

Town of Upper Marlboro

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

Work Session Minutes

April 28, 2020 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:09 p.m. using Zoom Teleconference platform.
- 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; Director of Finance William Morgan; and, Ray Feldmann/Feldmann Communications Strategies LLC.
- Pledge of Allegiance

Business

- 1) Ordinance 2020-03 Personnel System Standards: The Clerk read aloud the introduction for Ordinance 2020-03. The full Board concurred to hold any further discussion until they enter in to closed session later tonight.
- 2) Draft Ordinance 2020-XX Salary Ordinance: The full Board again agreed to hold off on any discussions on this item until they enter in to closed session.
- 3) Town Business License Program: It was noted some Town businesses had asked what they receive in turn for payment of the license fee. Finance Director Morgan provided an overview of payments and non-payments to date. The Board discussed invoice and notice mailings, deadlines, collection procedures/municipal infractions, fee amount(s), payment plans, Lottery provision issues, refuse collection costs, the low rate of business's involvement with Town events, and the County's new requirements for business recycling. Staff to research best practices that have been successfully implemented by other municipalities.
- 4) Draft Ordinance 2020-05 Town Operating Budget for FY2021: Finance Director Morgan reviewed a redrafted detailed budget for FY2021, noting many numbers will change before the final because of the uncertainties caused from the pandemic. Discussion included: Existing/future projects and contracts; Grant status/matching requirements; New line items added for Public Works and Public Safety equipment; Preparation for further Annexation needs; Staffing needs; Reserve transfers; and, general efforts to bring operating budget down closer to \$1M. It was noted further discussion will continue in the closed session.
- 5) RFP #UM 2020-04 Accounting Firms/submissions: Finance Director Morgan stated he would like to speak further with some of the submitting vendors before making recommendations, but, did give a brief overview of his first take of the 5 applicants. It was noted that the auditing costs would be in addition to the Accounting Firm contract costs. Commissioner/Treasurer Bernal-LeClaire will join Mr. Morgan in meetings with applicants.
- 6) Resolution 2020-12 State of Local Emergency Declaration/extension: The Clerk read aloud the Resolution's introduction, highlighting the extended date of the order until June 5, 2020. The Clerk noted a minor edit to the header. Commissioner Bernal-LeClaire motioned to approve the Resolution as amended, to which Commissioner Leonard seconded. With all in favor, Resolution 2020-12 Local State of Emergency Extension was approved unanimously.
- 7) Petition for Judicial Review/OMES: The full Board again agreed to hold off on any discussions on this item until they enter in to closed session.

- 8) General Commissioner & Administrative Staff items: A draft 3-page Town Policy/Directive for daily operations in light of the COVID-19 crisis, was included in the Board Meeting Packet for review. Mr. Snyder noted a check-in procedure for employees and the public-at-large entering the Town Hall and Public Works Facility, that features a sign-in log/station that requires temperature scanning (in & out), hand sanitizer use, facemasks, etc.

Mr. Snyder noted that the Greenwill Consulting contract is up for renewal and an RFP will be presented to the Board for review at the May Town Meeting. He added the Town has just received a \$100K deposit from the State for the Town Playground Project.

Closed Session

The President announced that the Board would now close the meeting under General Provisions Article 3-305(b) of the Maryland Code. She noted the specific statutory authority to close the session is found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1), and, Section 3-305, Subsection (b), Paragraph (8). She added that the topics and purposes of this closed meeting are to seek consultant's advice on particular legal matters and to preserve attorney-client privilege, and, to discuss, and preserve confidentiality of, information concerning personnel structure.

Seeing no further comment or discussion presented to the Board, the President called for a motion to go in to closed session. Commissioner Bernal-LeClaire motioned to proceed with the closed session. Commissioner Leonard seconded. With all members of the full Board voting 'yea', the motion to close was passed.

Adjournment

The President thanked all who attended the Board Work Session and asked all but the elected officials to exit the Zoom Teleconference at this time. The meeting was adjourned at 8:39 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

