

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## REGULAR TOWN MEETING

June 9, 2020 – 7:00 p.m.

### AGENDA

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://us02web.zoom.us/j/83092869442> Meeting ID: 830 9286 9442 Dial-in only: 301-715-8592.

#### Call to Order

- Roll Call
- Pledge of Allegiance
- Consent to the Agenda

#### Closed Session Statement

- May 26, 2020 Board Work Session.

#### Approval of Meeting Minutes & Financial Reports

- Approval of the May 6, 2020 Special Work Session Meeting minutes
- Approval of the May 12, 2020 Regular Town Meeting minutes
- Approval of the May 26, 2020 Board Work Session minutes
- Finance Report & Approval of the Treasurer's Report, as of May 31, 2020.

#### Reports

- Department Reports — Public Safety, Public Works, Finance and Clerk's Office
- Committee Reports — Historical, Events, Sustainable Communities, CERT
- Commissioner Reports.

#### Business

- 1) Ordinance 2020-05: Town Operating Budget for FY2021 (Board vote)
- 2) Ordinance 2020-06: Establishing Rates for FY2021 Tax Levy (Board vote)
- 3) Resolution 2020-13: Accounting Services Award (Board vote)
- 4) Resolution 2020-14: Government Relations Firm Award (Board vote)
- 5) Contract: Greenwill Consulting Group, LLC (Board approval)
- 6) Resolution 2020-15: Adopting Town Organizational Chart (Board vote)

#### Administrative Updates

- 7) General Commissioner & Staff items

#### Public Comment

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

#### Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217  
See back of Agenda for Public Comment Procedures*

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**Kai Bernal-LeClaire**  
Commissioner/Treasurer

**Wanda Leonard**  
Commissioner

**Linda Pennoyer**  
Commissioner/President

## PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. So, in an effort to maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall first, 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 a synopsis of the monthly Town Meeting Agenda is also provided in the “On the Agenda” column of our monthly newsletter, the *Landings*. Outreach and notices of legislative items are also posted on the Town's social media accounts (Facebook & Twitter).

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 2019-02: Adoption of Rules of Order and Regulations for Public Meetings” . . .

### III. Citizen Input

**A.** At regular and special meetings, residents of the Town may have the opportunity to address the Board on any item on the agenda provided a resident is recognized and allowed to speak by the President. Recognized public comment and/or questions that are germane to the immediate agenda item shall be limited to (1) minute. Furthermore, each regular meeting shall also have an agenda item for citizen input regarding any municipal question, during which time any resident of the Town may address the Board for up to three (3) minutes on matters or items not necessarily placed on the agenda. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Board. The President or the Board may uniformly change or adjust the time limitations for all speakers depending on the circumstances or provide additional time for experts or other officials.

**B.** Except in instances where the presiding officer expressly invites or allocates time for public testimony, questions, comments, or other forms of participation, or when public participation is otherwise authorized by law, no member of the public attending an open meeting session may actively participate in the session. Public comment by members of the public is not typically designed or intended for interactive dialogue between the Commission and the public, unless the presiding officer specifically allows it or the Commission elects to suspend its rules to allow such colloquy.

**C.** Speakers shall state their name for the record, and their address (**street name only**). Ordinarily, for each agenda item, including citizen input, speakers shall have one opportunity to speak and may not poll or ask questions of individual commissioners, staff or public officials. Otherwise, the Board shall determine the conduct of the public discussions on any issue and may set reasonable time limits for such.

**D.** Ordinarily, work sessions are open to public observation only and public participation is at the discretion of the Board. At work sessions, residents and non-residents may be allowed to speak on any municipal issue, but only under conditions specified by the Board.

**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.**

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

## Special Work Session Minutes

Wednesday May 6, 2020 - 5:00 p.m.

unApproved

Board Work Sessions are typically open to public observation however, the Business discussion at this meeting was during Closed Session.

This meeting was conducted via Zoom Video Teleconference:

<https://us02web.zoom.us/j/82968767931>

Video Meeting ID: 829 6876 7931, or, Audio Dial-in only: (301) 715-8592.

### Call to Order

- Meeting was brought to order at 5:16 p.m.
- Roll Call – President Linda Pennoyer; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams; and, Chief of Staff Kyle Snyder. Commissioner Wanda Leonard and Town Attorney Kevin J. Best, Esq. to join at the start of the closed session.
- Pledge of Allegiance

### Business

**Closed Session:** (Board vote to close open session)

Under General Provisions Article 3-305(b)(1): To discuss . . . any other personnel matter that affects one or more specific individuals. Commissioner Bernal-LeClaire motioned to close the open session so as to immediately enter into the separate closed session. President Pennoyer seconded. The motion passed by majority of the Board, and it was noted that Commissioner Leonard and Attorney Best would both be joining the closed session upon its opening.

### Business

Board discussion on performance and other matters involving proposed and existing employment contracts with certain town employees.

Closed Session statement will be delivered at the next Regular Town Meeting on May 12, 2020.

### Adjournment

The open meeting was adjourned at 5:20 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk

# Town of Upper Marlboro

## REGULAR TOWN MEETING

May 12, 2020 • 7:00 p.m.

unApproved Minutes

This meeting was conducted via Zoom Video Teleconference: <https://us02web.zoom.us/j/88244103630>  
Meeting ID: 882 4410 3630; Dial-in only: 301-715-8592.

### Call to Order

The meeting was called to order at 7:04 p.m.

Roll Call: Commissioner/Treasurer Kai Bernal-LeClaire; Commissioner Wanda M. Leonard; and, Linda Pennoyer/President of the Board of Town Commissioners.

Staff present: M. David Williams/Town Clerk; Kyle Snyder/Chief of Staff; UMPD Chief Burse; William Morgan/Director of Finance; and,

Also present: TUMHC Chair Patti Skews; TUMHC Archivist Brian Callicott; SCW Chair Evelyn Stephens; EC Secretary Sarah Franklin; Ray Feldman/Feldman Communications Strategies LLC; Marlborough Towne HOA President Monica Williams; Ivan Lanier, Jacob Moore and Tia Ortiz/Greenwill Consulting Group LLC; plus, various citizens and interested parties.

### Pledge of Allegiance

### Consent to the Agenda

The President received unanimous consent to the Agenda.

