



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 12, 2025 at 7:00 PM

AGENDA

This meeting will be conducted online via Zoom Video Teleconference.

<https://uppermarlbormd-gov.zoom.us/j/86847876643?pwd=4GcCOWdb8ADEAdSfg9Akf6lWoNxYBZ.1>

Webinar ID: 868 4787 6643; **Passcode:** 404232; **Audio Dial-in only:** 301 715 8592

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

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - [A.](#) Charter Amendment Resolution 01-2025: Section 82-32 (Board Discussion)
 - [B.](#) Charter Amendment Resolution 03-2025: State Changes (Board Discussion)
 - C. EDWG Strategic Plan (Presentation)
 - [D.](#) Continuity of Operations Plan (Town Administrator)
 - E. Council Priorities/Project Management (Town Administrator)
 - [F.](#) Gen Gov. Job Descriptions (Town Administrator)
 - G. Codification (Board Discussion)
 - [H.](#) Ordinance 2023-02: Elections (Commissioner Hourclé)
6. **Administrative Updates**
7. **Preliminary Approval of Next Meeting Agenda**
8. **Adjournment**

Video of the Board Work Session will be posted to the Town YouTube Channel within 3 business days of the meeting

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

Town of Upper Marlboro

CHARTER AMENDMENT RESOLUTION NO. __-2025

**A CHARTER AMENDMENT RESOLUTION
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO,
MARYLAND, AMENDING SECTION 82-32 (VACANCIES), OF THE CHARTER OF
THE TOWN OF UPPER MARLBORO TO ALTER THE PROCESS FOR FILLING
VACANCIES ON THE BOARD OF COMMISSIONERS, PROVIDING FOR THE
FILLING VACANCIES DURING THE FIRST THREE YEARS OF A
COMMISSIONER'S TERM BY SPECIAL ELECTION AND FILLING VACANCIES
DURING THE FIRST TEN MONTHS OF THE LAST YEAR OF A COMMISSIONER'S
TERM BY APPOINTMENT BY THE COMMISSION AND PROVIDING THAT A
VACANCY CREATED WITHIN SIXTY (60) DAYS OF A GENERAL ELECTION WILL
REMAIN VACANT UNTIL THE ELECTION**

WHEREAS, Article XI-E, § 4 of the Constitution of Maryland and Local Government Article, §4-301, *et seq.* of the Annotated Code of Maryland, authorize the Board of Commissioners to amend the Charter of the Town of Upper Marlboro and provide the process and procedures for doing so; and

WHEREAS, Town Charter, Sec. 82-32 requires that vacancies on the Board of Commissioners be filled by holding a special election, unless the vacancy occurs within sixty-one (61) days of the next general election, in which case the position shall remain vacant until the next general election and further provides that any vacancy in the Office of the President is to be filled by the favorable votes of a majority of the members of the Board; and

WHEREAS, given the time and cost of conducting a special election, especially close to a regular election of the Town, the Board finds that the Town would benefit from creating a process for the appointment of a qualified resident to fill a vacancy in the office of Town Commissioner in the event the vacancy occurs when the remaining term of the Commissioner's seat is less than ONE YEAR and to hold a special election only if the vacancy occurs when the remaining term of the Commissioner's seat is more than ONE YEAR; and

WHEREAS, the Board of Commissioners finds that the Town would benefit from enacting this Charter amendment to update and clarify the process of filling vacancies on the Board of Commissioners.

Section 1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Section 82-32 (Vacancies) of the Charter of the Town of Upper Marlboro, Maryland, shall be and hereby is repealed and re-enacted with amendments to read as follows:

Registration, Candidates and Elections

* * *

SECTION 82-32 (VACANCIES)

(A) IN THE EVENT A VACANCY OCCURS ON THE TOWN COUNCIL LESS THAN ONE YEAR BUT MORE THAN 60 DAYS PRIOR TO THE NEXT GENERAL ELECTION, THE REMAINING COUNCIL MEMBERS SHALL APPOINT A QUALIFIED RESIDENT TO FILL THE VACANCY. (SEE TOWN CHARTER, § 82-4 (QUALIFICATIONS OF COUNCIL MEMBERS)). THE APPOINTMENT MUST BE MADE WITHIN 45 DAYS OF THE OCCURRENCE OF THE VACANCY AND SHALL CONTINUE UNTIL COUNCIL MEMBERS ARE SWORN INTO OFFICE FOLLOWING THE GENERAL ELECTION. THE VACANCY SHALL BE FILLED BY PUBLIC SOLICITATION OF APPLICATIONS. THE SWEARING-IN OF AN APPOINTEE SHALL TAKE PLACE AT THE EARLIEST AVAILABLE TOWN MEETING AFTER AN APPOINTMENT HAS BEEN MADE. THE SWEARING-IN SHALL MARK THE DATE AT WHICH AN APPOINTEE BECOMES A FULL MEMBER OF THE TOWN COUNCIL WITH ALL ATTENDANT POWERS AND DUTIES.

(1) *PUBLIC SOLICITATION OF APPLICATIONS.*

- (A) APPOINTMENT OF A SUCCESSOR IS MADE BY PUBLIC**

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SOLICITATION OF APPLICATIONS AND THE VACANCY SHALL BE ADVERTISED ON THE TOWN WEBSITE AND BY WAY OF A SPECIAL MAILING AND/OR OTHER SUITABLE MEANS OF PUBLIC OUTREACH WITHIN FIVE (5) BUSINESS DAYS OF THE PUBLIC ANNOUNCEMENT OF THE VACANCY. THE PUBLIC NOTICE SHALL STATE THE DEADLINE FOR SUBMITTING APPLICATIONS AND THE QUALIFICATIONS FOR SERVING ON THE TOWN COUNCIL. ALL APPLICATIONS SHALL HAVE A SUPPORTING PETITION ATTACHED WITH THE SIGNATURES OF AT LEAST TWENTY (20) QUALIFIED VOTERS OF THE TOWN.

(B) AFTER THE DEADLINE FOR SUBMISSIONS HAS PASSED, THE TOWN COUNCIL SHALL SET A DATE FOR INTERVIEWING THE APPLICANTS WHO ARE ELIGIBLE TO SERVE AS A COUNCIL MEMBER. THE INTERVIEWS SHALL BE CONDUCTED INDIVIDUALLY IN EXECUTIVE SESSION, WHICH MAY BE HELD EITHER DURING OR AFTER A REGULARLY SCHEDULED MEETING OR WORK SESSION, OR A SPECIAL MEETING CALLED FOR THIS PURPOSE. SELECTION OF THE PREFERRED CANDIDATE SHALL BE MADE IN EXECUTIVE SESSION AND ANNOUNCED AT THE NEXT TOWN MEETING AND/OR BY OTHER SUITABLE MEANS OF PUBLIC OUTREACH, AS NEEDED.

(B) *SPECIAL ELECTION.* IN THE EVENT A VACANCY OCCURS ON THE TOWN COUNCIL AND THE REMAINING TERM OF THE VACANT SEAT ON THE TOWN COUNCIL IS MORE THAN ONE YEAR PRIOR TO THE NEXT GENERAL ELECTION, THE BOARD OF ELECTION SUPERVISORS SHALL CALL A SPECIAL ELECTION IN ACCORDANCE WITH TOWN CHARTER, SEC. 82-29 (SPECIAL ELECTIONS). THE SPECIAL ELECTION SHALL NOT BE HELD SOONER THAN 30 DAYS AND NOT LATER THAN 60 DAYS AFTER THE OCCURRENCE OF THE VACANCY. A PUBLIC NOTICE OF THE SPECIAL ELECTION SHALL BE GIVEN AS

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SOON AS FEASIBLE BY A SPECIAL MAILING AND/OR BY OTHER SUITABLE MEANS OF PUBLIC OUTREACH.

(C) IN THE EVENT A VACANCY OCCURS LESS THAN 60 DAYS PRIOR TO A GENERAL ELECTION, THE VACANT SEAT SHALL REMAIN OPEN AND BE SUBJECT TO THE GENERAL ELECTION. IF THE OPEN SEAT IS NOT SCHEDULED FOR ELECTION IN THE NEXT GENERAL ELECTION, IT SHALL BE ADDED TO THE BALLOT FOR THE REMAINING TERM. THE SUCCESSFUL CANDIDATE WITH THE LOWEST VOTE TOTALS SHALL FILL THE VACANT SEAT.

(D) APPOINTMENT WHEN *MULTIPLE TOWN COUNCIL VACANCIES*.

- (1) IN THE EVENT A SECOND TOWN COUNCIL VACANCY OCCURS LESS THAN ONE YEAR PRIOR TO THE NEXT GENERAL ELECTION AND WITHIN THREE MONTHS OF THE FIRST VACANCY, THE TOWN COUNCIL MAY OFFER THE VACANT SEAT TO ANY OF THE OTHER APPLICANTS FOR THE FIRST VACANCY WITHOUT INITIATING A NEW ROUND OF PUBLIC SOLICITATION OF APPLICATIONS.
- (2) IF MORE THAN ONE VACANCY OCCURS WITHIN FIVE (5) BUSINESS DAYS OF THE PUBLIC ANNOUNCEMENT OF AN INITIAL TOWN COUNCIL VACANCY, THE COUNCIL SHALL CALL A SPECIAL ELECTION, WHICH SHALL NOT BE HELD SOONER THAN 30 DAYS AND NOT LATER THAN 60 DAYS AFTER THE OCCURRENCE OF THE VACANCY, IN COMPLIANCE WITH TOWN CHARTER, § 82-29.

(E) ANY VACANCY IN THE OFFICE OF THE PRESIDENT SHALL BE FILLED BY THE FAVORABLE VOTES OF A MAJORITY OF THE MEMBERS OF THE COUNCIL. THE RESULTS OF ANY SUCH VOTES SHALL BE RECORDED IN THE MINUTES OF THE BOARD.

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Section 2. BE IT FURTHER RESOLVED that the Board finds that in addition to the other procedural charter adoption provisions found in State law, that it has held a public hearing and given at least 21-days’ notice by posting the notice in a public place before adopting this resolution proposing to amend the municipal charter.

Section 3. BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted on the aforementioned date, and that upon adoption by the Board of Commissions of The Town of Upper Marlboro, Maryland a complete and exact copy of this Charter Amendment Resolution shall be posted in the Town Office for a period of at least forty (40) days following the date of its adoption. Additionally, a fair summary of the proposed Amendment shall be published in a newspaper of general circulation in The Town of Upper Marlboro for no less than four (4) times at weekly intervals within the forty (40) days following the adoption of this Charter Amendment Resolution.

