

Town of Upper Marlboro

REGULAR TOWN MEETING

February 11, 2020 • 7:00 p.m.

Approved Minutes

Call to Order

The meeting was called to order at 7:00 p.m.

Roll Call: Commissioner/Treasurer Kai Bernal-LeClaire; Commissioner Wanda Leonard; and, Linda Pennoyer/President, Board of Town Commissioners.

Staff present: M. David Williams, Town Clerk; Kyle Snyder/Chief of Staff; UMPD Chief Burse; UMPD Sgt Samuel Irby; William Morgan/Director of Finance; Superintendent Darnell Bond/Public Works; Vickie Stewart/Code Enforcement; and,

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ray Feldman/Feldman Communications Strategies LLC; MVFD President Jeffrey Beavers; plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

President Pennoyer then delivered the following public statement: During the Closed Session conducted on January 31st, 2020, for the purposes of an administrative matter under General Provisions Article 3-104, and personnel matters that affect one or more specific individuals under General Provisions Article 3-305(b)(1), the Board discussed the FY2019 Annual Audit by Lindsey & Associates LLC, and related (and separate) personnel issues. No votes were taken during this closed session. The following members present in the Closed Session were: Commissioner Wanda Leonard, Commissioner Kai Bernal-LeClaire, President Linda Pennoyer, Director of Finance William Morgan, Chief of Staff Kyle Snyder, as well as, Charles Harrison and Calvin Brown of C. Brown & Associates Inc.

Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Organizational Meeting minutes from January 13, 2020, the Regular Town Meeting minutes from January 14, 2020, the Work Session minutes from January 28, 2020, the Special Work Session minutes from January 31, 2020, and, the Treasurer's Report as of January 31, 2020. Commissioner Leonard seconded. All minutes from January's Organizational Meeting, Regular Town Meeting, Regular Board Work Session and Special Work Session, plus, the January 2020 Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of January 2020, a printed report was provided in the Commissioners' meeting binder. He noted that the Courthouse is preparing to enhance security over the next few months, and access will take longer for visitors and employees alike. He added that UMPD patrol officers are increasing their rounds in the residential areas.
- Superintendent Bond delivered the Public Works reports for January 2020, a printed report was provided in the Commissioners' meeting binder. He noted that he has only received one verbal quote from several contractors approached to provide quotes to address minor existing issues within Town buildings. He will reach out to others, as the single verbal quote seemed high. He added that, so far, roughly \$1,500 in operational cost savings have been realized in the past year as compared to FY19.

- Director of Finance Morgan reviewed highlights of the January Treasurer's Report noting revenues are exceeding expenses, however, the rate of income such as taxes is slowing down as anticipated. He added that all departments' rate of spending has been low, which is a positive trend at 7 months into FY20. He then reviewed the status of activities with Town Committees, Grants, and Auditing progress.
- MVFD President Beavers delivered updates concerning their operations and events, noting he will be staying on in the compacity of MVFD President for the duration of the year.
- TUMHC Chair Skews reported that CoS Snyder provided a Walking Tour Demo for the Committee at their January Archiving Session, and that County Historian Susan Pearl attended. She added that Ms. Pearl is planning a PGCHS symposium on *Education in Maryland* tentatively set at Town Hall for April 18th at 1:00 p.m. She noted that the TUMHC Quarterly Meeting will be February 15th, the rescheduled *Maryland Lynching Memorial Project* event will be February 22nd from 2-4:00 p.m., and the *Maryland Home & Garden Pilgrimage* for Prince George's County will be held on April 25th.
- EC Chair Gunnoe reported that they focused on the 2020 Marlboro Day Festival at their last meeting, tentatively scheduling for May 9th with a rain date of May 16th, adding that the Call For Vendors should go out within a couple of weeks. He noted that the EC is considering purchasing a projector and screen for the *Movie Night* events to help facilitate more frequent and reliable showings.
- SCW Chair Stephens reported the Town's Sustainable Community F.I.P. project has about \$15K left in the FY2017 grant funding, with prospects for 2-3 new clients that may be able to utilize those funds. It was noted other municipalities are also awaiting final approval by the State for their SC designations.

