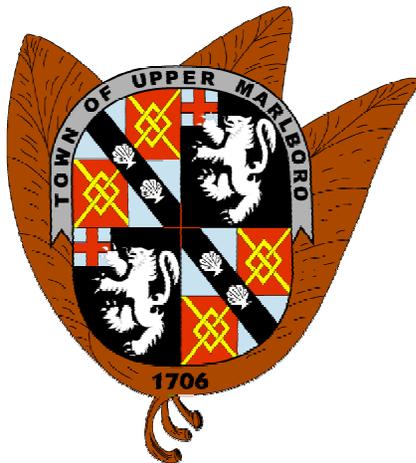


A Citizen's Guide



to living in the historic

Town of Upper Marlboro

About the Town



 Originally founded in 1706, and incorporated in 1870, our Town is the County Seat of Prince George's County. The Town has a population of around 640 residents and is less than one half square mile in area. There are another 88 plus square miles of the Upper Marlboro zip code, but that is outside the Town's corporate limits—which is generally referred to as "Greater Upper Marlboro."



The residential neighborhoods are located mainly west of downtown. The western residential area has been nominated for a National Historic Residential District designation on the National Register of Historic Sites and Resources, and

should have this official designation finalized by the end of 2012.

The downtown area is located along Main Street. There are restaurants, attorney's offices, insurance agents and a variety of retail establishments. The downtown area houses county and state operations,



the majority of which are the County Administration Building and the Courts.

Town Hall is located at 14211 School Lane, at the corner with Old Crain Highway (near the Board of Education building and Sasscer Field.) Our office is open 9:00 a.m. to 5:00 p.m. weekdays, except on holidays. The main number is (301) 627-6905; Fax: (301) 627-2080.



Did You Know?

Our Town History

The Town of Upper Marlboro is one of the oldest surviving southern Maryland towns with histories dating back to colonial times. The area was settled around 1695 and named after the first Duke



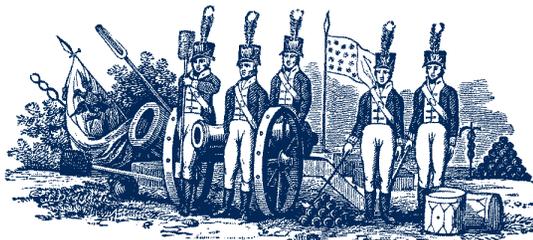
of Marlborough (an ancestor of Winston Churchill). It was established as a port town for tobacco ships in 1706, and has been the county seat of Prince George's County since 1721. Originally known as the "Town of Marlborough," the name was changed in 1721 to "Upper Marlborough" to distinguish it from Lower Marlborough in Calvert County. Around 1900, the spelling of "Upper Marlborough" was changed to "Upper Marlboro." Some claim the name was shortened to fit better on the official seal and postal indicia.



The Town has been the stage for many historically prominent figures throughout the years. A plaque at the west end of Main Street proudly confirms that George Washington did indeed sleep here. He also visited the

Town, once as the Colonel of the Virginia Militia in 1756 and again as President of the United States in 1793. Other famous residents include: the first Catholic Archbishop in America and the founder of Georgetown University, John Carroll, who was born in Upper Marlborough. His brother Daniel is credited as a signer of the U.S. Constitution. Also, Thomas John Claggett, the founder of Trinity Episcopal Church (1810), was the first Episcopal bishop consecrated in the United States. He also served as chaplain of the United States Senate.

During the War of 1812, Dr. William Beanes, a prominent Upper Marlborough physician, was captured by the British for imprisoning army stragglers and held hostage aboard a British warship in Baltimore

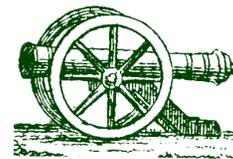


Harbor. Francis Scott Key (a Georgetown lawyer) was sent to negotiate Beanes' release. There, along with Beanes, they witnessed the bombardment of Fort McHenry and he was inspired to write a poem entitled *The Star Spangled Banner*, that was eventually put to music and became our national anthem.

