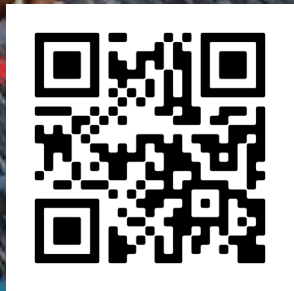


THE

Messenger



September, 2022



**The Official Newsletter of the
Maryland Municipal Clerks Association**

Greetings,

Our summer has nearly ended, and I hope that each of you had a safe and enjoyable summer! As we continue to navigate these challenges times, I would like to encourage each of you to continue to be vigilant. Fall will be upon us soon and with every new season we experience change. Let us look forward to the cool nights that will allow us to cozy up with our love-ones around the fireplace drinking pumpkin spice or what your palate desires.

We have new members that may be trying to understand their roles as a municipal clerk. As Municipal Clerks, we are the support arm for our municipalities. The elected and appointed leaders depend upon us a great deal and oftentimes we are stretched with daily activities in running our office. The association is your support, resource and the members have a wealth of knowledge within your reach.

We need you to be engaged and I would like to share ways that you can participate, grow, and learn simultaneously. The MMCA has committees that need individuals to assist by volunteering your time. We have the following committees that may be of interest to you, Booth Committee, Education Committee, Nomination Committee, Outreach Committee and Scholarship Committee. The Clerk of Year committee consist of the four-past recipients of the award and chaired by the Vice-President of the association. We elect officers every two years for the association, and the nomination committee is responsible for facilitating this effort. The association bylaws list the responsibilities of the officers and committees.

The Chapter officer include the President, Vice-President, Secretary and Treasurer. Any member in good stand who has attended at least 50% of the MMCA's meetings within a year of the election of officers shall be eligible to seek and hold an officer position. The term of the officers and the committee shall be two years beginning at the June meeting. The association officers are due to be selected in 2023. The nomination committee will be providing additional details regarding the election of officers. What are benefits in serving within the association as a committee member or officers? As municipal clerks, we regularly participate in training to be applied toward our certifications. These trainings are rewarding both professionally and personally. When you serve you will receive certificates for each year of your service, that assist with credits towards your certification of Certified Municipal Clerk (CMC), or Master Municipal Clerk (MMC). If you are interested in serving on a committee, please send me an email to dlanham@seatpleasantmd.gov. I encourage you to visit the association website at <https://mdclerks.org> for additional information.

We are hosting the IIMC Region II Conference in January 11-13, 2023, in Frederick, Maryland. The welcome reception will be held on Tuesday, January 10, 2023. The Committee is currently working to develop a wonderful educational conference for the region and more details will be provided during our next meeting.

I would be remised not to provide a warm welcome to our new members. Please contact them and welcome them to our great Association.

I encourage you to maintain the work, life balance and continue with our educational and personal life goals alike. I would like to leave you with this quote to encourage each of us to continue to press.

“The purpose of life is to live it, taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience” — Eleanor Roosevelt

I wish each of you an incredibly happy and safe Fall! I look forward to seeing each of you on Thursday, September 15, 2022.



**From The Desk of
Dashaun N. Lanham,
President**





City of Westminster - History

The first lots in Westminster were laid out by William Winchester in 1764. There was no reason for locating a town there—there were no major crossroads, navigable waters, or significant natural resources. Winchester simply created and sold lots located along a road that went to Baltimore. With no driving force for growth, Westminster’s population increased slowly. Scotch-Irish and Palatinate Germans and Swiss moved to the area from Pennsylvania; English and Scotch-Irish came from Maryland’s tidewater areas. The first major instance of growth in Westminster resulted from the building of the Baltimore and Reisterstown Turnpike in 1807 to facilitate trading between Baltimore and Pittsburgh. The road was routed through Westminster only after considerable lobbying by the town’s residents. Westminster quickly developed into a transportation center. Conestoga wagons and mule drivers constantly passed through the town. Horse-drawn buses provided passenger service between Westminster and nearby towns. Numerous businesses opened along Main Street to serve the travelers and the town’s increasing population. The creation of Carroll County and the designation of Westminster as its county seat in 1837 was the next spur to growth. Public and civic buildings were erected; the Court House was completed in 1838. The Order of Odd Fellows constructed an Opera House. Religious denominations began to construct churches. In the year after the creation of Carroll County, Westminster was incorporated as a town under the name of the Burgess and Commissioners of Westminster. That charter was amended in 1856 to designate the municipality as a city, changing the name to The Mayor and Common Council of Westminster and giving the municipal corporation separate and distinct powers from those of Carroll County. The citizens of Westminster have always been conscious of the link between transportation and the prosperity of their city. After many years of business lobbying and strong public support, the Western Maryland Railroad was constructed through Westminster in 1861. The expected growth followed. In like manner, construction of Maryland Route 140 in the Westminster area in 1952 and completion of Interstate 795 in 1987 attracted commercial enterprises to Westminster and brought the employment and commercial markets of the greater Baltimore area into easier reach of Westminster residents and businesses.

