



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 24, 2023 at 7:00 PM

AGENDA

This meeting will be conducted via Zoom Video Teleconference. Contact Town Hall to see if blended meetings are in effect.

<https://uppermarlboromd->

[gov.zoom.us/j/86724261924?pwd=bythM1pCMmRVeDVwUWdnQ0R4RmJXdz09](https://uppermarlboromd-gov.zoom.us/j/86724261924?pwd=bythM1pCMmRVeDVwUWdnQ0R4RmJXdz09)

Passcode:795538; **Webinar ID:** 867 2426 1924; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday | January 24, 2023, | Virtual Meeting | Following the January Regular Town Meeting

Under General Provisions Article 3-305(b)(2) ___ "To protect the privacy or reputation of individuals concerning a matter not related to public business" & (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

The Board of Commissioners propose to go into Closed Session on Tuesday, January 24, 2023, following the January Regular Town Meeting to discuss meeting procedures, protocols & a discussion of healthcare brokers.

REGULAR TOWN MEETING AGENDA: 7:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Review of Agenda**
- 5. Consent Agenda**
 - A. Meeting Minutes
 - [B.](#) Public Safety Report
 - [C.](#) Public Works Report
 - [D.](#) Financial Report
 - [E.](#) Administrative Report
- 6. Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report
 - C. Events Committee Report
 - D. Green Team Committee Report
 - E. Greenwill Consulting Committee Report
 - F. Historical Committee Report
 - G. Sustainable Communities Committee Report
 - H. Commissioner Reports

- 7. Business**

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

- [A.](#) Resolution 2023-01 Budget Calendar (Board Vote)
- [B.](#) Resolution 2023-02 Town Branding Contract Adjustment (Board Vote)
- [C.](#) Events Calendar (Board Vote)
- [D.](#) Conference Room Agreement (Board Vote)
- [E.](#) Dumpster Agreements (Board Vote)
- [F.](#) Proposed Elections Ordinance (Board Discussion)

8. Administrative Updates

9. Public Comment

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

10. Preliminary Approval of Next Meeting Agenda

11. Motion to go into a Closed Session

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

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

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

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

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

Town of Upper Marlboro Police Department

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



David A. Burse
Chief of Police

For ALL Police Calls dial 911 or the Non-Emergency number at 301-352-2100

Monthly Town Police Department Report For the Month of December 2022

Incidents Reported in Town:

Commercial Alarm 7	Check on Welfare 6	Family Dispute 1
Residential Alarm 1	Found Property 1	Theft Call 2
Vehicle Accident 5	Property Damage 2	Disorderly Call 7
Miscellaneous Call 1	Traffic Hazard 1	Lost Property 1
Noise Complaint 1	Hit & Run Accident 1	DWI Driver 1
Break-in Report 2	Death Report 1	Armed Person 1
Domestic Call 3	Suspicious Person 4	

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

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

Chief Burse, Sgt. Irby and Pfc. Anderson conducted high visibility patrols throughout the Town.

Sgt. Irby participated in the Christmas Tree Lighting Event.

Chief Burse, Sgt. Irby, Cpl. Johnson, Pfc. Anderson, and Code Officer Stewart participated in the Official Inauguration of the Prince George’s County Executive and County Council.

Sgt. Irby, Cpl. Johnson, and Pfc. Anderson participated in the Official Inauguration of the Prince George’s County School Board Members.

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

Chief Burse participated in the Swearing-in of Sheriff John Carr.

Chief Burse, Sgt. Irby, Cpl. Brooks, Cpl. Johnson, Pfc. Anderson, and Code Officer Stewart participated in the Town employee staff training.

Pfc. Anderson participated in the City of Hyattsville Shop with a Cop event.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
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info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Monday Jan 9, 2022

Subject: Public Works' Status Report

RE: December 2022 – Monthly Status Report

Public Works Related

- PWD and Mayor Franklin attended the PEPCO Sustainability grant award ceremony.
- PWD attended the Counties annual “Community Partners” meeting.
- PWC attended staff training and benefit review held at Town Hall.
- PWF and PWD set up for interviews with potential candidates. All candidates were no-shows.
- PWD attended monthly Green Team meeting.
- PWD reviewed revised pricing for Acclaim USA’s bid. Significantly cheaper than price approved by the board.
-

Maintenance and Beautification

- PWF oversaw repairs to Town Hall HVAC unit.
- PWC continued winterizing and maintenance of Town equipment.
- PWC completed décor set up for Christmas Town, worked the event, and completed breakdown for the event.
- PWC completed holiday décor around Town.
- PWC replaced “Commissioner Parking” signage for “EV charging signage.”

Street and Sidewalk / Mead & Hunt Update

- PWF worked with CC Officer Stewart to fix broken meters along Main St.
- MDOT Sidewalk upgrades continued along MD725.
- WSSC restored service after water main break on Spring Branch Dr. Provided temporary rough patch for travel.
- Mead and Hunt currently have the last piece of requested documents. Requested original contract to incorporate amendment language. Once reviewed on our end, if no issues arise, we will be set to begin scanning of Town streets.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are tons. Bulk day accumulations for yard waste collections are 1.15 tons. There was an additional refuse collection run performed by Burch due to holiday scheduling conflict. There were no dump body rentals for the month.

