



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 23, 2024 at 7:00 PM

AGENDA

This meeting will be conducted via Blended: Town Hall & Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/87575123720?pwd=bWxtMDhjTHpoQUhGeUtyc0hOREJSdz09>
Passcode: 781934; **Webinar ID:**875 7512 3720; **Dial-in only:** 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

NOTICE OF CLOSED SESSION:

Tuesday, January 23, 2024

Town Hall | Following January Regular Town Meeting

Under General Provisions Article 3-305(b) (1) “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”;

The Board of Commissioners proposes to go into Closed Session on Tuesday, January 23, 2024, to discuss the Town Administrator position.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report
6. **Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report
 - C. Economic Development Workgroup Committee Report
 - D. Events Committee Report
 - E. Green Team Committee Report
 - F. Greenwill Consulting Committee Report
 - G. Historical Committee Report
 - H. Commissioner Reports
7. **Old Business**

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

 - A. Resolution 2024-01: Budget Calendar (Board Vote)
 - B. Annual Events Calendar (Board Vote)

C. Town Meeting Schedule (Board Vote)

D. Town Holiday Schedule (Board Vote)

8. New Business

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

A. Resolution 2024-02 457(b) Retirement Plan (Board Vote)

9. Administrative Updates

10. Public Comment

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

11. Preliminary Approval of Next Meeting Agenda

12. Motion To Go Into Closed Session

PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m.–5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **“RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO.”**

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your First and last name and raise your hand to comment on an item.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



Town of Upper Marlboro

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

Town of Upper Marlboro November 2023 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - June 2024

| | Total | | |
|-------------------------------|---------------------|---------------------|------------------------|
| | ACTUAL | BUDGET | OVER (UNDER) BUDGET |
| Income | | | |
| Revenue | | | |
| 4000 Property Taxes | 447,005 | 1,508,220 | (1,061,215) |
| 4200 Fines, Licenses, Permits | 260,696 | 687,500 | (426,804) |
| 4300 Intergovernmental | 17,497 | 56,000 | (38,503) |
| 4400 Miscellaneous Revenue | 14,075 | 296,500 | (282,425) |
| 4500 Grants | 21,752 | 1,901,000 | (1,879,248) |
| Total Revenue | \$ 761,025 | \$ 4,449,220 | # |
| Expenses | | | |
| 5000 General Government | 310,988 | 862,980 | (551,992) |
| 6000 Public Safety | 349,419 | 998,580 | (649,161) |
| 7000 Public Works | 241,194 | 560,660 | (319,466) |
| 8000 Grants & Awards | 580,031 | 1,915,000 | (1,334,969) |
| 9000 Capital Outlays | 56,711 | 112,000 | (55,289) |
| Total Expenses | \$ 1,538,342 | \$ 4,449,220 | # |
| NET INCOME | \$ (777,318) | \$ - | \$ (777,318) |



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Town of Upper Marlboro November 2023 Treasurer Report Budget vs. Actuals: FY24 July 2023 - June 2024

Key Monthly Items

1. November is month 5 of the fiscal year, revenue and expense expectations are 42% of annual budget for most lines
2. YTD activity reflects a net loss of approximately 777K, revenue actuals will increase in Dec and Jan with personal property tax billing and real estate tax collections.
The Town expects 500K for the land grant reimbursement in future months.
3. Expense activity is 35% of annual budget YTD, so expenses are tracking properly
4. Cash balance is less than 2 months of budgeted spending, target is 6 months of cash reserves.

Bank Accounts

| | |
|--|-------------------|
| 1000 Checking Account (Premis) 6968 | 190,881 |
| 1001 Petty Cash | 750 |
| 1010 Payroll Account (Premis) 6976 | 9,928 |
| 1015 PGFSB Small Checking (Premis) 4960 | 1 |
| 1040 Parking Meter Checking (M&T) | 40,494 |
| 1045 Speed & Red Light (M&T) 0013 | 65,294 |
| 1050 ARPA Checking 4957 | - |
| 1117 WesBanco (CD) | 105,142 |
| 1140 MLGIP (MM) | 316,845 |
| Total Bank Accounts | \$ 729,335 |