City of Westminster - Government

The City of Westminster operates under a mayor-council form of government. The Mayor is elected to a 4-year term. The Common Council is composed of five members who also are elected to serve four-year terms. The qualified voters of Westminster have voted for 3 members of the Common Council on the 2nd Monday of May since 1967 while the mayor and the remaining two council members have been voted upon the second Monday of May since 1969, and every 4 years thereafter. In 2006, The Mayor and Common Council established the position of City Administrator who serves as the Chief Administrative Officer of the city.

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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



MMCA Quarterly Meeting Hosted By City of Westminster

The meeting will take place at the City of Westminster City Administration Building, 45 West Main Street, Westminster, MD 21157. Continental Breakfast and Lunch will be provided. If you plan on attending, RSVP to Doug Barber no later than Thursday, September 8, 2022 C.O.B. by e-mail (dabarber@westminstermd.gov) or by phone: 410-848-4938. 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

September Treasurer's Report



**Awilda Hernandez,
Treasurer**

GENERAL FUND

Beginning Balance as of May 31, 2022 \$ 15,539.68

Receipts:	FY23 Dues (48)	\$ 3,550.00
	Refund Quality Logo Products	\$ 107.06
	Total	\$ 3,657.06

Expenditures:	Transfer to Scholarship Fund	\$ 360.00
	Transfer to Region II Fund	\$ 720.00
	Quality Logo Products (MML Booth Giveaways)	\$ 976.08
	Hampton Inn - Frederick (Region II Hotel Deposit)	\$ 5,000.00
	MML (Staff Expo Registration - L. Crook & C. Murray)	\$ 100.00
	Dottie's Trophies (COY Award)	\$ 274.50
	Jessica Cropper (COY Flowers, Card)	\$ 60.16
	Doug Barber (MML Booth, COY Pix, Region II, Retiree Gifts)	\$ 138.20
	Doris Stokes (MML Booth Snacks)	\$ 60.00
	City of Gaithersburg (MML Booth Stickers)	\$ 131.20
	StarChapter (Domain Admin Fee)	\$ 26.45
	StarChapter (Yearly Subscription Fee)	\$ 990.00
	Total	\$ 8,836.59

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

SCHOLARSHIP FUND

Beginning Balance as of May 31, 2022 \$ 11,834.52

Receipts:	Transfer from Dues	\$ 360.00
	Interest - May	\$ 0.11
	Interest - June	\$ 0.11
	Interest - July	\$ 0.10
	Total	\$ 360.32

Expenditures: Total \$ -

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

REGION II CONFERENCE

Beginning Balance as of May 31, 2022 \$ 14,658.57

Receipts:	Transfer from Dues	\$ 720.00
	Interest - May	\$ 0.13
	Interest - June	\$ 0.12
	Interest - July	\$ 0.12
	Total	\$ 720.37

Expenditures: Total \$ -

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





**Maryland Municipal Clerks Association
Quarterly Meeting Agenda
Thursday, September 15, 2022, at 10:00 a.m.
City of Westminster, MD**

- 1. CALL TO ORDER**
- 2. WELCOME AND INTRODUCTIONS**
- 3. APPROVAL OF THE JUNE 2022 MINUTES**
- 4. PRESENTATION OF THE TREASURER'S REPORT**
- 5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT:**
- 6. MMCA COMMITTEE REPORTS/UPDATES**

**Education Committee – Diana Chavis
Outreach Committee – Doug Barber
Scholarship Committee – Stacy Milor
Booth Committee – Doug Barber
Clerk of the Year Committee – Vice President Hoatson**



- 7. MML UPDATES**

**MML Report – Paula Chase-Hyman, MML
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**

**IIMC Region II 2023 Conference Planning Committee-Doug Barber
MMCA 2023 Election of Officers Update-Stacy Milor**

- 10. MEETING DATES**

**December 8, 2022 – Upper Marlboro
March 16, 2023-North Beach
June 27, 2023 – Maryland Municipal League Summer Conference**

- 11. ADJOURNMENT**



***Come Make History
In The Town of Upper Marlboro
October 1, 2022***

This year marks the Centennial Anniversary of the Robert Crain Highway Monument. The monument was erected in the Town of Upper Marlboro in September 1922 to celebrate the start of the long journey to create a new regional road that would link Southern Maryland to Baltimore. The original celebration included officials from Anne Arundel County, Calvert County, Charles County, Prince George's County, St. Mary's County and Baltimore City.

The Town of Upper Marlboro Historical Committee will hold a centennial celebration and a re-creation of an original photograph (attached) from the September 1922 celebration. The photo re-enactment will be held on Saturday, Oct. 1, 2022 at 11 a.m. at the monument, located at Main Street and Old Crain Highway in the Town of Upper Marlboro. Dignitaries from Baltimore City and the five original counties are expected to participate, along with Town of Upper Marlboro Mayor Sarah Franklin and her four fellow Commissioners.

"We are excited and proud to bring people together to re-create the photo that was taken 100 years ago," said Upper Marlboro Town Clerk John Hoatson, who is organizing the Oct. 1 festivities. "We hope everyone who attends will feel a tremendous sense of pride in the role that Upper Marlboro played as a catalyst for transportation and trade in the Southern Maryland region of our state. This will be a truly monumental event!"

The 1922 celebration and parade would forever change the Town of Upper Marlboro and its future. The Merchants and Manufacturers Association of Baltimore had decided that Southern Maryland was an important location for bringing produce and other agricultural items into Baltimore. The association and political figures in Southern Maryland created a route which would connect Baltimore to Southern Maryland counties.

The original program from the Sept. 1922 ceremony tells of the events leading up to that celebration. A train brought members of the association, the Mayor of Baltimore, and hundreds of Baltimoreans onto Upper Marlboro's Main Street for the celebration. Leading figures in the day's ceremony were Albert C. Ritchie, then-governor of MD; Mr. and Mrs. Robert Crain, for whom Crain Highway was named; John N. Mackall, of the Maryland State Roads Commission; and the Honorable W. F. Broening, then Mayor of Baltimore.

As part of that regional observance, five young women representing each of the five counties participated in a flag ceremony along with the City of Baltimore. Governor Ritchie assured everyone that the flags would be preserved in the city hall as a constant reminder of the meaning of the ceremony. The U.S. Naval Academy Band played "Maryland, My Maryland." The celebration was a tribute to the retail merchants from Baltimore and Southern Maryland and the future of building up the trade to help all parties grow in business.

Robert Crain Highway was originally a narrow, twisted dirt path passable only by horse-drawn vehicles. This vital link between the two cities was improved with a total of \$1.25 million from the Maryland legislature (which would be \$21-\$22 million in today's dollars) to complete a better road. On Oct. 22, 1927, Robert Crain Highway opened for the first time, thus greatly improving trade between Baltimore and the southern Maryland counties.

"People have driven or walked past this unique historic monument every day for the past 100 years and probably didn't know its true significance to our town, to the region, and to the state," noted Mayor Franklin. "The Oct. 1 event will serve as an important reminder of how important the Town of Upper Marlboro has been to Maryland's economy for over a century. We want people to attend this centennial celebration and be an important part of our town's rich history."

**Maryland Municipal Clerks Association
Quarterly Meeting
Tuesday, June 13, 2022 – 12:52 p.m.
Ocean City, Maryland**



MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park
Robin Bailey-Walls, Town of Capital Heights
Carolyn Brinkley, Town of Centreville
Jessica Cropper, Town of Ocean City
Melanie Friesen, Town of Berwyn Heights
Sherletta Hawkins, Town of Forest Heights
Awilda Hernandez, City of Bowie
John Hoatson, City UM
Irma Nalvarte, City of Takoma Park
Dashaun Lanham, City of Seat Pleasant
Ana Navarro, City of Laurel
Kimberley Rau, City of Laurel
Antonio Robbins, City of District Heights
Melissa Sam, Town of Mount Rainier
Doris R. Stokes, City of Gaithersburg
Danny Windbourne, City of Rockville

Doug Barber, City of Westminster
Michelle Betancourt, City of Gaithersburg
Diana Chavis, Town of Ocean City
Julie A. English City of Salisbury
Sara Green, City of Laurel
TC Hegeman, Town of University Park
Robin Hill, Town of Hebron
Craig Hower, Town of LaPlata
Kelsey Jensen, Town of Berlin
Stacy Milor, Town of North Beach
Kimberly R. Nichols, City of Salisbury
Giselle Richards, Cheverly & Brentwood
Kathy Ruf, Town of Easton
Melinda Stafford, Town of Hebron
Sara Taylor-Ferrell, City of Rockville

SPECIAL GUEST IN ATTENDANCE:

Denise Mitchell, President Elect MML
Brenda Colegrove (ret.), City of Salisbury
Carol Jacobs (ret.), Town of Ocean City
Rick Meehan, Mayor Ocean City
Lauren Davis, Assistant to the Mayor OC

Scott Hancock, Executive Director MML
Pamela Fleming (ret.), City of Bowie
Commissioner Ameila Handy, Town of Hebron
Doug Miller, former City Manager Ocean City
Paula Chase-Hyman, Director, Member Engagement

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 12:52 p.m.

