

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

July 13, 2021 – 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone (*please sign-in with the Clerk*):
[https://uppermarlboromd-gov.zoom.us/j/81272506886?](https://uppermarlboromd-gov.zoom.us/j/81272506886?pwd=NHZtdnAvYzRUOTBjSWFoZHpSZ21mUT09)

[pwd=NHZtdnAvYzRUOTBjSWFoZHpSZ21mUT09](https://uppermarlboromd-gov.zoom.us/j/81272506886?pwd=NHZtdnAvYzRUOTBjSWFoZHpSZ21mUT09) Meeting ID: 812 7250 6886 Passcode: 675653

Call to Order

- Roll Call
- Pledge of Allegiance
- Consent to the Agenda

Approval of Meeting Minutes & Financial Reports

- Approval of the June 8, 2021, Regular Town Meeting minutes
- Approval of the June 22, 2021, Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of June 30, 2021.

Reports

- Department Reports — Public Safety, Public Works, Finance and Clerk's Office
- Committee Reports — Greenwill Consulting, Historical, Events, Sustainable Communities, Arts Council, Green Team and the CERT
- Commissioner Reports

Business *Public comment will be taken prior to Business line items (2 minutes per item)*

- 1) Board Approval & Swearing in of Town Clerk (Board Vote)
- 2) Resolution 2021-18 Extending Training MOU with PGPD (Board vote)
- 3) RFP 2021-01 Red Light & Speed Camera Vendor (Board Approval)
- 4) RFP 2021-02 Town Attorney (Board Discussion)
- 5) Special Event Application- Cruzin Main Street (Board Approval)

Administrative Updates

- 6) Legislation, Projects and Initiatives
- 7) General Commissioner & Staff items

Public Comment

For items not necessarily on the immediate agenda (3 minutes per item)

Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217
See back of Agenda for Public Comment Procedures*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. So, in an effort to maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall first, weekdays: 9 a.m.–5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook & Twitter).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by "Resolution 2019-02: Adoption of Rules of Order and Regulations for Public Meetings" . . .

III. Citizen Input

A. At regular and special meetings, residents of the Town may have the opportunity to address the Board on any item on the agenda provided a resident is recognized and allowed to speak by the President. Recognized public comment and/or questions that are germane to the immediate agenda item shall be limited to (1) minute. Furthermore, each regular meeting shall also have an agenda item for citizen input regarding any municipal question, during which time any resident of the Town may address the Board for up to three (3) minutes on matters or items not necessarily placed on the agenda. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Board. The President or the Board may uniformly change or adjust the time limitations for all speakers depending on the circumstances or provide additional time for experts or other officials.

B. Except in instances where the presiding officer expressly invites or allocates time for public testimony, questions, comments, or other forms of participation, or when public participation is otherwise authorized by law, no member of the public attending an open meeting session may actively participate in the session. Public comment by members of the public is not typically designed or intended for interactive dialogue between the Commission and the public unless the presiding officer specifically allows it or the Commission elects to suspend its rules to allow such colloquy.

C. Speakers shall state their name for the record, and their address (**street name only**). Ordinarily, for each agenda item, including citizen input, speakers shall have one opportunity to speak and may not poll or ask questions of individual commissioners, staff, or public officials. Otherwise, the Board shall determine the conduct of the public discussions on any issue and may set reasonable time limits for such.

D. Ordinarily, work sessions are open to public observation only and public participation is at the discretion of the Board. At work sessions, residents and non-residents may be allowed to speak on any municipal issue, but only under conditions specified by the Board.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your first and last name.

Town of Upper Marlboro

REGULAR TOWN MEETING

June 8, 2021 • 7:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85999615701>
Meeting ID: 859 9961 5701; Dial-in only: 301-715-8592

Call to Order

The meeting was called to order at 7:04 p.m.

Roll Call: Commissioner/Treasurer Sarah Franklin; Commissioner Janice Duckett; and Linda Pennoyer/President of the Board of Town Commissioners.

Staff present: M. David Williams, Town Clerk; Kyle Snyder/Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works.

Also present: TUMHC Chair Patti Callicott; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Joseph Hourclé /Board of Supervisors of Elections; Marlborough Towne HOA Chair Monica Williams; Jacob Moore/Greenwill Consulting Group LLC; Ray Feldman/Feldman Communications Strategies LLC; plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Closed Session Statement

President Pennoyer read aloud the closing statement from the May 25, 2021 Closed Board Work Session:

The May 25, 2021 Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topics and purposes of this closed meeting were to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The specific statutory authorities to close the session are found in the General Provisions Article Subsection 3-305, Subsection (b), Paragraph (1). Persons present for closed meeting discussions: President Linda Pennoyer; Commissioner Sarah Franklin; and Commissioner Janice Duckett. Staff included for a portion of the Closed Session: Town Administrator Kyle Snyder, UMPD Chief David Burse, Public Works Superintendent Darnell Bond, and Director of Finance William Morgan.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from May 11, 2021, the Extra Board Work Session minutes from May 18, 2021, the Regular Board Work Session minutes from May 25, 2021, and the Treasurer's Report as of May 31, 2021. Commissioner Duckett seconded. All Board minutes from May's Town Meeting, Extra Board Work Session and Regular Work Session, plus, the May Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of May 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He noted the one Hold-up Alarm was an error of the business, and the two Break-in Reports did not actually occur. He added that the UMPD issued 11 Code Violation letters, 75 parking citations and 105 moving violations in May. In addition, Chief announced that the PGC Police have added a new system where citizens can now submit calls for service via email: 911.mypgc.us
- Superintendent Bond delivered the Public Works reports for May 2021. The report was provided in the Meeting Package and on PowerPoint for those in attendance. He made a special note that the Water Street sinkhole was located near Church Street at the new pedestrian island, and, that it had been patched twice already, but will be working with the MDOT crew for a more permanent fix.
- Director of Finance Morgan reviewed highlights of the May Treasurer's Report stating parking meter revenues has been increasing as COVID restrictions are being lifted. He also noted a substantial increase in Earned Income Tax collections. For expenses, electric vehicle detailing, and Town beautification were highlighted, and it was noted that roughly 150 businesses are now on the Town's business license roster. He added that preparations for the annual audit are underway.
- Clerk Williams reported that he received notice from the MML that the Town has successfully earned its 2020-2021 Banner Town designation.
- Jacob Moore of Greenwill Consulting delivered an update on past and current legislative and Annual Budget initiatives that they have been working with on behalf of the Town. He reported that the Matching Grant requirement for the Town's \$175 Bond Bill was waived on June 1st, and the funds will be available to the Town once approval from the Board of Public Works is received. He added that, with the full support of Senator Peters, the \$450K grant for Streetscape improvements is now in the 2021 Budget. TA Snyder added that a map of the proposed Pocket Park project has been forwarded.
- TUMHC Chair Callicott reported that the Committee held its Quarterly Meeting on May 15th and approved meeting minutes are being finalized soon. She also reported the TUMHC submitted their annual budget request to cover expenses related to the Time Capsule Project. She noted that they will be participating in the Annual Cruzin' Main Street Car Show in August.
- Commissioner Franklin reported that the Events Committee met last week and finalized plans for their "Movie Night" partnership with OurTIN's Juneteenth Event. She said 2 additional Movie Nights are being planned for August 14th and September 11th (or 18th), adding they also plan on participating in the Blood Drive on July 9th, the Cruzin' Main Street Car Show in August, and the National Night Out event in October. Lastly, she announced the EC plans to hold the Trunk or Treat Event on Saturday October 30th, and the Holiday Event on December 4th.
- SCW Chair Stephens reported that she and the Mayor attended the Town of La Plata's Business Group meeting last week to help in the effort to help stand a Town of Upper Marlboro Business Association. She noted the SCW had added additional meetings to address this initiative as the next cycle of the Façade & Interior Improvement Project (F.I.I.P.) begins soon. Clerk Williams confirmed the MOU for the Community Legacy Grant/2021 F.I.P. projects had been signed by the Mayor and sent to the State. She added they have started working on the 2022 CL/F.I.P. Grant Cycle application.
- Commissioner Duckett reported for the Arts Council (AC) saying that they have been working on processing agreements required to proceed with the downtown Murals Project. She added that they are also discussing holding an outdoor family-friendly "Happy Leaf" event for September. Social Media outlets will be set-up and used to communicate with AC members, volunteers, and the general public.

- Commissioner Franklin reported that the GreenTeam met with Providence St. Johns Church about the creation of a Community Garden. They discussed soil testing, planting schedules, gardening work-shifts, and best practices to serve the community and distribute the harvests.
- Chief Burse reported for the CERT stating that the UM CERT held a meeting on May 8th where it was noted the CERT membership had put-in a total of 283 service hours from meetings, events, outreach and volunteer assistance. It was noted their next meeting will be on June 12th.

Commissioners:

- Commissioner Duckett: Had no additional report at this time.
- Commissioner Franklin: Reported concerns about the Town's observance of wartime fallen military service members this past Memorial Day, and how the Town plans to identify and acknowledge residents who may remain unknown. Clerk Williams said the Maryland Veteran's Commission could be a good resource for that information, and in the past, has offered to assist should the Town want to re-dedicate the new Town Hall as an official War Memorial again.
- President Pennoyer reported she plans to meet soon with At-Large County Councilmember Mel Franklin.

Business

- 1.) Ordinance 2021-02 FY2021 Budget Amendment: Clerk Williams delivered the second reading of the ordinance's introduction. With no comments or further conversation offered by the Board or those in attendance, Commissioner Franklin moved to approve Ordinance 2021-02. Commissioner Duckett seconded the motion. The motion was passed unanimously.
- 2.) Ordinance 2021-03 FY2022 Town Operating Budget: The Clerk delivered a second reading of the introduction. Director Morgan then delivered an extensive presentation via a PowerPoint slideshow outlining the Town's Budgeting process. Basic transparency initiatives included: 1.) Projections derived from 3 years Audits and future financial changes; Strong focus on actual revenues and balanced expenses; and defined Fund Account transfers. Projected projects, grants, revenue sources and expense categories were also highlighted. Commissioner Franklin motioned to approve Ordinance 2021-03, to which Commissioner Duckett seconded. With no one opposed, the FY2022 Town Operating Budget was unanimously adopted.
- 3.) Ordinance 2021-04 Amending Personnel Standards: Clerk Williams delivered the second reading of the introduction. TA Snyder noted a recommendation by the Town Attorney to add language pertaining to the Hatch Act, and a single correction to a paygrade in the Employee Pay Step-Chart. Commissioner Franklin motioned to approve Ordinance 2021-04 as amended. Commissioner Duckett seconded the motion. With Commissioners Franklin and Duckett in favor and President Pennoyer against, the motion was passed by Board majority.
- 4.) Resolution 2021-16 To Authorize DOE 2021-02: TA Snyder noted this was to provide an extension of the existing DOE 2021-01 through September, anticipating a Reopening Plan for the Town Hall. Clerk Williams delivered the second reading of the Joint Declaration of Local Emergency. Commissioner Franklin motioned to approve Resolution 2021-16. Commissioner Duckett seconded the motion. With all in favor, the motion was passed unanimously.
- 5.) Resolution 2021-17 To Authorize Circuit Rider Program Application: TA Snyder explained how the partnership program with the Town of Morningside will enable a sharing of administrative support from a Grants Administrator as well as managerial support with Special Projects. The Clerk delivered the second reading of the Resolution's introduction. Commissioner Franklin motioned to approve Resolution 2021-17 with amended application as presented. Commissioner Duckett seconded the motion. With no one opposed, the motion was unanimously passed.

