

# Town of Upper Marlboro

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

## Work Session Minutes

June 23, 2020 - 7:00 p.m.

Approved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/87823102844>  
Video Meeting ID: 878 2310 2844, or, Audio Dial-in only: 301 715 8592

### Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Penoyer; Commissioner Kai Bernal-LeClaire; Commissioner Wanda Leonard; Town Clerk M. David Williams. Also present: Administrator Kyle Snyder; UMPD Chief David Burse; and Director of Finance William Morgan.
- Pledge of Allegiance

### Business

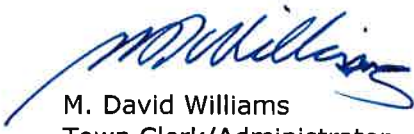
- 1) RFP #UM 2020-06 Human Resources Firm: The President noted that this partnership will be a first for the Town but feels seeking such a firm for guidance is due diligence at this time. With no comments or further discussion offered, Commissioner Leonard motioned to approve publication of the Request For Proposal, Commissioner Bernal-LeClaire seconded. With all in favor, the motion was unanimously approved.
- 2) Resolution 2020-16 Authorizing Hazard Pay: Clerk Williams read aloud the Resolution's introduction. It was noted this funding for 6 Public Safety and Public Works employees will come from the CARES Act at no expense to the Town, and that time constraints necessitated passage ahead of the Regular Town Meeting. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-16. Commissioner Leonard seconded. With no one in opposition, the motion was passed unanimously.
- 3) Resolution 2019-17 In Defense of Black Lives: Clerk Williams read aloud the Resolution's introduction. Commissioner Bernal-LeClaire commented he hoped to see the Board implement further legislation and policies to support this initiative and then motioned to approve Resolution 2020-17 as presented. Commissioner Leonard seconded the motion. With no one in opposition, the motion was unanimously approved.
- 4) Resolution 2019-18 Online Historic Walking Tour Funding: Clerk Williams read aloud the Resolution's introduction. The President acknowledged Commissioner Leonard for initiating the project that will enable more citizens to participate. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-18. Commissioner Leonard seconded. The motion was unanimously passed.
- 5) Annexation Phases II & III: Town Administrator Snyder provided an overview of the expansion details and timelines, noting anticipated expenses and revenues, plus, equipment and staffing needs. The Board also discussed proper timing of Annexation notices, forums, legislation and related expenditures, as well as, maintaining the historic feel of downtown.
- 6) Draft Town Financial Policy: The Board discussed the draft policies presented, noting a need to amend Ordinance 2011-02 and the Charter to better coincide with new policies.
- 7) Charter Amendment Resolution/ Creating Offices/Positions: The Board discussed the positions and proper titles needing inclusion in the Charter. A draft of CAR 01-2020 will be presented to the public for review and comment at the next Board Meeting.

- 8) Resolution 2019-19 Declaration of Vacancy and Special Election: Clerk Williams read aloud the Resolution's introduction. The Clerk reported that he and the Board of Supervisors of Elections just met with Chief Burse and Administrator Snyder to plan and review implementation of new COVID-19 procedures and policies for the Special Election Day on July 27, 2020. It was unclear at this time if the Town Hall Offices would still be closed to the public or not on Election Day. With no further comments offered by the Board or additional input from the public, Commissioner Bernal-LeClaire motioned to approve Resolution 2020-19, and Commissioner Leonard seconded. The motion was passed unanimously.
- 9) General Commissioner & Administrative Staff items: Outreach for potential candidates and interpretations of Town Elections Charter provisions were discussed by the Board. The MML Virtual Conference classes and attendance schedule were reviewed. Commissioner Bernal-LeClaire expressed his thanks for the opportunity to work with the Board, and fellow Commissioners reciprocated in kind.

### **Adjournment**

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

