



# Town of Upper Marlboro

## CLOSED SESSION | REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 28, 2024 at 7:00 PM

### MINUTES

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone

(please sign-in with the Clerk):

<https://uppermarlboromd-gov.zoom.us/j/82461179309?pwd=NnoyWlI0STV6SHRzYTdZS0M3dmRiQT09>

**Passcode:** 043848; **Webinar ID:** 824 6117 9309; **Dial-in only:** 301-715-8592

#### **CLOSED SESSION: 6:30 PM**

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

**Tuesday, May 28, 2024**

**| 6:30 PM | Town Hall**

**Under General Provisions Article 3-305(b) (14)**\_\_\_ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

The Board of Commissioners proposes to go into Closed Session prior to the May Regular Town Meeting on Tuesday, May 28, 2024, 6:30 PM to discuss the Church Street RFP’s that were submitted to the Town of Upper Marlboro.

#### **REGULAR TOWN MEETING AGENDA: 7:00 PM**

1. **Call to Order – 6:36 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Motion To Go Into Closed Session**  
**Motion was made by Commissioner Colbert**  
**Motion was seconded by Commissioner Prevatte**  
**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Absent (Attended the Closed Session) | Prevatte, Aye**
5. **Call To Order – 7:00 PM**
6. **Roll Call**
7. **Review of Agenda**  
**Added Committee Structure**
8. **Closed Session Summary From May 28, 2024 – (7:09)**
9. **Consent Agenda**
  - A. Meeting Minutes
  - B. Financial Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. General Government Report

**Motion was made by Commissioner Lott**

**Motion was seconded by Commissioner Colbert**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

**10. Reports (9:32)**

- A. Arts Council Committee Report
- B. CERT Committee Report
- C. Economic Development Workgroup
- D. Events Committee Report
- E. Green Team Committee Report
- F. Historical Committee Report
- G. Greenwill Consulting Committee Report
- H. Commissioner Reports

**11. Business**

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

- A. Ordinance 2024-01: FY 2025 Budget (Board Vote) **(18:54)**

**Motion was made by Commissioner Colbert**

**Motion was seconded by Commissioner Brooks**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

- B. FY 2025 Budget Book (Board Vote) **(21:28)**

**Motion was made by Commissioner Colbert**

**Motion was seconded by Commissioner Prevatte**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, No| Prevatte, Aye**

- C. Ordinance 2024-02: FY 2024 Budget Amendment (Board Vote) **(23:53)**

**Motion was made by Commissioner Colbert**

**Motion was seconded by Commissioner Brooks**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

- D. Ordinance 2024-03: Personnel (Board Vote) **(26:40)**

**Motion was made by Commissioner Lott**

**Motion was seconded by Commissioner Brooks**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

- E. Church Street RFP Selection (Board Vote) **(28:45)**

**Motion was made by Commissioner Lott to approve the RFP submitted by Site Design, Inc.**

**Motion was seconded by Commissioner Prevatte**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

- F. Town of Upper Marlboro Flag Design (Board Vote) **(32:57)**

**Motion was made by Commissioner Colbert**

**Motion was seconded by Commissioner Lott**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye| Prevatte, Aye**

G. Town of Upper Marlboro 3 Month Plan (Board Discussion) **(34:10)**

H. Committee Structure (Board Discussion) **(45:38)**

**12. Administrative Updates (1:05:14)**

**13. Public Comment (1:20:21)**

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

**14. Preliminary Approval of Next Meeting Agenda**

**15. Adjournment**

**Motion was made by Commissioner Lott**

**Motion was seconded by Commissioner Prevatte**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye**

**16. 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.