- 6.) Juneteenth Proclamation: Clerk Williams read aloud the proclamation. Concerned residents questioned the dates used, and also expressed a desire to have more research done to elaborate on any possible historical data from the Town during those date ranges. It was agreed that more elements that might tie into Town's history, and/or current special observations, be added into next year's proclamation. Commissioner Franklin motioned to issue the Proclamation as written. Commissioner Duckett seconded the motion. The motion passed unanimously. TA Snyder reminded everyone of the upcoming OurTIN Juneteenth Festival at the Sasscer Field on the 19th noting the free movie being shown at 8:00 p.m. courtesy of the Town's Events Committee.

Administrative Updates

- 7.) Legislation, Projects and Initiatives: TA Snyder reviewed a Project-Tracker spreadsheet included in the PowerPoint presentation, noting 5 of the 13 projects listed have now been successfully completed. He then provided updates on the remaining items that included: 1.) New Town Playground; 2.) Financial Policies; 3.) PAMC Mural grant; 4.) Main Street Maryland Affiliate program; 5.) Church St. Parking Lot upgrades & Downtown Pocket Park; 6.) Annexation Phases II & III; 7.) Water Street Parking/garage; and 8.) Marlborough Towne HOA MOU.
- 8.) General Commissioner & Staff items: TA Snyder announced that the State is now fining WSSC for the abandoned 20' x 22' palettes left behind in the Western Branch more than 2 years ago. He noted that he worked with CSX Corporation to remove the "transportation" debris at the Railroad Crossing on Route 725 and is also working with the DPW&T to address/fix the stormwater drainage issues at School Lane.

A contract extension for playground vendor Sparks@Play had been added to the Board's Meeting Packet after the agenda was published. TA Snyder noted the extension was necessary to conform to DPIE's permitting schedule. Commissioner Franklin motioned to approve the extension request as presented and Commissioner Duckett seconded. The motion was unanimously passed.

Public Comment

President Pennoyer announced that Clerk M. David Williams will be retiring at the end of this month and extended kind words of appreciation, saying he will be greatly missed. TA Snyder invited residents to drop by Town Hall to say goodbye on Friday, June 25th during his Retirement Celebration at noontime.

TUMHC Chair Callicott thanked the Public Works crew for fixing the sinkhole on Church Street

Adjournment

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

M. David Williams
Town Clerk

Town of Upper Marlboro

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Work Session Minutes

June 22, 2021 - 7:00 p.m.

unApproved

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 7:00 p.m.
- Roll Call – President Linda Penoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams.
- Staff present: Kyle Snyder/Town Administrator; UMPD Chief Burse; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; Kevin J. Best, Esq./Town Attorney.
- Also present: TUMHC Chair Patti Callicott; Marlborough Towne HOA Board members Monica Williams and Maritsa Stephenson; CEO Ivan Lanier, Katie Nash and Darrell Carrington/Greenwill Consulting Group, LLC; Angie Criner/Sensys Gatso USA, Inc.; Ray Feldman/Feldman Communications Strategies LLC; plus, various citizens and interested parties.
- Pledge of Allegiance

Business

- 1) DRAFT Red light & Speed Camera RFP: TA Snyder reviewed the safety-based initiatives that address traffic issues and accidents due to unsafe speeds and failure to obey stop lights. He noted this initiative will also lessen UMPD officer contacts on traffic stops. Sensys Gatso presented their background credentials and options for deliverables to the Board for consideration. Discussion included: Data tracking; Legislative timelines; Police equipment rentals; State funding; Body Cams; Behavior modification; and public input/commentary. A timeline for the RFP was shared, with the Speed Camera Legislation taking effect in October. Atty Best advised an ordinance and advance-notice signage will be required.
- 2) Elections Charter Amendment process: An overview of desired changes to Charter Sections pertaining to Town Elections was provided by TA Snyder. Proposed changes/edits included: 1.) Increasing Board compliment to 5 members; 2.) Staggered terms; 3.) Ballot/Absentee Ballot procedures; 3.) Moving Election date(s) to November or May; 4.) Adjust and/or add Polling hours of operation; and 5.) Appoint more than 3 members to the Town's Board of Supervisors of Elections (BoSE). The Board also discussed current structure of Government issues, and residency voting qualifications for anticipated annexed households. It was noted a Public Forum will be held on these issues in late July.
- 3) Legislative Planning with Greenwill Consulting: TA Snyder reviewed a list of projects and initiatives being worked on in partnership with Prince George's County and State officials, such as: 1.) Schoolhouse Pond upgrades; 2.) Main Street Beautification and Redevelopment; 3.) Show Place Arena/affordable housing; 4.) County Council Redistricting; 5.) Community Splash Pad/Water Park; Green space/Golf Course; and 6.) Cost-sharing/partnership with the PGC Revenue Authority. The Board also discussed building stronger relationships with the County. Mr. Lanier noted that current efforts are working well, as State and County officials acknowledge and recognize the Town's projects and initiatives in a good light.

- 4) FY2022 DNR Parks & Playground: TA Snyder provided an overview of the grant program that has enabled both phases of the Town Playground Project to date. He stated that the DNR will soon start accepting new applications for the 2023 Grant-cycle and wanted the Board's feedback on what other public projects the Town may want to utilize the funding for. Ideas discussed included: Main Street Pocket Park design & installation; Marlborough Towne projects; Town Splash Pad Project; Trails; and, Incorporation of Public Art into designs.
- 5) Training MOU with County Police renewal: Chief Burse stated that the current MOU with the County expires in September and needs Board approval to officially request an extension to 2023. A draft letter will be sent to the Board to review, with formal approval scheduled for the July Town Meeting.
- 6) General Commissioner & Administrative Staff items: TA Snyder announced he will be sending the final draft of the Town Hall Reopening Plan to the Board this week. Clerk Williams stated he has updated the Conference Room Rental Agreement form to exclude the "Entire Facility" rates and references. He noted a draft showing the edits will be emailed to the Board for review.

