



THE
Messenger



The official newsletter of the Maryland Municipal Clerks Association
December, 2022



**REGISTER NOW FOR THE 2023
IIMC REGION II CONFERENCE!
JANUARY 10-13, 2023**



FREDERICK

JOIN THE STORY



Season Greetings,

I wish each of you a wonderful holiday season spent with family and friends fills your heart with the Joy of the season! I love the festivities of the season as it allows me to pour my love into cooking for my family. We continue with traditions and create fond memories! I trust that your Thanksgiving was filled with lots of great food, family, and friends! In the midst of all that, we realize that another year has almost come to end. It has certainly been a busy 2022 both personally and professionally. As we approach 2023, I look forward to the upcoming year with excitement and enthusiasm. My goal continues to make this wonderful association more wonderful. I thank each of you who gives of their time and talent to this membership so freely. I am proud to be among such a talented group of individuals. As we each know training and mentoring is vital to each of us. I thank our Education Committee Chair, Diana Chavis and Region II Planning Committee lead by very own Doug Barber. I am looking forward to the Region II Conference in Frederick, Maryland. Please be sure to register for conference and join the fellow clerks from Region II for a rewarding educational experience. The conference will be held from January 10-13, 2023. We look forward to seeing you! virtual class was well attended and informative.

Welcome to our new members, we each are mentors, and I encourage you to contact them and welcome them to our great Association!!

I would like to leave you with this quote to encourage each of us to continue to press.

“Do not be afraid. Be focused. Be determined. Be hopeful. Be empowered” — Michelle Obama

I wish each of you an incredibly happy and safe Holiday Season! I look forward to seeing each of you on Thursday, December 8, 2022. My wish for each of is this: May your elections run smoothly, may your staffing be helpful, may your budget be overflowing, and may you call upon your fellow clerks for advice and help, and they answer!



**From The Desk of
Dashaun N. Lanham,
President
City of Seat Pleasant**





*The Town of Upper Marlboro
Cordially Invites You To*

A ROYAL HOLIDAY TEA PARTY

THURSDAY | DECEMBER 8, 2022
10:00 A.M. UNTIL 12:30 P.M.

TOWN OF UPPER MARLBORO

TOWN HALL
14211 SCHOOL LANE
UPPER MARLBORO, MARYLAND 20772

RSVP BY MONDAY, DECEMBER 5, 2022
CLERK@UPPERMARLBOROMD.GOV





Crain Monument,
Town of Upper Marlboro

The Town of Upper Marlboro has a downtown area along Main Street, which is home to a variety of local business as well as the Prince George's County Courthouse and the County Administration Building. The main Board of Education offices for the Prince George's County Public School system are a short walk from Main Street. Additional businesses and government offices are located in the Old Mill complex a short distance from downtown. The main residential area is the to the west of the downtown on several quiet streets. The Town has about 313 dwelling units, mostly single family homes with 657 official residents in according to the 2008 census. Numerous civic organizations in and near the town contribute to the sense of community and "small town" atmosphere that characterizes life in The Town of Upper Marlboro.



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MMCA Officers June 2021—2023

President Dashaun N. Lanham

City of Seat Pleasant

6301 Addison Road

Seat Pleasant, Maryland 20753

Phone: 301-336-2600

dlanham@seatpleasantmd.gov

Vice President John Hoatson

Town of Upper Marlboro

14211 School Lane

Upper Marlboro, Maryland 20772

Phone: 301-627-6905

jhoatson@uppermarlboromd.gov

Treasurer Awilda Hernandez

City of Bowie

15901 Fred Robinson Way

Bowie, Maryland 20716

Phone: 301-809-3029

ahernandez@cityofbowie.org

Secretary Yvette Allen

City of College Park

8400 Baltimore Avenue Suite 375

College Park, Maryland 20740

Phone: 301-809-3029

yallen@collegeparkmd.gov

Darnall's Chance, also known as Buck House, Buck-Wardrop House, or James Wardrop House, is a historic home located at 14800 Governor Oden Bowie Drive, in Upper Marlboro, Prince George's County, Maryland, United States. It is named after Colonel Henry Darnall, a wealthy Roman Catholic planter, who was the Proprietary Agent of Charles Calvert, 3rd Baron Baltimore and who served for a time as Deputy Governor of the Province. The house itself was built c. 1742 by a merchant named James Wardrop, after he bought some of the land from Eleanor Darnall Carroll and her husband. Today, Darnall's Chance houses the Darnall's Chance House Museum, an historic house museum which opened to the public in 1988.



