

Town of Upper Marlboro

REGULAR TOWN MEETING

November 10, 2020 • 7:00 p.m.

Approved Minutes

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

Call to Order

The meeting was called to order at 7:01 p.m.

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

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

Also present: TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; Jacob Moore/Greenwill Consulting Group LLC; Ray Feldman/Feldman Communications Strategies LLC; plus, various citizens and interested parties.

Pledge of Allegiance

Consent to the Agenda

The President received unanimous consent to the Agenda.

Approval of Meeting Minutes & Financial Reports

Commissioner Franklin motioned to approve the Regular Town Meeting minutes from October 13, 2020, the Board Work Session minutes from October 27, 2020, the Board Gathering from October 29, 2020; and the Treasurer's Report as of October 31, 2020. Commissioner Franklin motioned to approve all sets of minutes as presented, Commissioner Duckett seconded. All Board minutes from October's Town Meeting, Work Session, and Board Gathering, plus, the October Treasurer's Report were unanimously accepted and approved as presented.

Reports

Departments/Committees:

- TA Snyder reviewed items from the Gathering Session with Senator Douglass J.J. Peters on October 29th: 1.) Alternative funding for the Water Street Bridge Project; 2.) Speed Camera State Legislation updates; and, 3.) Bond Bill of \$400K for Streets Infrastructure upgrades.
Jacob Moore/Greenwill Consulting Group then delivered updates of their work at the State House on the Town's behalf. Updates included positive movement of House Bill 1433 for Speed Camera Legislation, plus, Governor Hogan's recent press conferences calling for rollbacks of occupancy limits and other COVID-19 safety measures to address the recent spike in new cases. He added that next month, Greenwill will provide a final overview of progress made during the 2020 Legislative Session.
- Chief Burse delivered the UMPD report for the month of October 2020 that was provided by a PowerPoint slide for the Zoom attendees. He noted new software has been shared with the Sheriff's Dept to streamline UMPD reporting & records. It was noted that for the month of October, 2 code violation letters had mailed, 127 parking citations were written, and over 30 moving violations issued.
- Superintendent Bond delivered the Public Works status report for the month of October 2020 that was provided by a PowerPoint slide for the Zoom attendees.

- Director of Finance Morgan noted that Business License letters have been mailed reflecting the new Board approved rate of \$45 for the remainder of FY2021. He stated that Revenue(s) received, and Expenses paid out, show the Town currently operating in the black coming out of the first quarter of FY2021. He added that an Audit deadline extension has been approved by the State to Dec. 31, 2020.
- TUMHC Archivist Brian Callicott announced that he will be stepping up as TUMHC Secretary, adding that the TUMHC will hold its Quarterly Meeting on November 21st. He noted that the TUMHC Archives acquired a letter dated April 18, 1861 that he has just transcribed and will be posted soon.
- Commissioner Franklin reported for EC Chair Gunnoe, stating there was no report at this time since remaining events for CY2020 had been cancelled. Their next meeting will be on December 3rd.
- SCW Chair Stephens stated they have submitted an application to the DHCD for the Façade/Building Improvement Program's Community Legacy Grant for the FY2021 cycle. She noted it should take about 3 months to hear back whether the Town will be awarded their request for \$233K or not. Currently, the SCW's focus is on Economic Development, and have invited interested business and business owners to meet in December to help establish a TOUM Business Community Committee.
- Chief Burse reported for the CERT, stating they participated in the District II Trunk-or-Treat event.
- TA Snyder stated that the MVFD is currently seeking support to acquire a new firetruck.

Commissioners:

- Commissioner Duckett: Reported that School Lane residents are concerned about recent pedestrian loitering in the area. Chief Burse said that he is looking into that issue with the District II PGPD.
- Commissioner Franklin: Reported that she has been working with data from the American Community Survey to help her further develop a new Town Vision Plan.
- President Pennoyer: Delivered updates on the following topics: 1.) Met and spoke with County Council and the DPW&T about the Water Street Bridge project timelines; and, 2.) Working with Main Street businesses on the new Business Licensing Program and to address their issues.

Business

- 1.) HPC Grant Letter of Support - 14504 Main Street: A minor edit was noted by Commissioner Franklin. It was noted the TUMHC will also send a letter of support. Following a short discussion, the Board agreed the letter be signed by the Mayor and forwarded to the HPC.
- 2.) Resolution 2020-22 - Energy Efficiency Policy: With no public comment put forth, Clerk Williams read the resolution's introduction. Commissioner Franklin motioned to approve, and President Pennoyer seconded. With all in favor, the motion passed unanimously.
- 3.) Resolution 2020-23 - Transportation Petroleum Reduction Policy: Clerk Williams read the resolution's introduction. With no public comment put forth, Commissioner Franklin motioned to approve. President Pennoyer seconded. The motion passed unanimously.
- 4.) Resolution 2020-24 - Vacation PTO & Sick Leave Accrual: The Clerk read aloud the Resolution's introduction. Recent updates in numbers and pay-cycle dates were noted by TA Snyder. After discussion, the Board agreed to delay passage until their next open meeting. There was no public comment offered up to the Board to consider at this time.
- 5.) Resolution 2020-25 - Employee Life Insurance Policy: The resolution's introduction was read aloud by the Clerk. FD Morgan noted how the contract will benefit the Town, especially for the Public and Public Safety departments. Three (3) carriers did submit quotes, and the recommended carrier was identified as a sole source for additional plans that also provide coverage for Commissioners, as well as employees. After discussion, and noting no further public comment offered, Commissioner Franklin motioned to approve the Resolution to which President Pennoyer seconded. Resolution 2020-25 was unanimously approved.

- 6.) RFP #UM 2020-07 - Healthcare Broker/HR: TA Snyder reviewed the RFP he developed with FD Morgan that primarily asks for Healthcare Broker Services, with additional HR services a plus for consideration but not required to submit. He noted the contract covers a 24-month term, and that proposals are due December 7, 2020. An amendment to add reference to RFP #UM 2020-06 for HR Services was noted. The RFP was approved, as amended, by consensus of the full Board.
- 7.) Ordinance 2020-07 - Urban Forest: Clerk Williams read aloud the Ordinance's introduction. TA Snyder provided a history of the ordinance that supports both the Town's quest to achieve Tree City USA status, and the Town's most recent Property Standards ordinance. It was noted the draft will be posted for public input by this Thursday before its planned passage at the December Town Meeting. Discussion included utilizing a certified arborist.

Administrative Updates

- 8.) Legislation, Projects and Initiatives: TA delivered an overview of some of the Town's ongoing projects, providing updates on the following: 1.) Heritage Area Expansion has new acting ATHA Executive Director; 2.) Playground awaiting County's inspection process; 3.) Town Financial Policies being drafted; 4.) Eight PEPCO Charging Stations being installed at the Show Place Arena; 5.) First TOUM Arts Council meeting tomorrow. Grant will be utilized for artist selection for Mural Project; 6.) Streetscape Project grant still awaiting Right-of-Way applications review from the SHA; 7.) New HR firm to review Employee Handbook before publication; 8.) Solar Projects also in permitting process; 9.) Public Safety and Administration personnel evaluating recent meeting notes taken from IPS presentation; 10.) UM Levee & Western Branch Grading Project representatives to speak at future Board Meeting; 11.) Annexation II & III citizen sign-up paperwork necessary for legislation, is near successful completion; 14.) Started drafting Racial Equality Initiative policies; and, 15.) WSSC contacted to remove abandoned palettes.

A contract timeline extension request by Sparks@Play for the Playground Project was presented to the Board. After discussion, the Board agreed by consensus to approve the extension.

A CIP Plan for Streets & Sidewalk Infrastructure upgrades is currently being developed.

- 9.) General Commissioner & Staff items: Discussion included: 1.) Possible replacement for Speed Sign(s); 2.) 2020 Citizen's Guide ready to distribute; 3.) Updates on the Old Stone Building & the OMES Building(s) issues; and, 4.) Tractor Tractor traffic on Church Street.

Public Comment

Updates were requested on the Old Stone Building & the OMES Building(s) issues. It was noted a meeting is being set-up with Councilman Harrison to discuss the Old Stone Building status, but no communication has come back yet from the County to date. Concerning the OMES, the State has acknowledged receipt of the appeal submitted by the Town Attorney. Also, surveyors have visited the sight recently, but the Town will keep an eye out on the site, should any work on the structure(s) appear to be eminent.

More concerns about tractor-trailer traffic on Church Street was brought up. The UMPD will investigate.

Adjournment

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

