



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONER WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 13, 2024 at 7:00 PM

AGENDA

This meeting will be conducted via blended: Town Hall & Zoom Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/82747786205?pwd=S1ErbU4vRXdiMzdKVnJsb1daemxFZz09>

Passcode: 570264; **Webinar ID:**827 4778 6205; **Dial-in only:** 301-715-8592

Swearing-In Ceremony: 6:30 PM

Town Administrator & Code Compliance Officer

Board Work Session: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
Public comment will be taken prior to Business line items (3 minutes per item)
 - A.** Board Priorities (Board Discussion)
 - B.** Budget Process Discussion (Board Discussion)
 - C.** Record Retention (Board Discussion)
 - D.** Proposed Ordinance 01-2024: Property Standards (Board Discussion)
 - E.** Proposed Resolution 2024-04: Marlboro Day Date Change (Board Discussion) See Resolution 2020-04
 - F.** Proposed Resolution 2024-05: Setting of Fees (Board Discussion) See Resolution 2022-12
 - G.** Police Office Space (Board Discussion)
6. **Administrative Updates**
7. **Public Comment**
For items not necessarily on the immediate agenda (3 minutes per item)
8. **Preliminary Approval of Next Meeting Agenda**
9. **Adjournment**

Video of the Board of Town Commissioner Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting. All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217

Mayor

Sarah Franklin

Commissioners

Derrick Brooks

Charles Colbert

Karen Lott

Alma Prevatte



Board of Commissioner Priorities FY 2025

The Board of Commissioners met on February 3, 2024, to discuss priorities for the upcoming budget year. The discussion solidified into three major priorities.

1. Economic Development & Sustainability

The Board of Commissioners wishes to begin implementation of the Downtown Renaissance Vision Plan. Commissioners would like to see improved marketing of the Town. New and more varied restaurants with healthy options and evening and weekend hours are a goal for downtown. The Board would like to see the increased tax base that comes with economic vitality and grant opportunities directed to improvements in downtown property that is both privately and publicly owned. The Town would like to position itself to purchase vacant properties as they become available to ensure that the community has a say in the design and development of these properties.

2. Resident Services & Community Engagement

The Board of Commissioners wants to focus on quality-of-life improvements and events for resident and increase community engagement. The Board would like to survey residents to find out what activities would encourage them to get more involved. Building a more robust youth engagement and volunteer base is important to this board.

3. Infrastructure & Beautification

The Board of Commissioner would like to see improvements to road and parking infrastructure. The Commissioners would like to increase litter pick up and address substantial collections of garbage that can build up and spread around during weather events. Flooding residency is important to the free flow of traffic in the area and working with the state and county to ensure infrastructure upgrades are important to the Board.

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Town of Upper Marlboro

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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Tuesday, January 26, 2024
Re: Town of Upper Marlboro Record Retention & Disposal Schedule

Commissioners,

With many changes and additions to the Town's departments, organizational structure, and operations procedures, it is time that a new Records Retention & Disposal Schedule be developed and submitted to the State for re-approval. Our biggest update to the schedule will be the addition of, "electronic" documents, which has remained a major issue with our State and National Archives due to the ever-evolving technologies. We are also striving to become a paperless office, so the transition from paper originals to electronic originals is in the works.

In the coming weeks, I will be speaking with Department Heads to review the current Records Retention and Disposal Schedule and discuss possible edits. Ultimately, each Department Head will be responsible for its own record keeping. ON an annual basis, departments will list those records that have reached their disposal date and submit it to the Clerk's Office. Once the Clerk reviews and approves, the list for disposal is submitted to the State online by the Clerk, and the records are then destroyed.

We are currently working with Iron Mountain (an outside vendor) to find out about the current storage of our documents. The Clerk will be working to come up with a solution to digitize records for the Town moving forward. As this is a large lift for the Town, it is going to take many individuals working together to get it done. We will provide regular updates to the Board of Town Commissioners as this process plays out. Thank you.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M245 Page 1 of 3
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Agency <p style="text-align: center;">TOWN OF UPPER MARLBORO</p>	Division/Unit <p style="text-align: center;">General Government</p>
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Item No.	Description	Retention
	General Government includes those files and records pertaining to the elected officials (Legislative), Administrative (Executive), Election Records, Accounting/Financial/ Personnel and Police files. NOTE: All records listed as permanent in this schedule will be periodically transferred to the State Archives for storage and preservation. All records with time limited retentions are to be review for their potential historical, administrative, legal, fiscal or other archival value before destruction. <u>Legislative Records</u>	
1	Minutes of Board of Commissioners official meetings	Permanent
2	Videos and recordings of official Commissioner meetings	2 years after approval of minutes
3	Ordinances, Resolutions and Proclamations with legislative history if any	Permanent
4	Charter, amendments with legislative history	Permanent

