



TOWN OF BLADENSBURG WORK SESSION | OCTOBER 14, 2024

October 14, 2024 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

AGENDA

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 min**
2. **Approval of Agenda – 1 min**
3. **Approval of Minutes**
 - A. Town Council Work Session Minutes | September 9, 2024
4. **Unfinished Business**
5. **Financial Business**
 - A. Ordinance 04-2025 | An ordinance to enact the Fiscal Year 2025-2026 Budget Process
6. **New Business**
 - A. Ordinance 03-2025 | AN EMERGENCY ORDINANCE OF THE COUNCIL OF THE TOWN OF BLADENSBURG GRANTING A RENEWAL OF THE CABLE FRANCHISE TO COMCAST OF MARYLAND, LLC, AND AUTHORIZING A FRANCHISE AGREEMENT – 5 minutes
 - B. **Resolution 03-2025** | A Resolution authorizing the Town Administrator to apply to Prince George's County Department of Housing and Community Development on behalf of the Town of Bladensburg for Community Development Block Grant (CDBG) funding for PY 51 for Infrastructure Projects. – 3 minutes
 - C. **Resolution 04-2025** | A RESOLUTION authorizing the Town Administrator to apply to Chesapeake Bay Trust (CBT) on behalf of the Town of Bladensburg for the Prince George's County Stormwater Stewardship Grant Program is funding for Town Projects– 3 minutes

- D. Resolution 05-2025 |** A Resolution authorizing the disposition of surplus vehicles– 5 minutes
- E. Contract Approval |** Approval of a Contract with CRS Roofing Services for roof repairs to Town Hall and the Code Enforcement Building –in an amount not to exceed \$48,650.00 – **3 minutes**
- F. Board of Supervisors of Elections (BOSOE) Update |** Election 2025 – 20 minutes
- G. America in Bloom |** 2024 Evaluation Report – 10 minutes
- H. Bostwick House Update |** October 2024– **10 minutes**
- I. COG Update |** October 2024 - **5 minutes**
- J. Legislative Priorities 2025 Update |** October 2024– 5 minutes

7. Adjournment

**COUNCIL OF THE TOWN OF BLADENSBURG
WORK SESSION MINUTES
September 9, 5:30 PM**

CALL TO ORDER

Mayor James called the meeting to order at 5:31 PM.

APPROVAL OF AGENDA

Mayor James called for a motion to approve the agenda. This was moved by CM Blount and seconded by CM Dixon. This motion was passed 5-0

APPROVAL OF MINUTES

Mayor James requested a motion to approve the July 15, 2024, minutes; CM Brown moved this item, which CM Dixon seconded. The motion was passed 5-0.

NEW BUSINESS

A. Draft Legislative Priorities for Session 2025

Town Administrator Bailey-Hedgepeth provided a summary of what will be discussed by LA Perez, which would be a bills overview. Mr. Brown discussed in details bill items that interest Bladensburg, including Senate Bill 0100, HB 282, HB 1059, and Senate Bill 0314.

B. Bostwick House Update Report | September 2024

Town Administrator Bailey-Hedgepeth presented a PowerPoint on recent actions that have taken place in regard to the Bostwick House project and the current grants that are being utilized for this project as well as the past grants.

**C. Council Meeting Overview | Town Administrator
Financial Business**

Approval of a Contract with Gordian in an amount not to exceed \$185,648.40

Town Administrator Bailey-Hedgepeth and Public Works Supervisor Mr. Hall presented the overview for the contract to repair essential bridges across the town.

Approval of a Contract with GOVOLUTION for credit card services

Town Administrator Bailey-Hedgepeth and Treasurer Tinelli presented the overview for the contract to purchase credit cards and ACH payment processing solution services for the town.

**Ordinance 02-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF
BLADENSBURG TO AMEND CHAPTER 112 "VEHICLES AND TRAFFIC. " BY ADOPTING §112-13,
"TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS" TO AUTHORIZE USE OF TRAFFIC CONTROL
SIGNAL MONITORING SYSTEMS AT INTERSECTIONS TO ENFORCE COMPLIANCE**

Town Administrator Bailey-Hedgepeth and Chief Collington presented an overview of the ordinance.

Resolution 003-2025 | A Resolution of the Town of Bladensburg, Maryland, Supporting Legislative Initiatives that Re-establish Local Land Use Authority

Town Administrator Bailey-Hedgepeth presented the overview of this resolution which would be to agree to have our own planning experts in a partnership with the other towns in the area to make land use decisions.

Approval of Council Meeting Date Change | November 2024

Town Administrator Bailey-Hedgepeth shared the request to move the council meeting to Nov 18, 2024, instead of November 11, 2024.

Approval and Award of the Community Grant for FY 2024 | Royalty Institute

Town Administrator Bailey-Hedgepeth shared the information of Royalty Institute to receive the community grant funds.

Approval of a Contract with The Neighborhood Design Center for professional services not exceeding \$73,550 to support the successful development of the Bladensburg Town Hall Project.

Town Administrator Bailey-Hedgepeth shared the proposal with the details for the town hall project.

Approval of a Contract with EGG Construction for Bostwick House Repairs in an amount not to exceed \$142,575

Town Administrator Bailey-Hedgepeth shared the analysis of the required repairs and costs breakdown for Bostwick House.

Approval for a Contract with Brudis & Associates for Town Engineering Services

Town Administrator Bailey-Hedgepeth and Town Clerk Waton shared the process that was done to select an engineering service for the town, which narrowed the town to select Brudis & Associates to which they now want approval for a contract with the firm.

ADJOURNMENT

Mayor James asked for a motion to adjourn. CM Dixon moved the motion, which CM McBryde seconded. The motion was passed 5-0. The meeting was adjourned at 6:37 PM.



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Treasurer
Item Title: 04-2025 AN ORDINANCE TO ENACT THE FISCAL YEAR 2025-2026 BUDGET PROCESS	
First Reading Ordinance 04-2025: AN ORDINANCE TO ENACT THE FISCAL YEAR 2025-2026 BUDGET PROCESS AND CODIFY THE TOWN COUNCIL AND PUBLIC PARTICIPATION PROCESS	
Work Session Item [] Council Meeting Item [X]	Documentation Attached: Ordinance 04-2025

Recommended Action:
Review and approval of the Budget Process for FY 2026: this is the first reading of the ordinance.

Summary: The Town Administrator is proposing the adoption of this Ordinance to provide a framework for the Budget Process for FY 2026.

Budget Process and Timeline

- **Ordinance Introduction**
 - On **October 14, 2024**, at the regularly scheduled Town Council Meeting, the Budget Enactment Ordinance will be introduced. This ordinance will outline the official steps and processes for the FY 2025-2026 budget cycle.
- **Budget Calendar Finalization (Second Reading)**
 - The Town Council will finalize and approve the official **Town Budget Calendar** at the **November 18, 2024**, Council Meeting. This calendar will outline the dates for all review sessions, hearings, and meetings related to the FY 2025-2026 budget.
- **January 2025 Budget Review | Town Council Meeting**
 - On **January 13, 2025**, a comprehensive **Budget Review** for Fiscal Year 2025 will be held, and key budget issues and initial departmental needs will be presented and discussed.
- **Budget Session #1 | Town Council and Events**
 - On **February 18, 2025**, the first public **Budget Hearing** will be held, focusing on Town Council Budgets and Town Events.
- **Budget Session #2 | Introduction and Public Safety**
 - On **March 10, 2025**, the Town Council will receive an Introduction to the revenues and a review of the **Public Safety budget**, with presentations from the Police Department with their requests for the upcoming fiscal year.
- **Budget Session #3 | Finance, Clerk, and Town Administrator**
 - On **March 18, 2025**, a **Special Council Meeting** will be held to review budget requests from the **Finance Department, Town Clerk, and Town Administrator**.
- **Budget Session #4 | Special Budget Meeting | Public Works and Public Safety**
 - On **April 1, 2025**, another **Special Council Meeting** will focus on budget requests from the **Public Works** and review **Public Safety** items discussed in March.
- **First Reading of the Budget Ordinance**
 - On **April 14, 2025**, the **First Reading** of the Budget Ordinance will occur during the Town Council Meeting.
- **Tax Rate and Constant Yield Hearings (if needed)**
 - On **April 14, 2025, or May 12, 2025**, the Town Council Meeting would meet to set a new tax rate or conduct a Tax Rate or Constant Yield Hearing. This is a separate meeting

- **Budget Session #5 | Special Council Budget Meeting**
 - On **April 29, 2025**, the Town Council will hold a **Special Budget Meeting** for any remaining discussions and adjustments.
- **Proposed Budget Adoption – Second Reading**
 - On **May 12, 2025**, during the Town Council Meeting, the **Proposed Budget** for FY 2025-2026 will be presented for **Adoption**.
- **Alternative Budget Adoption Date**
 - An **Alternative Budget Adoption Date** is scheduled for **June 9, 2025**, if further revisions or discussions are necessary.

I've attached a graphic budget calendar that illustrates this process. The town is undertaking this process so that it can move towards the Distinguished Budget Format that is recognized by GFOA. GFOA is an organization that recognizes and maintains standards for local, state, and federal government financial professionals.

This is the first reading of the ordinance and it will come back to the Council in November

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



Agenda Item Summary Report

Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
-------------------------------	---

Item Title: Emergency Ordinance 03-2025 | Renewal of the Cable Franchise Ordinance

Emergency Ordinance 03-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG GRANTING A RENEWAL OF THE CABLE FRANCHISE TO COMCAST OF MARYLAND, LLC AND AUTHORIZING A FRANCHISE AGREEMENT

Work Session Item <input checked="" type="checkbox"/> Council Meeting Item <input checked="" type="checkbox"/>	Documentation Attached: Ordinance 06-2024
---	---

Recommended Action:

Approve Ordinance 06-2024 | An Ordinance pertaining to the renewal of the Cable Franchise to Comcast of Maryland, LLC and authorizing Franchise Agreement.

Item Summary: Town Attorney Ferguson is active on the INET and Cable Franchise committee and has been instrumental in developing Cable and Broadband negotiations for several years. She has recommended that the Town accept and approve the renewal of the Cable Franchise, completed in June 2023 with Comcast of Maryland, and authorize the Franchise Agreement.

This retains the town's 5% cable franchise fee and many of the same provisions accepted in 2015. The last agreement entered into with Comcast ended in 2015. This agreement gives Comcast a non-exclusive cable franchise and allows the company to provide cable service within the Town of Bladensburg.

This is an emergency ordinance, and we are asking the Council to read and approve it in one meeting.

The Town Administrator is available to answer any questions on this matter.

Budgeted Item: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Continued Date:
Budgeted Amount:	
One-Time Cost: NA	
Ongoing Cost: Monthly	

Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date:
---	-----------------------



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: 03-2025 CDBG PY 51 Resolution of support	
<p>A RESOLUTION authorizing the Town Administrator to apply to Prince George’s County Department of Housing and Community Development on behalf of the Town of Bladensburg for Community Development Block Grant (CDBG) funding for PY 51 for Infrastructure Projects</p>	
Work Session Item [] Council Meeting Item [X]	Documentation Attached: Resolution
Recommended Action:	
Approval for the Town Administrator to apply for grants for Town Projects	
<p>Item Summary: The Town Administrator requests Town Council approval to apply for CDBG PY51. This yearly program offered by the County for low—to moderate-income areas provides funds for infrastructure projects within the Town of Bladensburg. This year, the Town will target projects like roadway improvements and the continuation of the 57th Avenue Lighting Project.</p> <p>The Town has been successful in obtaining funding for these Town Infrastructure projects, and this year, we are working on a proposal with our Town Engineers, Burdis and Burdis.</p> <p>This resolution authorizes the application for funding and support for the Town's efforts. If funded, grant projects will occur in FY 2026.</p> <p>The Town has recently completed the following projects:</p> <ul style="list-style-type: none"> • PY 48R – Roadway and Sidewalks – This project funded the sidewalk ramps adjacent to Bladensburg High School and sidewalk improvement by Emerson House. <p>Work in Progress:</p> <ul style="list-style-type: none"> • PY 48R – Bridge Repairs – The Town has contracted with Gordian, and this project will be completed in the Fall of 2024. <p>Future Work</p> <ul style="list-style-type: none"> • PY 50 – Sidewalks: This project will be put out for bid in the Winter/Spring of this year. <p>The Town Administrator will be available to answer any questions about this matter.</p>	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ TBD One-Time Cost: Yes Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
--	---

Item Title: 04-2025 | A Resolution of Support for Chesapeake Bay Trust Grant Funding

Resolution 04-2025: A RESOLUTION authorizing the Town Administrator to apply to Chesapeake Bay Trust (CBT) on behalf of the Town of Bladensburg for the Prince George's County Stormwater Stewardship Grant Program is funding for Town Projects

Work Session Item [] Council Meeting Item [X]	Documentation Attached: Resolution
---	--

Recommended Action:

Approval for the Town Administrator to apply for grants for Town Projects

Summary: The Town is working on grant applications for two projects that will help reduce flooding runoff and create green spaces within the Town.

