

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

October 26, 2021 – 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://uppermarlboromd-gov.zoom.us/j/86516104155?pwd=NE14eVp2WC9HM3BkcTNPamQzTEhNQOT09>

Video Meeting ID: 865 1610 4155, Passcode: 802002 or,

Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

7:00 PM - Roll Call

Pledge of Allegiance

Business

1. Discussion With Prince George's County NAACP (Board Discussion)
2. Financial Policies (Board Discussion)
3. Annexation Resolution 01-2021 (Board Discussion)
4. Town Job Descriptions (Board Discussion)
5. Town of Upper Marlboro Election Update
6. Administrative & Staff Items

Closed Session

According to the Annotated Code of Maryland, the Board of Commissioners of the Town of Upper Marlboro, Maryland have the statutory authority to close a session under general provisions article 3-305b for the reasons of subsection: (8) *“To consult with staff, consultants, or other individuals about pending or potential litigation”*

The Board of Commissioners propose to go into Closed Session on Tuesday, October 26, 2021 following the Board Work Session to discuss pending or potential litigation.

*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

FINANCIAL CONTROLS POLICIES AND PROCEDURES FOR LOCAL GOVERNMENT ORGANIZATIONS

Purpose. The Town of Upper Marlboro is committed to protecting and using our assets for our town’s mission. Proper financial practices are very important in doing this, since proper practices help to prevent and detect errors and fraud. Good financial practices also assure our town members and donors that we use their gifts for the purposes for which they were intended.

I. GENERAL PRACTICES

Review of Risks. These policies were drafted after consideration of the risks associated with the various aspects of our financial operations to enact policies and procedures designed to minimize those risks. The Director of Finance will review these policies each year to consider whether the risks have changed. Such changes may include receipt of grant monies for the first time or receipt of grants with restrictions, a change in the laws regulating our Town, hiring of employees or a major change in our programs. If so, the financial director needs to identify any new risks and adopt appropriate procedures to minimize those risks. The Director of Finance shall consult with a professional if necessary to ensure that it is properly addressing the risks.

Segregation of Roles. There are several fiscal “roles” in The Town of Upper Marlboro—custody, authorization, execution, and monitoring. For example, the person who has authority to sign checks is acting in the custodial role. The person who approves payment of a bill is authorizing. The Town of Upper Marlboro as a whole acts in an authorizing role when it approves the annual budget of making decisions to purchase major items like a copier and/or vehicles. The person who prepares the checks for signature by an authorized check signer is acting in the execution role, executing an action that has been authorized by the Town through the annual budget or by the individual responsible for approving payment of the bill. The person who reconciles the bank statement acts in the monitoring role. The Director of Finance also acts in a monitoring role when it reviews the monthly financial reports to be sure that its plan—the budget—is being executed properly.

As much as possible, The Director of Finance seeks to separate the responsibilities for fiscal roles so that at least two and preferably more individuals fulfill these roles. It is particularly important that the same person does not authorize, execute and monitor any transaction. At each step of handling funds, the organization shall ensure that more than one person verifies that the step is done correctly.

II. RECEIPT OF FUNDS

RISKS

The Town of Upper Marlboro faces the risk that funds that they receive may be stolen or lost or that someone may be falsely accused of stealing funds. We also face the risk that we may fail to record a restriction that a donor has placed on our use of funds.

POLICY

All funds, whether cash, check and/or money order, which the organization receives will be deposited intact into the bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank as soon as possible. This allows for a complete accounting and independent verification of what happens to our funds.

Communications from donors or any funds received that establishes spending restrictions on the use of the funds will be saved.

PROCEDURES

- *Receipt of Checks in the Office.* The Deputy Clerk/Receptionist opens all mail addressed to the Town. The Deputy Clerk/Receptionist makes a photocopy of all checks received and provides the photocopies to the financial director. This allows the financial director to verify that all checks received are deposited.

The Deputy Clerk/Receptionist will endorse all checks by an endorsement stamp that provides that the check is “For Deposit Only” and will be paid to the order of the corporate bank and lists the organization’s name and account number. This lessens the risk that a check may be stolen and cashed.

- *Receipt of Cash in the Office.* Cash is easily stolen and must be handled carefully. If cash comes into the office, the person accepting the cash must provide a written receipt when taking the cash:
 - The receipt should state the person’s name, the date, the amount of the cash and the purpose of the payment.
 - Use a pre-numbered receipt book with an automatic duplicate copy with the organization’s name printed on it.
 - No pages may be removed from the receipt book.
 - The person with access to the receipt book shall keep it in a locked drawer and shall lock cash in a secured location until the finance director can retrieve it.
 - If possible, when the Deputy Clerk/Receptionist opens the location with the cash, one other person will accompany the Deputy Clerk/Receptionist so that they can count the cash together.

The Deputy Clerk/Receptionist or The Director of Finance designee shall train all office volunteers in these procedures.

The Director of Finance will compare the receipt book and the bank's list of cash deposits when making the Bank Reconciliation described below.

- *Deposit Slips.* The Deputy Clerk/Receptionist will deposit corporate funds as follows:
 - Prepare a deposit slip in duplicate.
 - Photocopy the checks and staple the photocopies to the copy of the deposit ticket that we keep for records.
 - If cash will be included in the deposit, the Deputy Clerk/Receptionist will attach a list to the duplicate deposit ticket which includes the sources of the cash and the receipt #s in the duplicate receipt book for each source of cash.
 - File this documentation chronologically in a locked cabinet to prevent theft.

The Director of Finance will consult the deposit ticket and attached photocopies when making the Bank Reconciliation described below.

- *Bank Deposit.* If no cash is present, the deposit may be mailed to the bank. If cash is present, a second person (if available) shall verify deposited funds prior to the Deputy Clerk/Receptionist sealing the envelope and making the deposit in person. The person verifying the cash shall initial the cash on the copy of the deposit slip retained by the organization.
- *Receipt of Checks and Cash Outside the Office.* If checks and/or cash come in outside the office (such as selling of merchandise at an event), we need to take special precautions to protect these receipts from theft and to ensure that no one is falsely accused of stealing funds.
 - Two people need to prepare the deposit slip for the funds in duplicate.
 - Both must count the cash and initial the cash count on the copy of the duplicate deposit slip kept by the organization.
 - If the individuals accepting the contributions at the event know the names of the individuals making gifts in cash, they will provide a receipt using the pre-numbered receipt book. If the funds are received through a "pass the hat" style collection in which it is not possible to know who gave what amount, the individuals accepting the contributions will note that no receipts were provided to donors on the duplicate deposit slip.
 - It is not necessary to write out a receipt for contributions made by check unless the donor requests a receipt. However, the individuals accepting the contributions should make a list of all checks received at the event, including the name of the donor and the amount of

the contribution. They will compare this list to the deposit to be sure all checks have been included in the deposit.

- If no cash is received at the event, the individuals accepting the contributions by check will give the Deputy Clerk/Receptionist the list and the checks within 24 hours of the event.
- If there is cash in the deposit, one of the two individuals accepting contributions must deposit the funds immediately. If checks will be deposited with the cash, the individuals accepting the checks should be sure that the list of checks they prepare includes the donor's address as well as name.
- The duplicate receipt book and the list of checks received shall be given to the Secretary who will send acknowledgement letters.

The Deputy Clerk/Receptionist or The Director of Finance designee shall train all volunteers in these procedures.

- *Credit Card Contributions.* We do not accept contributions by credit card. If we decide to do that, we need to get accounting advice to make sure we have the proper controls in place.
- *Parking Meter Receipts.* The Town has parking meters throughout its jurisdiction.
 - The Public safety department manually collects coins from each parking meter on a weekly basis with two officers.
 - Coins are immediately deposited into a locked and secured coin vault which requires two keys to access.
 - These coins after fully collected, are returned to Town office, and immediately deposited into financial institution provided depository bags with the Director of Finance.
 - All coins are taken to the financial institution (the same day) for professional counting via their provider.

III. DISBURSEMENT OF FUNDS/USE OF GOVERNMENT PROPERTY

A. PAYMENTS BY CHECK

RISKS

We face the risks that that our funds will be spent on unauthorized items, that someone will steal our funds by taking blank checks or by writing checks to payees who are not our vendors, that someone will use corporate property for personal purposes or that payments we make will be improperly recorded.

POLICY

Make all disbursements from the organization's funds by check or department corporate credit card, with the exception of petty cash. This allows us to track how our funds are spent, who is spending them and who is authorizing expenditures.

PROCEDURES

1. *Opening Bank Accounts.* Bank accounts may be opened only upon authorization by The Town of Upper Marlboro Board of Commissioners and The Director of Finance.

- All bank accounts must be opened with the organization's employer identification number (EIN).
- The Town shall approve the authorized signers on the organization's bank accounts.
- Because of the Director of Finance role in reconciling the bank statement, the Director cannot be a check signer.
- If possible, the Deputy Clerk/Receptionist should not be a check signer because of his/her role in the custody and preparation of the checks.

2. *Custody of Checks.* The Director of Finance and Town Administrator is the only person authorized to have access to unused check stock. The checks should be stored in a locked location and information about how to access them should be kept confidential from everyone but the finance director and Town Administrator.

3. *Check Authorization.* All invoices will be forwarded immediately to The Director of Finance, via electronically scanned for review and authorization to pay.

- Each department is responsible for accurately applying the proper budgeted expense on the invoice prior to submission to the Director of Finance.
- The Director of Finance will review all invoices for mathematical accuracy, agreement with a written invoice, conformity to budget or Town authorization and compliance with grant fund requirements.
- The Director of Finance will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts.
- The Director of Finance will code the invoice with the appropriate expense or chart of accounts line item number and other information as needed for accounting purposes.
- By approving an invoice, the finance director indicates that he/she has reviewed the invoice and authorizes a check.
- The Director of Finance is responsible for timely follow-up on discrepancies and payment.

The Director of Finance/Town Administrator will approve invoices for payment.

4. *Expenses Not Invoiced.* In some cases, expenses may not be invoiced, such as rent. When such expenses are due, the finance director needs to ensure that the expense is in the budget and write a note authorizing payment of the expense and the amount of the expense and supply it to the Deputy Clerk/Receptionist.

4. *Payment by Checks.* Upon approval of the invoice and note by the finance director, the Deputy Clerk/Receptionist is authorized to prepare all checks and should do so.

- If a check is voided, the check will have “VOID” written in large letters in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
- In the event that it is necessary to issue a duplicate check for checks in an amount over \$50, the Deputy Clerk/Receptionist will order a stop payment at the bank on the original check.

5. *Duties of Check Signers.* All checks will be signed by the signers designated by The Town of Upper Marlboro resolution. Prior to signing a check, a check signer will do the following:

- Compare the check to the original invoice or the Director of Finance note to pay the expense.
 - Compare the amount on the check to the amount on the invoice or note.
 - Be sure that The Director of Finance has initialed the invoice or provided the necessary report to substantiate the check amount. This is to protect against the risk that you are paying based on a copy of the bill that has already been paid.
 - Check the date on the invoice or the Director of Finance note against the date of signing the check. If the difference is more than 60 days, get written approval from the Treasurer before signing the check. This is to mitigate the risk that the organization is paying the same expense twice.
- Check to be sure that the amount of the check is not clearly unreasonable. For example, a \$50,000 monthly payment for bookkeeping services would be unreasonable for this local government
- Any checks at or above \$5,000 requires two authorized signatures.

6. *Prohibited Practices.* In no event will:

- invoices be paid unless approved by The Director of Finance/Town Administrator;
- blank checks be signed in advance;
- checks be made out to “cash,” “bearer,” etc.

Each check signer will be made aware that signing blank checks exposes our organization to theft since the bank is entitled to charge our account for any check that has a valid signature. A signed blank check is an invitation to theft.

7. *On-line Payments.* If we make online payments, we will make arrangements with the bank that allow the Director of Finance/Treasurer to have online, read-only access to the account. We will also arrange with the bank to be sure that only the individuals the board has authorized as check signers will be permitted to authorize the payment of bills electronically. In addition to the monthly reconciliation, the finance director will periodically spot-check the account to compare the bank automatic payments with the vendor statements.

B. PETTY CASH FUNDS

RISKS

Payments by cash are not as completely documented and are not as easily monitored as payments by check and thus subject the organization to greater likelihood of errors and fraud.

POLICY

The Petty Cash Fund should only be used when payment by check is impracticable.

PROCEDURES

Administration of Petty Cash Fund. The Secretary/Receptionist is responsible for the administration of the Petty Cash Fund. The Fund shall be funded with checks made out to “Petty Cash—name of Secretary/Receptionist” and initially recorded in the Petty Cash Fund account. The Secretary/Receptionist will require receipts for all purchases and may ask those reimbursed to sign for money the Secretary provides as reimbursement.

The Secretary/Receptionist will record all cash purchases in a journal and save the receipts. When the fund gets low, the Secretary/Receptionist will apply to The Director of Finance for authorization to reimburse the fund for the total amount expended. The check written to reimburse the Petty Cash Fund will be recorded in the appropriate expense accounts for the items that were purchased with Petty Cash, so that these expenditures made through the Petty Cash fund are properly classified by type – for example, postage, parking fees, etc.

C. EXPENSE REIMBURSEMENT

RISK

The organization does not have the same level of control over expenses incurred on behalf of the organization by those who pay with personal funds and seek reimbursement as it does for expenses paid directly by the government. The government is not in as good a position to determine whether the goods or service purchased might have been obtained at a lower price elsewhere, whether there is a personal benefit to the person seeking reimbursement and how the expenditure fits in with the rest of the organization's budget.

POLICY

In proper circumstances, The Town members, employees and volunteers are entitled to be reimbursed for expenses related to the organization that they incurred on behalf of the organization. To receive reimbursement, you must meet the following requirements:

- Your expense must have been authorized in advance by The Director of Finance and later approved by the Town Administrator or the Finance Director.
- Your expense must have been incurred for goods or services purchased for the organization.
- If your expense is for travel, the travel must be for work related to the organization. We will reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The organization will reimburse meal expenses incurred in direct connection with the organization's business, or at the per diem rate established by the IRS.

PROCEDURES

To be reimbursed for expenses:

1. *Documentation.* You must provide reasonable documentation showing the date, amount and what the expense was for. Credit card receipts and store receipts that do not describe the purchase are not reasonable documentation. Your receipt must describe the purchase. Documentation must include the approved Town expense/reimbursement spreadsheet.
2. *Other Reimbursement.* Your voucher must reflect reimbursement from sources other than ours.
3. *Timely Submission.* You must submit your documentation with a request for payment within 60 days from the date the expense was incurred.