Schedule Approved by Department, Agency, or Division Representative. Date <u>9/17/08</u> Signature <u><i>Stephen Sonnett</i></u> Typed Name STEPHEN SONNETT Title <u>President, Board of Commissioners Town of Upper Marlboro, MD</u>	Schedule Authorized by State Archivist Date <u>13 May 09</u> Signature <u><i>[Signature]</i></u>
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DGS 550.1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M245
Agency TOWN OF UPPER MARLBORO		Division/Unit General Government
Item No.	Description	Retention
5	<u>Administrative Records</u> General correspondence: original incoming and copies of outgoing letters, notices, reports, directives, policies and other material related to Town administration.	Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives
6	Deeds, land use agreements, plats, surveys, including infrastructure contracts and agreements correspondence and legal opinions relating thereto	Permanent
7	Contracts including: documentation and correspondence; bids awards, quotes, purchase orders, specifications, advertisements and associated documents if any.	3 years after satisfactory completion and/or audit requirements
8	Town Publications	Permanent (retain one copy)
9	Opinions of Legal counsel, Court Opinions and Judgments where the Town was a party	Permanent
10	Insurance claims: including related records	7 years after settlement
11	Vehicle, equipment, other asset records	2 years after disposition

DGS 550-1A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M245
Agency TOWN OF UPPER MARLBORO		Division/Unit General Government
Item No.	Description	Retention
	<u>Election Records</u>	
12	Election Returns; Town voter registration records	Permanent
13	Candidate petitions; notice of elections; election worker records	5 years
14	Ballots, paper, absentee	Minimum of 6 months to maximum of 1 year after election is final
	<u>Accounting/ Financial/Personnel Records</u>	
15	Bonds, audit Reports, Budgets, General Ledger	Permanent
16	Paid bills, vouchers, invoices, bankbooks, statements, deposit slips, tax assessment lists, employee payroll reports, tax returns, investment records, bank signatory statements	4 years after end of Fiscal Year audit
17	Personnel records	7 years after end of employment
	<u>Police Records</u>	
18	Incident reports of various types <i>P&C</i>	7 years
19	Daily activity Log of Officer on Patrol <i>P&C</i>	3 years
20	Non-current Citations, flagging documents and reports <i>only this!</i>	4 years

DGS 550-1A

Town of Upper Marlboro

RESOLUTION: 2020-04
SESSION: Regular Town Meeting
DATE: February 11, 2020

RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO ESTABLISH THE STANDING DATE AND VENDOR FEES FOR THE ANNUAL MARLBORO DAY FESTIVAL AND PARADE

WHEREAS, Section 82-16(2)(l) (Community Services) of the Town Charter authorizes the Board of Commissioners of the Town of Upper Marlboro to pass ordinances to provide, maintain, and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the Town; and

WHEREAS, the Board of Commissioners has authority pursuant to Ordinance 2019-02: Authorizing Creation and Governance of Committees and Other Town Bodies; and Section 82-16 (1) General Powers; and (2)(p) and (2)(rr) Specific Powers, of the Town Charter to create departments to further the public interest of the Town, and to establish programs to promote the health, welfare, and enjoyment of the inhabitants of the Town; and

WHEREAS, pursuant to LG Art., § 5-205(d)(1) of the Annotated Code of Maryland, a municipality may establish and collect reasonable fees and charges associated with the exercise of a governmental or proprietary function exercised by the municipality; and

WHEREAS, Ordinance 97-2 (Parade and Special Event Ordinance of the Town of Upper Marlboro) was enacted on August 12, 1997, which governs the conduct of the public during such events; however, the Board finds that the Town as the event organizer is not a “person” within the meaning of the ordinance and in the exercise of its municipal powers is generally exempt from said ordinance; *See, e.g., Unnamed Physicians v. Commission on Medical Discipline*, 285 Md. 1, 12-14 (1979); and

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro finds that the Town was first incorporated on April 4, 1870 by Chapter 363 of the Acts of Md. of 1870, which was signed into law by Governor Oden Bowie; and

WHEREAS, the Board of Commissioners wishes to promote community engagement, and continue the tradition of the Marlborough Day Festival; and

WHEREAS, the Board of Commissioners has established goals and initiatives to strengthen