What does CBT fund?: This grant program funds on-the-ground restoration activities that improve communities improve water quality, support the County's Climate Action Plan, and engage Prince George's County residents in the restoration and protection of the local rivers and streams of Prince George's County.

Eligible Project Tracks and Funding Request Amounts:

- Track 1: Water Quality Implementation (generally \$50,000 to \$150,000)
- Track 2: Tree Canopy: Outreach, Education, Maintenance, and Preservation (generally \$50,000 to \$300,000)
- Track 3: Community Awareness and Engagement (generally \$10,000 to \$60,000)
- Track 4: Illegal Dumping Data Analysis and Forensics (generally \$10,000 to \$50,000)
- Track 5: Additional Project Support Fund (generally \$500 to \$5,000)

This program funds projects within Prince George's County, Maryland, excluding the City of Bowie. All projects are done in Prince George's County and support community members in Prince George's County.

Application Deadline: December 12, 2024.

This resolution authorizes the application for funding. If funded, grant projects will occur in FY 2026.

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

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



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: 05-2025 A RESOLUTION AUTHORIZING THE DISPOSITION OF SURPLUS VEHICLES	
05-2025 A RESOLUTION AUTHORIZING THE DISPOSITION OF SURPLUS VEHICLES THROUGH A MUNICIPAL AUCTION VENDOR	
Work Session Item [] Council Meeting Item [X]	Documentation Attached: Resolution 05-2025 List of Vehicles
Recommended Action:	
Approval of this resolution is required for the disposal of surplus vehicles.	
<p>Summary: The Town Administrator proposes to dispose of surplus vehicles to ensure the most efficient and transparent process, with the best possible value return to the Town.</p> <p>The resolution will authorize the following actions:</p> <ol style="list-style-type: none"> 1. Authorization of Surplus Vehicle Disposition The Town hereby declares the attached identified vehicles as surplus property to be disposed of in accordance with this resolution. 2. Designation of Disposal Method The Town Administrator is authorized to sell the surplus vehicles through a municipal auction vendor. The selected vendor shall assist with sales, marketing, and the transfer of titles to the respective purchasers. 3. Compliance with Legal Requirements The Town Administrator shall ensure that all surplus vehicles are disposed of in compliance with the applicable local, state, and federal laws governing municipal property disposition. 4. Financial Management All proceeds from the sale of the surplus vehicles shall be deposited into the appropriate Town accounts as determined by the Town’s financial policies. <p>The disposal will allow the Town to focus its efforts on the current fleet, and the Town will bring a separate item to the Partnership with vendors for a replacement that can dispose of higher-value vehicles.</p> <p>Attached is a copy of the list of surplus vehicles for the Town. The vehicles will be disposed of during FY 2025, and the proceeds will go into the MISC REVENUES Line item. If there are any questions, staff will be available to answer them.</p>	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ NA - Revenue Item One-Time Cost: Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

Disposal of Town Vehicles List
 October 14, 2024

Section 6, Item D.

Veh #	Year	Make	Model	VIN	Reg Plate	Mileage
0919	2011	Chev	Impala	2G1WD5EM0B1300919	LG93754	69983
4286	2023	Chev	Silverado	1GCPDAEK0PZ244286	8GA2720	NA - Inoperable
4786	2011	Chev	Impala	2G1WD5EM6B1184786	MG0201	123397
5332	2011	Chev	Impala	2G1WD5EM5B1185332	LG92855	86117
6168	2007	Chev	Impala	2G1WS55R979326168	MG0207	155700
6768	1999	Chev	Tahoe	1GNFK13R0XJ386768	01717LG	197495
7348	2022	Ford	Explorer	1FM5K8AB8NGB47384	20188LG	NA - Inoperable
7653	2007	Chev	Malibu	1G1ZS58F87F197653	LG81881	NA - Inoperable
8743	2014	Chev	Impala	2G1WD5E3XE1108743	01176LG	104081
9135	2013	Chev	Impala	2G1WD5E39D1189135	LG96701	140783
9304	2001	Chev	Tahoe	1GNEK13T91J169304	MG0209	NA - Inoperable



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
Item Title: Approval of a Contract with CRS in an amount not to exceed \$48,650	
Approval of a Contract with CRS Roofing Services for roof repairs to Town Hall and the Code Enforcement Building –in an amount not to exceed \$48,650.00	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Bids
Recommended Action:	
Staff recommends approval of a contract with CRS Roofing Services for the repair of the Town Hall Roof at 4229 Edmonston Road and the Code Enforcement Building (Annex) at 4217 Edmonston Road –in an amount not to exceed \$48,650.00	

Item Summary:
Over the last several months, the Town of Bladensburg has sought proposals to repair and replace the roof at Town Hall. Over the last few years, we have had a series of leaks at 4229 Edmonston Road, Bladensburg, MD 20710, and the Code Enforcement Building at 4217 Edmonston Road, Bladensburg, MD 20710. This work was put off due to the need and desire to build a new Town Hall, but it can no longer be avoided.

Name	Pricing - Monthly
DV Roofing LLC	Town Hall: \$ 39,018.75 Annex: \$27,768.75 Total: \$66,287.50
CRS Roofing Services	Town Hall: \$19,950.00 Annex: \$28,700.00 Police \$19,950.00 Total: \$68,650.00
Boyd	Town Hall/PD:\$31,500.00 Police \$71,650.00 Total: \$103,150.00
Ruff Roofing	Town Hall/PD:\$52,000.00 Annex \$73,200.00 Total: \$125,200.00

CRS Roofing is the lowest and most responsive bidder. The Public Works Supervisor will be able to answer any questions regarding this contract.

Budgeted Item: Yes [X] No [] Budgeted Amount: One-Time Cost: Ongoing Cost: Annual Cost	Continued Date:
Council Priority: Yes [] No []	Approved Date:



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator Regine Watson, Town Clerk
Item Title: Board of Supervisors of Elections (BOSOE) Update Election 2025	
Board of Supervisors of Elections (BOSOE) Update Election 2025	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: BOSOE Attachments
Recommended Action:	
Council review and comments on the proposed materials, processes, and operational guides for the October 2025 Election	
<p>Summary: The Board of Supervisors of Elections has been meeting online over the last several months to address the issues raised by the Council and Community regarding the 2023 Election Process. Throughout these meetings, the BOSOE has thoughtfully discussed and developed processes and guidelines to not only clarify issues but also provide a framework that can be used for future elections.</p> <p>Overview of the Presentation: The presentation will take on the following aspects that were assigned to the Board and Town staff to address deficiencies in the previous elections.</p> <ol style="list-style-type: none"> 1. Addressing the Issues from 2023 - Town Administrator 2. Developing Processes and Guidelines with BOSOE - BOSOE 3. Ongoing Actions and Tasks of the Town Clerk – Town Clerk <p>As part of this update, the following documents were developed in conjunction with our Town Attorney, Ferguson. They have been reviewed for legal sufficiency and are in compliance with the Town Charter/Code, state and federal election laws, and statutes.</p> <p>The Board will meet in November to review the last part of their task, which is guidelines for Election Judges. This information will also be shared with the Council for review. The Town Clerk will also frequently update the 2025 Election process.</p> <p>The town administrator and town clerk will be able to answer any questions during this meeting.</p>	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ NA One-Time Cost: NA Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

Town of Bladensburg

ELECTION GUIDE **October 2025**

TOWN OF BLADENSBURG, MARYLAND GENERAL ELECTION CANDIDATE GUIDE

Table Of Contents

- **Important Election Dates** **Page 3**
- **Introduction: Running for Office** **Page 4-5**
- **Links to all Forms** **Page 6**
- **Election Rules and Regulations** **Page 7-8**
- **Campaign Finance Reporting for Candidates** **Page 9-10**
- **Critical Dates and Filing Deadlines** **Page 11**
- **Campaign Signs and Other Political Matter** **Page 12-14**
- **Frequently Asked Questions** **Page 15-16**
- **Campaign Contribution Limitations** **Page 17**

**4229 EDMONSTON ROAD
POLLS OPEN 7 AM – 7 PM**

ELECT THE FOLLOWING POSITIONS:

**MAYOR – FOUR YEAR TERM
ONE COUNCIL MEMBER WARD I – FOUR YEAR TERM
ONE COUNCIL MEMBER WARD II – FOUR YEAR TERM**

IMPORTANT ELECTION DATES:

TO FILE AS A CANDIDATE: SUBMIT A CANDIDATE CERTIFICATE, FINANCIAL DISCLOSURE FORM AND CANDIDATE BIO TO THE TOWN CLERK’S OFFICE: AUGUST 22, 2025, by 4:00 P.M.

FIRST DATE TO OBTAIN AN ABSENTEE BALLOT APPLICATION: AUGUST 25, 2025.

TO REGISTER TO VOTE WITH THE COUNTY: SEPTEMBER 6, 2025,

DEADLINE TO BE A QUALIFIED WRITE IN CANDIDATE:

Write-in candidates must file a declaration of intent and required financial disclosure form by SEPTEMBER 29, 2025, 4:00 P.M.

ABSENTEE BALLOT APPLICATIONS MUST BE RECEIVED BY THE TOWN CLERK BY SEPTEMBER 22, 2025, by 4:00 P.M.

DEADLINE TO VOTE FOR AN ABSENTEE BALLOT: ELECTION DAY OCTOBER 6, 2025, by 7:00 P.M.

ELECTION DAY: OCTOBER 6, 2025, 7:00 A.M. – 7:00 P.M

Register to Vote

Online: www.elections.maryland.gov

Or

**By appointment only by calling (301) 341-7300
between 8:00 AM – 4:00 PM**

INTRODUCTION RUNNING FOR OFFICE

1. General Information and Qualifications

The Town of Bladensburg will hold its General Election for the offices of the mayor and two Councilmembers (1 from each Ward) on Monday, October 6, 2025.

Residents interested in running for Mayor must be:

- At least 30 years of age.
- A citizen of the United States.
- A current registered voter in the Town; and
- A resident within the limits of the Town for a minimum of two (2) years prior to the date of the filing of the Candidate Certificate.

A candidate for Mayor must provide evidence of residency within the Town's corporate limits, such as a mortgage, lease, tax return, or other government document.

Residents interested in running for Councilmember must be:

- At least 25 years of age.
- A citizen of the United States.
- A current registered voter in the Town; and
- Resident within the limits of the Town for a minimum of two (2) years prior to the date of the filing of the Candidate Certificate.

A candidate for Councilmember must provide evidence of residency within the Town's corporate limits, such as a mortgage, lease, tax return, or other government document.

The Mayor and Council will take office at the regular December Council Meeting.

The Mayor and Council members must continuously reside in the Town during their term. Each Councilmember must continuously reside in their respective Ward during their term. The terms for both Mayor and Councilmember are 4 years. The Mayor and Councilmembers are prohibited from holding any other public office during their term of office.

Form of Government:

The Town of Bladensburg utilizes a **Council-Administrator** form of government, which is a system of local government that combines the political leadership of the elected body (the Mayor and Town Council) with the managerial experience of a local government manager (the Town Administrator) to oversee daily operations and the delivery of public services.

Under the council-administrator system, the voters elect council members to serve for a specified time, and the council in turn appoints an administrator to oversee the operation of the government. The administrator serves at the council's directive and can be terminated by the council. This arrangement divides administrative and policymaking responsibilities between the elected council and the appointed administrator.

