

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - WORK SESSION

January 25, 2022 – 7:00 p.m.

Call to order at 7:11 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**

Business

1) Marlborough Towne HOA Concerns (Board Discussion)

Monica Williams, HOA President came before the Board of Town Commissioners. Residents of Marlborough Towne want clarification on what they can and cannot do on the side streets within Marlborough Towne. Want to know what actions to the Town of Upper Marlboro Police Department can perform.

Action Item: Marlborough Towne HOA will provide a list of 4 to 5 concerns from the residents of Marlborough Towne to the Town of Upper Marlboro Police Department.

2) Ordinance 2022-01 FY2022 Mid-Year Budget Adjustments (Board Discussion)

William Morgan, Director of Finance and HR provided an update on the mid-year budget adjustment.

Last year there was no mid-year budget adjustment.

Public utility taxes were reduced by \$100,000.

Reduction was also made to parking meters and earned income taxes.

Earned income taxes was reduced because the Town of Upper Marlboro did receive a lump sum of \$220,000.00 on June 30th of the previous fiscal year. Hope to see some increases in the later state of this fiscal year.

Salaries for the new Board of Commissioners is now included in the adjustment.

There was also some adjustment to media relations vendor. In July / August 4 to 5 months of previous invoices came in for the prior fiscal year that needed to be paid.

Bank charges were increased due to new parking meter vendor.

Totals of salaries decreased. 26 pays are allotted. Some salary allotments were decreased.

Separate funds from the general fund, from the grant funds, capital improvement, and ARPA funds. Need a clearer picture of what we are working with.

FY 2022 approved adopted budget was \$2,172,178 million and adjusted budget to \$1,660,637 million which is a balanced budget on the revenue and expense side.

Commissioner Duckett asked for clarification about the earned income tax overpayment.

President Franklin stated the election budget needs to be increased.

William Morgan stated that originally \$1,200.00 was budgeted and was increased to \$2,100.00. It will be adjusted at the year-end budget adjustment.

Resident Patti Callicott wanted to know about percentages that are over 100%. How are they being addressed?

William Morgan looked at any percentage that was over 100% & adjustments were made to them.

Action Item: Ordinance 2022-01 Mid-Year Budget Adjustment will be placed on the February Regular Town Meeting Agenda for final vote.

3) **Resolution 2022-03 Awarding Road Engineering Firm Contract (Board Discussion)**

Town Administrator Kyle Snyder gave an overview.

Three firms provided proposals for road engineering.

Construction cost estimates came in over budget.

Mead & Hunt came in at just under two million in construction costs.

CB3 came in at around \$400,000 in construction costs.

The huge rise in construction materials had an impact on the quotes.

Can select a firm to do all the designs.

Speak to the state delegation for additional sources of dollars.

Engineering is under budget.

President Franklin stated this must be done right. Try to look for some other sources of funding to make sure it is done correctly.

Commissioner Lott stated still looking at proposals and actually did speak to Kyle about possibly having another company or consultant do an overview to make sure the Town is getting the best out of the money.

Commissioner Duckett wanted to see if this could be pushed back out to see about additional proposals having only received 3.

Kyle Snyder stated that the RFP was pushed out via the MML and on the Town of Upper Marlboro website.

Commissioner Hanchett was concerned about paid estimates.

Kyle Snyder stated that at present, these are free estimates. Town has not paid for anything.

Sonar truck could look at sink holes or other issues. Commissioner Hanchett wanted to know if they can get just a sonar truck.

Town can drop the RFP anytime they want. Not sure if they would resubmit if dropped.

President Franklin stated that if money is not spent by April, the Town of Upper Marlboro could lose state funding.

Town does not have to use the same firm for construction.

Commissioner Hanchett wants to know how much it will be to use sonar.

Kyle Snyder stated it costs around \$4,000 for all the Town streets.

Commissioner Duckett stated it would be money well spent.