Section 4. BE IT FURTHER RESOLVED that the Amendment initiated in this Charter Amendment Resolution shall take effect and shall become and be considered the Charter of The Town of Upper Marlboro, upon the fiftieth day after being so ordained or passed unless on or before the fortieth day after being so adopted and passed a referendum petition meeting the requirements of State law shall be presented to the Board of Commissioners of The Town of Upper Marlboro, Maryland or mailed to it by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Section 5. BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town

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Clerk shall send separately, by certified mail, return receipt requested, to the Department of Legislative Services within 10 days after the charter resolution becomes effective, the following information concerning the Charter Amendment: (i) the complete text of this Charter Amendment Resolution; (ii) the date of the referendum election, if any held with respect thereto; (iii) the number of votes case for and against this Charter Amendment Resolution by the Board of Commissioners of The Town of Upper Marlboro, Maryland or a referendum election; and (iv) the effective date of the Charter Amendment.

Section 6. **BE IT FURTHER RESOLVED** that the Town Clerk of the Town of Upper Marlboro is specifically instructed to carry out the provisions of Sections 2, 3, 4 and 5 hereof, as evidence of compliance herewith, the Town Clerk shall cause to be affixed to this Charter Amendment Resolution and to the Minutes of the Board of Commissioners Meeting in which it is adopted (i) an appropriate certificate of publication of the newspaper in which the summary of the Charter Amendment Resolution shall have been published and (ii) return receipts of the mailing referred to in Section 5, and shall further complete and execute the Certificate of Effect attached hereto.

INTRODUCED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the ____ day of _____, 2025.

- | | |
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PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the _____ day of _____, 2025

ATTEST:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Karen Lott, Commissioner

Charles Colbert, Commissioner

Derrick Brooks, Commissioner

Clayton Anderson, Town Administrator

Joseph Hourcle', Commissioner

CHARTER RESOLUTION CERTIFICATE

CAPS

[[Brackets]]

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I, _____, the duly appointed, and qualified Clerk to the Board of Commissioners of the Town of Upper Marlboro, a municipal corporation of the State of Maryland do hereby certify that (i) the attached copy of the Charter Amendment Resolution 01-2025 is true, correct and complete; (ii) Charter Amendment Resolution __-2025 was duly adopted by the Board of Commissioners of the Town of Upper Marlboro at a regular meeting held on the ____ day of _____, 2025; (iii) said meeting was duly convened and a quorum was present and acting throughout; (iv) Charter Amendment Resolution __-2025, after having been introduced and fully discussed, was duly adopted, by a majority of Commissioners elected to the body and voting in the affirmative; and (v) Charter Amendment Resolution __-2025 has not been subsequently amended, modified or repealed and remains in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Upper Marlboro this ____ day of _____, 2025.

(SEAL)

_____, Town Administrator
The Town of Upper Marlboro

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The Town of Upper Marlboro

CHARTER AMENDMENT RESOLUTION NO. __-2025

A CHARTER AMENDMENT RESOLUTION
OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO,
MARYLAND, AMENDING VARIOUS SECTIONS, OF THE CHARTER OF THE
TOWN OF UPPER MARLBORO TO MODERNIZE THE CHARTER BY UPDATING
STATE LAW REFERENCES, TO USE GENDER NEUTRAL LANGUAGE, AND TO
MAKE OTHER NONSUBSTANTIVE AMENDMENTS

WHEREAS, Article XI-E, § 4 of the Constitution of Maryland and Local Government Article, §4-301, *et seq.* of the Annotated Code of Maryland, authorize the Board of Commissioners to amend the Charter of the Town of Upper Marlboro and provide the process and procedures for doing so; and

WHEREAS, various sections of the Town Charter contain references to provisions of State law that have been repealed or amended and contain gender specific language; and

WHEREAS, the Board wishes to update the Town Charter to include references to current provisions of State law and to include gender neutral references; and

WHEREAS, the Board of Commissioners finds that the Town would benefit from enacting this Charter amendment to update the provisions of the Charter to provide for correct references to State law and gender-neutral references.

Section 1. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Registration, Candidates and Elections, Section 82-24 (Registration) of the Charter of the Town of Upper Marlboro, Maryland shall be and hereby is amended to read as follows:

Registration, Candidates and Elections

* * *

Section 82–24. ~~[[()]]Registration[[()]]~~.

Registration with the Prince George’s County Board of Elections by a ~~[[voter]]~~ **PERSON** who resides in the corporate limits of the Town and whose address is reflected on the ~~[[rolls]]~~

-
- | | |
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VOTER REGISTRATION LIST as a Town resident shall be deemed ~~[[registration]]~~ registered for ~~[[the]]~~ Town elections. A person continues to have the choice to register only with the Town for its elections and not to register with the Prince George’s County Board of Elections. Persons desiring to register only with the Town may register at Town Hall during normal ~~[[working]]~~ **BUSINESS** hours ~~[[daily]]~~; or upon request, may receive an application by mail. Registration shall be permanent, and no person shall be entitled to vote in Town elections unless they are registered to vote with the Board of Supervisors upon the supplemental municipal voter registry maintained by the Town at least ten (10) days prior to the election or with the Prince George’s County Board of Elections in accordance with state law. It shall be the duty of the Board of Supervisors of Elections to keep the registration ~~[[lists]]~~ **LIST** up to date by striking from the~~[[lists]]~~ **LIST** persons known to have died, to have moved out of the Town, or who have become otherwise disqualified by the Board of Supervisors or The County Board of Elections. An individual is not qualified to be a registered voter under state law and this charter if the individual ~~[[shall have]]~~ **HAS** been convicted of a disqualifying crime or ~~[[be]]~~ **IS** under guardianship for mental disability as provided in Section 3-102(b) of the Election Article of the Annotated Code of Maryland, AS AMENDED FROM TIME TO TIME. The Board of Commissioners is hereby authorized and directed, by ordinance, to adopt and enforce any provisions necessary to establish and maintain a system of permanent registration and to provide for a re-registration, when necessary.

* * *

Section 2. NOW, THEREFORE, BE IT HEREBY FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Finance, Section 82-49 (When Taxes are Overdue) and Section 82-51 (Fees) of the Charter of the Town of Upper Marlboro, Maryland shall be and hereby are amended to read as follows:

Finance

* * * *

Section 82–49. ~~[[d]]When Taxes are Overdue[[d]]~~.

Ordinary Town taxes shall be due and payable on the first day of July in the year for which they are levied and shall be overdue and in arrears on the first day of the following October. They shall bear interest while in arrears at the rate of 1/2 of one per cent per month or fraction thereof until paid and in addition thereto, there shall be a penalty imposed for failure to make payment by or after that day of 1/2 of 1% for each month or fraction thereof until paid. All taxes not paid and in arrears after the first day of the following January may be collected as provided in Section 82–50 hereof or may be collected ~~[[by action of assumpsit]]~~ as provided in ~~[[Section 206 to 211, inclusive, of Article 81]]~~ **TITLE 14, SUBTITLE 8 OF THE TAX-PROPERTY ARTICLE** of the Annotated Code of Maryland (1957 Edition), **AS AMENDED FROM TIME TO TIME.**

* * * *

Section 82–51. (Fees).

All fees received by an officer or employee of the Town government in [[his]] **THEIR** official capacity shall belong to the Town government and be accounted for to the Town.

* * * *

Section 3. NOW, THEREFORE, BE IT HEREBY FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Public Ways and Sidewalks, Section 82-63 (Control of Public Ways) of the Charter of the Town of Upper Marlboro, Maryland shall be and hereby is amended to read as follows:

Public Ways and Sidewalks

* * * *

Section 82–63. (Control of Public Ways).

The Town shall have control of all public ways in the Town except such as may be under the jurisdiction of the [[Maryland]] State OF MARYLAND [[Roads Commission]] or the County Commissioners for Prince George’s County. Subject to the laws of the State of Maryland and this Charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town.

* * * *

Section 4. NOW, THEREFORE, BE IT HEREBY FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Water and Sewers, Section 82-75 (Right of Entry) of the Charter of the Town of Upper Marlboro, Maryland shall be and hereby is amaended to read as follows:

Water and Sewers

* * * *

Section 82–75. (Right of Entry).

Any employee or agent of the Town, while in the necessary pursuit of [[his]] **THEIR** official duties with regard to the water or sewage disposal systems operated by the Town, shall have the right of entry, for access to water or sewer installations, at all reasonable hours, and after reasonable advance notice to the owner, tenant, or person in possession, upon any premises and into any building in the Town or in the County served by the Town’s water or sewage disposal system. Any restraint or hindrance offered to such entry by any owner, tenant, or person in possession, or the agent of any of them, shall be a misdemeanor.

* * * *

Section 5. NOW, THEREFORE, BE IT HEREBY FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, that Town Property, Section 82-82 (Condemnation) of the Charter of the Town of Upper Marlboro, Maryland shall be and hereby is amended to read as follows:

Town Property

* * * *

Section 82–82. ~~[[Condemnation]]~~.

The Town shall have the power to condemn any interest in property or franchise connected therewith, in fee or as an easement, within the corporate limits of the Town, for any public purpose. Any activity, project, or improvement authorized by the provisions of this Charter or by any State law applicable to the Town shall be deemed to be a public purpose. The ~~[[manner of]]~~ procedure in **THE** case of any condemnation proceeding shall be that established in ~~[[Article 33A of the Annotated Code of the Public General Laws of Maryland (1957 Edition, as amended), title “Eminent Domain”]]~~ **TITLE 12, CHAPTER 200 OF THE MARYLAND RULES.**

* * * *

Section 6. BE IT FURTHER RESOLVED that the Board finds that in addition to the other procedural charter adoption provisions found in State law, that it has held a public hearing and given at least 21-days’ notice by posting the notice in a public place before adopting this resolution proposing to amend the municipal charter.

Section 7. BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted on the aforementioned date, and that upon adoption by the Board of Commissions of The Town of Upper Marlboro, Maryland a complete and exact copy of this Charter Amendment Resolution shall be posted in the Town Office for a period of at least forty (40) days following the date of its adoption. Additionally, a fair summary of the proposed Amendment shall be published in a newspaper of general circulation in The Town of Upper Marlboro for no less than four (4) times at weekly intervals within the forty (40) days following the adoption of this Charter Amendment Resolution.

