



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

AGENDA

This meeting will be conducted online via Zoom Video Teleconference.

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

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

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

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - [A.](#) Charter Amendment Resolution 01-2025: Section 82-32 (Board Discussion)
 - [B.](#) Codification (Board Discussion)
 - [C.](#) Elections (Commissioner Hourclé)
 - [D.](#) Request for Proposals (RFPs) (Town Administrator)
 - [E.](#) Gen Gov. Job Descriptions (Town Administrator)
6. **Administrative Updates**
7. **Preliminary Approval of Next Meeting Agenda**
8. **Adjournment**

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

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

Town of Upper Marlboro

CHARTER AMENDMENT RESOLUTION NO. 01-2025

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

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

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

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

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

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

Registration, Candidates and Elections

* * *

SECTION 82-32 (VACANCIES)

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

(1) ***PUBLIC SOLICITATION OF APPLICATIONS.***

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. BE IT FURTHER RESOLVED that when the Charter Amendment hereby initiated becomes effective, as provided herein, or following a referendum election, the Town Clerk shall send separately, by certified mail, return receipt requested, to the Department of

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

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

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

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

ATTEST:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Karen Lott, Commissioner

Charles Colbert, Commissioner

Derrick Brooks, Commissioner

Telaya Bush, Town Clerk

Joseph Hourcle', Commissioner

CAPS

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CHARTER RESOLUTION CERTIFICATE

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

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

(SEAL)

Telaya Bush, Town Clerk

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BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO

ORDINANCE: 2025-06

SESSION:

INTRODUCED:

**AN EMERGENCY ORDINANCE OF THE BOARD OF COMMISSIONERS
FOR THE TOWN OF UPPER MARLBORO REPEALING THE TOWN CODE AND RE-
ENACTING IT AS SET FORTH IN ATTACHMENT A HERETO; PROVIDING FOR
THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN;
PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE
MANNER OF AMENDING SUCH CODE; SPECIFYING WHEN SUCH CODE AND
THIS ORDINANCE SHALL BECOME EFFECTIVE; AND AUTHORIZING THE
PUBLICATION AND UPDATING OF THE CODE AND TOWN CHARTER, AS THEY
ARE AMENDED**

WHEREAS, the Town of Upper Marlboro (“the Town”) is a municipal corporation of the State of Maryland; and

WHEREAS, pursuant to the Md. Code Ann., Local Gov’t, Subtitle 2, “Express Law Making Powers”, the Board of Commissioners of the Town is authorized to adopt ordinances to, among other things:

- (1) assure the good government of the municipality;
- (2) protect and preserve the municipality's rights, property, and privileges;
- (3) preserve peace and good order;
- (4) secure persons and property from danger and destruction; and
- (5) protect the health, comfort, and convenience of the residents of the municipality; and

WHEREAS, pursuant to Md. Code Ann., Local Gov’t, § 5-205(c)(4) and Town Charter, § 82-16(2)(k) the Town may provide for the codification and publication of its laws, ordinances, resolutions, and regulations; and

WHEREAS, pursuant to the aforementioned authority and additional ordinance-making authority set forth in the Annotated Code of Maryland, the Town has adopted ordinances over the years which, with the assistance of a codification service, it codified via Ordinance 2023-07, adopted on September 26, 2023; and

WHEREAS, upon adoption of Ordinance 2023-07, the codifier brought to the Town’s attention that there were some issues with the codification that should be addressed; and

WHEREAS, the Board of Town Commissioners (“the Commissioners”) desires to address those issues, to update the codification to include all appropriate ordinances adopted by the

Commissioners between September 26, 2023 and December 17, 2024, and to correct inconsistencies in Chapter 8, “Elections”, prior to the November 11, 2025 Town election; and

WHEREAS, it is the Commissioners’ intent to adopt the Code of Ordinances of the Town attached hereto as Attachment A, consisting of Part 1, the Town Charter, and Part II, the Code of Ordinances, in place of the Code existing prior to this adoption, with the limited exception set forth herein, and to provide for the continuous publication, updating, and maintenance of the Code of Ordinances and Town Charter; and

WHEREAS, Town Charter, § 82-11 states that “[n]o ordinance shall be passed at the meeting at which it is introduced,” except that “[i]n cases of emergency, the provision that an ordinance may not be passed at the meeting at which it is introduced may be suspended by unanimous vote of the Board of Commissioners;” and

WHEREAS, emergency ordinances do not have to wait twenty calendar days to become effective; and

WHEREAS, the Commissioners believe it is necessary to expedite the adoption and effective date of this ordinance to ensure that the clarifications contained in Chapter 8, “Election”, are effective prior to election day, November 11, 2025.