Action Item: Resolution 2022-03 Awarding Road Engineering Firm Contract will be placed on the February Regular Town Meeting agenda for final vote.

Town Administrator Kyle Snyder will email CB3 to see if they have sonar capability and can they provide it to the Town of Upper Marlboro.

4) Resolution 2022-05 Town Meeting Regulation (Board Discussion)

Town Administrator Kyle Snyder stated that it includes information about virtual and blended meetings.

Town Administrator Kyle Snyder stated that with this Resolution Board Work Session would be held the 2nd Tuesday of the month and Regular Town Meeting would be held the 4th Tuesday of the month.

President Franklin stated guidelines need to be created when items come up last minute. There shall be no voting during Work Session.

President Franklin wants to be able to hear from the public.

Town Administrator Kyle Snyder wants to set a dollar amount that can be approved during Work Session.

Action Item: Resolution 2022-05 Town Meeting Regulations will be placed on the February Regular Town Meeting agenda for final vote.

Separate slide will be created showing changes for meeting regulations.

5) Resolution 2022-06 Red Light Locations (Board Discussion)

Allow the Town to set up red light locations at intersections of 202 and 725 and 725 and 301. Won't take effect until those locations are within the Town limits. That will be when the Annexation Resolution is in effect.

Monica Williams from Marlborough Towne HOA stated she supports the red light cameras.

Action Item: Resolution 2022-06 Red Light Locations will be placed on the February Regular Town Meeting agenda for final vote.

6) FY2023 Budget Planning Calendar (Board Discussion)

Last year budget calendar was created. Trying to preplan for the next couple of months. Want to obtain proper residence feedback.

The calendar has been set via already scheduled Town Meetings and Work Sessions. FY 2023 Budget must be voted on at a Special Town Meeting on Tuesday, June 7, 2022.

President Franklin stated try and find a day and time that Commissioners can attend the extra budget meetings if needed.

Action Item: FY2023 Budget Planning Calendar will be placed on the February Regular Town Meeting agenda for final vote.

7) Town Vaccine Policy & Response Directive (Board Discussion)

Town Administrator Kyle Snyder gave an overview of the Town Vaccine Policy.

This provides some guidance if an employee gets COVID.

Commissioner Duckett was thankful for the changes made.

Action Item: Town Vaccine Policy & Response Directive will be placed on the February Regular Town Meeting agenda for final vote.

8) Mowing/Brush Agreement with PSJBC (Board Discussion)

Providence St. John Baptist Church and the Town have entered into an agreement to provide mowing and some brush work at the church.

Currently they are outside of the Town limits.

This use to be a handshake agreement. Now this will be formalized.

Safeguards will be in place for both entities.

Hoping to get this agreement executed by February

Darnell Bond stated very limited use of Public Works team with this agreement.

Action Item: Mowing / Brush Agreement with PSJBC will be placed on the February Regular Town Meeting agenda for final vote.

9) Financial Policies (Board Discussion)

Finance / HR Director William Morgan stated these policies have needed to be updated.

Internal control policies on how the Town should receive payments along with payroll.

Also maintaining confidentiality with credit card number.

Some restrictions on department heads on what they can spend.

Provides a true guidance regarding the revenue and expenses.

Action Item: Financial policies will continue to be edited with input from Town Commissioners.

There was a structure of government documents included in the packet.

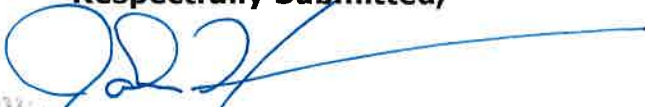
Want public to be part of the discussion regarding the structure of government.

President Franklin stated that Darnell Bond wants to discuss a personnel issue. That will need to be done in a closed session.

Action Item: Public Works personnel matter will be discussed in a closed session on Tuesday, February 8, 2022.

Board of Commission Work Session Adjourned at 8:30 PM

Respectfully Submitted,



**John Hoatson
Town Clerk
Town of Upper Marlboro**

