



# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 22, 2023 at 7:00 PM

### MINUTES

This meeting will be conducted blended. Zoom Video Teleconference & Town Hall.  
<https://uppermarlboromd-gov.zoom.us/j/89099583812?pwd=aGY5K1Z0dUI5QWFNVs1d3VMNIhRQT09>  
**Passcode:**969997; **Webinar ID:** 890 9958 3812; **Dial-in only:** 301-715-8592

### NOTICE OF CLOSED SESSION:

**Tuesday, August 22, 2023**

**Before August Regular Town Meeting**

**6:35 PM**

The Board of Commissioners proposes to go into Closed Session on Tuesday, August 22, 2023 | 6:35 PM, before the August Regular Town Meeting to discuss Annexation Agreements with legal counsel.

### OPEN MEETING TO GO INTO CLOSED SESSION 6:30 PM

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

1. **Open Meeting To Go Into Closed Session 6:36 PM**
2. **Call to Order**
3. **Roll Call**
4. **Motion To Go Into Closed Session (1:31)**  
**Motion was made by Commissioner Pennoyer to go into Closed Session (2:18)**  
**Motion was seconded by Commissioner Colbert**  
**Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**
5. **August Regular Town Meeting 7:00 PM**
6. **Call to Order 7:01 PM**
7. **Roll Call**
8. **Pledge of Allegiance**
9. **Review of Agenda (5:23)**
10. **Closed Session Summary (7:25)**
11. **Consent Agenda (9:35)**  
**Motion was made by Commissioner Colbert to approve the consent agenda (9:40)**  
**Motion was seconded by Commissioner Pennoyer**  
**Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**
  - A. Meeting Minutes
  - B. Financial Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. Administrative Report
12. **Reports (10:14)**
  - A. Arts Council Committee Report
  - B. CERT Committee Report

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

**13. Old Business (24:30)**

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

- A. Ordinance 2023-06 Seal and Logo (Board Vote) **(25:11)**

**Motion was made by Commissioner Colbert to approve Ordinance 20:23-06 (29:51)**

**Motion was seconded by Commissioner Hanchett**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

- B. Ordinance 2023-07 Codification (Board Discussion) **(30:28)**

- C. Ordinance 2023-10 Property Standards (Introduction) **(34:33)**

- D. Resolution 2023-17 Revize Web Services Sales Agreement Renewal (Board Vote) **(43:00)**

**Motion was made by Commissioner Colbert to approve Resolution 2023-17 (9:40)**

**Motion was seconded by Commissioner Hanchett**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

- E. Phase 3 Annexation Agreements (Board Vote) **(52:33)**

**Motion was made by Commissioner Pennoyer to approve Phase 3 Annexation Agreements (53:37)**

**Motion was seconded by Commissioner Colbert**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

- F. General Government Organization (Board Vote) **(54:06)**

**Motion was made by Commissioner Colbert to table the General Government Organization and call it the September 12<sup>th</sup> Special Meeting (1:18:07)**

**Motion was seconded by Commissioner Hanchett**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

- G. TA Hiring Process (Board Vote) **(1:18:44)**

**Motion was made by Commissioner Colbert the TA Hiring Process (1:32:05)**

**Motion was seconded by Commissioner Hanchett**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

- H. Vendor Fees (Board Vote) **(1:33:01)**

**Motion was made by Commissioner Franklin Vendor Fees (1:42:18)**

**Motion was seconded by Commissioner Colbert**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

**14. New Business (1:43:02)**

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

**15. Administrative Updates (1:43:08)**

**16. Public Comment (1:43:27)**

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

**17. Preliminary Approval of Next Meeting Agenda (1:48:10)**

**18. Adjournment (1:51:07)**

**Motion was made by Commissioner Franklin to adjourn (1:42:18)**

**Motion was seconded by Commissioner Colbert**

**Franklin, Aye| Colbert, Aye | Hanchett, Aye | Lott, Absent | Pennoyer, Aye**

## **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.