



# Town of Upper Marlboro

## BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 10, 2023 at 7:00 PM

### **AGENDA**

---

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

<https://uppermarlboromd-gov.zoom.us/j/84651625334?pwd=cU42dG9qR3NCOGI1V2YvaExjZIRMUT09>

**Webinar ID:** 846 5162 5334; **Passcode:** 493904; **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**

#### **Old Business**

- [A.](#) Better City (Board Discussion)
- [B.](#) SCWG (Board Discussion)
- [C.](#) Police Department Office Space (Board Discussion)
- [D.](#) Vision Plan (Board Discussion)
- [E.](#) Ethics (Board Discussion)

#### **New Business**

- [A.](#) Elections (Board Discussion)
- [B.](#) Events Recap & Calendar (Board Discussion)
- [C.](#) Budget Calendar (Board Discussion)
- [D.](#) Conference Room Agreement (Board Discussion)
- [E.](#) HVAC Update (Board Discussion)

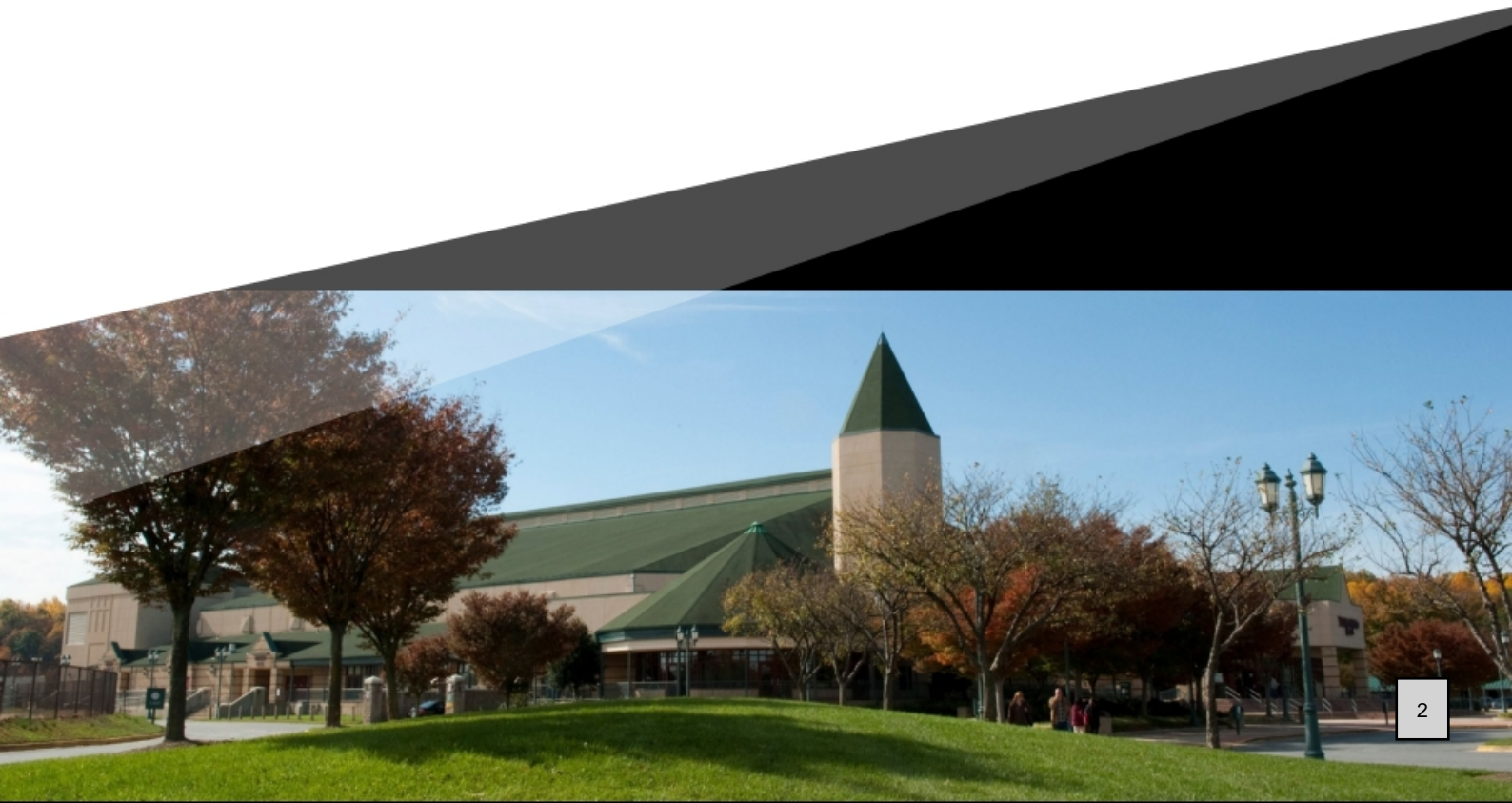
- 5. Administrative Update**
- 6. Preliminary Approval of Next Meeting Agenda**
- 7. Adjournment**

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

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

# Branding Proposal for the Town of Upper Marlboro

Written by Better City Marketing



# YOU ONLY HAVE ONE CHANCE TO MAKE A GREAT FIRST IMPRESSION



**The Town of Upper Marlboro is looking for a new logo and re-branding assets to modernize and promote community inclusivity.**

You are in ever-increasing competition with other communities for traffic and dollars, so it is crucial that your town's brand is on-trend and stands out from the pack.

**Getting the right result in that decision is where we come in.**

In the next few pages, you will find information on how we can develop a new logo and other branding assets that not only hit the mark in modernization but also can help communicate your brand effectively to your residents and

visitors.

## WHAT MAKES US THE RIGHT CHOICE

In addition to our core knowledge in economic development and strategy, we've got a powerhouse of marketing excellence onboard. Recently, **Lisa Bankston**, an award-winning 25+ year veteran in the brand and digital marketing space joined us as our Chief Marketing Officer. Lisa's experience includes working with destination brands in Florida, California, Hawaii, Guam, and international locations including Canada, Japan, and Australia. She has also headed up products and marketing for Amazon, JCPenney, Harry & David, and more. Since Lisa joined us, we've built a skilled team to develop, execute and manage all of your marketing needs.


In addition to website design and branding. We also offer the following marketing services:

<b>Digital/Online Advertising</b>	<b>OOH Media Buying</b>	<b>Social Media Management</b>
<b>Print Advertising</b>	<b>Email Marketing</b>	<b>Promotional Management</b>
<b>Radio Advertising</b>	<b>Paid Social Advertising</b>	<b>Lead Generation</b>
<b>Surveys</b>	<b>Graphic Design</b>	<b>Short Form Video Production</b>



## Brand Guide

Before we jet off to developing creative assets, we need to create a **Brand Style Guide**. This is a stylistic roadmap that specifies the details and usage rights of your community's color palette, typography, taglines, vision statements, illustrations, and photography.

Typography		Color Palette	
<b>Aa</b> Montserrat Bold	<b>Aa</b> Merriweather Regular	 Midnight Blue #3D57A3	 Creamy Yellow #FDD8A4
<b>Lorem Ipsum</b> Pellentesque condimentum quis dolor eu sodales. Phasellus blandit urna in hendrerit dictum. Phasellus maximus nisl et lacus fermentum dignissim. Curabitur ultricies finibus, sodales purus sed, bibendum leo.		 Sunburn Red #FC877B	 Dusty Light Blue #94CCE9



## Logo

As we have already discussed, you need to modernize and create a lasting impression that establishes you in your current market as a community that

listens and grows.

How we achieve this is by looking at your history, your visitors, the language you use in your current assets, and your target audience, to develop a visual 'fingerprint' that translates to the style of your logo.

We will come up with 3 completely different concepts and then we invite anyone you wish to have input to review the design and select the one that most appropriately fits you.

From there we use our expertise to design the final concept, modify it where needed and produce variations that can be used in print as well as the web.