4. *Overpayment.* If we overpay you, you must return any excess reimbursement within a reasonable period of time.

D. PURCHASING

RISK

The Town of Upper Marlboro wants to ensure that all purchases on behalf of the Town are authorized by the Town or by Town's policies. Unauthorized purchases deplete The Town of Upper Marlboro resources and interfere with the Town's ability to govern properly.

POLICY

All purchases made on behalf of the Town must be made pursuant to The Town of Upper Marlboro-approved budget or town's rules.

PROCEDURES

It is the responsibility of all Town elected officials and Town staff enforce and follow the procurement guidelines. These guidelines are directly from Ordinance 2011-02 Procurement.

Under \$500: Department heads are authorized to make purchases under \$500

Over \$500: Department heads must obtain at least three proposals or prices and make a recommendation to the President via the Town Administrator.

Under \$2,000: May be authorized by the President via the Town Administrator and must be reported to the Board either by email or at a public meeting.

Over \$2,000: Requires formal Board approval prior to making any purchase.

Between \$2,000 and \$10,000: Requires a minimum of three written quotes or proposals and formal Board approval

Over \$10,000: Requires a sealed bid process with Board approval or a unanimous Board-authorized alternative procurement method. A Resolution shall be required for all contracts or purchases over \$10,000.

E. USE OF CORPORATE PROPERTY

RISKS

The Town of Upper Marlboro faces a risk that individuals will use corporate property without authorization for personal purposes. Usage reduces the life of property and eventually is an expense that the town assumes. It also betrays the trust of our donors who expect that The Town of Upper Marlboro will use its resources only for purposes that help us achieve the town mission.

POLICY

Property and equipment owned by the corporation may only be used for corporate activities or activities approved by the corporation. They may not be used for personal purposes.

PROCEDURES

If a Town official, officer, employee or volunteer wants to use corporate property or equipment for any purpose other than a corporate purpose, that individual must obtain permission from The Town of Upper Marlboro or The Director of Finance.

F. PROCESS OF PAYROLL

RISKS

Payroll internal controls are the procedures the government follows to protect its payroll information.

POLICY

Payroll controls and procedures prevent employees from accessing confidential information. Internal controls also prevent employees from stealing money from your government through overpayments and false time records.

PROCEDURES

The Town of Upper Marlboro's policy to authorize payroll, using a 3rd party administrator on a bi-weekly basis and administered by the Director of Finance.

Employees are required to submit their timesheets to their supervisor for approval.

The supervisor will approve and submit their final timesheets from the respective department to the Director of Finance for a final review and processing of payroll.

Once payroll has been completed, the director of finance provides the payroll report to the Treasurer and Town Administrator.

IV. CREATION OF CORPORATE OBLIGATIONS

RISKS

The Town of Upper Marlboro needs to ensure that any obligation undertaken in the town's name is authorized by the town and is for the town and not for personal purpose.

A. CREDIT AND DEBIT CARDS

RISKS

Corporate credit or debit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing that a purchase was for the town or put expenses on the corporate card for purchases that are embarrassing to The Town of Upper Marlboro.

POLICY

The Town will not authorize the use of debit cards for any purposes. The Town will determine whether there is a compelling need for the Town to obtain one or more credit cards. If The Town determines that credit cards are needed, The Town will authorize specific individuals to utilize a Town credit card. A Town cardholder may use the credit card only for official purposes directly related to the needs of the organization. The cardholder may not use a corporate credit card for personal purposes, even if he or she plans to reimburse the organization.

The following purchases are **not** allowed on the corporate credit card:

- Personal purchases
- Cash advances or loans
- Payroll advances
- Purchased for other organizations
- Alcohol
- Personal entertainment
- Fuel for personal vehicles
- Purchases from a business you own or operate unless pre-approved by The Town of Upper Marlboro
- Any item inconsistent with the mission and values of the town

An individual purchase shall not exceed \$1,500. Aggregate monthly purchases shall not exceed \$1,500.

PROCEDURES

In order to use the card, the cardholder must follow these procedures:

1. *Cardholder Agreement.* Upon issuing a corporate card to a cardholder, the cardholder must sign a statement that the cardholder has read and understands this Credit Card policy and will reimburse the corporation for any personal charges on the card.
2. *Advance Approval.* The Town must give advance written approval to make a purchase whenever practical. The cardholder's purchase request should describe the purchase and cost.
3. *Original Receipts.* The cardholder must keep the original receipt that describes each purchase made on the card. The credit card receipt is not sufficient.
4. *Notification of use of the credit card:* The cardholder will email the Director of Finance after each use of the corporate credit card noting the date, vendor, and amount of each charge made. This will allow the finance director to be aware of the cash that will be required to pay the credit card bill and alert the finance director to potential unnecessary use of the credit card.
5. *Expense Form.* Within 5 days after the end of the billing cycle, the cardholder must prepare and sign an expense detail form and attach original receipts and a copy of the purchase request. In the case of meals, the statement must include the names of all persons at the meal and a brief description of the business purpose, in accordance with IRS regulations.
6. *Approval by The Director of Finance.* The cardholder must give the expense detail form to the finance director for approval. The Director of Finance shall review each purchase to ensure that it was reasonable, necessary and the best value for the organization. The Director of Finance will reconcile the expense detail form to the credit card billing statement, authorize payment and follow up on any inconsistencies.
7. *Notification of Loss/Theft.* The cardholder must notify the bank and The Town immediately in the event that the card is lost or stolen.

B. BORROWING AND LINES OF CREDIT

RISKS

The Town of Upper Marlboro needs to ensure that borrowing in the town's name is authorized.

POLICY

The Town must approve application for and acceptance of any Lines of Credit. Once the Line of Credit is authorized by the Town, The Director of Finance can authorize borrowing within the limit of the line of credit up to \$10,000. The Town must approve all borrowing against the line of credit greater than that amount.

The full Town must approve any other borrowing of funds in the name of the corporation, including the use of any promissory notes. The Town must give very serious attention to be sure that the Town will have sufficient funds available to repay any loans or lines of credit on time.

V. BANK RECONCILIATION AND ON-LINE MONITORING

RISKS

Even the most honest and attentive individual makes mistakes. Monitoring allows us to uncover errors. If our records and the bank records do not agree, it is likely that our records are wrong. Monitoring also assists us in identifying discrepancies between our accounting records and our banking records that suggest theft or fraud, checks signed by unauthorized signers, and identity theft.

POLICY

The Director of Finance will monitor the town's accounts regularly and will prepare a written reconciliation of all bank or investment accounts which proves that the balances presented on our financial reports agree with the records of the financial institution.

PROCEDURES

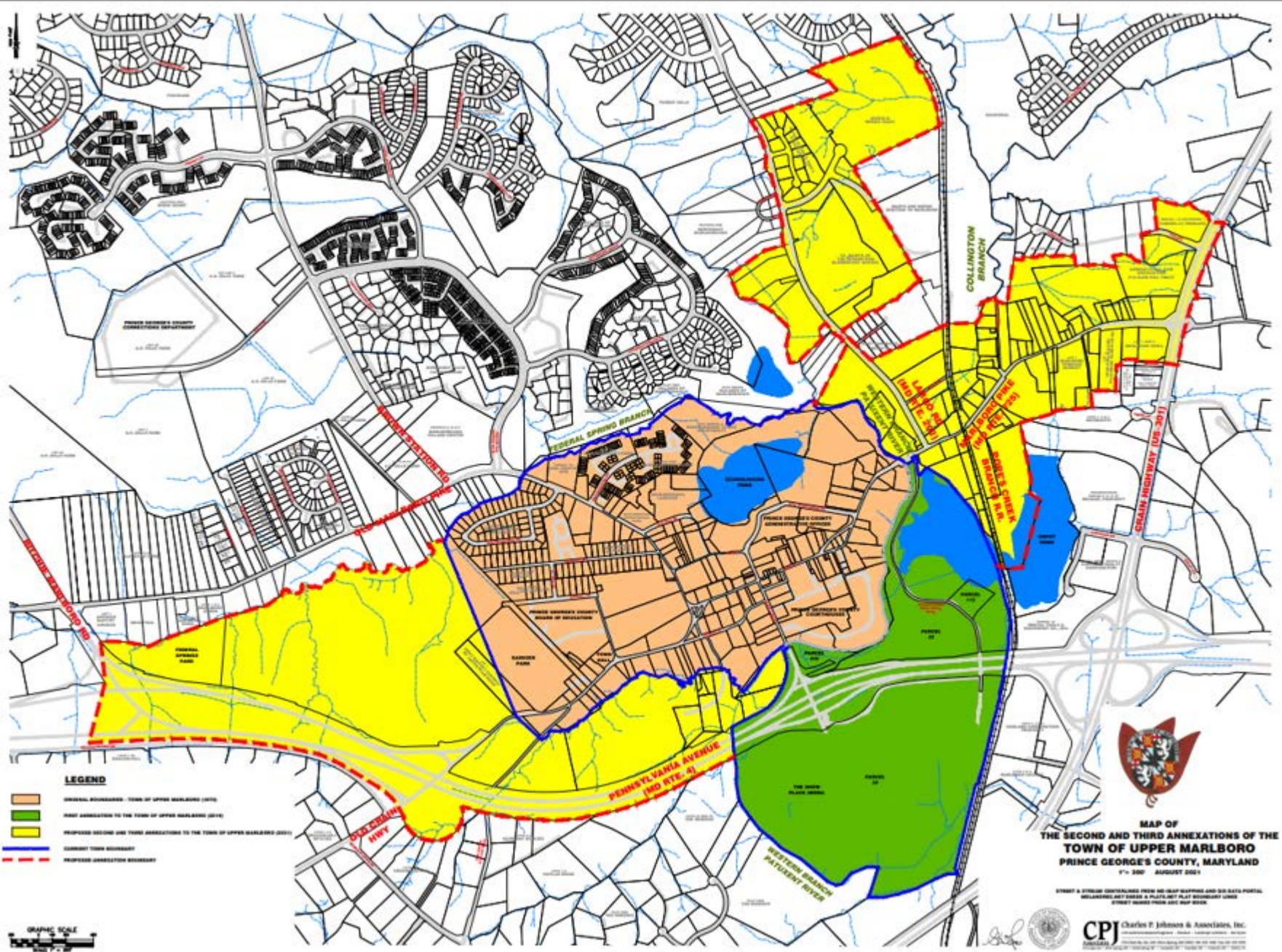
1. *Records to The Director of Finance.* The Deputy Clerk/Receptionist shall provide the finance director with a copy of all records of deposits, disbursements (checks written), and other bank transactions and of our accounting records for review.
2. *Bank Statement.* The Director of Finance will direct the bank to send the bank statements to the town or allow for online access.
3. *Reconciliation.* The Director of Finance will reconcile the bank statement monthly. The reconciliation should be done within 10 days of receiving the statement, as follows:
 - Check all checks for correct signatures and number of signatures and protest to the bank any incorrect signatures.

- Review the checks in the bank records to ensure that:
 - the name of the payee, the amount of the check and the date of the check agree with the corporation's accounting records;
 - whoever the check was made out to be the depositor of the check; and ○ each check has a valid signature.
- Compare the bank deposit records with our accounting records to determine whether each deposit recorded in the accounting records agrees with the bank record.
- Check the cash entries in the receipt book against the bank record of deposits to ensure that all cash was deposited.
- Check whether the ending balance in the general ledger cash account agrees with the bank statement, after making the adjustments on the bank reconciliation form.
- List all outstanding checks. On all checks outstanding over 90 days, take appropriate action.
- List all deposits in accounting records not yet recorded by the bank.
- The Director of Finance should provide reconciliation reports and statements to the Treasurer.
- The Director of Finance should provide a monthly expense transaction report to the Mayor, Treasurer and Town Administrator.

If the reconciliation is done electronically, the finance director must check off on a form to be given to the Town that he or she performed the review above.

4. *On-Line Banking.* The Director of Finance should have on-line, read-only access to the bank account. The Director of Finance should use the on-line access to check his/her work. The Director of Finance should review the account on-line on a weekly basis to check for identity theft that is diverting corporate funds. The Director of Finance can reconcile the bank statements and spot-check the on-line payments as described above.

5. *Return of Cancelled Checks by the Bank.* The Director of Finance will determine whether it is necessary to direct the bank to return the cancelled checks with the bank statement. If the finance director determines that it will not require return of the cancelled checks, it will establish procedures to ensure retention of the electronic images of the checks for at least 3 years.



LEGEND

- ORIGINAL BOUNDARY - TOWN OF UPPER MARLBORO (2011)
- PARK ANNEXATION TO THE TOWN OF UPPER MARLBORO (2011)
- PROPOSED SECOND AND THIRD ANNEXATIONS TO THE TOWN OF UPPER MARLBORO (2021)
- CURRENT TOWN BOUNDARY
- PROPOSED ANNEXATION BOUNDARY



**MAP OF
THE SECOND AND THIRD ANNEXATIONS OF THE
TOWN OF UPPER MARLBORO
PRINCE GEORGE'S COUNTY, MARYLAND**
1" = 300' AUGUST 2021

STREET & STREAM CENTERLINES FROM GEODETIC SURVEYS AND GIS DATA PORTAL
WATERWAY CENTER & PLATLINE PLAT REGULATORY LINES
STREET NAMES FROM SOC MAP BOOKS



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THE TOWN OF UPPER MARLBORO, MARYLAND

Annexation Resolution No. 01-2021

AN ANNEXATION RESOLUTION of the Board of Commissioners of the Town of Upper Marlboro (the “Town”) pursuant to § 4-401 *et seq.* of the Local Government Article of the Annotated Code of Maryland for the purpose of annexing certain parcels, lots and rights-of-way of real property located in two (2) distinct and separate annexation areas with each area adjoining and contiguous to the Town including the second annexation area to be annexed since the Town was incorporated to be referred to as the “Second (2nd) Annexation Area” consisting in the aggregate of approximately 258 acres, and located west and south of the current municipal corporate territory of the Town and further described as a portion of Ritchie Marlboro Road right-of-way intersecting the Pennsylvania Avenue (MD 4) right-of-way west of Town and the lands north of said Pennsylvania Avenue right-of-way and east of Ritchie Marlboro Road including Federal Springs Park and the lands south of the Federal Spring Branch of the Patuxent River extending east to where said Branch becomes the northern corporate limits of the existing Town of Upper Marlboro and extending east and south of the Town including and along the north side of the Pennsylvania Avenue (MD 4) right-of-way to the existing corporate limits bounded to the east by the Show Place Arena, MD Route 4 right-of-way, the Water Street (MD 717) right-of-way and the existing corporate limits of the Town near the Western Branch of the Patuxent River, as further described in more detail in the metes and bounds description found below in Section 2 of this Resolution and the map exhibit referenced hereinbelow; and including the third annexation area to be annexed since the Town was incorporated to be referred to as the “Third (3rd) Annexation Area” consisting in the aggregate of approximately 246 acres, located east and north of the current municipal corporate territory of the Town and further described as the lands east of the existing corporate limits consisting of the Western Branch of the Patuxent River near the Federal Spring Branch where the Collington Branch crosses MD 725 (Marlboro Pike) and MD 202 (Largo Road) including lands along the east and west of MD 202 (Largo Road), north of Marlboro Pike (MD 725) proceeding to the Wurtz and Weeks Tract Resubdivision near Perseus Way (Undeveloped) and Largo Road (MD 202) and lands known as the Wurtz and Weems Tract east to the Pope’s Creek Branch Railroad right-of-way, and including, but not limited to, lands along either side (North & South) of Marlboro Pike (MD 725) east to the intersection of Crain Highway (US 301) including but not limited to the Marlboro Tobacco Market Subdivision, the Marlboro Shell Subdivision (McDonald’s Restaurant & Dash In Food Store), the Agricultural Fair Association Subdivision and lands near the intersection of Crain Highway (US 301) and Peerless Avenue, as further described in more detail in the metes and bounds description found below in Section 2 of this Resolution and the map exhibit referenced hereinbelow; and providing for the terms and conditions of the annexation to the Town of Upper Marlboro; and amending the Charter of the Town of Upper Marlboro for the purposes of including the annexed property within the legal descriptions and plats depicting the corporate limits of the Town; and generally all matters related to said annexation and annexation areas.