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Town of Upper Marlboro December 2023 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - June 2024

| | Total | | |
|-------------------------------|---------------------|---------------------|------------------------|
| | ACTUAL | BUDGET | OVER (UNDER) BUDGET |
| Income | | | |
| Revenue | | | |
| 4000 Property Taxes | 1,198,194 | 1,508,220 | (310,026) |
| 4200 Fines, Licenses, Permits | 348,870 | 687,500 | (338,630) |
| 4300 Intergovernmental | 17,497 | 56,000 | (38,503) |
| 4400 Miscellaneous Revenue | 16,169 | 296,500 | (280,332) |
| 4500 Grants | 27,301 | 1,901,000 | (1,873,699) |
| Total Revenue | \$ 1,608,031 | \$ 4,449,220 | \$ (2,841,189) |
| Expenses | | | |
| 5000 General Government | 427,128 | 862,980 | (435,852) |
| 6000 Public Safety | 457,105 | 998,580 | (541,475) |
| 7000 Public Works | 308,645 | 560,660 | (252,015) |
| 8000 Grants & Awards | 581,550 | 1,915,000 | (1,333,450) |
| 9000 Capital Outlays | 61,909 | 112,000 | (50,091) |
| Total Expenses | \$ 1,836,338 | \$ 4,449,220 | \$ (2,612,882) |
| NET INCOME | \$ (228,307) | \$ - | \$ (228,307) |



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Town of Upper Marlboro December 2023 Treasurer Report Budget vs. Actuals: FY24 July 2023 - June 2024

Key Monthly Items

1. December marks the middle of the fiscal year, revenue and expense expectations are 50% of annual budget for most lines
2. YTD activity reflects a net loss of approximately 228K, revenue actuals will increase in Jan with real estate tax collections.
The Town also expects 500K for the land grant reimbursement in future months.
3. Expense activity is 42% of annual budget YTD, so expenses are tracking properly
4. Cash balance is less than 2 months of budgeted spending, target is 6 months of cash reserves.

Bank Accounts

| | |
|---|-------------------|
| 1000 Checking Account (Premis) 6968 | 58,891 |
| 1001 Petty Cash | |
| 1010 Payroll Account (Premis) 6976 | 2,317 |
| 1015 PGFSB Small Checking (Premis) 4960 | 1 |
| 1040 Parking Meter Checking (M&T) | 10,181 |
| 1045 Speed & Red Light (M&T) 0013 | 167,130 |
| 1050 ARPA Checking 4957 | - |
| 1117 WesBanco (CD) | 105,142 |
| 1140 MLGIP (MM) | 321,141 |
| Total Bank Accounts | \$ 664,802 |



Town of Upper Marlboro Police Department

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

David A. Burse
Chief of Police

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

Police Reports can be obtained In-Person or By Mail for a fee of \$10.00 at the Prince George's County Police Records Division located at 4923 43rd Avenue, 3rd Floor Hyattsville, Maryland 20781. Phone: 301-985-3638

Monthly Town Police Department Report For the Month of December 2023

Incidents Reported in Town:

| | | |
|----------------------|--------------------------|--------------------------------|
| Lost Property 1 | Suspicious Auto 3 | Traffic Complaint 2 |
| Commercial Alarm 4 | Theft from Auto 1 | Assault Call 1 |
| Vehicle Accident 4 | Vandalism Call 1 | Disorderly Call 4 |
| Suspicious Person 2 | Miscellaneous Incident 1 | Fraud Call 1 |
| Hit & Run Accident 1 | Domestic Call 2 | Commercial Alarm with Arrest 1 |
| Assist Call 1 | Armed Person 1 | Check Welfare 1 |
| Missing Person 1 | Unknown Trouble 1 | Highway Accident 1 |
| ATM Theft 1 | | |

Total calls responded by: Upper Marlboro Police 22 & Prince George's County Police 14

Chief Burse participated in the Prince George's Chiefs Association meeting.

Cpl. Irby, Pfc. Anderson conducted high visibility patrols throughout the Town.

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

Chief Burse and Sgt. Johnson participated in the weekly Conduent meeting.

Chief Burse and Sgt. Johnson participated in the monthly Coffee with a Cop meeting.

Cpl. Irby and PFC Anderson participated in the Town Christmas Tree Lighting Event.

Chief Burse, Sgt. Johnson, Cpl. Irby, and staff from Prince George's County Health Department hosted a Narcan Training for community residents at Town Hall.



Date: Tuesday, January 2, 2024

Subject: Public Works' Weekly Report

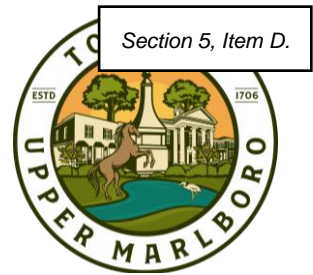
RE: Dec 25 - 31, 2023

Public Works Related

- PWD met with the county licensing unit to receive last vehicle refuse permit.
- PWD reviewed Stone House agreement.
- PWD obtained access to the town's HD Commercial account and made calls to rectify account issues such as tax exemption status.
- PWD and Foreman sourced 15ft Christmas tree from Patuxent Nursery and picked up donated tree from HD.
- PWC provided set-up, event help, and breakdown for the tree lighting event.
- PWD completed MDOT HPS-20 report for submission.
- PWD attended virtual Substantial Improvement / Substantial Damage SI/SD Training with MDE.
- PWD met with all PW personnel to discuss priorities for the new year, and expectations for all employees.
- PWD reached out to NTI to resolve issues with staff email, and to coordinate their on site day with the Carrier I-Vu system installation phase 2.
- PWD met with Mayor and Mrs. Nair of MNCPPC to discuss the Chesapeake Rail Trail.
- Community garden site visit to discuss items needed to be relocated.
- PWD oversaw waxing of Town Hall floors with Acclaim USA.
- PWD completed multiple Federal Excise Tax forms for one of our vendors, Rice Tire.
- PWD ordered new Federal Labor Law posters for Town Hall and PW offices.
- PWD met with MNCPPC Historic preservation carpenter for a shop/ safety practices tour, review of camera system, and potential fixes for PW items.

Maintenance and Beautification

- PWC continued snow equipment visual inspections, serviced equipment in-house, and staff trained with equipment during a dry run.
- PWC worked on the shed at PW yard to add loft storage and cleanup ahead of decoration take down.
- Pepco streetlight inventory received.
- PWD coordinated installation date of Carrier I-Vu system installation 12/11/23.
- Skid steer had battery replaced under warranty.
- PWC completed leaf collection for the entire TH property.
- PWC dropped off both new mowers to Green Industries for some warranty work, new tires, and 40 hr maintenance service intervals.



Street and Sidewalk / Mead & Hunt Update

- Storm drain cleanings continued. Four in depth storm drain inspections were completed due to signs of damage. Issues reported to their respective jurisdictions.
- Illegal sign blitz continued around town.
- Flooding of Valley Ln, Water St, and Racetrack Road commenced which resulted in road closures and detours for the second time in December.
- Litter collection on Elm, Water, Pratt, Old Crain Hwy, and Gov Oden Bowie.
- PWC repaired meter poles on Gov Oden Bowie Dr.
- PWD reached out to Justin Mohr of SHA for an update on the water St bridge replacement. Will provide update once received.
- Storm drain cleaning commenced ahead of larger scale rain events.
- Leaf and debris collection on Elm, Church, Pratt, Gov Oden Bowie, Water St and Main Streets.

Refuse Accumulations

- There has been one dump body rental for the month of December.
- Bulk totals for the month were 5.31 tons.
- Yard waste totals for the month were 1.66 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

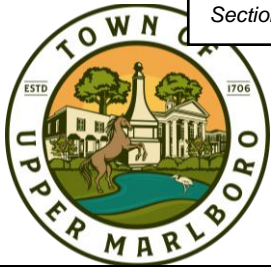
To: Board of Town Commissioners
 From: Sarah Franklin, Mayor

Date: Monday, November 21, 2023

Re: October 2023 Monthly General Government Report

Commissioners,
 Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in Noveber & December, 2023.

| Major Projects Underway | |
|--------------------------------|---|
| Codification: | Codification is underway. They are waiting for Property Standards to be updated this is on track to be completed in May. Municode will update the Town of Upper Marlboro Municipal code and the final manuscript will be issued in 3 months. |
| Charter Review: | The Charter Review Board provided comments to the Board of Commissioners. The Board will look at a Charter Change timeline starting in May after the Budget has been adopted. |
| Event Planning | Planning for Volunteer Appreciation Event along with Town Annual Event Calendar. |
| Beautification | This project in now moving forward using Streetscape grant funding. Traffic signal boxes are delayed by a new permitting process. Benches and trash cans are still being installed. |
| Property Purchase | The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Completing paperwork for reimbursement. |
| Playground | This project is being overseen by the Public Works Department. |
| PAMC Trail Study | Trail Study Team had a site visit and is working on feasibility and alternatives. They will begin stakeholder interviews in the next weeks. |
| ParkMobile | The Town is looking into to pilot a validation code program with business community. |
| Annexation | Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. |
| State Highway Projects | SHA has finally received signed consent forms from the one property owner downtown to complete the sidewalk work. Unknown timeframe for the work to be completed. They are also coordinating with agencies on the Rt.4 and MD 717 bridge replacements (four |

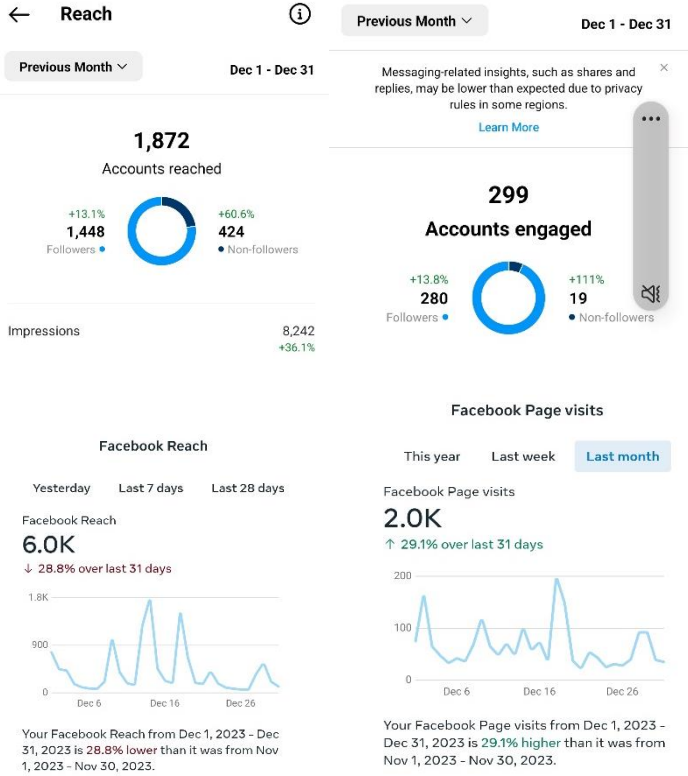


total bridges). This replacement is scheduled to begin construction in March of 2025.

Office Statistics:

| | November | December |
|---------------------|----------|----------|
| Room Rentals: | 2 | 2 |
| Notaries: | 3 | 0 |
| Parking Permits: | 8 | 8 |
| Food Truck Permits: | 0 | 5(?) |

Outreach Statistics:
Facebook & Instagram-



The Town of Upper Marlboro

RESOLUTION: 2024-01
SESSION: Regular Town Meeting
DATED: January 23, 2024

**A RESOLUTION
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO
ESTABLISHING A BUDGET CALENDAR FOR THE FISCAL YEAR 2025 BUDGET
PROCESS**

WHEREAS, § 82-40 of the Charter of the Town of Upper Marlboro provides that the President of the Board of Commissioners of the Town of Upper Marlboro (the “Board of Commissioners” or the “Board”), on such date as the Board shall determine, but at least thirty days before the beginning of any fiscal year, shall submit a budget to the Board. The Budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The budget shall be a public record in the office of the treasurer, open to public inspection during normal business hours; and

WHEREAS, the Board of Commissioners must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2025, beginning July 1, 2024, and ending June 30, 2025; and

WHEREAS, the deadline for the Board of Commissioners to adopt a Town Budget for Fiscal Year 2025 is June 30, 2024; and

WHEREAS, it is necessary to inform the public about the proposed budget, conduct a public hearing on the proposed budget, and allow for citizen review and comment on the proposed budget before final adoption of the budget ordinance; and

WHEREAS, the Board of Commissioners must also take into consideration the constant yield tax rates (“CYTR”) for the classes of real property in the Town, and depending on tax rate proposed the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

WHEREAS, the Board of Commissioners desires to establish a budget calendar for the FY2025 budget preparation and adoption processes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that the following calendar is hereby adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2025:

| Date | Meeting Type | Topic |
|-----------------------------|---------------------------|---|
| Tues Jan 9 th | Board Work Session | Preliminary Budget Calendar Discussion |
| Tues Jan 23 rd | Regular Town Meeting | Budget Calendar Board Approval – Resolution 2024-01 |
| Tues Feb 13 th | Board Work Session | Board Budget Priorities Discussions |
| Tues Feb 20 th | Extra Budget Work Session | Anticipated Revenue, Expenses & Town Tax Rates Discussion |
| Tues March 12 th | Board Work Session | Anticipated Revenue, Expenses, Departmental & CIP Discussion |
| Tues March 26 th | Regular Town Meeting | Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable. |
| Tues April 9 th | Board Work Session | Draft Budget Ordinance Discussion & Budget Book |
| Tues April 23 rd | Regular Town Meeting | Introduce Budget Ordinance & Public Comment |
| Tues May 14 th | Board Work Session | Discuss Budget Ordinance & Public Comment |
| Tues May 28 th | Regular Town Meeting | Approval of Budget Ordinance & Budget Book |
| Mon July 1 st | N/A | FY 2025 Budget in effect |

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland sitting in a regular meeting the 23rd day of January 2024.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk
Date: January 23, 2024

Alma Prevatte, 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 23rd day of January 2024.

John Hoatson, Town Clerk



TOWN OF UPPER MARLBORO Events Calendar 2024

| | |
|--|--|
| Saturday January 27, 2024 1 PM | Volunteer Appreciation Day Town Hall |
| Saturday April XX, 2024 | Growing Green With Pride Day Downtown UM |
| Monday May 27, 2024 10 AM | Memorial Day Wreath Laying Schoolhouse Pond |
| Saturday June 8 , 2024 10 AM-3 PM 8:00 PM | Marlboro Day Parade & Festival Movie Night Downtown UM Schoolhouse Pond |
| Saturday July 13, 2024 8:00 PM | Movie Night Town Hall |
| Tuesday August 6, 2024 6 PM-8 PM | National Night Out Amish Market |
| Saturday August 10, 2024 2 PM-5 PM 8:00 PM | Family Fun Day & BBQ Movie Night Town Hall |
| Saturday October 12, 2024 9 AM-12 PM | National Faith In Blue Town Hall |
| Thursday October 31, 2024 6 PM-8 PM | Town Trunk or Treat Location TBD |
| Monday November 11, 2024 10 AM | Veterans Day Breakfast Town Hall |
| Saturday December 7, 2024 1 PM-5 PM | Tree Lighting & Christmas Towne Downtown UM |

Community Conversations * Farmers Market *



TOWN OF UPPER MARLBORO Town Meeting Schedule 2024

| | |
|-----------------------------|----------------------|
| Tuesday, January 9, 2024 | Board Work Session |
| Tuesday, January 23, 2024 | Regular Town Meeting |
| Tuesday, February 13, 2024 | Board Work Session |
| Tuesday, February 27, 2024 | Regular Town Meeting |
| Tuesday, March 12, 2024 | Board Work Session |
| Tuesday, March 26, 2024 | Regular Town Meeting |
| Tuesday, April 9, 2024 | Board Work Session |
| Tuesday, April 23, 2024 | Regular Town Meeting |
| Tuesday, May 14, 2024 | Board Work Session |
| Tuesday, May 28, 2024 | Regular Town Meeting |
| *Tuesday, June 11, 2024 | Regular Town Meeting |
| Tuesday, July 9, 2024 | Board Work Session |
| Tuesday, July 23, 2024 | Regular Town Meeting |
| Tuesday, August 13, 2024 | Board Work Session |
| Tuesday, August 27, 2024 | Regular Town Meeting |
| Tuesday, September 10, 2024 | Board Work Session |
| Tuesday, September 24, 2024 | Regular Town Meeting |
| Tuesday, October 8, 2024 | Board Work Session |
| Tuesday, October 22, 2024 | Regular Town Meeting |
| Tuesday, November 12, 2024 | Board Work Session |
| Tuesday, November 26, 2024 | Regular Town Meeting |
| *Tuesday, December 10, 2024 | Regular Town Meeting |