**We work until you are satisfied.**

***What your new logo will consist of:***

- Logo Illustration (3x concepts)
- Related branding colors
- Any custom Font work

***Where logos will be used:***

- Website
- Email signatures
- Wayfinding Signage
- Presentation templates
- Business cards
- Letterhead
- Brochures
- Maps
- Videos

**"Your brand is what other people say about you when you are not in the room."**

**- Jeff Bezos | Founder of Amazon.com**



## PROCESS & TIMESCALE

### STEP 1

#### Brand Interview

We will discover who you are, what you stand for, and who you stand beside. Only then can we begin to create new branding that portrays the value you offer in a way that resonates with the people who matter: the people you want to do business with.

### STEP 2

During this process we fully utilize previous color palettes while adding highlight and

## Brand Guide

complementary shades. We'll also modernize your typography, voice and tone for your current objectives. In addition, our team will provide taglines and strong call to actions that can be utilized throughout your messaging assets.

### **STEP 3**

#### Logo Design Presentation

Three new re-branding concepts will be designed. Naturally, there will be a common and historical theme but we try to think outside the box and come up with something that isn't obvious. This is often where the best ideas come from.

### **STEP 4**

#### Supply of Files

You will be sent all the different logo variants you need for day-to-day use, as well as versions that signwriters and printers will need.

You will also be supplied with a digital and printable style guide so everyone in your community uses the correct colors, fonts, and styles for documents and photographs.

## **Timescale**

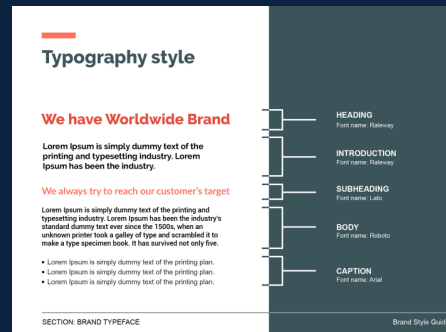
**It will take us between 3 - 4 weeks to complete and deliver your new logo and related branding.**



# CASE STUDY

A dental marketing agency company based in Nevada needed a new logo and a style guide for their US-based firm. Their original company had been in operations for 13 years but the team were now moving into dental education and consulting.

The only new business inquiries were from referrals and whilst they had an existing logo and website, they hadn't been refreshed in over 10 years



## Result

After 8 weeks of launching the new logo and branding assets, the agency grew from one new qualified lead a week from the website to an average of six each week. On average, they were converting one in eight opportunities.



## A winning race

We recognize that there are thousands of agencies and freelancers out there offering logo and branding design services and many will be 'cheaper'.

### But remember...

Your brand isn't a 'cost'. Your re-branding is an investment opportunity with big rewards: the 'X factors' of a fresh, engaging logo and messaging may just be the new voice your community needs to progress further and connect with residents and visitors that you have never reached before.

## THE INVESTMENT

### Town of Upper Marlboro Ala Carte Pricing

Logo Design Recommended: Digital and Print Versions of your new logo	\$2,500
Brand Guide Development Recommended: Digital and Printable Versions of your Brand Guide	\$5,000
PowerPoint or Google Slide Deck Template Recommended: 20 Slide Presentation Slide Deck Including Graphs	\$1,500
Press Release Development Recommended: Announcement to Local Media and Tourism Press	\$500
Business Card Design Recommended: 1 Based Business Card Design with new Logo	\$500
Letterhead and Envelope Design Recommended: 1 Letter Head Design with new Logo	\$400
Website Update with New Assets	\$2,000

OPTIONAL

Update of existing website with new logo, fonts and other related contracted design elements		
<b>Visitor Guide Brochure Design</b> OPTIONAL 3 Fold Tourist or Event Printable Brochure Per Design. 2 Revisions (does not include printing)		\$1,000
<b>Hand-drawn Map</b> OPTIONAL Custom Illustrated Designed Map of Your Community		\$10,000
<b>Billboard or Wayfinding Signage Design</b> OPTIONAL Per Design. 1 Revision. Includes Source File.		\$750
<b>Video</b> OPTIONAL 30-60 seconds Short-form Video Production and Editing		\$5,000
<b>Long-Form Video Production and Editing</b> OPTIONAL Longer than 60 seconds. Quote based on number of days and travel costs		
<b>Datafy Local Audience Intelligence Service</b> OPTIONAL Annual Subscription		\$8,500
<b>Event Micro-site</b> OPTIONAL Coding and launch of a 1-3 Page Website Advertising Your Event (does not include new asset or new logo design)		\$2,000
<b>Decal/Small Sticker/Shirt Design</b> OPTIONAL 3-Color and QR Codes, Includes Source File Per Image		\$300
<b>Pole Signage (Banners) Design</b> OPTIONAL 2 Concepts, 2 Revisions, 4 Size Variations, Design Mockup, Includes Source File		\$350
<b>Welcome Signage</b> OPTIONAL		\$200

2 Concepts, 2 Revisions, 4 Size Variations,  
Design Mockup, Includes Source File

Life Size Standee Signage (Instagram Moment)

\$100

OPTIONAL

1 Revision, Per Image, Includes Source File

Small Stamping Booklet Design

\$1,000

OPTIONAL

10 Page Small Booklet. 2 Revisions, Includes  
Source File

Postcard with QR Code

\$300

OPTIONAL

Per Design. 1 Revision, Per Image, Includes  
Source File

**One-off Total \$10,400**





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Commissioner Charles Colbert & Kyle Snyder, Town Administrator  
Date: Tuesday January 3<sup>rd</sup>, 2022  
Re: Economic Development Corporation Enabling Legislation (Update)

Commissioners,

Prior to the holidays, Commissioner Colbert, Commissioner Duckett, and TA Snyder met with members of the SCWG to discuss an overhauling the structure of the Town's Sustainable Communities Workgroup, with great progress made. Staff recommendation is the creation of a new entity, of which the Sustainable Communities Work Group would become a part, codified with set authorizations via a Town ordinance that provides a checks and balance system and sets up a Board appointed by the Commissioners. Below are some rough/draft language that could be included in an ordinance to establish this new entity. Language is not set, and is simply meant to help guide the conversation.

### The Governing Body:

The Board of the ~~Town of Upper Marlboro Economic Development Corporation~~ (working title) shall be made up of five board members. Once appointed, the Board members shall select their own Chair, and forward their selection to the Board of Town Commissioners. The standing Town Commissioner on the ~~UMEDC~~ cannot serve as the Chair of the Board. The Board of Directors shall be made up of the below category of members (who are at least 18 years of age):

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

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

### Meetings:

The Governing Board of Directors shall meet no less frequently than quarterly and provide the Town Clerk's office with a formal agenda at least one week prior, and minutes within 14 calendar days of the meeting. The BOD can have additional work sessions or special meetings as needed.

Approval of Grants and Funding:

The function of the current SCWG would continue with the most recently approved policy and bylaws. This process can change once the EDC becomes its own nonprofit and has its own financial system to become a “pass-through” for the grant system. The Town may also wish to allocate operational funds to the EDC from the Town Business License program and/or Entertainment Tax.

Ultimate Goal: The ultimate goal is to have a separate non-profit organization that is supported by a mix of County, State, and Federal grants, along with Town Funds and possible Town staff member, to

- Manage both the State Community Legacy Grants
- Serve as a centralized voice for the Town’s Business Community
- Help plan and organize community events (Street festivals, Food Truck events, ect)
- Business Recruitment & Retention
- Coordinate the Public Art Initiative (coordinating with Arts Council to act as their non-profit arm)

*\*Due to the timeline of this item being added to the agenda, this memo has not yet been discussed with the current SCWG members, but discussions with the group will be held and are welcome.*

Potential Ordinance Timeline:

Board Discussion- January Town Meeting

Introduction & Public Comment- February Town Meeting

Board Discussion & Public Comment – March Board Work Session

Board Approval & Public Comment- March Town Meeting





David A. Burse  
Chief of Police

# Town of Upper Marlboro Police Department

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

Janice Duckett  
Treasurer

Karen Lott  
Commissioner

Sarah Franklin  
President

Thomas Hanchett  
Commissioner

Charles Colbert  
Commissioner

## MEMORANDUM

To: Board of Town Commissioners

From: David A. Burse, Chief of Police

Date: January 2, 2023

Re: Police Department Office Space

Commissioners,

The location at 6407 Crain Highway, Upper Marlboro, MD is still available for lease and a few of the Commissioners have visited the space. I have contacted a local Commercial Real Estate Agent who is reviewing the lease from the property owner, and he will provide recommendations. I will follow-up with the Board when the Agent completes his report.

