

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Work Session Minutes

October 26, 2021 - 7:00 p.m.

This meeting was conducted via Zoom Video Conference

Call to Order

- Meeting was brought to order at 7:03 p.m.
- **Roll Call:** – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin
- **Staff present:** Kyle Snyder/Town Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; John Hoatson / Town Clerk
- **Attending:** Jodi Wildey, Prince George’s County NAACP
- Pledge of Allegiance

Business:

Business

1. Discussion with Prince George’s County NAACP (Board Discussion)

Jodi Wildy with Prince George’s County NAACP made a presentation to the Board of Town Commissioners & Staff to discuss diversity and race. Jodi shared a video with Theodore Zeldin which addressed listening.

Jodi agreed to come back and do some training with the new Board of Town Commissioners.

Commissioner Franklin would like staff & commissioners to attend GARE.

2. Financial Policies (Board Discussion)

Director of Finance William Morgan presented the Financial Policies document that has been created for internal operations. There were some changes and edits that needed to be made.

President Pennoyer stated that this is a draft and does require more work. It will be re-drafted and provided at a later date.

Town Administrator Kyle Snyder stated that the Charter will need to be amended regarding spending limits. This is a good 1st step. Accounting firm has also looked at this documents with regards to operations.

Coin collection is also included in the Financial Policies document.

Commissioner Franklin asked that the financial sections of the Town Charter be sent out to all commissioners. Town Administrator Kyle Snyder will send it out.

3. Annexation Resolution 01-2021 (Board Discussion)

Town Administrator Kyle Snyder talked about the annexation timeline.

Public Hearing is scheduled for Tuesday, November 30, 2021. This will be both in person and virtual (hybrid).

4. Town Job Descriptions (Board Discussions)

Chief of Police and Town Administrator job descriptions were added to the others job descriptions provided to the Board of Town Commissioners previously.

Commissioner Franklin asked about adding, "Spanish Preferred" to the job descriptions.

Town Administrator Kyle Snyder asked Darnell Bond, Public Works Superintendent about the chain on command in Public Works. Darnell Bond stated that Crew Members report to Crew Leads and Crew Leads report to one Foreman and Foreman reports to Superintendent.

5. Town of Upper Marlboro Election Update

Election will take place on Tuesday, November 2, 2021. Polls open from 7:00 AM until 8:0 PM.

Candidates: Bryan Bontrager, Janice Duckett, Sarah Franklin, Thomas J. Hanchett, Karen Lott and Linda Penoyer

Commissioner Franklin raised the issue of Election Judges. Town Clerk John Hoatson stated that the Board of Supervisors of Elections is making decisions regarding Election Judges. They make the call with regards to having Election Judges. Town Clerk performs duties asked by the Board of Supervisors of Elections.

Administrative & Staff Items:

Marlborough Towne HOA Agreement – Town Administrator working with Town Attorney to revise the HOA Agreement for final vote.

Extension of Declaration of Emergency – Will be forthcoming at the November Town Meeting.

Playground / Groundbreaking Ceremony – Saturday, October 30, 2021 at 11:00 AM

Board of Commission Work Session Adjourned at 8:45 PM

Respectfully submitted,



**John Hoatson
Town Clerk**

