

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

REGULAR TOWN MEETING

April 26, 2022– 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone (*please sign-in with the Clerk*):

<https://uppermarlbormd-gov.zoom.us/j/83401361058?pwd=Z0dmWE5lYnpYSjBYLzExL2lqQTkyZz09>

Passcode 885805; Webinar ID: 834 0136 1058; Dial-in only: 301-715-8592

REGULAR TOWN MEETING AGENDA:

7:00 PM Call to Order

- Roll Call
- Pledge of Allegiance
- Consent to the Agenda
- Closed Session Summary From Tuesday, April 12, 2022

Approval of Meeting Minutes & Financial Reports

- Approval of the March 8, 2022, Board Work Session minutes
- Approval of the March 22, 2022, March Regular Town Meeting minutes
- Finance Report & Approval of the Treasurer's Report, as of March 31, 2022

Reports

- Department Reports — Public Safety, Public Works, Finance, Administrative
- Committee Reports — Greenwill Consulting, Historical, Events, Sustainable Communities, Arts Council, Green Team and CERT
- Commissioner Reports

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

1. Arbor Day Proclamation (Board Approval)
2. Resolution 2022-10 Annexation Referendum Election (Board Vote)
3. Approval of Library Historic Marker MOU (Board Vote)
4. Financial Assistance Program (Board Approval)
5. Ordinance 2022-02 Amend Personnel Ordinance (Introduction / Board Discussion)
6. FY2023 Budget Draft 1 (Board Discussion)
7. FY2023 Proposed Tax Rate Public Hearing (Board Discussion)

Administrative Updates

- General Commissioner & Staff items

Public Comment

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

Adjournment

Regular Town Meeting Video Will Be Posted To The Town YouTube Channel Within 7 Days.

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217.
See back of Agenda for Public Comment Procedures*

Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner

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 CommentTime, 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 withthe Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing forpublic 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 thesubject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have theauthority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as anon-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 chambersor 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 listedon 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.**

CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD

Date: April 12, 2022

Time: 8:54 PM

Location: Virtual

Closed Under Annotated Code:

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 propose to go into Closed Session on Tuesday, April 12, 2022, following the April Board Work Session to discuss salaries.

Those Who Voted To Go Into Closed Session:

President Franklin, Commissioner Colbert, Commissioner Hanchett & Commissioner Lott

Unanimous Of Elected Officials In Attendance:

Commissioner Duckett was on meeting but did not unmute to vote, video off

Those In Attendance;

President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott & Town Administrator Kyle Snyder

Actions Taken: No Votes Were Taken, Please See Relevant Notes:

N/A

Topics Discussed:

Annual salary increases and COLA, annexation referendum & personnel for annexation referendum

Relevant Notes: None

Town of Upper Marlboro

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ACTION REPORT - WORK SESSION

March 08, 2022 – 7:00 p.m.

Call to order at 7:00 PM

Roll Call:

**President Sarah Franklin
Commissioner Charles Colbert
Commissioner Janice Duckett
Commissioner Thomas Hanchett
Commissioner Karen Lott
Town Administrator Kyle Snyder
Police Chief David Burse
Public Works Director Darnell Bond
Town Clerk John Hoatson**

Everyone Consented to the Agenda

Closed Session Summary was read for February 22, 2022, closed at 8:20pm? and moved to Town Hall. Closed Under General Provisions Article 3-305(b)(1) President Franklin, Commissioner Duckett and Commissioner Hanchett voted to go into Close Session. It was unanimous. No actions or votes were taken, and the topics discussed were a personnel matter that could have litigation associated with it.

Women's History Month Proclamation (Board Approval)

Motion to approve Proclamation in Recognition of Women's History Month: Commissioner Duckett moved to approve, and Commissioner Hanchett seconded

All in favor in alphabetical order: Commissioner Duckett, President Franklin, Commissioner Hanchett, Commissioner Lott – Motion passes.

Business

1) Marlboro Gateway Development (Presentation)

President Franklin stated that the Marlboro Gateway Development was going to come and present the plan presented tonight, but he said it has more density in it than he was looking for. He has gone to his architect for new drawings before he comes and meets with the board sometime in April. He wants to know what the board thinks and if the board has any ideas.

Commissioner Duckett said it sounds like it's all preliminary so she will wait for something more concrete.

President Franklin stated, having a developer that wants to work with us is not common, so the board is lucky to have that.

Commissioner Hanchett asked where the location was, and President Franklin stated by the Dollar General.

Action Item: President Franklin said that if anyone has comments they can email Kyle and he will pass those on to the developer as well.

2) Economic Development Firm RFP (Board Discussion)

TA Synder stated that in everyone's packets they could see an RFP a draft RFP for a downtown Upper Marlboro Economic Development Firm.

In the ARPA Grant Funding one of the items that the board wanted to highlight was economic development in the downtown area.

The Board has worked with Park and Planning a bit, but it seems like the best course of action would be for the town to spearhead the project and fund this through the ARPA funds.

TA Synder stated, we have a bit of a timeline; we are not asking firms to submit until July 1st, which means we could have it out no later than June 1st to give everyone 30 days to submit so we do have some time while the board is waiting to see which way we want to go with this firm.

It has not gone before Sustainable Communities for any discussion. This is the first time the commissioners have seen it; it is just a kind of see what kind of objectives and deliverables we want to see from the firms.

President Franklin stated that she had been thinking that it would be more on how to attract the businesses, how to work with the developers and less of the actual planning.

We need a plan implemented and a plan for funding, but she has been working on the vision plan to some extent for a while so they would not necessarily be starting from scratch. They would come alongside and help the board get the vision plan finished up. Also, providing some recruitment materials or ways to recruit businesses and some implementation strategies.

President Franklin any thoughts what we want an economic firm to be doing for us.

The idea is we would get a firm in because we would like to see more development downtown, more options, restaurants, retail parking etc. Get professionals into making downtown thrive!

Commissioner Duckett's questions: Would this firm be able to support the town with the sod improvement program? Was there a grant or was that something they would have to apply for to receive money the money?

President Franklin stated that for the sod improvement program we get grant money and then there's a process through sustainable working group to apply for that money and then those applications go through them, and the awards go out of money through the grant. She thinks it is a great idea to have them support the sod improvement program.

Commissioner Lott's questions: Is there any stipulations on the business getting the money? Do they have to be in good standing with their taxes?

TA Synder stated yes, they have to be current with the town's business license program, good standing with the State and that they have their taxes paid.

Commissioner Lott's question: What kind of incentives are we giving the businesses to make them want to participate beside the grant.

TA Snyder said the firm would look into this and/or make suggestions as well. Talking to the businesses and residents.

Commissioner Colbert's questions including Commissioner's Duckett's and Hanchett's comments: On what the residents want. It would be good that the firm initiate some type of survey to understand /categorize what are the residents want. Also, they should incorporate some type of final deliverables timeframe, force, and function. We should say what that schedule to be. A year information gathering process figure.

President Franklin stated it would expand to cover not just downtown but the parts we are annexing.

Public comment: Patti Callicott she would like to expand on the river walk, she would like a river trail with canoes, kayaks, and a landing place for someone to stop by and grab something to eat as they go up and down the river.

President Franklin's list from the commissioners and public comment on what they want the economic development firm to do for the town:

- Sod improvement program**
- A complete economic development on how to grow**
- How to draw businesses**
- How to target parking**
- How to support our current businesses**

- How to get property owners to revitalize and then kind of creating like a branding/uniformness
- Some areas to incorporate for walking (our residents visiting local businesses)
- How are we making them want to participate?
- What do residents want and having a requirement for the firm to do a resident survey
- Making sure that this language incorporates the ability to work in all parts of town in newly annexed areas
- Having a schedule and time frame for final deliverables
- Tourism and small watercraft.

Action Item: President Franklin stated they will internally take these notes and the draft they have and work with it and come up with something fresh for the 22nd.

3) Playground Phase 2 & 3 Update (Board Discussion)

TA/ Synder presented the drawings and numbers that are better than they thought they would be. About 2-3 years ago the board put out the RFP for the playground designer Sparks @ Play was the only vendor that replied so they were chosen for phase one. Now the town is looking into phase two and three; phase one is completed.

Phase 1- Train Station Play structure (ages 5-12)

This structure is built, and the Town intends to “soft-open” Phase 1 play area in Spring 2022 while Phases 2 & 3 are being built. The Town budgeted \$250,000 in FY22 for this project, with \$200,000

coming from the State DNR Grant, and the Town contributing \$50,000. Final payment for this project has been cut, and we will be requesting reimbursement from the State. Once the Phase 2 & 3 design is finalized in the Spring, we will install the black perimeter fence, and place a temporary woodchip path from the BOE parking lot to the playground. Once Phase 2 & 3 are complete the woodchips will be replaced with asphalt or permeable ADA compliant paving.

Phase 2 & 3- Train Play Structure & Splash Pad

The Town will need to enter into a new contract with Sparks @ Play for Phases 2 & 3. We hope to have the contract before the Board at the March Town Meeting for approval. Below is the current funding sources for the project as of now, the FY23 DNR Grant & Bond Bill are pending.

Funding Source	Amount
FY21 DNR Grant	\$199,000
FY22 DNR Grant	\$192,000
FY23 Bond Bill	\$275,000
FY23 Town Funds	\$60,000
Total Funding:	\$726,000

Expense	Amount
Phase 2	\$321,576.81
Phase 3	\$391,968.90
Total Cost:	\$713,545.71

There are going to be two main obstacles in moving this project forward 1) The permitting process (it took nearly 9 months for Phase 1) and 2) Shifting the property line between the two Town lots

(Town Hall & Playground) in order to have the playground all on one property for the building permit.

Commissioner Colbert questions: FYI 23 275K How confident are we in this? Do we have any contingency if that doesn't go through? How much of phase three of this project will be at risk if it does not come to pass?

TA/ Synder stated that it is what the town comes up with the funding to keep up with the \$275,000. They are pretty confident it will go through. They have not yet had a request from the state that has failed and the project itself is pretty reasonable. The splash pad will benefit all the kids in the region it sounds like it has the support of not just our elected official but some other elected officials that represent the upper Marlboro area.

Present Franklin stated that the money is still there and that Greenwill is watching the funds to make sure no one else takes them. When we did the playground groundbreaking the county council was also very supportive. She does not know if they can give us quite that much money, but they may be able to talk to them if at risk. The splash pad is what is at risk. If we do not get the money for it, we may have to put that part on pause and then try to get money next year or from different sources?

TA/Snyder provided other options as well. Logistically it would be good to move phase 2 and 3 together and lifting the property line over.

For the pink panel in front of the train where some information can be displayed, asking the Historical Committee and the Chesapeake Beach Railroad Museum for assistance with this information.

The original splash pad was tiny and it was expanded through a request put in to Sparks @ Play. Because we're buying the smallest pump size for the splash pad and it powers x amount, maximizes more.

No fancy spray nozzles. It could be fancier but to keep the cost down we are keeping things pretty generic.

