



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, October 28, 2025 at 7:00 PM

AGENDA

This meeting will be conducted at the Town Hall and online via Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/88605465733?pwd=lbLHGCPRO1PvbEIE5aFV3vn6cUSMhk.1>
Passcode: 218230; Webinar ID: 886 0546 5733; Dial-in only: 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Reports
6. **Business**

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

 - A. Council Per Diem Policy (Board Vote)
 - B. Mayor and Council Salary (Board Vote)
7. **Administrative Updates**
 - A. Councilmember Reports
8. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
9. **Preliminary Approval of Next Meeting Agenda**
10. **Adjournment**

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Town Council according to procedures established by the Board.

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

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

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

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



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 09, 2025 at 7:00 PM

MINUTES

This meeting will be conducted online via Zoom Video Teleconference.

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

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

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

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order – 7:03 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. Charter Amendment Resolution 01-2025: Section 82-32 (Board Discussion) **(1:59)**
 - B. Codification (Board Discussion) **(22:56)**
 - C. Elections (Commissioner Hourclé) **(47:38)**
 - D. Request for Proposals (RFPs) (Town Administrator) **(1:08:13)**
 - E. Gen Gov. Job Descriptions (Town Administrator) **(1:17:50)**
6. **Administrative Updates (1:26:55)**
7. **Preliminary Approval of Next Meeting Agenda (1:34:18)**
8. **Adjournment**

Motion was made by Commissioner Lott to adjourn the meeting
Motion was seconded by Commissioner Brooks
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Hourclé, Aye



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, September 23, 2025 at 7:00 PM

AGENDA

This meeting will be conducted at the Town Hall and online via Zoom Video Teleconference.
<https://uppermarlbormd-gov.zoom.us/j/88605465733?pwd=lbLHGCPRO1PvbEIE5aFV3vn6cUSMhk.1>
Passcode: 218230; Webinar ID: 886 0546 5733; Dial-in only: 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order – 7:03 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review Of Agenda (12:10)**
5. **Consent Agenda (12 :41)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report
6. **Business (13:12)**

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

 - A. Charter Amendment Resolution 01-2025: Section 82-32 (Board Vote) **(13:22)**
 - B. Emergency Ordinance 2025-05: Recodification (Board Vote) **(31:06)**
 - C. Emergency Ordinance 2025-06: Elections (Board Vote) **(1:12:49)**
 - D. Resolution 03-2025: Gen. Gov Job Descriptions (Board Vote) **(1:35:55)**
 - E. Request For Proposal: Janitorial Services (Board Vote) **(1:38:00)**
 - F. BoSoE Appointments (Board Vote) **(1:42:44)**
 - G. Mayor/Vice Mayor Salary (Mayor Franklin) **(1:44:12)**
7. **Administrative Updates (2:01:08)**
 - A. Councilmember Reports
8. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
9. **Preliminary Approval of Next Meeting Agenda (2:16:35)**
10. **Adjournment (2:19:24)**

Motion was made by Council Member Lott to adjourn the meeting
Motion was seconded by Council Member Brooks
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Hourclé, Aye

PUBLIC COMMENT PROCEDURES

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correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

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Town of Upper Marlboro

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

Town of Upper Marlboro September 2025 Treasurer's Report

Budget vs. Actuals: FY26
July 2025 - September 2025

Key Monthly Items

1. Financials year to date through September
2. YTD activity reflects a net gain of 410K, this will increase now through January as property tax revenues are collected, and decrease through the end of the fiscal year as the Town's expenses catch up the Town revenues.
3. Cash balance is approximately 9 months of operating spending(excludes grant or reimbursable spendingThis reflects a strong fund balance position.

Bank Accounts

1000 Checking Account (Premis) 6968	147,962
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	4,255
1020 ICS Sweep Account	-
1040 Parking Meter Checking (M&T) 0032	152,859
1045 Speed & Red Light (M&T) 0013	236,839
1140 MLGIP (MM)	1,591,249
Total Bank Accounts	\$ 2,133,914



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Town of Upper Marlboro Aug 2025 Treasurer's Report

Budget vs. Actuals: FY26 Budget
July 2025 - August 2025

	Total		
	ACTUAL	ADOPTED BUDGET	OVER (UNDER) BUDGET
Income Revenue			
4000 Property Taxes	19,036	1,630,050	(1,611,014)
4200 Fines, Licenses, Permits	172,724	1,249,900	(1,077,176)
4300 Intergovernmental	24,484	86,322	(61,838)
4400 Miscellaneous Revenue	2,871	177,061	(174,190)
4500 Grants	-	575,000	(575,000)
Total Revenue	\$ 219,115	\$ 3,718,333	#
Expenses			
5000 General Government	141,795	723,650	(581,855)
6000 Public Safety	155,468	1,427,100	(1,271,632)
7000 Public Works	93,826	816,380	(722,554)
8000 Grants & Awards	3,756	330,000	(326,244)
9000 Capital Outlays	28,692	421,203	(392,511)
Total Expenses	\$ 423,537	\$ 3,718,333	#
NET INCOME	\$ (204,422)	\$ -	\$ (204,422)



Town of Upper Marlboro Police Department

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

David A. Burse
Chief of Police

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

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

Monthly Town Police Department Report For the Month of September 2025

Incidents Reported in Town:

Child Custody Call 1	Assist Fire Dept. 1	Suspicious Person 2
Unknown Trouble 1	Break-In Call 1	Trespassing Call 1
Traffic Complaint 1	Family Dispute 1	Theft from Auto 1
Theft Call 1	Fight Call 1	Stolen Auto 3
Vehicle Accident 5	Disorderly Call 4	County Vehicle Accident 1

Total calls responded by: Upper Marlboro Police 7 & Prince George's County Police 18

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

Sgt. Dawson and Pfc. Anderson conducted high visibility patrols throughout the Town.

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

Chief Burse participated in the weekly Conduent meeting.

Chief Burse participated in the Maryland Chief's Meeting.

Chief Burse, Sgt. Dawson, Cpl. Anderson, and Code Officer UK participated in the Marlboro Fire Dept. Car Show.

Chief Burse attended the community walk with the Prince George's County Police District 5 and States Attorney Braveboy.

Chief Burse participated in the Swearing-in of Brentwood Police Chief Ayres.

Chief Burse, Sgt. Dawson, Cpl. Anderson and Sgt. Butler participated in the Operation Blue Light Nights.

Chief Burse participated in the Criminal Justice Coordinating Meeting with Judge Cotton.

Date: Friday October 24, 2025

Subject: Public Works' Monthly Report

RE: September 2025

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD had PW vehicles outfitted with cameras and equipment outfitted with trackers.
- PWD attended events committee meeting to discuss Trunk or Treat logistics.
- PWC and Director became Flagger Certified.
- Flagger certification training was immediately put to the test when PW observed a large tree fall across Old Crin Hwy.
- PWD provided input for cleaning services RFP.
- PWD began working on PW Strategic Plan.
- PWD and Foreman Sheckels attended the MMLPWA quarterly meeting in Hyattsville.
- PWD reviewed letters to MML at the request of the PWA president.
- Foreman Sheckels signed up for leadership training with the Public Utilities & Waterworks Management Institute.
- PWD completed a Survey for the Maryland Sierra Club's Zero Waste committee and the County's [Solid Waste Advisory Committee](#) which focused on our refuse disposal practices.

Maintenance and Beautification

- PWC completed multiple site cuts around Town.
- PWC removed weeds from TH flower beds, defined a smaller bed, and added sod for beautification.
- PWC attended health dept inspections for re-licensure.
- Generator at TH was serviced and found in good working order.
- New town seal was hung in the conference room.
- New uplighting ordered for the entrance pillars to TH. New lighting was added to the tops of pillars as well.
- PWD assisted volunteers with Community Cleanup event.
- Town's stormwater management property between Spring Branch Dr and Trinity Cemetery was cleaned out. Next step is to have a survey of the property completed to fence it in. (Already underway)

Street and Sidewalk / Mead & Hunt Update

- PWD monitored Water St bridge water levels and town roads during two rain events.
- PWC performed storm drain checks and clearing of leaves and debris ahead of storms.



- PWC conducted routine litter patrols around Town.
- Boss snowrator was received. Plow mount for stand on mower was ordered to assist with snow removal on Town owned sidewalks.
- PWD and TA Anderson completed HUR Report.

Refuse Accumulations

- There were two dump truck rentals for the month.
- Bulk day refuse totals for items to landfill were 4.23 tons.
- Yard waste totals for items to MES were 5.24 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: October 28, 2025

Re: 2025 Monthly General Government Report

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in September 2025.