Section 8. BE IT FURTHER RESOLVED that the Amendment initiated in this Charter Amendment Resolution shall take effect and shall become and be considered the Charter of The

Town of Upper Marlboro, upon the fiftieth day after being so ordained or passed unless on or before the fortieth day after being so adopted and passed a referendum petition meeting the requirements of State law shall be presented to the Board of Commissioners of The Town of Upper Marlboro, Maryland or mailed to it by certified mail, return receipt requested, bearing a postmark from the United States Postal Service.

Section 9. BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town Clerk, or in the absence of a Town Clerk, the Town Administrator, shall send separately, by certified mail, return receipt requested, to the Department of Legislative Services within 10 days after the charter resolution becomes effective, the following information concerning the Charter Amendment: (i) the complete text of this Charter Amendment Resolution; (ii) the date of the referendum election, if any held with respect thereto; (iii) the number of votes cast for and against this Charter Amendment Resolution by the Board of Commissioners of The Town of Upper Marlboro, Maryland or a referendum election; and (iv) the effective date of the Charter Amendment.

Section 10. BE IT FURTHER RESOLVED that the Town Clerk of the Town of Upper Marlboro, or in the absence of a Town Clerk, the Town Administrator, is specifically instructed to carry out the provisions of Sections 2, 3, 4 and 5 hereof, as evidence of compliance herewith, the Town Clerk, or in the absence of a Town Clerk, the Town Administrator, shall cause to be affixed to this Charter Amendment Resolution and to the Minutes of the Board of Commissioners Meeting in which it is adopted (i) an appropriate certificate of publication of the newspaper in which the summary of the Charter Amendment Resolution shall have been published and (ii) return receipts of the mailing referred to in Section 5, and shall further complete and execute the Certificate of Effect attached hereto.

INTRODUCED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the ____ day of _____, 2025.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the ____ day of _____, 2025

ATTEST:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Clayton Anderson, Town Administrator

Sarah Franklin, President

Karen Lott, Commissioner

Charles Colbert, Commissioner

Derrick Brooks, Commissioner

Joseph Hourclé, Commissioner

CHARTER RESOLUTION CERTIFICATE

I, _____, the duly appointed, and qualified Town Manager of the Town of Upper Marlboro, a municipal corporation of the State of Maryland do hereby certify that (i) the attached copy of the Charter Amendment Resolution __-2025 is true, correct and complete; (ii) Charter Amendment Resolution __-2025 was duly adopted by the Board of Commissioners of the Town of Upper Marlboro at a regular meeting held on the ____ day of _____, 2025; (iii) said meeting was duly convened and a quorum was present and acting throughout; (iv) Charter Amendment Resolution __-2025, after having been introduced and fully discussed, was duly adopted, by a majority of Commissioners elected to the body and voting in the affirmative; and (v) Charter Amendment Resolution __-2025 has not been subsequently amended, modified or repealed and remains in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Upper Marlboro this ____ day of _____, 2025.

(SEAL)

_____, Town Administrator

The Town of Upper Marlboro

PURPOSE

The purpose of this Basic Plan is to provide the framework for the Town's various departments to restore essential functions to employees and residents in the event of an emergency that affects operations. In addition, this plan will facilitate the execution of mission essential functions during any crisis or emergency in which one or more department locations are threatened or inaccessible.

Specific continuity of operations objectives for and during operations are to:

- Enable staff to perform mission essential functions to prepare for and respond to all threats or emergencies including natural, technological, and human-caused disasters.
- Identify key personnel, back-up personnel and supporting personnel for relocation or for performing essential functions.
- Protect and maintain essential records and databases.

This document establishes the Town's COOP procedures for addressing three types of disruptions:

- Loss of access to a facility (damage to the building).
- Loss of services due to a reduced workforce (pandemic influenza).
- Loss of services due to equipment or systems failure (information technology (IT) systems failure).

Applicability and Scope

The Town's Basic Plan provides overarching COOP program elements that support the COOP programs developed for individual departments. Each individual department plan addresses events that cause a disruption to the departmental essential functions. The Basic Plan incorporates each Town Department.

This COOP describes the actions that will be taken to implement a viable COOP capability within 12 hours of an event and the ability to sustain that capability for up to 30 days. This plan can be implemented during duty and non-duty hours, both with and without warning.

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- This COOP covers all facilities, systems, vehicles and buildings owned or operated by the Town for essential governmental functions. This plan supports the performance of essential functions from alternate facility locations (due to the unavailability of the primary facility for long or short periods of time) and by telework and provides for continuity of management and decision-making in the Town in the event that Town management staff or technical personnel are unavailable.
- This COOP can be shared with other local emergency response and management agencies, emergency management directors, emergency management planners and other need to know parties, as applicable, subject to the prior approval by the Town Administrator and Town Attorney.

Situation

Risks that may impact the Town include severe thunderstorms, hurricanes, tornadoes, winter storms, utility disruption, pandemic, cyber-attack, active shooter, train derailment, transportation incidents.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Specific personnel requirements vary widely within the Town's departments due to differences in their size, structure, mission, and essential functions. Each essential function has associated personnel who are necessary to ensure continuity of operations.

Roles and Responsibilities

The Town Administrator is responsible for:

- Supporting and providing executive leadership for all emergency planning, response and recovery efforts.
- Approving overall policy directions, guidance, and objectives for continuity planning and activation.
- Communicating continuity of operations activities to the Council

The Town Attorney is responsible for:

- Drafting and advising on any legislation related to response or recovery.
- Assisting the Town Administrator's Office and the Department Directors with emergency procurements.
- Performing other tasks as needed.

The COOP Program Administrator is responsible for:

- Developing, coordinating, and managing all activities required to perform its essential functions during an event that would disrupt normal operations.
- Remaining in continuing communication with both the Town Administrator.
- Coordinate the COOP planning process.
- Serve as the principal liaison to internal and external stakeholders during the implementation of the COOP.

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- Initiate COOP meetings.
- Coordinate test, training, and exercises of the COOP.
- Serve as the COOP program point-of-contact.
- Serve on the COOP Planning Team.

The COOP Planning Team is responsible for:

- Identifying department-specific management and policy issues.
- Creating a planning schedule and milestones for developing COOP capabilities and obtaining plan approval.
- Developing the COOP plan and meeting all deadlines as established by the planning team and COOP Program Administrator.
- Provide departmental information on essential functions, systems, personnel, and records for COOP planning.
- Conduct reviews of COOP documents and materials.
- Coordinate and participate in the COOP test, training, and exercise program.
- Establish a review cycle.

The Town Administrator/Reconstitution Administrator is responsible for:

- Coordinating and overseeing the reconstitution process.
- Developing the reconstitution plan.
- Reporting to the COOP Program Administrator.
- Forming a reconstitution team.
- Assigning appropriate staff to ensure buildings are structurally safe, if required.

The Town's employees are responsible for:

- Understanding their continuity roles and responsibilities within the town.
- Understanding and being willing to perform in continuity situations to ensure the continuation of essential functions.
- Ensuring that family members are prepared for and taken care of during an emergency situation.

The Crisis Assessment Team (CAT) is responsible for:

- Detecting the early signs of an expanding crisis
- Identifying the problem areas and appropriate solutions
- Preparing a crisis management plan for the immediate emergency situation
- Determining what internal/ external resources are needed in order to continue essential functions.

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The Continuity Response Team (CRT) is responsible for:

- Locating, collecting, and transferring vital records, systems and equipment to alternate facility.

CONCEPT OF OPERATIONS

This COOP must be maintained at a high level of preparedness and be ready to be implemented with or without prior warning. An event that requires the activation of the plan may occur with warning, such as a hurricane that gives us a week or more to prepare; or without warning, such as a cyber-attack that could disable our systems without a moment's notice.

The plan should be fully implemented within 12 hours of activation and be capable of sustaining operations for up to 30 days.

When warning is available for activation of the COOP, the Level of Emergency and Decision Matrix outlined below will be used to guide the planning and pre-staging of resources and personnel. A no warning event will result in moving immediately to partial or full implementation and some of the recommended actions may no longer apply.

I. Alert

An actual or anticipated event that might have an adverse impact on any portion of the local government but does not require any specific response beyond what is normally available. The Continuity Response Team is to be briefed on the event. Impacted departments will alert appropriate personnel of situation and request needed assistance. No COOP implementation is required.

II. Stand-by

An actual or anticipated event estimated to have minimal impact on operations. Impacted departments alert appropriate personnel. Members of the Continuity Response Team are notified and placed on stand-by. Limited COOP plan implementation depending on individual department requirements.

III. Partial Implementation

An actual event estimated to disrupt one or more essential functions or impact vital systems for more than three days. Continuity Response Team will be convened for activation and will inform Senior Staff of its decisions. CAT members will be alerted and instructed on the full or partial implementation of the COOP. Implementation of the COOP approved by the senior leadership. May require the mobilization of resources and/or implementation of the orders of succession.

IV. *Full Implementation*

An actual event that significantly disrupts the operations of three or more essential functions or to the full department that impacts multiple vital systems. Continuity Response Team convened for activation and informed Senior Staff of decisions. Continuity Activation Team members alerted and instructed on the full or partial implementation of their COOP plans. Might require activation of orders of succession, movement of a significant number of personnel to an alternate facility or telework status and may require the complete mobilization of resources.

ADMINISTRATIVE AND LOGISTIC CONSIDERATIONS

Expected Costs and Emergency Procurement

Departments should estimate expected costs for implementing activating this plan including equipment procurement, additional personnel, overtime, go-kit items and other anticipated needs. There will be some emergency purchases not accounted for during the planning process.

During continuity operations, it may be necessary for the Town to procure replacement personnel, equipment, and supplies on an emergency basis to sustain operations until normal operations can be resumed.

Federal Reimbursement

An activation of the COOP may permit the Town to submit disaster response and recovery costs to the state or federal government for reimbursement. In order to qualify, all purchases must be reasonable when purchased and thoroughly documented from purchase through final use.

MISSION ESSENTIAL FUNCTIONS

Mission Essential Functions (MEFs) are the limited set of government functions that must be continued throughout, or resumed rapidly after, a disruption of normal operations.

