



## TOWN COUNCIL MEETING | MAY 12, 2025

May 12, 2025 at 7:15 PM

4229 Edmonston RD, Bladensburg, MD 20710

### AGENDA

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

<https://www.youtube.com/channel/UCoflhVTBelD3c9oH8GYSW0g>

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

1. Call to Order – 1 min
2. Opening Prayer – 2 min
3. Pledge of Allegiance – 1 min
4. Approval of Agenda – 1 min
5. Presentations
  - A. Recognition of Staff | Municipal Clerk Week, Police Week, and Public Works Week (7 minutes)
  - B. Patriotic Committee | Renee Green (3 minutes)
6. Approval of Minutes
  - [A.](#) Town Council Meeting Minutes | April 14, 2025 (2 minutes)
  - [B.](#) Town Council Special Meeting Minutes | April 14, 2025 (2 minutes)
7. Public Comments
8. Unfinished Business
  - [A.](#) **ORDINANCE 11-2025** | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND § 76-4 OF THE TOWN CODE: BUSINESS LICENSE AND PERMIT FEES AND ADDS AN ALARM REGISTRATION FEE. **SECOND READING** - (5 minutes).
  - [B.](#) **ORDINANCE 12-2025** | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO REPEAL AND REENACT CHAPTER 50, “PROPERTY MAINTENANCE” IN ITS

ENTIRETY, TO REPEAL CHAPTER 68, "HOUSING STANDARDS" IN ITS ENTIRETY, AND TO ADOPT CHAPTER 49 "RENTAL HOUSING". **SECOND READING** (5 minutes).

- C. ORDINANCE 13-2025** | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112, "VEHICLES AND TRAFFIC". BY ADOPTING §112-14, "STOP SIGN MONITORING SYSTEMS IN SCHOOL ZONES" TO AUTHORIZE USE OF STOP SIGN MONITORING CAMERAS IN SCHOOL ZONES. **SECOND READING** (3 minutes).

## 9. Financial Business

- A. BUDGET ORDINANCE NO: 01 – 2026** | AN ORDINANCE TO LEVY THE REAL PROPERTY AND PERSONAL PROPERTY TAX RATES AND APPROPRIATE AND ADOPT THE OPERATING BUDGET OF THE MAYOR AND TOWN COUNCIL OF BLADENSBURG, MARYLAND, FOR THE 2026 FISCAL YEAR OF JULY 1, 2025, THROUGH JUNE 30, 2026. **FIRST READING** (3 minutes).

## 10. New Business

- A. Resolution 25-2025:** A Resolution of the Town of Bladensburg Celebrating Municipal Clerk's Week from May 4, 2025, to May 10, 2025. (2 minutes)
- B. Resolution 26-2025:** A Resolution of the Town of Bladensburg Celebrating National Police Week, May 11 - 17, 2025, and Expressing Gratitude to the Bladensburg Police Department. (2 minutes)
- C. Resolution 27-2025:** A Resolution of the Town of Bladensburg Recognizing Public Works Week, May 18 - 24, 2025. (2 minutes)
- D. Resolution 28-2025:** A Resolution of support for an application for grant funding from the National Fish and Wildlife Foundation for a Chesapeake Bay project (2 minutes)
- E. Resolution 29-2025:** A Resolution in support of the operating assistance grant application for technical assistance funding through the Maryland Department of Housing and Community Development (DHCD) (2 minutes)
- F. CONTRACT APPROVAL:** Approval of a contract for repairs to Bostwick House - Wash House Stabilization, using MNCPPC Historic Preservation funds. (2 minutes)
- G. CONTRACT APPROVAL:** Approval for a contract with Hyp-Tro Building Services, LLC for Janitorial Services (5 minutes)



**H. CONTRACT APPROVAL:** Approval of a contract with NovoaGlobal for Stop Sign Camera Program in the Town of Bladensburg. (5 minutes)

**I. CONTRACT APPROVAL** | Approval of a contract with MuniCollect for Collection Services for the Town of Bladensburg. (3 minutes)

**J. Discretionary Funds FY 2025** | Town Council Awards – April / May 2025 (5 minutes)

**K. Soaring Eagle Scholarship FY 2025** | Town Council Awards – May 2025 (5 minutes)

#### **11. Staff Reports (3 minutes each)**

Treasurer; Public Safety and Code Enforcement; Town Clerk; Public Works; Town Administrator

