

Town of Upper Marlboro

REGULAR TOWN MEETING

September 10, 2013

Approved Minutes

Call to Order

The meeting was called to order at 7:32 p.m.

Roll Call: Stephen F. Sonnett, President of the Board of Town Commissioners
James Storey, Commissioner/ Treasurer
Joseph A. Hourclé, Commissioner

Staff present: M. David Williams, Town Clerk

Also present: Various citizens and interested parties.

Pledge of Allegiance

Approval of Meeting Minutes & Financial Reports

President Sonnett asked for consent to the Agenda. Approval was given by both Commissioners. The Town Meeting minutes from August 13, 2013 and the Work Session minutes from August 27, 2013 were acknowledged by the Board as reviewed. One minor correction/clarification to the Work Session minutes was noted by the Clerk. Commissioner Storey motioned to approve both sets of minutes as amended, Commissioner Hourclé seconded the motion. All minutes from August's Town Meeting and Work Session were unanimously approved.

Commissioner Storey reviewed highlights of the Treasurer's Report as of August 31, 2013. He noted that total operational revenues and general government expenses were within an acceptable range of the 16% benchmark for 2 months into FY2014, except for tax revenues that have been slow to come in. He added that Public Safety Insurance line items 8282, 8283 and 8285 were front-loaded expenses that brought Total Operational Expenses for Public Safety up to 18.9%, slightly above the benchmark for the adopted budgeted amount. He added that the Total Capital Outlay for Public Works/ Highways & Streets line item did not yet reflect reimbursement from Marlborough Towne for the recently completed paving project. Commissioner Hourclé motioned to approve the Treasurer's Report, President Sonnett seconded the motion. The Treasurer's Report as of August 31, 2013 was unanimously approved.

Reports

Staff/Committees: Mr. Williams reported that the Historic Area Work Permit (HAWP) that was submitted to the HPC by the National Society of US Daughters of 1812 was just approved, allowing the local chapter to "mark" the gravesite of Dr. William and Sarah Beanes with a plaque and special dedication ceremony on October 15th. He added that restoration work requested under a previous HAWP had just been completed.

Commissioner Hourclé: Reported that he attended the Historical Committee meeting on September 7th. It was noted that a report of the meeting would soon be provided by the TUMHC.

Commissioner Storey: Reported that he talked with Habitat for Humanity about participating in the Day To Serve Yard Sale event at Town Hall, adding that the store had recently changed their name to The Fuller Center for Housing Thrift Store. On September 4th, he also participated in a Bond Bill Webinar sponsored by the State that detailed information on obtaining State assistance for municipal projects.

President Sonnett: President Sonnett said he met the I-Net group again and discussed two options for getting connected: 1) work a deal with the Board of Education next door, or, 2) wait approximately 6 months to arrange a connection from the new Public Safety building to be built up on Route 4 nearby. He also reported that the paving project was done well and expressed great appreciation to Andy Colevas for his quality inspections and oversight of the project from start to finish.

Business

Maryland Department of Public Works Mutual Aid Agreement: After explaining the one-year agreement concerning assistance to, or from, other municipalities in the case of emergencies and disasters, President Sonnett suggested the Board sign the agreement drafted by the MML, and, adopt a resolution that authorizes the Town to enter into the Mutual Aid agreement. Resolution 2013-05 was introduced and read aloud in its entirety by Commissioner Hourclé. Commissioner Storey motioned to approve the resolution as read, Commissioner Hourclé seconded the motion. With no one in opposition, Resolution 2013-05 was unanimously approved.

HIPAA Security and Privacy Policies: President Sonnett reviewed a list of HIPAA Security and Personal Health Information (PHI) privacy policies that require adoption for the new Health Care Cooperative plan. Commissioner Hourclé motioned to adopt the Town of Upper Marlboro HIPAA Security Policy effective July 1, 2013, the Town of Upper Marlboro Privacy Policy concerning PHI effective July 1, 2013, and, the Town of Upper Marlboro Privacy Policy concerning PHI effective September 23, 2013. Commissioner Storey seconded the motion. With all in favor, the motion was unanimously approved.

Leave Policies update: President Sonnett explained updates/enhancements made to the Town's Worker's Compensation, Military Leave of Absence, Uniformed Services Employment and Reemployment Rights Act and Disability Leave of Absence policies that were suggested by Benecon, the Town's Health Care Cooperative Plan's administrator. Commissioner Hourclé motioned to adopt the 3 updated leave policies, Commissioner Storey seconded. With no one opposed, the motion was unanimously approved.

Dr. Wise High School Homecoming Parade: A Special Events Application submitted by the high school was reviewed and discussed. Commissioner Storey stated that he was currently working with the high school to change the standard route of the parade down School Lane in order to avoid conflicts with the Town-Wide Yard Sale which is scheduled for the same time of day. It was noted that the high school also needed to submit an updated Certificate of Insurance. Commissioner Hourclé motioned to approve the application contingent upon the outcome of an acceptable route and an updated insurance certificate. Commissioner Storey seconded. With all in favor, the motion was unanimously approved.

Day To Serve event: Commissioner Storey explained the Day To Serve program and the details of the Town-Wide Yard Sale & Food Drive event that the Town will hold to participate in the multi-state program. He announced that residents Travis and Melissa Welch had volunteered to organize the event.

Sustainable Communities: The President stated that the application was almost completed, but in order to meet the deadline, the Commissioners will need to hold an extra Town Meeting in order to adopt the resolution required for submitting the application. He said that the State has offered to review the application before its submission, and that a workgroup made up of citizens, business owners and select County and State officials had yet to be officially formed. The President stated that the basic theme throughout the application expresses the desire of the Town to enhance its Historic Village appeal through adaptive re-use, and/or, rehabilitation of existing structures (especially those of historic merit).

Public Comment

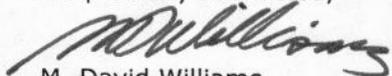
The Historical Committee Vice-Chair, Patti Skews, reported on the September 7th historic preservation meeting, and said that a formal position will soon be written by the TUMHC. She added that the September Archiving Session has been rescheduled to October 19th due to event schedule conflicts.

There were additional questions and discussion concerning façade makeovers and other improvements that could be realized through the Sustainable Communities designation.

Adjournment

Commissioner Storey made a motion to adjourn, Commissioner Hourclé seconded the motion. With all in favor, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,



M. David Williams
Town Clerk

