

Town of Upper Marlboro

REGULAR TOWN MEETING

November 12, 2013

Approved Minutes

Call to Order

The meeting was called to order at 7:31 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

Presentation

Antwan Lewis, a six-year veteran of the Forest Heights Police Department was introduced and formally sworn-in under oath by President Sonnett as the Town's new Town Police Officer.

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 October 8, 2013 and the Work Session minutes from October 22, 2013 were acknowledged by the Board as reviewed. Commissioner Storey motioned to approve both sets of minutes, Commissioner Hourclé seconded the motion. All minutes from November's Town Meeting and Work Session were unanimously approved.

Commissioner Storey reviewed highlights of the Treasurer's Report as of October 31, 2013. He noted that total operational revenues and general government expenses were within an acceptable range of the 33% benchmark for 4 months into FY2014. He added that the investment accounts would be reviewed in further detail under the "FY2013 Audit" line item in the Business section of the agenda. Commissioner Hourclé motioned to approve the Treasurer's Report, President Sonnett seconded the motion. The Treasurer's Report as of October 31, 2013 was unanimously approved.

Reports

Staff/Committees: Historical Committee Vice-Chair Patti Skews reported on the October 15th plaque dedication ceremony held at the gravesite of Dr. William & Sarah Beanes, noting that County Executive Rushern Baker, a self-described history buff, delivered a short speech at the hour long event organized by the U.S. Daughters of 1812 with the assistance of the TUMHC.

Commissioner Hourclé: Had nothing to report at this time.

Commissioner Storey: Reported that the Frederick Douglass HS Homecoming parade on October 26th went well, and that their football team was currently in the regional play-offs for the state-finals.

President Sonnett: President Sonnett delivered updates and reports on the following topics: 1) A renewal contract misunderstanding caused the absence of a recycle pick-up by the County last week. He noted that verbal confirmation that a renewal contract has been approved, and that pick-up time may be later than usual starting next week; 2) The County Yard Waste Facility will only accept paper bags for leaf and yard waste collection as of January 1st; 3) Mid-fiscal year 2013 Detailed Budget adjustments will be discussed in December (i.e.; surplus funds from line item 8517 to be transferred to line item 8176/P W Facility maintenance, for various improvements to the facility buildings); 4) Public Works Department kudos; 5) announced he is running for reelection as president.

Business

Maryland Municipal Works! Month: To fulfill one of the requirements for the "Banner Town" designation awarded by the Maryland Municipal League, a proclamation was read aloud in its entirety by Commissioner Hourclé, proclaiming November as "Maryland Municipal Works! Month". Commissioner

Storey motioned to issue the proclamation as read, and Commissioner Hourclé seconded the motion. The annual proclamation was unanimously approved.

FY2013 Audit: Commissioner Storey reviewed the recently received FY2013 Annual Financial Audit Report. The report stated that in FY2013, the Town's assets exceeded its liabilities by \$3,976,581 but issued no new debt. It also noted that the Town used available cash to fund Capital Outlay projects, continued to invest in operating equipment and maintenance of its physical plant, and purchased a new police cruiser for the Town's police department. A surplus of \$225,599 was also noted. A few discrepancies were reported as well: 1) A large tax revenue deposit from the state caused one of the Town's cash accounts to exceed the \$250K FDIC Insurance; 2) In investments, a certificate of deposit at one bank also went over the \$250K FDIC Insurance and was not further collateralized; 3) Monthly statements from PGFSB indicated a certain amount had not been collateralized. Commissioner Storey noted that the Town has taken steps to ensure these discrepancies do not reoccur, and that future Treasurer's Reports will indicate each account's collateral status.

Commissioner Hourclé motioned to accept the FY2013 audit as presented. Commissioner Storey seconded the motion. Acceptance of the audit was unanimous.

PGC Plan 2035: President Sonnett delivered a brief overview of the update to the master 2002 General Plan, noting that the lion's share of focus was on the western side of the county, near high density areas and Metro centers. He added that the Town rests on the border of the reserve area that abuts the rural areas to the east and south, however, the Town is not mentioned in the overall plan. He then read aloud a draft letter of the Board's formal comments about the proposed plan, a couple of minor edits were noted. He then suggested the Board submit final comments by the November 27th deadline, and then opened the floor for questions and comments. After discussion, Commissioner Hourclé made a motion to authorize the President to submit of the letter as amended. Commissioner Storey seconded the motion. With no one in opposition, submission of the letter was unanimously authorized.

Town Election: Deadline dates for voter and candidate registrations and polling hours were announced.

Ordinance 2013-02: The ordinance to raise the salaries of the Commissioners and President was introduced and read aloud by Commissioner Hourclé. A couple of minor edits were noted by the Clerk. Schedules and enactment dates were reviewed, and different forms of government structure were also discussed. It was suggested that December's Town Meeting date be moved to Monday the 16th in order to remain compliant with Town Charter regulations. Commissioner Hourclé motioned to reschedule the December Town Meeting to Monday, December 16th. Commissioner Storey seconded. With no one in opposition, the motion was unanimously approved.

Town Holiday Party: Dates, times and details of the event were announced and confirmed.

General/Administration issues: Announcements were made urging citizen's to take part in the annual "Small Business Saturday" event, and the Gingerbread House Contest & Show at Darnall's Chance.

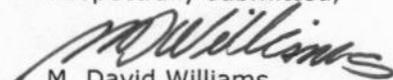
Public Comment

Commissioner Hourclé announced that the Friends of the Upper Marlboro Branch Library were looking for volunteers to work their annual book sale. It was also noted that an email was sent out from the National Park Service that the three wayside signs being made for Trinity Church, Darnall's Chance and Dr. Beanes gravesite should be installed within the next couple of weeks.

Adjournment

Commissioner Storey made a motion to adjourn, Commissioner Hourclé seconded the motion. With all in favor, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,


M. David Williams
Town Clerk

