



# **Town of Upper Marlboro**

## **APRIL REGULAR TOWN MEETING**

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, April 26, 2022 at 7:00 PM

### **MINUTES**

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**1. Call to Order 7:01 PM**

**2. Roll Call**

**President Sarah Franklin**

**Commissioner Charles Colbert**

**Commissioner Janice Duckett**

**Commissioner Thomas Hanchett**

**Commissioner Karen Lott**

**Town Administrator, Kyle Snyder**

**Police Chief, David Burse**

**Public Works Director, Darnell Bond**

**3. Pledge of Allegiance**

**Commissioner Duckett led the Pledge of Allegiance**

**4. Consent to the Agenda**

**Motion was made by Commissioner Duckett to Consent to the Agenda. Commissioner Colbert seconded the motion. Vote 4-5 President Franklin had technical issues.**

**5. Closed Session Summary**

**A. Closed Session Summary From April 12, 2022**

**President Franklin read the Closed Session Summary from April 12, 2022.**

Under General Provisions Article 3-305(b)(1) \_\_ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals".

The Board of Commissioners propose to go into Closed Session on Tuesday, April 12, 2022, following the April Board Work Session to discuss salaries.

Topics Discussed: Annual salary increases and COLA, annexation referendum & personnel for annexation referendum.

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

**Approval of the March 8, 2022 Board Work Session Minutes**

**Approval of the March 22, 2022 Regular Town Meeting Minutes**

**Treasurer's Report as of March 31, 2022**

**Motion was made by Commissioner Duckett and Seconded by President Franklin.  
Vote 5-5**

## **7. Reports**

### **A. Public Safety Department Report**

Chief Burse stated there was an uptick of commercial alarms in the month of March. Everything else is pretty much the same for the month.

### **B. Public Works Department Report**

Darnell Bond stated a couple things to highlight. Transitioned in March to clean all snow equipment. Public Works did obtain a new pick-up truck that is currently on the streets. New recycle bin will be rolled out soon.

### **C. Finance Department Reports**

Kyle Snyder stated the Town is currently operating at an income of \$500,000.00. Going to break even. First ARPA report will be submitted and Bookkeeper position will be advertised. \$15,000.00 check to Fire Department and \$5,000.00 to food bank will be cut out of the ARPA Fund. Looking at new government payment portal.

### **D. Administrative Department Report**

Codification and agenda portal now being handled by Municode Meetings. Old meeting minutes are now in the archive section on the website.

Welcome to Raina Walker, PT Events Coordinator.

Kyle attended the Maryland City Managers Meeting in Ocean City. He will serve as Vice President of the organization next year.

New pocket park has a new address: 14767 Main Street

Graduations are starting up again as well.

Grant Writer position with Town of Morningside: Need to repost the position. No candidates met the requirements for either municipality.

### **E. Greenwill Consulting Committee Report**

Ivan and Leslie provided the report from Greenwill Consulting. Working with the Town the last 5 years.

Working very hard and happy to report that they were able to work with the delegation to obtain money for the Town playground - Splash pad. \$275,000.00 along with \$192,000.00 for the playground.

In November Town has a meeting with Senator Watson and was a great ally of the Town.

Meetings were held during session with Senator Watson and Delegate Landis.'

F. Historical Committee Report

Patti Callicott gave a report. The Maryland House and Garden Pilgrimage will be on April 30, 2022. Not too late to get tickets.

Town will be participating in Marlboro Day on May 14, 2022.

Quarterly will be held on May 21, 2022.

Crain Monument celebration will be on Saturday, October 1, 2022.

Spoke about t-shirts. President Franklin is going to add it to the budget.

G. Events Committee Report

Needs new volunteers. Events Committee working with Town to plan Marlboro Day.

H. Sustainable Communities Committee Report

Evelyn Stephens gave a report. Wednesday, April 27, 2022 is the next meeting date of SCWG.

Town Clerk Hoatson and Evelyn worked on improving the portal.