When Beanes was first arrested by the British, Mr. John Hodges, his neighbor who lived at Darnall's Chance, believed the British would make good on their threat to burn the Town to the ground should their soldiers not be released by noon the next day. Hodges went to the Queen Anne jail and convinced General



Robert Bowie to proceed with a prisoner exchange. John Hodges is the only known person to be tried for treason during the War of 1812. He was found not guilty.



Many historic sites and trails in and around our Town are being refurbished and/or developed as tourist destinations for the War of 1812 Bicentennial Anniversary and beyond. Just outside the Town boundaries, there are several other War of 1812 sites such as: Mt. Calvert (Jackson's Landing), the Compton-Bassett House, Nottingham, Pig Point and Hill's Bridge, where Commodore Joshua Barney sank his flotilla to keep it from falling into British hands. There are hiking, biking and water trails and facilities that follow the British campaign routes and their landing sites, connecting the famous battle sites and the lesser known skirmish sites. A portion of the National Park Services' "Star Spangled Banner Trail" runs through the Town from Route 4 Pennsylvania Avenue and along Old Marlboro Pike.



There remain many historic homes and sites that dot the landscape throughout the Town that are listed on the National Register of Historic Places, and/or the Prince George's County's Inventory of Historic Sites. They include: Content, the Brooke-Herring House, the Traband House, the Digges-Sasscer House, the Trelawn (Roberts) House, the Talbott House, the Thomas J. Turner House, the Jarboe-Bowie House, Kingston and the Crandell-Rothstein House. Also listed are: Trinity Episcopal Church, Union (Memorial) Methodist Church, St. Mary's Beneficial Society Hall, the Robert Crain Highway Monument and Darnall's Chance House Museum.

"Did You Know?" is a featured column in the *Landings*—our Town's monthly newsletter. A color version is available online at: www.uppermarlboromd.gov

Your Town Government

Upper Marlboro is an incorporated, chartered “home rule” municipality with a nominal Commissioner form of Government. Every two years, the residents elect three Commissioners to administer the Town’s business. Non-partisan, at large elections are held on the first Monday (which is not a legal holiday) of each even-numbered year. The three candidates receiving the most votes are elect-

ed. The current Commissioners are President/Commissioner Stephen Sonnett, Commissioner/Treasurer James Storey and Commissioner Joseph Hourcle. The newly elected Commissioners select one to be the President of the Board of Town Commissioners. The President is also the Chief Executive Officer and Chief Administrative Officer. Residents who have lived within

the corporate boundaries of the Town for at least 2 years, and are 25 years of age or older, can run for office. The Commissioners receive \$600 each per year, with the President receiving an additional \$3,600.

Residents are qualified to vote in Town elections if they have lived within the corporate boundaries of the Town for at least 30 days prior to an election, and, are already registered with the County Board of Elections with a current address in the Town. Residents do have the choice to register only with the Town for its elections and not with the County Board of Elections. Residents can also serve, by appointment and with compensation on the Town's Board of Supervisors of Elections.

Our Administrative staff consists of a Town Clerk, an Accountant and a Treasurer. All assist the President of Commissioners in the day-to-day municipal operations.

The Town has a Public Works Department that provides refuse collection services and sees to the maintenance and upkeep of Town owned equipment and properties. We also have our own Police Department.

The Town of Upper Marlboro’s real estate tax is the lowest in the County at \$0.24 per hundred of assessed value. The business personal property tax rate is \$0.45 per hundred. Since 1992, the Town has maintained a 100 percent Homestead Tax Credit. The County real estate tax rate for the unincorporated areas of the County is \$0.96 per hundred for



Fiscal Year 2013. Since the Town provides services that the County would otherwise have to provide, County real estate tax is reduced. For Fiscal Year 2013, that rate is \$0.8729. The Town does not charge separately for trash or recycling services.

