

Town of Upper Marlboro

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

Work Session Minutes

October 27, 2020 - 7:00 p.m.

Approved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85451683537>

Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

Call to Order

- Meeting was brought to order at 7:02 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams. Also present: Town Administrator Kyle Snyder; UMPW Superintendent Darnell Bond; UMPD Chief David Burse; Code Enforcement Officer Vickie Stewart; and, Director of Finance William Morgan.
- Pledge of Allegiance

Business

- Code Violation Appeal: The owner of 14311 Rectory Lane appeared before the Board to request a deadline extension to resolve issues cited by the UMPD Code Enforcement Office on September 2, 2020. After discussion, all parties agreed to an extension of the deadline to Monday, November 9, 2020. President Pennoyer motioned to approve the new deadline date and Commissioner Franklin seconded. With all in favor, the motion was passed unanimously.
- RFP #UM 2020-07 Healthcare Broker: TA Snyder and Finance Director Morgan presented their research exploring options for a new Healthcare provider that can offer a wide variety of additional insurance plans, some of which offer other services such as Human Resource Management. The Board discussed volunteer benefits, implementation timelines, estimated costs/rates, and retirement plans. Discussion to continue at next Board meeting.
- Sustainable Policies & Tree City USA: TA Snyder provided a synopsis of the Town's progress with membership in the MEA/Sustainable Maryland Certified program. Discussion included timelines and deadlines for required legislation and policy, the Tree City USA program, plus, volunteer and staffing needs. The Board agreed through consensus, for staff to continue with planning and implementation of required policies and legislation for both programs.
- Employee Handbook: The Board discussed at length ongoing draft changes and edits to the Town's Employee Handbook. As the last edition in 2018 was not officially adopted by the full Board, edits are being made to the last Board approved edition from 2015. It was suggested that the Town work with a Human Resources consultant before finalizing the new draft.
- General Commissioner & Administrative Staff items: A list of Town recreational project priorities, to include in the annual request letter to the M-NCPPC, was reviewed. It was noted that the Town will be meeting with Senator Peters next Thursday. Legislative priorities for the agenda were discussed. Commissioners discussed County rezoning and ongoing agenda line-items for future meetings. The President then acknowledged Kyle Snyder's 5-years of employment with the Town (as of October 14th) by presenting him with a custom plaque of recognition and a personalized gift.

Adjournment

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

