

Town of Upper Marlboro

REGULAR TOWN MEETING

November 14, 2017

Approved Minutes

Call to Order

The meeting was called to order at 7:34 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 Officer Stan Madero; SCW Chair Steve Sonnett; TUMHC Chair Brian Callicott; and, THA&RP Manager Fran McLellan.

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 October 10, 2017 and the Work Session minutes from October 24, 2017 were acknowledged by the Board as reviewed. Commissioner Pennoyer motioned to approve both sets of minutes, Commissioner Clagett seconded. All 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, 2017. She noted that total operational revenues and general government expenses were within an acceptable range of the 33% benchmark for 4 months into FY2018. Public Safety line items #8274 and #8280 were noted as high due to new equipment software and parking meter violations services/upgrades. Public Works line item #8383 remains high due to a previous lump-sum payout for new vehicle insurance. The President noted that 2 CDs will mature in December, and will be liquidated to cover expenses for the Town Hall Addition & Renovation Project. Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded. The Treasurer's Report as of October 31, 2017 was unanimously approved.

Reports

Staff/Committees: SCW Chair Steve Sonnett delivered a report on the Workgroup's meeting earlier today, announcing Executive Director Howard Ways of the Redevelopment Authority would be at the Special Town Forum on "Community Redevelopment" at Trinity Church on November 21st, to answer citizen's questions. The SCW discussed the Forum and how to go forward with the 3-year Community Improvement Project (CIP). He said some of the CIP funds might be used for completion of the Bike & Pedestrian Trail Project to connect Water Street to the Upper Marlboro Community Center. He added that the Façade Improvement Plan (F.I.P.) projects have been put on hold for the winter months.

TUMHC Chair Brian Callicott reported over 300 people attended the Great Jack O' Lantern Campfire Event at Darnall's Chance House Museum on October 21st. He added that resident Pat Clagett donated old newspaper clippings featuring family members.

CERT Team Leader Wanda Leonard reported they had 10 members at their last meeting which featured a training class on being "Tech-Ready" using FEMA, MEMA and PGC/OEM downloadable APPs. She added that she is in contact with the McDonalds Regional Director to try a partnership with the area franchises where CERT can distribute emergency/safety-oriented materials out to the general public.

Commissioner Clagett: Reported that she attended the "Lunch & Learn" I-Net meeting on November 2nd that featured a presentation by Cisco Security Systems. She added that she has been working with Dean Lumber on cabinet selection for the copy/work room in the new Town Hall addition, and is now working to create a palette of colors for painted areas.

Commissioner Pennoyer: Reported that she attended the Maryland Planning Commissioners Association (MPCA) Annual Conference in Easton, MD and completed the Academy of Excellence Certified training on the "Open Meetings Act". She added she will be at the next PGCMA meeting and advised the annual Legislative Dinner is coming up soon.

President Storey: President Storey delivered updates on the following topics: 1.) Town General Election schedule and deadlines; 2.) Corresponding with the SHA about upgrades for the Main & Water Streets Intersection Project—lack of funding has postponed work until 2018; 3.) Town Hall-iday Party still planned to be held at Town Hall; and, 4.) Met with Aaron Goldberg/UMD Pals Program on November 9th for an update on the Bike & Ped Trail Project. The project is being received well, and the Town will be coordinating with the State, the County and the M—NCPPC, to complete the project.

Business

Town Hall Addition & Renovation Update: The President reviewed specifications on change-order #5 from Scheibel Construction. He noted with these changes, there is a cumulative credit of \$10,396 below the original project bid. Commissioner Clagett motioned to approve the change order, Commissioner Pennoyer seconded. With all in favor, change-order #5 was unanimously approved.

Project Manager/Fran McLellan delivered an update on the progress of the THA&R-Project. He noted things have been going along fairly smoothly, but may have only temporary doors for December.

Public Works Facility Project: The President reported that the WSSC has completed an inspection of existing waterlines they did not know existed, and that a new meter will be installed. County approval for a waiver for sewer installation looks favorable. The Board discussed the specifications of the septic tank, plus, the restroom and shower installation. A citizen expressed concern about costs and building and investing within the floodplain. The President answered that the Board is utilizing Sections of Ordinance 2011-02 rather than engaging in the competitive bid process due to time constraints. Project Manager Fran McLellan answered technical questions related to construction and the installation process, and noted that the Facility is not in the floodplain. The President advised that further questions were welcomed but would be better discussed during the workweek's normal business hours.

Crain Monument Repairs Project: SHA/MDOT has approached the Town asking approval to utilize the Church Street Parking Lot as a staging area while they conduct repairs on the Crain Monument. It was noted that work should commence on June 4, 2018 and be completed sometime in October 2018. The President read aloud the specifications that detail the area within the lot that will be utilized. Commissioner Clagett motioned to approve the SHA/MDOT proposal, Commissioner Pennoyer seconded. The motion was approved unanimously.

Adoption of the FY2017 Annual Audit: President Storey reviewed the Financial Highlights from the FY2017 Annual Audit. He noted the Town ended with an "Unqualified" audit that resulted in an operating surplus of \$70,119 for the past fiscal year. Commissioner Clagett motioned to adopt the FY2017 Annual Audit, Commissioner Pennoyer seconded. The motion to adopt was approved unanimously.

Proclamation: Town Clerk Williams read aloud the annual Proclamation naming November as Municipal Government Works! Month. He said participation in this MML program contributes to the Town earning its "Banner Town" designation each year, and helps define local government for the general public. Commissioner Clagett motioned to approve the Proclamation, 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

A Church Street resident expressed frustration with the feral cat problem in that area, and with the other citizens who feed them. She added that speeding was also a frequent problem on that street.

Adjournment

Commissioner Pennoyer made a motion to adjourn, Commissioner Clagett seconded the motion. With all in favor, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