Town Meetings are held at 7:30 p.m. on the second Tuesday of each month at Town Hall. All residents are urged to attend and participate. The Commissioners also hold a Work Session on the fourth Tuesday of every month at 9:15 a.m. All meetings are open to the public.

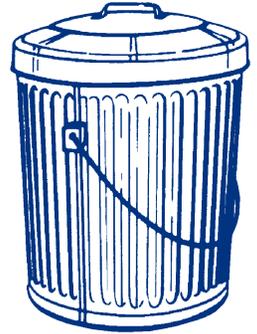
SERVICES

Public Works

WASTE MANAGEMENT:

Household Trash pick-up — Every MONDAY

When observed holidays fall on a Monday (like: New Year’s Day, Memorial Day, Fourth of July, Labor Day and Christmas), trash will be picked up on the following day (Tuesday). Trash cans need to be at the curb by 7:00 a.m. The Town has a contract with Burch Trash to provide this service at anytime after 7:00 a.m. **Do not use the blue recycle bin, your trash will not be picked up.** Household trash is waste generated during normal household living and can be legally put in the landfill. Put trash out on curbside for pickup in proper containers to prevent animals and birds breaking into the bags and spreading trash.



BULK TRASH pick-up — Every MONDAY

When Town holidays fall on a Monday (like: New Year’s Day, Martin Luther King, Jr.’s Birthday, Presidents Day, Memorial Day, Fourth of July, Columbus Day, Veterans Day, Labor Day and Christmas Day) pick-up will be on the following day (Tuesday). The Town’s Public Works Department starts to collect the bulk trash from your curb starting at 8:00 a.m. Bulk trash includes: washing machines, furniture and similar items. Some items are brought to the recycling area of the landfill and others are put in the landfill. Remember, refrigerator doors must be removed.

YARD WASTE pick-up — Every MONDAY

The Town's Public Works employees start picking up from the curbside, bagged grass clippings and leaves, small branches, brush (and Christmas trees in January) after 8:00 am. These items are taken to the yard-waste facility to be turned into *LeafGro*, a composted material.

RECYCLING pick-up — EVERY Thursday

Please have items out at curbside by 7:00 am. the day of pick-up. The Town has a contract with and pays the County for recycling service. Each residence has been assigned a registered Blue Recycle bin to be used exclusively for recycling. If you have overflow, or you do not have a County issued container, a box or any receptacle marked with an “X” or the word “Recycling” may be used as a recycling collection container. To report a damaged cart or bin, call (301) 952-7630 for a replacement.



FLATBED TRUCK: The Town offers the use of the Flatbed Truck at no charge for those residents with bulk items too numerous for the regular yard waste or bulk trash pickup. The truck is parked in the homeowner’s driveway on Friday afternoon and picked back up on Monday morning. Reservations are taken on a first-come, first-served basis and an agreement form must be signed and submitted to secure the reservation. Please read the agreement carefully. If what you put on the truck can not be disposed of at the landfill you will be charged for the cost of disposal and a administrative fee. **Debris created as a result of contracted work may not be disposed of using Town services.** Residents are limited to three reservations per year.

HUMANE ANIMAL TRAP: The Town has a large, medium and small humane animal trap that residents can borrow at no cost, to catch unwanted animals on their properties. You will be asked to sign a borrowing agreement which among other thing requires humane treatment of captured animals.



SNOW REMOVAL: The Town's public works department handles snow removal. Normally they plow first, then come through with the tractor mounted snow-blower to remove the windrows. And lastly, they come through yet again, to put down salt. Do not park on the street when it snows. Unobstructed roadways greatly improve our ability to clear the residential streets and put

down salt. It also reduces the chances of your vehicle being damaged. If you don't have the room to park your vehicle off-street, please park it on the **even-numbered** side of the street. Once you have seen that we have cleared the odd-numbered side of the street, then try to re-park your vehicle across the street, this will help us clear both sides of the street as soon as possible. When shoveling out your vehicle, driveway or side walk, it is important not to shovel the snow into the street. Please keep it on your property—this will ensure proper snow removal from the street and maximize street safety.

MOSQUITO CONTROL: The Town participates in the State run mosquito control program. Starting in June of each year, the State conducts tests to determine the number of mosquitos in Town. If above State standards, they run a fogging truck through Town. If you don't want fogging within 300 feet of your residence, you can pick an exemption form up at Town Hall or visit the State website at: http://www.mda.state.md.us/plants-pests/mosquito_control.



Fogging normally takes place on Monday evenings. You can greatly help reduce the mosquito problem by not allowing standing water on your property.



Public Safety

POLICE DEPARTMENT: All requests for emergency and non-emergency responses are handled through the County’s 911 and non-emergency (301) 352-1200 call centers. Town Police are dispatched by these call centers. If our officer is on another call, a county police officer will be dispatched. If you have a matter that does not require immediate attention call Town Hall. The Town Police can't be everywhere, if you see something suspicious do not hesitate to call the non-emergency number.

HOUSE CHECKS: The Town Police will keep an eye on your house while you are away for the weekend or on vacation. Just fill out a *House Check Form* at the Town Hall and our police will check on your house periodically while you’re away to make sure it is safe and secure.



Town Hall

CONFERENCE ROOM: The Town offers its conference room as a meeting space to Town groups, committees and businesses for civic and cultural purposes, at no charge. The Town Hall Conference Room is available 5:00 p.m. to 10:00 p.m. weekdays (except holidays). Civic groups from outside the Town limits, in the immediate vicinity, may also utilize the space for a nominal fee.

NOTARY: The Town offers Notary Public services at \$2 per seal.

COPIES/ FAXES: Standard letter sized copies are free to residents (\$ 0.25 per page after 10 pages). Faxes are also free to residents (\$ 0.50 per page after 3 pages). The Town's Charter, Ordinances and Resolutions are all available for inspection at Town Hall during regular business hours, and copies are available upon written request.

NEWSLETTER: The *Landings* is the Town's monthly newsletter. We deliver printed copies to residences within the Town, usually the week before our monthly Town Meeting. Feature columns include a Police Report, an Events Calendar, and what is on the agenda for the next Town Meeting. A color PDF version is also posted on our website.



WEBSITE: Visit the Town's website at: www.UpperMarlboroMD.gov. The website is often the quickest way for the Town to get important



news to the public. While on the website you can subscribe to receive automatic email notification of each new posting, including important news and timely alerts.

VERIZON CHANNEL 19: Verizon Channel 19 is the Town's governmental channel. Currently, it displays notices of meetings and events in and around Town. In the future, we hope to have a companion channel on the Comcast network. We also anticipate broadcasting Town Meetings in the near future.

EVENTS: The Town holds annual events at the Town Hall, such as the Memorial Day



Ceremony in May and the Holiday Party in December. The Town is also a sponsor of the annual "Marlborough Day Festival" which is held downtown on the Saturday before Mother's Day. Main Street is also the stage of other annual venues such as "Cruizin' Main Street" and local high school Homecoming Parades.