Sincerely,

Darnell F. Bond III
Public Works Director

Sarah Franklin
President
sfranklin@uppermarlboromd.gov

Janice Duckett
Commissioner / Treasurer
jduckett@uppermarlboromd.gov

Thomas Hanchett
Commissioner
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
ccolbert@uppermarlboromd.gov



Town of Upper Marlboro

Section 5, Item D.

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Town of Upper Marlboro December 2022 Treasurer Report

Budget vs. Actuals: FY23 Budget
July 2022 - July 2023

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	765,533	1,054,540	(289,007)
4200 Fines, Licenses, Permits	270,908	275,376	(4,468)
4300 Intergovernmental	68,681	404,899	(336,218)
4400 Miscellaneous Revenue	10,753	95,119	(84,366)
4500 Grants	493,738	1,497,788	(1,004,050)
Total Revenue	\$ 1,609,613	\$ 3,327,722	\$ (1,718,109)
Expenses			
5000 General Government	390,257	838,010	(447,753)
6000 Public Safety	397,722	765,293	(367,571)
7000 Public Works	231,718	484,344	(252,626)
8000 Grants & Awards	302,789	1,220,075	(917,286)
9000 Capital Outlays	20,000	20,000	-
Total Expenses	\$ 1,342,487	\$ 3,327,722	\$ (1,985,235)
NET INCOME	\$ 267,126	\$ -	\$ 267,126

Key Monthly Items

1. FY23 YTD Increase in fund balance is \$251,00. The Town is seeing the strongest reserves and revenues for the past several years, even with an increase in expenses (projects, new staff, ect).
2. Revenues look as to be expected 6 months into the fiscal year, 49% of the annual budget has been raised, with the largest shortfall in pending grants payouts (which we should see come in over the next few months). Parking fines is outperforming expectations thanks to the efficiency of the Public Safety Department.
3. Expenses YTD are only at 41% of the annual budget.
4. Cash on-hand balance is at a safe 6.5 months of budgeted spending.

Bank Accounts

1000 Checking Account (Premis) 6968	318,083
1001 Petty Cash	650
1010 Payroll Account (Premis) 6976	2,458
1020 ICS Sweep Account (Premis)	86,749
1040 Parking Meter Checking (M&T)	166,913
1045 Speed & Red Light (M&T) 0013	93,045
1050 ARPA Checking 4957	250,000
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	789,176
Total Bank Accounts	\$ 1,812,215



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, January 10th, 2023
Re: January 2023 Monthly General Government Report

Commissioners,

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government undertaken in December 2022.

General Government will be back up to full staff for the first time in nearly a year as of Monday, January 9th, 2023, with the hiring of Town resident Crystal Nelson as the Town’s new bookkeeper. She will be trained over the course of January to handle tasks currently being covered by the Town Administrator and Town Accounting firm.

Major Projects Underway	
Event Planning	Our new events Coordinator is already underway planning Marlboro Day and other Town events this year.
Codification	Municode has advanced the Town’s project, with a meeting set up in February between the Clerk, Town Admin, Town Attorney, and Muncide Team.
Annual Audit	Audit is complete and submitted to the State. Approved by the Board in December, closing out this item.
Town Financial Policies & Legislation	Approved at the November Town meeting, John is working to advertise the Charter Amendment. Once it is advertised, we can begin making the changes.
Grant Applications	Town has applied for a \$550,000 stormwater management grant from the Chesapeake Bay Foundation to assist with curb and drainage upgrades to School and Wilson Lanes.
Playground	Permitting was submitted to the County. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline. Looking for a pool management company to manage the chemical levels of the splash pad system.
Finance	Town Administrator working to build up the Town cash flow by drawing down on all the pending State and County grants for reimbursement, working to get overdue Town Business Personal Property taxes payments paid, and sending overdue parking citations to collections. Also building the FY24 Budgeting process.
ParkMobile	Staff working with Park Mobile to set up the new mobile parking system and integrate it with the Town’s existing IPS enforcement and parking equipment.
Annexation	Working with the Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Town is receiving inquiries from many surrounding HOAs and communities to join the Town.
State Highway Projects	Working with SHA teams on 1) Main St/ Water St sidewalk update and 2) Water Street bridge.

