



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 28, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person and via Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/88605465733>

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Closed Session Summary**
6. **Reports**
 - A. Financial Report
 - B. Bank Account Balances
7. **Business**
 - A. Naming of Splash Pad (Discussion)
 - B. Codification/Records Management Update (Anderson)
 - C. RFP Respondent Interview Schedule (Anderson)
 - D. Human Resources Consultant (Councilmember Lott)
8. **Administrative Updates**
 - A. General Government Report
 - B. Public Safety Report
 - C. Public Works Report
9. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
10. **Preliminary Approval of Next Meeting Agenda**
11. **Adjournment**

The Town of Upper Marlboro
Statement of Financial Position
As of Jun 30, 2026

	Total	Notes
Assets		
Current Assets		
Bank Accounts		
Cash on Hand and in Banks	0.00	
1000 Checking Account (Premis) 6968	281,381.09	Pending Statements/Access
1001 Petty Cash	750.00	Pending Statements/Access
1010 Payroll Account (Premis) 6976	-243,746.50	Pending Statements/Access
1020 ICS Sweep Account (Premis)	12,104.15	Reoconciled as of 6/30
1040 Parking Meter Checking (M&T) 0032	307,099.25	Reoconciled as of 6/30
1045 Speed & Red Light (M&T) 0013	227,758.16	Reoconciled as of 6/30
1069 PG Federal CD 394 (deleted)		
1072 Bill.com Money Out Clearing	281,507.04	
1140 MLGIP PNC	1,617,087.26	
Total for Cash on Hand and in Banks	\$2,483,940.45	
Total for Bank Accounts	\$2,483,940.45	
Accounts Receivable		
Accounts Receivable	\$0.00	
1150 A/R - Real Property Tax	\$0.00	
1205 Due From Other Govts	478,898.00	
1210 A/R - Personal Property Tax	294,271.84	
Total for Accounts Receivable	\$773,169.84	
Total for Accounts Receivable	\$773,169.84	
Other Current Assets		
1310 Security Deposit	7,906.25	
1320 Employee Advance	\$0.00	
1350 Prepaid Vehicle Expenses	\$0.00	
1499 Undeposited Funds	956.32	
Uncategorized Asset	\$0.00	
Total for Other Current Assets	\$8,862.57	
Total for Current Assets	\$3,265,972.86	
Fixed Assets		
Fixed Assets		
1500 Land	\$0.00	
1510 Building & Improvements	\$0.00	
1520 Infrastructure	\$0.00	
1530 Machinery & Equipment	\$0.00	
1540 Vehicles	\$0.00	
1610 Accum Deprec - Buildings	\$0.00	

1620 Accum Deprec - Infrastructure	\$0.00
1630 Accum Deprec - Mach & Equip	\$0.00
1640 Accum Deprec - Vehicles	\$0.00
Total for Fixed Assets	\$0.00
Total for Fixed Assets	\$0.00
Total for Assets	\$3,265,972.86
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
3050 Accounts Payable	189,864.17
Total for Accounts Payable	\$189,864.17
Credit Cards	
2150 Divvy Payable	5,941.09
Credit Card (0283)	\$0.00
Credit Card USBANK	\$0.00
Total for Credit Cards	\$5,941.09
Other Current Liabilities	
Other Current Liabilities	
2100 Payroll Tax Liability	\$0.00
2120 Health Ins Liability Payable	\$0.00
2121 AFLAG Insurance & Child Support	1,254.60
2200 Deferred Revenue	478,898.00
3130 Pension Contributions Payable	-442.24
3500 Accrued Salaries Payable	\$0.00
3515 3515 Accrued Retirement Payable	181.23
3525 Accrued Expenses	523,666.38
Total for Other Current Liabilities	\$1,003,557.97
Total for Other Current Liabilities	\$1,003,557.97
Total for Current Liabilities	\$1,199,363.23
Total for Liabilities	\$1,199,363.23
Equity	
3000 Opening Balance Equity	\$0.00
3200 Fund Balance - Designated	1,795,693.17
3300 Non Spendable	20,897.00
Fund Balance - Undesignated	1,974,394.73
3900 Retained Earnings	-1,951,673.87
Net Revenue	227,298.60
Total for Equity	\$2,066,609.63
Total for Liabilities and Equity	\$3,265,972.86