The **Maryland Municipal League** publication, ***So You Want to Be an Elected Municipal Official: What You Need to Know First***, includes helpful information about the role of an elected official in a municipality. The publication is available [here](#).

The Mayor and Town Council meet at the Town Hall on the second Monday of each month. Elected officials are compensated.

Compensation: As of January 2025:

- The mayor receives \$12,313 per year.
- Each Councilmember receives \$12,313 per year.

2. Procedures

This Candidate Guide contains the forms required for qualification. We suggest that candidates who obtain this Guide from the Town website notify the Town Clerk's office of their contact information to ensure that we can advise you of any changes in regulations or requirements pertaining to the election. Candidates should also check the election page of the Town website frequently for updates and/or clarifications. We will post the Q&As that have resulted from candidate inquiries to ensure everyone has the same information.

A. Any person having the qualifications may become a candidate for Mayor or Councilmember by filing with the Town Clerk or Board of Supervisors of Elections at least forty-five (45) days prior to the election a Candidate Certificate, certifying that they are a candidate by giving their age, residence, and that they are a registered voter at the time of filing, together with a completed Candidate Financial Disclosure form.

B. Required Forms: candidates must file these forms by the due dates:

- Candidate Certificate
- Financial Disclosure Statement for Candidates
- Campaign Finance Reports
- Appointment and Acceptance of Treasurer

A note about candidate forms: Your name must be written the same way that you are registered to vote with the Prince George's County Board of Elections on all the forms that you submit.

C. Deadline: Candidacy applications and other required forms are due by 4:00 p.m. on Friday, August 22, 2025 (45 days before the election). Forms must be submitted by the deadline. There are no exceptions. The signed originals must be submitted to the Town Clerk's office, 4229 Edmonston Road, Bladensburg, MD 20710.

Please note: Required forms submitted on the last day may not be reviewed in time for you to be notified of, and to correct, any deficiencies. For this reason, we encourage you to submit your forms early.

Additional information may be required to fully complete forms.

LINKS TO ALL FORMS

All forms related to running for Mayor and Town Council can be found at the Town of Bladensburg website

[Election Information page](#)

Candidate Certificate

[Financial Disclosure Forms](#)

[Campaign Finance Forms](#)

DRAFT

ELECTION RULES AND REGULATIONS

Board of Supervisors of Elections

Under Section 302 of the Town Charter, the Mayor and Council appoint a Board of Supervisors of Elections (BOSOE) to oversee the Town elections.

The BOSOE conducts the election, tallies the votes, and certifies the results. The BOSOE reviews, validates and certifies these forms:

- Candidate Certificate.
- Financial Disclosure.
- Campaign Finance Reports.
- Appointment of Treasurer.
- Declaration of Intent

(Add Checklist)??? Ms. Lundy said she would send

The goals of the BOSOE are:

- To provide all registered voters accessible locations in which they may exercise their right to vote.
- To ensure uniformity of election practices.
- To promote fair and equitable elections.
- To maintain election records, Campaign Finance Reports, and other election-related data accurately and in a form that is accessible to the public.

For information about candidacy requirements and campaign finance, or for questions about how to complete the forms mentioned above, you may contact the Town Clerk or a member of the BOSOE. Please check with the Town Clerk for contact information. The Town Clerk is authorized to receive all petitions, forms, notices, and reports that are required.

Ethics Commission:

There is also a Council-appointed Ethics Commission that is authorized under Chapter 8 of the Town Code to provide the Financial Disclosure Form that is required of each candidate and to review the Forms that are submitted by the candidates for completeness and accuracy.

An individual cannot be certified as a candidate until they have filed a complete and accurate Financial Disclosure Form. The Town Clerk is authorized to receive Financial Disclosure Statements for the Ethics Commission.

Rules and regulations pertaining to Town elections are found in the Town Code, Town Charter, and State Code.

Requirements placed on candidates are found in the following Town and State laws

[Charter of the Town of Bladensburg, starting at Section 301](#)

[Code of the Town of Bladensburg, Chapter 8, Ethics](#)

[Code of the Town of Bladensburg, Chapter 44, Elections](#)

[Code of the Town of Bladensburg, Chapter 95, Signs](#)

General laws, rules, and regulations pertaining to elections can be found here:

[Prince George's County Board of Elections](#)

[Maryland State Board of Elections](#)

DRAFT

CAMPAIGN FINANCE REPORTING FOR CANDIDATES

Rules pertaining to Campaign Finance Reports are found in Chapter 44 of the Town Code.

1. Campaign Finance Reports and Deadlines:

Candidates are required to file Campaign Finance Reports, in compliance with the schedule below:

- A. Initial Campaign Finance Report: Filed no earlier than the 35th day preceding the election and no later than 4:00 pm of the 20th calendar day preceding the election.
- B. Pre-Election Campaign Finance Report: Filed on the 10th day preceding the election no later than 4:00 pm.
- C. Post-Election and/or Final Campaign Finance Report: Filed after the election but not later than 14 days following the election.
- D. Subsequent Campaign Finance Report(s): If your Post-Election report shows a balance, you must file a Subsequent Campaign Finance Report the following July 1, and every July 1 thereafter, by 4:00 p.m. until the campaign has a zero balance.

2. Campaign Finance Forms:

For your convenience, Campaign Finance Reports are available from the [Election page](#) on the Town's website.

Campaign Finance Reports must be submitted to the Town Clerk's office, 4229 Edmonston Road, Bladensburg, MD between 9:00 am and 5:00 pm.

If you have any questions, please call the Town Clerk at (301) 927-7048.

Instructions on how to complete Campaign Finance Reports are included on the form itself. If you have questions, please contact the Town Clerk or BOSOE. Once submitted, forms will be reviewed by the BOSOE. If there are any questions or errors, you will be contacted.

3. How to close out a Campaign Account if there are funds remaining: Surplus funds may be disbursed as follows:

- Returned to the contributors on a pro-rata basis.
- Paid to the Town treasury.
- Donated to a qualified charitable organization.

Your final Campaign Finance Report must properly reflect the disposition of funds.

4. You must designate a treasurer other than yourself **only** if you intend to accept cash or in-kind contributions. (Volunteer campaign help is **not** considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

5. State Reporting Requirements:

In accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed campaign finance reports to the State Board of Elections within 10 days of the date the report is due to the Town. The state law reads:

“If a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate.”

Your report should be submitted to Erin Dennis at the State Board of Elections at:

erin.dennis@maryland.gov

CRITICAL DATES AND FILING DEADLINES

By this deadline	You must	Reference
Friday, August 22, 2025 by 4:00 p.m.	Submit signed originals of candidate forms: <ol style="list-style-type: none"> 1. Application Candidate Certificate 2. Financial Disclosure Statement for Candidates Individuals must file both completed forms to be certified as a candidate	Charter section 307
Between September 1 – September 16, 2025 by 4:00 p.m.	Initial Campaign Finance Report due: No earlier than the 35 th calendar day preceding the election and no later than 4:00 pm of the 20 th calendar day preceding the election.	Code: Chapter 44-2
September 26, 2025	Pre-Election Campaign Finance Report due: 10 th day preceding the election	Code: Chapter 44-2
October 20, 2025 by 4:00 p.m.	Post-Election Campaign Finance Report due: After the election but no later than 4:00 pm of the 14 th day following the election	Code: Chapter 44-2
Semi-annually until the campaign has a zero balance	Subsequent Campaign Finance Report due: If cash balance exists or additional contributions are received after the filing of the post- election report, reports must be filed on a semi-annual basis until the cash balance or outstanding debts have been eliminated and a report has been filed.	Code: Chapter 44-2

CAMPAIGN SIGNS AND OTHER POLITICAL MATTER

1. Placement: Campaign Signs are regulated according to where they are placed. Campaign signs may **never** be placed on Town property, except in designated electioneering zones on Election Day.
 - A. On Private Property and Commercial Property: Campaign Signs may be placed on Private Property or on Commercial Property with the permission of the Property Owner at any time.
 - B. On County and State Roads:

Certain roads in the Town are state or county roads which may have additional or different requirements and/or regulations regarding campaign signs. You should contact the appropriate state or county agency before placing campaign signs on the following roads:

(Annapolis Road, Kenilworth Avenue, 48th Street, 5300 block of Quincy Street, 56th Place, 60th Avenue and 52nd Avenue)

2. Attribution Statements: All political matters, including signs, must have an attribution statement. Details may be found in Chapter 44-3 of the Town Code.

A. What is a Political Matter?

Simply stated "Political Matter" is advertising pertaining to one or more candidates or to an election issue. Among other things, it includes any written, printed, telephone or electronic communication. See Section 44-3 of the Town Code.

The most common forms of political matter are:

- Flyers
- brochures
- yard signs
- websites
- other electronic communication
- other matter intended to influence the outcome of the election

Normal newsletters published by elected officials that do not directly mention any person's candidacy or ballot issue are not considered campaign matter.

B. How should the attribution read?

For Campaign Signs that clearly show the Candidate's name, a statement such as:

"Authorized by John Doe, Treasurer"

"Paid for by Candidate"

"Paid for by Citizens for Good Government"

For printed matter, more information is required. For example:

"Paid Political Advertisement, Authorized by John Doe, Treasurer"

"Paid Political Advertisement, Authorized by Jane Smith, Candidate"

C. What About Electronically Distributed Political Matter?

In the event Political Matter is distributed through an electronic media (such as email, social networks, electronic messaging, blogs, email subscription lists, and websites) and it is not feasible to comply with the attribution requirements due to size or other restrictions, then the communication must allow the voter to click on a link to access the campaign website that displays the information required in 44-3 of the Code. Otherwise, the matter must comply with the attribution standards for printed material.

D. What about “Robocalls”?

Pre-recorded telephone messages that transmit political matter must, at the beginning of the message, clearly identify the individual, candidate, political committee, business or other entity initiating the call, and shall state clearly during or after the message the telephone number or address of the call’s authorizer.

DRAFT

FREQUENTLY ASKED QUESTIONS

1. May I send in my forms by fax or email?

No. The Candidacy Application, Financial Disclosure forms, Appointment of Treasurer, Campaign Finance Report forms, must be submitted in hard copy with original signatures to the Town Clerk's office by the due dates.

2. Where Can I Get Voter Lists?

Voter lists and labels can be purchased from the Prince George's County Board of Elections (301-341-7300).

3. Where Can I Electioneer on Election Day?

The BOSOE will designate an electioneering area at the polling location on Election Day. When are the Ballots Counted?

Ballots cast on Election Day will be tabulated after the polls close on Election Day. The BOSOE presents the official results at the first Regular Council Meeting after the election date.

4. When are Election Results Available?

Results from the election will be available on the town website and at town hall after the election and all ballots have been counted.

5. Do I Need a Treasurer?

Yes. If you intend to accept cash kind contributions, you must designate another person as the treasurer. (Volunteer campaign help is not considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

7. As a Candidate, Should I Form a Political Committee?

To raise funds, this is not a requirement but is an option. You can open a bank account with a name like "Friends of John Doe" to collect campaign contributions without creating a political committee. If you form a political committee, it may only contribute up to \$500 toward your candidacy if you are running for Council, and up to \$1,000 if you are running for Mayor, during the election cycle. As a candidate with an appointed Treasurer, you may also collect and spend any amount so long as you collect no more than \$500 from each contributor if you are running for Council, and no more than \$1000 if you are running for Mayor, not including yourself or your spouse.

8. I am a current elected Town official. What should I know about campaigning while also holding office?

Once an incumbent has indicated their intention to seek reelection, regardless of whether official papers have been submitted, they are considered a candidate. To keep a "level playing field" among all candidates, certain privileges afforded to a Councilmember and Mayor are not afforded to any elected official who is a candidate.

- Incumbent candidates may not use meeting space at a Town government building free of charge.
- The Town will not copy material for a neighborhood meeting free of charge.
- Incumbent candidates may not use a Town email address for campaign related matters.
- Incumbent candidates for Town office should **not** distribute their official, Town-provided business cards in connection with mass distributions of campaign materials or during campaign activities such as door-to-door canvassing or public campaign appearances.”

An elected official who is a candidate may not wear their Town Seal clothing provided by the Town for their position as an elected official when campaigning.

For further clarification, please contact the Town Clerk.

9. Can I begin campaigning for office before I've submitted the required documents and have had them accepted/approved?

Yes, you may begin campaigning for the current election whenever you wish. The submission and approval process ensures that you meet the Town Code requirements to be elected to office. All contributions received, and funds expended, prior to your certification as a candidate must be reported in your Initial Campaign Finance Report.

CAMPAIGN CONTRIBUTION LIMITATIONS

Chapter 44-2 J. of the Town of Bladensburg Code states:

- (1) The total campaign contribution made by any person or political committee to any council candidate and any committee controlled by the candidate, other than the candidate's own contribution to themselves, may not exceed:
 - a. five hundred dollars for the general election.
 - b. five hundred dollars for any special election.
 - c. five hundred dollars for any special run-off election, if any.
- (2) The total campaign contribution made by any person or political committee to any mayoral candidate and any committee controlled by that candidate, other than the candidate's contributions to themselves, may not exceed:
 - a. one thousand dollars for the general election.
 - b. one thousand dollars for any special election.
 - c. one thousand dollars for any special run-off election, if any.
- (3) The total post-election contribution made by any person or political committee to any council or mayoral candidate and any committee controlled by that candidate, other than the candidate in aid of himself or herself, may not exceed:
 - a. one thousand dollars for the post-election contribution after the general election.
 - b. one thousand dollars for the post-election contribution for any special election.
 - c. one thousand dollars for the post-election contribution for any special run-off election, if any.
- (4) no person shall make, nor shall any person solicit or accept any contribution which will cause the total amount contributed by such person to a council candidate, mayoral candidate or any committee controlled by that candidate, other than the candidate in aid of himself or herself, to exceed the campaign contribution limitations set forth in this chapter of the town of Bladensburg code/ordinances.

Town of Bladensburg

INTERNAL PROCEDURES GUIDE

October 2025 Town Election

Table Of Contents

Town Election Timeline	Page 3
Qualification of Candidates	Page 4-5
Absentee Ballot Issuance	Page 6
Collection Procedures	Page 6-7
Example of Collection Log	Page 8
When the Collection Staff Returns	Page 8
Receiving and Securing Ballots Received	Page 9

2025 Town Election Timeline

Monday, July 21, 2025: Application packet materials are ready for candidates to be provided (12 weeks before election)

Friday, August 22, 2025, by 4:00 pm: To file as a Candidate: Submit a Candidate Certificate and Financial Disclosure Form to the Town Clerk's Office (45 days before election per Charter)

Friday, August 22, 2025, at 4:00 pm: Candidate Bios Due Where is this required

Monday, August 25, 2025: Absentee Ballot applications become available

Monday, August 25, 2025: Ballot information for the draft ballot is sent to the election machine/ballot vendor

Tuesday, August 26, 2025: Board of Supervisors of Elections Meeting 1

Thursday, August 28, 2025: The draft ballot was emailed to me for review

Friday, August 29, 2025: Ballots are approved and sent to print

Thursday, September 4, 2025: Absentee ballots are taken to the post office

Tuesday, September 9, 2025: Board of Supervisors of Elections Meeting 2

Monday, September 22, 2025, by 4:00 pm: Applications for absentee ballots must be received by the Town Clerk.

Monday, September 29, 2025, by 4:00 pm: Deadline to be a qualified write in candidate. Write in candidates must file a declaration of intent and required financial disclosure form.

Monday, October 6, 2025, by 7:00 pm: Deadline to vote for an Absentee Ballot

Monday, October 6, 2025: Town Election Date 7:00 am to 7:00 pm

Qualification of Candidates

Policy Statement:

The Town of Bladensburg Board of Supervisors of Elections (BOSOE) is responsible for promptly reviewing and approving required candidate submissions to ensure timely qualification of candidates. This policy details the responsibilities of the Town Clerk, Ethics Commission, BOSOE, and the Chair of BOSOE to streamline the review process for qualification of candidates, ensuring an open, fair, and well-run election.

Process:

1. Receipt of Candidate Package:

- o Upon receipt of a complete candidate package, the Town Clerk will date stamp the package on the business day received. The Town Clerk will notify the candidate that the forms have been received.

2. Notification of BOSOE and Ethics Commission:

- o The Town Clerk will then forward the Financial Disclosure forms to the Town Ethics Commission for review by email.
- o On the day of receipt, the Town Clerk will notify the BOSOE members and the Ethics Commission Chair by email that an application or multiple applications have been received.

3. Scheduling Review:

- o The Town Clerk will set a date for the Chair of BOSOE to meet and review the candidate submissions while notifying all BOSOE members of the scheduled meeting.
- o The Ethics Chair will set a date for review of the Financial Disclosure form(s) by the Ethics Commission.

4. Initial Document Review:

- o The Chair of BOSOE, the Town Clerk and any available BOSOE member will thoroughly review the Candidate Certificate and Financial Disclosure Form to determine if all blanks have been filled in and to ensure all materials are complete. The BOSOE review of the Financial Disclosure Form is preliminary only, with the in-depth review to be performed by the Ethics Commission. The Ethics Commission will thoroughly review the Financial Disclosure Form to ensure all required information has been provided. The Ethics Commission will notify the Clerk if any information is still required.

- o The review of the candidate forms will be performed as expeditiously as possible to allow candidates to provide additional information when requested. The candidate will be notified if any additional information is required to complete the forms.
- 5. Managing Incomplete Forms:**
- o Upon receipt, if a required form has not been filed, or is found to be incomplete, the Town Clerk will promptly contact the candidate, specifying the missing information and the steps required to complete the form(s).
 - o The Town Clerk will notify a candidate after the BOSOE and Ethics Commission reviews if there are any forms that are missing or incomplete.
- 6. Qualification:**
- o Once the candidate's Candidate Certificate and Financial Disclosure forms are complete, the Chair of BOSOE will certify the candidate as qualified, and the candidate will be notified by the Town Clerk.
- 7. Ongoing Communication and Tracking:**
- o Throughout the election process, the Town Clerk will keep BOSOE members informed of each candidate's status. A spreadsheet will be maintained detailing the date received, level of completeness, review date, and approval date for each candidate.

This policy ensures that all candidate submissions are reviewed efficiently, with clear communication between the Town Clerk, BOSOE, the Ethics Commission and the candidates, resulting in a transparent and accountable election process.

ABSENTEE BALLOT ISSUANCE

The Town Clerk must supervise the issuance of ballots.

1. Enter the voter's name and address into the Applications Received spreadsheet on the computer. Complete all fields.
 - a. Check for a different "Mail To" address and note in the spreadsheet.
2. The entry number in the spreadsheet becomes the tracking control number for this ballot.
 - a. The tracking control number is entered in two places:
 - i. Bottom of the application
 - ii. Lower right corner on the back of the #9 Return Envelope
3. Find the voter in the printed roster. Stamp the listing "Mail Ballot," and write the date.
4. Update the bottom of the Application to verify each step above.
5. Clip the Application to a complete Ballot Packet for the Town Clerk's review.

Ballot Packet: (Proposed)

- a. Mail out envelope (10)
 - b. Return envelope (9) with the tracking control number written in the lower right corner of the back of the envelope
 - c. Oath envelope (#6) –
 - d. Ballot
 - e. Instructions
 - f. Voter Assistance Affidavit
 - g. I Voted Sticker
 - h. Permanent Vote by Mail notice
6. Once the Town Clerk signs off, assemble and seal the ballot packet. Apply postage and set aside for personal delivery to the Post Office at the end of the day.

COLLECTION PROCEDURE:

PURPOSE: The Town of Bladensburg has developed the following procedures to document the internal operations and to note the steps that must be taken by staff during municipal elections.

Candidate Certification for this election will be available on July 21, 2025, and ballots will be mailed September 4, 2025. Collections from Drop Boxes and Post Office Box will begin on September 12, 2025. Collections are Monday-Friday at 3:00 pm.

Collections from Drop Boxes will end on October 6, 2025, at 7:00 pm

Collections from USPS on October 6, 2025, at 7:00 pm

The Chair of the BOSOE should swear in persons collecting from boxes.

Collections will be from the Ballot Drop Boxes:

- Ballot Box at Town Hall
 - Ballot Box at Community Center
1. The two-person team will begin their shift at Town Hall.
 - a. Town Clerk’s office will record their start time.
 - b. Materials to be provided:
 - i. Security Seals for drop boxes
 - ii. Keys for drop boxes
 - iii. Scissors
 - iv. Calculator
 - v. Clipboard with one form:
 1. Ballot Collection Chain of Custody Log
 - vi. Pens
 - vii. Large rubber bands
 - viii. Small post-it notes pads
 - ix. One vinyl zippered bag for ballots – check to be sure bag is empty.
 2. The team will drive together and should go to each collection spot together.
 3. At ballot drop box:
 - a. Examine the security seal for evidence of tampering. If you see the “void” watermark on the seal, or any other sign of tamper, contact the Town Clerk’s office immediately at Town Hall. If no tamper evidence is found, proceed.
 - b. Record the security seal number found on the box on the Ballot Chain of Custody log.
 - c. Break the seal and stick it on the back of the Ballot Chain of Custody log.
 - d. Unlock the drop box, remove the contents Complete the appropriate line of the Ballot Collection Chain of Custody Log with the number of ballots collected at each location. Wrap a rubber band around the ballots collected and use a sticky note to label with the location. Place the ballots in the zippered Ballot Bag.
 - e. Close and lock the ballot box and apply a new security seal. Record the seal number on the Ballot Chain of Custody log.
 4. When collections are complete, return to the Town Hall and bring everything to the Town Clerk. The Clerk will check the number against the Tracking Control Number list. If the oath is not signed, the Clerk will notify the voter that their ballot is not valid and how to correct this issue either through signing the ballot at Town Hall or voting on Election Day.

Example of Logs:

Town of Bladensburg
Ballot Collection Chain of Custody Log
(Use a separate log to track applications)

Date: _____

Collection Location	Security Seal found upon arrival – remove and place on back of form	# of Ballots Collecte d	Security Seal left upon departure	Officia l 1	Officia l 2
Box #1 Town Hall					
Box #2 Community Center					
Other:					
TOTAL BALLOTS COLLECTED					

Count Verified By: _____ Date/Time: _____

Ballots Sorted and Scanned By: _____ Date/Time: _____

WHEN THE COLLECTION STAFF RETURNS

With the Collection Team present, the Town Clerk’s staff will reconcile the contents of each vinyl bag with the collection logs.

1. Count the number of ballots in the vinyl bag and compare it to the number on the Ballot Custody Log. Reconcile any discrepancy from the staff count. The Town Clerk will sign the log to validate the count.

RECEIVING AND SECURING BALLOTS RECEIVED

Purpose: This procedure is for Town staff receiving mail or Ballot Dropbox and how these will be secured at Town Hall for the BOSOE inspection for the Election

Procedures for Staff:

1. Separate the ballots into Wards.
2. Scan the ballot into the mail out tab of the excel spreadsheet to pull up the voter (*this would be included if we use a vendor for envelopes*)
3. Mark the voter Ballot Received and the date
4. Wrap ballots from each ward with a rubber band, attach a post-it with the date, and secure the ballots in the proper bin/glass voting box/ or locked file cabinet.
5. Assure the area is secure – i.e., lock the file cabinet drawer.
6. The ballots shouldn't be touched again until Pre-Processing by the Board of Election Supervisors.

Board of Supervisors of Election (BOSOE)

Update on the Town Election 2025
Town Council Meeting, October 14, 2024

What to expect?

Overview of the Presentation: The presentation will take on the following aspects that were assigned to the Board and Town staff to address deficiencies in the previous elections.

Addressing the Issues from 2023 -
Town Administrator

Developing Processes and Guidelines with BOSOE - **BOSOE**

Ongoing Actions and Tasks of the Town Clerk – **Town Clerk**

Addressing Issues Raised

Michelle Bailey Hedgepeth, Town Administrator

Election 2023



On October 2, 2023, an Election was held in the Town of Bladensburg. There were issues in the following areas:

- Candidate Process and Certification
- Notifications and Deadlines
- Absentee Ballots and Certification
- Mail Delivery Notification
- Public Trust in the Process



In November 2023, a BOSOE meeting was held, and staff was requested to investigate internal procedures to ensure transparency and the timely qualification of candidates.