The meeting will take place at the Town of Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro, Maryland 20772. Continental Breakfast and Lunch will be provided. If you plan on attending, RSVP to John Hoatson no later than Monday, December 5, 2022 C.O.B. by e-mail (Clerk@uppermarlboromd.gov) or by phone: 443-468-7856. Please indicate whether you want lunch, and if you have any dietary restrictions. The cost is \$25.00 per person, payable at the door (or in advance) to our Treasurer, Awilda Hernandez. Please make checks payable to: Maryland Municipal Clerks Association. NOTE: Lunch reservations can be canceled up until the RSVP deadline—after that, the \$25 lunch fee is still payable to the MMCA regardless of your circumstances.

The Messenger is a quarterly newsletter and the official record of the Maryland Municipal Clerks Association. Please direct any comments or suggestions to the Editor, John Hoatson at: Clerk@uppermarlboromd.gov

**The Nominating Committee is
accepting nomination forms until
January 30, 2023.**

**You as members of MMCA will be able to
electronically vote for your next
officers in February 2023.**

**Your 2023—2025
officers will be announced at the
March 2023 quarterly meeting.**

**Newly elected officers will assume their
duties during the June 2023 meeting.**

Nomination Committee Members:

- .Ray Ellen Thomas - rthomas@cityoffruitland.com**
- .Stacy Milor - northbeach@northbeachmd.org**
- .Averi Gray - agray@edmonstonmd.gov**

**For additional information please contact Stacy Milor
at:
northbeach@northbeachmd.org**



ANNOUNCING CANDIDACY TO SERVE AS AN OFFICER OF MMCA JUNE 2023 -2025

President Vice President Secretary Treasurer

Name: Click here to enter text.

City/Town: Click here to enter text.

Phone: Click here to enter text.

E-mail Click here to enter text.



↔ Replace seal with your picture

Memberships & Certifications

MMCA: Click here to enter a date.

CMC: Click here to enter a date.

IIMC: Click here to enter a date.

MMC: Click here to enter a date.

We invite you to introduce yourself to MMCA by providing a brief summary of your work experience, leadership position(s) held, and why you would like to serve as an officer

Click here to enter text.





Maryland Municipal Clerks Association
Quarterly Meeting Agenda
Thursday, December 8, 2022, at 10:00 a.m.
Hybrid/Town of Upper Marlboro
Zoom

<https://us06web.zoom.us/j/85243776328?pwd=TWM2alhOenUzM1hjN0RwLzRrM3lxdz09>

1. CALL TO ORDER

2. WELCOME AND INTRODUCTIONS

3. APPROVAL OF THE SEPTEMBER 2022 MINUTES

4. PRESENTATION OF THE TREASURER'S REPORT- Awilda Hernandez, Treasurer

5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT:

6. MMCA COMMITTEE REPORTS/UPDATES

- a. Education Committee – Diana Chavis-
- b. Outreach Committee – Doug Barber-
- c. Scholarship Committee – Stacy Milor-
- d. Booth Committee – Doug Barber-
- e. Clerk of the Year Committee – Vice President Hoatson-

7. MML Updates

- a. MML Report – Paula Chase-Hyman, MML-
- b. MML Committee Reports
 - Legislative Committee – Sara Green-
 - Conference Planning Committee – Raye Ellen Thomas-
 - Engagement and Outreach Committee – John Hoatson-
 - Hometown Emergency Preparedness Ad Hoc Committee – Stacy Milor-

8. IIMC UPDATES – Representatives from IIMC have been invited to attend and participate.

9. NEW BUSINESS

- MMCA 2023 Election of Officer Update-Stacy Milor-
- IIMC Region II 2023 Conference Planning Committee-Doug Barber-
- Approval of MMCA 2023 Pin-President Lanham-
- Special Acknowledgement of Kimberly Rau Retirement

10. MEETING DATES – *Locations pending in-person meetings. Virtual meetings may include a highlight of the "Host" Town in the Messenger.*