**A. Town Treasurer** | April 2025

**B. Public Safety and Code Enforcement** | April 2025

**C. Town Clerk** | April 2025

BOSOE Update

**D. Public Works** | April 2025

**E. Town Administrator** | May 2025

Town Hall Update

#### **12. Mayor and Council Reports (3 minutes each)**

Council Member Trina Brown – Ward 1

Council Member Kalisha Dixon – Ward 1

Council Member Carrol McBryde – Ward 2

Council Member Marilyn Blount – Ward 2

Mayor Takisha James

**A.** CM Marilyn Blount, Ward 2

CM Carrol McBryde, Ward 2

CM Trina Brown, Ward 1

CM Kalisha Dixon, Ward 1

Mayor Takisha James

### **13. Adjournment**



## TOWN OF BLADENSBURG COUNCIL MEETING | APRIL 14, 2025

April 14, 2025 at 7:15 PM

4229 Edmonston RD, Bladensburg, MD 20710

### MINUTES

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

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

#### 1. Call to Order

Mayor James called the meeting to order at 7:24 pm.

#### 2. Opening Prayer

Council Member Dixon led the prayer.

#### 3. Pledge of Allegiance

Council Member Brown led the pledge of allegiance.

#### 4. Approval of Agenda

Mayor James called for a motion to approve the agenda. CM Brown moved the motion; CM McBryde seconded it. Minor corrections were made to the agenda. The motion passed unanimously, 5-0.

#### 5. Presentations

##### A. Announcement of Open Meetings Act (OMA) | Violation and Oral Summary of the Opinion

Mayor James read the full announcement regarding an Open Meetings Act (OMA) violation.

##### B. Congressional Update April 2025 | Nicholas Robinson, Community Liaison - Congressman Glen Ivey

Nicholas Robinson provided updates, including the relocation of the Congressman's office from Largo to New Carrollton. He discussed concerns related to Trump administration policies and stated that Congressman Ivey is working with the judicial branch and congressional colleagues to

address them. Resources are available at [ivey.house.gov](https://ivey.house.gov). He also mentioned that the portal for military service academy nominations will open in May.

### **C. Patriotic Committee | April 2025**

Susan McCutcheon provided updates on behalf of Renee Green.

- Memorial Day Ceremony: May 26 at 11 AM, Bladensburg Memorial Park.
- Pearl Harbor Memorial: Rededication during the Memorial Day ceremony.
- Independence Day Celebration: July 2, 6:00–9:30 PM (rain date: July 3).
- Peace Cross 100th Anniversary Celebration: July 12 at 11 AM.

## **6. Approval of Minutes**

### **A. Town Council Minutes | March 10, 2025**

Mayor James called for a motion to approve the minutes. CM Dixon moved the motion; CM McBryde seconded. The motion passed unanimously, 5–0.

## **7. Public Comments**

Ms. McCutcheon provided public comment opposing the Maglev train project and expressed disappointment with Governor Moore’s support during his Japan visit.

## **8. Financial Business**

### **A. FY 2026 Budget and April Financials | Update**

Town Administrator Bailey-Hedgepeth and Treasurer Tinelli presented the FY2026 budget update, reporting that the initial \$1.5 million deficit has been reduced to approximately \$293,314 through a combination of cost-saving measures, including increased take-home vehicle deductions, the freezing of open staff positions, and a reduction in administrative hours. They also reviewed proposed tax rate options: maintaining the current rate of 74¢ for residential properties, 82¢ for commercial properties, and 85¢ for apartment properties. Key upcoming dates include the Final Budget Work Session on April 29, the Tax Rate Hearing on May 12, and the Final Budget Adoption on June 9.

## **9. New Business**

- A. ORDINANCE 11-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND § 76-4 OF THE TOWN CODE: BUSINESS LICENSE AND PERMIT FEES AND ADDS AN ALARM REGISTRATION FEE.**

The Town Administrator Bailey- Hedgepath introduced the ordinance, the first fee update in seven years. The ordinance includes the addition of a CPI-based adjustment mechanism and introduces an alarm monitoring fee. Chief Collington and Supervisor Rinehart provided additional context. This was the first reading.

- B. ORDINANCE 12-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO REPEAL AND REENACT CHAPTER 50, “PROPERTY MAINTENANCE” IN ITS ENTIRETY, TO REPEAL CHAPTER 68, “HOUSING STANDARDS” IN ITS ENTIRETY, AND TO ADOPT CHAPTER 49 “RENTAL HOUSING”.**

The Town Administrator Bailey- Hedgepath presented this update to property maintenance and housing standards, aligning with Prince George’s County Code. Supervisor Rinehart explained that this establishes a rental housing licensing program with inspection requirements. The Town Clerk Watson read the ordinance into the record.