Adjournment

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

M. David Williams
Town Clerk



Town of Upper Marlboro

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Town of Upper Marlboro FY2021 Condensed Budget July 2020 - June 2021

Income

Revenue		
Fines, Licenses & Permits		
6154 Franchise Fee	\$11,407.19	\$14,000.00
6280 Trader's License Fees		\$750.00
6350 Permits/Rentals	\$2,602.85	\$4,000.00
6355 Parking Meters	\$99,089.29	\$103,995.00
6381 Parking Fines/Penalties	\$29,676.05	\$30,000.00
6550 Pub/Edu/Govt Broadcasting	\$6,050.05	\$5,000.00
Total Fines, Licenses, Permits	\$148,825.43	\$157,745.00

Grants		
6530 Grants	\$242,380.56	337.00
6530.2020-03 State Police Aid	\$13,495.00	\$17,317.00
6530.2020-04 Community Open Space Grant	\$0.00	\$0.00
Total 6530 Grants	\$256,212.06	\$17,654.00

Intergovernmental		
6240 Financial Corporation Tax	\$0.00	\$7,500.00
6260 Highway User Fee	\$22,962.67	\$24,000.00
6310 Disposal Fee Rebate	\$2,740.00	\$2,000.00
Total Intergovernmental	\$25,702.67	\$33,500.00

Other		
6390 Interest Earnings	\$3,082.23	\$2,600.00
6392 Sale of Property	\$2,340.00	\$2,350.00
6394 Miscellaneous Revenue	\$45,099.44	\$10,000.00
6396 Special Events/Donations	\$0.00	\$0.00



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Taxes		
6100 Real Estate Taxes	\$304,968.50	\$340,000.00
6101 Personal Property Taxes	\$385,658.83	\$373,000.00
6230 Income Taxes	\$395,748.59	\$347,970.00
Total Taxes	\$1,086,375.92	\$845,000.00

Total Revenue	\$1,567,637.75	\$1,284,819.00
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Capital Improvement		
9000.2020-02 Transfer of Reserve	\$110,900.00	\$110,900.00
Total Capital Improvement	\$110,900.00	\$110,900.00

Total Income	\$1,678,537.75	\$1,395,719.00
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Expenses

General Government		
8030 Salaries - Commissioners	\$3,235.32	\$11,400.00
8035 Salaries	\$242,774.51	\$230,000.00
8073 Accounting	\$16,183.23	\$19,000.00
8074 Audit	\$23,500.00	\$23,500.00
8075 Payroll Processing	\$3,988.29	\$5,500.00
8077 Public Notices	\$820.00	\$1,000.00
8080 Bank Charges	\$25,884.30	\$24,000.00
8086 Staff Development & Training	\$3,160.37	\$3,300.00
8090 Postage	\$1,713.96	\$2,500.00
8092 Printing	\$6,507.04	\$7,500.00
8095 Community Events & Receptions	\$1,389.22	\$2,000.00
8110 Legal	\$40,244.61	\$50,000.00
8115 Computer Software & Support	\$15,249.84	\$13,250.00
8120 Insurance	\$10,969.32	\$10,000.00
8130 Supplies	\$50,153.28	\$40,000.00
8131 Ofc Equipment R&M	\$1,346.97	\$1,200.00
8160 Telephone	\$6,976.52	\$8,000.00



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8165 Utilities	\$10,570.87	\$12,000.00
8175 Public Property Maintenance	\$9,864.54	\$10,000.00

8180 Grants & Awards	\$8,568.09	\$0.00
8185 Historical Committee	\$124.89	\$200.00
8187 Town Election	\$873.00	\$0.00
8191 CERT	\$140.00	\$500.00
8200 Other	\$118.16	\$250.00
8205 Consulting Fees	\$52,975.00	\$60,000.00
8210 Payroll Tax Expenses	\$167,860.79	\$170,000.00
8235 COVID-19	\$23,975.48	\$0.00

9001 Capital Improvement		
9000.2020-01 Technology Upgrades	\$23,816.14	\$5,000.00
9000.2020-02 Parking Meter Upgrades	\$1,326.60	\$1,400.00
9000.05 Annexation	\$0.00	\$1,000.00
Total 8230 Capital Improvement	\$25,142.74	\$7,400.00

Total 8000 General Government	\$ 752,514.39	\$762,500.00
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Public Safety		
8260 Salaries	\$273,361.68	\$260,000.00
8261 Overtime	\$955.77	\$1,500.00
8273 Uniforms	\$176.01	\$500.00
8274 Weapons & Duty Equipment	\$10,350.23	\$18,817.00
8275 Staff Training	\$150.00	\$300.00
8277 Substance Testing/Pre Employment	\$0.00	\$0.00
8280 Supplies	\$3,559.70	\$4,200.00
8281 Association Dues	\$580.00	\$650.00
8282 PS Insurance	\$4,744.00	\$5,000.00
8290 Payroll Tax Expenses	\$10,858.51	\$15,000.00
8300 Vehicle Repairs	\$0.00	\$1,000.00
8301 Vehicle Maintenance	\$380.00	\$3,500.00



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8302 Vehicle Fuel	\$0.00	\$5,000.00
8320 Other	\$636.87	\$1,500.00

8330 Capital Improvement	\$ 15,831.56	23,766.00
8330.01 Technology	\$0.00	\$0.00
8330.03 Debt Service (FY2020)	\$32,524.90	\$33,000.00
Total 8330 Capital Improvement	\$ 48,356.46	\$56,766.00