Projects Underway	
Reports	<ul style="list-style-type: none">• Tax Differential Report started• Final Draft of the FY 25 audit completed• Circuit Rider audit completed• MIP training for grant management and reporting
Community Engagement	<ul style="list-style-type: none">• Responded to resident concern regarding code enforcement• Scheduled meeting with COO of local church to discuss community partnership• County Executive Listening Tour• Speed Camera fee increase notifications announced• National CERT Week• Marlborough Towne light repair discussion• Residential Assistance provided to a resident• Met with the new State's Attorney• September Landings started• Continued to work with downtown business owner to address marketing• Hispanic Heritage Month• Rosh Hashanah Clean Cities Coalition



Volunteer Committee Participation	<ul style="list-style-type: none"> • Economic Development Working Group • Met with Board of Supervisors of Elections • Events Committee
Local Legislation	<ul style="list-style-type: none"> • Codification draft reviewed and passed • Charter Amendments drafted and discussed • Elections Resolution drafted and discussed • PGCO CB-83-2025 Development Transparency legislation review • PGCO CB-085-2025- County Services Request Tracking legislation review • PGCO CB-088-2025- Locally Owned and Operated Business Incentive Act legislation review
Personnel	<ul style="list-style-type: none"> • Human Resources staff training and certification in SHRM began • Special Assistant / Marketing staff P/T hired • Coordinated BOSE swearing In • Met with Broker for Benefits Consulting • Working to complete State Retirement Certification training
Budget/Finances	<ul style="list-style-type: none"> • MOU from Prince Georges County RDA reviewed • Processed Personal Property Taxes • Processed Business License renewals • Continued follow-up on tax exempt status with Comptroller • Updated Business License records • Mailed Business license renewals • Updated line items • Accepted bid for two surplus vehicles • Completed inclusion in the Opioid settlement



Economic Development	<ul style="list-style-type: none">• Working with Michaels on parking requirement• Met with Water Street business owner• Coordinated Study Buddy grand opening
Election	<ul style="list-style-type: none">• Election schedule completed• Voter card verbiage approved
Administrative Statistics	<ul style="list-style-type: none">• 339 calls *Town Manager not included*• 2571 emails * Town Manager not included*• 108 bills and invoices reviewed and processed



Town of Upper Marlboro

Per Diem and Mileage Policy for Councilmembers

Effective Date:

Purpose

This policy outlines the procedures and conditions under which Town Councilmembers may receive per diem, mileage, and related travel expense reimbursements while conducting official Town business.

Eligibility

Councilmembers are eligible for per diem and mileage reimbursement when traveling for approved Town-related events, including but not limited to:

- Conferences, trainings, and workshops.
- Meetings with state or federal officials.
- Legislative advocacy days or similar activities.

Timing of Per Diem and Mileage Payments

- Per diem and mileage payments are issued in advance of travel, when practical and upon proper submission of a travel request form approved by the Town.
- Travel requests must be submitted no later than 10 business days prior to the scheduled event.
- In cases where advance payment is not possible, reimbursements may be issued after travel, following submission of required documentation.

Per Diem Reimbursement or Advance Standards

Per diem allowances cover meals and incidental expenses and are based on the U.S. General Services Administration (GSA) rates for the travel location, unless otherwise specified by the Town.

Per diem does NOT cover:

- Alcoholic beverages.
- Meals for individuals not engaged in official council-related activities.
- Personal expenses including leisure activities, souvenirs, entertainment etc.
- Transportation costs such as airfare, taxis, rideshares, train or bus fares, rental cars, and fuel.
- Any vehicle-related expenses, including maintenance or repair fees.

Mileage Reimbursement or Advance

- Councilmembers using personal vehicles for official travel are eligible for reimbursement at the current IRS mileage rate.
- Mileage is calculated based on the shortest driving distance between Town Hall and the event's destination.

Parking and Toll Reimbursements or Advance

- Parking fees and tolls incurred during official travel will be reimbursed without the need to submit receipts.
- Councilmembers are expected to exercise good judgment and submit only legitimate parking and toll expenses.

Non-Attendance and Return of Funds

If a Councilmember receives per diem in advance but does not attend the event, they must return the full amount to the Town within 5 business days of the scheduled event, unless the absence was due to an emergency and approved by the Town Manager.

If the funds are not voluntarily returned within the required timeframe, the amount may be deducted from the Councilmember's next scheduled compensation payment, in accordance with local, state, and federal regulations.

Documentation Requirements (If the advance option is not agreed upon by Council)

- Travel requests must be submitted and approved prior to any trip.
- Mileage reimbursement requests should include details of the trip but do not require receipts for parking or tolls.
- All reimbursement submissions must be made within 30 days of travel completion.