TOWN OF UPPER MARLBORO

General Government

14211 School Lane • Upper Marlboro, Maryland 20772

Tel: (301) 627-6905 • www.uppermarlobomd.gov

Mayor: Charles Colbert • Vice Mayor: Derrick Brooks • Councilmember Sarah Franklin • Councilmember Karen Lott • Councilmember Joseph Hourcle'

FINANCIAL REPORT

Introduction

This report presents a summary of the Town of Upper Marlboro's bank statement balances as of July 24, 2026. It is intended to provide the Town Council and relevant stakeholders with a current, accurate snapshot of the Town's cash position across all active accounts.

PRIMIS BANK

Operating Account Balance- **\$200,305.50**

Payroll Account Balance- **\$19,930.93**

INSURED CASH SWEEP ACCOUNT

Balance- **\$394,100.00**

M&T BANK

Speed Camera Account Balance- **\$256,557.87**

Parking Enforcement Account Balance- **\$324,281.48**

MARYLAND LOCAL GOVERNMENT INVESTMENT POOL

Account Balance- **\$1,637,123.74**

TOTAL CASH ON HAND- \$2,832,301.52

JULY OUTSTANDING PAYABLES- \$30, 312.59

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STAFF REPORT

Purpose

To update the Town Council on the status of the Town's records management initiative and the ongoing effort to reconcile the Town Code with the current Charter.

Background

Over the past several years, the Town has undertaken efforts to establish formal records management processes. Despite this ongoing effort, progress has been limited, and the Town has not yet been able to fully organize its website or complete the upload of required documents for public access.

Current Action

To address this gap, the Town is hiring a part-time Records Management Coordinator to lead and organize this effort moving forward. This position will be responsible for establishing consistent records management practices and ensuring the timely organization and posting of documents to the Town's website.

In parallel, staff are conducting a review to reconcile the Town Code with the current Town Charter, with the goal of ensuring full consistency.

Next Steps

Staff will provide the Council as the updates are being made.

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STAFF REPORT

Purpose

To update the Council on the scheduling of upcoming consultant interviews for the Pocket Park project and Strategic Planning initiative.

Background

Due to scheduling difficulties in coordinating availability across multiple consultant firms, staff had to offer alternative interview dates. Interviews will be scheduled for August 4th and August 11th.

Format & Fairness Considerations

To ensure fairness and prevent any firm from gaining an advantage over another, all consultant interviews will be held in administrative session.

Pocket Park interviews and Strategic Planning interviews will be scheduled on separate days to keep the two processes distinct.

Some consultants will appear virtually, while others may attend in person, depending on availability.

Next Steps

Staff will finalize the interview schedule and notify the Council of specific times and formats for each session in advance of August 4th and 11th.



TOWN OF UPPER MARLBORO

GENERAL GOVERNMENT STAFF REPORT

July 2026 Monthly Activities Summary

COMMUNITY OUTREACH

- Scheduled Committee meetings for interested community members.
- Worked with the County to address the unhoused in Town
- Spoke with businesses about annexation.
- Advertised annexation per State statute

ECONOMIC DEVELOPMENT

- Processed Empower Upper Marlboro applications
- Met with FSC to discuss small business finance and business workshops
- Met with M and T to discuss an Economic Development partnership in 2027
- Negotiated Mix and Mingle parking agreement
- Received \$50,000.00 DHCD Façade Improvement Award
- Working with Story.com on Home tours and economic development project

ADMINISTRATIVE

- Completed the Debt Report for the State Treasurers Office.
- Processed PPT payments.
- LGIT policy paid.
- Drafting Splash Pad regulations
- Received annexation comments from Maryland Dept. of Planning; No areas of concern
- **Staff responded to 204 phone calls ***** as of 7/1/2026**
- **Staff received 1060 emails ***** as of 7/17/2026**

BUDGET & FINANCES

- State BPW Hearing held to approve reimbursement of two Town Bond Bills
- Received first tranche of FY 2027 property taxes.
- Received reimbursement for MIP and sign reimbursement
- Received Highway User Revenue (HUR) payment
- Received Governors Office of Crime Prevention (GOCPP) payment