Section 1. **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that the codification of the general and permanent ordinances contained in the Code entitled "Code of Ordinances of the Town of Upper Marlboro, Maryland," to read as set forth in Attachment A hereto and incorporated herein by this reference, is hereby adopted.

Section 2. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that all ordinances of a general and permanent nature enacted on or before December 17, 2024, and not included in Attachment A or recognized and continued in force by reference therein, are repealed, saving and excepting all ordinances relating to the topic of personnel, which will be codified as a chapter of the Code at a later date. The repeal provided for in this section shall not revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 3. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that, unless declared by State law or Town ordinance to be a misdemeanor, each violation of the Code is a municipal infraction punishable unless otherwise stated by a fine of \$5,000.00. Except as otherwise provided, a violation of the Code that is a misdemeanor shall be punished by a fine not to exceed \$5,000.00, imprisonment for not to exceed six months, or both such fine and imprisonment. Except as otherwise provided by law or ordinance: (i) With respect

to violations of the Code that are continuous with respect to time, each day that the violation continues is a separate offense; and (ii) With respect to violations of the Code that are not continuous with respect to time, each act constitutes a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the town may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 4. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 5. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that Ordinances adopted after the date specified in section 2 hereof that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 6. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that this Ordinance shall be posted in the Town office and this Ordinance, or a fair summary thereof, shall be published at least once in a newspaper of general circulation in the Town.

Section 7. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that if any provision, section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, the remainder of the terms, provisions, covenants and restrictions set forth herein shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

Section 8. **BE IT FURTHER ENACTED AND ORDAINED BY THE BOARD OF TOWN COMMISSIONERS** that due to exigent circumstances and important governmental interests as set forth hereinabove, in order to assist in the conduct of the November 2025 Town election and the dissemination of required materials, the Charter provision requiring that an ordinance may not be passed at the meeting at which it is introduced is hereby suspended by unanimous vote of the Commissioners, and that this Emergency Ordinance shall become effective immediately following approval by the Commissioners.

INTRODUCED AND ADOPTED in a public session of the Board of Town Commissioners on this 23rd day of September, 2025.

THE BOARD OF COMMISSIONERS OF THE
TOWN OF UPPER MARLBORO

Telaya Bush, Town Clerk

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Joseph Hourcle, Commissioner

CERTIFICATION

I hereby certify, as the duly appointed Town Clerk of the Town of Upper Marlboro, Maryland, that on the _____ day of September, 2025, with ____ aye votes and ____ nay votes, Ordinance No. 2025-____ was adopted.

Telaya Bush, Town Clerk

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

ORDINANCE: 2025-__
SESSION: Regular Town Meeting
INTRODUCED: August 26th, 2025
DATE ENACTED: _____, 2025

AN ORDINANCE TO CLARIFY AND CORRECT THE CONDUCT OF VOTER REGISTRATION, CONDUCT OF ELECTIONS, AND GENERALLY RELATING TO TOWN ELECTIONS

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

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

WHEREAS, Ordinance 2023-02 entitled "An ordinance to regulate and provide for the conduct of voter registration, maintenance of records, conduct of elections, certification of election results and penalties related thereto; and generally relating to town elections" was enacted on March 28, 2023; and

WHEREAS, Ordinate 2023-02 has internal inconsistencies and proscribes procedures that do not comply with the Town Charter; and

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

WHEREAS, Section§ 4-108.1 of the Local Government Article of Md. Ann. Code states that as to voting in a municipal election: (1) a person is subject to the offenses and penalties related to voting specified under § 16-201 of the Election Law Article; and (2) the State Prosecutor or the State's

Attorney for the county in which the municipal election was held and where the offense is alleged to have occurred may prosecute the person for the offense; and

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

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

Section 1

The following clarifications and corrections are made to Ordinance 2023-02:

- A. The terms “Election Supervisor Chair” and “Elections Chair” refer to the Chairperson of the Board of Supervisors of Elections.
- B. The terms “Board of Supervisors” and “Board of Elections Supervisors” refer to the Board of Supervisors of Elections.
- C. Should there be a conflict between Town and State law on the conduct of elections and the State law is not generally applicable to municipal elections, the Town law shall take priority. If the State law is specifically to mandate how local and municipal elections are run, then the State law shall take priority. (Section 1.B)
- D. Town Elections shall be held on the second Tuesday of November of every odd-numbered year. (Section 3.F; Section 6).
- E. The Town Clerk shall finalize the Town’s supplemental voter registration list within one day after registration has closed. (Section 6.B.1)
- F. In accordance with Section 82-23 of the Town Charter, the Town Clerk shall give at least two (2) weeks’ notice of every registration deadline and election day in a paper of general circulation. (Sections 6.A, 6.B.3, 6.D.1, and 6.H).
- G. Absentee ballot requests may be made in person by either the voter or their Duly Authorized Agent. (Section 7.A)
- H. The Town Clerk or their designee shall collect absentee ballots from the Town’s Post Office Box prior to the closing of the polls. (Section 7.D)
- I. The polls shall be open from 8am to 8pm on Election Day. (Section 8)
- J. The Town Clerk shall announce the closing of the polls five minutes before closing of the polls. (Section 8.B.3)
- K. Electronic devices may be used by the Supervisor of the Board of Elections to record and

broadcast the ballot count. (Section 8.C)

- L. All absentee ballots must be received by the close of polling on the Election Day to be counted in the election. (Section 8.C) Emergency absentee ballots should be hand-delivered to the Town Clerk by the Duly Authorized Agent. (Section 2.E)
- M. Any deadlines for citizens or candidates that fall on a weekend or Town holiday shall be extended to fall on the next day that the Town Offices are open.
- N. Any deadlines for the Town or its staff that fall on a weekend or Town holiday shall be moved forward to the preceding day that the Town Offices are open.
- O. Voting Secrecy shall be the responsibility of the Board of Supervisors of Elections. (Section 10.B)
- P. The Board of Supervisors of Elections may meet at intervals as specified for the Board of Elections. (Section 10.C)

Section 2 Severability.

If any section, subsection, paragraph, sentence, clause or word contained in this Ordinance shall be declared invalid for any reason, such decisions 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.

Section 3

BE IT FURTHER ENACTED that this ordinance shall take effect twenty (20) days after its adoption by the Town of Upper Marlboro, and that the Town Clerk is directed to publish notice of this ordinance in a newspaper of general circulation of the Town.

Adopted this _____ day of _____, 2025.

(signature block and such)



TOWN OF UPPER MARLBORO STAFF REPORT

DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator
Darnell Bond, Director of Public Works
David Burse, Chief of Police

SUBJECT: RFP for Janitorial Services

Background:

The town currently has an expired contract for cleaning services. To ensure consistent service and cost-effectiveness, staff recommends issuing a formal Request for Proposals (RFP) for janitorial services across three Town-owned or operated facilities: Town Hall, Public Works, and the Police Department.

Discussion:

The proposed RFP outlines the scope of services, which includes bi-weekly cleaning with a mandatory Friday service, as well as periodic deep-cleaning tasks on a bi-annual and annual basis.

Project Overview:

The Town of Upper Marlboro is seeking proposals from qualified firms to provide cleaning services for the following facilities:

1. **Town Hall Building** (14211 School Lane, Upper Marlboro, MD 20772 – 4,500 sq ft)
 - Bi-weekly cleaning (Monday–Friday, mandatory Friday service)
 - Bi-annual and annual deep-cleaning services (billed separately)
2. **Public Works Building** (5335 Judges Drive, Upper Marlboro, MD 20772 – 900 sq ft)
 - Bi-weekly cleaning (Monday–Friday)

3. **Police Department Building** (6409 Crain Highway, Upper Marlboro, MD 20772 – 3,769 sq ft)
 - Bi-weekly cleaning (Monday–Friday)

Fiscal Impact:

The annual cost for all services does not exceed \$15,000.

Proposal Submission:

Proposals will be accepted by mail, email, or in-person delivery to Town Hall. The deadline will be set once the Board provides input on the RFP.

Recommendation:

Staff is requesting feedback from the Board of Commissioners on the attached draft RFP. Once approved, staff will publish the RFP to solicit proposals from qualified firms.

**Town of Upper Marlboro
Request for Proposals (RFP)
Facilities Cleaning Firm
RFP #UM TBD**

Project Overview

The Town of Upper Marlboro is seeking proposals from qualified firms to provide cleaning services for the Town-owned and operated facilities listed below.

