

# Town of Upper Marlboro

## REGULAR TOWN MEETING

June 9, 2020 • 7:00 p.m.

Approved Minutes

This meeting was conducted via Zoom Video Teleconference.

<https://us02web.zoom.us/j/83092869442> Meeting ID: 830 9286 9442; Dial-in only: 301-715-8592.

### 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 of the Board of Town Commissioners.

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

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; David Herbert/SD Development; Ray Feldman/Feldman Communications Strategies LLC; MVFD President Jeffrey Beavers; plus various citizens and interested parties (3).

### Pledge of Allegiance

### Consent to the Agenda

The President received unanimous consent to the Agenda.

### Closed Session Statement

President Pennoyer read aloud the closing statement from the May 26th Closed Session:

The May 26, 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 discuss employee salaries and other matters involving proposed Town Organizational Charts, and . . . "To consult with counsel to obtain legal advice."

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 (7). Persons present for discussion: President Linda Pennoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

### Approval of Meeting Minutes & Financial Reports

Commissioner Leonard motioned to approve the May 6, 2020 Special Work Session minutes, the Regular Town Meeting minutes from May 12, 2020, the Regular Board Work Session minutes from May 26, 2020, and the Treasurer's Report as of May 31, 2020. Commissioner Bernal-LeClaire seconded. All Board minutes from May's Special Work Session, Town Meeting and Regular Work Session, plus, the May Treasurer's Report were unanimously accepted and approved as presented.

### Reports

Departments/Committees:

- Chief Burse delivered the UMPD report for the month of May 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. He updated the number of "Theft from Auto" incidents from one to two. He noted that eleven (11) Code Violation letters were sent out in May, and seven (7) speeding tickets were also issued.
- Superintendent Bond delivered the Public Works report for May 2020 that was also provided in the Board's meeting packet and projected on a PowerPoint for the Zoom attendees. He noted that the Town expects to get 5 more Pet Waste Stations next week from Sustainable Maryland Certified.

The President noted that several residents had approached her to compliment both the Public Works and Police Departments for the great work they are doing in the Town.

- Director of Finance Morgan reviewed highlights of the May Treasurer's Report noting that some revenues were incorrectly listed by QuickBooks as expenses in earlier reports, bringing the total for Fines, Licenses and Permits "Actual" to \$269K+ (versus \$240K+) for 11 months into the FY2020. He also gave updates on COVID-19 expenses to date, and details on how the Town's new Transparency Portal will provide citizen's easy access to financial forms and information.
- EC Chair Gunnoe reported that the EC is planning a "Shred Event" and is currently securing three estimates from vendors. In light of the pandemic, the EC is also discussing changing the annual "Movie Nights" events to "Drive-In Movie" events for late August/early September.
- TUMHC Chair Skews reported that Evelyn Stephens has stepped up to fill the Vice-Chair seat that had been vacant since Tanja Hammond's passing. She also reported that the newly reprinted Walking Tour Brochures are now available.
- SCW Chair Stephens reported that the Sustainable Community Workgroup held their first virtual meeting in May and will have their next one on June 25<sup>th</sup>. She noted the SCW will be creating an ongoing Project Tracking document for all projects related to the Town's redevelopment, and, that SCW member/County Liaison Mr. Sam White had brought aboard to the team M-NCPPC Planner Adele Gravitz, as a non-member consultant on grants. She added they have successfully closed out the FY2017 F.I.P. funding and are awaiting to hear back about the FY2021 funding requested.
- CERT President Leonard reported that the UM CERT continues to participate in training through the County and is now a part of the National Capitol Region Consortium that will meet next Saturday.
- MVFD President Jeffrey Beavers delivered updates on Department Operations, noting calls have been down, and new applications for volunteers have been put on hold, since the beginning of the pandemic. He noted their Annual Banquet had also been postponed, and the MVFD will celebrate its 95<sup>th</sup> Anniversary in September.

#### Commissioners:

- Commissioner Bernal-LeClaire: Announced he had accepted a promotion that will relocate him to Philadelphia, PA in the next few months. He stated his intent to officially resign later this month to allow the appropriate timing for the Town to conduct a Special Election in July to fill the vacancy. He expressed his appreciation to the Town Commissioners and Staff and thanked the residents for the opportunity to serve in a Town he had grown very fond of.
- Commissioner Leonard: Announced that she had nothing to report at this time.
- President Pennoyer: Commended Chief Burse on his professional oversight in the coordination of law enforcement agencies and citizens involved in the BLM Peaceful Protest event on June 5<sup>th</sup>. She also acknowledged the grand opening of "Cravin' On Main" and urged all to patronize the new eatery on Main Street.

## Business

- 1.) Ordinance 2020-05 Town Operating Budget for FY2021: Clerk Williams conducted the ordinance's second reading and highlighted the graphs on page 3 illustrating Departmental Revenues and Expenses. Finance Director Morgan reviewed the FY2021 Budget via the PowerPoint presentation on the Zoom platform. He noted the residential tax rate for residents remains the lowest in the County. After discussion, Commissioner Bernal-LeClaire motioned to approve Ordinance 2020-05 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 2.) Ordinance 2020-06 Establishing Rates for FY2021 Tax Levy: Clerk Williams read aloud the Ordinance's introduction. With no further comments offered by the Board or additional input from the public, Commissioner Leonard motioned to approve Ordinance 2020-06 and Commissioner Bernal-LeClaire seconded. The motion was passed unanimously.
- 3.) Resolution 2020-13 Accounting Services Award: Clerk Williams read aloud the Resolution's introduction. It was noted that interviews were conducted with 3 different firms by Finance Director Morgan and Commissioner Bernal-LeClaire. Seeing no additional input by the Board or public, the President asked for a motion to approve awarding the contract to ALTA CPA Group. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-13. Commissioner Leonard seconded. The motion was unanimously passed.
- 4.) Resolution 2020-14 Government Relations Firm Award: Clerk Williams read aloud the Resolution's introduction. It was noted that the proposal was published for a 15-day period, and that Greenwill has proved a value to the Town's best interests. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-14 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 5.) Contract/ Greenwill Consulting Group, LLC: Commissioner Bernal-LeClaire motioned to approve the consulting agreement with Greenwill subject to review of new provisions by the Town Attorney. Commissioner Leonard seconded. The motion was passed unanimously.
- 6.) Resolution 2020-15 Adopting Town Organizational Chart: Clerk Williams read aloud the Resolution's introduction. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-15 as presented. After comments and discussion, Commissioner Leonard seconded the motion. With all in favor, the motion was unanimously approved.

## Administrative Updates

- 7.) General Commissioner & Staff items: CoS Snyder shared a Project Tracking spreadsheet viewable to attendees through a PowerPoint presentation projected through the Zoom Meeting platform. Updates included the Annexation Phase(s) community interest outreach to 250 properties; OMES litigation schedule; and the Old Stone Building surplus property.

## Public Comment

TUMHC Chair Skews thanked Finance Director Morgan for his excellent financial presentation. A resident asked for information on the PGC Summer Youth Enrichment Program.

## Adjournment

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