Office Statistics:

- Phone Call Volume: 1,213 incoming calls (average of 60 calls per working day M-F)
- Room Rentals: 2
- Notaries: 3
- Parking Permits: 51
- Food Truck Permits: 0

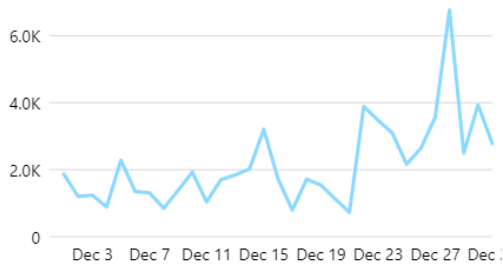
Outreach Statistics:

Facebook & Instagram-

Reach

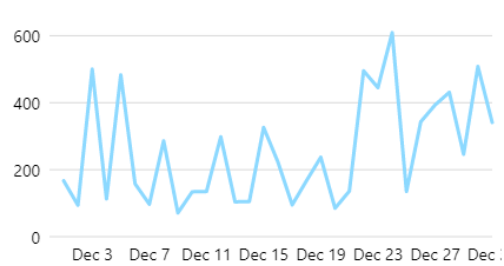
Facebook Page reach ⓘ

25,595 ↓ 9.7%



Instagram reach ⓘ

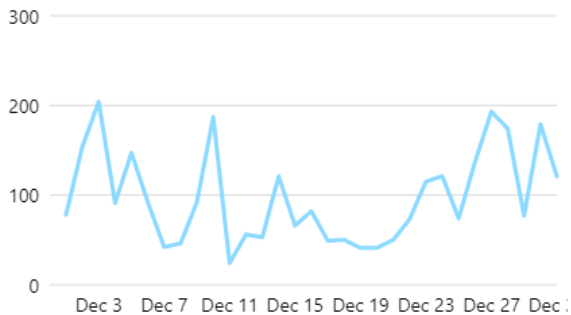
1,522 ↓ 13.4%



Page and profile visits

Facebook Page visits ⓘ

3,030 ↑ 54.4%



Instagram profile visits ⓘ

280 ↓ 16.9%



Constant Contact

Total Contacts 1,483

Email Open Rate 42%

New Contacts- 7

Un-Subscriptions- 4

The Town of Upper Marlboro

RESOLUTION: 2023 - 01
SESSION: Regular Town Meeting
DATED: January 24, 2023

A RESOLUTION SETTING THE PROPOSED BUDGET CALENDAR FOR THE FISCAL YEAR 2024 BUDGET

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

WHEREAS, the Board of Commissioners must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024; and

WHEREAS, the deadline for the Board of Commissioners to adopt a Town Budget for Fiscal Year 2024 is June 30, 2023; and

WHEREAS, the budget process is a lengthy one; and

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

WHEREAS, depending on the exemption certifications from SDAT of the constant yield tax rates for the classes of real property in the Town, the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN COMMISSIONERS OF THE TOWN OF UPPER MARLBORO.

The following calendar is adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2024:

Date	Meeting Type	Topic
Tues Jan 10 th	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 th	Regular Town Meeting	Budget Calendar Board Approval

Tues Feb 14 th	Regular Work Session	Board Budget Priorities Discussions
Tues Feb 21 st	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 th	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 st	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues April 11 th	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 th	Regular Work Session	Discuss Budget Ordinance & Public Comment
Tues May 23 rd	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Fri July 1 st	N/A	FY 2024 Budget in effect

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 24th day of January, 2023.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Janice Duckett, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 24th day of January, 2023.

John Hoatson, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2023-03
SESSION: Regular Town Meeting
DATED: January 24th, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO APPROVE THE ACCEPTANCE OF A BRANDING & LOGO QUOTE FROM BETTER CITY USA

WHEREAS, Ordinance 2022-06 (Purchasing and Contracts), Section 3.B states that expenditures for supplies, materials, equipment, construction of public improvements or contractual services involving Ten Thousand Dollars (\$10,000.00) to Seventy-Five Thousand Dollars (\$75,000.00), shall be made by the Board without requiring any quotes, advertisements offering sale, proposals or through the use of any other competitive procurement methods; however, a majority of the Board present and voting may elect to require any such competitive method so designated be used; and

WHEREAS, Ordinance 2022-06 (Purchasing and Contracts), Section 3.A states that expenditures for supplies, materials, equipment, construction of public improvements or contractual services involving less than Ten Thousand Dollars (\$10,000.00) shall be made by the Mayor, provided the amount of the procurement is appropriated within the approved budget and the term is for one year or less; and

WHEREAS, the Town has obtained a quote from Better City, a Utah Company in good standing with the State, in the amount of \$7,500 to develop a Town Brand and Logo; and

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated to fund this project in the FY2023 Budget, (Attachment A) in Line Item: _____ issued 1/13/23.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro hereby authorizes the President and/or the Town Administrator to execute a Proposal/Quote by Better City for an amount not to exceed \$7,500.00 and to execute any other relevant contract documents to effectuate the purpose of this Resolution.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 24th day of January 2023.

Attest:

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

Sarah Franklin, President

Janice Duckett, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

CERTIFICATION

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

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

John Hoatson, Town Clerk

Attachment A: Branding & Logo Quote and “Our Approach to Branding and Design Overview” dated Jan. 13, 2023.