Town Staff conducted research with other agencies and obtained

- Election process and procedures
- Vendors and Sources
- Candidate Materials
- Ballot Handling Process

Process | Key Issues Addressed

Review of Town Procedures and Documents – November 2023
– May 2024

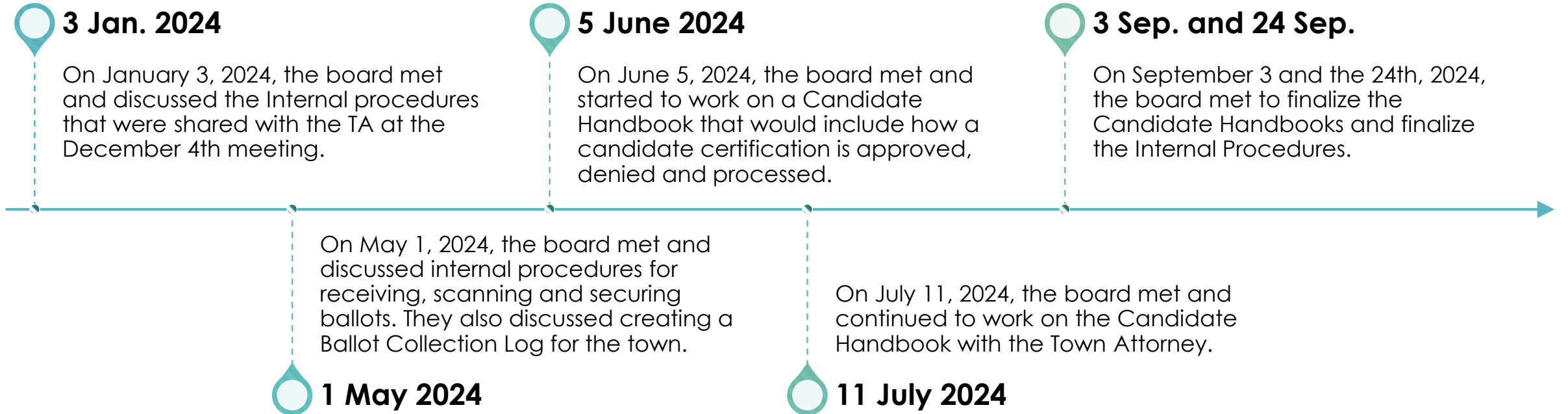
Meetings with BOSOE on DRAFT Materials – November 2023 –
October 2024

Review of Documents and Materials with Town Attorney –
Jan – October 2024

Hiring of Town Clerk to Manage the Process – August 2024

Updating Council on Progress – November 2023 – October
2024

BOSOE Timeline and Meetings 2024



Proposed Internal Town Election Timeline 2025 July and August

- Monday, July 21, 2025: Application packet materials are ready for candidates to be provided (12 weeks before the election)
- Friday, August 22, 2025, by 4:00 pm: To file as a Candidate: Submit a Candidate Certificate and Financial Disclosure Form to the Town Clerk's Office (45 days before election per Charter)
- Friday, August 22, 2025, at 4:00 pm: Candidate Bios Due Where is this required
- Monday, August 25, 2025: Absentee Ballot applications become available
- Monday, August 25, 2025: Ballot information for the draft ballot is sent to the election machine/ballot vendor
- Tuesday, August 26, 2025: Board of Supervisors of Elections Meeting 1
- Thursday, August 28, 2025: The draft ballot was emailed to me for review
- Friday, August 29, 2025: Ballots are approved and sent to print

Proposed Internal Town Election Timeline 2025 September/ October

- Thursday, September 4, 2025: Absentee ballots are taken to the post office
- Tuesday, September 9, 2025: Board of Supervisors of Elections Meeting 2
- Monday, September 22, 2025, by 4:00 pm: Applications for absentee ballots must be received by the Town Clerk.
- Monday, September 29, 2025, by 4:00 pm: Deadline to be a qualified write-in candidate. Write-in candidates must file a declaration of intent and the required financial disclosure form.
- Monday, October 6, 2025, by 7:00 pm: Deadline to vote for an Absentee Ballot
- Monday, October 6, 2025: Town Election Date 7:00 am to 7:00 pm

Developing Processes and Guidelines with BOSOE

BOSOE Members

Internal Policies and Procedures

The BOSOE worked diligently to create Internal Policies and Procedures for Staff and the BOSOE to follow during the election period. Highlights from the documents include:

- The Qualification of Candidates
- Ballot Issuance
- Collection Procedure
- Receiving and Securing Ballots Received

Election Candidate Handbook

Purpose: The Town of Bladensburg Candidate Handbook is a guide for all candidates wanting to run for Town Council.

Overview:

- General Information and Qualifications
- Election Rules & Regulations
- Campaign Finance Reporting for Candidates
- Campaign Signs and Other Political Matters
- Frequently Asked Questions
- Campaign Contribution Limitations

Election Judge Manual

Purpose:

The Town of Bladensburg Election Judge Manual is a guide for all election judges appointed to oversee the Town Council.

Guide Overview:

General Information and Judge Roles
Security Rules & Awareness
Voter Assistance & Voter Diversity
People & Activities in the Polling Place
Ballot Judges



Input from the BOSOE

The Board made suggestions on the following specific items:

- Resources to candidates by the Town
- Clarity on timelines and requirements
- Review of materials by the board and chair during the process
- Swearing in of staff participating in collection efforts



Ongoing Actions and Tasks of the Town Clerk

Regine Watson, Town Clerk

Moving Forward



Professional Development and Training

- Attending Municipal Clerk Meetings – Ongoing
- Interfacing with the County Board of Elections – Ongoing
- Training Town Staff and Board Members - Ongoing



Working with the Council on the Appointments for the following Boards

- Board of Supervisors of Election: Must be appointed - by March 2025
- Ethics Commission Members: The Town needs more members for Spring 2025



Evaluating Vendors for Ballots and Elections Equipment

- Absentee Ballot Drop Boxes – Fall 2024
- Vendor Selection: Absentee and General Ballot Printing – January 2025
- Vendor Selection: Voting Machine – January – March 2025



Voter and Candidate Information

- Working on Publications and Information for Town Elections – January – March 2025
- Posting Candidate Material and Timelines – June / July 2025
- Holding Informational Sessions for Candidates – June / July 2025
- Conducting the Election – July – October 2025

BOSOE and Town Next Steps

The Board will meet in November to review the last part of their task, which is Guidelines for Election Judges. This information will also be shared with the Council for review.

The Town Clerk will also frequently update the Council on the 2025 Election process.

Presentation Summary

- Staff has addressed and made recommendations for many of the concerns raised in October 2023.
- The informal adoption of procedures in other towns is a staff process guided by the BOSOE. Policies are modified and updated over time to reflect the following:
 - Changes in local law/state statute
 - To address questions and issues that arise
 - To streamline and improve processes
- Staff recommends that BOSOE adopt these policies and review them each Election cycle. Thus, the Town Clerk will complete an After-Action Report after every election to be presented at the December meeting following the election.
- Staff further recommends that the BOSOE review the Candidate Handbook for each election cycle and update it to reflect any modifications or questions raised in the previous election cycle.

Questions

Thank you – Regine Watson, Town Clerk



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator Purnell Hall, Public Works Supervisor
Item Title: America in Bloom 2024 Evaluation Report	
America in Bloom 2024 Evaluation Report	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: 2024 Evaluation Report
Recommended Action:	
Review the America In Bloom 2024 Evaluation report and provide any comments to the Town Administrator.	
<p>Item Summary: America in Bloom (AIB) is a nationwide initiative that promotes beautification, community involvement, and environmental enhancement by using flowers, plants, trees, and various lifestyle improvements. Founded in 2001 by horticulture industry professionals, AIB initially focused on connecting people with the benefits of plants and flowers. However, it expanded its scope to encompass broader community development aspects such as heritage preservation, environmental efforts, and overall community vitality.</p> <p>The Town received its Assessment on October 3, 2024. It placed third in its Category in Vitality, and the Public Works Director and Community Media Specialist attended the Annual Conference in late September 2024. At this event, staff learned a great deal from other participating Towns and Cities.</p> <p>After review, this beneficial report and it has given staff some projects and ideas on ways to improve our quality life and overall appearance. During the visit, the evaluators provided insight into what has been implemented, and the Council will see some future items that will support our application and our submissions to another program like Sustainable Maryland.</p> <p>The Town Administrator will be able to answer questions regarding this report, and the Public Works Director will share his experiences at the National Conference as part of this item.</p>	
Budgeted Item: Yes [] No [] NA Budgeted Amount: One-Time Cost: Ongoing Cost: NA	Continued Date:
Council Priority: Yes [X] No []	Approved Date:



Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
--	---

Item Title: Bostwick House Update | October 2024

A presentation on recent action items that have taken place at the Bostwick House

Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Bostwick Update PowerPoint
--	--

Recommended Action:

INFORMATION ONLY. The Council may provide direction if needed.

Item Summary: This item was developed to provide the Council and the Public with an overall update on the work done at Bostwick House in September and Early October. In the last month, several key items have begun, and the attached PowerPoint gives a quick briefing on what has been done and what to expect over the next several weeks.

The Town Administrator will be able to answer questions from the Council.

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

Bostwick House Update

Town of Bladensburg
Council Update

October 14, 2024



Bostwick House | October 2024

- Window Repairs | WMG : The company has removed the window and temporarily boarded up the house. See photo updates.




Bostwick House | October 2024

- Encore Sustainable Architects | Met with consultant on October 2, 2025. Below are some updated draft usage recommendations.
- Due to limitations of not having ADA access to the second floor and third floor, the occupancy and uses are limited to 29 on the second floor and research space on the third floor.
- The Main room on the first floor has an occupancy limit of 60, and the other two main rooms will accommodate 40, for an overall first-floor load of 100 occupants for meetings and events.

Bostwick House | October 2024 – Draft Plans – Encore | Wedding Venue

BOSTWICK HOUSE COMMUNITY EVENTS CENTER CONCEPTS
Encore Sustainable Architects

September, 2024



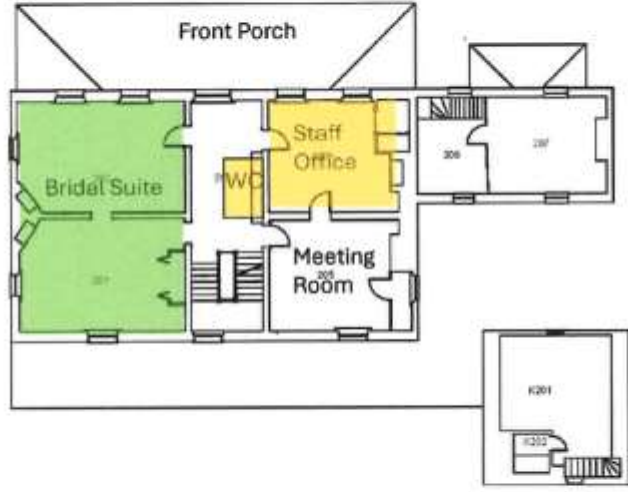
The 1st floor plan shows a large green 'Wedding' room on the left, a 'Dining/Dancing/Bar' area below it, a green 'Groom Room' and 'Exhibit' room in the center, a yellow 'Toilets' room, a blue 'Storage' area, and a yellow 'Prep Kitchen' on the right. Stairs are located between the Groom Room and Exhibit room.

Bostwick House & Kitchen – 1st Floor Wedding Concept

1801 Eutaw Place, Baltimore Maryland | 202.669.0721 | www.encoresustainablearchitects.com

BOSTWICK HOUSE COMMUNITY EVENTS CENTER CONCEPTS
Encore Sustainable Architects

September, 2024



The 2nd floor plan features a 'Front Porch' at the top, a green 'Bridal Suite' on the left, a yellow 'Staff Office' and 'WC' in the center, a white 'Meeting Room' with room number 205, and a yellow 'Prep Kitchen' on the right. Rooms 206 and 207 are also shown. A separate room labeled 'K201' is located below the main floor plan.

