

Town of Upper Marlboro

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

Work Session Minutes

Tuesday, December 17, 2019 - 7:00 p.m.

Approved

Call to Order

- Meeting was brought to order at 7:00 p.m. President Leonard stated the Session was open for public observation only.
- Roll Call – Commissioner Kai Bernal-LeClaire; Wanda Leonard, President of the Board of Town Commissioners; Linda Pennoyer, Commissioner/Treasurer; Town Clerk M. David Williams; UMPD Chief Burse; Chief of Staff Kyle Snyder; and, Ray Feldman/Feldman Communications Strategies LLC.
- Pledge of Allegiance

Business

- 1) Feldman Communications strategies Contract Renewal: One addition to contract "Media Training for Staff" currently in Legal review. Mr. Feldman gave overview of training program. The Board discussed contract costs, duration and competitive bidding.
- 2) Town Parking Enforcement Upgrade: CoS Snyder gave overview of compatibility need arising out of last upgrade of meters. Board discussed contract terms of current vendor, competitive cost comparisons, vendor's options research and competitive bidding.
- 3) Draft Personnel Ordinance & Salary Steps: Board discussed and identified items needed for further review, such as, new organizational chart, job descriptions, hiring procedures policy, extra Work Sessions, Budget amendment(s) and original Word document provided to Board members for tracking changes. Clerk Williams noted Charter timeline requirements concerning ordinance introduction and passage.
- 4) General Board & Administrative Staff items:
 - MEA Grant Update & Solar Proposals: CoS Snyder distributed and reviewed a current grant proposal for lighting upgrades to the Public Works Facility and Solar Panel installation for the Town Hall, prepared through the Maryland Energy Administration. He noted the projects would require more than one contractor, currently looking for third. The Board discussed RFPs and contract/grant partnership with other municipalities.
 - General Roundtable: CoS Snyder noted that Town Attorney Best has filed the Petition for Judicial Review today.
 - Board continued discussions on repair needs and solutions for the 2011 Dodge Charger. Chief to seek additional two estimates.
 - Clerk's Office preparing for Election, and upgrades to Cable Channel 19 in progress.

Adjournment

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

Respectfully submitted,


M. David Williams
Town Clerk/Administrator

