



# Town of Upper Marlboro

## JULY REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, July 26, 2022 at 7:00 PM

### **AGENDA**

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

[https://uppermarlbormd-](https://uppermarlbormd-gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09)

[gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09](https://uppermarlbormd-gov.zoom.us/j/86908333273?pwd=R0xRQmErMkhtc3VPMXN5NEdKNnQ3UT09)

**Passcode:** 942250; **Webinar ID:** 849 9271 3786; **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. Minutes
  - [B.](#) Finance Department Reports
  - [C.](#) Public Safety Department Report
  - [D.](#) Public Works Department Report
  - [E.](#) Administrative Department Report
- 6. Reports**
  - [A.](#) Pride Proclamation
  - [B.](#) Juneteenth Proclamation
- 7. Reports**
  - A. Arts Council Committee Report
  - B. CERT Committee Report
  - C. Events Committee Report
  - D. Green Team Committee Report
  - E. Greenwill Consulting Committee Report
  - F. Historical Committee Report
  - G. Sustainable Communities Committee Report
  - H. Commissioner Reports
- 8. Business**

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

  - A. Economic Development Firm Presentations
  - [B.](#) Resolution 2022-12 Setting Service Fees (Board Vote)
  - [C.](#) Resolution 2022-13 Annexation Legal Services (Board Vote)
  - [D.](#) Resolution 2022-14 Authorize Police Body Camera Purchase (Board Vote)
  - [E.](#) Resolution 2022-15 ParkMobile Agreement (Board Vote)
  - [F.](#) Policies (Board Vote)

- A. Events
- B. OT & Drug Testing
- C. Citations & Proclamations
- D. FIP / BIP Grant Awards

[G.](#) New Contract Timeline (Board Vote)

[H.](#) Branding and Horse Show (Update)

[I.](#) Cruzin' Main Street Event Application (Board Vote)

**9. Administrative Updates**

[A.](#) Downtown Upper Marlboro Beautification Plan

B. CSA23 Leadership Event Support Request

**10. Public Comment**

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

**11. Preliminary Approval of Next Meeting Agenda**

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

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

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

### **Citizen Input:**

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

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

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

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



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

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

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday July 19<sup>th</sup>, 2022  
Re: July 2022 Treasurer Report

Commissioners,

As advised previously, there will not be a Treasurer's report for the month of July 2022. This is because there will be two reports issued in August 2022, one for year end FY2022 and one for Year to Date for FY2023.

This is due to the Town's accounting firm being tied up closing out FY22 and separating the FY22 invoices being processed in the month of July from the new FY23 invoices and beginning the audit process.



David A. Burse  
Chief of Police

# Town of Upper Marlboro Police Department

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

## Monthly Town Police Department Report For the Month of June 2022

### Incidents Reported in Town:

Commercial Alarm 1	Check on Welfare 4	911 Disconnect 1
Miscellaneous Report 1	Trespassing Complaint 1	Theft Call 1
Vehicle Accident 3	Party Complaint 1	Disorderly Call 8
Dispute with Weapon 1	Found Property 1	Vandalism Call 1
Suspicious Person 3	Traffic Complaint 1	Animal Complaint 1
Fraud Call 1		

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

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

Chief Burse, Sgt. Irby participated in the Brentwood 100<sup>th</sup> Anniversary Day Parade.

Chief Burse participated in the Meet and Greet with the new Police Chief for the City of Glenarden.

Chief Burse participated in the Swearing-in of Police Chief Miller from the Town of Cheverly.

Chief Burse participated in the District 2 Coffee Club meeting.

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

Sgt. Irby attended a Leadership training class.

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



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**Date:** Tuesday July 19, 2022

**Subject:** Public Works' Status Report

**RE:** June 2022 – Monthly Status Report

## Public Works Related

- PWD and Foreman set up and worked the June Movie night.
- Foreman Sheckels and crewmember Stewart attended the LGIT Defensive Driving training.
- PWD received quotes for Porta potty rentals due to increasing prices.
- PWD provided feedback on the splash pad system design.
- PWD and Foreman received tags and registration for truck 364.
- PWC staged materials at Library ahead of Arts Council Pop-Up event.
- PWD worked with HR to complete Mr. Gibson's unboarding process.
- PWD met with Jeremy Landsman to view vacant commercial properties for rent.
- PWD worked with Foreman Sheckels on new duties and changes to be implemented and scheduled his trainings.

## Maintenance and Beautification

- PWC pruned and removed dead limbs and trees around Town.
- PWC spread topsoil and grass seed at playground to fill in bare spots from initial seeding.
- PWC fixed walk behind and zero turn mower pulley system issues in house.
- Foreman Sheckels began tree equipment teardown and maintenance.

## Street and Sidewalk

- Meter housings were corrected along Gov Oden Bowie Dr, Meter head components were also replaced.
- Traffic signal on Main St at Water St. corrected by MDOT.
- PWD reported clogged drain in Spring Branch to the county.

## Refuse Accumulations

- **Tip Fee Increase** for construction debris, concrete, stumps, and brush at Ritchie Land Reclamation to begin July 18, 2022.
- Bulk day accumulations for solid wastes (Landfill) are tons. Bulk day accumulations for yard waste collections are tons. We had no dump body rentals for the month.

Sincerely,

Darnell F. Bond III  
*Public Works Director*

**Sarah Franklin**  
**President**

[sfranklin@uppermarlboromd.gov](mailto:sfranklin@uppermarlboromd.gov)

**Janice Duckett**  
**Commissioner / Treasurer**  
[jduckett@uppermarlboromd.gov](mailto:jduckett@uppermarlboromd.gov)

**Thomas Hanchett**  
**Commissioner**  
[thanchett@uppermarlboromd.gov](mailto:thanchett@uppermarlboromd.gov)

**Karen Lott**  
**Commissioner**  
[klott@uppermarlboromd.gov](mailto:klott@uppermarlboromd.gov)

**Charles Colbert**  
**Commissioner**  
[ccolbert@uppermarlboromd.gov](mailto:ccolbert@uppermarlboromd.gov)



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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday June 19<sup>th</sup>, 2022  
Re: July 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town has currently underway. We are also in the hiring process of a Grant Coordinator and a bookkeeper. A reminder Town Hall is reopened during normal office hours, but please note new security measures. The Town is still distributing free COVID tests and masks at Town Hall during regular office hours once we get a resupply from the County. We are hosting two interns at Town Hall over the summer months, a mix of both local college students working for credit hours, and one from the County program. The FY22 Audit is underway, and the Town has opened a Bill.com account to assist with processing and paying invoices more efficiently in the absence of a staff bookkeeper. The Town Clerk is also coordinating the codification process, and Gen Gov Staff are working to prep for our next round of large events later summer and fall.