## 2035

## Vision Plan

## Town of Upper Marlboro

### Overview

The Town of Upper Marlboro has been the County Seat of Prince George's County since 1721. The Town was established as a port town in 1706. The town is now one square mile and home to 652 residents and 308 housing units. In 2023 the Board of Commissioners established this vision plan with the input of residents, business owners, and other community stakeholders. The goals and actions in this plan are meant to guide staff in achieving the vision of its residents and businesses by 2033.

### Values

The Town of Upper Marlboro community values a thriving and vibrant downtown, safety in our homes and on our streets, fiscal responsibility, and recreational opportunities that allow us to connect to one another as a community.

To maintain consistency with these values this plan will focus on:

- Community-building events to maintain its small-town feel,
- Connections throughout Town to all activity centers and residential areas through safe roads, sidewalks, trails, and safe bike routes.
- Infill development downtown to revive a thriving town center and support local businesses, our artist community, and community connections.
- Tourism that celebrates and preserves our honest past and celebrated a connection between history and the physical environment,
- Fiscal Responsibility through planning and budgeting for these community goals.

In keeping with these values 2021 the Town Commission Developed the following goals

# DRAFT – January – 2023

to guide its budgeting process. These priorities were led by the overarching goal of ensuring the sustainability of the Town into the future.

## Priorities:

1. A Sustainable Government. The Commission wishes to have policies and procedures in place to ensure the Town is following best practices. A sustainable government includes a budget in which recurring expenses are relatively equal to recurring revenues and capital improvements are planned for and budgeted.
2. Expanded Town Boundaries. The Commission wishes to expand the Town's boundaries to improve public participation and ensure its long-term sustainability.
3. Flooding mitigation and safety. The Commission wishes to ensure safe travel during storm events.
4. Safe and modern roadways. The Commission wishes to see the Town's roadways paved, modernized, and connected for multiple modes of transit. The commission seeks to improve safety for all, but particularly our youngest residents.
5. Increased recreation opportunities. The Commission wishes to strengthen the Upper Marlboro Community with more recreation opportunities for residents creating spaces and events that serve as gathering places.

## History

The Town of Upper Marlboro was founded on Piscataway lands. The Piscataway peoples continue to live in and around the land we now call Upper Marlboro. Around 1695, the Town was settled by colonial peoples and named after the first Duke of Marlborough. With the Western Branch still being navigable by boat, the Town was established as a port Town for the import and export of tobacco and enslaved labor among other commodities of the time. Prior to 1706 the area was known as “Colonel Belt’s Landing”. It was renamed to Marlborough in 1706, when the Maryland General Assembly officially chose it as a site for a new Town in the County. In 1721, Upper Marlboro became the seat of Prince George’s County government when the courthouse was moved to the Town. Throughout the eighteenth century, Marlboro was the geographic and population center of the County. After the Town was seized by the

# DRAFT – January – 2023

British during the War of 1812, British Officers used the Dr. Beans home on Elm Street as their headquarters on the way to attack Washington D.C.

The Town became known as “Upper” Marlborough to distinguish it from the Calvert County “Lower” Marlborough. The name changed over time, possibly due to a postal clerk removing the “ugh” to fit the name on rubber stamp. Whatever the source, the Town began to be known as Upper Marlboro in 1893.

In 1927 Crain Highway officially opened. This road, which is now known as Old Crain Highway (and has been replaced by Rte. 301) created the first connection between Southern Maryland and Baltimore. In 1922, one hundred years ago this year, a monument was built to celebrate this connection.

During the Jim Crow era the Town was known as a “sundown town,” a predominately white area that discriminated and inflicted violence against Black residents and visitors. Despite being home to the first school for African Americans in the County, Frederick Douglass Junior/Senior High School, the Town remained highly segregated. When the Civil Rights act of 1964 ended and the Town had to eliminate these laws, the community pool was filled in rather than de-segregated.

During this time and beyond the Town was also home to St. Mary’s Beneficial Society. The Hall, located on Pratt Street and still standing today served as a meeting place, social and political center, and house of worship for the African American community of Upper Marlboro. This was surrounded by a thriving hub of economic and social life for African Americans in Upper Marlboro.

During the 19<sup>th</sup> and 20<sup>th</sup> centuries Greater Upper Marlboro played host to horse racing Showplace Arena and Equestrian Center and later car racing at the old race track just outside of town.

Upper Marlboro has been home to several prominent and influential sports stars, Maryland politicians, and clergy members. In 2018 the Town swore in first Black Elected Officials, Tonga Turner, and Wanda Leonard. Commissioner Turner was selected by the Board to serve as the Board’s President and Town’s first Black President/Mayor. This new board oversaw the Town’s first expansion of its boundaries in 2020 to include the Annexation of the Show Place Arena.

# DRAFT – January – 2023

## EXISTING CONDITIONS

*The following pages outline the existing conditions of the Town of Upper Marlboro. This section allows the Town to identify its starting point, strengths and weaknesses, stakeholders, and programs. The starting point informs THE PLAN found in the next section of this document.*

DRAFT

# DRAFT – January – 2023

## Overview

According to the 2020 American Community Survey<sup>1</sup> the Town of Upper Marlboro is home to 652 residents who live in a total of 305 households. The median age for residents is just below 39 years old. There are approximately 60 residents over the age of 65.

The Town's racial makeup is predominately Black or African American, making up 60% of the Town's population. The table below shows a more detailed breakdown by race. Of all races 8% of residents identify as Hispanic or Latino.

Asian	1%
Black or African American	60%
Some other race	7%
Two or more races	6%
White	27%

The Town's median household income is \$92,500 and an employment rate of 77.8%. The Town has a low poverty rate (3.6%) compared to the state as a whole (9%). Most residents commute outside of Town, driving alone or in a carpool (78.3%). The most common industries that residents work in are Educational services, and health care and social assistance (25.1%) and Public Administration (21.7%). Approximately 45 Town residents are veterans.

Most homes (45%) in Upper Marlboro have a value between \$200,000-\$300,000. Of the 308 housing units existing in Town, 285 are occupied. This leaves the Town with 92% of its housing occupied. The housing market has been tight of late and houses are sold in Town almost as quickly as they go on the market. While a portion of the houses that are unoccupied may be in transition, some of these 23 homes are simply not put on the market and are left vacant by absent property owners.

The Town notices a similar trend in commercial property. While there is demand for office and retail space downtown it is not always rented. These trends indicate a lack of investment in the community by absentee landlords. The Board of Commissioners to this end has determined to pursue a vacant property tax rate for commercial properties in Town.

---

<sup>1</sup> The American Community Survey uses statistical data to provide communities with a wide range of data about how a community lives. This helps identify social and economic needs more accurately.

# DRAFT – January – 2023

## Structure of Government

The Town of Upper Marlboro has a three-person council, with a President and Treasurer nominated and voted on by the Board of Commissioners. The government of Upper Marlboro takes the structure of a Strong Mayor form of government.