Phone Number Quick Reference

Town Hall, Town of Upper Marlboro 301-627-6905

Public Safety

Emergencies 911

Police Non-Emergency 301-352-1200

Marlboro Volunteer Fire Department. . . . 301-952-0938

Other Government Services

County General Info. 301-350-9700

Mosquito Control 301-927-8357

Animal Control 301-499-8300

Road Maintenance 301-883-5600

State Hwy Maintenance. 301-883-5810

Board of Education 301-430-8020

Library, Upper Marlboro Branch 301-627-9330

Community Center, Upper Marlboro. . . . 301-627-2828

Darnall's Chance House Museum. 301-952-8010

Post Office, Upper Marlboro 301-780-3427

Utilities

Pepco (electric) 877-737-2662

WSSC (water) 301-206-8000

Verizon 800-837-4966

Comcast 800-266-2278

Miss Utility (call before digging). 800-257-7777

Elected Representatives

Mel Franklin, PG. County District 9 301-952-3820

James E. Proctor, Jr., State District 27A . . . 301-858-3459

Joseph F. Vallario, Jr., State District 27A. . . 301-858-3495

Thomas V. Mike Miller, Jr., State Dist. 27 . . 301-858-3910

Stenny H. Hoyer, U.S. MD District 5 301-474-0119

Barbara A. Mikulski, U.S. Senator. 301-345-5517

Benjamin L. Cardin, U.S. Senator 301-860-0414

Parking

Most of the Main Street parking in the downtown area is controlled by the Town and is metered for 2-hour parking at the rate of \$0.25 per 20 minutes (quarters only). Additional meters located on Governor Oden Bowie Drive outside the County Administration Building (CAB), and the meters outside the Post Office along Elm Street are controlled by the County. The Town offers parking permits for its parking lot on Church Street at the rate of \$35 per month, or \$10 per week. Please call Town Hall for availability.

Being a Good Citizen

 Good citizens make a good town. We are fortunate to have so many. The following items are some Town Ordinances and County Code provisions deemed to be “good citizen” requirements.

-  **Maintain the appearance of your residence**
-  **Care for your lawns, shrubs and trees**
-  **Clutter and litter should be kept out of sight**
-  **Store trash cans out of sight too**
-  **Use proper trash containers to prevent animals and birds from breaking into plastic bags and spreading trash**
-  **Waste cans or containers with cut grass and leaves should not exceed 35 pounds. Branches must be cut to 4 foot lengths**
-  **Know what you can recycle—that will save your tax dollars and the environment too!**
-  **Do not store disabled or unlicensed vehicles on your property or public spaces**
-  **Take good care of your pets and do not allow them to wander or bark for long periods of time**
-  **Be mindful of your neighbors when you have a party and discontinue any loud music or noises by 11:00 p.m.**
-  **Know who your neighbors are, especially those who might need help in emergencies**
-  **Do not allow your young children to ride in the street without a helmet and adult supervision.**
-  **Drive safely, obey the speed limits and parking regulations, including not parking on the grass.**

If you have a problem with something in Town, call us at Town Hall. We can investigate and take appropriate action. Most matters can be handled quickly and informally. Not all things that you may find problematical are violations of law. Formal action by the Town for violation of one of its ordinances, or seeking to have the County enforce its code, takes a much longer time.

If you want to file a complaint or service request directly with the County, you can do this by going to the Prince George's “CountyClick” website: <http://www.princegeorgescountymd.gov/countyclick/>. On this

site, you can submit a “Service Request” on just about anything as well as find current and relevant contact information. Another County resource expected to be launched in October 2012, will be the County Call Center (or “311” service).

It is designed to provide citizens with immediate assistance and greatly reduce processing time. If you are unsure who to contact, please feel free to call the Town Hall, and we will be glad to assist you on getting the problem handled the quickest way possible.