- March 16, 2023-North Beach
- June 27, 2023 – Maryland Municipal League Summer Conference

11 ADJOURN-The meeting adjourned





MMCA TREASURER'S REPORT SEPTEMBER 2022



GENERAL FUND

Beginning Balance as of August 31, 2022 \$ 10,360.15

Receipts:	FY23 Dues	\$ 1,650.00
	Region II Conference Registrations	\$ 2,350.00
	Total	\$ 4,000.00

Expenditures:	Transfer to Scholarship Fund	\$ 165.00
	Transfer to Region II Fund	\$ 330.00
	StarChapter Credit Card Fee	\$ 9.90
	NY Dueling Pianos Deposit	\$ 1,937.50

Total \$ 2,442.40

Balance as of November 30, 2022 \$ 11,917.75

SCHOLARSHIP FUND

Beginning Balance as of August 31, 2022 \$ 12,194.84

Receipts:	Transfer from Dues	\$ 165.00
	Interest - August	\$ 0.11
	Interest - September	\$ 0.11
	Interest - October	\$ 0.11
	Total	\$ 165.33

Expenditures: Total \$ -

Balance as of November 30, 2022 \$ 12,360.17

REGION II CONFERENCE

Beginning Balance as of August 31, 2022 \$ 15,378.94

Receipts:	Transfer from Dues	\$ 330.00
	Interest - August	\$ 0.13
	Interest - September	\$ 0.13
	Interest - October	\$ 0.13
	Total	\$ 330.39

Expenditures: Total \$ -

Balance as of November 30, 2022 \$ 15,709.33



**Maryland Municipal Clerks Association
Quarterly Meeting
Thursday, September 15, 2022 p.m.
Virtual Meeting**



MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park
Michelle Betancourt, City of Gaithersburg
Kerry Chaney – Town of Sykesville
Monica Correll, City of Aberdeen
Kate Daub, Town of Berlin
Carolyn Fifer, City of Bowie
Averi Gray, Town of Edmonston
Araceli Guzman-Benitez, City of New Carrollton
Sherletta Hawkins, Town of Forest Heights
Awilda Hernandez, City of Bowie
Craig Hower, Town of LaPlata
Carl Jones, Town of North Brentwood
Shaniya Lashley-Mullen, City of Greenbelt
Stacy Milor, Town of North Beach
Ana Navarro, City of Laurel
Pam Peters, Town of Ocean City
Melissa Sam, Town of Mount Rainier
Dr. Spann, Town of Fairmount Heights
Elizabeth Stickler, Town of Glen Echo
JoAnn Tucker, Town of Fairmount Heights
Paula Chase-Hyman, Director, Member Engagement

Doug Barber, City of Westminster
Kayla Buker, Town of Garrett Park
Diana Chavis, Town of Ocean City
Jessica Cropper, Town of Ocean City
Julie A. English City of Salisbury
Melanie Friesen, Town of Berwyn Heights
Sara Green, City of Laurel
Phillis Hane, City of Frederick
TC Hegeman, Town of University Park
John Hoatson, Town of Upper Marlboro
Kelsey Jensen, Town of Berlin
Dashaun Lanham, City of Seat Pleasant
Janeen Miller, City of College Park
Michelle Mitchell, Town of New Market
Kimberly R. Nichols, City of Salisbury
Kimberley Rau, City of Laurel
Chanelle Smith, City of Seat Pleasant
Melinda Stafford, Town of Hebron
Doris R. Stokes, City of Gaithersburg
Lucey Wade, Town of Upper Marlboro

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 10:02 a.m.

MINUTES

A motion as made by Michelle Betancourt and seconded by Sara Green to approve the June 2022 minutes as amended (change adjourn time to 1:43 p.m. and John Hoatson to the Town of Upper Marlboro. The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the August 31, 2022 Treasurer Report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

President Lanham reported: Attended the MML Board of Directors special meeting on August 5th to interview a candidate for the Executive Director position. The Board met again on August 27th to approve the hiring of Theresa Kuhns as the new Executive Director. The Board did not have a September retreat. President Lanham will be attending the MML Fall Conference in October.

MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported: The committee has been busy planning the education sessions for the Region II Conference. IIMC approved 4.5 CMC

Education points with a completed learning assessment and 3.5 MMC Education points with a completed learning assessment. Will reach out to IIMC to ask for approval of the book - Diamonds and Deadlines: A Tale of Greed, Deceit, and a Female Tycoon in the Gilded Age Hardcover by Betsy Prioleau.

Outreach Committee: Doug Barber reported: Welcomed all new members. Information regarding MMCA can be found on our website and on the Facebook page as well as the quarterly newsletter. Thanked John for putting together the Messenger. If your Town or City is doing something exciting, please send information to the committee so that it can be published in the Messenger. Sent well wishes to Raye Ellen Thomas for a speedy recovery. The committee will be reaching out to clerks who we haven't heard from in a while.

Scholarship Committee: Stacy Milor reported: If you are working toward your CMC or MMC designation, this is a perfect time to apply for a scholarship for the January IIMC Region II Conference. The scholarship deadline is December 1. All information regarding scholarships can be found on our website at MDclerks.org under the Resource tab.

Booth Committee: Doug Barber reported: Thanked everyone who help setup and manned the booth for the MML Summer Conference. If you have any suggestions for next year, please let the committee know.

Clerk of the Year: John Hoatson reported: Congratulated Diana Chavis for winning Clerk of the Year. Diana was presented with her award at the Summer MML Conference. Thanked Jessica for all her help with getting items together for the presentation.

MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman reported: MML Fall Conference will be held in Annapolis October 9 – 11th. Please register your officials soon. There will be an opportunity to hear from the candidates for Controller at the Business meeting and you will be able to give your farewells to Scott. The Maryland Spotlight video will be out soon. On behalf of MMCA, Doug Barber thanked Paula for all that she does for us.

MML Committees

Legislative Committee – Sara Green: The committee has met several times and has discussed to adopt one legislative priority: Ensure municipalities have the option of creating their own Police Accountability Boards and Charging Committee. The two strategic initiatives for this year include Expanding Municipal Revenues Sources to alleviate the dependency upon property taxes and state policies that promote clear, effective and transparent communications with residents. If interested, today a noon, MML will hold a webinar on Legislation Action Request.

Conference Planning Committee – John Hoatson reported: The committee will be meeting this weekend in Annapolis, and he will give an updated at the next meeting.

Engagement and Outreach Committee – John Hoatson reported: The committee will be meeting soon.

Hometown Emergency Preparedness Ad Hoc Committee -Stacy Milor reported: A virtual meeting will be held Wednesday, September 20th. Will have an update at the next meeting.

IIMC Updates: Doug Barber reported: If you are a member of IIMC, make sure you have signed up to receive the IIMC E-Briefing. The briefing list several free online learning opportunities. There are three candidates for the vice-president seat. IIMC also offers scholarships to obtain your CMC or MMC designation. Please view their website for more information. Doug is serving on the committee to review the Constitution of the IIMC. The committee will recommend revisions to ensure policies reflect current practices.

NEW BUSINESS

- **Region II Conference Update: Doug Barber reported:** The Region II Conference will be held at the Hampton Inn in Frederick. Room rates are \$89 per night and registration cost is \$450. There will be no banquet on-site instead there will be an off-site dinner and entertainment evening. Registration and packet material is being finalized and will be sent out soon. The education classes will be beneficial for CMC and MMC members.
 - Janeen Miller mentioned that she has a meeting with IIMC next week to get assistance with the MMC designation application. Ms. Miller just received her CERA Election Certificate which has been a three-year education process and she is hoping that IIMC will recognize the certificate and will allow points towards her MMC destination.
 - Shaniya Lashley-Mullen asked for clarification on the points that will be received for attending the Region II Conference. Doug stated that there will be 4.5 points for CMC and 3.5 points for MMC.
 - Sara Green mentioned that she sent in her documentations for a review four weeks ago and she hasn't received a response. Doug suggested that she send a follow up email.
 - Michelle Betancourt mentioned that she just recently renewed her membership with IIMC, and she only received a payment receipt email. She also sent in her payment for her CMC designation and received a payment email receipt with no additional information. Doug suggested that she call IIMC if it has been longer than three weeks. Jessica Cropper mentioned that she sent CMC paperwork in on August 23, and she received an email that it may take five to six weeks before she will receive confirmation. There was discussion of the submission process and the complication of the forms that must be completed.
- **Stacy Milor reported:** Information for upcoming election of Officers for 2023- 2025 is in this issue of the Messenger. If you want to run for office, please submit a nomination form by January 30, 2023. All voting will be done on-line, no paper ballots will be mailed.
- **Awilda Hernandez mentioned** that if you pay over the website, unfortunately it will charge you a service fee.
- **John Hoatson:** The Town of Upper Marlboro will be re-creating the historic 1922 Crain Highway Monument photo on Saturday, October 1, 2022, at 11:00 a.m. If you're in the area, please stop by.

