



# TOWN OF BLADENSBURG COUNCIL WORK SESSION MEETING | FEBRUARY 9, 2026

February 09, 2026 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## AGENDA

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Public Access Virtual via live stream of the Town's Facebook and YouTube pages:

<https://www.youtube.com/channel/UCoflhVTBeID3c9oH8GYSW0g>

<https://www.facebook.com/Bladensburgmd>

1. Call to Order – 1 Minute
2. Approval of Agenda – 1 Minute
3. Approval of Minutes
  - A. Town Council Work Session Meeting Minutes | January 12, 2026 (2 Minutes)
4. Financial Business
  - A. Information Memo | FY 2026 Budget Update and FY 2027 Budget Update | February 2026 (5 Minutes)
  - B. Information Memo | Update on FY 2025 Audit – February 2026 (3 Minutes)
5. New Business
  - A. COUNCIL ACTION | Law Enforcement Officers Retirement Plan (LEOPS) Review | Update February 2026 (15 Minutes)
  - B. COUNCIL ACTION | Approval and authorization for the Administrator to purchase street signs (7 Minutes)
  - C. INFORMATION MEMO | Data Center Update | February 2026 (5 Minutes)
  - D. INFORMATION MEMO | Bostwick House Update –February 2026 (10 Minutes)
  - E. COUNCIL ACTION | Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400. (5 Minutes)

- F. RESOLUTION 08-2026** | A Resolution of the Mayor and Council of the Town of Bladensburg authorizing the town administrator to execute a contract revision with MissionSquare retirement to amend the town’s 457 deferred compensation plan and provide enhanced distribution options for plan participants (3 Minutes)
- G. RESOLUTION 09-2026** | A resolution of the Mayor and Council of the Town of Bladensburg supporting an application to the FY 2027 Maryland Heritage Areas program for the Bostwick House outdoor activation and site planning grant (3 Minutes)
- H. RESOLUTION 10-2026** | A Resolution of Support for the Town of Bladensburg’s Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program (3 Minutes)
- I. BUDGET ORDINANCE 13 -2026** | Approval and authorization for the Administrator to purchase a Snow Removal equipment to come from Highway User Funds proceeds in an amount not to exceed \$127,201.60 from Rippeon Equipment. (3 Minutes)
- J. BUDGET ORDINANCE 14-2026** | SFY26 BEACON Grant Budget adjustment to accept funding in the amount of \$78,360 to support a collaborative, community-based youth boxing and mentoring program (3 Minutes)
- K. BUDGET ORDINANCE 15-2026** | FISCAL YEAR 2026 BUDGET AMENDMENT FOR EMERGENCY PURCHASE AND REPAIRS TO THE ROOFTOP HEATING AND AIR CONDITIONING UNIT IN AN AMOUNT NOT TO EXCEED \$ 35,000. (3 Minutes)
- L. INFORMATION MEMO** | Rules of Procedure Virtual Attendance and Consent Agenda – February 2026 (5 Minutes)
- M. INFORMATION MEMO** | Change to Section 403 of the Town Charter (5 Minutes)
- N. INFORMATION MEMO** | Washington Metropolitan Council of Governments (COG) Update | February 2026 (2 Minutes)

## 6. Adjournment



# TOWN OF BLADENSBURG COUNCIL WORK SESSION MEETING | JANUARY 12, 2026

January 12, 2026 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## MINUTES

### 1. Call to Order

CM Dixon called the meeting to order at 5:32 PM.

### 2. Approval of Agenda

Mayor James called for a motion to approve the agenda.

Council Member McBryde made a motion to approve the agenda, which Council Member Brown seconded. The motion passed unanimously with a vote of 3–0.

### 3. Approval of Minutes

#### A. Town Council Work Session Meeting Minutes | December 8, 2025

CM Dixon called for a motion to approve the minutes from December 8, 2025, Work Session.

Council Member Brown made a motion to approve the minutes, which Council Member McBryde seconded. The motion passed unanimously with a vote of 3–0.

### 4. Financial Business

#### A. Information Memo | Update on FY 2025 Audit

Treasurer Tinelli gave a brief overview of what to expect for the audit for 2025. He noted that the Town asked for extension until January 31, 2026.

#### B. Information Memo | FY 2026 Budget Update and FY 2027 Budget Preview | January 2026

Treasurer Tinelli Gave a snapshot of what the first five (5) months of the fiscal year are looking like and what is to be expected further down the road. The Town Treasurer and the Town Administrator provided a roadmap for the budget process that will be completed this spring.

## 5. New Business

### A. Budget Adjustment | ORDINANCE NO. 12-2026: FISCAL YEAR 2026 BUDGET AMENDMENT FOR POLICE DEPARTMENT TO PURCHASE TWO (2) VEHICLES AND UPFITTING EXPENSES NOT TO EXCEED \$135,000

Acting Chief Friskhorn shared details regarding Ordinance 12-2026 which allows for the Police department to purchase two (2) new vehicles with a budget amendment not exceeding \$135,000, funded primarily by speed automated enforcement revenues currently tracking ahead of budget.

### B. Information Memo | Town Events 2026: An overview of Town Events for Calendar Year 2026.

Town Administrator shared the presentation created by Ray Jefferies highlighting January-December town and police department events. New initiatives include an America 250 Bike ride, health fair and mental health awareness events, and potential open house activities at the Bostwick House to increase community connection and usage of Town assets

### C. Information Memo | Data Center Update | January 2026

Town Administrator shared that the country is reviewing the location for the data centers and nothing has been finalized, and that the process has slowed down. She provided this item so that the Council can evaluate on whether or not to submit a letter of support.

### D. Information Memo | GovPilot Module Update | January 2026

Code supervisor Mr. Reinhart provided an overview and a presentation to give an introduction to the GovPilot solution which is in regard to code enforcement, rental licenses and business licenses and the inspection process, and also parking tickets. This program would automate all of the processes and allows people to see the process online and to be able to apply online and submit applications electronically.

### E. Information Memo | 250 Anniversary Update | January 2026 (10 minutes)

Town Administrator gave a brief overview to the 250th anniversary. It is anticipated that the programing will start the educational program in late January to early February, a memo was

provided that goes over those details. Council was also provided with the draft again for the civic program.

**F. Information Memo | Bostwick House Update – January 2026**

Town Administrator provided a update for the Bostwick house. A memo was provided to the council that was provided by Aman Memorial Trust and the economic development manager which included a long term strategy of the usage of the outside areas of the property. A couple of images were also provided.

**G. Information Memo | SFY26 BEACON Grant Update | January 2026**

Town Administrator and Acting Chief Friskhorn gave a brief update on the state grant for a Police Athletic League (PAL)-style boxing program in partnership with the Salvation Army, aiming to engage at-risk youth through mentorship and positive activities

**H. Information Memo | Mosquito Control Program – Prince George’s County | 2026 Program**

Code enforcement supervisor Mr. Rinehart shared that the town will participate in the annual mosquito control program managed by the Maryland Department of Agriculture, with an estimated cost of \$2,266 for the 2026 season. The program includes truck spraying and trap deployment from mid to late spring through the first freeze of fall, with an opt-out option available to residents through the town or state contacts. Regular participation supports public health and resident comfort during mosquito season.

**I. Information Memo | Washington Metropolitan Council of Governments (COG) Update | Jan 2026**

Town Administrator shared the monthly update for COG (Council of Governments) and provided the report to the council.

**6. Adjournment**

CM Dixon called for a motion to adjourn the meeting. Council Member McBryde moved to adjourn, and Council Member Brown seconded the motion. The motion passed unanimously (3-0), and the meeting was adjourned at 6:35 PM.



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Treasurer
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<b>Item Title: Information Memo   FY 2026 Budget Update and FY 2027 Budget Update   February 2026</b> This is an update on the FY 2026 mid-year status and the FY 2027 Budget Preview.
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<b>Work Session Item [X]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b>
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<b>Recommended Action:</b>  This is a report for the Council and residents on the Town Budget update for February 2026
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**Item Summary:** This item is intended to provide the Town Council with additional context regarding the evolving FY 2026 budget and to preview key considerations as staff begins planning for FY 2027.

Throughout the current fiscal year, staff have worked diligently to mitigate costs and reduce expenditures in alignment with the adopted FY 2026 budget. As a result of revenue adjustments made last year, including changes to certain tax revenues while holding the residential rate flat, the Town has realized additional revenue, allowing services to continue without additional burden on residents. However, we have seen some inflationary pressures on costs.

As part of this update, the Town Treasurer presented a detailed mid-year financial assessment in January, including estimates of the Town’s financial position as of December 2025. This month, we will provide further updates, including the most recent expenditures. The Town Administrator will also provide commentary on current trends and what they may indicate for the remainder of FY 2026.

Key points for Council consideration include:

- FY 2027 Budget Development Timeline**  
The FY 2027 budget process will formally begin in February. As part of this effort, staff will begin presenting preliminary estimates based on year-to-date performance and observed revenue and expenditure trends.
- Revenue and Cost-Saving Strategies**  
Staff continues to evaluate potential revenue enhancements and cost-saving options to address any projected gaps in FY 2027. We have realigned slightly this year, which has given us some breathing room. However, there have been some larger-than-normal benefits payouts.

As we mentioned previously, while options may be more limited than in prior years due to recent structural changes, staff will assess whether any additional refinements are feasible.

**3. Draft Budget Development and Council Work Sessions**

A draft FY 2027 budget document will be included in the March materials. From February through May, staff will hold a series of budget work sessions with the Council to receive direction, incorporate feedback, and make refinements. Adoption of the budget ordinance is anticipated in May or June, depending on progress through the process.

The Town remains committed to a transparent, inclusive budget process and to ensuring that employees are treated equitably throughout budget development.

**Considerations and Areas of Focus**

- **Employee Compensation:** No cost-of-living adjustment (COLA) or merit increases were implemented in FY 2026, this strategy helped to stabilize our budget at the cost of our employees. At Council’s direction, staff is evaluating whether, based on mid-year FY 2026 results, a partial restoration, one-time compensation, or other adjustment may be feasible. We will announce these changes in March 2026 and issue retroactive payments to employees.
- **LEOPS Enhanced Retirement Program:** The Police Department has requested an evaluation of participation in the LEOPS enhanced retirement program for sworn officers. Background and cost information for LEOPS is a separate item.

Staff is seeking Council direction, as the SRA requires a response by **March 1, 2026**. If adopted, the staff analyze this option as part of the FY 2027 Police budget development.

- **Capital and Fleet Needs:** Ongoing capital items, including vehicle replacements and capital improvements, have been addressed in part in FY 2026, but this will be an ongoing issue for FY 2027 and beyond.
- **Staffing and Technology:** As part of this budget, we are suggesting that Council continue to keep some positions vacant in order to achieve some cost savings. This is a tough decision given that we are already a small team. In FY 2026, we also implemented changes that enabled us to automate certain functions.

The primary focus of today’s presentation by the Town Treasurer will be the mid-year financial status, current budget performance, and identification of any potential expenditures over the next six months that could affect the Town’s economic trajectory.

Town staff will be available to answer any questions the Council may have.

<b>Budgeted Item:</b> Yes [ ] No [ ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Vito Tinelli, Treasurer
<b>Item Title: Information Memo   Update on FY 2025 Audit – February 2026</b>	
This is an informational memo to update the Town Council on the status of the FY 2025 Audit and Financial Review.	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b>
<b>Recommended Action:</b>	
Update on FY 2025 Audit: The Town Treasurer will submit the audit to the State upon Town Council Approval in March 2026.	
<p><b>Item Summary:</b></p> <p><b>Presenter:</b> Vito Tinelli, Town Treasurer</p> <p><b>Background:</b> The Town has almost completed its FY 2025 Town Audit and Financial Statement, as completed by LGWG. These are the Independent Accountants' Report on Applying Agreed Upon Procedures for the Coronavirus State and Local Fiscal Recovery Funds for the Year ending June 30, 2025.</p> <p>Due to staffing and a myriad of projects, this has been delayed, but has been in process. The Town Treasurer has requested and received an extension to January 31, 2026, from the State.</p> <p>The Town Treasurer will answer any questions on this item. The LSWG will attend the March 9, 2026, Council meeting with the final report.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Continued Date:</b>
<b>Budgeted Amount:</b>	
<b>One-Time Cost:</b>	
<b>Ongoing Cost:</b>	
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Town Treasurer Daniel Frishkorn, Acting Police Chief
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**Item Title:** COUNCIL ACTION | Law Enforcement Officers Retirement Plan (LEOPS) Review | Update February 2025

Law Enforcement Officers Retirement Plan (LEOPS) Review | Update December 2025 (Information Only) – Valuation Report

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Valuation Report November 2025 List of Participating Entities and Maps PowerPoint
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**Recommended Action:**

The Town Council is being asked to review this information regarding LEOPS, and if desired, will provide staff guidance on next steps to include informing State Retirement of a decision by March 1, 2026

**Overview**

Staff provided an update to the Mayor and Council, as well as the Bladensburg Police Department leadership team, on the steps taken in **December 2025** to gather additional data related to participation in the **Law Enforcement Officers’ Pension System (LEOPS)**. This item was presented for informational purposes to outline the process, financial considerations, and potential next steps for Council consideration. To date, the **Town of Bladensburg does not participate in LEOPS**. Staff has undertaken a preliminary analysis to better understand the costs, benefits, and operational impacts should the Town elect to proceed.

**What is LEOPS**

The **Law Enforcement Officers’ Pension System (LEOPS)** was established in **1990** to address the unique physical, mental, and occupational stressors associated with law enforcement service.

- Available to certified police officers employed by participating state, county, and municipal agencies
- Participation is optional for municipalities
- Provides enhanced retirement, disability, and survivor benefits compared to the Employees’ Pension System (EPS)

**Current Cost Structure and Fiscal Considerations**

- The Town currently contributes approximately **13% of payroll** for all employees participating in the Employees’ Combined System (ECS).
- LEOPS participation would represent an **ongoing expense** for the Town.
- While **Traffic Enforcement Funding** could offset a portion of the cost, the balance would require **General Fund support** and potential reallocation from other budget areas.
- LEOPS costs would become a **permanent component of Police Department operating expenses**.

**Preliminary Valuation Summary (Effective July 1, 2026)**

The attached preliminary valuation report evaluates the transfer of **26 (authorized) sworn law enforcement officers** from ECS to LEOPS.

**Key Transfer Details**

- 22 sworn officers transferring
- Effective date: **July 1, 2026**
- Partial withdrawal from ECS and entry into LEOPS

**Asset Transfer Estimates**

- Estimated Market Value of Assets: **\$1,503,472**
- Actuarial Value of Assets: **\$1,488,352**
- Methodology consistent with **Maryland Code, Section 21-305.5**

**Employer Cost Rate and New Entrant Liability**

- Municipal LEOPS **Basic Employer Cost Rate (FY 2027): 39.56% of payroll**
- New Entrant Unfunded Liability Credit: **\$2,288,796 (as of July 1, 2027)**
- Credit amortized over **25 years**
- Annual amortization amount: **\$186,636**

**Actuarial Assumptions**

- Investment return assumption: **6.80%**
- Payroll growth assumption: **3.00%**
- Data based on **June 30, 2025 Valuation**
- Transferring members identified from SRA-provided data

**Key Differences: EPS vs. LEOPS**

Category	EPS	LEOPS
Retirement Eligibility	Rule of 90 or Age 65	25 Years of Service / Age 55
Multiplier	1.5% (higher for pre-2011)	2.0%
Service Credit Cap	No cap	32.5 years
Maximum Benefit	Up to 100% (50+ years average 40-50 %)	65% cap
Benefits	Standard	Enhanced disability & survivor benefits

**Impact on Bladensburg Police Officers**

Staff highlighted the occupational realities that LEOPS was designed to address, including:

- Daily use of approximately **30 lbs. of gear**
- Physical strain and long-term health impacts
- Exposure to violence and traumatic events
- Work schedules that include holidays and family disruptions
- Ongoing mental health stressors

**Legal and Policy Constraints**

- State law establishes **mandatory contribution rates**; the Town **cannot require employee cost-sharing** beyond statutory rates.
- LEOPS does **not allow substitution of Social Security contributions**.
- The Town Administrator has requested a legal opinion from the Town Attorney on related questions regarding Social Security.

**Required Deadlines if Council Elects to Proceed**

- **March 1, 2026** – Town must notify SRA of intent
- **May 1, 2026** – Signed resolution due to SRA
- **May 15, 2026** – Employee enrollment paperwork due
- **June 12, 2026** – Signed participation agreement due
- **July 1, 2026** – Effective transfer date

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**Staff Recommendations**

- Council has received an overview of costs, benefits, and plan comparisons
- Staff will provide **alternative benefit options**, including secondary deferred compensation plans
- If Council defers action, updated cost data can be revisited in future budget cycles

**Outlook**

The LEOPS Program represents a **significant opportunity** to strengthen officer recruitment and retention by offering competitive retirement benefits. Advancing the discussion now allows for careful fiscal planning and informed decision-making, whether the Council chooses to proceed or defer.

<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> TBD – 39.5% FY 2027 <b>One-Time Cost:</b> <b>Ongoing Cost:</b> YES	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



November 13, 2025

Ms. Caitlin Box  
Employer Services Manager  
Maryland State Retirement Agency  
120 East Baltimore Street – 16<sup>th</sup> Floor  
Baltimore, Maryland 21202

**Re: Town of Bladensburg – Employee Transfer – Preliminary Valuation**

Dear Ms. Box:

It is our understanding that 22 law enforcement officers currently enrolled under the Town of Bladensburg (Location 8139) are to be transferred from the Employees' Combined System (ECS) to the Law Enforcement Officers' Retirement System (LEOPS). We understand the transfer will be effective July 1, 2026, and is considered a partial withdrawal from ECS and an entry into LEOPS. Assets to be transferred to LEOPS as well as a new entrant liability (or asset) are calculated for the transferring members.

***Asset Transfer at Market Value***

In order to calculate the assets transferring to LEOPS, we used the calculation methodology set forth in Section 21-305.5 for determining assets allocable to employees who elect to withdraw from a system. We applied that method to this situation to determine the assets allocable to the 22 employees who are being transferred. We believe that this method is reasonable for this purpose, although it is not actually dictated by statute. **If another method should be used, please let us know.**

The estimated Market Value of Assets attributable to the 22 transferring employees from the Town of Bladensburg is \$1,503,472, (the Actuarial Value is \$1,488,352). In order to calculate the assets attributable to the transferring employees, the June 30, 2025 Market Value of Assets were projected to June 30, 2026. The June 30, 2025 Participant Funding Ratio (PFR) of 80.35% for ECS was used for this valuation. This is the PFR for the fiscal year preceding the effective date of transfer calculated in accordance with Section 21-305.5 of the Maryland Code. The PFR was developed from the annual valuation as of June 30, 2025, of the MSRPS for participating Municipal Corporations. The following exhibits contain details of this calculation:

- Exhibit I – Description of the Withdrawal Calculation for Withdrawals from ECS
- Exhibit II – Calculation of the Participant Funding Ratio (PFR)
- Exhibit III – Calculation of the Asset Transfer at Withdrawal
- Exhibit IV – Summary of the Data Used in the Calculation (as of June 30, 2025)

Ms. Caitlin Box  
November 13, 2025  
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**Calculation of the New Entrant Liability (or Asset)**

The Town of Bladensburg will contribute the municipal LEOPS Basic Employer Cost Rate for its transferring employees plus the calculated new entrant unfunded liability payment/(credit) shown in Exhibit VI. Consistent with historical practice, PGUs entering the System contribute the pooled Basic Employer Rate. Differences in the demographic characteristics of the members of the PGU compared to the total LEOPS Municipal System may result in higher or lower costs than if the PGU was valued individually. The fiscal year 2027 municipal LEOPS Basic Employer Cost Rate is 39.56% of payroll. The actual rates will change from year to year based on future gains and losses, benefit changes, and assumption changes.

As requested, we have completed the valuation with 100% recognition of past service for all participants. The past service recognition will count toward all past service used for benefits and eligibility purposes. The new entrant liability credit is a result of comparing the estimated Unfunded Actuarial Accrued Liability (UAAL) contribution rate of 11.15% (based on the demographics of the Town of Bladensburg that are transferring and after applying the \$1,503,472 transferred assets) to the 21.68% LEOPS Municipal UAAL estimated contribution rate as of June 30, 2026. The UAAL contribution rates are based on amortizing the UAAL as a level percentage of payroll over a closed 13-year period (the remaining amortization period for LEOPS Municipal used in the June 30, 2026 valuation).

The resulting new entrant credit is \$2,288,796 as of the fiscal year beginning July 1, 2027. This amount can be amortized with level dollar credits of \$186,636 over a 25-year period. All amortizations are over 25 years as provided by Section 21-306.1(d) of the Maryland Code. These annual credits are illustrated to begin December 31, 2027.

The following exhibits contain details of this calculation:

- Exhibit IV – Summary of the Data Used in the Calculation (as of June 30, 2025)
- Exhibit V – Calculation of the UAAL Contribution Rates and the New Entrant Payment/(Credit)
- Exhibit VI – New Entrant Payment/(Credit) Amortization Schedule

**Data and Assumptions**

The actuarial assumptions and applicable benefit provisions are the same as those adopted by the Board for first use in the actuarial valuation as of June 30, 2025. In particular, the assumed rate of investment return was 6.80% and the assumed rate of active member payroll growth was 3.00%.

The liability for transferring members is based on payroll and service from the actuarial valuation as of June 30, 2025. Transferring members were identified based on a file provided by SRA. Data and liabilities for the remaining members were from the valuation as of June 30, 2025. The calculations in this letter are based on assumptions and methods as described in the actuarial valuation as of June 30, 2025. All disclosures in the actuarial valuation report apply to the calculations in this letter.



**The results of the final valuation will differ from the preliminary valuation based on such factors including, but not limited to: the extent actual experience differs from the assumptions used in the preliminary valuation, differences between the estimated and actual assets at June 30, 2026, future assumptions or benefit changes that are adopted and effective between the date of the preliminary valuation and the transfer date, or any differences or changes in the demographic data for LEOPS or the Town of Bladensburg from the information used in the preliminary valuation, which may require a payment instead of receiving a credit.** If you have reason to believe that the assumptions used are unreasonable, you should contact the author prior to relying on the information conveyed herein.

***Required Disclosures***

This report was prepared at the request of the Town of Bladensburg and is intended for use by the Maryland State Retirement Agency (SRA) and the Town of Bladensburg and those designated or approved by the SRA or the Town of Bladensburg. This report may be provided to other parties only in its entirety and only with the permission of the SRA or the Town of Bladensburg. GRS is not responsible for unauthorized use of this report. The purpose of this valuation is to calculate the new entrant liability or credit and resulting amortization payments or credits to be made over a 25-year period for the Town of Bladensburg to enter into the municipal Law Enforcement Officers' Retirement System (LEOPS) as of July 1, 2026. This report should not be relied on for any purpose other than the purpose previously described.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. The actuary did not perform an analysis of the potential range of such future measurements in this actuarial valuation report.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by an actuary who has substantial experience valuing public employee retirement systems. We certify that, to the best of our knowledge, this report is complete and accurate and has been prepared in accordance with Maryland's Annotated Code and generally recognized and accepted actuarial principles and practices which are consistent with the Code of Professional Conduct and applicable Actuarial Standards of Practice as promulgated by the Actuarial Standards Board.

The signing actuary is independent of the plan sponsor.



Ms. Caitlin Box  
November 13, 2025  
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Brad Lee Armstrong is a Member of the American Academy of Actuaries (MAAA), and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

Please contact me if you have any questions or comments.

Sincerely,  
Gabriel, Roeder, Smith & Company



Brad Lee Armstrong, ASA, EA, FCA, MAAA  
Consulting Actuary

BLA:sc  
Enclosure

cc: Jonathan Martin, Acting Executive Director  
Anne Gawthrop, Director, Legislative Affairs  
Jeff Tebeau, GRS



**Description of Withdrawal Calculation  
Withdrawals from ECS**

Upon application of withdrawal by the Participating Governmental Unit (PGU) a special one-time calculation will be made by the actuary to determine: (1) whether any assets can be transferred out of the State System to a new successor plan on behalf of the withdrawing participants; and (2) whether a withdrawal liability needs to be assessed against the withdrawing PGU to fund liabilities remaining in the State System.

These determinations will be made as follows: At the time of withdrawal, an allocation of current State system assets, if any, will be made to all participants of the withdrawing PGU. This allocation will be based upon a determination made by the actuary in the preceding year's valuation which determines what portion of the actuarial value of total State System assets are available, if any, to cover the actuarial liabilities of all participants in the State System. This ratio will be called the "participant funding ratio" (PFR) and will be calculated as follows: The "adjusted actuarial value of assets" will be equal to the total actuarial value of assets less the present value of all future credits applied to over-funded PGUs, and plus the present value of all future (1) charges payable by under-funded PGUs, (2) special payments payable by prior new entrants, and (3) withdrawal liability payments due from PGUs who have withdrawn on or after July 1, 1997. The ratio of the "adjusted actuarial value of assets" to the total actuarial liability of the plan participants is the preliminary PFR for that valuation. If the preliminary PFR is less than 1.0, then the final PFR will equal the preliminary PFR. If the preliminary PFR is greater than 1.0 but less than 1.1, the final PFR will be set to 1.0. If the preliminary PFR is greater than 1.1, the final PFR will equal the preliminary PFR reduced by 0.1. That is, the final PFR will recognize any overfunding in excess of 110% of the liabilities. A separate PFR is calculated for those PGUs who declined to elect the enhanced pension system.

Once it is determined which participants of the withdrawing PGUs are electing to withdraw from the State System, and which elect to remain, the PFR from the prior year's valuation will be applied to the actuarial liabilities of each group to make the final determinations. Except for the transition amounts, which will be discussed on the following page, the assets available to be transferred out of the State System will be equal to the PFR times the actuarial liability attributable to withdrawing participants, less the outstanding balance, if any, of the future deficit charges and special payments owed by the withdrawing PGUs. This actuarial value of assets will be adjusted to a market value basis by applying the ratio of market value to the actuarial value of assets of the PGU plan as of the date of withdrawal.

The withdrawing PGU will continue to make normal cost, unfunded actuarial accrued liability contributions, and Retirement System surcharge payments for members who elect to remain within the State System. In addition, the PGU may make payments towards a withdrawal liability, calculated to fund the unfunded liability of those members remaining. The withdrawal liability for any withdrawing PGU shall be equal to the actuarial liabilities remaining in the State System on behalf of the remaining active participants multiplied by the complement of the PFR (i.e., 1-PFR%), but not less than zero.

When the withdrawal rules were changed in 1997 there was a special, one-time calculation made to avoid windfalls due to the change.

To avoid the situation of a particular PGU receiving a sudden gain in position between the current and previous withdrawal rules, a transition amount was determined for each PGU who as of June 30, 1995 was determined to be “underfunded” and as a result have been assessed the payment charge described earlier. For each of these affected PGUs a transition amount was determined as of June 30, 1995 which is equal to the difference, if any, between the net position of the PGU between the current and previous rules for withdrawal. If a withdrawal action is initiated by one of the PGUs which has a transition amount, the remaining balance of the transition amount will be used to reduce the assets otherwise transferable. This transition amount is being written down at the rate of 4% per year until it is eliminated 25 years from June 30, 1995.

As just stated, the transition amount is the difference between the net position of the PGU before and after the current withdrawal rules were applied, as of the effective date of the current rules. The net position is equal to the difference between the assets available to be transferred and the withdrawal liability amount as of the effective date assuming all Pension System active participants of the PGU elected to withdraw and all former and active participants in the Retirement System elected to remain in the System.

### **Partial Withdrawals**

In the case of a partial withdrawal, that is a withdrawal for which only a certain homogenous group of members (e.g., law enforcement officers, detention center officers, or firefighters) is eligible, the calculations for asset transfer follow the same rules as for a full withdrawal. The only difference is that a first step must be taken to allocate all surplus amounts, deficit amounts, transition amounts and special payment amounts between the eligible group and the ineligible group on the basis of the ratio of active accrued liabilities of these groups.

In case of a partial withdrawal, there is no calculation of withdrawal liability. Members of the withdrawal-eligible group who elect to remain with the plan are treated in the same fashion as employees of the PGU who were not eligible to withdraw. The PGU will continue the full Pooled contribution rate on the payroll of these members.

Exhibit II

Employees Combined System  
Participant Funding Ratio  
as of June 30, 2025\*

Numerator of the PFR		
(1)	Actuarial Value of Assets	\$ 5,790,342,300
(2)	New Entrant Liability	123,949
(3)	Deficit Allocated	7,258,598
(4)	Withdrawn Liability	398,349
(5)	Surplus Allocated	-
(6)	Adjusted Assets (1) + (2) + (3) + (4) + (5)	\$ 5,798,123,196
Denominator of the PFR		
(7)	Total Entry Age Actuarial Accrued Liability	\$ 7,216,297,931
Participant Funding Ratio		
(8)	Preliminary Participant Funding Ratio (6) / (7)	80.35%
(9)	Excess over 100% [(8) - 100%, bounded by 0%,10%]	0.00%
(10)	Final Participant Funding Ratio (8) - (9)	80.35%

\* 2025 results from Table III-2, Table III-3, Table III-4, and Table IV-1 of the Maryland Municipal Corporations actuarial valuation report as of June 30, 2025.



**Exhibit III**

**Town of Bladensburg  
Asset Transfer at Withdrawal**

(1)	ECS Actuarial liabilities attributable to remaining active members#	\$	3,412,715
(2)	ECS Actuarial liabilities attributable to transferring active members#		1,852,336
(3)	Total ECS actuarial liability of all active members (1) + (2)#		5,265,051
(4)	<b><u>Outstanding Balance as of July 1, 2026</u></b>	<b><u>Remaining</u></b>	<b><u>Transferring</u></b>
	New Entrant Balance	\$ -	\$ -
	Surplus Balance	-	-
	Balances of Special Payments	-	-
	Transition Amount	-	-
(5)	Participant Funded Ratio (PFR) at June 30, 2025 (from Exhibit II)		80.35%
(6)	Portion of active assets attributable to transferring active members at actuarial value (2) x (5)	\$	1,488,352
(7)	<b><u>Reduce by transferring balance of</u></b>		
	a. New Entrant Balance	\$	-
	b. Surplus Balance		-
	c. Balances of Special Payments		-
	d. Transition Amount		-
	e. Total Reductions (a + b + c + d)	\$	-
(8)	Actuarial value of assets to be transferred (6) - (7)	\$	1,488,352
(9)	ECS Market Value of Assets (MVA) at July 1, 2026*	\$	5,985,114,771
	ECS Actuarial Value of Assets (AVA) at July 1, 2026*	\$	5,924,925,715
	ECS Ratio of MVA to AVA at July 1, 2026*		1.0101586
(10)	Gross assets attributable to transferring employees on a market value basis (8) x (9)	\$	1,503,472

# Actuarial liabilities are projected from the measurement date of June 30, 2025 to the projected transfer date of July 1, 2026.

\* Estimated based on assuming a market rate of return of 6.80% in fiscal year 2026.



**Exhibit IV**

**Town of Bladensburg  
Summary of Data used in Calculations**

<b>Active Members as of June 30, 2025</b>	<b>Count</b>	<b>Average Age</b>	<b>Average Service</b>	<b>Average Salary</b>
Assumed to Transfer to LEOPS	22	41.9	6.2	\$ 95,302
Assumed to Remain with ECS	33	44.9	7.5	72,697
<b>Total Active</b>	<b>55</b>	<b>43.7</b>	<b>7.0</b>	<b>81,739</b>

**Summary of Data Used in New Entrant Liability Calculations**

	<b>Town of Bladensburg Actives Transferring to LEOPS</b>	<b>LEOPS Municipal Actives at June 30, 2025</b>
Number:	22	1,414
Covered Payroll:	\$2,096,639	\$114,243,290
Average Age:	41.9 years	38.5 years
Average Eligibility Service Recognized:	6.2 years	9.9 years
Average Annual Pay:	\$95,302	\$80,794

**MARYLAND STATE RETIREMENT AND PENSION SYSTEM**  
**Calculation of New Entrant Liability Payment/(Credit)**

**Town of Bladensburg**

	Town of Bladensburg	LEOPS Municipal	New Entrant Contribution
LEOPS Actuarial Accrued Liability (AAL) as of June 30, 2025	\$ 3,185,506	\$ 843,127,423	
Projected LEOPS AAL as of June 30, 2026	\$ 3,926,146	\$ 901,982,900	
Actuarial Value of Assets (AVA) as of June 30, 2025		\$ 594,365,490	
Market Value of Assets (MVA) as of June 30, 2025		\$ 591,591,931	
Projected AVA as of June 30, 2026		\$ 647,391,096	
Projected MVA as of June 30, 2026*	\$ 1,503,472	\$ 653,557,729	
Projected New Entrant Liability Balances as of June 30, 2026		\$ (16,455,710)	
Projected Unfunded AAL (UAAL) as of June 30, 2026	\$ 2,422,674	\$ 271,047,514	
13-year Level Percent of Pay Amortization Factor	10.214953	10.214953	
UAAL Amortization Payment	\$ 237,169	\$ 26,534,388	
Payroll as of June 30, 2025	\$ 2,096,639	\$ 114,243,290	
Projected Payroll as of June 30, 2026	\$ 2,096,639	\$ 117,670,589	
Payroll Projected to Next Fiscal Year	\$ 2,127,856	\$ 119,422,605	
UAAL Contribution Rate <sup>1</sup>	11.15%	-	21.68% = (10.53)%
New Entrant UAAL Balance (\$2,127,856 × -10.53% × 10.214953)			\$ (2,288,796)
25-Year Level Dollar Amortization Factor			12.263421
Level Dollar Payment/(Credit)			\$ (186,636)

\* For LEOPS, assumes a market rate of return of 6.80% in fiscal year 2026.

<sup>1</sup> LEOPS UAAL Contribution Rate includes an adjustment to account for the contribution lag between the actuarial valuation date and the contribution fiscal year.



**MARYLAND STATE RETIREMENT AND PENSION SYSTEM**  
**New Entrant Liability Payment/(Credit) Schedule**

**Town of Bladensburg**

<u>Date</u>	<u>Balance before Payment/(Credit) #</u>	<u>Payment/ (Credit)</u>	<u>Interest*</u>	<u>Principal</u>	<u>Balance</u>
July 1, 2027					\$ (2,288,796)
December 31, 2027	\$ (2,365,335)	\$ (186,636)	\$ (76,539)	\$ (110,097)	(2,178,699)
December 31, 2028	(2,326,851)	(186,636)	(148,152)	(38,484)	(2,140,215)
December 31, 2029	(2,285,750)	(186,636)	(145,535)	(41,101)	(2,099,114)
December 31, 2030	(2,241,854)	(186,636)	(142,740)	(43,896)	(2,055,218)
December 31, 2031	(2,194,973)	(186,636)	(139,755)	(46,881)	(2,008,337)
December 31, 2032	(2,144,904)	(186,636)	(136,567)	(50,069)	(1,958,268)
December 31, 2033	(2,091,430)	(186,636)	(133,162)	(53,474)	(1,904,794)
December 31, 2034	(2,034,320)	(186,636)	(129,526)	(57,110)	(1,847,684)
December 31, 2035	(1,973,327)	(186,636)	(125,643)	(60,993)	(1,786,691)
December 31, 2036	(1,908,186)	(186,636)	(121,495)	(65,141)	(1,721,550)
December 31, 2037	(1,838,615)	(186,636)	(117,065)	(69,571)	(1,651,979)
December 31, 2038	(1,764,314)	(186,636)	(112,335)	(74,301)	(1,577,678)
December 31, 2039	(1,684,960)	(186,636)	(107,282)	(79,354)	(1,498,324)
December 31, 2040	(1,600,210)	(186,636)	(101,886)	(84,750)	(1,413,574)
December 31, 2041	(1,509,697)	(186,636)	(96,123)	(90,513)	(1,323,061)
December 31, 2042	(1,413,029)	(186,636)	(89,968)	(96,668)	(1,226,393)
December 31, 2043	(1,309,788)	(186,636)	(83,395)	(103,241)	(1,123,152)
December 31, 2044	(1,199,526)	(186,636)	(76,374)	(110,262)	(1,012,890)
December 31, 2045	(1,081,767)	(186,636)	(68,877)	(117,759)	(895,131)
December 31, 2046	(956,000)	(186,636)	(60,869)	(125,767)	(769,364)
December 31, 2047	(821,681)	(186,636)	(52,317)	(134,319)	(635,045)
December 31, 2048	(678,228)	(186,636)	(43,183)	(143,453)	(491,592)
December 31, 2049	(525,020)	(186,636)	(33,428)	(153,208)	(338,384)
December 31, 2050	(361,394)	(186,636)	(23,010)	(163,626)	(174,758)
December 31, 2051	(186,642)	(186,642)	(11,884)	(174,758)	-

\* Interest calculated at 6.80% through the payment date.