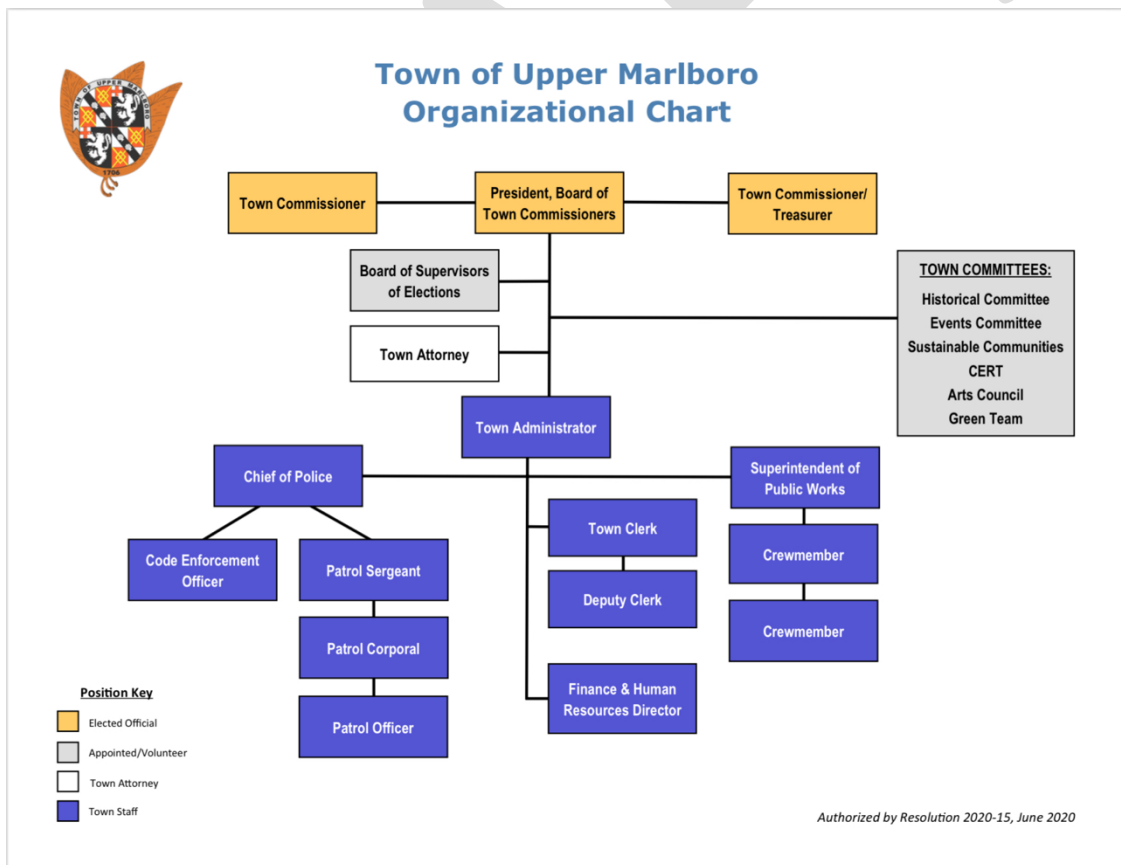
### Roles:

*Commissioners* are responsible for adopting legislation for the running of the Town.

The *President* is the day-to-day administrator for the Town. And has power over the running of the Town and the budget.

The *Treasurer* maintains the budget and works with the President and Town Staff to establish a Town Budget that the full board must vote on for approval. The budget, however, is a set of the mayors priorities.

The Town's organizational chart shows this structure and the structure of Town Staff:



# DRAFT – January – 2023

## Town Charter

The Town has contracted with Municode to do a review of its charter, Resolutions, and Ordinances. The results of this review are included in the appendix. The recommended charter and code changes should be taken as recommended by Municode.

The Town of Upper Marlboro's Charter has not been comprehensively updated since its adoption. The charter establishes the government and its structure, powers, and elections process. Finance, Town Personnel, Public Works and services and assessment procedures for the maintenance of these services and structures are established.

In 2020 the Town experienced a loss of two out of its three commissioners. The Town's process for replacing Commissioners and elections has been held up as a model of good process. However, the Town experienced several weeks during which there was no functioning government due to a lack of a quorum.

Due to this situation, the Town elected to expand the Board of Commissioners to five people in the fall of 2021. The date of the election was also changed from January to November to align with election day. The elections are held in off-years, so they do not conflict with County, State, and Federal elections. The Election board's appointing year was also updated so that the Board of Supervisors of Elections will have a full year for training before they oversee the Town's election.

## Town Services

### Public Works Department

The Town's Public Works department keeps the Town beautiful and safe. When you drive on Town Roads you are benefiting from the invisible work the Public Works crews do. In-Town roads are cleared of trash and debris regularly, sinkhole maintenance is done by either the Town's crew or, by the Director of Public Works coordinating with County and State Crews to affect repairs. When there is a snow or flood event, or even a traffic accident, public works responds with the Town's Public Safety team to ensure Upper Marlboro is both beautiful and safe. Public Works main services include:



# DRAFT – January – 2023

## Snow Removal:

The Town has three plow capable vehicles and maintains a contract with the State Highway Administration for sand and salt. This allows public works staff to ensure that Town roads and sidewalks are pre-treated and cleared during snow events.

## Trash & Bulk Trash service:

The Town contracts with Burch Trash, a refuse service to provide resident with regular once-a-week trash service. Public Works staff also picks up trash along the roadways to maintain cleanliness in the Town.

The Town maintains a contract for once-a-week recycling pick up and provides residents with bins for recycling waste.

Public Works employees pick up bulk trash for residents twice a week (Mondays and Thursdays) with no need to make appointments.

## Landscaping:

The public works department works to maintain mowing and planting throughout the Town. They keep the Town looking attractive and tidy.

## Road Maintenance:

The Public Works Director coordinates with County and State Agencies to maintain roads throughout the Town. The Town has some roads that are maintained by the Town, some by the County and others by the State.

## Natural Disaster Response:

Public Works is involved in keeping residents and visitors to the Tow safe during weather events. The Town frequently has flooding along Water Street, Old Marlboro Pike, and Main Street/Route 725. Public Works Crews monitor these sights when

# DRAFT – January – 2023

flooding may be possible to ensure that they are closed in a timely manor to keep the roads safe.

Public Works also is on call when limbs or trees fall on the roadways and quickly respond to either cut up a limb and remove it themselves or to contact Greentree if the limbs are in need of larger equipment of professional arborist services. Public Works also coordinates with PEPCO and other agencies to safely remove debris from the roadways and ensure repair of damaged public property occurs.

## Public Safety

The Department of Public Safety comprises the Police Department, Parking Authority, and Code Compliance. This department keeps us safe, ensures compliance with Town codes, and ensures our laws are followed. Our public safety department has been rebuilt from the ground up over the last few years and we are pleased that this coming fiscal year will include the re-introduction of evening and weekend patrols.

### Police department:

The Town has been rebuilding its Police Department since 2019. This department consists of the Chief of Police, a Police Sergeant and two corporals.. The Town is in the process of hiring four additional officers to bring the department up to six people. The department has an agreement with Prince George's County to ensure continuity of service for residents. All public safety response dispatches through 911 or calling the County non-emergency line. The County has recently added an on-line form for submitting non-emergency Public Safety concerns. This is accessed at <https://princegeorges-cwiprod.motorolasolutions.com/cwi/select>.

The Upper Marlboro Police Department patrols during daytime hours as well as staggered evenings and weekends. During all other hours police service is provided by Prince George's County. The Town is working to increase police staff in order to provide a faster response time and more hours of patrolling for town business and residents.

### Code & Parking Compliance:

# DRAFT – January – 2023

The Town has one code enforcement officer. This officer monitors code violations throughout the Town, issuing citations for properties that are in violation of the Town's property maintenance code.

The officer additionally monitors parking meters and the Town Parking lots, issues citations, and collects parking fees with other Public Safety department employees.

## Fire & EMS

Fire and Emergency Medical Services are provided through Prince George's County's Marlboro Fire Station 20. This is a volunteer fire department with a minimum of six fire fighters on duty at all times with the addition of 20 volunteers throughout the week. The department has three command vehicles, an ambulance, one heavy rescue squad, one fire engine, and one paramedic ambulance.

The fire department also has a four-bay hall that can be rented out for events and can accommodate \_\_\_ people.

## General Government/Administration

The Town government provides additional services to residents. Residents can bring concerns to the Town and staff will address concerns to the Commission, or if it is a different government or agency staff will work with these agencies to address resident issues.

The Town maintains a Notary Public on staff.

## Town Committees

### Arts Council

The Town's Arts Council was established in 2020. The council plans to seek out grants for the installation of public art as well as work with the Town's events committee on artistic and cultural events.

# DRAFT – January – 2023

## Events Committee

The Town's Events Committee was established in March of 2019 for the purpose of building community and relationships. This committee has a three member board, who works with volunteers to host events throughout the year. The Events Committee hosts small events in the winter, Marlboro Day (a large community day and festival) in the spring, Movie nights in the summer, a community trick-or-treating event in the fall, and a Holiday party to wrap up the year together.

