

# Town of Upper Marlboro

## REGULAR TOWN MEETING

December 11, 2018

Approved Minutes

### Call to Order

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

Roll Call: Tonga Turner, President of the Board of Town Commissioners;  
Wanda Leonard, Commissioner; Linda Pennoyer, Commissioner/Treasurer

Staff present: M. David Williams, Town Clerk/Administrator; Kyle Snyder/Chief of Staff; William Morgan/Director of Finance; and, Michelle Knox/Chief operating Officer.

Also present: TUMHC Chair Patti Skews; Events Director Anita Washington; EC Chair Jeremy Gunnoe and various citizens and interested parties.

### Pledge of Allegiance

### Approval of Meeting Minutes & Financial Report

President Turner asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from November 20, 2018, and the Work Session minutes from November 27, 2018 were acknowledged by the Board as reviewed. Commissioner Leonard motioned to approve both sets of minutes, Commissioner Pennoyer seconded. All minutes from November's Town Meeting and Work Session were unanimously approved.

Director of Finance Morgan delivered a report reflecting revenues and expenses at the 5-month benchmark into FY2019. He noted he has been actively pursuing delinquent Real Property taxes owed the Town, and, added that total expenses in all departments were under 50 percent of the approved FY19 Budget. He also noted a correction made to last month's Financial Report that slightly increased the total expenses reported under the "Celebrations/Events" line item of the report. He reminded attendees that requests for detailed information will be honored under the Freedom of Information Act. After discussion, Commissioner Pennoyer motioned to approve the Treasurer's Report, Commissioner Leonard seconded. The Treasurer's Report as of November 30, 2018 was unanimously approved.

The President explained the recent circumstances that have necessitated the Board to restructure some procedural steps for public comment at Board meetings. CoS Snyder then reviewed Public Comment procedures outlined in Resolution 2016-02 Adoption of Rules of Order, plus, a new sign-up sheet for citizens who know ahead of time the topics they wish the Board to address.

### Reports

Staff/Committees: TUMHC Chair Skews reported that they had no events planned for December, adding that they held their last Quarterly meeting on November 17<sup>th</sup>. The President noted the Town is working to obtain a \$600K Bond Bill for the Old Stone Building, which will be before the County Council for a vote in January, and then up for approval by the General Assembly in March or April.

Events Committee Chair Gunnoe reviewed details of their plans and activities for the Town Hall-iday Party this coming weekend. He noted there will be a Game Night on February 9<sup>th</sup>, and a Poetry Slam on April 13<sup>th</sup>. He said the revival of the Marlborough Day Festival is planned for May 18, 2019, and that a previously planned Movie Night that was rained-out last September will be held sometime next June.

Commissioner Leonard: Reported that she attended the MVFD meeting, noting they have members who still need to be certified in order to ride on the trucks. She said there were 14 members present at the last CERT meeting on December 8<sup>th</sup>, and, also noted the total number of certified instructors on the UM/CERT is now at 6 members. She added that a student journalist from the UMD who attended their last meeting, may be publishing an article in the PGC Sentinel about Emergency Preparedness. The new OEM coordinator Tiffany Harquist will attend the CERT meeting in January. She added she would be accompanying CoS Snyder to the HEPAC meeting in Annapolis on December 15<sup>th</sup>. Also, she noted the James H. Taylor Innovative Academy sub-committees are continuing their work on the proposed school.

Commissioner Pennoyer: Had no report at this time.

President Turner: Introduced and acknowledged new attendees in the room, then delivered updates on the following topics: 1.) The Town's Door-to-Door Campaign conducted throughout the Town on December 8<sup>th</sup> by the Board and Staff went very well. Cos Snyder then reviewed citizen feedback from survey questions to date; 2.) The Public Works Department has installed new "MDOT/ADA Compliant" street name signage throughout the Town; 3.) The SHA's Crain Monument Restoration Project is now complete; 4.) The Town held another successful Food Truck Friday Event on December 7<sup>th</sup>, looking into the permitting process with the County to consider a Food Truck Hub status.

## **Business**

Ordinance 2018-09 Surplus Real Property (Board vote): CoS Snyder reviewed the history of 14212 School Lane stating it was the site of the old Town Water Tower that was razed in 2012, noting the 4,000 sq. ft. property is land-locked, not accessible from the street, and its estimated value is \$400. The President reviewed the details behind the creation of the ordinance, and then conducted a second reading. Commissioner Leonard made a motion to approve the Ordinance as presented, to which Commissioner Pennoyer seconded the motion. Approval was unanimous.

Ordinance 2018-10 Special Events: The President introduced the ordinance which will repeal old Ordinance 97-2. She noted the draft will be posted on the Town website for citizen input, and possibly voted on at the January Town Meeting.