# If there is a positive balance, this represents a payoff amount to eliminate future liability payments assuming all prior payments were made in a timely manner. Please contact the SRA prior to submitting payment for a payoff.



Location Code	PGU Type Name Plans	LEOPS	Type
6511	County Allegany County Government ERS, ACPB, RCPB, LEOPS	Allegany County	County
7030	Co Agency Caroline County Sheriff Deputies LEOPS	Caroline County	County
7411	County Dorchester County Government ERS, ACPB, RCPB, LEOPS	Dorchester County	County
7711	County Harford County Government ERS, ACPB, RCPB, LEOPS	Harford County	County
7911	County Kent County Government ACPB, RCPB, LEOPS, CORS	Kent County	County
8211	County Queen Anne's County Government ACPB, RCPB, LEOPS, CORS	Queen Anne's County	County
8511	County Talbot County Government ERS, ACPB, RCPB, LEOPS	Talbot County	County
8811	County Worcester County Government ACPB, RCPB, CORS, LEOPS	Worcester County	County
8827	City/Town Berlin, Town of ACPB, RCPB, LEOPS	Berlin	Town
8137	City/Town Bowie, City of LEOPS	Bowie	Town
7425	City/Town Cambridge, City of ACPB, RCPB, LEOPS	Cambridge	Town
7925	City/Town Chestertown, Town of ACPB, RCPB, LEOPS	Chestertown	Town
8134	City/Town Cheverly, Town of ACPB, RCPB, LEOPS	Cheverly	Town
8426	City/Town Crisfield, City of NCPB, LEOPS	Crisfield	Town
6531	City/Town Cumberland, City of -Police Department LEOPS	Cumberland	Town
7026	City/Town Denton, Town of ACPB, RCPB, LEOPS	Denton	Town
6536	City/Town Frostburg, City of ECPB, LEOPS	Frostburg	Town
8727	City/Town Fruitland, City of ACPB, RCPB, LEOPS	Fruitland	Town
8125	City/Town Greenbelt, City of ERS, ACPB, RCPB, LEOPS	Greenbelt	Town
7130	City/Town Hampstead, Town of LEOPS	Hampstead	Town
7427	City/Town Hurlock, Town of ACPB, RCPB, LEOPS	Hurlock	Town
8126	City/Town Hyattsville, City of ACPB, RCPB, LEOPS	Hyattsville	Town
7126	City/Town Manchester, Town of ERS, ACPB, RCPB, LEOPS	Manchester	Town
7129	City/Town Mount Airy, Town of ACPB, RCPB, LEOPS	Mt. Airy	Town
8825	City/Town Pocomoke, City of ACPB, RCPB, LEOPS	Pocomoke	Town
8428	City/Town Princess Anne, Town of ACPB, RCPB, LEOPS	Princess Anne	Town
8725	City/Town Salisbury, City of ERS, ACPB, RCPB, LEOPS	Salisbury	Town
8826	City/Town Snow Hill, Town of ACPB, RCPB, LEOPS	Snow Hill	Town
8525	City/Town St. Michaels, Town of ACPB, RCPB, LEOPS	St. Michaels	Town
7128	City/Town Taneytown, Town of ECPB, LEOPS	Taneytown	Town
7529	City/Town Thurmont, City of ACPB, RCPB, LEOPS	Thurmont	Town
7125	City/Town Westminster, City of ACPB, RCPB, LEOPS	Westminster	Town
7131	City/Town Sykesville, Town of RCPB, LEOPS	Sykesville	Town

8030 City/Town Takoma Park, City of ERS, ACPB, RCPB
6504 Comm College Allegany Community College ACPB, RCPB
6502 Board of Ed. Allegany County Board of Education ACPB, RCPB
6533 Co Agency Allegany County Housing Authority Withdrawn
6506 Library Allegany County Library ACPB
6530 Co Agency Allegany County Transit Authority ACPB, RCPB
6625 City/Town Annapolis, City of ACPB, RCPB
6604 Comm College Anne Arundel Community College ACPB, RCPB
6602 Board of Ed. Anne Arundel County Board of Education ERS, ACPB, RCPB
6628 Other Anne Arundel County Community Action Agency, Inc. NCPB
6611 County Anne Arundel County Government Withdrawn
6732 Other Baltimore Metropolitan Council ACPB
8140 City/Town Berwyn Heights, Town of ACPB, RCPB
8031 City/Town Bethesda Fire Department Withdrawn
8139 City/Town Bladensburg, Town of ACPB, RCPB
8145 City/Town Brentwood, Town of RCPB
7525 City/Town Brunswick, City of ACPB, RCPB
6902 Board of Ed. Calvert County Board of Education ACPB, RCPB
7426 City Agency Cambridge Housing Authority ACPB
7002 Board of Ed. Caroline County Board of Education ERS, ACPB, RCPB
7012 Co Agency Caroline County Roads Board Withdrawn
7102 Board of Ed. Carroll County Board of Education ERS, ACPB, RCPB
7106 Library Carroll County Public Library ACPB, RCPB
7127 Other Carroll Soil Conservation District ACPB, RCPB
7528 Other Catocin & Frederick County Soil Conservation District ACPB, RCPB
7202 Board of Ed. Cecil County Board of Education ACPB, RCPB
7211 County Cecil County Government ERS, ACPB, RCPB
7206 Library Cecil County Library ACPB, RCPB
8226 City/Town Centreville, Town of ACPB, RCPB
6626 City/Town Chesapeake Bay Commission ACPB, RCPB
8032 City/Town Chevy Chase Fire Department Withdrawn
7304 Comm College College of Southern Maryland ERS, ACPB, RCPB
8143 City/Town College Park, City of RCPB
8427 City Agency Crisfield Housing Authority NCPB

6526 City/Town Cumberland, City of ERS, ACPB, RCPB
8132 City/Town District Heights, City of ACPB, RCPB
7402 Board of Ed. Dorchester County Board of Education ACPB, RCPB
7412 Co Agency Dorchester County Roads Board ACPB, RCPB
7480 Co Agency Dorchester County Sanitary Commission ACPB, RCPB
8728 Library Eastern Shore Regional Library ACPB, RCPB
8142 City/Town Edmonston, Town of ACPB, RCPB
7225 City/Town Elkton, Town of NCPB
7531 City/Town Emmitsburg, Town of ECPB
7028 City/Town Federalsburg, Town of ACPB, RCPB
7502 Board of Ed. Frederick County Board of Education ERS, ACPB, RCPB
7602 Board of Ed. Garrett County Board of Education ACPB, RCPB
7680 Other Garrett County Community Action Committee ACPB, RCPB
7612 Co Agency Garrett County Roads Board ERS, NCPB
7611 County Garrett County/ Western Maryland Health Planning Council NCPB
7029 City/Town Greensboro, Town of ACPB, RCPB
8604 Comm College Hagerstown Community College ACPB, RCPB
8625 City/Town Hagerstown, City of ERS, ACPB, RCPB
8628 City/Town Hancock, Town of Withdrawn
7702 Board of Ed. Harford County Board of Education ERS, ACPB, RCPB
7704 Comm College Harford County Community College ERS, ACPB, RCPB
7706 Library Harford County Library ACPB, RCPB
7718 Other Harford County Liquor Board ACPB, RCPB
7716 Other Harford County Liquor Control Board (1982) Withdrawn
7804 Comm College Howard Community College ACPB, RCPB
7802 Board of Ed. Howard County Board of Education ACPB, RCPB
7880 Other Howard County Community Action Committee ACPB, RCPB
7902 Board of Ed. Kent County Board of Education ACPB, RCPB
7927 Other Kent Soil And Water Conservation District ACPB, RCPB
8138 City/Town Landover Hills, Town of ACPB, RCPB
7326 City/Town LaPlata, Town of ACPB, RCPB
6735 Other Lexington Market Authority Withdrawn
6731 Other Maryland Health & Higher Educational Facilities Authority ACPB, RCPB
8026 Other Maryland National Capital Park & Planning Commission Withdrawn

7527 City/Town Middletown, Town of ECPB
8004 Comm College Montgomery College ACPB, RCPB
8002 Board of Ed. Montgomery County Board of Education Withdrawn
8011 Co Agency Montgomery County Government Withdrawn
8006 Library Montgomery County Public Library Withdrawn
8144 City/Town Morningside, Town of RCPB
8127 City/Town Mount Rainier, City of ACPB, RCPB
8129 City/Town New Carrollton, City of ERS, ACPB, RCPB
6925 City/Town North Beach, Town of NCPB
8925 Other Northeast Maryland Waste Disposal Authority ACPB, RCPB
7625 City/Town Oakland, Town of ACPB, RCPB
8528 City/Town Oxford, Town of ACPB, RCPB
7025 City/Town Preston, Town of ACPB, RCPB
8104 Comm College Prince Georges Community College ACPB, RCPB
8102 Board of Ed. Prince Georges County Board of Education ERS, ACPB, RCPB
8135 Other Prince Georges County Crossing Guards NCPB
8111 County Prince Georges County Government ERS, NCPB
8106 Library Prince Georges County Memorial Library ACPB, RCPB
8202 Board of Ed. Queen Anne's County Board of Education ACPB, RCPB
8225 City/Town Queenstown, Town of ACPB, RCPB
7027 City/Town Ridgely, Town of ACPB, RCPB
7926 City/Town Rockhall, Town of ACPB, RCPB
8780 Other Shore Up! ACPB, RCPB
8402 Board of Ed. Somerset County Board of Education ACPB, RCPB
8429 Co Agency Somerset County Economic Development Commission ACPB
8411 County Somerset County Government ACPB, RCPB
8425 Co Agency Somerset County Sanitary District, Inc. ACPB, RCPB
7380 Other Southern MD Tri-County Community Action Committee ACPB, RCPB
8302 Board of Ed. St. Mary's County Board of Education ERS, ACPB, RCPB
8311 County St. Mary's County Government ERS, ACPB, RCPB
8333 Co Agency St. Mary's County Housing Authority ACPB, RCPB
8327 Co Agency St. Mary's County Metropolitan Commission ACPB, RCPB
8325 Other St. Mary's Nursing Home Withdrawn
8502 Board of Ed. Talbot County Board of Education ACPB, RCPB

8834 Other Tri-County Council For Lower Eastern Shore ACPB, RCPB
6534 Other Tri-County Council For Western Maryland ACPB, RCPB
6740 Other University of Maryland Medical System Withdrawn
8141 City/Town University Park, Town of ACPB, RCPB
8131 City/Town Upper Marlboro, Town of ACPB, RCPB
7526 City/Town Walkersville, Town of ACPB, RCPB
8602 Board of Ed. Washington County Board of Education ACPB, RCPB
8614 Other Washington County Board of License Commissioners (1972) Withdrawn
8611 County Washington County Government Withdrawn
8610 Library Washington County Library ACPB, RCPB
8618 Other Washington County Liquor Board ACPB, RCPB
8612 Co Agency Washington County Roads Board Withdrawn
8626 Co Agency Washington County Sanitary District Withdrawn
6529 Other Western Maryland Health Planning Agency Withdrawn
8726 Co Agency Wicomico County Department of Recreation and Parks Withdrawn
8712 Co Agency Wicomico County Roads Board Withdrawn
8802 Board of Ed. Worcester County Board of Education ACPB, RCPB
8816 Other Worcester County Liquor Control Board ACPB, RCPB
8704 Comm College Wor-Wic Community College ACPB, RCPB

# LEOPS V STATE RETIREMENT

## LEOPS

**Retirement Eligibility-** 25 years of service full retirement or vested with partial retirement age 50

Example 1: New officer starting at age 21 who works 25 years is eligible for full retirement at age **46**

Example 2: Officer starting at age 30 who works 25 years is eligible for full retirement at age **55**

This option benefits the Town by:

- 10 years less of increased salaries/COLAS
- Earlier transition (10 years) of high-cost senior pay and overtime
- Decreased injury risk and workers compensation claims due to retirement at a younger age

## State Retirement

**Retirement Eligibility-** Rule of 90 full retirement or vested and age 65

Example 1: New officer starting age at 21 who works 35 years would be **56+35** years of service =91

Example 2: Officer starting at age 30 who works 30 years would be **60+30** years of service =90

# Current System Rule of 90 Example

Entry Age	Years of Service	Retirement Eligibility Age
21	35	56
22	34	56
23	34	57
24	33	57
25	33	58
26	32	58
27	32	59
28	31	59
29	31	60

# LEOPS V STATE RETIREMENT

## Officer Benefits

### LEOPS

**Retirement Calculations-** 2% per year with a service cap of 32.5 years

Example: 25 years of service at 2% = **50%**

This option benefits the officers by:

- Receiving a higher benefit multiplier
- Larger monthly retirement benefit
- Rewards long term service in law enforcement roles
- Reduces injuries due to 10-year reduction in service

### State Retirement

**Retirement Calculations-** 1.5% per year (1.8% pre 2011) with no service cap

Example 1: 35 years of service at 1.5%= 52.5% for 10 years of additional service

Example 2: Officer starting at age 40 who works 25 years would be age **65**+25 years of service =90 they would receive **37.5%**

# LEOPS V STATE RETIREMENT

## Why LEOPS

### **Retention**

- Retirement plans play a major role on officer's employment decisions
- If current officers leave the Town for a better retirement system the **Town incurs additional costs to hire new officers to include recruiting expenses, training and academy costs, and the cost of equipment and uniforms**
- The current retirement played a role in the recent resignation of two Bladensburg officers

### **Recruitment**

- Improves competitiveness with other county and municipal police agencies
- LEOPS is highly valued by officers statewide and six agencies have currently inquired into joining LEOPS. Greenbelt, Cheverly, Hyattsville and Bowie are among agencies already participating. There are eight counties and 25 municipalities in MD participating.
- Recruitment is very competitive and having LEOPS places Bladensburg in a more desirable position to limited applicants

# LEOPS V STATE RETIREMENT

## Why LEOPS

### **Higher Retirement Benefit For Officers**

- 50% V 37.5%

### **Lower Years of Service**

- 25 years V 35 years (min)

### **Earlier Retirement Age**

- 46 V 56

# LEOPS V STATE RETIREMENT

## Why LEOPS

### **Law Enforcement v other professions**

- There are physical demands, higher stress, and risks associated with policing that are not associated with other professions
- Law enforcement experiences a higher level of health issues due to working rotating shifts and other factors
- The average life expectancy for law enforcement after retirement is five years
- Officers experience wellness and mental health issues due to exposure to violence and traumatic events

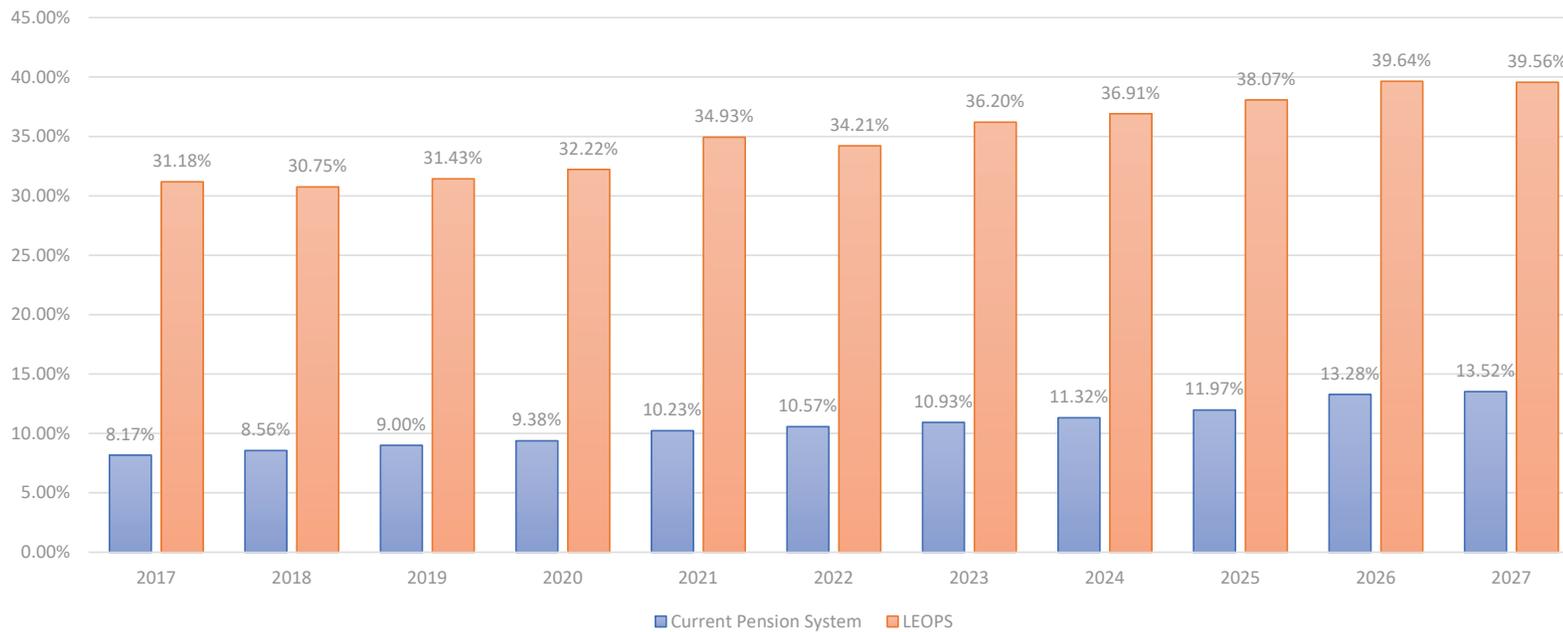
# LEOPS V STATE RETIREMENT

## Moving to LEOPS -Benefits to the Town Overview

- Allows for the retention of current officers and the ability to be competitive in recruitment
- Cost Savings on increased salaries and benefits for 10 years less of service
- Cost savings on injuries and workers compensation claims due to 10 years less of service and a younger police force
- Allows officers more opportunity for upward mobility and career advancement due to 10 years less service of senior officers

# Contribution Rates

Contribution Rates by Retirement System per Year



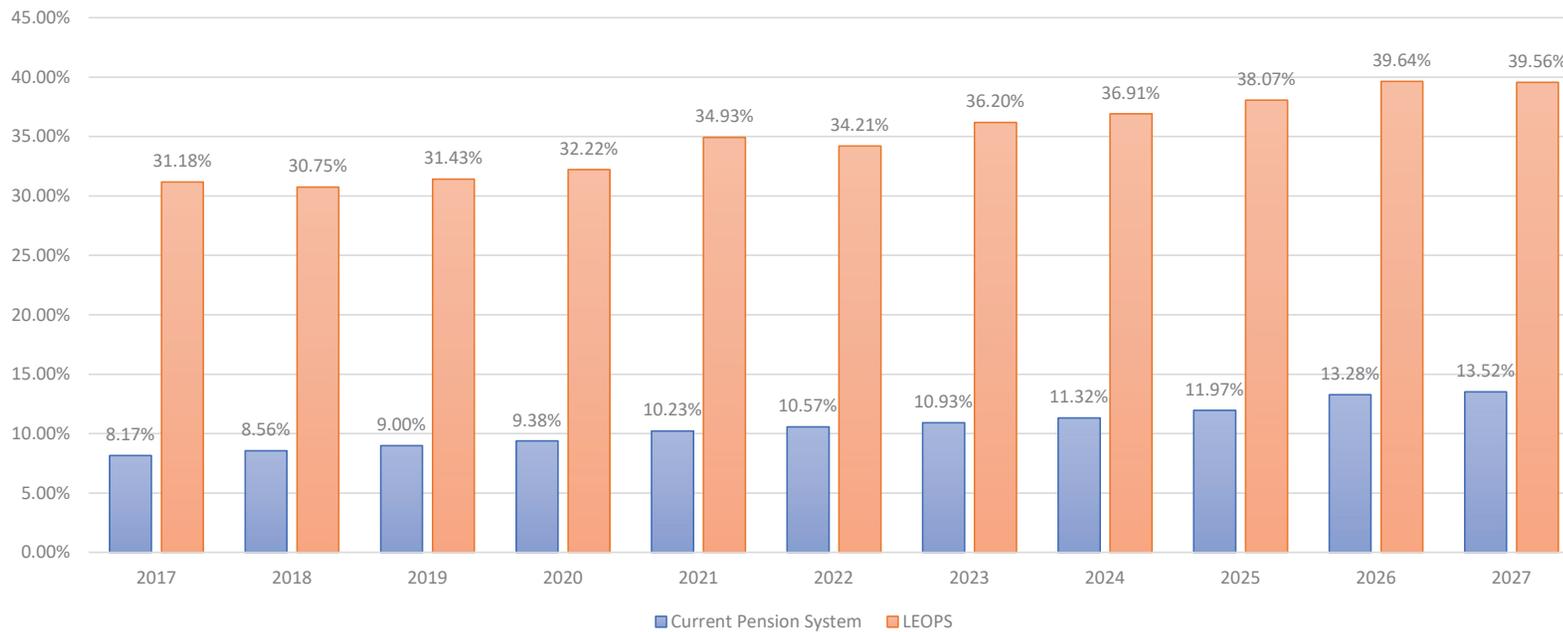
Current Pension System has been increasing on average 5% per year  
 LEOPS has been averaging 3% increase per year

# Cost Comparison

Current Pension System	Addition of LEOPS	\$ Difference / Options
<ul style="list-style-type: none"><li>• <u>\$545K</u> with current staffing</li><li>• Average \$10.5K per employee</li></ul>	<ul style="list-style-type: none"><li>• <u>945K</u> with current staffing</li><li>• This includes an annual (\$186K) credit from the State for converting to LEOPS</li><li>• Average \$26K per officer for LEOPS and \$10.5K per employee under current system</li></ul>	<ul style="list-style-type: none"><li>• <u>\$400K</u> increase</li><li>• Potential: (\$140K) Social Security savings if can opt out LEOPS employees <i>currently investigating</i></li><li>• If allowed, increase would be <u>\$260K</u> over current plan</li><li>• Both will increase with staffing vacancies and/or salary improvements</li></ul>

# Contribution Rates

Contribution Rates by Retirement System per Year



Current Pension System has been increasing on average 5% per year  
 LEOPS has been averaging 3% increase per year

# Cost Comparison

## Current Pension System

- \$563K with current staffing
- Average \$10.5K per employee

## Addition of LEOPS

- \$1M with current staffing
- This includes an annual (\$186K) credit from the State for converting to LEOPS
- Average \$26K per officer for LEOPS and \$10.5K per employee under current system

## \$ Difference / Options

- \$437K increase
- Potential: (\$147K) Social Security savings if can opt out LEOPS employees *currently investigating*
- If allowed, increase would be reduced to \$290K over current State plan
- Both will increase with staffing vacancies and/or salary improvements



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	--

**Item Title:** COUNCIL ACTION | Approval and authorization for the Administrator to purchase street signs.

**Council Action** | Approval and authorization for the Administrator to purchase new street signs.

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Quotation(s)
--	--

**Recommended Action:**

Council Approval is required for the Town administrator to purchase and update the Town Street Signs using Highway User Funds.

**Item Summary:** Over the past several years, the Town has made targeted investments in infrastructure improvements, including replacing outdated signage. These efforts are intended not only to enhance safety and legibility, but also to improve the Town’s overall appearance and reinforce community identity.

This initiative has been led collaboratively by **Mr. Ray Jeffries** and **Mr. Purnell Hall**, who have worked diligently to elevate the quality and consistency of Town signage in support of **America in Bloom**, sustainability initiatives, and broader placemaking goals. Staff is pleased to present multiple signage proposals for Council consideration.

Council is asked to select **one of three general investment levels, each with a different** visual impact and cost.

**Background and Purpose**

The Town’s existing street signs are aging and inconsistent in appearance. Updating this signage will:

- Improve readability and safety
- Enhance community aesthetics
- Strengthen visual identity at Town gateways
- Clearly distinguish Town-maintained areas from County roadways
- Support ongoing beautification and America in Bloom initiatives

Funding for this project is available through **Highway User Funds**, making it a cost-effective infrastructure investment at this time, particularly given recent savings from CDBG-funded projects.

**Street Sign Options**

Staff has developed **three levels of signage improvements**, with proposals from multiple vendors. Images and a detailed cost spreadsheet are included in the Council packet.

**Level 1 – Basic Replacement (Lowest Cost)**

- Replaces existing street sign holders only
- Updated color scheme and inclusion of the Town logo
- Retains existing poles and mounting approach
- Quick implementation with minimal labor

**Best for:** Functional upgrade with minimal visual change

**Level 2 – Moderate Upgrade (Staff Recommendation) – Signature Streetscapes of Shannon Baum (local Company)**

- New street sign blades
- Replacement of poles with **black, polished poles** with decorative caps
- Maintains the current practice of combining street signs with stop signs
- Balanced improvement in appearance and cost

**Best for:** Town-wide consistency, improved aesthetics, and fiscal balance

**Level 3 – Highly Decorative Streetscape Upgrade (Highest Cost)**

- New street sign blades
- Decorative curved black poles and enhanced mounting hardware
- Strong visual impact and streetscape enhancement
- Optional framing of stop signs (additional cost)

**Best for:** Maximum placemaking and visual distinction

**Operational Considerations**

- Much of the installation work **can be completed by Town staff**, particularly under Options 1 and 2.
- More decorative options may increase labor demands and could require a contractor; a separate item can be brought forward if needed.
- If ordered this month, **installation is anticipated in spring–summer 2026.**

**Recommendation**

Staff recommends the **moderate upgrade option (Level 2)** as the most cost-effective and visually impactful approach that balances aesthetics, durability, and budget considerations.

This project will significantly enhance the Town’s appearance, improve wayfinding, and reinforce the sense of arrival when entering Bladensburg.

**Future Wayfinding Initiative**

This street sign project is the **first phase**. The Town is also working on a **long-term wayfinding project** in collaboration with the **University of Maryland**, Maryland-National Capital Park and Planning Commission, and Port Towns partners. That effort will focus on directional signage to key

destinations such as Town Hall, the Library, and community assets and is anticipated to advance later this spring.

**Cost Summary (as provided by vendors)**

Option	Company	Includes Poles	Street Signs	Poles/Hardware	Grand Total	Notes
A	VH Sign Company	No	\$13,023.06	\$0	\$13,023.06	Extruded blades, reflective, Town seal
B	VH Sign Company	Yes	\$13,023.06	\$67,624.12	\$80,647.18	Fluted black poles, ball toppers
C	Shannon-Baum Signs	No	\$7,306.15	\$0	\$7,306.15	Extruded blades, caps
D	Shannon-Baum Signs	Yes	\$7,306.15	\$59,505.19	\$66,811.34	Decorative poles, acorn finials
E	Signature Streetscapes	No	\$12,522.21	\$0	\$12,522.21	Custom blue/white HIP blades
F	Signature Streetscapes	Yes	\$12,522.21	\$46,250.79	\$58,773.00	Streetscape poles, ivy scroll trim
G	Econo Signs	No	\$7,176.69	\$0	\$7,176.69	Extruded blades, prismatic
H	Econo Signs	Yes	\$7,176.69	\$43,297.30	\$50,473.99	Fluted black poles <i>Optional stop sign frame add-on: \$17,360</i>

**Action Requested**

Staff respectfully requests **Council approval authorizing the Town Administrator to proceed with the selected street sign option and expend Highway User Funds accordingly.**

Staff will be available at the Council meeting to walk through the options, images, and cost comparisons and to answer any questions.

<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ TBD <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



# QUOTATION & PURCHASE CONTRACT

Section 5, Item B.

Email: [debbie@vhsign.com](mailto:debbie@vhsign.com)

VH Sign Company  
 Job #50854  
 01/20/2026

**BILL TO**  
 Town of Bladensburg  
 42290 Edmonston road  
 Bladensburg Town Hall  
 Bladensburg, MD 20710  
 United States

**JOB LOCATION**  
 Pick Up

8201 Penn Randall Place  
 Upper Marlboro, MD 20772  
 United States  
 Phone: 301-736-8704

QUANTITY	DESCRIPTION	UNIT COST	COST
1	Final Pricing Pending Shop Drawing Approval, Sizes May Vary on Street Names	\$13,023.06	\$13,023.06
	60 24"wide x 6"high, Extruded Street sign Blade, 3M White HIP Reflective, 3M Blue EC Film, Digital Print town Seal on Engineer Reflective with Vinyl Laminate, Lettered 2 Sides	\$3,885	
	53 30"wide x 6"high, Extruded Street sign Blade, 3M White HIP Reflective, 3M Blue EC Film, Digital Print town Seal on Engineer Reflective with Vinyl Laminate, Lettered 2 Sides	\$4,306.25	
	7 36"wide x 6"high, Extruded Street sign Blade, 3M White HIP Reflective, 3M Blue EC Film, Digital Print town Seal on Engineer Reflective with Vinyl Laminate, Lettered 2 Sides	\$684.25	
	2 42"wide x 6"high, Extruded Street sign Blade, 3M White HIP Reflective, 3M Blue EC Film, Digital Print town Seal on Engineer Reflective with Vinyl Laminate, Lettered 2 Sides	\$230	
	60 12" Extruded Cross Bracket	\$1,962	
	61 12" Extruded Cap Round, Fits 2 3/8" Round Post	\$1,705.56	
	1 Shop Drawings, Color/Material Submittals	\$250	

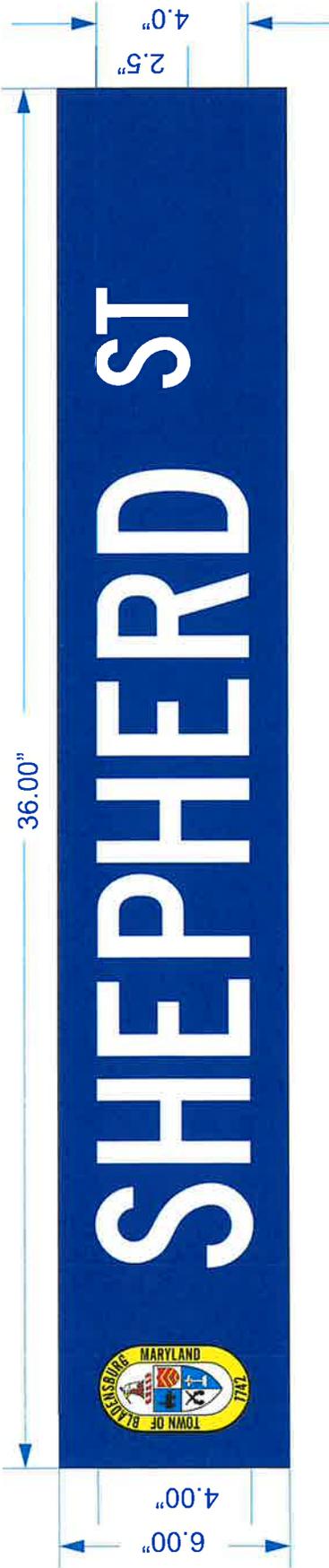
THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

Subtotal \$13,023.06  
 Total Tax \$0

<b>Town of Bladensburg</b>	<b>VH Sign Company</b>
Sign: _____	Sign: _____
Print: _____	Print: _____
Date: _____	Date: _____

**TOTAL CONTRACT \$13,023.06**  
 Required Deposit \$0  
**FINAL BALANCE \$13,023.06**

Please make all checks payable to: VH Sign Company, Credit Card payments can be taken via office phone. This proposal may be withdrawn if not accepted within 30 days. By signing, Customer accepts Company's proposal for the Job and agrees to all of the terms of the purchase contract.



**121 Extruded Street Sign Blades**

**3M White HIP Reflective**

**3M Blue EC Film**

**Font: Highway Gothic**

**Lettered 2 Sides**

**Logo/Seal Digital Print White Engineer**

**Reflective**

**Vinyl Laminate**

**Date:**

**Client's Signature Required For Approval Prior To Fabrication**



8201 Penn Randall Place, Upper Marlboro, MD 20772  
PH. (301)736-8704 FX. (301)736-3202

M/DOT MBE CERTIFIED      WMATA LD/BE CERTIFIED

**NOTICE:**

This drawing is an original design, created by VH Sign Company, Inc. And is submitted for use in conjunction with this project only. This drawing cannot be duplicated, altered or exhibited in any fashion without the authorization from VH Sign Company. This drawing remains the property of VH Sign Company and any unauthorized uses or exhibition will result in a design fee.

**REQUIRED ELECTRICAL SERVICE IS TO BE PROVIDED BY OTHERS**

PROJECT:	Town of Bladensburg
SUBMITTAL DATE:	01/20/2026
△ REVISION 1:	
△ REVISION 2:	
△ REVISION 3:	
△ REVISION 4:	
SALES REP:	DEBBIE CONWAY
PROJECT #	PROOF
SCALE	
SIGN TYPE	.035 Polyethylene
SHEET NO:	1 of 1
CLIENT:	Town of Bladensburg
CONTACT:	Ray Jeffries
DATE:	01/20/2026
NOTES:	
DRAWN BY:	DAC

Section 5, Item B.

**SHANNON-BAUM SIGNS & GRAPHICS, INC.**  
Since 1950



105 Competitive Goals Drive  
Eldersburg, Maryland 21784  
(410) 781-4000 Fax (410) 781-4673  
**A MD & DE CERTIFIED MINORITY COMPANY**

**TO:** TOWN OF BLADENSBURG                      **Ship To:**  
RAY JEFFERIES 301-927-7048 X106  
[RJEFFERIES@BLADENSBURGM.D.GOV](mailto:RJEFFERIES@BLADENSBURGM.D.GOV)

SALESPERSON	SHIPPING VIA	INQUIRY DATE	ESTIMATED SHIPPING DATE	F.O.B	PAYMENT TERMS	VALID FOR
MELISSA	CALL WHEN READY	1/21/2026		HERE	50% DEP/BAL	30 DAYS

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
60.00	6" X24" EXTRUDED BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL	\$ 39.25	\$ 2,355.00
	(7) 51ST ST (1) 52ND PL (3) 52ND ST (5) 53RD PL (3) 53RD ST (7) 54TH ST (7) 54TH ST		\$ -
	(6) 55TH AVE (4) 56TH AVE (5) 57TH AVE (2) 58TH AVE (1) DORIS CT (1) JOYCE PL		\$ -
	(2) 46TH ST (3) 48TH ST (3) 49TH		\$ -
48.00	6"X30" EXTRUDED BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL	\$ 48.90	\$ 2,347.20
	(1) DECATUR ST (1) QUINCY PL (2) QUINCY ST (4) SPRING RD (4) TAUSSIG RD (6) TAYLOR ST		\$ -
	(8) TILDEN RD (7) UPSHUR ST (1) VARNUM PL (9) VARNUM ST (4) VOLTA AVE (1) LOGAN WAY		\$ -
10.00	6"X36" EXTRUDED BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL	\$ 58.75	\$ 587.50
	(3) SHEPHERD ST (3) EMERSON ST (1) JEFFERSON ST (3) WEBSTER ST		\$ -
3.00	6"X42" EXTRUDED BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL	\$ 68.50	\$ 205.50
	(1) BLUE HERON WAY (1) TOWNSEND WAY (1) TANGLEWOOD DR		\$ -
			\$ -
61.00	812 EXTRUDED CAP FOR 2 3/8" ROUND POST, INCLUDES ALL NECESSARY SET SCREWS	\$ 13.95	\$ 850.95
60.00	812 EXTRUDED CROSSPIECE WITH ALL NECESSARY SET SCREWS	\$ 16.00	\$ 960.00
			\$ -
			\$ -
			\$ -

If material certification or inspections are required please provide SHA contract or access permit number at the time of order.