- C. ORDINANCE 13-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112, “VEHICLES AND TRAFFIC”. BY ADOPTING §112-14, “STOP SIGN MONITORING SYSTEMS IN SCHOOL ZONES” TO AUTHORIZE USE OF STOP SIGN MONITORING CAMERAS IN SCHOOL ZONES.**

The Town Administrator Bailey- Hedgepath presented the ordinance, this ordinance authorized the use of stop sign monitoring cameras in school zones.

- D. RESOLUTION 18-2025 | A RESOLUTION OF THE TOWN COUNCIL OF BLADENSBURG APPOINTING MEMBERS TO THE BOARD OF SUPERVISORS OF ELECTION FOR A TERM BEGINNING APRIL 14, 2025, AND ENDING FEBRUARY 28, 2027.**

The Town Clerk Watson recommended the appointment of five members to the Board. Council agreed to review and decide at the April 29 meeting.

- E. RESOLUTION 19-2025 | A RESOLUTION RECOGNIZING ADMINISTRATIVE PROFESSIONALS WEEK, APRIL 20-26, 2025**

Town Administrator Bailey-Hedgepeth presented the resolution. Town Clerk Watson read an abbreviated version.

**F. RESOLUTION 20-2025 | A RESOLUTION OF RECOGNIZING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK, APRIL 13-19, 2025.**

Town Administrator Bailey-Hedgepeth presented the resolution. Town Clerk Watson read an abbreviated version.

**G. RESOLUTION 23-2025 | A JOINT RESOLUTION OF THE MAYORS AND COUNCILS OF THE PORT TOWNS OF BLADENSBURG, COLMAR MANOR, COTTAGE CITY, AND EDMONSTON TO FORM A COMMUNITY DEVELOPMENT CORPORATION (CDC) AND ESTABLISH A GOVERNANCE STRUCTURE.**

Town Administrator Bailey-Hedgepeth presented the resolution to establish a CDC with the Port Towns. The Town of Bladensburg will contribute \$30,000–\$35,000 for FY2026. CM Brown called for a motion. CM Blount moved the motion; CM Dixon seconded. The motion passed unanimously, 4–0.

**H. CONTRACT APPROVAL | Approval of a Payment in lieu of taxes agreement (PILOT) with Osprey Development, LLC, as approved by the Town Attorney in its final form. (Development: Hamlet Woods II).**

*Item was postponed to the May meeting.*

**I. CONTRACT APPROVAL | Authorization to enter into a Grant Agreement with the Prince George’s County Stormwater Stewardship Award Program (Chesapeake Bay Trust).**

The Town Administrator presented the contract for a \$30,000 grant from the Prince George’s County Stormwater Stewardship Program to develop rain garden designs at Mango Café, the Fire Department, and Spring Avenue. CM Brown called for a motion. CM Dixon moved the motion; CM McBryde seconded it. The motion passed unanimously, 4-0.

**J. CONTRACT APPROVAL | Approval for the Town Administrator to use grant funding to purchase six (6) license plate readers, related equipment, and warranties in an amount not to exceed \$50,536.09 from Motorola Solutions.**

Town Administrator Bailey-Hedgepeth presented the \$30,000 grant contract to support rain garden designs at Mango Café, the Fire Department, and Spring Avenue. CM Brown called for a motion. CM Dixon moved; CM McBryde seconded. The motion passed unanimously, 4–0.

**K. Discretionary Funds FY 2025 | Town Council Awards - April 2025.**

*Item moved to the next Council meeting.*

**10. Staff Reports**

Treasurer; Public Safety and Code Enforcement; Town Clerk; Public Works; Town Administrator

**A. Town Clerk Report | March 2025**

Town clerks report is available online.

- Ethics Commission Update - April 2025 - Information Only

**B. Town Treasurer Report | March 2025**

Town Treasurer's report is available online.

**C. Public Works Department Report | March 2025**

Public Works report is available online.

**D. Police Department Report | March 2025**

Public safety reports are available online.

- Chief Collington advised that the Eggstravaganza event is scheduled for Saturday from 10:00 AM to 1:00 PM.

**E. Town Administrator Report | April 2025**

Town Administrators report is available online.

-America In Bloom Update | April 2025 - Information Only

-Town Hall Update | April 2025 - Information Only

- Bostwick House | April 2025 - Information Only

- No Mow April | April 2025 - Information Only

**11. Mayor and Council Reports**

**CM Trina Brown (Ward 1)** – Mentioned several upcoming events.

**CM Kalisha Dixon (Ward 1)** – Attended COG and PGCC meetings.

**CM Carrol McBryde (Ward 2)** – Attended COG and PGCC meetings.

**CM Marilyn Blount (Ward 2)** – Read a message for the seniors.

## **12. Adjournment**

CM Brown called for a motion to adjourn. CM Dixon moved the motion; CM Blount seconded. The meeting was adjourned at 8:39 PM.