Town of Upper Marlboro

community relations through proactive partnership with its residents, businesses and surrounding area communities.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro sitting in regular session this 11th day of February, 2020 approves and declares the following:

1. The Marlboro Day Festival and Parade shall be held the 2nd Saturday of May in Downtown Upper Marlboro, with a rain date to be set by separate motion as deemed necessary.
2. The Town may charge vendors a fee of \$50.00 per space or unit with no charge for non-profit groups and government agencies.
3. The Town may contribute funds as appropriated by the annual budget, assign personnel and enroll other support as needed to ensure the safety and success of this annual community-wide event.
4. Parade and vendor applicants or representatives shall be required to sign appropriate liability waiver forms and/or provide certificates of insurance naming the Town as an additional insured as deemed sufficient by the President.
5. The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles or flow of traffic along a highway or part thereof constituting part the route of a parade or special event, and take other reasonable precautions to protect the health, safety and welfare of the public.

INTRODUCED AND PASSED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at a Public Meeting held on February 11th, 2020.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS



Linda Pennoyer


 Linda Pennoyer, President

Kai Bernal-LeClaire

 Kai Bernal-LeClaire, Commissioner

Town of Upper Marlboro



M. David Williams, Town Clerk


Wanda Leonard, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 11th day of February, 2020.


M. David Williams, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2022-12
SESSION: Regular Town Meeting
INTRODUCED: June 28th, 2022
DATED: July 26th, 2022

A RESOLUTION AUTHORIZING SETTING OF FEES FOR VEHICLE PARKING LOT RATES AND PERMITS, FOIA REQUESTS, NOTARY, COPY AND PERMIT SERVICES

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate in the State of Maryland under its Charter and as a municipal corporation; and

WHEREAS, pursuant to § 82-37 of the Town Charter, the Treasurer under, the supervision of the President, has the authority and is required to bill for and collect all taxes, special assessments charges, license fees, liens, and all other revenues (including utility revenues) of the Town, and all other revenues for whose collections the Town is responsible, and receive any funds receivable by the Town; and

WHEREAS, the Commissioners find that it is in the best interest of the Town to establish or change various fees from time to time.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, Maryland, that the following fees, attached hereto and incorporated herein by reference, be set effective August 1st, 2022, and remain in effect until a new Resolution is passed.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26th day of July, 2022.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

[Signature of Sarah Franklin]
Sarah Franklin, President

[Signature of Janice Duckett]
Janice Duckett, Commissioner

[Signature of Charles Colbert]
Charles Colbert, Commissioner

[Signature of Karen Lott]
Karen Lott, Commissioner

The Town of Upper Marlboro

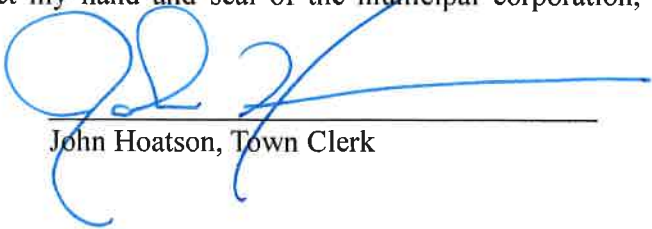

John Hoatson, Town Clerk


Thomas Hanchett, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of July, 2022.


John Hoatson, Town Clerk



FEE SCHEDULE NEXT PAGE

The Town of Upper Marlboro

Exhibit 1. – Miscellaneous Fees Schedule

The following fees will be imposed for the services listed below as approved by the Board of Commissioners for the Town of Upper Marlboro:

Copies (up to 3 pages no charge)	\$ 0.25 per additional page
Faxes (up to 3 pages no charge)	\$ 0.50 per additional page
Notary Public	\$ 4.00 per seal
Returned Check Fee	\$ 35.00
Vehicle Impound Release Form	\$ 50.00
Police Report / Accident Report	\$ 10.00
Special Event Permit	\$ 75.00
Daily Food Truck Permit	\$ 50.00
Event Vendor Fee	\$ 100.00 Town Business / Resident
	\$ 125.00 Non-Town Business / Resident
Dumpster Permit	\$ 125.00 + non-refundable deposit
Credit Card Processing Fee	3.5 percent
Parking Permit	\$ 40.00 per month — \$ 12.00 per week
	\$ 100.00 for three months/quarter

Public Information Act (MDPIA) requests:

- up to 2 hours staff search & preparation time: no charge
- research/copying time, beyond 2 hours: \$ 35.00 per hour
- additional research by Legal Counsel: per quote