Facilities and Scope of Work per site

1. Town Hall Building

Address: 14211 School Lane, Upper Marlboro, MD 20772

Square Footage: 4,500 Sq ft

Service Schedule: Monday–Friday

Bi-Weekly Services (2x per week):

- Empty wastebaskets; replace liners; recycle materials appropriately.
- Dust and disinfect furniture, desktops, computer equipment, tables, and chairs.
- Vacuum carpets and runners as needed.
- Damp mop all tile floors with anti-bacterial cleanser.
- Clean and polish dispensers, mirrors, sinks, and faucets using sanitary spray.
- Clean countertops.
- Clean and sanitize all telephones.
- Clean entrance doors and door frames as needed.
- Clean light switches as needed.
- Spot clean partitions and walls.
- Remove spots, stains, and splashes from wall areas adjacent to hand basins.
- Scrub toilet and urinal interiors with liquid abrasive; flush after cleaning.
- Clean all plumbing fixtures.
- Refill paper towel and toilet paper dispensers; leave one extra roll in each stall.
- Refill soap dispensers or top off as needed.
- Keep "Janitors Closet" neat and well supplied at all times.
- Sweep floors; clean around walls, toilets, and urinals; wet mop entire floor.
- Dust venetian blinds and clean windowsills.

- Dust all horizontal furniture.
- Dust air vents.
- Dust hanging lights.
- Sanitize drinking fountains and door handles.
- Clean and polish door glass, mirrors, interior windows, and glass-topped furniture.
- Remove trash and recycling to appropriate outside receptacles.
- Inspect area, secure all doors and turn off lights (any doors found locked must be re-locked).
- Mandatory Friday cleaning

Bi-Annual Services (2x per year or as needed. To be billed separately per occurrence):

- Wax and buff tile floors.
- Interior and exterior window cleaning.
- Exterior dusting.

Annual Service (1x per year or as needed. To be billed separately per occurrence):

- Carpet shampooing.

Public Works Office Building

Address: 5335 Judges Drive, Upper Marlboro, MD 20772

Square Footage: 900 Sq ft

Service Schedule: Monday–Friday, 8:00 AM – 3:00 PM

Bi-Weekly Services (Same as Town Hall)



Police Department Office Building

Address: 6409 Crain Highway, Upper Marlboro, MD. 20772

Square footage: 3769

Service Schedule: Monday- Friday, 8:00 AM- 3:00 PM

Bi-Weekly Services (Same as Town Hall):

Budget

Annual cost for all services must **not exceed \$15,000.00.**

Proposal Submission Deadline

Due Date: TBD

Submit proposals via **one** of the following methods:

- **By Mail:** Town of Upper Marlboro, P.O. Box 280, Upper Marlboro, MD 20773
 - **By Email:** Info@UpperMarlboroMD.gov
 - **In-Person:** Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro, MD 20772
-

Contract Duration: TBD

- **Initial Term:** TBD
 - **Start Date:** TBD
 - **Option for Renewal:** Beginning TBD
-

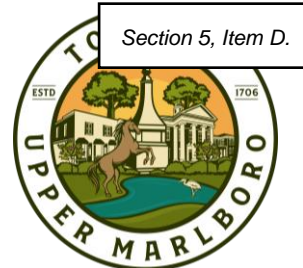
Selection Criteria:

Proposals will be evaluated based on the following:

- Adequacy of proposed methodology
 - Skill and experience of key personnel
 - Demonstrated company experience
 - Adherence to technical and administrative requirements
 - References and past performance
 - Ability and commitment to meet deadlines
 - Proposed cost
 - Minority- or women-owned business status preferred
 - Business location near Upper Marlboro
 - Relevant licenses and insurance to do business in the state of Maryland. (In good standing)
 - Other relevant factors
-

General Conditions:

- The Town reserves the right to reject any or all proposals, to waive informalities and irregularities, and to accept portions of any proposal deemed to be in the Town's best interest.
 - The Town is not responsible for any costs incurred prior to the execution of a contract or purchase order.
-



Point of Contact

Darnell Bond
Director of Public Works
Phone: 301-627-6905
Email: dbond@UpperMarlboroMD.gov

Thank you for your interest in working with the Town of Upper Marlboro.
We look forward to receiving your proposal.



