

Town of Upper Marlboro

REGULAR TOWN MEETING

(held at: Trinity Episcopal Church / 14515 Church Street • Upper Marlboro, MD 20772)

December 12, 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

Also present: UMPD Chief Washington and Officer Madero, SCW Chair Steve Sonnett, TUMHC Chair Brian Callicott, 2018 Election Candidates: Wanda Leonard, Evelyn Stephens and Tonga Turner, BoSE Judge Joseph Hourclé, plus various citizens and interested parties.

Pledge of Allegiance

Approval of Meeting Minutes & Financial Reports

President Storey asked for consent to the Agenda, adding that an additional line item "Roll-Off Dumpster Permit" application has been added to the end of the agenda for a Board vote. Approval was granted by all Commissioners present. The Town Meeting minutes from November 30, 2017, the Special Town Forum minutes from November 21, 2017 and the Work Session minutes from November 28, 2017 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve all three sets of minutes, Commissioner Pennoyer seconded. All minutes from November's Regular Town Meeting, Special Town Forum and Board Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of November 30, 2017. She said that total operational revenues and general government expenses were within an acceptable range of the 41.6% benchmark for 5 months into FY2018, noting that Income line items 6154 & 6260 were presently high due to early payments received. General Government line item 8080/Bank Charges remains high due to the increase in credit-card payments for the new parking meter system; Line item 8122/Insurance reflects a larger than normal payment. Public Safety line item 8274/Weapons & Duty Equipment includes new arms and additional parking system equipment; and, Public Works line items 8375/Uniforms & 8383/Vehicle Insurance expenses were also noted as high. The President noted that two (2) CXDs had matured in December, and the Town rolled-over \$100K and liquidated the balance to cover remaining Capital Outlay Project expenditures. He added the Mid-Year Adjustments to the Budget will be before the Board at the next Board Work Session. Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded. The Treasurer's Report as of November 30, 2017 was unanimously approved.

Reports

Staff/Committees: TUMHC Chair Brian Callicott reported that their Facebook page continues to grow in popularity. The TUMHC will be conducting Kid's Activities at the Town Hall-Iday Party that include silhouette portraits. He added that the December TUMHC Archiving & Planning Session would be cancelled due to lack of space during the Town Hall renovation.

SCW Chair Steve Sonnett had no report at this time.

Wanda Leonard reported that the CERT Team had 12 members in attendance at the last meeting, some of whom delivered reports on their attendance at the recent MEMA Conference. She then shared a MEMA "Emergency Preparedness zip-lock bag" with a preparedness-kit checklist printed on the exterior, noting that they plan to keep in stock for the community. The Team has scheduled two (2) Pond Clean-Up Events for April 21 & October 20, 2018.

The Clerk reported on MML's upcoming "If I Were Mayor . . ." essay contest, noting its merits to students and how it contributes to the Town's annual Banner Town designation. Mr. Williams asked attendees to spread the word to 4th Grade students and teachers.

Commissioner Clagett: Delivered a progress report on the Town Hall Addition & Renovation Project (THA&RP) construction and finishing details. She noted the Holiday Party will have be held in the old offices, since a Use & Occupancy permit (U&O) will not be ready in time. The President acknowledged Commission Clagett for her efforts on the project over the past term.

Commissioner Pennoyer: Reported that she met with a few businesses in the Old Mill Business Park who are concerned about the M—NCPPC moving over to the recently vacated offices at the C.A.B. She said she would look into the plans, as vacant buildings could affect the overall value of the Park offices.

President Storey: President Storey delivered updates on the following topics: 1.) THA&RP going well and work-to-date can be viewed by the public at the Town Hall-iday Party; 2.) Public Works Facility Project contracts and permits coming together for construction & installation of the new holding tank, bathrooms, shower & sinks, and proper water connection; 3.) Thanks to the SHA for the completion of the continuous sidewalk on the south side of Rte 725; 4.) Work continues on the Bike & Pedestrian Trail Project to finalize plans to connect the UM Community Center to Water Street; 5.) SHA will complete the Pedestrian crosswalk on Water Street this Spring; and, 6.) Reviewed set-up plans for the Holiday Party.

Public Safety: Chief Washington reported that speed monitor reports are being compiled and numbers should be published over the next month. UMPD are receiving training on new tactical weapons.

Business

Cell Phone Antenna Proposal: Laura O'Dell/Mobilitie contractor with Technology MD Network Co. LLC, gave a presentation detailing specs of cell-phone coverage enhancement equipment to be installed on existing utility poles in two (2) locations in Town (one at Judge's Drive & Water Street, the other at Rectory & Wilson Lanes.) Photos of the product were provided for review. After discussion, Commissioner Clagett motioned to approve the proposal, Commissioner Pennoyer seconded the motion. With all in favor, the proposal was unanimously approved.

New Town Website/Vendor Selection: The President reviewed three (3) separate proposals from Revize Software Systems, CivicPlus and Virtual Towns & Schools. It was noted that the Board has been reviewing the proposals since last October. After discussion, Commissioner Pennoyer motioned to approve the proposal from Reviz Software Systems, Commissioner Clagett seconded. The proposal from Reviz Software Systems was approved unanimously.

Roll-off Container Permit: Roll-off permit application specs for an additional Storage Container at 14506 Elm Street was reviewed by the President and Town Clerk. Commissioner Clagett motioned to approve the application, Commissioner Pennoyer seconded the motion. With no one opposed, the proposal was unanimously approved.

General/Administration issues: There were no issues brought before the Board at this time.

Public Comment

A Rectory Lane resident who attended the "Redevelopment Forum" last month reported that he and other interested individuals who were in attendance, will be meeting again to continue citizen discussions hopefully on a monthly basis, in efforts to improve community engagement overall.

Adjournment

Commissioner Pennoyer made a motion to adjourn, Commissioner Clagett seconded the motion. With all in favor the meeting was adjourned at 8:06 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