## Green Team

The Town's Green team has been recently established in November of 2020. This new committee has been established to build community in a sustainable way. The Green team plans to create community gardens (including gardening plots and a pollinator garden), increase community composting, water harvesting, and recycling awareness and access, increase tree canopy, green spaces, and walking/biking connections, reduce energy use and incorporate solar panels into town projects, and investigate flooding and stream bank stabilization projects.

## Historic Committee

The Town of Upper Marlboro Historic Committee (TUMHC) was established in 2012. The purpose of the historic committee to collect and celebrate history of the Town of Upper Marlboro. The historic committee has collected extensive information on the colonial period of the Town's history.

## Sustainable Communities

The Town's Sustainable Communities Committee (SCWG) was established in 2014. This committee is intended to work with Town staff and businesses to administer grants to create a more sustainable town in the areas of economic development, interconnected transportation networks, and community support and sustainability.

# DRAFT – January – 2023

## Geography

### Maps & Boundaries

Today Upper Marlboro is comprised of one square mile between Route 4 and Route 202, between John Rodgers Boulevard and the Show Place Arena. The following map shows the current Town boundaries. The Town receives calls daily from residents outside the Town limits requesting assistance with community issues and concerns. Each time there is an election the Town receives phone calls from potential candidates just outside the boundaries of Town and has to turn away voters because they do not live in the Town limits. All of these indicators have caused the Town to look at annexation in order to provide much desired services to more people in Greater Upper Marlboro, and to expand its community and welcome in more neighbors.

<insert map>

### Roads

Roads in Upper Marlboro are maintained by a variety of agencies. The table below lists the roads in Town and indicates what agency is responsible for each Road's Maintenance.

Road	Road Maintenance Agency
Old Crain Highway	PGDPW&T
School Lane	UMDPW
Wilson Lane	UMDPW
Rectory Lane	UMDPW
Old Marlboro Pike (route 725)	MDOT - SHA
Main Street (Route 725)	MDOT - SHA
Water Street	MDOT -SHA
Church Street	UMDPW
Judges Drive	PGDPW&T
Marlboro Race Track Road	PGDPW&T
Pratt Street	UMDPW
Governor Oden Bowie Drive	UMDPW
Elm Street	UMDPW
Old Mill Road	UMDPW
Marlboro Drive	UMDPW
Marlboro Lane	MT
Marlboro Grove	MT
Marlboro Circle	MT

# DRAFT – January – 2023

Spring Branch Drive	UMDPW
Valley Lane	PGDPW&T
Old Largo Road (Rte 202)	MDOT - SHA
Buck Lane	Private?
Peerless Avenue	PGDPW&T

## Water Resources

The Town of Upper Marlboro exists because of its proximity to water resources. The Western Branch of Patuxent River and its tributaries flow throughout and around Town and connects to Schoolhouse Pond. Schoolhouse Pond is a major recreational and storm water management feature in Town. Paths around the Pond also connect residential and commercial areas for pedestrians. These resources have the potential to provide recreational and economic benefits to the Town.

The Town suffers from the impacts of severe flooding in all areas of Town. Flooding occurs regularly, impacting mobility around Town as well as flooding residences, businesses, and government offices. If there is a large storm event upriver from Upper Marlboro it is possible for two to three of the four main entrances and exits to Town to be flooded and impassable for a time. There are areas of Town where residents can be stuck in their neighborhoods because the roads are impassable. Further, homes frequently flood throughout town in large storm events. As climate conditions worsen the need for adequate stormwater management systems will only increase.

## Sinkholes

The Town of Upper Marlboro has been struggling with the impacts of sinkhole over the last decade. The Department of Public Works has coordinate with Washington Sanitary Sewer Commission (WSSC), Prince George’s County Department of Public Works, Maryland Department of Transportation (MDOT), to study these sinkholes and determine their cause. This is important in an effort to address an appropriate solution to the problem. The major sinkholes in Town as of the writing of this Plan are described in the following table:

Location	Description	Agencies
Water Street Crosswalk	This site has been worked on several times in 2020 & 2021 and continues to sink.	WSSC,
Intersection of Water Street	The center of this intersection has a recurring sinkhole. There are additional smaller	WSSC,

# DRAFT – January – 2023

and Main Street	sinkhole concerns along the outer edges of this intersection.	
Judges Drive	This is a new sinkhole that was dealt with for the first time in 2021.	PGDPW,
John Rodgers Boulevard & Old Marlboro Pike	This sinkhole was reinforced by County Public Works but the area should be monitored.	PGDPW,
14173 Spring Branch Dr	Roadway in front of storm drain box sinking.	PGDPW,
14518 Church St	Sinkhole at the end of driveway directly in line with storm drain piping. Camera scope shows evidence of gravel filler applied by UMDPW inside drain pipe.	PGDPW - addressed
14513 Main St (rear of building)	Drain Box collapse. Inspected by DPW&T last year, still no word on a possible fix. Parking lot around drain box also starting to collapse.	PGDPW

## Sources:

*Upper Marlboro Town Action Plan*; Upper Marlboro, MD: September 2009. Maryland-National Capital Park and Planning Commission.

- a. Town of Upper Marlboro; *2018 Door-knocking and Resident Survey Feedback Overview*. December 2018. (include as appendix)
- b. Town of Upper Marlboro Historical Committee: *Walking/Driving Tour of the Historic Town of Upper Marlboro*, MD. 2020

# DRAFT – June – 2022

<b>A Place to CONNECT</b>	
<i>Residents in Upper Marlboro know their neighbors. They meet at events, community gathering spaces, parks and trails, and in thriving commercial centers. The Town is a place where you can live and work or come home to relax from a job in the city.</i>	
<b>On foot</b>	
Foot Traffic in Upper Marlboro is currently faced with an incomplete sidewalk and trail network, as well as multiple unsafe connections and crossings.	
<i>Complete the sidewalk network</i>	
The sidewalk network in Upper Marlboro is incomplete. Connections should be made to ensure residents can travel throughout Town to all destinations along the sidewalk network.	<ul style="list-style-type: none"> <li>• School Lane</li> <li>• Old Crain Highway</li> <li>• Rectory Lane</li> <li>• Old Mill Road</li> <li>• Peerless Avenue</li> <li>• Routes 725 &amp; 202</li> <li>• Spring Branch? (width?)</li> </ul>
<i>Ensure Safe Crossings</i>	
A complete sidewalk network must also ensure that pedestrians can crossroads safely without traveling long distances out of their way.	<ul style="list-style-type: none"> <li>• Old Crain to School Lane</li> <li>• Rectory/Wilson/School Lanes</li> <li>• At Highway Monument</li> <li>• Old Mill Road/Elm Street &amp; Route 725</li> <li>• At Route 725 &amp; 202,</li> <li>• Consider pedestrian bridge(s) at high traffic locations.</li> </ul>
<i>Create off-road trails</i>	
A complete trail network that connects recreational areas in Town and connects to trails leading out of Town.	<ul style="list-style-type: none"> <li>• Connector to Peerless</li> <li>• Western Branch Tail</li> <li>• Anacostia Heritage Area Trails</li> <li>• Chesapeake Beach Railway Trail</li> <li>• WB&amp;A Trail</li> <li>• Schoolhouse Pond Trail connectors</li> <li>• Valley Lane connector Trail</li> <li>• Marlborough Towne Connector Trail</li> <li>• Old Golf Course walking trail</li> <li>• Connector on 202</li> </ul>
<i>Ensure adequate way finding signage</i>	
Uniformly designed wayfinding signage should be placed throughout Town. This supports businesses and recreational opportunities in all areas.	<ul style="list-style-type: none"> <li>• At trail convergences.</li> <li>• Water Routes</li> <li>• Downtown</li> <li>• Sports Fields</li> <li>• Equestrian Center</li> <li>• Other recreational centers</li> <li>• John Rodgers Shopping Center</li> <li>• Other shopping centers</li> </ul>



# DRAFT – June – 2022

<i>On Bike</i>	
Currently biking through Upper Marlboro is a dangerous adventure. Despite this there is a large portion of the community who regularly bikes in the area. Efforts should be made to keep this population safe as well as opening up this alternate mode of transporting for our residents.	
<i>On Road-Bike lanes</i>	
On road bike lanes with noticeable marking and prominent “share the road” signs are a good beginning to improving the biking experience in Upper Marlboro. A traffic study should to assess biking conditions and potential areas to improve biker safety. This study should assess at a minimum the following:	<ul style="list-style-type: none"><li>• Main Street through downtown to establish if it is possible to put a bike lane between the parallel parking spaces and the sidewalk. This would afford bikers an extra level of protection in this tight and busy area.</li><li>• Old Marlboro Pike &amp; Old Crain Highway</li><li>• Route 725 out to 301</li><li>• Route 202</li></ul>
<i>Trail Connections</i>	
The Trails discussed in the previous section “On Foot” should provide connections for bikers as well as pedestrians. Those that are expected to have heavy use by both bikers and pedestrians should include striping and separate bike lanes to reduce accidents.	

