



# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 24, 2022 at 7:00 PM

### MINUTES

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Please click the link below to join the webinar:

<https://uppermarlboromd->

[gov.zoom.us/j/89415748171?pwd=qrWjVGG3g42yDJt2N6UYjV62yVvgP8.1](https://uppermarlboromd-gov.zoom.us/j/89415748171?pwd=qrWjVGG3g42yDJt2N6UYjV62yVvgP8.1)

Webinar ID: 894 1574 8171 | Passcode: 451991 | +1 301 715 8592

#### 1. Public Hearing Regarding Taxes 7:00 PM

Open for public comment. Three (3) minutes per speaker.

**Public Hearing was held regarding taxes.**

**Last year board passed step increase via ordinance.**

**Some taxes are vacant. Still being determined.**

**Brian Callicott: taxes are going up a lot faster than he hoped. Taxes are much lesser than other municipalities.**

**Has not always agreed with how the Town spends money.**

**Joe Hourcle: Wants to know if the Commissioners ever considered reducing the levels of the homestead tax credit.**

**President Franklin stated she will do research on this and place in the budget book.**

#### **NOTICE OF CLOSED SESSION:**

Tuesday, May 24, 2022, Virtual Meeting,

Following the May Regular Town Meeting

Under General Provisions Article 3-305(b)(8) \_\_\_\_ "To consult

with staff, consultants, or other individuals about pending or potential litigation" .

The Board of Commissioners propose to go into Closed Session on Tuesday, May 24, 2022, following the May Regular Town Meeting to discuss annexation litigation and contracts.

#### **REGULAR TOWN MEETING AGENDA:**

#### 2. Call to Order at 7:09 PM

#### 3. Roll Call

**President Sarah Franklin**

**Commissioner Charles Colbert**

**Commissioner Janice Duckett**

**Commissioner Thomas Hanchett**

**Commissioner Karen Lott**

**Kyle Snyder, Town Administrator**  
**David Burse, Police Chief**  
**Darnell Bond, Public Works Director**  
**John Hoatson, Town Clerk**

**4. Pledge of Allegiance**

**5. Consent to the Agenda**

**Commissioner Duckett consented to the agenda**

**6. Approval of Meeting Minutes & Financial Report**

**Approval of meeting minutes was moved to June 7, 2022 Special Town Meeting due to unforeseen circumstances.**

**Approval of the Financial Report – Motion was made by President Franklin and seconded by Commissioner Duckett. Vote 5-5**

**7. Reports**

**A. Public Safety Department Report**

**Chief Burse stated that calls for service have come down for the month.**

**B. Public Works Department Report**

**Public Works Director Darnell Bond announced that they have stated the roll out of recycle bins. Starting with Marlboro Towne. Keep an eye out for the A-frame signs for the roll out procedures.**

**C. Finance Department Reports**

**Town Administrator Kyle Snyder announced they are working on audit and closing out FY 2022 budget.**

**D. Administrative Department Report**

**Town Administrator Kyle Snyder stated the biggest thing is the playground. The fencing people keep pushing start date back.**

**E. Greenwill Consulting Committee Report**

**No representative attended meeting. Still working with Councilman Harrison's Office.**

**F. Historical Committee Report**

**Brian Callicott provided the Historical Committee Report.**  
**Quarterly Meeting was held on May 21, 2022 – lots of planning for events.**  
**June 11, 2022 planning session scheduled to be held.**  
**Preparing for June 4, 2022 ice cream social at Darnall's Chance**  
**Memories and Morsels to be held on June 18, 2022**

**Crain Monument Centennial Celebration, October 1, 2022**

**Town Clerk John Hoatson is creating a show case for the Historical Committee at Town Hall.**

**G. Events Committee Report**

**Marlboro Day was held on May 14, 2022.**

**Working on movie nights.**

**Commissioner Lott will now serve as liaison with the Events Committee.**

**H. Sustainable Communities Committee Report**

**Former Mayor Linda Pennoyer provided the report as Evelyn Stephens was traveling.**

**SCWG meeting to be held on Wednesday, May 25, 2022 10:00 AM**

**2 to 3 applications have been turned in for the Building Improvement Program.**

**Working on the next round of grants.**

**Commissioner Colbert will serve as a liaison to the SCWG Committee.**

**I. Arts Committee**

**Commissioner Duckett provided the report for the Arts Committee.**

**Planning a full day pop-up event – June 26, 2022 | 2:00 PM until 5:00 PM | Library parking lot.**

**Visual artists, dance, muralist will also be on hand to discuss the mural project.**

**No rain date for the event.**

**Commissioner Duckett will MC the event.**

**J. Green Team Committee Report**

**No meeting was held due to no quorum.**

**Friday, May 27, 2022 5:30 PM will be a garden work night.**

**K. CERT Committee Report**

**Chief Burse provided the report.**

**CERT held their monthly meeting.**

**CERT worked on Marlboro Day and the event was successful.**

**L. Commissioner Reports**

**President Sarah Franklin – Been working on annexation, budget book, procedures and policies.**

**Attended several community meetings to make connections.**

**Hope to be able to make more connections to provide food to the food bank at local churches.**

**Commissioner Charles Colbert -Attended several community meetings.**

**Attended the CSA23 Leadership Council Meeting – discussed the National Night Out to be held on August 2, 2022.**

**Attended the PGPD District II Coffee Club. Keeping an eye on property thefts in the surrounding area.**

**PGCMA meeting – mental health round table. Working on a comprehensive list of resources.**

**Upcoming elections – lots of candidates running. Polling places have not been finalized yet. Be on the look out for more information.**

