



# Town of Upper Marlboro

## BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 14, 2023 at 7:00 PM

### **AGENDA**

This meeting will be conducted via Blended Format: Town Hall & Zoom Video Teleconference.

<https://uppermarlbormd-gov.zoom.us/j/84072390812?pwd=ZTFuaU5ZTzUxSXV0UC8vNmYxQmNaUT09>

**Webinar ID:**840 7239 0812; **Passcode:**391618; **Audio Dial-in only:** 301 715 8592

*Work Sessions are open to public observation, however, public participation is at the discretion of the Board*

### **WORK SESSION AGENDA: 7:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Review of Agenda**
- 5. Old Business**
  - [A.](#) Resolution 2023-04 Economic Development Workgroup (Board Discussion)
  - [B.](#) Ordinance 2023-01 Budget Amendment (Board Discussion)
  - [C.](#) Ordinance 2023-02 Elections (Board Discussion)
  - [D.](#) Resolution 2022-05 Regulations for Town Meetings (Board Discussion)
  - [E.](#) Charter Review (Board Discussion)
  - [F.](#) Government Relations Firm RFP (Board Discussion)
  - [G.](#) Employee Survey (Board Discussion)
- 6. New Business**
  - [A.](#) Departmental & CIP Budget Discussion (Board Discussion)
  - [B.](#) Arts Council & Events Committee Events (Board Discussion)
  - [C.](#) PAMC Trail Design (Board Discussion)
- 7. Preliminary Approval of Next Meeting Agenda**
- 8. Adjournment**

*Video of the Work Session will be posted to the Town YouTube Channel within 7 business days of the meeting.*

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217

# Town of Upper Marlboro

RESOLUTION: 2023-04  
SESSION: Regular Town Meeting  
INTRODUCED: February 28, 2023  
DATE: March 28<sup>th</sup>, 2023

## **RESOLUTION BY THE BOARD OF TOWN COMMISSIONERS TO ESTABLISH, APPROVE AND MAINTAIN AN UPPER MARLBORO ECONOMIC DEVELOPMENT WORKGROUP (UMEDW)**

**WHEREAS**, the Board of Commissioners of the Town of Upper Marlboro 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**, in 2013 the Board of Commissioners passed Resolution 2013-06 to Designate the Town as a Sustainable Community with the Department of Housing and Community Development of the State of Maryland, and giving authorization to the sitting President/Mayor to execute documents and take any action necessary to carry out the intent of the resolution; and

**WHEREAS**, the Board of Commissioners has established goals and initiatives to strengthen the Town's downtown commercial district by coordinating with residents, businesses, and commercial property owners; and

**WHEREAS**, the Board of Commissioners wishes to formally form a workgroup to assist the Town with the Economic Development of Downtown Upper Marlboro and other commercial areas within Town limits; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Upper Marlboro sitting in regular session this 28<sup>th</sup> day of March, 2023.  
the following:

1. That the Board of Commissioners has determined that it is in the public interest to create a Town of Upper Marlboro Economic Development Workgroup (UMEDW)
2. The Workgroup shall be appointed by the Board of Town Commissioners and shall be made up of five board members. Once appointed, the Board members shall select their own Chair, and forward their selection to the Board of Town Commissioners. The standing Town Commissioner on the UMEDC cannot serve as the Chair of the Board. The Board of Directors shall be made up of the below category of members (who are at least 18 years of age):

- One current Town resident of the Town of Upper Marlboro.
- One Property Owner who owns commercially zoned real property within the Town’s corporate limits who is in good standing with Town, County, and State regulations.
- One Business Owner who owns or manages a registered business within the Town limits which is in is in good standing with Town, County, and State regulations.
- One standing Town Commissioner of the Town of Upper Marlboro. (*Attorney Review*)
- One additional stakeholder with interests within either the Town limits or just outside Town limits.

Additional Members- Town Staff, Maryland-National Capitol Parks & Planning Staff, relevant State Agency staff, and other stakeholders may work with and assist the Governing Board and provide guidance and resources as well as assist the Governing Board, but do not have a formal vote or decision-making capability. The Town Board of Commissioners may formally appoint a designated Town-staff person to assist and be a liaison to the UMBEDC.

3. That the mission of the Workgroup is to 1) manage the Town’s DHCD Sustainable Community Designation. 2) Oversee the Town’s Business Improvement Grant Program by advertising it to all businesses within the qualifying area, walking applicants through the process, voting to approve applications during workgroup meetings, and submitting the proper payment request to the Town Administrator. 3) Coordinate with the Town to begin the research and identify steps to create a stand-alone 501-3© Downtown Upper Marlboro Economic Development Corporation.
4. That the Workgroup shall report to the Board of Town Commissioners, at least quarterly, on their work and submit a proposed budget to the Mayor/President during the month of March of each year.
5. That the meetings of the Workgroup are subject to and in compliance with the Maryland Open Meetings Act, Chapter 3, Sections 3-102 and 3-303.
6. That the Workgroup adopts bylaws, and other policies needed to carry out its missions and duties, within 45 days of appointment, as it deems appropriate for final approval by the Board.

**INTRODUCED AND PASSED** by the Board of Commissioners for the Town of Upper Marlboro, Maryland at a Public Meeting held on March 28, 2023.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Sarah Franklin, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

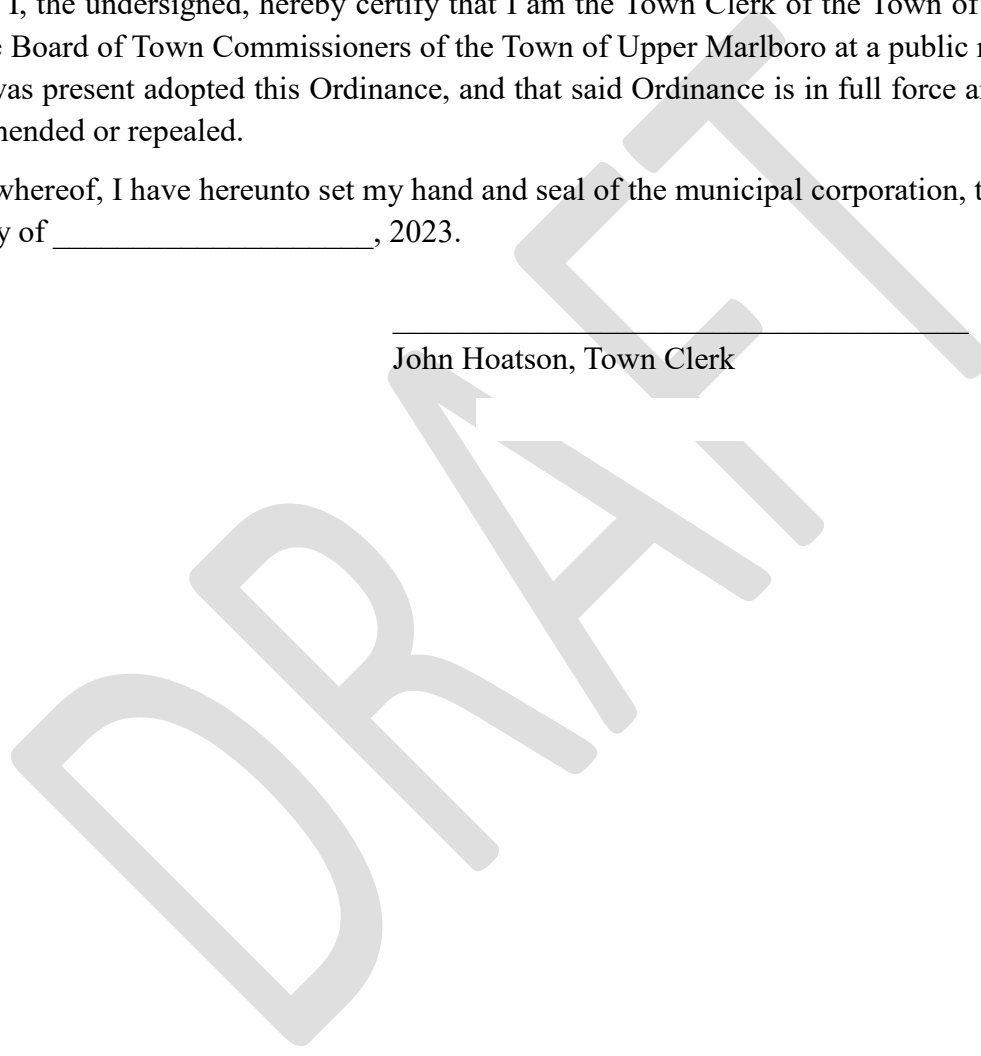
\_\_\_\_\_  
Karen Lott, Commissioner

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 Ordinance, and that said Ordinance 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 \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John Hoatson, Town Clerk



**BOARD OF COMMISSIONERS  
FOR THE  
TOWN OF UPPER MARLBORO**

ORDINANCE: 2023-01  
SESSION: Regular Town Meeting  
INTRODUCED: February 28<sup>th</sup>, 2023  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING BUDGET  
AMENDMENTS FOR THE FISCAL YEAR 2023 BUDGET**

**WHEREAS**, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

**WHEREAS**, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

**WHEREAS**, said Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

**WHEREAS**, the Town Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

**WHEREAS**, the Town Charter, Section 82-43 prescribes that any transfer of funds between

major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

**WHEREAS**, the Town Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

**WHEREAS**, the Board of Town Commissioners has previously approved Ordinance No. 2022-03 on June 7th, 2022 which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Board for approval, from time to time, by ordinance pursuant to Md. Code Ann., Art. 23A, §2(b), now codified as Md. Code Ann., LG Article, Section 5-205(b)(4); and

**WHEREAS**, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2022-03 by allocating and appropriating funds for the following reason: To adjust revenue line items with more accurate estimates, and enhancing or decrease allocations between departments of expenditure line items, due to the elimination of certain staff positions; and

**WHEREAS**, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2022-03 by reallocating Town funds and limiting expenditures in several Town Departments.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:**

**Section 1.** The Fiscal Year 2023 Budget Ordinance 2022-03, as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 23 BUDGET AMOUNT</u>	<u>AMENDED FY23 BUDGET AMOUNT</u>
Taxes	\$1,399,540	\$1,399,540
Fines, License and Permits	\$190,000	\$444,407
Intergovernmental	\$299,899	\$299,899
Miscellaneous Revenue	\$75,000	\$75,000
<b>Total Revenues:</b>	<b>\$1,964,439</b>	<b>\$2,218,846</b>

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2020 Budget Ordinance 2022-03, as amended by this FY 2023 Amendatory Budget Ordinance 2023-01 shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY23 ADOPTED BUDGET AMOUNT</u>	<u>FY 23 AMENDED BUDGET AMOUNT</u>
General Government	\$815,202	\$815,202
Public Safety	\$568,283	\$568,283
Public Works	\$484,344	\$484,344
Transfer to CIP	\$96,610	\$96,610
Speed & Red-Light Program	\$0	\$254,407
<b>Total Expenditures:</b>	<b>\$1,964,439</b>	<b>\$2,218,846</b>

**Section 3.** That the Board of Town Commissioners approves and authorizes the Mayor and Chief of Police to hire one additional police officer funded by Speed & Red-Light Program and execute the document to purchase the below items from the Speed & Red-Light Program:

Enter into a Master Lease Purchase Agreement with Tax-Exempt Leasing Corp., an Illinois corporation, in the purchase and outfitting of one unmarked police Ford Explorer with a total cost not to exceed the President/Mayor is authorized to execute the subject Master Lease Purchase Agreement totaling \$119,000 spread over four Town fiscal years with bi-annual payments not to exceed \$12,0001. Attachment B, and

Authorize the purchase of a Public Safety Mini Matrix Message Board from Millennium Products Inc, a Florida Corporation, to exceed \$22,000. This product will provide a quick system to communicate to residents and visitors in the event of an emergency, and reduce the Town’s cost to rent for events. Attachment C

Authorize the purchase of Modular Vehicle Barrier-3X System from Advanced Security Technologies LLC, not to exceed \$25,000. This product will reduce the Town’s dependence on renting large trucks and barriers to keep Town events safe and an easy and effective road closure device. Attachment D

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2 as amendments, the remaining provisions of the FY 2023 Budget Ordinance 2022-03 shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2023 for the Town of Upper Marlboro and all other taxes, liens, and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2023 Budget Ordinance 2022-03.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2023 Amendatory Budget Ordinance 2023-XX or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Esq.

Date: \_\_\_\_\_



# Town of Upper Marlboro DRAFT

## July 2022 - January 2023 Mid-Year Budget Adjustment

	Actual	Total Budgeted	Budget	Adjustment
<b>Income</b>				
<b>Revenue</b>				0
<b>4000 Taxes</b>				0
<b>4010 Real Estate Taxes Residential</b>	181,801	211,360	-29,559	
<b>4020 Real Estate Taxes Commercial</b>	203,522	207,745	-4,223	
<b>4100 Personal Property Taxes</b>	25,552	47,435	-21,883	
<b>4121 PPT FY2021</b>	30		30	
<b>4122 PPT FY2022</b>	732		732	
<b>4150 PPT Public Utilities</b>	441,394	588,000	-146,606	
<b>4310 Income Taxes</b>	65,222	345,000	-279,778	
<b>Total 4000 Taxes</b>	<b>\$ 918,253</b>	<b>\$ 1,399,540</b>	<b>-\$ 481,287</b>	
<b>4200 Fines, Licenses, Permits</b>				0
<b>4220 Town Permits</b>	12,929	1,500	11,429	
<b>4230 Business License</b>	3,515	18,000	-14,485	
<b>4240 Parking Meters</b>	112,431	125,000	-12,569	
<b>4250 Speed &amp; Red Light Cameras</b>	161,074	80,376	80,698	
<b>4260 Parking Fines/Penalties</b>	33,708	30,000	3,708	
<b>4280 Pub/Edu/Govt Broadcasting</b>	5,393	2,500	2,893	
<b>4290 Trader's Franchise Fees</b>	1,626	13,000	-11,374	
<b>Total 4200 Fines, Licenses, Permits</b>	<b>\$ 330,677</b>	<b>\$ 270,376</b>	<b>\$ 60,301</b>	
<b>4300 Intergovernmental</b>				0
<b>4320 Highway User Fee</b>	9,685	31,399	-21,714	
<b>4330 State Police Aid</b>	5,272	18,000	-12,728	3086
<b>4340 Financial Corporation Tax</b>		9,000	-9,000	
<b>4350 Disposal Fee Rebate</b>	1,038	1,500	-462	
<b>Total 4300 Intergovernmental</b>	<b>\$ 15,995</b>	<b>\$ 59,899</b>	<b>-\$ 43,904</b>	
<b>4400 Miscellaneous Revenue</b>				0
<b>4420 Interest Earnings</b>	11,175	1,500	9,675	
<b>4430 Town Hall Services - Misc Rev</b>	2,419	2,000	419	
<b>4440 Transfer from Reserve</b>		61,500	-61,500	
<b>4450 Special Events/Donations</b>	0	10,000	-10,000	
<b>Total 4400 Miscellaneous Revenue</b>	<b>\$ 13,593</b>	<b>\$ 75,000</b>	<b>-\$ 61,407</b>	
<b>4500 Grants</b>	28,772	96,610	-67,838	
<b>4520 State StreetScape</b>		425,000	-425,000	
<b>4530 FIP</b>		50,000	-50,000	
<b>4550 Federal- ARPA</b>	331,788	275,000	56,788	
<b>4560 DHCD Circuit Rider Grant</b>		50,000	-50,000	
<b>4570 MD DNR 21</b>	130,000	199,000	-69,000	
<b>4580 MD DNR 22</b>	60,000	192,000	-132,000	
<b>4590 Bond Bill</b>	20,000	275,000	-255,000	
<b>4600 County DPW&amp;T Grant</b>		100,000	-100,000	
<b>MISC Grants</b>				

<b>Total 4500 Grants</b>	<b>\$ 570,560</b>	<b>\$ 1,662,610</b>	<b>-\$ 1,092,050</b>
<b>Total Revenue</b>	<b>\$ 1,849,078</b>	<b>\$ 3,467,425</b>	<b>-\$ 1,618,347</b>
<b>Total Income</b>	<b>\$ 1,849,078</b>	<b>\$ 3,467,425</b>	<b>-\$ 1,618,347</b>
<b>Gross Profit</b>	<b>\$ 1,849,078</b>	<b>\$ 3,467,425</b>	<b>-\$ 1,618,347</b>

Section 5, Item B.