The splash pad is divided into three zones sprinklers, the family zone and the dynamic zone.

The splash pad will not be a part of the playgrounds. The playgrounds will be fenced in together but not the splash pad. It's going to be inside the perimeter but it's not going to have its own fence line so kids can kind of run in and out.

The splash pad will have a timer button so if no one's there it is on, someone has to go over and actually touch a button and or run for \$5 10 minutes. It is not spring water.

The dimensions are approximately the length of the town's parking lot or a little bit more. It holds 20 kids.

All parking at the board of education lot. The town does have an agreement with them. No parking at town hall.

Playground insurance with the town's insurance company Legit.

The water recycles it goes right back into drains into a holding tank and then it is pulled from the WSSC main.

There will be a cost for water and some chemicals because it is all automatic chemical feeds. There is going to be a little mechanical room with the pumps.

The base is concrete. It's kind of like it's grippy concrete with permeableness so it all drains through.

The town will look into solar panel lights.

Chief Burse had a wide lens camera installed to also watch the park.

Director Bond and Public Works will maintain the splashpad. They will receive staff training.

Action Item: President Franklin stated the town will keep in touch with the school board as things progress as to not strain the towns relationship with them regarding parking.

4) FY23 Budget (Board Discussion)

President Franklin started the conversation off with making the announcement that our Finance Director, Will Morgan is no longer with the town. As for the budget end she and Treasurer, Commissioner Duckett will be working with Town Administrator, Kyle Snyder and our consultant are going to be building the budget. They will still move forward to build a budget that is extremely accessible to the public and provides a lot of extra information. Please contact them with any questions or concerns.

TA/Snyder stated that several decades the town went back through the records past the '80s into the '70s and did not find when that tax rate was changed. It was at 24 cents per \$100 plus value way lower than the next up municipality which is the city of College Park. Their tax rate is 0.315.

The town looked at the everything, trying to put forward economic development CIP public safety upgrades to solve the need to ensure there is revenue being generated.

The town is looking to insurance tax base is strong and can fund the efficient government operations that everyone has come to hopefully love.

With the tax rate proposal last year TA/Snyder is going to focus on the residential property tax. Most of the change that affects the constituents. The commercial property tax is going up two cents. It will go up another cent next year if everything if the board wishes to continue this plan. The residential property tax that residents did see the largest type they see of \$0.06 last year. So last year went from 24 cents to \$0.30. as of now, the town is still the lowest rate. However, if the board chooses to go forward with the FY23 rate to go to 34 cents per \$100 less value and we will become the second lowest residential taxes.

The budget it to make up for lost revenue.

Action Item: President Franklin will make herself available via zoom on Saturday at 4pm if people want to ask questions regarding the FY23 Budget.

5) Administrative & Staff Items

President Franklin started off by talking a little about the finance HR situation because Will Morgan is no longer with the Town.

Currently everyone is working on an hourly basis to cover HR duties. The accounting firm was in today working with Kyle looking at QuickBooks, they processed the payroll and looked at all of the other files and that is how this is being handled right now. The Town has one accounting firm (C. Brown who will provide a presentation tonight) and an auditing firm (Alta Group – paper presentation and website access). Both of them can provide the town services so they are both presenting those options to the town.

The Town has a few options of continuing with the contractors, hiring someone full-time; should be a finance and HR director if the board thinks that is how we want to go or we can hire someone full-time to be an administrator/administrative assistant who would help the contractors with the processing. There may be more options as well.

President Franklin introduced to the board Mr. Calvin Brown and his HR Firm who was here on Monday. They were discussing continuity with the hiring of any employee, paperwork, all the benefits they are going to take on including all those HR elements for us.

Calvin Brown introduced himself and his partner Charles Harrison, they are currently the firm that that aligned with the town's accounting firm to help the town get through the audit every year and make sure that everything was done quickly and in order. Tonight, they thanked the

Town for giving them an opportunity to discuss the proposal of providing financial back office support services to the Town of Upper Marlboro and that hopefully if selected will begin this program maybe the first of April.

Their vision being the Towns back office, financial office by being at the town 3 days per week in addition to 24 hours a day. Access for remote login. All the audit requirements of the Maryland General Assembly, Department of Legislative Services and the minimize the noncompliance for audit purposes and getting the audit done timelier.

Mr. Brown and associates as the towns coordinator to the finance office will provide the services of back office support to improve proficiency and maintain the panels financial records in accordingly within generally accepted accounting principles. This will ensure that they find the town's financial statement will be prepared, timely and an accordance with those standards.

Their plan entails attending all regular and special meetings that the board of commission may require.

They would oversee the administrative, financial risk management, operation of the town to include the development of financial and operational strategies and ongoing development and monitoring of the Town's internal control system designed to that will be designed to preserve the town's assets and report its financial statements on accurately.

It is part of their planning. They would monitor and direct the implementation of any and all strategic business plan, that we would assist in developing with the city manager and the mayor develop financial strategies.

They would assist in managing the capital assets and preparing the annual and operating budget and organize and control the entire finance office.

On the operation side, they would meet with the members of the town management team, manage the accounting and work with human resources and the Town's Legal Team.

They would manage the third parties to which auditing, and finance function have been outsourced.

They would assist in overseeing the transaction processing and the IT systems of the town identify and where feasible. Implement new and more efficient methods of operation for the various departments and remain alert to new and effective methods of physical management including grant applications and administration.

They oversee reviewing mail, the development and dissemination of public information. Keeping the mayor fully advised as to the needs of the town and handle the purchase of all town materials and supplies.

They would work with town manager in negotiating good contracts.

Their office proposed overseeing the issues of financial information to the public and making monthly financial reports to the mayor and the board of commissioner.

They would keep detail records concerning the receipts. The information will be provided to the mayor and commissioners monthly.

They would work with the annual auditor to make sure that the financial statements will be prepared for publications on town website and distributions to the mayor and the commissioners.

They would monitor cash balances and assist with cash forecast so that the town will know what we are operating with. Budgets are doing operating, how you operating budgets of functioning and how your cash management or helping you to maintain a cash reserve to be able to meet your operating and man of daily expenses.

They would also understand and will help assist in mitigating the town risk profile.

They would work with legal issues with our attorney and make sure that the impact it would have on the town's financial statement is well laid out so it can be explained to the auditors.

They would construct and help the town develop a reliable internal control system along with reviewing the town's insurance coverages to make sure there is compliance with the town's needs. They would report all risks to the Mayor and City Commissioners.

Action Item: Mr. Calvin Brown and his HR Firm are going to be bringing the board a detail proposal for review along with the long-term cost.

Back to the Administrative & Staff Items and finish up for the evening:

President Franklin stated that she has two things:

- 1. We are getting ready to reopen Town Hall so we are working on a reopening plan for Town Hall that will probably discuss at the next meeting on March 22nd.**
- 2. With regards to annexation, she, (the mayor), lawyer, and the town administrator finally got her guidelines for looking through the referendum forms that came in. Those have to be published or at least 5 days before she can verify anything. Those are published on the website if anyone wants to look at them and submit comments which will take a**

while because they have never done it before. So next time she will be ready to go with them.

TA/Snyder stated that COVID Test distributions (at the Board of Education parking lot), would be happening tomorrow from 3pm to 5pm. The town have 500 test kits to give away: giving out two per household not just Upper Marlboro residents but County wide. Five hundred more from the county after these are distributed. If any commissioners would like to come out and help to distribute feel free.

President Franklin also stated that they will post the link if anyone needs to chat with her Saturday. They will put it on Upper Marlboro Nextdoor and the Town Website as well as a calendar invite.

President Franklin provided the below slide lets you know when to come out and join a committee.

Staff & Committee Reports



- ☐ Historical Committee - Meet 3rd Saturday at 10:00am
- ☐ Events Committee – Meet 1st Thursday at 7:00pm
- ☐ Sustainable Communities Workgroup Meet 4th Wednesday at 4:00pm
- ☐ Arts Council – Meet 3rd Monday at 7:30pm
- ☐ Green Team – Meet 2nd Thursday at 5:30pm
- ☐ CERT Team – Meet 2nd Saturday at 9:00am

Chief Burse requested to see Commissioner's Hanchett, Lott and Duckett; to see him so they can pick up something.

Commissioner Colbert will be sworn in on Monday, March 14th 6pm, at Town Hall. There will still be capacity restrictions, but it would be nice to come in welcome him.

A zoom link will also be set up.

The Clerk of the Court is also attending and other elected officials. President Franklin proposed that they go into Close Session.

TA/Snyder stated that they are also working on a time to set up headshots to be taken of the commissioners for ids and websites.

Clerk/Hoatson reminded everyone that the regular March Town Meeting will be held on March 22nd at 7pm and to not to forget that the meetings now have been switched.

Board of Commission Work Session Adjourned at 9:00 PM

Respectfully submitted,

Lucy Wade

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

ACTION REPORT - REGULAR TOWN MEETING

March 22, 2022, 2022 – 7:00 PM

Call to order 7:12 PM

Roll Call:

President Sarah Franklin

Commissioner / Treasurer Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Town Administrator Kyle Snyder

Police Chief David Burse

Public Works Superintendent Darnell Bond

Town Clerk John Hoatson

President Franklin gave the Closed Session Summary from the March 22, 2022. It was a virtual meeting. Meeting was held to discuss the duties of the Finance Director and contracts. The Closed Session was proceeding the Town Meeting.

Approval of Meeting Minutes & Financial Reports -

Approval of the February 8, 2022, Regular Town Meeting minutes

Approval of the February 22, 2022, Board Work Session minutes

Motion was made by Commissioner Hanchett to approve the February 8, 2022 regular Town meeting minutes February 22, 2022 board work session minutes and seconded by Commissioner Lott. Vote 4-4 Colbert, Duckett, Hanchett, Lott

Finance Report & Approval of the Treasurer's Report, as of February 28, 2022

Motion was made to approve the Finance Report by Commissioner Lott and seconded by Commissioner Hanchett. Vote 5-5 Franklin, Colbert, Duckett, Hanchett, Lott

Reports

- **Department Reports — Public Safety, Public Works, Finance and Clerk's Office**

Public Safety Report –

Incidents Reported in Town:

Assault Call 1	Commercial Alarm 4	Subject Stop 1
Domestic Call 2	Check on Welfare 6	Property Damage 1
Loud Music 1	Hit & Run 2	Theft Call 3
Vehicle Accident 3	Traffic Hazard 1	Disorderly Call 3
Suspicious Person 1	Fraud Call 1	Break-in Progress 4
Suspicious Auto 8	Trespassing Complaint 1	Residential Alarm 1
Vandalism Call 3	Assist Call 1	

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

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

Chief Burse participated in Conference Call with the County Executive on Municipal partnerships.

Sgt. Irby and Cpl. Brooks participated in traffic initiative with the Prince George's County Police and Maryland State Police.

Chief Burse and Cpl. Brooks participated in a two-day training with the Maryland State Police Records Division.