Receipts are not required for per diem, parking, or toll reimbursements. However, travel documentation forms must still be completed and approved accordingly.

Policy Compliance

Failure to comply with this policy, including failure to return unused funds or submission of fraudulent claims, may result in:

- Suspension of future travel privileges.
- Repayment demands.
- Reporting to ethics boards or other appropriate authorities.

This policy shall be reviewed annually and revised as necessary by the Town Manager or other designated authorities.

Approved By:

Town Manager: _____ Date: _____

THE COUNCIL OF THE
TOWN OF UPPER MARLBORO

ORDINANCE: 2025-__
SESSION: Regular Town Meeting
INTRODUCED: October 14, 2025
DATE ENACTED: October 28, 2025
EFFECTIVE DATE: October __, 2025

AN ORDINANCE OF THE TOWN COUNCIL OF THE
TOWN OF UPPER MARLBORO TO ESTABLISH THE SALARY FOR COUNCIL
MEMBERS, THE MAYOR AND THE VICE-MAYOR COMMENCING JANUARY 1, 2026

WHEREAS, the Charter of the Town of Upper Marlboro, Section 82–5. (Salary of Council Members) provides that “[e]ach Council Member shall receive an annual salary which shall be equal for all Council Members and shall be as specified from time to time by an ordinance passed by the Council in the regular course of its business;” and

WHEREAS, Town Charter, Section 82-5 further provides that “the salary specified at the time any Council Member takes office shall not be changed during the period for which that Council Member was elected.” And an ordinance making any change in the salary paid to the several Council Members, shall be finally ordained prior to the general election for the members of the next succeeding Council and shall take effect only as to the members of the next succeeding Council; and

WHEREAS, Town Charter, Section 82-14 (Salary of the Mayor), states that the mayor shall receive an annual salary as set forth from time to time by an ordinance passed by the Council in the regular course of business. As with the Council Members, no change may be made in the salary for any mayor during the term for which he or she was elected, and any ordinance changing the salary of the mayor shall be finally ordained prior to the general election in which the mayor will be elected, and such change shall only take effect as to the next succeeding mayor; and

WHEREAS, the form of government of the Town of Upper Marlboro was recently changed via adoption of Charter Amendment Resolution 02-2025, which became effective September 10, 2025; and

WHEREAS, given the new Council Manager form of government, the responsibilities of the elected officials have changed, especially those of the mayor; and

WHEREAS, Council desires to adjust the salaries of the elected officials to better reflect the

CAPITALS: Indicate language to be added to existing law (Ordinance 2022-05).
*** Asterisks: Indicate language in Ordinance 2022-05 that remains unchanged and is not reproduced herein.

responsibilities of these new roles and to provide appropriate compensation therefor.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Council of the Town of Upper Marlboro, that the salaries of the mayor and each council member, after the November 2025 Town General Election, shall be as set forth hereinbelow:

- 1. The salaries of each member of the Council of the Town of Upper Marlboro shall be Five Thousand Dollars (\$5,000.00) per year.
- 2. The mayor shall receive in addition to the salary established in paragraph 1 above Seven Thousand Dollars (\$7,000.00) per year for a total of \$12,000.00 per year.
- 3. The vice-mayor shall receive in addition to the salary established in paragraph 1 above Two Thousand Dollars (\$2,000.00) per year for a total of \$7000.00 per year.
- 4. The salaries established in this Ordinance shall take effect on January 1, 2026. Current salaries of the mayor and council members shall remain in effect until December 31, 2025.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that to the extent that any prior ordinance or provision thereof, may irreconcilably conflict with any provision of this Ordinance, this Ordinance shall operate to repeal those Town Ordinances or portions thereof, previously adopted that are inconsistent with the provisions of this Ordinance.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted in the Town office and a fair summary of it shall be published once on the Town website and shall become effective 20 days after passage by the Board.

INTRODUCED in a public session of the Council of the Town of Upper Marlboro on this 14th day of October, 2025.

45:04

ADOPTED by the Council of the Town of Upper Marlboro, Maryland on this 28th day of October, 2025, by:

CAPITALS: Indicate language to be added to existing law (Ordinance 2022-05).
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Attest:

THE COUNCIL OF THE TOWN OF UPPER
MARLBORO, MARYLAND

Telaya Bush, Town Clerk

Sarah Franklin, Mayor

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