Expenses				
<b>5000 General Government</b>				0
5105 GG Commissioner Salaries	18,154	19,000	-846	
<b>5110 GG Salaries</b>	<b>121,834</b>	<b>348,010</b>	<b>-226,176</b>	<b>\$ (65,000)</b>
5120 GG FICA	11,197	18,370	-7,173	
5130 GG Health/Life/Dental Benefits	16,761	25,000	-8,239	
5150 GG Pension Benefits	25,505	37,542	-12,037	
<b>5300 GG Professional Services</b>				0
5310 GG Accounting	29,872	28,000	1,872	
5320 GG Audit		20,000	-20,000	
5330 GG Payroll Processing	2,730	5,000	-2,270	
5340 GG Town Attorney & Legal	28,374	50,000	-21,627	
<b>5350 GG IT Support &amp; Equipment</b>	<b>24,113</b>	<b>3,600</b>	<b>20,513</b>	<b>\$ 5,000</b>
<b>5360 GG Media Relations</b>	<b>2,143</b>	<b>14,400</b>	<b>-12,257</b>	<b>\$ (9,000)</b>
5370 GG Government Relations	21,300	36,000	-14,700	
<b>5380 GG Human Resources Services</b>	<b>27,150</b>	<b>11,000</b>	<b>16,150</b>	<b>\$ 50,000</b>
5390 GG Planning Firm	8,850	50,000	-41,150	
<b>Total 5300 GG Professional Services</b>	<b>\$ 144,531</b>	<b>\$ 218,000</b>	<b>-\$ 73,469</b>	
<b>5400 GG Operating</b>				0
5200 GG Insurance & Benefits	17,717	12,000	5,717	
<b>5415 GG Merchant Services Fees</b>	<b>23,247</b>	<b>20,000</b>	<b>3,247</b>	<b>\$ 5,000</b>
5435 GG Training	6,969	7,000	-31	
<b>5440 GG Dues &amp; Subscriptions</b>	<b>14,505</b>	<b>12,500</b>	<b>2,005</b>	<b>\$ 4,000</b>
5445 GG Postage	1,305	2,000	-695	
5450 GG Printing	13,778	15,000	-1,222	
5455 GG General Supplies	12,424	15,000	-2,576	
<b>5465 GG Town Hall Office Phones</b>	<b>7,352</b>	<b>5,000</b>	<b>2,352</b>	<b>\$ 3,500</b>
5480 GG Town Hall Utilities	9,775	12,000	-2,225	
<b>5485 GG Town Hall Repair &amp; Maintenance</b>	<b>3,467</b>		<b>3,467</b>	<b>\$ 5,741</b>
5490 GG Other	482	2,010	-1,528	
5495 GG Contributions		20,000	-20,000	
<b>Total 5400 GG Operating</b>	<b>\$ 111,019</b>	<b>\$ 122,510</b>	<b>-\$ 11,491</b>	
<b>5900 GG Committee Expenses</b>				0
5905 Events Committee	200	4,590	-4,390	
5910 CERT Team		900	-900	
5915 Historical Committee		1,340	-1,340	
5925 Green Team		1,800	-1,800	
5930 TOUM Event	938	3,000	-2,062	
<b>5935 Trunk or Treat</b>	<b>3,167</b>	<b>1,800</b>	<b>1,367</b>	<b>\$ 1,367</b>
5940 Marlboro Day		5,220	-5,220	
<b>5945 Old Crain Hwy Centennial</b>	<b>5,108</b>	<b>3,160</b>	<b>1,948</b>	<b>\$ 1,948</b>
<b>5950 Happy Leaf Festival</b>	<b>134</b>	<b>3,160</b>	<b>-3,026</b>	<b>\$ (3,026)</b>
<b>5955 Winter Holiday</b>	<b>2,270</b>	<b>1,800</b>	<b>470</b>	<b>\$ 470</b>
<b>Total 5900 GG Committee Expenses</b>	<b>\$ 11,817</b>	<b>\$ 26,770</b>	<b>-\$ 14,953</b>	
<b>Total 5000 General Government</b>	<b>\$ 460,818</b>	<b>\$ 815,202</b>	<b>-\$ 354,384</b>	<b>\$ -</b>

6000 Public Safety				0		SP
6000C Code Enforcement				0		
6100C Code Vehicle Maintenance		2,222		-2,222		
6200C Code Parking Meter Maintenance		2,820	3,000	-180		
<b>Total 6000C Code Enforcement</b>	<b>\$</b>	<b>2,820</b>	<b>\$ 5,222</b>	<b>-\$ 2,402</b>		
6110 PS Salaries		236,021	435,682	-199,661	\$ (30,161)	
6111 PS Overtime		7,834		7,834	\$ 5,000	\$ 2,834
6120 PS FICA		19,223	18,361	862		
6130 PS Health Benefits		12,684	19,000	-6,316		
6150 PS Pension Benefits		25,905	13,540	12,365		
6200 PS Uniforms		3,211	4,000	-789	\$ (3,211)	\$ 3,211
6210 PS Weapons & Duty Equipment		7,736	2,000	5,736	\$ 5,736	
6220 PS Training & Memberships		1,084	2,000	-916		
6230 PS Pre Employment		2,658	3,000	-342	\$ (2,658)	\$ 2,658
6260 PS Mobile Technology		2,500	5,000	-2,500		
6270 PS Supplies		1,498	1,000	498		
6300 PS Professional Services		6,180	18,200	-12,020		
6400 PS Occupancy		277	6,000	-5,723		
6500 PS General Supplies		753	3,500	-2,747		
6700 PS Vehicle Repairs		1,494	7,778	-6,284		
6720 PS Insurance		8,356	6,000	2,356	\$ (1,500)	\$ 1,500
6725 Traffic Safety CIP (New)					\$ 24,285	
6850 PS Speed Camera Fees		33,665	80,376	-46,711		
6880 PS Debt Service		47,464	57,535	-10,071		
6900 PS GOCCP Police State Aid		12,516	18,000	-5,484	\$ 3,086	
<b>PS FY2022 ARPA Funds</b>			2,335		\$ 10,000	
<b>Total 6000 Public Safety</b>	<b>\$</b>	<b>433,879</b>	<b>\$ 706,194</b>	<b>-\$ 272,315</b>	<b>\$ 10,577</b>	
7000 Public Works				0		
7110 PW Salaries		136,102	259,990	-123,888	\$ (17,884)	
7111 PW Overtime		3,771		3,771	\$ 6,000	
7120 PW FICA		10,090	18,361	-8,271		
7130 PW Health-Life-Dental		26,115	52,593	-26,478	\$ (2,000)	
7150 PW Pension Benefits		16,789	6,500	10,289		
7240 Public Works Operating				0		
7210 PW Waste Collection/Disposal Fees		1,535	4,500	-2,965		
7220 PW Waste Disposal/Contractor		25,908	47,000	-21,092		
7230 PW Recycling		4,175	9,500	-5,326		
7250 PW Maint/Repairs/Beautification		11,884	15,000	-3,116	\$ 1,500	
7260 PW Training & Memberships - Dues		75	4,800	-4,725	\$ (1,500)	
7270 PW Other		181	2,000	-1,819		
7280 PW Streets Maintenance		10,049	3,500	6,549	\$ 10,384	
7300 PW- Professional Services			2,500	-2,500		
7340 PW Vehicle Maintenance		4,125	9,500	-5,375		
7350 PW Utilities		2,979	3,500	-521		
7360 PW Mobile Phone		519	2,000	-1,481		
7370 PW Small Tools & Equipment		5,060	6,000	-940		
7385 PW Uniforms		110	3,000	-2,890		

Section 5, Item B.

<b>7390 PW Weather Related Expenses</b>		4,500	-4,500	\$ 1,500
7400 PW Streetlight Electricity	16,733	22,000	-5,267	
<b>7410 PW Insurance</b>	4,987	6,000	-1,013	\$ 2,000
7420 PW Mosquito Control	1,104	1,600	-496	
7430 PW Debt Service	20,000	20,000	0	
<b>Total 7240 Public Works Operating</b>	<b>\$ 109,422</b>	<b>\$ 166,900</b>	<b>-\$ 57,478</b>	
<b>Total 7000 Public Works</b>	<b>\$ 302,290</b>	<b>\$ 504,344</b>	<b>-\$ 202,054</b>	\$ -

<b>8000 Grants &amp; Awards</b>		96,610	-96,610
<b>8180 FIP</b>		50,000	-50,000
<b>8500 Resident Assistance</b>	4,057	15,000	-10,943
<b>8600 StreetScape</b>	38,733	525,000	-486,267
<b>8700 Community Playground</b>	260,000	755,075	-495,075
<b>Total 8000 Grants &amp; Awards</b>	<b>\$ 302,789</b>	<b>\$ 1,441,685</b>	<b>-\$ 1,138,896</b>
<b>Total Expenses</b>	<b>\$ 1,499,776</b>	<b>\$ 3,467,425</b>	<b>-\$ 1,967,649</b>
<b>Net Operating Income</b>	<b>\$ 349,302</b>	<b>\$ 0</b>	<b>\$ 349,302</b>

Section 5, Item B.

# CUSTOMER REQUISITION

## GAS ENGINE

Awarded Dealer	Type of Vehicle	Zone	Base Unit Price
Sheehy Ford of Richmond	2023 Ford Police Interceptor Utility AWD (K8A)	MARYLAND	\$42,929.00

The 2023 Ford Police Interceptor Utility AWD (K8A) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and VSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

**Purchasing Agency:** TOWN OF UPPER MARLBORO - NT237381

**Color (Specify Color per Quantity):** STERLING GRAY

*Please use a separate worksheet per vehicle when ordering multiple vehicles with different options.*

Quantity	(Please select your zone from drop down menu below)	Unit Price	Qty Price
1	MARYLAND	\$42,929.00	\$ 42,929.00

*A quantity must be entered for all desired options below.*

*When ordering vehicles with the exact same options, please enter the number of vehicles as the quantity for all options below. For example, if you are ordering 2 vehicles enter 2 for all requested options)*

### Order Code Add Options

1	Tail Lamp / Police Interceptor Housing Only: Pre-existing holes with standard twist lock sealed capability (does not include LED strobe)(eliminates need to drill housing assemblies)	86T	\$56.40	\$ 56.40
1	Remote Keyless	55F	Included	\$ -
1	Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	\$23.50	\$ 23.50
1	Switchable Red/White Lighting in Cargo Area (deletes 3rd row overhead map light)	17T	\$47.00	\$ 47.00
1	Pre-wiring for grille LED lights, siren and speaker	60A	\$47.00	\$ 47.00
1	Wheel Covers (18" Full Face Wheel Cover) - Note: Only available with the standard Police wheel, not available with 64E	65L	\$56.40	\$ 56.40
1	Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate; Note: Locks/windows operable from driver's door switches with special tool	68G	\$70.50	\$ 70.50
1	Badge Delete - Deletes the "Police Interceptor" badging on rear liftgate; Deletes the "Interceptor" badging on front hood (EcoBoost®)	16D	NC	
1	1st and 2nd row carpet floor covering (includes floor mats, front and rear)	16C	\$117.50	\$ 117.50
1	2nd Row Cloth Seats	88F	\$56.40	\$ 56.40
1	Mirrors – Heated Sideview - Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	\$56.40	\$ 56.40
1	Reverse Sensing System	76R	\$258.50	\$ 258.50
1	Aux Air Conditioning - Note: Now available with Cargo Storage Vault (63V).	17A	\$573.40	\$ 573.40
1	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	\$296.10	\$ 296.10
1	OBD - II Split Connector	61B	\$51.70	\$ 51.70
	<b>Total Per Unit</b>			\$ 44,639.80
1	<b>Exterior Color:</b> Silver Grey Metallic	TN		
	<b>Total of All Units</b>			\$ 44,639.80



7449 Race Road  
 Hanover MD 21076  
 443.557.0200

Section 5, Item B.

# Quote

**To:**  
 Upper Marlboro Police Department  
 14211 School Ln  
 Upper Marlboro, MD 20772-2866

**From:**  
 Nathan Bodkin  
 7449 Race Road  
 Hanover, MD 21076  
 Phone: 443.557.0200

## Summary

Total Amount:	<b>\$9,087.25</b>	Quote ID:	QUO-09420-D5V2Y7
Shipping Method:		Date:	2/15/2023
Payment Terms:		Expiration Date:	3/17/2023
Contract:	MD-State		

## Shipping Information

<b>Ship To:</b>	<b>Bill To:</b>
14211 School Ln	14211 School Ln
Upper Marlboro, MD 20772-2866	Upper Marlboro, MD 20772-2866

## Vehicles

Vehicle ID	VIN	Tag	Year	Stock/Unit Number	Make/Model
------------	-----	-----	------	-------------------	------------

## Details

Product ID	Description	Quantity	Price	Sub Total
	2023 Ford Explorer Admin	0.00	\$0.00	\$0.00
	INTERIOR FRONT VISOR	0.00	\$0.00	\$0.00
ENFWB	ENFWB002NJ Ford Explorer/PI Utility w/o Option 76P (2020-22) Split Front (DRV)  D12 D12 D12 D12 D12 D12 D12 D12  (PAS)  R_W  R_W  R_W  R_W  B_W  B_W  B_W  B_W  Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included)  QSF003107	1.00	\$1,054.00	\$1,054.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	GRILLE LIGHTS	0.00	\$0.00	\$0.00
EMPS1STS4RBW	mpower® 3" Grille Stud Mount Fascia Light for Grille Mount application, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Tricolor - Red/Blue/White	2.00	\$122.50	\$245.00
LABOR-INSTALLATION	Installation 2 - 3" mPowers in upper grille and 2 - 4" mPowers in fog light area.	2.00	\$95.00	\$190.00
	UNDER COVER HEAD LIGHT INSERT	0.00	\$0.00	\$0.00



Product ID	Description	Quantity	Price	Section 5, Item B.
ELUC3H010J	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Dual Color Red/Blue	2.00	\$83.00	\$166.00
PLUCTCL1	Replacement Collar Kit, includes 1 Collar, 2 Gaskets & Screws for the Twist-In UnderCover	2.00	\$3.00	\$6.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	MIRROR LIGHTS	0.00	\$0.00	\$0.00
EMPS2STS4J	mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Red/Blue	2.00	\$122.50	\$245.00
PMP2BKUMB4	Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2020-2021 for use with mpower® 3" and 4" Stud or Quick Mount and Intersector Surface Mount	2.00	\$20.50	\$41.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	PROFILE LIGHTS	0.00	\$0.00	\$0.00
ENFSGS3J	nFORCE® Single Deck/Grille Mount Light, SAE Class 1, 10-16v, Black Housing, 12 LED, Dual Color - Red/Blue	2.00	\$133.00	\$266.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	TAIL LIGHT INSERT	0.00	\$0.00	\$0.00
ELUC3H010J	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Dual Color Red/Blue	2.00	\$83.00	\$166.00
PLUCTCL1	Replacement Collar Kit, includes 1 Collar, 2 Gaskets & Screws for the Twist-In UnderCover	2.00	\$3.00	\$6.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	REAR INTERIOR VISOR	0.00	\$0.00	\$0.00
ENFWB	ENFWB00CX Ford Explorer/PI Utility w/o Option 76P (2020-22) Solid Rear (DRV)  S09  S09  S09  S09  S09  (PAS)  RED  RED  RED  BLU  BLU  BLU  Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included) QSF003107	1.00	\$728.00	\$728.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	INTERIOR HATCH LIGHTS	0.00	\$0.00	\$0.00
EMPS1QMS3J	mpower® 3" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Dual Color - Red/Blue	2.00	\$109.50	\$219.00
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	SIREN & SPEAKER	0.00	\$0.00	\$0.00
ETSA481RSP	nERGY® 400 Series Remote Siren w/ Button Control, 10-16v - 100 watt single-tone	1.00	\$598.00	\$598.00
ETSS100J	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	1.00	\$194.50	\$194.50
ETSSVBK01	100N/100J Series Speaker Bracket (only - no drill) for the Ford PI Utility 2020-2021, Bumper Mount	1.00	\$29.50	\$29.50
LABOR-INSTALLATION	Installation	4.00	\$95.00	\$380.00
	CONSOLE	0.00	\$0.00	\$0.00
C-VS-1012-INUT	Ford Interceptor Utility Specific Angled Console	1.00	\$361.20	\$361.20
CM009785-1	HVAC Relocation Bracket Kit	1.00	\$47.00	\$47.00
C-EB40-SO3-1P	1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Soundoff Signal Remote Sirens	1.00	\$21.83	\$21.83
C-EB25-XTL-1P	1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola XTL2500, XTL5000-05, APX-7500,	1.00	\$19.47	\$19.47



**Millenium Products, Inc.**

621 Monte Cristo Blvd  
 Saint Petersburg, FL 33715  
 Office Phone: 888-901-7430

**Purchaser:** David Burse  
**Purchaser Phone Number:** 301-627-6905  
**Purchaser Email:** dburse@uppermarboromd.gov  
**Quote Name:** Town of Upper Marlboro  
**Quote #:** Q-08475-2  
**Job Number:** 8196  
**Date:** 2/16/2023, 3:30 PM  
**Expires On:** 3/18/2023  
**Phone:** 888-901-7430  
**Fax:** 801-469-7778  
**Email:** gsa@milleniumproducts.net

CAGE # 3DNW8 DUNS # 102694671 Federal ID # 86-1159194

GS-07F-0231N: Air Compressors, Generators Light  
 Towers, Fuel Tanks & Trailers

GS-07F-0031W: Surveillance Equipment  
 GS-07F-5791R: Traffic Safety Equipment

GSA Purchase Orders must indicate the GSA contract number in order to receive pricing on this quote. Orders received not indicating a GSA contract number can be accepted at open market pricing only.