Total 8250 Public Safety	\$ 354,110.22	\$373,233.00
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Public Works		
8360 Salaries	\$126,765.57	\$120,000.00
8361 Overtime	\$1,228.27	\$1,000.00
8370 Payroll Tax Expenses	\$22,105.46	\$26,000.00
8375 Uniforms	\$132.48	\$300.00
8377 Dues	\$0.00	\$150.00
8380 Other	\$1,498.83	\$2,000.00
8383 PW Insurance	\$4,508.00	\$4,750.00
8390 Streets Maintenance	\$1,288.21	\$2,000.00
8391 Weather Related Expenses	\$0.00	\$1,000.00
8400 Highway Lighting	\$17,807.39	\$21,500.00
8405 Vehicle Repairs	\$0.00	\$2,000.00
8410 Vehicle Maintenance	\$1,006.73	\$2,500.00
8415 Vehicle Fuel	\$0.00	\$3,500.00
8487 Substance Testing	\$0.00	\$0.00
8490 Utilities	\$4,178.74	\$5,000.00
8491 PWF-Maint/Repairs/Beautificatio	\$8,895.30	\$11,000.00
8493 Portajohn	\$1,500.00	\$1,200.00
8545 Sanitation	\$51,613.14	\$56,086.00



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8550 Capital Improvement		
8550.01 Annexation Upgrades	\$0.00	\$0.00
8550.03 Energy Conservation	\$1,647.35	\$0.00
Total 8550 Capital Improvement	\$1,647.35	\$0.00
Total 8350 Public Works	\$ 244,205.47	\$259,986.00
Total Expenses	\$ 1,350,830.08	\$1,395,719.00
Net Operating Income	\$ 327,707.67	\$0.00



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PROFIT & LOSS June 2021

	<u>Total</u>
Income	
Revenue	
Fines, Licenses, Permits	\$ 18,894.87
Intergovernmental	\$ 519.00
Grants	\$ 242,380.56
Other Revenue	\$ 0.00
Taxes	\$ 5,365.05
Total Income	<u>\$ 267,159.48</u>
Expenses	
General Government	\$ 99,490.87
Public Safety	\$ 43,282.48
Public Works	\$ 24,268.51
Total Expenses	<u>\$ 167,041.86</u>



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Monthly Narrative

1. American Rescue Plan
2. Business License Program
3. FY 2022 Approved Budget

Bank Accounts

Cash on Hand and in Banks

1000 PGFSB Operating Checking	\$ 275,433.47
1001 Petty Cash	\$ 300.00
1010 PGFSB Payroll Account	\$ 2,685.73
1040 M&T Checking	\$ 19,423.88
1117 Old Line Bank	\$ 103,275.93
1122 Congressional Bank CD 5756	\$ 0.00
1140 MLGIP	\$ 215,489.57
Total Bank Accounts	\$ 616,608.58



Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, MD 20772 Tel: (301) 627-6905

Monthly Town Police Department Report For the Month of June 2021

Incidents Reported in Town:

Traffic Complaint 4	Commercial Alarm 2	Fraud Report 5
Domestic Call 2	Check on Welfare 4	Hit & Run Call 2
Residential Alarm 5	Suspicious Person 5	Break-in Report
Vehicle Accident 2	Theft from Auto 1	Disorderly Call 4
Theft Report 1	Overdose Call 1	Assault Call 1

Chief Burse participated in conference call with the Prince George's Chiefs Association.

Chief Burse participated in several conference calls with Prince George's County Office of Emergency Management and the Maryland State Police related to COVID-19.

Chief Burse, Sgt. Irby, and Cpl. deBarros conducted high visibility patrols throughout the Town.

Chief Burse participated in a conference call with the Maryland Chief's Association.

Chief Burse participated with State's Attorney Braveboy's Office in the Our Streets Our Future Call-to Action Rally.

Chief Burse participated in the CERT monthly meeting.

Chief Burse participated in a Carjacking Taskforce general meeting with the State's Attorney Office.

Chief Burse participated in the new Maryland Legislation Training regarding police reform in the State.

Chief Burse and Sgt. Irby participated in the Town of Brentwood's parade and celebration.

Chief Burse participated in the Speed Monitoring System Program Administrators training.

Chief Burse, Sgt. Irby, and Cpl. deBarros monitored a small protest at the Courthouse.

Chief Burse attended the Prince George's Chief's Association Awards Ceremony.

Chief Burse participated in the virtual Criminal Justice Coordinating meeting with Judge Adams.

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



Town of Upper Marlboro

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info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Date: Tuesday, July 6, 2021

Subject: Public Works' Status Report

RE: June 2021 – Monthly Status Report

Public Works Related

- DPW, along with UMPD, and TA Snyder, assisted with the relocation of the Trinity Food Bank relocation to St. Mary's School.
- After numerous issues with Criswell Chevrolet, DPW worked to obtain quotes for new bulk vehicle from numerous Ford dealerships in the area.

Maintenance and Beautification

- Greentree came out to execute the removal of four trees and six stumps, as well as a partial canopy lift at TH. While on site, they also removed two large hazards at the Cahn memorial and leveled the hillside behind. This resulted in a complete shutdown of Main St. from Gov Oden Bowie Dr. to Racetrack Rd. for 15 minutes.
- Continued litter patrols in high traffic areas.
- Zeronet completed the LED upgrade at the PW facility. This included complete replacement of the lights in our office and shop areas, as well as two exterior fixtures.

Street and Sidewalk

- DPW and TA Snyder met with John Tarr of Soil Conservation to discuss four sinkholes around Town. Two of these four have been remedied, as recommended by Mr. Tarr, and one was entered as a service request to MDOT ([SR-0437879](#)).
- Sinkhole 4 will be evaluated via a drain camera and will be remedied according to the findings and recommendations of PGCDPW&T.
- PWC Began Herbicide treatments along 725 from Old Marlboro Pike – MD 202.
- Numerous requests to Marlboro shop (MDOT) via phone for sinkhole at the entrance to John Rogers Blvd, which resulted in the placement of a steel plate.

Weather Related Activities-

- Town wide flooding issues resulted in a closure of the Water St. bridge, partial closure of MD 725 at John Rogers Blvd, and a partial flooding of TH and the PW facilities.

Janice Duckett
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Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 6.1 tons. Bulk day accumulations for yard waste collections are 4.4 tons. We had one cancelled dump body rental for the month.