**Commissioner Janice Duckett – Christmas meeting was held on Friday, May 20, 2022**

**Going to have vendors, arts and crafts, Food.**

**Want residents to provide suggestions and feedback to Commissioners and Town Staff.**

**Commissioner Thomas Hanchett – Worked with President Franklin to get information out about Annexation.**

**Commissioner Lott – Commissioner Duckett provided the information on the Christmas idea. Look forward to feedback and discussion.**

## **8. Business**

*Public comment will be taken prior to Business line items (3 minutes per item)*

### **A. WSSC Presentation**

**Monica Marquina, Government Affairs Manager; Karyn Riley, Director of Intergovernmental Relations & Stephen Billingsley Customer Advocate provided a presentation from WSSC.**

**Heat Maps were shared to the community.**

**They also discussed financial assistance programs provided by WSSC.**

**Serve 1.9 million residents in PG and Montgomery Counties.**

**63 Town of Upper Marlboro accounts are past due in the total amount of \$35,650.60.**

**45 Residential Accounts | 18 business accounts are past due.**

**Want to encourage residents to call and work out payment options.**

**They also provided information on how to conserve water usage.**

**Stephen Billingsley spoke about upcoming WSSC projects. He spoke about water main replacement at South Osborne Road. Could effect traffic.**

### **B. Ordinance 2022-02 Amend Personnel Ordinance (Introduction)**

**Kyle Snyder, Town Administrator provided a summary of Ordinance 2022-02.**

**Shifts the number of employees listed in each of the categories to the operating budget.**

**Eliminates references to the Director of Finance.**

**Also provides some other housekeeping.**

**Town Clerk Hoatson then read the introduction into the record.**

**Will be voted on at the June 7, 2022 Special Town Meeting.**

C. Ordinance 2022-03 Town Operating Budget For FY 2023 (Introduction)

**Town Clerk Hoatson read Ordinance 2022-03 Town Operating Budget FY 2023 into the record.**

**Kyle Snyder, Town Administrator then provided a summary.**

**Kevin Best, Town Attorney advised that the Town cannot have three separate ordinances for the budget according to the Town Charter. Operating Budget, Speed Camera and Capital Improvement. Must be incorporated into one Ordinance.**

**Will be voted on at the June 7, 2022 Special Town Meeting.**

D. Ordinance 2022-04 FY 2022 Budget Adjustment (Introduction)

**Town Clerk Hoatson read Ordinance 2022-03 FY 2022 Budget Adjustments.**

**Kyle Snyder, Town Administrator then provided a summary.**

**Final meeting with accounting firm will determine what year end 2022 budget will look like.**

**Lines items will be amended as needed.**

**Some alterations will need to be made to the FY 2023 Budget.**

E. Ordinance 2022-05 To Authorize Town Entertainment & Amusement Tax (Introduction)

**Town Clerk Hoatson read Ordinance 2022-05 To Authorize Entertainment & Amusement Tax.**

**Kyle Snyder, Town Administrator then provided a summary.**

**Town Attorney has been working with State of Maryland – Comptroller’s Office to put this together.**

**Other municipalities established these in the 70’s.**

**President Franklin will provide additional information that was requested at the Work Session in a memo.**

**Public Comment: Brian Callicott wanted to know if the Town reached out to OTI and Equestrian Center since they will be impacted.**

**Town will reach out to entities to get feedback before voted on.**

**9. Administrative Updates**

**Currently have a budget meeting scheduled for next Tuesday, May 31, 2022.**

**Commissioner Duckett stated as long as items are updated, the meeting can be canceled.**

**Next official budget meeting will be the Special Town Meeting on June 7, 2022 when the FY 2023 Budget is adopted.**

**Town Administrator Kyle Snyder made an announcement that State Highway announced the Ritichie Marlboro Road exit will be closed until end of Summer, 2023.**

**10. Public Comment**

*For items not necessarily on the immediate agenda (3 minutes per item)*

**Brian Callicott: Provided a thank you to the Town & County for coming out to fix the pothole on Church Street.**

**Joe Hourcle: Announced Friends of the Library annual meeting to be held on Wednesday, June 15, 2022. Will be when the library is open.**

**Happy Birthday was sung to Mayor Franklin**

**The Town of Upper Marlboro Memorial Day event is scheduled for Monday, May 30, 2022.**

**A Wreath Laying will take place in honor of Private First Class, Bernard Eugene Curtis & World War II Veterans: W Courtney Euwer Jr. & Charles Ridgely Jr.**

**Light reception will also be held.**

**11. Motion to go into a Closed Session**

**Motion was made by President Franklin to go into Closed Session. It was seconded by Commissioner Duckett. Vote 5-5.**

## **PUBLIC COMMENT PROCEDURES**

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m. – 5 p.m., or by written correspondence (or email to [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **"RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO."**

### **Citizen Input:**

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

**Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.**

*When the meeting is held on a virtual platform, please sign-in with your First and last name and raise your hand to comment on an item.*

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.