Your governmental agency is eligible for the following GSA pricing on GSA Contract:  
 339950 / GS-07F-5791R 1% 20, Net 30

**Ship To**  
 Town of Upper Marlboro

**Bill To**  
 Town of Upper Marlboro

SALESPERSON	Phone Number	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Lori Hipskind	(888) 901-7430	lori@milleniumproducts.net		Net 30

QTY	PART #	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GSA-WVTM-A-PD	Public Safety Mini Matrix Message Board - Hydraulic Lift, 12-inch default font size, 12 font styles, Full range of MUTCD-compliant graphics, One 85-watt solar panel, Two AGM 12V batteries (400 Ah total capacity), 15-amp charger, Telescoping tower with 360-degree rotation, In-cabinet touch screen controller (ICC), Blue (or alt) powder-coat finish with primer coat, 2-inch ball hitch	\$20,000.10	\$20,000.10
1.00	GSA-WAN-COLOR	Custom Color Scheme - All Blue	\$700.00	\$700.00
1.00	VSS-SHIP-TRLR	Flat Rate Shipping for Trailer	\$950.00	\$950.00
<b>TOTAL:</b>				\$21,650.10

**Notes**

**Terms & Conditions**

1. For all Investigative Data Platforms & Intelligence Lead Policing Commercial Data subscriptions fees increase annually by 4% each year.
2. CLK fees are shown for budget purposes only. Please DO NOT issue PO to Millenium Products, Inc. for renewals of CLK fees.
3. Any use tax, sales tax, excise tax, duty, custom, inspection or testing fee, or any other tax, fee, or charge of any nature whatsoever imposed by any governmental authority, on or measured by the transaction between Millenium Products, Inc. and Purchaser shall be paid by Purchaser

in addition to the price quoted or invoiced. In the event Millenium, Products, Inc. is required to pay any such tax, fee, or charge, Purchaser shall reimburse Millenium Products, Inc. therefore or, in lieu of such payment, Purchaser shall provide Millenium Products, Inc. at the time the Contract is submitted an exemption certificate or other document acceptable to the authority imposing the tax, fee or charge.

Since 1999 Powerful Solutions Proven Results  
Generators • Portable Light Towers • Traffic Safety equipment • Surveillance Equipment • Fuel Trailers • Air Compressors License Plate Reader/ALPR Systems • Real-Time Crime Centers • Mobile Command Centers

**Project Total: \$21,650.10**

**Signature:** \_\_\_\_\_ **Effective Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

Please sign and email to [lori@milleniumproducts.net](mailto:lori@milleniumproducts.net)  
THANK YOU FOR YOUR BUSINESS!

Product ID	Description	Quantity	Price	Section 5, Item B.
CUP2-1001	Internal Cup Holders	1.00	\$39.53	\$39.53
C-LP2-USB-BL2	Console Accessory Bracket Kit with 2 Lighter Plug Outlets W/ 1 USB-C & USB Type A Dual Port Charger and 2 Blanks for Rectangular Accessories	1.00	\$92.04	\$92.04
C-ARM-102	Side Mount Armrest	1.00	\$55.46	\$55.46
LABOR-INSTALLATION	Installation	3.00	\$95.00	\$285.00
	CF-33 DOCKING STATION DUAL PASS-THROUGH & MOUNT	0.00	\$0.00	\$0.00
DS-PAN-1112-2	Docking Station for Panasonic Toughbook 33, 2-in-1 Laptop	1.00	\$1,001.82	\$1,001.82
C-MD-119	Swing arm with motion adapter	1.00	\$216.53	\$216.53
LABOR-INSTALLATION	Installation	2.00	\$95.00	\$190.00
	RADIO INSTALL	0.00	\$0.00	\$0.00
CUSTOMER ITEM	Customer provided part 1 Motorola APX7500 Remote head radio, antenna, wires & connections.	1.00	\$0.00	\$0.00
LABOR-INSTALLATION	Installation	3.00	\$95.00	\$285.00
INSTALL KIT	Installation kit to include wiring, connectors and necessary parts to complete installation.	1.00	\$343.00	\$343.00
7616-1001B	Dual Time Delay	1.00	\$90.37	\$90.37
SHIPPING & HANDLING	Shipping & handling.	1.00	\$175.00	\$175.00

Total Tax	\$0.00
<b>Total</b>	<b>\$9,087.25</b>

**Billing Address:**  
 UPPER MARLBORO, TOWN OF  
 14211 SCHOOL LN  
 UPPER MARLBORO, MD 20772  
 US

**Shipping Address:**  
 UPPER MARLBORO, TOWN OF  
 14211 SCHOOL LN  
 UPPER MARLBORO, MD 20772  
 US

Quote Date:03/03/2023  
 Expiration Date:06/01/2023  
 Quote Created By:  
 Kevin Frazier  
 Kevin.Frazier@  
 motorolasolutions.com

**End Customer:**  
 UPPER MARLBORO, TOWN OF  
 David Burse  
 dburse@uppermarlboromd.gov

Contract: 34655 - Prince George's Count  
 MD

Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	APX 6500 Mobile Radio - ADP Only - E5 Remote Mount	1	\$4,862.71	\$4,862.71
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE			
1a	G90AC	ADD: NO MICROPHONE NEEDED APX			
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA*			
1c	G72AD	ADD: APX O3 HANDHELD CH			
1d	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX			
1e	GA00580AA	ADD: TDMA OPERATION			
1f	G51AU	ENH: SMARTZONE OPERATION APX6500			
1g	G67DR	ADD: REMOTE MOUNT O3 APXM			
1h	G78AT	ENH: 3 YEAR ESSENTIAL SVC			
1i	GA01771AB	ENH: ENHANCEMENT LEVEL 2			
1j	W432AG	ADD: AUXILIARY SPKR 13W (3.2OHM)			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, the Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
1k	G444AH	ADD: APX CONTROL HEAD SOFTWARE			
1l	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)			
1m	G806BL	ENH: ASTRO DIGITAL CAI OP APX			
1n	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870			
1o	G361AH	ENH: P25 TRUNKING SOFTWARE APX			

Grand Total

\$4,862.71(USD)

## Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, the Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



Affidavit

Section 5, Item B.

Bringing Advanced Technologies to the Security World

February 16, 2023

David A. Burse  
Chief of Police  
The Town of Upper Marlboro  
14211 School Lane  
Upper Marlboro, MD 20772

Tel: 301-627-6905  
Email: [dburse@uppermarlboromd.gov](mailto:dburse@uppermarlboromd.gov)

### Modular Vehicle Barrier-3X System

Dear Chief Burse,

Please find additional product information on the Mifram Modular Vehicle Barrier 3X System. Advanced Security Technologies LLC (AST) is the US distributor and sales arm for the Mifram product line. AST also manufactures dedicated US made transport trailers that can be used to bring the MVB3X and its accessories to the event. After the event, the equipment can be loaded back into the dedicated trailer that will be used as storage.



**A. System Advantages:**

- One person to install
- One person to dismantle at the end of the event
- One minute for each section to be connected
- Quick access in case of an emergency
- System can be used as an active gate
- Assembled without the need of any tools
- Folds for easy carrying
- Easy to store
- Zero maintenance
- Complete modular system. System can be as short or long as the event requires.

**B. Mobile Vehicle Barrier Specification:**

1. Barriers must be certified to ASTM-F2656-15
2. Barriers must be certified to ASTM/PAS 68 & IWA standards
3. Barrier System must be modular
4. Spacing between barriers must be 21"

5. Each complete MVB3X unit must weigh less than 55 lbs.
6. Each unit dimensions: L~46.5", W~21", H~32"
7. Tools shall not be required. System is to be assembled with pins.
8. Barriers must have the ability to be folded for transport mode.
9. Barriers shall be in bright yellow color as part of a standard order
10. MVB3X units must have the option to pivot.
11. MVB3X units must have the option of slide wheels.
12. MVB3X pivoting section shall be modular (meaning user can decide how many sections to open).
13. Barriers with pivoting systems should be able to connect to MVB3X units w/o pivoting systems.
14. Barriers must be for quick deployment (less than a minute to deploy a single unit).
15. Barriers must be able to be deployed by one person
16. Bottom edges of the barriers shall be protected by aluminum covers (for pedestrian safety)
17. Barrier System shall have the ability to be deployed from the road and up to sidewalk in one continuous line.
18. MVB3X units shall have the ability to be used on any type of terrain (Sand, Gravel, Asphalt, Concrete)
19. MVB3X units shall be shipped in steel boxes
20. MVB3X units shall not require any maintenance

**C. Pricing Information:**

Part Number	MVB3X New Generation MVB	Unit Price	QTY	Extended
MIF-MVB3X	MVB3X unit	\$1,450	10	\$14,500
MIF-MVB3X-PS	Pivot system	\$594	10	\$5,940
MIF-MVB3X-SWF	Slide Wheel – Fixed	\$455	1	\$455
MIF-MVB3X-SWR	Slide Wheel – Rotating	\$455	4	\$1,820
AST-MVB3X-PBL	Large Storage/Shipping Box	\$970	1	\$970
	Shipping & Handling	\$600	1	\$600
			<b>MVB-3X Total</b>	<b>\$24,285</b>

**D. Notes:**

1. Above breakdown is based on a single box of 10 x MVB3X units with Pivots and accessories.
2. All MVB3X units will include the front wheel assembly.
3. A single 10-unit box can include 10 x MVB3X, 9 x Pivots, 4 handles, 2 End pieces, 1 fixed slide wheel and 4 rotating slide wheels.
4. All units have Pivot capability (Can be used as an active gate).
5. Slide wheels are quoted and will be shipped inside the shipping box.

**E. Terms & Conditions:**

1. F.O.B – Destination. Shipping has been included in the above price.
2. Taxes are not included. Should any taxes are levied they will be paid for by the purchaser.



3. Delivery: 6-8 weeks ARO
4. Payment terms – net 30.
5. Prices are valid for 90 days.
6. Purchase of equipment is subject to Advanced Security Technologies LLC standard terms and conditions.

If you have any additional questions, please don't hesitate to contact me at any time.

Sincerely,



Yaron Getter  
Principal & Co-Founder  
Advanced Security Technologies LLC  
Mobile: (917) 561-1344 | [ygetter@adsectec.com](mailto:ygetter@adsectec.com)

**BOARD OF COMMISSIONERS  
FOR THE  
TOWN OF UPPER MARLBORO**

ORDINANCE: 2023-02  
SESSION: Regular Town Meeting  
INTRODUCED: February 28, 2023  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE TO REGULATE AND PROVIDE FOR THE CONDUCT OF VOTER REGISTRATION, MAINTENANCE OF RECORDS, CONDUCT OF ELECTIONS, CERTIFICATION OF ELECTION RESULTS, AND PENALTIES RELATED THERETO; AND GENERALLY RELATING TO TOWN ELECTIONS**

**WHEREAS**, a division of the Town Charter is entitled “ Registration, Candidates and Elections” and includes §82-19 (Voters) through §82-35 (Penalties); and

**WHEREAS**, Section 82–34 of the Town Charter (Regulation and Control) states that the Board of Commissioners shall have the power to provide by ordinance in every respect not covered by the provisions of said Charter for the conduct of registration, candidacy and elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud; and

**WHEREAS**, Ordinance 2001-2 entitled “An ordinance to regulate and provide for the conduct of voter registration, maintenance of registration records, conduct of elections, certification of election results and penalties related thereto” was enacted on October 9, 2002; and

**WHEREAS**, Section § 4-108 of the LG Article of Md. Ann. Code states (i) that a qualified voter may vote in a municipal election by absentee ballot, (ii) that a municipality shall provide a procedure to vote by absentee ballot, (iii) that a municipality may not require an individual to provide a reason that the individual will be unable to vote in person on election day in order to vote by absentee ballot, and (iv) that a municipality may use any method to enable absentee voters to vote, including using any facilities to transmit and receive applications for absentee ballots; and

**WHEREAS**, Section § 4-108.1 of the LG Article of Md. Ann. Code states that as to voting in a municipal election: (1) a person is subject to the offenses and penalties related to voting specified under § 16-201 of the Election Law Article; and (2) the State Prosecutor or the State's Attorney for the county in which the municipal election was held and where the offense is alleged to have occurred may prosecute the person for the offense; and

**WHEREAS**, Section 82–59 of the Town Charter (Authority to employ personnel) states that the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or state law and to operate the Town government

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES HEREBY ORDAIN AND ENACT AS FOLLOWS:

## ELECTIONS

### Section 1. Purpose and Authority:

A. The purpose of this Ordinance is to set forth the rules and procedures for electing or selecting the five (5) Town Commissioners for the Board of Town Commissioners, and putting advisory or referendum questions before the voters, as well as to define the roles and responsibilities of the Board of Supervisors of Elections, the Town Clerk and other employees charged with managing the municipal election and registration processes.

B. The authority to hold municipal elections is contained in Article XI-E of the Constitution and the Local Government Article of the State of Maryland Annotated Code, as amended from time to time, and certain sections of the Charter of the Town of Upper Marlboro. Although the State Elections Article is not generally applicable to municipal elections, all Town election procedures shall be subject to the relevant and controlling provisions contained in the Annotated Code of Maryland.

### Section 2. Applicability:

This Ordinance applies to the process of electing and selecting the members of the Board of Town Commissioners for the Town of Upper Marlboro and the conduct of registration, candidacy for office and elections in general and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud.

### Section 3. Definitions:

- A. Absentee Voting: Voting in a location other than an official polling station using a ballot not typically used in a polling place.
- B. Ballot: The means by which a resident records their vote. It may be an Electronic Ballot (generated by a voting machine) or a Paper Ballot (designed by the Town Clerk or designated employee with approval of the Board of Election Supervisors).
- C. Ballot Question: Non-binding questions the sitting Board of Town Commissioners may chose to incorporate into the ballot to receive advice or input from the Town’s voters on different topics. Such questions may also include referendum questions mandated by State law.
- D. Board of Supervisors of Elections: Is composed of at least three (3) members, with a maximum of five (5) members; who shall be appointed by the Board of Commissioners by the second Tuesday in September in odd years and serve for a term of two years.