Chief Burse participated in a call with the Maryland State Police about planning for the Trucker Beltway Convoy.

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse participated in the District 2 Coffee Club meeting.

Chief Burse oversaw security for the Town's Special Election.

Public Works Report –

Public Works Related

- PWD attended onboarding meeting with Mr. Patel of Mead and Hunt.
- PWD attended meeting with MDOT on right-of-way entry agreement issues with VM Properties.
- PWD and TA Snyder had a meeting with Teddy of VM Properties to discuss construction pedestrian walkway and on-site permits.
- HR Director Morgan and PWD conducted one PW crewmember interview.
- Met with a representative From Stanley Access Technologies to provide a quote for ADA compliance at the side entrance.
- Confirmed addresses of annexation area, prepared recycle bins for distribution, and neighborhood checks performed.
- Tags for dump trailer received.

Maintenance and Beautification

- Parts received for old salt spreader; install date TBD.
- Began working on all tree trimming equipment ahead of site services.
- Began removal of dead trees and limbs on Town-owned properties. Downed trees and limbs at Cahn Memorial removed.
- Quarterly generator service performed.
- Truck 216 went in for multiple preventative services.

Street and Sidewalk

- Overlays for directional signage ordered.
- Crew lead Gibson and PWD had a meeting with SHA storm drain maintenance team about drain overflowing on Main St.

Weather Related Activities

- February had two wintry weather events both of which only prompted watch from PW.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.09 tons. Bulk day accumulations for yard waste collections are 13.93 tons. We had no dump body rentals for the month.

Project Tracker and Updates -

Town Administrator Kyle Snyder gave a report on Town projects.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Met with MNCPPC Rep, Commissioner Franklin Testified at the MNCPPC budget hearing.
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Working on contract with Sparks @ Play for Phase 2 & 3 and tracking State funding approval.
Town Financial Polices	A set of policies to govern the Town's Financial operations.	Up for approval at April TM
Grant Coordinator Position	Town partnered with Town of Morningside to apply for and be awarded a grant for municipal support in the form of a grants coordinator.	Position Advertised.
Election Process Review	Working with the BOSE to update and approve the Town's election procedures.	Will begin after the Budget is completed
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Working on scheduling, timeline, and contract with Meade & Hunt.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Lot purchased! Working to submit for reimbursement from State. Hopefully we can begin planning for the Church Street lot repaving in Summer 2022 when we are doing the roads.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.

Finance Department –

BUDGET CODE	DESCRIPTION	ACTUAL	APPROVED BUDGET
	Fines, Licenses & Permits		
6154	Franchise Fee	\$ 14,703.74	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ 1,460.00	\$ 2,500.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 13,239.68	\$ 28,000.00
6354	Room Rental	\$ -	\$ 669.00
6355	Parking Meters	\$ 110,693.91	\$ 145,000.00
6381	Parking Fines/Penalties	\$ 20,204.74	\$ 35,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,421.83	\$ 5,000.00
	TOTAL	\$ 163,723.90	\$ 230,669.00

Intergovernmental

6240	Financial Corporation Tax	\$ 9,144.52	\$ 9,145.00
6260	Highway User Fee	\$ 17,799.97	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,038.00	\$ 1,750.00
	TOTAL	\$ 27,982.49	\$ 38,620.00

Miscellaneous Revenue

6390	Interest Earnings	\$ -	\$ 2,500.00
6392	Sale of Property	\$ -	\$ 1,000.00
6394	Town Hall Services	\$ 900.99	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 802.16	\$ 2,000.00
	TOTAL	\$ 1,703.15	\$ 8,250.00

Taxes

6101	Commercial	\$ 358,651.25	\$ 189,541.00
6102	Non-Commercial	\$ 4,281.15	\$ 171,698.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 44,242.09	\$ 46,555.00
6105	Public Utilities	\$ 660,686.40	\$ 575,000.00
6106	Income Taxes	\$ 199,491.48	\$ 260,000.00
	TOTAL	\$ 1,267,352.37	\$ 1,247,793.00

	Total Revenue	\$ 1,460,761.91	\$ 1,660,637.00
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EXPENDITURES
General Government

	Administrative Salary & Wages	\$ 189,199.73	\$ 252,479.00
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	Payroll Deductions & Benefits		
8124	Employer Tax	\$ 44,017.96	\$ 59,000.00
8125	Pension Benefits	\$ 72,715.07	\$ 70,000.00
8126	Medical Employee Benefits	\$ 66,376.24	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	TOTAL	\$ 183,109.27	\$ 245,800.00

Professional Services

8073	Accounting Services	\$ 10,500.00	\$ 18,000.00
8074	Auditing Services	\$ 20,000.00	\$ 20,000.00
8075	Payroll Processing (TPA)	\$ 3,479.56	\$ 5,000.00
8110	Town Attorney & Legal	\$ 40,287.28	\$ 55,000.00
8115	IT Support & Equipment	\$ 8,601.56	\$ 10,000.00
8205	Media Relations	\$ 13,500.00	\$ 24,000.00
8206	Government Relations	\$ 24,600.00	\$ 36,000.00
8207	Human Resource Services	\$ 7,960.00	\$ 12,000.00
8208	Planning Firm	\$ 25,213.57	\$ 20,000.00
	TOTAL	\$ 154,141.97	\$ 200,000.00

Insurance & Benefits

8120	General Liability	\$ 15,721.00	\$ 16,000.00
8121	Bonds	\$ -	\$ 500.00
8122	Workers Compensation	\$ 22,950.62	\$ 20,000.00
8123	Insurance Claims	\$ -	\$ 5,000.00
	TOTAL	\$ 38,671.62	\$ 41,500.00

Operating

8077	Public Notices	\$ 1,365.00	\$ 2,000.00
8080	Bank Charges	\$ 29,345.45	\$ 25,000.00
8086	Trainings & Memberships	\$ 3,764.15	\$ 5,000.00
8090	Postage	\$ 1,618.21	\$ 3,000.00
8092	Printing	\$ 6,030.97	\$ 8,500.00
8130	General Supplies	\$ 33,763.82	\$ 20,000.00
8131	Ofc Equipment R&M	\$ 674.78	\$ 1,200.00
8160	Town Hall Office Phones	\$ 4,044.12	\$ 5,000.00
8161	Mobile Phones	\$ 4,111.39	\$ 4,000.00
8162	Town Elections	\$ 2,103.62	\$ 2,100.00
8165	Town Hall Utilities	\$ 35,640.54	\$ 11,000.00
8175	Town Hall Repair & Maintenance	\$ 8,493.70	\$ 10,000.00
8200	Other	\$ 17,680.22	\$ 32,000.00
	Total	\$ 148,635.97	\$ 128,800.00

	General Government Total	\$ 713,758.56	\$ 868,579.00
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Public Safety Department

	Public Safety Salary & Wages	\$ 198,260.82	\$ 358,120.00
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Public Safety Operating

8273	Uniforms	\$ 1,825.95	\$ 2,000.00
8274	Weapons & Duty Equipment	\$ 5,509.93	\$ 5,000.00
8275	Training & Memberships	\$ 1,960.51	\$ 1,500.00
8277	Substance Testing/Pre-Employment	\$ 2,084.50	\$ 4,500.00
8280	Supplies	\$ 328.09	\$ 3,000.00
8281	Mobile Devices	\$ 2,280.29	\$ 5,000.00
8282	Association Dues	\$ 615.00	\$ 750.00
8300	Vehicle Repairs	\$ -	\$ 2,500.00
8301	Vehicle Maintenance	\$ -	\$ 4,000.00
8302	Vehicle Fuel	\$ -	\$ 5,000.00
8320	Other	\$ -	\$ 1,500.00
	TOTAL	\$ 8,687.70	\$ 34,750.00

6530.2022.03	GOCCP State Aid	\$ 3,666.74	\$ 16,400.00
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8330	Debt Service	\$ -	\$ 32,525.00
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	Public Safety Total	\$ 212,914.09	\$ 426,395.00
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Public Works Department

	Salary & Wages	\$ 135,615.92	\$ 207,805.00
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Public Works Operating

8375	Uniforms	\$ -	\$ 750.00
8377	Training & Memberships	\$ 75.00	\$ 500.00
8380	Other	\$ 309.47	\$ 1,500.00
8390	Streets Maintenance	\$ 5,169.31	\$ 4,000.00
8391	Weather Related Expenses	\$ -	\$ 2,500.00
8400	Streetlight Electricity	\$ 14,551.37	\$ 21,500.00
8405	Vehicle Repairs	\$ -	\$ 3,000.00
8410	Vehicle Maintenance	\$ 1,144.80	\$ 3,500.00
8415	Vehicle Fuel	\$ -	\$ 4,000.00
8488	PWF Utilities	\$ 897.19	\$ 3,500.00
8490	Mobile Phones	\$ 326.91	\$ 2,500.00
8176	Maintenance & Repairs	\$ 1,012.79	\$ 6,200.00
8491	Beautification	\$ -	\$ 2,500.00
8492	Small Tools & Equipment	\$ 7,473.98	\$ 7,000.00
8493	Septic Tank	\$ 600.00	\$ 1,200.00
8545	Mosquito Control	\$ -	\$ 1,400.00

	TOTAL	\$ 31,560.82	\$ 66,550.00
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6530.2022.06	State Street Scape	\$ -	\$ 450,000.00
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Refuse Collection

8546	Residential Waste Collection	\$ 30,216.50	\$ 41,124.00
8547	Residential Recycle Collection	\$ 6,583.50	\$ 9,834.00
8548	Bulk & Yard Waste	\$ 2,200.46	\$ 3,600.00
	TOTAL	\$ 39,000.46	\$ 54,558.00

	Public Works Total	\$ 206,174.20	\$ 327,913.00
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	Total Expenses	\$ 1,132,866.80	\$ 1,660,637.00
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	Net Operating Income	\$ 327,895.11	\$ 0.00
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OTHER FUND BALANCES

	REVENUE/TRANSFER	EXPENSES	APPROVED BUDGET
Police State Aid	\$ 13,942.48	\$ 3,666.74	\$ 16,400.00
Community Open Space	\$ -	\$ 125,433.31	\$ 130,000.00
Other Grants	\$ 21,389.35	\$ -	\$ 70,000.00
ARP - American Recovery Fund	\$ 331,539.82	\$ 30,402.10	\$ 281,246.00
Committee Expenses	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00
Replenish Reserve Transfer	\$ -	\$ -	\$ -
Capital Improvement Projects	\$ 52,733.45	\$ 52,733.45	\$ 66,000.00

TOTALS	\$ 425,200.13	\$ 217,830.63	\$ 581,396.00
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COMMITTEE BREAKDOWN

	TRANSFER TO...	EXPENSES	APPROVED BUDGET
Events	\$ 2,269.68	\$ 2,269.68	\$ 7,000.00
CERT Team	\$ -	\$ -	\$ 750.00
Historical Committee	\$ 114.94	\$ 114.94	\$ 750.00
Arts Council	\$ 2,748.41	\$ 2,748.41	\$ 750.00
Green Team	\$ -	\$ -	\$ 750.00
TOUM Events	\$ 462.00	\$ 462.00	\$ 7,750.00
TOTALS	\$ 5,595.03	\$ 5,595.03	\$ 17,750.00

Monthly Financial Narrative

1. We are anticipating a reimbursement from ADP of \$49,900.
2. Year to Date Expenses are currently at only 69% of annual budget (expectation is 75% of annual budget).
3. We have submitted for a \$100,000 reimbursement from DNR Playground Grant program for final/drawdown #2 of the FY2019 grant for Phase 1 of the playground. We should see these funds back in the operating account sometime over the next few weeks.
4. We are awaiting final deed processing for the pocket park purchase to be finalized and can request the \$20,000 reimbursement from the FY2019 Bond Bill.
5. Working with the Accounting firm to clear up the General Government expenditures to ensure invoices were applied to the proper line item and department, especially in office supplies, Town Hall utilities, bank charges, and "other".