Upper Marlboro Branding & Logo Quote

January 13, 2023

Attn: Town of Upper Marlboro

RE: Upper Marlboro Branding and Logo Design Quote

Please accept the following as our quote for the proposed Branding and Logo Design services to be executed by Better City LLC. Please note that this is a budget quote based on the proposal submitted to you on 11/8/2022. Our proposed delivery estimate is 3-4 weeks after we have received questionnaire responses and associated assets required to complete this work.

Our budgetary quote includes the following asset deliverables:

1. One (1) Approved Logo Design to include digital and print formats **Fee: \$2,500**
 - Logo Illustration based on existing logo assets (3x revision concept)
 - Related branding colors
 - Any custom Font work

2. One (1) Brand Style Guide to include digital and print formats **Fee: \$5,000**
 - Utilize previous color palettes while adding highlight and complementary shades.
 - Modernize typography, voice and tone for your current objectives.
 - Provide taglines and strong call to actions that can be utilized throughout your various messaging assets.

Contract Total: \$7,500.00

Our Approach to Branding and Design

Branding

The process of developing brand identity is used for logo design, community identity conceptualizing, assets and marketing communications.

Objective: to create a unique visual image for the community, which will take into account your brand platform, the target audience personas and stand out among other websites.

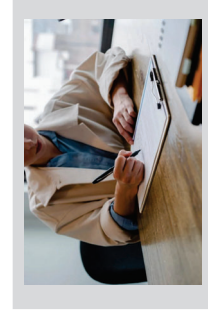


Discovery Stage

In this step, you will find a lot in common with our web design process. We borrowed the basic steps for digital design, because some of our clients don't have a developed brand identity. It usually takes 40-60 hours. It may take longer if the project is being developed for larger communities.

Questionnaire/Brief

To start working on a visual brand identity, you need to fill out the **questionnaire** we mentioned on our call for the project. In it, we define the direction of the company, the target audience, the main advantages of the community, the list of assets, etc. Also, the task for a visual identity can be a brand strategy and marketing strategy.



After confirming all the information, we proceed to the study of materials and proceed to the "Discovery" phase. If we have a few more questions or unclear details, we will contact you again to get answers.

The result of this step is a business studied in all details, as well as a brand.



Ideas Generation

Based on a deep study of the project and analysis of SEO competitors, we'll aim to find concepts that will reveal the advantages of your community and create a complete vision.

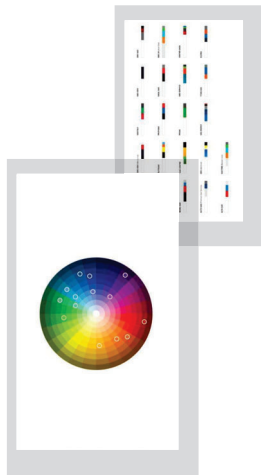
The result of this step is a formed brand mission and vision statement.



Search Competitor Analysis

First of all, we form a list of direct and indirect competitors based on SEO rankings in Google. We conduct in-depth research and find out information about their brands and identity. It is necessary to determine the strengths and weaknesses of competitors in terms of graphic performance and style.

The result of this stage — analysis and conclusions on colors, fonts, logos and design principles of competitors — all this will help us create a unique product.



Presentation of the Discovery

All previous steps are collected in one document and presented to you. This meeting completes the discovery phase.

The result of this phase is an approved reference concept, on the basis of which we work on the concept of identity at further stages.



Moodboard and Reference Concepts

A moodboard is a visual representation of mood, tone and voice of a brand. With the help of a "moodboard", we show you exactly how your visitors should feel, what their mood will be along with the overall voice of the brand (casual, professional, etc)

References are examples of graphical techniques. We develop several variants of detailed reference concepts in order to show the techniques we can visualize the brand and convey the mood of a moodboard. This is the last step in the discovery phase.

The result of the step is a moodboard created that visualizes the brand identity and the reference concepts that are selected.





Identity concept creation

It usually takes 80–100 hours. It may take longer if the project is complex or has a large volume.



After a lot of preparatory work, determining the nature of the brand, the metaphor and the approval of the idea with you, we proceed to the development of the concept.

Within the framework of the concept of identity, we develop elements of visual identity:

- logo and community graphics,
- color palette and typography
- layout and photostyle
- We make several basic usage mockups to verify the logo and graphics in layouts

The result of the step is the developed identity concept.

We present to you the developed concept of identity, talk about the design process and review our decisions. We answer questions and collect comments.



Design stage

Deeply immersed in the process of identity, the Design stage involves creating a cohesive visual concept and developing it on proprietary media.



Technical design

Typically, this stage takes 40–60 hours; it may take a little longer if the project is rather complex or if there is a large scope of work.



When all the visual design details are completed with the final content version and are approved by the client, we move on to preparing the files to be handed to you and to the production (print shops).

All the designed materials and rules of their usage are compiled into a visual identity guide. Your teams can use it for the creation of documentation, presentations and marketing materials.

The technical design stage may include:

1. Preparation of the files for printing
2. Preparation of the file templates
3. Selection of the materials
4. Supplier search
5. Brandbook and guideline layout



Design all assets

After the approval of the design of the identity, we proceed to the design of all media and communications. In the process of registration, we fix and refine the weak points of the identity.





Support Stage



During this stage, we help our clients to bring their designs to life. Even the most fabulous and functional design can be spoiled if there isn't enough attention dedicated to its implementation. That's why we take a part in the production and control even the slightest details. This way design will keep its original idea and function.

There are some examples of the support stage activities:

1. Content update on the design assets
2. Supervision of asset production
3. Supervision of contractors





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2023 Town Event Calendar

Marlboro Day Parade & Festival

Saturday, May 13th, 10 am-3 pm

Rain Date Sat May 20th

Memorial Day Wreath Laying Ceremony

Saturday, May 29th. 1 pm-2:30 pm

Growing Green with Pride Clean-Up Event

Saturday, April 22nd

June Outdoor Movie Night

Saturday, June 10th. 8 pm

Memories & Morsels on Main Street

Sunday, June 18th

July Outdoor Movie Night

Saturday, July 8th

National Night Out (*Partnership with CSA 23*)

Tuesday, August 1st. 6 pm-8:30 pm

August Outdoor Movie Night

Saturday, August 12th. 8 pm

Cruzin' On Main Street Car Show (*Partnership with Ledo's & MVFD*)

Saturday, August 27th. 5 pm-9 pm

National Faith in Blue Shredding Event

Saturday, October 14th. 9 am-Noon

Trunk or Treat on Main Street

Saturday, October 21st. 6 pm-8 pm

Rain Date Saturday, October 28th

Veteran's Day Event

Saturday, November 11th

Downtown Tree Lighting & Christmas Towne

Saturday, December 2nd

Rain Date: Saturday, December 9th

**This list excludes any other smaller events, Arts Council Events, Green Team Events, and Blood Drives.*

Regulations Governing Use of The Town of Upper Marlboro Meeting Room(s)

DRAFT-----DRAFT-----DRAFT-----DRAFT-----DRAFT-----DRAFT

The Upper Marlboro Town Hall building, and surrounding grounds are both owned and maintained by The Town of Upper Marlboro using public funds. The Board of Commissioners are interested in guaranteeing the use of meeting space to its residents. The Town also serves as a historical and cultural center for the greater Upper Marlboro area. In order to promote the public interest, the Town agrees to allow the residents of the Town, and of the greater Upper Marlboro area, to use the Town Hall meeting area(s) and its surrounding grounds for civic and cultural purposes under the terms and conditions as follows:

1. The attached Indemnity/Hold Harmless Agreement is signed, and the organization/person agrees to its contents.
2. The agreement application is properly filled out and signed by the group's authorized leader and submitted with payment at least two weeks prior to the event (*cash, money order, check or major credit cards are accepted*).
3. Meeting rooms will normally be available for use from 5:00 p.m. to 10:00 p.m. during the business week.
4. The Town Hall Facility and grounds are smoke-free environments; No hard alcohol or illicit drugs may be consumed or served; Beer and wine are allowed, but only with prior approval by the Town Administrator, and there may be a need to hire the Town Police to provide security to the event. No alcohol shall be sold on Town property at any time. No open flames are allowed; If refreshments are to be served, tables must be protected with a waterproof covering. If food is to be sold, a County Food Service Permit may be required.
5. Events that charge admission will be considered on a case-by-case basis by the Town Administrator.
6. A Certificate of Insurance showing liability coverage and listing the Town as an additional insured may be required by groups that are legal entities or individuals, especially if alcohol is consumed.
7. Town Hall and the grounds must be left in the same condition and arrangement as it was found; Any damage to the Town Hall Facility, its contents, furnishings, and/or grounds must be compensated for to the Town.
8. Youth organizations must be supervised by at least one adult over the age of 21.
9. The capacity of the Conference Room is determined by fire regulations and must not exceed 39 people if using chairs and tables; and 83 people without any chairs, tables, or furniture. Hallway doors to the meeting room(s) must remain unlocked at all times.
10. In-Town events, residents, staff, businesses, civic groups, Town committees, and clubs have priority use of the Town Hall Meeting Room. Rental rates for outside-of-Town citizens, businesses, and various groups are applied according to the current rate schedule (*see Rate Chart on Request Application next page.*)
11. Parking of Vehicles can only be in designated paved parking spaces. All reserved spaces must remain open. Overflow parking is available at the adjacent Board of Education parking lot.
12. No refunds for cancellations. No rescheduling of booked dates once the agreement is approved.
13. One Application Form can be used for multiple meeting dates by a single entity, but all dates requested must be within the same fiscal year (*July 1—June 30*) however, only one Hold Harmless Agreement form per request is required.
14. The Town Administrator, on behalf of the Board of Commissioners, reserves the right to supplant previously reserved dates, reclassify and/or waive rental fees, or make exemptions to regulations at his or her discretion

I have read and understand the conditions and regulations of this use agreement and agree to abide by them.