- E. Duly Authorized Agent: A person at least 18 years of age, who is not a candidate on the ballot, and is designated in writing by a qualified voter as his or her agent in picking up and delivering an absentee ballot.
- F. Election Day: The 1st Tuesday in November of every odd-numbered year as established by Charter.
- G. Election Judges: Town residents who are otherwise eligible to vote in a Town election may be appointed as needed by the Board of Supervisors of Elections to assist with conducting the election. On Election Day Members of the Board of Supervisors of Elections shall also be considered to be Election Judges for the purpose of Section 8 of this ordinance.
- H. Election Procedures Manual: A reference manual for Town Commissioner and other Town elections containing detailed instructions on preparing and conducting an election as well as standard templates and relevant legal references. Said Manual is to be approved and updated from time to time by ordinance. This Manual shall have the force of law and is regarded as both substantive rulemaking and interpretive agency guidelines on existing laws and customs pertaining to the conduct of registration, candidacy, and elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud.
- I. Prince George's County Board of Elections: the authority for conducting elections in Prince George's County under the State Election Code, which is generally inapplicable to municipal elections with certain exceptions.
- J. Provisional Voter: A resident not listed in the Voter Registration List, whose eligibility to vote must be established after casting a ballot.
- K. Public outreach: A systematic attempt and/or requirement to provide information, notice or services to a targeted group of people, such as posting to the Town website or in a newspaper of general circulation.
- L. Qualified Voter: An individual authorized under the Town Charter to vote in elections in the municipality. A qualified voter domiciled in the Town of Upper Marlboro may not generally vote in any other jurisdiction of the State using another residence.
- M. Registration: Recording one's name and other information on a list of qualified voters. See also Universal Registration and the Supplemental Voter Registration List.
- N. Sample ballot: A facsimile of a ballot used for informational purposes.
- O. Special Election: An election held on a date other than a regularly scheduled general election for the purpose of filling a Town Commissioner vacancy or conducting a referendum. A special election shall be held pursuant to the Charter or relevant State law not less than thirty (30) days and not more than forty-five (45) days after the vacancy is created.
- P. Spoiled ballot: A ballot that has been declared invalid by the Board of Supervisors of Elections, is endorsed as such by an election judge and ratified by vote of the Board of Supervisors of Elections and is excluded from the vote count in accordance with this ordinance and criteria detailed in the election procedures manual of the Town of Upper Marlboro.
- Q. Supplemental Voter Registration List: A list of voters registered to vote solely in Town elections.

- R. **Town Clerk:** A municipal employee and appointed official charged with a set of clerical and other responsibilities, including management of the municipal elections process. Election preparation and management may be carried out by another designated municipal employee unless the Town Charter states otherwise. Unless another employee or official is designated by written resolution of the Board, the Town Clerk shall serve as the municipal corporation liaison to the County Board of Elections and as clerk to the Town Board of Supervisors of Elections. The Town Clerk may accept documents on behalf of the Board of Election Supervisors.
- S. **Universal registration:** A system of qualifying voters based on residency in the State of Maryland and its political subdivisions to vote in Federal, State, County and Municipal elections by registering only once. The Town Charter also provides for the maintenance of a Supplemental Voter Registration List for those who wish to register only in Town elections.
- T. **Voter Authorization Card (VAC):** A card provided by the Prince George's County Board of Elections or the Town Board of Supervisors of Elections in conjunction with the voter registration lists that must be signed before a voter may proceed to cast a vote.
- U. **Voter Registration List:** Official primary voter registration list for the Town of Upper Marlboro obtained from the Prince George's County Board of Elections and maintained by the State of Maryland Board of Elections.
- V. **Voting age:** at least 18 years of age, per Section 82-19 of the Town Charter.
- W. **Voting machine:** A mechanical or electronic piece of equipment, including software, used to define ballots; to cast and count votes; to display and report election results; and to maintain an audit trail.
- X. **Voting machine vendor:** A business that sells or leases voting machines and provides the technical support to operate them.
- Y. **Write-in Vote:** The action of a voter permitted by the Charter to write-in the name of a person who is not a declared and certified candidate for Town Commissioner on the ballot.

#### **Section 4. Voter Registration**

- A. Every person who (a) is a citizen of the United States, (b) is at least eighteen (18) years of age, (c) has resided within the corporate limits of the Town for thirty(30) days next preceding any Town election and (d) is registered in accordance with the provisions of Section 82-24 of the Town Charter shall be a qualified voter entitled to vote at any or all Town elections.
- B. An applicant for Town registration on the Supplemental Voter Registration List shall sign a form and verify by oath the following information: (i) full name, address, date of birth, citizenship status, and date of residency in Town. When a disabled applicant is unable to come to the Town offices or designated place to sign a registration form, a supervisor or the Town Clerk may visit the disabled applicant at that person's residence to secure the signature.

#### **Section 5. Appointment and Duties of Board of Supervisors of Elections**

A. The Board of Supervisors of Elections exercises general supervision of the Town elections in accordance with Section 80-20 of the Town Charter. The Board of Supervisors of Elections shall be appointed for a two-year term by the Mayor with the approval of the Board of Town Commissioners on or before the 2<sup>nd</sup> Tuesday in September in even numbered years or the year before the general Town election. The Board may be composed of three to five members including any additional member that may be designated to serve as an alternative or substitute member who shall act as a member in the absence of any one of the regularly appointed members.

B. Members of the Board of Supervisors of Elections shall meet the qualifications stated in Section 82-20 of the Town Charter and may be removed in accordance Section 82-21 of said Charter.

C. The Board of Supervisors of Elections shall appoint one of its members as chairperson. Vacancies on the said Board of Supervisors shall be filled by the Mayor with the approval of the Board of Commissioners for the remainder of the unexpired term as needed. All persons appointed to serve as a supervisor or election judge shall take the oath or affirmation administered by the Mayor as found in Section 82–85 of the Town Charter.

D. In addition to the duties enumerated in Section 82-22 of the Town Charter, it shall be the duty of the Board to become familiar with relevant State laws, Town charter and ordinances and the Election Procedures Manual that guide the electoral process by reading said documents and attending relevant training at the State, County or municipal level; review supplemental voter registration lists and absentee voter lists; prepare the polling station and supervise the election; and tally the votes and report the election results to the sitting Board of Town Commissioners.

E. The Board of Supervisors of Elections may also appoint election judges to assist with carrying out an election. All supervisors and election judges shall be qualified voters of the Town, and the Board of Supervisors of Elections shall submit the names of all appointed elections judges to the Town Clerk prior to the election.

F. The Board of Supervisors of Elections, Chairman, and election judges shall be compensated by the Town per election in the below amounts:

- Board of Supervisors of Elections Chair \$500 per election
- Board of Supervisors of Elections Member(s) \$350 per election
- Election Judge(s) \$250 per election
  - Elections Judges who do not work a full day at the polls shall receive a percentage of this pay equal to the percentage of the Election Day that they worked.

G. The Board of Commissioners may modify the above compensation established in this Section by written resolution. The Town Clerk shall ensure compensation is issued within seven (7) days after the election date. Expenditures for their compensation and to support the duties of the Board of Supervisors shall be determined by the Board of Commissioners annually in the budget.

## **Section 6. Preparing for Town Elections**

Town elections take place on the second Tuesday in November of every odd-numbered year and in accordance with the following:

A. Election Schedule: In September prior to the Town election, the Town Clerk shall update the election schedule for publication on the Town website in October or other suitable means of public outreach. The schedule shall contain important dates and deadlines related to the election.

B. Registration:

1. No less than six (6) months prior to a Town election, the Town Clerk shall contact the Prince George's County Board of Elections and request the development of a plan and schedule to implement universal registration, including a voter registration list and the supporting materials for the Town election, pursuant to §3-403 of the Maryland Election Law Article, as may be amended. The Town's supplemental voter registration list shall be finalized by the Town Clerk thirty (30) days prior to the election date.
2. In accordance with Section 82-24 of the Town Charter, registration with the Prince George's County Board of Elections by a voter who resides in the corporate limits of the Town and whose address is reflected on the rolls as a Town resident shall be deemed registered for the Town elections. A person continues to have the choice to register only with the Town for its elections and not to register with the Prince George's County Board of Elections.
3. Persons desiring to register only with the Town may register at Town Hall during normal working hours daily; or upon request, may receive an application by mail. Registration shall be permanent (unless lawfully purged), and no person shall be entitled to vote in Town elections unless he is registered to vote with the Board of Supervisors upon the supplemental municipal voter registry maintained by the Town at least ten (10) days prior to the election or with the Prince George's County Board of Elections in accordance with state law. In accordance with Section 82-23 of the Town Charter, the Board of Election Supervisors shall give at least two weeks' notice of every registration day or the general availability of registering at the Town Hall in a newspaper of general circulation as stated in paragraph B(1) above.
4. It shall be the duty of the Board of Supervisors of Elections to keep the registration lists up to date by striking from the lists persons known to have died, to have moved out of the Town, or who have become otherwise disqualified by the Board of Supervisors or the County Board of Elections. An individual is not qualified to be a registered voter under state law and the Charter if the individual shall have been convicted of a disqualifying crime or be under guardianship for mental disability as provided in Section 3-102(b) of the Election Article of the Annotated Code of Maryland. The Board of Election Supervisors will not enter or maintain on the rolls maintained as town-only rolls any voter registered with the County system.

C. Board of Supervisors of Elections: Recruitment of potential members of the Board of Supervisors of Elections may begin in July and August a year prior to the election by publicizing the position in suitable means of public outreach and the Town Clerk shall ensure that all members of the Board of Supervisors of Elections receive a course of training in their duties. The training shall take place throughout the year prior to an election.

D. Town Commissioner Candidacy:

1. The Town Clerk shall provide notice of the filing deadline of an election by suitable means of public outreach no less than sixty 60 days before a general election, and no less than twenty days for a special election, as needed; provide Petitions of Candidacy and Written Intent Statement forms to residents wishing to file for Town Commissioner candidacy to be received no later than the second Monday in October of the election year; and receive and review the filed forms.
2. The Board of Election Supervisors shall prepare said forms for use by candidates in securing nominating signatures as required by § 82-28 of the Charter. Any statements of candidacy or petitions filed with a supervisor shall be promptly transmitted to the Clerk.
3. A candidate seeking to withdraw must submit to the Board of Election Supervisors a written, signed letter clearly stating the candidate's intent to withdraw within three (3) business days after the deadline for filing said forms and the names of all candidates not withdrawn in accordance with this section will remain on the ballot through the election.
4. As soon as practical after the deadline for filing of petitions and written intent statement forms, the Board of Supervisors of Elections will meet and review each one. The qualifications of the prospective candidate will be certified in accordance with the Charter. Each signature on the petition will be checked for qualified voter registration. If the petition or statement has any defects or missing information, the Chairman, another designated supervisor or the Clerk will advise the candidate of the findings. The candidate may withdraw the petition or statement, or correct the defects and resubmit the form before the filing deadline.
5. Each candidate may designate up to two (2) observers who may be present in the polling place during the period of the election and thereafter when the ballots are actually being counted and certified provided that the observer has written authorization from the candidate. Upon closing of the polls, the candidate may be one of the observers for the purposes of witnessing the vote count. A police officer may be allowed in the voting or canvassing room for purposes of order. Observers must not disrupt, or interfere with election activities and any observer including a candidate may be asked to leave by the Board of Election Supervisors if the observer is deemed to be disruptive or interfering with election activities.
6. The Town Clerk shall also advise candidates on all relevant election matters, including the election schedule, Candidates' Night, campaigning and other questions that may arise.

E. Campaign Materials and Electioneering: The Town Clerk shall inform Town Commissioner candidates of the Town's campaigning rules. Starting three weeks prior to the election, campaign literature may be distributed, and campaign signs and posters may be displayed on private property, including the Town maintained rights-of-way, with the abutting property owner's permission. No person may canvas, electioneer or post any campaign literature or material in a polling place or within a one hundred-foot radius from the entrance and exit of the building closed to that part of the building in in which voting occurs, nor shall anyone linger, be or remain within



said distance of one-hundred feet of the polls except election officials and peace officers, unless it be in approaching the polls to vote or in passing along the streets in the usual and orderly manner of travel.

Campaign signs shall:

1. Not be displayed until three (3) weeks prior to the election.
2. Not create a public safety hazard.
3. Be removed within two (2) days after the election.
4. Not be attached to utility poles.
5. Displayed on designated Town right of way locations determined by the Town Administrator together with the Director of Public Works and the Chief of Police in the August prior to each election. In a Special Election the locations used in the last general election shall apply.

F. Write-in Candidates: The Town Clerk shall ensure the ballots provide adequate spaces to permit the voter to write in the name or names of additional candidates not listed on the ballot. A write-in candidate may win an election if they meet all the qualifications to be elected and serve as a Commissioner and receive at least the 5<sup>th</sup> highest vote count in a general election or the highest vote to fill a vacancy in a special election.

G. Candidates' Night: The Town Clerk shall arrange for a Candidates' Night to be held in October prior to a Town election. All qualified candidates confirmed at that time may participate in this moderated public forum to introduce themselves, briefly state their platform, if any, and answer questions from residents. A third party group or organization may also assist with this event and preferably act as moderator. A reasonable attempt shall be made to ensure the date and time chosen allows all candidates a reasonable opportunity to participate.

H. Notice of Election: In accordance with Section 82-23 of the Charter, the Town Clerk shall give at least two (2) weeks' notice of every election in a paper of general circulation, or other suitable form of public outreach, and physically post the Election Notice in three (3) public places in the Town.

I. Election Supplies: The Town Clerk shall ensure that all necessary election supplies and materials are on hand on Election Day, either for voting by paper ballot or by voting machine.

## **Section 7 Absentee Ballots**

An eligible voter may vote by absentee ballot in a Town election for any reason, pursuant to §4-108 of the Maryland Local Government Article, as may be amended. Subject to oversight by the Board of Elections Supervisors, the Town Clerk shall prepare absentee ballots and an absentee voter list to keep an accurate record of voters who request an absentee ballot.

- A. Application: A registered voter may request an absentee ballot as early as thirty (30) days prior to the election. The request can be made electronically or by mail. Absentee ballots and accompanying envelopes are made available to any eligible voter upon request until

the election, including ballots requested in writing by a duly authorized agent. Requests can be made up until the closing of the polls, however all ballots must be submitted prior to the polls being declared closed in order to be counted. Upon issuing an absentee ballot the Town Clerk shall cross that persons name off the voter registration list and mark “absentee ballot” next to the name.

- B. Lost or Destroyed Absentee ballots:** No voter who has been issued an absentee ballot for an election shall be authorized to cast their ballot in any manner other than by casting an absentee ballot. Should an absentee ballot be lost or destroyed, without being returned to the Town Clerk, a second ballot may be issued. The Town Clerk shall verify that one (1) ballot is being submitted for each absentee voter. If the Town Clerk finds a voter has cast more than one absentee ballot they shall challenge these ballots. Should the absentee ballot be challenged by the Town Clerk as to the ballot being cast by the person to whom it was issued or as to the ballot being obtained and returned in accordance with the provisions of this section, the Board of Supervisor of Elections shall determine the validity of any challenged absentee ballot.
- C.** When the Board of Supervisors of Elections determines from proof or investigation that any person who has marked and transmitted and absentee ballot has died before Election Day, such ballot of the deceased voter shall not be counted. However, if prior to the time of such counting and certification of the results, the Board of Supervisors of Elections shall not have determined that the absentee resident who makes a ballot had died before Election Day, such ballot shall be counted, and the fact that said absentee resident may later be shown to have been actually dead on Election Day shall not invalidate said ballot or said election after the results have been certified.
- D. Mailed Ballot Collection:** A Member of the Board of Supervisors of Elections shall go to the Board of Supervisors of Elections Post Office box at the closing of the polls. If any ballots are found within they shall be considered submitted or cast prior to the closing of the polls and shall be counted.

**B. Qualified Agent:** Any registered voter voting by absentee ballot may designate an agent to pick up and deliver an absentee ballot granted that they; are at least 18 years of age, are not a candidate on the ballot, sign an affidavit under penalty of perjury that the ballot was delivered to the voter who submitted the application, marked and placed in an envelope by the voter, or with assistance in the agent's presence without any undue influence; and returned to the Town by the agent.

**C. Late Absentee Ballots:** Any absentee ballots received after polling has closed will be handled as a spoiled ballot.

**Runoff Elections:** An attempt will be made to supply any voter who voted absentee with a absentee ballot for any runoff election as soon as official copies are available, and the above regulations shall substantially apply to any runoff election.