MEETING DATES

Discussion: Should the December meeting be held by Zoom or in person. Hybrid meetings was recommended.

- December 8, 2022 – Town of Upper Marlboro
- March 16, 2023 – Town of North Beach

ADJOURN - President Lanham adjourned the meeting at 11:21 a.m.

IIMC Foundation - 2023 Conference Registration Package Fundraiser

MINNEAPOLIS CONFERENCE REGISTRATION PACKAGE AND 4-NIGHTS HOTEL

The IIMC Foundation is offering an opportunity to win four nights lodging and one **free** Conference Registration Package for the upcoming conference in Minneapolis, Minnesota, for May 14-17, 2023, valued at \$1,600.

Entries must be received by February 14, 2023

The IIMC Foundation thanks you for your support!



Update Your IIMC Membership and Contact Information

Is the information we have on file for you, correct?

IIMC has added a button to the E-Briefing Masthead so that you may easily update your membership and contact information at any time!

**Update
Membership
and Contact
Information**



Join IIMC President Pamela Smith DECEMBER 9 for Morning Coffee or Afternoon Tea!



On Friday, December 9, IIMC President Pamela Smith will host:



- Morning Coffee (10:00 AM ET): Regions 10 and 11 encouraged, All welcome!
- Afternoon Tea (3:00 PM ET): Regions 1 - 9 encouraged, All welcome!



2023 Region II Conference



On behalf of the Maryland Municipal Clerks Association 2023 Region II Conference Planning Committee, we welcome you to attend the Annual Region II Conference, January 10-13, 2023. The conference theme for this year is “*Clerkopedia*,” your one stop shop for knowledge and best practices. Join us in the City of Frederick, Maryland for an exciting learning experience, interactive and fun evening activities, and much more.

REMINDER:

Register for the conference by December 2, 2022, for \$450.00. The registration cost will increase to \$500.00 after December 2, 2022.

For all conference details please go to: <https://mdclerks.org/>

See the link on the left of the page **IIMC Region II Conference**.



FREDERICK

JOIN THE STORY

Founded in 1748, Frederick County, Maryland, represents a true crossroads of American history. From French and Indian War and Revolutionary War activities through important Civil War battles, Frederick County's history is a rich tapestry of American heritage.

The County was home to such notables as Star Spangled Banner author, Francis Scott Key; Maryland's first elected governor, Thomas Johnson; American's first native-born saint, Elizabeth Ann Seton; and many others who helped to shape the course of American history. Memorable visits from Abraham Lincoln, Benjamin Franklin, Robert E. Lee, Winston Churchill and George Washington, who once stood across the Middletown Valley and described it as "one of the prettiest valleys I've ever seen," all help to represent the important role that Frederick County has played in America's development.

Saved from the rebels' torch during the Civil War, Downtown Frederick's nationally-renowned, 50-block historic district displays diverse architectural styles from federal to art deco. Visitors to the National Museum of Civil War Medicine, the Francis Scott Key monument and the Schifferstadt Architectural Museum, as well as the Monocacy, South Mountain and nearby Antietam & Gettysburg battlefields can learn a great deal about Frederick's fascinating past.

