

Town of Upper Marlboro

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

Work Session Minutes

August 24, 2021 - 7:00 p.m.

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85451683537>
Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

Call to Order

- Meeting was brought to order at 7:01 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 (Attended Another Meeting); Superintendent Darnell Bond/Public Works; John Hoatson / Town Clerk
- **Also present:** Monica Williams / Marlborough Towne HOA; Ray Feldmann / Feldmann Communications; Patti Callicott; Brian Callicott; Darrelynne Strother; Emily Simerlot; Jaye Summerlot, Gregory Franklin
- Pledge of Allegiance

President Pennoyer read the statement from the August 10, 2021 Closed Session.

Business:

1. Annexation Resolution 01-2021

Updates: Metes and bounds have been received along with revised map. One issue there are two separate portions. Have to have equal consent from both sides. Annexation will consist of 120 properties. President Pennoyer is going to speak to some of the residents (Valley Lane). Been in touch with the County Executive Office to advise what is going on. Action Item: Resolution introduction date will be established. Attorney Best will finish the resolution and annexation plan. Both will go to the County, Park and Planning and Prince George's County Council. Public hearing notice will be posted for four consecutive weeks.

2. Election Ordinance

Town Election Ordinance has not been touched since 2001. Started drafting an Election Ordinance that does not have to many large-scale changes. Puts everything into one document. Town has a new larger box for absentee ballots. Action Item: Revised Emergency Election Ordinance needs to be approved by September Town Meeting. Ordinance would take effect immediately. May need to schedule an extra work session. Absentee Ballot Process needs to be changed and made easier.

3. Election Judges / Election Calendar

The following residents have accepted appointments to serve as a Board of Supervisors of Elections for the Town Election on November 2, 2021: Joe Hourcle', Evelyn Stephens & Yvonne Tucker. Action Item: Supervisor of Elections will be sworn-in at the September 14, 2021 Town Meeting.

Election schedule was presented to the Board of Commissioners. Action Item: Schedule will be placed on website and advertised to the public. Seeking election judges to assist the Board of Supervisors of Elections. Election Postcards, Election Yard Signs and Election Buttons were approved by the Board of Commissioners. Create a FAQ for Elections to be placed on the website.

4. Town Administrator / Chief Appointment

Kyle Snyder, Town Administrator stated that 1st Charter Amendment was passed adding the titles Town Administrator and Chief of Police. Town Attorney Best stated Resolutions need to be passed to officially appoint those positions. This is to officially appoint the people into the positions. Action Item: Resolutions need to be passed at the September Town Meeting to appoint Kyle Snyder as Town Administrator and David Burse as Chief of Police.

5. Vision Plan Outreach

Commissioner Franklin presented her vision plan. Conversations with residents and meetings with Commissioners. "Place To Connect", "Place That Is Safe" and a "Place That Thrives". Three large poster boards and people place sticky notes on them with what they would like to see withing the community. People should have flexibility to say how they feel and what they want. Economic Development, parks, playgrounds, parking, safety. Need to set dates in September / October to meet with various communities. Spring Branch, Rectory, Marlborough Towne, Downtown. Action Item: Need to come up with dates to obtain feedback from the community and business stakeholders.

6. Red Light Camera RFP Submission

5 firms submitted RFP's for Red Light / Speed Cameras for the Town of Upper Marlboro. NovaGlobal, Altumint, Sensys Gatso Group, Conduent Transporation, RedSpeed USA. Will take a month to submit everything to State Highway and get the cameras installed once RFP is selected. Need an additional Board Work Session to have them make a presentation. Warnings are issues for the 1st 30 to 45 days. Closest to December is a better timeline for cameras to be installed and working. Action Item: Board of Commissioners would like to hear presentations by firms 1 & 2. 2 speed cameras at 3 or 4 intersections. ½ are in town and ½ are in annexed areas. Action Item: Will schedule presentations by the top two companies to hear from them.

7. Application for a POD

Board of Commissioners approved the POD to be placed till November. Action Item: Process needs to be revisited. Needs to define what is a roll off and a Pod. Come up with an approval process going forward.

8. Community Garden Site Mowing

Seeking approval for Public Works crew to be able to mow the grass on site for the Community Garden. Since church is partnering with Community Garden, Public Works can mow the grass. Board of Commissioners came to consensus to allow the mowing to take place. Action Item: Public Works will mow the grass at the Community Garden site.

9. Mask discussion

Commissioner Franklin made a presentation about the importance of all staff including President Penoyer to wear masks. Action Item: President Penoyer will remain in her office and use the telephone to communicate with staff. President Penoyer will also enter thru the side door entrance.

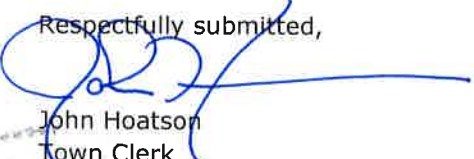
10. Property Appraisal for Pocket Park

Two proposals for appraisals. One is for \$4,000 and the other is for \$2,400.00. Need to see if the property is worth \$25,000.00. There is currently \$20,000.00 in the State Bond Bill to do this project. Action Item: Appraisal can move forward with Board of Commissioner consensus.

Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,


John Hoatson
Town Clerk