# DRAFT – June – 2022

<i>By Car</i>	
Roads in Upper Marlboro need to be designed to ensure that speeding is reduced as much as possible. Where structural methods of speed reduction are not possible, buffers should be put in place between pedestrians and children waiting at bus stops and vehicular traffic.	
<i>Roads</i>	
An overall traffic study should be done for the Town of Upper Marlboro. This study should assess the volume, flow, and speed of traffic in Town. Recommendations coming out of this study should provide the Town with:	<ul style="list-style-type: none"> <li>• Structural improvements to reduce speeds and beautify roads.</li> <li>• Active measures that can be used to improve safety of roads through changes in traffic flow patterns</li> <li>• New roadway connections and closing connections where required for traffic flow patterns and pedestrian/bike safety.</li> <li>• Desirability and feasibility of roundabout at the Crain Highway monument (Pedestrian &amp; Bicycle access)</li> <li>• Is a traffic light needed at Route 4 &amp; Old Crain Highway or are there alternatives to limited visibility and high speeds.</li> <li>• Designated bike lanes</li> <li>• A complete sidewalk network</li> <li>• School bus stops that separate children from vehicles.</li> </ul>
<i>Automated Traffic Monitoring</i>	
Automated traffic monitoring for speeding and red lights can ensure more consistent enforcement, has been known to reduce vehicle speeds, and can reduce officer interactions. This will allow the Town to dedicate more resources to other areas and address current concerns regarding speed stops and officer interactions in the country.	
<i>Parking</i>	
Parking is limited downtown and inconveniently located. This plan recommends the following actions take place to address the parking concerns:	<ul style="list-style-type: none"> <li>• Electric Vehicle charging stations should be located in all shopping areas as well as near any sports fields and at Town Hall.</li> <li>• Garage downtown. Work with various partners to construct a parking garage on Water Street. Consideration should be given to building a three-story structure: 1. Residential space on the top level with two floors of parking below or 2. Retail space on the bottom with two levels of parking above.</li> <li>• Redevelop Church Street Lot</li> <li>• Bike Parking provided at all shopping and recreation all areas.</li> </ul>
<i>By Water</i>	
The Town's streams and rivers provide an opportunity to attract kayakers, canoers, and paddle boarders. The Town should seek to attract these visitors and improve tourism to the area by undertaking the following actions:	<ul style="list-style-type: none"> <li>• Study feasibility of creating an access point on Water Street.</li> <li>• Installing a Kayak and Canoe launch at Route 202 bridge</li> <li>• A study should be done of possible connections our water always can make with other small craft waterways. The result of this study should be a map that is available online, at the access points, and in a future visitor center.</li> <li>• On the Town's website and at all access points Tide tables and flood warning/closure information should be posted.</li> </ul>

# DRAFT – June – 2022

Between People	
Neighborhoods	<ul style="list-style-type: none"> <li>• Events that cover a range of interests and age groups</li> <li>• Places to meet up</li> </ul>
Crafts & Farmers Markets	<ul style="list-style-type: none"> <li>• Plan a regular farmers market during the growing season</li> <li>• Craft festival near the holiday shopping season</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>• Halloween Event and supports</li> <li>• Winter Holiday Tree lighting and market</li> <li>• Future event ideas:               <ul style="list-style-type: none"> <li>○ summer fireworks display</li> <li>○ Juneteenth festival,</li> <li>○ regular Veteran’s and Memorial Day events.</li> </ul> </li> </ul>
Street Festivals	<ul style="list-style-type: none"> <li>• Marlboro Day</li> <li>• Arts Festival</li> <li>• Weekend concerts - Structural changes to allow Main Street to be shut down for regular weekend performances</li> <li>• Parking garage be built downtown to accommodate visitors.</li> </ul>
Exercise	<ul style="list-style-type: none"> <li>• Maintain and develop relationship with local health and fitness businesses</li> <li>• providing a location for larger community fitness events</li> </ul>
Fun and Games	<ul style="list-style-type: none"> <li>• board game groups</li> <li>• craft &amp; hobby clubs</li> <li>• community leaders to manage this space</li> </ul>
Local Businesses	<ul style="list-style-type: none"> <li>• incorporate its local businesses into all events.</li> <li>• Restaurants should have first choice for food vending.</li> <li>• “Taste of Upper Marlboro” event</li> </ul>
Meet your government	<ul style="list-style-type: none"> <li>• Renew municipal government academy</li> <li>• Community Conversations</li> <li>• Connect with local schools</li> </ul>

To Information	
For events is critical and should be done in the following ways for every event:	<ul style="list-style-type: none"> <li>• Yard signs in high foot, bike, and vehicle traffic locations.</li> <li>• Web and social media.</li> <li>• Community message centers at high traffic areas and gathering places.</li> </ul>
Local business	<ul style="list-style-type: none"> <li>• Printed flyers for to post or hand out regarding each event.</li> </ul>
Community stakeholders. The town should email flyers to other community stakeholders to share with their groups. This should include:	<ul style="list-style-type: none"> <li>• Upper Marlboro Boys and Girls Club</li> <li>• PTAs for Barack Obama Elementary, Marlton Elementary, Patuxent Elementary, and Melwood Elementary.</li> <li>• Area Churches (St. Mary’s, Trinity, Union United Methodist, PSJBC)</li> <li>• Community Service Area 23</li> <li>• The Villages HOAs (large one &amp; individuals)</li> </ul>

# DRAFT – June – 2022

In the Outdoors & Public Spaces	
Several Community Hubs should be established. This will be the Town’s “Gathering Places”, the focus being making these accessible and attractive places for residents to congregate.	
Playgrounds	<ul style="list-style-type: none"> <li>• Playground equipment</li> <li>• benches &amp; tables</li> <li>• public art</li> <li>• other opportunities to engage with neighbors</li> </ul>
Parks	<ul style="list-style-type: none"> <li>• trails around and connecting to the Boys &amp; Girls Club Sports fields, the Town Playground, Schoolhouse pond, hiking, biking,</li> <li>• Hiking area</li> <li>• Water trails inside and beyond the Town limits.</li> </ul>
Art installations	<ul style="list-style-type: none"> <li>• Along trails maybe specific themes</li> <li>• Downtown</li> <li>• Partnerships with local businesses</li> <li>• Public Collaborative Art</li> <li>• The Town should consider creating a space for artist lofts and housing.</li> </ul>
Community notice boards	<ul style="list-style-type: none"> <li>• some place for notices to be posted.</li> <li>• Reliable for community information.</li> </ul>
Community Centers	<ul style="list-style-type: none"> <li>• A downtown location</li> <li>• Town Hall</li> <li>• STEM education center/Community Computer Lab</li> <li>• Meeting rooms and support for Community</li> <li>• The County’s Upper Marlboro Library Branch</li> </ul>

Through Government	
Community policing	<ul style="list-style-type: none"> <li>• Community Days</li> <li>• Officers at events</li> <li>• Officers in plainclothes at community centers</li> <li>• Touch-a-truck</li> <li>• Officers on foot and bike</li> </ul>
Government services	<ul style="list-style-type: none"> <li>• Financial Assistance</li> <li>• Community Improvements</li> <li>• Social Services</li> <li>• Paperwork Assistance</li> <li>• Copying &amp; Faxing</li> <li>• Notarization</li> <li>• Fingerprinting</li> </ul>