 Signature of applicant (date of this request)

 Name of group/organization/individual

 Contact information (phone & email)

 Contact Address

Date(s) you are requesting the room to be reserved

Start time: _____ Duration (in hours): _____

Meeting Room Rental Rates & Rental Information:

Each Rental is allowed one hour of set-up time and one hour of clean-up time free of charge. Any additional need for prep time would require additional hours being rented.

Private Event: (Non-Town Resident or Entity) \$100.00 per hour

Private Event: (Town Resident or In-Town Entity) \$75.00 per hour

Public Event: Check with Town Staff

- Enter your event through the side entrance (single glass door) that faces School Lane.
- If the facility is being rented outside office hours, the responsible party will need to pick up an access key card from Town Hall during office hours prior to the event. Failure to return the key card in a timely manner will result in the deposit being held.
- For your security, ensure the entrance is in a locked position once all members of your event have arrived.
- Exit your event through the Conference Room fire exit directly into the parking lot.
- Please provide 2 separate payments: One for the rental fee & one for the deposit. Credit card information can be securely held to satisfy deposit requirements Deposit is returned (or credit information destroyed) after the successful completion of the event. *Payments can be furnished in the form of checks, cash, or credit card—credit card processing incurs a 3.5% processing fee* Make checks payable to the Town of Upper Marlboro.

-----Town Staff Use Only Below This Line-----

Approved by Town Administrator		Key Card Picked Up	
Date		Key Card Returned	
Payment Received		Deposit Returned	
Notes			

Indemnity / Hold Harmless Agreement

In consideration of the use of facilities, _____ [name of person, association or entity] (the "User") agrees to indemnify and hold harmless The Town of Upper Marlboro (the "Town") and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the premises by the User or by the User's members, guests, employees, agents or invitees. User knows, understands, and acknowledges the risks and hazards associated with using the premises and the surrounding property, and hereby assumes any and all risks and hazards associated therewith.

User hereby irrevocably waives any and all claims against the Town or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the premises and surrounding property and hereby irrevocably releases and discharges the Town and any of its officials, employees or agents from any and all claims of liability arising out of or associated with the use of the premises. User shall pay the Town for any and all physical loss or damage to the premises (including the cost to repair or replace the premises) caused by, arising out of, relating to or associated with the use of the premises by the User or the User's members, employees, agents, guests or invitees. User further agrees to provide proof of insurance, when requested, which names the Town as an additional insured on a policy with limits and coverage's similar to those provided by the Town's insurance carrier. The parties also understand and agree that the Town will not be responsible for lost or stolen items.

Authorized Signature: _____ Date: _____

Name of Organization: _____

Business Address: _____

Name of Contact: _____

Phone: _____ Email: _____



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

APPLICATION FOR ROLL-OFF DUMPSTER PERMIT

Please complete all below fields and submit to Town Hall or by email: Info@UpperMarlboroMD.gov

Resident/Contractor Contact Information:

Property Owner/Resident Name: ESMAT ALI / Jimmy Okunla	Property Owner/Resident Address: 9279 Blu Steel Way Lorton VA 22079
Property Owner/Resident Phone: 703 629 3035	Property Owner/Resident Email Address:
*Contractor/ Project Contact Name: Esmat Ali / Jimmy Okunla	*Contractor/ Project Contact Phone: 703 629 3035
*Contractor/ Project Contact Email Address: Ali1977@hotmail.com	or JimmyOkunla@exprealty.com

Roll Off Container Information:

Date Container Placed: 1/1/2023	Anticipated Date to be Removed: 3/30/2023
Container Size (cubic yards): 30	Container Placement Location (Driveway, yard, ect.): DRIVWAY

Narrative:

In this area please briefly describe the: 1) Project description 2) Materials to be placed in container 3) Any other pertinent information:

Construction DEBRIS, WOOD, CONCRETE ETC.

**If Applicable/Optional*

Please read information on second page and sign →

Per Town Ordinance 2017-01 Building & Permitting:

For a full version of this Ordinance visit the Town website UpperMarlboroMD.gov or contact Town Hall 301-627-6905

Section 6. ROLL OFF CONTAINER PERMITS

- A. A Town of Upper Marlboro roll-off container permit shall not be required whenever a roll-off container (dumpster, portable storage unit, or other container) is placed on private commercial, industrial or residential property for less than fifteen (15) calendar days.
- B. Any roll-off container unit placed on Town property or Town right-of-way or any Town street shall require a permit prior to being placed. The permittee accepts all responsibility for any damage caused by placement of the container.
- C. If any roll-off container, or containers, are found to remain on the property for over fifteen (15) days, the owner must submit a Roll-Off Container permit application in a timely manner to the Town for review by the Board of Town Commissioners. If the permit is denied by the Board of Town Commissioners, the roll-off container, or containers, shall be removed immediately after fifteen (15) calendar days of being placed on the property.
- D. The property owner shall make the best attempt to have the unit sited on asphalt, concrete, gravel, or hard paved surface. The roll-off container cannot encroach on neighboring property or on Town property or on Town right-of-way, sidewalk or street without the prior approval of the Board of Town Commissioners and/or the neighboring property owner.
- E. The roll-off container unit may not be used as a transfer station to which building or construction debris, other materials or waste is brought from another site and deposited into the roll-off container unit sited on a property situated in the Town of Upper Marlboro.
- F. All roll-off units shall be in good condition, free of rust, peeling paint or other visible forms of deterioration.
- G. When a Town permit is issued after fifteen (15) days of the container being placed on the property, said permit shall be conspicuously visible from the street. Failure to obtain a permit after fifteen days shall result in a daily fine until the container is removed or a permit is obtained.