Project Name	Overview	Update
<b>Capitol Trail Coalition Partnership</b>	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Working with MNCPPC and SHA on grant programs to begin planning for the first leg of the Chesapeake Beach RR trail between Old Crain Highway and MD 725.
<b>New Town Playground Construction</b>	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Phase 1 open! Working with vendor on the permitting and construction process for Phase 2 & 3, hoping for Oct 2022 groundbreaking.
<b>Town Financial Policies</b>	A set of policies to govern the Town's Financial operations.	August 2022
<b>Road Improvements</b>	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Project handed over to Director Bond, will show up in DPW report in the future.
<b>Church Street Parking Lot Upgrade &amp; Pocket Park</b>	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Waiting for reimbursement from the State for the 20K for the purchase of the pocket park. DPW working with Mead & Hunt for designs for the Church street lot.
<b>Structure of Government</b>	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.
<b>Codification</b>	The process of integrating all individual Town Ordinances into one cohesive code document.	Town Clerk is working with the vendor to this project completed. Unknown completion timeline.

Rebranding	Working with MNCPPC and County Economic Development Team to rebrand the Upper Marlboro Area as horse country.	Additional details to come after additional meetings with County.



**Town of Upper Marlboro  
Board of Town Commissioners**

# **Proclamation**

**In Recognition of Pride Month, June 2022**



**Whereas, The Town of Upper Marlboro takes pride in and celebrates the diversity of the residents who make up our community; and**

**Whereas, The Town of Upper Marlboro is a welcoming and inclusive community for LGBTQIA+ and couples in which to live and raise a family; and**

**Whereas, LGBTQIA+ residents have made important contributions to improving the quality of life in The Town of Upper Marlboro; and**

**Whereas, the promise of America is that all people should be able to live with dignity and have equal rights under the law, including marriage equality; now**

**Therefore, Be It Proclaimed that The Town of Upper Marlboro do, hereby proclaim, June, 2022 as PRIDE MONTH in the Town of Upper Marlboro, and call upon all residents of our community to celebrate the great diversity of the Town of Upper Marlboro.**

**Signed this 28<sup>th</sup> Day of June, 2022.**



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**Sarah Franklin, President / Mayor**

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**Charles Colbert, Commissioner**

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**Janice Duckett, Commissioner**

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**Thomas Hanchett, Commissioner**

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**Karen Lott, Commissioner**

**Town of Upper Marlboro  
Board of Town Commissioners**

# **Proclamation**

**In Recognition of Juneteenth, June 2022**



Whereas, the first enslaved Africans were brought as captives to what is now the Commonwealth of Virginia in 1619; and

Whereas, President Abraham Lincoln first issued the Emancipation Proclamation effective January 1, 1863, freeing the enslaved people in the South. On June 19, 1865, Union soldiers arrived in Galveston, Texas and enforced the president’s order, freeing the enslaved two and a half years after it was first decreed. This day has since come to be known as Juneteenth; and

Whereas, The Town of Upper Marlboro recognizes the history of racism in our country and how it has led to many current day disparities in education and job attainment, housing; and healthcare, as well as well as disproportionate incarceration rates for black people.

Therefore, Be It Proclaimed that The Town of Upper Marlboro do, hereby proclaim, June 19, 2022 as Juneteenth to acknowledge the historical significance of the day and recommit the Town to working toward the dismantling of racism.

Signed this 28<sup>th</sup> Day of June, 2022.



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**Sarah Franklin, President / Mayor**

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**Charles Colbert, Commissioner**

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**Janice Duckett, Commissioner**

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**Thomas Hanchett, Commissioner**

---

**Karen Lott, Commissioner**



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## MEMORANDUM

**To: Board of Town Commissioners**

**From: John Hoatson, Town Clerk**

**Date: Friday, July 22, 2022**

**Re: Proposed Changes To Juneteenth Proclamation from Commissioner Duckett**

Commissioners:

As it relates to the Juneteenth Proclamation it does not verbalize the true essence of this historical act. I recommend the 2<sup>nd</sup> paragraph be removed from this brief proclamation to speak directly into the purpose thereof with the following without the very dark and divisive commentary.

*WHEREAS, initially a regional celebration popular in Texas and neighboring states which brought remaining family members together who had resettled after June 19th, 1865, Juneteenth grew to become a national event during which African American communities gathered to share in the spirit of the day, featuring outdoor activities, food, prayer services; and*

*WHEREAS, Juneteenth celebrations declined in the early 20th century, the result of educational focus which emphasized the Emancipation Proclamation, shifts in the workforce due to the Great Depression, and popularity of the July 4th holiday; and*

*WHEREAS, the Civil Rights Movement spurred a resurgence of Juneteenth, leading to the state of Texas declaring it an official state holiday in 1980, and continued to grow as an important national and local celebration of African American freedom, culture, and achievement.*

- During the July Regular Town Meeting, a motion will need to be made to accept these proposed changes as presented in this memo.

RESOLUTION: 2022-12

SESSION: Regular Town Meeting

INTRODUCED: June 28<sup>th</sup>, 2022

DATED: July 26<sup>th</sup>, 2022

**A RESOLUTION AUTHORIZING SETTING OF FEES FOR VEHICLE PARKING LOT RATES AND PERMITS, FOIA REQUESTS, NOTARY, COPY AND PERMIT SERVICES**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate in the State of Maryland under its Charter and as a municipal corporation; and

**WHEREAS**, pursuant to § 82-37 of the Town Charter, the Treasurer under, the supervision of the President, has the authority and is required to bill for and collect all taxes, special assessments charges, license fees, liens, and all other revenues (including utility revenues) of the Town, and all other revenues for whose collections the Town is responsible, and receive any funds receivable by the Town; and

**WHEREAS**, the Commissioners find that it is in the best interest of the Town to establish or change various fees from time to time.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, Maryland, that the following fees, attached hereto and incorporated herein by reference, be set effective August 1<sup>st</sup>, 2022, and remain in effect until a new Resolution is passed.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26<sup>th</sup> day of July, 2022.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, Commissioner

**CERTIFICATION**

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of July, 2022.