BALANCE SHEET

Bank Accounts	
Operating Checking	375,988.38
Petty Cash	750.00
Payroll Account	4,618.49
Parking Meter Checking (M&T)	118,997.87
Red & Speed Light Checking (M&T)	0.00
ARPA Fund	185,099.40
WesBanco (CD)	103,275.93
MLGIP (CD)	215,489.57
Total Bank Accounts	\$ 1,054,219.64

Committee Reports —

Greenwill Consulting:

Final 3 weeks of session. Legislators are going into 2 to 3 sessions each day.

They have a week left to pass the state budget.

\$275,000 for playground was included in the senate version of the budget.

Historical Committee

Quarterly on February 19, 2022. Working on the Crain Monument Centennial.

Still working on the Civil Rights Trail. Waiting on copyright for the signage.

Reverend Weaver will no longer be the pastor at Union United.

Next meeting is April 16, 2022. Thanked Mayor Franklin for putting the Crain Monument Centennial on the Town.

Events Committee

Marlboro Day is May 14, 2022. Want all committees to set up tables during Marlboro Day. Need to fill out the non-profit form.

Hope the community will turn out for the event.

Sustainable Communities

FY2022 grants are executed which funding is \$100,000.00

Report to the state on a quarterly basis. Next quarterly report is due April 1, 2022.

Finally getting consistent meetings. Want to meet every month.

Arts Council

Arts Council has seen a few new faces join the committee.

Continuing monthly highlight of local artists.

Submitted grant for murals.

Want an additional event. Need to go before the Events Committee to seek appropriate approval.

Green Team

Ramping up for the Community Garden. Getting ready to start seed for spring planting.

Going to do an Arbor Day Tree Planting.

Blueberry bushes will be planted by the playground.

CERT

80 hours of service in the month of February.

Want to get some first aid kits for Marlboro Day giveaway.

Commissioner Reports –

President Franklin –

Welcomed Commissioner Colbert to the team.

Annexation update – knocked on doors and spoke to residents.

Spoke about the Civil Rights Trail – courthouse, library, locksmith.

Community Conversations will be held monthly. Chance for residents to talk to Town Commissioners.

Commissioner Colbert –

Thanked everyone for the warm welcome.

Mentioned working with other municipalities to acquire a nurse or mental health professional in the Town.

Commissioner Duckett –

Went to business community to promote Marlboro Day and ask about needs in the community. Want to provide support to the businesses in Town.

Commissioner Hanchett –

April 7, 2022 next meeting for Marlboro Day

Welcomed Commissioner Colbert to the team.

Commissioner Lott –

Welcomed Commissioner Colbert to the team.

Spoke to the warden of Upper Marlboro regarding the inmates being released in the Town limits. She is available for discussion.

Business

- **Resolution 2022-08 – Departmental ARPA Spending Approvals (Board Vote)**

Authorizing Department Heads to moved forward on purchases. \$25,000.00 allocated to each department.

A lot of projects were put on hold due to the pandemic.

Motion was made to approve the Departmental ARPA Spending Approvals by Commissioner Lott. Was seconded by Commissioner Hanchett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Resolution 2022-09 – Sparks @ Play Phase 2 & 3 (Board Vote)**

Resolution is approved contingent of receiving the funds. Bond bill and DNR. Sparks @ Play is going to have a price increase.

Motion was made to approve Resolution 2022-09 Sparks @ Play Phase 2 & 3 on contingency that \$275,000 bond bill and DNR

\$190,000 are confirmed at state level by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Town Hall Re-Opening Plan (Board Approval)**

Town Administrator Kyle Snyder gave an overview of the Town Hall Re-Opening plan. Waiting for security installation and pandemic precautions. Town Hall is scheduled to be re-open March 28, 2022. Room rentals will begin again under the plan.

Motion was made to approve the Town Hall Re-Opening Plan by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Finance Director Replacement Plan (Board Approval)**

Plan for Town staff to work with Insuraty to create a job description of an administrative assistant with bookkeeping experience.

Motion was made to approve the Finance Director Replacement Plan by Commissioner Duckett. Was seconded by Commissioner Lott. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Structure of Government Survey (Board Approval)**

Wants input from residents regarding what they would like for a structure of government in the Town of Upper Marlboro.

Demographic information will also be collected with the survey.

Motion was made to approve the Structure of Government Survey by Commissioner Duckett and seconded. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **Special Events Permit Application Family Justice Center Walk (Board Approval)**

Family Justice Center wants a walk around the Town. Want to obtain the permit with approval. It is a charitable walk. They will need to change the date as it conflicts with the Crain Monument Centennial.

Motion was made to waive the fee for the Special Events Permit Application for the Family Justice Center Walk by Commissioner Duckett. Was seconded by Commissioner Hanchett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett, Lott.

- **FY23 Budget Town Tax Rate & Revenue Overview (Board Discussion)**

Discussion was had regarding the tax rate.

Resident property tax is going up four cents.

Commercial property tax will also be going up.

Step increase will be done over time.

Biggest source of revenue is taxes and utilities.

- **Economic Development Firm RFP (Board Discussion)**

Town wants to hire an Economic Development consultant.

Will work with Sustainable Work Group.

Going to need economic help for a bit. Does not want to commit to far.

Maybe an economic development group that develops.

Public Comment

Brian Callicott thanked Darnell Bond and team.

4 wheelers and dirt bikes running around Town. Seems dangerous. Does not see a police presence like he use to.

Police is working to hire more so there is more shifts.

Chief Burse heard what was said and is working on it.

President Franklin made a motion to adjourn the meeting. It was seconded by Commissioner Duckett. Vote: 5-5: Colbert, Duckett, Franklin, Hanchett and Lott.

Respectfully Submitted

**John Hoatson
Town Clerk**



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

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

Monthly Town Police Department Report For the Month of March 2022

Incidents Reported in Town:

Animal Complaint 1	Commercial Alarm 12	Subject Stop 2
Domestic Call 4	Check on Welfare 4	Property Damage 1
Stalking Call 1	Missing Person 1	Theft Call 1
Vehicle Accident 3	Hit & Run 1	Disorderly Call 1
Suspicious Person 4	Fraud Call 1	Break-in Progress 1
Suspicious Auto 2	911 Disconnect Call 1	Residential Alarm 1
Miscellaneous Incident 1	Assist Fire Dept. 3	

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

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

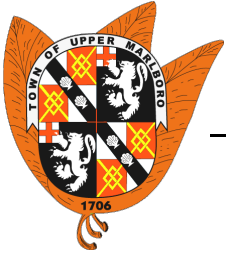
Chief Burse participated in the Swearing-in process for Commissioner Colbert.

Chief Burse and Cpl. Brooks participated in the Criminal Justice Coordinating meeting with Judge Adams.

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse participated in the District 2 Coffee Club meeting.

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



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Wednesday April 20, 2022

Subject: Public Works' Status Report

RE: March 2022 – Monthly Status Report

Public Works Related

- PWC picked up test kits from the county and set up for test kit distributions.
- Met with Meagan Baco of Maryland Milestones to determine placement of the info stands.
- PWC provided traffic control for an accident on MD-725 at Service Lane.
- PWC cleaned, serviced, and stored away all winter weather equipment.
- PWD continued to look for rental properties for the PW department.
- PWD moved forward with new hire processing in conjunction with Insurity.
- PWD met with rep from Stanley Access Technologies to prepare a quote for ADA compliant door at side entrance for TH.
- PWD reached out to county inspector Watson for update on sinkhole situation. Inspector Watson met with homeowner of Church St sinkhole site.
- Crew picked up used pickup truck, truck and fuel numbers assigned.
- PWD attended Hybrid MML PWA and Recreation quarterly meeting where there was a presentation by Sadie Drescher of Chesapeake Bay Trust.
- Attended the counties "Municipalities in the Know" storm drain maintenance meeting.

Maintenance and Beautification

- PWC pruned and removed dead limbs and trees around Town.
- Crews Prepped flower beds at Monument and Town Hall. Edging installed at TH for containment.
- CR6 bluestone added to PW yard to combat hillside runoff.
- Crews began brush clearing and mowing at the community garden.

Street and Sidewalk

- Permit Parking only signs installed on Gov Oden Bowie Dr,
- Quotes for breaker hammer rental received. (Meter Repair)

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 4.30 tons. Bulk day accumulations for yard waste collections are 18.93 tons. We had two dump body rentals for the month.

