

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## **ACTION REPORT - REGULAR TOWN MEETING**

December 14, 2021 – 7:00 PM

**Call to order 7:05 PM**

**Roll Call:**

**President Sarah Franklin**

**Commissioner / Treasurer 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**

**Attendees:**

**Brian Callicott - TUMHC**

**Joe Hourcle' – Board of Elections**

**Ray Feldmann – Feldmann Communications**

**Monica Williams – Marlborough Towne HOA**

**Ivan Lanier – Greenwill Consulting**

**Lesley Feliz – Greenwill Consulting**

**Jacob Moore – Greenwill Consulting**

**Darrellyne Strothers – Green Team / Arts Council**

**President Franklin provided the statement from the Tuesday, December 14, 2021 Closed Session. Topic of discussion was security contracts for Town Hall.**

## Approval of Meeting Minutes & Financial Reports

- **Approval of the October 12, 2021, Regular Town Meeting minutes**
- **Approval of the October 26, 2021, Board Work Session minutes.**
- **Approval of the November 9, 2021, Regular Town Meeting minutes**
- **Approval of the November 23, 2021, Board Work Session minutes**
- **Approval of the November 30, 2021, Public Hearing Annexation Phase II & Phase III.**
- **Finance Report & Approval of the Treasurer's Report, as of November 30, 2021**

**Motion was made by President Franklin and seconded by Commissioner Duckett. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

## Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk's Office**

### Public Safety Report –

#### **Incidents Reported in Town:**

<b>Break-in call 2</b>	<b>Commercial Alarm 11</b>	<b>Fight Call 1</b>
<b>Domestic Call 1</b>	<b>Check on Welfare 5</b>	<b>Hit &amp; Run Call 1</b>
<b>911 Disconnect Call 2</b>	<b>Assist Fire/EMS 1</b>	<b>Theft Call 1</b>
<b>Vehicle Accident 3</b>	<b>Miscellaneous Report 1</b>	<b>Disorderly Call 6</b>
<b>Residential Alarm 1</b>	<b>Fraud Call 2</b>	<b>Trespassing Call 1</b>
<b>Gunshots Call 1</b>	<b>Hold-up Alarm 1</b>	

- Chief Burse participated in the Prince George's Chiefs Association meeting.
- Chief Burse and Cpl. Brooks conducted high visibility patrols throughout the Town.

- Chief Burse provided security for the Elections of the Board of Commissioners at Town Hall.
- Chief Burse participated in a virtual Reginal Law Enforcement Council meeting with State Officials.
- Chief Burse attended a training class by Dr. Gilmartin on Emotional Survival for Law Enforcement Officers.
- Chief Burse attended a training class by Dr. Gordon Graham on Risk Management for Law Enforcement.
- Code Officer Stewart attended a Defensive Driving Course in Takoma Park.
- Chief Burse participated in the States Attorney’s Office Carjacking Task Force meeting.
- Chief Burse participated in the District 2 Coffee Club Meeting.
- The Town Hall Electric Vehicle Charging Stations are installed and are being used to charge the Code Car.

### **Public Works –**

#### **Public Works Related**

- PWC put out Veteran’s Day signage ahead of the holiday.
- Large amounts of debris were removed from a residential property in Town.
- PWD submitted suggestions for ARPA influx for PW needs.

#### **Maintenance and Beautification**

- Four Bradford pear trees were removed from TH parking lot. Stumps were ground after MissUtility contact.
- PWC tested light poles on the pedestrian mall ahead of wrapping poles with lights for the Town’s Tree lighting Ceremony (Dec).
- Remaining Begonias Removed from TH after first frost of the season.
- Dump body truck 003 had tire issues corrected.
- Space Heaters and Christmas tree assembled ahead of Tree Lighting Ceremony.
- Began TH lighting with completion of roof line.

#### **Street and Sidewalk**

- In ground runoff channel drain put in at rear of TH, MissUtility had to clear area for trenching before final completion in December.
- Service Request for out traffic light at Main/Elm St intersection corrected.
- Pothole on Main St in front of Main St Coffee and Treats patched by PW.

### **Weather Related Activities**

- Main salt spreader inspected by Kohler Equipment, determined to have multiple issues that sidelined it for use on a spare vehicle. New salt spreader ordered, install date mid December.

### **Refuse Accumulations**

- Bulk day accumulations for solid wastes (Landfill) are 4.37 tons. Bulk day accumulations for yard waste collections are 17.86 tons. We had no dump body rentals for the month.