## SPECIAL TOWN COUNCIL MEETING | APRIL 14, 2025

April 14, 2025 at 7:00 PM

4229 Edmonston RD, Bladensburg, MD 20710

### MINUTES

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

<https://www.youtube.com/channel/UCoflhVTBelD3c9oH8GYSW0g>

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

#### 1. Call to Order

Mayor James called the meeting to order at 7:02 pm.

#### 2. Approval of Agenda

Mayor James called for a motion to approve the agenda. CM Dixon moved the motion; CM McBryde seconded. The motion passed unanimously, 5-0.

#### 3. New Business

##### A. ANNEXATION PLAN | (AMENDING RES. 07-2025) Resolution 21 -2025 | FOR THE

ANNEXATION OF CERTAIN TAX-EXEMPT REAL PROPERTY LOCATED GENERALLY SOUTH OF THE PRESENT CORPORATE LIMITS OF THE TOWN OF BLADENSBURG INCLUDING A SEGMENT OF THE RIGHT OF WAY OF KENILWORTH AVENUE (MD 201) AND ABUTTING LAND OWNED BY THE WASHINGTON SUBURBAN SANITARY COMMISSION (PARCEL 156), THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION (PARCEL 155), AND THE SALVATION ARMY (LOT 4), AND A SEGMENT OF THE PUBLIC RIGHT OF WAY KNOWN AS LLOYD STREET (CO. ROUTE NO. 2773) CONTAINING A TOTAL OF 26 ACRES OF LAND MORE OR LESS AND INCLUDING ANY PUBLIC OR PRIVATE WAYS FOUND THEREIN AS FURTHER DESCRIBED BELOW IN THIS ANNEXATION PLAN.

Town Clerk Watson read the title of the resolution into the record. Mayor James called for a motion to waive the full reading and proceed directly to discussion and vote. CM Brown moved the motion; CM Blount seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

Mayor James then called for a motion to adopt the resolution. CM Brown moved the motion; CM Blount seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

**B. ANNEXATION RESOLUTION NO. 01-2025A - INTRODUCTION | A RESOLUTION BY THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND ANNEXATION RESOLUTION 01-2025 TO EXCISE CERTAIN PROPERTIES AND ENLARGE THE CORPORATE BOUNDARIES OF THE TOWN BY ANNEXATION OF 26 ACRES OF LAND MORE OR LESS IN LIEU OF APPROXIMATELY 113 ACRES AS ORIGINALLY PROPOSED**

Mayor James moved to waive the full reading. CM Dixon moved the motion; CM McBryde seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

Town Clerk Watson then read the title of the resolution into the record. This marked the first introduction of Resolution 01-2025A.

**C. ANNEXATION PLAN | Resolution 22-2025 | FOR THE ANNEXATION OF CERTAIN TAX-EXEMPT OR OTHER PUBLICLY-OWNED REAL PROPERTY LOCATED GENERALLY EAST OF THE PRESENT CORPORATE LIMITS OF THE TOWN OF BLADENSBURG INCLUDING A SEGMENT OF THE RIGHT OF WAY KNOWN AS LANDOVER ROAD (MD 202), A SEGMENT OF 55TH AVENUE (COUNTY ROUTE INDEX NO. CO 897), AND A SEGMENT OF QUINCY STREET (COUNTY ROUTE INDEX NO. 330) ABUTTING AND NEAR CERTAIN PROPERTIES COMMONLY KNOWN AS THE PUBLIC PLAYHOUSE CULTURAL ARTS CENTER AND VILLA HEIGHTS – POWELL’S ADDITION, INCLUDING APPROXIMATELY FOUR PARCELS AND THREE LOTS LOCATED AT OR NEAR 5401, 5445, & 5503 LANDOVER ROAD AND 5450 QUINCY STREET, WHICH IS A TOTAL OF 7.0642 ACRES OF LAND MORE OR LESS, AS FURTHER DESCRIBED BELOW IN THIS ANNEXATION PLAN.**

Town Clerk Watson read the title of the resolution into the record.

Mayor James moved to waive the full reading. CM Brown moved the motion; CM Dixon seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

Mayor James called for a motion to adopt the resolution. CM Dixon moved the motion; CM McBryde seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

**D. ANNEXATION RESOLUTION NO. 02-2025 - INTRODUCTION |** A RESOLUTION BY THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO ENLARGE THE CORPORATE BOUNDARIES OF THE TOWN BY ANNEXATION OF 7.0642 ACRES OF LAND MORE OR LESS

Mayor James moved to waive the full reading. CM Blount moved the motion; CM McBryde seconded. Town Clerk Watson conducted a roll call vote. The motion passed unanimously, 5-0.