# DRAFT – June – 2022

<b>A Place that's SAFE</b>	
<i>Upper Marlboro is a community where children walk to their bustops and are safe from speeding cars. Kids can walk and bike to meet up with their friends after school and on the weekends. Adult residents can walk to commercial centers and parks for exercise or convenience. Town police officers are people that residents know by name and can go to with their concerns. When an emergency happens residents know they will have a compassionate, safe, and timely response from their neighbors, police, fire, and EMS services.</i>	
Community policing	
Fire & Emergency Medical Services (EMS)	
Community Emergency Response Team (CERT)	
Flooding/stormwater management	<ul style="list-style-type: none"> <li>● Stormwater management upgrade on Route 725</li> <li>● Water Street bridge</li> <li>● Work with dam release areas for notification and monitoring</li> </ul>
Sinkholes	<ul style="list-style-type: none"> <li>● Aquifer Study</li> <li>● Get state and county involved with WSSC concerns</li> <li>● Monitor and report</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>● Downtown</li> <li>● Along sidewalks in commercial areas</li> <li>● Along trails (especially where they connect to residential areas)</li> <li>● Well-lit open areas/corners in residential developments</li> </ul>
Increased casual, community monitoring	<ul style="list-style-type: none"> <li>● Infill development in commercial areas should be mixed use creating less opportunity to be unobserved.</li> <li>● Eliminate alleys and dark corners/niches</li> <li>● Windows facing all areas of buildings</li> <li>● Call boxes located at hubs</li> <li>● Community policing throughout town and trails</li> </ul>
<b>Safe to move around</b>	
<i>Addressed in previous section (connections between places)</i>	<ul style="list-style-type: none"> <li>● Reduced travel speeds</li> <li>● sidewalks</li> <li>● pedestrian connections</li> <li>● bike lanes</li> <li>● bus stops</li> <li>● Structural methods</li> </ul>

# DRAFT – June – 2022

<p>A Place that THRIVES</p>	
<p><i>Main Street in Upper Marlboro is hopping during the day with local workers. There is adequate parking and other nearby commercial centers are connected through walking paths. At night, Main Street restaurants are open, residents and visitors visit local coffee shops, art galleries, or grab a scoop of ice cream with friends. Residents who live along main street are park of the eyes on the street that make the Town feel alive and safe.</i></p>	
<p>Where businesses thrive</p>	
<p>Main Street infill</p>	<ul style="list-style-type: none"> <li>● Mixed use, housing above retail below</li> <li>● Height considerations (2 stories or 3? Can three be done without losing feel of main street?)</li> <li>● Corner of Main and Water</li> <li>● Front of other parking lots</li> <li>● Parking lot next to China taste</li> </ul>
<p>Parking</p>	<ul style="list-style-type: none"> <li>● Parking Garage essential to this infill</li> <li>● Consider meters being off/lower price evenings/weekends</li> </ul>
<p>Business recruitment program</p>	<ul style="list-style-type: none"> <li>● Business incubator</li> <li>● Expand hours of operation</li> <li>● Grocery store</li> <li>● Gym</li> </ul>
<p>Economic development</p>	
<p>Tourism</p>	<ul style="list-style-type: none"> <li>● Water tourism</li> <li>● Visitor Center</li> <li>● Historic Tourism</li> <li>● Proximity to DC brings folks in. How do we keep them here?</li> </ul>
<p>Where beauty thrives</p>	
	<ul style="list-style-type: none"> <li>● Street trees, planter boxes, benches, bike racks</li> <li>● Facade improvements</li> <li>● Trash &amp; Recycling Bins</li> <li>● Road design</li> <li>● Art installations</li> </ul>



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson Town Clerk  
Date: Tuesday, November 8<sup>h</sup>, 2022  
Re: Town of Upper Marlboro Ethics Commission

Commissioners,

Kyle Snyder, Town Administrator and I recently had a meeting with Kevin Best, Town Attorney to discuss the possibility of creating an Ethics Commission in the Town of Upper Marlboro. Attorney Best provided us some wonderful guidance that we want to share with you. The Town of Upper Marlboro already has an established Public Ethics Ordinance: 2016-04. Here are options available to you.

1. Ordinance 2016-04 was written to address Ethical Standards in the Town of Upper Marlboro.
2. The Town can establish an ethics ordinance with or without an ethics commission without them being mandated by State law since the Town has a full exemption at this time. The typical mandate for filing disclosure forms is a function of State mandates and since you all have none at this time, the Town's ethics ordinance is not required to require disclosure forms and it presently does not.
3. Look at Ordinance 2016-04 Public Ethics to see if it needs to be streamlined and / or strengthened. This could include a, "Code of Conduct" as was discussed in a previous Board Work Session.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & John Hoatson, Town Clerk  
Date: Thursday January 5<sup>th</sup>, 2023  
Re: DRAFT Town Elections Ordinance Overview

Commissioners,

Included in this packet is a draft Ordinance to update the Town's election procedures that were initially brought before the Board in September 2021. This would be the first update to the Town's election procedures since 2001 when the current Ordinance (Ord 2001-02) was as put into place.

This draft ordinance as tabled back in 2021 as the Board decided there were too many changes already for the 2021 Election with the date being moved and the number of Commissioners increasing via the Charter Amendment.

In addition to general housekeeping updates, this proposed draft Ordinance would address the below issues:

- Regulate the placement of candidate election signage
- Clearly set job functions for Town Staff and the Board of Elections
- Set Compensation for the Board of Elections
- Authorize a "Candidates Night" or debate
- Sets standards in the event the Board chooses to use voting machines
- Sets a clear process for the vote count

This draft has not been reviewed by the Town Attorney. If the Board wishes to proceed, staff will work with the Attorney to get it updated and legally sufficient for the Board to consider at a future meeting. The draft it also being considered by the new Board of Elections and will be discussed at their meeting on 1/9/23, John will be sending a memo to highlight the conversations with the BOE after their meeting.

### Potential Ordinance timeline:

January Work Session- Discussion

February Work Session- Draft Ordinance presented to Board

February Town Meeting- Ordinance Introduction & Public Comment

March Work Session- Discussion

March Town Meeting- Public Comment & Board Vote



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

ORDINANCE: 2021-XX  
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.
- F. 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.
- G. Election Day: The 1st Tuesday in November of every odd-numbered year.
- H. 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.
- I. 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.
- J. Prince George's County Board of Elections: the authority for conducting elections in Prince George's County.
- K. Provisional Voter: A resident not listed in the Voter Registration List, whose eligibility to vote must be established after casting a ballot
- L. 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.
- M. Registration: See Universal Registration
- N. 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
- O. 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.
- P. Supplemental Voter Registration List: a list of voters registered to vote solely in Town elections.
- Q. 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.

- R. 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,
- S. 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.
- T. 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.
- U. Voting age: at least 18 years of age, per Section 82-19 of the Town Charter.
- V. 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.
- W. Voting machine vendor: a business that sells or leases voting machines and provides the technical support to operate them.
- X. 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 2<sup>nd</sup> Tuesday in September prior to the general Town election.

The Board of Supervisors of Elections shall appoint one of its members as chairman. 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 after the candidate filing and candidate withdrawal deadlines.

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 5<sup>th</sup> 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 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 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 to 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 7:00 a.m. and 8:00 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 7:00 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 8:00 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 2021-05 shall replace and repeal Ordinance 2001-02 Elections.





# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Thursday, January 10, 2023  
Re: Board of Supervisors of Elections Update – Review of Elections Ordinance

Commissioners,

On Monday, January 9, 2023, the Board of Supervisors of Elections met to discuss the draft election ordinance that was proposed back in 2021. As you know the draft ordinance was tabled back in 2021 as the Board decided there were too many changes already for the 2021 Election with the date being moved and the number of Commissioners increasing via the Charter Amendment.

The Board of Supervisors of Elections came up with the following recommendations based upon their reading of the proposed ordinance.