\_\_\_\_\_  
John Hoatson, Town Clerk

**FEE SCHEDULE NEXT PAGE**

## **Exhibit 1. – Miscellaneous Fees Schedule**

The following fees will be imposed for the services listed below as approved by the Board of Commissioners for the Town of Upper Marlboro:

Copies (up to 3 pages no charge)	\$ 0.25 per additional page
Faxes (up to 3 pages no charge)	\$ 0.50 per additional page
Notary Public	\$ 4.00 per seal
Returned Check Fee	\$ 35.00
Vehicle Impound Release Form	\$ 50.00
Police Report / Accident Report	\$ 10.00
Special Event Permit	\$ 75.00
Daily Food Truck Permit	\$ 50.00
Event Vendor Fee	\$ 100.00 per event
Dumpster Permit	\$ 125.00 + non-refundable deposit
Credit Card Processing Fee	3.5 percent
Parking Permit	\$ 40.00 per month — \$ 12.00 per week
	\$ 100.00 for three months/quarter

Public Information Act (MDPIA) requests:

- up to 2 hours staff search & preparation time: no charge
- research/copying time, beyond 2 hours: \$ 35.00 per hour
- additional research by Legal Counsel: per quote

## The Town of Upper Marlboro

RESOLUTION: 2022-13  
 SESSION: Regular Town Meeting  
 DATED: July 26<sup>th</sup>, 2022

### **A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO RETAIN LEVAN RUFF, LLC, FOR ANNEXATION SUPPORT.**

**WHEREAS**, pursuant to Section 82–56 (Purchasing and Contracts) of said Charter, all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

**WHEREAS**, Ordinance 2011-02 (Procurement), Section 4(b) states that upon having obtained three (3) quotes or proposals “[a]ll procurements between \$10,000 and \$ 2,000 shall be approved by the Board,” and

**WHEREAS**, the Town Board of Commissioners, after reaching out to several Maryland-based municipal law firms and reviewing submitted proposals, hereby finds that sufficient funds have been appropriated for Legal Services in the FY2023 Budget, and Levan Ruff, LLC, a Maryland Corporation is a responsible offeror, in good standing with the State, whose proposal is the most advantageous to the Town taking into consideration price and the other evaluation factors.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 26th day of July, 2022, that the Town Board of Commissioners hereby authorizes the President to sign the Engagement for Legal Services dated July 7<sup>th</sup>, 2022, from Levan Ruff LLC for the amount not to exceed \$205.00/hr. with an increase to \$225.00/hr. in FY2024. annually and to execute any relevant contract documents.

**AND, BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, that the Town Administrator shall obtain proof of insurance and a reasonable release and waiver of liability form signed by the Contractor as deemed necessary to protect the Town and carry out the performance of the project or tasks described herein prior to the execution of the proposal or contract approved herein.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
John Hoatson, Town Clerk

Attachment A: Engagement for Legal Services Relating to Annexation Dated 7/7/2022



**Attachment A**



**Levan Ruff, LLC**  
2007 Tidewater Colony Drive  
Annapolis Maryland, 21401  
Karen P. Ruff, Esq.  
443-853-9008  
Kruff@Levanruff.com

July 7, 2022

The Honorable Sarah Franklin  
Town of Upper Marlboro  
Town Hall  
14211 School Lane  
Upper Marlboro, Maryland 20772

Re: **Engagement for Legal Services Relating to Annexation**

Dear Mayor Franklin:

Levan Ruff LLC appreciates the opportunity to represent the Town of Upper Marlboro with respect to annexation matters. We agree to provide our services at a discounted hourly rate of \$205.00 for my time and for that of other principals of the firm. As stated in my May 26, 2022 e-mail to you, this rate will apply to Fiscal Year 2023 and will increase to \$225 per hour for Fiscal Year 2024. Thereafter, the rate may be subject to an annual adjustment. Of course, we would discuss with the Town any rate change affecting billings to the Town in advance. We bill in one-tenth hour increments

We do not bill for other expenses incurred in the ordinary course of business (such as postage, facsimiles, telephone service charges, copies, legal research services), although charges for couriers, express mailings, outside professionals (such as court reporters, title companies, or expert witnesses and such), recordation of documents and other extraordinary expenses would be billed at their actual cost.

We will invoice the Town monthly for fees and expenses. Our statements will be delivered in a format acceptable to the Town via electronic mail. Invoices are due within thirty (30) days of the date thereof.

It is understood the Town may terminate its relationship with Levan Ruff LLC at any time and for any reason, in which case it would be obligated only for the payment of fees for services rendered by us and disbursements and advances made by us on the Town's behalf prior to such termination.

Levan Ruff LLC may terminate the relationship upon 60 days' notice, unless it lacks qualified personnel to continue the representation, in which case the firm will provide such notice as is practical.



The Hon. Sarah Franklin

July 7, 2022

Page 2

If the terms of this engagement letter are acceptable, please so indicate by completing the acknowledgment below and returning a duplicate of this letter to my attention. If you have any questions regarding the terms of this letter, please contact us.

Sincerely,

Levan Ruff LLC

Karen P. Ruff, Esq.

Accepted and agreed by the Town of Upper Marlboro  
this \_\_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
Sarah Franklin, Mayor

## The Town of Upper Marlboro

RESOLUTION: 2022-14  
SESSION: Regular Town Meeting  
DATED: July 26<sup>th</sup>, 2022

### **A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO APPROVE THE PURCHASE OF POLICE BODY CAMERAS AND TO ENTER INTO A 5 YEAR SERVICE CONTRACT WITH AXON ENTERPRISE, INC.**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §§82-83 and 82-84 of the Town Charter to construct, operate, and maintain any buildings and structures it deems necessary for the operation of the Town government, and to do whatever may be necessary to protect Town property and to keep the same in good condition; and

**WHEREAS**, Ordinance 2011-02 (Procurement), Section 4(b) states that upon having obtained three (3) quotes or proposals “[a]ll procurements between \$10,000 and \$ 2,000 shall be approved by the Board,” and

**WHEREAS**, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated for Police Equipment in the FY2023 Budget, which includes the scope of the subject Quote Q-395866-44750.608RE issued 7/8/2022, and Axon Enterprise, Inc., an Arizona Corporation, is a responsible offeror, in good standing with the State, whose proposal is the most advantageous to the Town taking into consideration price and the other evaluation factors.