Sincerely,

Darnell F. Bond III, *Public Works Director*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Oath of Office

Before entering upon the duties of their offices, the President, the Commissioners, the Clerk, the Treasurer, the members of the Board of Supervisors of Election, and all other persons elected or appointed to any office of profit or trust in the Town government shall take and subscribe the following oath or affirmation:

“I, **John Hoatson** do swear (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of **Town Clerk** according to the Constitution and Laws of this State.”

signature / Linda Pennoyer,
President, Board of Town Commissioners

signature / John Hoatson

Subscribed and sworn to on this _____ day of _____, 2021.

Kyle Snyder
Town Administrator

The Town of Upper Marlboro

RESOLUTION: 2021-18
SESSION: Regular Town Meeting
DATE: July 13th, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE CERTAIN AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN PRINCE GEORGE’S COUNTY, MARYLAND AND THE TOWN OF UPPER MARLBORO, MARYLAND FOR JURISDICTIONAL POLICE SERVICES THEREBY EXTENDING ITS TERM THRU 2023

WHEREAS, the Town Charter, Section 82-16(2)(m) authorizes the Board of Commissioners to pass certain legislation to make agreements with other municipalities, counties, districts, bureaus, commissions, and governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions; and

WHEREAS, pursuant to Criminal Procedure Art., Section 2-105(b), by action as in the regular routine for legislative enactment, the governing body of a county or municipal corporation may determine the circumstances under which the police officers and other officers, agents, and employees of the county or municipal corporation, together with all necessary equipment, may lawfully go or be sent beyond the boundaries of the county or municipal corporation to any place within or outside the State; and

WHEREAS, pursuant to said Section 2-105(e)(1) of the Annotated Code of Maryland, the governing body of a county or municipal corporation may make a reciprocal agreement for the period that it considers advisable with a county, or municipal corporation, within or outside the State, and establish and carry out a plan to provide mutual aid by providing its police officers and other officers, employees, and agents, together with all necessary equipment; and

WHEREAS, pursuant to said Section 2-105(e)(2), a county, municipal corporation, or the Maryland-National Capital Park and Planning Commission may not make a reciprocal agreement unless the agreement provides that each party shall: (i) waive any and all claims that are against the other parties to the agreement and that may arise out of their activities outside their respective jurisdictions under the agreement; and (ii) indemnify and hold harmless the other parties to the agreement from all claims by third parties that are for property damage or personal injury and that may arise out of the activities of the other parties to the agreement outside their respective jurisdictions under the agreement; and

WHEREAS, the Board, by Emergency Ordinance 2019-06, approved and ratified a mutual aid agreement entitled “Memorandum of Understanding between Prince George’s County, Maryland and the Town of Upper Marlboro, Maryland for Jurisdictional Police Services,” (the “MOU”) that was signed by the respective jurisdictions’ chiefs of police on or about December 8, 2016; and

WHEREAS, the Board of Commissioners finds that the MOU signed with the County Police in 2019 is set to expire in September and the parties are prepared to sign the same agreement again to extend it thru 2023 after updating the names therein and further finds that it has not changed substantially in form relative to the 2019 version as authorized by Emergency Ordinance 2019-06.

The Town of Upper Marlboro

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the Board, concurs with and approves the revised and updated mutual aid agreement entitled “Memorandum of Understanding between Prince George’s County, Maryland and the Town of Upper Marlboro, Maryland for Jurisdictional Police Services (2021-2023),” attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor or her designee is authorized to execute the subject MOU and any related documents.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the _____ day of _____, 2021.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

John Hoatson, Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

[Exhibit A - Memorandum of Understanding between Prince George’s County, Maryland and the Town of Upper Marlboro, Maryland for Jurisdictional Police Services,”]

CERTIFICATION

I, the undersigned, hereby certify that I am the Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this _____ day of _____, 2021.

John Hoatson, Town Clerk



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Request for Proposals

Town of Upper Marlboro Automated Traffic Enforcement

RFP # UM 2021-01

Project Overview: The Town of Upper Marlboro is currently seeking proposals from qualified firms with demonstrated experience in automated red light and speed enforcement systems to provide and operate photo enforcement equipment and citation processing services as outlined herein. Services to be provided include, but are not necessarily limited to, provision and installation of equipment, system upgrades and maintenance, violation identification assistance, management information reports, and citation processing, noticing, billing, registration flagging, enforcement, payment, adjudication and mailing services.

Scope of Project: This RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1st, 2023. Town Elected Officials will participate in the process of selecting the appropriate firm.

- The project scope includes installation and maintenance of all equipment and provision of a turnkey violation notice processing system for the issuance and adjudication of red-light running and speeding violations.
- Vendor must identify in its proposal whether it intends to outsource any turnkey violation notice processing functions including violation processing, accessing motor vehicle information via fiber or any other approved method, debt collections, registration flagging, program accounting and printing and mailing of violation notices.
- Payment by the Town for the services will be made after the services have been performed and a billing statement is submitted in the form specified by the Town. Payment shall be made on a monthly basis.
- Any proposal may be withdrawn up until the date and time set above as the Deadline for submittal of RFPs. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Town the services described in the attached specifications, or until one or more of the proposals have been approved by the Town, whichever occurs first.
- The Town shall not be responsible for any costs incurred by the bidder in preparing, submitting or presenting its response to the RFP.

Deadline: Responses to this RFP are to be submitted by **Friday August 13th, 2021**, at 5 p.m. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro MD 20772.

Confidentiality Vendors must treat any designated documents and information provided by the Town, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

Insurance: It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

Respond to these specifications and questions:

1. Vendor must provide a list of any personnel & subcontractors who will be utilized to meet the terms of the proposal.
2. Describe Vendor's history in the red-light and speed monitoring camera industry.
3. Describe how the Vendor's experience will benefit the Town in terms of program success, statutory compliance, risk mitigation, and fiscal responsibility.
4. Provide three references on the company's Red Light and Speed Camera enforcement expertise.
5. Provide list of clients, including contact information, and number of camera systems for each.
6. Describe how the Vendor's experience with the County and the Maryland State Highway Administration's Red-Light Cameras on State Highway Administration Signals or permit application process will benefit the Town.
7. Please indicate if any of Vendor's contracts or enforcement programs have been substantially litigated, terminated or shut down during the past five years. If so, provide the reason.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants or lobbyists will not attempt to lobby or

influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be immediate cause for rejection of the Vendor's proposal.

