

Town of Upper Marlboro

REGULAR TOWN MEETING

January 10, 2017

Approved Minutes

Call to Order

The meeting was called to order at 7:31 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

Also present: UMPD Chief Michael Gonnella 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 December 13, 2016 and the Work Session minutes from December 20, 2016 were acknowledged by the Board as reviewed. Commissioner Clagett motioned to approve both sets of minutes, Commissioner Pennoyer seconded. All minutes from December's Town Meeting and Work Session were unanimously approved.

Commissioner Clagett reviewed highlights of the Treasurer's Report as of December 31, 2016. She said that total operational revenues and general government expenses were within an acceptable range of the 50% benchmark for 6 months into FY2017. It was noted that line item 6394.00/Miscellaneous Revenue, reflected the recent sale of surplus equipment. Under Expenses, she noted line item 8215.04/Wellness Program, has had no activity to date, but that figure should change when the program ends on May 1, 2017 when, and if, participants reach their individual wellness goals. Other noted line items included: 8310—Public Safety/Capital Outlay (cruiser), to be adjusted later in the year; 8514—Public Works/Capital Outlay (sidewalk design), reflects unused-to-date grant funding. She added that 3 CDs will be maturing and up for renewal in January, April and May of this fiscal year, and that current rates for Town investments at SONA Bank have yielded 1.41 percent. Commissioner Pennoyer motioned to approve the Treasurer's Report, President Storey seconded the motion. The Treasurer's Report as of December 31, 2016 was unanimously approved.

Reports

Staff/Committees: SCW Chair Steve Sonnett announced that Christina Pompa can no longer work with the Town's Sustainable Communities Workgroup (SCW) and the Façade Improvement Project, as she has changed positions within the M—NCPPC. He noted however that she is currently trying to find other community planning personnel who could take her place. He suggested to the Board that Town funding be budgeted for the anticipated Pratt Street Sidewalk upgrades. He added that the SCW also reviewed its 5-year Action Plan that includes: 1) Adaptive Re-Use of the OMES buildings/site; 2) The Old Stone Building at 14500 Church Street; 3) Restoration of Magruder's Law Office; and, 4) Formation of a Downtown Business Group.

Brian Callicott, TUMHC member announced the next meeting date of the Historical Committee along with event details for the "Burn's Supper" at Darnall's Chance. He thanked Steve Sonnett for forwarding a copy of Caleb Magruder's Address at the Dedication of the Marlboro High School in 1921. He added the TUMHC received a request for history on the Marlboro Racetrack, and also for information on local buildings and sites connected to stories written about the War of 1812. He noted a local resident since 2002, Kenn Blanchard, runs 3 podcasts in which the Upper Marlboro podcast has aired positive mention of the Town, its history and the TUMHC.

The Town Clerk had no report at this time.

Commissioner Clagett: Reported that over 200 people were present at the luncheon/reception provided at St. Mary School following funeral services for past-employee Henry Gray. She acknowledged Ellen Storey for her tremendous help with the set-up and food service, and kudos were extended to the Chief for managing the parking lot, so that attendees did not have to contend with possible parking violations. Commissioner Clagett also thanked Ellen Storey and all who helped put on this year's Holiday Party.

Commissioner Pennoyer: Had no report at this time.

President Storey: President Storey delivered updates on the following topics: 1.) The newly installed I-Net will provide free tutorial and data storage service; 2.) SHA personnel have stated that the missing sidewalk segments along Route 725 "will get done this fiscal year"; 3.) Main Street Crosswalk has been completed by the State; 4.) DPW&T has removed the Water Street Bus Stop Shelter and will cease bus service starting January 23rd; 5.) Winter Snow Operations: the Town will follow the County's protocol on street parking and closures during snow and inclement weather events; and, 6.) Will be attending the Maryland Mayor's Association (MMA) Winter Conference in Annapolis, February 2 and 3, 2017.

Business

Project Updates: The President delivered updates on the Town Hall Addition & Renovation Project (THA&RP) — Currently working through the County's Mandatory Referral process. Will be paying a \$24K fee-in-lieu of cost estimate, to be compliant with requirements for construction that adjoins a County-owned road. Architect's final drawings are near completion, and, required permits will be submitted to DPIE through an expediter. Project Manager, Fran McLellan, is working with Mechanical and Structural Engineers subcontracted through the Architect, will use Town's Procurement Ordinance to develop contractual bid package. It was noted that the Project still needs to go through the Planning Board.

FY2016 Audit: Five (5) action items listed by auditor Bridgett Mock & Associates concerning the FY2016 audit were reviewed by the President. He noted the list was actually dated October 5, 2016, but that the Town had received another municipality's list by mistake. The new list of items recently received included: 1.) Check Processing; 2.) Bank Reconciliations; 3.) Budget to Actual; 4.) Receivables; and, 5.) Personal Property Tax Billing. The President said that all appropriate actions had already, or have since, been implemented into the Town's standard accounting/operating procedures.

General/Administration Issues:

Commissioner Clagett reiterated that the Town's Public Works Department cannot plow resident's driveways of snow, and extended an apology for any misinformation that was put out last year on that subject. President Storey asked those in attendance to check on their neighbors and around their blocks to help the Town determine those residents who would need extra assistance during snow emergencies.

Public Comment

There was no public comment at this time.

Adjournment

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 8:04 p.m.

Respectfully submitted,



M. David Williams
Town Clerk/Administrator

