

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## ACTION REPORT - WORK SESSION

December 28, 2021 – 7:00 p.m.

**Call to order at 7:02 PM**

**Roll Call:**

**President Sarah Franklin**  
**Commissioner Janice Duckett**  
**Commissioner Thomas Hanchett**  
**Commissioner Karen Lott**  
**Town Administrator Kyle Snyder**  
**Police Chief David Burse**  
**Public Works Superintendent Darnell Bond**  
**Finance / HR Director William Morgan**  
**Town Clerk John Hoatson (Absent)**

**Attendees:**

**Business**

**1) 2021/2022 Board Priorities (Board Discussion)**

Safety and modern roadways will stay on the list and be an ongoing goal.

Pedestrian element to the safety and modern roadway plan.

Use of the old school across from post office (vendor, little shops).

Rail / trail idea: food truck idea and benches by the pond.

Recreation activities for youth.

Library has very little parking and needs more.

Community building as a goal – 2022 events.

Business development is essential in the Town. Façade improvements.

**Action Item: William Morgan will follow-up with Darrelyne Strother to see if her home business is eligible for the Façade Improvement Grant.**

**2) 2022 Town Event Calendar (Board Discussion)**

January 6, 2022 Events Committee is having a year round event planning meeting.

Meeting can be a board gathering or a special work session if all commissioners plan to attend meeting on January 6, 2021.

Calendar will be presented from the Events Committee to the Board of Commissioners who will vote on the final calendar. It will then be published by the Town on website and social media.

January	22 <sup>nd</sup> Volunteer Appreciation Event (Town)
February	
March	
April	9 <sup>th</sup> Poetry Event (Arts Council)
May	14 <sup>th</sup> Marlboro Day 18 <sup>th</sup> & 25 <sup>th</sup> Farmer's Market (Green Team) 30 <sup>th</sup> Memorial Day (Town)
June	11 <sup>th</sup> Movie Night 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup> Farmer's Market (Green Team)
July	9 <sup>th</sup> Movie Night 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> , 27 <sup>th</sup> Farmer's Market (Green Team)
August	13 <sup>th</sup> Movie Night ? National Night Out (support CSA23 Event) 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> , 31 <sup>st</sup> Farmer's Market (Green Team) ? Cruzin' on Main (Ledo's/MVFD Event)
September	10 <sup>th</sup> Movie Night ? Crain Highway Memorial Centennial (Historic Committee) 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup> Farmer's Market (Green Team)
October	1 <sup>st</sup> National Faith In Blue (Public Safety) 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 16 <sup>th</sup> Farmer's Market (Green Team) 29 <sup>th</sup> Trunk-or-Treat
November	11 <sup>th</sup> Veteran's Day (Town?)
December	3 <sup>rd</sup> Holiday Event

Additional Events that I don't know the month for:

**Action Item:** Permit process needs to be reviewed.

**3) Resolution 2022-01 Check Signing Authorization (Board Discussion)**

Signers on the bank accounts need to be updated. The following names will be added.

Commissioner Duckett as Treasurer,

Sarah Franklin, President

Thomas Hanchett, Commissioner

Kyle Snyder, Town Administrator

**Action Item:** Will be voted on at the January Town Meeting, January 11, 2022.

**4) FY2022 Mid-Year Budget Adjustment (Board Discussion)**

Few line items that need to be adjusted. With the new commissioners, salaries need to be adjusted.

Business Licenses has been adjusted.

Parking meters was reduced. Small set back with in person hearing at the courthouse.

Action Items: Will be voted on at the February Town Meeting. Further discussion will take place at the January Work Session.

**5) Resolution 2022-02 Designation of Residential Speed Areas Old Crain Hwy & Old Marlboro Pike (Board Discussion)**

Currently speed zone goes from Spring Branch Drive to Elm Street.

Should go from Spring Branch Drive out to Route 202. This will avoid having to amend the zone in the future.

It will be broken into 3 zones.

Need another resolution for red lights for 202 and Marlboro Pike. Trying to get answers from State Highway.

Action Items: Work with Kevin Best, Town Attorney to get the zones created so the severability still applies. Speak with Kevin about another Resolution for red lights for 202 and Marlboro Pike.

**6) Town Meeting Dates & Resolution 2022-03 Meeting Protocol (Board Discussion)**

Question was asked about the 8:00 PM Organizational Meeting. Time has been in the Charter since it was written.

3:00 minutes is standard for public comment.

Everyone is going to need to sign up to speak.

John Hoatson, Town Clerk is looking into meeting software systems for local government.

Commissioner Duckett likes the idea of turning off the chat feature in Zoom. Side chats are very distracting.

Discussion was held to switch the dates of the Work Session and Town Meetings. Work Session would be held 2<sup>nd</sup> Tuesday followed by the Town Meeting 4<sup>th</sup> Tuesday. Moving meeting dates and times could be included in the resolution. Change would take place in March.

Action Item: For next meeting, try webinar feature in Zoom with chat feature turned off.

**7) Road Engineering Firm RFP Discussion (Board Discussion)**

3 RFPs were submitted to the Town. Kim Engineering, Mead and Hunt and CB3 Consulting Services.

Walked with Mead and Hunt and provided a lot of detail.

CB3 Consulting has done work previously for the Town.

School Lane is 60% of the budget. Old Mill Road is a repave

Spring Branch Drive is fix curbs and repave.

Board may need to prioritize fixing the roads. ½ budget may go into engineering.

Mead and Hunt is recommended by MDOT. Big price gap between the companies.

Sonar truck should be used. Might help with the problem of sink holes in the Town.

**Action Item:** Closed Session will be held before the January Town Meeting to discuss the Road Engineering RFP.

**8) Town Vaccine Policy (Board Discussion)**

By January 31, 2022 all Town staff has to be vaccinated.

This policy does not require booster shots. (Connect to CDC guidelines)

Some municipalities are moving forward aggressively with vaccination policies.

Any future job announcements must state the vaccination policy.

**Action Item:** Vaccination policy will be voted on at the January Town Meeting on January 11, 2022.

**Board of Commission Work Session Adjourned at 9:55 PM**

Respectfully Submitted,

**John Hoatson  
Town Clerk**