

Town of Upper Marlboro

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

Work Session Minutes

May 22, 2017 - 9:15 a.m.

Approved

Call to Order

- Meeting was brought to order at 9:20 a.m.
- Roll Call – President James Storey; Commissioner Nancy Clagett; Commissioner Linda Pennoyer; Deputy Clerk Kyle Snyder; and Schibel Construction Inc. representatives.
- Pledge of Allegiance

Reports

Commissioner Clagett: Advised that the Wellness program has come to a close, however only 3 of the 8 full-time employees participated. We are looking to increase that number next year.

Commissioner Pennoyer: Reported that the TUMHC Memories and Morsels on Main Street was well attended thanks to successful social media outreach.

President Storey: Reported that the Town's Memorial Day Ceremony is scheduled for May 29, and the Town Hall Addition & Renovation groundbreaking is scheduled for June 14 at 5:30pm with Jim Colman CEO of the PGC Economic Development Corporation as the guest speaker. The President added that I-Net activation is scheduled for this Thursday.

Business

Town Hall Addition & Renovation Project Amended Contract: President Storey presented an amended contract with Schibel Construction. Schibel had requested the contract be altered to retainage be limited to 5% instead of 10%, and in exchange ensured the entire project is bonded. Commissioner Clagett motioned to approve the amended contract, which was seconded by President Storey. With two in favor and one opposed the contract was approved.

Elm Street Improvements & Repaving Project: President Storey advised the Board that contractors will begin on June 19, after the annual graduation traffic. The contractor will try to keep at least one lane open at a time during construction, and the Town will install temporary signage to warn drivers ahead of time. Project Manager Steve Koczerzuk will visit Elm street residents individually to discuss the project details and timeline.

Ordinance 2017-02: FY2018 Town Operating Budget: The Board reviewed the draft FY18 budget by line item. After discussion, the Board increased several line items such as: Celebrations/ Tricentennial (+\$300), Staff Training/Convention & Conferences (+ \$500), and Town Beautification (+ \$1,000).

Surplus Equipment: Deputy Clerk Snyder gave an overview of the miscellaneous electronics the Town seeks to surplus and dispose of via electronics recycling.

Adjournment

Commissioner Clagett made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 10:13 a.m.

Respectfully submitted,


Kyle Snyder
Deputy Clerk

