

Town of Upper Marlboro

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

Work Session Minutes

October 23, 2018 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Town Clerk M. David Williams, Finance Director William Morgan, and Chief of Staff Kyle Snyder.
- Pledge of Allegiance

Reports

Commissioner Leonard: Reported that the CERT had cancelled their Pond Clean-Up event scheduled for October 27, 2018 due to the weather forecast. CERT will attempt to reschedule so participating students can earn their community service hours for graduation.

Commissioner Pennoyer: Reported she attended the PGCMA meeting last Thursday, and will report on the Legislative Agenda at the November Town Meeting. Also attended the Villages of Marlborough Tract G/HOA meeting at Town Hall last Wednesday, and plans to also attend the upcoming Marlborough Towne HOA meeting scheduled for tomorrow evening.

Chief-of-Staff: Mr. Snyder delivered an update on the Playground Project stating the Board of Education's attorney has suggested employing a "Use Agreement" instead of a property transfer process, as it is quicker. It was noted that this would allow work to be completed within the Grant-funding window, and that the Town can still work to acquire the property in the meantime. Mr. Snyder reviewed a letter sent from the MVFD to Chief Barksdale concerning an ALS gap in company 820. The President noted the MVFD would have better lines of communication to the County and State if they had better representation through a professional firm. She offered to write a letter of support, adding she would also introduce the MVFD to the Town's firm as well.

Finance Director: Mr. Morgan presented a draft "Purchase Process and Procedures" form that outlines directives and proper procedures for procurement requests, timetables for submission, and includes an electronic transfer initiative that employs a formulated Purchase Request Form. He indicated he is currently looking into outstanding FY2018 Audit issues, collection of delinquent taxes, and building a better rapport with SONA Bank. He noted other issues he was addressing that included: Recent Budget Amendment inconsistencies; Quickbooks "manual" data entry problems; Payroll transition issues; and, coordination of the annual Workman's Comp Audit.

President Turner: Delivered updates on the following topics: 1.) Met with Councilmember Franklin, the PGC/RDA and Greenwill Consulting on October 4th concerning the \$2.5M County Budget line-item appropriated for Town Redevelopment; 2.) Current RFQ for Downtown Development closed October 1st, at least five strong proposals received/next step has an RFP process to include stakeholder review/consensus; 3.) David Harrington, President of the PGC Chamber of Commerce (PGC/CoC) is interested in opening an ancillary Branch Office in Town; 4.) PGC/CoC can assist the Town with business Branding and sponsorship for Town Events; and, 5.) Commissioner Pennoyer, Darryl Carrington (Greenwill) and the TUMHC attended a HPC meeting on October 16 that had a "Property of Concern" line-item on the agenda that turned-out to be the OMES buildings in Town.

Business

Historical Committee Appointments: A Certificate of Appointment listing the roster of members of the Town of Upper Marlboro Historical Committee (TUMHC) was read aloud by the President. A two-year term was indicated as beginning November 1, 2018 and ending on October 31, 2020, for Chairperson Patti Skews, Vice Chairperson Tanja Hammond, Secretary Deidre Walsh; Archivist/Historian Brian Callicott, and voting members: George Leonnig, Joe Hourclé and Rusty Pennoyer. With no objections, the Board signed the Certificate of Appointment.

Ordinance 2018-08: Classify Real Property: Mr. Snyder noted the "second draft" ordinance had no changes or edits nor citizen input, since its official introduction at the October Town Meeting. President Turner informally introduced the ordinance for Board discussion, noting that a Town Utility Tax ordinance will be informally introduced and discussed at the November Work Session.

Resolution 2018-07: Town Business License: The President noted that new Town parking meters will be replacing the old existing meters within the next 30 days, and will also be erected along Judges Drive where they have not been before. A courtesy letter will be sent out by the Town to select County, Court and Sheriff's Office officials giving notice of the change. It was noted several unmetered spaces will be designated for Sheriff's Office personnel.

UMPD Chief Vacancy (update): The President stated that after numerous interviews conducted, an offer has been extended by the Town's Human Resources Director yesterday to a retired Prince George's County (PGC) Lieutenant, currently working with the County Office of Homeland Security. If she accepts, it was noted she will be the first female Police Chief in PGC history, and will bring a higher standard of professionalism and community relations to the position.

Acknowledging that she had already covered the Downtown Development RFQ in her report earlier, the President then moved on to the next agenda line item.

Grants Overview: Chief of Staff Snyder delivered an update on four (4) separate grants that the Town has applied for, and one (1) additional grant request that will be submitted in December:

1.) Town Playground: Department of Natural Resources "Open Space Program"—requesting \$200K, adding TOUM \$50K match, funding slated for FY2020; 2.) Maryland Energy Partnership: applied for designation w/Maryland Smart Energy Communities to qualify for \$25K in grants to implement petroleum use reduction initiatives, energy efficiency projects, and renewable energy programs; 3.) Downtown Streetscape & Economic Development Coordinator: DHCD/Community Development Block Grant (CDBG)—requesting \$500K in federal funding for improvements and management personnel; 4.) Community Garden w/adjacent Facility: "Local Food/Local Places Program"—requesting \$200K from the EPA for landscaping existing lot, plus, rehab for adjacent building to include office & storage space, and space for farmers market & workshops; 5.) Western Branch Water Recreation Area: Land & Water Conservation Fund—up to \$800K w/TOUM 50% match, application due December 18. Focus on Town lot near Cahn Memorial to enable fishing and kayaking activities. It was noted that the 5 grant requests total up to \$1,225K.

General/Administration issues: After it was noted a Town Committee had difficulty with deactivating the office security alarm, the President indicated the issue will be addressed swiftly.

Adjournment

Commissioner Pennoyer motioned to adjourn, President Turner seconded. With all in favor, the meeting was adjourned at 8:39 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