In addition to identifying which functions are necessary to support Town operations, the Recovery Time Objective (RTO) should be determined for each MEF. **The RTO is the maximum amount of time the function can be interrupted before it must be restored to an acceptable level of operation after an incident.** To ensure that MEFs are restored in order of their time criticality, functions will be categorized using a tier classification system.

- **IMMEDIATE-** These functions have a direct and immediate effect on the organization to ensure the safety of individuals to protect property 0 up to 24 hours. Must be established in 24 hours or sooner.

- **CRITICAL**- These functions can be delayed until Tier 1 functions are restored but must be operational within 72 hours.
- **NECESSARY**- These functions can be delayed until Tier 1 and 2 functions are restored but must be operational in 72 hours within one week
- **IMPORTANT**- These functions can be delayed until Tier 1, 2, and 3 functions are restored but must be re-established in 30 days.

Primary Supporting Functions (PSFs)

Primary Supporting Functions (PSFs) are the specific supporting activities that the Town must conduct in order to perform its MEFs. PSFs are typically enablers that make it possible for the Town to perform its mission and include day-to-day functions as well as those functions deemed non- mission or non-essential.

The Town recognizes that it cannot perform its MEFs without its PSFs, but the priority must be on completing the missions that cannot be deferred.

(MEF's and PSFs To Be Discussed at the Work Session)

ORDERS OF SUCCESSION

Orders of succession are activated when key employees are unable or unavailable to execute their duties during an emergency. Each department has established and documented its orders of succession in its Department Action Plan.

DELEGATIONS OF AUTHORITY

Delegations of authority are specified by Town resolutions and policies. Certain employees in positions specified in the orders of succession are delegated authority to perform all duties and responsibilities of the department head when this is required. Delegations of authority for each department should be listed in the COOP Department Action Plans.

Delegation of authority should be exercised **only** when immediate action is required, and a superior is unable and unavailable to exercise the authority.

- An individual acting as successor should be relieved of his or her authority once a superior on the list becomes available, is able, and assumes the role of the successor.
- An individual exercising the authority of a superior should record important actions taken and the period during which the authority is exercised.

Each Department has identified the authority to be delegated, the position holding authority, and limitations to the authority of the position holder, and will maintain this information within its Department Continuity Plans, the Basic Plan and with Human Resources.

ESSENTIAL RECORDS

Essential records are records that, if damaged or destroyed, would disrupt operations and information flow, and require replacement or re-creation at considerable expense or inconvenience. Vital records are those records that are necessary to carry out MEFs. Content, not media, determines their criticality.

The Town of Upper Marlboro COOP Planning Team has identified systems to protect and recover essential records during emergencies and normal operations. The following maintenance strategy has been identified for departments and divisions to protect essential records:

- The Town uses backup servers and data, then mirroring to save backups from one datacenter to the other.
- IT performs a backup of the Town’s financial system to the Cloud.

Town personnel must:

- Save data to network drives.
- Scan hardcopy documents to the network drives.
- Manage and retain records as required by state law.

Each department will identify, document, and maintain an active list documenting identification of records (hard copy or electronic) vital to continue operations; back-up frequency and location; and procedures to store, retrieve, and recover records onsite or offsite.

COMMUNICATIONS

The list below identifies communications systems available to the Town to communicate with other departments, emergency response units, the media, and external stakeholder agencies and organizations:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Land line phone (voice/fax) system • Two-way radios • Amateur radios • Cell phones • Local radio/ TV | <ul style="list-style-type: none"> • Internet access, email, and Town website • Alert Town of Upper Marlboro, • Emergency Alert Notification System |
|--|--|

Town staff should make sure that critical data is stored in such a way that it can be backed

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up regularly. **Each Department will coordinate with the IT Consultant on the specific technical support needed during COOP activation outside of general support including telephones, internet connection and server support.**

ACTIVATION

Activation of the COOP plan depends on the situation. Not all Departments may activate or relocate to the same location. Each Department will identify the required space, resources and needs of their employees and build their activation and relocation plan to match those needs.

Crisis Assessment Team (CAT)

The Town Administrator will notify key personnel to convene the Crisis Assessment Team (CAT), who will analyze the situation and determine whether the COOP or a departmental COOP annex will be activated. The CAT may also provide further support through management of the crisis or COOP activation, identifying additional risks and exposures, providing direction and guidance to departments and the organization, and protecting stakeholder interests in response to the incident or disaster.

[illegible]

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During a disaster of such magnitude that the Emergency Operations Center (EOC) has been activated, the CAT may convene to determine if the COOP activation will be managed through the EOC, or if separate operations would be beneficial.

Continuity Response Team (CRT)

The Continuity Response Team members will have been identified beforehand and trained. If an employee is on the CRT, he or she is considered essential personnel, should receive resources to reflect that status (such as a Town phone), and must be made aware of that status.

Activation of the Continuity of Operations Plan will not be based upon a specific event, but rather three specific types of disruptions.

1. LOSS OF FACILITY

Loss of facility could result from something as major as an earthquake or minor as a ruptured fire sprinkler pipe causing flooding. When identifying a new facility, improvisation will be key. This plan outlines key objectives, assumptions, and conditions to keep in mind when locating and relocating to an alternate facility. **The COOP Program Administrator, in consultation with the CAT and the list of requirements from each department, will locate temporary facilities.**

Activation Objectives

- Confirm evacuation of impacted building within one hour of event onset.
- Complete full staff accountability within six hours and submit it to EOC
- Complete initial, informal damage assessment of building (once cleared by fire department for re-entry), communication systems and information technology systems. This is NOT a full assessment, just a preliminary guesstimate of the damage. To be completed by the COOP Program Administrator or designated personnel ONLY.
- Convene the Continuity Assessment Team to review the damage assessment, accountability reports and MEFs to develop continuity objectives and action plan for the event.
- Activate the Continuity Response Team to commence continuity operations per the specific continuity plans and the continuity action/ objectives developed by the CAT.
- Maintain constant and clear communication with all stakeholders, including residents, businesses, employees, and elected officials.

Normal operations may be disrupted and there may be a need to perform MEFs at a continuity facility. Each department will coordinate with the COOP Program Administrator to establish suitable continuity facilities, whether that be telework, temporary facility or mix of the two.

For reasons of cost, the Town will not maintain an active continuity facility, instead will procure emergency temporary facilities as needed.

Following the activation of the continuity plan, the determination of where to locate temporary facilities will depend on several variables including personnel needs, timelines and budgetary considerations.

There are three possible continuity facility solutions for the Town;

- **Existing Buildings and Facilities owned by the Town** include but are not limited to Town hall, Public Works facility, and Parks or Open Space....
- **Space procured and maintained by another organization.** Some organizations offer space procurement services that other organizations can use for alternate locations. The County or State may have options the Town can use; but these need to be confirmed beforehand.
- **Leased space within the community.** Departments should be prepared to operate from a temporary location or telework until space can be leased and occupied. The expectation is that the majority of employees will telework or work directly from the field.

The following conditions must exist before there is a relocation to a continuity facility:

- A Department's primary location has been destroyed or will be unavailable for an extended period.
- Staff are available to perform mission essential functions defined in the COOP.
- Off-site storage facilities and materials survived the event.
- Surface transportation in the area is possible.
- Staff can be notified and can report to the continuity facility to perform recovery and reconstruction activities.
- Like kind essential resources have been pre-positioned or are available at the off-site storage.

2. LOSS OF SERVICES DUE TO SYSTEMS OR EQUIPMENT FAILURE

The Information Technology Consultant has internal emergency plans to address a loss of information technology systems. Due to the sensitive nature of these plans, they will remain confidential to the IT Department and the Town Administrator.

3. LOSS OF PERSONNEL

During a Pandemic

Continuity operations during a pandemic primarily require monitoring staffing

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levels and being prepared to replace staff, as necessary. Tasks such as purchasing Personal Protective Equipment (PPE), adjusting schedules, and implementing engineering controls will be found in the pandemic plan rather than the continuity plan.

Non-Pandemic Activation Objectives

- Directors will monitor department staffing levels. He or she will report any illness outbreak immediately to the Emergency Operations Center or the responsible person if EOC is not activated.
- Directors will maintain constant and clear communication with all stakeholders, including residents, businesses, employees, and elected officials.
- In the event of a loss of staff for any reason, the Town Administrator or designee will convene the Continuity Assessment Team to develop objectives and an action plan for the event.
- Directors will identify appropriate backups (whether temps, reassignment, or contracting)
- Human Resources will recruit, hire, and bring staff on board during a continuity event. The hiring process needs to be expedited to prevent a time loss in re-establishing the mission essential functions. The Human Resources Generalist will be assisted, when necessary, by the Town Attorney

It may be necessary to augment or replace personnel during a continuity event. Human Resources will be responsible for recruiting, hiring, and on-boarding staff during a continuity event. The hiring process needs to be expedited to prevent a time loss in re-establishing the mission essential functions. This may require legal assistance to circumvent the hiring process.

RECONSTITUTION OPERATIONS

Reconstitution is the transition back to normal operations in the primary operating facility or a new facility. Reconstitution focuses on restoring business operations to normal or improved services. This phase is initiated once all MEFs have been restored.

Activities associated with reconstitution include:

- Supervising an orderly return to the normal operating facility, a move to another temporary facility, or a move to a new permanent operating facility.
- Verifying that all systems, communications, and other required capabilities are available and operational, and ensuring the capability to accomplish all essential functions and operations at the new or restored facility.

- Identifying if any records were affected by the incident and ensuring the effective transition or recovery of essential records and databases.

The Reconstitution Team will consist of employees from each department. For example, Information Technology employees will restore all equipment and software; maintenance employees to provide furniture and technical assistance, and a representative from each department will supervise and assist with setting up the department's office space. This team will work outside the mission essential function team to ensure a smooth transition back to normal operations. Tasks will include identifying what equipment, software and resources are needed and ensuring that the workspace is ready for the mission essential functions to be transferred back with minimum interruption.

The Reconstitution Administrator will supervise an organized and staggered return to the primary facility.

DEVOLUTION OPERATIONS

Devolution is the transfer of legal and statutory obligations from one entity to another entity at a continuity facility or devolution site. The devolution option may be used when the Town’s primary operating facility, alternate site, and/or staff are not available. Devolution requires the transition of roles and responsibilities for performance of MEFs through pre-authorized delegations of authority and responsibility. The authorities are delegated from the Town’s primary operating staff to other employees or to external governmental entities in order to sustain essential functions for an extended period. Devolution supports the overall COOP and ensures the continuation of MEFs. In this situation, management responsibility and mission essential functions will devolve to the designated devolution department or agency.