Commissioners:

- Commissioner Bernal-LeClaire: As the new Town Treasurer and a newly elected official, he announced his two priorities for the coming 2-year term, both of which push for better overall transparency: 1.) Develop best-practice Personnel policies and procedures to expand/improve on the hiring process, salary chart synced with annual budget, and the Town's organizational chart; and, 2.) Provide additional financial information via the Town's web portal, as well as, the monthly Treasurer's Reports.
- Commissioner Leonard: Reporting as CERT President, delivered details on the half-hour Emergency Preparedness presentation that CERT delivered at the District II Coffee Club last month, adding that breakout classes are planned for upcoming 3 months. Commissioner Leonard reported she attended the MML Legislative Reception, spoke with Rockville Mayor about their first mail-in ballot election; Spoke with resident who will interview with Ray Feldman/Feldman Communications Strategies LLC for article on Town history; Spoke with North Brentwood Administrator Goodall about establishing a CERT.
- President Pennoyer: Delivered updates on the following: 1.) Town Hall closed for Presidents' Day, Bulk & Yard Waste picked up Tuesday; 2.) February *Landings* published and distributed; 3.) Met with State legislators in Annapolis today with Greenwill Consulting and Feldmann Communications; 4.) Began interviews with Deputy Clerk candidates; 5.) Still awaiting M-NCPPC decision on Beltway BBQ & Wine Festival plans; 6.) Need volunteers for the Town's new Arts Council and Green Team; 7.) *Municipal Maryland* magazine featuring Town's MGA program article available; 8.) Rescheduled event *Maryland Lynching Memorial Project* set for February 22nd at Town Hall; and, 9.) Black History Month event "*Women of Freedom*" at Trinity Church, hosted by Darnall's Chance on February 22nd.

Add Business

- 1.) Resolution 2020-02 Establishing Town Arts Council: Clerk Williams read aloud the Resolution's introduction. There was no public comment offered to the Board at this time. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-02, President Pennoyer seconded. The Resolution was approved unanimously.
- 2.) Resolution 2020-03 Establishing Green Team: Clerk Williams read aloud the Resolution's introduction. A resident asked if additional funding would be necessary and how that would affect the Town Budget. President Pennoyer replied that would depend on what projects were desired to get points, some of which are already in place. A minor edit to a preprinted date(s) was noted by

the Clerk. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-03, President Pennoyer seconded. The Resolution was approved unanimously.

- 3.) Resolution 2020-04 Establishing Marlboro Day Date & Vendor Fees: Clerk Williams read aloud the Resolution's introduction. It was noted that the day before Mother's Day offered more advantages than other possible conflicts. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-04, President Pennoyer seconded. The Resolution was approved unanimously.
- 4.) Ordinance 2020-01 Food Trucks: Clerk Williams read aloud the draft Ordinance's introduction. A resident asked, how often would the Food Trucks be setting-up in the Town? CoS Snyder noted that schedule of frequency is not established by this Ordinance, but rather will be determined by the Board, possibly a couple of Food Trucks once a week primarily in the warmer months. It was noted the Ordinance will be posted online for public comment and discussed further at the next Board Work Session.
- 5.) Ordinance 2020-02 FY2020 Budget Amendment: Clerk Williams read aloud the draft Ordinance's introduction. Reasons for changes in certain departmental line items and how they necessitate republishing of the Budget Ordinance were discussed. It was noted the Ordinance will be posted online for public comment and discussed further at the next Board Work Session.
- 6.) Sparks@Play Playground Construction Contract: CoS Snyder noted a minor edit to page 3/ paragraph 9, just submitted prior to the meeting. It was noted the Board put out a competitive bid request for proposals and only one submission had been received. Commissioner Bernal-LeClaire motioned to approve the contract as amended, President Pennoyer seconded. The contract with Sparks@Play was unanimously approved.
- 7.) Property Surplus- 2011 Dodge Charger: It was noted by Commissioner Le-Claire that Board discussion from previous meetings resulted in acquiring 3 separate quotes for repair costs, and that this surplus property will now leave the Town inventory for sale or scrap, according to Town procedure for such items. Commissioner Leonard motioned to approve declaring the 2011 Dodge Charger as surplus inventory, Commissioner Bernal-LeClaire seconded. The said Public Safety police cruiser was unanimously declared as surplus inventory.

Administrative Updates

- 8.) Legislation, Projects and Initiatives: CoS Snyder reviewed a spreadsheet included in the Board's Meeting Packet and available to those in attendance, providing updates on 14 ongoing projects. It was noted that this spreadsheet is posted on the Town's website.
A resident asked for an update on the surplus of the Old Stone Building, CoS Snyder replied that the Town is working with PGC Councilman Sydney Harrison and Greenwill Consulting on establishing a date to get project going. The resident also inquired into the status of the OMES building(s), President Pennoyer replied that all who signed the petition should have received a letter with the most current update information, adding the Town is maintaining an overview.
- 9.) General Commissioner & Staff items: There were no items brought forth by the Board or the Staff members for discussion at this time.

Public Comment

A Town resident reported that a van with an attached ladder on its roof was seen leaving the parking lot of the OMES building(s) today.

Adjournment

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

