

Town of Upper Marlboro

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

Work Session Minutes

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

Approved

Call to Order

- Meeting was brought to order at 7:03 p.m.
- Roll Call – President Linda Pennoyer; Commissioner/Treasurer Sarah Franklin; Commissioner-elect Janice Duckett; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; and Director of Finance William Morgan.
- Pledge of Allegiance

Business

- 1) Human Resources Firm RFP #UM 2020-06: The President acknowledged 5 responses to the RFP to date. She explained the need for the Town to have at least an audit of its HR practices to ensure compliance with County, State and Federal requirements. It was noted the RFP can be redrafted and republished after an initial audit, depending upon reevaluation of need.
- 2) FY2021 Budget & COVID-19 Impact: Finance Director Morgan reviewed how the pandemic has affected cashflow and recommended both short-term and long-term plans that can help with recovery. He estimated total losses, since March to date, are upwards of \$126K. Discussion topics, talking points and financial statistics were shared via a PowerPoint Slide presentation.
- 3) Extension of Town Emergency Declaration: It was noted a Board vote was not required for an extension. After discussion, all 3 Commissioners in attendance did agree to keep the Declaration in place. A draft with a new timeline will be presented at the next Town Meeting.
- 4) Board Goals & Initiatives: Discussion included opportunities afforded by Annexation; Strategic planning & creating a Town 2030 Vision Plan; Community outreach/citizen input; Coordination with County & State for expanded services during annexation phases; Town employee safety measures; And, a possible initiative for distance learning for resident youth during COVID.
- 5) General Commissioner & Administrative Staff Items: There were no additional items brought forth at this time.

Public Comment

There was no public comment offered to the Board at this time.

Closed Session: (Board vote to close open session)

Under General Provisions Article 3-104 and 3-305(b)(1): To conduct a General Government Operations overview, and . . . to discuss and preserve confidentiality of information concerning personnel structure.

Commissioner Franklin motioned to close the open session so as to immediately enter into the separate closed session. President Pennoyer seconded. Seeing no further discussion, and no one opposed, the motion passed by majority vote of the Board. It was noted that a Closed Session statement will be delivered at the next Regular Town Meeting.

Adjournment

The open meeting was adjourned at 8:15 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