### **Finance Department –**

**Taxes**

6101	Commercial	\$	111,911.96	\$	189,541.00
6102	Non-Commercial	\$	175,566.38	\$	171,698.00
6103	Delinquent - RE	\$	-	\$	5,000.00
6104	BPPT - FY2022	\$	59,385.85	\$	35,555.00
6105	Public Utilities	\$	292,057.35	\$	700,999.00
6106	Income Taxes	\$	129,285.86	\$	315,000.00
	<b>TOTAL</b>	\$	<b>768,215.95</b>	\$	<b>1,417,793.00</b>

	<b>Total Revenue</b>	\$	<b>907,901.56</b>	\$	<b>1,704,532.00</b>
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**EXPENDITURES****GENERAL GOVERNMENT**

	<b>Administrative Salary &amp; Wages</b>	\$	<b>103,873.38</b>	\$	<b>257,279.00</b>
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	<b>Payroll Deductions &amp; Benefits</b>				
8124	Employer Tax	\$	21,647.08	\$	59,000.00
8125	Pension Benefits	\$	45,211.89	\$	60,000.00
8126	Medical Employee Benefits	\$	26,141.97	\$	110,000.00
8128	Life Insurance	\$	-	\$	6,800.00
	<b>TOTAL</b>	\$	<b>93,000.94</b>	\$	<b>235,800.00</b>

**Professional Services**

8073	Accounting Services	\$	6,000.00	\$	18,000.00
8074	Auditing Services	\$	20,000.00	\$	20,000.00
8075	Payroll Processing (TPA)	\$	1,852.92	\$	5,000.00
8110	Town Attorney & Legal	\$	19,543.88	\$	55,000.00
8115	IT Support & Equipment	\$	4,531.27	\$	10,000.00
8205	Media Relations	\$	12,000.00	\$	18,000.00
8206	Government Relations	\$	15,300.00	\$	36,000.00
8207	Human Resource Services	\$	4,975.00	\$	12,000.00
8208	Planning Firm	\$	18,868.00	\$	-
	<b>TOTAL</b>	\$	<b>103,071.07</b>	\$	<b>174,000.00</b>



**Insurance & Benefits**

8120	General Liability	\$ 14,065.00	\$ 15,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 19,489.62	\$ 15,500.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 33,554.62</b>	<b>\$ 36,000.00</b>

**Operating**

8077	Public Notices	\$ 1,240.00	\$ 1,500.00
8080	Bank Charges	\$ 17,856.13	\$ 20,000.00
8086	Trainings & Memberships	\$ 2,569.01	\$ 5,000.00
8090	Postage	\$ 748.73	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 7,500.00
8130	General Supplies	\$ 19,638.42	\$ 10,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,000.00
8160	Town Hall Office Phones	\$ 2,609.69	\$ 5,000.00
8161	Mobile Phones	\$ 823.86	\$ 4,000.00
8162	Town Elections	\$ 2,056.37	\$ 1,200.00
8165	Town Hall Utilities	\$ 7,395.99	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 6,688.75	\$ 10,000.00
8200	Other	\$ 1,926.06	\$ 2,000.00
	<b>Total</b>	<b>\$ 70,258.76</b>	<b>\$ 81,200.00</b>

	<b>General Government Total</b>	<b>\$ 403,758.77</b>	<b>\$ 784,279.00</b>
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**PUBLIC SAFETY**

	<b>Public Safety Salary &amp; Wages</b>	<b>\$ 96,779.56</b>	<b>\$ 401,620.00</b>
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**Public Safety Operating**

8273	Uniforms	\$ 934.02	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 2,718.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,465.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 1,000.00
8280	Supplies	\$ 356.09	\$ 3,000.00
8281	Mobile Devices	\$ 1,128.65	\$ 5,000.00
8282	Association Dues	\$ -	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00

8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	<b>TOTAL</b>	<b>\$ 8,687.70</b>	<b>\$ 31,250.00</b>

6530.2022.03	GOCCP State Aid	\$ 1,384.24	\$ 16,400.00
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8330	Debt Service	\$ -	\$ 32,525.00
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	<b>Public Safety Total</b>	<b>\$ 105,467.26</b>	<b>\$ 481,795.00</b>
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<b>PUBLIC WORKS</b>			
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	<b>Salary &amp; Wages</b>	<b>\$ 70,965.81</b>	<b>\$ 225,500.00</b>
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**Public Works Operating**

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 948.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 7,909.27	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ -	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 753.33	\$ 3,500.00
8490	Mobile Phones	\$ 186.87	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 4,919.86	\$ 2,500.00
8493	Septic Tank	\$ 300.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00
	<b>TOTAL</b>	<b>\$ 16,414.90</b>	<b>\$ 61,050.00</b>

6530.2022.06	State Street Scape	\$ -	\$ 20,000.00
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**Refuse Collection**