This marked the first introduction of Resolution 02-2025.

**4. Adjournment**

Mayor James called for a motion to adjourn the meeting. CM Dixon moved the motion; CM McBryde seconded. The meeting was adjourned at 7:20 PM.



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4. **Late Fee Policy**

- A **\$100 late fee** remains in place for licenses/permits purchased after July 1.
- A **10% penalty** applies to payments more than **30 days overdue**.

5. **Ordinance Adoption & Effective Date**

- **Introduced on April 14, 2025**
- **Second Reading on May 12, 2025**, with a **20-day implementation period** following adoption.
- **If any part of the ordinance is deemed invalid**, other provisions remain unaffected.

The FY 2026 Budget impact of these changes \$55,600. This update ensures that the Town’s business license fees remain current while supporting public safety and operational efficiency.

If you have any questions regarding this matter the Town Administrator or the Code Enforcement Supervisor will be able to answer them.

<b>Budgeted Item:</b> Yes [ <input type="checkbox"/> ] No [ <input checked="" type="checkbox"/> ] <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	<b>Approved Date:</b>

## ORDINANCE 11-2025

### Code of the Town of Bladensburg

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND § 76-4 OF THE TOWN CODE: BUSINESS LICENSE AND PERMIT FEES AND ADDS AN ALARM REGISTRATION FEE.**

**WHEREAS**, the Mayor and Council understand that there are increased administrative and public safety costs for issuing Town Business Licenses and the overall operations of the program; and

**WHEREAS**, recapturing these administrative costs is through the Business License Fee Schedule, and the issuing of new fees is part of this process; and

**WHEREAS**, the Fee Schedule in §76-4 has not been updated since 2017 and must be updated periodically to keep up with the changing and evolving economic conditions; and

**WHEREAS**, the Mayor and Council realize the importance of updating this schedule in a timely and efficient manner as needed; and

**WHEREAS**, the Town staff recognizes that adding a Business Alarm Registration Fee will reduce the number of false alarm calls and make the Police Department more efficient in responding to incidents; and

**WHEREAS**, changes to the fee schedule will go into effect as part of the FY 2026 Fiscal Year beginning July 1, 2025, and Town staff will bill accordingly for these fees in May 2025; and

**WHEREAS**, the Mayor and Council by this ordinance approves increases of the Fee Schedule for FY 2027 Fiscal Year beginning July 1, 2026; and

CAPS

{Brackets]

Asterisks \* \* \*

CAPS

{Brackets]

: Indicate matter added to existing law.

: Indicate matter deleted from law.

: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

: Indicate matter added in amendment

: Indicate matter deleted in amendment

**WHEREAS**, the Mayor and Council recognize that the codification of the fee schedule is the most efficient way to update the License and Permit fees:

**Section 1.** **NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the Town of Bladensburg, that Chapter 76-4, “Business License and Fees” be and it is hereby enacted to read as follows:

<b>Class</b>	<b>Description</b>	<b>Current License Fee</b>	<b>FY 26 Proposed License Fee</b>	<b>FY 27 Proposed License Fees</b>
<b>Class 1</b>	Mobile Vendors (Ice Cream Trucks / Food Trucks), Dry Cleaning, Laundromats, Barber Shops, Beauty Salons, Nail Salons	\$125.00	\$200	\$225
<b>Class 2</b>	Retail (less than 10,000 sq. ft.), Drug Stores, Convenience Stores, Hardware, Clothing, Furniture, Appliance Sales/Service, Plumbing, Heating & Air Conditioning Contractors, Restaurants (Sit-in or Carryout), Business Offices (including Professional Offices – each separate firm/organization), Private Education Institutions (Nursery Schools & Licensed Daycare Centers), and other General Merchandise Stores	\$175.00	\$375 \$350	\$400 \$375
<b>Class 3</b>	Industrial, Motor Vehicle Repair, Paint/Body Shops, New/Used Car Sales, Boat Sales, Gas Stations, Banks, Trust Companies, Savings Institutions, Contractor Yards, Machine/Welding Shops	\$175.00	\$400	\$425
<b>Class 4</b>	Retail (more than 10,000 sq. ft.), Big Box Stores, Department Stores, Clothing Stores, Retail Furniture, Warehouses, Pawn Shops, Manufacturing Plants, Grocery Stores, Hardware Stores, Junkyards, Restaurants, and other General Merchandise Stores exceeding 10,000 sq. ft.	\$400.00	\$500	\$575
<b>Class 5</b>	Apartments / Senior Housing	\$25.00 per dwelling un	\$35.00 per dwelling unit	\$40.00 per dwelling unit
<b>Alarm Fee</b>	<b>Business Alarm Registration Fee - NEW</b>	NA	<b>\$25</b>	<b>\$25</b>
<b>Late Fee</b>	A late fee of one hundred dollars (\$100.00) will be charged when a required license or permit is purchased after July 1. In addition, a penalty of ten percent (10%) of the license fee will be charged on any payment thirty (30) days past the due date.	\$100 and 10%	\$100 and 10%	\$100 and 10%

**Section 2.** **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20) days from the date of its adoption.

**Section 3.** **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable.

**INTRODUCED** by the Mayor and Town Council of the Town Bladensburg at a regular meeting on **April 14, 2025**, and thereafter, this Ordinance was prominently posted in the Town Hall and available for inspection by the public.

**ADOPTED** by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on May \_\_\_\_**2025**.

WITNESS

TOWN OF BLADENSBURG

\_\_\_\_\_  
Regine Watson, Clerk

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

First Reading: April 14, 2025  
Second Reading: May 12, 2025



# COUNCIL INFORMATION MEMO



**Date:** March 19, 2025

**To:** Mayor and Town Council and Leadership Team Staff

**From:** Michelle Bailey Hedgepeth, Town Administrator

**Re:** Summary of Business License Fee Update | Revenue option for FY 2026 Budget

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**Background:** The Town of Bladensburg's Business License Fee structure was last updated in 2006. Currently, the business license fee policy includes the following provisions:

- Fees are prorated after the first quarter of each license year for the remaining quarters for new businesses.
- Below is a current chart for Business License fees with the proposed fee increases for FY 2026 and FY 2027
- A late fee of \$100.00 if the license or permit is purchased after July 1.
- A 10% penalty on any payment over 30 days past due.
- A stop-work order is issued if a business license is not obtained within 30 days of starting operations.

Given inflation and the evolving economic landscape, the fee structure must be reviewed and potentially adjusted to ensure fairness, competitiveness, and adequate municipal revenue generation.

**What does the Business License Fee Cover?** The business license fee helps to support municipal services that directly and indirectly benefit businesses, including:

- Public safety and law enforcement services
- Code enforcement and zoning compliance
- Economic development initiatives
- Administrative costs related to business registration and compliance monitoring

## Town of Bladensburg Fee Chart:

Class	Description	Current License Fee	Average Other Entities	FY 26 Proposed License Fee	FY 27 Proposed License Fees
<b>Class 1</b>	Mobile Vendors (Ice Cream Trucks / Food Trucks), Dry Cleaning, Laundromats, Barber Shops, Beauty Salons, Nail Salons	\$125.00	\$110 - 300	\$200	\$225
<b>Class 2</b>	Retail (less than 10,000 sq. ft.), Drug Stores, Convenience Stores, Hardware, Clothing, Furniture, Appliance Sales/Service, Plumbing, Heating & Air Conditioning Contractors, Restaurants (Sit-in or Carryout), Business Offices (including Professional Offices – each separate firm/organization), Private Education Institutions (Nursery Schools & Licensed Daycare Centers), and other General Merchandise Stores	\$175.00	\$250 - 500	\$375	\$400
<b>Class 3</b>	Industrial, Motor Vehicle Repair, Paint/Body Shops, New/Used Car Sales, Boat Sales, Gas Stations, Banks, Trust Companies, Savings Institutions, Contractor Yards, Machine/Welding Shops	\$175.00	\$300- 800	\$400	\$425
<b>Class 4</b>	Retail (more than 10,000 sq. ft.), Big Box Stores, Department Stores, Clothing Stores, Retail Furniture, Warehouses, Pawn Shops, Manufacturing Plants, Grocery Stores, Hardware Stores, Junkyards, Restaurants, and other General Merchandise Stores exceeding 10,000 sq. ft.	\$400.00	\$500-2295	\$500	\$575
<b>Class 5</b>	Apartments / Senior Housing	\$25.00 per dwelling unit	NA	\$35.00 per dwelling unit	\$40.00 per dwelling unit
<b>Alarm Fee</b>	Business Alarm Registration Fee	NA	\$25 - 50	\$25	\$25

## Local Municipal Business License Fees Comparison in Prince George’s County, Maryland:

Municipality	Business License Fees
Hyattsville	Ranges from \$100 to \$425 based on business classification
Greenbelt	They have other fees and inspections on business rather than business license fees.
Cheverly	Only has a home business license \$20
College Park	Only regulates solicitors and amusements – there is a per-machine charge. Have other revenue methods.
Seat Pleasant	Ranges from \$100 to \$2900 based on business classification
New Carrollton	Annual Business License Fee: \$110
Capitol Heights	Based on business type and revenue, fees range from \$125 to \$1,000.
Glenarden	Fees range from \$200 to \$750 based on business type.
Laurel	Fees determined by business category: \$80- \$750 Traders License
Mount Rainier	Ranges from \$150 -500 and has an added fee for Business Alarm Registration Fee of \$25

### Considerations for Updating Bladensburg’s Business License Fee Structure:

#### 1. Alignment with Regional Rates:

- **Comparing local municipalities:** The business license fee has been evaluated compared to neighboring municipalities.
- **Keeping the same categories:** Continue with tiered fees based on business type, size, and revenue.