WHEREAS, The Town is authorized by the Town Charter and provisions of Title 4, Subtitle 4 of the Local Government Article, of the Annotated Code of Maryland (the “Maryland

Code”) to expand its municipal boundaries by annexing lands which are adjoining and contiguous; and

WHEREAS, this Resolution is initiated by the Town Board of Commissioners pursuant to §4-403 of the LG Art., of Maryland Code; and

WHEREAS, the Local Government Article (“LG”), §4-403 of the Maryland Code states that “[b]efore an annexation resolution is introduced, the legislative body shall obtain consent from: (1) at least 25% of the registered voters who are residents in the area to be annexed; and (2) the owners of at least of 25% of the assessed valuation of real property in the area to be annexed...”; and

WHEREAS, the President of the Town Board of Commissioners has obtained signed consent forms from at least twenty-five percent (25%) of the owners of assessed valuation of the real property in each of the two (2) referenced areas to be annexed and at least twenty-five percent (25%) of the registered voters who are residents in each of the two (2) referenced areas to be annexed; and

WHEREAS, the Board of Commissioners finds it to be in the best interest of the Town of Upper Marlboro (the “Town”) to initiate this Resolution proposing the annexation of all or a portion of certain parcels or lots in the aforementioned ***Second (2nd) Annexation Area*** located to the west and south of the Town (Tax Map 101 – Parcel 286, Parcel 43, Lot 1 Eq. 2.9018 AC., Lot 1 EQ. 1.6155, Parcel 136, Parcel 130, a portion of right-of-way of Ritchie Marlboro Road (CO Rte. No. 974), a portion of right-of-way of MD 4 (Pennsylvania Avenue), a portion of right of way of Old Crain Highway (CO Rte. No. 1212), Parcel 116, all or a portion of right-of-way of Old Croom Road (Unimproved), Parcel 228, Parcel 197, Parcel 194, Parcel 195, Parcel 196, Parcel 198, Parcel 199, Parcel 200, Parcel 201, Parcel 203, Parcel 204, Parcel 204, Parcel 205, Parcel 206, Parcel 206, Parcel 297, Parcel 219, Parcel 220, Parcel 221, Parcel 222, Parcel 207, Parcel 208, all or a portion of right-of-way of Valley Lane (CO Rte. No. 1010 & Rte. No. OP 664), Parcel 238, Parcel 266, Parcel of Unknown Ownership (S. of Parcel 218), and Parcel 218; Tax Map 102, Parcel 32), and the aforementioned ***Third (3rd) Annexation Area*** located east and north of the Town (Tax Map 102 - Parcel 75, Parcel 32, Parcel 70, Parcel 39, Parcel 95, Parcel 1, Parcel 102; Tax Map 101 – Parcel 285; Tax Map 92 – Parcel 33, Parcel of Unknown Ownership (S. of Parcel 76), Parcel 76, PT Lot 1 EQ. 3.6142 AC., PT Lot 2 EQ. 1.5148 AC., a portion of right of way of MD 202, Parcel 45, Parcel 77, Parcel A, Outparcel D, all or a portion of right of way of Tranrail Drive (Unimproved), Outparcel B, a portion of right of way of Celestial Court (Private), Lot 13, Lot 12, Lot 14, Lot 11, Lot 15, Lot 10, Lot 16, Lot 9, Parcel A, all or a portion of right of way of Perseus Court (Unimproved), a portion of right of way of Dustream Terrace (Unimproved), Lot 8, Lot 2, Lot 7, Lot 3, Lot 4, Lot 5, Lot 6, Lot 7, Outparcel E, Outparcel C, Outparcel A; Tax Map 102 – Parcel 39, Parcel 43, Parcel of Unknown Ownership (E. of Parcel 43), Parcel 37, Parcel 79, Parcel 72, Parcel 32, Parcel 78, Parcel 6, Parcel 77, Parcel 110, Parcel 40, Parcel 41, Parcel 100, Parcel 101; Tax Map 93 – Parcel 22; Tax Map 102 – Parcel 50; Tax Map 93 – Parcel 65, Parcel 23, Parcel 64, Parcel 67, Lot 2-A, Lot 2-B, Parcel 51, Parcel 25, Parcel 24, Lot 1, Lot 2, Lot 1; Tax Map 102 – Parcel 2, Parcel 4, Parcel 77; Tax Map 93 – Parcel 14; Tax Map 102 – Parcel 3, Parcel 44; Tax Map 93 – Parcel 17, all or a portion of right of way of Buck Lane (CO Rte. No. 5181 & OP Rte. No. 142), Parcel 16; Tax

Map 102 – Parcel 122, Parcel 107; Tax Map 93 – Parcel 99, Parcel 203, Parcel 21, Parcel of Unknown Ownership (W. of Parcel 21), Parcel 83, Parcel 192, Parcel 9, all or a portion of right of way of Peerless Avenue (Private), Parcel 160, Parcel 120, Parcel 121, Parcel of Unknown Ownership (E. of Parcel 121), Parcel 18, Parcel 122, Parcel 123, Parcel 124, Parcel 20, Parcel 119, Parcel 118, Parcel 117, Parcel 115, Parcel A, Parcel 114, Parcel 113, Parcel 96, Parcel 112, Parcel 30, Parcel 110, Parcel 111, Parcel 109, Parcel 108, Parcel 146, Parcel 107, Parcel 106, Parcel 104, Parcel 103, Parcel 102, Parcel 101, Parcel 69, Lots 1 & 2, Lot 17, a portion of right-of-way of Robert Crain Highway (US 301), all or a portion of right-of-way of Peerless Avenue (OP Rte. No. 4261), Outparcel 1, and Parcel 1) as more fully described herein below and particularly as described in the metes and bounds description of Section 2 provided below and the Map of the Second and Third Annexations of the Town of Upper Marlboro, Prince George’s County, Maryland prepared by Charles P. Johnson and Associates, Inc. (August 2021) attached hereto; and

WHEREAS, the properties to be annexed will consist of approximately 504 acres adjoining public and other public (referenced herein using route numbers from SHA Route Index Maps) or private ways and approximately 151 parcels or lots or parts of parcels or lots of land, as more particularly described herein below (the “Annexation Property”) owned by various public and private entities, private individuals, the various levels of State and local government including but not limited to the State of Maryland, Prince George’s County, the Maryland-National Capital Park and Planning Commission, the Prince George’s County Board of Education and the Town of Upper Marlboro; and

WHEREAS, the Annexation Property is described in the metes and bounds legal description of a parcel or parcels of land referenced herein below as the Second and Third Annexation, and the Annexation Property is more further described or depicted on a map exhibit entitled “Map of the Second Annexation of the Town of Upper Marlboro, Prince George’s County, Maryland, 1” = 300’, August 2021” prepared by Charles P. Johnson and Associates, Inc., which is attached hereto as Exhibit A; and

WHEREAS, a proposed Annexation Plan consistent with the requirements of Section 4-415 of the Local Government Article, of the Annotated Code of Maryland has been prepared and submitted to the Town and made available for public review and discussion; a copy of the Annexation Plan has been provided to the Prince George’s County Council and the County Executive, the Maryland-National Capital Park and Planning Commission, and the Maryland Department of State Planning at least thirty (30) days prior to the date of the public hearing to be conducted on this Resolution by the Board of Commissioners of the Town of Upper Marlboro; and

WHEREAS, all requirements of the Laws of the State of Maryland, Prince George’s County and the Charter and laws of The Town of Upper Marlboro regarding initiation of this annexation by the Town’s legislative body have been satisfied, and the Town Board of Commissioners has determined that it is desirable to initiate by resolution the annexation process described herein for the benefit of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO the following:

Section 1. Modification of Town Boundaries. The municipal boundaries of The Town of Upper Marlboro, Maryland shall be and are hereby amended to incorporate into The Town of Forest Heights the Annexation Property, as described in the metes and bounds legal description of parcels of land referenced herein below in Section 2 (new § 82-2(c) of the Town Charter) as the Second Annexation, and the Annexation Property is more further described or depicted on a map exhibit entitled “Map of the First Annexation of the Town of Upper Marlboro, Prince George’s County, Maryland, 1” = 300’, July 2021” prepared by Charles P. Johnson and Associates, Inc., and certified by Steven William Jones, Professional Land Surveyor, which is attached hereto as Exhibit A, and the Annexation Property is further shown on the Prince George’s County Tax Maps and described above as all or a portion of certain parcels or lots in the aforementioned Second (2nd) Annexation Area located to the west and south of the Town (Tax Map 101 – Parcel 286 (Tax ID # 0227082), Parcel 43 (Tax ID # 0235259), Lot 1 Eq. 2.9018 AC. (Tax ID # 0202317), Lot 1 EQ. 1.6155 (Tax ID # 0235267), Parcel 136 (Tax ID # 0192344), Parcel 130 (Tax ID # 0204818), a portion of right-of-way of Ritchie Marlboro Road (CO Rte. No. 974), a portion of right-of-way of MD 4 (Pennsylvania Avenue), a portion of right of way of Old Crain Highway (CO Rte. No. 1212), Parcel 116 (Tax ID # 0235382), all or a portion of right-of-way of Old Croom Road (Unimproved), Parcel 228 (Tax ID # 0235358), Parcel 197 (Tax ID # 0235176), Parcel 194 (Tax ID # 0229088), Parcel 195 (Tax ID # 0196758), Parcel 196 (Tax ID # 0215533), Parcel 198 (Tax ID # 0248153), Parcel 199 (Tax ID # 0201194), Parcel 200 (Tax ID # 0201186), Parcel 201 (Tax ID # 0228429), Parcel 203 (Tax ID # 0198069), Parcel 204 (Tax ID # 0244020), Parcel 205 (Tax ID # 0202630), Parcel 206 (Tax ID # 0204198), Parcel 297 (Tax ID # 0200444), Parcel 219 (Tax ID # 0200444), Parcel 220 (Tax ID # 0215921), Parcel 221 (Tax ID # 0202945), Parcel 222 (Tax ID # 0199869), Parcel 207 (Tax ID # 0247866), Parcel 208 (Tax ID # 019619), all or a portion of right-of-way of Valley Lane (CO Rte. No. 1010 & Rte. No. OP 664), Parcel 238 (Tax ID # 0246926), Parcel 266 (Tax ID # 0229856), Parcel of Unknown Ownership (S. of Parcel 218), and Parcel 218 (Tax ID # 0235416); Tax Map 102, Parcel 32 (Tax ID # 0238873), and the aforementioned “Third (3rd) Annexation Area” located east and north of the Town (Tax Map 102 - Parcel 75 (Tax ID # 0229872), Parcel 32 (Tax ID # 0238873), Parcel 70 (Tax ID # 0248161), Parcel 39 (Tax ID # 020143), Parcel 95 (Tax ID # 0240135), Parcel 1 (Tax ID # 0231308), Parcel 102 (Tax ID # 0237958); Tax Map 101 – Parcel 285 (Tax ID # 0231530); Tax Map 92 – Parcel 33 (Tax ID # 0197012), Parcel of Unknown Ownership (S. of Parcel 76), Parcel 76 (Tax ID # 0228692), PT Lot 1 EQ. 3.6142 AC. (Tax ID # 0202572), PT Lot 2 EQ. 1.5148 AC. (Tax ID # 0202564), a portion of right of way of MD 202, Parcel 45 (Tax ID # 0203166), Parcel 77 (Tax ID # 0203158), Parcel A (Tax ID # 5510858), Outparcel D (Tax ID # 3152634), all or a portion of right of way of Tranrail Drive (Unimproved), Outparcel B (Tax ID # 31552618), a portion of right of way of Celestial Court (Private), Lot 13 (Tax ID # 3746641), Lot 12 (Tax ID # 3746633), Lot 14 (Tax ID # 3746658), Lot 11 (Tax ID # 3746625), Lot 15 (Tax ID # 3746666), Lot 10 (Tax ID # 3746617), Lot 16 (Tax ID # 3746674), Lot 9 (Tax ID # 3746609), Parcel A (Tax ID # 3746526), all or a portion of right of way of Perseus Court (Unimproved), a portion of right of way of Dustream Terrace (Unimproved), Lot 8 (Tax ID # 3746591), Lot 2 (Tax ID # 3746534), Lot 7 (Tax ID # 3746583), Lot 3 (Tax ID # 3746542), Lot 4 (Tax ID # 3746559), Lot 5 (Tax ID # 3746567), Lot 6 (Tax ID # 3746575), Lot 7 (Tax ID # 3746583), Outparcel E (Tax ID # 3152642), Outparcel C (Tax ID #

