



# Town of Upper Marlboro

## JULY REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 26, 2022 at 7:00 PM

### MINUTES

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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://uppermarlbomd-](https://uppermarlbomd-gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09)

[gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09](https://uppermarlbomd-gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09)

**Passcode:** 942250; **Webinar ID:** 849 9271 3786; **Dial-in only:** 301-715-8592

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

Please refer to the meeting recording for full details of the proceedings

**1. Call to Order**

**2. Roll Call**

**President Franklin**

**Commissioner Colbert**

**Commissioner Duckett**

**Commissioner Hanchett**

**Commissioner Lott**

**Kyle Snyder, Town Administrator**

**David Burse, Police Chief**

**Darnell Bond, Public Works Director**

**John Hoatson, Town Clerk**

**3. Pledge of Allegiance**

**4. Review of Agenda**

**Time: 8:19**

**Vote to approve the revised agenda to add Commissioner Colbert a time to make comment from the July 12, 2022 Board Work Session.**

**Motion made by Commissioner Duckett, Seconded by Commissioner Hanchett.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor**

**Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

**5. Consent Agenda (See Meeting Packet For The Following Items)**

- A. Minutes
- B. Finance Department Reports
- C. Public Safety Department Report
- D. Public Works Department Report
- E. Administrative Department Report

**Time: 9:26**

**Motion was made by Commissioner Duckett to approve the consent agenda and seconded by Commissioner Hanchett.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

**6. A. Pride Proclamation**

**Time: 10:15**

**Motion was made by Commissioner Hanchett to approve the Pride Proclamation and seconded by Commissioner Colbert.**

**Voting Yea: Commissioner Colbert, President / Mayor Franklin, Commissioner Hanchett**

**Voting Nay: Commissioner Duckett**

**Abstain: Commissioner Lott**

**B. Juneteenth Proclamation**

**Time: 16:34**

**Motion was made by Commissioner Duckett to approve the Juneteenth Proclamation with the amended language in the memorandum & seconded by Commissioner Colbert.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

## **7. Reports (See Meeting Recording For Committee & Council Reports)**

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

## **8. Business**

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

- A. Economic Development Firm Presentations

**Item was tabled until the August Board Work Session, August 9, 2022**

- B. Resolution 2022-12 Setting Service Fees (Board Vote)

**Time: 44:52**

**Motion was made by Commissioner Duckett to approve Resolution 2022-12 Setting Service Fees with amended language and seconded by Commissioner Lott.**

**Vendor Fee: \$100.00 Town Entities (Residents & Businesses) / \$125.00 Out of Town Entities.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

- C. Resolution 2022-13 Annexation Legal Services (Board Vote)

**Time: 51:20**

**Motion was made by Commissioner Duckett to approve Resolution 2022-13 Annexation Legal Services and seconded by Commissioner Lott.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

- D. Resolution 2022-14 Authorize Police Body Camera Purchase (Board Vote)

**Time: 107:13**

**Motion was made by Commissioner Lott to approve Resolution 2022-14 Authorize Police Body Camera Purchase with amended language and seconded by Commissioner Hanchett.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

- E. Resolution 2022-15 ParkMobile Agreement (Board Vote)

**Resolution 2022-15 ParkMobile Agreement was tabled until further update.**

- F. Policies (Board Vote)

A. Events

B. OT & Drug Testing

C. Citations & Proclamations

D. FIP / BIP Grant Awards

**Time: 1:53:26**

**Motion was made by Commissioner Duckett to approve the Policies with the amended language and seconded by Commissioner Lott.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

- F. New Contract Timeline (Board Vote)

**Time: 157:35**

**Motion was made by Commissioner Duckett to Direct staff to release Request For Proposals for Town Cleaning Services & Lobbying in September / Media Support & IT in February and seconded by Commissioner Hanchett.**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

G. Branding and Horse Show (Update) **(See Meeting Recording For Update)**

H. Cruzin' Main Street Event Application (Board Vote)

**Time: 2:05:30**

**Motion was made by Commissioner Duckett to approve the Cruzin' Main Street Event Application and seconded by Commissioner Colbert**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

**Need to make sure the businesses are aware that Cruzin's Main Street is happening in Town.**

9. Administrative Updates

A. Downtown Upper Marlboro Beautification Plan

**Time: 2:06:04**

**Kyle Snyder, Town Administrator & Darnell Bond, Public Works Director will work to execute the plan with Board of Commissioner approval.**

B. CSA23 Leadership Event Support Request

**Time: 2:14:43**

**Board of Commissioners approved chairs and \$250.00 to the National Night Out event being put on by CSA23 Leadership Group.**

**Commissioner Colbert provided comments from the July 12, 2022 Board Work Session.**

**10. Public Comment (See Meeting Recording For Public Comment)**

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

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

## **12. Adjournment**

**Time: 2:37:41**

**Motion was made by Commissioner Duckett to adjourn the meeting and seconded by Commissioner Hanchett**

**Voting Yea: Commissioner Colbert, Commissioner Duckett, President / Mayor Franklin, Commissioner Hanchett & Commissioner Lott**

**Voting Nay: None**

**Abstain: None**

## **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.