SUBTOTAL	\$ 7,306.15
SALES TAX	
<b>TOTAL</b>	<b>\$ 7,306.15</b>

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTE IS VALID FOR THE NUMBER OF DAYS LISTED ABOVE. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

6" x 24"



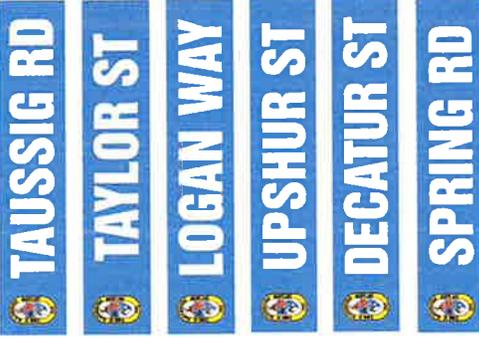
6" x 24"



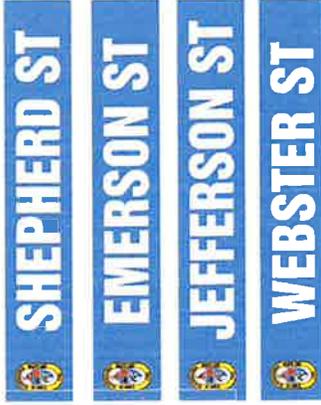
6" x 30"



6" x 30"



6" x 36"



6" x 42"



Please proof read all copy and verify that the  information,  spelling,  addresses,  phone numbers, and  colors\* are correct.  
 \*colors are representational and may not appear exact. Providing color matching reference numbers will ensure accuracy in final product. Actual color samples provided upon request.



105 Competitive Goals Dr.  
 ersburg, MD 21784 410-781-4000  
 shannonbaum.com

Date: 1-21-2025  
 Order #: 199---  
 Sales: Melissa  
 File: Bladensburg / St Signs / 6inch Ext.pdf  
 Proof # 1 After providing 3 proofs, additional art charges may apply.

Quantity: as noted  
 Discriptn: 6" Extruded Aluminum st name signs  
 Reflectv: HIP  
 Design: MW  
 Approval:

Section 5, Item B.

This drawing remains the exclusive property of Shannon Baum Signs and Graphics, Inc. This design cannot be copied in whole or in part, altered or exhibited in any manner without the written consent of Shannon Baum.

**QUOTE**

**SHANNON-BAUM SIGNS & GRAPHICS, INC.**  
Since 1950



105 Competitive Goals Drive  
Eldersburg, Maryland 21784  
(410) 781-4000 Fax (410) 781-4673

**A MD & DE CERTIFIED MINORITY COMPANY**

TO: TOWN OF BLADENSBURG Ship To:  
RAY JEFFERIES 301-927-7048 X106  
[RJEFFERIES@BLADENSBURGMD.GOV](mailto:RJEFFERIES@BLADENSBURGMD.GOV)

SALESPERSON	SHIPPING VIA	INQUIRY DATE	ESTIMATED SHIPPING DATE	F.O.B	PAYMENT TERMS	VALID FOR
MELISSA	CALL WHEN READY	1/21/2026		HERE	50% DEP/BAL	30 DAYS

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
60.00	6" X 24"X .080 BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED	\$ 39.25	\$ 2,355.00
	DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL		\$ -
	(7) 51ST ST (1) 52ND PL (3) 52ND ST (5) 53RD PL (3) 53RD ST (7) 54TH ST (7) 54TH ST		\$ -
	(6) 55TH AVE (4) 56TH AVE (5) 57TH AVE (2) 58TH AVE (1) DORIS CT (1) JOYCE PL		\$ -
	(2) 46TH ST (3) 48TH ST (3) 49TH		\$ -
48.00	6"X30"X.080 BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED	\$ 48.90	\$ 2,347.20
	DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL		\$ -
	(1) DECATUR ST (1) QUINCY PL (2) QUINCY ST (4) SPRING RD (4) TAUSSIG RD (6) TAYLOR ST		\$ -
	(8) TILDEN RD (7) UPSHUR ST (1) VARNUM PL (9) VARNUM ST (4) VOLTA AVE (1) LOGAN WAY		\$ -
10.00	6"X36" X.080 BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED	\$ 58.75	\$ 587.50
	DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL		\$ -
	(3) SHEPHERD ST (3) EMERSON ST (1) JEFFERSON ST (3) WEBSTER ST		\$ -
3.00	6"X42" X.080 BLADES WHT / BLUE HEX #379CD2 HIGH INTENSITY REFLECTIVE 2-SIDED	\$ 68.50	\$ 205.50
	DIGITALLY PRINTED WITH UV LAMINATE W/ FULL COLOR TOWN SEAL		\$ -
	(1) BLUE HERON WAY (1) TOWNSEND WAY (1) TANGLEWOOD DR		\$ -
62.00	14' X 3" X .125" THICK FLUTED POST W/ 16 1/2" TALL 500 SERIES BASE AND ACORN FINIAL	\$ 988.97	\$ 61,316.14
	w/BOLT ON IVY SCROLL BLADE HOLDER (60) 24" (48) 30" (10) 36" (3) 42"		\$ -
			\$ -
			\$ -
			\$ -
			\$ -

If material certification or inspections are required please provide SHA contract or access permit number at the time of order.

SUBTOTAL	\$ 66,811.34
SALES TAX	
TOTAL	\$ 66,811.34

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTE IS VALID FOR THE NUMBER OF DAYS LISTED ABOVE. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**





# QUOTATION & PURCHASE CONTRACT

Section 5, Item B.

Email: debbie@vhsign.com

VH Sign Company  
 Job #50869  
 02/03/2026

**BILL TO**  
 Town of Bladensburg  
 42290 Edmonston road  
 Bladensburg Town Hall  
 Bladensburg, MD 20710  
 United States

**JOB LOCATION**  
 Pick Up

8201 Penn Randall Place  
 Upper Marlboro, MD 20772  
 United States  
 Phone: 301-736-8704

QUANTITY	DESCRIPTION	UNIT COST	COST
1	This can be Drop Shipped to you directly if you have a way to off load.	\$79,167.18	\$79,167.18
	62 MP-412 *SPB-190*WRB-8*TSB2*CUST*, 12' X 3" O/D Fluted Pole, Surface Mount Post Base for 3" O/D Pole, Incl "J" Bolts, 10 & 1/4 American Base for 3" O/D Pole, Ball Topper, Custom Signs, 6" x 24", 6" x 30", 6" x 36", 6" x 42", Single Sign Clamp Mount w/Scroll for 3" O/D Pole	\$79,167.18	

THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

**Town of Bladensburg**

**VH Sign Company**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Subtotal \$79,167.18

Freight \$1,480

Total Tax \$0

**TOTAL CONTRACT \$80,647.18**

Required Deposit \$40,323.59

FINAL BALANCE \$40,323.59

Please make all checks payable to: VH Sign Company, Credit Card payments can be taken via office phone. This proposal may be withdrawn if not accepted within 30 days. By signing, Customer accepts Company's proposal for the Job and agrees to all of the terms of the purchase contract.

**Examples of the different sizes**



This area has been intentionally left blank.

3				
2	Revise color scheme - text white/background blue	PB	CS	02/02/26
1	Released for quotation or production	PB	CS	01/30/26
REV	DESCRIPTION OF CHANGE	DIRECTED BY	CHANGED BY	DATE



1634 Latrobe-Derry Road  
Loyalhanna, PA 15661  
Phone: (724) 537-4711  
www.specialliteproducts.com  
customer\_service@specialliteproducts.com

**DRAWING NUMBER:** 33630-2C  
**ACCOUNT:** V H Sign Company  
**PROJECT:** PB1804  
**DRAWING DATE:** 01/30/2026  
**DRAWING DESCRIPTION:**  
Custom Street Sign Examples

Special Lite Products is not responsible for checking local municipal codes. Please verify specifications with your municipality before placing an order.

This document contains confidential and proprietary information that is the property of Special Lite Products. It may not be shared, copied or used in whole or in part with third parties without the expressed written consent of Special Lite Products.

**FABRICATION TO BEGIN AFTER DRAWING HAS BEEN APPROVED, SIGNED THEN EMAILED TO SPECIAL LITE PRODUCTS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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4				
3				
2	Change DWG# 33630 to REV2	PB	CS	02/02/26
1	Released for quotation or production	PB	CS	01/30/26
REV	DESCRIPTION OF CHANGE	DIRECTED BY	CHANGED BY	DATE



1634 Latrobe-Derry Road  
 Loyalhanna, PA 15661  
 Phone: (724) 537-4711  
 www.specialliteproducts.com  
 customer\_service@specialliteproducts.com

**DRAWING NUMBER:** 33631-2C  
**ACCOUNT:** V H Sign Company  
**PROJECT:** PB1804  
**DRAWING DATE:** 01/30/2026  
**DRAWING DESCRIPTION:**  
 Street Sign Assembly

Special Lite Products is not responsible for checking local municipal codes. Please verify specifications with your municipality before placing an order.

This document contains confidential and proprietary information that is the property of Special Lite Products. It may not be shared, copied or used in whole or in part with third parties without the expressed written consent of Special Lite Products.

**FABRICATION TO BEGIN AFTER DRAWING HAS BEEN APPROVED, SIGNED THEN FAXED OR EMAILED TO SPECIAL LITE PRODUCTS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

24" x 6" (x60)



42" x 6" (x2)



30" x 6" (x53)



36" x 6" (x7)



12" CAP FOR 2-3/8" ROUND POST  
 BLACK OR MILL FINISH

**PLEASE NOTE**



RED LINE SHOWS AREA WHERE MOUNTING BRACKETS WILL/MAY OBSCURE TEXT.

ACKNOWLEDGMENT

\_\_\_\_\_

AUTHORIZED SIGNATURE

SPECIFICATIONS	
PRODUCT:	STREET BLADES
SIZE:	SEE ABOVE
MATERIAL:	.063" ALUMINUM
RADIUS:	3/4" RADIUS
FINISH/COLOR:	PMS 7688 C REFL. BACKGROUND WHITE REFLECTIVE COPY
QUANTITY:	122

**APPROVED**

AS IS  
 AS CORRECTED  
 REVISE & RESUBMIT

\_\_\_\_\_

AUTHORIZED SIGNATURE

\_\_\_\_\_

DATE

**\*WE ASSUME NO RESPONSIBILITY FOR SPELLING OR CONTENT ERRORS ONCE CUSTOMER HAS APPROVED ARTWORK.**  
 IF A NON-SIGNED PROOF IS SENT BACK WITH AN EMAIL APPROVAL. TERMS WILL BE ASSUMED AS READ AND AGREED UPON - UNLESS OTHERWISE NOTED.

\*SPECIAL PRICING APPLIES - QUOTE REQUIRED

THIS RENDERING IS AN APPROXIMATION FOR LAYOUT PURPOSES ONLY.  
 THE ACTUAL PRODUCT AND COLOR MAY VARY SLIGHTLY DUE TO MANUFACTURING PROCESSES.

NOTE : PLEASE REVIEW SHOP DRAWING CAREFULLY AND NOTE CORRECTIONS.  
 AUTHORIZED SIGNATURE AND DATE REQUIRED TO BEGIN MANUFACTURING PROCESS.



2350 South Getty Street  
Muskegon, MI 49444  
1-800-705-1446

**Estimate** Section 5, Item B.

**Quote Date:** 1/20/2026  
**Quote #:** 27173



Quoted To:
Town of Bladensburg Attn: Ray Jefferies

Reference	Estimate Good For	Payment Terms
Town of Bladensburg	60 Days	Prepaid Credit Card

QTY	Item ID	Description	Unit Price	Amount
60	HI-46	24" x 6" HIP street blade, .063" aluminum, double sided, COLOR: CUSTOM BLUE/ WHITE COPY City seal  SAMPLE TEXT: EDMONSTON RD  TILDEN RD	53.50	3,210.00
53	HI-06	30" x 6" HIP street blade, .063" aluminum, double sided, COLOR: CUSTOM BLUE/ WHITE COPY City seal  SAMPLE TEXT: EDMONSTON RD  TILDEN RD	60.00	3,180.00
7	HI-66	36" x 6" HIP street blade, .063" aluminum, double sided, COLOR: CUSTOM BLUE/ WHITE COPY City seal  SAMPLE TEXT: EDMONSTON RD  TILDEN RD	62.50	437.50
<b>Total</b>				

Port City Architectural (DBA Signature Streetscapes) must approve any changes, additions, or deletions made to the estimate as they may affect final price. All products ship FOB Muskegon, Michigan with freight/shipping charges added to the final invoice unless otherwise stated. This estimate does not include taxes, unless applicable. Payment is due in full. Deposit of 50% is required for estimates over \$10,000 with the balance due before shipment unless other credit terms have been established. This estimate is valid for 60 days. If necessary, legal action or collection agency involvement will be instituted to enforce payment, buyer agrees to reimburse Port City Architectural for all costs incurred and attorney fees.



2350 South Getty Street  
Muskegon, MI 49444  
1-800-705-1446

**Estimate** Section 5, Item B.

**Quote Date:** 1/20/2026

**Quote #:** 27173



Quoted To:
Town of Bladensburg Attn: Ray Jefferies

Reference	Estimate Good For	Payment Terms
Town of Bladensburg	60 Days	Prepaid Credit Card

QTY	Item ID	Description	Unit Price	Amount
2	HI-26	42" x 6" HIP street blade, .063" aluminum, double sided, COLOR:CUSTOM BLUE/ WHITE COPY City seal	83.00	166.00
		SAMPLE TEXT: EDMONSTON RD		
		TILDEN RD		
60	CUSTOM-mount...	12" cap for a 2-3/8" round post, BLACK finish	38.00	2,280.00
61	CC07	large cross, BLACK finish	45.50	2,775.50
1	FREIGHT	FREIGHT CHARGES Tracking # ZIP CODE 20710	473.21	473.21
<b>Total</b>				<b>\$12,522.21</b>

Port City Architectural (DBA Signature Streetscapes) must approve any changes, additions, or deletions made to the estimate as they may affect final price. All products ship FOB Muskegon, Michigan with freight/shipping charges added to the final invoice unless otherwise stated. This estimate does not include taxes, unless applicable. Payment is due in full. Deposit of 50% is required for estimates over \$10,000 with the balance due before shipment unless other credit terms have been established. This estimate is valid for 60 days. If necessary, legal action or collection agency involvement will be instituted to enforce payment, buyer agrees to reimburse Port City Architectural for all costs incurred and attorney fees.



1816 Louisville Road Bowling Green, KY 42101

Date	Quote No.
1/29/2026	08-133681

<b>Customer</b>
Bladensburg Town Hall Accts Payable 4229 Edmonston Road Bladensburg, Maryland 20710

<b>Ship To:</b>
Bladensburg Town Hall Ray Jefferies 4229 Edmonston Road Bladensburg, MD 20710 (301) 927-7048 ext. 106

Customer Fax	Sales Rep	Customer No.	Terms	Production Time
	MW	20710	Net 30	

Qty	Item	Description	Rate	Total
60	SN-8-24	6" HEIGHT X 24" LENGTH STREET SIGN - EXTRUDED ALUMINUM - HIGH INTENSITY PRISMATIC - 4" LETTERING - DOUBLE SIDED *** UPPERCASE LETTERING *** COLOR: WHITE ON BLUE WITH LOGO	37.93	2,275.80T
53	SN-8-30	6" HEIGHT X 30" LENGTH STREET SIGN - EXTRUDED ALUMINUM - HIGH INTENSITY PRISMATIC - 4" LETTERING - DOUBLE SIDED *** UPPERCASE LETTERING *** COLOR: WHITE ON BLUE WITH LOGO	39.90	2,114.70T
7	SN-8-36	6" HEIGHT X 36" LENGTH STREET SIGN - EXTRUDED ALUMINUM - HIGH INTENSITY PRISMATIC - 4" LETTERING - DOUBLE SIDED *** UPPERCASE LETTERING *** COLOR: WHITE ON BLUE WITH LOGO	41.67	291.69T
2	SN-8-42	6" HEIGHT X 42" LENGTH STREET SIGN - EXTRUDED ALUMINUM - HIGH INTENSITY PRISMATIC - 4" LETTERING - DOUBLE SIDED *** UPPERCASE LETTERING *** COLOR: WHITE ON BLUE WITH LOGO	43.30	86.60T
61	BA812	ULTRA SUPER LOK BRACKET WITH 12" SLOT FOR ROUND 2 3/8' PIPE POST AND FLAT STREET NAME	19.90	1,213.90T
60	BA8A12	ULTRA SUPER LOK BRACKET WITH 12" SLOT FOR FLAT STREET NAMES, CROSS PIECE	19.90	1,194.00T
1	FREIGHT	FREIGHT "NO CHARGE"		0.00T
*** THIS QUOTE IS VALID UNTIL 2-13-26				

\*\*\* THIS QUOTE IS VALID UNTIL 02-13-2026

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$7,176.69



# Railroad St

# Estimate



2350 South Getty Street  
Muskegon, MI 49444  
1-800-705-1446

Quote Date: 1/28/2026  
Quote #: 27251



**Quoted To:**  
Town of Bladensburg  
Attn: Ray Jefferies  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7048 x108

Reference	Estimate Good For	Payment Terms
Town of Bladensburg	60 Days	Prepaid Credit Card

QTY	Item ID	Description	Unit Price	Amount
62	SMB-0312-FL	SURFACE MOUNT POLE, NO DOOR, 3-BOLT - 12'-0", 3" diameter FLUTED, BLACK finish	266.50	16,523.00
186	J-BOLT-01	3/8" x 8" GALVANIZED STEEL ANCHOR BOLT for 3-hole bolt-base surface mount pole, includes (1) bolt with (2) nuts and (2) washers, bolt circle template provided	3.50	651.00
62	BS-03A	STREETSCAPE base for 3" diameter pole, 2-piece split, BLACK finish	256.50	15,903.00
62	FN-0103	3" ACORN Finial, BLACK finish	39.00	2,418.00
60	CT-6B2-24	24" x 6" Classic Blade Trim with IVY scroll, BLACK finish	161.00	9,660.00
53	CT-6B2-30	30" x 6" Classic Blade Trim with IVY scroll, BLACK finish	166.50	8,824.50
7	CT-6B2-36	36" x 6" Classic Blade Trim with IVY scroll, BLACK finish	171.50	1,200.50
2	CT-6B2-42	42" x 6" Classic Blade Trim with IVY scroll, BLACK finish	191.50	383.00
60	HI-46	24" x 6" HIP street blade, .063" aluminum, double sided, COLOR: CUSTOM BLUE/ WHITE COPY City seal  SAMPLE TEXT: EDMONSTON RD  TILDEN RD	53.50	3,210.00
<b>Total</b>				

Port City Architectural (DBA Signature Streetscapes) must approve any changes, additions, or deletions made to the estimate as they may affect final price. All products ship FOB Muskegon, Michigan with freight/shipping charges added to the final invoice unless otherwise stated. This estimate does not include taxes, unless applicable. Payment is due in full. Deposit of 50% is required for estimates over \$10,000 with the balance due before shipment unless other credit terms have been established. This estimate is valid for 60 days. If necessary, legal action or collection agency involvement will be instituted to enforce payment, buyer agrees to reimburse Port City Architectural for all costs incurred and attorney fees.

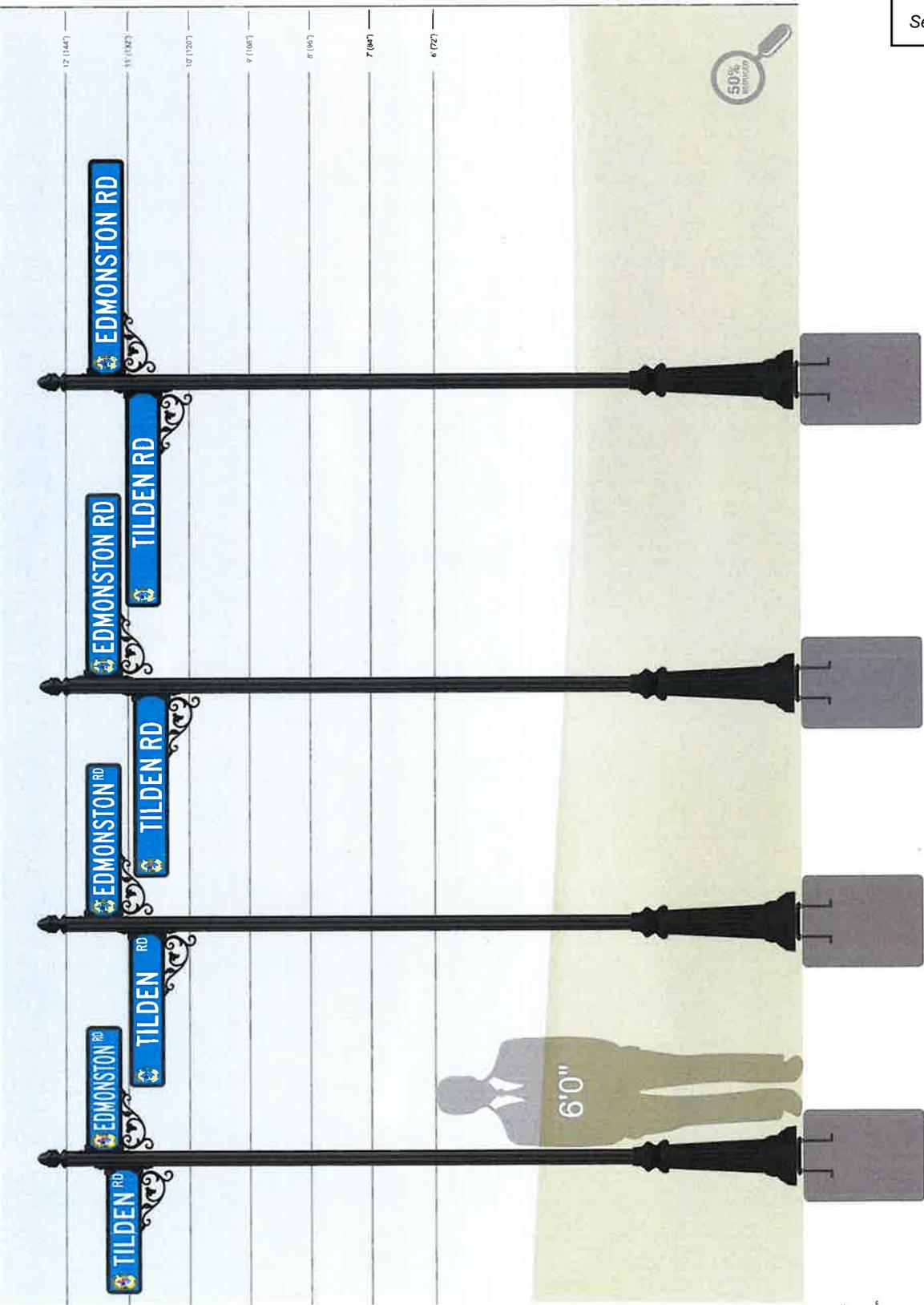


**HI-66 (x2)**  
42" X 6" HIGH INTENSITY PRISMATIC  
STREET BLADES | .063" THICKNESS  
3M HIGH PERFORMANCE VINYL  
PMS 7686 C REFL. BACKGROUND  
WHITE REFLECTIVE COPY

**HI-66 (x7)**  
36" X 6" HIGH INTENSITY PRISMATIC  
STREET BLADES | .063" THICKNESS  
3M HIGH PERFORMANCE VINYL  
PMS 7686 C REFL. BACKGROUND  
WHITE REFLECTIVE COPY

**HI-06 (x53)**  
30" X 6" HIGH INTENSITY PRISMATIC  
STREET BLADES | .063" THICKNESS  
3M HIGH PERFORMANCE VINYL  
PMS 7686 C REFL. BACKGROUND  
WHITE REFLECTIVE COPY

**HI-46 (x60)**  
24" X 6" HIGH INTENSITY PRISMATIC  
STREET BLADES | .063" THICKNESS  
3M HIGH PERFORMANCE VINYL  
PMS 7686 C REFL. BACKGROUND  
WHITE REFLECTIVE COPY



**SMB-0312-FL (x62)**  
3" X 12'-0"  
**SURFACE MOUNT POLE**  
3" DIAMETER FLUTED POLE  
3-BOLT BASE WELDED  
WALL THICKNESS: 125  
EXTRUDED ALUMINUM - ALLOY 6063

**J-BOLT-01 (x186)**  
3/8" X 8" GALVANIZED STEEL ANCHOR BOLT  
3-HOLE BOLT-BASE SURFACE MOUNT POLE  
(1) BOLT WITH (2) NUTS AND (2) WASHERS  
BOLT CIRCLE TEMPLATE PROVIDED

**BASE: BS-03A (x62)**  
STREETSCAPE BASE (2 pc.)  
FITS 3" OD POLE  
HEIGHT: 32.00"  
WIDTH: 12.00"  
CAST ALUMINUM - ALLOY 356  
\*Inserts with (3) 1/4-20 x 3/8" stainless steel set screws provided.

**FINIAL: FN-0103 (x62)**  
ACORN FINIAL FOR 3" OD POLE  
HEIGHT: 6.50"  
WIDTH: 4.25"  
CAST ALUMINUM - ALLOY 356  
\*Inserts with (3) 1/4-20 x 3/8" stainless steel set screws provided.

**APPROVED**

AS IS  
 AS CORRECTED  
 REVISE & RESUBMIT

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

WE ASSUME NO RESPONSIBILITY FOR SELLING OR CONTENT ERRORS ONCE CUSTOMER HAS APPROVED ARTWORK. THIS RESPONSE IS AN APPROXIMATION FOR LAYOUT PURPOSES ONLY. NOTE: PLEASE REVIEW SHOP DRAWING CAREFULLY AND NOTE CORRECTIONS AUTHORIZED DATE AND DATE REQUIRED TO BEGIN MANUFACTURING PROCESS. \*Customer is fully responsible for ensuring all standards are met within their city/township.

Section 5, Item B.

**SIGN TRIM: CT-6B2-42 (x2)**

CLASSIC SIGN TRIM  
SIGN SIZE: 42" X 6"  
FITS SIGN THICKNESS: .060  
EXTRUDED ALUMINUM FRAME: ALLOY 6063  
CAST ALUMINUM BRACKET: ALLOY 356  
SCROLL OPTION: IVY

**SIGN TRIM: CT-6B2-36 (x7)**

CLASSIC SIGN TRIM  
SIGN SIZE: 36" X 6"  
FITS SIGN THICKNESS: .060  
EXTRUDED ALUMINUM FRAME: ALLOY 6063  
CAST ALUMINUM BRACKET: ALLOY 356  
SCROLL OPTION: IVY

**SIGN TRIM: CT-6B2-30 (x53)**

CLASSIC SIGN TRIM  
SIGN SIZE: 30" X 6"  
FITS SIGN THICKNESS: .060  
EXTRUDED ALUMINUM FRAME: ALLOY 6063  
CAST ALUMINUM BRACKET: ALLOY 356  
SCROLL OPTION: IVY

**SIGN TRIM: CT-6B2-24 (x60)**

CLASSIC SIGN TRIM  
SIGN SIZE: 24" X 6"  
FITS SIGN THICKNESS: .060  
EXTRUDED ALUMINUM FRAME: ALLOY 6063  
CAST ALUMINUM BRACKET: ALLOY 356  
SCROLL OPTION: IVY



Stop sign mounting frame

Quantity: 70

Additional \$17,360

**Total: \$67,833.99**



1816 Louisville Road Bowling Green, KY 42101

Date	Quote No.
1/29/2026	08-133682

<b>Customer</b>
Bladensburg Town Hall Accts Payable 4229 Edmonston Road Bladensburg, Maryland 20710

<b>Ship To:</b>
Bladensburg Town Hall Ray Jefferies 4229 Edmonston Road Bladensburg, MD 20710 (301) 927-7048 ext. 106

Customer Fax	Sales Rep	Customer No.	Terms	Production Time
	MW	20710	Net 30	

Qty	Item	Description	Rate	Total
60	SN-8-24	6" HEIGHT X 24" LENGTH STREET SIGN - EXTRUDED ALUMINUM - HIGH INTENSITY PRISMATIC - 4" LETTERING - DOUBLE SIDED *** UPPERCASE LETTERING *** COLOR: WHITE ON BLUE WITH LOGO	37.93	2,275.80T
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121	TSCR	SINGLE STREET NAME MOUNT FOR DECORATIVE POST WITH SCROLL - CLAMP MOUNT - 3" DIAMETER POST SPECIFY COLOR: BLACK	158.00	19,118.00T
61	MP-412	3" DIAMETER FLUTED BLACK ALUMINUM POST - 12' HEIGHT SPECIFY COLOR: BLACK	229.00	13,969.00T
61	SPB-190	SURFACE MOUNT BASE FOR 3" OD POST	135.00	8,235.00T
61	TSB60	BALL TOPPER FOR 4" DIAMETER POST SPECIFY COLOR: BLACK	42.00	2,562.00T
1	FREIGHT	FREIGHT	1,821.20	1,821.20T
*** THIS QUOTE IS VALID UNTIL 2-13-26				

\*\*\* THIS QUOTE IS VALID UNTIL 02-13-2026

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$50,473.99





# Agenda Item Summary Report

<b>Meeting Date:</b> December 8, 2025 January 12, 2026 February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: INFORMATION MEMO | Data Center Update | February 2026**

This is a second update on the Data Center issue, and information provided by Susan McCucheon has been attached for the Council's review.

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b> Letter of support Email and other items
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**Recommended Action:**

This is a follow-up item provided to the Council so that they can decide whether to take action on this matter.

**SUMMARY** | The Town has received correspondence from resident Susan McCutcheon regarding the proposed Bright Seat Technology Center, a large-scale hyperscale data center campus proposed for development at the former Landover Mall site. According to public announcements by the developer (the Lerner family), the project is envisioned as a \$5 billion data center complex, with ground-breaking anticipated in 2026.

Ms. McCutcheon and several regional community groups have raised significant concerns about the project's environmental, economic, and community impacts. Key issues cited include:

- High energy and water consumption associated with hyperscale data centers, and potential strain on local infrastructure and the regional power grid.
- 24/7 noise, greenhouse gas emissions, and heat generation, with concerns about air quality and proximity to residential neighborhoods.
- Uncertain economic benefits, including questions about long-term job creation and whether the project is eligible for tax exemptions under State data center incentive programs.
- Impacts on waterways and stormwater systems, given the site's location within the Beltway and near downstream communities.
- Lack of community engagement and limited transparency in the project's approval process.

The notes indicate that national organizations, including the NAACP, have expressed broader concerns about the rapid expansion of hyperscale data centers without adequate public vetting. She has provided links to a petition and a municipal sign-on letter urging the Prince George's County Council to halt or reconsider the project.

Additional resources shared by the resident include:  
 Information hub & petition: <https://linktr.ee/nolandoverdata>

<b>Budgeted Item:</b> Yes [ ] No [ ] <b>NA</b> <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



## Following Up on the Data Centers Issue with Town of Bladensburg

From Susan McCutchen <tkdmccutch@yahoo.com>

Date Tue 12/2/2025 9:32 PM

To Michelle Bailey-Hedgepeth <mbaileyhedgepeth@bladensburgmd.gov>

Cc Takisha James <tjames@bladensburgmd.gov>; Carrol McBryde <CMcBryde@bladensburgmd.gov>; Kalisha Dixon <Kdixon@bladensburgmd.gov>; Marilyn Blount <mblount@bladensburgmd.gov>; Trina Brown <tbrown@bladensburgmd.gov>; Selah Goodson Bell <sgoodsonbell@proton.me>

📎 2 attachments (407 KB)

No Data Center Info + Letter (English).pdf; JOINT LETTER, November 24, 2025 (1).pdf;

Hi, Michelle,

Following up on the Landover data center issue brought up to the Bladensburg Town Council last month. Has there been or will there be a discussion by the Town Council regarding signing the letter?

As you are aware, there are efforts to locate a hyperscale data center (Bright Seat Technology Center) on the old Landover Mall site: <https://pgproudmag.com/2024/11/01/new-5b-data-center-campus-on-former-landover-mall-site-to-break-ground-in-2026/>. This link is a promotional from the Lerner family on the project. In reality, the project is an environmental disaster and there is no evidence it will provide revenue or jobs. It will not pay taxes, uses exorbitant amounts of energy and water, 24/7 noise and greenhouse gas pollution, etc. We should not allow a data center within the Beltway, next to community residences, that uses electricity from the local power grid, and impacts our waterways.

Many community groups and citizen activists are opposing this nightmare of a project. I attended a Zoom this evening with national NAACP. They expressed local and national concerns about the unleashed hyperscale data centers that have been allowed to go unchecked without careful vetting and the avoidance of community involvement.

**Below is a link** for an individuals' petition and a sign-on letter for municipalities to request that Prince George's County Council cancel the project. I have cced Selah Goodson Bell, who is available to answer any questions you have on the letter.

Go to: <https://linktr.ee/nolandoverdata>

The Prince George's County Council is fast tracking the data center at Landover Mall, and the Qualified Data Center Taskforce and community opposition has been in the news.

<https://youtu.be/ljCVL56919M?si=eBrfDJsJ-MsLXxF9>

Also, see attached the joint letter regarding the recommendations report from the taskforce.

Please advise what the town plans to do regarding awareness and opposition to data

Section 5, Item C.

There will be an opportunity to gain more insight at a meeting about data centers on Saturday, December 6, from 1:30 - 3 p.m., on the second floor of our own Bladensburg Library.

Thank you, as always! See you at the December Town Council meeting next week.

Susan McCutchen  
5404 Spring Road  
301-699-9045

## INFORMATION FOR COMMUNITY BUSINESSES AND ORGANIZATIONS

We, the residents of Landover and Prince George’s County, demand that the construction of a hyperscale data center in Landover be canceled now! **We ask that you join us in our opposition and sign the community letter that is circulating to hundreds of organizations, institutions, associations, businesses, and more.**

We speak with strength from our many places of community resilience, our families, our churches, our schools, and our libraries and community centers. Our people already carry the burden of living in an environmentally degraded area. Landover is ranked in the 90<sup>th</sup> percentile of communities suffering from cumulative environmental impacts. Building a hyperscale data center would expose us to more air and noise pollution while stressing our local electricity and water supplies.

We likely share the same interests and want to live in a community where our physical and safety needs are met and where we can fight against corruption. We are not a dumping ground for a project that seeks to only line the pockets of billionaires while we pay the price. We refuse to pay the bill for our own economic impoverishment while the tech industry and our politicians get richer.

<p><b>To read the letter and to sign on behalf of your organization or business, please visit the link below:</b></p>	<p><b>For more information about this campaign, please visit the link below:</b></p>
 <p><a href="https://bit.ly/landovercommunityletter">https://bit.ly/landovercommunityletter</a></p>	 <p><a href="https://bit.ly/nolandoverdata">https://bit.ly/nolandoverdata</a></p>

For questions, please email [nolandoverdata@gmail.com](mailto:nolandoverdata@gmail.com).

## COMMUNITY SIGN ON LETTER

We, residents and community leaders, of Landover and Prince George's County, demand that the construction of a hyperscale data center in Landover be canceled now! We urge those in power to protect the dignity and wellbeing of the residents that make this County so lucrative and powerful. We are against the construction of a hyperscale data center for the following reasons:

 **Landover is already an environmentally degraded area.** We are in the top 10% of communities negatively impacted by cumulative environmental threats in Maryland.

 **Increased air pollution:** Fossil-fueled power plants and diesel backup generators that power data centers emit pollutants such as nitrogen oxides and fine particulate matter. They increase rates of respiratory diseases and cardiovascular conditions, and elevate cancer risk in nearby communities.

 **Increased noise pollution:** Data centers generate significant noise pollution primarily from backup diesel generators and Heating, Ventilation, and Air Conditioning (HVAC) systems. This has required residents in other cities to invest thousands into attempting to soundproof their homes, often to no avail.

 **Electricity use:** Data centers need a lot of electricity to operate. A hyperscale data center could accommodate up to 820 megawatts of power consumption, enough to power over 500,000 homes. This rise in demand impacts electricity markets and consumer bills, and leads to higher power plant and grid infrastructure costs.

 **Water use:** Data centers use vast amounts of water to cool their servers. Hyperscale data centers can use up to 5 million gallons per day, or about 1.8 billion gallons annually. This is enough water for a town of 10,000 to 50,000 people. This could lead to increased water strain and higher water bills in our region.

 **Low permanent job creation:** Data centers are highly automated and require a small workforce for daily operations. One example of many is a Microsoft data center in Illinois which created only 20 permanent jobs despite receiving over \$38 million in tax breaks and promising to create more.

 **Failure to generate meaningful tax revenue:** Due to recent bills passed by the state and PG County respectively, data centers are exempt from both state sales tax and local personal property tax, unlike small business owners. Once construction is complete, data centers will bring net nothing in tax revenue, especially when taxpayer cost to manage water and electrical infrastructure is factored in.

We demand that the construction of a hyperscale data center in Landover be canceled now! It is imperative that those in power prioritize the health, wellbeing, and livelihoods of the residents. We stand strong as a community against this data center and will use our voices to ensure this project does not move forward. We are not a dumping ground for a project that seeks to only line the pockets of billionaires and corporations while we pay the price. We refuse to pay the bill for our own economic impoverishment.

