

# Town of Upper Marlboro

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

## Work Session Minutes

Tuesday, December 18, 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; Chief Operating Officer (COO) Michelle Knox; and Chief of Staff (CoS) Kyle Snyder.
- Pledge of Allegiance

### Reports

Commissioner Leonard: Attended the HEPAC meeting in Annapolis w/CoS Snyder on December 15, 2018. HEPAC's Workshop Proposal "*How to Assemble a CERT Program*", to be considered for approval as a "Snap Session" Workshop at the 2019 MML Summer Conference, is still in the running to be selected by the Conference Planning Committee next month.

Commissioner Pennoyer: Reported that she delivered an overview of the Town (past & present) to the United Communities Coalition at the last Fox Chase HOA meeting.

President Turner: The Board attended the ribbon-cutting ceremony on December 15, 2018, for the newly renovated Rulz's Fitness Center located at 14324 Old Marlboro Pike. CoS Snyder added that the Town Offices would be closed December 24-26, with Residential trash pick-up occurring on Monday, and Bulk & Yard Waste and Recycling being picked-up on Thursday as usual. The same schedule will apply to the New Year's Day week schedule, with the Town Hall Offices closing half-day on Monday New Year's Eve at 1:00 p.m. and remaining closed all-day Tuesday.

### Business

Resolution 2018-06 Town Parking Meter Rates: The President reviewed the public input and Board discussion schedule, adding that the resolution will be up for a Board vote at the February Regular Town Meeting. She also noted that since its informal introduction and draft posting on November 20th, resident's suggestions have, and are still being, considered for the final draft. Recent citizen input will be integrated into the next draft, for discussion at the January meeting.

Ordinance 2018-10 Special Events: Suggested changes from citizen input were reviewed and discussed by the Board. Commissioner Pennoyer suggesting adding the State Highway Administration (SHA) Street Closure Permit Application and Checklist to the ordinance. The Board also discussed charging a \$100 late fee for applications submitted less than 30 days before the event date, authorizing Board discretion to waive said fee. The suggested edits will be prepared for the next draft to include the application and checklist, for discussion at the January meeting.

Surplus Equipment: An in-office Memo listing surplus equipment, that was prepared by the Public Works and Public Safety Department Heads, was reviewed by the Board. A 2012 Dodge Charger Police Vehicle, and a 2015 Wells Cargo Trailer (UltraLav) were both recommended for auction. Commissioner Pennoyer motioned to approve the recommendation to surplus said equipment through the auction process, Commissioner Leonard seconded. The motion was approved unanimously.

Customer Agreement/Gatso USA (Amendment No. 2): The President noted that this item had been previously been discussed by the Board in Closed Session at the November Work Session. CoS Snyder provided an overview of the agreement and its resulting effects on the Town's Parking Meter program, noting the agreement enables the Town to negotiate a new contract with CivicSmart and purchase the equipment already in the Town's possession at a discounted rate. No penalties will be levied should the Town or CivicSmart not enter into a new contract. It was

noted that the Town now plans to manage its own collections, and the vendor will manage only the backend of operations. The Board also discussed looking into multiple parking and traffic-monitoring vendors going forward. Commissioner Leonard motioned to approve the document as presented, with Commissioner Pennoyer seconding. The motion passed unanimously.

General/Administration issues: Items discussed included: 1.) Article submissions for the *Landings* Quarterly newsletter; 2.) Status of Committee Resolutions & Bylaws; 3.) Exit interview with Interim Chief Henderson yesterday, new Chief David Burse to start January 2, 2019.

### **Adjournment**

Commissioner Leonard motioned to adjourn, Commissioner Pennoyer seconded. With all in favor, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

