

# Town of Upper Marlboro

## REGULAR TOWN MEETING

July 12, 2016

Approved Minutes

### Call to Order

The meeting was called to order at 7:33 p.m.

Roll Call: James Storey, President of the Board of Town Commissioners  
Nancy Clagett, Commissioner / Treasurer  
Linda Pennoyer, Commissioner

Staff present: M. David Williams, Town Clerk/Administrator; Michael Gonnella/Chief of Police

Also present: Monica Williams/Marlborough Towne HOA, and various citizens and interested parties.

### Pledge of Allegiance

### Approval of Meeting Minutes & Financial Reports

President Storey asked for consent to the Agenda. Approval was granted by all Commissioners present. The Town Meeting minutes from June 7, 2016 and the Work Session minutes from June 21, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve both sets of minutes, Commissioner Pennoyer seconded. All minutes from June's Town Meeting and Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of June 30, 2016. She noted that total operational revenues and general government expenses were within an acceptable range for the end of Fiscal Year 2016. President Storey added that several line items still have outstanding receipts yet to be received, and that at a later date, those totals will be adjusted as they are received. He also mentioned that the current Treasurer's Report indicates a fiscal year surplus of slightly less than \$150K. Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded. The Treasurer's Report as of June 30, 2016 was unanimously approved.

### Reports

Staff/Committees: Historical Committee Chair, Patti Skews, reported that the TUMHC held their Quarterly Meeting on June 18th and welcomed two new Town residents, plus, a visit from local author Dennis Campbell, who is close to publishing his book about the 1893 murder of Francis Bowie in Upper Marlborough. They also received an original painting of the Old Marlborough Hotel by Julie R. Talbot, donated by Jan Taylor (wife of the late Prince Georges County Circuit Court Judge James H. Taylor).

Sustainable Communities Workgroup Chair, Steve Sonnett, reported that the SCW is slightly over prescribed for both the FY2015 and FY2016 grants, and is currently seeking \$60K in its FY2017 grant application to the State. He added that the Town will unfortunately be losing Ms. Christina Pompa as the SCW Administrator, as she will be moving to another job within the M—NCPPC very soon. The Town's Administrative Staff will now be handling all aspects of the Workgroup's paperwork.

The Town Clerk announced that the Town has earned the designation of "Banner Town" from the MML for Calendar Year 2016. He then reported that the newly adopted Town Flag was presented during the Parade of Flags at the MML Convention in Ocean City on June 27, 2016. He added that the updated Citizen's Guide for 2016-2017 will be delivered to Town residents within the next couple of weeks.

Commissioner Clagett: Reported that 11 concrete planters, purchased by the Town and planted by the Forest Garden Club, have been positioned along sidewalks in front of downtown businesses in preparation for the upcoming "Zip-Trip" event. She also delivered details about the Town's new "Wellness Program" for employees, adding that the Town has purchased "Fit-Bit" Wireless Activity Trackers to give to participating employees as an incentive to sign-up.

Commissioner Pennoyer: Reported that she attended the MML Convention and gained a great deal of knowledge and insight through the workshops and networking with people. She also discussed the need for Town "Branding" stating the Town needs to discover "who we are" and "where we want to be". She then added that the Town should also look into procuring Town-branded merchandise to help advertise the distinction between the Town and the rest of the Greater Upper Marlboro area. In closing, she also expressed a desire for the Town to hold more forum-style meetings in addition to the regular monthly meetings so as to get better input from residents and businesses alike.

President Storey: President Storey delivered updates on the following topics: 1.) Zoning: Received positive response from DPIE acknowledging violations at 14503 Main Street; 2.) Code Enforcement: 14455 Trinity Lane owner currently being contacted concerning violations; 3.) Church Street Park ng Lot: Being prepared with signage and equipment for long-term day parking; 4.) Town Hall Addition project entering Mandatory Referral Process via RDA; 5.) The August Town Meeting will feature a Preliminary Design Presentation by Architect Nicola Hain and Project Manager Fran McLellan; 6.) E m Street Repaving Project; Currently in the design phase and also coordinating plans with County.