Volunteers Are Priceless

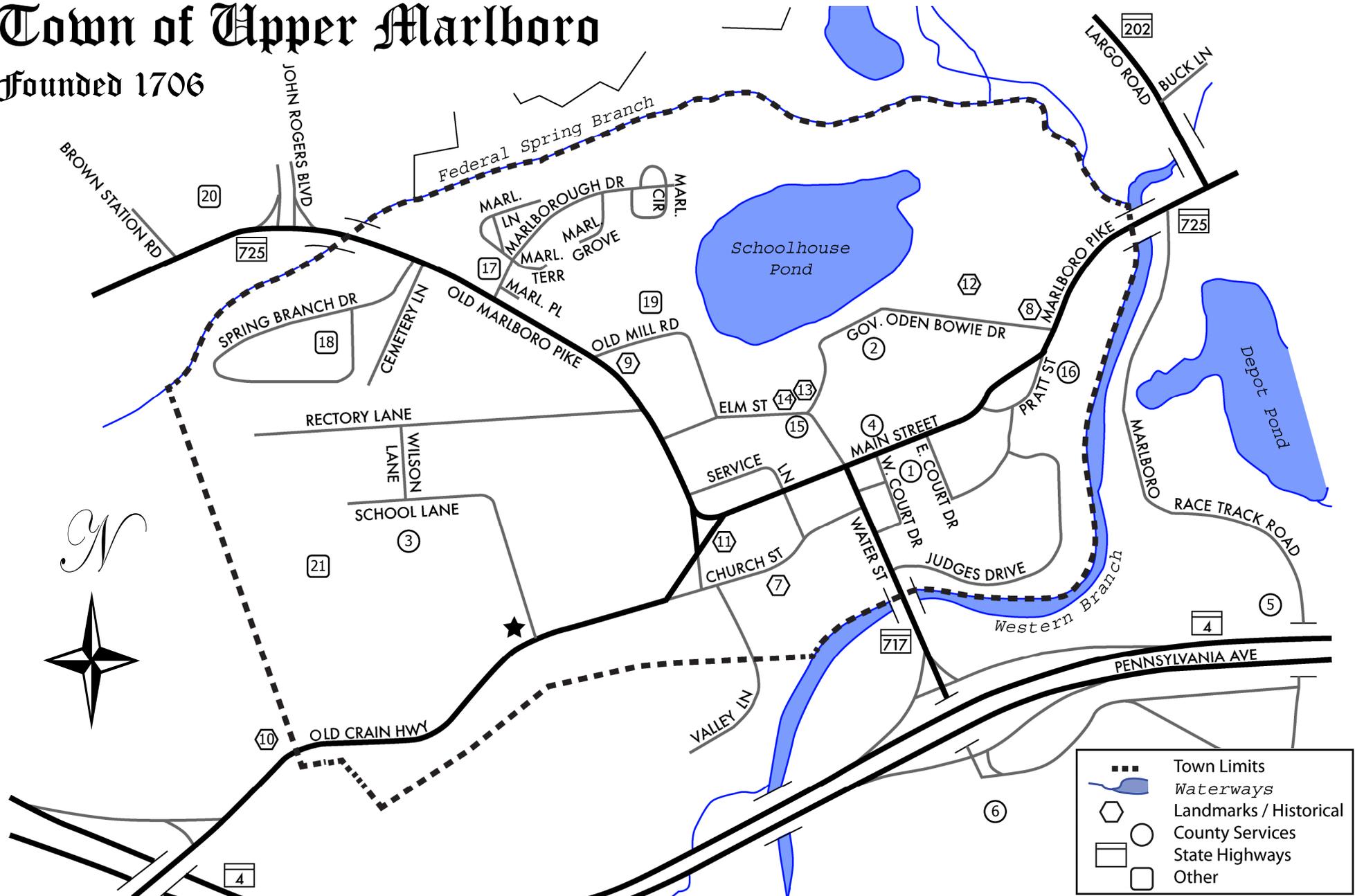
The one common denominator in every great small town is its people. Without neighbors helping neighbors, one finds that they merely live at an address and not within a community. Your Town Commissioners and staff are here to help its residents identify, organize and implement those ideas and projects that will enhance our quality of life and the overall experience of living here. The Town welcomes ideas from residents regarding the kinds of activities and volunteer committees they would most like to have and participate in. If you are interested in joining or starting a Seniors Club, Historical Committee, Gardening Club, Quilting Club, Recreation Committee or even an online Town-Only Discussion Group, please contact us at Town Hall.