8546	Residential Waste Collection	\$ 18,578.09	\$ 41,124.00
8547	Residential Recycle Collection	\$ 4,108.50	\$ 9,834.00



8548	Bulk & Yard Waste	\$ 1,323.26	\$ 3,600.00
	<b>TOTAL</b>	<b>\$ 24,009.85</b>	<b>\$ 54,558.00</b>
	<b>Public Works Total</b>	<b>\$ 111,390.56</b>	<b>\$ 361,108.00</b>
	<b>Total Expenses</b>	<b>\$ 620,616.59</b>	<b>\$ 1,627,182.00</b>
	<b>Net Operating Income</b>	<b>\$ 287,284.97</b>	<b>\$ 0.00</b>

### OTHER FUND BALANCES

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 5,035.75	\$ 1,042.06	\$ 16,400.00
Community Open Space	\$ -	\$ 6,894.77	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 29,073.28	\$ 281,246.00
Committee Expenses	\$ -	\$ -	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ -	\$ 36,471.00	\$ 66,000.00
<b>TOTALS</b>	<b>\$ 357,964.92</b>	<b>\$ 73,481.11</b>	<b>\$ 581,396.00</b>

### COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,164.23	\$ 2,164.23	\$ 7,000.00
CERT Team	\$ 94.99	\$ 94.99	\$ 750.00
Historical Committee	\$ 39.99	\$ 39.99	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
<b>TOTALS</b>	<b>\$ 5,509.62</b>	<b>\$ 5,509.62</b>	<b>\$ 17,750.00</b>



**Key Monthly Items**

1. ARPA
2. Business License – 2<sup>nd</sup> Round
3. Other Updates

**BALANCE SHEET**

<b>Bank Accounts</b>	
Operating Checking	95,814.61
Petty Cash	300.00
Payroll Account	35,068.06
M&T Checking	83,506.20
ARP Fund	331,539.82
Disbursement Acct	0.00
MLGIP	215,489.57
<b>Total Bank Accounts</b>	<b>\$ 761,718.26</b>

## **Committee Reports —**

### **Greenwill Consulting**

**Ivan Lanier, CEO of Greenwill Consulting introduced his team. Greenwill has been working 5 to 6 years with the Town. Been the eyes and ears with federal, state and local officials.**

**Legislative session is coming up. Session will start on January 12, 2022 until April 11, 2022.**

**Introduced Leslie Feliz, Executive Assistant.**

### **Historical Committee**

**Brian Callicott presented about the TUMHC. Quarterly meeting was held in November and they did discuss the Susan Pearl, (Historical Archivist for PG County) request to do filming on Valley Lane.**

**December meeting has been canceled due to the holidays.**

**Tree lighting on December 4, 2021, was successful for the Historical Committee. They spoke to several people regarding the history of the Town of Upper Marlboro. Got a few email addresses to add new members to the committee.**

### **Events Committee**

**Tree lighting event was successful. Event Committee wants to plan a Town-wide events calendar. Organizational meeting will be held on January 6, 2022 to plan out the calendar to get it published. Please submit in writing your event requests.**

### **Sustainable Communities**

**No Report Provided**

## **Arts Council**

**Arts Council has officially announced two artists for the murals on Main Street:**

**Eric Ricks will design the mural at 5311 Water Street.**

**LaToya Peoples will design the mural at 14707 Main Street.**

**Now Arts Council needs to apply for funding of the murals for installation.**

**Next meeting of the Arts Council will be on January 7, 2022 at 7:00 PM. Information can be found on the Town website.**

**Arts Council is looking for volunteers.**

## **Green Team**

**Plan to have the 1<sup>st</sup> farmers market for Marlboro Day and then a weekly event.**

**Looking for volunteers.**

## **CERT**

**CERT did not have a monthly meeting. CERT did participate in an activity with Anne Arundel County CERT.**

**CERT also helped with the Happy Leaf Art Festival.**

## **Commissioner Reports –**

**President Franklin: President Franklin advised that everyone was sworn-in on December 13, 2021. They then met and went into closed session, and it was determined that Sarah Franklin would serve as President & Commissioner Duckett would be Treasurer. They then went into open session and voted to make it official. Welcomed new Commissioners. Looking forward to working with the new Commissioners.**

## **Commissioner Duckett**

**Happy to have the new Commissioners on the Board and looking forward to working with them.**

## **Commissioner Hanchett**

**Just learning the ropes.**

## **Commissioner Lott**

**Thanked everyone for the warm welcome and looking forward to working with everyone.**

## **Business**

### **1. Resolution 2021-27: To Authorize DOE 2021-03 (Board Vote)**

**Continuing Resolution - 3<sup>rd</sup> extension. Town has been under it since March, 2020.**

**Commissioner Duckett made a motion to approve Resolution 2021-27: To Authorize DOE 2021-03. Seconded by Commissioner Lott. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

### **2. Resolution 2021-28: Declaration of Board Vacancy & Selection of Special Election Date (Board Vote)**

**Resolution needs to be passed to set the date for the special election to fill the seat vacated by Commissioner Pennoyer. Proposed date is Tuesday, January 25, 2022.**

**Joe Hourcle', Board of Supervisor of Elections requested that two things be modified with the Resolution. Would like people to enter and then be screened for temperature checks. That allows them to be heard from the voting room. If for any reason they fail the screening, they should vote supplemental or through absentee ballot.**

**Joe Hourcle' also inquired regarding the date and if the Board of Supervisors of Elections have been notified.**

**Town Administrator Kyle Snyder stated it could be voted on pending approval of the date with the Board of Supervisors of Elections and modifying with the requests from Joe Hourcle'.**



**Commissioner Duckett made a motion to approve Resolution 2021-28: Declaration of Board Vacancy & Selection of Special Election Date pending approval of the date with the Board of Supervisors of Elections and modifying with the requests from Joe Hourcle' one of the Board of Supervisor of Election Officials. It was seconded by Commissioner Lott. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

**3. Approval of Marlborough Towne HOA Agreement (Board Approval)**

**This is an agreement and not a resolution. It updates a 40 year old agreement between the Town of Upper Marlboro and the Marlborough Towne HOA.**

**Monica Williams, HOA President thanked the Board of Commissioners for rolling the agreement out for them.**

**Commissioner Duckett made a motion to approve the Marlborough Towne HOA Agreement. It was seconded by Commissioner Hanchett. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

**4. Ordinance 2021-06 Residential Speed (Board Vote)**

**Introduced back on November 23, 2021. Ordinance approves the speed zones for the speed monitoring program. These have been approved by the State of Maryland.**

**President Franklin made a motion to approve Ordinance 2021-06 Residential Speed. It was seconded by Commissioner Duckett. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

**5. Resolution 2021-29 Designation of Residential Speed Areas Old Crain Hwy & Old Marlboro Pike (Board Vote)**

**Table resolution because final version has not come back from Town Attorney. Will be reviewed at the December Work Session.**

**6. Approval of ARPA Funding Plan (Board Approval)**

**Community must have some input as to what is happening with the ARPA funds.**

**This is not set in stone. It can be changed or altered.**

**This approval helps to guide staff with some projects moving forward.**

**Commissioner Duckett made a motion to approve the ARPA Funding Plan. It was seconded by Commissioner Hanchett. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

## **7. Awarding Town Hall Security Contract (Board Approval)**

Using ARPA Funds set aside to cover three different items. This is federal tax dollars and not local.

**President Franklin made a motion that the Town not exceed \$50,000.00 and go with Baltimore Fire Protection and Equipment to upgrade Town Hall Security and monitoring contract not to exceed 24 months and to authorize the Chief of Police to make certain security purchases. It was seconded by Commissioner Duckett and Lott. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

## **8. Approval of the Events Coordinator Position (Board Approval)**

Using ARPA funds to fund this position. Only funding the position from January until the end of the year. Person would coordinate blood drives, vaccine drives and safe outdoor events.

Person would help with Marlboro Day and help all committees with events.

**Commissioner Duckett made a motion to approve the Events Coordinator position for the Town of Upper Marlboro. It was seconded by President Franklin. Vote 4-4 Franklin, Duckett, Hanchett, Lott**

## **Administrative Updates**

### **Legislation, Projects and Initiatives**

***Town Administrator Kyle Snyder gave an update on legislation, projects and initiatives moving forward.***

### **General Commissioner & Staff items:**

**President Franklin did another thank you and welcome. President Franklin thanked Mayor Pennoyer for her service to the Town of Upper Marlboro.**

**Commissioner Hanchett thanked everyone for the warm welcome.**

### **Public Comment**

**Joe Hourcle' wanted to let people know the Town of Upper Marlboro Library is open.**

**Library is funded through the County. Library has a small scanner. Would be nice to have a copier at the library.**

**Residents can use the printer and fax machine at Town Hall**

**Need more people to complain about the resources at the library.**

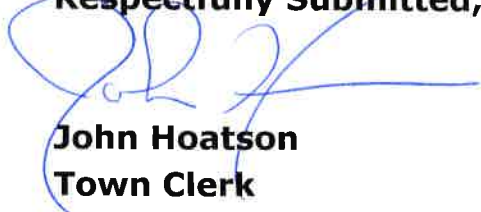
**Action Item: Library resource discussion needs to be added to the December Work Session.**

**Question was asked about redevelopment of downtown. President Franklin stated that the vision plan is still in process. A redevelopment firm may also be consulted to help with the process.**

**Commissioner Franklin made a motion to adjourn the meeting. It was seconded by Karen Lott. Vote 4-4 Franklin, Duckett, Hanchett, Lott.**

**Meeting adjourned at 8:30 PM**

**Respectfully Submitted,**



**John Hoatson**

**Town Clerk**

**Town of Upper Marlboro**