Sincerely,

Darnell F. Bond III
Public Works Director

Sarah Franklin
President

sfranklin@uppermarlboromd.gov

Janice Duckett
Commissioner / Treasurer
jduckett@uppermarlboromd.gov

Thomas Hanchett
Commissioner
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Vacant
Commissioner
info@uppermarlboromd.gov

Town of Upper Marlboro
Budget vs. Actuals: FY2022 Budget - FY22 P&L
 July 2021 - March 2022

	Total		
	Actual as of 3.2022	Budget YTD	over Budget
Income			
Revenue			
4000 Property Taxes			
4010 Real Estate Taxes Residential	184,332.14	171,698.00	12,634.14
4020 Real Estate Taxes Commercial	189,281.15	189,540.00	(258.85)
4025 Real Estate Taxes Delinquent	-	5,000.00	(5,000.00)
4121 PPT FY2021	1,286.00	-	1,286.00
4122 PPT FY2022	43,368.69	46,555.00	(3,186.31)
4150 PPT Public Utilities	660,686.40	575,000.00	85,686.40
Total 4000 Property Taxes	\$ 1,078,954.38	\$ 987,793.00	\$ 91,161.38
4200 Fines, Licenses, Permits			
4210 Cable Franchise Fee	14,703.74	13,000.00	1,703.74
4220 Town Permits	1,460.00	2,500.00	(1,040.00)
4230 Business License	13,239.68	28,000.00	(14,760.32)
4240 Parking Meters	80,535.32	145,000.00	(64,464.68)
4250 Parking Coin Deposits	39,379.83	-	39,379.83
4260 Parking Fines/Penalties	21,099.40	35,000.00	(13,900.60)
4270 Parking Cash Payments	225.00	-	225.00
4280 Pub/Edu/Govt Broadcasting	3,421.83	5,000.00	(1,578.17)
6280 Trader's License Fees	-	500.00	(500.00)
6351 Food Trucks	-	1,000.00	(1,000.00)
6354 Room Rental	-	669.00	(669.00)
Total 4200 Fines, Licenses, Permits	\$ 174,064.80	\$ 230,669.00	\$ (56,604.20)
4300 Intergovernmental			
4310 Income Taxes	244,958.37	260,000.00	(15,041.63)
4320 Highway User Fee	17,799.97	27,725.00	(9,925.03)
4330 State Police Aid	18,042.48	16,400.00	1,642.48
4340 Financial Corporation Tax	9,144.52	9,145.00	(0.48)
4350 Disposal Fee Rebate	1,038.00	1,750.00	(712.00)
Total 4300 Intergovernmental	\$ 290,983.34	\$ 315,020.00	\$ (24,036.66)
4400 Miscellaneous Revenue			
4410 Miscellaneous	1,703.15	3,000.00	(1,296.85)
4420 Interest Earnings	-	2,500.00	(2,500.00)
6394 Town Hall Services - Misc Rev	-	250.00	(250.00)
6396 Special Events/Donations	-	2,500.00	(2,500.00)
Total 4400 Miscellaneous Revenue	\$ 1,703.15	\$ 8,250.00	\$ (6,546.85)
4500 Grants	21,389.35	-	21,389.35
4510 Community Open Space	-	100,000.00	(100,000.00)
4520 State StreetScape	-	450,000.00	(450,000.00)
4530 FIP	-	50,000.00	(50,000.00)
4550 ARP - Recovery Fund	331,539.82	325,000.00	6,539.82
Total 4500 Grants	\$ 352,929.17	\$ 925,000.00	\$ (572,070.83)
Total Revenue	\$ 1,898,634.84	\$ 2,466,732.00	\$ (568,097.16)
Total Income	\$ 1,898,634.84	\$ 2,466,732.00	\$ (568,097.16)
Gross Profit	\$ 1,898,634.84	\$ 2,466,732.00	\$ (568,097.16)

Expenses

5000 General Government

5105 GG Commissioner Salaries	15,588.00	15,200.00	388.00
5110 GG Salaries	195,247.40	257,279.00	(62,031.60)
5120 GG FICA	17,078.33	59,000.00	(41,921.67)
5130 GG Health/Life/Dental Benefits	19,621.14	116,800.00	(97,178.86)
5140 GG Insurance - Worker's Comp	13,077.78	20,000.00	(6,922.22)
5150 GG Pension Benefits	33,205.79	70,000.00	(36,794.21)
5300 GG Professional Services	(26,922.29)	-	(26,922.29)
5310 GG Accounting	15,250.00	18,000.00	(2,750.00)
5320 GG Audit	20,000.00	20,000.00	-
5330 GG Payroll Processing	3,825.53	5,000.00	(1,174.47)
5340 GG Town Attorney & Legal	50,970.34	55,000.00	(4,029.66)
5350 GG IT Support & Equipment	10,490.98	10,000.00	490.98
5360 GG Media Relations	13,500.00	24,000.00	(10,500.00)
5370 GG Government Relations	24,600.00	36,000.00	(11,400.00)
5380 GG Human Resources Services	7,960.00	12,000.00	(4,040.00)
5390 GG Planning Firm	16,465.00	20,000.00	(3,535.00)
Total 5300 GG Professional Services	\$ 136,139.56	\$ 200,000.00	\$ (63,860.44)
5400 GG Operating			
5200 GG Insurance & Benefits			
5210 GG General Liability	16,213.00	16,500.00	(287.00)
5210.01 Claims	-	5,000.00	(5,000.00)
Total 5210 GG General Liability	\$ 16,213.00	\$ 21,500.00	\$ (5,287.00)
Total 5200 GG Insurance & Benefits	\$ 16,213.00	\$ 21,500.00	\$ (5,287.00)
5415 GG Merchant Services Fees	30,810.12	25,000.00	5,810.12
5435 GG Training	495.00	-	495.00
5440 GG Dues & Subscriptions	4,521.15	5,000.00	(478.85)
5445 GG Postage	1,618.21	3,000.00	(1,381.79)
5450 GG Printing	6,030.97	8,500.00	(2,469.03)
5455 GG General Supplies	33,763.82	20,000.00	13,763.82
5460 GG Office Equipment R&M	674.78	1,200.00	(525.22)
5465 GG Town Hall Office Phones	2,248.21	5,000.00	(2,751.79)
5470 GG Mobile Phones	7,156.81	4,000.00	3,156.81
5475 GG Town Elections	2,103.62	2,100.00	3.62
5477 GG Public Notice Ads	1,365.00	2,000.00	(635.00)
5480 GG Town Hall Utilities	6,730.72	11,000.00	(4,269.28)
5485 GG Town Hall Repair & Maintenance	4,543.65	10,000.00	(5,456.35)
5490 GG Other	2,068.22	2,000.00	68.22
Total 5400 GG Operating	\$ 120,343.28	\$ 120,300.00	\$ 43.28
5900 GG Committee Expenses			
5905 Events Committee	2,269.68	5,000.00	(2,730.32)
5910 CERT Team	-	750.00	(750.00)
5915 Historical Committee	114.94	750.00	(635.06)
5920 Arts Council	2,748.41	750.00	1,998.41
5925 Green Team	-	750.00	(750.00)
5930 TOUM Event	462.00	2,000.00	(1,538.00)
5935 Trunk or Treat	-	2,000.00	(2,000.00)
5940 Marlboro Day	400.00	5,750.00	(5,350.00)
Total 5900 GG Committee Expenses	\$ 5,995.03	\$ 17,750.00	\$ (11,754.97)
Total 5000 General Government	\$ 556,296.31	\$ 876,329.00	\$ (320,032.69)

6000 Public Safety				
6110 PS Salaries	220,265.85	359,120.00	(138,854.15)	
6111 PS Overtime	4,480.60	-	4,480.60	
6120 PS FICA	19,711.50	-	19,711.50	
6130 PS Health Benefits	18,889.72	-	18,889.72	
6140 PS Worker's Comp	5,990.38	-	5,990.38	
6150 PS Pension Benefits	24,167.52	-	24,167.52	
6200 PS Uniforms	1,825.95	2,000.00	(174.05)	
6210 PS Weapons & Duty Equipment	5,509.93	5,000.00	509.93	
6220 PS Training & Memberships	1,960.51	1,500.00	460.51	
6230 PS Pre Employment	2,484.50	4,500.00	(2,015.50)	
6240 PS Association Dues	615.00	750.00	(135.00)	
6260 PS Mobile Phone	2,428.24	5,000.00	(2,571.76)	
6270 PS Supplies	328.09	3,000.00	(2,671.91)	
6300 PS Professional Services	26,922.29	-	26,922.29	
6400 PS Occupancy	13,522.59	-	13,522.59	
6500 PS General Supplies	70.00	1,500.00	(1,430.00)	
6700 PS Vehicle Repairs	-	6,500.00	(6,500.00)	
6710 PS Vehicle Fuel	-	5,000.00	(5,000.00)	
6880 Public Safety Debt Service	-	32,525.00	(32,525.00)	
6900 PS GOCCP Police State Aid	3,666.74	16,400.00	(12,733.26)	
Total 6000 Public Safety	\$ 352,839.41	\$ 442,795.00	\$ (89,955.59)	
7000 Public Works				
7110 PW Salaries	147,963.17	207,805.00	(59,841.83)	
7111 PW Overtime	2,555.78	-	2,555.78	
7120 PW FICA	12,699.94	-	12,699.94	
7130 PW Health-Life-Dental	35,910.80	-	35,910.80	
7140 PW Workman's Comp	3,882.46	-	3,882.46	
7150 PW Pension Benefits	15,663.34	-	15,663.34	
7200 PW Sanitation				
7210 PW Waste Collection/Disposal Fees	2,548.71	41,124.00	(38,575.29)	
7220 PW Waste Disposal/Contractor	33,666.50	3,600.00	30,066.50	
7230 PW Recycling	7,408.50	9,834.00	(2,425.50)	
Total 7200 PW Sanitation	\$ 43,623.71	\$ 54,558.00	\$ (10,934.29)	
7240 Public Works Operating				
7250 PW Maint/Repairs/Beautification	2,305.23	10,100.00	(7,794.77)	
7260 PW Training & Memberships - Dues	75.00	500.00	(425.00)	
7270 PW Other	269.03	1,500.00	(1,230.97)	
7280 PW Streets Maintenance	5,169.31	4,000.00	1,169.31	
7340 PW Vehicle Maintenance	1,144.80	3,500.00	(2,355.20)	
7350 PW Utilities	1,044.40	3,500.00	(2,455.60)	
7360 PW Mobile Phone	326.91	2,500.00	(2,173.09)	
7370 PW Small Tools & Equipment	7,598.90	7,000.00	598.90	
7380 PW Septic Tank	600.00	1,200.00	(600.00)	
7385 Uniforms	-	750.00	(750.00)	
7390 Weather Related Expenses	-	2,500.00	(2,500.00)	
7395 Vehicle Repairs	-	3,000.00	(3,000.00)	
7397 Vehicle Fuel	-	4,000.00	(4,000.00)	
7400 PW Streetlight Electricity		21,500.00	(21,500.00)	
7310 PW 4915-A Marlborough Ter	414.07	-	414.07	
7320 PW 14302-A Marlborough Ln	1,665.13	-	1,665.13	
7330 PW 100 Upper Marlboro Rd	14,216.50	-	14,216.50	
Total 7400 PW Streetlight Electricity	\$ 16,295.70	\$ 21,500.00	\$ (5,204.30)	
Total 7240 Public Works Operating	\$ 34,829.28	\$ 65,550.00	\$ (30,720.72)	
Total 7000 Public Works	\$ 297,128.48	\$ 327,913.00	\$ (30,784.52)	

8000 Grants & Awards			
8010 Community Open Space	125,433.31	130,000.00	(4,566.69)
8100 State Street Scape Expenses	-	450,000.00	(450,000.00)
8180 FIP	-	50,000.00	(50,000.00)
8500 ARP - American Recovery Fund			
8122 PPE Supplies	319.00	-	319.00
8123 Loss of Revenue	30,767.02	311,051.00	(280,283.98)
Total 8500 ARP - American Recovery Fund	\$ 31,086.02	\$ 311,051.00	\$ (279,964.98)
Total 8000 Grants & Awards	\$ 156,519.33	\$ 941,051.00	\$ (784,531.67)
9000 Capital Outlays	135,038.54	66,000.00	69,038.54
Total Expenses	\$ 1,497,822.07	\$ 2,654,088.00	\$ (1,156,265.93)
Net Operating Income	\$ 400,812.77	\$ (187,356.00)	\$ 588,168.77
Net Income	\$ 400,812.77	\$ (187,356.00)	\$ 588,168.77