E. Storage of Absentee Ballots: Every absentee voter shall be listed on the absentee voter list that includes name, address, date of issuance of ballot and date of receipt of voted ballot. Voted ballots shall be kept sealed in their envelopes and stored in a secure location to be opened and tallied on Election Day.

F. Absentee Ballot Delivery: On elections day, prior to the closing of the polls the Town Clerk shall deliver the absentee ballots to the place designated by the Board of Supervisors of Elections and shall make an accounting for the purpose of counting absentee ballots as to the number of absentee ballots issued and the number returned. The Town Clerk shall keep such record of the absentee ballots in a secure place as is kept with other voting records.

### **Section 8 Election Day**

On Election Day all members of the Board of Supervisors of Elections shall be considered Election Judges as well as being members of the Board of Supervisors of Elections. The preparation for and the conduct of an Election Day are described in detail in the Election Procedures Manual. The polls are open between 8:00 a.m. and 7:00 p.m.

A. Preparing the Polling Station: The Town Clerk shall meet the members of the Board of Supervisors of Elections and Election Judges before polls open at 8:00 a.m. on Election Day to prepare the polling station. Preparation of the polling station includes:

1. Posting sample ballots and instructions outside and inside the polling station for public view. The sample ballot shall show names of declared candidates and questions, if any.
2. Demarcating a one hundred (100') foot perimeter around the polling station structure as a "no electioneering" zone. No campaigning by candidates or their supporters will be allowed within this area. Candidates for election may cross this line only to cast their own vote.
3. Setting up a voter "check-in" station, including readying of the voter registration lists and Voter Authorization Cards.
4. Completing set up of voting booths. If voting machines are used, the Elections Chair, with assistance from the voting machine vendor, shall verify that they are ready for use and counters set to zero. If paper ballots are used, members of the Board of Supervisors of Elections shall ensure that each booth has a pen for marking the ballot.
5. Setting up ballot boxes if paper ballots are used. Ballot boxes must be empty and ready for use. The Town Clerk shall keep the ballot box key in secure storage until the polls close.

### B. Polling Station Open:

1. The Board of Supervisors of Elections supervises the polling station and may assign Election Judges to their particular stations. Upon opening of the polls, all Election Judges shall take their assigned stations. At least one member of the Board of Supervisors of Elections shall remain at the polls at all times. At least two Election Judges shall staff the voter check-in/ registration tables. One Election Judge shall staff the voting booths and

one shall staff the ballot boxes, if paper ballots are used. Physically disabled voters shall be assisted in a manner substantially consistent with the relevant provisions found in the Maryland Election Law Article, as may be amended.

2. The Elections Supervisor Chair shall be responsible for provisional voting and ensure that residents, who are not on the voter registration list, are able to cast a provisional ballot. Provisional ballots are set aside for separate tallying. Votes remain provisional until the eligibility of the voter has been established by the Prince George's County Board of Elections and the Board of Elections Supervisors.

3. The Town Clerk shall announce the closing of polls five minutes before 7:00 p.m. on Election Day. Any resident wishing to observe the tallying may remain inside the polling station when the doors are locked. No one shall be permitted to enter or re-enter the polling station while tallying is in progress.

C. Vote Count Observation and Decorum: After the last voter has voted and the polls have closed, and before the canvassing or counting begins, candidates and members of the public may be permitted to enter the room where the votes will be counted. Once the counting begins, the door to the counting room will be closed and no one will be allowed to enter until the votes have been tallied. Once inside the room, anyone wishing to leave will not be readmitted until the counting has concluded. The use of electronic devices, other than those being used by the Board of Supervisors of Elections for counting, will not be permitted in the polling room during the counting of the votes. Anyone who violates the restrictions set forth herein may be, at the discretion of the election judges, ejected from the proceedings.

If paper ballots are used:

1. The ballot box key shall be returned to the Elections Supervisor Chair by the Town Clerk to open the ballot boxes.
2. The Elections Supervisor Chair shall remove ballots from the ballot box and organize them for tallying assisted by other members of the Board of Supervisors of Elections.
3. The Elections Chair shall read out aloud how each ballot was voted, including write-in votes and ballot questions (if any).
4. Two members of the Board of Supervisors of Elections will independently tally the votes cast for each candidate and results of each ballot question.
5. In the case of an irregular or potentially spoiled ballot, the Elections Supervisor Chair shall consult with two other members of the Board of Supervisors of Elections to determine if the ballot is valid or spoiled in accordance with criteria detailed in this ordinance and the election procedures manual of the Town of Upper Marlboro. If spoiled, the ballot shall be marked "void" and set aside. A designation of a voided ballot shall be ratified by a majority of all supervisors prior to certification and shown to any challenger but shall not leave the hand of the member of the Board of Supervisors of Elections.
6. When all regular ballots are tallied, the Elections Supervisor Chair shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the

County voter registration list and the Town supplemental voter list to ensure that the total number of voters agrees with the total number of ballots cast.

7. Provisional votes shall be tallied separately and set aside until the qualification of each provisional voter can be verified.
8. Voted ballots shall be placed in envelopes, sealed and signed across the seal by three members of the Board of Supervisors of Elections. Said envelopes, marked voter registration list and Voter Authorization Cards shall be kept in a secure place until they are delivered to the Prince George's County Board of Elections for certification.
9. Tally sheets shall be verified, signed and dated by the Elections Supervisor Chair and members of the Board of Supervisors of Elections. Tally sheets, together with spoiled ballots, those not distributed and not used shall be placed in envelopes, sealed, signed across the seal by at least three members of the Board of Supervisors of Elections and returned to the Town Clerk.

If voting machines are used:

1. The Elections Chair, with two other members of the Board of Supervisors of Elections, shall open the voting machines and unroll the tally sheets.
2. The machine count shall be verified by at least two members of the Board of Supervisors of Elections. Under the supervision of the Elections Chair, members of the Board of Supervisors of Elections shall tally record sheets from each voting machine once the machine votes have been tallied, the Elections Chair shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter registration list to ensure that the total number of voters agrees with the total number of ballots cast.
3. Provisional votes, cast by paper ballot, must be tallied separately, and returned separately to the Prince George's County Board of Elections to be certified.
4. Tally sheets shall be verified against the total count of the signed voter authorization cards, a count of check marks on the County voter registration list, and a count of checks on the Town supplemental registration list.
5. Voting machine tally sheets and absentee ballots shall be placed in envelopes, sealed, and signed across the seal by at least three members of the Board of Supervisors of Elections.
6. Voting machines shall be locked and sealed and keys placed in a sealed envelope for safekeeping until the voting machines are picked up by the vendor.

Canvassing absentee ballots:

1. The official receiving an absentee ballot shall note date and time of receipt and initial on the front of the envelope. If a date stamp is used, the stamp is endorsed with the initials of the person accepting receipt. The envelope shall not be opened by anyone at time of receipt. The ballots received prior to the closing of the polls will be placed in a locked file. Ballots received at the town office will be delivered to the custody of the Town Clerk as soon as practicable. The name of the person doing this will be entered in the register described below.

2. On election day, the Board of Election Supervisors will maintain all absentee ballots in a separate, secure file box with the related application materials until the polls close. No absentee ballot received by mail can be counted unless it was postmarked no later than Election Day.

D. Recount and Tie Votes: The Board of Commissioners has jurisdiction and power to hear and determine any appeals, to review and correct the actions of the Board of Election Supervisors and to order the recanvassing, recounting and re-certification of the results of any election. The Board of Supervisors of Elections may conduct a recount if it discovers or suspects a defect or error in its procedures prior to the deadline for certifying the results in accordance with the Charter. In the case of a tie vote, the Board of Commissioners shall order and provide a run-off election between the tied candidate within twenty-one (21) days of the initial election.

E. Announcement of Election Results: The Elections Supervisor Chair shall announce the five candidates receiving the highest number of votes as Commissioners-elect or the candidate in a special election with the highest vote. The Elections Supervisor Chair shall also announce the results of any Ballot Questions.

F. Statement of Election Results: After the closing of the polls, the Board of Supervisors of Elections shall determine the vote cast for each candidate or question and shall, no later than 12:00 Noon on Thursday immediately following the election, certify the results of the election to the Clerk of the Town who shall record the results in the minutes of the next Town Meeting of the Board of Commissioners. The five candidates for Commissioners receiving the highest number of votes in a general election shall be declared elected.

G. Certifying Election Results and Eligibility to Serve:

1. After tallying the votes, the voter registration lists, Voter Authorization Cards, and voted ballots, shall be retained by the Town for a period of at least six (6) months or in accordance with any approved and applicable records retention schedules.
2. The Charter does not confer upon the Board of Election Supervisors the power or responsibility for determining whether a successful candidate is qualified to serve, as distinct from initially determining whether a qualified candidate is qualified to stand for election at the time a petition is filed. Section 82-7 of the Charter empowers the Board of Commissioner to be the judge of the election and qualification of its members and Section 82-25 affords any person who feels aggrieved by the actions of the Board of Supervisors of Elections with the right to appeal the action to the Board of Commissioners. Therefore, the Board of Election Supervisors certifies elected candidates to the Clerk based exclusively upon the votes cast by registered voters qualified to vote, but certification is without prejudice to the jurisdiction of any other appropriate body or court to ascertain the eligibility of the successful candidate to serve in the capacity to which the individual was elected.

### **Section 9 Ballot Questions**

Pursuant to Ordinance 2019-08, the sitting Board of Town Commissioners may, by Resolution or the qualified voters may petition to add non-binding questions to an election ballot to receive

advice or input from the Town's voters on different topics. Said Resolution should list each question and provide detailed background information and a statement as to why this topic is important. The Resolution should be approved no more than thirty (30) days prior to the election date. Ballot questions shall be included in the sample ballot and posted in a paper of general circulation, or other suitable form of public outreach.

## **Section 10 Additional Items, Meetings, Penalties and Disqualifications**

A. Assistance To Voters: Any registered voter who requires assistance to vote by reason of blindness, disability, or inability to read the English language or write may be given assistance by a person of the voter's choice, not to include the voter's labor union or employer. Any person rendering assistance pursuant to this subsection shall execute a certification to be included in the instructions.

B. Voting Secrecy: The Board of Elections shall provide an enclosure to vote that ensures secrecy in the marking of the ballots and shall count the ballots only after the close of the polls as scheduled.

C. Meetings. The Board of Elections may meet at regular intervals and may hold special meetings as may be required and all such meetings shall be publicly advertised and open to the public in accordance with the Md. Open Meetings Act. The Board's internal deliberations are generally governed by Robert's Rules of Order, Revised.

D. Disputes and Appeals. Upon appeal of an action of the Board of Supervisors of Elections, the Board of Commissioners will attempt to resolve any disputes over candidate or voter qualifications, voter registration and related matters by hearing at which witnesses may be asked to appear and provided sworn testimony. Affected persons may be advised or accompanied by legal counsel. The Board may also draw upon the investigative unit of the Town Police for additional information it needs to develop facts for decision.

C. Penalties: Any person who shall violate any of the provisions of this Article shall, upon conviction, be sentenced to pay a fine of not more than one thousand dollars (\$1,000) or be sentenced to imprisonment for not more than six (6) months, or both, in the discretion of the court. Any person who:

(1) fails to perform any duty required of him or her under the provisions of the Town Charter, §§ 82-19 through 82-35, inclusive, or this Article passed thereunder, or

(2) in any manner willfully or corruptly violates any of the said provisions of the Charter or any ordinances passed thereunder pertaining to any registration, candidacy, or election, or

(3) willfully or corruptly does anything which will or will tend to affect fraudulently any registration, candidacy, or election, shall be deemed guilty of a misdemeanor, punishable as provided in this Section.

D. Disqualifications. Any officer or employee of the Town government who is convicted of a misdemeanor under the provisions of this Section shall immediately upon conviction thereof cease to hold such office or employment.

**Section 10 Severability**

If any section, subsection, paragraph, sentence, clause, or word contained in this Ordinance shall be declared invalid for any reason, such decision shall not affect the remaining portion of this Ordinance, which shall remain in full force and effect and to this end the provisions of the Ordinance are hereby declared to be severable.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners for the Town of Upper Marlboro, Maryland, that this Ordinance 2023-01 shall replace and repeal Ordinance 2001-02 (Elections).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST: THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Sarah Franklin, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

\_\_\_\_\_  
Karen Lott, 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 Ordinance, and that said Ordinance 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 \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John Hoatson, Town Clerk



**The Town of Upper Marlboro**

RESOLUTION: 2022-05  
SESSION: Regular/Special Town Meeting  
INTRODUCED: January 11<sup>th</sup>, 2022  
ADOPTED: February 8, 2022

**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.**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro (the “Board”) must meet and follow the Open Meetings Requirements (Subtitle 3) of the Open Meetings Act (Title 3) found in the Maryland Annotated Code, General Provisions Article, and the Town Charter; and

**WHEREAS**, in addition to the entire Charter, the Board is also specifically governed pertaining to meetings by the Town Charter, Sections 82-6 (Meetings of Board), 82-7 (Board to be the Judge of Qualifications of it [its] Members), 82-8 (Quorum), and 82-9 (Procedure of Board); and

**WHEREAS**, pursuant to said Section 82-9 of the Charter, the Board shall determine its own rules of order of business, and further pursuant to Section 82-13 of the Charter, the President shall preside at all meetings of the Board in accordance with the accepted rules of parliamentary procedure, except that they may vote on any questions before the Board; and

**WHEREAS**, pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question; and

**WHEREAS**, pursuant to Section 82-3 of the Charter, all legislative powers of the Town shall be vested in a Board of Commissioners consisting of five Commissioners who shall be elected and therein after provided and who shall hold office for a term of two years and until the succeeding Board takes office; and

**WHEREAS**, the Board intends to repeal and re-adopt its rules for the conduct of meetings as stated herein below; and

**WHEREAS**, the Board of Commissioners further finds that the following rules of order for the conduct of meetings and regulations for public meetings regarding observation of or participation in said meetings should be adopted as stated herein below.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Town of Upper Marlboro hereby approves, adopts and authorizes the following rules of procedure for the conduct of meetings and regulations for public meetings:

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## **ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT**

### **1.1 Authority.**

Section 82-9 of the Town Charter of the Town of Upper Marlboro, Maryland, grants the Board of Commissioners (the “Board”) the right to determine its own rules of procedure, and the following rules are enumerated under and by authority of said provision.

### **1.2 Applicability; Robert’s Rules.**

The rules of procedure adopted by the Board are applicable to Town Board of Commissioners meetings. Should these rules be silent or inapplicable on a matter of procedure then the latest edition of Robert’s Rules shall control.

### **1.3 Amendment.**

These rules may be amended, or new rules adopted, by a majority vote of the members of the Board present.

### **1.4 Recession and Suspension of Rules.**

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Board present.

## **ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES**

### **2.1 Meetings Shall be Public; Open Meetings.**

A. A meeting occurs when a quorum of the Board convenes to consider or transact public business. Pursuant to Section 82-8 of the Town Charter, a quorum is a majority of the Board’s elected membership, or three (3) commissioners. However, no ordinance shall be approved, nor any other substantive action taken unless the measure or action is approved by at least three (3) commissioners.

B. All meetings of the Board shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302, stating that except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the body from meeting in closed session as outlined in the Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

C. Maryland Open Meetings Act. *The Maryland Open Meetings Act, Chapter 3-A-The right*

to "attend" a meeting, Section 3- 303(a) provides, "[w]henver a public body meets in open session, the general public is entitled to attend." This means that members of the public may come to a meeting and observe it and not necessarily speak at the meeting unless the Charter or the meeting rules state otherwise. This includes any motion being considered to close a meeting, where the Act does not permit the public generally to be entitled to speak (*City of New Carrollton v Rogers*, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question, but that right is during the designated period. Ordinarily, the management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233 (2015) (stating that the Act does not regulate the presiding officer's decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012).

## **2.2 Regular Meetings.**

From the Charter: "The newly elected Board shall meet at 8:00 p.m. on the first Monday of December following its election for the purpose of organization, including electing a President and appointing a Treasurer, after which the Board shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings may be called upon the request of the President or a majority of the members of the Board. All meetings of the Board shall be open to the public, except that the Board may, by majority vote, meet in closed session for any purpose then authorized by State law; and, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question."

