



Town of Upper Marlboro

REGULAR TOWN

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, October 27, 2026 at 7:30 PM

AGENDA

This meeting will be conducted in person and via Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/86894732363>

REGULAR TOWN MEETING AGENDA: 7:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda**
 - A. Financial Report
 - B. Public Safety Report
 - C. Public Works Report
 - D. General Government Report
6. **Business**

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

 - A. Commercial Vacant Space Ordinance (Update)
 - B. Pocket Park Resolution (Update)
 - C. Surplus Property Discussion (Director Bond)
7. **Administrative Updates**
8. **Public Comment**

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

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@uppermarlbormd.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.



Town of Upper Marlboro

Section 5, Item A.

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlbormd.gov
Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlbormd.gov
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

**Town of Upper Marlboro
September 2026 Report
Budget vs. Actuals: FY27
September 2026**

Bank Accounts

1000 Checking Account (Premis) 6968	199,585
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	7,366
1020 ICS Sweep Account	933,787
1040 Parking Meter Checking (M&T) 0032	112,835
1045 Speed & Red Light (M&T) 0013	361,799
1140 MLGIP (MM)	1,652,679
Total Bank Accounts	\$ 3,268,801



Town of Upper Marlboro

Section 5, Item A.

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Town of Upper Marlboro
 Budget vs. Actuals: FY27 Budget
 July 2026 - September 2026

	Total		
	ACTUAL	ADOPTED BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	906,249	1,702,791	(796,542)
4200 Fines, Licenses, Permits	310,188	1,181,900	(871,712)
4300 Intergovernmental	399	79,000	(78,601)
4400 Miscellaneous Revenue	24,364	80,000	(55,636)
4500 Grants	47,100	1,062,961	(1,015,861)
Total Revenue	\$ 1,288,299	\$ 4,106,652	\$ (2,818,353)
Expenses			
5000 General Government	159,155	1,049,020	(889,865)
6000 Public Safety	267,999	1,450,113	(1,182,114)
7000 Public Works	265,035	1,522,352	(1,257,317)
8000 Grants & Awards	1,247	-	1,247
9000 Capital Outlays	6,151	64,250	(58,099)
6100 PGCO CIP Funding	-	-	-
Uncategorized Expense	10,937	-	10,937
Total Expenses	\$ 710,524	\$ 4,085,735	\$ (3,375,211)
NET INCOME	\$ 577,776	\$ 20,917	\$ 556,858



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 September 2026

Incidents Reported in Town:

Unknown Trouble 1	Stolen Auto 3	Suspicious Auto 1
Theft Call 4	Check Welfare 3	Vehicle Accident 7
Party Complaint 1	Assist Call 1	Hit & Run 2
Property Damage 1	Threat Complaint 1	Commercial Alarm 2
Missing Person 1	Family Dispute 1	Residential Alarm 2
Disorderly Call 5	School Alarm 1	Noise Complaint 1
Assault Call 1	Domestic Call 3	Theft from Auto 1
Hold-up Alarm 1	Suspicious Person 3	

Total calls responded by: Upper Marlboro Police 21 & Prince George's County Police 25 & Sheriff Dept. 2

Sgt. Rheames, 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. Rheames, Sgt. Butler, Cpl. Anderson, Pfc. Castilla, participated in a Motorcade escort through Town to Brown Station Rd.

Chief Burse attended the quarterly Criminal Justice Coordinating Meeting with Judge Cotton.

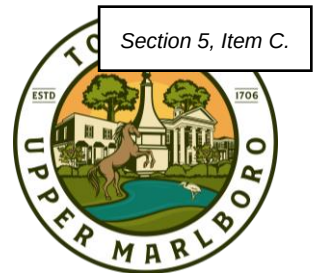
Chief Burse participated in the City of Bowie Police Departments 20th Anniversary Celebration.

Sgt. Rheames, Sgt. Butler, Cpl. Anderson & Administrative Assistant Ware participated in the Sheriff Department Purple Lights Night.

EVENTS:

Blue Lights Nights in partnership with Prince George's County Police September 25 from 2pm to 10pm and September 26, 2026, from 5pm to 8pm at Largo Plaza 10774 Campus Way South.

National Faith & Blue Shred Event October 17, 2026, from 9am to 12pm at 14201 School Lane, Upper Marlboro, MD 20772.



Date: Tuesday, October 27, 2026

Subject: Public Works' Monthly Report

RE: September 2026

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWF and Cre Lead performed multiple interviews for Public Works position.
- PWD attended permit review meeting with County officials and Mead and Hunt.
- PWD attended two-day meeting for MMLPWOA in Westminster MD,
- PWD attended a meeting with representatives from Herc Rentals to discuss the town's potential needs.

Maintenance and Beautification

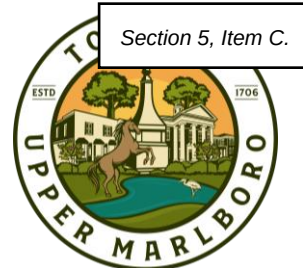
- All terrain RTV vehicle for PW arrived.
- PWD and crew patrolled the 5510 property.
- PWD received Health Dept inspection for annual relicensure.
- PWC switched out flower rotations around town for fall rotation.
- PWC began planning Bulk and Yard waste refuse services for the annexed area.

Street and Sidewalk / Mead & Hunt Update

- PWC conducted routine litter patrols around Town.
- PWD provided more feedback for the PEPCO streetlight survey.
- PWC identified sidewalk areas for concern for snow season during walk throughs of Town.