Key Monthly Items

1
2
3

Bank Accounts

1000 PGFSB Operating Checking 6968	271,085.89
1001 Petty Cash	750
1010 PGFSB Payroll Account 6976	43,096.09
1040 Parking Meter Checking (M&T)	128,219.31
1045 1045 M&T Bank (public safety)	100
1050 ARPA Checking 4957	185,099.40
1117 WesBanco (CD)	103,275.93
1140 MLGIP (CD)	215,489.57
Total Bank Accounts	<u>\$947,116.19</u>



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Thursday April 21st, 2022
Re: April 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town has currently underway. General Government staff have shifted to one day remote to prepare for the reopening of Town Hall to the public. Staff have been issuing out dozens of parking permits to County employees for Governor Oden Bowie Drive, and begun hosting weekly COVID-19 test distributions on Wednesdays from 3pm-5pm. Staff are also under an increased workload to keep up with the vacancy of the Director of Finance position, and gearing up for FY2023 Budget Season. We also welcome Raina Walker to the Gen Gov Department as our new part-time Events Coordinator, she is heavily involved in Marlboro Day Planning. We are also in the hiring process of a Grant Coordinator, and getting a bookkeeper position advertised. Town Hall is reopen during normal office hours, please note new security measures.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Met with MNCPPC Rep, Commissioner Franklin Testified at the MNCPPC budget hearing.
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Working on contract with Sparks @ Play for Phase 2 & 3 and tracking State funding approval.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	On hold until Bookkeeper hired.
Election Process Review	Working with the BOSE to update and approve the Town's election procedures.	Will begin after the Budget is completed
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Working on scheduling, timeline, and contract with Meade & Hunt.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Lot purchased! Working to submit for reimbursement from State. Hopefully we can begin planning for the Church Street lot repaving in Summer 2022 when we are doing the roads.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.

**Town of Upper Marlboro
Board of Town Commissioners**

Proclamation

In Recognition of Arbor Day

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

The Town of Upper Marlboro do, hereby proclaim, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this 26th Day of April, 2022.



Sarah Franklin, President / Mayor

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

The Town of Upper Marlboro

RESOLUTION: 2022-10
SESSION: Regular Town Meeting
DATED: April 26th, 2022

A RESOLUTION AND ORDER ESTABLISHING DATES, TIMES, LOCATIONS, AND REGULATIONS REGARDING ANNEXATION REFERENDA ELECTIONS FOR AREA 2 & AREA 3 ANNEXATIONS OF THE TOWN OF UPPER MARLBORO PURSUANT TO ANNEXATION RESOLUTION 01-2021 AND THE VALIDATION OF CERTAIN PETITIONS FOR REFERENDA

WHEREAS, on December 28, 2021, the Board of Commissioners for the Town of Upper Marlboro enacted Annexation Resolution 01-2021 regarding the annexation of certain properties consisting of two separate annexation areas located west and east of the present corporate limits of the Town of Upper Marlboro including an area to be known as the “2nd Annexation Area” since incorporation which includes the Maryland Route 4 right-of-way and lands east to the existing corporate limits in the vicinity of the Show Place Arena and all parcels or lots located north of said MD 4 and east of Ritchie Marlboro road lying south of the Federal Spring Branch of the Patuxent River and abutting the Town; and

WHEREAS, said Annexation Resolution 01-2021 also annexed an additional annexation area known as the “3rd Annexation Area” since incorporation which includes the Maryland Route 725 right-of-way proceeding east to the US-301 right of way, and the Maryland Route 202 right-of-way proceeding north to the Wurtz and Weeks Tract Resubdivision near Perseus way (undeveloped) and Largo Road (MD 202) as more particularly described in Annexation Resolution 01-2021 and the Map of said Second and Third Annexations attached thereto; and

WHEREAS, Md. Ann. Code, LG Article, § 4-408(a) (Petition for referendum--By residents of area to be annexed) provides that subject to § 4-413 of Subtitle 4. (Annexation) of Title 4 of said Article at any time within 45 days after enactment of an annexation resolution, at least 20% of the registered voters who are residents in the area to be annexed may petition the chief executive and administrative officer of the municipality in writing for a referendum on the resolution; and

WHEREAS, Md. Ann. Code, LG Article, § 4-408(b) requires that after a petition is presented to the chief executive and administrative officer, the officer shall verify: (1) the signatures on the petition; and (2) that the petition meets the requirements of subsection (a) of this section; and

WHEREAS, Md. Ann. Code, LG Article, § 4-408(c) requires that after verifying compliance with the requirements of said section, the chief executive and administrative officer, by proclamation, shall suspend the effectiveness of the annexation resolution pending the results of the referendum; and

WHEREAS, on February 11, 2022, the President received two transmittal letters from Robert C. Sanders of the Law Office of Robert C. Sanders containing petitions for a Referenda for both Annexation Area #2 and #3; and

WHEREAS, on March 8, 2022, the President of the Board of Town Commissioners issued a Proclamation and Order entitled “Guidelines for Validation and Verification of Referendum Petitions and Signatures Submitted Pursuant to the Local Government Article of the Md. Ann. Code for Annexation Areas Regarding Annexation Resolution 01-2021, and Interpretive Rules for the Conduct and Administration of any Referendum Election,” and

WHEREAS, on April 15, 2022, the President of the Board of Town Commissioners issued a Proclamation and Order entitled “A Proclamation and Order of the President of the Board of Town Commissioners of the Town of Upper Marlboro in the matter of: The Verification of Annexation Referenda Petitions for Annexation Resolution 01-2021, which found that the two sets of petitions for Annexation Areas #2 and #3 were deficient and not fully in conformance with the law; however, verification of both sets or groups of petitions for the two areas proposed to be annexed was nonetheless declared to be in the interest of the orderly management of the elections and referenda.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 26th day of April, 2022, that the Town Board of Commissioners acknowledges and approves the below dates, times, locations, conditions, and regulations of annexation referendum elections for Area 2 & Area 3 annexations of the Town of Upper Marlboro, as follows:

A. DATES, TIMES, VOTING AND POLL LOCATIONS.

Annexation Referendum Phase/Area 2

When: Wednesday May 18th, 2022,

Where: Providence St. John Baptist Church 5607 Old Crain Hwy, Upper Marlboro, MD 20772,

Polling Hours: 10am-2pm,

Who Can Vote: Since there are fewer than 20 residents in the area, each property may have one representative or collective vote (e.g., one parcel, one vote). Registered voters in county elections residing in the area who are not voting as landowners may also vote under the one person, one vote rule. See below.

Annexation Referendum Phase/Area 3

When: Thursday May 19th, 2022

Where: Parking Lot of St. Mary of the Assumption School 4610 Largo Rd, Upper Marlboro, MD 20772

Polling Hours: 10am-2pm

Who Can Vote: All registered voters in county elections living in Area #3. See below.

B. SPECIAL CONDITIONS AND REGULATIONS:

1. Election Authority. Since these referenda elections are not solely governed by the Town Charter

but are authorized by § 4-412 of the LG Article of Md. Ann. Code, the Town's Board of Supervisors of Elections will have first right of refusal to conduct these annexation referenda elections. If the Board of Supervisors of Elections declines to conduct the above-mentioned referenda elections, then the elections will be carried out by the Town Clerk's office of the Town of Upper Marlboro and the Mayor shall be authorized to engage assistants, contractors or volunteers as election judges to further support the Clerk. The Board of Supervisors shall decide to execute the right of first refusal no later than May 2, 2022, and report same to the Mayor immediately. The election authority shall obtain appropriate copies of assessment rolls and/or SDAT Information, and voter registration lists from the County.

2. Notices for the Elections. Notices shall be published twice at not less than weekly intervals in a newspaper or newspapers of general circulation in the municipal corporation and the area to be annexed. The notices shall specify the time and place or places at which the referendum will be held; and the place or places shall be within the limits of the area to be annexed for the referendum within that area.
3. Manner of voting. Taxable land owned jointly or by entities (i.e., an unnatural person) in areas with fewer than 20 residents is entitled to vote "equal" to a natural person who is qualified (i.e., registered) to vote. A person who is qualified to vote in county elections and who is also a landowner in the area proposed for annexation may either vote as a registered voter (i.e., one person, one vote) or as a landowner (one property, one vote or one collective vote) but if choosing to vote as a joint landowner, the joint owner is entitled to one vote per lot, parcel or estate of land. The elections to be held in each Annexation Area will allow one person, one vote as provided for the registered voters and there will be one vote per parcel, lot or subdivided unit of land provided for the landowners permitted to vote in Area #2 as indicated above. Joint or entity owners must vote using a legal representative.
 - a. Definitions. "Legal Representative" means an officer or other person or persons appointed to serve in that capacity by a landowner or business entity such as a receiver, trustees, guardian, personal representative, fiduciary, partnership, firm, corporation or other entity as defined in §1-101(h) of the LG Article of Md. Ann. Code. "Landowner" means the holder of title or evidence of title to land within an annexation area.
 - b. Joint tenants, tenants by the entireties, and tenants-in-common: Any spouse, joint tenant or tenant in common shall be presumed to have authority to cast all votes for the parcel, lot or estate of land so held upon filing with the Town's election authority a certification under penalty of perjury identifying the spouse, joint tenants or tenants-in-common for whom the votes are to be cast. A form of certificate for this purpose may be prepared by the Town's election authority and it will be made available by the referendum election authority by May 10, 2022, and at the designated polls. The election authority should make a note on each ballot and in the assessment roll of the number of owners for a given parcel voter.

- c. Corporate, Firm and Partnership Landowners: A legal representative (see definition above) upon filing with the election authority an appropriate certificate under penalty of perjury identifying the principal and the authority of the legal representative, shall be presumed to have authority to cast all votes (i.e., full or fractional votes) for the principal identified in the certification.
 - d. Guardians, conservators, receivers, trustees, personal representative, fiduciary, executors, administrators, attorneys in fact, representative of any kind and other persons holding land in a trust capacity under appointment of court or power of attorney: Such persons holding land in a trust capacity may vote without obtaining special authority therefore from a court unless required by superior law or decree. Such a Guardian, attorney-in-fact, conservator etc. would still need to present proof of their appointment as such in the form of a copy of letters testamentary or of conservatorship or guardianship from the court, a valid Maryland power of attorney, or a copy of a decree of distribution in the case of a testamentary trustee, unless the ownership shown on the appropriate assessment roll already shows the name and capacity of the conservator, executor, etc.
 - e. Absentee/Mail in ballots. Absentee/Mail in ballots may be requested by registered voters, legal representatives and landowners, provided a form of certificate for legal representatives as described above is filed with the application, in substitutionally the same manner and under existing rules and regulations pertaining to qualified voters of the Town voting in Town special and general elections. Registered voters and legal representatives may vote by absentee ballot similar to qualified voters of the municipality when voting in regular or special Town elections. An application for absentee/mail in ballot shall be requested and received by the Election Authority no later than 10 days before the referendum election.
 - f. Parties to Pre-Annexation Agreements. Those landowners and/or registered voters who are parties to a relevant Pre-Annexation Agreement and who have agreed to vote in favor of the subject Annexation Resolution have waived any ballot confidentiality. The election authority shall ensure it keeps a list of said parties and shall mark or identify each party's ballot as "Not Confidential by Agreement" or words to that effect along with the party's name and address to facilitate proper canvassing and certification of the election.
4. The ballots shall be prepared by the election authority and will conform to § 4-412(c) of the LG Article of Md. Ann, Code. The ballots or the voting machines, as the case may be, shall contain a fair summary of the resolution, with suitable provision for the voter to indicate a choice for or against it. The ballots shall be reviewed for legal sufficiency by the Town Attorney. Corporate owners, persons holding land in a trust capacity, and joint owners of

jointly owned property shall cast ballots identifiable as such.