Section 11. FINES

- A. Failure to obtain a Town Roll-Off container permit after fifteen (15) calendar days: \$25.00 per day the property remains in violation until container removal or permitted.

NEXT STEPS:

After this application is properly filled out and submitted to the Town Hall, the application will be reviewed by the Board of Town Commissioners. If the Board approves the application, the Town Code Enforcement Official will provide a Town Roll-Off Container Permit with an expiration date set/approved by the Board. Please note there is no fee for this application/permit.

By signing below, I certify that all provided information is correct and I understand the above guidelines for Roll-Off Container Permits according to Town Ordinance 2017-01.

Property Owner Signature:  Date: 1/11/2023

APPROVAL OF BOARD OF TOWN COMMISSIONERS:		
	Approved: YES / NO	Date:
Approved Date of Removal:		

RECEIVED
JAN 12 2023

Section 7, Item E.



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

APPLICATION FOR ROLL-OFF DUMPSTER PERMIT

Please complete all below fields and submit to Town Hall or by email: Info@UpperMarlboroMD.gov

Resident/Contractor Contact Information:

Property Owner/Resident Name: Edwin Brown	Property Owner/Resident Address: 14500 Elm St
Property Owner/Resident Phone: 703-776-0227	Property Owner/Resident Email Address: brownep99@gmail.com
*Contractor/ Project Contact Name: N/A	*Contractor/ Project Contact Phone:
*Contractor/ Project Contact Email Address:	

Roll Off Container Information:

Date Container Placed: 7/14/21	Anticipated Date to be Removed: 4/30/23
Container Size (cubic yards): 33.2 (8x16x7)	Container Placement Location (Driveway, yard, ect.): Driveway

Narrative:

In this area please briefly describe the: 1) Project description 2) Materials to be placed in container 3) Any other perinate information:

We are using the container as temporary storage during renovations. It now holds extra furniture and other items we are trying to sell. No waste materials have been or will be stored in the container.

**If Applicable/Optional*

Please read information on second page and sign →

Linda Penoyer
Commissioner/ Treasurer

Wanda Leonard
Commissioner

Tonga Turner
President

PHONE: 301-627-6905 • FAX: 301-627-2080
E-MAIL: info@uppermarlboromd.gov • WEBSITE: uppermarlboromd.gov
MAILING ADDRESS: P.O. Box 280 • Upper Marlboro, Maryland 20773

Per Town Ordinance 2017-01 Building & Permitting:

For a full version of this Ordinance visit the Town website UpperMarlboroMD.gov or contact Town Hall 301-627-6905

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Section 11. FINES

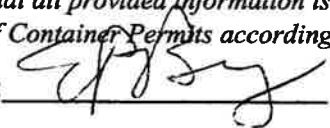
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NEXT STEPS:

After this application is properly filled out and submitted to the Town Hall, the application will be reviewed by the Board of Town Commissioners. If the Board approves the application, the Town Code Enforcement Official will provide a Town Roll-Off Container Permit with an expiration date set/approved by the Board. Please note there is no fee for this application/permit.

By signing below, I certify that all provided information is correct and I understand the above guidelines for Roll-Off Container Permits according to Town Ordinance 2017-01.

Property Owner Signature:



Date:

1/11/23

APPROVAL OF BOARD OF TOWN COMMISSIONERS:		
	Approved: YES / NO	Date:
Approved Date of Removal:		

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

ORDINANCE: 2023-01
SESSION: Regular Town Meeting
INTRODUCED:
DATE ENACTED: _____

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

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; and

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

Section 1. Purpose and Authority: 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, 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 process. 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 Sections of the Charter of the Town of Upper Marlboro. All Town election procedures shall be subject to the 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.

Section 3. Definitions:

- A. Absentee Voting: Voting in a location other than an official polling station.

- 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)
- C. Ballot Question: 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.
- 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.
- 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 purposed of Section 8 of this ordinance.
- H. Election Procedures Manual: a reference manual for Town Commissioner elections containing detailed instructions on preparing and conducting an election as well as standard templates and relevant legal references.
- I. Prince George's County Board of Elections: the authority for conducting elections in Prince George's County.
- 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 to provide information or services to a targeted group of people, such as posting to the Town website or in a newspaper of general circulation.
- L. Registration: See Universal Registration
- M. Special Election: an election held on a date other than a regularly scheduled election for the purpose of filling a Town Commissioner vacancy. A special election shall be held not less than thirty (30) days and not more than forty-five (45) days after the vacancy is created
- N. Spoiled ballot: a ballot that has been declared invalid by the Board of Supervisors of Elections and is excluded from the vote count in accordance with criteria detailed in the election procedures manual of the Town of Upper Marlboro.
- O. Supplemental Voter Registration List: a list of voters registered to vote solely in Town elections.
- P. Town Clerk: a municipal employee charged with a set of clerical responsibilities, including management of the municipal elections process. Election preparation and management may be carried out by another designated municipal employee.