- From Frederick County Office of Economic Development

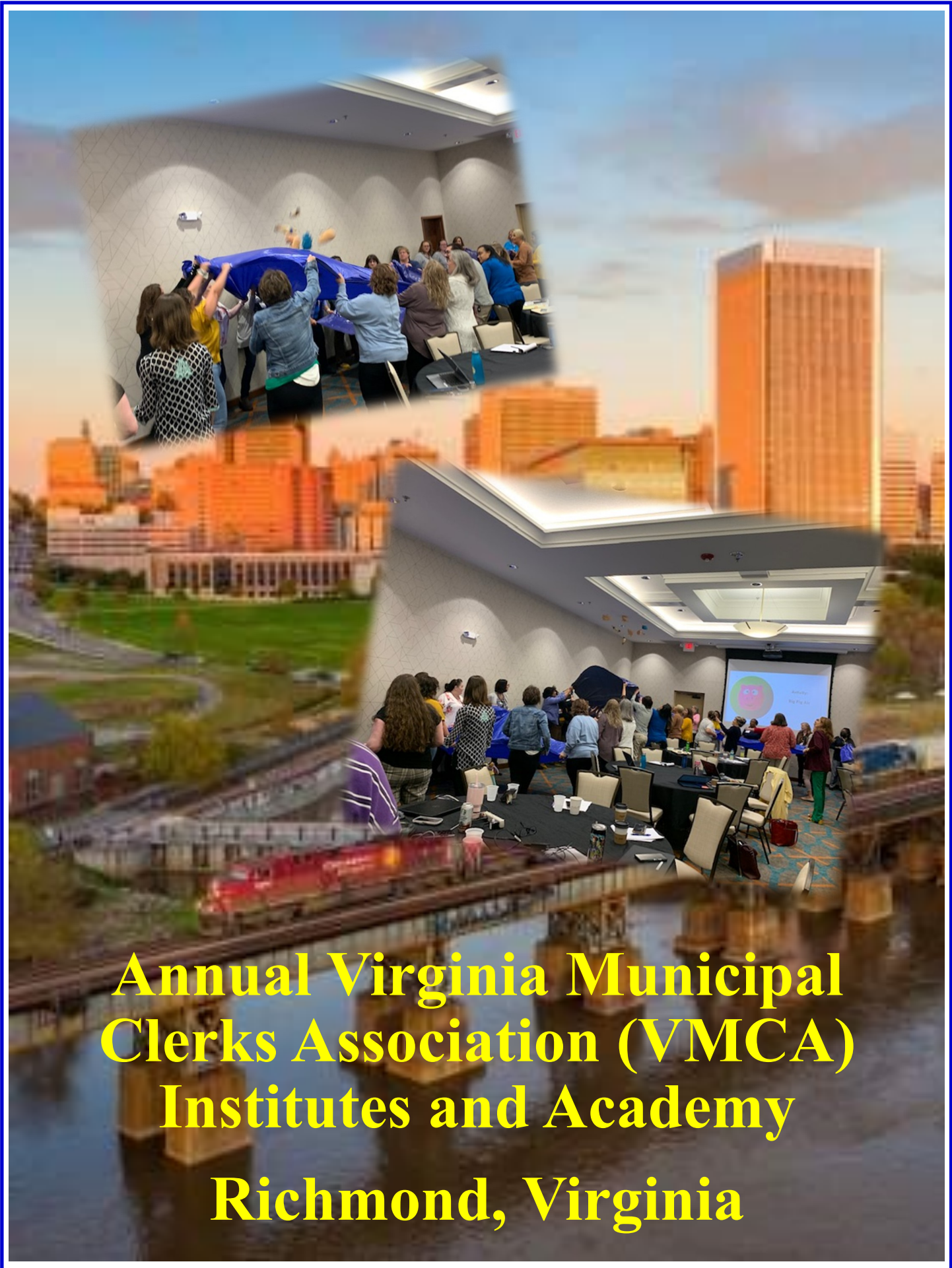




VCU

Continuing and
Professional Education





**Annual Virginia Municipal
Clerks Association (VMCA)
Institutes and Academy
Richmond, Virginia**

**STYLE E
GOLD METAL FINISH**

STYLE F

- RAISED METAL
- PMS 364
- BLACK
- COOL GRAY 3
- COOL GRAY 9
- PMS 1505
- PMS 7408
- PMS 464



1"



MMCA 2016 ART

MMCA 2023 Pin Design

The MMCA 2023 pin design will be approved during the December 2022 meeting.

Happy Holidays



Maryland Municipal Clerks Association