**WHEREAS**, pursuant to Section 82–56 (Purchasing and Contracts) of said Charter, all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 26th day of July, 2022, that the Town Board of Commissioners hereby authorizes the President and the Chief of Police to execute a Proposal dated April 26, 2021 from AXON ENTERPRISE, INC, for the amount not to exceed \$6,812.41 annually and to execute any relevant contract documents.

**AND, BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, that the Town Administrator shall obtain proof of insurance and a reasonable release and waiver of liability form signed by the Contractor as deemed necessary to protect the Town and carry

out the performance of the project or tasks described herein prior to the execution of the proposal or contract approved herein.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
John Hoatson, Town Clerk

Attachment A: Axon Enterprise, Inc. Quote Q-395866-44750.608RE Issued 7/8/2022



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

Issued: 07/08/2022  
Quote Expiration: 07/29/2022  
EST Contract Start Date: 09/01/2022  
Account Number: 00737

Payment Terms: N30  
Delivery Method: Fedex - Ground

SHIP TO		BILL TO	
Business;Delivery;Invoice-14211 School Ln	Upper Marlboro PD - MD	14211 School Ln	Upper Marlboro PD - MD
14211 School Ln	14211 School Ln	Upper Marlboro, MD 20772-2866	Upper Marlboro, MD 20772-2866
Upper Marlboro, MD 20772-2866	USA	USA	USA
USA	Email:		

SALES REPRESENTATIVE		PRIMARY CONTACT	
Raleigh Edwards	David Burse	Phone: (301) 627-6905	Phone: (301) 627-6905
Phone: [REDACTED]	Email: dburse@uppermarlboromd.gov	Email: [REDACTED]	Email: dburse@uppermarlboromd.gov
Email: [REDACTED]	Fax:	Fax:	Fax:

Program Length	60 Months
TOTAL COST	\$34,062.01
ESTIMATED TOTAL W/ TAX	\$34,062.01

Bundle Savings	\$3,702.00
Additional Savings	\$0.89
TOTAL SAVINGS	\$3,702.89

PAYMENT PLAN	
PLAN NAME	INVOICE DATE
Year 1	Aug. 2022
Year 2	Aug. 2023
Year 3	Aug. 2024
Year 4	Aug. 2025
Year 5	Aug. 2026

AMOUNT DUE	
Year 1	\$6,812.41
Year 2	\$6,812.40
Year 3	\$6,812.40
Year 4	\$6,812.40
Year 5	\$6,812.40

Section 8, Item D.

RESOLUTION: 2022-15

SESSION: Regular Town Meeting

DATED: July 26<sup>th</sup>, 2022

**A RESOLUTION AUTHORIZING PARKING SERVICES AGREEMENT WITH PARKMOBILE FOR MOBILE PAYMENT OPTIONS AT TOWN PARKING METERS**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate of the State of Maryland under its Charter, and as a municipal corporation is duly empowered by state law to regulate parking and collect parking meter fees; and

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro would like to expand options for residents and visitors to use mobile applications to pay for parking at Town-owned and operated parking meters and lots: and

**WHEREAS**, the proposed Parking Services Agreement with Parkmobile, LLC, a Delaware limited liability company, will have no Implementation or User Fee costs to the Town,: and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 26th day of July, 2022, that the Town Board of Commissioners hereby authorizes the President to execute the attached Parking Services Agreement from Parkmobile, LLC, and to execute any relevant contract documents.

**AND, BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, that the Town Administrator shall obtain proof of insurance and a reasonable release and waiver of liability form signed by the Contractor as deemed necessary to protect the Town and carry out the performance of the project or tasks described herein prior to the execution of the proposal or contract approved herein.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26<sup>th</sup> day of July, 2022.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, Commissioner

**CERTIFICATION**

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of July, 2022.

\_\_\_\_\_  
John Hoatson, Town Clerk

## Event Policies

The Town of Upper Marlboro's mission for public events is to build Community and improve relationships among neighbors. Events bring people to the Town where they will spend their money at local businesses. Events also provide an opportunity for residents to interact with their elected officials in a casual environment.

The following policy is enacted to ensure all events sponsored by the Town are conducted in an organized manner and in a way that meets with the above stated mission. The town of Upper Marlboro hereby establishes the following policies and procedures for all Town-sponsored events.

- All Town Committees should submit their planned events by November 31<sup>st</sup> in the year prior. While the Town understands that other events will come up, producing an Events Calendar for the year is an important goal. This allows the Town to ensure that there is adequate Town staff for the events, as well as notifying the public of events.
- At the Town Events Committee's December meeting all proposed events will be placed on a proposed calendar. The Events Committee will attempt to honor event date requests; however, they will move events around to ensure that Town Staff and Volunteer resources can be made available.
- This Calendar will be discussed at the January Town Work Session on the first Tuesday in January. It will be approved at the Town Regular Meeting on the fourth Tuesday in January.
- After the Calendar is approved, any further Town Sponsored Events will need to be approved by the Board of Commissioners, at a regular meeting or work session, after a review of staff and budget resources.
- Events that have pre-set annual dates will take priority in scheduling. These events are:
  - Marlboro Day (2<sup>nd</sup> Saturday in May)
  - Trunk-or-Treat (Saturday closest to Halloween)
  - Holiday Tree Lighting/event (1<sup>st</sup> Saturday in December)
- Events that are small events run by the Town and are budgeted by the Town and planned out are not part of the annual event calendar due to their uncertain timing. These events include:
  - Ribbon Cuttings (to open new projects to the public)
  - Ground Breakings (to start new projects)
  - Town Hall Receptions (as needed)
  - Volunteer Appreciation (annual)
- All Events will have a rain date of one week following the event date unless otherwise determined and advertised at the same time the event is advertised. The Event will be cancelled if weather prevents holding the event one week later.
- Determination of weather cancellations will be made based on notification of vendors for refunds/cancellation without extra charge. (For example: Movie nights will be cancelled on Wednesdays because this is the day notification has to be sent to ensure that the Town is not charged for port-a-potties). For larger events, such as Marlboro Day, rain determination will be made 24-48 hours in advance, and some deposits may be lost.



- Weather cancellations will be determined by the Town based on weather forecasts. If the chance of rain or other severe weather is 60% or more the event will be cancelled.