3152626), Outparcel A (Tax ID # 3152600); Tax Map 102 – Parcel 39 (Tax ID # 0240143), Parcel 43 (Tax ID # 0201053), Parcel of Unknown Ownership (E. of Parcel 43), Parcel 37 (Tax ID # 0192179), Parcel 79 (Tax ID # 0229484), Parcel 72 (Tax ID # 0205344), Parcel 32 (Tax ID # 0238873), Parcel 78 (Tax ID # 0229443), Parcel 6 (Tax ID # 0205351), Parcel 77 (Tax ID # 0229435), Parcel 110 (Tax ID # 0228262), Parcel 40 (Tax ID # 0204156), Parcel 41 (Tax ID # 0227199), Parcel 100 (Tax ID # 0228387), Parcel 101 (Tax ID # 0203422); Tax Map 93 – Parcel 22 (Tax ID # 0237974); Tax Map 102 – Parcel 50 (Tax ID # 0237974); Tax Map 93 – Parcel 65 (Tax ID # 0238584), Parcel 23 (Tax ID # 0219774), Parcel 64 (Tax ID # 0198283), Parcel 67 (Tax ID # 0197343), Lot 2-A (Tax ID # 5606615), Lot 2-B (Tax ID # 5606626), Parcel 51 (Tax ID # 0797640), Parcel 25 (Tax ID # 0229641), Parcel 24 (Tax ID # 0229633), Lot 1 (Tax ID # 3568193), Lot 2 (Tax ID # 291743), Lot 1 (Tax ID # 2917235); Tax Map 102 – Parcel 2 (Tax ID # 0235044), Parcel 4 (Tax ID # 0231506), Parcel 77 (Tax ID # 0229435); Tax Map 93 – Parcel 14 (Tax ID # 0229427); Tax Map 102 – Parcel 3 (Tax ID # 0231514), Parcel 44 (Tax ID # 0230193); Tax Map 93 – Parcel 17 (Tax ID # 0231621), all or a portion of right of way of Buck Lane (CO Rte. No. 5181 & OP Rte. No. 142), Parcel 16 (Tax ID # 0215715); Tax Map 102 – Parcel 122 (Tax ID # 5570908), Parcel 107 (Tax ID # 2812089); Tax Map 93 – Parcel 99 (Tax ID # 0196824), Parcel 203 (Tax ID # 3156593), Parcel 21 (Tax ID # 0228940), Parcel of Unknown Ownership (W. of Parcel 21), Parcel 83 (Tax ID # 0196915), Parcel 192 (Tax ID # 0228080), Parcel 9 (Tax ID # 0197681), all or a portion of right of way of Peerless Avenue (Private), Parcel 160 (Tax ID # 0248948), Parcel 120 (Tax ID # 0239616), Parcel 121 (Tax ID # 022741), Parcel of Unknown Ownership (E. of Parcel 121), Parcel 18 (Tax ID # 0247056), Parcel 122 (Tax ID # 0247064), Parcel 123 (Tax ID # 0247486), Parcel 124 (Tax ID # 0197186), Parcel 20 (Tax ID # 0197699), Parcel 119 (Tax ID # 0204735), Parcel 118 (Tax ID # 0198143), Parcel 117 (Tax ID # 0205153), Parcel 115 (Tax ID # 0244046), Parcel A (Tax ID # 0237909), Parcel 114 (Tax ID # 0244038), Parcel 113 (Tax ID # 0229526), Parcel 96 (Tax ID # 0204065), Parcel 112 (Tax ID # 0203000), Parcel 30 (Tax ID # 0202994), Parcel 110 (Tax ID # 0247031), Parcel 111 (Tax ID # 0202986), Parcel 109 (Tax ID # 0228106), Parcel 108 (Tax ID # 0198150), Parcel 146 (Tax ID # 0228916), Parcel 107 (Tax ID # 0198168), Parcel 106 (Tax ID # 0215053), Parcel 104 (Tax ID # 0231159), Parcel 103 (Tax ID # 0248898), Parcel 102 (Tax ID # 0205146), Parcel 101 (Tax ID # 0238337), Parcel 69 (Tax ID # 0246199), Lots 1 & 2 (Tax ID # 0215061), Lot 17 (Tax ID # 0200832), a portion of right-of-way of Robert Crain Highway (US 301), all or a portion of right-of-way of Peerless Avenue (OP Rte. No. 4261), Outparcel 1 (Tax ID # 0237982), and Parcel 1 (Tax ID # 0197269). The annexation plat or map shall be subject to technical review and correction by the Town, or its designee, prior to the public hearing to be held on this Resolution.

Section 2. Amendment of Town Charter. Pursuant to the authority of Article XI-E of the Constitution of Maryland and the Local Government Article (Division II) of the Maryland Code, the Charter of the Town of Upper Marlboro (as published in the *Public Local Laws of Maryland – Compilation of Municipal Charters*) be and the same is hereby amended in Section 82-2 of said Charter by amending said Section to read as follows (changes underlined and/or in *italics* below in this Section 2 but not **bold** font and three asterisks (***) signifying language to remain as is) by adding the following subsection containing the metes and bounds description of the Annexation Property:

**Charter
of the
Town of Upper Marlboro
Prince George's County, Maryland**

Corporate Limits

Section 82-2. The corporate limits of the Town shall be as follows:

(a) *Original Boundaries.* Commencing at the mouth of the Federal Spring Branch at its confluence with the Western Branch and running down with the meanders of the Western Branch on the south side thereof, and exclusive of said branch, to the stream beyond James B. Belt's meadow; then up and with said stream to the small bridge culvert on the road from Upper Marlboro to Rosaryville, back of the former residence of A. S. Brooke; then in an air or direct line across the land of Frederick Sasscer to the Federal Spring Branch at a point which will throw into the corporation all the land formerly purchased by Thomas E. Williams and C. C. Magruder, Jr., of the trustees of D. Benedict J. Gardiner; then down and with the meanders of said Federal Spring Branch on the south side thereof, and exclusive of said branch to its mouth, the beginning point aforesaid.

(b) *First Annexation.* The boundaries of Upper Marlboro are hereby extended to include the following parcel or area of land:

(c) *Second and Third Annexations.* The boundaries of Upper Marlboro are hereby extended to include the following parcels or areas of land:

(1) Beginning for the same at a point on the Southerly side of the Federal Spring Branch of the Patuxent River, said point also being at the end of the direct line across the land of Frederick Sasscer as described in the Original Corporate limits of the Town, thence leaving the aforesaid Southerly side of the Federal Spring Branch of the Patuxent River, and running reversely with and binding on the aforesaid direct line across the land of Frederick Sasscer as described in the Original Corporate limits of the Town, which line is also the present western boundary line of the Town of Upper Marlboro, the following course and distance

(i) South 22°29'49" East, 2,089.03 feet to a point at the small bridge culvert on the road from Upper Marlboro to Rosaryville, back of the former residence of A. S. Brooke, as described in the aforesaid Original Corporate limits of the Town, thence continuing reversely with and binding on the present western boundary line of the Town of Upper Marlboro the following course and distance

- (ii) South 47°29'58" East, 330.25 feet to a point in the stream beyond James B. Belt's meadow as described in the aforesaid Original Corporate limits of the Town, thence running reversely with and binding on the aforesaid stream beyond James B. Belt's meadow as described in the Original Corporate limits of the Town, which line is also the present southern boundary lines of the Town of Upper Marlboro, the following sixty courses and distances
- (iii) South 45°18'18" East, 25.00 feet to a point, thence
- (iv) South 61°11'57" East, 21.76 feet to a point, thence
- (v) North 62°30'46" East, 70.78 feet to a point, thence
- (vi) North 21°45'49" East, 67.97 feet to a point, thence
- (vii) North 88°53'00" East, 49.37 feet to a point, thence
- (viii) South 83°13'15" East, 66.32 feet to a point, thence
- (ix) North 68°39'45" East, 45.49 feet to a point, thence
- (x) South 73°16'51" East, 43.91 feet to a point, thence
- (xi) North 47°53'16" East, 62.91 feet to a point, thence
- (xii) North 72°36'28" East, 52.13 feet to a point, thence
- (xiii) North 24°50'52" East, 57.89 feet to a point, thence
- (xiv) North 74°16'27" East, 50.40 feet to a point, thence
- (xv) North 46°40'56" East, 59.16 feet to a point, thence
- (xvi) North 34°16'54" East, 101.76 feet to a point, thence
- (xvii) North 59°08'05" East, 47.25 feet to a point, thence
- (xviii) North 47°03'21" East, 63.96 feet to a point, thence
- (xix) North 61°57'39" East, 136.01 feet to a point, thence
- (xx) North 43°14'35" East, 39.62 feet to a point, thence
- (xxi) North 61°54'24" East, 32.58 feet to a point, thence
- (xxii) North 41°42'33" East, 106.32 feet to a point, thence
- (xxiii) North 65°24'24" East, 33.45 feet to a point, thence
- (xxiv) North 46°54'28" East, 54.87 feet to a point, thence
- (xxv) North 56°37'52" East, 42.61 feet to a point, thence
- (xxvi) North 83°21'33" East, 37.63 feet to a point, thence
- (xxvii) North 18°37'36" East, 43.39 feet to a point, thence
- (xxviii) North 67°10'00" East, 60.64 feet to a point, thence
- (xxix) South 66°52'34" East, 74.35 feet to a point, thence
- (xxx) South 76°37'52" East, 111.95 feet to a point, thence
- (xxxi) North 71°30'22" East, 85.58 feet to a point, thence
- (xxxii) South 64°33'00" East, 122.30 feet to a point, thence
- (xxxiii) South 68°50'09" East, 48.83 feet to a point, thence
- (xxxiv) South 19°54'26" East, 11.35 feet to a point, thence
- (xxxv) South 37°44'27" West, 24.19 feet to a point, thence
- (xxxvi) South 07°51'25" East, 10.92 feet to a point, thence
- (xxxvii) South 54°14'36" East, 42.59 feet to a point, thence
- (xxxviii) South 84°24'41" East, 9.81 feet to a point, thence
- (xxxix) North 04°35'01" East, 14.73 feet to a point, thence
- (xl) North 18°45'29" West, 26.41 feet to a point, thence
- (xli) North 32°46'05" East, 16.10 feet to a point, thence
- (xlii) South 79°13'49" East, 29.77 feet to a point, thence

- (xl) South 69°50'05" East, 42.59 feet to a point, thence
- (xli) North 49°02'17" East, 14.71 feet to a point, thence
- (xlii) North 14°04'20" West, 33.70 feet to a point, thence
- (xliii) North 45°17'10" West, 29.59 feet to a point, thence
- (xliv) North 69°08'38" East, 30.74 feet to a point, thence
- (xlv) South 83°33'51" East, 38.26 feet to a point, thence
- (xlvi) North 17°19'02" East, 46.34 feet to a point, thence
- (xlvii) North 40°34'20" East, 54.60 feet to a point, thence
- (i) North 83°04'48" East, 198.66 feet to a point, thence
- (ii) South 75°37'35" East, 80.41 feet to a point, thence
- (iii) South 58°15'40" East, 50.27 feet to a point, thence
- (iv) South 24°39'15" East, 36.64 feet to a point, thence
- (v) South 03°19'59" East, 41.92 feet to a point, thence
- (vi) North 81°17'46" East, 36.68 feet to a point, thence
- (vii) South 52°11'11" East, 28.77 feet to a point, thence
- (viii) South 46°46'22" West, 47.33 feet to a point, thence
- (ix) South 58°30'28" East, 24.65 feet to a point, thence
- (x) South 62°03'50" East, 66.79 feet to a point, thence
- (xi) South 09°05'16" West, 21.76 feet to a point, thence
- (xii) South 49°18'06" East, 57.64 feet to a point on the Northerly side of the Western Branch of the Patuxent River as described in the aforesaid Original Corporate limits of the Town, thence leaving the aforesaid stream beyond James B. Belt's meadow as described in the Original Corporate limits of the Town, and running reversely with and binding on the Northerly side of the aforesaid Western Branch of the Patuxent River as described in the Original Corporate limits of the Town, so as to exclude said Branch, which line is also the present southern boundary lines of the Town of Upper Marlboro, the following six courses and distances
- (xiii) North 39°21'35" East, 192.87 feet to a point, thence
- (xiv) North 31°33'38" East, 136.49 feet to a point, thence
- (xv) North 35°44'16" East, 111.12 feet to a point, thence
- (xvi) North 44°44'11" East, 99.58 feet to a point, thence
- (xvii) North 53°15'14" East, 113.35 feet to a point, thence
- (xviii) North 59°22'15" East, 45.99 feet to a point on the Westerly Right-of-Way line of Water Street (30' wide), said point also being at the end of the Ninety-Ninth or North 23°57'20" West, 47.30 feet line of the First Annexation to the Town of Upper Marlboro, thence leaving the aforesaid Northerly side of the Western Branch of the Patuxent River as described in the Original Corporate limits of the Town, and running with and binding on the aforesaid Westerly Right-of-Way line of Water Street, and also running reversely with and binding on the aforesaid Ninety-Ninth line of the First Annexation to the Town of Upper Marlboro, which line is also the present western boundary line of the Town of Upper Marlboro, the following course and distance
- (xix) South 23°57'20" East, 47.30 feet to a point on the Northerly Right-of-Way line of Pennsylvania Avenue (Relocated MD Rte. 4, variable width) as shown on State Roads Commission Plat Number 19984, thence leaving the aforesaid

- Westerly Right-of-Way line of Water Street, and running with and binding on the aforesaid Northerly Right-of-Way line of Pennsylvania Avenue, and also running reversely with and binding on the Ninety-Eighth through Ninety-fourth lines as described in the aforesaid First Annexation to the Town of Upper Marlboro, which line is also the present western boundary line of the Town of Upper Marlboro, the following five courses and distances
- (lxx) South 66°02'40" West, 47.00 feet to a point, thence
 - (lxxi) South 23°57'20" East, 19.39 feet to a point of curvature, thence
 - (lxxii) 247.41 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 400.00 feet and a chord bearing and distance of South 06°14'11" East, 243.48 feet to a point of compound curvature, thence
 - (lxxiii) 429.67 feet along the arc of a tangent curve, deflecting to the right, having a radius of 700.00 feet and a chord bearing and distance of South 29°04'02" West, 422.96 feet to a point, thence with a non-tangent line
 - (lxxiv) South 62°17'50" West, 440.10 feet to a point, thence leaving the aforesaid Northerly Right-of-Way line of Pennsylvania Avenue, and running in, through, over and across the aforesaid Pennsylvania Avenue, and also running reversely with and binding on the Ninety-third line as described in the aforesaid First Annexation to the Town of Upper Marlboro, which line is also the present western boundary line of the Town of Upper Marlboro, the following course and distance
 - (lxxv) South 04°54'22" East, 325.42 feet to a point on the Southerly Right-of-Way line of the aforesaid Pennsylvania Avenue as shown on State Roads Commission Plat Number 19979, thence leaving the aforesaid Ninety-third line as described in the First Annexation to the Town of Upper Marlboro, and running with and binding on the aforesaid Southerly Right-of-Way line of Pennsylvania Avenue, and also running for a new boundary line of Upper Marlboro, the following nine courses and distances
 - (lxxvi) South 62°18'12" West, 742.34 feet to a point of curvature, thence
 - (lxxvii) 1,014.15 feet along the arc of a tangent curve, deflecting to the right, having a radius of 3,014.79 feet and a chord bearing and distance of South 71°56'25" West, 1,009.38 feet to a point, thence with a non-tangent line
 - (lxxviii) South 71°20'03" West, 53.64 feet to a point of curvature, thence
 - (lxxix) 422.34 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 3,024.79 feet and a chord bearing and distance of South 86°34'38" West, 422.00 feet to a point, thence with a non-tangent line
 - (lxxx) North 00°34'38" East, 10.00 feet to a point of curvature, thence
 - (lxxx1) 905.43 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 3,014.79 feet and a chord bearing and distance of North 80°49'09" West, 902.03 feet to a point of curvature, thence
 - (lxxxii) 506.41 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 300.00 feet and a chord bearing and distance of South 34°02'41" West, 448.39 feet to a point of compound curvature, thence
 - (lxxxiii) 226.63 feet along the arc of a tangent curve, deflecting to the right, having a radius of 395.00 feet and a chord bearing and distance of North 81°09'34" West, 223.54 feet to a point of compound curvature, thence