A. Regular Town Meetings: Starting in March 2022, the Board of Town Commissioners will hold their Town Meetings on the 4<sup>th</sup> Tuesday of the Month.

## **2.3 Work Sessions.**

A. Purpose. The Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Board. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Amendments, other legislation or formal (written) resolutions, should not be done

at a work session, unless the rules are suspended.

B. The Board conducts Work Sessions, which are open to public observation only, but participation is at the discretion of the Board. Starting in March 2022, Regular Work Sessions will be held on the 2<sup>nd</sup> Tuesday of the month. Work Sessions, like special or emergency sessions, are not regular meetings and no opportunity need be provided under Section 82-6 of the Charter for citizens to speak. See also Maryland Open Meetings Act, Chapter 3-A- The Right to "attend" a meeting, Section 3-303(a).

#### **2.4 Special Meetings.**

Occasionally, the Board will call a Special Meeting, or, an Emergency Meeting should a timely business item need immediate action. Special meetings may be called upon the request of the President or a majority of the members of the Board.

#### **2.5 Emergency Meetings.**

A. In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media, as applicable should any member of the media regularly attend Town meetings, and the public by electronic or website notification.

B. An emergency meeting is a type of special meeting. An emergency ordinance may be introduced and passed at any public meeting of the Board provided the rules allow it or are properly waived.

#### **2.6 Closed Sessions.**

The Board may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting - Section 3-305-306 (c). Notice of Closed Sessions shall be given as required by law. Closed sessions also encompass executive or administrative sessions of the governing body or joint meetings with staff. An executive or administrative session may be convened and closed to discuss the implementation of existing law, or policy or the discussion of pre-decisional administrative matters only and may not delve into policy or legislative or administrative rule making.

#### **2.7 Recessed Meetings.**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Board.

## **2.8 Information Meetings.**

The Board may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Board will determine the rules governing presentations at such meetings. Information meetings are similar to public hearings but are not mandated by law.

## **2.9 Public Hearings.**

This section is only used when a statutorily required public hearing is part of the order of business. The President/Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, the Commissioners may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the President may close the public hearing. The Board may deliberate or take action on the matter at hand upon the closing of the public hearing, provided the closure is permitted by the Maryland Open Meetings Act.

## **2.10 Roll Call and Attendance.**

- A. A majority of the members of the Board then in office shall constitute a quorum.
- B. Before the Board proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Except when participating by telephone, or video conference (with cameras on), members must be physically or virtually present at the Board's chamber to vote. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided being properly advertised in the agenda.

## **2.11 Quorum.**

- A. Majority of the members elected to the Board shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.
- B. The affirmative vote of a majority of the members elected to the Board shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to adjourn, or decide a procedural matter, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except as required by law or on matters involving the consideration of their own ethical conduct or conflict of interest.

D. Three (3) Commissioners consist of a quorum.

E. If conducting a virtual meeting or blended meeting, the at least three Commissioners (a quorum) on the call shall have their video on and faces visible to the public.

**2.12 Loss of a Quorum.**

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the President or Presiding Officer shall declare the meeting recessed until a quorum is reestablished. A member of the Board has a duty to attend all meetings called unless there is good cause to be absent.

B. Upon reestablishment of the quorum, the Board shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the President or Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the President or Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Board shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Board member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

**2.13 Conflict of Interest.**

A. A Board member prevented from voting by a conflict of interest shall file a conflict-of-interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

B. A Board member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Board's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in the Town of Upper Marlboro Public Ethics Ordinance (Ord. 2016-04), as amended.

**2.14 Presiding Officer.**

A. The President/Mayor shall serve as the Presiding Officer for all meetings of the Board. In the absence of the President, the senior Commissioner by time in office shall serve as the Presiding Officer. In the absence of a senior Commissioner, the clerk to the board shall call the meeting to order if a quorum of the Board is present and the first order of business



shall be for the Board to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

**2.15 Place of Meeting.**

All meetings of the Board, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, Board of Commissioners' Chambers. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door or other prominent place at the regularly scheduled meeting place. The Town may also conduct virtual or blended (virtual & in-person) as needed, with links to join virtually included on the agenda.

**2.16 Notice of the Meeting.**

Written notice of all public meetings of the Board shall be posted on the bulletin board or other customary place at Town Hall, and posted on the Town's website and social media outlets, if any. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

**2.17 Conduct of Meetings.**

Commissioners shall be recognized by the Presiding Officer before speaking. Other persons at the meeting of the Board may speak when called upon or invited.

**2.18 Dissents and Protests.**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Board and have the reason therefor entered into the minutes. Such dissent or protest may be filed in writing, if couched in respectful language, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

**2.19 Courtesy, Decorum, Conduct and Order.**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the President/Mayor (and members of the Board) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

- A. Before a Board member, staff member or an audience member may speak, they

must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the presiding official. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks may be barred by the Mayor from further comment before the Board during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, misleading, or slanderous. The Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.

- B. If a person fails to request to speak before speaking, the Mayor shall rule them “out of order” and remind them that they do not have the floor. While the Board of Commissioners is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Board meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor or Presiding Officer. Members of the Commission should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.
- C. Every person desiring to speak shall address the entire body and shall not single out a member of the Board, the audience or a staff member and shall confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
- D. With a “call for orders of the day,” this is simply another way of saying, “let’s return to the agenda.” If a Board member believes the discussion has strayed from the agenda, this motion may be raised. The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
- E. A member indulging in any language or conduct unbecoming a Commissioner shall be called to order by the Presiding Officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Board may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Board rules. A member of the staff or the public can likewise be expelled by order of the Mayor subject to review by the Board. The Mayor may be expelled if a motion is made by a Commissioner and approved by a majority of the Board. The Board would

then choose a temporary presiding officer to continue the meeting.

- F. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Board appointee(s) at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town's Director of Finance & Human Resources, or a Closed Session of the Commission may be requested to discuss the personnel matter.
- G. Members of the Board acting in their capacity as Commissioners shall not take positions on either national or foreign political issues that do not affect the Town.
- H. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises in the Board Chambers, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Board shall object to the ruling of the presiding officer, such member shall have the right to appeal to the body.
- I. Members of Staff - The Town Administrator and Town Clerk shall have the right to take part in the discussion of all matters coming before the Board, and other members of staff shall be entitled to take part in discussions of the Board relating to their respective offices.
- J. 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.
  - 1. 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.
  - 2. 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.
  - 3. 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.

4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
5. 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.
6. 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.
7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited and violators may be removed from the Commission chambers.
8. No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
9. 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.

**2.20 Board May Discipline its Own Members.**

A. In the event a Board member violates the Charter, an ordinance, these rules or any other law or regulation of the Town or acts in a manner that causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Board of Commissioners by majority vote of its members may discipline the offending member.

B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Board of Commissioners or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her absence.

C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Board chooses to take no action.
2. *Private Censure* – The Board may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
3. *Public Censure* – The Board may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be considered to be a public record and placed in the member’s personnel record along with any formal resolution.

D. Town elected officials alleged or found to be in violation of the Town’s Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

#### **2.21 Motions – when reduced to writing.**

Any member of the Board may call for a motion that has been made and seconded to be written down and read by the Town Clerk before debate.

#### **2.22 Other Procedural Motions.**

1. *Motion to Adjourn* – This motion, if passed, requires the Board to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. *Motion to Recess* – This motion, if passed, requires the body to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. *Motion to Table* – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Town Board of Commissioners meeting.
4. *Motion to Remove from the Table* – This motion, if passed, allows the Board to remove an item previously placed on hold. A vote in favor of removing an item

from the table must be made before the body can take action on an item that was tabled.

5. *Withdraw a Motion* – During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Board members are free to make the same motion or another motion.

### **2.23 Rules of Discussion of pending questions.**

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

## **ARTICLE 3. VOTING**

### **3.1 Voting Rules.**

A. When a question is put, every Board member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Board of Commissioners. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town Public Ethics Ordinance.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such member holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay.” A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Board.

D. Prior to a Board vote, the President/Mayor shall go down the list of the Commissioner’s names to check individually if there are any comments, questions, or concerns, prior to the

vote.

### **3.2 Voting Disqualification.**

- A. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
- B. A member shall openly state an abstention due to a conflict of interest or bias.
- C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- E. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter.

### **3.3 Tie Votes in Filling Vacancy.**

In the case of a vacancy under Section 82-32 of the Town Charter in the office of President and the remaining four elected members of the Board cannot agree on a successor to temporarily fill the office of President, then the Board member receiving the highest number of votes in the most recent general election shall become the Interim President/Mayor until the vacancy can be filled by a majority after a special election.

## **ARTICLE 4. MINUTES & RECORD KEEPING**

### **4.1 Minutes of Meetings.**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, minutes shall not be available until approved by the Board in a regular meeting. Approved minutes are also posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them which should be reviewed and decided on a periodic basis or as otherwise agreed upon by the Board.

### **4.2 Record of Meetings.**

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Board of Town Commissioners and for maintaining the official record, which shall include all Board actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Board of Commissioners.
- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

## **ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

### **5.1 Suspension of Rules.**

Any provisions of these rules not governed or controlled by federal, or state law, or the Town Charter or ordinances may be temporarily suspended by a majority vote of all elected members of the Town Board of Commissioners and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Board and shall have received preliminary approval of the Town Board at such meeting.

### **5.2 Enforcement of Rules and Procedures.**

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the President/Mayor under his or her own action, or upon a motion to enforce by any Board member.

- A. *Warning* – The President/Mayor may order any person (Board member, staff member or audience member) in violation of these rules to be silent.
- B. *Removal* – If, after receiving a warning from the Mayor or presiding officer, the person continues to disturb the good order of the meeting, the Mayor or presiding officer may order the person to leave the meeting. If the person does not leave the room, the President/Mayor may have the individual removed by the Police.
- C. *Motion to Enforce* – Any Board member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the body shall require the President/Mayor to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Mayor to comply will result in the Board selecting a new presiding officer and direct staff to have the Mayor removed from the meeting.

## **ARTICLE 6. THE AGENDA**

### **6.1 Agenda.**

- A. The agenda shall outline the established order of business.



- B. The President shall include on the agenda any item at the request of any member of the Board, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 days prior to the meeting.
- C. At least ten days before each regular meeting, the Town Clerk shall provide each member of the Board a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Md. Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
- E. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Board meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Board of Commissioners at the beginning of the meeting. Items on the agenda can be reordered by the Board during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on a Consent Agenda of a Regular Meeting. Any member of the Board may remove an item from the Consent Agenda and place it under Action Items.
- H. All meeting agenda and amendments shall be approved the Board at the beginning of the meeting. Items on the agenda can be approved by the Board during the scheduled meeting.
- I. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 business day prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

**6.2 Order of Business.**

The Town’s governing body shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

- I. Call to Order
- II. Roll Call

- III. Pledge of Allegiance
- IV. Consent to the Agenda
- V. Approval of Minutes/Financial Reports
- VI. Staff Reports
- VII. Committee Reports
- VIII. Commissioner Reports
- IX. Business Items
- X. Administrative Updates
- XI. Public Comment
- XII. Adjournment

## **ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

### **7.1 Purpose.**

The President or Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Board of Commissioners. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Ordinance Amendments, and other legislation or resolutions, should not be done at a work session. The following rules shall prevail for the call and conduct of work session meetings. *Except in compliance with Section 7.5.*

### **7.2 Agenda.**

Only a limited number of matters shall be considered by the Board during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

### **7.3 Documents and Exhibits to be Presented.**

When possible, staff shall make available to the Board all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence or other similar documents at least seven days before the beginning of the session.

### **7.4 Technical or Legal Questions.**

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Commissioners may, through the President, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof, like any other public meeting, may be closed to confer with legal counsel, staff or other

experts as permitted by the Maryland Open Meetings Act.

**7.5 Voting**

Voting in a Work Session shall not be permitted except in the case that:

- A. The matter is on a topic considered “Old Business”
- B. The voting on the matter is necessary due to a deadline before the next regular meeting.
- C. The matter does not concern the completion of a contract
- D. The matter does not concern an expense greater than \$5,000
- E. The fact of the vote must be advertised for as long as practical and for a minimum of 24 hours in advance of the Work Session.
- F. The matter will be moved to the first order of business on the Agenda.
- G. Public Comment must be allowed in accordance with Section 2.9 (J).

**7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session. Unless permitted by the presiding officer or unless the board will be voting on an issue in compliance with section 7.5 above.

**ARTICLE 8. GENERAL COMMISSIONER REQUESTS**

**8.1 Commissioner Requests.**

Commissioner requests that deal with policy issues and Commissioner requests that may be construed as direction or orders shall be directed to the President or their designee, except for general inquiries or questions involving constituent services, in which case the Commissioners may go to the Town Administrator, unless opposed by a majority of the Board.

**8.2 Commissioner Requests for Funding.**

Commissioner requests requiring funding must go through the President, Treasurer, and Director of Finance. The President and Treasurer shall respond in a timely manner.

**8.3 Use of Staff Resources.**

A request for use of staff time, other than standard requests for information from department heads, by a Commissioner must be made through the Town Administrator unless already approved by the Board of Commissioners.

**ARTICLE 9. PUBLIC STATEMENTS BY COMMISSIONERS**

**9.1 Representation or position by the Board or President.**

When the individual Commissioners give a public statement in their elected capacity on an issue affecting the Town, the Board member shall first identify the adopted position of the Town Board of Commissioners with respect to that subject, if any. Thereafter, the elected official may provide a statement of personal opinion or comment (including a minority or

opposing viewpoint), provided the Board member expressly acknowledges that such statements do not represent the position of the Town. Notwithstanding anything in this Article to the contrary, the President/Mayor as the Chief Executive Officer shall be the principal spokesperson for the Town on any municipal matter and pursuant to the Charter may reserve the paramount right and prerogative of speaking exclusively on behalf of the Town pertaining to the administration of the day-to-day affairs of the Town and the faithful execution of all laws and policies of the Town.


**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 8th day of February 2022.

ATTEST:

  
Clerk: John Hoatson  
Date: February 8, 2022



THE TOWN OF UPPER MARLBORO

  
Sarah Franklin, President

  
Janice Duckett, Commissioner

  
Thomas Hanchett, Commissioner

  
Karen Lott, Commissioner

\_\_\_\_\_  
Vacant, 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 8th day of February, 2022.

  
John Hoatson, Town Clerk



# Town of Upper Marlboro

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

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Tuesday, March 14, 2023  
Re: Town of Upper Marlboro Charter Review Board

Commissioners,

The Town of Upper Marlboro seeks to make changes to the Town Charter. To begin, the Board of Commissioners shall appoint, by resolution, a Charter Review Board. The purpose of the Charter Review Board is to undertake a comprehensive study of the Charter. The Charter Review Board shall make recommendations to the Board of Commissioners as to proposed amendments to the Charter.

### Board Composition:

The Charter Review Board will be made up of 6 members.

### Timeline:

- March 14, 2023: Charter Review Board (Discussion)
- April 11, 2023: Board Work Session Resolution Introduction with Names (Discussion)
- April 25, 2023: Charter Review Board Resolution (Board Vote)
- July 11, 2023: Charter Recommendations Presented to Board of Commissioners (Discussion)
- July 25, 2023: Charter Recommendations (Continued Discussion)
- August 8, 2023: Charter Amendment Resolution Introduction
- August 22, 2023: Charter Amendment Resolution Public Hearing | Discussion | Board Vote



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## Request for Proposals

### Town of Upper Marlboro Government Relations Firm

RFP # UM 2020-05

**Project Overview:** The Town of Upper Marlboro is seeking proposals from firms to assist and guide the Town with intergovernmental relations on the State and County Level. This firm should have a solid understanding of the organization and dynamics of both the State of Maryland government and its elected officials, as well as Prince George’s County government and its elected officials.