### Closed Session Statements

President Pennoyer read aloud the closing statements from 2 separate past Closed Sessions:

The April 28, 2020 Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topics and purposes of this closed meeting were to seek consultant's advice on particular ongoing legal matters maintaining attorney-client privilege, and, . . . To discuss, and preserve confidentiality of, information concerning personnel structure as it relates to Ordinance 2020-03. The specific statutory authorities to close the session are found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1), and, Section 3-305, Subsection (b), Paragraph (8). Persons present for discussion: President Pennoyer; Commissioner Leonard; Commissioner Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

The May 6, 2020 Special Board Work Session: The meeting was closed to the public in accordance with the procedures found in the General Provisions Article, §3-305(b) of the Maryland Code. The topic and purpose of this closed meeting was to further discuss Personnel matters as related to performance and other matters involving proposed and existing employment contracts with certain town employees. The specific statutory authority to close the session is found in the General Provisions Art., Section 3-305, Subsection (b), Paragraph (1). Persons present for discussion: President Pennoyer; Commissioner Leonard; Commissioner Bernal-LeClaire; and, Town Attorney/Kevin J. Best, Esq.

### Approval of Meeting Minutes & Financial Reports

Commissioner Bernal-LeClaire motioned to approve the Regular Town Meeting minutes from April 14, 2020, the Board Work Session minutes from April 28, 2020, and the Treasurer's Report as of April 30, 2020. Commissioner Leonard seconded. All Board minutes from April's Town Meeting and Work Session, plus, the April 2020 Treasurer's Report were unanimously accepted and approved as presented.

## Reports

### Departments/Committees:

- Chief Burse delivered the UMPD report for the month of April 2020, a copy was provided in the Public Meeting Packet. He noted several code violations were recorded and letters will be sent out to those property owners by next week. He added that the UMPD has been frequenting the downtown businesses to give support during the downturn of the economy, even making purchases of goods. He noted that 2 businesses had been reported as not following social-distancing guidelines, and that those issues have since been addressed and resolved with help from the PGC Police.
- Mr. Snyder delivered the April Public Works Report for Superintendent Bond delivered the Public Works reports for April 2020, a copy was provided in the Public Meeting Packet.
- Director of Finance Morgan reviewed highlights of the April Treasurer's Report noting a slight increase in Parking Fine payments and Grants revenues, adding the meter revenue is flat due to the meters being off since March 16<sup>th</sup>. He also noted the Town had to close out a CD due to an \$82K shortfall, adding that CARES Act funding will eventually defray those extra costs associated with the pandemic. It was noted that the Town is losing about \$25K per month while the parking meters are off.
- Clerk Williams reported he is handling the incoming emails from home and has been going into the office once a week to handle the postal mail and phone call logs.
- TUMHC Chair Skews reported that the Committee's printed Walking Tour Brochures have been printed, adding that the TUMHC will next meet on May 16<sup>th</sup> via the Zoom Video Conferencing platform.
- EC Secretary Franklin reported that the EC is planning to change the 3 Movie Night events to a "Drive-In" venue and are also are looking into conducting a Town Shred Event as well.
- Chair Stephens reported that the SCW will not have a meeting as planned on May 25<sup>th</sup> but will reschedule one for shortly thereafter.

### Commissioners:

- Commissioner Bernal-LeClaire: Announced he has been working with Mr. Morgan on the FY21 Budget, and, taking part in several meetings with potential accounting firms for an annual services contract.
- Commissioner Leonard: Reported that she has participated in several State & Local meetings concerning the COVID-19 pandemic, adding that the UM/CERT continues with virtual meetings. She announced the UM/CERT is now part of the National Capital Region CERT Consortium working with several area Counties in Maryland and Virginia. She noted the UM/CERT is the only Prince George's County CERT that submits monthly reports to the Office of Emergency Management.
- President Pennoyer: At this point, the President invited CEO Ivan Lanier of Greenwill Consulting Group, LLC to speak on their recent work and accomplishments at the State House in Annapolis on the Town's behalf. He and his associates reported on recent and current projects that include Speed Monitoring Systems legislation, Bond Bill acquisition(s), Recreational Facility improvements, the Main Street Maryland Program, road safety improvements, and, networking with our County Councilmember(s) and State Delegates for support on Town projects and issues.

## Business

- 1.) Ordinance 2020-03 Personnel Systems Standards: The Clerk delivered the second reading of the Ordinance's introduction. Seeing no further comment from the Board or the public, Commissioner Bernal-LeClaire motioned to approve Ordinance 2020-03. Commissioner Leonard seconded. With all in favor, the motion was unanimously passed.
- 2.) Ordinance 2020-05 Town Operating Budget for FY2021: The Clerk read aloud the Ordinance's introduction. Commissioner Bernal-LeClaire reviewed highlights illustrated via a PowerPoint presentation that included projected departmental revenues and expenses that had been edited downward since its first draft. An employee salary step-chart was also added for the first time.

- 3.) Ordinance 2020-06 Establish Rates for FY2021 Tax Levy: The ordinance's introduction was read aloud by the Clerk. It was noted that all Tax rates have remained the same as last year.
- 4.) Resolution 2020-11 Awarding RFP #UM 2020-03 Town Solar Installation: Staff noted their recommendation for the preferred vendor. The resolution's introduction was read aloud by the Clerk and a minor edit to the date of enactment was noted. Commissioner Bernal-LeClaire motioned to approve Resolution 2020-11, as amended, and award the accompanying contract proposal submitted by PowerFactor. Commissioner Leonard seconded the motion. With no one opposed, the motion was approved unanimously.
- 5.) RFP #UM 2020-05 Government Relations Firm: It was noted that the contract was for a 2-year term. Commissioner Bernal-LeClaire motioned to approve publication of RFP #UM 2020-05. Commissioner Leonard seconded. With all in favor, the motion was passed unanimously.

### **Administrative Updates**

- 6.) Legislation, Projects and Initiatives: CoS Snyder shared a Project Tracking spreadsheet viewable to attendees through a PowerPoint presentation projected through the Zoom Meeting platform. He noted work has begun on the State's ADA compliant upgrades to the intersection of Main and Water Streets. It was noted that the County's meeting date for the Petition for Judicial Review concerning the OMES historical status has been moved to sometime in September.
- 7.) General Commissioner & Staff items: Commissioner Bernal-LeClaire noted that after consultation with the Town Attorney, the 2018 edition of the Employee Handbook remains a draft version, and that the last Board approved version of the Handbook from 2012, and later amended in 2015, is the current working document in effect.

President Pennoyer reminded all to complete their 2020 Census forms, and, commented for the record that had Marlboro Day gone ahead as planned, that it would have been rained-out. She added that the Town is partnering with the M-NCPPC and the Red Cross to conduct a Blood Drive at the Upper Marlboro Community Center on Race Track Road, date to be determined.