- (lxxxiv) 298.70 feet along the arc of a tangent curve, deflecting to the right, having a radius of 300.00 feet and a chord bearing and distance of North 36°11'58" West, 286.51 feet to a point on the Easterly Right-of-Way line of Old Crain Highway (variable width right-of-way) as shown on State Roads Commission Plat Number 24759, thence leaving the aforesaid Easterly Right-of-Way line of Old Crain Highway, and also leaving the aforesaid Southerly Right-of-Way line of Pennsylvania Avenue, and running in, through, over and across the aforesaid Old Crain Highway the following course and distance
- (lxxxv) North 28°31'00" West, 175.15 feet to a point of curvature on the Westerly Right-of-Way line of the aforesaid Old Crain Highway, said point also being on the Common line between the Southerly Right-of-Way line of Through Highway of Pennsylvania Avenue and the Northerly Right-of-Way line of William Beanes Road (variable width service road right-of-way), thence leaving the aforesaid Westerly Right-of-Way line of Old Crain Highway, and running with and binding on the aforesaid Common line between the Southerly Right-of-Way line of Through Highway of Pennsylvania Avenue and the Northerly Right-of-Way line of William Beanes Road the following five courses and distances
- (lxxxvi) 259.79 feet along the arc of a non-tangent curve, deflecting to the left, having a radius of 904.93 feet, and a chord bearing and distance of North 49°51'26" West, 258.90 feet to a point, thence with a tangent line
- (lxxxvii) North 58°04'54" West, 363.54 feet to a point of curvature, thence
- (lxxxviii) 372.15 feet along the arc of a tangent curve, deflecting to the left, having a radius of 1,859.86 feet and a chord bearing and distance of North 63°48'51" West, 371.53 feet to a point of curvature, thence
- (lxxxix) 1,785.69 feet along the arc of a non-tangent curve, deflecting to the left, having a radius of 6,415.90 feet and a chord bearing and distance of North 84°47'19" West, 1,779.93 feet to a point, thence with a tangent line
- (xc) South 87°14'17" West, 743.90 feet to a point, thence leaving the aforesaid Common line between the Southerly Right-of-Way line of Through Highway of Pennsylvania Avenue and the Northerly Right-of-Way line of William Beanes Road, and running in, through, over and across Pennsylvania Avenue the following course and distance
- (xci) North 15°05'06" East, 680.73 feet to a point on the Westerly Right-of-Way line of Ritchie Marlboro Road (a variable width right-of-way) as shown on State Roads Commission Plat Number 19981, thence leaving the aforesaid Westerly Right-of-Way line of Ritchie Marlboro Road, and also leaving Pennsylvania Avenue, and running in, through, over and across the aforesaid Ritchie Marlboro Road the following course and distance
- (xcii) North 06°02'15" West, 454.17 feet to a point on the Easterly Right-of-Way line of the aforesaid Ritchie Marlboro Road, said point also being at the Westerly end of the Southerly or North 88°11'38" West, 271.69 feet Plat line as shown on a Record Plat entitled "Lot 1, Antioch Baptist Church" and recorded among the Land Records of Prince George's County, Maryland in plat Book 193 on Page 83, thence leaving the aforesaid Easterly Right-of-Way line of

- Ritchie Marlboro Road, and running reversely with and binding on the aforesaid Southerly Plat line as shown on the Record Plat recorded in Plat Book 193 on Page 83 the following course and distance
- (xciii) South 88°15'44" East, 271.69 feet to a point, thence continuing with the outline of the aforesaid Record Plat recorded in Plat Book 193 on Page 83, and also running reversely with and binding on the outline of a Plat of Subdivision entitled "Woolfolk" and recorded among the aforesaid Land Records in Plat Book 12 on Page 41, the following course and distance
- (xciv) South 79°47'51" East, 263.99 feet to a point, thence continuing with the aforesaid outline of the Plat of Subdivision recorded in Plat Book 12 on Page 41, and also running reversely with and binding on the Fourth or South 69°05' West, 6.7 feet line as described in a Deed from Ernest C. Woolfolk, et ux, to John M. Ellis, et ux, dated October 15, 1946 and recorded among the aforesaid Land Records in Liber 905 at Folio 219, the following course and distance
- (xcv) North 63°44'21" East, 148.50 feet to a point, thence running reversely with and binding on the Third line as described in the aforesaid Deed recorded in Liber 905 at Folio 219, and also running reversely with and binding on the Southerly outline of a Plat of Subdivision entitled "Lots 1 and 2, Campbell Subdivision" and recorded among the aforesaid Land Records in Plat Book 165 on Page 15, and further running reversely with and binding on the Southerly outline of a Plat of Subdivision entitled "Lots 1 & 2, Marlboro Green" and recorded among the aforesaid Land Records in Plat Book 133 on Page 71, the following course and distance
- (xcvi) North 69°53'02" East, 709.46 feet to a point, thence continuing with the Southerly outline of the Plat of Subdivision recorded in Plat Book 133 on Page 71, and also running reversely with and binding on the Fourth or South 81°55'00" West, 288.60 feet line as described in a Deed from Dennis E. Barnhart, et al, to Cheryl Tang How, dated February 21, 2019 and recorded among the aforesaid Land Records in Liber 41908 at Folio 56, and further running reversely with and binding on the Second or South 81°55' West, 133.70 feet line as described in a Deed from Mary R. Norris, et al, to Calvert Smith, et ux, dated September 20, 1956 and recorded among the aforesaid Land Records in Liber 2086 at Folio 430, and also further running reversely with and binding on the Third or South 81°55' West, 42.7 feet line as described in a Deed by and between Donald C. Gray, et al, dated July 26, 2004 and recorded among the aforesaid Land Records in Liber 21973 at Folio 529, the following course and distance
- (xcvii) North 73°57'49" East, 515.00 feet to a point, thence running reversely with and binding on the Second and First lines as described in the aforesaid Deed recorded in Liber 21973 at Folio 529 the following two courses and distances
- (xcviii) North 55°07'49" East, 191.40 feet to a point, thence
- (xcix) North 06°46'49" East, 37.48 feet to a point on the aforesaid Southerly side of the Federal Spring Branch of the Patuxent River, thence leaving the aforesaid First line as described in the Deed recorded in Liber 21973 at Folio 529, and running with and binding on the aforesaid Southerly side of the Federal

Spring Branch of the Patuxent River the following sixty-eight courses and distances

- (c) North 60°23'43" East, 32.27 feet to a point, thence
- (ci) North 78°20'11" East, 20.34 feet to a point, thence
- (cii) South 63°56'40" East, 21.76 feet to a point, thence
- (ciii) South 20°38'47" East, 20.81 feet to a point, thence
- (civ) South 39°57'40" East, 30.94 feet to a point, thence
- (cv) North 77°22'02" East, 45.55 feet to a point, thence
- (cvi) North 80°41'25" East, 38.70 feet to a point, thence
- (cvii) North 56°35'07" East, 34.79 feet to a point, thence
- (cviii) North 11°25'27" East, 25.88 feet to a point, thence
- (cix) North 01°54'47" East, 35.83 feet to a point, thence
- (cx) North 35°08'57" East, 18.20 feet to a point, thence
- (cxi) North 58°12'36" East, 20.28 feet to a point, thence
- (cxii) North 77°28'45" East, 16.05 feet to a point, thence
- (cxiii) South 40°25'41" East, 27.77 feet to a point, thence
- (cxiv) South 43°37'07" East, 25.43 feet to a point, thence
- (cxv) South 80°19'09" East, 28.97 feet to a point, thence
- (cxvi) North 85°10'19" East, 21.81 feet to a point, thence
- (cxvii) North 72°34'43" East, 19.54 feet to a point, thence
- (cxviii) South 75°43'24" East, 36.27 feet to a point, thence
- (cxix) South 74°03'44" East, 35.31 feet to a point, thence
- (cxx) North 33°18'29" East, 33.57 feet to a point, thence
- (cxxi) North 26°00'06" East, 42.46 feet to a point, thence
- (cxxii) North 60°50'45" East, 33.48 feet to a point, thence
- (cxxiii) North 73°04'48" East, 32.24 feet to a point, thence
- (cxxiv) North 29°42'52" East, 45.70 feet to a point, thence
- (cxxv) North 32°56'17" East, 58.16 feet to a point, thence
- (cxxvi) North 38°45'11" East, 65.02 feet to a point, thence
- (cxxvii) North 49°46'49" East, 33.04 feet to a point, thence
- (cxxviii) North 83°44'11" East, 21.83 feet to a point, thence
- (cxxix) South 34°04'08" East, 55.86 feet to a point, thence
- (cxxx) South 65°36'51" East, 31.77 feet to a point, thence
- (cxxxii) South 81°40'25" East, 30.55 feet to a point, thence
- (cxxxii) North 87°28'13" East, 89.01 feet to a point, thence
- (cxxxiii) North 61°11'22" East, 44.38 feet to a point, thence
- (cxxxiv) North 17°30'33" East, 61.99 feet to a point, thence
- (cxxxv) North 49°58'13" East, 18.18 feet to a point, thence
- (cxxxvi) North 84°13'33" East, 22.81 feet to a point, thence
- (cxxxvii) South 19°01'56" East, 45.65 feet to a point, thence
- (cxxxviii) South 08°52'02" West, 32.17 feet to a point, thence
- (cxxxix) South 30°18'00" East, 43.51 feet to a point, thence
- (cxl) North 86°18'46" East, 50.41 feet to a point, thence
- (cxli) South 86°01'39" East, 48.47 feet to a point, thence
- (cxlii) South 84°11'14" East, 51.67 feet to a point, thence
- (cxliii) North 39°37'54" East, 38.39 feet to a point, thence

(cxliv) North 09°02'25" East, 49.44 feet to a point, thence
(cxlv) North 87°51'49" East, 45.85 feet to a point, thence
(cxlvi) South 77°03'08" East, 44.85 feet to a point, thence
(cxlvii) South 37°16'19" East, 34.23 feet to a point, thence
(cxlviii) South 53°41'19" East, 36.74 feet to a point, thence
(cxlix) South 74°40'56" East, 24.62 feet to a point, thence
(cl) North 54°54'07" East, 33.36 feet to a point, thence
(cli) North 84°28'13" East, 36.25 feet to a point, thence
(clii) North 76°04'23" East, 66.93 feet to a point, thence
(cliii) North 60°16'54" East, 74.47 feet to a point, thence
(cliv) North 60°23'59" East, 53.65 feet to a point, thence
(clv) North 35°26'53" East, 44.18 feet to a point, thence
(clvi) North 17°36'50" East, 34.39 feet to a point, thence
(clvii) North 71°46'44" East, 23.46 feet to a point, thence
(clviii) North 63°56'17" East, 29.60 feet to a point, thence
(clix) North 18°17'49" East, 30.13 feet to a point, thence
(clx) North 26°27'05" West, 25.55 feet to a point, thence
(clxi) North 65°17'45" West, 30.06 feet to a point, thence
(clxii) North 17°23'37" West, 17.24 feet to a point, thence
(clxiii) North 03°05'31" East, 22.76 feet to a point, thence
(clxiv) North 27°28'31" East, 15.07 feet to a point, thence
(clxv) North 69°26'40" East, 37.81 feet to a point, thence
(clxvi) North 82°21'34" East, 56.85 feet to a point, thence
(clxvii) North 78°41'25" East, 49.03 feet to the point of beginning, containing 257.53 acres of land.