Signed,

**Date: November 24, 2025**

**To: The Honorable Chair Edward P. Burroughs III and the Prince George’s County Council**

**Subject: County Data Center Task Force Report and Critical Next Steps**

Dear Chair Burroughs and Members of the County Council:

We, the undersigned 30 community organizations and leaders from across the county, thank the Qualified Data Center Task Force, County staff, and community stakeholders for the work reflected in the Task Force report expected to be released shortly. We expect that the report may provide a partial foundation for future policy decisions and will highlight some of the concerns regarding environmental and public health impacts, emergency services, land-use conflicts, equity considerations, water and energy demand, ratepayer impacts, and grid limitations associated with large-scale data center development.

However, we believe that **a crucial step remains undone.**

Before the County makes irreversible land-use decisions or lifts the current moratorium on data center permitting, a **comprehensive, independent, science-based review** must be undertaken to evaluate *all* viable scenarios for data center development in Prince George’s County with a rigorous, thorough assessment of the full range of each scenario’s potential direct, indirect, and cumulative harmful impacts. **Additionally, the County must enact and be ready to enforce legislation that protects communities and the environment by avoiding, minimizing, and mitigating those impacts.**

**I. The Current Report Does Not Evaluate the Full Range of Scenarios**

The Task Force focused on two extremes:

1. **Hyperscale data centers**—large 50–300+ MW campuses with significant grid, land, water, and emergency-response impacts; and
2. **No data centers at all**

This leaves a substantial gap between these two poles.

In light of this gap, as the County considers how best to balance technology development with environmental protection, community needs, and infrastructure constraints, it is essential that **alternative, very low to moderate-impact scenarios** also be evaluated by qualified experts.

One such example—offered here purely as an illustrative scenario, not as a policy recommendation—is the concept of **smaller-scale, zero-water, compact “edge data centers”**. To our knowledge, this scenario is not addressed well or at all in the Task Force report, yet similar models are being evaluated in other jurisdictions nationwide. We believe that *any independent review should include such middle-ground options* so the County can make informed decisions.

Further details on this example scenario are provided in **Appendix A**, solely for the purpose of demonstrating the type of alternatives that merit professional evaluation.

## **II. Why an Independent, Science-Based Assessment Is Essential**

Multiple factors justify the need for a rigorous, external review:

### **1. Electricity Grid Constraints Require Technical Analysis**

Pepco and PJM have indicated that large-scale hyperscale data centers would require substantial transmission upgrades. These upgrades could take many years and may shift costs to residents unless tightly regulated. This issue requires detailed modeling by experts in regional grid engineering.

### **2. Water and Cooling Impacts Must Be Evaluated Holistically**

Evaporative cooling and water-intensive systems associated with hyperscale projects are inconsistent with WSSC Water's supply constraints. A county-specific engineering review that also accounts for regional demand is needed to evaluate water use, wastewater, and stormwater impacts. This must preclude the withdrawing of any groundwater from local aquifers for cooling operations. Safeguarding critical water resources for residents and ecosystems must be prioritized.

### **3. Emergency Response Capabilities Must Be Matched to Risk**

Prince George's County Fire Department personnel will need specialized training and equipment to respond to hazards associated with lithium-ion battery systems, chemical storage tanks, extensive generator yards, toxic off-gassing risks, and enormous quantities of diesel fuel. Independent public-safety experts should assess emergency-response readiness and estimated costs for each scenario.

### **4. Environmental and Climate Impacts Demand Expert Review**

Industry-leading research (including Schneider Electric's 2024 *White Paper 188*) demonstrates that data center sustainability depends heavily on local grid mix, regional climate, and power availability. Prince George's County's conditions differ significantly from regions typically hosting hyperscale data centers, and this science must inform decision-making.

## 5. National Case Studies are Evolving Quickly

Communities in Michigan, Georgia, Colorado, and Virginia are experiencing impacts—both positive and negative—from data center development. Lessons learned from these jurisdictions should be evaluated systematically by independent analysts.

For all these reasons, experts in **grid engineering, water systems, environmental science, public health, emergency management, and modern data center architecture** should perform a comparative assessment of the full range of development scenarios.

## 6. Quantum Computing and Technology Obsolescence and Decommissioning

As the technology landscape rapidly evolves, it is important to anticipate the potential impacts of **quantum computing**, which is already advancing beyond laboratory testing. Just as the United States now grapples with the environmental and economic legacies of shuttered industrial sites and obsolete manufacturing infrastructure, large-scale data centers could face similar risks of abandonment or underutilization. Quantum computing systems require environmental and physical conditions that are fundamentally incompatible with current data center design, meaning today's facilities may not be readily adaptable to future demands.

Therefore, any comprehensive review must assess not only construction and operating impacts, but also the long-term **economic and environmental legacy** that large, energy-dependent facilities could leave in Prince George's County when they become obsolete and require decommissioning. This is a critical dimension of responsible land-use planning and infrastructure investment.

### III. Recommendation: Maintain the Moratorium Until This Review Is Complete and Until the County is Prepared to Enact and Enforce Key Protective Legislation

Given that:

- The Task Force did **not** evaluate all reasonable scenarios;
- Significant scientific, engineering, and emergency-response questions remain unanswered; and
- The County's decisions will have **long-lasting** effects on communities, infrastructure, and ratepayers.

**We respectfully urge the Council to maintain the moratorium on data center permitting until an independent, science-based comparative analysis is completed. Additionally, the County must enact and be ready to enforce legislation that protects communities and the environment.**

This review should evaluate:

- Hyperscale development
- No-build scenarios
- **Additional reasonable alternatives**, such as zero-water, compact data centers integrated into existing institutions or mixed-use zones (e.g., Edge Centers), and any other approaches the independent team deems relevant.

We emphasize that we are **not advocating** for any particular scenario at this time.

We are advocating for a **process that considers all scenarios fairly**, grounded in evidence and expert analysis.

#### **IV. Conclusion**

Our coalition supports responsible technology growth that aligns with the County's infrastructure, environmental realities, and social equity goals. We believe Prince George's County can lead the region in developing a **sustainable, science-driven, community-centered technology policy**—but only if decisions are based on a full and rigorous evaluation of *all* viable options.

We look forward to working with the Council and County staff to support this next phase of analysis.

Respectfully submitted,

Susan Barnett and Tom Taylor, Co-Chairs, Beaverdam Creek Watershed Watch Group

Kathy Bartolomeo, President, Greenbelt Climate Action Network

Cynthia Baur, President, Cool Spring Terrace Civic Association

Tamara Davis Brown, Vice President, The Greater Piscataway Alliance, Inc.

Geoffrey Collins, President, Route 202 Neighborhood Coalition

Veronica Davila-Steele, President, Barnaby Manor Citizens Association

Marian Dombrowski, Chair, The Anacostia Watershed Community Advisory Committee

Liz Enagonio, Co-founder, Indivisible Bowie and Beyond

Lily Fountain, Chair, Prince George's Sierra Club

Janet Gingold, Resident, Upper Marlboro

Alice Goldberg, Progressive Cheverly Steering Committee

Milly Hall, President, Concerned Citizens of Prince George's County D4 & Surrounding Areas Inc.

Party for Socialism and Liberation

Patricia Jackman, Resident, New Carrollton

Herbert Jones, President, Tantallon North Area Civic Association

Sharon B. Lawrence, President, LWHOA Board of Directors

Michael Leventhal, President, The Conservancy of Broad Creek

Patricia Mersiers, President, Tantallon Square Civic Association

Patricia Monroe, Chair, South County Environmental Justice Coalition

Julia Mosley, Team Leader, Environmental Justice Action Team

Karlo Silbiger, Member, Cheverly Planning Board.

Tracey Simon, President, Tantallon Citizens Association, Inc.

Dan Smith, President, Friends of Lower Beaverdam Creek

Greg Smith, Resident

Leenada Smith-Brashears, President, Greater Accokeek Civic Association

Zeno St. Cyr, II, Co-Founder, Greater South County Coalition for Absolute Progress

Yonette Thomas, PhD, President Wingate Homeowners Association

Marcia Tucker, Resident, Glenn Dale

Ron Weiss, President, Indian Head Highway Area Action Council, Inc.

Henry Wixon, President, Glenn Dale Citizens' Association, Inc.

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## **APPENDIX A – Example Scenario for Independent Evaluation: Edge Data Centers**

*(Provided as an example of a reasonable alternative that merits scientific review.*

*This appendix is descriptive, not prescriptive.)*

### **What Are Edge Data Centers?**

Edge Data Centers are smaller (1–15 MW), high-efficiency facilities designed to place computing capacity closer to the users and institutions that rely on it—such as hospitals, universities, public safety agencies, and local businesses.

They typically use:

- **Zero-water cooling** (dry or direct-to-chip systems)

- **High-density racks** that reduce building and generator footprints
- **Minimal diesel backup systems** compared to hyperscale campuses
- **Compact parcels** (often 0.5–2 acres), suitable for urban or mixed-use areas
- **Less noise, traffic, and land disruption**

## Why Might They Merit Evaluation in Prince George’s County?

### 1. Better Fit for Local Grid Conditions

Edge data centers can operate within existing substation capacity, avoiding multi-year transmission upgrades.

### 2. Lower Water Consumption

Modern edge data center facilities eliminate water use entirely, addressing a key environmental concern identified by the Task Force.

### 3. Compatible With Existing Land-Use Patterns

Because they are compact and low-noise, edge data centers can be located in industrial parks, university campuses, hospital districts, and transit-oriented developments.

### 4. Reduced Emergency Response Burden

These facilities typically pose far fewer fire and hazardous-material challenges than hyperscale campuses.

### 5. Relevant to Local Economic Needs

Edge data centers can support innovation districts, digital equity goals, emergency communications, and research partnerships; benefits that are often not associated with hyperscale projects.

## Why Include This Scenario?

We include the Edge Data Center Scenario in this appendix **solely as an example** of a reasonable, moderate-impact alternative that was not analyzed in the Task Force report.

We are **not** proposing adoption of this scenario today.

Instead, we believe this and other possible scenarios should be evaluated by an **independent, expert, science-based review team** so that the County can compare options using clear, objective criteria before lifting the current moratorium.

###



## Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: INFORMATION MEMO   Bostwick House Update –February 2026</b>	
An update on the Bostwick House Project and Grants for February 2026	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> PowerPoint New Concept Drawing Memo From Aman Trust and ED Manager
<b>Recommended Action:</b>	
This memo is for INFORMATION ONLY, update on the recent meeting and on Town Staff's actions regarding the project. If Council wants to provide some input on the information that has been shared and the new concept drawing, this would be helpful.	
<p><b>Item Summary:</b> This item was developed to provide the Council and the Public with an overall update on the work done at Bostwick House. Over the last two years, the Town has worked diligently with Aman Historic Trust and other community partners to advance stabilization projects and utilize the existing Bond Bill funding. This report will provide regular updates on key public-interest issues and keep stakeholders engaged in this important project.</p> <p>Attached are the February 2026 slide updates. This also includes a Report developed by the ED Consultant and Aman Memorial Trust on options for long-term use at the site. This has been provided for Council review and questions, with a further discussion for this spring.</p> <p>The Town Administrator will be able to answer questions from the Council.</p>	
<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

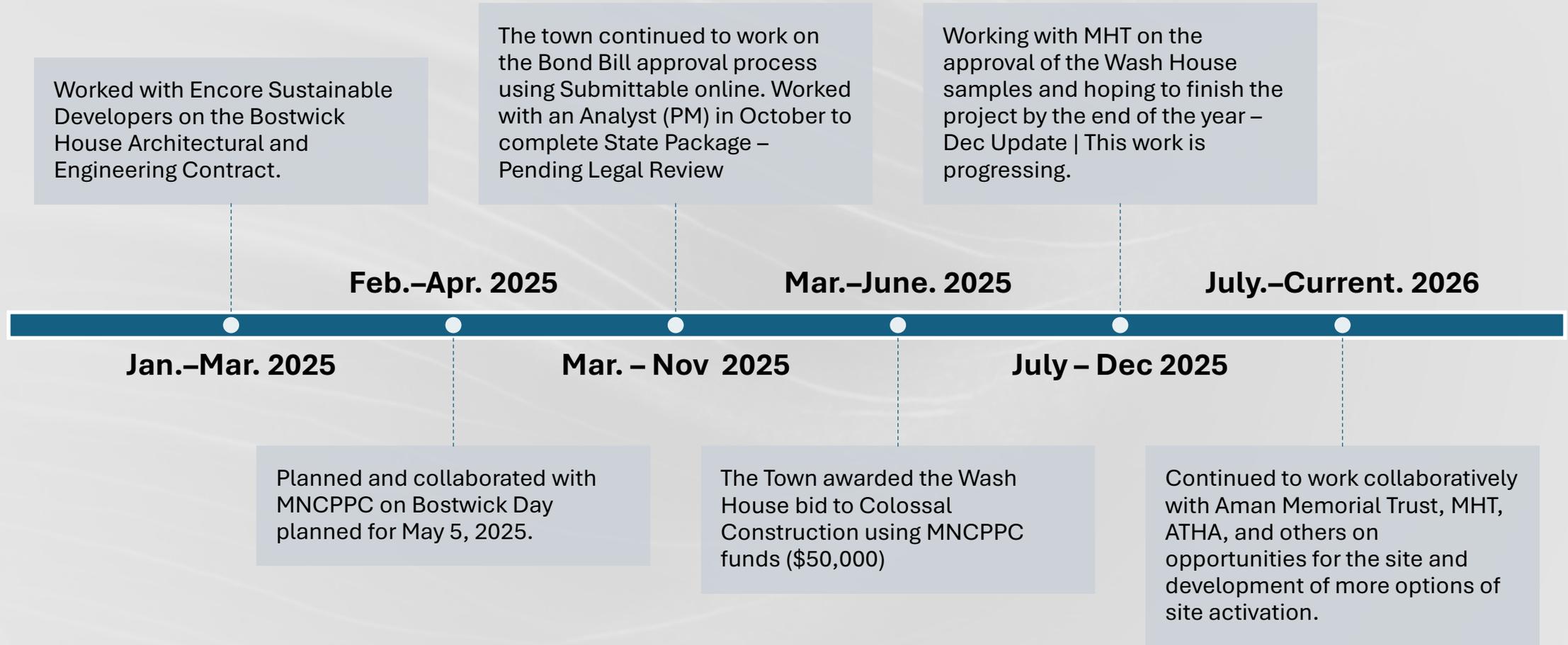


# **Bostwick House Update**

**Town of Bladensburg  
Council Update**

**February 9, 2026**

# Bostwick House | Recent Actions 25-26



# Bostwick Activity Flowchart

## Stabilization

- Windows
- Masonry
- Exterior Finishing
- Roofing and other Items
- Wash House Renovation – Almost complete (Jan 2026)

## Site Activation

- Archeology
- Facilities
  - Composting Toilet
  - Storage
- Programming of Community Events
- Activities

## Adaptive Reuse

- Electrical and HVAC Updates Rehabilitation for events and community
- Historical Research and Education of inhabitants that reflect the current community.

# Current Grants

Grant or Bond Bill (and Town Funds)	Recipient	Year	Amount	Purpose	Notes
MNCPPC, PG Grant Program	Town of Bladensburg	2024	\$49,050	Funds may be used for exterior masonry and fenestration repainting, window repairs, new storm windows, masonry repointing, new gutters and downspouts, drainage infrastructure, and archeological work.	In Progress - Significant work on the structure has been completed. We are closing out this Grant - <b>Feb 2026 update</b>
MNCPPC, PG Grant Program	Town of Bladensburg	2025	\$25,000	Funds will be used to create an activation plan and additional architectural drawing for the stable and other areas.	In Progress - Significant work on the structure has been completed. We are closing out this Grant - Feb 2026 update
SB 291 - Bond Bill	Town of Bladensburg	2022	\$500,000	Acquisition, planning, design, construction, repair, renovation, reconstruction, site improvements, capital equipping	In Progress: Town with Aman Trust - Currently being spent with Stabilization projects and Encore Work
MHT Grant	Town of Bladensburg	2006	\$50,000	Phase 1 Restoration - see above	Complete

# Images of Bostwick Activation | February 2026 - Updated Image



# Bostwick Activation | Economic Development



- Activating Bostwick House into a town and regional amenity and revenue generator is a significant town and economic development achievement.
- This will be the momentum the Town is looking for to spur municipal and economic development.
- The presence of existing wine bars, tasting rooms, and local vineyards suggests that there is some demand and clientele for wine experiences in the regional market.

# Town's Next Steps

- Continue Stabilization of Bostwick House (under Capital Grant) – The Bond Bill package is finally under legal review. (In Progress)
- Submitted Intent to apply for MHHA FY2027 Grant due March 2026.
- Received funding from MNCPPC for planning related to activation – January 2026
- Received the Final ULI TAP Report in Fall 2024 and began the activation process. Planning events for 2026 to increase community engagement. (Community Events)
- Developing Implementation Items based on TAP Recommendations (Ongoing)
- Sought and will continue seeking additional funding for site improvements, waiting on responses. (Ongoing)





4 seat tables

children playing



# Bostwick House

## Long-Term Plan and Vision

December 9, 2025



## Introduction

Aman Memorial Trust is a long-term nonprofit partner assisting the Town of Bladensburg with the restoration and reimagining of the 1745 Bostwick House, a historic mansion, and its eight-acre site.

## Goals

- Preserve one of the oldest surviving historic mansions in the region.
- Create a community events center for receptions, events, and meetings with exhibit space, a wine-tasting café, outdoor dining, picnic, and recreation areas
- Create an economic magnet by activating the entire Bostwick site as a dynamic community and heritage attraction

## Summary

With funding from the State of Maryland, the Town of Bostwick engaged Encore Sustainable Design to conduct a condition survey of Bostwick House and develop a scope of work and budget to restore the Mansion as a community events center.

That condition survey is being expanded to include the outbuildings and grounds. These condition surveys will serve as the basis for a comprehensive plan and budget for the property's restoration and reimagining.

This Long-Term Plan and Vision include:

1. The Bostwick House mansion has the potential to become a significant Placemaking opportunity as an events center with exhibit space, and an exciting historical story of early life in the surrounding area in Bladensburg from the 1700s
2. The Stables as a wine tasting café with outdoor dining, picnic, and recreation areas
3. Other outbuildings adapted for a variety of uses, including additional meeting space, art exhibits, workshops and demonstrations, music events, studio space, restrooms, and storage
4. Improvements to the grounds to accommodate parking, large outdoor concerts, festivals, picnicking, and seating areas with attractive period landscaping.
5. Full-time project management, event management, and outreach.
6. Develop a Friends of Bostwick and ongoing partnerships and support from Prince George's County, the State of Maryland Legislature, MD DHCD, MHAA, MHT, University of Maryland, ATHA, MNCPPC, Anacostia Watershed Society, and others in the community
7. Investigate the feasibility of constructing multi-family housing on the upper portion of the property adjacent to the school and on the former roller rink site
8. Develop a budget and fundraising strategy

## Long-Term Plan and Vision

These issues are summarized below.

1. The Bostwick House mansion as an events center with exhibit space
  - The large room on the ground floor will be used for receptions and meetings, the two middle rooms will be used for event preparation and storage, and the kitchen area will be renovated as a serving kitchen and restrooms.
  - The rooms on the second floor will be restored with original antiques and furnishings, a boardroom for meetings, casual rooms for events, and exhibition space.
  - The third-floor rooms will be used for HVAC equipment and for storage.
  - The Washhouse will be used for storage and a backup serving kitchen.
  - The front porch and lawn terraces will be used for large events.
  
- 2 The use of the Stables as a wine tasting café with outdoor dining, picnic, and recreation areas for community events and activities
  - The Stables building will be restored as a café with a wine tasting bar, a dining area, storage, a food preparation area, restrooms, an office, and exhibit space.
  - The area around the Stables will be restored for terrace dining
  - The Town and Aman would engage in planning outdoor activities that would engage the community and promote the Bostwick House for community events.
  
3. Other outbuildings, including restrooms and storage
  - The chicken coop will be demolished or restored for exhibit space.
  - The barn will be demolished or restored for terrace dining
  - The garage will be demolished or rebuilt as restrooms
  
4. Improvements to the grounds, including landscaping and parking
  - The landscaping will be restored as practically possible.
  - Parking will be installed on the South side with space for 100 cars
  - Access for food trucks, delivery or trash removal trucks

## 5. Project Management

An advisory group will be established with representatives from the Town, Aman Memorial Trust, MNCPPC, the County, the State, ATHA, the University of Maryland, the Anacostia Watershed Society, and other stakeholders.

A lease or management contract will be negotiated between the Town and a private operator who will manage the property

- It may be a lease like the Town's lease to Mango Café
- Possible candidates include:
  - Boyd Cru – has a wine tasting room in Savage, MD
  - Narcisso – sells wine from Hyattsville, MD
  - Robin Hill Winery – has a winery, wine tasting bar, dining, and picnic area. It hosts weddings and events in southern Prince George's Co.  
(Note: Some wineries grow their grapes, but others purchase them. A long-term hope is that someday there will be grapevines at Bostwick.)
- Others – A Request for Proposal (RFP) will be prepared and distributed to seek an experienced tenant-operator

The managers will establish a website to post information about the Bostwick House facility and book reservations.

6. Connections to the Town, County, State, MNCPPC, University of Maryland, ATHA, Anacostia Watershed Society, other stakeholders, and the community

Bostwick will host events and exhibits, and display artwork reflecting:

- The history of Bostwick House
- The history of Bladensburg and the surrounding communities
- The Battle of Bladensburg
- Benjamin Stoddert – the first Secretary of the Navy (former owner)
- The University of Maryland's Dept of Historic Preservation
- The Anacostia Watershed Society
- Community organizations and residents
- Cultural and Community events with other partners

7. Investigate the feasibility of constructing multi-family housing on the upper portion of the property adjacent to the school and on the former roller rink site.

8. Budget and fundraising

- The State of Maryland provided \$500,000 to the Town of Maryland for the conditions survey and for exterior stabilization improvements. Most of these funds have been expended to complete the stabilization of the property,

- Encore Sustainable Design estimated the cost of the improvements needed to restore Bostwick as an events center at \$3 - \$4 million
- Preliminary estimates of the cost of improvements needed for the outbuildings and grounds are \$1 - \$2 million.

### **Conclusion**

Bostwick House can be a vibrant community events center in a beautiful, restored historic mansion in a wooded setting. It can host a wide variety of events for residents of the Bladensburg and Prince George's County communities.



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: COUNCIL ACTION** | Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400.

**Council Action:** Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400.

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Proposal
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**Recommended Action:**

Council Approval is required for the Town administrator to execute this contract with the Mercer Group in an amount not to exceed \$20,400

**Item Summary: Approval of Agreement with The Mercer Group – Town Administrator Recruitment**

**Action Requested:**  
Approval for the Mayor and Town Administrator to execute an agreement with **The Mercer Group** to provide professional recruitment services for the vetting, recruitment, and hiring of a new **Town Administrator**, in an amount **not to exceed \$20,400**.

**Background:**  
The Town of Bladensburg is seeking professional executive recruitment services to conduct a comprehensive Town Administrator search. Staff solicited interest and quotations from multiple executive search firms to ensure competitive pricing and service alignment. Inquiries were sent to the following firms:

- **The Sumter Group** – No response received
- **Raftelis** – No response received
- **PolliHire** – Inquiry submitted; no response received as of the date of this report

The Mercer Group submitted a proposal and contract outlining a full-service recruitment process, including outreach, vetting, candidate evaluation, and support through the hiring process.

**Firm Qualifications and Experience:**  
The Mercer Group has previously worked with the Town of Bladensburg on a prior Town Administrator recruitment and has conducted numerous executive searches throughout Maryland and the region. **David Deutsch**, the lead recruiter, is well known within the State of Maryland and maintains extensive professional networks among municipal managers and local government executives, which is expected to strengthen the candidate pool.

**Cost and Market Comparison:**  
The Town Administrator conducted research on comparable City Manager and Town Administrator recruitment efforts nationwide. Based on publicly available information, executive recruitment

services for similar positions typically range from **\$20,000 to \$30,000**, with higher fees depending on the scope of assessments and services requested.

The Mercer Group's proposed fee of **\$20,400** falls **within the industry standard range** and is **at the lower end of comparable costs**, representing a reasonable and competitive value for the services proposed.

**Recommendation:**

Staff recommends that the Mayor and Town Council approve the agreement with **The Mercer Group** to proceed with the recruitment of a new Town Administrator and authorize the **Mayor and Town Administrator** to execute the contract in an amount **not to exceed \$20,400**.

The Mayor and/or the Town Administrator will be available to answer any questions regarding this item.

<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ TBD <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



# TOWN OF BLADENSBURG

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Town Administrator Search Proposal

February 2, 2026

Prepared By :

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**David Deutsch**

Executive Recruiter

Mercer Group Associates



Pines Management LLC

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Message from David Deutsch, Senior Associate of Mercer Group Associates.



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A concise summary of Mercer Senior Associate’s qualifications and expertise in Executive Recruitment.



## **Professional History**

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A concise list of David Deutsch’s professional history.



## **References**

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Section VI covers Mercer’s commitments and guarantees.



## **Timeline Commitments**

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Section VII contains a timeline commitment for the search and interview process.



## **Service Agreement**

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Section VIII contains the Service Agreement Contract.



# MERCER GROUP ASSOCIATES

15 Cambridge Place, Ocean Pines, MD. 21811  
(301)343-6033

davidddeutsch610@gmail.com  
mercergroupassociates.com



Pines Management LLC

February 2, 2026

Mayor Takisha James  
Town of Bladensburg  
Bladensburg, MD 20710

Dear Mayor James:

Thank you for inviting Pines Management LLC dba Mercer Group Associates to submit a proposal to assist the Town of Bladensburg with its search for a Town Administrator. We will partner with you and the Town Council to recruit a candidate that has the necessary experience to be successful as your next Town Administrator.

Mercer Group Associates has extensive experience conducting executive level searches for local governments, authorities, and various governing boards across the country. We are an association of professional consultants with extensive local government backgrounds that provides executive search and management services nationwide. Most of our associates began their consultant careers working with The Mercer Group, Inc. founded by Mr. Jim Mercer in Georgia in 1980. Due to Mercer's death in 2021, the firm restructured itself into the Mercer Group Associates consortium model. Pines Management LLC is a member of the consortium and was incorporated in the State of Maryland to conduct executive searches nationwide. We will be supported by the full Mercer Group consortium of consultants which has assisted communities nationwide with over 2,000 executive level searches. This networking and national experience is an important asset for attracting and encouraging highly qualified candidates to consider the Town of Bladensburg's Town Administrator.

I will be the Project Manager for your search and your primary contact. Another one of our Associates, Jeff Hale, will assist with the project. We will interact with you throughout the search process and we are available to be on-site two times during the search process. If additional visits are necessary, they can be easily arranged.

Mercer Group Associates is committed to developing a diverse candidate pool. Part of our



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approach is the placement of job announcements in various professional associations that focus on minority candidates. We have been successful in placing minority and women candidates in several of our searches.

The proposed Professional Services Agreement and Scope of Services for your search is included as Attachment "A". We look forward to working with the Town of Bladensburg on this important project. If you have any questions concerning our proposal, please call me at 301.343.6033 or email me at [davidddeutsch610@gmail.com](mailto:davidddeutsch610@gmail.com).

Sincerely yours,

Mercer Group Associates

A handwritten signature in blue ink that reads 'David Deutsch'.

**David Deutsch**

**Senior Associate**

# Meet the Recruiter



## **David J. Deutsch** **Senior Associate** Mercer Group Associates Ocean Pines , Maryland

David Deutsch specializes in Executive Search for the Mercer Group and will serve as the Project Consultant for this search. Mr. Deutsch is a career city manager with over 45 years of experience. He was Chief Administrative Officer of full-service communities in Maryland and Pennsylvania.

David Deutsch will serve as Project Manager for this Project. Mr. Deutsch is a career city manager with over 45 years of experience. He was Chief Administrative Officer of full-service communities in Maryland and Pennsylvania. His major emphasis has been on financial management, public safety, human resources/labor relations, economic development, public works including utility management, environmental/sustainability issues, and organizational improvement. He is a past president of the Association for Pennsylvania Municipal Management Association (APMM).

Mr. Deutsch has been active in the Municipal Leagues in Maryland and Pennsylvania, including testifying before State Legislatures, and serving on the Legislative Committee of the Maryland Municipal League. He served on the Board of Trustees of the International City Management Association Retirement Corporation (ICMA-RC). He chaired the Board of Trustees for more than half of his 11-year tenure with the Local Government Insurance Trust in Maryland, a consortium providing insurance and risk management services to 170 jurisdictions.

Mr. Deutsch holds a Master's in Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University, along with a B.A. in Political Science from the State University of New York at Stony Brook. He was City Manager in Bowie, Maryland for 23 years, and Township Manager for 13 years in Springettsbury Township, Pennsylvania.

# Meet Our Associates



**Jeff Hale** is an Associate with Mercer Group Associates specializing in recruitment, facilitation, compensation studies and employee handbook development. Jeff has a Master’s Degree in American Government and Public Law from the University of Georgia (UGA), and a Bachelor’s Degree (cum laude) in Political Science from Knox College in Galesburg, IL. Since 2009, he has continuously maintained

either the PHR certification or as current, the SHRM-CP certification from the Society for Human Resource Management. Jeff is also a Certified Human Resources Manager through UGA’s Carl Vinson Institute of Government. Jeff works towards pragmatic HR solutions with high integrity. He continually seeks to appropriately balance legal rights and interests, and is well-versed in balancing the various ethical, financial, and risk factors in crafting effective and defensible solutions. Jeff’s passion is in preserving equal opportunity and great work environments in his role as a public servant, and servant leader. Jeff gives of his time by speaking to MPA classes and through community service.

Jeff Hale has over 20 years of combined Government and Human Resources Experience. He has 16 years of local government resources experience with the last seven at the Director level with the Unified Government of Athens-Clarke County (ACCGov). ACCGov is a consolidated city-county government with approximately 1,700 employees and 900 retirees. As HR Director with over 25 full-time professional staff, Jeff has been responsible for government-wide compensation and payroll; self-insured benefits and wellness; employment and employee relations; and the risk management functions. He has served as plan administrator for ACCGov’s defined benefit and defined compensation plans and as voting member of those boards. Jeff has directed major initiatives in compensation and classification, recruitment and retention, risk management, and defined benefit/defined contribution retirement benefits. Jeff also has over 15 years of experience resolving complex, high liability employee relations matters and leading administrative investigations. Jeff’s prior employment includes six years of experience as an educator in public schools, regulatory and human resources consulting in the telemarketing industry, and systems integration work. Jeff brings significant and recent experience, understanding, and insight to the fast changing and growing challenges of local government human resources.

# PROFESSIONAL HISTORY

## DAVID DEUTSCH OF MERCER GROUP ASSOCIATES

### Full Time City Management

City Manager	Bowie, MD.	May 1993 - June 2016
Township Manager	Springettsbury Township, PA.	Jan 1980 - May 1993
Assistant to Town Manager	Windsor, CT.	Sept 1974 - Jan 1980

### Part Time City Management

Town Administrator	University Park, MD.	April 2020 - December 2022
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### Interim Management

Westminster, MD.	August 2016 - January 2017
Sykesville, MD.	August 2017 - February 2018
Cheverly, MD.	November 2018 - August 2019
Pocomoke City, MD.	September 2019 - December 2019
Westminster, MD.	May 2021 - September 2021
Cambridge, MD	September 2021 - April 2022
Cambridge, MD.	April 2024 - September 2024

### Executive Search

Westminster, MD.	City Administrator	2016
Bowie, MD.	City Manager	2016
Berwyn Heights, MD.	Town Manager	2017
MML	Director of Conferences and Publications	2018
Mount Rainier, MD.	Chief of Police	2018
Cheverly, MD.	Town Administrator	2019
Cheverly, MD.	Chief of Police	2019
Taneytown, MD.	City Manager	2019
Poolesville, MD.	Town Manager	2019
Berwyn Heights, MD.	Town Manager	2020
Dover, MD.	City Manager	2020
Cumberland, MD.	City Administrator	2021
Clinton, NC.	Chief of Police	2021
Cambridge, MD.	City Manager	2021
Garrett Park, MD.	Town Manager	2022
LGIT	Executive Director	2022
Berwyn Heights, MD.	Interim Town Manager	2022
Bladensburg, MD.	Town Manager	2023
University Park, MD.	Interim Town Administrator	2023

# PROFESSIONAL HISTORY

## DAVID DEUTSCH OF MERCER GROUP ASSOCIATES

### Executive Search

Berwyn Heights, MD.	Town Manager	2023
Alexandria, VA.	Director of Transportation/ Enviro Services	2023
College Park, MD.	City Attorney	2023
Cambridge, MD.	Finance Director	2024
CSDSIP, CO.	Executive Director	2024
Cambridge, MD.	Planning Director	2024
Cambridge, MD.	City Manager	2024
Forest Heights, MD.	Town Administrator	2024
St. Michaels, MD.	Town Administrator	2025
Boca Raton, FL.	City Manager	2025
Roxbury, NJ.	Town Administrator	2025
Upper Darby, PA.	CFO	2026

# REFERENCES

## DAVID DEUTSCH OF MERCER GROUP ASSOCIATES

### **Mayor Shawn Potillo**

Township of Roxbury, NJ  
potillos@roxburynj.us  
201.230.6672

### **Former Mayor Stephen Rideout**

City of Cambridge, MD  
swrideout@aol.com  
703.655.6149

### **Mr. Chris Brittain-Powell**

Councilmember  
Town of Berwyn Heights, MD  
[cbrittainpowell@berwynheightsmd.gov](mailto:cbrittainpowell@berwynheightsmd.gov)  
240.786.2578

### **Mayor Ray Morriss**

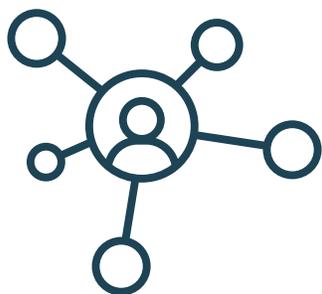
City of Cumberland, MD  
[Ray.morriss@cumberland.gov](mailto:Ray.morriss@cumberland.gov)  
240.580.0919

# Scope of Services Work Plan



## Position Analysis

Mercer will conduct individual interviews with the Mayor and Elected Officials to determine the goals, future plans, major local issues, desirable qualities of the new Town Administrator, expected leadership style, minimum training and experience required. Based on those interviews/meetings and review of the job description adopted by the Town, Mercer will prepare a draft position profile in the form of a recruitment brochure designed to attract highly qualified applicants. The profile will include information about the Town, services provided, key issues to be addressed, position duties and responsibilities, minimum qualifications, and selection criteria. The final profile will be approved by the Town in order to arrive at a general agreement regarding the specifications for the position. The completed recruitment brochure will be used primarily in an electronic format attached to all national, regional, and state announcements concerning the Town Administrator.



## Recruitment Process

The Town Administrator search will be a national search but will demonstrate sensitivity to candidates that have local and regional qualifications. Mercer will work with the Town to determine which advertising options are most likely to produce quality applicants for the position. These ads will be primarily electronic postings on national and state websites related to professional journals, professional newsletters, and job websites typically viewed by local government management professionals. These outreach efforts will include postings specifically focused on creating a diverse candidate pool for the Town's consideration. Mercer will also make direct contact with persons in local government management positions listed in Mercer's database. This 600+ database includes potential candidates who are currently serving as Managers and other local government administrative professionals. Mercer will also rely heavily on our personal contacts with local government management professionals we have developed relationships with during recent searches who may meet the Town's requirements. The formal recruitment process will be not less than 30 days to ensure a large number of qualified candidates are aware of the opportunity and have adequate time to apply.



## Resume Review

All resumes/applicants will be received directly by Mercer. Mercer will review and analyze each applicant’s background and experience against the approved position profile criteria. Applicants not meeting the minimum requirements will be placed in “hold” status and will not continue to be actively considered. Mercer will acknowledge all resumes received and keep candidates informed of their status as the process evolves.



## Candidate Screening

An initial screening of the most promising candidates will be conducted by Mercer through telephone/video interviews and preliminary reference checks to assess educational background, technical knowledge, experience level, management style, and personality traits. Once the initial screening is completed, Mercer will select a short list of candidates that appear to be the most qualified and most closely match the position profile criteria. A summary of those candidates’ resumes and background information, gathered by Mercer to date, will be shared with the Towns to determine if the candidates meet expectations and therefore should be evaluated further by Mercer. The Town will be asked to select 4-5 semi-finalists for extensive background checks by Mercer and ultimately to be interviewed assuming they successfully complete the Mercer background checks.