- Q. 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,
- R. Voter Authorization Card (VAC): a card provided by the Prince George's County Board of Elections in conjunction with the voter registration list that must be signed before a voter may proceed to cast a vote.
- S. Voter Registration List: official 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.
- T. Voting age: at least 18 years of age, per Section 82-19 of the Town Charter.
- U. 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.
- V. Voting machine vendor: a business that sells or leases voting machines and provides the technical support to operate them.
- W. Write-in Vote: the action of a voter to write-in the name of a person who is not a declared candidate for Town Commissioner on the ballot.

Section 4. Voter Registration

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 ten (10) 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.

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

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 by the Board of Town Commissioners on or before the 2nd Tuesday in September the year before the general Town election.

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 approval of the Board of Commissioners for the remainder of the unexpired term as needed.

It shall be the duty of the Board to: become familiar with State laws, Town ordinances and the Election Procedures Manual that guide the electoral process by 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.

The Board of Supervisors of Elections may also appoint election judges to assist with carrying out an election. All elections judges shall be registered 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.

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.

The Town Clerk shall ensure compensation is issued within seven (7) days after the election date.

Section 6. Preparing for Town Elections

Town Elections elections take place on the second Tuesday in November of every odd-numbered year.

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: 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.

C. Board of Supervisors of Elections: Recruitment of members of the Board of Supervisors of Elections shall begin in July and August 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: The Town Clerk shall notice the filing deadline of an election in suitable means of public outreach no less than sixty 60 days for a regular election, and no less than twenty days for a special election, as needed; provide Petition of Candidacy and Written Intent Statement forms to residents wishing to file for Town Commissioner candidacy; and receive and review the filed forms. 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 Material: The Town Clerk shall inform Town Commissioner candidates of the Town's campaign 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 right-of-way, with the property owner's permission. 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 regular election shall apply.

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

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 and answer questions from residents. A third party group or organization may also assist with this event. A reasonable attempt shall be made to ensure the date and time chosen allows all candidate an opportunity to participate.

H. Notice of Election: 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 are at 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. 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 will be issued. The Town Clerk shall verify that one (1) ballot is being submitted for each absentee voter. If the Town Clerk finds a voter has cast more than one absentee ballot they shall challenge these ballots. Should the absentee ballot be challenged by the Town Clerk as to the ballot being cast by the person to whom it was issued or as to the ballot being obtained and returned in accordance with the provisions of this section, the Board of Supervisor of Elections shall determine the validity of any challenged absentee ballot.

C. When the Board of Supervisors of Elections determines from proof or investigation that any person who has marked and transmitted and absentee ballot has died before Election Day, such ballot of the deceased voter shall not be counted. However, if prior to the time of such counting 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.

D. Mailed Ballot Collection: A Member of the Board of Supervisors of Elections shall go the the Board of Supervisors of Elections Post office box at the closing of the polls. If any ballots are contacted within they shall be considered submitted prior to the closing of the polls and shall be counted.

B. Qualified Agent: Any registered voter voting by absentee 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 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; 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 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. The names of write-in candidates may be posted inside and outside the polling station, but not within the voting booth.
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 list 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: The Elections Chair 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 of Elections 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 as prescribed in the Maryland Election Law Article, as may be amended.

The Elections 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.

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 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 Chair by the Town Clerk to open the ballot boxes.
2. The Elections 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 ballot, the Elections 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 the election procedures manual of the Town of Upper Marlboro. If spoiled, the ballot shall be marked "void" and set aside. A voided ballot shall be 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 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 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.

D. Tie Votes: 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 Chair shall announce the five candidates receiving the highest number of votes as Commissioners-elect. The Elections 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. Reporting Election Results and Certification: The Town Clerk shall deliver the Statement of Election Results, the marked voter registration list, Voter Authorization Cards, absentee and provisional ballots to the Prince George's County Board of Elections within four days after the election. The County Board of Elections will independently tally the votes, including confirmed provisional votes, and certify the election.

After tallying the votes, the Prince George's County Board of Elections will return the voter registration lists, Voter Authorization Cards, and voted ballots, which shall be retained by the Town for a period of at least six (6) months.

Section 9 Ballot Questions

The sitting Board of Town Commissioners may, by Resolution, 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

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 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. 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.

Section 10 Severability

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

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

Adopted this _____ day of _____, 2022.

ATTEST:

THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this _____ day of _____, 2022.

John Hoatson, Town Clerk

