# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 26, 2023 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/89186309481?pwd=eUVrUS9SSzJkM1IyNUZscDdvWGgwdz09
**Passcode:**779859; **Webinar ID**:891 8630 9481; **Dial-in only:** 301-715-8592

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

1. **Call to Order 7:00 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda (1:35)**
5. **Consent Agenda (2:41)**

   **Motion was made by Commissioner Colbert motion to approve the consent agenda (5:38)**

   **Motion was seconded by Commissioner Hanchett**

   **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
6. **Reports (6:10)**
   A. Arts Council Committee Report
   B. CERT Committee Report
   C. Economic Development Committee Report
   D. Events Committee Report
   E. Green Team Committee Report
   F. Greenwill Consulting Committee Report
   G. Historical Committee Report
   H. Commissioner Reports
7. **Business (15:21)**
   *Public comment will be taken prior to Business line items (3 minutes per item)*
   A. Ordinance 2023-07 Codification (Board Vote) **(15:25)**

      **Motion was made by Commissioner Pennoyer to approve Ordinance 2023-07 Codification (17:21)**

      **Motion was seconded by Commissioner Lott**

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

   B. Ordinance 2023-10 Property Standards (Board Discussion) **(17:44)**

C. Resolution 2023-18 Spring Branch Drive Paving (Board Vote) **(29:22)**

**Motion was made by Commissioner Lott motion to approve Resolution 2023-18 Spring Branch Drive Paving (37:27)**

**Motion was seconded by Commissioner Pennoyer**

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

D. SHA Three Year Salt Utilization Agreement (Board Vote) **(37:48)**

**Motion was made by Commissioner Lott motion to approve SHA Three Year Salt Utilization Agreement (42:01)**

**Motion was seconded by Commissioner Pennoyer**

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

E. General Government Job Descriptions (Board Vote) **(42:21)**

**Motion was made by Commissioner Lott to approve General Government Job Descriptions (Board Vote) (49:44)**

**Motion was seconded by Commissioner Colbert?**

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

F. Circuit Rider (Board Vote) **(50:04)**

**Motion was made by Commissioner Lott motion to approve Circuit Rider (Board Vote) (57:53)**

**Motion was seconded by Commissioner Colbert?**

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

G. Attorney RFP (Board Vote) **(58:15)**

**Motion was made by Commissioner Lott motion to approve Attorney RFP (Board Vote) (58:52)**

**Motion was seconded by Commissioner Pennoyer?**

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

H. Church Street Parking Lot RFP (Board Vote) **(59:18)**

**Motion was made by Commissioner Pennoyer motion to Table until November Church Street Parking Lot RFP (Board Vote) (1:18:50)**
**Motion was seconded by Commissioner Lott**
**Franklin, Nay | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye**

**8. Business (1:19:34)**

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

A. Resolution 2023-19 ATF MOU For NESS Access (Board Vote)

**Motion was made by Commissioner Lott for Resolution 2023-19 ATF MOU For NESS Access (Board Vote) (1:23:35)**
**Motion was seconded by Commissioner Hanchett**
**Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | Pennoyer, Aye**

B. Paid Family Leave: MML Alternative Plan (Board Discussion) **(1:23:55)**

**9. Administrative Updates (1:30:07)**

**10. Public Comment (1:38:41)**

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

**11. Preliminary Approval of Next Meeting Agenda (1:42:06)**

**12. Adjournment (1:46:10)**

**Motion was made by Commissioner Lott to adjourn the meeting (Board Vote) (1:46:18)**
**Motion was seconded by Commissioner Colbert**
**Franklin, Aye | Colbert, Aye | Hanchett, Aye | Lott, Aye | 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). 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.