**Scope of Work:** Qualified applicants should be able to provide the below services to the Town:

- To advocate for the Town of Upper Marlboro during Maryland Legislative Sessions
- Strengthening partnerships with Local and State governments.
- Implementation of strategy for overall effective representation and growth within the State of Maryland and Prince George’s County.
- Educating the members of the Maryland General Assembly and Prince Georges County Government of the Town’s goals and initiatives.
- Provide frequent updates to staff and Town elected officials.
- Monitoring of both State and County Legislation pertaining to the Town or its initiatives.
- Developing lobbying strategies relating to economic development and revenue generation.
- Attend in-person meeting or conference calls as needed.
- General influential support

**Level of Experience:** Applicant firms must have the following experience:

- Extensive experience working with elected officials for the State of Maryland and Prince George’s County.
- Experience working at least five (5) Maryland Legislative Sessions
- Extensive experience working with a small/medium municipality.
- Ability to manage multiple issues and priorities on deadline.
- Individual or firm must have a thorough understanding of local, state, and/or federal government operations, including the legislative process.
- Individual or firm must have prior experience working within the Washington, DC region, including Prince George’s County.
- Individual or firm must be able to work independently, but also thrive as part of a fully functional team

**Budget:** The annual budget for this service shall not exceed \$36,000.

**Deadline:** Responses to this RFP are to be submitted by **Tuesday May 26th, 2020** at 9pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov). In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Selection Process and Criteria:** This RFP is for a 24-month contract with the Town, with the option for renewal beginning July 1<sup>st</sup>, 2020. Town Elected Officials will participate in the process of selecting the appropriate firm. Proposals will be evaluated based on:

1. The firm's understanding of effective government relations needs for municipal governments
2. The firm's availability to render services to the Town every month
4. Three references (with link) for past public relations experience with government organizations.
5. Budget, to be broken down into a monthly retainer fee.

**Overview of the Town:** Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western Branch of the Patuxent River was still navigable. It has been the county seat of Prince George's County since 1721.

The Town is governed by three elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and Town Administration Department, along with several volunteer committees. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year.

The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. Communication and community outreach have been a large focus of the Town over the past few years, with the introduction of new community events including successfully resurrecting Marlboro Day in 2018. The Town also maintains a strong social media and web presence to stay engaged with its residents.

**Point of Contact:** Kyle Snyder, Chief of Staff, can be reached at 301-627-6905 or [ksnyder@UpperMarlboroMD.gov](mailto:ksnyder@UpperMarlboroMD.gov) with any questions.

*Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.*

**Employee Survey: Job Satisfaction**

The Town of Upper Marlboro is interested in your opinions and feelings about different aspects of your job. Please answer each of the following questions by selecting the rating number you think is most appropriate. Feel free to make comments next to each statement or on the back of the survey.

**Using a scale of 1-5, with 5 being strongly agree and 1 being strongly disagree, please select one response for each statement.**

Satisfaction with The Town of Upper Marlboro	5	4	3	2	1
This Town is quick to use improved work methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work activities in the Town are sensibly organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Town tells my team what it needs to know to do the best possible job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When decisions are made, the people affected are rarely asked for their ideas and input.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions for improvement:					



Using a scale of 1-5, with 5 being strongly agree and 1 being strongly disagree, please select one response for each statement.

Satisfaction with My Supervisor	5	4	3	2	1
My supervisor is willing to listen to my concerns and ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor encourages people in my department to work as a team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor does not encourage people to exchange opinions and ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor encourages people to give their best effort.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor provides help, training and guidance so that I can improve my performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In my opinion, my supervisor does not treat all employees fairly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor has an interest in and concern for department members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have confidence and trust in my supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions for improvement:					

Using a scale of 1-5, with 5 being strongly agree and 1 being strongly disagree, please select one response for each statement.

Satisfaction with My Department/Team	5	4	3	2	1
My Team produces the amount of work expected of it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team does not work efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team produces work of high quality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team encourage each other to work together as a team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team emphasize a team goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team exchange ideas and opinions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team encourage each other to give their best effort.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team maintain high standards of performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

People on my team help me find ways to do my job better.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People on my team offer each other new ideas for solving job-related problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team does not plan well together to coordinate its efforts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team feels responsible for meeting its objectives successfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have confidence and trust in the people on my team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team members seek mutually acceptable solutions when conflict arises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions for improvement:					

Using a scale of 1-5, with 5 being strongly agree and 1 being strongly disagree, please select one response for each statement

Individual Satisfaction	5	4	3	2	1
I enjoy performing the day-to-day activities of my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doing my job gives me a sense of personal satisfaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job does not use my skills and abilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doing my job well leads to things like pay increases and bonuses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doing my job well leads to things like recognition and respect from those I work with.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am not clear about what people expect me to do on the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My workload is appropriate and manageable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My productivity is impacted by long-standing rules and policies that are outdated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I am proud to work for this Town.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this Town as a good place to work to my family and friends.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions for improvement:					

The results of this survey will be kept confidential.

**Thank you again for your participation!**



# Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

Janice Duckett  
Treasurer

Karen Lott  
Commissioner

Sarah Franklin  
President

Thomas Hanchett  
Commissioner

Charles Colbert  
Commissioner

David A. Burse  
Chief of Police

## MEMORANDUM

To: Board of Town Commissioners

From: David A. Burse, Chief of Police

Date: March 6, 2023

Re: Police Budget for 2024

The purpose of this memorandum is to document for the record and to summarize the Police Department’s budget goals. The initiatives below are based on the current and future needs as I continue to rebuild the Department. Some of my decisions were based on discussions with various Municipal Chiefs within Prince George’s County for comparison and competitiveness with other agencies. I have been working over the last year to move the Department into the 21<sup>st</sup> Century with equipment and technology that is needed to keep our officers and staff safe.

### INITIATIVES:

- 1) Request to hire more officers due to the need for increased police presence in the Town and as we move towards annexation. With having additional officers, I will be able to extend the day and evening patrols for the Town and provide backup for our current officers so that they are not waiting for the County Police for extended periods of time.
- 2) Obtain both, an authorized strength (total number of officers and civilian employees) for the department (recommendation is fourteen) and a daily minimum staffing level (two per shift) for the department to ensure that there are a consistent number of officers working each day. If the minimum staffing level falls below two, then overtime will be required to cover the open shift on that day. The department’s goal is to have day and evening shifts that cover seven-days a week. The civilian employees will provide administrative support to the department.
- 3) Purchase two new police Ford Explorer SUVs for the department. The vehicles should be purchased prior to new officers being hired to ensure that the vehicles are equipped and ready for use. The cost for both vehicles totally equipped is approximately \$130,000 that would be financed over 4 years.
- 4) Purchase one message board that will allow the police department to display information to residents and visitors regarding community events, hazards, road closures, and meetings. The cost of the message board is approximately \$22,000 that would be financed over 4 years.

- 5) Discuss and develop a plan to prepare the police department to move from the Town Hall building into a new police station. The current space for the department is maxed out and therefore not adequate to accommodate a growing staff of new officers and civilian employees.
- 6) Purchase a van style vehicle (Ford Transit Connect) for Parking Enforcement that will accommodate the parking meter coin collection dollies and other required equipment. The approximate cost of the van is \$35,000 and the cost to outfit the van with lights, shelving and graphics is \$5,000.

# Public Works

	FY22	FY23
<b>Public Works Staff Salaries</b>		
Director of Public Works		
Crew Leader		
Crew Member		
Crew Member (P/T)		
<b>Total</b>		
<b>Public Works Operating</b>		
Overtime	\$2,500	
Uniforms	\$1,000	
Tools & Equipment	\$2,500	
Staff Development, Training, & Dues	\$1,500	
Public Works Cell Phone	\$600	
Insurance	\$6,500	
Office Supplies	\$1,000	
Computer Software & Support	\$500	
Payroll Tax & Healthcare Expenses	\$35,000	
Vehicle Repairs & Maintenance	\$4,000	
Vehicle Fuel	\$2,500	



Street & Sidewalk Maintenance	\$3,000	
Streetlight Electricity	\$22,000	
Road Salt & Weather Events	\$3,000	
Public Works Garage Utilities	\$3,500	
Maintenance & Beautification	\$10,000	
Mosquito Control	\$1,500	
Other	\$1,500	
<b>Total</b>	<b>\$102,100</b>	<b>\$0</b>

**Refuse Collection**

Residential Trash Collection	\$41,000	
Residential Recycling Collection	\$9,500	
Bulk & Yard Waste Disposal Fees	\$4,500	
<b>Total</b>	<b>\$55,000</b>	<b>\$0</b>

<b>Total Expense Public Works</b>	<b>\$298,100</b>	<b>\$0</b>
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**Town Capitol Improvement Program**

	<b>FY22</b>	<b>FY23</b>
New Public Works Truck Debt	\$25,000	
New Town Recycling Bins	\$20,000	

<b>Total Capitol Improvement</b>	<b>\$45,000</b>	<b>\$0</b>
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## Public Works

	FY22	FY23	FY24
<b>Public Works Staff Salaries</b>			
Director of Public Works			
Foreman			
Crew Lead Sanitation			
Crew Lead Landscape			
Crew Member			
Crew Member			
Crew Member			
<b>Total</b>	<b>\$141,000</b>	<b>\$272,240</b>	<b>\$281,120</b>
<b>Public Works Operating</b>			
Overtime	\$2,500	\$7,000	\$8,000
Uniforms	\$1,000	\$4,000	\$4,500
Tools & Equipment	\$2,500	\$4,000	\$4,500
Staff Development, Training, & Dues	\$1,500	\$4,800	\$4,800
Public Works Cell Phone	\$600	\$1,200	\$1,400
Insurance	\$6,500	\$10,800	\$10,800
Office Supplies	\$1,000	\$1,500	\$3,500
Computer Software & Support	\$500	\$1,000	\$1,000
Payroll Tax & Healthcare Expenses	\$35,000	\$35,000	\$65,741
Vehicle Repairs & Maintenance	\$4,000	\$5,500	\$6,500
Vehicle Fuel	\$2,500	\$4,000	\$5,500

Street & Sidewalk Maintenance	\$3,000	\$3,500	\$7,000
Streetlight Electricity	\$22,000	\$22,000	\$24,000
Road Salt & Weather Events	\$3,000	\$4,500	\$5,000
Public Works Garage Utilities	\$3,500	\$3,500	\$4,000
Maintenance & Beautification	\$10,000	\$25,000	\$15,000
Breakout for Tree lighting/ décor			\$10,000
Mosquito Control	\$1,500	\$1,500	\$1,800
Other	\$1,500	\$2,000	\$3,000
<b>Total</b>	<b>\$102,100</b>	<b>\$140,800</b>	<b>\$186,041</b>

**Refuse Collection**

Residential Trash Collection	\$41,000	41,000	48,000
Residential Recycling Collection	\$9,500	\$9,500	\$10,000
Bulk & Yard Waste Disposal Fees	\$4,500	\$4,500	\$4,700
<b>Total</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$62,700</b>

<b>Total Expense Public Works</b>	<b>\$298,100</b>	<b>\$468,040</b>	<b>\$529,861</b>
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**Town Capitol Improvement Program**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
New Public Works Truck Debt	\$25,000	25,000	31,408
New Town Recycling Bins	\$20,000		\$0

New Public Works Pickup Truck Debt		60,000	75,000
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PW Facility lease	\$132,000	\$140,000
Attenuator Trailer	\$32,000	\$40,000
New HVAC system for Town Hall		\$15,000
Exmark zero turn mower		\$19,000
Storage unit or shed		\$4,700
Town Road Improvements		\$200,000
Larger tractor or skidsteer	\$50,000	\$85,000
<b>Total Capitol Improvement</b>	<b>\$45,000</b>	<b>\$299,000</b>
		<b>\$610,108</b>



**Notes**

Subject to step and COLA increases once approved.

More crew members, more events, possibly more coverage area and unforeseen circumstances.

Roughly \$1,000 to outfit 1 PW employee. Plus wearable items for existing employees. Small tool and equipment budget customarily settles between \$3500 & \$3800. Due to increasing prices, we need to increase budget.

Budget \$800 (6) per employee. One skillpath training is \$295

There are now 2 PW phone lines. Increase based on taxes/fees.

Based on \$180 per vehicle, per month with current fleet.

Increased due to a need for a new desktop and troubleshooting of surface pro.

Based on FY23 budget vs actual. Added average of \$13,148 for new employee. Increased based on FY23 Budget vs Actual increased to account for new fleet vehicles and increasing fuel costs.

Increased due to amount of signs needing replacement, road work signs need and do account for rising equipment and freight costs.

increasing costs of energy.

Increased to account for more coverage area and increased material costs.

increasing energy costs and use.

Increased prices and soon to be increased coverage area. Seasonal plant rotations.

Independent breakout of beautification for all things related to Christmas and holiday décor.

To reflect FY23 current budget vs actual

To reflect increasing equipment and material costs.

To reflect FY23 Budgeted amount



**Notes**

Total cost of two scheduled FY24 payments.

Replacement for Directors vehicle. Current truck 216 would be placed in service to crew members or potential compost vehicle. Price includes outfitting of 2500 style truck. (Plow, lights, toolboxes, etc)  
New price to reflect current pricing trends.

Current office and yard will not allow for additional crew, vehicles, or equipment. Potential hazards with large vehicles sharing a parking lot / driveway with small children. (Based on \$11,667 per month lease pricepoint.

For shadow vehicles to protect crew and public working on the roadway with speeds above 25 mph. (Crash barrier)

The original side of Town Halls HVAC system is in need of repair. The repairs alone are estimated at \$5,500 and it uses the old banned style of reffridgerant. A new system is \$9,800 plus a \$5,200 contingency for the rooftop unit on the other side of the building.

Current mower is a 2005. Well beyond its life expectancy. This mower should no longer be in front line use. In the event this mower goes down, its at least a 4 to 6 weeks to get it back.

On site storage for decorations and events. \$2,700 per year for off site storage.

To begin carrying out roadway paving projects as designs are completed by Mead and Hunt.

Current tractor is at its capability limit. With increased needs, we find that our current tractor simply can't perform. Current tractor can't lift over 500lbs without tipping over. Also, cant lift or load material into stake body. Skidsteers can be outfitted for multiple attachments such as a street sweeper. \$85k is the range for a new skidsteer. \$50k was the price range for an older used piece of equipment.





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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Fax: (301) 627-2080

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

## Memorandum

**Date:** Friday, March 3, 2023

**Subject:** FY24 Capital Improvement Budget Requests

Good evening, Commissioners,

**New Public Works Pickup Truck:** Replacement for Directors vehicle. Current truck 216 would be placed in service to crew members or potential compost vehicle. Price includes outfitting of 2500 style truck. (Plow, lights, toolboxes, etc) New price to reflect current pricing trends.

**PW Facility lease:** Current office and yard will not allow for additional crew, vehicles, or equipment. Potential hazards with large vehicles sharing a parking lot / driveway with small children. Staff is running out of places to park, and a fully outfitted PW vehicle with plow and spreader cannot turn around with other vehicles in the yard. Staff now has to utilize hillside when accepting large deliveries as a means of storage space. (Based on \$11,667 per month lease price point.

**Attenuator trailer:** For shadow vehicles to protect crew and public working on the roadway with speeds above 25 mph. (Crash barrier)

**New HVAC unit at Town Hall:** The original side of the Town Hall HVAC system needs repair. The repairs alone are estimated at \$5,500 and it uses the old, banned style of refrigerant. A new system is \$9,800 plus a \$5,200 contingency for the rooftop unit in the rear of the building.

**Ex-Mark zero turn mower:** Current mower is a 2005. Well beyond its life expectancy. This mower should no longer be in front line use. It is in decent shape for its age, but does have reoccurring issues. In the event this mower goes down, it's at least a 4 to 6 weeks before it returns to service.

**Storage unit or shed:** A band-aid fix to a new facility lease, Every department is completely On site storage for decorations and events. \$2,700 per year for off-site storage.

**Town roadway improvements:** To begin carrying out roadway paving projects as designs are completed by Mead and Hunt.

**Larger tractor or skid steer:** Current tractor is at its capability limit. With increased needs, we find that our current tractor simply can't perform. Current tractor can't lift over 500lbs without tipping over. Also, can't lift or load material into stake body. Skid steers can be outfitted for multiple attachments such as a street sweeper. \$85k is the range for a new skid steer. \$50k was the price range for an older used piece of equipment.