For all events not sponsored by the Town a permit is required per ordinance 2018-10 "Special Events" must be submitted 15 days prior to the event. For all events which Town Staff support or road closures (for which the Town must acquire them permits) are required the following procedures must be followed:

- An Event request form must be filled out and submitted to the Town three months (90 days) prior to the event. This timing is needed for the Town to provide the necessary permits.
- The event host may be required to pay for appropriate road blockades as required to ensure public safety during the event.

If an event is hosted by an outside entity and require no Town Staff the Town would be happy to publicize it on our annual calendar, social media, constant contact, and Landings newsletter.

## Discussion of possible Handbook Amendments

There are two handbook amendments that have been discussed in the last few months to clarify and expand some of the policies in the Town's Employee Handbook. The two areas are with regard to overtime pay and with regard to randomized drug testing. Each topic is outlined below.

### RE: Overtime pay

Currently, there is some confusion and inconsistency in how overtime pay is paid out for Town employees. I have gathered the following information from our HR Firm, Insurity, and believe we need to incorporate this into the handbook to provide clarity on how overtime hours are paid.

#### **Guide to Wage Payment and Employment Standards**

##### **Overtime Final Rule**

Overtime is payment to an employee of one and one-half (1.5) times the regular hourly wage for work performed in excess of 40 hours in a 7-day week. For some occupations in Maryland, overtime is calculated based on a different period of time. Certain farm workers, for example, receive overtime for hours worked over 60 in a week. However, under state and federal laws, some employers are exempt from the requirement to pay overtime, and some employees are exempt from the right to receive it.

Leave hours, including vacation, sick time, holiday, etc., are not counted toward the accumulated hours in a week for overtime purposes. Overtime is calculated on hours actually worked.

Source: <https://www.dllr.state.md.us/labor/wagepay/wpotgenl.shtml>

There is currently a holiday pay category that is paid at double time for work on Holidays. Town Staff would also like to recommend the following consideration regarding overtime pay options:

1. 3-hour minimum
2. On-call Pay – When a PW staff member is on call for inclement weather or other emergency events they will receive a on call rate of their regular hourly pay plus \$1.00.
3. Event Pay – This would be a special pay category that would provide staff time-and-one-half pay for any hours worked for special Town events. (In consideration of this, we should also consider charging outside events for staff hours so as not to incur costs for outside events.)

We hope this will provide the necessary information for a discussion on this matter. The next steps will be drafting a modification to the handbook that incorporates the Board's decisions and approving that update at the next regular Town meeting.

### RE: Drug Testing

The Town will be required to drug test its Public Safety officers as part of a randomized drug testing program starting this fall. These programs assign each employee a number and then numbers are selected from a larger number pool each month or quarter. As we are looking at randomized testing for some of our employees, the question has arisen: Do we want to implement this policy for all staff that is authorized to drive a Town vehicle?

## Citation/Proclamation Policy

The Town of Upper Marlboro's elected officials wish to support the Community through providing official proclamations and citations for important events and occasions. The Town will use the following guidelines to determine whether or not to issue a requested citation:

A **citation** is given for a specific achievement of a person or organization, such as a retirement, milestone birthday, Boy Scout Eagle Award or Girl Scout Gold Award, or a similar achievement. Citations are NOT given for achievements such as graduating high school or college or receiving a particular scholarship. Citations are issued by the Mayor/President of the Town of Upper Marlboro and does not require oversight by the Board of Town Commissioners,

A **proclamation** is to recognize a day, week, or month in awareness of a cause. A Proclamation requires a full Board of Commissioners vote to issue. If the vote passes, the proclamation is issued and all Commissioners who vote in favor may sign it.

1. In the interest of preserving the separation between church and state; Citations or Proclamations will not be issued for religious events of any denomination. Historic milestones for religious buildings or organizations of any denomination will be issued as they relate to the Churches history in the Town or its accomplishments for the Upper Marlboro Community.
2. In General, citations and proclamations will only be issued to Town residents or Businesses within the Town limits except in the following cases:
  - a. When celebrating a school's achievement that the school district includes any part of the incorporated Town.
  - b. When celebrating individual student's academic achievement at any school within the 20772 and 20774 zip codes or have an address with the Post Office listed as Upper Marlboro, MD.
3. Individual citations and proclamations will not be issued for groups of more than 60 individuals at one time.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

**To: Board of Town Commissioners**

**From: John Hoatson, Town Clerk**

**Date: Friday, July 22, 2022**

**Re: Propose Citation / Proclamation Policy Changes from Town Attorney Kevin Best**

Commissioners:

The following Citation / Proclamation Policy changes have been provided by Town Attorney Kevin Best.

### **Citation/Proclamation Policy:**

The Town of Upper Marlboro's elected officials wish to support the Community through providing official proclamations and citations for important events and occasions. The Town will use the following guidelines to determine whether or not to issue a requested citation:

A citation is given for a specific achievement of a person or organization, such as a retirement, milestone birthday, Boy Scout Eagle Award or Girl Scout Gold Award, or a similar achievement.

Citations are NOT given for achievements such as graduating high school or college or receiving a particular scholarship.

Citations are issued by the Mayor/President of the Town of Upper Marlboro and does not require oversight by the Board of Town Commissioners,

EXCEPT FOR PROCLAMATIONS ISSUED IN CIVIL EMERGENCIES OR UNDER OTHER LAW, A proclamation [is] MAY TO USED to recognize a day, week, or month in awareness of a cause IMPORTANT TO A MUNICIPALITY. EXCEPT WHEN OTHER LAW STATES OTHERWISE, A Proclamation requires a full Board of Commissioners vote to issue. If the vote passes, the proclamation is issued and all

Commissioners who vote in favor may sign it.

1. In the interest of preserving the separation between church and state; Citations or Proclamations will TYPICALLY not be issued for religious events of any denomination. Historic milestones for religious buildings or organizations of any denomination will be issued as they relate to the Churches history in the Town or its accomplishments for the Upper Marlboro Community.

2. In General, citations and proclamations will only be issued to Town residents or Businesses within the Town limits except in the following cases:

- a. When celebrating a school's achievement that the school district includes any part of the incorporated Town.
  - b. When celebrating individual student's academic achievement at any school within the 20772 and 20774 zip codes or have an address with the Post Office listed as Upper Marlboro, MD.
3. Individual citations and proclamations will not be issued for groups of more than 60 individuals at one time.

A motion will need to be made to accept these changes at the July Regular Town Meeting.

