

Town of Upper Marlboro

REGULAR TOWN MEETING

August 8, 2017

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; UMPD Chief Calvin Washington

Also present: Elm Street Project Site Manager Stefan Koczerzuk/CB3 Consulting Services, Inc.; 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 July 11, 2017 and the Work Session minutes from July 28, 2017 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, 2017. She noted that total operational revenues and general government expenses were within an acceptable range of the 8 percent benchmark for 1 month into FY2018. General Government line item 8122/Insurance was noted as high and attributed to being paid for up-front, as well as Public Safety line item 8282. Public Works line item 8383 and Public Safety line item 8283 (Insurance-vehicle) were also attributed to up-front costs for the fiscal year. Commissioner Pennoyer motioned to approve the Treasurer's Report, Commissioner Clagett seconded. The Treasurer's Report as of July 31, 2017 was unanimously approved.

Reports

Staff/Committees: SCW Chair Steve Sonnett delivered a report on the workgroup's last meeting held earlier today, and gave updates on the following topics: 1.) Two F.I.P. projects in progress and two more to come; 2.) Municipal Planning Assistance MOU with M—NCPPC/Whitman Reardon & Assoc. needs an extension; 3.) Streetscape designs including new parking meter selections need action by Board; 4.) Water Street-to-Community Center Trail Project MOU with the UMD/Center For Smart Growth and the Redevelopment Authority in development; 5.) Attended County Zoning Rewrite municipal focus group, final draft due in September. Board advised to review "text amendments" and the Notice provisions for input/comments; 6.) SHA/ADA Sidewalk upgrade Project for Main Street now tied into an existing construction contract that may need to be extended. Project needs Board to take action.

TUMHC Chair Brian Callicott reported an estimated 300+ people attended the Ice Cream Social at Darnall's Chance last month where the TUMHC demonstrated making ice cream with an antique hand-crank maker. He noted their Facebook page has reached 487 followers, and reminded all to attend the Cruzin' Main Street Car Show on August 25th where the TUMHC will have a booth display.

The Clerk delivered an overview of the history and benefits of the County's I-Net (intra-net) that has just recently been installed in the Town Hall. He also announced that the County is holding an outdoor, lunchtime concert at the C.A.B.

Commissioner Clagett: Delivered an update on the restoration schedule for the Crain Monument by the State Highway Administration. It will receive all new mortar, have damaged stones replaced, will be re-pointed and the grounds re-landscaped. Plans are to start in early spring 2018 and should take about 2 months to complete. She noted the SHA has requested access to the Church Street Lot for heavy equipment storage. She also shared flooring, carpet and tile samples for the new Town Hall.

Commissioner Pennoyer: Reported that the TUMHC, the CERT Team and the Town Police all had exhibit booths at the National Night Out Event on August 1st, and that the event had a large turnout thanks to promotions posted through the Town's Facebook page and Website. She also attended two separate tours of local craft beer distributors (Buck and Holland) upon invitation from Maryland State Comptroller Peter Franchot. She added that a block party at Spring Branch Estates went well and that Town Welcome Packets have been and will be delivered to all new residents.

President Storey: President Storey delivered updates on the following topics: 1.) Revamping efforts with the County and utilities to establish a new water connection at the Public Works Facility; 2.) A 50-year Washington Gas Light agreement with the Town is due to expire—currently working with WGL attorney and Town Counsel on new 20-year franchise agreement/ordinance; 3.) A Town Ordinance dealing with street construction and utility cuts is being drafted; 4.) The Church Street parking lot will be opened and available for attendees of the Cruzin' Main Street event; 5.) An overview of the new "Operation Kid Finder" program was delivered by Chief Washington—a postcard-sized Child's ID was shared; 6.) A reply to a resident's concerns with the Elm Street Project has been submitted to the Town by the project's civil engineer Ben Robertson; and, 7.) The Town's annual audit begins tomorrow.

Business

Elm Street Repaving & Upgrades Projects: The President delivered an overview of the project and the past and present issues that shaped it. He then gave the floor to site manager Steve Koczerzuk who provided details of the final steps to the completion of the project. The Board commended Mr. Koczerzuk on his highly professional work, and thanked him for maintaining access to resident's homes.

An Elm Street resident also thanked the site manager and extended appreciation for the improvements. Though apologetic to the site manager for a previous conflict, the resident stated she felt the Town did not communicate effectively about possible disruptions of trash and postal delivery operations.

Town Hall Addition & Renovation Project: The President gave project updates that included: 1.) Framing going up and trusses are due later this week; 2.) Fill credit for soil to be issued; 3.) Project timeline slightly behind/Scheibel expects to make it up; and, 4.) Have made 2 out of 8 scheduled payments.

Ordinance 2017-03: Commercial Property Standards: Acknowledging a previous draft had been reviewed by the Board and the Town Counsel, the President introduced Draft 2 of Ordinance 2017-03. Copies of the draft ordinance will be available to the public via the Town Website and brought to the attention of the business community in Town. It was noted that input will be due in by August 21st, and that the regulations within the ordinance were essentially the same as the County's standards.

Franchise Agreement/Washington Gas Light Co.: The President said that this agreement renewal will be a Town ordinance that is currently being drafted by the Town's attorney, but will now include a franchise fee. He said before the ordinance can be introduced, the Board would need to agree on a fee total. After some discussion, the President asked for a motion to approve a \$3K franchise fee, so as to enter into negotiations on the agreement. Commissioner Clagett motioned to approve the fee and Commissioner Pennoyer seconded. With all in favor, the motion was unanimously approved.

Community Center Trail Project: The President reviewed a Memorandum of Understanding provision that requires a \$6K procurement for services, to be paid by the Town to the University of Maryland/Center For Smart Growth, and in-turn, be refunded to the Town by the County's Redevelopment Authority. It was noted that contract approval will come later. The President then asked for a motion to approve the expenditure from FY2018 Budget line item 8230: Assigned Municipal Capital Funds, for the Water Street to Community Center Trail Project, with the understanding that the expenditure will be reimbursed. Commissioner Clagett motioned to approve the expenditure as presented and Commissioner Pennoyer seconded. With all in favor, the motion was unanimously approved.

Public Safety Procurement: At the July Work Session, the Board unanimously approved entering into a contract with Passport Parking for a 2-month trial basis, and, the re-allocation of \$5K into Public Safety Capital Outlay for the purchase of an additional Radar Speed Sign. Chief Washington then reviewed the benefits and needs for the new Speed Sign requisition and the Passport Parking contract. He recommended that the Board approve the purchase of the Traffic Logix SP250 Solar Speed Sign with Data Collection Add-on for \$3,199+shipping. After discussion, President Storey called for a motion to approve the procurement as presented. Commissioner Clagett motioned to approve the purchase, and Commissioner Pennoyer seconded. With all in favor, the motion was unanimously approved.

General/Administration Issues: There were no issues brought forth to the Board at this time.

Public Comment

TUMHC Chair, Brian Callicott reported that the roof of the Principal's House (PGC Historic Site #79-51) has now collapsed towards the left rear of the structure.

A resident asked if the new sign could be programmed to 15 mph for placement on Rectory Lane during football season. The resident also had input/comments on draft Ordinance 2017-03, and was asked by the Board Chair to provide his comments using the official resident input form provided.

Another resident suggested that the Board has systematically attempted to suppress public comment at Board Meetings and suggested that all ordinances have public hearings where people are allowed to comment. Other assertions included objections to procurement voting at Work Sessions.

Adjournment

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

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