A resident asked if the Ordinance would apply to emergency situations, to which the President said it only applied to planned recreational events. Another resident put forth a few edit suggestions for the Board to consider concerning Ordinance 2018-10.

## **Closure of Town Meeting**

The President announced that the Board wished to briefly enter in to a Closed Session in order to bring Commissioner Pennoyer up-to-date on a certain confidential matter that was addressed at the November Work Session in which she was absent. The President asked for a motion to close the November Board Work Session under statutory authority to close session General Provisions Article §3-305(b)(8). Commissioner Pennoyer motioned to enter into closed session, Commissioner Leonard seconded. The motion was unanimously passed. The December 11, 2018 Town Meeting was closed to the public at 7:45 p.m. It was noted that Chief-of-Staff Snyder and Chief Operating Officer Michelle Knox will stay in attendance for the Closed Session. The Closed Session was adjourned at 7:53 p.m.

## **Re-opening of Town Meeting**

The President reconvened the Regular Town Meeting at 7:54 p.m. The President stated the Board will now reopen the meeting to the public in accordance with the procedures found in the General Provisions Article 3-305(b) of the Maryland Code. The specific statutory authority to open the session is found in the General Provisions Art., Section 3-305, Subsection (b) Paragraph 8.

## **Business (continued)**

Emergency Ordinance 2018-11 To Amend Vehicles and Traffic: The President explained the necessity of the ordinance that was originally scheduled to be passed at the November Board Work Session. It was noted that the Board lacked a quorum at the time, so the agenda line item was tabled until the next available meeting. The President then introduced the ordinance and asked for any comments from the Board. With no further comment, Commissioner Pennoyer motioned to approve Ordinance 2018-11 as presented, Commissioner Leonard seconded. Emergency Ordinance 2018-11 was unanimously passed.

## General/Administration issues:

## **Public Comment**

A concerned resident expressed displeasure with the time limits to be imposed on public comment, and asked, what other avenues there are to submit commentary? Also, felt there was no time to read and study proposed ordinances in time to formulate their comments/input, and asked, when is draft legislation actually posted online? The President replied that generally, with the exception of an emergency ordinance, proposed legislation is posted for public input about 30 days before a scheduled

passage date. CoS Snyder added that "Meeting Packets" are posted on the Town website, under the "Meetings and Agendas" tab at least the Friday before any meetings of the Board, if not sooner. Concerning the time limits for public comment, the President stated the Board is open to other suggestions, and acknowledged public input by email was acceptable, and should garner a response from Staff within 2 workdays. Finance Director Morgan replied to another question concerning a number adjustment in the Treasurer's Report. Additional questions concerned the new MDOT-compliant street name signs, the new crosswalk on Water Street, why Ordinance 2018-11 an emergency, the Red Light Camera project, an FY2018 Budget inquiry, and, the start date for the new Town Chief of Police.

Another resident had concerns about the new Treasurer Report's format, asking specifically about numbers forecasted in "Fines, Licenses & Permits". The President replied that these factors will be taken into account when the mid-year Budget Adjustments are calculated.

A resident of Church Street expressed concern about the Main Street building that was recently destroyed by arson, and asked if the Town could push for a timely repair, and also, keep an eye on the recently damaged Principal's House located on the Old Marlborough Elementary School site. The resident also offered up several suggestions that included: 1.) Post more of the President's prepared comments ahead of the Town Meetings; 2.) Use the order in which the public signs-up to comment, a way to manage time requirements; and, 3.) Post line-item Treasurer's Reports online every month. CoS Snyder responded by stating the Main Street fire is still under investigation by police and authorities, and, the Historic Preservation Commission is working with the County Office of Central Services on repairs.

COO Knox introduced a resident of Spring Branch Drive who was attending his first Town Meeting since living in Town the past 5 years. He said he felt more welcome in his community after being surveyed during the Door-to-Door Campaign held last weekend, when Ms. Knox invited him to attend.

A 7-year School Lane resident stated how impressed she was with recent improvements in Town and hopes the Town keeps moving forward. She said she hopes to see a community playground, as well as, sidewalks for School Lane and elsewhere. The President summarized the Town's plans and negotiations currently in progress for the installation of a playground on the Town Hall property, and the upgrade(s) to Town-owned streets and sidewalks.

The President acknowledged a Marlborough Towne resident for attending the meeting tonight. The resident pointed out ongoing issues concerning unbalanced lighting, stray cats, released individuals from the Department of Corrections, and the need for better businesses at the Villages of Marlborough Shopping Center.

Commissioner Leonard acknowledged another resident who is also in attendance as a result of the invitations extended during the Door-to-Door Event.

### **Adjournment**

Commissioner Leonard made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