- Change the poll hours from 7:00 AM until 8:00 PM to 8:00 AM until 7:00 PM.
- Poll location will remain at Town Hall. Provides easy access for Town residents.
- Hold a candidate forum hosted by an outside host or moderator | Town would be responsible for publicity / infrastructure. Questions needs to be geared towards Town.
- Compensation will be the same as in previous years. Compensation must be scheduled accordingly to allow participants to receive funds in a timely manner.
- Election judges will be selected via application and vetted by the Board of Supervisors of Elections (interviews). Board of Supervisors of Elections will select (2) Election Judges per election cycle.
- Board of Supervisors of Elections will select a chairperson at the next meeting. This person will be responsible for facilitating meetings and making sure things are done expeditiously.
- 100' rule for electioneering will remain in place.
- Closing of the polls will be announced 5 minutes before they are closed.
- In Summer host a candidate information evening to help attract viable candidates to run for the board of commissioners. Invite representatives from MML to attend.

The Board of Supervisors of Elections made the decision to hold a monthly meeting leading up to the election cycle.

Overall, the Board of Supervisors of Elections are pleased with the proposed election ordinance as written.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, December 27<sup>th</sup>, 2022  
Re: Draft 2023 Town Event Calendar & Event Recap

Commissioners,

Our new Event Coordinator, Lisa Armstead, is hard at work beginning to plan out our Town events for the 2023 Calendar year. Below is a draft list of events based on last year's events which will be discussed by the Events Committee at their Thursday, January 5<sup>th</sup> meeting. Draft List:

Saturday, May 13<sup>th</sup> Marlboro Day  
May 29<sup>th</sup> Memorial Day Event  
June 10<sup>th</sup> Movie Night  
June 18<sup>th</sup> Memories & Morsels  
July 8<sup>th</sup> Movie Night  
August 12<sup>th</sup>, Movie Night  
August 1<sup>st</sup>, National Night Out (CSA23)  
August 26<sup>th</sup> Cruzin' On Main Car Show (Ledo's/MVFD)  
October 7<sup>th</sup> National Faith in Blue  
October 28<sup>th</sup> Trunk or Treat  
November 11<sup>th</sup> Veteran's Day Event  
December 2<sup>nd</sup> Christmas Town Event

### Improvements To Event Planning Being Made:

- Begin Planning Major Events 4-6 months out
- All-in-one vendors sign up and payment portal (instead of having multiple links). Possible better usage of Eventbrite or similar platform.
- Advertising Plan for events (scheduled social media, physical signage, press releases)
- Reaching out to M-NCPPC for an MOU for use of Main Street Pedestrian Mall and Schoolhouse Pond without completing a special event application each time.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, December 27<sup>th</sup>, 2022  
Re: Draft Fiscal Year 2024 Budget Calendar Memo

Commissioners,

As you are aware, the Town’s Fiscal Year 2024 Budget time is right around the corner. Again this year we plan to open up the budget planning process to allow for more planning, discussion, and public input. At this time staff is proposing just one additional “Extra” Work session to accommodate the proposed calendar. In the past, these meetings have taken place during the day, but their timing is flexible. Below is our planned budget calendar outlining different meetings and discussion topics. This calendar is just a draft and will be up for discussion at the January 10<sup>th</sup> Work session and approval at the January 24<sup>th</sup>, 2023, Town Meeting based on the discussion at the work session.

Please note that the only substantial suggested change is approving the Budget Ordinance a bit earlier, at the May Town Meeting instead of the June Town Meeting, since we switched Regular and work sessions meeting dates. Otherwise, a Special Town Meeting held prior to June 9<sup>th</sup>, 2023, would be needed to approve the budget in time for the July 1<sup>st</sup> effective date.

Date	Meeting Type	Topic
Tues Jan 10 <sup>th</sup>	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 <sup>th</sup>	Regular Town Meeting	Budget Calendar Board Approval
Tues Feb 14 <sup>th</sup>	Regular Work Session	Board Budget Priorities Discussions
???????????	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 <sup>th</sup>	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 <sup>st</sup>	Regular Town Meeting	Public Comment- Proposed Town Tax Rates
Tues April 11 <sup>th</sup>	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 <sup>th</sup>	Regular Work Session	Discuss Budget Ordinance & Public Comment
<b>Tues May 23<sup>rd</sup></b>	<b>Regular Town Meeting</b>	<b>Approval of Budget Ordinance</b> & Budget Book
Fri July 1 <sup>st</sup>	N/A	FY 2024 Budget in effect



# Town of Upper Marlboro

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

---

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

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. ~~Weekend event requests require Board approval on a case-by-case basis.~~
4. The Town Hall Facility **AND GROUNDS are** a smoke-free environment; No **HARD** alcohol or illicit drugs may be consumed or served; Beer and wine is allowed, but only with prior approval by the Board of Town Commissioners. ~~Town Administrator? Consumption of beer or wine while on Town Hall property requires the presence of a Town Police Officer at the rate of \$75 per hour.~~ 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. 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. Tenant user liability insurance is available via the LGIT and the NLC.
6. 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.
7. Youth organizations must be supervised by at least one adult over the age of 21.
8. 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 chairs and tables. Hallway doors to the meeting room(s) must remain unlocked at all times.
9. 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.*)
10. **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.**
11. No refunds for cancellations. No rescheduling of booked dates once agreement is approved.
12. 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.
13. The President of the Board of Town 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 these 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 Rooms **RATE CHART**

<p><b><u>Private Event- Outside Town Entity:</u></b>  <b>\$100 per hour</b>  <i>Max 5 hours — requires \$250 refundable deposit</i></p>	<p><b><u>Private Event: In-Town Entity:</u></b>            First 2 hours FREE  <b>\$100 per hour</b>  <i>Max 5 hours — requires \$250 refundable deposit</i></p>
<p><del><b><u>Area Civic Associations:</u></b></del>  <del><i>(Outside Town's corporate boundaries)</i></del>  <b><del>\$75 per hour</del></b>  <del><i>Max 3 hours — requires \$250 refundable deposit</i></del></p>	<p><b><u>Public/ Community Event</u></b>            First 2 hours FREE  <b>\$50 per hour</b>  <i>Max 5 hours — requires \$250 refundable deposit</i></p>

- Enter your event through the side entrance (single glass door) that faces School Lane.
- If facility is being rented outside office hours, the responsible party will need to pick up a 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 School Lane entrance is in locked position once all members of your event have arrived.
- Exit your event through the Conference Room fire exit directly into the parking lot.

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

Please provide 2 separate payments: One for rental fee & one for deposit. Credit card information can be securely held to satisfy deposit requirement. Deposit is returned (or credit information destroyed) after successful completion of event.

*(Payments can be furnished in the form of check, cash, or credit card—credit card processing incurs a 3.5% processing fee)*

TOTAL rental fee due: \$ \_\_\_\_\_ TOTAL deposit required: \$ \_\_\_\_\_

Make checks payable to: Town of Upper Marlboro. Please fill out a separate form for each rental date.  
 Mail to: Town of Upper Marlboro, P.O. Box 280, Upper Marlboro, MD 20773

**PLEASE NOTE:** No refunds for cancellations. No rescheduling of booked dates once agreement is approved.

Key Card Picked Up:

Key Card Returned:



# 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

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## Memorandum

**Date:** Tuesday, January 3, 2023

**Subject:** HVAC System Repair

**RE:** Update

Good evening, Commissioners,

As you all are aware, before the Christmas holiday, the office side of Town Hall lost heat due to a blower motor failure in the Carrier unit located in the rear of the building.

Once the quote was approved, Chapman services ordered the new motor, and it was installed on-site on Dec 27, 2022. The new motor came with a smaller input shaft than the previous model so a new one was ordered. The new input shaft was installed on Dec 29 and the unit was operational with issues. The units interface panel continued to throw alarm codes and shut the unit down. We believe that the space heaters in Town hall kept it warmer than the thermostat setting causing the unit to shut down during testing. Over the last few days, the space heaters have been off, and the building temperature has been stable. Chapman Services will be on- site on Jan 4, 2023, with their tech to inspect the dampers in the attic to ensure everything is operating as it should.

Chapman Services is also working on a quote for the service agreement as requested.

We are also awaiting quotes for service agreements from a few other companies. Due to the unique HVAC system we have, I have requested site visits before they prepare a quote.

Happy New Year!

Warm Regards,

Darnell F. Bond III  
Director of Public Works  
Town of Upper Marlboro