## The Town of Upper Marlboro's Façade/Business Improvement Program Grant Applications and Awards Policy

The Town receives funding from the State of Maryland to improve its downtown buildings and Main Street facades. The purpose of this program is to improve the aesthetic of the Town and encourage property owners to invest in their buildings. To ensure that the program is being run in a professional, fair, and equitable way the following procedures will be followed for all awards.

This policy will take effect immediately upon adoption by the Board of Commissioners and all active applications will be updated with appropriate paperwork as outlined in this policy.

- Every business in Town will receive instructions, an application, and a list of the eligibility requirements for the grant via email or postal mail In July of each year. These applications will go out regardless of their presumed eligibility or status as in good standing. This information and forms will also be available on the Town's website at all times.
- Applications will be submitted directly to the Town by the business owners. Town Staff, Elected Officials, or SCWG members will not complete applications on behalf of the business/property owners.
- The SCWG, Town Staff, and Commissioners may provide technical assistance to the property owners with their application. SCWG members will keep a written record of all meetings, times, dates, and topics discussed with individual property owners. These records will be provided to the Town. The business owner will keep possession of the application and complete it themselves.
- Applications will be processed by the Clerk's Office as they arrive in the mail. One copy will be submitted to the SCWG, and the original will be logged into a database and stored in a file on stie at Town Hall for two years.
- SCWG will review the applications and complete checklists as to eligibility. The eligibility checklists will be those provided by the state and will not have additional criteria unless approved by the Town Board of Commissioners. Applications will be marked "eligible" or "ineligible" based on the checklists.
- These completed checklists will be provided to the Town Administrator or their designee who will notify the businesses of their eligibility status by letter and enclosure of a copy of their application and the completed eligibility checklist.
- Eligible applicants will be prioritized based on recommendation of the SCWG. All eligible applicants (weather they are recommended to receive funds or not) will be submitted to the Board of Commissioners for approval in order of priority.
- The Board of Commissioners will determine which awards will be funded based on the applications and the recommendations of the SCWG by voting at a Regular Town Meeting to award funding.
- Businesses will only be eligible to receive funds once every five years. If there are no new businesses interested in applying for funds than a business will be eligible to receive funds sooner than five years.

Please see the portion of the Sustainable Communities Working Groups minutes regarding comments on the polities and the procedures. I have not received a copy of any conclusions from the co-chair.

---

3. Discussion took place about **PROPOSED CHANGES TO SCWG BY-LAWS:**

- Consultant White noted that while MNCPPC has staff assigned to several Sustainable Work Groups, he is not privy to information for comparative features or the extent to which Work Groups have or do not have by-laws.
- The Work Group came to consensus conclusions:
  - The Co-Chair will send a copy of our conclusions to Mayor Franklin; and Commission Colbert will discuss his observations with Mayor Franklin.
  - Delete requirement that applications will be submitted to the Town for review; and not the SCWG;
  - Delete wording that prevents SCWG members from completing aspects of applications.
    - Discussion: SCWG can provide coaching and technical assistance to applicants:
      - Commissioner Colbert was asked if he had an example about which the Mayor may have been concerned or impetus for the proposed changed.
      - He advised he would consult with the Mayor.
- Secretary Fenn was unsure about proposed change to check-list.
  - Changes specified not to include additional criteria, unless approved by the Town.
  - Commissioner Colbert speculated as to the reasoning for the change, but will consult with the mayor for more information.
- Adjust wording that specifies a five-year interval to businesses who want to submit another application:
  - Provide for prioritizing applications so that repeat-applicants get a lower priority from first-time applicants.
  - If funds are left over, then a subsequent award can be considered to a repeat-applicant.
- Make more apparent:
  - that applicants will be considered on a first-come, first-served basis.
    - in a rolling-application process.
    - with a funding cap;
  - That deadline for applications is based on the application year, vs. a date certain.

Service	Firm	Initial Contract Date	Current Contract End Date	Last Review	Contract Review Timeframe
Town Building Cleaning	Officepride	2018	Ongoing	2018	2-5 years Release RFP in September 2022
Parking Meter System	IPS	2019	Ongoing	2019	10 Years
Parking Enforcement	IPS	2021	Ongoing	2021	5 years
Media Support		2018	2022	2020	2-5 years Release RFP in September 2022
Lobbying	Greenwill Consulting	2017	6/30/2022	2020	2-5 years Release RFP in February 2022
Legal - General	Kevin Best	2008?	2023	2021	5 year
Legal - Annexation	Levan Ruff	2022	2024	2022	2-5 years
Accounting	Alta Group	2020	2022	2020	5 year
Auditing	Charles Brown & Associates	2019	2023	2019	5 years
Speed & Red Light Cameras	Conduit	2021	2024	2021	2-5 years
Town Website	Revize Government Website	2017	2023	2017	5 years
Town Hall Alarm System	BFPE Alarm	2021	Ongoing	2021	2-5 years
IT Service	Now Info Technologies	2018	Ongoing	2018	5 Years Release RFP in February 2023
Vehicle Maintenance	Prince George's County	2019	2024	2019	2-5 years
Recycling Collection	Burch Trash	2014	Ongoing	2014	5-10 Year
Trash Collection	Burch Trash	2016	Ongoing	2016	5-10 Year
Police Body Cameras	Axion (Pending)	2022	2028	2022	5-10 Year (Under review now)
Tree Removal Service	Green Tree	2020	Ongoing	2020	2-5 years
Human Resources	Insuraty	2021	Ongoing	2021	2-5 years

*Needs Reviewed*





# Town of Upper Marlboro

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

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

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Monday, July 18, 2022  
Re: Town Seal Versus Logo

Commissioners,

As the Town of Upper Marlboro works to create a branding strategy, it is important to identify the difference between a seal and logo. Many municipalities and organizations make a common mistake using the seal as a logo. The Town of Upper Marlboro is not exempt from making this mistake.

### **Town Seal:**

The Town Seal reflects the prestige, founding values & authenticity of the Town. The seal of any municipality has a default meaning which is clearly identified.

The seal of Upper Marlboro is used most on legal documents of the Town such as ordinances and resolutions. You will also see the Town Seal on contracts executed by the Board of Town Commissioners.

### **Logo:**

Logo on the other hand represent the Town's promise to the residents of the Town (stakeholders). The Town of Upper Marlboro can pour meaning into creating a logo as part of a unifying brand strategy with cohesive messaging. The logo should be something exciting that people want to be part of.

The logo would be used on Town stationary, website, social media and marketing items. The Town of Upper Marlboro logo would also be used as the main branding for the Town.

**See Examples Below:**

**City of Fredericksburg, Virginia:**

**Seal:**



**Logo:**



**Town of North Beach, Maryland:**

**Seal:**



**Logo:**



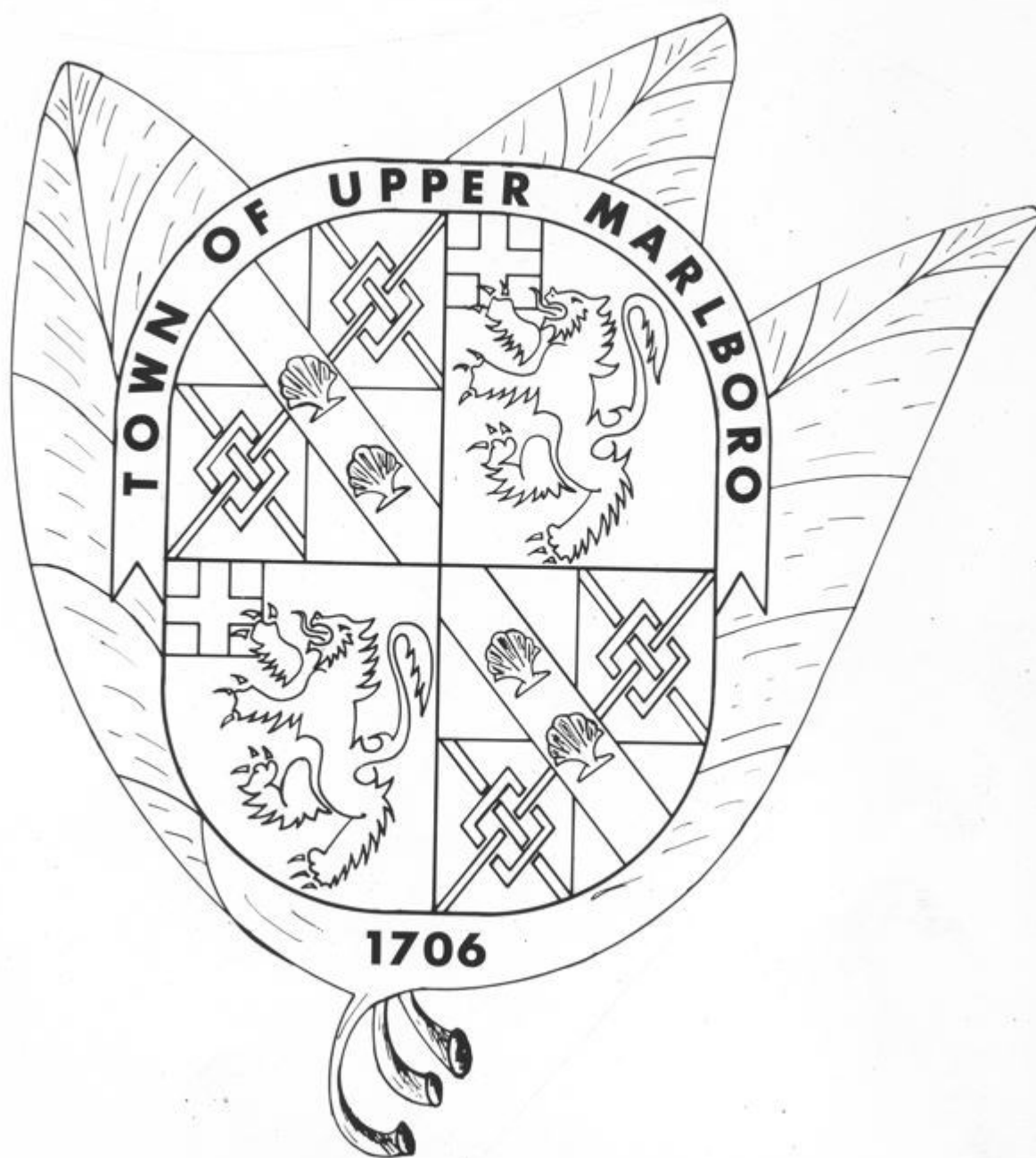
**City of Norfolk, Virginia:**

**Seal:**



**Logo:**





ROLAND R. RYON, PRESIDENT  
R. HARRISON SOTHORON  
EDWARD V. DORSEY

R. HARRISON SOTHORON  
SECRETARY-TREASURER  
GWYNDOLA T. GRAY  
CLERK

**TOWN OF UPPER MARLBORO**  
UPPER MARLBORO, MARYLAND

March 17, 1971

Dear Edelen:

Enclosed is the Town of Upper Marlboro Seal which has been adopted as the Town Seal, would would like to have you color it for us.

It was copied in part from the Churchill Coat of Arms which you will be able to find in Life and Works of Winston Churchill copies of which will be found in any Prince George's County, Library, we would like to follow his colors as much as possible.

Am enclosing copies which you might like to experiment with before reaching a final copy.

Upon receipt of your bill for this service I will see that it is paid. Any questions you may call me at my home 627-3692.

Very truly yours  
Town of Upper Marlboro

*Dick Sothoron*  
R. Harrison Sothoron  
Secretary-Treasurer

## REGULAR MEETING OF MAY 11, 1971

Whereas the Town of Upper Marlboro, Maryland was designated the County Seat of Prince George's County in 1721, and

Whereas a seal of the Town of Upper Marlboro, Maryland has been designed and painted by Cecil Thorne, Eric B. Richardson and B. Edelen Chaney in commemoration of the 250th anniversary of the Town of Upper Marlboro, Maryland being the County Seat of Prince George's County.

Therefore, be it resolved by the Board of Town Commissioners of the Town of Upper Marlboro, Maryland in regular session on May 11, 1971 that the Board conveys to Messers Cecil Thorne, Eric B. Richardson and B. Edelen Chaney the thanks and appreciation for their work on the aforementioned seal, and be it further resolved that

The Board of Town Commissioners of the Town of Upper Marlboro, Maryland in regular session on May 11, 1971 hereby adopts said seal as the official seal of the Town.

R. Harrison Sothoron  
Secretary-Treasurer



# Town of Upper Marlboro

Section 8, Item 1.

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

info@uppermarlbormd.gov  
www.uppermarlbormd.gov

## APPLICATION FOR PARADE OR SPECIAL EVENT

Please read the Standards of Issuance (attached) before completing this application.