5. No Electioneering is to take place within 300 feet of the polling place.
6. The Town's existing election laws, ordinances and regulations shall substantially apply in all cases or circumstances not covered by this Resolution.

AND BE IT FURTHER RESOLVED AND ORDERED, by the Board of Commissioners tasks the Town Clerk's office with mailing election information to property owners and registered voters in Area #2 and registered voters in Area #3.

AND BE IT FURTHER RESOLVED AND ORDERED, by the Board of Commissioners for The Town of Upper Marlboro that absentee ballots may be accepted for this referendum election as stated above, and

ATTEST:

THE TOWN OF UPPER MARLBORO

Clerk

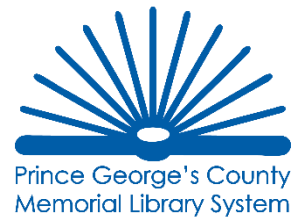
Sarah Franklin, President

Date: _____

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 Order, and that said Resolution and Order is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of April, 2022.

John Hoatson, Clerk



LETTER OF INTENT BETWEEN THE TOWN OF UPPER MARLBORO AND THE PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

BACKGROUND:

A. The Upper Marlboro Branch Library with library holdings is housed in the former Town Post Office (1931-90), which closed in 1990, and was renovated for use as a Library branch. The Board of Library Trustees sets policy for the Prince George's County Memorial Library System, which is governed by the County Charter and Subtitle 4 of Title 23 of the ED Article of Md. Ann. Code.

B. This Letter of Intent sets forth the proposed basic terms to be used in a future agreement or memorandum of understanding between the Parties listed above to install a historic marker sign along Main Street in front of the Upper Marlboro Library Branch located at 14730 Main St, Upper Marlboro, MD 20772. The terms contained in this Letter of Intent are not comprehensive and it is expected that additional terms or conditions may be added, and existing terms or conditions may be changed or deleted. The basic terms are as follows:

Roles and responsibilities

- The Town of Upper Marlboro Department of Public Works will install the historical informational sign on PGCMLS Upper Marlboro Branch library property
- The Town of Upper Marlboro will cover the sign under its insurance policy.
- The Town of Upper Marlboro Department of Public Works will maintain the sign to ensure it is in good repair and cleanliness.
- The Prince George's County Memorial Library system will allow the Town of Upper Marlboro to install the sign on its property.

Duration of the LOI

This is a non-binding Letter of Intent (LOI) will apply to formulate an MOU.

Non-Binding

This LOI does not create a binding agreement between the Parties and will not be enforceable. Only the future agreement, duly executed by the Parties, will be enforceable. The terms and conditions of any future agreement will supersede any proposed terms and conditions contained in this LOI. The Parties are not prevented from entering into negotiations with other third parties with regard to the subject matter of this LOI.

Variation

The parties may propose to vary any of the requirements of this LOI. Such proposals should be in writing and signed by both parties.

Advertising and announcements

Unless required by law, an announcement, circular or other public disclosure including promotional materials such as newsletters, brochures, flyers or annual reports, referring to the contents or subject matter of this LOI, should not be made or permitted by either party without the prior written approval of the other party.

Mutual Indemnification

Each party hereby agrees to indemnify, defend, and hold the other party harmless from any and all claims, demands, costs, liabilities, losses, expenses and damages (including reasonable attorneys' fees, costs, and expert witnesses' fees) arising out of or in connection with any claim that, taking the claimant's allegations to be true, would result in a breach by the indemnifying party of any of its warranties and covenants set forth in this Letter of Intent/Memorandum of Understanding.

Confidentiality

The parties acknowledge that information disclosed by one party to the other (the disclosing party) in the course of developing the subject matter of this LOI may be deemed confidential and/or pre-decisional and unless required by law should not be disclosed to a third party except with the prior written consent of the disclosing party.

Date:

Sarah Franklin
Mayor/President Board of Town Commissioners
The Town of Upper Marlboro

Date:

Roberta Phillips
Chief Executive Officer
Prince George's County Memorial Library System



Town of Upper Marlboro

Town Hall, 14211 School Lane
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info@uppermarlboromd.gov
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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, President
Kyle Snyder, Town Administrator
John Hoatson, Town Clerk
Date: Tuesday April 26, 2022
Re: Town of Upper Marlboro Emergency Relief Fund

Commissioners,

We have recently been in conversations with WSSC discussing the high number of unpaid bills in the 20772-zip code, and within the Town. Water bills are past due for over one quarter of houses in Town. This is an indicator of a larger struggle for residents as support systems from early in the pandemic go away. This indicates the need for the Town to provide additional assistance to residents.

The ARPA funds set aside (FY2022) rental and utility assistance of \$15,000. The following form is a DRAFT application for these funds. The application would be made available online via the Town website and paper made available by calling Town Hall. Town Hall Staff could assist residents in completing the application process.

The decision of how much and who gets assistance would be determined by a review board comprised of BOC and Town staff members. The criteria for this decision would be:

- Extent of financial hardship
- Proof of residency within the Town of Upper Marlboro
- Copies of past due bills / invoices for mortgage, rent or utility

Amounts would be awarded with a cap for each type of assistance: (Cap to be determined by BOC)

Type	Cap
Rental	\$ 400.00
Utilities	\$400.00
Can Only Get One Or The Other	

Any money from the Town of Upper Marlboro Emergency Relief Fund will be paid directly to the rental or utility company. No resident of the Town of Upper Marlboro will be given any money directly. In addition to financial assistance the Town will also provide technical assistance in filling out applications for further assistance from other sources. The Town will also work as an advocate for resident customers if they are having difficulty with the administration of the assistance programs or other issues. Hopefully this will serve to help the greater population within the Town.



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday April 19th, 2022
Re: Ordinance 2022-01 To Amend Personnel Ordinance

Commissioners,

Before the Board at the request of Staff and the Mayor is draft Ordinance 2022-01 To Amend the Town's Personnel Ordinance to make some administrative updates to it now prior to the beginning of the new fiscal year 2023.

An overview of the proposed items being changed in the Ordinance:

- Removing references to the Director of Finance & Human Resources and shifting their responsibilities to contractors/other staff.
- Removing the amounts of positions authorized, the number of positions will be authorized in the annual budget ordinance instead to allow for flexibility.
- Other miscellaneous updated and clarifications

Proposed Ordinance Timeline:

Introduction & Public Comment- Tuesday April 26th, 2022, Regular Town Meeting
Discussion- Tuesday May 10th, 2022, Board Work Session
Public Comment & Board Vote- Tuesday May 24th, 2022, Regular Town Meeting
Effective Date: Monday June 13th, 2022



Town of Upper Marlboro

Job Descriptions

Position Title: Bookkeeper/Administrative Assistant

Department: General Government

Direct Report: Town Administrator

Town Paygrade 2

Job Summary: Bookkeeper job duties include working closely with the Town's Accounting team and the Town Administrator to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments. Position also assists with taking phone calls and assisting the public

Classification Description Summary

The ideal Bookkeeper/Administrative Assistant candidate will be responsible for community recreation, project coordination, daily administrative duties, scheduling fields/facilities and amenities for events. Under the supervision of the Town Administrator, the Bookkeeper will perform routine the Town of Upper Marlboro.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Assist Accounting firm with completing tax forms as needed and process IRS 1099 forms.
- Enter data, maintain records and create reports and financial statements
- Process accounts receivable/payable and handle payroll in a timely manner
- Assist with processing payments received in person, mail, or online.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with payroll as needed.
- Assist with grants as needed.
- Assist the Town Administrator and Code Enforcement Officer with the Town Business License program.
- Support Department heads (General Government, Public Works, Public Safety) with monthly credit card reconciliations and budget management & reporting.
- Perform related duties as required.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Handles stress effectively without interfering with performance.
- Organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to keep office records and to prepare accurate reports from file sources.
- General knowledge of current office practices and procedures and knowledge of the operation of standard.
- Knowledge of QuickBooks or similar accounting software.
- Bilingual/Spanish Speaking preferred but not required.

Education/Training

- High School Diploma or GED equivalency required.
- Associate degree or bachelor's degree is preferred but not required.

Experience

- Two (2) years of progressively responsible management, administrative, or staff experience in local government or financial field.
- Broad base understanding on issues material to organizational programs, processes, and influences.
- Understanding of financial processes and/or payroll.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Work is performed primarily in a standard office environment and remotely during both normal office hours. There may be rare occasions for work and after hours, weekends, and holidays.