## Background Check

Mercer will conduct a more intensive background check of candidates identified as qualified (i.e., semi-finalists) by the Town to verify the accuracy of information related to academic credentials, past employment, financial stability, criminal history and driving record. Additional references will be contacted to better assess each candidate’s work experiences and a social media/internet review will be conducted to ensure no candidate background “surprises” surface later. The results of the background checks, reference checks, and social media search along with all resumes and other application materials gathered by Mercer will be shared with the Town in written report format prior to interviews being conducted so that interviewers can prepare for interviewing the recommended Town Administrator.



## **Interview Process**

Mercer, working with the Town, will arrange interview times with the 4-5 semi-finalists in accordance with an interview process approved by the Town. Mercer will also provide recommended questions to be used in the interview process to produce consistency of information received from each candidate and to ensure appropriateness of questions asked. Mercer will act as a facilitators for the interviews and will participate in the interview process at any level, as directed by the Town. Guidelines and suggestions for conducting a successful interview will be discussed with all interviewers before the interview process begins. Mercer will provide observations and insights about each candidate after the interviews.

# COMMITMENTS AND GUARANTEES



## CONFIDENTIALITY

Mercer will professionally handle all media inquiries. Unless otherwise directed, it is our standard practice to advise all media that we are working on behalf of the Town and that public statements should come directly from the Town. We will maintain confidentiality of candidate information and recommend that the Town do the same to the degree possible under Maryland law. Mercer will suggest actions and timelines for actions by the Town that we believe will ensure that the Town always remains in compliance with Maryland’s Open Meeting Laws; however, all final decisions of compliance rest with the Town as advised by the Town’s Attorney. Mercer will notify all unsuccessful candidates who were interviewed.



## TIMELY UPDATES

Mercer will provide the Town with timely status reports of the progress of the search. These email updates will include status of the recruitment efforts, steps being taken to meet the Town’s timeline, and a summary of expenses incurred to date. Mercer will coordinate needed support from the Town for such items as arranging interviews, providing public documents such as benefits information, gathering information needed for the recruitment brochure and processing Mercer invoices for payment of services rendered.



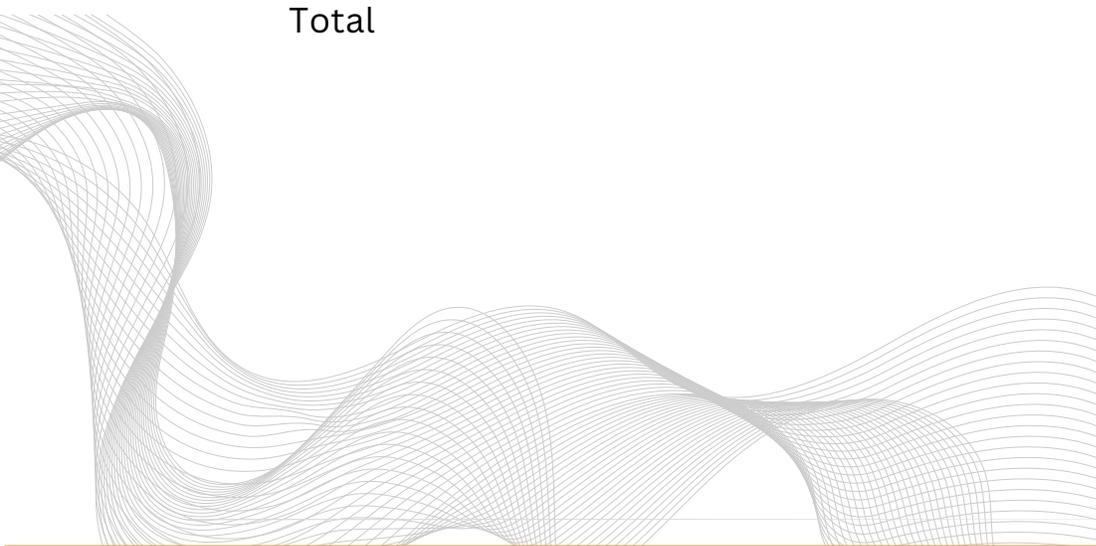
## COMMITMENTS

Mercer will not recruit candidates from the Town for two years after completion of the search assignment without full agreement of the Town. We will never recruit a candidate we placed with the Town as long as he/she is employed by the Town without full agreement of the Town. If the candidate we placed leaves for any reason (including termination) during the 12 month period following the date of placement, Mercer will conduct another candidate search and charge the Town for out-of-pocket expenses only required to make the new placement.

## TIMELINE COMMITMENT

Mercer will focus its resources and efforts with the goal of having a Town Administrator selected within 90 days after receiving notice to proceed. Upon receipt of Notice to Proceed from the Town, Mercer will develop a final project schedule that will identify specific dates to complete the search within the 90-day schedule. The project calendar will remain flexible throughout the search process to meet the needs of the Town and to reduce the number of days needed to complete the process if possible. Upon approval of this proposal, Mercer is prepared to negotiate a specific start date that meets the needs of the Town and considers other Mercer commitments already in place.

1. Position Analysis/Interview Stakeholders	17 Days
2. Recruitment Process	28 Days
3. Resume Review/Candidate Screening	21 Days
4. Candidate Background Checks	18 Days
5. Interview/Selection Process	2 Days
6. Follow-up/Negotiate Employment Contract	3 Days
Total	89 Days



**Attachment "A"**

**PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT, made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **PINES MANAGEMENT LLC dba MERCER GROUP ASSOCIATES** and the **TOWN OF BLADENSBURG**, a local government corporation in the State of Maryland.

**WITNESSETH:**

WHEREAS, the Town of Bladensburg (hereinafter referred to as "Town") has made a request for a final proposal from Pines Management LLC dba Mercer Group Associates (hereinafter referred to as "Mercer") to assist the Town in conducting a search for a Town Administrator (hereinafter referred to as "Administrator"); and WHEREAS, the Town selected Mercer's proposal as the proposal that best meets its needs and the Town's desire to hire Mercer to perform the search; and WHEREAS, Mercer desires to provide professional assistance to the Town as it undertakes its responsibility of hiring a Administrator.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and Town hereby agree as follows:

1. Mercer agrees to work with Town to conduct an effective search process for filling the position of Administrator in accordance with the Scope of Services attached and made a part of this agreement.
2. The Town agrees to compensate Mercer for its services with a **base fee of \$20,400** (twenty thousand and four hundred dollars). Town also agrees to reimburse Mercer for direct expenses incurred such as advertising, third-party background checks, consultant travel/lodging, report preparation and other reasonable incidentals. Cost for direct expenses will not exceed \$5,500 (five thousand and five hundred dollars) without written approval of the Town. The cost for final candidates to travel for interviews or other reasons required by the Council is not included in this agreement. Those costs may be paid by Town directly to the candidates on a reimbursement basis and are difficult to estimate because they are dependent upon the number of candidates that Town selects to interview, and the distance candidates must travel for the interviews.

Town agrees to pay one-third of the base fee (\$6,800) at the time notice to proceed is given to Mercer; one-third (\$6,800) when applications are closed and Mercer provides a spreadsheet containing applicants' data; and the final one-third (\$6,800) when interview packages of the semi-finalists recommended by Mercer and approved by the Town are delivered to the Town and interview dates are established by Mercer in coordination with Town. All payments for agreed upon services shall be due and payable upon the submittal of an invoice by Mercer describing services completed.

3. Town and Mercer both agree that this Agreement shall be governed by the laws of the State of Maryland.
4. Town and Mercer agree that Mercer Group Associates is an independent contractor to the Town and Mercer acknowledge that it will not be the recipient of any benefits granted to employees by the Town.
5. Mercer confirms that the firm is an equal opportunity employer and assures equal opportunity based on ability and fitness for all employees, contractors, and applicants regardless of race, color, religion, sex or sexual orientation, age, marital or veteran's status, national origin, or the presence of any sensory, mental, or physical disability. Our equal employment policy is disseminated to all applicants, employees, and contractors. The intent of this policy applies to internal operations, recruitment, and consulting activities conducted by the firm.
6. Town and Mercer both agree that in the event any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of the receipt of such notice.
7. Town and Mercer both agree that any amendments to this Agreement shall be made in writing and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this agreement.
8. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this agreement, the Town shall only be obligated to pay Mercer for those services rendered as of the date of termination.

9. Mercer agrees to defend, indemnify and hold harmless Town from and against any and all claims, losses, liabilities or expenses which may arise due to Mercer's negligent performance of the services to be provided by this Agreement or Mercer's breach of its responsibilities under this Agreement.

**Pines Management LLC dba Mercer Group Associates**



**David Deutsch  
Senior Associate**

**Town of Bladensburg**

BY: \_\_\_\_\_

**Mayor Takisha James  
Town of Bladensburg**



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: RESOLUTION 08-2026 | A resolution of the Mayor and Council of the Town of Bladensburg authorizing the town administrator to execute a contract revision with MissionSquare retirement to amend the town’s 457 deferred compensation plan and provide enhanced distribution options for plan participants**

RESOLUTION 08-2026 | A resolution of the Mayor and Council of the Town of Bladensburg authorizing the town administrator to execute a contract revision with MissionSquare retirement to amend the town’s 457 deferred compensation plan and provide enhanced distribution options for plan participants

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Resolution 08-2026 MissionSquare Documents
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**Recommended Action:**  
Staff recommends the approval of Resolution 08-2026, which authorizes the Town Administrator to execute the changes to the plan documents

**Background |** The Town of Bladensburg offers a **457(b) Deferred Compensation Plan** administered by MissionSquare Retirement as a voluntary, employee-funded supplemental retirement option for eligible employees. The plan supplements the Maryland State pension system and does not require employer contributions.

Recent changes in federal law and IRS guidance allow governmental 457(b) plans to offer expanded distribution and withdrawal options that provide participants with greater flexibility in addressing financial needs while maintaining the plan’s tax-qualified status.

**Purpose |** The purpose of this resolution is to authorize the Town Administrator to execute a contract revision with MissionSquare Retirement to amend the Town’s 457 Plan to incorporate additional, federally permitted distribution options that enhance the program for plan participants.

### Proposed Action

Adoption of the resolution will authorize amendments to the 457 Plan to allow, where applicable and permitted by law, the following features:

- Age 60–63 catch-up contributions
- In-service distributions beginning at age 59½
- Qualified federally declared disaster relief distributions
- Emergency expense withdrawals of up to \$1,000
- Employee self-certification for emergency expense and hardship withdrawals
- Penalty-free withdrawals related to qualifying domestic abuse circumstances
- Qualified birth or adoption distributions
- Other distributions permitted under applicable federal law

**Fiscal Impact |** There is **no fiscal impact** to the Town. The 457 Plan is 100 percent voluntary and employee-funded, and the proposed amendments do not require any additional employer contributions.

**Recommendation |** Staff recommends adoption of the resolution authorizing the Town Administrator to execute the contract revision with MissionSquare Retirement to modernize and enhance the Town’s 457 Deferred Compensation Plan.

If you have any questions regarding this matter, the Town Administrator is available to answer them.

<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



**Town of Bladensburg, Maryland**

**RESOLUTION NO. 08-2026**

**Date Introduced:** February 9, 2026

**Date Adopted:** February 9, 2026

**Date Effective:** February 9, 2026

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE A CONTRACT REVISION WITH MISSIONSQUARE RETIREMENT TO AMEND THE TOWN’S 457 DEFERRED COMPENSATION PLAN AND PROVIDE ENHANCED DISTRIBUTION OPTIONS FOR PLAN PARTICIPANTS**

**WHEREAS**, the Town of Bladensburg (the “Town”) offers a **457(b) Deferred Compensation Plan** administered by MissionSquare Retirement as a voluntary, employee-funded supplemental retirement benefit for eligible Town employees; and

**WHEREAS**, participation in the Town’s 457 Plan is **entirely voluntary**, funded solely by employee contributions, and is intended to supplement the Maryland State pension system, which is funded by both the Town and its employees; and

**WHEREAS**, recent changes in federal law and Internal Revenue Service guidance permit governmental 457(b) plans to offer expanded in-service and hardship distribution options intended to provide employees with greater financial flexibility while maintaining the tax-qualified status of the plan; and

**WHEREAS**, the Mayor and Council desire to modernize and enhance the Town’s 457 Plan by adopting plan amendments that align with current federal law and best practices for public-sector deferred compensation plans; and

**WHEREAS**, the proposed amendments would allow eligible participants access to additional distribution options, including but not limited to:

- Age 60–63 catch-up contributions;
- In-service distributions beginning at age 59½;
- Qualified federally declared disaster relief distributions;
- Emergency expense withdrawals of up to \$1,000;
- Employee self-certification for emergency expense withdrawals;
- Employee self-certified hardship withdrawals;
- Penalty-free withdrawals related to qualifying domestic abuse circumstances;

- Qualified birth or adoption distributions; and
- Other related distributions permitted under applicable federal law; and

**WHEREAS**, these plan enhancements are intended to strengthen the overall value of the 457 Plan for participants, improve employee financial wellness, and maintain the Town’s competitiveness as an employer, without creating additional financial obligations for the Town; and

*WHEREAS*, MissionSquare Retirement has prepared or will prepare the necessary contract revisions and plan amendment documents to implement these changes in compliance with federal and state law.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG, MARYLAND**, that:

1. The Town Administrator is hereby **authorized and directed** to enter into and execute a contract revision and any related documents with MissionSquare Retirement necessary to amend the Town’s 457 Deferred Compensation Plan to incorporate the enhanced distribution and withdrawal provisions described herein.
2. The Town Administrator is further authorized to take any and all administrative actions necessary to implement these plan amendments, provided that such actions remain consistent with applicable federal and state law.
3. These amendments shall not alter the voluntary nature of the 457 Plan, nor shall they require any additional employer contribution by the Town.
4. This Resolution shall take effect immediately upon adoption.

**BE IT FURTHER RESOLVED** that the Town Administrator and staff are hereby authorized to implement and enforce this fee schedule and to make any necessary administrative updates to ensure consistency with Town policies and applicable laws.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this 9th Day of February 2026 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Michelle Bailey Hedgepeth, Acting Clerk  
Town Administrator

\_\_\_\_\_  
Takisha D. James, Mayor



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title:</b> RESOLUTION 09-2026   A resolution of the mayor and council of the town of Bladensburg supporting an application to the FY 2027 Maryland Heritage Areas program for the Bostwick House outdoor activation and site planning grant	
<b>A resolution of the mayor and council of the town of Bladensburg supporting an application to the FY 2027 Maryland Heritage Areas program for the Bostwick House outdoor activation and site planning grant</b>	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Resolution 09-2025
<b>Recommended Action:</b>	
Approval of the resolution of support to apply for grant funds and approval for the Town Administrator to work with Aman Memorial Trust for funding for Bostwick House	
<p><b>Purpose:</b> The Town of Bladensburg seeks Council support to apply for the FY 2027 Maryland Heritage Areas program for the Bostwick House outdoor activation and site planning grant. This funding will enable the Town to advance projects at Bostwick House that will enhance Historical Tourism and the use of the site.</p> <p><b>Grant Application Details:</b></p> <ul style="list-style-type: none"> <li><b>Deadline:</b> March 13, 2026</li> <li><b>Partners:</b> The Town will collaborate with Aman Memorial Trust to prepare and submit the application and implement the proposed projects.</li> <li><b>Proposed Use of Funds:</b> The grant will support planning, designing, and projects related to the activation of Bostwick House</li> </ul> <p><b>Recommendation:</b> Staff recommends the Town Council adopt a resolution supporting the submission of the FY 2027 Maryland Heritage Areas program application. This endorsement will demonstrate the Town’s commitment to the future of Bostwick House</p> <p>The Town Administrator can answer any questions related to the project.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Budgeted Amount:</b> \$ Match \$25,000 <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



## Town of Bladensburg, Maryland

### RESOLUTION NO. 09-2026

Date Introduced: February 9, 2026

Date Adopted: February 9, 2026

Date Effective: February 9, 2026

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG SUPPORTING AN APPLICATION TO THE FY 2027 MARYLAND HERITAGE AREAS PROGRAM FOR THE BOSTWICK HOUSE OUTDOOR ACTIVATION AND SITE PLANNING GRANT**

WHEREAS, the Town of Bladensburg is located within the Anacostia Heritage Area and is committed to preserving, interpreting, and activating its historic and cultural resources; and

WHEREAS, Bostwick House is a historically significant property within the Town of Bladensburg that has remained largely underutilized and presents an opportunity for expanded public access, heritage interpretation, and community programming; and

WHEREAS, the Town of Bladensburg seeks to apply to the **FY 2027 Maryland Heritage Areas Program (MHAP)** for an **Outdoor Activation and Site Planning Grant** to support planning and activation efforts at the Bostwick House site; and

WHEREAS, the proposed project will further the development of a site plan and activity framework for Bostwick House, including outdoor activation strategies that introduce the site to the public through heritage-based programming and special events; and

WHEREAS, the project will be supported by the **Aman Memorial Trust**, which has agreed to partner with the Town in advancing planning and activation efforts for the Bostwick House property; and

WHEREAS, the Town submitted a **Letter of Intent to Apply** for this grant on **February 2, 2026**, requesting **\$25,000 in MHAP grant funds with a \$25,000 matching contribution**; and

WHEREAS, submission of this Resolution is required as part of the MHAP application package to demonstrate formal support and authorization by the Mayor and Council of the Town of Bladensburg.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG, MARYLAND, that:**

- 1. The Mayor and Council hereby **support and endorse** the Town’s application to the FY 2027 Maryland Heritage Areas Program for the Bostwick House Outdoor Activation and Site Planning Grant.
- 2. The Town Administrator is hereby **authorized and directed** to submit the grant application and any related documents required by the Maryland Heritage Areas Program.
- 3. The Mayor and Council affirm the Town’s intent to provide the required **\$25,000 matching contribution**, subject to grant award and final project scope.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this 9th Day of February 2026 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Michelle Bailey Hedgepeth, Acting Clerk  
Town Administrator

\_\_\_\_\_  
Takisha D. James, Mayor



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title:** Resolution 10-2026 | A Resolution of Support for the Town of Bladensburg’s Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program

**A Resolution of Support for the Town of Bladensburg’s Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program.**

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Resolution 16-2025
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**Recommended Action:**

Approval of the resolution of support to apply for grant funds and approval for the Town Administrator to work with EcoSite and Low Impact Design

**Overview:** The Green Streets, Green Jobs, Green Towns (G3) Grant Program is a regional initiative aimed at supporting the planning, design, and implementation of green infrastructure projects. This program focuses on creating green streets, enhancing urban tree canopies, and promoting community greening projects. Additionally, it funds the development of white papers and tools addressing green infrastructure topics to support sustainability in urban and suburban communities.

**Purpose:** The Town of Bladensburg seeks Council support to apply for the G3 Grant Program. This funding will enable the Town to advance projects that enhance environmental sustainability, improve stormwater management, and increase the overall livability of the community.

**Grant Application Details:**

- **Deadline:** March 13, 2026
- **Partners:** The Town will collaborate with EcoSite and Low Impact Design to prepare and submit the application and implement the proposed projects.
- **Proposed Use of Funds:** The grant will support planning, designing, and implementing green infrastructure projects, such as:
  - Greening streets to reduce stormwater runoff.
  - Creating community greening spaces to enhance public areas.

**Benefits to the Town:**

- Improved environmental quality and reduced stormwater pollution.
- Enhanced aesthetic and recreational value of public spaces.
- Support for economic opportunities through green jobs.
- Strengthened community resilience against climate impacts.

**Recommendation:**

Staff recommends the Town Council adopt a resolution supporting the submission of the G3 Grant

Program application. This endorsement will demonstrate the Town’s commitment to sustainability and improve its chances of securing funding.

**Action Required:**

- Review and discuss the proposed resolution.
- Approve the resolution authorizing the Town Administrator to collaborate with EcoSite and Low Impact Design to prepare and submit the application by the March 13, 2026, deadline.

**Attachments:**

- Resolution 10-2026

<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ TBD <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



**Town of Bladensburg, Maryland**  
**RESOLUTION NO. 10 - 2026**

**Date Introduced: February 9, 2026**

**Date Adopted: February 9, 2026**

**Date Effective: February 9, 2026**

**Resolution of Support for the Town of Bladensburg’s Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program**

**WHEREAS**, the Green Streets, Green Jobs, Green Towns (G3) Grant Program is designed to support the planning, design, and implementation of green streets, community greening projects, and urban tree canopy initiatives that enhance livability in cities and communities; and

**WHEREAS**, the G3 Program also promotes the development of white papers and tools addressing green infrastructure topics to provide resources for sustainable practices; and

**WHEREAS**, the Town of Bladensburg is committed to advancing environmental sustainability, improving community livability, and promoting green infrastructure solutions that benefit its residents and the broader region; and

**WHEREAS**, the Town of Bladensburg plans to partner with EcoSite and Low Impact Design to prepare and submit a competitive application to the G3 Grant Program for planning, designing, and implementing green infrastructure projects within the Town; and

**WHEREAS**, the Town acknowledges the application deadline of March 13, 2026, and recognizes the importance of securing funding to support these vital environmental initiatives;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Bladensburg, Maryland, that:

1. The Town Council fully supports the submission of an application to the Green Streets, Green Jobs, and Green Towns Grant Program to advance green infrastructure projects in the community.
2. The Town Administrator and staff are authorized to work collaboratively with EcoSite and Low Impact Design in developing and submitting the grant application.

3. Upon award of the grant, the Town of Bladensburg is committed to implementing the proposed projects in accordance with the program's guidelines and requirements, ensuring transparency and accountability throughout the process.

**BE IT FURTHER RESOLVED** that the Town Council recognizes the importance of this opportunity to promote environmental stewardship and enhance the quality of life for its residents.

**SIGNED** this 9th day of February 2026.

Attest:

\_\_\_\_\_  
Michelle Bailey Hedgepeth  
Acting Town Clerk

\_\_\_\_\_  
Takisha D. James, Mayor



## Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: Budget Ordinance 13 – 2026** | Approval and authorization for the Administrator to purchase a Snow Removal equipment to come from Highway User Funds proceeds in an amount not to exceed \$127,201.60 from Rippeon Equipment.

**Budget Ordinance 13 - 2026:** Approval and authorization for the Administrator to purchase a Snow Removal equipment to come from Highway User Funds proceeds in an amount not to exceed \$127,201.60 from Rippeon Equipment.

<b>Work Session Item</b> [ X ] <b>Council Meeting Item</b> [ X ]	<b>Documentation Attached:</b> Quotation(s)
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**Recommended Action:**  
Council Approval is required for the town administrator to make this purchase using Highway User Funds.

**Item Summary:** This equipment will enable the clearing of streets and sidewalks during winter storms, the removal of debris, and the handling of other complex issues. This will increase the Town's ability to address and perform effectively in the aftermath of adverse weather events.

In evaluating this purchase, the town contacted the following vendors for pricing on the unit:

Company	Product/ Shipping	Total Price
Rippeon Equipment	Kobata R640R43	\$89,623.60
More Farm Stores	Kobata R640R43.	\$98,999.00
Crystal Tractor	Kobata R640R43	\$115,781.00

Company	Product/ Shipping	Total Price
Rippeon Equipment	Kobata SLC1000	\$37,578.00
More Farm Stores	Kobata SLC1000	\$37,999.00
ACME	Kobata SLC1000	\$42,717.00

**Recommended Vendor:** Rippeon Equipment

Staff will be available to answer any questions about this matter.

<b>Budgeted Item:</b> Yes [ ] No [ X ] <b>Budgeted Amount:</b> \$ 127201.60 <b>One-Time Cost:</b> Yes <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>









Back

2025 Kubota Wheel Loaders R640

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INFO PHOTOS SPECIFICATIONS

## 2024 Kubota R Series R640

When the going gets tough, it's the Kubota R640 that gets tougher. Renowned durability, a robust 64.4 horsepower and commitment to operator comfort ensure that when you're behind the wheel of the R640, you're working at peak performance.

**Features may include:**

**NEW FEATURES**

- High Visibility Cab - enlarged front glass, full size right side window
- LED Working Lights - moved from Halogen to LED lights; LED lights now standard
- NEW Delta Shaped Loader Arms - Improves visibility when attaching to an implement or attachment; Also, improves strength and rigidity of the loader arms
- More Spacious Cab - moved switch console from the steering column to the right side of the cab - enhancing leg and foot space in the cab
- Reconfigured Console & Switch Layout - switch console now on the right side of the cab; everything needed to operate and run the wheel loader is now located on the right hand side and is a fingertip away

**SERVICEABILITY**

Machine features a large rear hood for easy engine access. The engine bonnet at the rear opens wide, providing quick and easy access to the machine's main service areas.

**COMFORT**

- Multifunction control lever to help optimize speed
- ISO mounted cab to reduce noise and increase productivity
- Full suspension seat
- Inching pedal is an option to increase efficiency during loading operations
- Tilt wheel that accommodates drivers of all sizes comfortably

**KUBOTA ENGINE WITH AUTOMATIC REGENERATION**

The Common Rail System electronically controls the fuel injection timing and amount in stages, rather than all at once, for optimal combustion. The results are great efficiency, better fuel economy and less engine noise. Its combination with the Exhaust Gas Recirculation (EGR) and Diesel Particulate Filter (DPF) Muffler reduces emissions to make the R530 Tier 4 Final compliant.

Kubota's original automatic regeneration system automatically burns accumulated particulate matter (soot) in the DPF muffler to keep it clean. For operational reasons, regeneration can be turned off and manually accomplished at a more appropriate time.

**AUX SERVICE PORTS**

Conveniently located on the rear of the attachment quick coupler flat face, no drip couplers provide easy access to power your hydraulic attachments. Auxiliary ports are plumbed separately from hydraulic quick coupler plumbing.

**HYBRID LINK DESIGN**

The well balanced cylinder position of the Kubota Z link system combines the advantages of both Z link and parallel link systems. You get strong bucket force when excavating and grading, and a lift path almost parallel to the ground for superior reach and lifting.

**ARTICULATING AND OSCILLATING FRAME**

Our wheel loaders are most often operated in heavy terrain, so we include features for top performance in these conditions. Articulation allows the rear tires to follow the same track path as the front tires for greater maneuverability and control of the loader. Rear frame oscillation is intentionally chosen over rear axle oscillation for superior workability in uneven ground conditions.

Retail Price	\$115,781.00
Location	Tallahassee
Condition	New
Availability	<b>Brochure</b>
Year	2025
Make	Kubota
Model	Wheel Loaders R640
Engine	V2607
Transmission	Hydrostatic transmission
Fuel Type	Diesel
Height	Hinge Pin Height: 10ft 8in   Dump Height at Fully Raised Position: 8ft 3in
Kubota Trim	Cab

◀ Back

2025 Kubota Stand-On Compact Loader SCL1000

Selling Price -Click for a Quote



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INFO	PHOTOS	SPECIFICATIONS
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### 2025 Kubota Stand-On Compact Loader SCL1000

The SCL1000, compact in size, packed with performance and features. The SCL1000 features a wide 9.8-inch track that comes standard on the narrow, 36-inch machine. Boasting a powerful 23.7 horsepower turbo-charged Kubota diesel engine, this machine is able to handle all of those tough tasks and materials. Precision engineered with cushioned loader boom cylinders and an adjustable platform suspension system, this machine is determined to increase operator comfort for maximum productivity.

**Features may include:**

**POWER & PERFORMANCE**

- 23.7 HP Turbo-charged Kubota engine provides quiet operation, high altitude performance and requires no DPF.
- Hydraulic pump directly connected to the engine reduces maintenance.
- Vertical lift loader arms reach higher and further than the competition with a hinge pin height of 84.7" and a reach of 26" (at 45° dump angle).
- 1000 lbs. ROC combined with 15 gpm auxiliary hydraulic flow make for a powerful and productive compact utility loader.
- Works in zero clearance yards with low impact wide track design (4.0 psi) minimizing damage to grass or landscaping.
- 4.9 mph Best in class travel speed

**COMFORT & CONVENIENCE**

- Cushioned loader boom cylinders and adjustable platform suspension increase operator comfort for maximum productivity.
- 4.3" Color LCD monitor
- Keyless start with passcode protection
- 12 Volt charging port

**OPERATOR CONTROLS**

- The patent pending T-drive handle provides intuitive and ergonomic steering.
- Hydraulic pilot-operated loader and drive control valves offer precise and responsive control of the machine.
- Right hand joystick controls loader arm and bucket movement.
- Auxiliary hydraulics are easily operated without removing your hand from the loader joystick.
- Continuous flow in either direction is as simple as pushing a button.

**DURABILITY**

- Auxiliary hydraulic lines are routed inside the loader arm for optimal protection. Case drain is standard. Auxiliary hydraulic couplers are pressure release type.
- Attachment hose guide is standard.
- Welded track frame has angled top for debris shedding and the dual flange front idler provides better stability and weight distribution.

**SERVICE**

- Easy to access centralized filters and everyday maintenance items.
- Dash indicator light alerts when the air filter needs cleaned, and service information is readily available at the touch of a button.
- Maintenance time is reduced with permanently sealed and lubricated track rollers, and the grease type track tension system.

Location	Lecanto
Condition	New
Availability	<a href="#">Brochure</a>
Year	2025
Make	Kubota
Model	Stand-On Compact Loader SCL1000
Engine	4 cycle, turbo
Fuel Type	diesel

FAST SHIPPING

FREE SHIPPING OVER \$199

FAMILY OWNED & OPERATED SINCE 1948



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SKU# SCL1000

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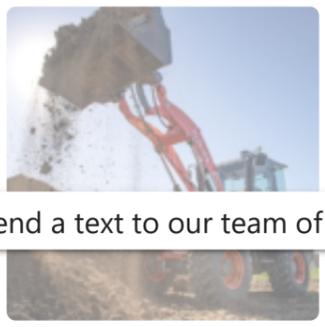
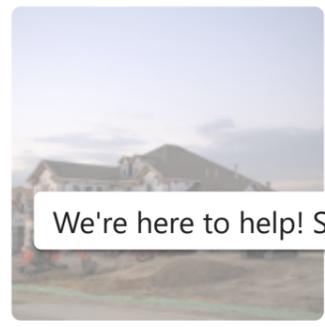
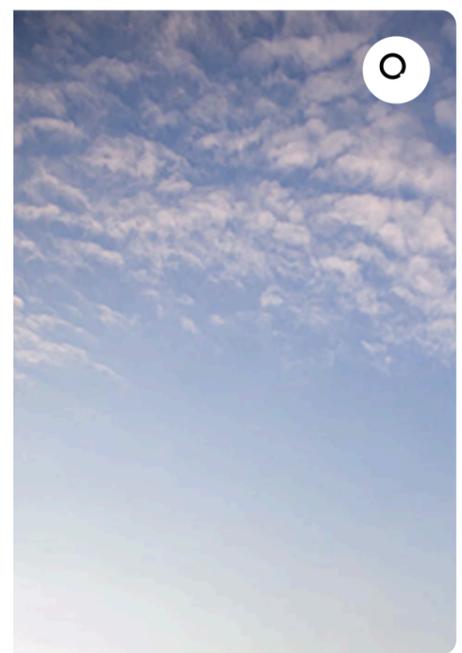
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# Agenda Item Summary Report

**Meeting Date:**  
February 9, 2026

**Submitted by:**  
Daniel Frishkorn, Acting Police Chief  
Michelle Bailey-Hedgepeth, Town Administrator

**Item Title:** BUDGET ORDINANCE 14-2026 | SFY26 BEACON Grant Budget adjustment to accept funding in the amount of \$78,360 to support a collaborative, community-based youth boxing and mentoring program

BUDGET ORDINANCE 14-2026 | SFY26 BEACON Grant Budget adjustment to accept funding in the amount of \$78,360 to support a collaborative, community-based youth boxing and mentoring program

**Work Session Item [X]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Ordinance 14-2026  
Grant Documents

**Recommended Action:**

This is an information memo on the SFY26 BEACON grant update. The Town received notice that we were approved for \$78,360. A budget adjustment will be brought to the Council in February 2026. Since this a new program, staff wanted to share this information with Council.

**Item Summary:** The Bladensburg Police Department applied for and was awarded funding under the State Fiscal Year 2026 BEACON Grant in the amount of \$78,360 to support a collaborative, community-based youth boxing and mentoring program. This initiative is designed to provide structured, positive engagement opportunities for youth while advancing evidence-based violence-prevention and youth-development strategies.

**Grant Purpose and Program Overview**

The Youth Boxing Program will be implemented through a partnership model that includes the Police Department’s Community Services Division, local schools, community organizations, and recreation partners. While the program will be open to all youth residents, its primary focus will be on engaging at-risk youth who may be experiencing risk factors such as school disengagement, chronic absenteeism, behavioral challenges, or exposure to trauma.

Consistent with Bureau of Justice Assistance (BJA) best practices, the program will combine athletic training with mentoring, social-emotional learning, and behavioral support. The boxing component serves as a structured framework for teaching discipline, accountability, self-regulation, and teamwork, while mentoring and coaching reinforce positive decision-making and pro-social behavior.

**Recruitment and Community Engagement**

Youth participants will be recruited through a coordinated community engagement strategy that includes partnerships with local schools, school counselors, MNCPPC community centers, community-based organizations, and Town-sponsored youth activities. Outreach efforts will utilize the Town’s website, social media platforms, flyers, and in-person engagement at community events. The Police Department’s Community Services Division will assist in identifying youth who may benefit most from the program, including referrals from school personnel, community resource officers, truancy officers, and the Prince George’s County Department of Juvenile Services (DJS). Parent and guardian engagement will be an integral component, with outreach conducted through school communications, PTA groups, and community meetings.

- Program Structure and Support Services

- The program will follow a mentoring-based model aligned with BJA’s Community-Based Violence Prevention and Building Youth Resilience frameworks. In addition to boxing instruction, the program will incorporate:
- Consistent mentor-to-youth coaching emphasizing discipline, respect, and self-control
- Structured goal-setting and progress tracking
- Positive Youth Development (PYD) and trauma-informed engagement practices
- Conflict resolution and de-escalation skill development
- Reinforcement of teamwork and healthy peer relationships
- Regular communication with parents and guardians
- Referrals to school counselors, social workers, or DJS caseworkers when additional support is needed

The curriculum will include a light-touch behavioral framework modeled on evidence-based approaches such as Botvin LifeSkills and school-based social-emotional learning practices, focusing on emotional awareness, decision-making, perseverance, and stress management.

**Grant Period, Reporting, and Administrative Considerations**

The current award period is October 1, 2025, through September 30, 2026. Due to program startup timing, a no-cost extension to December 31, 2026, may become available later in the grant cycle. While this option has not yet been confirmed, staff will monitor availability and return to Council if an extension is recommended.

This grant supports the Town’s broader public safety and youth engagement goals by investing in early intervention, mentorship, and community-based prevention strategies, while strengthening positive relationships between youth, families, and the Bladensburg Police Department.

Town Staff will work on this matter to determine what can be accomplished, as this information was sought by our Public Safety Grant writer. Questions can be addressed by the Town Administrator and AC Frishkorn.

<b>Budgeted Item:</b> Yes [ ] No [ X ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> 78,360 <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland**

**ORDINANCE NO. 14-2026: FISCAL YEAR 2026 BUDGET AMENDMENT** |SFY26 BEACON Grant Budget adjustment to accept funding in the amount of \$78,360 to support a collaborative, community-based youth boxing and mentoring program

**AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2026 FISCAL YEAR (JULY 1, 2025, THROUGH JUNE 30, 2026).**

**WHEREAS**, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2026 Budget to reallocate funds as part of this Fiscal Year, and

**WHEREAS**, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as a Budget Amendment Ordinance at the February 9, 2026, Town Council meeting.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2026 for the program expenses using FY 2026 BEACON Grant Funds:

1. Increase Revenues in Grant Funds by **\$78,360** from the SFY26 BEACON Grant for expenses related to a boxing a community mentoring program
2. Increase the Police Department expenses by **\$78,360** for the expenses associated with activities that support a collaborative, community-based youth boxing and mentoring program.

Overall Budget Impact: **\$78,360**

**AND BE FURTHER ENACTED AND ORDAINED** that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of the Town of Bladensburg, Maryland, and will be effective on the 9th day of February 2026.