TOWN OF UPPER MARLBORO STAFF REPORT

DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator
Telaya Bush, Deputy Town Administrator/ Town Clerk

SUBJECT: Agreement for broadcast integration and maintenance

Background:

The Town of Upper Marlboro has experienced ongoing challenges with broadcast and IT-related services, including system malfunctions, delayed troubleshooting responses, and limited integration support for new equipment. In order to ensure the Town's broadcast operations and related IT systems remain functional and responsive to the needs of staff, elected officials, and residents. The amount of the contract does not require an RFP to be issued.

Scope of Work:

Under the proposed agreement, the vendor will provide the following scope of services:

- Installation and relocation of broadcast equipment.
- Recommend upgrades to equipment.
- Broadcast consulting, general maintenance, related IT services, and integration of new equipment.
- Hardware and software updates.

- Maintenance of electronic broadcast equipment and digital signage for the broadcast channel.
- Timely troubleshooting and resolution of system malfunctions.
- Provide of all equipment necessary to perform the services.

The agreement also allows for additional services as mutually agreed upon between the Town and the Service Provider.

Fiscal Impact

The current cost is approximately \$2400.00 annually.

Recommendation

Staff recommends that the Board of Commissioners allow staff to :

- Terminate services with the current vendor.
- Search for a new vendor.



TOWN OF UPPER MARLBORO STAFF REPORT

DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator;
Eyliesa Newman, Human Resources Generalist

SUBJECT: Updated Job Descriptions

BACKGROUND:

The Employee Handbook provides that staff will prepare job descriptions when a new position is created for presentation and approval by the Board of Commissioners. It also requires that existing job descriptions be periodically reviewed and updated to ensure they remain aligned with the needs of the town.

DISCUSSION:

As part of the update process, the following positions were removed:

- **Chief of Staff**
- **Bookkeeper/Administrative Assistant**
- **Finance Director/Human Resources Director**

These roles no longer fit the operational needs of the town. Their duties have been incorporated into updated job descriptions that more accurately reflect current requirements.

The current job descriptions being recommended for approval are aligned with the needs of the town and consistent with the Town Charter. These updated descriptions will also ensure that the town is well-positioned to meet future demands, including anticipated growth when annexation occurs.

FISCAL IMPACTS:

There are no fiscal impacts.

RECOMMENDATION:

Staff recommends that the Mayor and Board of Commissioners approve the updated job descriptions as presented.

RESOLUTION: 2025-__

SESSION: Regular Town Meeting

DATED: September 09, 2025

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF UPPER MARLBORO APPROVING JOB DESCRIPTIONS FOR
THE TOWN MANAGER, THE DEPUTY TOWN MANAGER/TOWN CLERK,
ADMINISTRATIVE ASSISTANT, SPECIAL ASSISTANT, HUMAN RESOURCES
GENERALIST, DIRECTOR OF PUBLIC WORKS, FOREMAN (DEPARTMENT OF
PUBLIC WORKS), CREW LEAD (DEPARTMENT OF PUBLIC WORKS), CREW
MEMBER (DEPARTMENT OF PUBLIC WORKS) AND SUMMER INTERN**

WHEREAS, pursuant to Town Charter, Section 82–59 (Authority to Employ Personnel), the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or State law and to operate the Town government; and

WHEREAS, Town Charter, Section 82–60 (Compensation of Employees) provides that the compensation of all officers and employees of the Town shall be set from time to time by an ordinance; and

WHEREAS, Town Charter, Section 82–61 (Retirement System) provides that the Town has the power to do all things necessary to include its officers and employees, or any of them, within any retirement system or pension system under the terms of which they are admissible, and to pay the employer’s share of the cost of any such retirement or pension system out of the general funds of the Town; and

WHEREAS, the Town of Upper Marlboro Employee Handbook (2022 Edition) provides that the Town strives to have accurate job descriptions for all jobs for the Town and that each job description will include the following sections:

- (1) Job information; and
- (2) Job summary (gives a general overview of the job's purpose); and
- (3) Essential duties and responsibilities; and
- (4) (if applicable) Supervisory responsibilities; and
- (5) Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); and
- (6) Physical demands; and Work environment; and
- (7) Benefits

WHEREAS, the Employee Handbook provides that Town staff will work to prepare a job description when a new job is created for presentation and approval of the Board of Commissioners, as well as periodically review existing job descriptions and update them to ensure that the description is in-line with the needs of the Town for that role; and

WHEREAS, staff prepared and presented job descriptions for various positions with Town government, which have been presented to the Board of Commissioners of the Town of Upper Marlboro for approval; and

WHEREAS, having reviewed all the proposed job descriptions, the Board of Commissioners has determined that it is in the public interest and the best interest of government operations to adopt the proposed job descriptions.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that the job descriptions attached hereto for the Town Manager, the Deputy Town Manager/Town Clerk, Administrative Assistant, Special Assistant, Human Resources Generalist, Director of Public Works, Foreman (Department of Public Works), Crew Lead (Department of Public Works), Crew Member (Department of Public Works) and Summer Intern attached hereto collectively at Exhibit A are hereby approved.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a work session on this 9th day of September, 2025.