Warm Regards,

Darnell F. Bond III  
Director of Public Works



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, March 14<sup>th</sup>, 2023  
Re: General Government FY2024 Budget Request & Overview

Commissioners,

As we begin the discussions for the Town’s Fiscal Year 2024 Budget, below are a few highlights in regard to the General Government’s staffing, budget requests, planned capital improvement projects, and goals & initiatives for your consideration.

### General Government Budget Overview:

As is the case in most municipalities, the General Government/Administration Department is the “catch-all” for the Town, with the most diverse responsibilities and day-to-day operations. Until both the Police Department and Public Works become large enough to have their own administrative staff, the General Government will continue to provide daily administrative support to these Departments. For FY2024, we are not looking at any large-scale changes to the budget other than breaking out more of the elected official expenses (Training, Dues, Salaries) from the General Government operations.

### Staffing:

We are not requesting any staffing level changes for the fiscal year 2024, we will maintain 4 full-time positions and several part-time positions. This is the smallest staff of all three Departments, and due to the small size of the staff, everyone wears multiple hats and handles a variety of duties outside of their normal scope of work. As the Town grows, new positions added will be specialized and take the extra duties off the other positions (Communications, Economic Development, etc.). Below are the positions in General Government proposed for FY24:

- Town Administrator
- Town Clerk
- Administrative Assistant/Deputy Clerk
- Bookkeeper/Administrative Assistant
- Part-Time Events Coordinator (ARPA Funded)
- Part-Time Grants Administrator (Grant Funded)
- Part-Time College Student special assistant (6-10hrs/week)

### Capital Improvement Requests

Below are the requested CIP projects that we are asking the Board to consider funding for General Government.

- Complete Community Playground Phase 2 & 3 (Grant Funded)
- Main Street Pocket Park (Grant Funded)

- Parking Upgrades (Bond Bill Funded)
- Vehicles- \$12,000 annually for four years to lease for one Nissan Leaf EV (Shared) and one used take-home vehicle for the Town Administrator. The Nissan Leaf would be available to staff and Commissioners to sign out to use for Town Business.

**Goals & Initiatives:**

It has been a busy past year, with many different changes. We are still working to learn and grow with the position and responsibilities of the bookkeeper/administrative assistant, Town Administrator, and Town Accounting firm in regard to the Town’s financial operations with the elimination of the Director of Finance position last year. However, over the past year, the Town has become increasingly financially stable and has worked to increase transparency. We have also increased communication with the residents through social media, weekly emails, Landings Newsletter, and physical signage. We hope to continue and expand this outreach in FY24, especially in regard to building email lists for residents and in-town businesses. The training of staff has also been another initiative this past year, with the General Government partnering with the Town’s Insurance carrier to access free online training classes on cyber security, customer relations, fiscal responsibility, and more. General Government staff complete one hour of training per month in these categories. This is in addition to other key training such as our Town Clerk has graduated Academy for Local Government Excellence, and the Town Administrator is completing a Master’s in Public Administration.

**Professional Services Firms:**

Due to our smaller size, the Town contracts the bulk of its professional service needs out to different firms (IT, Legal, Accounting, Economic Development, Media, Human Resources, etc.) which are overseen for the most part by the Town Administrator. Starting last year, the cost of some of these professional services has been distributed by set percentages into the Public Safety and Public Works budgets to ensure a better representation of costs by Department.

**Town Committees**

As part of the “catch-all”, the General Government Budget includes committee budgets, however, the Town Administrator usually has limited oversight on the spending. Overall committee spending has remained low, we are still waiting on budget requests from a few committees.

**Events:**

The General Government budget also includes events of both the Town and committees. The larger three events, Marlboro Day, Trunk or Treat, and the Tree lighting have gone over budget. We are testing a sponsorship package to help offset the costs of Marlboro Day 2023, and if successful try it on other events as well.

Event	FY23	FY24	Notes
Town Gov. Events	\$ 3,000	\$ 3,000	<i>Same</i>
Marlboro Day	\$ 5,220	\$ 6,000	<i>Increased by \$800</i>
Trunk or Treat	\$ 1,800	\$ 3,000	<i>Increased by \$1,200</i>
Tree Lighting	\$ 1,800	\$ 3,000	<i>Increased by \$1,200</i>
Events Committee	\$ 4,959	\$ 2,500	<i>Split with monthly events</i>
Old Crain Hwy	\$ 3,160	-	<i>One time event</i>
Monthly Events	-	\$ 2,500	<i>New Category</i>
<b>Total</b>	<b>\$ 19,939</b>	<b>\$ 20,000</b>	



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## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Tuesday, March 14, 2023  
Re: Town of Upper Marlboro Arts Council Events

Commissioners,

Below are the proposed events the Town of Upper Marlboro Arts Council wants to host.

- **Community Paint at Marlboro Day on May 13, 2023.** On-site team - TBD. Jaymes Ballard led the community paint last year.
- **Artist Pop-up on Sunday, September 10, 2023 | 1-5 pm on the Plaza off Main Street,** that will feature local visual art and some performing art, including spoken word/poetry slam, sound therapy, etc.), much like last year behind the library.
- **Food/culinary arts experience on Saturday, November 4th, 2023 | 7-9 pm,** tentatively in the multipurpose room at Trinity Church in downtown Upper Marlboro. This event will feature local chefs and wineries and conclude with a sip & paint over dessert.

**1. Contact Information**

Name - Kyle Snyder  
Title/Position - Town Administrator  
Phone - (301) 627-6905 ex1104  
Email - [ksnyder@uppermarlboromd.gov](mailto:ksnyder@uppermarlboromd.gov)

**2. Organization**

Name - The Town of Upper Marlboro  
Tax ID Number - 52-6010777  
Address - 14211 School Lane  
City - Upper Marlboro  
State - Maryland  
Postal/Zip code - 20772

**3. Project Information**

A. *Project Title*  
- Chesapeake Beach Railroad Trail Feasibility & Design

B. *Describe the issue that this project will address.*  
There are no connecting trail systems within the Town of Upper Marlboro, resulting in pedestrians and cyclists having to travel along busy roadways that may or may not have sidewalks.

C. *What past efforts have been made to address this issue?*  
- The Town has been coordinating with Maryland State Highway Administration and County DPW&T on the expansion of sidewalks along the busy roadways, however, this is the first push in regard to this trail. We are not sure what efforts M-NCPPC has done to advance this planned trail.

D. *What are the goals for this project?*  
- The Town of Upper Marlboro is interested in applying for PAMC funding to conduct a feasibility and construction study for a segment of the M-NCPPC planned Chesapeake Rail Trail between Old Crain Highway and Marlboro Pike. This segment of the trail is vital as it would connect the Villages of Marlboro and other neighborhoods to the north of the Town with the recreational amenities of the Marlboro Boys & Girls Club sports fields to the rear of the Board of Education Administration Building, the Town's new playground and splash pad, and the Downtown Upper Marlboro commercial area.

E. *Provide a detailed description of the requested project.*  
- This project involves the hiring of a firm to conduct a Feasibility & Design study of a segment of the Chesapeake Beach Railroad Trail. While the entire planned Chesapeake Beach Railroad Trail will extend from the District line across Prince George's County to the Patuxent River, this study would be focused on a smaller 0.51-mile segment of the planned trail that spans between

Md 725 Old Marlboro Pike and Old Crain Highway within the Town of Upper Marlboro. particular segment of the planned trail intersects the boundaries of a property owned by the Maryland National Capital Parks and Planning Commission, a property owned by the Prince George’s County Board of Education, and a privately-owned farm. This trail is of interest to the Town given its key position connecting various recreational amenities within the town. If the trail would be ultimately linked to the Show Place Arena, it could be used as an equestrian trail system as well.

*F. What are the desired work projects?*

- In seeking the completion of this project, an independent firm will be sought out to complete three work projects 1) Conducting a feasibility study that identifies the 2) Provide design and construction details 3) Identify and assist the Town in applying for grants to fund the construction of the project.

*G. Who are the potential project partners and contacts?*

- Potential project partners invoked during this project include an independent firm sought out by the Town and/or M-NCPPC to conduct the survey.

*H. Other relevant stakeholders?*

- Maryland-National Capital Parks & Planning Commission and Prince George’s County Board of Education would be the two primary stakeholders in this project, as they own the majority of the land the trail would go through.

*I. Are you aware of any policies or recommendations in the County’s approved plans that this potential project would further?*

2014 *Plan 2035 Approved General Plan* Transportation and Mobility Strategies:

- “Where feasible and practical, require physical connections—**such as trail connections, bus-only streets, and roads**—within new and between new and existing developments **in our Established Communities** while making adequate provisions for the mitigation,” (TM1.6, p. 153).
- “**Coordinate future transportation and mobility improvements as outlined in the Master Plan of Transportation, the Plan 2035 Transportation and Mobility Element, and the Star-Spangled Banner Scenic Corridor Plan** to ensure the County’s rural character is preserved. **Improvements include promoting the County’s equestrian heritage—focused on trails that facilitate access to the Prince George’s Equestrian Center, Jug Bay Natural Area, and Rosaryville State Park**—and preserving existing equestrian trail corridors within the Rural and Agricultural Areas,” (TM1.8, p. 153).
- “**Enhance bike lanes and trails connections with key population and employment areas, historic sites and recreational areas...**” (TM4.5, p. 157).

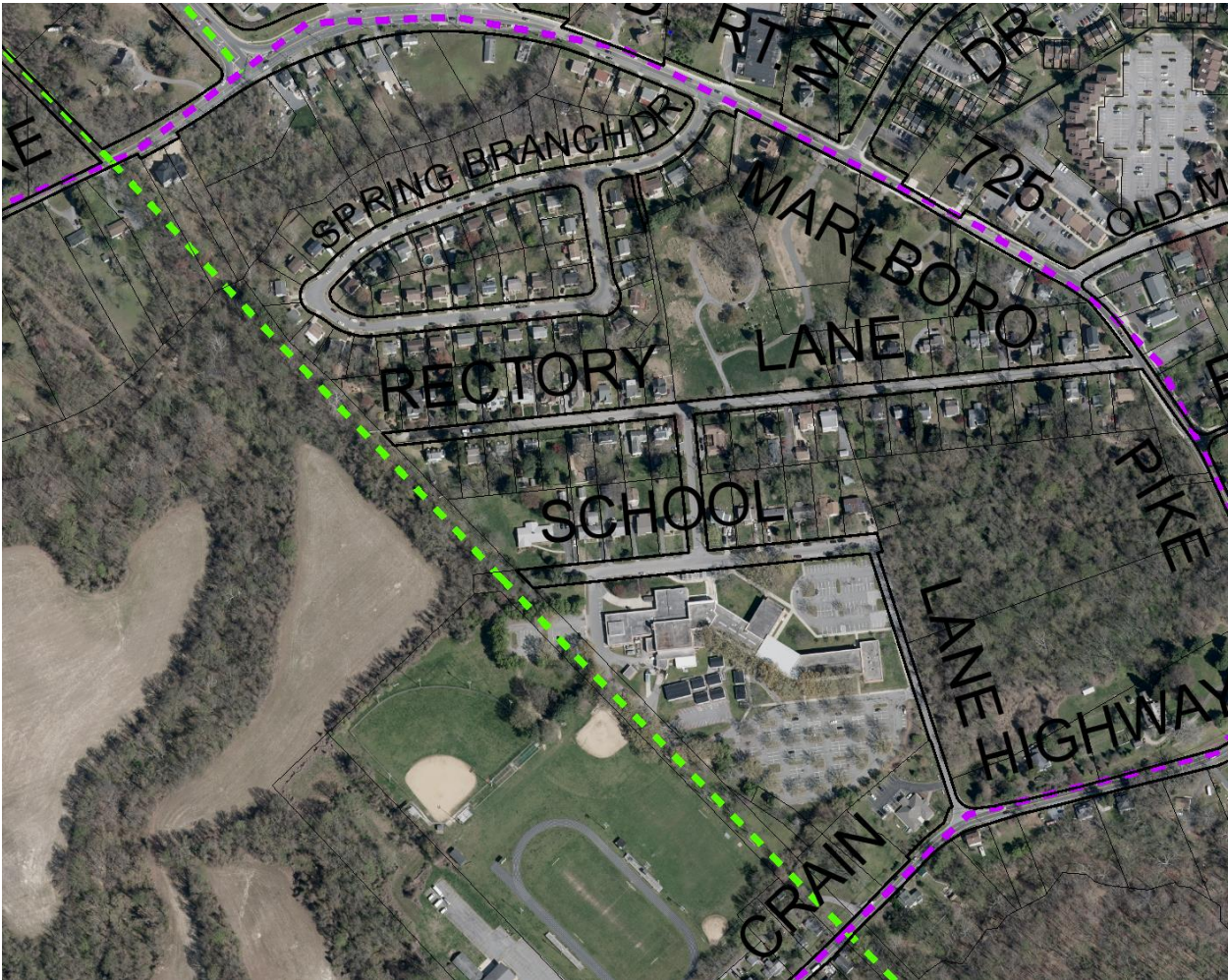
2013 *Approved Subregion 6 Master Plan*:

- “Provide high-quality, multiuse trails along critical stream valley corridors through the acquisition of land prior to development along the following corridors: **Chesapeake Beach Rail Trail**,” (p. 109).

J. Upon completion, what next steps will be taken to implement the project? If a community organization, identify any partners (government agencies, other organizations) that will assist in implementation.

Identification and application of grant funding to begin construction, as well as securing approvals from necessary parties.

K. Provide a map of the project boundaries. (If a municipality, the municipal boundaries or the location of the project within the municipality.)



**4. Additional Information**

- A. No for all
- B. Organization Type - Municipality

# The Town of Upper Marlboro

RESOLUTION: 2023-05  
SESSION: Regular Town Meeting  
DATE: March 28<sup>th</sup>, 2023

**A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE AN APPLICATION FOR A PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES (“PAMC”) GRANT OFFERED BY THE PRINCE GEORGE’S COUNTY PLANNING DEPARTMENT TO PROVIDE TECHNICAL TO CONDUCT A FEASIBILITY STUDY AND PRELIMINARY DESIGNS OF A SEGMENT OF THE CHEASAPEAK BEACH RAILROAD TRAIL.**

**WHEREAS**, the Planning Assistance to Municipalities and Communities (PAMC) program is offered by The Maryland-National Capital Park and Planning Commission (M-NCPPC), Prince George's County Planning Department, Community Planning Division, Neighborhood Revitalization Section and its purpose is to provide technical planning services at no cost to the community using Prince George’s County Planning Department expertise, and/or fund projects conducted by paid consultants; and,

**WHEREAS**, PAMC projects benefit municipalities and communities that may have limited planning resources but are committed to revitalization and enhancement of the appearance and function of their communities, and the number of projects approved each year will vary based on staff availability and the PAMC budget; and,

**WHEREAS**, The Town of Upper Marlboro is in need of a Feasibility and Design Study to move forward with the construction of the segment of the planned Chesapeake Beach Rail Road trail between MD 725 and Old Crain Highway; and,

**WHEREAS**, the Town wishes to submit an application to the Prince George’s County Planning Department’s Planning Assistance to Municipalities and Communities Program (“PAMC”); and,

**WHEREAS**, successful applicants do not directly receive or manage PAMC funds for consultant services, and approved projects will be managed by M-NCPPC PAMC program planners, who will prepare a Scope of Services for the approved project (in collaboration with the applicant); review bids and select the on-call consultant; execute a Memorandum of Understanding (MOU) with the selected consultant; and manage the project, including the disbursement of contract funds for consultant payment; and,

**WHEREAS**, the Town Board of Commissioners finds that this project will bring meaningful opportunities to both promote a health active lifestyle, as well as connect the different neighborhoods of both the Town and Greater Upper Marlboro Area, and:

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE**



**The Town of Upper Marlboro**

TOWN OF UPPER MARLBORO that the Board, supports and approves the submission of an application, attached hereto as Exhibit 1, to the PAMC program and approves the final submission of the application, subject to any non-substantive revisions to the application to be made by the President/Mayor, which may be deemed appropriate.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject application and any related documents.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Sarah Franklin, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

\_\_\_\_\_  
Karen Lott, 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 Ordinance, and that said Ordinance 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 \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John Hoatson, Town Clerk