Each department will build its devolution plan, subject to the approval of the Town Administrator, to include the triggers for the devolution of a department's functions and activation of mutual aid agreements.

Contracts will be approved through the Town Administrator's office and the Town Attorney.

EMERGENCY GO-KIT

The emergency go-kit should contain standard operating procedures, emergency plans, operating orders or regulations, and other relevant guidance that is not already pre-positioned at an alternate facility. These documents will be saved in multiple locations while maintaining security of personal information. The Town

Administrator will work with Information Technology to develop and implement safe methods for storing essential records in the Go-Kit. Other documentation that should be contained in the go-kit includes:

- COOP Plan
- Current contact lists for personnel, federal, State and County departments and agencies, and key contractors
- Formatted computer diskettes, CD-ROMs, or memory sticks
- General office supplies (small amount)
- Cellular telephone and chargers
- Radios
- Current equipment report
- Current software report
- Current vital records, files, and database report

If an employee is designated to maintain a go-kit, it is his or her responsibility to ensure that the kit is up to date as well as kept immediately available at all times (i.e., the employee is to take it home each night).

TRAINING, TESTING AND EXERCISE PLAN

The test, training and exercise program will ensure that employees are aware of their roles and responsibilities in COOP implementation and have a chance to practice. Regularly scheduled training and exercises are critical to ensuring that the COOP can be implemented during an emergency.

Required Training

Each department is responsible for providing job-specific COOP training for all new employees in their department. The training will be conducted within 60 days of an employee's first day of employment.



Position Title: Town Administrator

Department: Town Management/General Government

Direct Report: President & Board of Town Commissioners

JOB SUMMARY

Under the direction of the Board of Commissioners, the Town Administrator performs complex professional, administrative, and managerial duties in overseeing the daily operations of the Town. This position supports the Board in fulfilling its official responsibilities and ensures the efficient and effective delivery of municipal services. The Town Administrator is responsible for maintaining and enhancing the performance of all departments and functions under their leadership. This position is established by and operates in accordance with the Town Charter.

ESSENTIAL FUNCTIONS

- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, the President/Mayor, or the Board of Town Commissioners.
- Plans & Develop of the annual Town Budget.
- Oversee the day-to-day financial operations.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Board of Town Commissioners.
- Makes recommendations on department head personnel staffing requirements to the Board of Town Commissioners.
- Evaluate the effectiveness of units reporting to him/her and take actions necessary to achieve optimum performance levels.
- Oversees risk management for the Town, including health, life, worker's compensation, fleet, property, and liability.
- Works closely with vendors and consultants and makes recommendations to the Board concerning choice of carriers and long-term strategy.
- Work with the Town's Board and Government Relations firm to strategize and plan the Town's legislative priorities on the Federal, State, and local level.
- May be called to represent the Town on Federal, State, or local-level Boards, commissions, or advisory groups.
- Works with the Board of Town Commissioners, Town Attorney, and Town Clerk to draft, plan, implement, and receive public input on Town legislation.
- Develop working relationships with Federal, State, and local-level officials.

- Answers and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Board of Commissioners.
- Oversee the Town's social media, communication, and outreach functions. Works with the Town's Media Relations firm to develop press releases.
- Works with Department heads to oversee and manage special, capital, or large-scale projects and initiatives.
- Coordinates with Department heads and Town Committees, volunteers, and stakeholders to plan and carry out large-scale Town events.
- Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel with litigation preparation.
- Works with the Town Clerk to plan meeting agendas, packets, and schedules of the Board of Town Commissioners.
- Oversee the Town's Information Technology infrastructure and coordinate with the Town's IT firm on routine maintenance, upgrades, and security.
- Provides training support for newly elected Town Commissioners, including but not limited to policies and current issues and background information.
- Works with the CPA to complete the annual Town Budget audit.
- Track the progress and provide support as needed for the Town Committees.

QUALIFICATIONS

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and in writing with tact and diplomacy.
- Ability to solve problems by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software, including Microsoft Office, automated payroll services, and financial software.
- Ability to interpret and implement local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

EDUCATION/ TRAINING

- Bachelor's degree from an accredited college or university with major course work in public administration or related field.
- Master's degree preferred.
- Spanish speaking or other special language skills desired.

EXPERIENCE

- Ten (10) years of increasingly responsible professional-level municipal governmental experience, preferably in a variety of municipal departments.

Physical Demands and Working Environment

The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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; and to verbally communicate to exchange information.

COMPENSATION AND BENEFITS

- Salary Range: [\$XXX,XXX-\$XXX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System

Position Title: Deputy Town Administrator/ Town Clerk

Department: General Government

Direct Report: Town Administrator

JOB SUMMARY

The Deputy Town Administrator/Town Clerk is an exempt position responsible for performing a wide range of complex administrative duties within the General Government Department. This role involves conducting analysis, evaluation, research, and written and verbal communication. The position also supervises programs and projects that require administrative expertise and regular interaction with the Town Council, other departments, and the community. In coordination with the Town Administrator, the Deputy Town Administrator/Town Clerk provides oversight of the General Government Department and related municipal services.

Supervision Required: The employee works under the supervision of the Town Administrator.

Supervisory Responsibility: The incumbent is a managerial employee, exercising direct and general supervision over employees. The incumbent does plan and carry out a planned work program, situations and circumstances may necessitate changes in priorities.

ESSENTIAL FUNCTIONS

- Assists the Town Administrator in overseeing the professional and administrative responsibilities and direction of Town affairs, including the planning, organizing, supervising and directing all assigned functional responsibilities.
- Responsible for assisting Town Administrator around Operations and Development, including, but not limited to, the following:
 - Provides general management assistance to Town Administrator in structural reorganization, inter-departmental communications and public relations.
 - Assist with the oversight of administrative services of the Town Administrator's Office. Assists task forces, citizens committees and various employee groups in researching issues and providing analysis of existing operations and in proposing future directions.
 - Oversee development of departmental capital plan and budgets, and develops a comprehensive and timely budget.
- Assist in the development of departmental goals and objectives.
- Provides a variety of professional and administrative responsibilities to the Town Administrator in numerous areas of Town management and operations, on an assigned basis.
- Serves as Acting Town Administrator in the absence of Town Administrator.
- Maintain custody of official records and archives of the Town
- Ensure the maintenance and availability of records and information needed to provide an accurate account of government actions
- Ensure historical Town records are collected and preserved
- Oversee the development and implementation of the Town's record management procedures and guidelines
- Serve as the corporate secretary and maintain custody of the Town Seal.
- Serves as a Notary for the Town.

- Direct the preparation, review, and editing of agenda packets and official records for all Town Board of Commissioner meetings; ensure the recording of Town Board of Commissioners meeting actions are accurate and timely.
- Provide and manage the official notification and follow up of Town agenda items including ordinances, resolutions, agreements, deeds, and easements to the public regarding public hearings including legal advertising of notices.
- Respond to request for public records.
- Administer municipal elections in accordance with local, state, and federal regulations; and accept, verify and maintain filings from candidates for office.
- Attest, publish, index and file ordinances and resolutions
- Execute official Town documents; administer and file oaths of office and oaths of allegiance.
- Manage and post Council agendas
- Attend, coordinate, and record Council meetings.
- Performs other related duties as required.

QUALIFICATIONS

- Extensive knowledge of municipal government functions, organization, and the methods and techniques employed in town government operations.
- Extensive knowledge of public procurement principles, practices, and procedures.
- Working knowledge of municipal finance administration, including budgeting.
- Working knowledge of applicable federal and state laws and regulations relevant to municipal government activities.
- Working knowledge of municipal insurance programs, including implementation techniques and strategic planning.
- Strong negotiation skills to facilitate acceptable resolutions to issues and shared concerns.
- Ability to establish and maintain effective and harmonious working relationships with citizens, public officials, and municipal professionals.
- Excellent oral and written communication skills.
- Ability to prepare complex technical and statistical reports.
- Strong organizational skills with the ability to manage time effectively while addressing multiple priorities and details.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in public administration, business administration, records and information management, or a related field.
- A minimum of six years of increasingly responsible professional and technical experience, including substantial experience in a public agency.
- At least two years of administrative and project management experience and a minimum of one year of supervisory experience.
- Spanish-speaking ability is desired but not required.

LICENSE/CERTIFICATIONS

- Possession of, or ability to obtain a Certified Municipal Clerk (CMC) accreditation within two years of employment. A Master Municipal Clerk (MMC) accreditation and Certified Records Manager (CRM) designation preferred.
- Possession of a valid driver's license.

COMPENSATION AND BENEFITS

- Salary Range: \$XX,XXX-\$XX,XXX annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System



Position Title: Administrative Assistant

Department: General Government

Direct Report: Deputy Town Administrator/Town Clerk and Town Administrator

JOB SUMMARY

The Administrative Assistant provides professional administrative support to the Town Administrator, and Deputy Town Administrator/Town Clerk. This role manages daily office operations, coordinates resident and public communications, maintains records, and oversees programs such as parking permits and citations. The position plays a key role in supporting the efficient and effective delivery of municipal services.

ESSENTIAL FUNCTIONS

- Provides administrative assistance to the Town Administrator and Deputy Town Administrator/Town Clerk.
- Respond to requests for information and assistance from town residents and business owners.
- Respond to requests for information and assistance from Town residents, citizens, and business owners via phone, email, and in-person visits.
- Manage the Town's general email inbox.
- Schedule and manage conference room reservations.
- Coordinate and maintain calendar updates.
- Maintain inventory and handle procurement of office supplies for Town Hall.
- Prepare welcome packets for new residents.
- Maintain a record of residents' comments and complaints.
- Process cash receipts on a regular schedule in dual-custody procedures with the town manager, so as to enable deposits several times weekly; process and batch credit card receipts daily.
- Assist with timely door posting of meeting notices and "out of office" signs, as well as News, Alerts, and Official Notices.
- Provide notary services.
- Coordinate office events.
- Oversee the Town's Parking Permit Program, including recordkeeping, billing, and collections.
- Serve as the Town's Ombudsman point of contact for the Speed Camera Program.
- Support the Parking Citation Program, including data entry for new and paid tickets, processing cash and credit card payments, encrypted MVA tag flagging, and traffic court coordination.
- Perform front-desk duties such as answering phones, scheduling bulk refuse pickups and appointments, mail pickup, and verify bank deposits.