### **Public Comment**

A concerned citizen requested more police coverage to address the recent uptick in speeding vehicles throughout Town during the shut-down. Chief Burse said efforts will be made to enhance coverage on Friday and Saturday evenings when most violations occur. He reminded all to please call 911 or the PGC Non-Emergency number when violations happen. A Town Police Officer can be requested to respond, and callers can also request to be anonymous.

### **Adjournment**

President Pennoyer motioned to adjourn, Commissioner Bernal-LeClaire seconded. With no one opposed, the meeting was adjourned at 8:56 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk

# Town of Upper Marlboro

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## Work Session Minutes

May 26, 2020 - 7:00 p.m.

unApproved

### Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Penoyer; Commissioner Wanda Leonard; Commissioner Kai Bernal-LeClaire; Town Clerk M. David Williams. Also present: Chief of Staff Kyle Snyder; UMPD Chief David Burse; Public Works Superintendent Darnell Bond; Director of Finance William Morgan; and, Marlborough Towne HOA President Monica Williams.
- Pledge of Allegiance

### Business

- 1) Ordinance 2020-05 Town Operating Budget for FY2021: Finance Director Morgan noted edits made since the ordinance was initially introduced at the May 2020 Town Meeting. The President noted the Court plans to open back up for employees on June 8<sup>th</sup>, reopen to the public on July 22<sup>nd</sup>, and Jury trial cases will not resume until October.
- 2) Ordinance 2020-06 Establish Rates for FY2021 Tax Levy: The Clerk re-read aloud the ordinance's introduction. CoS Snyder reviewed a Memo provided in the meeting packet concerning the need to reevaluate the Town's Constant Yield Tax Rate given that the Town's "exempt" status will change due to higher annual budgets from future annexation phases.
- 3) Review of RFP #UM 2020-05 Government Relations Firm: CoS Snyder noted only one submission was received by today's deadline from Greenwill Consulting Group, LLC. He reviewed highlights of the contract that will be reviewed by the Town Attorney. After discussion, the Board agreed to move forward with a vote at the June Town Meeting.
- 4) RFP #UM 2020-03 Accounting Firm: Commissioner Bernal-LeClaire noted he and Director Morgan had met by phone with the top 3 firms who submitted proposals. After discussion, the Board decided to proceed with legislation to approve the Treasurer's preferred firm.
- 5) Declaration of Emergency 2020-03 & Courthouse Reopening Plan: The President asked for additional input on the updated Declaration. Seeing none, Commissioner Bernal-LeClaire motioned to approve Declaration 2020-03 as presented. Commissioner Leonard seconded. With all in favor, the Declaration of Local Emergency 2020-03 and attachments were unanimously approved.
- 6) Employee Handbook/updates: The Board discussed to confirm the latest Board approved revision to the Handbook to be February 2015. The Board will review the 2018 "unapproved" version against the 2015 "Board approved" revision for a future discussion.
- 7) General Commissioner & Administrative Staff items: It was noted that a resident asked about the possibility of temporarily closing the residential section of Elm Street to better aid residents with social distancing efforts. It was noted this would be problematic given the current State road closures happening at the intersection of Main & Water Streets.  
  
Clerk Williams read aloud a communication from the Department of Agriculture stating that though the annual spraying program (for West Nile Virus) was suspended this year due to budget/personnel cuts, they will continue to test-only for that and other viruses. Should their testing reveal the presence of any of these viruses in mosquitos, or a case shows up in humans, they will notify the Town and commence with a spraying program. An option to opt-out and not be billed this year was discussed. The Clerk will seek clarification from the Agriculture Department about cost estimates should the Town desire to remain opted-in.

## **Closed Session**

President Pennoyer read the following closed session statement:

Under General Provisions Article 3-305(b)(1): To discuss...any other personnel matter that affects one or more specific individuals; and, General Provisions Article 3-305(b)(7): "To consult with counsel to obtain legal advice."

### **Business**

Board to discuss employee salaries and other matters involving proposed Town Organizational Charts. It was noted that the Closed Session statement will be delivered at the next Town Meeting on June 9, 2020.

Commissioner Bernal-LeClaire motioned to close the open session so as to immediately enter into the separate closed session. Commissioner Leonard seconded. The motion was passed unanimously. It was noted that Town Attorney Kevin J. Best would be joining the Closed Session which will commence on a separate Zoom Meeting ID upon adjournment of the current open session.

## **Adjournment**

The open meeting was adjourned at 7:42 p.m.

Respectfully submitted,

M. David Williams  
Town Clerk





# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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

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www.uppermarboromd.gov

## Town of Upper Marlboro Budget vs. Actuals July 2019 – May 2020

	Actual	Budget	% of Budget
<b>Revenue</b>			
Fines, Licenses, Permits	\$240,656.93	\$339,935.00	70%
Grants	\$144,301.40	\$550,829.00	26%
Intergovernmental	\$24,741.26	\$41,315.00	59%
Other Revenue	\$268,460.51	\$341,432.00	79%
Taxes	\$830,422.64	\$852,209.00	97%
<b>Total Revenue</b>	<b>\$1,508,582.74</b>	<b>\$2,125,720.00</b>	<b>71%</b>
<b>Expenses</b>			
General Government	\$947,678.62	\$1,186,517.00	80%
Public Safety	\$274,591.53	\$560,122.00	49%
Public Works	\$242,720.76	\$379,081.00	64%
<b>Total Expenses</b>	<b>\$1,464,990.91</b>	<b>\$2,125,720.00</b>	<b>69%</b>
<b>Committee Overview</b>			
Historical Committee	\$306.46	\$1,500.00	20%
CERT Team	\$238.45	\$1,500.00	16%
Events Committee	\$5,974.84	\$12,500.00	48%



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## MONTHLY NARRATIVE

As we still monitor the financial hardship of COVID-19, we have budgeted the best way possible in knowing July 1<sup>st</sup> is around the corner as we will begin FY2021.