Point of Contact: Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.



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Request for Proposals

Town of Upper Marlboro Town Attorney

RFP # UM 2021-02

Project Overview: The Town of Upper Marlboro invites the submittal of responses to this Request for Proposals (RFP) from qualified Firm(s) interested in providing legal services as the Town Attorney. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed below. This RFP is being released as part of the Town's routine reevaluation of all professional service contracts to ensure the responsible use of tax dollars.

Scope of Project: This RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1st, 2023. Town Elected Officials will participate in the process of selecting the appropriate firm. The areas of legal work to be provided by the Town Attorney may include the items listed below. While this list is representative of the areas of work required, it is not exhaustive, and, by submitting a proposal, respondents acknowledge and agree that if selected, they will perform work in other areas as may be requested by the Town and acknowledge and agree that some of such work may be assigned to other attorneys.

1. **General Legal Guidance:** Advise the President and Board of Town Commissioners and Town Administrator on legal questions arising in the conduct of Town business.
2. **Prepare Legislation:** Prepare and/or revise resolutions and ordinances when requested by the President and Board of Town Commissioners or Town Administrator.
3. **Give Opinions:** Give opinions on any municipal legal matter or question submitted to them by the President and Board of Town Commissioners or Town Administrator.
4. **Attend Council Meetings:** As requested, attend President and Board of Town Commissioners meetings or other related meetings. President and Board of Town Commissioners Legislative Meetings are held on the second (2nd) Thursday of each month. Meetings begin at 7:00 p.m. Work Session Meetings are held on the fourth (4th) Thursday of each month. Meetings begin at 7:00 p.m.
5. **Application Review:** When applicable, provide a review, oversight, and legal advice concerning permit and other applications to the Town.
6. **Prepare Legal Instruments:** Prepare for execution or review of contracts, deeds, and other instruments to which the Town is a party when so requested by the President and Board of Town Commissioners or Town Administrator.
7. **Prosecute Claims and Defend the Town and its Officials and Employees:** Under the direction of the President and Board of Town Commissioners, prosecute legal claims on behalf of the Town and defend the Town and its officials and employees in any action or claim against them in their official capacity. In those claims where the Town's insurance company has appointed legal counsel, the Town attorney shall provide only those services requested by the President and Board of Town Commissioners.

8. **Make Reports:** Immediately report to the Town Administrator (or designee) and President and Board of Town Commissioners the filing of any litigation against the Town, update the President, Board of Town Commissioners, and Town Administrator on pending litigation on a regular basis, and inform the President, Board of Town Commissioners and Town Administrator of the final outcome of any such claims. Provide the President, Board of Town Commissioners, and Town Administrator with a monthly report of all work performed on their behalf.
9. **Real Estate:** Prepare or review deeds, easements, and contracts pertaining to real estate and/or property being acquired or sold by the Town.
10. **Keep Records:** Keep records as required for attorneys general and in compliance with rules for retention of local government records.
11. **Public Information Act:** Handle or provide advice regarding Public Information Act requests.
12. **Personnel Matters:** Advise the President, Board of Town Commissioners, Town Administrator, and Department Heads on personnel issues.
13. **Annexation:** Provide Guidance to the Board of Town Commissioners and Town Administrator on annexation and prepare necessary legal documentation.
14. **Municipal Elections:** Provide Guidance to the Town Administrator, Town Clerk, and Board of Supervisors of Elections on the proper conduct of the Town's elections.

Qualifications and Experience of Legal Counsel: Each applicant should have at least five (5) or more years of experience as a Municipal attorney, preferably experience with small cities and towns in Maryland. The proposal must include the names of all attorneys within the firm who will be providing legal services to the Town. The proposal should demonstrate the qualifications, competence, and capacity of the attorneys to represent the Town in each of the municipal legal services areas listed above.

Deadline: Responses to this RFP are to be submitted by **Friday, September 17th, 2021**, at 5 p.m. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro MD 20772.

Confidentiality Vendors must treat any designated documents and information provided by the Town as confidential. The Town will treat all proposals received and the information contained therein as confidential until a negotiated contract is executed or all proposals are rejected.

Public Statement No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

Compensation: Each applicant must include hourly rates for legal services. Please include the rate for each attorney that would be working with the Town. Each applicant must state the compensation that will be required for the services of the applicant and must specify the minimum time increments for billing. Itemized bills, including the subject matter, date, time, description of service, and individual requesting the service, will be required to be submitted before each payment will be made by the Town of Upper Marlboro. Such bills shall be submitted monthly. Billing for services shall be explained in detail, including all support services and costs such as paralegal, clerical, supplies, mileage, electronic research, and other expenses. Applicants also shall list any services that will be provided free of charge, such as attendance at annual, special Town meetings and/or any non-charges, in-house expenses. Each applicant shall provide an explanation of how the Town will be billed for consultations between two-attorney who are both members of your legal team (if applicable). The Town also requests information about how applicants bill for informational correspondence (i.e., courtesy copies and emails, other billing practices, etc.) The applicant shall state whether the mileage associated with traveling on Town business will be billed to the client.

Insurance: The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the Town prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract as evidence of compliance with this provision. The Town of Upper Marlboro must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the Town of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the Town Administrator.