- Arrange and facilitate use of alternate public meeting space.
- Maintain accurate identity registrations with intergovernmental and other organizations, including website activity.
- Assist in the coordination of vendors and volunteer activities.

ORGANIZATIONAL SYSTEMS AND STRUCTURES

- Manage office equipment needs, including full operational capability and maintenance; facilitate review of upgrades, as needed.
- Administration of Town Hall facility's needs, including regular maintenance, office supply, material orders and credit applications for General Government, Public Safety and Public Works functions.
- Ensure compliance with bulk mail permit requirements.

ADVICE AND GUIDANCE

- Support strategic and developmental planning, both publicly and behind the scenes.

QUALIFICATIONS

Experience:

- Five years of progressively responsible administrative experience in local government that provides a broad base understanding on issues material to organizational programs, processes, and influences.

Education/Training:

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

License or Certificate:

- Possession of a valid driver's license.
- Ability to obtain a Notary License.

Physical Demands and Working Environment

The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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; and to verbally communicate to exchange information.

COMPENSATION AND BENEFITS

- Salary Range: [\$XX,XXX-\$XX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System



Position Title: Special Assistant

Department: General Government

Direct Report: Deputy Town Administrator/ Town Clerk and Town Administrator

JOB SUMMARY

The Special Assistant supports the General Government Department by providing administrative, communications, and project support to the Town Administrator and Deputy Town Administrator/ Town Clerk. This role requires strong organizational, communication, and interpersonal skills, with the ability to work collaboratively in a dynamic municipal environment.

ESSENTIAL FUNCTIONS

- Assist with license and permit applications.
- Manage media and social media.
- Follow up on citizen issues/requests.
- Research, data collection and analysis.
- Assist with preparation of meeting minutes and board packages.
- Prepare and create quarterly municipal newsletter and annual Town report.
- Preparation of reports and communications.
- Event coordination and planning.
- Assist Town Administrator with board and commission appointment process; procurements including advertising bids, maintaining documentation, and notification of awards.
- Some evening meetings may be required.
- Performs other duties as required and assigned.

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:

- Strong oral and written communication skills.
- Excellent interpersonal and customer service abilities.
- Proficiency in Microsoft Office Suite.
- Strong attention to detail.
- Effective problem-solving skills.
- Ability to prioritize tasks and meet deadlines.
- Ability to maintain professionalism in stressful situations.
- Ability to work collaboratively with other Town departments.
- Ability to maintain confidentiality.
- Ability to work effectively with the public.
- Willingness and ability to adapt to change and learn quickly.



- Familiarity with graphic design principles and creative software (e.g., Canva, Adobe) is a plus.

Experience:

- Minimum of 1 year of experience in customer service (required)
- Experience using Microsoft Office Suite, including Word, Outlook, PowerPoint, and Excel (required)
- At least 1 year of experience using computer software and graphics programs (preferred)
- At least 1 year of experience working in a municipal or government setting (preferred)

Education/Training:

- High school diploma or GED (required)
- An associate or bachelor's degree is preferred; an equivalent combination of education and experience may be considered

Physical Demands and Working Environment

The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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; and to verbally communicate to exchange information.

COMPENSATION AND BENEFITS

- Salary Range: [\$XX,XXX-\$XX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System



Position Title: Director of Finance & Human Resources

Classification: Town Management

Direct Report: President, Town Treasurer, and Town Administrator

Classification Description Summary

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; coordinates and supervises various accounting activities; assists in the preparation of annual audit and year end closing; and provides highly responsible staff assistance to management staff. Also manages the human resources and benefits for Town staff.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of 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.

- Manages the day-to-day and long-term financial operations of the Town.
- Responsible for calculating and preparing payroll checks, reporting and paying payroll taxes and
 - preparing and distributing payroll reports.
- Administer general accounting system for revenues, expenditures and journal entries.
- Close monthly accounting and reconcile all bank and other accounts.
- Assist Town Manager in budget preparation and preparing for annual audit.
- Compile and prepare monthly, quarterly and annual reports.
- Collect all revenue streams for Town including fees, taxes and liens.
- Supervises the fiscal operation of the Town and prepares an annual budget for the Town Council's
 - review and presentation at a public hearing.
- Recommends, implements and monitors internal financial controls and financial policies across
 - departments.
- Prepares grant applications, ensures compliance with Federal regulations and prepares reports.
- Maintains fixed asset records for all Town equipment, property, and the fleet assets.
- Recommends, implements and monitors all Town investments, and interest-bearing accounts.
- Administers retirement and health benefits program.
- Researches and recommends changes to the employee benefits program to the Town Manager.
- Maintains personnel medical files.
- Assists with Town risk management and training.
- In conjunction with the Town Manager, serves as the Town's Privacy Official in matters related to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) in connection with the Town sponsored health plan for employees.
- Performs related duties as required.

- Participation in the Maryland Government Finance Officers Association is required. Participation in other related professional organizations is encouraged, as funds are available.
- Perform other duties as assigned.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to establish and maintain effective working relationships with subordinates, Town Council, other
- Department Directors and to deal with public relations problems courteously and tactfully.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Education and Experience Guidelines - *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:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field. Master's degree preferred.

Experience:

Two years of increasingly responsible professional-level municipal/governmental accounting experience.

Supplemental Information

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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; and to verbally communicate to exchange information.

Compensation & Benefits

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System



Position Title: Human Resources Generalist

Department: General Government

Direct Report: Town Administrator

JOB SUMMARY

The Human Resources Generalist supports the Town of Upper Marlboro by performing a wide range of HR and administrative functions. This role oversees daily operations related to recruitment, onboarding, benefits administration, payroll processing through ADP, employee relations, and compliance. The HR Generalist ensures that all personnel matters are handled efficiently, confidentially, and in accordance with applicable laws and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and manage the full recruitment and onboarding cycle, including job postings, applicant screening, interview scheduling, background checks, and new hire orientations.
- Administer employee benefits programs including health insurance, retirement, workers' compensation, and leave management.
- Serve as the Town's Retirement Coordinator, providing guidance to employees on retirement plan options, enrollment, and processing retirement-related documentation.
- Process bi-weekly payroll using ADP, ensuring accuracy in timekeeping, deductions, and employee records.
- Maintain up-to-date and organized personnel records, digital files, and HR databases in compliance with federal, state, and local requirements.
- Assist with employee relations by providing guidance to staff and supervisors, addressing workplace concerns, and supporting conflict resolution efforts.
- Track and coordinate employee performance evaluations and assist with training and development planning.
- Draft, review, and update internal HR policies, procedures, and the employee handbook.
- Ensure compliance with employment laws and regulations, and support reporting and audit processes as needed.
- Coordinate employee recognition and engagement initiatives.
- Assist the Town Administrator with special projects and administrative support as needed.
- Other duties as assigned.

QUALIFICATIONS

Education:

- Associate's or Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Knowledge of HR system and processes and procedures.
- Knowledge of HR practices, employment laws, and municipal operations.

Preferred Skills and Certifications:

- Proficiency in ADP for payroll and HR functions.
- Strong interpersonal, organizational, and communication skills.
- Ability to manage sensitive information with discretion.
- Experience with Microsoft Office Suite (Word, Excel, Outlook) and HR systems.
- HR certification (e.g., SHRM-CP, PHR) is a plus but not required.
- Retirement Coordinator certification is required, will need to be

Physical Demands and Working Environment

The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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; and to verbally communicate to exchange information.

COMPENSATION AND BENEFITS

- Salary Range: [\$XX,XXX-\$XX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System



Position Title: Bookkeeper/Administrative Assistant

Department: General Government

Direct Report: Town Administrator

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 at Town Hall.

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 administrative, or staff experience in local government or financial field.
- Broad base understanding on issues material to organizational programs, processes, and influences.
- Basic 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. Telework opportunities available. 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.

Compensation & Benefits

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System



Position Title: Chief of Staff

Classification: Town Management

Direct Report: President & Board of Town Commissioners

Classification Description Summary

Under general administrative direction, performs highly responsible and complex professional administrative work while assisting the President of the Board of Commissioners/Mayor in the daily administration of Town functions and activities; provides leadership in policy formation and implementation of policies and procedures; directs and oversees the preparation of the Town agenda; represents the Town to all departments and outside agencies and organizations; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; and provides responsible staff assistance to the Town, and department heads. The duties of the Chief of Staff are in line with those of a Town Manager/Administrator or Assistant Town Manager/Administrator.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of 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.

- Assume full management responsibility for assigned functions, services, and activities of the Town including overseeing assigned departments and divisions; provide direction to assigned staff on implementing Town policy and direction and ensure Town goals are carried out by departments.
- Oversee the Town's outreach and communication with the community. This includes social media, Town website, and working with the Town Clerk for print media.
- Provide responsible and complex assistance to the Town in administering the daily operations and activities of the Town.
- Direct and oversee the preparation of the Town meetings; manage the scheduling of items and content of staff reports to be included in the Town agenda packet; ensure that staff presentations to the Town are accurate, comprehensible, and in compliance with administrative directives.
- Work with the Town's management team to coordinate multi-departmental efforts; provide guidance and policy direction necessary to ensure timely completion of assigned projects.
- Participate in the development of Town goals, objectives, policies, and priorities; develop new policies in consultation with the Town; confer with Department Directors and employees regarding significant policy and procedural changes.
- Monitor the progress of key issues faced by the Town and attainment of various Town goals.
- Work with partnering elected officials on the local, County, State, and Federal level to coordinate projects, funding, and legislative issues that pertain to the Town.
- Coordinate with legislative staff on various legislative issues and lobbying strategy to ensure legislative and administrative actions favorable to the Town's short, and long-range goals. Participate in the preparation, coordination, and presentation of the Town's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development

and presentation of financial forecasts and historical information including reviewing expenditures and revenues.