1. Budgeting
2. Tax rates
3. COVID-19 expenses
4. Transparency

## Town of Upper Marlboro

### Profit & Loss May 2020

#### REVENUE

FINES, LICENSES, PERMITS	\$4,741.69
GRANTS	\$2,500.00
INTERGOVERNMENTAL	\$4,598.06
OTHER REVENUE	\$1,642.94
TAXES	\$53,323.55
<b>TOTAL REVENUE</b>	<b>\$66,806.24</b>

#### EXPENSES

GENERAL GOVERNMENT	\$43,552.60
PUBLIC SAFETY	\$19,965.09
PUBLIC WORKS	\$17,867.08
<b>TOTAL EXPENSES</b>	<b>\$81,384.77</b>



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## Town of Upper Marlboro Balance Sheet As of May 31, 2020

	<u>Total</u>
<b>Cash on Hand and in Banks</b>	
1000 PGFSB Operating Checking	160,944.93
1001 Petty Cash	300.00
1010 PGFSB Payroll Account	0.00
1040 M&T Checking	14,458.76
1068 SONA Bank CD 8641	0.00
1117 Old Line Bank	102,941.08
1122 Congressional Bank CD 5756	212,310.55
1140 MLGIP	127,000.04
<b>Total Cash on Hand and in Banks</b>	<u><b>\$ 617,955.36</b></u>



# Town of Upper Marlboro Police Department

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

## Monthly Town Police Department Report For the Month of May 2020

### Incidents Reported in Town:

Missing Person 2	Threat Complaint 1	Suspicious Vehicle 2
Theft from Auto 1	Theft Report 1	Check on the Welfare 1
Business Alarm 1	Disorderly Report 3	Break-in in Progress 1
DWI Arrest & Accident 1	Property Damage 3	Suspicious Person 1
Accident Report 1	House Alarm 1	Theft from Auto 1
Domestic Report 1		

Chief Burse participated in several conference calls with the Prince George's Chiefs Association discussing issues related to COVID-19.

Chief Burse, Cpl. deBarros and Sgt. Irby assisted the County Police with protestors at the County Administration Building.

Chief Burse participated in several conference calls with Prince George's County Office of Emergency Management and the Maryland State Police related to COVID-19.

Chief Burse, Sgt. Irby, and Cpl. deBarros conducted high visibility patrols throughout the Town during the Stay at Home Order.

Chief Burse and Cpl. deBarros participated in a Food Drive donation sponsored by Maryland State Delegate Ron Watson.

Chief Burse participated in a Zoom conference call with the District 2 Coffee Club.

Chief Burse, Sgt. Irby and Cpl. deBarros participated in High School and College graduation celebration parades.

Chief Burse received masks, protective gowns, gloves, and PPE equipment from the Prince George's County Office of Community Relations.

Chief Burse participated in a conference call with U.S. Senator Ben Cardin.

Chief Burse and the Sheriff's Department conducted a security assessment for the reopening of the County Courthouse.

**Kai Bernal-LeClaire**  
Commissioner/Treasurer

**Wanda Leonard**  
Commissioner

**Linda Pennoyer**  
Commissioner/President



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

**Date:** Monday, June 1, 2020

**Subject:** Public Works' Status Report

**RE:** May 2020 – Monthly Status Report

**Capital Improvements** – Public Works Superintendent reached out to a few other municipalities (North Beach, Forrest Heights, and Hyattsville) to ensure, as a department, we are doing all we can to prevent the spread of Covid-19. PWS was also involved in a conference call with our Chief of Staff and Sustainable Maryland to possibly secure roughly six more pet waste stations at no cost to the Town.

**Maintenance and Beautification** – Herbicide treatments were wrapped up along Main and Water Streets; we are now branching out Town-wide to complete with our site cuts. Public Works crews, in conjunction with Town Police and Code Enforcement, carried out one high grass abatement.

**Street and Sidewalk Repairs** – PWS filed one service request (SR-0414014) to have one storm drain vacuumed and inspected due to standing water at the inlet of the drain along Main Street. Rommel Construction began work at Main and Water Streets to upgrade the traffic signals and pedestrian pedestals. Church Street directional signage at Route 4 offramps were removed.

**Weather Related Activities** – May had multiple high-wind events that resulted in one downed stop sign (Marlborough Drive), a small number of limbs, and one small tree to be removed from Town property.

**Refuse Accumulations** – Bulk day accumulations for solid wastes (Landfill) are 3.33 tons. Bulk day accumulations for yard waste collections are 3.77 tons.

Sincerely,

Darnell F. Bond III  
*Public Works Superintendent*

---

**Kai Bernal-LeClaire**  
Commissioner/Treasurer

**Wanda Leonard**  
Commissioner

**Linda Pennoyer**  
Commissioner/President

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

ORDINANCE: 2020-05  
SESSION: Regular Town Meeting  
INTRODUCED: May 12, 2020  
DATE ENACTED: \_\_\_\_\_

AN ORDINANCE relating to adopting and approving the budget for the fiscal year 2021 and to establish certain procedures for reviewing and amending same, as more particularly set forth herein.

WHEREAS, the legislative body of every incorporated municipality in this State pursuant to the Local Government (“LG”) Article, § 5-205 of the Annotated Code of Maryland (“State Code”) is delegated express ordinance making powers to expend municipal funds for any purpose deemed to be public and which affects the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, every municipal legislative body is further expressly delegated ordinance making powers pursuant to said section of the State Code to expend municipal funds provided that any funds not appropriated at the time of the annual levy, shall not be expended, nor shall any funds appropriated be expended for any purpose other than that for which appropriated, except by a two-thirds vote of all members elected to said legislative body; and

WHEREAS, the Town of Upper Marlboro for fiscal year 2021 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308); and

WHEREAS, the Charter of the Town of Upper Marlboro (“Charter”) prescribes that the President of the Board of Commissioners (“President”) at least thirty days before the beginning of the fiscal year shall submit a budget to the Board of Commissioners (“Board”); and

WHEREAS, the fiscal year for each municipal corporation in the State of Maryland is mandated by Code, LG Article, Section 16-101, and Charter, Section 82-39 to begin on July 1 of a calendar year and end on June 30 of the next calendar year; and

WHEREAS, Charter, Section 82-40 further prescribes that the budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year; and

WHEREAS, Charter, Section 82-41 prescribes that before adopting the budget the Board may hold a public hearing thereon upon such notice as may be deemed appropriate and that the Board may increase, decrease or eliminate any item in the budget and may add new items thereto; and

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

WHEREAS, Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

WHEREAS, Charter, Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

WHEREAS, Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

WHEREAS, Charter, Section 82-43 prescribes that any transfer of funds between major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

WHEREAS, Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

WHEREAS, Charter, Section 82-48 mandates that prior to June 30<sup>th</sup> in each and every year the Board shall determine the tax rates for the ensuing fiscal year, which determination shall constitute the tax levy for such year.