Projects Update – Current

- **Mead and Hunt-** Representatives from Mead and Hunt sent a letter to the County in response to changes to our design the County wanted us to make outlining why our design works the way it is. We are awaiting the county's response before we proceed.
- **Church St Parking Lot Design** – Geotechnical engineering is underway, report to follow soon. Stakeout and ground testing has been completed. P.G. County portal opened with DPIE and Site Design will begin uploading pertinent documents soon.
- **Pocket Park Electrification** – Electrical drop from PEPCO has been completed. Last step is the meter installation to follow shortly.
- **Splash Pad** – is stalled while we await clearance on changes proposed by permitting. Our to-do list was a letter allowing patrons to use the restrooms in Town Hall during splash pad operational hours. We also must install an outdoor shower. The last to-do from the Town is an outdoor emergency phone.
- **Marlborough Towne Lighting** – Trenching for lights 5,12, and 13 have been completed. These lights are operational. Within the last few weeks, pole #7 (which



was repaired by the HOA) is now out. It was evaluated on 10/23/26 and found that the electrical connection underground has been disrupted. When they tried to dig it up, there was so much concrete that they needed to return on a different day to attempt the repair.

- **Town Branding** – New seals have been installed on the Cahn Memorial and the pillars in front of Town Hall. There has been talk of new directional signage through a marketing campaign or a grant so we will not move forward until a decision is made.

Refuse Accumulations

- There Were two dump body rentals for the month.
- Bulk day refuse totals for items to landfill were 3.37 tons.
- Yard waste totals for items to MES were 2.01 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



TOWN OF UPPER MARLBORO

GENERAL GOVERNMENT REPORT

September 19- October 23, 2026 Monthly Activities Summary

General Government Report

COMMUNITY OUTREACH

- Essential Water Stakeholder update
- Attended Purple Walk at the courthouse
- Attended Washington International Horse Show press conference
- Welcome letters were sent to residents and businesses in the annexed area

ECONOMIC DEVELOPMENT

- Assisted a business willing to relocate; worked to walk them through the process with the Planning Dept.
- Processed Empower Upper Marlboro application.
- Submitted quarterly report to Prince George County RDA

ADMINISTRATIVE

- Received annexation petition from commercial property owners
 - Submitted Opioid Settlement Report
 - Hired Deputy Town Manager/ Town Clerk
 - Finalized lease agreement for Public Works space
 - Conducted a Code Enforcement Inspection
 - Reviewed Retail consultant agreement
 - Determined annexation petitions were not sufficient
 - Served with a writ of Mandamus for annexation
 - Reviewed case summary for case 2026-005
 - Received two Town Attorney RFP responses
 - Reviewed the streetlight report
 - Five (5) room rentals
 - Two (2) notaries
 - Six (6) Church Street parking permits
 - **Staff handled 241 phone calls, 1734 emails, and 8 visitors to town hall as of October 16, 2026**
-

BUDGET & FINANCES

- Reviewed the trial balance and ledger for FY 26 audit
- Reviewed speed camera report
- Confirmation received from MDOT of \$250,000 federal funding for roads project
- Submitted opioid restitution grant report
- Completed audit form for PNC and the LGIP
- Staff is processing PPT payments
- Processed two (2) Empower Upper Marlboro Grants
- Processed parking lot collections for Trinity Church lot
- Initiated a grant application for the Community Stewardship program

Date: Friday, October 23, 2026

Subject: Public Works Surplus Request

RE: October 2026

Good evening, Council,

As our aging equipment fleet continues to deteriorate, there are two pieces of equipment that are no longer fiscally responsible for the Department of Public Works to retain. Both units are in non-operational condition, and the cost of repairs far exceeds their remaining value. At this point, they are occupying valuable space in our equipment yard without providing any operational benefit.

Item #1: 2006 Exmark 52-inch Zero-Turn Mower

This mower predates my time with the Town and was already an older unit when I arrived. It is no longer capable of moving under its own power due to two failed hydraulic pumps, which were last priced at approximately \$1,300 each. Given the cost of these repairs, restoring the mower to service is not economically justifiable.

The estimated salvage value is approximately \$500, primarily for the engine, mower deck, and other usable parts, depending on the buyer.

Item #2: 2007–2013 Kubota B3030 Compact Tractor

This tractor also predates my time with the Town and has experienced multiple significant mechanical failures. The front loader is leaking hydraulic fluid, the four-wheel-drive system is inoperable, the rear PTO shaft and lift points are no longer functional, and the unit is experiencing substantial rust deterioration, including rust-through in the cab area. The last estimate to rectify these issues was roughly \$13,500. They would not guarantee that this was the only work it would need. The last estimated value to wholesale the unit for parts was \$500 - \$950.

Considering the extent of these issues, the tractor is no longer a reliable or practical asset for the department. The cost of restoring it to dependable operating condition would be difficult to justify relative to its remaining value.

Recommendation

I recommend that the Town authorize the surplus and disposal of both pieces of equipment in accordance with applicable Town procedures. Removing these units will

allow us to reclaim valuable yard space, eliminate the burden of retaining non-operational equipment, free up money in insurance costs, and focus our maintenance resources on equipment that supports our daily operations.

Please let me know if Council would like any additional information regarding the condition or estimated salvage value of either unit. I have also attached photos for your review.



Respectfully,

Darnell Bond III
Director of Public Works
Town of Upper Marlboro