**ATTEST:**

By Order of the Mayor and Town Council

\_\_\_\_\_  
Michelle Hedgpeth, Town Administrator,  
First Reading: February 9, 2026  
Second Reading: -  
Adopted: February 9, 2026  
Effective: February 9, 2026

\_\_\_\_\_  
Takisha James, Mayor

WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

January 07, 2026

Chief Tyrone Collington  
Chief of Police  
Bladensburg Police Department  
4910 Tilden Road  
Bladensburg, MD 20710

RE: BSCI-2023-0011

Dear Chief Collington:

I am pleased to inform you that your grant application submitted by **Bladensburg Police Department**, entitled "**Gloves Up, Guns Down Boxing & Mentorship Initiative**," in the amount of \$78,360.00 has received approval under the Maryland's Byrne State Crisis Intervention Program (B-CIP) program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Town of Bladensburg Police Department's Gloves Up, Guns Down Boxing & Mentorship Initiative program helps to expand youth violence prevention and intervention services for at-risk youth and juveniles in Prince George's County, Maryland. The program uses structured boxing training, mentorship, and life-skills development to provide positive alternatives to violence, build resilience, and strengthen community-police relationships. Integrated with the Department's existing Police Explorer program, the initiative engages participants in regular training sessions, academic support, and behavioral health referrals when needed. Program funds support personnel, equipment, facility rental, outreach materials, and training resources.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.gocep.maryland.gov](http://www.gocep.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Alexandra Smith**, your program manager, or **Abangolee Caulcrick**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink that reads "Dorothy Lennig". The signature is written in a cursive style with a prominent initial "D" and a long, sweeping tail.

Dorothy Lennig, Esq.  
Executive Director

cc: Mr. John O'Connor



1/7/2026

Governor's Office of Crime Prevention and Policy



Section 5, Item J.

Control Number:

52800

Regional Monitor:

Smith, Alexandra

Fiscal Specialist:

Caulcrick, Abangolee

# Grant Award & Acceptance Form

**Grant Award Number:** BSCI-2023-0011

**Sub-recipient:** Bladensburg Police Department

**Project Title:** Gloves Up, Guns Down Boxing & Mentorship Initiative

**Implementing Agency:** Bladensburg Police Department

**Award Period:** **10/01/2025 - 09/30/2026**

CFDA: 16.738  
Federal Grant #:

Funding Summary	Grant Funds	100.0 %	<b>\$78,360.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$78,360.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy in accordance with the

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**



---

Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

---

Signature of Authorized Official

---

Typed Name And Title

---

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

15PBJA23GG00015BSCI



Governor's Office of Crime Prevention and Policy

# Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

## 1 General and Special Conditions (Post-Award Instructions)

The General and Special Conditions included in a subaward packet serve as the Maryland Governor's Office of Crime Prevention and Policy's (GOCPP or Office) post-award instructions and procedures for managing and monitoring grants, regardless of the funding source. This subaward is subject to the General Conditions on the Office's website (<https://gocpp.maryland.gov/wp-content/uploads/general-conditions.pdf>) and any Special Conditions accepted by the Subrecipient's Authorized Official, Project Director, and Fiscal Officer. Please refer to General Condition 21 for more information.

Additional guidance on each program's Notice of Funding Availability (NOFA) and the SFY 2026 Grant Management System (GMS) Application Instructions (<https://gocpp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>) are available on the Office's website at: <https://gocpp.maryland.gov/programs/>.

Note: The Office has made substantive changes to the Narrative and Budget Requirements for each SFY 2026 Grant Program NOFA, GMS Application Instructions, GMS portal, grant conditions, and attachments. These conditions are subject to the revised 2 Code of Federal Regulations (C.F.R.) Part 200, which are applicable for subawards issued on or after October 1, 2024. Please refer to the U.S. Department of Justice (DOJ) and the U.S. Department of Health and Human Services (DHHS) implementation timelines for further details on the adoption of 2 C.F.R. Part 200. <https://www.ojp.gov/funding/part200uniformrequirements> and <https://acf.gov/grants/manage-grant/grant-award/award-terms>

## 2 Statutes and Requirements of State and Federal Funds

This subaward is subject to all applicable provisions of Title 1 Subtitle 4 of the Code of Maryland Regulations (COMAR), relevant Code of Federal Regulations (C.F.R.), and requirements of the funding source. For current information on C.F.R. please visit <https://www.ecfr.gov/>.

Note: The Office reserves the right to impose additional Special Conditions, as necessary, during the subaward period of performance. Please refer to the grant award letter available in the electronic GMS.

## 3 Federal Financial Guide

In addition to post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements outlined in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide, as applicable. The subrecipient must also adhere to any additional terms and conditions instructed by the Office. The DOJ Financial Guide is available at: <https://www.ojp.gov/funding/financialguidedoj/overview>.

## 4 Subaward Period of Performance

Upon approval by the Office, the submitted application will result in a subaward for the period specified in the subaward packet. The subaward does not constitute a commitment for funding prior to or beyond the stated period. The subaward may be terminated by either party with written notice to the terminated party within 30 CALENDAR DAYS. If the subaward is terminated before the end of the funding period, a financial accounting of both current quarterly and year-to-date expenses must be submitted within 60 calendar days. Please refer to General Condition 32 for more information.



Governor's Office of Crime Prevention and Policy

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

### 5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload all required signed documents to the electronic GMS. The Grant Award and Acceptance Form, which includes the original signature of the Executive Director of the Office, must be signed by the Authorized Official listed in the submitted application (electronic signature is acceptable). This document must be uploaded within 30 CALENDAR DAYS of receipt of the award packet.

The Authorized Official may be the County Executive, Duly Authorized Official of the local unit of government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or, in cases where agencies are permitted to apply directly, the head of the agency receiving the subaward.

Failure to submit the signed acceptance documents within the specified timeframe may result in the subaward being canceled. Late submission will be accepted on a case-by-case basis and may lead to increased risk designation, additional monitoring requirements, delayed project implementation and reimbursement, de-obligation of funds, and/or termination of the subaward.

If the subrecipient chooses not to accept the subaward, a written notification must be provided to the Office within 30 CALENDAR DAYS of receiving the award packet. The subrecipient may also request to cancel the subaward after acceptance by submitting a formal written request to the Office. In either case, no expenditures incurred prior to or after the effective cancellation date will be eligible for reimbursement, and all unspent funds must be de-obligated.

Acceptance of this subaward constitutes a binding commitment to carry out the project as described in the approved application, and to comply with all applicable terms and conditions.

### 6 Special Conditions

It is important that the subrecipient carefully reviews all Special Conditions of the subaward. The Authorized Official must initial each Special Condition page in the bottom right-hand corner to acknowledge receipt and agreement. All initialed Special Condition pages must be uploaded to the GMS within 30 CALENDAR DAYS of receipt of the award packet.

If you have any questions or require clarification, please contact your GMS assigned Fund Manager, whose name is specified in your award packet.

### 7 Notification of Project Commencement Form

The Notice of Project Commencement Form must be initialed in the Award Information Verification section and signed at the bottom, preferably by the Project Director. If the Project Director is unavailable, the Fiscal Officer or Authorized Official may sign the form.

The signed and initialed form must be uploaded to the GMS within 30 CALENDAR DAYS of receiving the award packet. Please note that the subrecipient's progress report modules will remain inaccessible until the following documents are submitted in the GMS:

- Grant Award and Acceptance Form
- Special Conditions
- Notification of Project Commencement Form

Note: If the project will not commence within 45 calendar days of the start of the period of performance, the subrecipient must submit a General Grant Adjustment Notice (GAN) in the GMS for review and approval. Please note that a delay in the project start date does not impact the end date.



Governor's Office of Crime Prevention and Policy

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

### 8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire serves as a pre-award assessment tool to help determine the appropriate level of subrecipient monitoring and post-award technical assistance. The completed questionnaire must be uploaded and available in the GMS prior to the award.

All applicants must ensure that the required documents are uploaded in the GMS prior to the award notification. For additional guidance, please refer to Section 12 of the GMS Application Instructions.

### 9 Online Reporting and Post-Award Technical Assistance

All subrecipients are strongly encouraged to view the Office's GMS Training Videos, which are available at: <https://gocpp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance on key grant functions, including application submission, Grant Adjustment Notices (GANs), and progress reporting during the period of performance.

For technical assistance with the GMS during business hours, subrecipients may contact the Office's GMS Help Desk support team at: [support@gocpp.freshdesk.com](mailto:support@gocpp.freshdesk.com).

Additionally, a recorded webinar on Grants Management and Program Development Training is available on the Office's grants page (<https://gocpp.maryland.gov/grants/>). This resource is a best practice reference tool designed to assist in onboarding grants management staff and cover activities from pre-award through post-award, including recent revisions to the 2 C.F.R. Part 200, effective October 1, 2024.

### 10 Post-Award Documentation and Grant Adjustment Notification

Following award acceptance, all finalized contracts must be uploaded to the GMS and approved by the Office prior to requesting reimbursement for any related expenses.

For conference and training, logistical details must be submitted to the Office for review and approval as soon as the information becomes available. This includes dates, times, and locations of each event, which must be provided at least 30 days in advance.

To submit this information, subrecipients must initiate a Budget GAN in the GMS. The GAN should include all event logistics, as well as any adjustments to costs, fees, and rates with appropriate justification.

For additional post-award requirements and guidance, please refer to the GMS Application Instructions.

### 11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in the subaward packet and outlines the expenses authorized for the project. Please note that this budget may differ from the version submitted in the original application and reflects the Office's final approval of allowable project costs.

Any delays in hiring project personnel must be reported in writing to the assigned Regional Monitor for the applicable funding source within 30 calendar days of receiving the subaward packet. If project personnel are not hired within 45 calendar days, the associated personnel allocations may be de-obligated at the discretion of the Office.

Subrecipients are strongly encouraged to evaluate and, if appropriate, reallocate or de-obligate any cost savings resulting from delayed hiring to support other approved project activities. Any proposed changes must be submitted through a Budget GAN in the GMS for review and approval.

Please refer to General Condition 12 for additional guidance.



Governor's Office of Crime Prevention and Policy

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

### 12 Personnel Costs

Salary related expenses, wages, and fringe benefits must be supported by records that accurately reflect the work performed and must comply with the organization's established policies and procedures, as outlined in 2 C.F.R. §200.430 (Compensation – Personnel Services) and 2 C.F.R. §200.431 (Compensation – Fringe Benefits).

The use of percentages to claim personnel costs is not allowable. Supporting documentation must include timesheets or time and effort reports that reflect the actual time worked on allowable grant-funded activities. Records must be signed by a supervisor.

Payroll records may be used and shall include a certified after-the-fact distribution of the employee's actual work activities during the applicable financial reporting period.

The certification statement must:

- Reflect the dates and number of hours charged to the grant;
- Describe the specific grant-funded activities performed;
- Be signed and dated by the supervisor; and
- Include the grant number.

For additional guidance on time and effort reporting requirements, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/>.

### 13 Consultant Rates

The requirements related to consultant compensation apply to all awards issued by the Office, regardless of the government funding source, State or Federal.

The maximum allowable rate for consultant services is \$81.25 per hour or \$650 per day. Requests for rates exceeding this threshold will be considered on a case-by-case basis and require prior written approval from the Office.

For additional guidance on requesting prior approval, please visit: <https://gocpp.maryland.gov/wp-content/uploads/preauth-for-consultant-fees.pdf>.

Note: Any consultant charges above the established maximum rate that are incurred prior to receiving written approval from the Office will be disallowed and not eligible for reimbursement.

### 14 Procurement

If a subrecipient does not have its own written procurement guidelines, it must follow the State of Maryland Procurement Policy and Procedures, which include the consideration of Minority Business Enterprises (MBE). To view the Maryland Procurement Manual and/or the directory of certified MBEs, please visit:

<https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/> and/or <https://marylandmdbe.mdbecert.com/>.

In accordance with 2 C.F.R. §200.319, all procurement transactions must be conducted in a manner that promotes full and open competition. Additionally, under 2 C.F.R. §200.321, subrecipients must ensure that minority businesses, women's business enterprises, small businesses, and labor surplus area firms are considered in the procurement process.



Governor's Office of Crime Prevention and Policy

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

### 15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals (RFPs), bid solicitations, or other procurement requests, all subrecipients must clearly disclose that the potential purchase is being funded in whole or in part with government grant funds.

The following language may be used as an example: "This project is funded by the Governor's Office of Crime Prevention and Policy under subaward number BARM-2025-9000."

This disclosure ensures transparency and compliance with both State and federal grant requirements.

### 16 Property Inventory Report Form

Submission of the Property Inventory Reporting Form (PIRF) is required with each financial reimbursement request that includes the purchase of equipment with an acquisition cost of \$10,000 or more per unit, as approved under this subaward. The PIRF is included in the Project Director's award packet.

For Body Armor subawards (BARM and BPVP), subrecipients must also refer to the Special Conditions specific to those awards regarding PIRF submission requirements. All other PIRF-related conditions remain unchanged.

For additional guidance on completing the PIRF, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/property-inventory-report-form/>.

### 17 Supplanting

Supplanting is strictly prohibited under this subaward. Supplanting occurs when grant funds are used to replace State, local, or agency funds that were previously appropriated, budgeted, or otherwise intended for the same purpose for which this grant is awarded.

All expenditures paid with funds from the Office must supplement, not supplant, the subrecipient's existing budget. Any line item supported with grant funds must represent an enhancement to current services or resources and may not replace costs that were already included in the organization's approved or anticipated budget.

For additional guidance, please refer to the supplanting section of the DOJ Financial Guide, which is accessible at: <https://www.ojp.gov/funding/financialguidedoj/overview>.

### 18 Budgeted Cost-Share (Match) Above Standard Requirements

By accepting this subaward, the subrecipient affirms its commitment to meet the budgeted cost-share/match requirement (if applicable) as stated in the Grant Award and Acceptance Form. This amount may exceed standard requirements and must be maintained throughout the award period.

The subrecipient agrees to allocate and report cost-share expenditures during each applicable reporting period. The full budgeted cost-share amount, including any voluntary overmatch submitted, must be reported regardless of adjustments to the grant-funded portion or other financial modifications.

Any proposed changes to the cost-share requirements must be submitted as a Budget GAN through the GMS and are subject to prior written approval by the Office.



GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:

Christina Alexander  
Caulcrick, Abangolee

Governor's Office of Crime Prevention and Policy

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
<b>Award Period:</b>	10/01/2025 - 09/30/2026	<b>Implementing Agency:</b>	Bladensburg Police Department
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

### 19 Expended Grant Funds During Award Period

All grant funds associated with this subaward, as well as any required cost-share/match funds (if applicable), must be encumbered, obligated, or expended by the end of the subaward period, including any pre-approved extensions. Obligations may include requisitions, purchase orders, or executed contracts, while expenditures refer to actual payments of invoices.

The Period of Liquidation is the 30 calendar days following the subaward end date, during which subrecipients may liquidate (i.e., pay) any properly obligated funds. No new obligations may be incurred during this period.

Failure to expend or liquidate encumbered funds within this timeframe may result in denied reimbursement and/or the de-obligation of unspent funds. In such cases, any remaining obligations will become the sole responsibility of the subrecipient.



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### 20 Modifications to Subaward and Grant Adjustment Notices (GAN)

Depending on the nature of a requested modification, subrecipients may be required to submit a General GAN, a Budget GAN, or both. Only one active GAN of each type may be open in the GMS at any given time. To avoid delays or denial of retroactive changes, subrecipients should submit GANs as early as possible and avoid after-the-fact requests, which will only be reviewed in extenuating circumstances, at the discretion of your assigned Funding Manager.

Authorized GAN Submitters: GANs must be submitted in the GMS by one of the following individuals:

- Project Director
- Fiscal Officer
- Authorized Official
- Pre-approved Alternate Authorized Signatory

GANs submitted by unauthorized individuals will be returned without review.

Types of GANs: There are two types of GANs:

1. General GAN: A General GAN must be submitted for any non-budgetary changes, including but not limited to:

- Project scope modifications
- Changes to the performance period
- Changes to personnel or roles listed on the GMS Face Sheet
- Addition or transfer of professional/consultant services
- Alteration to goals, activities, or outcomes.

If a budget modification is also required to support changes proposed in the General GAN, a separate Budget GAN must be submitted in addition.

2. Budget GAN: A Budget GAN must be submitted for any changes to the approved project budget, including:

- Reallocating funds among existing line items
- Adding new line items
- De-obligating funds
- Requesting additional funding

All Budget GANs must include sufficient justification, detailing:

- The source of any savings or unused funds
- The rationale and need for each increased or new budget item

GAN Approval Timeline: Subrecipients should submit GANs at least 30 CALENDAR DAYS prior to the end of the award period to allow adequate time for Office review and approval. GAN activity may not begin until written approval is received from the Office via an automated email from [goccpgms.daemon@maryland.gov](mailto:goccpgms.daemon@maryland.gov). GAN requests will not be accepted by phone, fax, or email.

Administrative GAN Exceptions: Requests submitted within 30 days prior to the end of the award period will be considered only under extenuating circumstances and must be pre-approved by your assigned Funding Manager. A written request for exception must be emailed to the Funding Manager and include:

- A detailed explanation for the late submission
- Justification for each requested change (savings and reallocation)
- Updated performance, progress, and financial reports as applicable

Note: All GAN documentation submitted to the Office is subject to the Maryland Public Information Act (PIA).



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## 21 Authorized Official/Alternate Authorized Official

The Authorized Official must have the legal authority to enter into binding agreements on behalf of the entity and to accept the terms and conditions of the subaward. For purposes of grant administration, the Authorized Official listed on the submitted application should be one of the following:

- County Executive
- Duly Authorized Official of the local unit of government
- Mayor
- Commissioner
- Town Administrator (if confirmed)
- President (if confirmed)
- Head of the agency receiving the subaward (if agencies are permitted to apply directly)

Change in Authorized Official: If there is a change in the Authorized Official, the entity must submit a signed letter on official letterhead to the Office via email at support@goccp.freshdesk.com. The letter must include:

1. Authorized Official's Contact Information: Full name, title, organization, mailing address, phone number, and email address.
2. Statement of Authority: A declaration that the individual is authorized to serve in this role, including their title and the effective date they assumed the position.
3. Signature: The letter must be signed and dated by the new Authorized Official.

Alternate Authorized Signatory: The Alternate Authorized Signatory is not the same as the Authorized Official. This individual is permitted to sign grant documents on behalf of the Authorized Official in certain situations. Eligible individuals may include:

- Authorized Point of Contact (head of a sub-unit, agency, department, or bureau)
- Project Director
- Fiscal Officer

To designate an Alternate Authorized Signatory, the Authorized Official must submit a signed letter (on official letterhead) to support@goccp.freshdesk.com with the following:

1. Contact Information: Full contact details of the Alternate Signatory.
2. Statement of Authorization: A clear statement granting the individual authority to act on behalf of the Authorized Official, including the purpose of the designation (e.g., to sign all award documents, in case of illness, leave, or personnel changes).
3. Signature of the Authorized Official: Signed and dated, acknowledging the designation.

Note: If the Alternate Authorized Signatory is to act on a permanent basis (e.g., sign all award documents at all times), please include supporting documentation, such as a copy of an Executive Order or meeting minutes reflecting the approval of the governing body.

Updating or Removing an Alternate Signatory: To update or remove an Alternate Authorized Signatory, follow the same procedure outlined above. Submit a formal letter stating the changes and rationale (e.g., personnel departure, role change, or updated permissions).



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## Grant Award - General Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
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### 22 Issuance of Statements, Press Releases, or Other Documents

When issuing public statements, press releases, publications, or any related documents concerning this project, or when hosting conferences, seminars, workshops, or forums in connection with this project, the subrecipient must clearly acknowledge the source of funding and the role of the Office.

All materials and communications resulting from this project must include the following acknowledgement: "This project was funded by the Governor's Office of Crime Prevention and Policy under subaward number BJAG-20250-9000 [insert actual subaward number]. All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

The subrecipient is responsible for ensuring that this statement is prominently displayed in all applicable materials, both print and digital.

### 23 Reproduction and Sharing of Subaward and Project Materials

The Office reserves the right to reproduce, distribute, and share, with appropriate attribution, any and all materials, documents, or deliverables developed as a result of this subaward and its associated project activities.

### 24 Privacy and Confidentiality of Client Records

The subrecipient must comply with all applicable federal regulations, including 2 C.F.R. 200.303(e), and State laws concerning the privacy and confidentiality of client records, including any statistical information collected for research or programmatic purposes.

In accordance with 2 C.F.R. 200.303(e), the subrecipient is required to take reasonable measures, including cybersecurity controls and internal safeguards, to protect and secure all sensitive data, including personally identifiable information (PII), and any other information deemed confidential under applicable laws and policies.

Failure to implement adequate safeguards may result in corrective action, loss of funding, or other enforcement measures.

### 25 Use of Required Forms

All required forms must be generated and submitted electronically through the GMS. Only applications, reports, and related documents submitted via the GMS will be accepted, reviewed, and considered by the Office. Paper or emailed submissions will not be processed.



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### 26 Online Submission of Quarterly Report Forms in line with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

Quarterly Reporting Requirements: All Quarterly Report Forms (Performance Measures, Progress Report, and Financial Reports) must be submitted in the GMS by authorized users only. Authorized users include the Project Director, Fiscal Officer, Authorized Official, and any approved Alternate Authorized Signatory. Subrecipients must remain current with all programmatic and financial reporting obligations. The Office reserves the right to withhold or delay reimbursement if required reports are not submitted and approved.

Programmatic Reports: Performance Measures and Progress Reports must be submitted via the GMS on a quarterly basis. If applicable, federal reports such as the Performance Measurement Tool (PMT) must also be submitted no later than 15 calendar days after the end of each quarter, which is prior to the submission of quarterly financial reports.

Note: Financial Reports cannot be processed until all programmatic reports are in "Reviewed" status in the GMS.

Programmatic Reporting Quarters and Due Dates (regardless of award start date):

- July 1 - September 30: due October 15
- October 1 - December 31: due January 15
- January 1 - March 31: due April 15
- April 1 - June 30: due July 15

Financial Reports: The Financial Report must be submitted electronically in the GMS within 30 calendar days after the end of each quarter. The following documents must be submitted and approved prior to processing financial reports:

- Grant Award and Acceptance Form
- Notification of Project Commencement Form
- GMS Performance Measure Report
- GMS Progress Report

If any required documentation is missing or late, the financial report may be returned and reimbursement delayed.

Financial Reporting Quarters and Due Dates (regardless of award start date):

- July 1 - September 30: due October 30
- October 1 - December 31: due January 30
- January 1 - March 31: due April 30
- April 1 - June 30: due July 30

Exceptions: There are two exceptions to the standard financial reporting timeline:

1. Non-standard award end dates that do not align with calendar quarters.
2. Nonprofit organizations approved for monthly reimbursement must submit financial reports by the end of the following month.

Final Financial Reporting Tip: For subawards ending June 30, the Office respectfully requests that all final programmatic and financial reports be submitted as early as possible after June 30. Timely submission will help ensure that all payments are processed before the close of the State's fiscal year.



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### 27 Submission of Revised Financial Report

As stated above, Financial Reports must be submitted electronically in the GMS no later than 30 calendar days after the end of each reporting period. If the report submitted within the 30-day deadline is "Not Final," the subrecipient must email the assigned Fiscal Specialist and copy the Regional Monitor at the time of submission to notify the Office that the report is preliminary.

A "Final/Revised" Financial Report must then be submitted within 60 calendar days after the end of the reporting period. This report must be:

- Clearly marked "Final/Revised" across the top,
- Based on a corrected copy of the originally submitted financial report,
- Reflective of actual expenditures (not variances),
- Signed and dated by an authorized agency representative, and
- Uploaded into the GMS and emailed to the same Fiscal Specialist and Regional Monitor.

For additional information on submitting revised financial reports, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/financial-reporting-tips/>.

Note: Revisions are a manual process and will not be accepted without all the required elements listed above. At the conclusion of the subaward period, the Office reserves the right to initiate an administrative closeout and de-obligate the remaining funds for any subaward that fails to meet these reporting requirements.

### 28 Failure to Submit Reports Within Allotted Time Frames

Failure to submit any required report within the specified timeframes outlined above, or within an approved extension, may result in delayed or denied reimbursement, and/or the de-obligation of grant funds. If a report is submitted late, any associated expenditures or obligations may become the sole responsibility of the subrecipient and may not be reimbursed by the Office.

### 29 Holding Funds

In accordance with Office policy, the release of funds will be withheld until the subrecipient is current with all required report submissions, has provided all necessary documentation, and has resolved any outstanding issues.

### 30 Monitoring Expenditures

To verify the appropriateness of all grant-related expenditures, the Office will monitor the use of grant funds as reported by subrecipients. Supporting documentation must be maintained on-site, be readily accessible upon request, and correspond with required quarterly and/or monthly reporting. Subrecipients are responsible for maintaining records in a manner that demonstrates compliance with the terms of this subaward and all applicable regulations.

The Office, the funding source agencies, the Office of Legislative Audits, or any other authorized State or federal representatives must be granted access to all documents, records, and other materials relevant to the award for the purpose of conducting audits, reviews, examinations, or producing transcripts.

For additional information on requirements, please refer to General Condition 31.



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### 31 Records Retention

Subrecipients must retain all financial records, supporting documentation, statistical data, and any other records relevant to this award for a minimum of four years from the date of submission of the final programmatic and financial reports. This retention period ensures availability for examination, audit, and verification purposes by the Office, funding agencies, auditors, or other authorized entities, in accordance with 2 C.F.R. §200.334 through §200.338 and Maryland's State Archives standards.

Records may be retained in electronic format, provided they remain accessible, legible, and secure for the full retention period.

For additional information on requirements, please refer to General Condition 30.

### 32 Termination of Subaward

The Office may terminate this award, in whole or in part, when it is determined to be in the best interest of the State. Termination may occur for reasons including, but not limited to, failure by the subrecipient to perform its obligations in a timely and proper manner, or violation of any provision of the subaward.

In such cases, the Office will provide written notice to the subrecipient specifying the facts and circumstances relied upon as the basis for termination. All completed or partially completed deliverables, including supplies and services provided by the subrecipient up to the effective date of termination, shall become the property of the Office.

The Office shall reimburse the subrecipient for all reasonable and allowable costs incurred under the subaward up to the date of termination, including any necessary and reasonable costs directly related to the termination itself.

Upon termination, both the Office and the subrecipient remain responsible for fulfilling all applicable requirements under 2 C.F.R. § 200.343 (Effects of suspension and termination), including the timely submission of final reports and financial reconciliation.



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### 33 Civil Rights Discrimination

The subrecipient affirms that it will not discriminate against any employee, applicant for employment, client, or service recipient on the basis of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or cognitive disability, or limited English proficiency. This prohibition applies to all employment practices and service delivery to ensure equal opportunity and access.

The subrecipient agrees to include a comparable non-discrimination provision in all subcontracts, except those solely for standard commercial supplies or raw materials.

The subrecipient must prominently display a non-discrimination poster in a public area that affirms the organization's commitment to equal opportunity and provides information on how to file a complaint. Complaints may be submitted to any of the following agencies:

- Maryland Commission on Civil Rights: <https://mccr.maryland.gov/Pages/default.aspx>
- U.S. Department of Justice, Office for Civil Rights (OJP): <https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint>
- U.S. Equal Employment Opportunity Commission (EEOC): <https://www.eeoc.gov/>
- Governor's Office of Crime Prevention and Policy (GOCCP): <https://gocpp.maryland.gov/grants/civil-rights-compliance/>

The subrecipient and any contractors or subrecipients must comply with all applicable federal and State civil rights laws and regulations, including but not limited to:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d
- Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ 10228(c), 10221(a)
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132
- Age Discrimination Act of 1975, 42 U.S.C. § 6102
- Juvenile Justice and Delinquency Prevention Act of 1974, 34 U.S.C. § 11182(b)
- Victims of Crime Act of 1984, 34 U.S.C. § 20110(e)
- Violence Against Women Act of 1994, 34 U.S.C. § 12291(b)(13)
- Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. Part 38

For more information on civil rights regulations and standard assurances, please visit:

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf>. For additional guidance, please refer to General Condition 34.



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### 34 Civil Rights Federal Reporting Requirements

Recipients and subrecipients of federal financial assistance through OJP are subject to federal civil rights laws prohibiting discrimination based on race, color, national origin, sex, religion, disability, and other protected classes.

To assist recipients in meeting their Equal Employment Opportunity Plan (EEOP) obligations under the Safe Streets Act—including awards authorized by VAWA, VOCA, or JJDPA—the U.S. Department of Justice, Office for Civil Rights (OCR), provides an online EEOP Reporting Tool which is accessible at: <https://ojp.gov/about/ocr/eeop.htm>.

Instructions for Compliance:

- New users must register for an account.
- Before registering or completing the EEOP, new users must know the grant source and award year. The grant number (e.g., VOCA-2017-XXXX) is located in the award packet and indicates the grant program and year.
- The online tool provides step-by-step guidance for preparing and submitting the required EEOP Utilization Report and/or Certification Form.

Submission Requirements: Once the EEOP report or certification is submitted:

1. Forward the confirmation email to your assigned Regional Monitor
2. Include the following email address as a copy (CC): [dlcivilrightscompliance\\_goccp@maryland.gov](mailto:dlcivilrightscompliance_goccp@maryland.gov)
3. In the email subject line, include: Civil Rights/EEOP Reporting - [Subaward Number]

This step ensures the Office can properly document and update your organization's civil rights compliance status.

### 35 Proof of Applicable Audit Regulations - On Site

All subrecipients must maintain appropriate documentation to demonstrate compliance with applicable audit regulations and must provide such documentation to the Office upon request.

- Local and State Government Entities must maintain proof of completion of an annual audit and confirmation that the audit was submitted to the Maryland State Legislature in September of the year in which the subaward was issued.
- Nonprofit Organizations must comply with audit requirements as outlined by the Maryland Secretary of State's Charitable Organizations Division. Detailed guidance is available at: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

Failure to provide the required documentation upon request may result in the forfeiture of grant funds.

### 36 Single Audit Requirement

If the subrecipient expends \$1,000,000 or more in federal funds during a fiscal year, a Single Audit is required in accordance with 2 C.F.R. § 200.514. The subrecipient must provide a copy of the Single Audit Report along with audited financial statements. This enables the Office to issue a management decision letter addressing any audit findings related to the federal award provided through the pass-through entity, as required by 2 C.F.R. § 200.521. Additionally, subrecipients must submit the required Certification of Applicable Financial Reporting Requirements, which is accessible at: <https://gocpp.maryland.gov/wp-content/uploads/certification-of-applicable-financial-reporting-requirements-form.pdf>.



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### 37 Reporting Fraud, Waste and Abuse/ Whistleblower Protections

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the Program Manager of the applicable funding source. For additional reporting options, please refer to the Maryland Office of Legislative Audits Fraud Hotline at: <https://www.ola.state.md.us/fraud/ola-fraud-hotline>.

Whistleblower Protections: Employees of the applicant must not be discharged, demoted, or otherwise retaliated against for disclosing information they reasonably believe evidences gross mismanagement of a federal contract or grant, gross waste of federal funds, abuse of authority relating to a federal contract or grant, substantial and specific danger to public health or safety, or violations of laws, rules, or regulations related to a federal contract or grant (including contract competition or negotiation). The applicant is required to inform its employees in writing of their whistleblower rights and protections under 2 C.F.R. 200.217.

### 38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, or other events using federal funds. All conference-related expenses will be carefully reviewed for compliance with federal requirements, including 2 C.F.R. § 200.432 (Conferences). This restriction does not affect the direct payment of per diem amounts to individuals in travel status, as authorized under the organization's travel policy.

### 39 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire duration of this grant, the subrecipient must maintain an active registration in the federal System for Award Management (SAM) at SAM.gov, including a valid Unique Entity Identifier (UEI) associated with that registration. If the SAM.gov registration or UEI expires at any point during the grant period, the subrecipient will be unable to draw down grant funds until the registration and UEI are renewed and reactivated.

The UEI serves as a universal identifier for entities receiving federal funds, enabling verification of the entity's good standing and facilitating the tracking of federal funds awarded. More information about SAM.gov registration and procedures is available at [www.SAM.gov](http://www.SAM.gov).

### 40 Computer Equipment/Program/Network Procurement

No award funds may be used to establish or maintain a computer network unless the network restricts access to, viewing, downloading, and exchanging of pornography. However, this restriction does not apply to any federal, State, tribal, local law enforcement agency, or any other entity engaged in criminal investigations, prosecution, or adjudication activities, for which such use of funds is permitted.

### 41 No Distracted Driving While Performing Program Duties

Subrecipients must adopt and enforce policies prohibiting employees from text messaging while driving any vehicle during the course of work funded by this grant. Additionally, subrecipients are required to establish workplace safety policies and conduct education, awareness, and outreach initiatives aimed at reducing crashes caused by distracted driving.

### 42 Services to those with Limited English Proficiency

Subrecipients are required to provide meaningful access to services for individuals with Limited English Proficiency (LEP) in compliance with federal and State regulations. For federal guidance, please refer to the U.S. Department of Justice's LEP Guidance Document, which is available at: <https://www.lep.gov/>. Additionally, subrecipients must comply with Maryland's State Government Article, Subtitle 11 — Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101 through 10-1105.



GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:

Christina Alexander  
Caulcrick, Abangolee

Governor's Office of Crime Prevention and Policy

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### 43 Drug-Free Workplace Requirements

Subrecipients must comply with all applicable State and federal requirements regarding drug-free workplaces. To view Maryland's Substance Abuse Policy, please visit: <https://dbm.maryland.gov/employees/Documents/Policies/Substance%20Abuse%20Policy%202023.pdf> Federal drug-free workplace requirements for grants are codified at 28 C.F.R. Part 83.

### 44 Office Name Change (Effective 1.18.2024)

Any reference to the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS or GOCCP) should be updated to the Governor's Office of Crime Prevention and Policy (GOCCP or the Office), per Executive Order 01.01.2024.05. This change does not invalidate any previous, current, or future agreements or documents that reference the agency as GOCPYVS. For specific concerns regarding the Executive Director, please email: [GOCCPgrants.Admin@maryland.gov](mailto:GOCCPgrants.Admin@maryland.gov).



Regional Monitor:  
Fiscal Specialist:

Charm, Alexandra  
Caulcrick, Abangolee

Governor's Office of Crime Prevention and Policy

# Grant Award - Special Conditions

<b>Grant Award Number:</b>	BSCI-2023-0011	<b>Sub-Recipient:</b>	Bladensburg Police Department
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<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative		

## 1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCPP website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

## 2 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at [www.SAM.gov](http://www.SAM.gov).

## 3 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at [www.SAM.gov](http://www.SAM.gov).

## 4 In addition to GOCPP quarterly reports (financial and programmatic), the sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance's reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via [www.bjaperformancetools.org](http://www.bjaperformancetools.org)).

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

- 5** The sub-grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Death in Custody Reporting Act of 2013, Public Law No. 113-242 (12/18/2014). The Act requires states that receive allocations under specified provisions of the Omnibus Crime Control and Safe Streets Act of 1968 to report certain information regarding the death of any person in law enforcement custody. This may include individuals who are detained, arrested, en route to incarceration, or incarcerated in a state or local facility or boot camp prison.

As the State Administering Agency (SAA), the Governor's Office of Crime Prevention and Policy (GOCPP) is required to collect and report all qualifying deaths on a quarterly basis to the Bureau of Justice Assistance (BJA). All law enforcement agencies as well as correctional/juvenile detention facilities across the State will be required to report directly to the Maryland Statistical Analysis Center (MSAC) quarterly on any qualifying deaths in their jurisdiction. Required data on all qualifying deaths (or written notification that no qualifying deaths occurred in that quarter, if that is the case) should be sent to MSAC within 15 days after the end of a quarter. The MSAC will be sending out additional information and reporting guidelines directly to facilities/agencies.

If you have any questions about this reporting requirement or need additional information, please contact GOCPP/MSAC via email at [dlmsac.gocpyvs@maryland.gov](mailto:dlmsac.gocpyvs@maryland.gov).

- 6** According to Public Safety Article § 3-514, Annotated Code of Maryland, if a law enforcement agency has not submitted the required aggregate data of police officers' use of force to the Maryland Police and Correctional Training Commissions (MPCTC) by July 1 for the previous calendar year, the Governor's Office of Crime Prevention and Policy (GOCPP) may not make any grant funds available to that law enforcement agency.
- 7** Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCPP reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

- 8** GOCPP support must be noted in any press releases, brochures, printed materials, and/or RFPs related to this subaward.

