

# Town of Upper Marlboro

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

## Work Session Minutes

November 24, 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 7:05 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; UMPD Chief David Burse; Director of Finance William Morgan; UMPW Superintendent Darnell Bond; TUMHC Chair Patti Callicott; SCW Chair Evelyn Stephens; EC Chair Jeremy Gunnoe; Ray Feldman/Feldman Communications Strategies LLC; plus, interested Town citizen.
- Pledge of Allegiance

### Business

- 1) DPW&T Western Branch Grading Project: The presentation from the DPW&T was postponed, however, President Pennoyer noted that the Town did receive a response letter from MDOT after their presentation to the County Council concerning the project. She added the Water Street Bridge Project's start date had been changed to 2022, with a cost estimate of \$6M.
- 2) Resolution 2020-24 Vacation PTO & Sick Leave Accrual: Clerk Williams read aloud a second reading of the Resolution's introduction. Two minor edits were noted by the Clerk. The Board discussed Option #1 and Option #2 rates of accrual, and the pay period start and end date choices, opting for Option #2 and the pay period time span of Sunday through Saturday. Commissioner Franklin motioned to approve the Resolution as amended. Commissioner Duckett seconded. With all in favor, Resolution 2020-24 was unanimously approved.
- 3) Contract Extension – Sparks@Play: TA delivered an overview on the contractor's requested deadline extension. Commissioner Franklin motioned to sign and approve the contract extension date request. Commissioner Duckett seconded. With no one opposed, the extension was unanimously approved.
- 4) Ordinance 2020-07 – Urban Forest: The Clerk read aloud a second reading of the Ordinance's introduction. After discussion, it was noted that Superintendent Bond will be assigned as "Tree Coordinator" and that the Ordinance will be voted on at the December Town Meeting. The draft has already been posted on the Town's website.
- 5) Racial Equality: The Board discussed how best to unveil existing issues and identify potential issues, and what changes to current Town operations can help with the initiative. It was noted this item will be on the next six Board Meeting Agendas for further discussion.
- 6) Historical Committee Appointments: A list of nominations was presented to the Board for the next TUMHC 2-year term. The Clerk noted a couple of edits. Commissioner Duckett motioned to approve the list of nominated Board members as presented and amended. Commissioner Franklin seconded the motion. With all in favor, the roster of appointments to the TUMHC Board was unanimously approved.

- 7) General Commissioner & Administrative Staff Items: Board approval for a flooring contractor to make repairs to the Public Works Facility was added to this agenda, past publication. Superintendent Bond reviewed estimates from 3 vendors and gave his recommendation. Commissioner Duckett motioned to approve the Hutchinson proposal. Commissioner Franklin seconded the motion. With no one opposed, the motion was passed unanimously.
- 8) Closing of Open Meeting to enter into Closed Session: President Pennoyer informed attendees that the open Board Work Session would now be adjourned for the Board to meet in closed session on an unexpected urgent matter, citing the specific statutory authority to close the session found in the General Provisions Article, Section 3-104, and, Section 3-305, Subsection (b), Paragraph (1). The topics and purposes of this closed meeting are to discuss and preserve confidentiality of information concerning personnel . . . that affects one or more specific individuals.

She added that UMPD Chief Burse, Town Administrator Snyder and Finance Director Morgan would be in attendance for the closed session.

### **Adjournment**

The open Board Work Session was adjourned at 9:12 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk