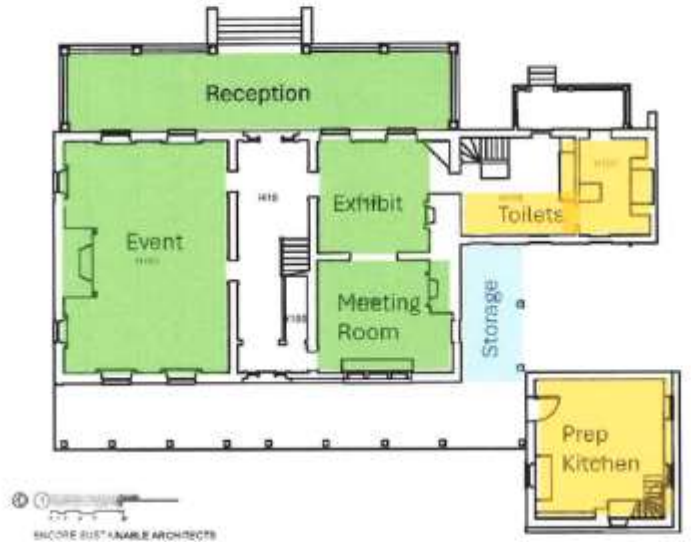
Bostwick House & Kitchen – 2nd Floor Wedding Concept

1801 Eutaw Place, Baltimore Maryland | 202.669.0721 | www.encoresustainablearchitects.com

Bostwick House | October 2024 – Draft Plans – Encore | Event Venue

BOSTWICK HOUSE COMMUNITY EVENTS CENTER CONCEPTS
Encore Sustainable Architects

September, 2024.



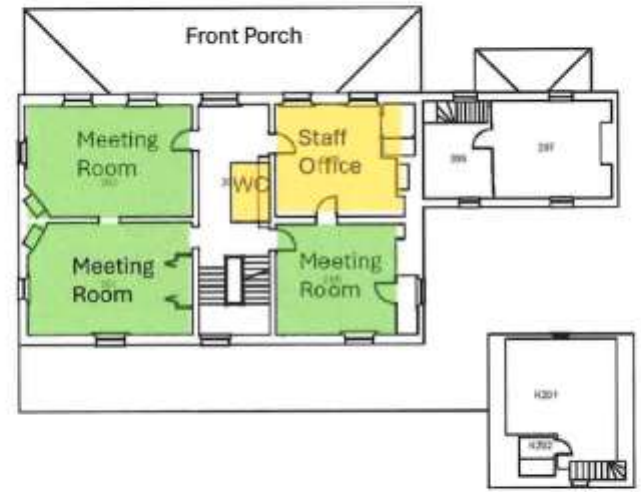
The 1st floor event concept floor plan shows a large green 'Event' room on the left, a 'Reception' area at the top, and two smaller green 'Meeting Room's on the right. A yellow 'Prep Kitchen' is located at the bottom right, connected to a 'Storage' area. A yellow 'Toilets' area is also shown. A scale bar and the logo for 'ENCORE SUSTAINABLE ARCHITECTS' are at the bottom left.

Bostwick House & Kitchen – 1st Floor Event Concept

1801 Eutaw Place, Baltimore Maryland | 202.669.0721 | www.encoresustainablearchitects.com

BOSTWICK HOUSE COMMUNITY EVENTS CENTER CONCEPTS
Encore Sustainable Architects

September, 2024.

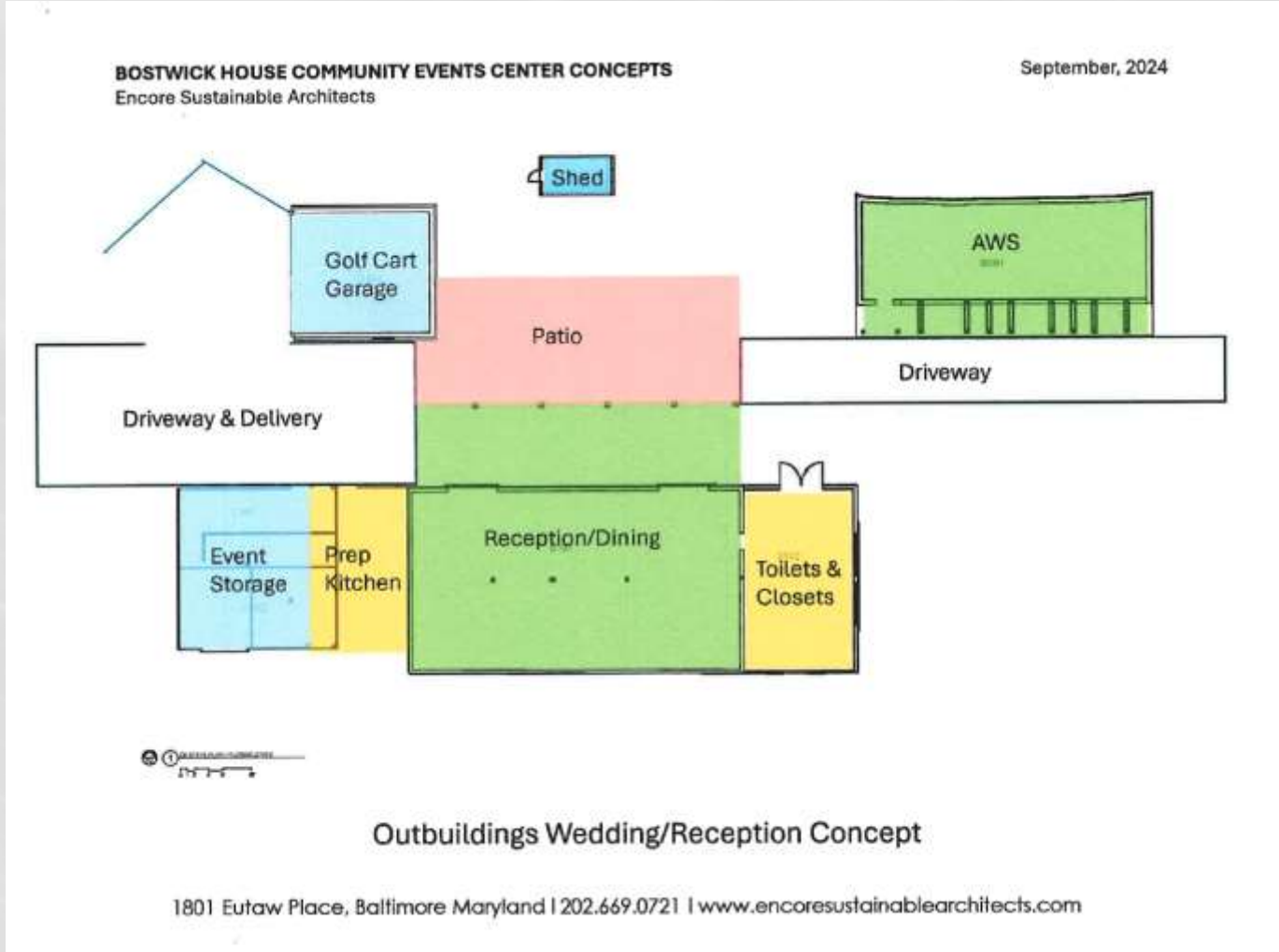


The 2nd floor meeting concept floor plan features a 'Front Porch' at the top, three green 'Meeting Room's, a yellow 'Staff Office', and a yellow 'WC'. A separate room labeled 'H201' is shown at the bottom right. A scale bar and the logo for 'ENCORE SUSTAINABLE ARCHITECTS' are at the bottom left.

Bostwick House & Kitchen – 2nd Floor Meeting Concept

1801 Eutaw Place, Baltimore Maryland | 202.669.0721 | www.encoresustainablearchitects.com

Bostwick House | October 2024 – Draft Plans – Encore | Outbuildings



Bostwick Activity Flowchart - Update

Stabilization

- Windows - Underway
- Masonry - Nov - March 2025
- Exterior Finishing - Spring 2025
- Roofing and other Items

Site Activation

- Archeology
- Facilities
 - Composting Toilet - Underway
 - Storage - Site Proposals
 - Programming of Community Events - Spring 2025
- Activities

Adaptive Reuse

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

Town's Next Steps

- Complete Current Stabilization Work
- Receive the Final ULI TAP Report in early Summer 2024 (likely November 2024)
- Review and share TAP Recommendations will inform work of the architect hired under the Town and Aman Trust's RFP for the Event Center
- Develop Implementation Items based on TAP Recommendations
- Seek additional funding for site improvements
- Submit invoices for grant reimbursements





Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: GOG Update	
Staff update on Washington Metropolitan Council of Governments (COG) Meetings	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached:
Recommended Action:	
INFORMATION ONLY	
<p>Item Summary: The town is a Washington Metropolitan Council of Governments (COG) member. Bladensburg represents its citizens in the region and sits on several key committees and groups. Each month, staff attends, and Council members attend meetings and participate in programs. Below are some updates on the COG Committees that have been attended recently.</p> <p style="margin-left: 40px;">COG Chief Administrative Officer (CAO) Committee— Over the last two months, Regine Watson has attended this meeting on my behalf; please see her updates below:</p> <p style="margin-left: 40px;">On September 2, 2024, Regine Watson attended the monthly meeting where CAO committee members discussed key issues regarding homelessness, housing initiatives and public safety. The committee reviewed the Pro-housing grant aimed at improving zoning reforms and increasing affordable housing.</p> <p style="margin-left: 40px;">At our most recent meeting, October 2, 2024, CAO committee members focused on essential budgetary needs and strategic planning for regional public safety programs, which revealed varied budget adjustments for FY 2026. There was also a discussion on maintenance program from UASI grant funding to local budgets. In the round table discussions, participants raised diverse topics to be discussed in the future including school capacity challenges, AI applications, fire department issues, election security and affordable housing.</p> <p>Town staff and Council members are active in the various COG committees, and this will appear as report so that the Council is aware. Upcoming meetings include; DMV moves meeting on Wednesday, October 23, 2024 and Ms. Watson will attend on the Town’s behalf. There is also a Region Forward Meeting scheduled in Friday, October 25, 2024 and Vito Tinelli will be attending on the Town’s behalf.</p>	
Budgeted Item: Yes [] No [] NA Budgeted Amount: One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes [] No []	Approved Date:



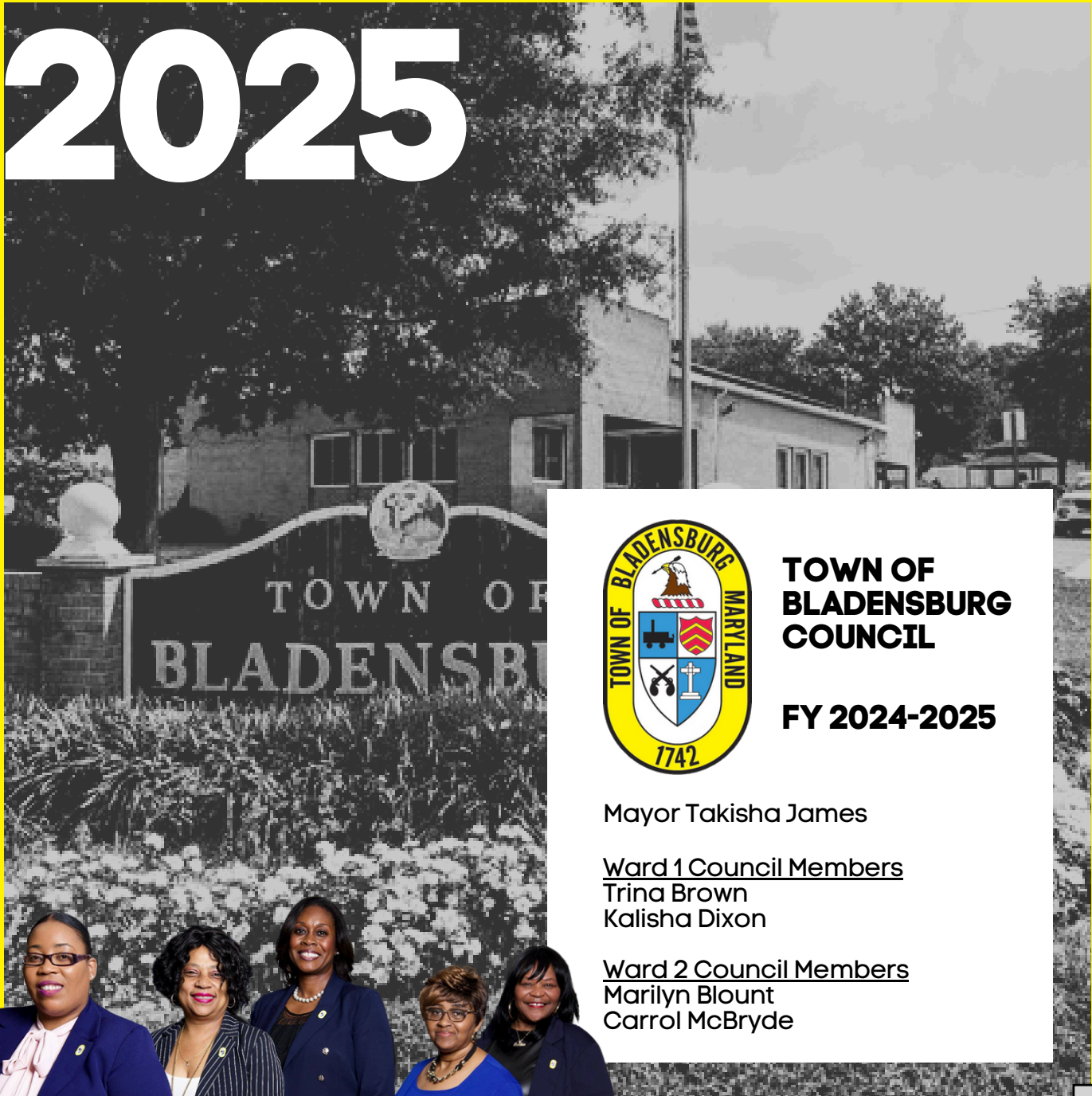
Agenda Item Summary Report

Meeting Date: October 14, 2024	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: Legislative Priorities 2025	
Legislative Priorities 2025	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Legislative Priorities 2025
Recommended Action:	
Information Only – Council Direction if any updates and changes are needed	
<p>Summary: This year, the Town has developed a new format to present our Legislative Priorities for 2025. This document includes the information approved by the Town Council, along with the addition of the Town's stance on MAGLEV, which has been a long-term issue. The Town is working with Tony Perez and Johnatan Bronw on legislative items.</p> <p>The Town held a legislative Open House on Friday, October 11, 2024.</p> <p>The Town Administrator will be able to answer any questions at this meeting.</p>	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ NA One-Time Cost: NA Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

TOWN OF BLADENSBURG

**LEGISLATIVE
PRIORITIES**

2025



**TOWN OF
BLADENSBURG
COUNCIL**

FY 2024-2025

Mayor Takisha James

Ward 1 Council Members

Trina Brown
Kalisha Dixon

Ward 2 Council Members

Marilyn Blount
Carrol McBryde



LETTER FROM THE MAYOR AND COUNCIL

October 2024
Town of Bladensburg

Dear Legislative Team:
Re: Legislative Priorities for 2025 | Bladensburg

As we prepare for the upcoming legislative session, we would like to take this opportunity to introduce the Town of Bladensburg's key legislative priorities for 2025. Over the last several years, we have focused on critical issues impacting our community. We are proud that the Town has made significant progress in many areas. However, there is still much work to be done, and we eagerly look forward to your invaluable support as we continue to make improvements that will benefit not only Bladensburg but the entire Port Towns region. The following are the key areas where we seek your advocacy and partnership:

Land Use for Bladensburg

We are committed to ensuring thoughtful and sustainable land use policies that enhance both residential and commercial development in Bladensburg. This includes preserving green spaces, improving zoning regulations, and fostering development that aligns with the community's needs and values.

Bostwick House Funding

Securing additional funding to preserve the historic Bostwick House is a top priority. As a landmark of national significance, its preservation will contribute to Bladensburg's rich cultural heritage and serve as a focal point for education and tourism. We are obligated to and ready to expand the current bond funding. We have an estimated Capital need of over \$1.5 million to address basic issues.

New Town Hall

Our plans for a new Town Hall are central to improving municipal services and community engagement. We seek support to make this vision a reality, providing a modern, accessible space for town operations and public meetings. The Town has contracted with Neighborhood Design Center to begin the concept process. However, we know that with escalating construction costs, more capital funding is needed.

MAGLEV

The Town remains concerned about the impact of the proposed MAGLEV project. We advocate for a balanced approach that considers the environmental and community impacts, and we urge continued dialogue to protect our residents' interests.

Call-a-Bus and Wayfinding

Expanding and improving local transit options, such as the Call-a-Bus program and enhancing wayfinding signage, are crucial for better mobility, particularly for seniors and those with disabilities. These improvements will strengthen connectivity within Bladensburg and the surrounding areas.

Multi-Generation Community Center

We are supportive of the development of a multi-generational community center that will provide critical services, programs, and recreational opportunities for residents of all ages. This center will become a cornerstone of community engagement, wellness, and enrichment.



LETTER FROM THE MAYOR AND COUNCIL

(CONTINUED)

Peace Cross Intersection

Traffic and safety concerns around the Peace Cross Intersection remain a pressing issue. We seek support for comprehensive infrastructure improvements to enhance pedestrian safety and ease traffic congestion in this historically significant area.

Homeowner and Rental Assistance

Expanding programs that assist homeowners and renters will help stabilize our community, especially in the wake of the economic challenges many face. We are advocating for increased funding and program flexibility to support needy residents better. The town has also been supportive of measures that help homeowners' associations with issues regarding their reserves and provide aid to groups that have severely underfunded their capital needs.

Small Business Growth and Assistance (Facade Improvement)

Encouraging the growth of small businesses is a key priority for the Town. We are seeking assistance to expand facade improvement programs and other forms of support to help local businesses thrive, creating a vibrant and economically strong community.

Port Towns CDC

The Port Towns Community Development Corporation (CDC) has been a vital partner in fostering regional economic and social development. We are looking to reinstate this organization to enhance economic development in the Port Towns.

11. Public Safety Matters

Chief Collington is active locally and serves as the president of the Prince George's Police Chief Association. He is leading our efforts in Public Safety matters for the Town.

- **Pedestrian Safety:** We are committed to making our streets safer for pedestrians and cyclists through infrastructure enhancements and safety education initiatives.
- **Juvenile Crime:** Addressing juvenile crime through preventive measures, community programs, and partnerships with law enforcement is essential for ensuring the safety and well-being of our youth.
- **Organized Retail Theft:** Over the last few years, we have seen a spike in incidents, and the town has been on the front lines in this matter.
- **Speed Camera Monitoring:** The Town supports a measure allowing civilians to issue citations and other bills that will enhance public safety revenues.

We are grateful for your ongoing support of Bladensburg and the Port Towns. We believe that through collaboration and strategic investment, we can continue to build a stronger, more vibrant community for all our residents. The Town looks forward to discussing these priorities with you further and working together to achieve meaningful progress.

Sincerely,
Mayor Takisha James and the Town Council
Town of Bladensburg



TABLE OF CONTENTS

LAND USE FOR BLADENSBURG	1	HOMEOWNER ASSISTANCE	6
BOSTWICK HOUSE FUNDING	2	FACADE/ PORT TOWNS	7
NEW TOWN HALL	3	SMALL BUSINESS GROWTH	8
CALL-A-BUS/ WAYFINDING/ MAGLEV	4	PUBLIC SAFETY	9
COMMUNITY CENTER/PEACE CROSS	5	JUVENILE CRIME	10
		BUDGET REQUESTS	11



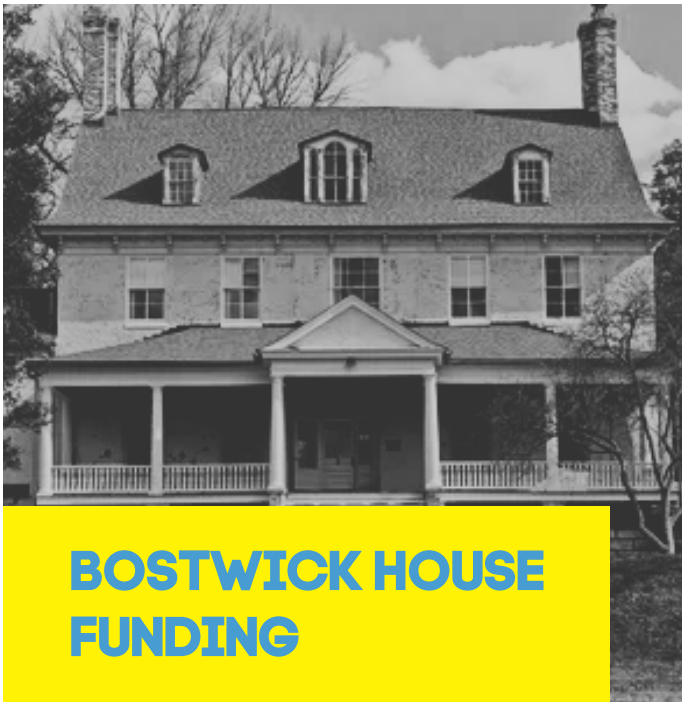
LAND USE FOR BLADENSBURG

We believe that municipalities must be able to provide input into the zoning issues impacting our communities. The municipalities have very little participation in the current planning and zoning decisions that affect our towns.

This is a continued request to assist in coordinating discussions with county and state representatives to discuss drafting legislation to give the Port Towns and other municipalities in Prince George's County more say in planning and zoning decisions. In 2024, we passed a resolution to support legislation allowing municipalities to have more input in Land Use. This year we will have been working closely with other like-minded municipalities on this matter to develop a collation of support,

Over the past year, we have actively collaborated with M-NCPPC on the Port Towns Sector Plan, a crucial component of our overall development. We value our partnership with M-NCPPC and are committed to working together on projects. However, the zoning issue remains a key concern for us and the municipalities, and we seek your understanding and support in this matter.

STATE LEGISLATION & FUNDING



The Bostwick House is a historic house located in the Town of Bladensburg. Over the years, the town has been fortunate to receive grant funding to help stabilize the structural integrity of the building. The interior of the house needs restoration to allow the Town to utilize the home for tours, attract visitors, and to have the ability to host events and meetings. To fully restore this historic treasure, the Town will need to seek other sources of capital investment to cover the total costs associated with restoring a historic structure. We are also looking at options on the site to make it more usable for all Town residents.

Current Bond Bill Fund Actions: Bond Bill funding is being implemented for some stabilization projects. These projects will address the house's structural integrity so that we can get funding to complete all repairs and get the home to a functional state. Our team is working with Aman Trust to put together bid packages for the \$500,000 that has been allocated.

FY24 ACTIONS FY25 CURRENT & PLANNED ACTIONS

- Collaboration with Aman Memorial Trust and hiring an architect and historic property planner
- ULI Technical Assistance Panel - **April 2024**
- Approvals from MHT and MNCPPC on stabilization projects - **March 2024**
- RFP and bidding for stabilization projects - **Spring 2024**
- MNCPPC grant funding for FY 2024 for the stabilization project - \$50,000

- Awarded on window replacements - work began in **Sept. 2024**
- Awarded architectural/engineer consultants - work began in Aug. 2024
- Awarded for masonry and facade work - beginning **Oct. 2024**
- Nov. 2024** - Award for preservation work to cover window
- Nov. 2024** - ULI final report

NEW TOWN HALL & MUNICIPAL FACILITIES



The Town of Bladensburg does not meet the community's needs and staffing of our essential functions. A new Town Hall facility is needed to encompass more space for resident use, featuring a visitor's center, emergency response and preparedness, job training center, the Town's police department, administrative staff, council, and possibly the Fire Department.

The Town has limited community space for resident functions, meetings, job training, computer lab, etc. In addition, we have very little room for growth as it relates to our administrative staff. Our facilities are dated and would benefit from more energy-efficient and sustainable construction.

We currently do not have sufficient space to house our growing public safety and public works functions. The Town's facilities are outdated and do not match the modern needs of the community.