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Telaya Bush, Town Clerk

Joseph Hourcle, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 9th day of September, 2025.

Telaya Bush, Town Clerk

Position Title: Deputy Town Manager/ Town Clerk

Department: General Government

Direct Report: Town Manager

JOB SUMMARY

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

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

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

ESSENTIAL FUNCTIONS

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

all Town Council meetings; ensure the recording of Town Council meeting actions are accurate and timely.

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

QUALIFICATIONS

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

Education and Experience:

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

License/Certifications:

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

Physical Demands and Working Environment

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

Environment: Work is performed primarily in a standard office setting at Town Hall but may also include working outdoors for Town events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Administrative Assistant

Department: General Government

Direct Report: Deputy Town Manager/Town Clerk & Town Manager

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

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

ORGANIZATIONAL SYSTEMS AND STRUCTURES

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

ADVICE AND GUIDANCE

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

QUALIFICATIONS

Experience:

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

Education/Training:

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

License or Certificate:

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

Physical Demands and Working Environment

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

Environment: Work is performed primarily in a standard office setting at Town Hall but may also include working outdoors for Town events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Human Resources Generalist

Department: General Government

Direct Report: Town Manager

JOB SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

Education:

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

Preferred Skills and Certifications:

- Proficiency in ADP for payroll and HR functions.
- Strong interpersonal, organizational, and communication skills.
- Ability to manage sensitive information with discretion.
- Experience with Microsoft Office Suite (Word, Excel, Outlook) and HR systems.
- HR certification (e.g., SHRM-CP, PHR) is a plus but not required.
- Retirement Coordinator certification is required for this role. Candidates who do not already possess the certificate must obtain it within three months of hire.
- Ability to obtain a Notary License.

Physical Demands and Working Environment

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

Environment: Work is performed primarily in a standard office setting at Town Hall but may also include working outdoors for Town events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Special Assistant

Department: General Government

Direct Report: Deputy Town Manager/ Town Clerk & Town Manager

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

MINIMUM QUALIFICATIONS

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

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

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

Experience:

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

Education/Training:

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

Physical Demands and Working Environment

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

Environment: Work is performed primarily in a standard office setting at Town Hall but may also include working outdoors for Town events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Crew Lead

Department: Public Works

Reports to: Director of Public Works & Foreman

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

SUPERVISION EXERCISED/RECEIVED

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

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Environment: The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and close proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials. Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

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

QUALIFICATIONS

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

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

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Director of Public Works

Classification: Department Head

Direct Report: Town Manager

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

SUPERVISION EXERCISED/RECEIVED

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

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Environment: The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials. Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

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

QUALIFICATIONS

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

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

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Foreman

Department: Public Works

Direct Report: Director of Public Works

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

SUPERVISION EXERCISED/ RECEIVED

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

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Environment: The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials. Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

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

QUALIFICATIONS

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

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

Experience:

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

License/ Certificate:

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

BENEFITS INCLUDE

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.



Position Title: Summer Intern
Department: General Government
Direct Report: Town Manager
Duration: 6 Weeks (16-20 hours per week)
Pay: \$15 per hour

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

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

Physical Demands and Working Environment

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

Environment: Work is performed primarily in a standard office setting at Town Hall but may also include working outdoors for Town events.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

MINIMUM QUALIFICATIONS

- **Must be between the ages of 16 and 20.**
- Basic computer proficiency (e.g., Microsoft Office, Google Suite).
- Have an interest in government.

- Strong communication skills—both written and verbal.
- Familiarity with social media platforms (Instagram, Facebook, Twitter, etc.).
- Ability to follow instructions, manage time effectively, and maintain a positive attitude.
- Operate basic office equipment responsibly.
- **Preference will be given to residents of the Town of Upper Marlboro.**