- **Municipalities that don't charge:** Some local municipalities do not charge additional business license fees but have a structure for solicitation and amusements.
- **Vending and amusements:** Besides the business license, some municipalities charge vending and amusement as per device fee. This does not apply to Bladensburg.
- **Business Alarm Registration Fee:** This fee is charged in several local municipalities, allows the town to track false alarms, and provides a database on who to follow up on false alarms.
- **Staggered Fee Increases:** This proposal allows staggered increases in business fees over FY 2026 and FY 2027.
- **Estimated Income:** We have estimated that these changes for FY 2026 can raise around \$65,000, which doubles our estimate with a slight bump of \$15,000 in revenues for FY 2027. More refined estimates are forthcoming.

## 2. Administrative and Enforcement Costs:

- Ensure that the fee structure covers the costs of enforcement, inspections, and permitting.
- Evaluate the effectiveness of the existing late fee and penalty provisions.
- The current fees have not been evaluated since 2017; before that, they were not adjusted since 2006.

## 3. Encouraging Business Growth:

- Competitive rates will prevent deterring new businesses while ensuring sufficient town revenue.
- Potential incentives or exemptions for small businesses and startups.

## 4. Potential Recommendations:

- Introduce a tiered system similar to Hyattsville and Capitol Heights, where fees are based on business category and size.
- Adjust late fees and penalties to align with other Towns that have flat fees since other items may be rising.
- Ensure equitable enforcement to prevent non-compliance and loss of revenue.

**Next Steps and Recommendations:**

- **Council Review:** The council should review and comment on this memo so that staff can provide feedback on this matter and we can finalize the April 1, 2025 presentation.
- **Staff Finalization:** The Town Administrators will finalize recommendations for the updated fee structure or update the single fee based on other agencies in the area.
- **Council Action:** Present a revised ordinance for Council approval with an updated Ordinance attached. This would be tentatively scheduled for April 14, 2025.

Updating Bladensburg's business license fee structure will ensure the Town remains competitive while maintaining the financial health necessary to provide essential services.

## Impact of Business License Rate Changes - FY26

<b>Current Business Licenses Fees</b>			
Class	Licenses	Current Rate	Revenue
Class 1	22	125	2,750
Class 2	100	175	17,500
Class 3	30	175	5,250
Class 4	28	400	11,200
Apts.	2,682	25	67,050
Current			<u>103,750</u>

<b>Proposed Changes</b>			
Class	New Rate	New Amount	Increase
Class 1	200	4,400	1,650
Class 2	350	35,000	17,500
Class 3	400	12,000	6,750
Class 4	500	14,000	2,800
Apts.	35	93,870	26,820
Next Fiscal Year		<u>159,270</u>	<u>55,520</u>



## Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Roger Rinehart, Code Enforcement Supervisor
<b>Item Title:</b> ORDINANCE 12-2025   AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO REPEAL AND REENACT CHAPTER 50, "PROPERTY MAINTENANCE" IN ITS ENTIRETY, TO REPEAL CHAPTER 68, "HOUSING STANDARDS" IN ITS ENTIRETY, AND TO ADOPT CHAPTER 49 "RENTAL HOUSING"	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Ordinance 12-2025
<b>Recommended Action:</b>	
<p><b>SECOND READING:</b> Town Staff recommends the approval of Ordinance 12-2025, which approves updates to the Town code, adds a section on Rental Licenses, and repeals other sections. Staff further recommends one minor change to the previously posed items regarding grass height, page 18, section 49-11 (C).</p> <p><b>Council Summary – Ordinance 12-2025: Rental Housing and Property Maintenance Updates</b>   As part of the Town's ongoing efforts to improve housing quality and ensure safe, healthy living conditions for all residents. This ordinance does the following:</p> <ul style="list-style-type: none"> <li><b>Repeals and reenacts Chapter 50 – Property Maintenance</b> – adopting the <b>International Property Maintenance Code</b> used by Prince George's County. This update ensures consistency with modern standards for building safety and property upkeep.</li> <li><b>Repeals Chapter 68 – Housing Standards</b>, which is now consolidated and modernized under the new structure.</li> <li><b>Establishes a new Chapter 49—Rental Housing</b>, which requires rental properties to be registered and inspected regularly. This measure is designed to better protect tenants, maintain safe housing conditions, and support code compliance.</li> <li><b>49-11 (C) Grass Height Change</b>—The Town's grass height is currently nine (9) inches, compared to twelve (12) inches in the previous version. <u><b>We recommend this minor change.</b></u></li> </ul> <p>The ordinance also establishes <b>rental license fees</b> and allows the Town Council to pass <b>rules and regulations</b> to support the implementation and enforcement of the new code.</p> <p>Ordinance 12-2025 is scheduled for a second reading and vote on May 12, 2025. If adopted, it will take effect <b>20 days after adoption</b>. These changes align with the Town's strategic goal of maintaining high-quality housing standards and protecting the health and welfare of its residents.</p> <p>If you have any questions regarding this matter, the Town Administrator or the Code Enforcement Supervisor will be able to answer them.</p>	
<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**ORDINANCE 12-2025****Code of the Town of Bladensburg****AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO REPEAL AND REENACT CHAPTER 50, “PROPERTY MAINTENANCE” IN ITS ENTIRETY, TO REPEAL CHAPTER 68, “HOUSING STANDARDS” IN ITS ENTIRETY, AND TO ADOPT CHAPTER 49 “RENTAL HOUSING”.**