***Only one meeting in June & December due to MML Summer Conference & Christmas Eve**



TOWN OF UPPER MARLBORO Town Holiday Schedule

| | |
|-------------------------------------|--|
| Monday, January 1, 2024 | New Years Day |
| Monday, January 15, 2024 | Dr. Martin Luther King Jr.'s Birthday |
| Monday, February 19, 2024 | Presidents' Day |
| Monday, May 27, 2024 | Memorial Day |
| Wednesday, June 19, 2024 | Juneteenth |
| Thursday, July 4, 2024 | Independence Day |
| Monday, September 2, 2024 | Labor Day |
| Monday, October 14, 2024 | Indigenous Peoples' Day |
| Monday, November 11, 2024 | Veterans Day |
| Thursday, November 28, 2024 | Thanksgiving Day |
| Friday, November 29, 2024 | Day After Thanksgiving |
| Wednesday, December 25, 2024 | Christmas Day |

***Town Hall will be open virtually but closed to walk-ins during the week of December 23-27.**

The Town of Upper Marlboro

RESOLUTION: 2024-02
SESSION: Regular Town Meeting
DATED: January 23, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND AWARDING A CONTRACT TO _____ TO CREATE A SUPPLEMENTAL RETIREMENT BENEFIT (457(b) PLAN) FOR TOWN EMPLOYEES

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro, Maryland (the “Board of Town Commissioners”) desires to provide an additional retirement benefit option for Town employees; and

WHEREAS, pursuant to Town Charter, Section 82–56. (Purchasing and Contracts) all expenditures for contracts and purchases with an anticipated cost of more than Ten Thousand Dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board of Town Commissioners, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

WHEREAS, Town Ordinance 2022-06, Section 3.E.2 provides that “all contracts for other professional services, such as accounting, auditing, legal and insurance, anticipated to be in excess of Seventy-Five Thousand Dollars (\$75,000) shall be subject to competitive procurement requirements, but shall be approved subject to use of an alternative method of procurement as prescribed by the Board on an individual basis of the Board; and

WHEREAS, the Board of Town Commissioners finds that a 457(b) plan is a type of tax-advantaged retirement plan for state and local government employees, and while the 457(b) shares a few features with the more familiar 401(k) plan, it also has some unusual features since a 457(b) is not subject to ERISA laws, withdrawals before age 59 1/2 are not subject generally to the 10% penalty tax imposed on most early 401(k) withdrawals; and

WHEREAS, All Profit HR obtained quotes from three companies, Empower, T. Rowe Price and Ascensus, to create a 457(b) Plan for the Town of Upper Marlboro, a summary of which quotes are set forth in the attached Exhibit A; and

WHEREAS, the Board of Town Commissioners wishes to waive the formal competitive bidding process and to accept the recommendation from All Profit HR to engage XXXXXX to create a Town of Upper Marlboro 457(b) Governmental Plan as set forth in the attached Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, Maryland sitting in regular session this 23rd day of January, 2024, that the Board of

Commissioners of the Town of Upper Marlboro, Maryland hereby waives the formal competitive bidding process, awards the contract for the creation of a Town of Upper Marlboro 457(b) Plan to XXXXXXXX in accordance with Exhibit A attached hereto, which is incorporated herein by this reference, in the amount of \$XXXX per month respectively and to execute the relevant contract document.

ATTEST:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Alma Prevatte, Commissioner

[Exhibit A – XXXX Proposal and Contract]

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 23rd day of January, 2024.

John Hoatson, Town Clerk