## **Business**

ORD 2016-02 Traffic and Parking (adoption): The President reviewed the evolution of the new ordinance from the initial discussions at the May Town Meeting, the ordinance introduction at the June Town Meeting, and ending with, the collection of 11 concerns expressed by Town residents gathered from public comment at meetings and emails prompted by website and social media outreach. He then presented and reviewed the edits/additions made to the final, which also had been reviewed by the Town's legal counsel. He reiterated that the new ordinance was primarily a culmination (or codification) of 18 existing ordinances already in force, with a modicum of corrections, updates and additions in order to enable effective enforcement of the Town's traffic laws. When the floor was opened for public comment, a citizen expressed concern about Section 5/A, that allows resident's vehicles to be parked indefinitely. Chief Gonnella replied that incidents of traffic-flow blockage caused by street parking was infrequent, but that the UMPD officers have always gotten compliance from vehicle owners when asked to re-park. After discussion, Commissioner Clagett motioned to approve the ordinance as presented, Commissioner Pennoyer seconded the motion. With no one opposed, Ordinance 2016-02 was unanimously approved.

Resolution 2016-04: Parking Meter Rates: The President introduced the resolution which adds evening hours of operation to Main Street parking meters from 6:00 p.m. to 12:00 a.m. at \$0.50 an hour. One minor edit was noted by the Clerk. Commissioner Clagett motioned to approve the resolution as amended, Commissioner Pennoyer seconded. The resolution was passed unanimously.

Resolution 2016-07: No Parking Zone; Marlborough Towne: The President introduced the resolution which restricts parking on the east side of Marlborough Drive. He explained that the legislation was requested from the Marlborough Towne HOA and he acknowledged HOA Chair, Monica Williams, as present. The final document to be signed was acknowledged as correct by the Clerk as some copies that were distributed were incorrect. Commissioner Pennoyer motioned to approve the resolution as amended, Commissioner Clagett seconded. The resolution was adopted unanimously.

Resolution 2016-08: Community Legacy F.I.P.—FY17: The President introduced the resolution which authorizes the Town to manage and distribute grant funds awarded. He noted that an identical resolution was previously passed in 2014, and this one was needed to continue with the program into the next grant cycle(s). Commissioner Clagett motioned to approve the resolution, Commissioner Pennoyer seconded. Past President Steve Sonnett noted that the resolution is required by the application for the Community Legacy grant. With no one in opposition, the resolution was unanimously approved.

Fox News 5 Zip Trip Broadcast event: The President prefaced the discussion by stating that the Board met with the FOX program production team last week and that they already had a formula (script). They asked the Town to help provide certain elements such as: A Hometown Hero; A 5-year old for "My First

5" segment; A non-shy "Junior Reporter"; Selection of restaurants for "Taste of Upper Marlboro"; and, 5 "Must-Stop" destination points. Through open-forum discussion, it was decided to form a committee headed by Commissioner Penoyer to help complete the list of requests, and to help with advertising. The Board approved of a meeting date at Town Hall, the posting of a call-for-volunteers on the Town's Cable Channel, and on the Town website and social media. The committee will meet next Thursday.

General/Administration issues: No issues were raised at this time.

### **Public Comment**

A resident requested an increase in the Town Budget for Town Beautification (landscaping), plus, recommended Brand Marketing and the hiring of a Downtown Business Manager. She added that she would also like to see Town businesses highlighted in the Town newsletter, plus, more attention put towards resident children, perhaps by starting a police ride-along program or play-group.

Another resident inquired about the Town entrance signs. The Clerk replied that the 4 entrance signs were currently being redesigned and 3 vendors have been asked to provide quotes for the project.

A concern was raised by a resident about recent Board votes that were conducted on substantive issues at monthly Work Sessions. He requested for the practice to be ended as it has not been the tradition of previous administrations, and that residents have obstacles in making weekday morning meetings. President Storey said that the votes were needed this time due to time-critical circumstances, specifically, a contract start date and other procurements that needed to be made within the Fiscal Year 2016 Budget which ended on June 30, 2016. He added that both the Maryland Municipal League and the Town's legal counsel were consulted beforehand, and he thanked the resident for his input.

### **Adjournment**

Commissioner Clagett made a motion to adjourn, Commissioner Penoyer seconded the motion. With all in favor, the meeting was adjourned at 9:06 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