- (2) Beginning for the same at a point on the Westerly line of the Pope's Creek Railroad Right-of-Way, said point also being at the end of the Thirty-Ninth or South 15°28' East, 608.50 line as described in a Deed from Southern Maryland Agricultural Association, Inc., a Maryland corporation, to Prince George's County, Maryland, a Municipal corporation, dated August 26, 1980 and recorded among the Land Records of Prince George's County, Maryland in Liber 5299 at Folio 269, said point further being at the end of the Forty-Ninth or South 23°03'37" East, 608.50 feet line of the First Annexation to the Town of Upper Marlboro, thence leaving the aforesaid Westerly line of the Pope's Creek Railroad Right-of-Way, and running reversely with and binding on the aforesaid Thirty-Ninth line, and the Thirty-Eighth and Thirty-Seventh lines as described in the aforesaid Deed recorded in Liber 5299 at Folio 269, and also running reversely with and binding on the aforesaid Forty-Ninth, and the Forty-Eighth and Forty-Seventh lines as described in the aforesaid First Annexation to the Town of Upper Marlboro, which line is also the present eastern boundary line of the Town of Upper Marlboro, the following three courses and distances
- (i) North 23°03'37" West, 608.50 feet to a point, thence
(ii) North 39°18'37" West, 470.00 feet to a point, thence
(iii) North 57°45'59" West, 269.71 feet to a point at the beginning of the Third or South 43°04'53" West, 110.97 feet line as described in a Deed from Prince George's County to L. Thomas Wellons, III and Thomas Franklin Houck, Sr.,

dated January 13, 1987 and recorded among the Land Records of Prince George's County, Maryland in Liber 6627 at Folio 682, thence leaving the aforesaid Thirty-Seventh line as described in the aforesaid Deed recorded in Liber 5299 at Folio 269, and running with and binding on the aforesaid Third line, and the Fourth through Seventh lines, and an extension of the aforesaid Seventh line, as described in the aforesaid Deed recorded in Liber 6627 at Folio 682, and also running reversely with and binding on the Forty-Sixth through Forty-Second lines as described in the aforesaid First Annexation to the Town of Upper Marlboro, which line is also the present eastern boundary line of the Town of Upper Marlboro, the following five courses and distances

- (iv) South 43°26'56" West, 110.97 feet to a point, thence
- (v) South 83°24'34" West, 18.27 feet to a point, thence
- (vi) North 06°35'26" West, 140.00 feet to a point, thence
- (vii) North 83°24'34" East, 20.30 feet to a point, thence
- (viii) North 27°41'57" West, 74.04 feet to a point on the Southerly Right-of-Way line of Marlboro Pike (MD Rte. 725 [formerly MD Rte. 4], variable width) as shown on State Roads Commission Plat Number 26495, thence leaving the aforesaid extension of the Seventh line as described in the aforesaid Deed recorded in Liber 6627 at Folio 682, and running with and binding on the aforesaid Southerly Right-of-Way line of Marlboro Pike, and also running reversely with and binding on the Forty-First through Thirty-Ninth lines as described in the aforesaid First Annexation to the Town of Upper Marlboro, which line is also the present eastern boundary line of the Town of Upper Marlboro, the following three courses and distances
- (ix) South 62°31'27" West, 39.26 feet to a point, thence
- (x) South 31°46'10" East, 35.06 feet to a point, thence
- (xi) South 61°30'04" West, 105.88 feet to a point on the Westerly side of the Western Branch of the Patuxent River as described in the aforesaid Original Corporate limits of the Town, thence leaving the aforesaid Southerly Right-of-Way line of Marlboro Pike, and also leaving the aforesaid Thirty-Ninth line as described in the aforesaid First Annexation to the Town of Upper Marlboro, and running with and binding on the aforesaid Westerly side, and the Southerly side, of the Western Branch of the Patuxent River as described in the aforesaid Original Corporate limits of the Town, which line is also the present eastern boundary line of the Town of Upper Marlboro, the following twenty-three courses and distances
- (xii) North 24°14'35" West, 4.69 feet to a point, thence
- (xiii) North 27°22'08" West, 37.58 feet to a point, thence
- (xiv) North 50°19'50" West, 31.49 feet to a point, thence
- (xv) North 72°00'27" West, 105.34 feet to a point, thence
- (xvi) North 69°22'30" West, 61.70 feet to a point, thence
- (xvii) North 49°39'54" West, 32.39 feet to a point, thence
- (xviii) North 34°10'04" West, 83.33 feet to a point, thence
- (xix) North 27°04'17" West, 21.53 feet to a point, thence
- (xx) North 06°34'28" West, 31.47 feet to a point, thence
- (xxi) North 00°44'01" West, 68.02 feet to a point, thence

- (xxii) North 21°22'28" West, 62.75 feet to a point, thence
- (xxiii) North 47°41'09" West, 97.96 feet to a point, thence
- (xxiv) North 37°16'08" West, 73.71 feet to a point, thence
- (xxv) North 22°27'20" West, 76.22 feet to a point, thence
- (xxvi) North 16°22'48" West, 71.39 feet to a point, thence
- (xxvii) North 39°32'50" West, 65.96 feet to a point, thence
- (xxviii) North 89°36'12" West, 64.16 feet to a point, thence
- (xxix) South 68°14'11" West, 131.81 feet to a point, thence
- (xxx) South 78°02'50" West, 141.60 feet to a point, thence
- (xxxii) North 86°42'04" West, 45.28 feet to a point, thence
- (xxxii) South 88°38'37" West, 69.49 feet to a point, thence
- (xxxiii) North 45°49'00" West, 45.54 feet to a point, thence
- (xxxiv) North 14°24'48" West, 53.96 feet to a point on the Southerly side of the mouth of the Federal Spring Branch of the Patuxent River at its confluence with the aforesaid Southerly side of the Western Branch of the Patuxent River as described in the Original Corporate limits of the Town, thence leaving the aforesaid Southerly side of the mouth of the Federal Spring Branch of the Patuxent River at its confluence with the Southerly side of the Western Branch of the Patuxent River as described in the Original Corporate limits of the Town, and running for a new boundary line of Upper Marlboro, the following course and distance
- (xxxv) South 30°25'44" East, 47.54 feet to a point in the aforesaid Western Branch of the Patuxent River, said point also being on the extension of the First or South 34°36' West, 733.83 feet line of Parcel One as described in a Deed of Correction from James Henry Reed, Jr., Personal Representative of the Estate of Della R. Reed, to Victoria L. Gardner and Hosia Gardner, III, dated November 04, 2019 and recorded among the aforesaid Land Records in Liber 42783 at Folio 223, thence leaving the aforesaid Western Branch of the Patuxent River, and running reversely with and binding on the aforesaid extension of the First line of Parcel One as described in the Deed recorded in Liber 42783 at Folio 223, the following course and distance
- (xxxvi) North 27°33'57" East, 740.28 feet to a point on the Southerly Right-of-Way line of Largo Road (MD Rte. 202, variable width) as shown on State Roads Commission Plat Number 43418, thence leaving the aforesaid extension of the First line of Parcel One as described in the Deed recorded in Liber 42783 at Folio 223, and running with and binding on the aforesaid Southerly Right-of-Way line of Largo Road the following six courses and distances
- (xxxvii) North 44°24'41" West, 49.94 feet to a point, thence
- (xxxviii) North 70°58'35" West, 11.18 feet to a point, thence
- (xxxix) North 35°19'16" West, 50.64 feet to a point, thence
- (xl) North 59°20'34" West, 77.62 feet to a point, thence
- (xli) North 41°21'31" West, 75.11 feet to a point, thence
- (xlii) North 35°19'14" West, 74.30 feet to a point on the Second or South 54°28' West, 125.20 feet line as described in a Deed from George Raymond Wells and Albert W. Wells, III to Joseph E. Canter, Sr., dated November 28, 2001 and recorded among the aforesaid Land Records in Liber 15211 at Folio 138,

- distant 103.50 feet from the end thereof, thence leaving the aforesaid Southerly Right-of-Way line of Largo Road, and running with and binding on the aforesaid First line, and the Second line as described in the aforesaid Deed recorded in Liber 15211 at Folio 138 the following two courses and distances
- (xliii) South 46°05'32" West, 103.50 feet to a point, thence
 - (xliv) South 16°33'28" East, 110.89 feet to a point on the First or South 54°57' West, 540 feet line of the First Parcel as described in a Deed from Norman S. Weber and Jacqueline R. Weber to Audrey Blackwell, dated August 20, 2003 and recorded among the aforesaid Land Records in Liber 18355 at Folio 178, thence leaving the aforesaid Second line as described in the Deed recorded in Liber 15211 at Folio 138, and running with and binding on the aforesaid First line of the First Parcel as described in the Deed recorded in Liber 18355 at Folio 178, and also running reversely with and binding on the Easterly or North 46°28'30" East, 19.64 feet Plat line as shown on a Record Plat entitled "Plat Seven, Villages of Marlborough" and recorded among the aforesaid Land Records in Plat Book 129 on Page 96, the following course and distance
 - (xlv) South 46°34'32" West, 373.45 feet to a point, thence continuing reversely with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 129 on Page 96 the following eight courses and distances
 - (xlvi) North 88°33'40" West, 78.25 feet to a point, thence
 - (xlvii) North 12°23'58" West, 190.00 feet to a point, thence
 - (xlviii) North 12°51'02" East, 158.00 feet to a point, thence
 - (xlix) North 23°23'58" West, 72.00 feet to a point, thence
 - (l) North 46°23'58" West, 220.00 feet to a point, thence
 - (li) North 58°46'10" West, 226.66 feet to a point, thence
 - (lii) North 77°44'20" West, 177.33 feet to a point, thence
 - (liii) North 21°45'40" West, 261.81 feet to a point on the extension of the Common or North 63°19' East, 467.7 feet line between Lots 2 and 3 as shown on a Plat of Subdivision entitled "Section One, North East Marlboro" and recorded among the aforesaid Land Records in Plat Book 15 on Page 10, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 129 on Page 96, and running reversely with and binding on the extension and with the Common lines between the aforesaid Lots 2 & 3 as shown on the Plat of Subdivision recorded in Plat Book 15 on Page 10 the following two courses and distances
 - (liv) North 54°56'32" East, 469.89 feet to a point, thence
 - (lv) North 76°06'32" East, 215.85 feet to a point on the aforesaid Westerly Right-of-Way line of Largo Road as shown on States Roads Commission Plat Number 43419, thence leaving the aforesaid Common line between Lots 2 & 3 as shown on the Plat of Subdivision recorded in Plat Book 15 on Page 10, and running with and binding on the aforesaid Westerly Right-of-Way line of Largo Road the following fifteen courses and distances
 - (lvi) North 25°05'07" West, 27.83 feet to a point, thence
 - (lvii) North 05°14'41" West, 101.12 feet to a point, thence
 - (lviii) North 01°52'01" East, 51.92 feet to a point, thence
 - (lix) North 02°55'26" East, 52.20 feet to a point, thence
 - (lx) North 10°51'58" West, 61.87 feet to a point, thence

- (lxi) North 08°37'54" West, 76.52 feet to a point, thence
- (lxii) North 13°46'31" West, 412.00 feet to a point, thence
- (lxiii) North 43°53'20" West, 57.80 feet to a point, thence
- (lxiv) North 28°21'00" West, 51.66 feet to a point, thence
- (lxv) North 01°52'01" East, 51.92 feet to a point, thence
- (lxvi) North 06°01'25" East, 53.14 feet to a point, thence
- (lxvii) North 02°27'56" West, 50.99 feet to a point, thence
- (lxviii) North 13°46'31" West, 25.00 feet to a point of curvature, thence
- (lxix) 265.23 feet along the arc of a tangent curve, deflecting to the left, having a radius of 788.51 feet and a chord bearing and distance of North 23°24'41" West, 263.98 feet to a point, thence with a tangent line
- (lxx) North 33°02'51" West, 95.20 feet to a point, thence leaving the aforesaid Westerly Right-of-Way line of Largo Road, and running in, through, over and across the aforesaid Largo Road the following course and distance
- (lxxi) North 56°57'09" East, 60.00 feet to a point on the Easterly Right-of-Way line of the aforesaid Largo Road as shown on State Roads Commission Plat Number 43420, said point also being on the extension of the Northerly or North 71°25'54" East, 942.69 feet Plat line as shown on a Record Plat entitled "Lot 1 & Outparcels 'A' thru 'E', Wurtz & Weeks Tract" and recorded among the aforesaid Land Records in Plat Book 182 on Page 89, thence leaving the aforesaid Easterly Right-of-Way line of Largo Road, and running with and binding on the extension and with the outline of the aforesaid Record Plat recorded in Plat Book 182 on Page 89 the following twenty courses and distances
- (lxxii) North 71°26'21" East, 943.55 feet to a point, thence
- (lxxiii) North 40°13'14" West, 138.88 feet to a point, thence
- (lxxiv) North 63°53'24" West, 270.09 feet to a point, thence
- (lxxv) North 69°39'37" East, 798.29 feet to a point, thence
- (lxxvi) North 70°54'37" East, 198.00 feet to a point, thence
- (lxxvii) North 67°24'37" East, 68.75 feet to a point, thence
- (lxxviii) South 34°25'19" East, 105.05 feet to a point, thence
- (lxxix) South 31°34'27" East, 87.21 feet to a point, thence
- (lxxx) South 35°31'10" East, 56.00 feet to a point, thence
- (lxxxii) South 39°36'18" East, 84.21 feet to a point, thence
- (lxxxiii) South 28°56'15" East, 26.17 feet to a point, thence
- (lxxxiv) South 09°28'50" West, 35.36 feet to a point, thence
- (lxxxv) South 35°18'47" East, 61.62 feet to a point, thence
- (lxxxvi) South 69°39'19" East, 47.29 feet to a point, thence
- (lxxxvii) South 18°26'42" East, 35.53 feet to a point, thence
- (lxxxviii) South 25°59'24" East, 144.45 feet to a point, thence
- (lxxxix) South 16°44'01" East, 207.91 feet to a point, thence
- (lxxxix) South 10°00'24" East, 193.55 feet to a point, thence
- (xc) South 01°26'29" East, 27.61 feet to a point, thence
- (xci) South 65°15'02" West, 1,021.48 feet to a point on the Westerly or North 33°26'48" West, 50.61 feet Plat line as shown on a Record Plat entitled "Parcels 'B' & 'C', Wurtz and Weeks Addition to Marlboro" and recorded

among the aforesaid Land Records in Plat Book 95 on Page 65, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 182 on Page 89, and running reversely with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 95 on Page 65 the following two courses and distances

- (xcii) South 33°26'22" East, 50.61 feet to a point, thence
- (xciii) South 56°39'11" West, 30.00 feet to a point of curvature on Easterly Dedication line of Proposed Maryland Route 202 as shown on the aforesaid Record Plat recorded in Plat Book 95 on Page 65, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 95 on Page 65, and running reversely with and binding on the aforesaid Easterly Dedication line of Proposed Maryland Route 202 as shown on the Record Plat recorded in Plat Book 95 on Page 65 the following five courses and distances
- (xciv) 383.92 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 15,679.21 feet and a chord bearing and distance of South 32°38'44" East, 383.91 feet to a point, thence with a non-tangent line
- (xcv) South 31°52'13" East, 40.41 feet to a point of curvature, thence
- (xcvi) 616.29 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 15,679.21 feet and a chord bearing and distance of South 30°40'13" East, 616.25 feet to a point, thence with a non-tangent line
- (xcvii) South 29°28'14" East, 40.41 feet to a point of curvature, thence
- (xcviii) 75.81 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 15,679.21 feet and a chord bearing and distance of South 29°15'29" East, 75.81 feet to a point on the Northerly or North 71°17'13" East, 369.76 feet Plat line as shown on a Record Plat entitled "Parcels F and G, Wurtz and Weeks Addition to Marlboro" and recorded among the aforesaid Land Records in Plat Book 169 on Page 41, thence leaving the aforesaid Easterly Dedication line of Proposed Maryland Route 202 as shown on the Record Plat recorded in Plat Book 95 on Page 65, and reversely with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 169 on Page 41 the following five courses and distances
- (xcix) South 71°17'39" West, 10.17 feet to a point of curvature, thence
- (c) 126.41 feet along the arc of a non-tangent curve, deflecting to the right, having a radius of 15,669.21 feet and a chord bearing and distance of South 28°53'43" East, 126.41 feet to a point, thence with a tangent line
- (ci) South 28°39'51" East, 101.59 feet to a point, thence
- (cii) North 61°20'09" East, 25.00 feet to a point, thence
- (ciii) South 28°39'51" East, 32.12 feet to a point on the Tenth or North 77°44' East, 111.00 feet line of the Second Parcel as described in a Deed from Emily W. Gilman, surviving Tenant by the Entirety of Arthur N. Gilman, to Theodore Cardinal McCarrick, Roman Catholic Archbishop of Washington, a Corporation Sole, dated January 30, 2004 and recorded among the aforesaid Land Records in Liber 19428 at Folio 545, distant 78.72 feet from the beginning thereof, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 169 on Page 41, and running reversely with and binding on the aforesaid Tenth line, and the Ninth through First lines of the aforesaid

Second Parcel, and also running with and binding on the Seventh line of the First Parcel, all as described in the aforesaid Deed recorded in Liber 19428 at Folio 545 the following eleven courses and distances

- (civ) South 70°13'03" West, 78.72 feet to a point, thence
- (cv) South 46°07'03" West, 99.80 feet to a point, thence
- (cvi) South 61°53'03" West, 60.04 feet to a point, thence
- (cvii) South 52°55'03" West, 65.51 feet to a point, thence
- (cviii) South 34°59'03" West, 44.89 feet to a point, thence
- (cix) South 79°38'03" West, 45.94 feet to a point, thence
- (cx) South 62°10'03" West, 48.73 feet to a point, thence
- (cxi) South 53°47'03" West, 176.76 feet to a point, thence
- (cxii) North 39°30'57" West, 38.93 feet to a point, thence
- (cxiii) South 55°12'28" West, 158.61 feet to a point, thence
- (cxiv) South 55°54'23" West, 237.41 feet to a point on the Easterly Right-of-Way line of the aforesaid Largo Road as shown on the aforesaid State Roads Commission Plat Number 43418, thence leaving the aforesaid Seventh line of the First Parcel as described in the Deed recorded in Liber 19428 at Folio 545, and running with and binding on the aforesaid Easterly Right-of-Way line of Largo Road the following four courses and distances
- (cxv) South 45°35'19" West, 19.48 feet to a point, thence
- (cxvi) South 44°24'41" East, 171.00 feet to a point, thence
- (cxvii) South 44°32'55" East, 81.86 feet to a point, thence
- (cxviii) South 44°39'41" East, 192.90 feet to a point on the Sixth or South 72°32' West, 397.93 feet line as described in a Deed from William P. Egri to William P. Egri and Jacqueline M. Hudak, dated November 18, 2014 and recorded among the aforesaid Land Records in Liber 36570 at Folio 363, distant 383.48 feet from the beginning thereof, thence leaving the aforesaid Easterly Right-of-Way line of Largo Road, and running reversely with and binding on the aforesaid Fifth line, and the Fourth line, as described in the Deed recorded in Liber 36570 at Folio 363 the following two courses and distances
- (cxix) North 65°16'03" East, 383.48 feet to a point, thence
- (cxx) North 64°25'59" East, 450.72 feet to a point at the Westerly end of the Southerly or South 64°15'13" West, 38.26 feet Plat line as shown on the aforesaid Record Plat recorded in Plat Book 169 on Page 41, thence running reversely with and binding on the aforesaid Southerly Plat line of the Record Plat recorded in Plat Book 169 on Page 41, and also continuing reversely with and binding on the aforesaid Fourth line as described in the Deed recorded in Liber 36570 at Folio 363, the following course and distance
- (cxxi) North 64°15'39" East, 38.26 feet to a point on the aforesaid Westerly line of the Pope's Creek Railroad Right-of-Way, thence leaving the aforesaid Southerly Plat line of the Record Plat recorded in Plat Book 169 on Page 41, and also leaving the aforesaid Fourth line as described in the Deed recorded in Liber 36570 at Folio 363, and further leaving the aforesaid Westerly line of the Pope's Creek Railroad Right-of-Way, and running in, through, over and across the aforesaid Pope's Creek Railroad Right-of-Way the following course and distance

- (cxxii) North 69°11'01" East, 75.59 feet to a point on the Easterly line of the aforesaid Pope's Creek Railroad Right-of-Way, said point also being at the end of the Fifty-Ninth or South 89°03'00" West, 294.55 feet line of Parcel 1 as described in a Deed from Buck Real Estate Holdings, LLC to Four Thousand Four Branch Avenue, LLC, dated November 25, 2003 and recorded among the aforesaid Land Records in Liber 18512 at Folio 355, thence leaving the aforesaid Easterly line of the Pope's Creek Railroad Right-of-Way, and running reversely with and binding on the aforesaid Fifty-Ninth line, and the Fifty-Eighth through Fifty-Second lines, as described in the aforesaid Deed recorded in Liber 18512 at Folio 355 the following eight courses and distances
- (cxxiii) North 89°02'59" East, 294.55 feet to a point, thence
- (cxxiv) North 23°14'46" West, 6.59 feet to a point, thence
- (cxxv) North 37°52'33" East, 94.05 feet to a point, thence
- (cxxvi) North 06°48'10" West, 117.42 feet to a point, thence
- (cxxvii) North 32°07'14" East, 38.29 feet to a point, thence
- (cxxviii) North 75°50'03" East, 62.62 feet to a point, thence
- (cxxix) North 65°38'03" East, 66.22 feet to a point, thence
- (cxxx) North 36°32'25" East, 39.70 feet to a point on the extension of the Fifth or South 00°53' East, 742.5 feet line of Parcel No. 1 as described in a Deed from Joseph Albert Ireland and Mattie C. Ireland to Eugene Chaney and Grace W. Chaney, dated October 28, 1953 and recorded among the aforesaid Land Records in Liber 1664 at Folio 304, thence leaving the aforesaid Fifty-Second line as described in the aforesaid Deed recorded in Liber 18512 at Folio 355, and running with the aforesaid extension of the Fifth line of Parcel No. 1 as described in the aforesaid Deed recorded in Liber 1664 at Folio 304 the following course and distance
- (cxxxii) South 02°55'12" East, 57.55 feet to a point at the beginning of the aforesaid Fifth line of Parcel No. 1 as described in the Deed recorded in Liber 1664 at Folio 304, thence leaving the aforesaid Fifth line of Parcel No. 1 as described in the Deed recorded in Liber 1664 at Folio 304, and running reversely with and binding on the Fourth and Third lines of the aforesaid Parcel No. 1 as described in the Deed recorded in Liber 1664 at Folio 304 the following two courses and distances
- (cxxxiii) South 70°17'12" East, 99.00 feet to a point, thence
- (cxxxiiii) North 88°12'48" East, 33.00 feet to a point at the Southerly end of the Westerly or North 08°43'04" East, 494.45 feet line of Parcel "A" as shown on a Plat of Subdivision entitled "Sugar Hill" and recorded among the aforesaid Land Records in Plat Book 106 on Page 24, thence leaving the aforesaid Third line of Parcel No. 1 as described in the Deed recorded in Liber 1664 at Folio 304, and running with and binding on the outline of the aforesaid Parcel "A" as shown on the Plat of Subdivision recorded in Plat Book 106 on Page 24 the following twenty-one courses and distances
- (cxxxv) North 08°43'25" East, 494.45 feet to a point, thence
- (cxxxvi) South 80°41'56" East, 97.10 feet to a point, thence
- (cxxxvii) North 01°59'03" East, 36.93 feet to a point, thence
- (cxxxviii) South 76°25'25" East, 16.72 feet to a point, thence

- (cxxxviii) North 82°52'51" East, 24.19 feet to a point, thence
- (cxxxix) South 82°27'17" East, 34.30 feet to a point, thence
- (cxl) North 75°58'11" East, 18.55 feet to a point, thence
- (cxli) South 79°59'10" East, 34.53 feet to a point, thence
- (cxlii) North 81°10'58" East, 29.84 feet to a point, thence
- (cxliii) North 51°36'38" East, 33.81 feet to a point, thence
- (cxliv) South 83°33'09" East, 31.20 feet to a point, thence
- (cxlv) North 79°23'10" East, 40.70 feet to a point, thence
- (cxlvi) South 62°31'11" East, 28.18 feet to a point, thence
- (cxlvii) South 81°10'26" East, 29.35 feet to a point, thence
- (cxlviii) North 89°03'04" East, 30.00 feet to a point, thence
- (cxlix) North 75°58'11" East, 30.92 feet to a point, thence
- (cl) South 88°42'56" East, 112.03 feet to a point, thence
- (cli) South 85°25'13" East, 25.08 feet to a point, thence
- (clii) North 87°37'12" East, 36.03 feet to a point, thence
- (cliii) North 78°36'59" East, 25.04 feet to a point, thence
- (cliv) South 05°34'38" East, 110.50 feet to a point on the Twelfth or North 87°55'06" East, 545.27 feet line of Parcel I.D. No. 03-0228916 as described in a Deed from L. Thomas Wellons, III and Diane L. Wellons to Green Century Partners, LLC, a Maryland limited liability company, dated August 28, 2017 and recorded among the aforesaid Land Records in Liber 40122 at Folio 369, distant 311.12 feet from the end thereof, thence leaving the aforesaid outline of Parcel "A" as shown on the Plat of Subdivision recorded in Plat Book 106 on Page 24, and running with and binding on the aforesaid Twelfth line, and the Thirteenth line of Parcel I.D. No. 03-0228916, and also running with ad binding on the Second through Seventh lines of Parcel I.D. No. 03-0215061, all as described in the aforesaid Deed recorded in Liber 40122 at Folio 369 the following eight courses and distances
- (clv) North 87°56'51" East, 311.12 feet to a point, thence
- (clvi) South 77°17'34" East, 139.60 feet to a point, thence
- (clvii) North 15°11'57" West, 131.98 feet to a point, thence
- (clviii) North 82°41'38" East, 105.60 feet to a point, thence
- (clix) South 81°48'22" East, 87.12 feet to a point, thence
- (clx) South 44°33'22" East, 66.00 feet to a point, thence
- (clxi) South 69°48'22" East, 54.78 feet to a point, thence
- (clxii) North 88°41'38" East, 49.55 feet to a point at the Southerly end of the Westerly or North 05°25'31" West, 307.88 feet Plat line as shown on a Record Plat entitled "Plat One, Parcel 1 & Outparcel 1, Townes at Peerless" and recorded among the aforesaid Land Records in Plat Book 255 on Page 94, thence leaving the aforesaid Seventh line of Parcel I.D. No. 03-0215061 as described in the Deed recorded in Liber 40122 at Folio 369, and running with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 255 on Page 94 the following nine courses and distances
- (clxiii) North 05°25'31" West, 307.87 feet to a point, thence
- (clxiv) North 83°44'12" East, 57.75 feet to a point, thence
- (clxv) North 73°02'17" East, 116.20 feet to a point, thence

- (clxvi) North 05°25'31" West, 330.26 feet to a point, thence
- (clxvii) North 83°28'21" East, 35.26 feet to a point, thence
- (clxviii) South 74°46'39" East, 280.50 feet to a point, thence
- (clxix) North 66°43'21" East, 85.14 feet to a point, thence
- (clxx) South 48°16'39" East, 105.60 feet to a point, thence
- (clxxi) South 68°31'39" East, 120.49 feet to a point on the Westerly Right-of-Way line of Crain Highway (U.S. Rte. 301, variable width) as shown on State Roads Commission Plat Number 6607, thence running with and binding on the aforesaid Westerly Right-of-Way line of Crain Highway, and also continuing with and binding on the aforesaid outline of the Record Plat recorded in Plat Book 255 on Page 94 the following three courses and distances
- (clxxii) South 28°03'21" West, 11.48 feet to a point, thence
- (clxxiii) South 62°11'12" East, 26.80 feet to a point, thence
- (clxxiv) South 12°01'39" East, 67.87 feet to a point, thence leaving the aforesaid Westerly Right-of-Way line of Crain Highway, and also leaving the aforesaid outline of the Record Plat recorded in Plat Book 255 on Page 94, and running in, through, over and across the aforesaid Crain Highway Right-of-Way the following course and distance
- (clxxv) South 84°42'34" East, 162.09 feet to a point of curvature on the Easterly Right-of-Way line of the aforesaid Crain Highway, thence running with and binding on the aforesaid Easterly Right-of-Way line of Crain Highway the following five courses and distances
- (clxxvi) 816.79 feet along the arc of a non-tangent curve, deflecting to the left, having a radius of 4,766.90 feet and a chord bearing and distance of South 22°59'21" West, 815.79 feet to a point, thence with a non-tangent line
- (clxxvii) South 24°53'26" East, 81.42 feet to a point, thence
- (clxxviii) North 89°53'21" West, 57.68 feet to a point of curvature, thence
- (clxxix) 508.24 feet along the arc of a non-tangent curve, deflecting to the left, having a radius of 4,766.90 feet and a chord bearing and distance of South 14°05'46" West, 508.00 feet to a point, thence with a tangent line
- (clxxx) South 11°02'31" West, 242.31 feet to a point, thence leaving the aforesaid Easterly Right-of-Way line of Crain Highway, and running in, through, over and across the aforesaid Crain Highway Right-of-Way the following course and distance
- (clxxxii) North 78°57'29" West, 150.00 feet to a point on the aforesaid Westerly Right-of-Way line of Crain Highway, said point also being at the Easterly end of the Southerly or North 88°05'50" West, 288.20 feet Plat line as shown on a Record Plat entitled "Lot 1 and 2, Marlboro Shell" and recorded among the aforesaid Land Records in Plat Book 171 on Page 1, thence leaving the aforesaid Westerly Right-of-Way line of Crain Highway, and running with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 171 on Page 1 the following three courses and distances
- (clxxxiii) North 88°04'49" West, 288.20 feet to a point, thence
- (clxxxiv) North 43°04'49" West, 34.26 feet to a point, thence
- (clxxxv) North 89°12'13" West, 155.36 feet to a point on the Easterly or South 01°59'48" West, 428.53 feet Plat line as shown on a Record Plat entitled "Lot