Coverage Amount or Limits Workers Compensation, Bodily injury by Accident (each) \$100,000
Disease (policy limits) \$500,000 Disease (each employee) \$100,000 Commercial General Liability
\$500,000 (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.) Minimum
Automobile Liability (Including owned, hired, and non-owned automobiles.) Bodily injury, each
person \$250,000 Bodily injury, each occurrence \$500,000 Property damage, each occurrence
\$300,000 Professional Liability \$1,000,000 for errors, omissions, and negligent acts, per claim and
Aggregate, Professional Liability (for professional services contracts) \$1,000,000.00 (For errors,
omission, and negligent acts, per claim and Aggregate, with one-year discovery period and a
maximum deductible of \$25,000)

Client References: Each applicant must provide clients and references with email addresses and phone numbers that may be contacted by the Town in connection with the proposal.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants, or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be an immediate cause for rejection of the Vendor's proposal.

Point of Contact: Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.



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APPLICATION FOR PARADE OR SPECIAL EVENT

Please read the STANDARDS OF ISSUANCE before completing this application (attached).

Filing period: Anyone seeking issuance of a permit must file an application with the Board of Commissioners not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

FEE: A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard). **Applicant is subject to an additional fee for events with an approved alcoholic beverage permit.*

APPLICANT

Name: Marlboro Vol. Fire Dept. & Ledo Pizza / Jeff Wyvill

Mailing address: 7057 Boston Ave. Rose Haven Md. 20714

Email Address: flylimo@aol.com

Telephone Number: 301-440-8140 Cell Number: same

PRIMARY CONTACT

If the Applicant is the primary contact, mark section "same as Applicant"

The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: Jeff Wyvill

Email Address: same as above

Telephone Number: _____ Cell Number: _____

Non-profit: Yes No If so, Tax ID # _____

Kai Bernal-LeClaire
Commissioner / Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner / President



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EVENT INFORMATION

Date: 8/28/21 Rain Date: 8/29/21

Type of Event: Parade*: Car Show Special Event: _____

Requesting approval of a liquor permit? Yes No

Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners (Liquor Board.)

* Parade Route must be provided with application (*a separate sheet, or map, may be used.*)
Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Main street

Activities to occur during the event: Car Show

Time and Location the event will start: 5pm

Time and Location the event will end: 9pm

Time setup will begin: 3pm

Time breakdown end: 930pm

Equipment:

On next page, list items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building, or buildings (*a separate sheet may be used if needed.*)

Kai Bernal-LeClaire
Commissioner / Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner / President



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cars - Trucks -Bikes

List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

D.J. Oldies Music and announcements

Total Number of Participants anticipated: 300

Total Number of Vehicles anticipated: 200

TOWN OF UPPER MARLBORO USE ONLY			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			

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Commissioner / Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner / President



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STANDARDS OF ISSUANCE

The Board of Town Commissioners shall issue a permit as provided for hereunder, when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:

- (1) The conduct of the parade or special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (2) The conduct of the parade or special event will not require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
- (3) The conduct of such parade or special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town, other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (4) The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (5) The conduct of the parade or special event will not interfere with the movement of firefighting equipment en route to a fire;
- (6) The conduct of the parade or special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
- (7) The parade or special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route;
- (8) The parade or special event is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.
- (9) It is the intent of the Board of Town Commissioners that generally one (1) lane of traffic on any street will be available for travel during the parade or special event and that these parades or special events do not constitute an emergency for purposes of closing the streets, sidewalks, footpaths, and thoroughfares to all pedestrian and vehicular traffic.

Kai Bernal-LeClaire
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Fax: (301) 627-2080

info@uppermarboromd.gov
www.uppermarboromd.gov

- (10) It is the intent of the Board of Town Commissioners not to authorize more than three (3) parades or special events, per month.
- (11) Organizations sponsoring any parade or special event shall agree to provide such traffic control and security as deemed necessary by the Board of Town Commissioners.
- (12) No event shall be held or arrangements made for a Special Event until a permit is received.
- (13) Applicants may need to apply with the Health Department for food vending and prepared meals onsite except for pre-packaged foods.
- (14) Serving of alcohol must be approved by the Board of Commissioners and applicant is required to obtain a permit in accordance to the Prince George's County Board of License Commissioners – Liquor License.
- (15) Applicants granted a permit must coordinate all planning and logistics with the Director of Events and Recreation for the Town of Upper Marlboro.

Duties of Permittee:

Permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade or special event chairman or other person heading or leading such activity shall carry the parade or special event permit upon his person during the conduct of the parade or special event.

Revocation of Permit:

The Board of Town Commissioners shall have the authority to revoke a permit issued hereunder upon violation of the standards for issuance.

Penalties:

Any person or organization who violates the Ordinance shall be subject to a fine up to \$1,000.00.

Kai Bernal-LeClaire
Commissioner / Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner / President



Town of Upper Marlboro

Town Hall, 14211 School Lane
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Indemnity / Hold Harmless Agreement

In consideration of the use of facilities, Marlboro Vol. Fire Dept
[name of person, association or entity] (the "User") agrees to indemnify and hold harmless The Town of Upper Marlboro (the "Town") and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the premises by the User or by the User's members, guests, employees, agents or invitees. User knows, understands and acknowledges the risks and hazards associated with using the premises and the surrounding property, and hereby assumes any and all risks and hazards associated therewith.

User hereby irrevocably waives any and all claims against the Town or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the premises and surrounding property and hereby irrevocably releases and discharges the Town and any of its officials, employees or agents from any and all claims of liability arising out of or associated with the use of the premises. User shall pay the Town for any and all physical loss or damage to the premises (including the cost to repair or replace the premises) caused by, arising out of, relating to or associated with the use of the premises by the User or the User's members, employees, agents, guests or invitees. User further agrees to provide proof of insurance, when requested, which names the Town as an additional insured on a policy with limits and coverage's similar to those provided by the Town's insurance carrier. The parties also understand and agree that the Town will not be responsible for lost or stolen items.

Authorized Signature: Jeff Wyvill Date: 7/6/21

Name of Organization: Marlboro Vol. Fire Dept.

Business Address: 14815 Pratt St. Upper Marlboro Md. 20772

Name of Contact: Jeff Wyvill President

Phone: 301-440-8140 Email: flylimo@aol.com

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