I. Arts Council Committee Report

Finalizing the mural projects and will have a community art project at Marlboro Day.

J. Green Team Committee Report

Planted at the community garden. More groups assisting with the community garden. Green Team also needs more volunteers.

K. CERT Committee Report

Alonzo Joy gave a report. Looking forward to working on Marlboro Day with the Town. Currently have 10 volunteers.

L. Commissioner Reports

**President Franklin** working with Maryland Milestones with regards to the Civil Rights Trail.

Currently working on the Vision Plan. A student is going to assist with this process.

Attended the Maryland Mayors Meeting in Annapolis.

Spoke about vultures and towing problems in downtown.

Reminded residents to tie up trash to prevent vultures.

**Commissioner Colbert** spoke about meeting with Sydney Harrison with County. Hoping great this come out of that conversation.

Represented Town at PGCMA meeting. Climate Change action plan partnership. They are working to green school.

PGCMA will provide a letter of support for this effort.

Mental Health Alliance is looking to partner with municipalities.

United Way also provided updates on what they offer.

Commissioner Duckett provided no update

Commissioner Hanchett provided no update.

Commissioner Lott spoke about the upcoming Downtown Christmas Market planning meeting on Friday, May 20, 2022

## **8. Business**

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

### **1. Arbor Day Proclamation (Board Approval)**

Town Clerk Hoatson read the Arbor Day Proclamation into the record.

Motion was made by President Franklin and seconded by Commissioner Duckett. Vote 5-5

### **2. Resolution 2022-10 Annexation Referendum Election (Board Vote)**

Town Administrator Kyle Snyder gave an overview of Resolution 2022-10. Spoke about the Annexation Referendums: May 18, 2022 Annexation Area 2 May 21, 2022 Annexation Area 3.

Town Clerk Hoatson read Resolution 2022-10 into the record.

Motion was made to approve Resolution 2022-10 by President Franklin and seconded by Commissioner Duckett. Vote 5-5

### **3. Approval of Library Historic Marker MOU (Board Vote)**

Motion was made to approve the Library Historic Marker and seconded by Commissioner Duckett. Vote 5-5

### **4. Financial Assistance Program (Board Approval)**

Town Clerk Hoatson gave an overview of the Financial Assistance Program.

Rental Assistance: \$400.00 Utility Assistance: \$400.00

Money will be paid directly to landlord / utility company.

Motion was made to approve the Town of Upper Marlboro Financial Assistance Program and seconded by Commissioner Duckett. Vote 5-5

5. Ordinance 2022-02 Amend Personnel Ordinance (Introduction / Board Discussion)

Kyle Snyder, Town Administrator gave an overview of Ordinance 2022-02 Amend Personnel Ordinance.

Will come for a board vote on May 24, 2022.

Discussion was had about the Bookkeeper position. Position will be posted starting on Wednesday, April 27, 2022

6. FY2023 Budget Draft 1 (Board Discussion)

President Sarah Franklin & Kyle Snyder, Town Administrator presented FY 2023 Budget Draft. Budget will be voted on at the Special Town Meeting on June 7, 2022.

7. FY2023 Proposed Tax Rate Public Hearing (Board Discussion)

Hearing was advertised and Public Hearing will be held prior to the May Regular Town Meeting on May 24, 2022.

Patti Callicott wanted a special Public Hearing scheduled to address taxes.

## 9. Administrative Updates

None

## 10. Public Comment

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

Charles Hall – Gave public comment regarding the vultures.

Patti Callicott – Gave public comment and wants a list of police activity. Wants committee dates and links put on the Town calendar.

Monica Williams – Spoke about the vulture situation as well.

Brian Callicott – Spoke about the vultures and talked about possible solutions to the problem.

## 11. Adjournment

Motion was made by President Franklin to adjourn the meeting. It was seconded by Commissioner Duckett. Vote 5-5

Meeting adjourned at 8:45 PM.