WELCOME

MML President Elect, Denise Mitchell, welcomed everyone to the Summer Conference. Please reach out to Ms. Mitchell if you need anything.

2022 CLERK OF THE YEAR

Mayor Rick Meehan, former Mayor and Doug Miller, former City Manager, gave words of praise to Diana. Vice President Hoatson presented the 2022 Clerk of the Year award to Diana Chavis, Clerk Town of Ocean City.

Fort Orange Press Track, Daniela VanVeghten, Director of Election Strategy gave a short presentation on their services.

MINUTES

A motion as made by Michelle Betancourt and seconded by Awilda Hernandez to approve the March 2022 minutes The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the March 28, 2022 through May 31, 2022 Treasurer Report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

President Lanham reported: Attended the MML Board of Director Meetings on April 30, and June 12, 2022. The Board approved a 5% COLA for MML staff; discussed the Strategic Plan; approved the MMCA by-laws; approved the FY 2023 MML Budget and discussed the Executive Director search.

MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported: Reaching 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. If you are a new member and have not received a welcome bag, please see Doug to get your bag. Information regarding MMCA can be found on our website and on the Facebook page as well as the quarterly newsletter.

Scholarship Committee: Stacy Milor reported: All information regarding scholarships can be found on our website at MDclerks.org. Scholarship information will also be published in our next newsletter.

Booth Committee: Doug Barber reported: Thanked everyone who help setup and manned the booth for the conference.

MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman gave her appreciation to all of the Clerks.

MML Committees

Legislative Committee – Sara Green: MML supported SB400 with amendment – Highway User Revenues Distribution; Supported HB246 with amendments – MPIA Notices, Close Sessions, and Minutes – retention periods, online posting and public inspection; and opposed SB777 MPIA Records relating to Police Misconduct Fees.

Conference Planning Committee – Raye Ellen Thomas: None

Engagement and Outreach Committee – Awilda Hernandez reported: There were over 2,000 “If I Were Mayor” essays entries. All readings of the essays were done virtually. The Spotlight Maryland video will premier during the red-carpet walk.

Hometown Emergency Preparedness Ad Hoc Committee -Stacy Milor reported: Hosting a round table on Wednesday: Mental Health and Public Safety and COVID-19 Lessons Learned.

10. NEW BUSINESS

Approval of Fiscal Year 2023 Budget

A motion was made by Stacy Milor and seconded by Kelsey Jensen place \$10.00 of the member dues in the Region II fund and \$5.00 will be towards the scholarship fund for this year only. The motion passed.

A motion was made by Stacy Milor and seconded by John Hoatson to add \$1,000 to the budget for MMCA pins. The motion passed.

A motion was made by Doug Barber and seconded by Melinda Stafford to approve the FY2023 budget as amended. The motion passed.

Region II Conference Update: Doug Barber reported: Save the Date postcards have been placed at each table setting. MMCA will host the 2023 IIMC Region II Conference January 11 – 13, 2023 at the Hampton by Hilton in Frederick, Maryland. If you would like to serve on the Conference Committee, please reach out.

MML Committee Interest for 2022-2023 – Interested in serving on a MML Committee? Please let President Lanham know by Tuesday, June 21.

11. MEETING DATES

September 15, 2022, Westminster – In-person

December 8, 2022, Town of Upper Marlboro - In-person

March 16, 2023 - Town of North Beach - In-person

13 ADJOURN - President Lanham adjourned the meeting at 12:52 p.m.





The Maryland Municipal Clerks Association (MMCA) membership has grown significantly in recent years and is still growing—**YAY!**

The Nominating Committee has taken this into consideration and the committee is updating how you nominate and vote for a position.

MMCA NEEDS YOU!

