

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Work Session Minutes

February 25, 2020 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:02 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams. Also present: Chief of Staff Kyle Snyder; UMPD Chief David Burse; and, Director of Finance William Morgan.
- Pledge of Allegiance

Business

- 1) Ordinance 2020-01 Food Truck: Copy sent to DPIE Deputy Director Cunningham for review. The Board discussed permit fees, site locations & operation frequency and timeslots. Will need two Town Resolutions for Fee Schedule & naming Coordinator authority.
- 2) Ordinance 2020-02 FY20 Budget Amendment: Mr. Morgan noted a decrease of \$431K for FY20 Budget Total. He highlighted major adjustments that included: 1.) Unrealized Park Conservation Grant -\$200K; Two to four-month gap in Parking Enforcement & Meters -\$140K; Payroll/Salaries/Pension -\$90K. May have additional \$3K adjustments before final.
- 3) Resolution 2019-02 Commission Meeting Regulations: The Board discussed additional edits needed to the draft submitted by Attorney Best, such as: Proof and edit Table of Contents page numbering, and, add Legal Sufficiency signature block. Resolution will be posted for public comment, allowing for introduction and 30-day adoption/approval schedule.
- 4) FY2021 Budget Planning: Mr. Morgan reviewed the Preparation Schedule handout provided, noting a first-draft review will be conducted at the April Board Work Session and a separate ordinance for setting tax rates will be done in tandem with the FY21 Budget Ordinance. An additional Closed Session may be needed to discuss personnel matters within the budget.
- 5) Verizon Franchise Agreement Renewal: Town Attorney Best cited cost savings in joining County negotiations. Town has two franchise agreements that includes Comcast, with i-Net negotiations still incomplete. Sample letter and resolution sent by i-Net to join coalition.
- 6) Draft Personnel Ordinance: A draft with tracked changes by Commissioner Bernal-LeClaire, and subsequently edited with tracked changes by the Attorney Best was reviewed and discussed by the Board and Department Heads present.
Topics discussed included: Paygrade Step-Chart; Probationary/Benefits entitlement periods; Organizational Chart; Performance evaluations; Town Vehicle policy; Background checks/drug screening; Position job titles & descriptions; Setting Classified Ads procedures; Different employment policies for Police Department; Annual ordinance review synced with Budget process; and, Employee Handbook editing & approval.
- 7) Committee Appointments: Green Team & Art Council: A call for volunteers was sent out and a list of 4 volunteers per committee was including in the Board's Meeting Packet.
- 8) Annexation—Phase 2: The Board reviewed the second phase of annexation that would encompass 2 churches, 26 residential lots and 154 acres of undeveloped property was discussed by the Board and Staff members present. It was noted the plan would add an estimated \$16K in new property tax revenues (not including income taxes). Further discussion included: Requirements throughout procedure; Additional staff needs assessment; Annexation Phase(s) order of priority; Property owners notification process; and, Plan timeline(s).

- 9) Speed Limits & Parking Issues: The Board discussed concerns expressed by the residents of the Marlborough Towne community and HOA about speeding cars on Marlborough Drive. Questions were discussed by the Board, such as, Where in Town should speed zones less than 25 mph be?; How can these reduced speed limits become recognized by the County, State and other GPS systems?; and, Is successful enforcement feasible? Other options on addressing speeding, such as speed humps, etc. were also briefly discussed.

A letter was sent to the President from Senior Park Ranger Brooke Westby, asking if a waiver of parking meter fees could be afforded somehow for the tax-paying frequenters of the Schoolhouse Pond (especially the fishermen.) The Board engaged in a spirited discussion starting from making parking on Gov Oden Bowie Drive free or lowering rates on weekends, to keeping it just the way it is. The discussion went on to reevaluating the rate structure on Main Street, and, how and when meter violations after hours are enforced.

10) General Commissioner & Administrative Staff items:

- Citizen's Guide/Welcome Packet: The President proposed updating the booklet that had been used in 2012—2015 as a means of providing a handy reference for residents for Town refuse pick-up and Meetings schedules, and a component of a Welcome Package for new residents. The Board discussed reprint costs, mailing and web posting options.
- MML Summer Conference: The Board concurred the Town's attendance should be scaled back for the 2020 Conference and opted to not have an exhibit booth this year.
- The President noted that Councilman Harrison's Office said the Old Stone Building is "off the table" until the Fall at the earliest and she proposed that the Bond Bill funding be repurposed. The Board discussed other project options noting Greenwill consulting would need to know details of the project change for their communications with our Delegates in the Annapolis Sate House.

Adjournment

The meeting was adjourned at 9:22 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