- Participate in the selection, training, motivation, and evaluation of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the Town to all departments and outside agencies; explain, justify and defend Town programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Coordinate and participate in providing responsible staff assistance and professional analysis and advice to the Town and other Town boards and commissions as assigned; attend Town meetings and other public meetings.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration and management; incorporate new developments as appropriate.
- Respond to requests for information from community residents, business, the media, and other outside agencies; respond to and resolve difficult and sensitive inquiries and complaints.
- Planning and drafting of the Annual Town budget.
- Oversee the management of all Town grants.
- Serve interim dual roles in the absence of the Town Clerk or the Town Accountant/Director of Finance.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced principles and practices of public administration including the organization, functions, and problems of municipal government.
- Operations, services, and activities of a municipality.
Government, council, and legislative processes.
- Principles and practices of municipal budget, preparation, and administration.
Current social, political, and economic trends and operating problems of municipal government.
- Principles and practices of program development and administration.
- Advanced principles and practices of organization, management, and supervision.
Principles and practices of strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Decision making techniques.
- Advanced principles of business letter writing and report preparation.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Strong knowledge of Social Media and outreach
- Large Scale event coordination
- Emergency Management

Ability to:

- Provide responsible and complex assistance in the administration of daily Town operations.
- Direct and manage the preparation of the Town agenda.

- Provide guidance and policy direction necessary to ensure timely completion of assigned projects.
- Analyze legislation and develop the Town 's legislative lobbying strategy.
- Develop and administer Town-wide goals, objectives, and procedures.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and Town issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Handle multiple demands and priorities simultaneously.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Facilitate group discussions and problem solving.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Negotiate and resolve complex issues.
- Deal constructively with conflict and developing consensus.
- Make effective public presentations; effectively present information to top management, public groups, and/or boards of directors.
- Delegate authority and responsibility.
- Work in a team-based environment to achieve common goals.
- Coordinate multiple projects and complex tasks simultaneously.
- Meet the physical requirements to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

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:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, political science, or a related field. A Master's degree is preferred.

Experience:

Five years of progressively responsible management, administrative, or staff experience in local government that provides a broad base understanding on issues material to organizational programs, processes, and influences.

License or Certificate:

Possession of an appropriate, valid driver's license.
FEMA Incident Command Courses

Other

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 with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Town boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, 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.

Other Requirements
Management

Compensation & Benefits

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System



Position Title: Director of Public Works

Classification: Department Head

Direct Report: Town Administrator

JOB SUMMARY

The Director of Public Works oversees all field operations of the Public Works Department, including the construction, maintenance, and repair of roads and public rights-of-way; the collection and disposal of residential and commercial refuse, brush, yard waste, and recyclables; or a combination of these functions. Performs related duties as required.

ESSENTIAL FUNCTIONS

- Oversees all functions are performed in a Public Works Department.
- Reviews work orders and service requests, determines priority status, staffing, equipment and supply needs and makes work assignment accordingly.
- Evaluates the efficiency and cost effectiveness of organizational structure, systems and procedures and recommends/implement changes as needed.
- Coordinates and supervises a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, section supervisors and crew leaders engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & reviews work orders.
- Approves leave requests.
- Trains employees.
- Interprets rules, policies and procedures for staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Investigates and resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs and productivity.
- Prepares and delivers presentations to upper-level management and/or the community.
- Prepares and transmits communications, instructions, and policies to subordinates.
- Determines staff and equipment needs.
- Maintains contracts and other legal documents.
- Reviews and approves cost estimates, proposals, and invoices.
- Attends and/or chairs various departmental and community meetings.

SUPERVISION EXERCISED/RECEIVED

- Responsible for all employees assigned to the Public Works Department.
- Directly supervises other supervisors of a lesser grade and/or crew leaders, and indirectly supervises equipment operators, skilled and unskilled laborers.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and close proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials.

Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Employees may be required to work irregular hours or weekends on special projects or emergencies.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- **Education/Training:** An associate or bachelor's degree from an accredited college or university with major courses in a Public Works related field. Master's degree preferred but not required.
- **Experience:** Ten (10) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal, and/or municipal environmental enforcement including, three (3) years in a lead or supervisory capacity.
- **License/Certificate:** Possession of an appropriate, valid driver's license, and valid POST management certificate.

COMPENSATION AND BENEFITS

- Salary range: [\$XX, XXX-\$XX, XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits.
- Maryland State Retirement System.



Position Title: Foreman

Department: Public Works

Direct Report: Director of Public Works

JOB SUMMARY

The Public Work Foreman directs designated field activities of the Public Works Department involving the construction, maintenance and repair of roads and public rights-of-way; or involving the collection and disposal of residential and commercial refuse, residential bulk and yard waste and/or recyclables; or a combination of both. Oversee the Public Works Department in the absence of the Director. Performs related duties as required.

ESSENTIAL FUNCTIONS

- Oversees designated functions performed in a Public Works Department.
- Manages the Town's pet waste program.
- Oversees the maintenance of the Department's vehicle, small tools, landscaping tools, and machinery.
- Coordinates, supervises and in some instances trains a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & reviews work orders.
- Interprets rules, policies and procedures for lower-level staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Assists in the investigation and or resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs and productivity.
- Determines staff and equipment needs.
- Attends and/or chairs various departmental and community meetings in concert or in lieu of director.
- Performs related duties as required.

SUPERVISION EXERCISED/ RECEIVED

- Receives directions from and reports to the Director of Public Works.
- Assists the Director with overseeing employees in the Public Works Department.
- Directly supervises employees of a lesser grade and/or crew members, and indirectly supervises equipment operators, skilled and unskilled laborers.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials.

Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Employees may be required to work irregular hours or weekends on special projects or emergencies

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training: Associate or bachelor's degree from an accredited college or university with major courses in a Public Works related field.

Experience:

- Five (5) years of increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal.
- Municipal environmental enforcement
- Two (2) years in a lead or supervisory capacity.

License/ Certificate:

- Possession of an appropriate, valid driver's license
- CDL license preferred
- Valid POST management certificate.

COMPENSATION AND BENEFITS

- Current starting salary: [\$XX, XXX-\$XX, XXX]
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System



Position Title: Crew Lead

Department: Public Works

Reports to: Director of Public Works and Foreman

JOB SUMMARY

The Public Works Crew Lead directs and completes designated field activities of the Public Works Department involving the construction, maintenance and repair of roads and public rights-of-way; or involving the collection and disposal of residential and commercial refuse, residential brush and yard waste and/or recyclables; or a combination of both. Performs related duties as required.

ESSENTIAL FUNCTIONS

- Oversees designated functions performed in a Public Works Department.
- Reviews work orders and service requests, determines priority status, staffing, equipment and supply needs and makes work assignment accordingly.
- Evaluates the efficiency and cost effectiveness of systems and procedures and recommends/implements changes as needed.
- Coordinates and supervises a moderate work unit of skilled equipment operators, semi-skilled and unskilled laborers, engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & ensures completion of work orders.
- Trains employees.
- Interprets rules, policies and procedures for staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Assists in the investigation and or resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares a variety of records and reports pertaining to work center operations, costs and productivity.
- Prepares and delivers presentations as needed to upper-level management and/or the community.
- Prepares and transmits communications, instructions, and policies to subordinates.
- Determines staff and equipment needs.
- Reviews cost estimates, proposals, and invoices.

SUPERVISION EXERCISED/RECEIVED

- Receives direction from, and reports to the Director of Public Works, and Public Works Foreman, who is consulted on complex or unusual matters.
- Responsible for all employees assigned to the Public Works Department.
- Directly supervises employees of a lesser grade and/or crew members, and indirectly supervises equipment operators, skilled and unskilled laborers.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and near heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials.

Employees typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Employees may be required to work irregular hours or weekends on special projects or emergencies.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- **Education/Training:** Training in a public works–related field or possession of a relevant trade certification is preferred.
- **Experience:** Minimum of two (2) years of progressively responsible experience in municipal government, maintenance, waste collection/disposal, or environmental enforcement. At least one (1) year of this experience should be in a lead or supervisory role.
- **License/Certificate:** Possession of a valid Maryland driver's license, and valid POST management certificate.

COMPENSATION AND BENEFITS

- Salary range: [\$XX, XXX-\$XX, XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits.
- Maryland State Retirement System.



Position Title: Crew Member

Department: Public Works

Direct Report: Director of Public Works and Foreman

JOB SUMMARY

The Public Works Crew Member performs a variety of manual, skilled, and semi-skilled tasks across the Town of Upper Marlboro. Responsibilities include the repair and maintenance of Town-owned buildings, vehicles, equipment, streets, parks, playgrounds, and other public facilities. Crew Members also conduct weekly bulk trash and yard waste collection, as well as routine litter patrol throughout the Town. Additional duties include snow removal from streets, sidewalks, and Town properties, along with providing support for special events.

ESSENTIAL FUNCTIONS

- **Building Maintenance:** Employees work both indoors and outdoors, in varied weather conditions. There is considerable physical activity involved with exposure to hazards associated with maintenance work.
- **Street Maintenance:** There is exposure to the hazards associated with working around traffic and with heavy equipment. Work involves considerable physical exertion, including heavy lifting. Most work is performed outdoors in varying weather conditions. Exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain, work at heights.
- **Traffic Maintenance:** Work is performed both indoors and outdoors and involves physical exertion. There is exposure to the hazards associated with working around traffic, inclement weather, and with a variety of tools, equipment, paints, and adhesives. On some jobs, the employee is required to work at heights, such as on ladders, boom trucks, or cranes.
- **Landscape Maintenance:** Employee works primarily outdoors in varying weather conditions. Work involves considerable physical activity and there is exposure to hazards associated with maintenance work, operation of equipment, various chemicals, street traffic, and open space areas.
- **Refuse Collection:** Employee works primarily outdoors collecting refuse including, but not limited to recycling, trash, bulk trash, and yard waste.

QUALIFICATIONS

Education and Experience

- High School Diploma or GED is required.
- A valid Maryland driver's license is required.
- No prior experience necessary; any combination of education and experience that demonstrates the ability to perform the work is qualifying.

Knowledge, Skills and Abilities

- Basic knowledge of materials, tools, equipment, and techniques used in building, street, and parks/grounds maintenance is preferred.
- Familiarity with safety procedures when working around heavy equipment.
- Ability to safely operate vehicles and heavy equipment such as dump trucks, backhoes, tractors, and related attachments.
- Proficiency in using small hand tools and other maintenance equipment.
- Physical ability to lift and carry bulky items up to 50 lbs and work extended hours in extreme weather conditions.
- Ability to follow both written and oral instructions.
- Strong communication skills in English, both spoken and written.
- Ability to work independently with minimal supervision or as part of a team.
- Comfortable using radios, telephones, and basic computer applications related to job tasks.
- Demonstrated ability to build and maintain effective working relationships with coworkers and the public.

