

# Town of Upper Marlboro

## REGULAR TOWN MEETING

September 8, 2015

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  
Larissa A. Ferrer, Commissioner

Staff present: M. David Williams, Town Clerk/Administrator

Also present: U of MD student reporter, Keziah Proctor, and various citizens and interested parties.

### Pledge of Allegiance

### Approval of Meeting Minutes & Financial Reports

President Sonnett asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from August 11, 2015 and the Work Session minutes from August 18, 2015 were acknowledged by the Board as reviewed. Commissioner Ferrer motioned to approve both sets of minutes, Commissioner Storey seconded. 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, 2015. He noted that total operational revenues and general government expenses were within an acceptable range of the 17% benchmark for 2 months into FY2016. Public Safety Line item 8285 "Insurance-Workers Comp" was noted as needing an adjustment down the road. He noted the annual audit has started on September 2<sup>nd</sup> and should be finalized soon. He added that the Town had made inquiries to the State about the unusual high revenues it has been receiving for income taxes in the past few years. It was confirmed by James Pasco of the Comptroller's Office that overpayments in the amount of \$82K (for FY2014) had been made to the Town in error, as the State had credited income taxes from zip code 20774 to the Town by mistake. Commissioner Storey said the State is continuing its research to include FY2015. Commissioner Ferrer motioned to approve the Treasurer's Report, President Sonnett seconded. The Treasurer's Report as of August 31, 2015 was unanimously approved.

### Reports

Staff/Committees: Mr. Williams reported that he had received 16 applications to date for the Deputy Clerk position that the Town posted on August 19, 2015, and that the new part-time Public Works Maintenance I Worker, Edward Butler, starts work tomorrow. Historical Committee Chair, Patti Skews said the TUMHC held its quarterly meeting on August 15<sup>th</sup>, and also participated in the Cruzin' Main Street Car Show on the 22<sup>nd</sup> and the Union United Health Fair on the 29<sup>th</sup>, noting that the Committee's presentation booth was well received at both events. She added that the TUMHC is now running out of Walking Tour booklets, and was that the TUMHC would like to eventually publish a calendar.

Commissioner Ferrer: Had no report at this time.

Commissioner Storey: Had no report at this time.

President Sonnett: The President reviewed current talk about the County moving its operations to Largo. He reiterated that according to Article 13 of the Maryland Constitution, moving the county seat of government would have to be done by State legislation and would also require a referendum according to the Charter. He said he would be drafting letters to both the County Council Chair, Mel Franklin, and the County Executive, Rushern Baker, in advance of meeting with them at a future date.

He then delivered updates on the following topics: 1) Have 4 downtown property owners approved for FIP grants, and the Town is currently working to sign-on more participants—no word yet from the DHCD about 2<sup>nd</sup> grant request of \$50K for FY2016; 2) Expect traffic disruption on Main Street as water line

upgrades are conducted for the new Family Justice Center currently under construction; 3) Have started to relocate offices within Town Hall to make room for the new Deputy Clerk station; 4) Consulting with new IT company about in-house posting options for the Town's public access cable channel 19; and, 5) Have submitted a request for an FY2016 \$55K "Aid to Municipalities" grant through the M—NCPPC Planning Department for sidewalks & streetscape upgrades in the downtown area.

### **Business**

A hand-out listing "Work Plan Items" and "Tech Support Needs" was distributed for review, input and comment. The list(s) itemizes all current Town projects and needs that are awaiting, or are in action. The President reviewed the bulleted items giving background information on each line item subject. Listed items included: **Need for Tech. Support:** General computer support (for emergencies); Transition to County I-Net; Transition to Windows 10; Public Access Channel set up and support; Website support; Move President's office; Telephone support; Broadcast design and support; NAS/ backup support; New addition (design and support). **Work Plan Items (in no particular order):** Amendments to FY16 Budget; Elm Street sidewalk and street upgrade; Town Hall addition and renovation; Pratt Street conversion to one-way; Downtown sidewalks project; Water and Main (traffic lights); Water Street bus stop move; Rte 725 sidewalk project; Numerous projects based off of Bike & Pedestrian Study; Cahn Memorial (repair & rehab); Public Works water supply (utility easement); New/ repair Public Works Facility buildings; New Town entrance signs—design (4 each); Town flag/ logo (contest?/design disclaimer); OMES project; Old Stone building; Charter Amendments (Clerk, others); Codification; Increase of fees and fines; Parking issues (Snow Ops/emergencies); President transition issues (continuity); New personnel—Maintenance Worker, Deputy Clerk; New job descriptions; MML Banner Town program (requirements); Complete listing of all required reports, deadlines, etc. (Ops Manual); Drafting of grant applications, ordinances, resolutions, etc.; Emergency Preparedness mitigation (COOP plan, manuals, supplies, drills); Records Retention/Disposal program (community shred?); Events (Day To Serve activity?/Town Yard Sale?); Church Street parking lot (upgrades); Old Crain Hwy wooded lot (rain-garden/pocket-park?); Old Water Tower lot (60' x 60').

The President introduced University of Maryland student reporter, Keziah Proctor who is currently covering the Upper Marlboro area. She asked questions concerning the Town's downtown revitalization projects, and more about the County's possible plans to move to Largo.

### **Public Comment**

A resident asked why Largo was being considered as a new County Seat of Government. It was suggested that participants at recent public meetings were posed with the question: "Where should downtown Prince George's County be?" Whereby, the groups involved focused upon developing transportation centers that had convenient access to Metrorail stations.

Town Clerk, M. David Williams, announced details about the upcoming "Purple Light Nights" ceremony and month-long observance.

### **Adjournment**

Commissioner Ferrer made a motion to adjourn, Commissioner Storey seconded the motion. With all in favor, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk