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

**Section 1.** The Fiscal Year 2021 Budget Ordinance (“FY2021 Budget Ordinance”) shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>BUDGET AMOUNT</u>
Taxes	\$845,000.000
Intergovernmental	\$38,870.00
Fines, License and Permits	\$346,666.00
Other	\$6,500.00
Grants	\$117,317.00
From Designated Funds	\$110,900.00
<b>Total Revenues</b>	<b>\$1,474,253.00</b>

**Section 2.** The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY2021 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$781,180.00
Public Safety	\$429,457.00
Public Works Department	\$263,616.00
<b>Total Expenditures</b>	<b>\$1,474,253.00</b>

**Section 3.** Notwithstanding this budget ordinance, the FY2021 Budget shall be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the President and/or the Board (the “Detailed Budget”). Although not considered incorporated by reference or formally part of this FY2021 Budget Ordinance, the Detailed Budget, unless subsequently modified by the President, with approval of the Board as set forth in Section 4 below, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Board at the Town meeting wherein the FY2021 Budget was approved.

**Section 4.** All budget amendments transferring monies between general classification of expenditure or appropriations as reflected in this FY2021 Budget Ordinance shall be submitted to the Board for approval, from time to time, by ordinance. Budget changes or amendments occurring within certain specified sub-categories or the various detailed items not reflected herein but shown in the Detailed Budget shall be approved from time to time by the President subject to review and approval by the Board as recorded in the journal of its proceedings.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levies for Fiscal Year 2021 for the Town of Upper Marlboro shall be liens from and after July 1, 2020 and shall be due and payable as specified in Title 14 of the Tax Property Article of the Code, as amended, and Charter Section



82-50; and that all tax rates currently in effect, as or to be established by Ordinance 2020-06, shall remain so unless changed at a future date by the Board of Commissioners; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby finally sets, ratifies and establishes the compensation of all regular Town staff positions via this annual budget ordinance enacted herein, in accordance with the pay chart below:

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	32,000	32,960	33,920	34,880	35,840	36,800	37,760	38,720	39,680	40,640
2	35,000	36,050	37,100	38,150	39,200	40,250	41,300	42,350	43,400	44,450
3	39,000	40,170	41,340	42,510	43,680	44,850	46,020	47,190	48,360	49,530
4	44,000	45,320	46,640	47,960	49,280	50,600	51,920	53,240	54,560	55,880
5	50,000	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500
6	57,000	58,710	60,420	62,130	63,840	65,550	67,260	68,970	70,680	72,390
7	65,000	66,950	68,900	70,850	72,800	74,750	76,700	78,650	80,600	82,550
8	74,000	76,220	78,440	80,660	82,880	85,100	87,320	89,540	91,760	93,980

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall be posted in the Town Hall office, and this FY 2021 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_\_ NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Kai Bernal-LeClaire, Commissioner

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Wanda Leonard, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J Best, Town Attorney

Date: \_\_\_\_\_

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

ORDINANCE: 2020-06  
SESSION: Regular Town Meeting  
INTRODUCED: May 12, 2020  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE TO ESTABLISH TAX RATES FOR THE FISCAL YEAR 2021 TAX LEVY**

**WHEREAS**, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82–16(2)(v) (Finances), states that the Board shall have the power to pass ordinances not contrary to the laws and Constitution of this State in order to levy, assess, and collect ad valorem property taxes; to expend municipal funds for any public purpose; to have general management and control of the finances of the Town; and

**WHEREAS**, the Town Charter, Section 82–47 (Taxable Property) states all real property and all tangible personal property within the corporate limits of the Town, or personal property which may have a situs there by reason of the residence of the owner therein, shall be subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and County taxes; and

**WHEREAS**, the Town Charter, Section 82–48 (Tax Levy) states that on or before the thirtieth day of June in each and every year, the Board shall determine the tax rate for the ensuing fiscal year, which determination shall constitute the tax levy for such year; and

**WHEREAS**, pursuant to Ordinance 2018-08, effective for the tax year beginning July 1, 2019, and for each tax year thereafter unless altered by a subsequent enactment of the Board of Commissioners, the classifications of property subject to municipal taxation, with respect to those properties, businesses or utilities located within the municipal boundaries of the Town of Upper Marlboro, shall be as follows: (i) commercial real property, (ii) noncommercial real property, (iii) business personal property, and (iv) public utility property; and

**WHEREAS**, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

**WHEREAS**, said Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

**WHEREAS**, pursuant to Section 82-39 *et seq.* of the Town Charter, the Board of Town Commissioners plans to approve a separate annual budget ordinance consistent with this Ordinance.

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

That the tax rates for Fiscal Year 2021 for all real, personal and other property which is subject to taxation by the Town of Upper Marlboro are hereby established, levied and approved to be as follows:

Residential Real Property	\$ 0.24 per \$100.00 of assessed valuation;
Commercial Real Property	\$ 0.52 per \$100.00 of assessed valuation;
Business Personal Property	\$ 0.45 per \$100.00 of assessed valuation;
Public Utility Property	\$ 0.75 per \$100.00 of assessed valuation;

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2021 for the Town of Upper Marlboro and all other taxes, liens and/or fees prescribed herein shall remain as approved to be incorporated and adopted within the FY 2021 Budget Ordinance 2020-05.

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

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Kai Bernal-LeClaire, Commissioner

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Wanda Leonard, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J Best, Town Attorney

Date: \_\_\_\_\_

## The Town of Upper Marlboro

RESOLUTION: 2020-13  
SESSION: Regular Town Meeting  
DATED: June 9, 2020

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT FOR ACCOUNTING SERVICES.

**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**, the Town has a need to bring in additional support of a certified accounting firm to assist in implementing best accounting practices; and

**WHEREAS**, pursuant to Town's Charter Section 82-56. (Purchasing and Contracts) 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**, the Board of Town Commissioners released RFP 2020-04 and published it for at least 15 days to seek interested applicants from April 9, 2020, through April 23, 2020; and

**WHEREAS**, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2020-04 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of April 9, 2020, through April 23, 2020; and

**WHEREAS**, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that ALTA CPA Group is a responsible offeror whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2020, that the Town Board of Commissioners hereby authorize the President to award the contract to ALTA CPA Group for the amount of \$1,500 per month and to execute the relevant contract documents.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Linda Pennoyer, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Wanda M. Leonard, Commissioner

\_\_\_\_\_  
Kai Bernal-LeClaire, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
M. David Williams, Town Clerk

## The Town of Upper Marlboro

RESOLUTION: 2020-14  
SESSION: Regular Town Meeting  
DATED: June 9, 2020

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AWARD A CONTRACT FOR LOBBYING AND GOVERNMENT RELATIONS SERVICES.