**Filing period:** Anyone seeking issuance of a permit must file an application with the Board of Commissioners not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

**FEE:** A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard). *\*Applicant is subject to an additional fee for events with an approved liquor permit.*

### APPLICANT

Name: Marlboro VFD & Ledo's Pizza

Mailing address: 14815 Pratt Street Upper Marlboro MD 20772 Marlboro VFD

Email Address: flylimo@verizon.net

Telephone Number: 301-440-8140 Cell Number: \_\_\_\_\_

### PRIMARY CONTACT

Primary Contact (if the Applicant is the primary contact, mark section "same as Applicant"). The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: Jeff Wyvill

Email Address: flylimo@verizon.net

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Non-profit: Yes X No \_\_\_\_\_ If so, Tax ID# \_\_\_\_\_



# Town of Upper Marlboro

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## EVENT INFORMATION

Date: Saturday August 27th, 2022 Rain Date: None

Type of Event: Parade\*: \_\_\_\_\_ Special Event: Car Show

Requesting approval of a liquor permit? ☐ Yes ☒ No

*Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners – Liquor Board.*

\* Parade Route must be provided with application (*a separate sheet, or map, may be used.*)

Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Activities to occur during the event: Car Show and Judging, some off-street food vendors.

Time and Location the event will start: 5pm on Main Street

Time and Location the event will end: 9pm on Main Street

Time setup will begin: 230pm

Time breakdown end: 930pm

Equipment:

List items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building(s). (A separate sheet may be used if needed)





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List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

Microphone and sound system for music and announcements.

Total Number of Participants anticipated: 800

Total Number of Vehicles anticipated: 100

TOWN OF UPPER MARLBORO USE ONLY			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			

STANDARDS OF ISSUANCE. The Board of Town Commissioners shall issue a permit as provided for hereunder, when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:





# Town of Upper Marlboro

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- (1) The conduct of the parade or special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (2) The conduct of the parade or special event will not require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
- (3) The conduct of such parade or special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town, other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (4) The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (5) The conduct of the parade or special event will not interfere with the movement of firefighting equipment en route to a fire;
- (6) The conduct of the parade or special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
- (7) The parade or special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route;
- (8) The parade or special event is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.
- (9) It is the intent of the Board of Town Commissioners that generally one (1) lane of traffic on any street will be available for travel during the parade or special event and that these parades or special events do not constitute an emergency for purposes of closing the streets, sidewalks, footpaths, and thoroughfares to all pedestrian and vehicular traffic.
- (10) It is the intent of the Board of Town Commissioners not to authorize more than three (3) parades or special events, per month.
- (11) Organizations sponsoring any parade or special event shall agree to provide such traffic control and security as deemed necessary by the Board of Town Commissioners.
- (12) No event shall be held or arrangements made for a Special Event until a permit is received.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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Fax: (301) 627-2080

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www.uppermarlbormd.gov

(13) Applicants may need to apply with the Health Department for food vending and prepared meals onsite except for pre-packaged foods.

(14) Serving of alcohol must be approved by the Board of Commissioners and applicant is required to obtain a permit in accordance to the Prince George's County Board of License Commissioners – Liquor License.

(15) Applicants granted a permit must coordinate all planning and logistics with the Director of Events and Recreation for the Town of Upper Marlboro.

Duties of Permittee: a Permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade or special event chairman or other person heading or leading such activity shall carry the parade or special event permit upon his person during the conduct of the parade or special event.

Revocation of Permit: The Board of Town Commissioners shall have the authority to revoke a permit issued hereunder upon violation of the standards for issuance.

Penalties: Any person or organization who violates the Ordinance shall be subject to a fine up to \$1,000.00.



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## Indemnity / Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold The Town of Upper Marlboro, Maryland, its elected and appointed officials, employees, and volunteers and other working on behalf of The Town of Upper Marlboro, Maryland, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the (Organization and Event) Cruzin' Main Street Car Show scheduled for: (date) Aug 27th, 2022, except that the Organization shall not be responsible to The Town of Upper Marlboro, Maryland's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceed, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Name of Organization Marlboro VFD & Ledo's Pizza

Authorized Signature Jeff Wyvill

Address 14815 Pratt Street Upper Marlboro MD 20772 Marlboro VFD

Phone 301-440-8140

Date 7/12/22



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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & Darnell Bond Director of DPW  
Date: Friday, July 22<sup>nd</sup>, 2022  
Re: Downtown Upper Marlboro Beautification

Commissioners,

As you are aware the Town partnered with the County to have the \$100,000 in streetscape improvements released to the Town to help prepare the Downtown area for the horse shows and for general improvements year-round.

This proposal is calling for \$51,800 to be spent on Street and landscaping, and \$6,100 to be spent on Public Art, for a total of \$57,900. The remaining balance of \$42,100 is being held for partnership project with County DPW&T for a safety and beautification upgrade on Governor Oden Bowie Drive.

If the Commissioners approve of the attached proposed budget, Director Bond will move forward with coordinating the procurement and installation of the beautification projects to hopefully get it all completed by late September to be ready for the Capital Challenge Horse Show. Below are sample ideas for purchases:



<b>Street Beautification</b>				
	Unit Price	Units	Cost	Notes
Street Planters	\$ 1,715	40	\$ 15,000	Estimate
Telephone Pole Banners	\$ 45	40	\$ -	Removed
Boardwalk Planters & Plants	\$ 50	20	\$ 1,000	Home Depot
Custom Benches	\$ 1,600	6	\$ 9,600	
Trash & Recycling Can Combos	\$ 1,000	6	\$ 6,000	
Water Street Parking Lot Landscape	\$ 6,000	1	\$ 6,000	Estimate
Bike Racks	\$ 700	6	\$ 4,200	Estimate
Cahn Memorial Landscaping	\$ 10,000	1	\$ 10,000	Estimate
	<b>Total</b>		<b>\$ 51,800</b>	
<b>Public Art</b>				
	Unit Price	Units	Cost	Notes
Horse Statues	\$1,550	2	\$ 3,100	Paintable 4ft statues
White Fencing Screening (Paintable)	\$500	1	\$ 500	Construction Site screening
Pocket Park Temporary Mural Space	\$2,500	1	\$ 2,500	Estimate
	<b>Total</b>		<b>\$ 6,100</b>	
	<b>Total Beautification</b>		<b>\$ 57,900</b>	

If the Board would like, the Governor Oden Bowie Drive project can be shifted to the State Roadway grant, and the entire \$100,000 can be put towards streetscape.