

# Town of Upper Marlboro

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

## Work Session Minutes

January 23, 2018 – 7:00 p.m.

Approved

### Call to Order

- Meeting was brought to order at 7 p.m.
- Roll Call – President Tonga Turner; Commissioner Wanda Leonard; Commissioner Linda Pennoyer; Deputy Clerk Kyle Snyder; Accountant Julian Wyvill, and Town resident Nancy Clagett
- Pledge of Allegiance

### Reports

Commissioner Leonard: Had no report at this time.

Commissioner Pennoyer: Had no report at this time.

President Turner: Had no report at this time.

### Business

Town Hall Addition Update: President Turner invited former Commissioner Nancy Clagett to discuss the furnishing of the new Town Hall. The Board discussed procurement of the furnishings with existing funds from the FY18 Budget, and requested a budget be presented to the Board for new furnishings. President Turner also provided the Board with an overview of three quotes Chief Washington obtained for a security system for the new Town Hall. President Turner recommend the Board go with ABC Alarms for \$9,972. Commissioner Leonard made a motion to accept the proposal, seconded by Commissioner Pennoyer. With all in favor the motion passed. President Turner advised the Board the alarm system falls under the Town Hall Addition Budget.

Annual Budget: Town Accountant Wyvill provided the Board with an overview of the estimated \$240,000 budget. A letter from the State explaining the sudden reduction in income tax revenue to the Town. President Turner explained that the Town is working on short-term and long-term fixes to this issue. Short-term the Town will use its reserve to fund operational costs, while looking to other sources of funding for future Budgets. Speed and red-light cameras were discussed as options to reduce traffic dangers and provide revenue to the Town.

Public Works Facility Project: President Turner presented a contract from project manager Fran McLellen which reflects the proposal already approved by the Board in November. The President will sign the contract with no objection from the Board

Marlborough Day Festival: Commissioner Pennoyer provided the Board with an update on the event, and was waiting to see how many volunteers would come forward at tomorrow's Committee meeting. President Turner brought up the possibility of hiring a vendor to assist with the event, or having the Town putting on a smaller scale event.

Town Entrance Signs: President Turner brought up the replacement of the current Town Entrance signs which were meant to be a temporary fix until the Town could fund higher quality signs. It was discussed that signage could be a "shovel ready" project for the County's FY19 FIP Grant.

Website: Deputy Clerk Snyder provided the Board with several different layouts for the new Town website. A timeline for the new website would be provided at the February Extra Work Session.

Closing of Work Session: President Turner 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

salary, Organization chart, and personnel matters. Commissioner Pennoyer motioned to approve the Board to go into a closed session, Commissioner Leonard seconded the motion. With all in favor, the motion was unanimously approved. A "Written Statement for Closing a Meeting Under the Open Meetings Act"—Appendix C, was prepared by the Clerk and signed by the Presiding Officer, President Tonga Turner. The meeting was closed to the public at 8:09 p.m.

Re-opening of Work Session: The meeting was reopened to the public at 8:51 p.m. The President noted that all 3 Commissioners in attendance adhered to the topics of discussion as outlined at the closing of the Work Session on Appendix C.

General/Administration: Commissioner Pennoyer recommend the Town reach out to the State Delegation regarding the restoration of HUR funds, and, and solicited PIA requests for Town resident contact information.

### **Adjournment**

Commissioner Leonard made a motion to adjourn, Commissioner Pennoyer seconded the motion. With all in favor, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Kyle Snyder  
Deputy Clerk