**WHEREAS**, the Town has a need to obtain lobbying and government relations services in order to interface with members of the General Assembly for funding and other legislation that is advantageous to the Town; and

**WHEREAS**, pursuant to Town's Charter Section 82-56. (Purchasing and Contracts) 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**, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2020-05 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of May 12, 2020, through May 26, 2020; and

**WHEREAS**, the Board of Town Commissioners released RFP #UM 2020-05 and published it for at least 15 days to seek interested applicants from May 12th, 2020, through May 26, 2020: and

**WHEREAS**, the Town Board of Commissioners hereby finds that Greenwill Consulting LLC is a Maryland Corporation in good standing with the State of Maryland having a principal office at 92 Franklin Street Suite 202, Annapolis, MD 21401: and

**WHEREAS**, the Town Board of Commissioners hereby further finds that sufficient funds have been appropriated and that Greenwill Consulting, having submitted a proposal letter/contract dated May 26, 2020, attached hereto and incorporated herein as Exhibit A, is a responsible offeror whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2020, that the Town Board of Commissioners hereby authorize the President to award the contract to Greenwill Consulting



LLC for the amount of \$3,000 per month and a term of two (2) years, and to execute the relevant contract documents.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Linda Pennoyer, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Wanda M. Leonard, Commissioner

\_\_\_\_\_  
Kai Bernal-LeClaire, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
M. David Williams, Town Clerk

[Exhibit A – Proposal letter/contract]

# GREENWILL

– Government Relations Firm –

## Our Story

Greenwill Consulting Group, LLC is a highly regarded bipartisan boutique lobbying firm in Maryland. Our approach to lobbying is bipartisan as we understand that to be effective for our clients, we must be able to work with policymakers from both political parties. At Greenwill, we value a tradition of high-quality lobbying and government relations services. We are proud to represent a diverse clientele from non-profits to large Fortune 500 corporations for the last 17 years.

Our primary government relations consultants – Ivan V. Lanier, Jacob Moore, and Tia Ortiz – engage in a broad business and legislative practice, including government relations and multi-state procurement services which they match with experience in design and data visualization. Our Team has more than 25 years of experience in Annapolis. Helping clients navigate through the maze of laws, regulations, legislation and procurement process is the foundation of our expertise. For over a decade, Greenwill has helped countless clients find practical solutions to complex problems.

Some of Greenwill's current and past clients include local government agencies, as highlighted in the list below:

**Allegany County Board of County Commissioners**  
**Allegany County Economic Development Department**  
**Charles County Board of County Commissioners**  
**Town of Capitol Heights**  
**Town of North Brentwood**  
**Town of Forest Heights**  
**Town of Hancock**  
**City of Frederick**  
**Frederick Area Committee for Transportation (FACT)**  
**Maryland Port Administration**  
**Queen Anne's County**

Greenwill works closely with our clients to obtain achievable goals, craft strategic arguments, and devise winning plans to address legislative challenges and opportunities. As a boutique government relations firm, we have the ability to provide individualized and personalized representation to each of our clients and tailor strategies according to specific client needs as opposed to a one-size-fits-all approach. Our team is committed to implementing winning strategies that help our clients meet their policy goals and priorities.

Greenwill clients are not served by a single lobbyist, but rather by a team of professionals who can best help them achieve their legislative objectives. Our consultants have a vast knowledge of the legislative, procurement, and regulatory processes in the State of Maryland. Our

92 Franklin Street Suite 202, Annapolis, MD 21401 | 410-490-1309

Ivan Lanier | Jacob Moore | Tia Ortiz

professionals interact closely with members of the General Assembly, Governor's Office, Executive Branch agencies and local governments. In addition, Greenwill staff recognizes the importance of also cultivating relationships with legislative staff to ensure that they, too, are educated on clients' priorities. Legislative staff are integral to the legislative, budgetary and regulatory process, and play a key role in legislative outcomes.

Our strength consists of our *accessibility* to key members of the legislative and executive agencies, our *credibility* developed over many years of experience, our ability to help formulate the best and most *persuasive* arguments on a particular issue and our ability to *effectively advocate* these positions. Our team consists of knowledgeable, respected, and known professionals who have a well-rounded view and understanding of legislative, budgetary and regulatory processes in the State. Thus, we have the ability look at a legislative issue from multiple perspectives which provides our clients with a variety of options and creative solutions.

## **Our Year with Upper Marlboro**

2020 has been another great year so far with Upper Marlboro. The Greenwill Team was successful in organizing a meeting between the Town and Councilman Harrison's office in February and instrumental in advocating for the \$100,000 Main Street project funding. Moving forward, we know this open dialogue will benefit Upper Marlboro greatly, paving the way for future projects and collaborations, including working on the Councilman Harrison commitment to begin discussions concerning reacquiring the Old Stone Building. During the legislative session, we used our legislative experience in providing language to amend the original bond bill requirements to ensure the Town still received its funding. Working alongside Senator Peters, Delegate Watson, and their many staff members. In those final weeks of Session, the Greenwill Team successfully secured the \$175,000 for the Downtown Upper Marlboro Project as Senator Peters introduced our amendments on the Senate Floor. Moving forward, we are continuing to look out for bond bill opportunities, including an upcoming project that would allow for a private public partnership in the Town to look at adding a splash pad or some other recreational facility improvements in Upper Marlboro.

Although the 2020 Session was cut short, we had plenty of legislative successes. In February, we were happy to have hosted Kyle Snyder and Police Chief David Burse for testimony in front of the Prince George's County delegation with regards to speed cameras in Upper Marlboro. After the State Highway Administration rejected the Town's initial ideas for speed monitoring systems, we went formulated and went forward with a new plan. The Greenwill team sought out and collaborated with Prince George's State Delegate Andrea Harrison and worked to draft HB 1433 (Prince George's County - Speed Monitoring Systems - Residential Districts and School Zones). With our connections with the Prince Georges County Delegation Chair Eric Baron and with the House Environment and Transportation Committee, HB 1433 gained support but, alongside hundreds of other bills that were held due to time constraints in that final week of Session, the bill was not passed due to COVID-19. Conversations with the Environment and Transportation Committee Chairman Kumar Barve and the Subcommittee Chair David Fraser-Hidalgo have indicated that the bill be one of the first heard in the next legislative Session, and we are confident that the bill will move forward once the General Assembly reconvenes at the end of this crisis.