- 1, Upper Marlboro 84-Lumber Subdivision” and recorded among the aforesaid Land Records in Plat Book 198 on Page 25, distant 66.39 feet northerly from the Southerly end thereof, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 171 on Page 1, and running with and binding on the outline of the aforesaid Record Plat recorded in Plat Book 198 on Page 25 the following four courses and distances
- (clxxxv) South 01°40’11” West, 66.39 feet to a point, thence
 - (clxxxvi) North 87°51’13” West, 50.10 feet to a point, thence
 - (clxxxvii) South 01°48’10” West, 283.47 feet to a point, thence
 - (clxxxviii) North 88°23’00” West, 190.00 feet to a point at the beginning of the First or North 88°09’46” West, 82.00 feet line as described in a Deed from 84 Holdings 3, LLC, a Pennsylvania limited liability company, to Pierce Hardy Limited Partnership, a Pennsylvania limited partnership, dated March 07, 2016 and recorded among the aforesaid Land Records in Liber 38321 at Folio 286, thence leaving the aforesaid outline of the Record Plat recorded in Plat Book 198 on Page 25, and running with and binding on the aforesaid First line as described in the Deed recorded in Liber 38321 at Folio 286 the following course and distance
 - (clxxxix) North 88°11’55” West, 82.00 feet to a point on the Easterly Right-of-Way line of a Right-of-Way (16’ wide) as shown on plat of Clement Hill Estate filed in Equity No. 1430 of the Circuit Court for Prince George’s County, Maryland as described in a Deed from Charles E. Tighe, II, et al, to Joseph A Ripple, et al, dated April 04, 1983 and recorded among the aforesaid Land Records in Liber 5667 at Folio 812, thence leaving the aforesaid First line as described in the Deed recorded in Liber 38321 at Folio 286, and running with and binding on the aforesaid Easterly Right-of-Way line of a Right-of-Way as described in the Deed recorded in Liber 5667 at Folio 812 the following course and distance
 - (cxc) South 04°23’53” East, 180.59 feet to a point at the Northerly end of the Westerly or North 04°23’38” West, 7.98 feet Plat line as shown on a Record Plat entitled “Lots 1, 2 & 3, Weymouth” and recorded among the aforesaid Land Records in Plat Book 111 on Page 47, the leaving the aforesaid Easterly Right-of-Way line of a Right-of-Way as described in the Deed recorded in Liber 5667 at Folio 812, and running reversely with and binding on the outline of the aforesaid Record Plat as recorded in Plat Book 111 on Page 47 the following five courses and distances
 - (cxc i) South 04°23’38” East, 7.98 feet to a point, thence
 - (cxc ii) South 85°20’28” West, 397.64 feet to a point, thence
 - (cxc iii) South 03°00’26” East, 4.38 feet to a point, thence
 - (cxc iv) South 86°48’35” West, 50.75 feet to a point, thence
 - (cxc v) South 64°08’25” East, 43.85 feet to a point, thence continuing with and binding on the aforesaid outline of the Record Plat as recorded in Plat Book 111 on Page 47, and an extension thereof, the following course and distance
 - (cxc vi) South 74°11’35” West, 392.22 feet to a point on the extension of the Seventh or South 10°23’23” East, 314.33 feet line as described in a Deed from Roger A. Graham and Barbara M. Graham to Decatur Properties, LLC, a Maryland limited liability company, dated January 31, 2008 and recorded among the

aforesaid Land Records in Liber 29337 at Folio 242, thence running with and binding on the aforesaid extension of the Seventh line, and also running with and binding on the Eighth through Thirteenth lines as described in the aforesaid Deed recorded in Liber 29337 at Folio 242 the following seven courses and distances

- (cxcvii) South 10°13'35" East, 346.68 feet to a point, thence
- (cxcviii) South 10°58'06" East, 271.80 feet to a point, thence
- (cxcix) South 02°11'45" West, 165.31 feet to a point, thence
- (cc) South 54°34'15" East, 146.06 feet to a point, thence
- (cci) South 40°41'45" West, 35.81 feet to a point, thence
- (ccii) South 14°35'25" West, 724.21 feet to a point, thence
- (cciii) South 86°03'45" West, 171.73 feet to a point on the aforesaid Easterly line of the Pope's Creek Railroad Right-of-Way, thence leaving the aforesaid Thirteenth line as described in the Deed recorded in Liber 29337 at Folio 242, and also leaving the aforesaid Easterly line of the Pope's Creek Railroad Right-of-Way, and running in, through, over and across the aforesaid Pope's Creek Railroad Right-of-Way the following course and distance
- (cciv) North 68°44'42" West, 116.68 feet to the point of beginning, containing 246.34 acres of land.

Section 3. Application of Town Charter and Ordinances. Upon the effective date of this Resolution, the provisions of the Charter, and ordinances of The Town of Upper Marlboro, and any local public laws enacted or to be enacted affecting The Town of Upper Marlboro, shall be effective within the Annexation Property except to the extent that federal or state law, this Resolution, an Annexation Agreement or the Annexation Plan provides otherwise.

Section 4. Zoning Classifications. The Annexation Property is governed under the land use jurisdiction of the District Council of Prince George's County and the Maryland-National Capital Park and Planning Commission ("M-NCPPC"). The Annexation Property (both Second and Third Annexation Areas) is currently zoned R-R, R-80, R-O-S, C-M, I-L, O-S, M-X-T, and R-E (See *Guide to Zoning Categories Prince George's County, Maryland*, (M-NCPPC 2010) on certain portions of the subject parcels or lots pursuant to the County Zoning Ordinance.

Section 5. Annexation Plan. The Town has prepared an Annexation Plan with regard to the Annexation Property. The Annexation Plan is attached hereto as Exhibit B, but is not part hereof and the Town reserves the right to amend the Annexation Plan prior to final adoption of this Resolution in a manner consistent with Local Government ("LG") Article, Section 4-415 of the Maryland Code. The Annexation Plan may not be construed in any way as an amendment to this Resolution. A copy of the Annexation Plan has been provided to the Prince George's County Council and the County Executive, M-NCPPC, and also to the Maryland Department of State Planning ("MDP") at least thirty (30) days prior to the date of the public hearing conducted by the Board of Commissioners on this Resolution.

Section 6. Public Hearing and Public Notice. A public hearing, as required by the provisions of LG Article, Section 4-406 of the Maryland Code, shall be held by the Town at a time to be determined by the Board of Commissioners, and duly advertised according to the provisions of that statute. Public notice of the proposed public hearing shall be given at least four (4) times, at no less than weekly intervals, in a newspaper of general circulation in Upper Marlboro, Maryland, the last day of which public notice shall precede the public hearing by at least fifteen (15) days, all in accordance with the provisions of Section 4-406, LG Article of the Maryland Code. Upon the first publication of the public notice a copy thereof, including exhibits, shall be provided to:

- (a) the Prince George's County Council, and the County Executive,
- (b) the Maryland-National Capital Park and Planning Commission (c/o the Prince George's County Planning Department), and
- (c) The Prince George's County Planning Board.

Section 7. Registration of Boundaries. Within ten (10) days of the effective date of this Resolution, in accordance with the provisions of the Local Government Article, Sections 4-414 and 4-308 of the Maryland Code, the President/Mayor, or her designee, shall promptly forward a copy of this Resolution with the new municipal boundaries to the Town Clerk, the Clerk of the Circuit Court for Prince George's County, Maryland, the M-NCPPC, and to the Maryland Department of Legislative Services. Each such official or agency shall hold this Resolution with the new municipal boundaries on record and available for public inspection.

Section 8. Annexation Agreement. The Board of Commissioners is authorized to execute an Annexation Plan, an Annexation Agreement, an agreement for the extension of public services and facilities, and/or other agreements of a similar nature with regard to the Annexation Properties including any special treatment for municipal taxation, services, and facilities as permitted and limited by Section 4-405 of the LG Article of the Md. Ann. Code, provided that the terms of this Annexation Resolution shall prevail over any inconsistent term in any such agreement. Said agreements shall be considered to be incorporated by reference herein provided such agreements were approved by resolution of the Board prior to the enactment date of this Annexation Resolution.

Section 9. Effective Date. This Resolution shall be deemed "finally enacted" on the date on which the Commissioners indicate their approval of the Resolution by affixing their signatures hereto. This Resolution shall become effective forty-five (45) days after final enactment, unless it is subject to a petition for referendum by at least 20% of the qualified voters of the municipality, whereas should said petition come to pass and be verified to be in compliance with law, the President/Mayor shall suspend this Resolution by proclamation pending the results of the referendum.

AND BE IT FURTHER RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro, that the corporate boundaries of the Town of Upper Marlboro be, and they hereby are, enlarged and extended by including therein the Annexation Area(s) referred to and described in this Resolution and in Exhibit A ("Map of the Second and Third Annexations of the Town of Upper Marlboro, Prince George's County, Maryland, 1" = 300', August 2021")

prepared by Charles P. Johnson and Associates, Inc., attached hereto and incorporated herein by reference.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular/special 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

Enactment Date: _____

Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Esq.

Date: _____

CERTIFICATION

I, HEREBY CERTIFY THAT THE FOREGOING RESOLUTION OF THE TOWN OF UPPER MARLBORO DESIGNATED ANNEXATION RESOLUTION NO. 01 - 2021, WAS DULY INTRODUCED AND READ, AND THEREAFTER ADVERTISED FOR FOUR SUCCESSIVE WEEKS, AND CONSIDERED AT A PUBLIC HEARING ON OCTOBER ___, 2021 AND WAS ADOPTED BY THE BOARD OF COMMISSIONERS AT A DULY ANNOUNCED PUBLIC MEETING, IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF THE ANNOTATED CODE OF MARYLAND AND CHARTER OF THE TOWN OF UPPER MARLBORO.

ATTEST:

John Hoatson, Clerk

EXHIBIT A - “Map of the Second and Third Annexations of the Town of Upper Marlboro, Prince George’s County, Maryland, 1” = 300’, August 2021” prepared by Charles P. Johnson and Associates, Inc.

EXHIBIT B – Annexation Plan for the 2nd and 3rd Annexations

ANNEXATION RESOLUTION SCHEDULE

RESOLUTION INTRODUCTION DATE: _____

ANNEXATION PLAN TO COUNTY, MDP, M-NCPPC & PGCPB (AT LEAST 30 DAYS BEFORE HEARING): _____

HEARING NOTICE PUBLICATION DATES: 1. _____

(4 NOTICES FOR 4 WEEKS PRIOR TO HEARING) 2. _____

3. _____

4. _____

MAIL PUBLIC NOTICE TO CO. COUNCIL, MDP & M-NCPPC: _____

PUBLIC HEARING DATE (NOT LESS THAN 15 DAYS AFTER THE FINAL PUBLICATION OF THE NOTICES): _____

ENACTMENT DATE (ON OR AFTER HEARING DATE): _____

EFFECTIVE DATE (45 DAYS AFTER ENACTMENT): _____

FILE ENACTED RESOLUTION (WITH CLERK OF CIR. COURT, MD. DEPT. LEGISLATIVE SERVICES, COUNTY TAX ASSESSOR & M-NCPPC W/I 10 DAYS): _____

Note: All items to be delivered or mailed to the County or the County Council shall include a separate delivery or publication to the County Executive.



Town of Upper Marlboro

Job Descriptions

Position Title: Chief of Police

Department: Public Safety

Direct Report: President and Board of Commissioners

Classification Description Summary

The Chief of Police, coordinates, and directs the activities of the Police Department, including law enforcement, crime prevention, and community policing. manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department comprised of the Patrol, Investigations, and Support Services Divisions. The position of Police Chief is a sworn, department head level position and key member of the Executive Team, who reports directly to the Town Mayor.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Formulates and enforces department rules, regulations, policies and procedures, and compliance with Federal, State and Local Laws/Ordinances.
- Advises and assists police officers in non-routine criminal or other investigations.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Cooperates with civic groups, schools, businesses, and industry in safety and crime prevention programs.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, allocates funds to divisions based on departmental goals and priorities, monitors, and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed.
- Engages and interacts with other criminal justice agencies with common jurisdiction to ensure criminal justice goals are consistent. Serves as a liaison to developers of industrial, business, and commercial areas regarding law enforcement needs.
- Assists with Town risk management and training.
- Perform other duties as assigned.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Bachelor's degree in criminal justice or related fields.
- Possession of Police Officer certification from the appropriate state training agency.

Experience

- Ten (10) years of law enforcement and five (5) years of progressively supervisory position in law enforcement.
- Excellent knowledge of all relevant laws, including Town, State, and Federal laws for efficient and effective enforcement of laws.
- Must possess a valid driver's license.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Occasionally, required to travel to various sites and possible exposure to hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

As well as ability to perform the duties of a patrol police officer, reacting quickly to emergency situations, and operating motorized vehicles.



Town of Upper Marlboro

Job Descriptions

Position Title: Town Administrator

Department: Town Management/General Government

Direct Report: President & Board of Town Commissioners

Classification Description Summary

Under direction, this position performs complex professional, administrative and management work in providing daily control over ongoing town activities as well as assisting the Board of Commissioners to discharge the duties of the office; and all other related work as required. The Town Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. This position is designated in the Town Charter.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, by the President/Mayor, or by the Board of Town Commissioners.
- Assists the President, Treasurer, and Board of Commissioners with the Planning & Development of the annual Town Budget.
- Works with the President, Treasurer, and Director of Finance to oversee the Town's day-to-day financial operations.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Board of Town Commissioners.
- Makes recommendations on personnel staffing requirements to the Board of Town Commissioners.
- Evaluate the effectiveness of units reporting to him/her and take actions necessary to achieve optimum performance levels.
- Oversees risk management for the Town, including health, life, worker's compensation, fleet, property and liability. Works closely with vendors, and consultants and makes recommendations to the Board concerning choice of carriers and long-term strategy.
- Work with the Town's Board and Government Relations firm to strategize and plan the Town's legislative priorities on the Federal, State, and local level.
- May be called to represent the Town on Federal, State, or local-level Boards, commissions, or advisory groups.
- Works with the Board of Town Commissioners, Town Attorney, and Town Clerk to draft, plan, implement, and receive public input on Town legislation.
- Develop working relationships with Federal, State, and local-level officials.

- Answers complaints and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Board of Commissioners.
- Oversees the Town's social media, communication, and outreach functions. Works with the Town's Media Relations firm to develop press releases.
- Works with Department heads to oversee and manage special, capitol, or large-scale projects and initiatives.
- Coordinates with Department heads and Town Committees, volunteers, and stakeholders to plan and carry-out large scale Town events.
- Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel with preparation of litigation.
- Works with the Town Clerk to plan meeting agendas, packets, and schedules of the Board of Town Commissioners.
- Oversees the Town's Information Technology infrastructure, and coordinates with the Town's IT firm on routine maintenance, upgrades, and security.
- Provides training support for newly elected Town Commissioners, including but not limited to, policies and current issues and background information.
- Works with the Director of Finance to complete the annual Town Budget audit.
- Should track the progress and provide support as needed to Town Committees.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Bachelor's degree from an accredited college or university with major course work in in public administration or related field.
- Master's degree preferred.
- Spanish speaking or other special laguage skills preferred.

Experience

- Ten (10) years of increasingly responsible professional-level municipal governmental experience, preferably in a variety of municipal departments.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.