"The Governor's Office of Crime Prevention and Policy (GOCPP) funded this project under subaward number CACS-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

- 9** The recipient understands and agrees that the GOCPP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by GOCPP, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.
- 10** If the recipient is designated "high-risk" by any grant-making agency (state and federal) outside of GOCPP, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to GOCPP by emailing [gocppgrants.admin@maryland.gov](mailto:gocppgrants.admin@maryland.gov). For purpose of this disclosure, high risk includes any status under which an awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at the awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the awarding agency.

- 11** This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The GOCPP(Office) retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<https://gocpp.maryland.gov/wp-content/uploads/general-conditions.pdf>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.
- 12** If the recipient currently has other active awards (federal or state), or if the recipient receives any other award during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used(in whole or in part) for one or more of the identical cost items for which funds are provided under this awards. If so, the recipient must promptly notify GOCPP in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Notification (GAN) to eliminate any inappropriate duplication of funding.
- 13** As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place. See Section 5-560 through 5-568 of the Family Law Article of the Annotated Code of Maryland. Also, see the Determination of Suitability to Interact with Minors Form (<https://goccp.maryland.gov/determination-of-suitability-form> ) available in the Notice of Funding Availability (NOFA).
- 14** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

- 15** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- 16** Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

**17** Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must-
  - A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
  - B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both-(1) this award requirement for verification of employment eligibility, and (2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
  - C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
  - D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.
2. Monitoring The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction
  - A. Staff involved in the hiring process For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.
  - B. Employment eligibility confirmation with E-Verify For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.
  - C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
  - D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
  - E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [EVerifyEmployerAgent@dhs.gov](mailto:EVerifyEmployerAgent@dhs.gov).

- 18** OJP Training Guiding Principles Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

**19** Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

**20** Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**21** Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**22** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

**23** Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

**24** Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

**25** Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

**26** Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide")

**27** Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**28** Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient-a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both-a. it represents that-(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

**29** Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

**30** Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient. The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

**31 Reporting potential fraud, waste, and abuse, and similar misconduct**

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

**32 All subawards ("subgrants") must have specific federal authorization**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract"). The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

**33 Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**34 Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**35 Compliance with 28 C.F.R. Part 23**

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

**36 Protection of human research subjects**

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

**37 Confidentiality of data**

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

**38 Submission of eligible records relevant to the National Instant Background Check System Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICSrelevant "eligible records".**

**39 Compliance with National Environmental Policy Act and related statutes** Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

- 40** Any written, visual, or audio publications, with the exception of press releases, whether published at the grantees' or government's expense, shall contain the following statements: "This project was supported by Grant No. <AWARD\_NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.
- 41** The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.
- 42** Regarding medication-assisted treatment (MAT), the award recipient understands and agrees to the following: 1) all clients in a BJA-funded drug court have a right to access MAT under the care and prescription of a physician to the extent MAT is clinically indicated; 2) BJA-funded drug courts must not deny any eligible client enrollment to the drug court program because of their use of FDA-approved medications for the treatment of substance abuse; 3) MAT must be permitted to be continued for as long as the prescriber determines that the FDA-approved medication is clinically beneficial; 4) while under no circumstances can a BJA-funded drug court program deny access to MAT under the care and prescription of a physician when it is clinically indicated, a judge retains judicial discretion to mitigate/reduce the risk of abuse, misuse, or diversion of these medications; and 5) federal funds shall not be used to support activities that violate the Controlled Substances Act, 21 U.S.C. 801-904.
- 43** All BJA-funded adult drug courts must be operated based on the 10 key components for drug courts, which are found in BJA's and National Association of Drug Court Professionals (NADCP) publication: Defining Drug Courts: The Key Components at <https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>. During the grant period of performance, if BJA concludes that a funded drug court is not conforming to the 10 key components, it retains the right to place the award recipient on a corrective action plan to bring the drug court into conformance. Continued failure to maintain conformance to the key components may result in a hold placed on award funds or suspension/termination of the grant award agreement.
- 44** The recipient understands and agrees to operate any behavioral health crisis care program funded under this award in accordance with the Substance Abuse and Mental Health Services Administration National Guidelines for Behavioral Health Crisis Care: <https://www.samhsa.gov/sites/default/files/national-guidelines-for-behavioral-health-crisiscare-02242020.pdf>.
- 45** Applicants must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
- 46** Body armor - compliance with NIJ standards and other requirements Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>. In addition, if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.
- 47** Justification of consultant rate Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

- 48** Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages Page: 15 of 22that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
  
- 49** Extreme risk protection and crisis intervention programs or initiatives funded under this award must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.



# Budget Notice

**Grant Award Number:** BSCI-2023-0011

**Sub-recipient:** Bladensburg Police Department

**Project Title:** Gloves Up, Guns Down Boxing & Mentorship Initiative

**Implementing Agency:** Bladensburg Police Department

**Award Period:** **10/01/2025 - 09/30/2026**

CFDA: 16.738  
Federal Grant #:

Funding Summary	Grant Funds	100.0 %	<b>\$78,360.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$78,360.00</b>

## Personnel

Description of Position	Salary Type	Funding	Total Budget
Grants Manager	Salary	Grant Funds	\$5,000.00
Personnel Total:			\$5,000.00

## Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Professional Boxing Rings	Grant Funds	2	\$13,000.00	\$26,000.00
Equipment Total:				\$26,000.00

## Other

Description	Funding	Quantity	Unit Cost	Total Budget
Advertisement	Grant Funds	1	\$2,000.00	\$2,000.00
Background Checks	Grant Funds	40	\$50.00	\$2,000.00
Boxing Shoes	Grant Funds	43	\$50.00	\$2,150.00
Boxing Training Supplies	Grant Funds	1	\$2,640.00	\$2,640.00
Boxing Uniforms	Grant Funds	35	\$175.00	\$6,125.00
Classic XL Digital Gym Timer	Grant Funds	1	\$170.00	\$170.00
Electricity	Grant Funds	1	\$6,597.00	\$6,597.00
Heavy, Speed, and Flex Bags	Grant Funds	15	\$474.00	\$7,110.00
Lockers	Grant Funds	8	\$580.00	\$4,640.00
Portable Ring Ropes	Grant Funds	2	\$100.00	\$200.00
Protective Equipment	Grant Funds	43	\$216.00	\$9,288.00
SafeSport Training	Grant Funds	43	\$20.00	\$860.00
USA Boxing Membership - Athlete	Grant Funds	35	\$68.00	\$2,380.00
USA Boxing Membership - Coach	Grant Funds	8	\$150.00	\$1,200.00
Other Total:				\$47,360.00

Approved: 

Effective Date: 11/17/2025



Governor's Office of Crime Prevention and Policy

Regional Monitor:  
Fiscal Specialist:

Section 5, Item J.

Chen, Alexander  
Caulcrick, Abangolee

## Budget Notice

<b>Grant Award Number:</b>	<b>BSCI-2023-0011</b>	
<b>Sub-recipient:</b>	Bladensburg Police Department	
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative	
<b>Implementing Agency:</b>	Bladensburg Police Department	
<b>Award Period:</b>	<b>10/01/2025 - 09/30/2026</b>	CFDA: 16.738 Federal Grant #:

Funding Summary	Grant Funds	100.0 %	<b>\$78,360.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$78,360.00</b>

*Governor's Office of Crime Prevention and Policy Authorized Representative*



# Programmatic Reporting

<b>Grant Award Number:</b>	<b>BSCI-2023-0011</b>	
<b>Sub-recipient:</b>	Bladensburg Police Department	
<b>Project Title:</b>	Gloves Up, Guns Down Boxing & Mentorship Initiative	
<b>Implementing Agency:</b>	Bladensburg Police Department	
<b>Award Period:</b>	<b>10/01/2025 - 09/30/2026</b>	
		CFDA: 16.738 Federal Grant #:

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

## Performance Measures (11)

1	During this quarter, utilizing grant funds, how many individuals were served?	
3	Number of youth served by the program	
4	Number of participants engaged	
5	Number of new program participants admitted to the program during this quarter.	
6	Number of individuals receiving direct services	
7	Number of service referrals	
8	Number of referrals received	
9	Number of follow-up contacts	
10	Number of trainings held during this reporting period	
11	Number of outreach events conducted during this reporting period (separate from formal training sessions)	
12	Number of new materials developed during this reporting period (e.g., brochures, presentations, online content)	

## Progress Report Questions (8)

1 Project Effectiveness Overview: Provide a concise narrative assessment of the project's effectiveness during this reporting period. The following should be noted:

- a. Include both qualitative and quantitative evidence, if available.
- b. Highlight factors that have contributed to or hindered progress.
- c. Explain how the project's activities align with its stated goals and objectives.

3 Barriers and Corrective Actions: Describe any barriers or challenges encountered during the implementation or progress toward objectives. The following should be noted:

- a. What corrective actions have been taken or are planned to address these issues?
- b. Include a timeline for resolution, if applicable.
- c. Are there any current or anticipated challenges that may prevent the full expenditure of awarded funds?
- d. If assistance is needed, specify the type of technical assistance requested.

4 Collaboration and Partnerships: Describe the level of cooperation and collaboration with partner agencies involved in this project. Highlight any joint activities, shared resources, or outcomes resulting from these partnerships. Please note any challenges or gaps in coordination.

5 Upcoming Activities: Summarize the key activities planned for the next quarter. Include target dates and a brief description of each upcoming activity or event. Identify any anticipated risks or adjustments to previously scheduled activities.

6 Successes and Best Practices: Share any success stories, lessons learned, or best practices observed during this reporting period. Explain how these can inform future efforts or be replicated by other programs.

7 Performance Measure Tracking: Provide a detailed explanation of how your organization collects, verifies, and reports performance measure data. Identify any tools, software, or systems used. Describe any quality control or internal review processes in place to ensure data accuracy.

8 Grant Fund Expenditures: If less than 25% of the award was expended during this quarter, or if no funds were expended:

- a. Provide a detailed explanation for the underspending.
- b. Identify when funds are expected to be drawn down and for which budget categories.
- c. Describe any fiscal or procurement delays and your plan to address them.

9 Final Quarter Only - Project Completion and Closeout: Please provide the following information:

- a. Have all planned project activities been completed? If not, explain the reasons and expected completion dates.
- b. Provide a summary of outcomes, accomplishments, and results achieved over the life of the grant.
- c. Include any success stories, promising practices, or impactful results attributable to the program.
- d. Describe any sustainability efforts or plans for maintaining the program or services after the grant period ends.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - O'Connor, John (Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Purnell Hall, Public Works Supervisor Michelle Bailey-Hedgepeth, Town Administrator Vito Tinelli, Town Treasurer
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**Item Title:** BUDGET ORDINANCE 15-2026: FISCAL YEAR 2026 BUDGET AMENDMENT FOR EMERGENCY PURCHASE AND REPAIRS TO THE ROOFTOP HEATING AND AIR CONDITIONING UNIT IN AN AMOUNT NOT TO EXCEED \$ 35,000.

**Budget Adjustment | ORDINANCE NO. 15-2026 | FISCAL YEAR 2026 BUDGET AMENDMENT FOR EMERGENCY PURCHASE AND REPAIRS TO THE ROOFTOP HEATING AND AIR CONDITIONING UNIT IN AN AMOUNT NOT TO EXCEED \$ 35,000.**

<b>Work Session Item [X] Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Budget Ordinance 15-2026 RFB on Annex AC
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**Recommended Action:**

Approval of a budget adjustment for expenses related to the replacement of the Rooftop AC unit at the Police Department Annex and approval for the Town Administrator to sign an emergency contract.

**Item Summary:** The Town of Bladensburg, recognizing the expertise and capacity of local firms, is soliciting proposals to repair or replace the rooftop HVAC unit serving the Police Department Annex, located at 4217 Edmonston Road, Bladensburg, MD 20710. The Town intends to execute this project in February 2026, and proposers must confirm their ability to perform the work on an expedited schedule.

Due to recent winter storms, the bid process has experienced delays. While the Town intended to select a vendor earlier, staff are currently collecting quotes to support this time-sensitive procurement.

This project is critical to the Police Department's continued operations, as it involves replacing the existing rooftop unit and completing associated ductwork and system connections. The Town is seeking a reliable, experienced local contractor to ensure timely and code-compliant completion.

**Scope of Work**

- The selected firm will be responsible for, at a minimum, the following:
- Removal and proper disposal of the existing rooftop HVAC unit
- Furnishing and installing a new 4-ton rooftop unit (Model # 48FEEA05A2A5-0A0A0)
- Integration with the existing curb configuration, which includes:
  - Original curb (model number unknown)
  - Field-fabricated transition
  - Existing curb adaptor (Model # M-48PGEMOS-A-50---
  - Installation of a compatible curb adaptor to transition from the existing unit to the new unit, per manufacturer specifications
- Completion of any required ductwork modifications or repairs
- Electrical and control connections necessary for full system operation
- System start-up, testing, and commissioning
- Compliance with all applicable codes, permits, and manufacturer requirements

- Coordination with Town staff to minimize operational disruption

**Urgency and Recommendation**

The current HVAC unit is at the end of its service life. While temporary repairs to the heat exchanger have restored limited functionality, staff has significant concern that the unit may fail again prior to March 9, 2026. Given the essential nature of police operations, staff is requesting expedited Council consideration to authorize an emergency purchase once quotes are finalized.

Should the Mayor and Council have any questions, the Town Administrator and Mr. Purnell Hall, Public Works Supervisor, will be available to provide additional information.

Should the Mayor and Council have any questions, the Town Administrator and Mr. Hall, Public Works Supervisor, will be available to provide additional information.

<b>Budgeted Item:</b> Yes [ ] No [ X ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> 35K Contingency Building Repairs <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland**

**ORDINANCE NO. 015-2026: FISCAL YEAR 2026 BUDGET AMENDMENT FOR EMERGENCY PURCHASE AND REPAIRS TO THE ROOFTOP HEATING AND AIR CONDITIONING UNIT IN AN AMOUNT NOT TO EXCEED \$ 35,000.**

**AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2026 FISCAL YEAR (JULY 1, 2025, THROUGH JUNE 30, 2026).**

**WHEREAS**, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2026 Budget to reallocate funds as part of this Fiscal Year; and

**WHEREAS**, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as a Budget Amendment Ordinance at the February 9, 2026, Town Council meeting.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2026 for expenses and revenues associated with the purchase a rooftop heating and air conditioning unit (PD Annex):

1. Increase under transfer from Contingency **\$35,000** for the use of funds to a rooftop heating and air conditioning unit (PD Annex); and
2. Building Repairs and Improvements Expenses by **\$35,000** for the expenses associated with the purchase a rooftop heating and air conditioning unit (PD Annex); and

Overall Budget Impact: **\$35,000**

**AND BE FURTHER ENACTED AND ORDAINED** that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of the Town of Bladensburg, Maryland, and will be effective on the 9th day of February 2026.

**ATTEST:**

By Order of the Mayor and Town Council

\_\_\_\_\_  
Michelle Bailey Hedgepeth, Acting Town Clerk

\_\_\_\_\_  
Takisha James, Mayor

First Reading: February 9, 2026  
 Second Reading: -  
 Adopted: February 9, 2026  
 Effective: February 9, 2026

# TOWN OF BLADENSBURG

## REQUEST FOR BID Police Department Rooftop AC and Heating Replacement 4217 Edmonston Road



**Issued by:**

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFB -01-2026**

**Issue Date: January 9, 2026  
Proposal Due Date: January 30, 2026 at 3:00 p.m.**

## Advertisement

### TOWN OF BLADENSBURG

#### RFB 01-2026 Request for Bids (RFB) for the Police Department

#### Air Conditioning and Heating Unit

#### 4217 Edmonston Road – Annex Lot

**ISSUE DATE: January 9, 2026**

**DUE DATE AND TIME: January 30, 2026 @ 3:00 PM**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to replace the rooftop heating and AC Unit at **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**.

Firms can also provide an alternative quote for an AC and Heating rooftop unit. The Town intends to execute this project in February 2026, and the firm must confirm its availability to do so promptly.

Proposals must be emailed before January 30, 2026, by 3:00 PM to Mr. Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov), with a copy being sent to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

Contract awarded to the lowest proposal from a qualified firm conforming to the project schedule. The Pre-proposal on-site inspection may be given upon request by contacting Purnell Hall @ [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or other unlawful basis is expressly prohibited.

The Town reserves the right to reject any and all bids based on the best interest of the Town. For questions, please also contact the Town of Bladensburg.

**RFB Request for Proposals (RFP) 01-2026**

**Date of Issue:** January 9, 2026

**First Review of Proposals:** January 30, 2026 *(may be extended if no qualified bidders are found)*

**I. Introduction**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to replace or repair the rooftop AC and Heating unit at the **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**. The Town intends to execute this project in February 2026. The firm must confirm its availability to execute this project promptly.

**II. Project Background**



This project, crucial to the smooth operation of the Police Department, involves replacing the unit and completing the needed ductwork. The Town seeks a reliable and experienced local firm to carry out this project.

### III. Scope of Work

The selected firm will be responsible for the following tasks:

- Removal and proper disposal of the existing rooftop HVAC unit
- Furnishing and installing a new 4-ton rooftop unit model # 48FEEA05A2A5-0A0A0.
- The current configuration is: Original curb (unknown model #). On top of that is a field-fabricated transition. On top of that is a curb adaptor to the existing unit (model #M-48PGEMOS-A-50---).
- Specs below are for the curb adaptor to go from the existing unit to the new unit.

Part Number	MTIC841	DESCRIPTION:	ADAPTER CURB	Quantity:	1
UNLESS OTHERWISE SPECIFIED ALL DRAWING UNITS ARE IN INCHES		List Update Authorization here.		MTI MANUFACTURING LLC	
TOLERANCES ARE: ±.18"		APPROVALS:	Dd/MM/YY	Old Unit: 48/50PG03-07	
CURB GASKET	QTY	2	Checked	New Unit :CRRFCURB001A01	
MATERIAL:	18GA	FINISH:	GALVANIZED (G90)	Revision 1	
INSULATION	MFC 0.85 (R8)	R Value:	4.2 (1.0")	Revision 2	
DETAILS	ASTM C1201 Type I, Composite	GreenGuard Certified		Revision 3	
				SO #	
				PC#	Sheet 13 of 13

- Completing any required ductwork modifications or repairs
- Electrical and control connections necessary for full operation
- Start-up, testing, and commissioning of the system
- Compliance with all applicable codes, permits, and manufacturer specifications
- Coordination with Town staff to minimize operational disruption

#### IV. Project Timeline

The anticipated timeline for the project if qualified bidders are found is as follows:

- **Proposal Submission Deadline: January 30, 2026 at 3:00 PM**
- **Anticipated Award Date:** February / March 2026
- **Project Commencement:** February 2026 (upon contract execution)

#### V. Proposal Requirements

Proposals should include, but are not limited to, the following information:

1. **Cost Proposal:**
  - Detailed cost structure for the replacement.
  - Lump-sum cost for replacement and installation
  - Separate line item for alternate HVAC unit (if proposed)
2. **Firm Qualifications and Experience:**
  - Overview of the firm's history, size, and experience with similar projects.
  - Qualifications and experience of key personnel assigned to the project.
3. **References:**
  - Contact information for at least three (3) references from similar projects.
4. **Town Bid Forms**
  - The forms must be submitted with the Bid documents.

#### VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Cost of Services - Lowest Bid
2. Qualifications and experience of the firm
3. References and past performance on similar projects.

## VII. Submission Instructions

All responses must be submitted electronically by **Friday, Jan 30, 2026, by 3:00 PM.**

Proposals should be emailed to:

Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

With a copy to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

## VIII. Additional Information

- The Town of Bladensburg reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal that is deemed to be in the best interest of the Town.
- Any questions regarding this RFP should be directed to Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov).
- All submitted proposals become the property of the Town of Bladensburg and are subject to public record laws.

We look forward to receiving your proposal.

Town of Bladensburg, Maryland

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG  
Bid Proposal Form

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE: January 30, 2026  
TIME: 3:00 p.m. EST

\_\_\_\_\_  
(Name of Bidder)

hereby submits the following proposal for \_\_\_\_\_. Having carefully examined the Request for Proposals, related documentation, the proposed Consultant Agreement and Addenda Numbered \_\_\_\_\_ (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.  
Provide unit pricing for specific tasks.

**SPECIAL TERMS AND CONDITIONS**

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL  
Non-Collusion Affidavit

\_\_\_\_\_, being duly sworn on oath, deposes and says:  
That he/she is the

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of \_\_\_\_\_,  
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

\_\_\_\_\_(SEAL)

Name

Title \_\_\_\_\_

Date: \_\_\_\_\_

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the \_\_\_\_\_ (Title) and duly authorized representative of \_\_\_\_\_ (Name of Business Entity) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

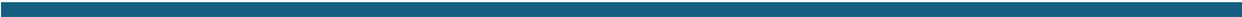
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and

3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and

4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.

5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to



commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

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I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

---

Date

---

Signature

---

Printed Name

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder:  
(Individual/Firm/Corporation)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Is the business incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Name	Business Address	Residence Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

Name	Office Business Address	Residence and Assumed	Date Office
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List the names of all members of the current Board of Directors, and their business and residence addresses.



Name	Business Address	Residence Address
<hr/>		

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
<hr/>			

7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If yes, state where and why: \_\_\_\_\_

b. Have you ever been affiliated with some other organization that failed to complete a contract? \_\_\_\_\_

If yes, state name of individual and reason therefor. \_\_\_\_\_

c. With what other businesses are you affiliated? \_\_\_\_\_

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

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e. Identify all sub successful bidders, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_

Printed Name:

Title: \_\_\_\_\_



# Agenda Item Summary Report

**Meeting Date:**  
February 9, 2026

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title: INFORMATION MEMO | Rules of Procedure Virtual Attendance and Consent Agenda – February 2026**

This is an introduction item and a memo on the use of a consent agenda or consent package.

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Copies of other Rules  
Town of Bladensburg Rules of Procedure

**Recommended Action:**

This memo is for **INFORMATION ONLY**, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project.

**Item Summary:** This updated item recommends two changes to the Council rules of procedure. No other changes to the rules have been submitted.

1. **Formalized language for Virtual Attendance** – This language was adopted from other local MD municipalities, who made this allowance after the pandemic
2. **Consent Agenda** – This would add the Consent Agenda item, which would consolidate routine and non-controversial items into a single motion. This has been explained in more detail.

**Consent Agenda Overview**

A Consent Agenda, sometimes referred to as a “consent calendar” or “consent package,” is a meeting tool that consolidates routine, non-controversial items into a single agenda item. These items are presented for approval in a single motion and vote, eliminating the need for multiple discussions on matters that do not require debate.

**Typical Consent Agenda items include:**

- Approval of meeting minutes from previous sessions
- Routine financial reports
- Resolutions of Support and Awareness
- Standard administrative approvals
- Committee reports not requiring deliberation
- Informational correspondence with no action required

**How It Works:**

1. Staff and/or an agenda committee identify routine items for inclusion.
2. At the meeting, the Mayor introduces the Consent Agenda and requests a motion to approve.
3. Any Councilmember may request that an item be removed for individual discussion.
4. The remaining items are approved collectively with one motion and a vote.

**Benefits to Council and the Public:**

- **Efficiency:** Saves time by consolidating approvals of routine matters.
- **Focus:** Frees up time for strategic discussion and decision-making on more substantive issues.
- **Streamlined Process:** Simplifies procedural steps and enhances meeting productivity.

**Rules of Procedure Revisions**

In addition to introducing the Consent Agenda, Town staff recommend updates to the Council’s Rules of Procedures. These include:

- **Remote Attendance & Hybrid Meetings:** Clarifying how Councilmembers may participate remotely when necessary.
- **Consistency Updates:** Correcting minor discrepancies and ensuring procedures align with current best practices.
- **Council Input:** Providing an opportunity for Councilmembers to suggest additional revisions or clarifications.

As part of our research, Town staff have collected recent revisions from the following municipalities: the City of Frederick, the Town of Cheverly, the Town of Capitol Heights, and the City of Aberdeen. These examples will be used as references in preparing draft amendments.

The Town Administrator will be able to answer questions from the Council.

<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost: NA</b> <b>Ongoing Cost: NA</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

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**RULES OF PROCEDURE  
FOR THE  
TOWN COUNCIL  
OF THE  
TOWN OF BLADENSBURG, MARYLAND**



**Last Approved by Mayor and Town Council  
December 9, 2019**

**Revised: ~~November 10, 2025~~ February 9, 2026**

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**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT**

**1.1 Authority**

Article II, Section 207 - Rules of the Town Charter of the Town of Bladensburg, Maryland, grants the Town Council the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

**1.2 Applicability**

The rules of procedure adopted by the Town Council are applicable to Town Council meetings.

**1.3 Amendment**

These rules may be amended or new rules adopted, by a majority vote of the members of the Town Council present.

**1.4 Recession and Suspension of Rules**

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Town Council present.

**ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICES**

**2.1 Meetings Shall be Public**

A meeting occurs when a quorum of the Mayor and Town Council convenes to consider or transact public business.

All meetings of the Town Council shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Council from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

**Maryland Open Meetings Act**

*The Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a) provides “Whenever a public body meets in open session, the general public is entitled to attend”. That means that members of the public may come to a meeting and observe it. With one exception pertaining to the closing of a meeting, it does not mean that they are entitled to speak (City of New Carrollton v Rogers, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Ordinarily, the*

management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233(2015) (stating that the Act does not regulate the presiding officer’s decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012)

**2.2 Regular Meetings**

Regular meetings. The Council shall meet at such time as may be prescribed by ordinance or resolution, but not less frequently than once each month unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Council shall be open to the public, and the rules of the Council shall provide that citizens of the Town have a reasonable opportunity to be heard at any such meetings, pursuant to Article II, Town Government, Section 205-Meetings (b). Special meetings or work sessions are not regular meetings of the Council, but shall be open to the public unless closed according to state law.

Regular meetings of the Town Council shall ordinarily be on the second Monday of each month at 7:00 PM. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

**2.3 Work Sessions**

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolution, should not be done at a work session.**

Regular Work Sessions shall ordinarily be on the second Monday of each month at 5:30 P M. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, pursuant to Article II, Town Government, Section 205-Meetings (c) Work sessions are not regular meetings and no opportunity need be provided under Section 205 of the Charter for citizens to speak; or under the Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a).

**2.4 Special Meetings**

Special meetings are called by the Town Clerk upon written request of the Mayor, or two or more of the Council Members. Any such notice shall state the subject to be considered at the special meeting and no other subject shall be considered, except by unanimous consent of all members present.

Commented [MB1]: Does this apply to Closed Session?

**2.5 Emergency Meetings**

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the

meeting is convened. Notice shall be provided also to the media and public by electronic notification.

**2.6 Closed Sessions**

The Mayor and Town Council may close a meeting to the public by a vote in open session under the circumstances, conditions and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting – Section 3-305-306 (c). Notice of Closed Session shall be given as required by law.

**2.7 Recessed Meetings**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Council.

**2.8 Information Meetings**

The Mayor and Town Council may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Mayor and Town Council will determine the rules governing presentations at such meetings.

**2.9 Public Hearings.**

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

**2.10 Roll Call and Attendance**

- A. ~~A~~-A majority of the members of the council then in office shall constitute a quorum.
- B. ~~B~~-Before the council proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. ~~C~~-Members must be physically present at the council chamber dais to vote. Proxy or absentee voting is not permitted.

**2. 11 Remote Attendance**

The Town Council recognizes the benefits of the fullest practicable attendance and participation by its members. However, in limited instances, the business of the Council may benefit from a Council member’s remote participation by means of audio or video conferencing (“remote attendance”).

- (a) Remote attendance by a member is considered an appearance towards a quorum.
- (b) Remote attendance by members should be announced by the presiding officer and will be reflected in the meeting minutes.
- (c) Council members attending remotely will participate and vote during the meeting as if they were physically present at the meeting. To ensure proper recording on a vote when a member is attending remotely, a roll call vote will be used. The Council member’s vote must be audibly provided so that any participant may hear their vote. The presiding officer will confirm the vote.
- (d) Council members appearing remotely shall comply with all applicable laws and procedures, including these Rules, as if they were physically present at the meeting.

**Nonemergency circumstances.** Under nonemergency circumstances, remote attendance is intended to be an alternative and relatively infrequently used method for participation by Council members. Remote attendance protocol and procedures under nonemergency circumstances are as described in this section.

- (a) Generally, remote attendance is permitted at workshops, business meetings, regular meetings, special meetings, and closed meetings.
- (b) In no event may a Council member attend remotely unless necessary equipment is available. “Necessary equipment” means any telephone or other device equipped with a speaker function capable of broadcasting the member’s voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Council member to pose and answer questions. To ensure necessary equipment is available, a Council member seeking to attend a meeting remotely must contact the Town Clerk by 12 p.m. on the day of the meeting.

**Emergency circumstances.** One or more Council members may remotely attend a meeting (including workshop, regular meeting, special meeting, or closed session) via remote attendance under limited circumstances as set forth herein. There is no limit to the number of times a member may attend a meeting by remote attendance, and no limit to the number of members who may participate by remote attendance in a meeting. Remote attendance may occur during emergency circumstances as described in this section.

- (a) Remote attendance by one or more members is permitted, and may be required by the Mayor in lieu of in-person attendance, when action on an agenda item requires immediate action, remedy or discussion, and one or more of the following circumstances exists:

**2.11 Quorum**

A. Majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

B. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved, pursuant to Article II – Quorum-Section 208 of the Town Charter.

**2.12 Loss of a Quorum**

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer or a Council member shall declare the meeting recessed until a quorum is reestablished.

B. Upon reestablishment of the quorum, the Mayor and the Town Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Mayor and the Town Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

**2.14 Conflict of Interest**

a. A Council member prevented from voting by a conflict of interest shall file a conflict of interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

b. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Councils deliberation of the matter in any way, shall not attend Closed Sessions regarding the matter.

**2.15 Presiding Officer**

The Mayor shall serve as the Presiding Officer for all meetings of the Town Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. In the absence of the Mayor Pro Tem, the Town Clerk shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

**2.16 Place of Meeting**

a. All meetings of the Mayor and Town Council, unless otherwise determined, shall be held at the Town of Bladensburg Town Hall, Council Chambers 4229 Edmonston Road, Bladensburg,

Maryland. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

**2.17 Notice of the Meeting**

a. Written notice of all public meetings of the Town Council shall be posted on the bulletin board at Town Hall, posted on the Town’s website and Cable Channel. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

**2.18 Conduct of Meetings**

Councilmembers shall be recognized by the presiding officer before speaking. Other persons at the meeting of the Mayor and Council may speak when called upon or authorized.

**2.19 Dissents and Protests**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and the reason therefor entered into the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance.

**2.20 Courtesy, Decorum, Conduct and Order**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Town Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings.

1. Before a council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly Public comments will be limited to three (3) minutes. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous(*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session*).
2. If a person fails to request to speak before speaking, the Mayor shall rule them ‘out of order’ and remind them that they do not have the floor. While the Council is in session,

all council members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the Town Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.

3. Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
4. Call for orders of the day, this is simply another way of saying, “let’s return to the agenda.” If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
5. A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules.
6. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public Council meeting. Any concerns about conduct or performance of any Town employee(s) or Council appointee(s) shall be brought to the attention of the Town Administrator, or a Closed session of the Council may be requested to discuss the personnel matter.
7. Members of the Council shall not take positions on either national or foreign political issues that do not affect the Town.
8. Demonstration or Disorder Among Bystanders – If any confusion, demonstration or disorder arises in the Council Chambers, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.
9. Town Administrator and Members of Staff – The Town Administrator shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
10. Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Town Council meetings of the Mayor and Town Council according to procedures established by the Mayor and Council.
  - a. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in.

- b. Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.
- c. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- d. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- e. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
- f. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- g. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
- h. No placards, banners or signs may be displayed in the council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- i. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

**2.21 Council May Discipline its Own Members**

In the event a council member violates the Charter, these rules or any other ordinance of the Town, or acts in a manner that causes embarrassment or disgrace to the Town of Bladensburg, the Town Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Town Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Town Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

- 1. *No Action.* The Town Council chooses to take no action.
- 2. *Private Censure.* The Town Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.
- 3. *Public Censure.* The Town Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

**2.22 Motions – when reduce to writing**

Every motion or proposition shall be reduced to writing on the call of any member, and shall a motion be made and seconded shall be deemed in possession of the Town Council and shall be read by the Town Clerk previous to debate, and may be withdrawn at any time previous to the vote being taken.

**2.23 Other Motions**

1. Motion to Adjourn – This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. Motion to Recess – This motion, if passed, requires the Council to immediately take a recess. Normally, the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
4. Motion to Remove from the Table – This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.
5. Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

**2.24 Rules of Discussion of pending questions**

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the Town Administrator who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

**VOTING**

**3.1 Voting Rules**

When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town and State Ethic Laws.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such members holds.

- 3. When any member has a direct financial gain or personal gain from the outcome of the vote.

All voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay”. A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Council.

**3.2 Voting Disqualification.**

- 1. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
- 2. A member shall openly state an abstention due to a conflict of interest or bias.
- 3. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- 4. As to any other conflict of interest, the member’s determination may be accompanied by an oral or written disclosure of the conflict of interest.
- 5. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

**MINUTES AND RECORD KEEPING**

**4.1 Minutes of Meetings**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, *minutes shall not be available until approved by the Council in a regular meeting.* Approved minutes are also posted on the Town’s website. Minutes of closed sessions of the Council held in accordance with applicable state law *shall not be open to public inspection and shall remain sealed.*

**4.2 Record of Meetings**

The Town Clerk or the Town Clerk’s designee shall be responsible for minutes of each Regular Meeting and Work session of the Mayor and Town Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

- 1. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- 2. Copies of resolutions, new or revised ordinances or other actions approved by the Mayor and Town Council.

**SUSPENSION AND AMENDMENT OF RULES**

**5.1 Suspension of Rules**

Any provisions of these rules not governed by federal, state law or the Town Charter may be temporarily suspended by a super majority vote of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminary approve the amendment.

### 5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any council member.

1. *Warning* - The Mayor may order any person (council member, staff member or audience member) in violation of these rules to be silent.
2. *Removal* - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
3. *Motion to Enforce*. Any council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

## THE AGENDA

### 6.1 Agenda.

1. The agenda shall outline the established order of business.
2. The Town Administrator shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the Town Administrator a description of the item in time for inclusion with the printed agenda.
3. At least two days before each regular meeting, the Town Clerk shall provide each member of Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
  - a. *Under Section 3-302 (C) of the Maryland Open Meetings Act, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted on. The Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.*
4. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.

5. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Mayor and Town Council during the scheduled meeting.
6. Items of routine business that generally require no discussion by Council may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
7. All meeting agenda and amendments shall be approved the Mayor and Town Council at the beginning of the meeting. Items on the agenda can be approved by the Mayor and Town Council during the scheduled meeting.
8. Agendas for Regular Meetings and Work sessions shall be published on the Friday prior to the meeting.
9. Consent Agenda: The items on the consent agenda may be accepted by the consent of the Council by a single vote, unless any individual should request the item be removed for further discussion. Any item pulled for discussion will be considered by the Council after a vote on the consent agenda.

## 6.2 Order of Business

- I. Call to Order
- II. Opening Prayer (non-denominational)
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Public Comments
- VI. Mayor & Council Reports
- VII. Staff Reports
- VIII. Unfinished Business
- IX. Financial Business
- ~~IX-X.~~ Consent Agenda
- ~~X-XI.~~ New Business
- ~~XI-XII.~~ Adjournment

## WORK SESSION POLICIES AND PROCEDURES

### 7.1 Purpose.

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, should not be done at a work session.** The following rules shall prevail for the call and conduct of work session meetings.

### 7.2 Agenda.

Only a limited number of matters shall be considered by the Town Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

**7.3 Documents and Exhibits to be Presented.**

When possible, staff shall make available to the Town Council all documents, exhibits, maps, plans, architectural drawings, specifications or other similar documents at least 72 hours before the beginning of the session.

**7.4 Technical Questions.**

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the Town Administrator, request the attendance of such staff members or outside experts as may be required to answer such questions.

**7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session.

**GENERAL**

**Council Requests**

**8.1 Council Requests**

Council requests that deal with policy issues and council requests that may be construed as direction shall be directed to the Town Administrator, except for general inquiries or questions, in which case the council may go to the department directors or key staff in the Town Administrators Office.

**8.2 Council Requests for Funding**

Council requests requiring funding must go through the Town Administrator and Town Treasurer. The Town Administrator and Town Treasurer shall respond in a timely manner.

**8.3 Use of Staff Resources.**

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Councilmember must be made through the Town Administrator unless already approved by the Mayor and Council.