Current Bond Bill Funding Actions: Over the last year, the Town engaged in some predevelopment work and has engaged with the Neighborhood Design Center in September of 2024 so that we can get this project off the ground. We will utilize current Bond Bill funds in 2025. We have obligated \$80,000 in spending at our council meeting in September.

We will be working with our newly appointed Economic Development Consultant on integrating the site for the overall redevelopment of the Town. We estimate that a new facility will cost in the range of \$15 million, given our needs for public safety staffing.

FY24 ACTIONS

- Site Evaluation:** Evaluated the current site and properties for sale in the area. Developed a list of comprehensive space needs for the Town. - **Spring 2024**
- Bostwick House Technical Assistance Panel (TAP) :** Evaluated the site and use of current site for land trade for Town Hall. - **April 2024**
- FY 2024 Earmark Funding:** Sought and obtain \$1M earmark for a Public Safety EOC as part of Town Hall site. -**Summer 2024**

FY25 CURRENT & PLANNED ACTIONS

- Architectural and Site Assessment:** The Town has engaged with the Neighborhood Design Center to develop a Town Hall concept based on the information gathered. Council Action - **Sept. 2024**
- Purchasing Interim Parcels and Locations to Move Town Services:** The current Town facilities are not adequate for staff needs. we have been looking at commercial parcel for purchase or lease for office space. - **In Progress**



CALL-A-BUS

* We are committed to expanding and actively partnering in funding opportunities to improve the Call-A-Bus service, enhancing the mobility of our seniors and disabled residents. The Town has been a vocal advocate for improving the Call-A-Bus service over the last several years. We currently collaborate with Colmar Manor to provide these essential services to our residents, demonstrating our shared commitment to our community's well-being.

The Call-A-Bus service is not just a mode of transportation; it is a lifeline for some of our most vulnerable residents. As transportation costs continue to rise, this service becomes increasingly important. For many of our residents, the Call-A-Bus service is their only means of getting to doctors' appointments and accessing other critical services, significantly improving their quality of life.



WAYFINDING SIGNAGE

* The Town needs the County's assistance in securing funding for a Wayfinding signage program in collaboration with M-NCPPC. The installation of this program will not only guide visitors to transit stops, recreational assets, and historic attractions but also significantly enhance the marketing and promotion of the Port Towns as a vibrant place to visit, live, and do business.



MAGLEV

* The Town remains concerned about the impact of the proposed MAGLEV project. We advocate for a balanced approach that considers the environmental and community impacts, and we urge continued dialogue to protect our residents' interests.



**BLADENSBURG
COMMUNITY CENTER**

M-NCPPC has begun evaluating the current site and building a new center, and the Town has participated in this process. However, the current designs show a slightly larger building, but the community's needs are great and we believe that more space is needed. We are being told that there are site constraints, but we would like more opportunities for additional public input.

The Bladensburg Community Center is an essential recreational asset for local communities. The Center offers multiple fitness and sports programs, summer camps, after-school activities, and classes designed to improve the quality of life for residents of all ages. The Center also serves as a community gathering location for social interaction and educational opportunities.

Due to the current limited space, the Bladensburg Community Center cannot currently expand its programming and meet the area's growing needs. Expanding or building a new facility will improve the overall quality of life and provide essential programs and services needed in Port Towns. However, we do not want to continue to have an undersized facility.

**PEACE CROSS
TRAFFIC
MANAGEMENT**

The Town has worked with State Highway Administration (SHA) and other State and Federal officials to improve pedestrian and bicycle infrastructure at the Peace Cross Intersection. This intersection is where three major roads converge, and both pedestrian and vehicle traffic are subject to potentially life-threatening situations daily.

This area is adjacent to the Bladensburg Waterfront Park, a major recreational asset of the Port Towns. A study is needed at this intersection to help identify alternatives to move pedestrians, bicyclists, and vehicles safely.

Over the last several years, the Port Towns have advocated for a solution. SHA has been a good partner, but we know that funding is key to accomplishing this project and no clear funding source has been identified.



HOMEOWNER & RENTAL ASSISTANCE

CONDOMINIUM AND HOMEOWNERS ASSOCIATION – REPAIR AND REHABILITATION FUNDING

The Town supports legislation introduced during the last session by Delegate Marvin Holmes to support funding from the county or state to provide resources for this fund. The previous bill called for authorizing a county or a municipality to establish a certain fund to support infrastructure repair in a community subject to a condominium association or a homeowner’s association and requiring that certain property tax revenues be assigned to a fund created under the Act. In Bladensburg, we have this issue and need legislation to address the needs of our residents.

HOMEOWNER ASSISTANCE

With the final expenditures of APRA funding, the town needs some assistance with identifying rehab programs for homeowners. Identifying possible incentives for first-time homeowners will increase home ownership and result in more families locating in the Port Towns. Equally important is matching affordable housing programs and services to help existing homeowners stay in their homes longer and age in place.

TENANT RIGHTS - FAILURE TO REPAIR SERIOUS AND DANGEROUS DEFECTS - TENANT REMEDIES (TENANT SAFETY ACT)

With several multi-family and rental units in the Town of Bladensburg, we support legislation that establishes tenant remedies. The bill last session that Senator Washington authored established that a landlord that offers a dwelling for rent is deemed to warrant the dwelling fit for human habitation, authorizing a single tenant or tenants' organization to seek remedies on behalf of a group of tenants for a landlord's failure to repair serious and dangerous defects on the leased premises; authorizing a tenant, a group of tenants, or a tenants' organization to bring a civil action for money damages if a landlord fails to repair certain defects within 90 days of the court finding the conditions complained of exist; etc.



ECONOMIC DEVELOPMENT



The Town is seeking additional resources to facilitate façade improvements to our aging strip malls and general support to our business owners. Over the years, we have identified and asked for resources to provide aesthetic enhancements and strategic investments for small businesses that will attract investment and increase retail options for the Port Towns, ensuring economic sustainability for future generations. Over the last year, we have sought DCHD funding for this program, and we are awaiting the results.

PORT TOWNS REDEVELOPMENT

We need assistance identifying incentives to attract capital investment to encourage redevelopment of the Port Towns. Over the last several months, we have collaborated with the other Port Towns to revive the Port Towns CDC. Identifying and advocating for incentives to attract developers and capital investment is critical for the continued growth of the Port Towns. Our communities' economic sustainability depends upon redevelopment opportunities and new mixed-used residential projects to attract new residents, create jobs, and provide an exceptional quality of life.

The Town would like to build upon the efforts being made with Senate Bill 696 – Gateway Art Development Authority and would like to look at the acquisition of key parcels that will support the Art and development of workforce housing that would allow “artist” and other members of the creative class to move to the Port Towns. (This may also include some county legislation/funding opportunities.)



SMALL BUSINESS GROWTH



The Town needs assistance with identifying state resources to help facilitate small business growth in this challenging environment. Strengthening the small business sector is an integral part of Port Town’s economy and will help to increase the diversity of businesses in our communities. Assisting with identifying resources to provide events, classes, and workshops will encourage new business growth in the Port Towns.

STRATEGIC REDEVELOPMENT ACQUISITION FUNDING/ GATEWAY ART DISTRICT



The Town seeks funding to purchase parcels to support the strategic redevelopment of areas supporting the Gateway Art District. The town borders the Publik Playhouse, and we are looking for opportunities to find locations for investment in properties and centers that can be used to support the creative community and create workforce/affordable housing units

QUALITY OF LIFE



Assist with identifying funding to facilitate a branding/marketing campaign to help define the Port Towns' identities and to promote the benefits of living, working, and visiting the area.

Better defining the identity of the Port Towns will lead to increased awareness of the benefits of living, working, and visiting the area. A strong identity will also strengthen the ability of our partners to attract resources, resulting in better and improved services and programs for our residents.

PUBLIC SAFETY



CHIEF
TYRONE COLLINGTON
Phone
(240) 462-3501
Email
tcollington
@bladensburgmd.gov

Chief Tyrone Collington serves as the head of the Bladensburg Police Department and manages a contingent of sworn and civilian personnel. He currently serves as President of the Police Chiefs of Prince George’s County Association. In addition, he is a member of NOBLE, MD Chiefs and Sheriffs Association. He provides our agency with valuable expertise and solutions on how we can protect our citizens. Here are some key issues on public safety that are the focus of the Town.

PEDESTRIAN SAFETY



Over the last year, we have had three tragic incidents within the town border and one adjacent to the Town where pedestrians have been stuck and resulted in fatalities. The Town recently adopted the Vision Zero pledge, and we need legislative support to hold people accountable and the infrastructure to keep Bladensburg and Port Towns residents safe.

ORGANIZED RETAIL THEFT ASSISTANCE

We have started to work with the County on this emerging issue, but this requires a multi-phased approach to enforcement and interventions. Major retailers are leaving urban areas due to high rates of retail shrinkage. On the ground, we have partnered with our shopping centers by adding mobile cameras to parking lots and obtaining “No Trespassing” agreements that allow for better enforcement outcomes.

We are asking state legislators for more substantial penalties for repeat offenders and mandatory rehabilitative measures to deter the behavior in the future.





JUVENILE CRIME – CHILD INTERROGATION ACT

This issue was not resolved in the last session, and we would like to see some action. In Maryland, violent crimes have spiked and are associated with juvenile involvement, including armed car jackings, assaults, homicides, car thefts, and more. The Child Interrogation Act impedes law enforcement officers from removing violent juveniles from communities such as Prince George’s County, MD. Law Enforcement Officers would like to see violent criminals held accountable. We recognize that 98% of juveniles are law-abiding citizens working hard in schools to become productive citizens. They are our future leaders, but those committing murder, car jackings, shootings, robberies, assaults, and other heinous crimes should be held accountable.

This bill was passed in the General Assembly in 2022, which prohibits law enforcement officers from interrogating juveniles without allowing them to consult with an attorney and requires that parents be notified before questioning anyone under the age of 17. This bill restricts officers from interrogating suspects who typically cooperate with police officers during interrogations. The act mandates that they freely consent to speak with officers or interrogators who ensure their rights are read to them, and the juveniles acknowledge that they understood their Miranda Rights.

These interviews/interrogations are recorded and screened intensely by prosecutors, judges, and defense attorneys before they are admitted into court as evidence in criminal cases. These interactions also provide law enforcement with crucial information that could lead to the identification, arrest, and prosecution of suspects involved in committing dangerous, violent crimes within communities, victims and evidence, such as firearms and other dangerous and deadly weapons, stolen property, and illegal CDS Activities; and facts that could assist in the investigation of additional alleged criminal activity which ultimately could bring criminals to justice and provide closure to families.

BUDGET REQUESTS

GOVERNOR'S CAPITAL BUDGET REQUESTS

Title	Scope	Overall Amount
Town of Bladensburg Municipal Center	This funding is to design and construct a municipal center to replace our aging complex, which the Town has outgrown. We are requesting significant seed funding to meet our Town's needs. We estimate the overall funding needed for this project will exceed \$15M.	\$6,000,000.00
Training Center	The Town has initial funding from the federal delegation for this project. More funding is needed to acquire a site for the facility.	\$2,000,000.00
	Total 2025 Capital Request	\$8,000,000.00

BOND BILL FUNDING

Title	Scope	Overall Amount
Town of Bladensburg Municipal Center	This funding is to design and construct a municipal center to replace our aging complex, which the Town has outgrown. We are requesting significant seed funding to meet our Town's needs. We currently use the \$800,000 in Bond funding to do preliminary design work and assess the feasibility of the site. We estimate the overall funding needed for this project will exceed \$15M.	\$2,500,000.00
Bostwick House Stabilization	The Town has made significant progress on some basic stabilization of the Bostwick House. These projects are just a portion of an estimated \$2 million in items that have been identified.	\$1,000,000.00
	Total 2025 Bond Bill Request	\$3,500,000.00

CONTACT US



Staff Contact - Town Administrator

**MICHELLE BAILEY-
HEDGEPETH**

Phone

(301) 927-7048

Email

mbaileyhedgepeth@
bladensburgmd.gov

Website

www.bladensburgmd.gov

Address

4229 Edmonston Road
Bladensburg, MD 20710

Social Media

@BladensburgMD