



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 10, 2022 at 7:00 PM

MINUTES

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video (*Participants must sign-in with the Clerk*):

[https://uppermarlbormd-](https://uppermarlbormd-gov.zoom.us/j/89840780791?pwd=VFllaclpSUzFYMkJPdIVZQTdLZXFZQT09)

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Webinar ID: 898 4078 0791 ; **Passcode:** 244613; **Audio Dial-in only:** +1 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

WORK SESSION AGENDA: 7:00 PM

1. Call to Order 7:06 PM

2. Roll Call

President Sarah Franklin

Commissioner Colbert

Commissioner Duckett

Commissioner Hanchett

Commissioner Lott

Kyle Snyder, Town Administrator

David Burse, Police Chief

Darnell Bond, Public Works Director

3. Pledge of Allegiance

4. Consent to the Agenda

Approved

5. Business

A. Honoring The Fallen Proclamation (Board Approval)

Town Clerk Hoatson read the Proclamation to the Board of Commissioners.

No discussion was provided on this topic

President Franklin made a motion to approve The Fallen Proclamation. It was seconded by Commissioner Duckett. Vote 5-5

B. Ordinance 2022-02 To Amend Personnel Ordinance (Board Discussion)

Town Administrator Kyle Snyder provided an overview of Ordinance 2022-02

Removed all references from the Director of Finance.

Adds a crew leader position for Public Works.

Ordinance 2022-02 will be approved at the June Special Town Meeting.

Section 2 D: Contracts will be approved by the board.

The majority of the board must approve the position description.

C. **Ordinance 2022-03 Town Operating Budget For FY 2023 (Board Discussion)**

Town Administrator Kyle Snyder provided an overview of Ordinance 2022-03 Town Operating Budget for FY 2023.

Ordinance contains some of the figures, no all line items.

Expenses are broken up by department: General Government, Public Safety, Public Works.

Changes to staffing levels are also included in Ordinance 2022-03. Pay step charts are also included in the Ordinance.

Night shift differential is included in Draft Ordinance 2022-03.

Captain position will be included in the Public Safety Budget.

Committee and events budgets were cut by 5%.

Ordinance 2022-03 will be voted on at the June 7, 2022 Special Town Meeting.

Budget Book will be available at Marlboro Day so that residents can make public comment.

Section 5 Item C – Public Works – Authorized for one crew lead. Grant Writer and Bookkeeper are the last two positions for FY 2023.

Residential tax that come in pay for refuse collection.

D. **DRAFT FY 2023 Budget Book**

Commissioner Duckett stated she liked the new budget book. I

It is extremely informative and visually easy to read and find out where all the money is being spent.

E. **Ordinance 2022-04 Town CIP Budget For FY 2023 (Board Discussion)**

Town Administrator Kyle Snyder gave an overview Ordinance 2022-04 Town Capital Improvement Projects.

Couple were cut and zero outed.

Still needs to be approved by Town Attorney.

Ordinance 2022-04 will be voted on at the June 7, 2022 Special Town Meeting.

F. **Ordinance 2022-05 Automated Traffic Enforcement Budget (Board Discussion)**

Town Attorney still needs to review Ordinance 2022-05 Automated Traffic Enforcement Budget.

Responsibility will be given to Chief of Police.

Full support of the accounting firm.

Ordinance 2022-05 will be voted on at the June 7, 2022 Special Town Meeting.

G. **Proposed New Tax Categories: Vacant Property, Agricultural, Entertainment (Board Discussion)**

Town Administrator Kyle Snyder has been speaking with City of Bowie & City of College Park regarding entertainment taxes.

They receive money from Park and Planning for events in the Cities. (Bowie: Baysock Stadium)

City of College Park tax rate is 4.5% of the ticket revenue

Town of Upper Marlboro could make it 5% first two years and increase to 10% over time at the Show Place Arena.

Hoping that Town Attorney can provide guidance on entertainment taxes.

Commissioner Lott stated that Park Police need to be on patrol to assist with traffic and parking.

Discussion was held regarding the Mother's Day Concert at Show Place Arena. Park Police did not have enough officers on duty.

Traffic was just locked up in the Town of Upper Marlboro.

Commissioner Duckett thinks 5% to 7% of ticket sales should be collected by the Town.

Commissioner Duckett would like to see more numbers and track upcoming events.

Commissioner Colbert asked about parking projects in the Town.

Hope to have a number by May 24, 2022

Town Administrator Kyle Snyder provided an overview regarding the proposed vacant property tax.

Will reach out to vacant property owners to let them have a say.

Town Administrator Kyle Snyder provided an overview regarding Marlboro Day, scheduled for Saturday, May 14, 2022.

Parade line-up starts at 8:30 AM at Judge's Drive

Board of Commissioners will ride a retired fire truck.

Election year so many politicians will be attending.

President Franklin will make some opening remarks

No vehicles will be allowed on roads after 9:30 AM.

Town Commissioners will wear blue polo shirts for Marlboro Day.

Rain date for Marlboro Day is May 21, 2022.

Commissioner Duckett thanked Town staff for the hard work on Marlboro Day.

6. Adjournment

President Franklin asked for motion to adjourn the Board Work Session. It was seconded by Commissioner Duckett. Vote 5-5.

Meeting was adjourned at 8:19 PM.

Video of the Work Session will be posted to the Town YouTube Channel within 7 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217