The COVID-19 pandemic has upended lives around the state and around the world. Our team was early in initiating and spearheading efforts to secure grants and funds for the Town and to ensure that when it came time to doll out federal dollars, Prince George's County would give the Town its fair share. We are pleased to hear that the Town has received \$41,000 in CARES Act funding. As the legislators left Annapolis in March, it was a priority for us to assist in drafting impact letters and updates on the effects of the pandemic on Upper Marlboro with Senator Peters and the Prince George's County delegation. In addition, during this time we worked with Senator Peters in drafting a letter of support for the Town's entrance into the Main Street Maryland Program.

A lot has changed for the Town so far in 2020, and – even as we all face the adversity of these challenging times – we are proud to have been a part of its successes. We are looking forward to establishing monthly in person (or virtual) presence at all Commissioners meetings.

92 Franklin Street Suite 202, Annapolis, MD 21401 | 410-490-1309

Ivan Lanier | Jacob Moore | Tia Ortiz

Working with Town spearheading plans to secure the Old Stone building, work on a private public partnerships, obtaining County economic development funding, additional COVID19 grant funding from local and State entities and establish a speed-monitoring system protecting the safety of your citizens.

Greenwill Consulting Group will provide Government Relations local and State services on behalf of the Historic Town of Upper Marlboro and would propose a 24-month retainer agreement of \$3,000 per month totaling \$72,000 starting June 1, 2020 and ending June 1, 2022.

## References

Allegany County Government  
Board of Commissioners President Jake Shade  
(c) 240 522 2103

Charles County Government  
Board of Commissioners President Rueben Collins  
(c) 202 215 4165

Town of North Brentwood  
Town Manager Jacqueline Goodall  
(c) 240-602-0855

Town of Forest Heights  
Town Manager Linwood Robinson  
(c) 240 289 2020

## Our Team

### *Ivan Lanier, President / CEO*

Ivan V. Lanier is the founding President and Chief Executive Officer of Greenwill Consulting Group, LLC. With over forty years of government relations and legal experience. Mr. Lanier has an in-depth knowledge of Maryland's legislative process, specializing in Energy, Medical Cannabis, Transportation, Telecommunications, Property, and Healthcare.



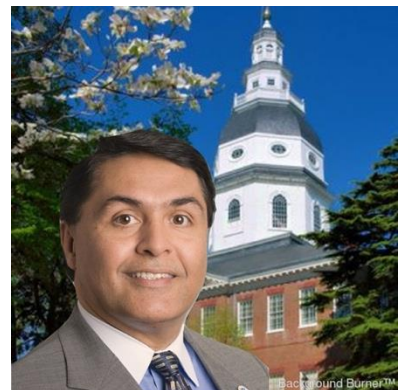
Lanier founded the firm in 2002 after retiring as a Police Sergeant for the Prince George's County Police Department. Under his leadership Greenwill Consulting Group has grown to become one of the leading government relations firms in Annapolis, Maryland. For six consecutive year Ivan has ranked as one of the top twenty-five performing lobbyists in Annapolis, Maryland. He currently represents or has previously represented many Fortune 500 companies and continues to service a diverse list of clientele.

Ivan is widely recognized as a bipartisan lobbyist. Through his vast experience, Ivan knows that virtually every vote is a coalition of Democrats and Republicans, and his lobbying effort builds that alliance of legislators. Through Ivan's leadership, Greenwill has developed an expertise for bringing together such a coalition that supports the positions of its clients.

### *Enrique Melendez, Consultant*

Mr. Melendez brings over 30 years of Program Management, Systems Engineering and Business Technology management related subject matter expertise in the Transportation, Energy, Education, Hospitality, Federal and Military market sectors. Enrique provide clients with strategic business planning, business startup, technology planning and design consultancy, program management, IT and Security Systems support services.

Mr. Melendez has experience working with Fortune 500 firms (such as GE, Leidos, Collins Aerospace) along with small/medium sized minority owned businesses. Additionally, he has been providing strategic planning and design services for firms interested in entering the medical cannabis industry either as a grower/process or dispensary.



Enrique holds several advanced engineering and management degrees and has served on numerous Board of Directors and industry committees. Melendez is a former President/Vice President/Board Member of the Anne Arundel County Board of Education. Enrique has also served as a BWI Airport Commissioner.

92 Franklin Street Suite 202, Annapolis, MD 21401 | 410-490-1309

Ivan Lanier | Jacob Moore | Tia Ortiz

### ***Jacob Moore, Legislative Policy Analyst***

Jacob previously worked for Allegany County Government in Planning and Zoning. He handled special projects for the Board of County Commissioners. Under this capacity he managed special projects and coordinated activities with departments, county and other agency personnel. Jacob



represented Allegany County on committees, task forces, public hearings and made public presentations. Conducted complex studies and analyzed state and federal regulations to ensure projects compliance.

He specializes in land use and has extensive experience in land use zoning regulations, energy, governmental affairs, and demographic statistics.

Jacob holds a B.S. in Geographic Information Science and Computer Cartography (GIS) and a B.A. in English from the University of Maryland—College Park. He is proficient in French and enjoys photography and copyediting.

### ***Tia Ortiz, Government Relations Representative***

Tia Ortiz joins Greenwill Consulting Group after a highly successful career in Interior Design and advocating for local nonprofits and community associations in Maryland and Pennsylvania. Tia is passionate about her clients with a proven record of going above and beyond to accomplish their goals. She brings a bright, fresh perspective to the government relations process. Mrs. Ortiz admires her unique strengths and considers them an asset in the government consulting business. “For Corporations to grow, in this competitive market, they need to be heard. Presence and visibility are very important to our client’s success” she states.

For over a decade she has created functional and specifically tailored spaces to reflect her client’s personal style and design attitude. She believes there are many ways to accomplish a task and challenges can be resolved with a passionate, creative, problem-solving approach.



Tia has a BS in interior design from the Art Institute of Philadelphia and several years of experience in residential, commercial, and event design. She has, continuously, been one of the top sales designers in the Baltimore district. When she’s not at work, she advocates for nonprofits and community associations in Maryland.