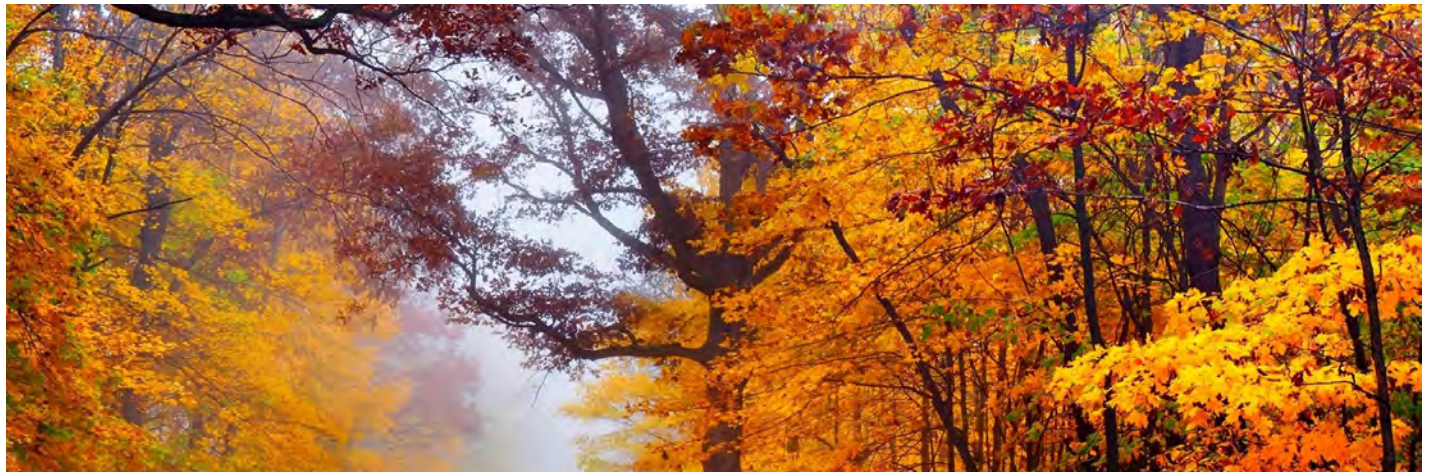
**** The Nominating Committee will be accepting nomination forms until January 30, 2023. You as members of MMCA will be able to electronically vote for your next officers in February 2023. Your 2023—2025 officers will be announced at the March 2023 quarterly meeting.**

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





**Maryland Municipal Clerks Association
Application for membership * July 1, 2022—June 30, 2023**

Name: _____ **Title:** _____

Municipality: _____

Mailing Address: _____

E-mail: _____ **Phone:** _____

Fax: _____ **Renewal:** _____ **New Membership:** _____

Mayor of Chief Elected Official Contact Information: _____

Basic Membership = \$50.00

(\$35.00 to MMCA dues, \$10.00 to the MMCA Scholarship Fund, and \$5.00 to the Region II Conference Fund)

Make checks payable to: Maryland Municipal Clerks Association

Mail to: City of Bowie

**Attn: Awilda Hernandez, City Clerk
15901 Fred Robinson Way
Bowie, Maryland 20716**



Maryland 

**Maryland Municipal
Clerks Association**

**SCHOLARSHIP
INFORMATION**

- **Deadline to apply for a
Scholarship to the
Region II Conference in
Frederick, Maryland**

- **** December 1, 2022 ****

**** Application:**

[https://mdclerks.org/form.php?
form_id=17&c=1](https://mdclerks.org/form.php?form_id=17&c=1)

**** Guidelines:**

[https://mmca.starchapter.com/images/
downloads/Documents/
mmca_guidelines_update.pdf](https://mmca.starchapter.com/images/downloads/Documents/mmca_guidelines_update.pdf)

For information and to submit application please
email:

Stacy Milor—northbeach@northbeachmd.org



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 11-13, 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.

More details will be provided at our upcoming September MMCA Meeting!





MD MUNICIPAL CLERKS ASSOC.

AM I SMARTER THAN MY CITY CLERK?

MARYLAND MUNICIPAL CLERKS ASSOCIATION



TURNING THE TIDES WITH
OCEANS
OF OPPORTUNITY
2022 MML SUMMER CONFERENCE





Sign Up for IIMC Calendar and News Alerts

Did you know you could sign up for email and/or text alerts for upcoming events and calendar items?

PRO TIP: For all announcements and updates on IIMC's new Online Professional Development program, subscribe to the IIMC Online Professional Development Calendar and receive an email or text when new courses are added or updated. Scroll down and click on the green "Notify Me" button.

Scroll down on the home page to "Upcoming Events," and click on [Notify me for Upcoming Events and Calendar items](#) or simply click on the button below. Select from a list of calendars.

After you add your email address, click on the envelope icon for which item you'd like to subscribe. You may also opt for text alerts.