Under extreme weather conditions, our personnel may not be able to make it to work. Also, when there is a catastrophic storm, it can be difficult to obtain timely outside contract help. In either event, we welcome volunteers who live in Town to help out. We may need help to answer phones, assist with operations and/or check on neighbors. Also, if you or someone you know in Town has special circumstances, like: senior care, medical or life support equipment, please let us know so that we can be of better assistance in the event of extreme weather.

We will make every effort to keep you informed of events through our website: www.UpperMarlboroMD.gov

Town of Upper Marlboro

Founded 1706



- | | | | |
|--|---|---|---|
| ★ Town Hall | 6. P.G. Equestrian Center / Showplace Arena | 12. Darnall's Chance House Museum | 18. Spring Branch Estates |
| 1. P.G. County Courthouse | 7. Trinity Episcopal Church | 13. Dr. William Beanes' Gravesite | 19. Lakeside Office Park |
| 2. P.G. County Administration Building (CAB) | 8. St. Mary of the Assumption Catholic Church | 14. Old Marlboro Elementary School (OMES) | 20. Villages of Marlborough Shopping Center |
| 3. P.G. Board of Education (Sasscer Bldg) | 9. Union United Methodist Church | 15. Post Office, Upper Marlboro Branch | 21. Sasscer Field / Boys & Girls Club Field |
| 4. County Library, Upper Marlboro Branch | 10. Providence Baptist Church | 16. Marlboro Vol. Fire Dept. (Station 20) | |
| 5. Community Center, Upper Marlboro | 11. Robert Crain Railroad Monument | 17. Marlborough Towne | |

**Town of Upper Marlboro
Makes Recycling Easy!**



ACCEPTABLE ITEMS



Plastic bottles # 1-7 & lids



Plastic bags & shrink wrap (tied within a bag)



Coat hangers



Glass bottles & jars



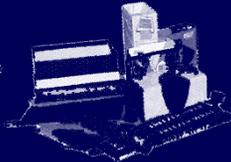
Aluminum & bimetal cans, foil wrap & trays



Gable-top cartons & frozen food packaging



Kraft bags, all paper, giftwrap & newspapers



Corrugated cardboard & paper board



Empty aerosol cans



Phone books, magazines, junk mail & books



Plastic wide-mouth contains & lids

Recycling Program
301-883-5045

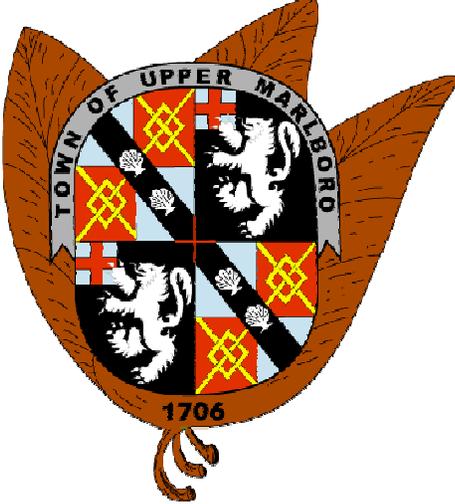


Missed Collections
301-952-7630



Citizen's Guide

The Commissioners and staff of the Town of Upper Marlboro hope that you will find this resource guide helpful. This publication, primarily meant for residents, will also be useful for visitors and people considering moving into Town.



Please keep his guide for future reference

The Town would like to extend a special thank you to our Town Clerk, M. David Williams, for creating this publication.

- UNACCEPTABLE ITEMS . . .**
- ◆ Auto parts
 - ◆ Broken glass
 - ◆ Dishes
 - ◆ Electronics
 - ◆ Hazardous materials
 - ◆ Light bulbs
 - ◆ Medical waste
 - ◆ Mirrors
 - ◆ Motor oil containers
 - ◆ Packing foam & peanuts
 - ◆ Plastic utensils
 - ◆ Windowpanes



2012