

## **The Town of Upper Marlboro**

RESOLUTION: 0-2025

SESSION: Organizational Meeting / December Regular Town Meeting

DATED: December 08, 2025

**A RESOLUTION FOR THE PURPOSE OF DESIGNATING THOSE PERSONS IN ADDITION TO THE TOWN MANAGER WHO SHALL BE AUTHORIZED TO SIGN CHECKS, CERTIFICATES OF DEPOSIT AND OTHER BANK INSTRUMENTS ISSUED ON BEHALF OF THE TOWN WHEN THE NEED ARISES AND THE TOWN MANAGER IS UNAVAILABLE, AND ESTABLISHING THE DOLLAR AMOUNT ABOVE WHICH ALL CHECKS MADE PAYABLE BY THE TOWN SHALL BE ISSUED AND SIGNED BY THE TOWN MANAGER, MAYOR, VICE MAYOR OR ONE (1) OTHER PERSON DESIGNATED HEREIN.**

**WHEREAS**, Charter Section 82-46 of The Town of Upper Marlboro, as amended by Charter Amendment Resolution 02-2025 effective September 10, 2025, requires that all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Town Manager, and that the Town Council may further authorize persons other than the Town Manager when the need arises and the Town Manager is unavailable to sign checks issued by the Town, and furthermore, the Council shall establish a dollar amount above which all checks must be co-signed by the Town Manager and the Mayor, or in their absence, the Vice Mayor and one (1) other designated person; and

**WHEREAS**, the Town Council wish to carry out the intent of said Charter Section 82-46 by naming the designated persons to sign checks when the need arises, and the Town Manager is unavailable, and establish the dollar amount above which checks require two authorized signatures.

**WHEREAS**, with the Town election held on Tuesday, November 4, 2025, and the adoption of Resolution 02-2025, a change in responsibilities for members of the Town Council has resulted in a change in the title and responsibilities of the Councilmember designated and named in Resolution 2023-22 as the authorized signer of checks.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council for The Town of Upper Marlboro, sitting in Organizational / December Regular Session this 08th day of December, 2025, that Town Manager, Clayton Anderson who was duly appointed, is authorized to sign any forms, contracts, or agreement on behalf of the Town for the establishment of safety deposit boxes and general banking and financial services for the Town, to include checking and savings accounts, CDs, money market accounts and other similar financial and investment instruments, and to perform all general activities associated therewith to, including serving as the required signatory or authorized individual on all checks, deposits, withdrawals and fund transfers, and other payment platforms as needed and in accordance with the Town's Charter and fiscal policies, and be it

**FURTHER RESOLVED**, that the Mayor shall serve as substitute or additional signatory on all checks, deposits, withdrawals and fund transfers in the event there is a need and the Town Manager is unavailable, provided that all checks above \$5,000.00 made payable by the Town shall be issued and co-signed by the Town Manager and Mayor, and if either or both or their unavailability or incapacities, the Vice Mayor and a designated person shall so serve; and be it

**FURTHER RESOLVED**, that this Resolution will supersede Resolution 2023-22 immediately upon the date of its passage, and be it

**FURTHER RESOLVED**, that any financial institution doing business with the Town is hereby authorized to honor, receive, certify, or pay all checks, CDs or other instruments signed by persons as authorized by the Town Charter and this Resolution, and be it

**FURTHER RESOLVED**, that the foregoing Resolution and designation of persons authorized to sign checks or other instruments pursuant hereto, shall remain in full force and effect until written notice of its amendment, modification or repeal, shall have been received by the Town's banks or financial institutions and that receipt of such notice shall not affect any action taken by a financial institution prior thereto, and be it

**FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

THE TOWN OF UPPER MARLBORO

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Mayor:

ATTEST:

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Town Clerk: Telaya Bush