the estimate total for the addition (excluding the renovation) is currently plus or minus \$510K, adding that the renovation phase should come in under \$100K. He noted that about 20 percent of the cost of the Addition would be for foundation-system work, and that additional geo-tech deep-bore sampling may be needed.

Commissioner Clagett: Reported that she attended the MML Fall Conference at Solomon's Island and completed the following workshops: 1.) Small Town Forum; 2.) Conducting Effective Meetings; 3.) Active Shooter Response; and, 4.) Blighted & Foreclosed Properties. An additional course on Form Based Codes highlighted the importance of municipalities in implementing their own ethics ordinance/code.

Commissioner Pennoyer: Reported that the CERT Team will hold a "Go-Bag" workshop with Sgt. Washington that teaches attendees how to organize 72 hours-worth of emergency supplies to prepare for possible catastrophic events. She noted the workshop will immediately follow the regular CERT Meeting on November 12 at the Town Hall, and stressed that residents need to be better prepared.

President Storey: President Storey delivered updates on the following topics: 1) New contractor for recycling; 2) Have ordered 2 new "temporary" Town Entrance signs; 3) November 1<sup>st</sup> meeting with DPW&T concerning issues with the Water Street Bus Stop was favorable—removal was recommended; 4) I-Net fiber optic cable was installed at Town Hall yesterday—should be operational at end of month; and, 5) Need volunteers for the Town Holiday Party scheduled for December 11 at 5:00 p.m.

## **Business**

Adoption of the FY2016 Annual Audit: The President reviewed highlights of the audit, noting that it had been finalized and submitted to the State prior to the November 1<sup>st</sup> deadline. He explained the term "unqualified audit" denoted that the Town's audit did not have any findings that needed to be corrected. Commissioner Clagett motioned to adopt the FY2016 Annual Audit, Commissioner Pennoyer seconded the motion. With no one in opposition, the motion was unanimously approved.

Ordinance 2016-04: Ethics (Introduction): The ordinance was introduced by the President who noted it had been formulated by the Town's Legal Counsel, Kevin Best. Copies were provided at the meeting, and residents were urged to review and submit any comments using a "Resident Input Form" located on the Town's website and social media outlets, or by hardcopy from the Town Hall Offices. He requested that input be sent to the Board's attention before the November Work Session if possible.

Proclamation: The annual proclamation for the recognition of November as Municipal Government Works! Month was read aloud and unanimously adopted by the Board. The Clerk reviewed what the observation meant and explained the Town's involvement in MML's Banner Town program. A resident asked for more information on the "If I Were Mayor Essay Contest".

General/Administration issues: No additional issues/items were brought up for discussion at this time.

## **Public Comment**

A resident had concerns that his recycling bin had been left in the middle of his driveway, to which the President said that he would have that looked into in short order. Another resident said she had the same problem at her home address. It was noted that both the old and new contractors were on the job that same day, which most likely was the cause of the problems.

A couple of concerns about Ordinance 2016-04 were shared by a resident. The Clerk asked that they be noted on the provided forms for the Board's review at a later date.

## **Adjournment**

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With no one in opposition, the meeting was adjourned at 8:19 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