COMPENSATION AND BENEFITS

- Salary range: [\$XX, XXX-\$XX, XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits.
- Maryland State Retirement System.



Position Title: Summer Intern

Department: General Government

Direct Report: Town Administrator

Duration: 6 Weeks (16-20 hours per week)

Pay: \$15 per hour

JOB SUMMARY

This position is part of the Town of Upper Marlboro Summer Youth Jobs Program, a six-week, part-time opportunity for youth ages 16 to 20. It provides valuable hands-on experience in local government and helps develop key professional skills. Participants will assist with office tasks such as filing, data entry, and using basic office equipment, as well as support staff with projects, social media, and community outreach. This role requires strong communication skills, basic computer proficiency, and a positive, responsible attitude. Preference is given to Town residents.

DUTIES AND RESPONSIBILITIES

- Assist with general office tasks such as filing, data entry, and organizing materials.
- Operate basic office equipment including printers, copiers, and scanners.
- Assist with staff with various projects.
- Support town staff with social media posts and community outreach efforts.
- Attend staff meetings or training sessions as assigned.
- Perform other administrative or operational support duties as needed.

MINIMUM QUALIFICATIONS

- **Must be between the ages of 16 and 20.**
- Basic computer proficiency (e.g., Microsoft Office, Google Suite).
- Have an interest in government.
- Strong communication skills—both written and verbal.
- Familiarity with social media platforms (Instagram, Facebook, Twitter, etc.).
- Ability to follow instructions, manage time effectively, and maintain a positive attitude.
- Operate basic office equipment responsibly.
- **Preference will be given to residents of the Town of Upper Marlboro.**

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

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

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

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

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

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

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

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

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

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

ELECTIONS

Section 1. Purpose and Authority:

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

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

Section 2. Applicability:

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

Section 3. Definitions:

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

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

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

Section 4. Voter Registration

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

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

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

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

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

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

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

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

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

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

Section 6. Preparing for Town Elections

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

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

B. Registration:

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

C. Board of Supervisors of Elections: Recruitment of potential members of the Board of Supervisors of Elections may begin in July and August a year prior to the election by publicizing the position in suitable means of public outreach and the Town Clerk shall ensure that all members

of the Board of Supervisors of Elections receive a course of training in their duties. The training shall take place throughout the year prior to an election.

D. Town Commissioner Candidacy:

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

E. Campaign Materials and Electioneering: The Town Clerk shall inform Town Commissioner candidates of the Town's campaigning rules. Starting three weeks prior to the election, campaign literature may be distributed, and campaign signs and posters may be displayed on private property, including the Town maintained rights-of-way, with the abutting property owner's

permission. No person may canvas, electioneer or post any campaign literature or material in a polling place or within a one hundred-foot radius from the entrance and exit of the building closed to that part of the building in which voting occurs, nor shall anyone linger, be or remain within said distance of one-hundred feet of the polls except election officials and peace officers, unless it be in approaching the polls to vote or in passing along the streets in the usual and orderly manner of travel.

Campaign signs shall:

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

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

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

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

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

Section 7 Absentee Ballots

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

- A. Application: A registered voter may request an absentee ballot as early as thirty (30) days prior to the election. The request can be made electronically or by mail. Absentee ballots and accompanying envelopes are made available to any eligible voter upon request until the election, including ballots requested in writing by a duly authorized agent. Requests can be made up until the closing of the polls, however all ballots must be submitted prior to the polls being declared closed in order to be counted. Upon issuing an absentee ballot the Town Clerk shall cross that persons name off the voter registration list and mark “absentee ballot” next to the name.
- B. Lost or Destroyed Absentee ballots: No voter who has been issued an absentee ballot for an election shall be authorized to cast their ballot in any manner other than by casting an absentee ballot. Should an absentee ballot be lost or destroyed, without being returned to the Town Clerk, a second ballot may be issued. The Town Clerk shall verify that one (1) ballot is being submitted for each absentee voter. If the Town Clerk finds a voter has cast more than one absentee ballot they shall challenge these ballots. Should the absentee ballot be challenged by the Town Clerk as to the ballot being cast by the person to whom it was issued or as to the ballot being obtained and returned in accordance with the provisions of this section, the Board of Supervisor of Elections shall determine the validity of any challenged absentee ballot.
- C. When the Board of Supervisors of Elections determines from proof or investigation that any person who has marked and transmitted an absentee ballot has died before Election Day, such ballot of the deceased voter shall not be counted. However, if prior to the time of such counting and certification of the results, the Board of Supervisors of Elections shall not have determined that the absentee resident who makes a ballot had died before Election Day, such ballot shall be counted, and the fact that said absentee resident may later be shown to have been actually dead on Election Day shall not invalidate said ballot or said election after the results have been certified.
- D. Mailed Ballot Collection: A Member of the Board of Supervisors of Elections shall go to the Board of Supervisors of Elections Post Office box at the closing of the polls. If any ballots are found within they shall be considered submitted or cast prior to the closing of the polls and shall be counted.
- B. Qualified Agent: Any registered voter voting by absentee ballot may designate an agent to pick up and deliver an absentee ballot granted that they; are at least 18 years of age, are not a candidate on the ballot, sign an affidavit under penalty of perjury that the ballot was delivered to the voter who submitted the application, marked and placed in an envelope by the voter, or with assistance in the agent's presence without any undue influence; and returned to the Town by the agent.
- C. Late Absentee Ballots: Any absentee ballots received after polling has closed will be handled as a spoiled ballot.

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

- E. Storage of Absentee Ballots: Every absentee voter shall be listed on the absentee voter list that includes name, address, date of issuance of ballot and date of receipt of voted ballot. Voted ballots shall be kept sealed in their envelopes and stored in a secure location to be opened and tallied on Election Day.
- F. Absentee Ballot Delivery: On elections day, prior to the closing of the polls the Town Clerk shall deliver the absentee ballots to the place designated by the Board of Supervisors of Elections and shall make an accounting for the purpose of counting absentee ballots as to the number of absentee ballots issued and the number returned. The Town Clerk shall keep such record of the absentee ballots in a secure place as is kept with other voting records.

Section 8 Election Day

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

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

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

B. Polling Station Open:

1. The Board of Supervisors of Elections supervises the polling station and may assign Election Judges to their particular stations. Upon opening of the polls, all Election Judges

shall take their assigned stations. At least one member of the Board of Supervisors of Elections shall remain at the polls at all times. At least two Election Judges shall staff the voter check-in/ registration tables. One Election Judge shall staff the voting booths and one shall staff the ballot boxes, if paper ballots are used. Physically disabled voters shall be assisted in a manner substantially consistent with the relevant provisions found in the Maryland Election Law Article, as may be amended.

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

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

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

If paper ballots are used:

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

6. When all regular ballots are tallied, the Elections Supervisor Chair shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter list to ensure that the total number of voters agrees with the total number of ballots cast.
7. Provisional votes shall be tallied separately and set aside until the qualification of each provisional voter can be verified.
8. Voted ballots shall be placed in envelopes, sealed and signed across the seal by three members of the Board of Supervisors of Elections. Said envelopes, marked voter registration list and Voter Authorization Cards shall be kept in a secure place until they are delivered to the Prince George's County Board of Elections for certification.
9. Tally sheets shall be verified, signed and dated by the Elections Supervisor Chair and members of the Board of Supervisors of Elections. Tally sheets, together with spoiled ballots, those not distributed and not used shall be placed in envelopes, sealed, signed across the seal by at least three members of the Board of Supervisors of Elections and returned to the Town Clerk.

If voting machines are used:

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

Canvassing absentee ballots:

1. The official receiving an absentee ballot shall note date and time of receipt and initial on the front of the envelope. If a date stamp is used, the stamp is endorsed with the initials of the person accepting receipt. The envelope shall not be opened by anyone at time of receipt. The ballots received prior to the closing of the polls will be placed in a locked

file. Ballots received at the town office will be delivered to the custody of the Town Clerk as soon as practicable. The name of the person doing this will be entered in the register described below.

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

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

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

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

G. Certifying Election Results and Eligibility to Serve:

1. After tallying the votes, the voter registration lists, Voter Authorization Cards, and voted ballots, shall be retained by the Town for a period of at least six (6) months or in accordance with any approved and applicable records retention schedules.

2. The Charter does not confer upon the Board of Election Supervisors the power or responsibility for determining whether a successful candidate is qualified to serve, as distinct from initially determining whether a qualified candidate is qualified to stand for election at the time a petition is filed. Section 82-7 of the Charter empowers the Board of Commissioner to be the judge of the election and qualification of its members and Section 82-25 affords any person who feels aggrieved by the actions of the Board of Supervisors of Elections with the right to appeal the action to the Board of Commissioners. Therefore, the Board of Election Supervisors certifies elected candidates to the Clerk based exclusively upon the votes cast by registered voters qualified to vote, but certification is without prejudice to the jurisdiction of any other appropriate body or court to ascertain the eligibility of the successful candidate to serve in the capacity to which the individual was elected.

Section 9 Ballot Questions

Pursuant to Ordinance 2019-08, the sitting Board of Town Commissioners may, by Resolution or the qualified voters may petition to add non-binding questions to an election ballot to receive advice or input from the Town's voters on different topics. Said Resolution should list each question and provide detailed background information and a statement as to why this topic is important. The Resolution should be approved no more than thirty (30) days prior to the election date. Ballot questions shall be included in the sample ballot and posted in a paper of general circulation, or other suitable form of public outreach.

Section 10 Additional Items, Meetings, Penalties and Disqualifications

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

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

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

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

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

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

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

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

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

Section 10 Severability

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

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

Adopted this 28th day of March, 2023.

ATTEST:

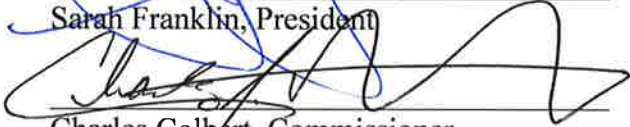

John Hoatson, Town Clerk


Date:

3-28-23


THE TOWN OF UPPER MARLBORO


Sarah Franklin, President


Charles Colbert, Commissioner


Janice Duckett, Commissioner


Thomas Hanchett, Commissioner


Karen Lott, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Ordinance, and that said Ordinance is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 28 day of March, 2023.



John Hoatson, Town Clerk

