

Town of Upper Marlboro

REGULAR TOWN MEETING

May 12, 2020 • 7:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Teleconference: <https://us02web.zoom.us/j/88244103630>
Meeting ID: 882 4410 3630; Dial-in only: 301-715-8592.

Call to Order

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

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

Staff present: M. David Williams/Town Clerk; Kyle Snyder/Chief of Staff; UMPD Chief Burse; William Morgan/Director of Finance; and,

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Secretary Sarah Franklin; Ray Feldman/Feldman Communications Strategies LLC; Marlborough Towne HOA President Monica Williams; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Closed Session Statements

President Pennoyer read aloud the closing statements from 2 separate past Closed Sessions:

The April 28, 2020 Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topics and purposes of this closed meeting were to seek consultant's advice on particular ongoing legal matters maintaining attorney-client privilege, and, . . . To discuss, and preserve confidentiality of, information concerning personnel structure as it relates to Ordinance 2020-03. The specific statutory authorities to close the session are found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1), and, Section 3-305, Subsection (b), Paragraph (8). Persons present for discussion: President Pennoyer; Commissioner Leonard; Commissioner Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

The May 6, 2020 Special Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topic and purpose of this closed meeting was to further discuss Personnel matters as related to performance and other matters involving proposed and existing employment contracts with certain town employees. The specific statutory authority to close the session is found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1). Persons present for discussion: President Pennoyer; Commissioner Leonard; Commissioner Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Regular Town Meeting minutes from April 14, 2020, the Board Work Session minutes from April 28, 2020, and the Treasurer's Report as of April 30, 2020. Commissioner Leonard seconded. All Board minutes from April's Town Meeting and Work Session, plus, the April 2020 Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of April 2020, a copy was provided in the Public Meeting Packet. He noted several code violations were recorded and letters will be sent out to those property owners by next week. He added that the UMPD has been frequenting the downtown businesses to give support during the downturn of the economy, even making purchases of goods. He noted that 2 businesses had been reported as not following social-distancing guidelines, and that those issues have since been addressed and resolved with help from the PGC Police.
- Mr. Snyder delivered the April Public Works Report for Superintendent Bond delivered the Public Works reports for April 2020, a copy was provided in the Public Meeting Packet.
- Director of Finance Morgan reviewed highlights of the April Treasurer's Report noting a slight increase in Parking Fine payments and Grants revenues, adding the meter revenue is flat due to the meters being off since March 16th. He also noted the Town had to close out a CD due to an \$82K shortfall, adding that CARES Act funding will eventually defray those extra costs associated with the pandemic. It was noted that the Town is losing about \$25K per month while the parking meters are off.
- Clerk Williams reported he is handing the incoming emails from home and has been going into the office once a week to handle the postal mail and phone call logs.
- TUMHC Chair Skews reported that the Committee's printed Walking Tour Brochures have been printed, adding that the TUMHC will next meet on May 16th via the Zoom Video Conferencing platform.
- EC Secretary Franklin reported that the EC is planning to change the 3 Movie Night events to a "Drive-In" venue and are also looking into conducting a Town Shred Event as well.
- Chair Stephens reported that the SCW will not have a meeting as planned on May 25th but will reschedule one for shortly thereafter.

Commissioners:

- Commissioner Bernal-LeClaire: Announced he has been working with Mr. Morgan on the FY21 Budget, and, taking part in several meetings with potential accounting firms for an annual services contract.
- Commissioner Leonard: Reported that she has participated in several State & Local meetings concerning the COVID-19 pandemic, adding that the UM/CERT continues with virtual meetings. She announced the UM/CERT is now part of the National Capital Region CERT Consortium working with several area Counties in Maryland and Virginia. She noted the UM/CERT is the only Prince George's County CERT that submits monthly reports to the Office of Emergency Management.
- President Pennoyer: At this point, the President invited CEO Ivan Lanier of Greenwill Consulting Group, LLC to speak on their recent work and accomplishments at the State House in Annapolis on the Town's behalf. He and his associates reported on recent and current projects that include Speed Monitoring Systems legislation, Bond Bill acquisition(s), Recreational Facility improvements, the Main Street Maryland Program, road safety improvements, and, networking with our County Councilmember(s) and State Delegates for support on Town projects and issues.

Business

- 1.) Ordinance 2020-03 Personnel Systems Standards: The Clerk delivered the second reading of the Ordinance's introduction. Seeing no further comment from the Board or the public, Commissioner Bernal-LeClaire motioned to approve Ordinance 2020-03. Commissioner Leonard seconded. With all in favor, the motion was unanimously passed.
- 2.) Ordinance 2020-05 Town Operating Budget for FY2021: The Clerk read aloud the Ordinance's introduction. Commissioner Bernal-LeClaire reviewed highlights illustrated via a PowerPoint presentation that included projected departmental revenues and expenses that had been edited downward since its first draft. An employee salary step-chart was also added for the first time.

- 3.) Ordinance 2020-06 Establish Rates for FY2021 Tax Levy: The ordinance's introduction was read aloud by the Clerk. It was noted that all Tax rates have remained the same as last year.
- 4.) Resolution 2020-11 Awarding RFP #UM 2020-03 Town Solar Installation: Staff noted their recommendation for the preferred vendor. The resolution's introduction was read aloud by the Clerk and a minor edit to the date of enactment was noted. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-11, as amended, and award the accompanying contract proposal submitted by PowerFactor. Commissioner Leonard seconded the motion. With no one opposed, the motion was approved unanimously.
- 5.) RFP #UM 2020-05 Government Relations Firm: It was noted that the contract was for a 2-year term. Commissioner Bernal-LeClaire motioned to approve publication of RFP #UM 2020-05. Commissioner Leonard seconded. With all in favor, the motion was passed unanimously.

Administrative Updates

- 6.) Legislation, Projects and Initiatives: CoS Snyder shared a Project Tracking spreadsheet viewable to attendees through a PowerPoint presentation projected through the Zoom Meeting platform. He noted work has begun on the State's ADA compliant upgrades to the intersection of Main and Water Streets. It was noted that the County's meeting date for the Petition for Judicial Review concerning the OMES historical status has been moved to sometime in September.
- 7.) General Commissioner & Staff Items: Commissioner Bernal-LeClaire noted that after consultation with the Town Attorney, the 2018 edition of the Employee Handbook remains a draft version, and that the last Board approved version of the Handbook from 2012, and later amended in 2015, is the current working document in effect.

President Pennoyer reminded all to complete their 2020 Census forms, and, commented for the record that had Marlboro Day gone ahead as planned, that it would have been rained-out. She added that the Town is partnering with the M-NCPPC and the Red Cross to conduct a Blood Drive at the Upper Marlboro Community Center on Race Track Road, date to be determined.

Public Comment

A concerned citizen requested more police coverage to address the recent uptick in speeding vehicles throughout Town during the shut-down. Chief Burse said efforts will be made to enhance coverage on Friday and Saturday evenings when most violations occur. He reminded all to please call 911 or the PGC Non-Emergency number when violations happen. A Town Police Officer can be requested to respond, and callers can also request to be anonymous.

Adjournment

President Pennoyer motioned to adjourn, Commissioner Bernal-LeClaire seconded. With no one opposed, the meeting was adjourned at 8:56 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