## The Town of Upper Marlboro

RESOLUTION: 2020-15  
SESSION: Regular Town Meeting  
DATED: June 9, 2020

### A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO ADOPTING A NEW TOWN GOVERNMENT ORGANIZATIONAL CHART

**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 the Charter or State law and to operate the Town Government; and

**WHEREAS**, Section 82-15 (Powers and Duties) of the Town Charter states that the President, with the approval of the Board, shall appoint the heads of all offices, departments, and agencies of the Town Government as established by the Charter or by ordinance, and all office, department, and agency heads shall serve at the pleasure of the President, and all subordinate officers and employees of the offices, departments, and agencies of the Town Government shall be appointed and removed by the President, in accordance with rules and regulations in any merit system which may be adopted by the Board; and

**WHEREAS**, in addition to the Board of Election Supervisors, Sections 82–57 (Clerk to the Board) and 82-58 (Town Attorney) of the Town Charter further creates the appointed offices of Clerk to the Board and Town Attorney within the Town Government; and

**WHEREAS**, pursuant to Ordinance 2012-02, the Board established the Historical Committee; and

**WHEREAS**, pursuant to Ordinance 2016-03, the Board established the Office of Code Enforcement Officer; and

**WHEREAS**, pursuant to Ordinance 2019-02, the Board authorized the creation and appointment by resolution of committees and other bodies to support Town operations and services; and

**WHEREAS**, pursuant to Ordinance 2020-03, the Board established a personnel system and ratified the creation of certain offices and referenced several other employment positions within the Town Government; and

**WHEREAS**, the Board of Commissioners wishes to structure the offices, departments and positions as outlined in a revised Organizational Chart, attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this \_\_\_\_\_ day of June 2020, that the Town Board of Commissioners hereby approves and adopts the new Town of Upper Marlboro Organizational Chart,



attached hereto and incorporated herein as Exhibit A, which shall replace the Town's previous organizational charts or similar exhibits.

**AND BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro that if any section, paragraph, exhibit or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, exhibit or provision shall not affect any of the remaining provisions of this Resolution.

**AND BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro that all prior Resolutions and policies in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**AND BE IT FURTHER RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro that this Resolution shall be in effect immediately upon its passage and approval.

ATTEST:

THE TOWN OF UPPER MARLBORO

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Linda Pennoyer, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Wanda M. Leonard, Commissioner

\_\_\_\_\_  
Kai Bernal-LeClaire, Commissioner

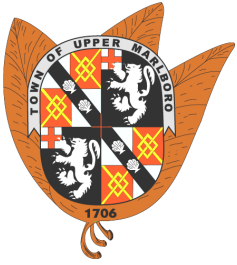
[Exhibit A – Organizational Chart]

CERTIFICATION

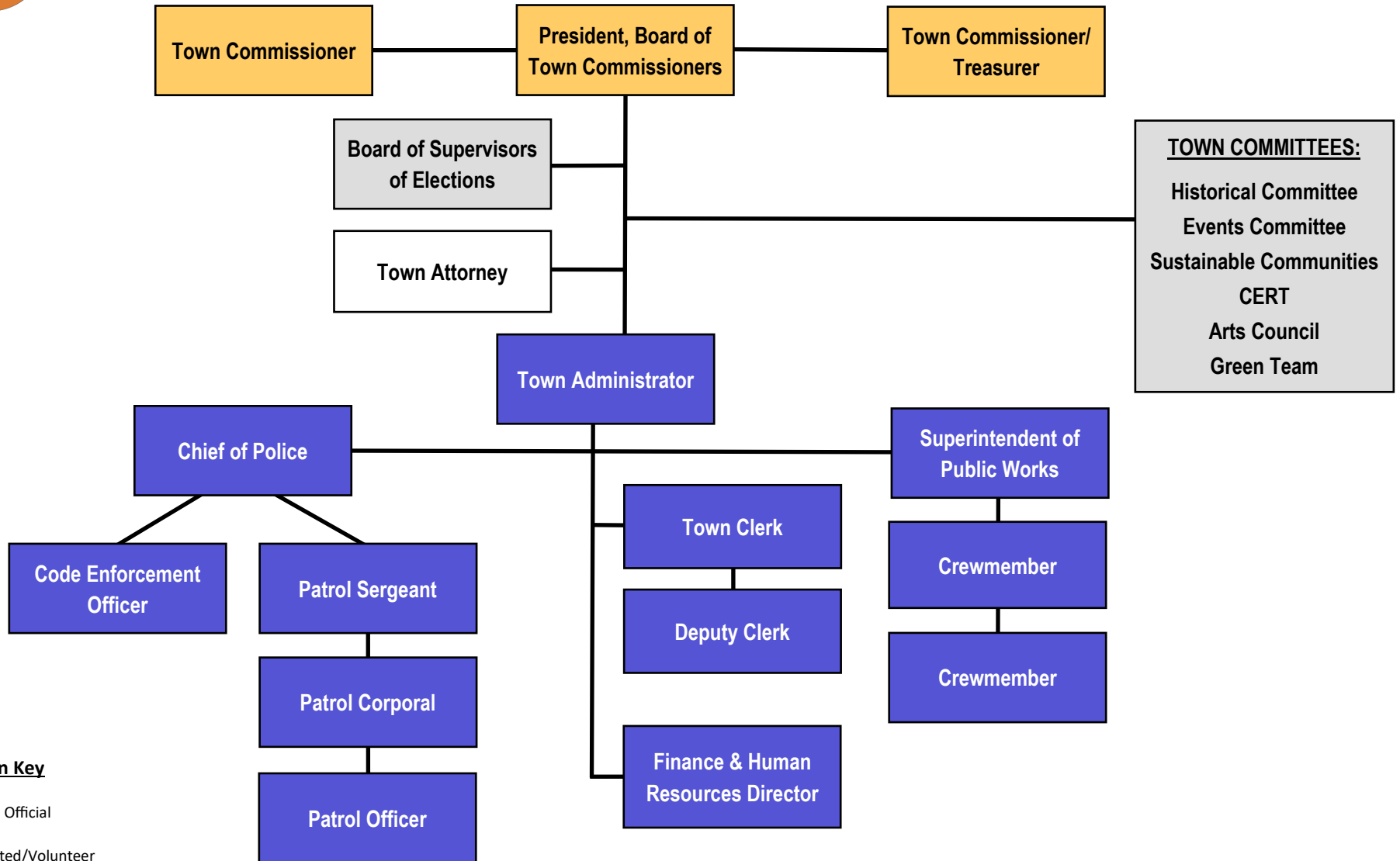
I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
M. David Williams, Town Clerk



# Town of Upper Marlboro Organizational Chart



**Position Key**

- Elected Official
- Appointed/Volunteer
- Town Attorney
- Town Staff