Physical

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

4/26/22 DRAFT FY 23 BUDGET

Operating Budget

Revenues				
	FY 22 Budget	FY23 Budget	Notes	
		Taxes		
Commercial Real Estate	\$ 189,540	\$ 207,745	(\$0.56 rate)	
Residential Real Estate	\$ 194,339	\$ 211,360	(\$0.34) Rate	
Personal Property	\$ 70,000	\$ 47,435	(\$0.53 rate)	
Public Utilities	\$ 650,000	\$ 588,000	Now \$2.10 rate (was \$1.75 rate)	
Income Taxes	\$ 180,000	\$ 345,000	State Projected income taxes	
Total	\$ 1,283,879	\$ 1,399,540		
		Fines Licenses & Permits		
Franchise & Trader's License Fee	\$ 16,000	\$ 13,000		
Business Licenses	\$ 8,000	\$ 18,000		
Town Permits	\$ 1,000	\$ 1,500		
Parking Meter Payments	\$ 150,000	\$ 125,000		
Parking Fines & Penalties	\$ 35,000	\$ 30,000		
Pub/Edu/Govt Broadcasting	\$ 2,500	\$ 2,500		
Total	\$ 212,500	\$ 190,000		
		Intergovernmental		
Financial Corporation Tax	\$ 9,145	\$ 9,000	Cbrown recommends \$15,000	
Highway User Revenue	\$ 27,725	\$ 31,399	Cbrown recommends \$25,000 because of gas tax suspension	
Police State Aid	\$ 17,317	\$ 18,000		
Refuse Disposal Fee Rebate	\$ 2,000	\$ 1,500		
American Rescue Plan	\$ 325,000	\$ 190,000		
DHCD Circuit Rider Grant	\$ 5,000	\$ 50,000		
Total	\$ 386,187	\$ 299,899		
		Miscellaneous Revenue		
Town Hall Services & Rentals	\$ 2,000	\$ 2,000		
Interest Earnings	\$ 5,000	\$ 1,500	Cbrown recommends \$750	
Event Revenue	\$ 2,500	\$ 12,500	Increased Vendor fees to \$125	
Withdraw of Reserve Funds	\$ -	\$ 60,000	New....	
Total	\$ 9,500	\$ 76,000		
Total Revenues	\$ 1,892,066	\$ 1,965,439		

Town Operating Expenses

4/26/22 DRAFT FY 23 BUDGET

General Government					
	FY 22 Budget	FY23 Budget	Notes		
Town Elected Officials					
Commissioner #1 Stipend	\$	1,140	\$	19,000	\$3800x5
President Salary	\$	15,000	\$	15,000	
Elected Development & Training	\$	-	\$	3,000	Dedicated Elected Official Training
Total	\$	16,140	\$	37,000	
General Government Staff Salaries					
Total	\$	275,347	\$	333,110	
Consultants & Firms					
Accounting Services Firm	\$	18,500	\$	28,000	Increased to take on Finance duties
Auditing Firm	\$	20,000	\$	20,000	
Government Relations	\$	36,000	\$	36,000	
Media Relations	\$	21,600	\$	14,400	33% moved to Public Safety
IT Firm	\$	7,200	\$	3,600	1/2 moved to public safety
Human Resources Services	\$	12,000	\$	11,000	Increased to take on additional HR duties, 33% moved
Planning/Economic Dev Firm	\$	-	\$	30,000	ARPA Funded
Roadway Engineering Firm	\$	-	\$	-	New Firm selected 2/2022 Moved to CIP
Annexation Survey, etc			\$	20,000	Cost to begin next annexation
Town Attorney & Legal	\$	55,000	\$	50,000	
Total	\$	170,300	\$	213,000	
Financial, Benefits, and Payroll					
Payroll Processing	\$	5,000	\$	5,000	
Bank Charges & Processing Fees	\$	20,000	\$	10,000	Reduced, difference moved to new line item
Parking Transaction Fees	\$	-	\$	10,000	New line item to better ID expenses
Payroll Taxes	\$	95,000	\$	18,370	
Maryland State Retirement			\$	37,542	
Healthcare Expense			\$	18,998	
Town Insurance Policy	\$	1,500	\$	6,000	33% of the \$18,000 total
Life Insurance Policy	\$	12,000	\$	12,000	
Total	\$	133,500	\$	117,910	
Operating					
Town Elections (Supplies & Judges)	\$	5,000	\$	2,500	
Staff Development & Training	\$	5,000	\$	3,000	Reduced
Printing	\$	7,500	\$	15,000	Reduced
Postage	\$	2,000	\$	2,000	
Supplies & Computer Equipment	\$	5,000	\$	15,000	\$10K plus \$5K of ARPA
Office Telephones & Cell phones	\$	6,500	\$	5,000	Reduced after switching to IP based phones
Town Hall Utilities & Cleaning	\$	18,000	\$	12,000	33% moved to Public Safety Budget

4/26/22 DRAFT FY 23 BUDGET

Dues	\$	-	\$	1,500	
Area Non-Profit Support	\$	20,000	\$	20,000	Marlboro VFD & Food Bank
Cable Access Channel	\$	-	\$	2,500	
Software Programs			\$	10,000	\$1800 website, 6000 email, 900 Constant contact
Other	\$	2,000	\$	2,480	
Total	\$	71,000	\$	90,980	

Town Committees & Events					
Historical Committee	\$	750	\$	680	
CERT Team			\$	1,000	first aid supplies for events & emergencies
Arts Council	\$	750	\$	-	no by-laws or budget request
Green Team	\$	750	\$	2,000	
Events Committee	\$	5,000	\$	5,100	
Marlboro Day	\$	5,750	\$	5,740	
Old Crain Hwy Centennial			\$	3,500	
Happy Leaf Festival			\$	3,500	
Trunk or Treat	\$	2,000	\$	2,000	
Winter Holiday			\$	2,000	
Town Government Events	\$	500	\$	3,000	
Total	\$	15,500	\$	28,520	

Total Expense Gen Gov	\$	681,787	\$	820,520	
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Public Safety					
	FY 22 Budget		FY23 Budget		Notes
	Public Safety Staff Salaries				
Total	\$	341,638	\$	421,354	
Public Safety Operating					
Uniforms	\$	3,000	\$	7,000	Reduced
Recruitment/Background	\$	1,000	\$	4,000	No new hires planned, cut in half
Duty Equipment	\$	5,000	\$	5,000	
Training & Development	\$	1,500	\$	2,000	
Mobile Technology	\$	4,500	\$	11,000	
Insurance	\$	5,000	\$	6,000	
Office Supplies	\$	3,000	\$	3,000	
Computer Software & Support	\$	1,500	\$	2,000	
Payroll Taxes	\$	-	\$	18,361	
Maryland State Retirement	\$	-	\$	13,540	
Healthcare Expenses	\$	-	\$	19,000	
Vehicle Maintenance & Repairs	\$	4,500	\$	10,000	Merged Fuel into line item
Community Events	\$	500	\$	1,500	
Police Station Utilities & Cleaning	\$	-	\$	6,000	New Line item to reflect 33% of Town Hall utilities
Police IT Support			\$	3,600	New Line item to reflect 33% of Gen Gov IT

4/26/22 DRAFT FY 23 BUDGET

Consultants & Firms	\$	-	\$	12,600	New Line item to reflect 33% HR & Media Firm
Parking Meter Maintenance			\$	3,000	
Public Relations	\$	500	\$	1,000	
Other	\$	1,500	\$	2,000	
Total	\$	31,500	\$	130,601	

Total Expense Public Safety	\$	373,138	\$	551,955
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Public Works					
	FY 22 Budget		FY23 Budget		Notes
Public Works Staff Salaries					
Total	\$	193,251	\$	259,990	
Public Works Operating					
Uniforms	\$	1,500	\$	3,000	Reduced
Tools & Equipment	\$	2,500	\$	6,000	
Staff Training & Dues	\$	1,500	\$	4,800	
DPW Cellular Device Service	\$	600	\$	2,000	New Foreman cell phone & 4G Internet Connection
Insurance	\$	6,500	\$	6,000	
Office Supplies	\$	1,000	\$	1,500	
Computer Software & Support	\$	500	\$	1,000	
Payroll Taxes	\$	-	\$	18,361	
Maryland State Retirement	\$	-	\$	6,500	
Healthcare Expenses	\$	-	\$	52,593	
Vehicle Repairs & Maintenance	\$	4,000	\$	9,500	Consolidated fuel line item
Street & Sidewalk Maintenance	\$	3,000	\$	3,500	
Streetlight Electricity	\$	22,000	\$	22,000	
Road Salt & Weather Events	\$	3,000	\$	4,500	
Public Works Garage Utilities	\$	3,500	\$	3,500	
Maintenance & Beautification	\$	10,000	\$	15,000	Includes winter décor
Mosquito Control	\$	1,500	\$	1,610	Updated figures from MDA
Other	\$	1,500	\$	2,000	
Total	\$	62,600	\$	163,364	
Refuse Collection					
Residential Trash Collection	\$	45,000	\$	47,000	County increased tipping fees
Residential Recycling Collection	\$	1,200	\$	9,500	
Bulk & Yard Waste Disposal Fees	\$	5,500	\$	4,500	
Total	\$	51,700	\$	61,000	
Total Expense Public Works	\$	307,551	\$	484,354	
Transfer to CIP Fund	\$	200,000	\$	108,610	
Transfer into Reserves	\$	-	\$	-	

4/26/22 DRAFT FY 23 BUDGET

Total Operating Expense	\$ 1,670,027	\$ 1,965,439
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Total Revenues	\$ 1,738,227	\$ 1,965,439
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4/26/22 DRAFT FY 23 BUDGET

Capital Improvement Projects

Revenues			
	FY 22 Budget	FY23 Budget	Notes
Transfer from Operating	\$ -	\$ 108,610	Additional 10K from DPW Beautification
ARPA Transfer	\$ 30,000	\$ 85,000	60K Playground, \$10K FIP, \$15K unspent in FY22
FY19 DNR Grant	\$ 100,000	\$ -	
FY21 DNR Grant	\$ -	\$ 199,000	
FY22 DNR Grant	\$ -	\$ 192,000	
FY23 Bond Bill	\$ -	\$ 275,000	
DHCD FIP Grant	\$ 50,000	\$ 50,000	
County DPW&T Grant	\$ -	\$ 100,000	For Main Street streetscape improvments
State Streetscape Grant	\$ 25,000	\$ 425,000	Town roadway design & improvments
Total	\$ 205,000	\$ 1,434,610	
Expenses			
Phase 1 Playground	\$ 125,000	\$ -	
Phase 2 & 3 Playground	\$ -	\$ 755,075	Increased due to cost
Resident Assistance	\$ -	\$ 15,000	ARPA Funded
Gen Gov Copier/Printer	\$ -	\$ 12,000	
Façade Improvement	\$ 50,000	\$ 50,000	
FY 22 DPW Vehicle Lease	\$ 20,000	\$ 20,000	Ford 6500
FY23 DPW Vehicle Lease	\$ -	\$ -	1 Chevy Pick-Up
Attenuator Trailer	\$ -	\$ -	Crash Barrier for crew working on 25mph+ roads
Large Tractor/Skidsteer	\$ -	\$ -	Current tractor inadequate for larger jobs
DPW Facility lease	\$ -	\$ -	Cannot expans DPW without new facility
FY19 PD Vehicle Lease	\$ 32,525	\$ 32,535	Tahoe & 2 Explorers (370, 368, 369)
FY22 PD Vehicle Lease	\$ 25,000	\$ 25,000	2 Explorers (371,372)
Downtown Street Scape	\$ -	\$ 100,000	Funded by County DPW&T Grant
Roadway Design & Survey	\$ 25,000	\$ 425,000	Funded by State Grant
Total	\$ 277,525	\$ 1,434,610	

4/26/22 DRAFT FY 23 BUDGET

Red Light & Speed Cameras

Revenues				
	FY 22 Budget		FY23 Budget	Notes
Camera Revenues	\$	-	\$ 80,376	
Total	\$	-	\$ 80,376	
Expenses				
Monthly Camera Fees	\$	-	\$ 80,376	\$3,349 per camera monthly
Vehicle Lease Pay off	\$	-	\$ -	
Police Trailer Install & Rental	\$	-	\$ -	Estimate \$75,000
Police Officer Salaries	\$	-	\$ -	
Police Equipment & Supplies	\$	-	\$ -	
Police Computer & IT	\$	-	\$ -	
Total	\$	-	\$ 80,376	