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

6409 Crain Highway, Upper Marlboro, Maryland 20772 Tel: (240) 525-8130

For ALL Police Calls dial 911 or the Non-Emergency number at 301-352-1200

Police Reports can be obtained In-Person or By Mail for a fee of \$10.00 at the Prince George's County Police Records Division located at 6420 Allentown Road, Camp Springs, Maryland 20748. Phone: 301-985-3638

Monthly Town Police Department Report For the Month of June 2026

Incidents Reported in Town:

Traffic Complaint 3	Residential Alarm 2	Suspicious Person 2
Assist Call 1	Check Welfare 1	School Alarm 1
Signal 100 Call 1	Missing Person 1	Armed Person 2
Loud Music 1	Hit & Run Call 4	Commercial Alarm 1
Vehicle Accident 1	Animal Complaint 2	Suicide Call 1
Disorderly Call 7	Family Dispute 1	Miscellaneous Police Incident 1
Theft Call 1	Trespassing Complaint 2	Noise Complaint 1

Total calls responded by: Upper Marlboro Police 18 & Prince George's County Police 16 & Sheriff Dept. 2

Sgt. Dawson, Cpl. Anderson, and Pfc. Castilla conducted high visibility patrols throughout the Town.

Chief Burse participated in the weekly Prince George's County Police Crime meeting.

Chief Burse participated in the Maryland Chief's Meeting.

Chief Burse attended the District 2 & CSA23 Coffee Club Meeting.

Chief Burse participated in the weekly Prince George's County Police Intelligence meeting.

Chief Burse, Sgt. Dawson, Sgt. Butler, Cpl. Anderson, Pfc. Castilla, Admin Assistant Ware & Dines participated in the Town of Upper Marlboro annual Marlboro Day Parade and Festival.

Sgt Dawson, Cpl. Anderson and Pfc. Castilla completed their annual In-Service training.

Chief Burse oversaw the completion of the lobby construction at the police office space.

EVENTS:

Movie on the Pond July 1, 2026, from 7:30pm to 9:30pm on Governor Oden Bowie Dr, Upper Marlboro, MD 20772.

National Night Out August 4, 2026, from 6:00pm to 8:30pm Marlboro Village Shopping Center (Amish Market parking lot).



Date: Thursday July 23, 2026

Subject: Public Works' Monthly Report

RE: June 2026

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD continued working to close out FY-25 bills.
- PWD continued working on Final Marlboro Day permit and inspection needs with Clerk Bush. Multiple site plans, maps and information to be updated per DPIE's request.
- PWD oversaw stage erection and obtained final electrical and structural permits for the event.
- PWD and Clerk completed final walkthrough of the Marlboro Day event with DPIE Inspector and Fire Inspector. Passing grade – Permit issued.
- PWD and Foreman attended the MML conference and MMLPWA meeting where I was named acting treasurer for the organization.
- PWD reviewed tipping fee increases from the County. This increase boils down to \$1.66 per household, per month.
- Completed vehicle procurement, and insurance packages for new equipment.
- PWD completed vehicle inventory and began vehicle replacement SOP for fleet management.

Maintenance and Beautification

- PWC swapped out dead plants from rotation change in Main St planter boxes
- PWC completed multiple site cuts around Town.
- PWD and crew completed an illegal sign removal and litter blitz around Town.
- PWC fixed street name signage in two different locations after being hit by motorists.
- New tractor and trucks had Town graphics applied.
- Town properties were top seeded and fertilized.

Street and Sidewalk / Mead & Hunt Update

- PWD monitored Water St bridge water levels and town roads during multiple rain events.
- PWC performed storm drain checks and clearing of leaves and debris ahead of storms.
- PWC conducted routine litter patrols around Town.
- PWD met with Mead and Hunt staff to explore other options after meeting with County.



- PWD put in multiple service requests to state and county agencies for numerous issues identified in town.
- PWC completed sweeping of Main St curbs with skid steer-mounted sweeper to remove a large amount of debris left behind from open potholes.

Refuse Accumulations

- There was one dump body rental for the month.
- Bulk day refuse totals for items to landfill were tons.
- Yard waste totals for items to MES were tons.

Sincerely,

Darnell F. Bond / Director of Public Works