**PUBLIC STATEMENTS BY MAYOR AND COUNCIL**

**9.1 Representation or position by Mayor or Councilmember.**

When the Mayor or a Councilmember gives a statement in their elected capacity on an issue affecting the Town, the Mayor or Councilmember shall first identify the adopted position of Mayor and Council with respect to that subject, if any. Thereafter, the Mayor or Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the Town.





# Agenda Item Summary Report

**Meeting Date:**  
February 9, 2026

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title:** INFORMATION MEMO | Change to Section 403 of the Town Charter

This is an introduction item and a memo on changes to Section 403 of the Town Charter.

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Memo and Language Change  
Charter Change Information

**Recommended Action:**

This memo is for **INFORMATION ONLY**, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project.

**Item Summary:**

The purpose of this memorandum is to provide the Mayor and Town Council with an overview of **Section 403 of the Town Charter (Appointments)** and to outline policy options for potential Charter amendments for Council consideration at a future meeting. This item is informational and intended to support policy discussion and direction to staff and the Town Attorney regarding preferred amendment language.

**Background**

Section 403 of the Town Charter was amended in 2019 to include enhanced procedural protections for the **Town Administrator, Town Clerk, Treasurer, and Chief of Police**. These protections include:

- A required opportunity to be heard at a public meeting prior to removal or suspension, with no specified timeframe;
- A mandatory **supermajority vote (four members of Council)** for removal or suspension, while appointment requires only a majority vote;
- A prohibition or limitation on removal or suspension for **six (6) months following a Town election**, except under limited circumstances; and
- Charter-level limits on the reasons for dismissal of positions otherwise considered at-will.

These provisions were adopted to prevent the wholesale removal of senior leadership following a Town election. While well-intentioned, the language has raised **governance, operational, and risk-management concerns**, particularly as elections occur every two years. The current structure may be interpreted as requiring delayed disciplinary action or continued compensation during the post-election period, potentially placing the Town at a legal and financial disadvantage.

It is also important to note that comparable protections may be addressed through **individual employment agreements**, rather than embedded in the Charter.

**Policy Considerations**

Charters are intended to establish a governance structure rather than prescribe detailed employment procedures.

- Embedding employment protections in the Charter limits Council flexibility and may create

legal and operational risk.

- Employment agreements can provide stability, defined terms, notice provisions, and due process protections while preserving Council authority.
- Many Maryland municipalities address executive employment protections contractually rather than through Charter mandates.

**Options for Council Consideration**

**Option 1 – Full Removal of Enhanced Protections from Section 403**

- Remove the six-month post-election protection and mandatory public hearing language from the Charter.
- Department heads would serve at the pleasure of the Council.
- Employment protections would be addressed through individual employment agreements and Town policy.
- Restores maximum Council discretion while allowing tailored contractual protections.

*Rationale:*

This approach aligns with municipal best practices by removing personnel-specific provisions from the Charter and addressing executive protections through negotiated employment agreements.

**Other Options – Modified Retention of Protections**

- The Council may choose to retain protections in a modified form; however, this approach would continue to embed employment-specific provisions in the Charter.

**Next Steps**

Based on Council feedback, staff can:

- Return with a recommended amendment approach;
- Work with the Town Attorney to draft Charter amendment language consistent with Council direction; and
- Align any Charter changes with proposed employment agreements for executive staff.
- Direct staff to look at other items in the Town Charter that need to be updated.

The Town Administrator will be able to answer questions from the Council.

<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost: NA</b> <b>Ongoing Cost: NA</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

# **Charter Amendment Procedures for**



# **Maryland Municipalities**

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## INTRODUCTION

A municipal charter determines the basic structure of a municipality. Together with various provisions of Maryland State law, a municipal charter also outlines the basic powers that a municipal corporation may exercise. It is often said that a municipal charter is analogous to the constitution of a state or a nation.

Just as state and federal constitutions are dynamic documents, municipal charters require revisions from time to time. Charter provisions become archaic with the passage of time. The impacts of court decisions and the enactment of state and federal laws dictate the need for change. The needs and desires of municipal officials and the communities they serve change with the passage of time. The Local Government Article of the *Annotated Code of Maryland* sets out the manner in which incorporated cities and towns may amend their charters to adapt to these and other changing circumstances.

The Maryland Municipal League prepared this handbook to provide basic guidance to municipal officials on procedures for amending their charters. Included for your information are a brief overview of the process, a flow chart to visually illustrate the charter amendment process and the sections of Maryland law that address how charter amendments must be conducted.

League staff members are available to answer any questions that you may have relating to charter amendments. Given the complexities involved and the importance of charter amendments, the League recommends that you use legal counsel when preparing and approving amendments to your municipal charter.

## CHARTER AMENDMENT PROCEDURES

A charter amendment may be initiated by formal action of the governing body of a municipality through the passage of a resolution. Alternatively, the qualified voters of a municipality may initiate a charter amendment by gathering the signatures of at least 20 percent of the qualified voters in the municipality. The following text synthesizes the two processes.

### Initiation by Elected Municipal Officials

#### Charter Resolution

The elected governing body of a municipality must first pass a resolution to effect a charter change in the same fashion that they would normally approve a formal resolution. The resolution must contain the exact wording of the proposed amendment or amendments. Each amendment must address a single subject and appear in a format set out in law to describe new language to be added to the charter and existing language to be deleted from the charter.

**Notifying the Public**

Municipal government officials must post an exact copy of the charter amendment resolution at the city or town hall or some other public place for at least 40 days after passage of the resolution. The law further requires the municipality to publish a “fair summary” of the proposed amendment not less than four times at weekly intervals in a newspaper of general circulation in the community.

**Effective Date**

Unless an approved charter amendment is petitioned to referendum, an amendment becomes effective 50 days after a municipal governing body passes a charter amendment resolution. The effective date is delayed if a petition for referendum is received by the municipality on or before the fortieth day after initial passage of the charter amendment resolution.

**Petition to Referendum**

Municipal residents may seek to nullify a charter amendment that has been approved by a municipal governing body by petitioning the amendment to referendum. The signatures of 20 percent of the qualified voters of the affected municipality are needed to bring the amendment to a referendum election. If a petition is presented to the municipal governing body and it has the requisite signatures and meets the legal requirements for form, the governing body must pass a resolution to provide for a referendum on the question of whether the charter amendment should be approved. The referendum may occur at the next general election of the affected municipality or a special election may be called. In the event of a special election, it must occur between 40 and 60 days after the referendum resolution is approved.

**Initiation by Municipal Residents**

**Petition to Referendum**

The residents of an incorporated city or town may initiate an amendment to a municipal charter by gathering the signatures of at least 20 percent of qualified municipal voters on a petition in the same fashion that a charter amendment approved by a municipal governing body may be petitioned to referendum. The petition must contain the exact wording of the proposed charter amendment. Each amendment must address a single subject and appear in a format set out in law to detail new language to be added to the charter and existing language to be deleted from the charter.

Again, if the petition has the requisite signatures and meets the legal requirements for form, the municipal governing body must within 60 days approve a resolution calling for a referendum election on whether the proposed charter amendment should be approved. Just as in the case of a referendum on a proposed charter amendment approved by the elected municipal governing body, the referendum may occur at the next general election of the affected municipality or at a special election. In the event of a special election, the election must occur between 40 and 60 days after the referendum resolution is approved.

As an alternative to calling for a charter amendment referendum upon receipt of a qualified referendum initiative petition, the affected municipal governing body may pass a resolution adopting the amendment proposed by the petition. The governing body may then proceed to address the amendment in the same fashion as it would if the governing body itself had initiated the proposed amendment.

## **Referendum**

### **Notifying the Public**

Municipal government officials must post an exact copy of a proposed charter amendment at the city or town hall or some other public place for at least four weeks immediately before a charter amendment referendum is held. The law further requires the affected municipality to publish notice of the referendum with a “fair summary” of the proposed amendment not less than four times at weekly intervals immediately before a charter amendment referendum is held. The published notice must appear in a newspaper of general circulation in the community. Lastly, the law requires that, on the day of the referendum election, officials must post an exact copy of the proposed amendment at all municipal sites where voting on the referendum will occur.

### **Conducting the Referendum Election**

The referendum election on the question of endorsing a proposed charter amendment should generally be conducted in the same fashion in which a normal municipal election is conducted. Election officials must tally the referendum results immediately following the close of voting and certify the election results to the mayor or chief executive officer of the affected municipality.

If the voters approve the proposed charter amendment, the mayor or chief executive officer must publicly proclaim the results within 10 days of receiving certification of the election results. The charter amendment then becomes effective 30 days after the proclamation is issued.

If the voters reject the proposed charter amendment, the mayor or chief executive officer in a similar fashion must proclaim that result. The proclamation must also state that the proposed charter amendment is null and void and of no effect.

### **Document Registration**

The Local Government Article of the *Annotated Code of Maryland* requires that specified documentation of a municipal charter amendment that is approved be provided to the Maryland Department of Legislative Services within 10 days of the amendment's effective date. At one time a charter amendment did not become effective until it was registered with the Department. Legislation enacted by the General Assembly several years ago removed the impact of this documentation on the effectiveness of a charter amendment. However, the requirement to send the documentation to the Department of Legislative Services remains.

*Code of Maryland*  
**Local Government Article**  
**Title 4, Subtitle**  
**Municipal Charter Amendment**

§4-301. Charter Amendment Generally

A municipality shall act in accordance with this subtitle in exercising the powers to amend its municipal charter that are granted under Article XI-E of the Maryland Constitution.

§4-302. Means of Initiation

An amendment to a municipal charter may be initiated by:

- (1) the legislative body of the municipality as provided in § 4-304 of this subtitle; or
- (2) a petition of the qualified voters of the municipality as provided in § 4-305 of this subtitle.

§4-303. Amendment Form and Format

(a) In conformity with the requirement imposed on the General Assembly under Article III, § 29 of the Maryland Constitution:

(1) a resolution or petition to amend a municipal charter shall contain the exact text of the proposed charter amendment, prepared so that each provision is shown as the provision would read when amended or enacted;

(2) except as provided in subsection (e)(2) of this section, a provision of a municipal charter may not be amended by reference to its title or citation only; and

(3) a municipal charter amendment shall:

- (i) embrace one subject only; and
- (ii) describe the subject in its title.

(b) A proposed amendment shall identify the provision to be amended by citing the code or other publication or amendment in which the most recent text of the provision appears.

(c) Proposed amendments shall be in a consecutively numbered series.

(d) A proposed amendment shall provide specifically for the repeal of a provision of the municipal charter that is inconsistent with the amended provision.

(e) (1) In a proposal to amend a municipal charter:

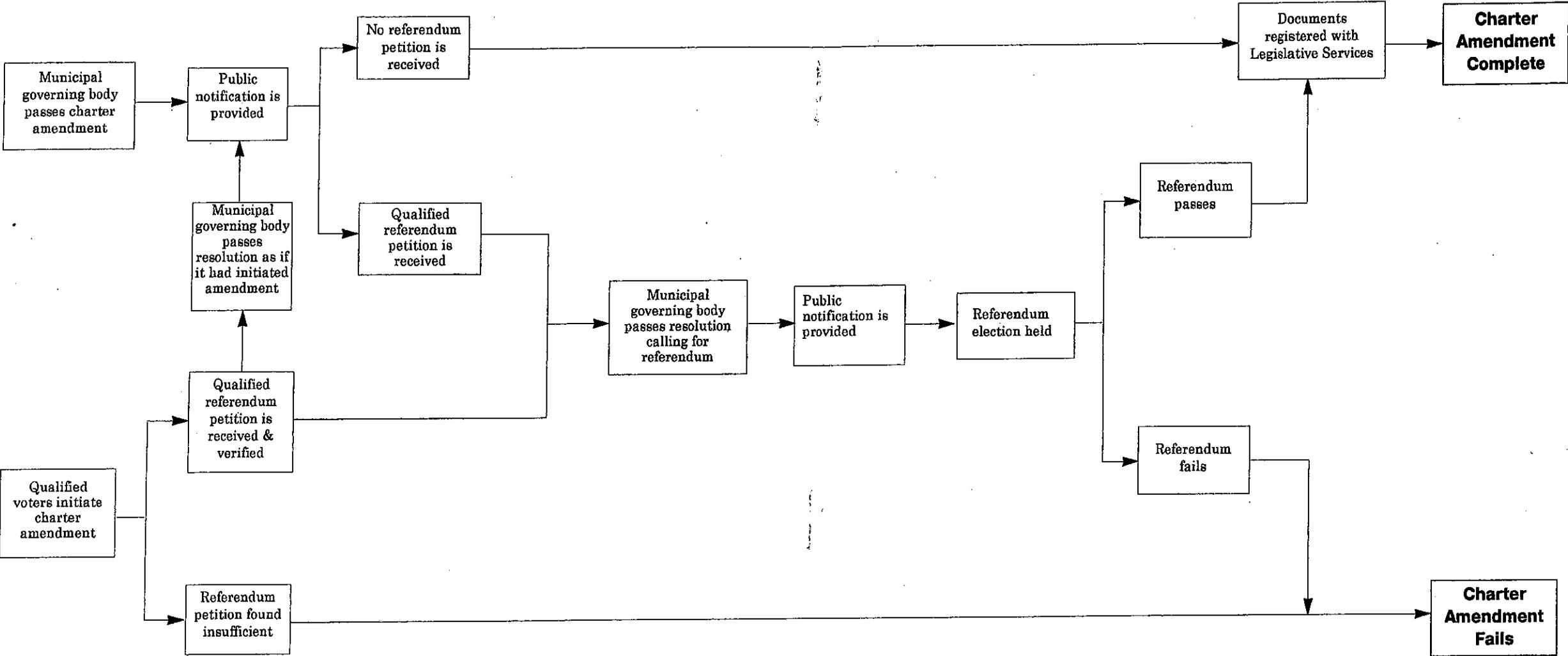
(i) each addition shall be underscored, italicized, or shown in capital letters;

(ii) subject to paragraph (2) of this subsection, each provision to be repealed shall be enclosed in double parentheses or boldface brackets; and

(iii) each new section shall be underscored, italicized, or shown in capital letters or contain some marginal or other notation to that effect.

(2) Each entire section to be repealed need not be written out in full and enclosed in double parentheses or boldface brackets.

# Maryland Municipal Charter Amendment Procedures



§4–304. Initiation by Local Governing Body

(a) The legislative body of a municipality may initiate a proposed amendment to the municipal charter by a resolution that, except as otherwise provided in this subtitle, is adopted in the same manner as other resolutions in the municipality by a majority of all the individuals elected to the legislative body.

(b) The chief executive officer of the municipality shall give notice of the resolution that proposes an amendment to the municipal charter by:

(1) posting an exact copy of the resolution at the main municipal building or other public place for the 40 days after the resolution is adopted; and

(2) publishing a fair summary of the proposed amendment in a newspaper of general circulation in the municipality:

(i) at least four times;

(ii) at weekly intervals; and

(iii) within the 40 days after the resolution is adopted.

(c) Unless a petition meeting the requirements of subsection (d) of this section is presented to the legislative body of a municipality on or before the 40th day after the legislative body adopts a charter amendment resolution, the amendment shall take effect as a part of the municipal charter on the 50th day after the resolution is adopted.

(d) (1) A petition for a referendum on a proposed charter amendment shall:

(i) be signed by at least 20% of the qualified voters for the municipal general election; and

(ii) request that the proposed amendment be submitted to referendum of the qualified voters of the municipality.

(2) Each individual signing the petition shall indicate on the petition the individual's name and residence address.

(3) The petition shall be delivered to the legislative body of the municipality by:

(i) presentment; or

(ii) certified mail, return receipt requested.

(4) (i) On receiving the petition, the legislative body shall verify that each individual who signed the petition is a qualified voter for the municipal general election.

(ii) The petition has no effect if it is signed by less than 20% of the qualified voters for the municipal general election.

(5) If the petition complies with this section, the legislative body shall specify by resolution adopted in accordance with its normal legislative procedure:

(i) the day and hours for the referendum; and

(ii) the exact text that is to be placed on the ballot.

(6) (i) The legislative body may schedule the referendum for the next regular municipal general election or at a special election.

(ii) If the legislative body schedules a special election, it shall be held not less than 40 days or more than 60 days after the resolution scheduling the referendum is adopted.

§4-305. Initiation by Voters

(a) (1) By a petition presented to the legislative body of a municipality, at least 20% of the qualified voters for the municipal general election may initiate a proposed amendment to the municipal charter.

(2) Each individual signing the petition shall indicate on the petition the individual's name and residence address.

(b) (1) On receiving the petition, the legislative body shall verify that each individual who signed the petition is a qualified voter for the municipal general election.

(2) The petition has no effect if it is signed by less than 20% of the qualified voters for the municipal general election.

(c) If the legislative body approves of the amendment in the petition presented under subsection (a) of this section, the legislative body may adopt the proposed amendment by resolution and proceed in the same manner as if the amendment had been initiated by the legislative body and in compliance with §§ 4-303(a) and 4-304 of this subtitle.

(d) Except as provided in subsection (c) of this section, if the petition complies with this section, the legislative body, no later than 60 days after the petition is presented to the legislative body, shall specify by resolution adopted in accordance with its normal legislative procedure:

- (1) the day and hours for the referendum; and
- (2) the exact text that is to be placed on the ballot.

(e) (1) The legislative body may schedule the referendum for the next regular municipal general election or at a special election.

(2) If the legislative body schedules a special election, it shall be held not less than 40 days or more than 60 days after the resolution scheduling the referendum is adopted.

(f) The chief executive officer of the municipality shall give notice of a submission of a proposed charter amendment by:

(1) (i) posting an exact copy of the proposed amendment at the main municipal building or other public place for at least 4 weeks immediately preceding the referendum at which the question is to be submitted; and

(ii) on the day of the referendum, posting a similar copy at the place for voting; and

(2) publishing notice of the referendum and a fair summary of the proposed amendment in a newspaper of general circulation in the municipality at least once in each of the 4 weeks immediately preceding the referendum.

§4-306. Prohibition of Proposed Amendment Rescission

After a resolution is adopted by the legislative body or after its submission in a petition, a proposal to amend a municipal charter may not be rescinded in any manner except by another charter amendment.

§4-307. Referendum

(a) On the day and during the hours specified in the resolution for a referendum, the charter amendment shall be submitted to the qualified voters.

(b) (1) Except as otherwise provided in this subtitle, the referendum shall be conducted generally according to the procedures for regular municipal elections.

(2) The official who conducts the regular municipal election shall perform the same duties for the referendum.

(c) The municipality shall pay for the referendum.

(d) Promptly after the canvas is complete, the official who conducts the referendum shall certify the results to the chief executive officer of the municipality.

(e) Within 10 days after receiving the certification:

(1) if a majority of those who voted on the question voted for the proposed charter amendment:

(i) the chief executive officer of the municipality publicly shall so proclaim; and

(ii) on the 30th day after the public proclamation, the charter amendment shall become part of the municipal charter; or

(2) if less than a majority of those who voted on the question voted for the proposed charter amendment:

(i) the chief executive officer of the municipality publicly shall so proclaim; and

(ii) the proclamation shall state that the charter amendment is not approved.

§4-308. Conveyance of Amendment to the Department of Legislative Services

When a charter amendment becomes effective, the chief executive officer of the municipality shall send the information concerning the charter amendment to the Department of Legislative Services as provided in § 4-109 of this title.

§4-309. Inclusion of Amendment in Charter Codification

The exact text of an amendment to a municipal charter then effective shall be included in any later edition or codification of the charter.

§4-310. Annual Requirements for Municipalities

(a) (1) At the end of each calendar or fiscal year, each municipality shall compile a complete set of charter enactments of the municipality for that year.

(2) The charter enactments in the compilation shall be in a numerical sequence, beginning with No. 1, and in a separate series for each year.

(b) (1) Subject to paragraph (2) of this subsection, copies of the compilation shall be:

(i) kept on permanent record at the offices of the chief executive officer and legislative body of the municipality;

(ii) made available at those offices for inspection during regular business hours; and

(iii) provided by those offices without charge.

(2) The county in which the municipality is located may make other copies of the compilation available at a reasonable cost to any person.

(c) On or before March 1 of each year, the municipality shall provide without charge copies of the compilation to the Department of Legislative Services as provided in § 4-109 of this title.

(d) Along with the compilation provided under subsection (c) of this section, the municipality shall provide to the Department of Legislative Services, as provided in § 4–109 of this title, a statement that includes information on any referendum on a proposed charter amendment.

§4–311. Annual Requirements for the Department of legislative Services

(a) (1) At the end of each calendar year, the Department of Legislative Services shall ask each municipality whether any charter enactments have been adopted during that calendar year or the last fiscal year.

(2) The municipality promptly shall:

- (i) answer the inquiry; and
- (ii) verify, by a signed and notarized statement, that copies of the charter enactments already have been sent to the Department of Legislative Services.

(b) (1) The Department of Legislative Services promptly shall certify to the State Comptroller if a municipality does not comply with subsection (a) of this section or § 4–310(c) or (d) of this subtitle.

(2) If the Department of Legislative Services certifies noncompliance, the Comptroller may discontinue all funds, grants, or State aid that the municipality is entitled to under State law relating to:

- (i) the income tax;
- (ii) the tax on racing;
- (iii) the recordation tax;
- (iv) the admissions and amusement tax; and
- (v) license taxes or fees.

(c) The Department of Legislative Services shall:

- (1) arrange in a logical and convenient order the titles of the laws of the municipalities that amend the municipal charters;
- (2) print each title, identified as a title of the laws of the municipality, in the Session Laws of the General Assembly for its regular session in that year; and
- (3) index each title with or in a supplemental volume to the laws enacted by the General Assembly.

§4–312. Compilation of Charters

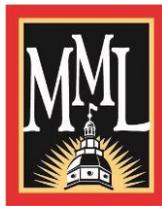
(a) The Department of Legislative Services shall compile the charters of all municipalities into a single publication.

(b) The Department of Legislative Services shall update the compilation of municipal charters on a regular basis.



# The Maryland Municipal League

The Maryland Municipal League, founded in 1936, represents 157 municipal governments and two special taxing districts throughout the State. A voluntary, nonprofit, nonpartisan association controlled and maintained by city and town governments, the League works to strengthen the role and capacity of municipal government through research, legislation, technical assistance, training, and the dissemination of information for its members. Through its membership in the National League of Cities, the League offers legislative representation in Washington, urban research programs, and a national municipal government information exchange.



## Maryland Municipal League *an association of cities and towns*

1212 West Street  
Annapolis, MD 21401-3610

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# Council Memo

TO: Mayor and Town Council  
FROM: Michelle Bailey Hedgepeth, Town Administrator  
CC: Sueellen Ferguson, Town Attorney; Jennifer Ramos, HR Consultant  
DATE: February 2026  
RE: Charter Section 403 – Appointments: Policy Options for Charter Amendment Consideration



**Purpose** | The purpose of this memorandum is to provide the Mayor and Council with an overview of Section 403 of the Town Charter (Appointments) and to outline policy options for potential Charter amendments for Council consideration at a future meeting. This memo is intended to support policy discussion and direction to staff and the Town Attorney regarding preferred amendment language.

**Background** | Section 403 was amended in 2019 to add enhanced procedural protections for the Town Administrator, Town Clerk, Treasurer, and Chief of Police. These protections include:

- A required opportunity to be heard at a public meeting prior to removal or suspension; no time period is noted.
- A mandatory supermajority vote (four members of Council). The hiring only requires a majority.
- A prohibition or limits on removal for six (6) months following a Town election, except under limited circumstances
- The current language imposes limits on the reasons for dismissal of at-will employees

At the time of implementation, these changes were adopted out of concern that a newly seated Council could remove senior leadership wholesale following an election. While well-intentioned, this language is now raising governance, operational, and risk-management concerns, particularly given evolving best practices in municipal administration. This also put the Council at a legal disadvantage, since elections are held every two years and senior employees may take the provision to mean that they would receive six months of payment in the event of any disciplinary action and delayed termination until April of the following year.

It is also important to note that these protections can alternatively be addressed through individual employment agreements for executive staff, rather than being embedded in the Charter itself.

**Policy Considerations** | Charters are intended to establish a governance structure, not detailed employment procedures.

- Embedding employment protections in the Charter reduces Council flexibility and can create legal and operational risk.

- Employment agreements can provide stability, defined terms, notice provisions, and due process while preserving Council authority.
- Several Maryland municipalities address executive protections contractually rather than through charter mandates.

**Options for Council Consideration**

**Option 1 – Full Removal of Enhanced Protections from Section 403**

- Under this option, the Charter language providing the six-month post-election protection and mandatory public hearing would be deleted in its entirety.
- Department heads would serve at the pleasure of the Council.
- Employment stability, notice, and due process would be addressed through individual employment agreements and town policy for the Town Administrator, Clerk, Treasurer, and Chief of Police.
- This option restores maximum Council discretion while allowing tailored protections through contracts.

**Rationale:**

This approach aligns with best practices by removing personnel-specific provisions from the Charter and addressing executive protections through negotiated employment agreements.

**Other Options – Retain Protections in Modified Form**

The Council could attempt to soften the language, but it continues to include employment-specific provisions in the Charter.

**Next Steps**

Based on Council feedback, staff can:

- Return with a recommended amendment approach;
- Direct the Town Administrator to work with the Town Attorney to draft Charter amendment language consistent with Council direction; and
- Align any Charter changes with proposed employment agreements for executive staff.

Respectfully submitted,

Michelle Bailey Hedgepeth  
Town Administrator

## Charter Amendment Notes Section 403 Appointments

### Section 403. Appointments

A majority vote of the Council shall appoint **and remove** all department heads, the Town Attorney, and the Town Clerk, all of whom shall serve at the pleasure of the Council. ~~Notwithstanding any other provision of the Charter to the contrary, the Town Administrator, Clerk, Treasurer, and Chief of Police may not be removed or suspended from such position without due notice to the appointee and an opportunity to be heard at a public meeting. No removal or suspension shall be effective unless by the affirmative vote of four (4) members of the Council, and no such appointee shall be removed for a period of at least six (6) months following a Town election unless the appointee violates the personnel manual with an act of misconduct that is subject to termination, or is convicted, or pleads guilty or *nolo contendere* to, a felony or misdemeanor or a crime that involves moral turpitude, or misfeasance or malfeasance in office, for which the penalty may be incarceration in any penal institution.~~

The Mayor with the approval of the Council, shall appoint members of boards and commissions or other personnel to fill positions not governed by the personnel system. Such appointees serve at the pleasure of the Council or until the term for which they were appointed has expired. Compensation for appointees shall be determined by the Council.



# Agenda Item Summary Report

<b>Meeting Date:</b> February 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title:** INFORMATION MEMO | Washington Metropolitan Council of Governments (COG) Update | February 2026

This is an update on Washington Metropolitan Council of Governments (COG) Meetings and activities attended by the Town Administrator in February 2026.

<b>Work Session Item [X ] Council Meeting Item [X]</b>	<b>Documentation Attached:</b>
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**Recommended Action:**

INFORMATION ONLY: This has been provided to the Council, and the community has been informed of the Council's and staff's actions.

**SUMMARY:** The Metropolitan Washington Council of Governments (COG) **Chief Administrative Officers (CAO) Committee** convened on February 4, 2026, to receive updates on federal housing funding litigation, discuss regional coordination considerations related to ICE-associated events, and share emerging issues affecting jurisdictions across the National Capital Region (NCR).

## 1. HUD Continuum of Care (CoC) Funding Litigation and Continuity Update

COG Housing Program staff provided an overview of ongoing **U.S. Department of Housing and Urban Development (HUD) FY 2025 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) litigation** and HUD's decision to reopen the **FY 2024–2025 CoC process**.

Key points included:

- The litigation has created **uncertainty around renewal grant timelines**, raising concerns about potential funding gaps for homeless services providers.
- HUD has reopened prior funding processes as a stopgap, but **long-term continuity into 2026 remains unclear**.
- The COG Board is actively engaged in **federal advocacy**, urging HUD to adopt continuity measures to avoid service disruptions and financial instability for local jurisdictions and nonprofit partners.

A copy of the **HUD CoC Funding Litigation and Continuity Update** discussed during the meeting is attached for Council's reference.

## 2. Regional Response Considerations Related to ICE-Associated Events

CAO Committee members discussed **mutual aid and regional coordination considerations** in light of recent ICE-related incidents in Minneapolis. While no specific NCR incidents were reported, the discussion focused on:

- Information-sharing protocols among jurisdictions
- Legal and operational considerations during federal enforcement actions
- The importance of consistent messaging, staff preparedness, and regional awareness

No formal action was taken; however, members agreed the topic may warrant continued discussion as circumstances evolve.

**3. CAO Roundtable – Emerging Issues**

Committee members shared brief updates on current and emerging challenges within their respective jurisdictions, including operational pressures, public safety coordination, and service delivery concerns.

**4. Next Steps**

COG staff summarized key takeaways and noted potential future agenda items, particularly related to **federal funding stability** and **regional coordination frameworks**.

The next CAO Committee meeting is scheduled for **March 4, 2026**.

<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

# HOMELESSNESS FUNDING IN METROPOLITAN WASHINGTON

## Continuity of Federal Homelessness Assistance and Regional System Stability

Hilary Chapman, COG Housing Programs Manager  
Sam Kenney, COG Regional Homeless Systems Coordinator

Chief Administrative Officers Committee  
February 4, 2026

# Risk to Continuity of CoC Funded Housing and Services

- Practical continuity risks for programs with fixed 2026 expiration dates.
- Likely local impacts if renewals are delayed.
- Overview of COG Board Action
- Key considerations for CAOs



# Federal Funding Process Disruption Creates Timing Risk

## CONTEXT

The CoC program is built on a predictable annual renewal cycle that supports continuous operations for housing and services.

- In November–December 2025, HUD issued and then withdrew the FY2025 CoC NOFO, disrupting the expected renewal timeline.
- A federal court issued a preliminary injunction that blocks implementation of the FY2025 NOFO and directs HUD to process eligible FY2025 renewals under the FY24–25 rules, but does not require HUD to obligate funds or issue awards.
- HUD reopened the FY24–25 CoC NOFO from January 9 to February 9, 2026, and has indicated it anticipates selecting awards by late March 2026, subject to the court order.
- Local grant terms expire on fixed dates. Delays at the federal level can create a gap even when funding is ultimately available.

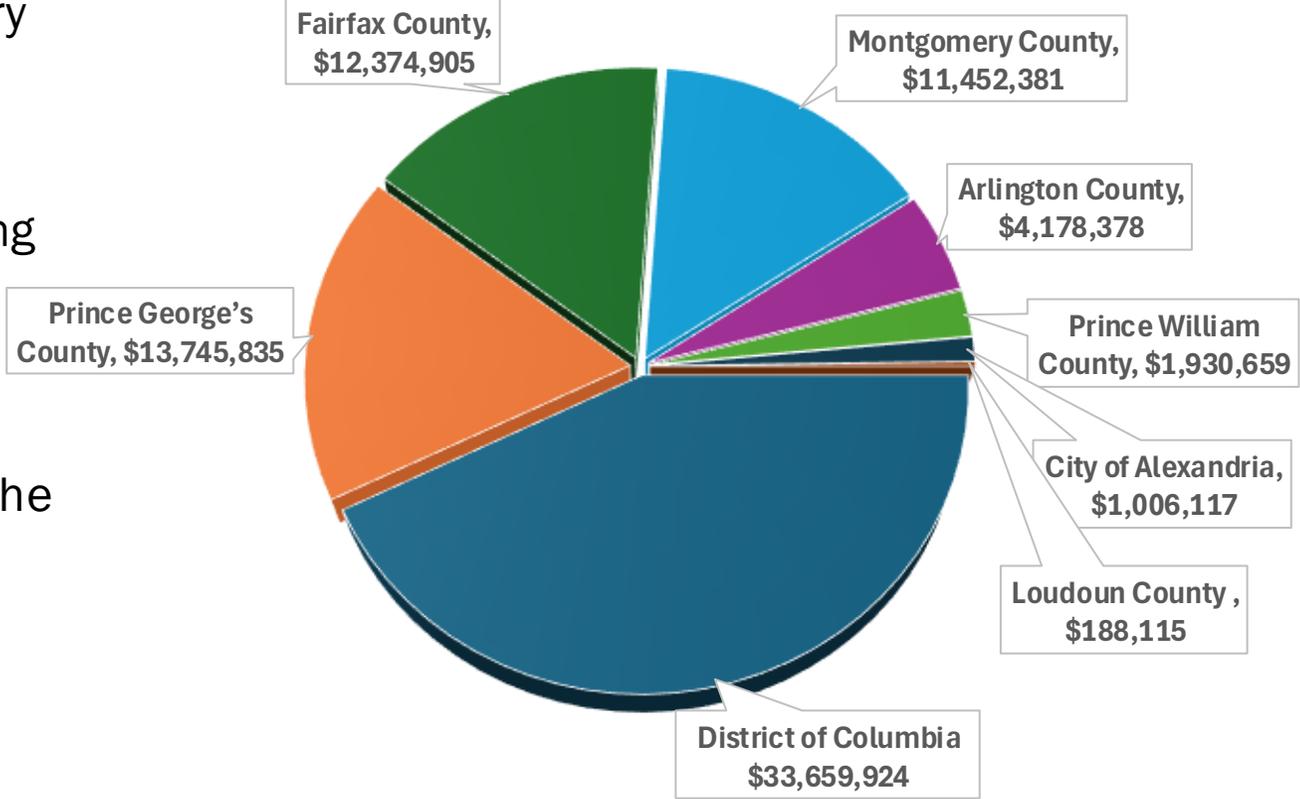
## RISK TO REGIONAL SYSTEM OF CARE

- **Disrupted or discontinued housing and services, provider cash-flow strain, and preventable instability for households and homeless services system health and efficacy.**

# Magnitude of Risk: National Exposure and Regional Scale

- National estimates suggest roughly one-third of CoC grants expire between January and June 2026.
- Metropolitan Washington received approximately **\$77.4 million** in CoC funding in FY2024.
- Even with award selection, timing of obligated funds and executed grant agreements remains uncertain, which is the driver of potential gaps
- Even short funding gaps would affect leases, staffing, and housing stability.

**FY2024 HUD CoC Total Awards**



# Context: How Many People Are Experiencing Homelessness in our Region?

People Experiencing Literal Homelessness by Jurisdiction, 2021-2025*							
	2021	2022	2023	2024	2025	Change in Number of Persons 2021 - 2025	Percent Change 2021 - 2025
City of Alexandria	106	120	152	187	166	60	57%
Arlington County	171	182	213	243	271	100	58%
District of Columbia	5,111	4,410	4,922	5,616	5,138	27	1%
Fairfax County	1,222	1,191	1,310	1,278	1,322	100	8%
Loudoun County	80	99	220	303	252	172	215%
Montgomery County	577	581	894	1,144	1,510	933	162%
Prince George's County	537	571	659	658	608	71	13%
Prince William County	282	241	326	345	392	110	39%
<b>TOTAL</b>	<b>8,086</b>	<b>7,395</b>	<b>8,696</b>	<b>9,774</b>	<b>9,659</b>	<b>1,573</b>	<b>19%</b>

Source: COG \* Totals for 2021-2023 have been revised to reflect the regional number without the City and County of Frederick.

# What a Funding Gap Means on the Ground

- Contract expirations;
- Funding gaps for providers, impacting their ability to provide rental assistance and to pay staff salaries;
- Decrease in the total number of housing placements available to households seeking to exit homelessness;
- Increase in length of shelter stays, fewer open beds;
- Increase in unsheltered homelessness.



# January COG Board Action Report Out

## Action

- Adopted the resolution and authorize transmittal of letters to HUD and Congress.
- Urged HUD to take prompt, time-limited steps to prevent interruptions to existing CoC-funded housing and services during the FY2025 process.
- Urged Congress to take immediate, time-limited action, including appropriations or other legislative vehicles, to direct and support HUD in maintaining continuity of existing CoC-funded housing and services.

## Purpose

- Prevent avoidable disruption to housing stability, provider operations, and regional system performance while the FY2025 CoC funding process is completed.

# What CAOs Should Know and What We are Tracking

- Provider cash-flow strain that affects rent payments, payroll, and service continuity.
- Housing stability risk for currently housed households if lease and service funding is delayed.
- Cost shifting to local systems including general funds, shelter operations, emergency response, and hospitals.
- Near-term watchpoints: Feb. 9 NOFO close, late-March target for award selection, and any signals on obligation and grant execution timing. Court decision anticipated by June.
- Longer-term watchpoint (FY2026+): potential shifts in federal priorities and “best practice” expectations that could change eligible activities, performance standards, and the operating model for CoC-funded systems.



## Hilary Chapman

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