

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

Work Session Minutes

April 25, 2017 - 9:15 a.m.

Approved

Call to Order

- Meeting was brought to order at 9:15 a.m.
- Roll Call – President James Storey; Commissioner Nancy Clagett; Commissioner Linda Pennoyer; Deputy Clerk Kyle Snyder; Chief Calvin Washington, Officer Stan Madero; Rob Bailey/Scheibel Construction; Stefan Koczerzuk/CB3 Consulting Services, Inc.; and various Town residents and interested parties.
- Pledge of Allegiance

Reports

Commissioner Clagett: Reported that she will be attending the LGIT/Benecon Health Cooperative meeting tomorrow in Handover, MD.

Commissioner Pennoyer: Reminded the Board of the Marlborough Day interest meeting this week. Also, she will be attending the PGCMA Meeting hosted by the County Executive later this evening, and the State's Attorney's Office "Community in the Courthouse" event this Friday.

President Storey: Read aloud a part of a letter from Town Attorney, Kevin Best, in response to a resident letter submitted to the Board at the April 2017 Town Meeting. He noted a reference to a unanimous vote of the full Board in April 2014 to waive the RFB process, for a preferred method of contract procurement that was more advantageous to the Town interests.

Business

Appointment of Town Police Chief: The President recommended that Interim Chief Washington be elevated to permanent status as the Town's Chief of Police, and also that he be promoted to the rank of Colonel. A motion was made by Commissioner Pennoyer to approve Calvin Washington as the Town's official Chief of Police, the motion was seconded by Commissioner Clagett. With no objections, the motion unanimously passed. President Storey then swore-in Chief Washington.

Public Works Vehicle Procurement: The Board reviewed information on a 2017 Chevy Silverado 3500HD Stake Body Truck that was provided by the Public Works Superintendent for purchase in FY2018 for \$50,052.00. A letter of commitment is now needed to reserve the vehicle and have it be available for purchase come July 1, 2017. Commissioner Pennoyer made a motion to approve the purchase in FY2018, Commissioner Clagett seconded. The motion was passed unanimously.

Town Hall Addition & Renovation Project (contractor bid selection): The Board re-visited the bids opened at the April 19 Extra Work Session. President Storey contacted Project Manager Fran McLellan via speakerphone to provide an in-depth background on the two (2) contractors who submitted bids. President Storey and Commissioner Clagett both favored Scheibel Construction's bid on price and that they provided the requested timeline for the project. Commissioner Pennoyer inquired how the bids were higher than the initial estimate of \$750,000. After further discussion by the Board, Town Attorney, Kevin Best was contacted via speakerphone to answer the Board's questions. Commissioner Pennoyer advised she would vote "nay" due to the higher than expected cost. A motion was made by Commissioner Clagett for the Board to select the bid proposal from Scheibel Construction, which was then seconded by President Storey. With Commissioner Pennoyer voting against, the motion passed by majority vote of the Board.

Elm Street Sidewalk Improvements & Repaving Project: President Storey introduced Project Manager, Steve Koczerzuk, to provide the Board with an update on the project. Commissioner Clagett made a motion to continue supporting the Elm Street contract, which was seconded by Commissioner Pennoyer. The motion was unanimously passed.

Town Hall Addition & Renovation Project (contract approval): President Storey gave an overview of the Scheibel contract provided by the Town Attorney. Commissioner Clagett advised she will work to propose deletions from the contract in order to bring the costs down, and made a motion to approve the contract with Scheibel Construction for \$1,197,000 to construct the Town Hall Addition & Renovation, and was seconded by President Storey. With two Commissioners in favor and one opposed, the motion was passed by a majority vote of the Board (2-1).

Closing of Work Session: President Storey asked for a motion to close the work session, under statutory authority to close session General Provisions Article §3-305(b)(1), in order to discuss individual personnel evaluations, compensation and promotions for FY2018. He added that the reason for the closed session was to incorporate the personnel information into the FY2018 Budget. Commissioner Clagett motioned to approve the Board to go into a closed session, Commissioner Pennoyer seconded the motion. With all in favor, the motion was unanimously approved. A "Written Statement for Closing a Meeting Under the Open Meetings Act", was prepared by the recording Clerk and signed by the Presiding Officer, President James Storey. The meeting was closed to the public at 10:04 a.m.

Re-opening of Work Session: The meeting was reopened to the public at 11:08 a.m. The President noted that all 3 Commissioners in attendance adhered to the topics of discussion as outlined in the closing statement of the Work Session. The President noted that the Budget Ordinance will be introduced at the May 9, 2017 Regular Town Meeting, with passage anticipated at the June Town Meeting.

General/Administration Issues: Deputy Clerk Snyder advised that the Town is still working with M-NCPPC to get the School House Pond's boardwalk re-opened. President Storey said the County is currently working with the Marlborough Towne HOA to gain access to the Pond for the installation of sediment filters. It was noted additional repairs will delay the re-opening schedule.

Adjournment

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 11:11 a.m.

Respectfully submitted,


Kyle Snyder
Deputy Clerk