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Bladensburg (hereinafter, the “Town”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

**WHEREAS**, the Mayor and Council have determined that it is in the public interest that the Town adopt an updated Property Maintenance Code by incorporating the International Maintenance Code from Prince George’s County, and to enact a Rental Housing Code, to protect tenants and the public by requiring registration of rental properties and periodic inspections .

**Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the Town of Bladensburg that Chapter 50, “Property Maintenance” be and it is hereby repealed, reenacted and amended to read as follows:

§ 50-1. Adoption of Property Maintenance Code. ~~[That a certain document, three (3) copies of which are on file in the office of the Town Clerk of the Town of Bladensburg, being marked and designated as “The BOCA National Property Maintenance Code, Fourth Edition, 1993” as published by the Building Officials and Code Administrators International, Inc., be and is~~

CAPS

[Brackets]

Asterisks \* \* \*

CAPS

[Brackets]

: Indicate matter added to existing law.

: Indicate matter deleted from law.

: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

: Indicate matter added in amendment

: Indicate matter deleted in amendment



~~hereby adopted as the Property Maintenance Code of the Town of Bladensburg, in the State of Maryland; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said BOCA National Property Maintenance Code are hereby referred to, adopted, and made a part hereof, as if fully set out in this Ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 3 of this Ordinance.~~

~~§ 50 2. Inconsistent Ordinances Repealed. That all ordinances, or parts of ordinances in conflict herewith are hereby repealed.~~

~~§ 50 3. Additions, Insertions and Changes. That the BOCA National Property Maintenance Code is amended and revised in the following respects:~~

~~Section PM 101.1 (page 1, second line), insert: Town of Bladensburg.~~

~~Section PM 106.2 (page 3, third line), insert: \$100.00 and \$200.00.~~

~~Section PM 106.2 (page 3, fourth line), insert: 0 days.~~

~~Section PM 111.2 (page 5, second line), delete: “five members appointed by the chief appointing authority as follows: Thereafter, each new member shall serve for five years or until a successor has been appointed” Insert: “date members appointed by the mayor and approved by the town council.”~~

~~Section PM 111.2.1 (page 5, delete entire sub-section.) Insert: The board shall annually select one of its members to serve as chairman. A member shall not bear an appeal in which that member has any personal, professional, or financial interest.~~

~~Section PM 111.2.2 (page 5, delete entire sub-section.)~~

~~Section PM 111.2.3 (page 5, delete entire sub-section.)~~

~~5002 Section PM 111.2.4 (page 5, delete entire sub-section.)~~

~~Section PM 111.2.5 (page 5, delete entire sub-section.)~~

~~Section PM 111.2.6 (page 5, delete entire sub-section.)~~

~~Section PM 111.5 (page 5, first line), “five members” amend to, “three members.”~~

~~Section PM 303.8 (page 10, delete entire sub-section.)~~

~~Section PM 304.12 (page 11, first line), insert: April 1, December 1.~~

~~Section PM 602.2.1 (page 17, fifth line), insert: October 1, May 1.~~

~~Section PM 602.3 (page 17, third line), insert: October 1, May 1.~~

~~Section PM 603.0 (page 17, delete entire section.)~~

~~Section PM 604.1 (page 17, delete entire sub-section.)~~

~~Section PM 604.2 (page 17, delete entire sub-section.)~~

~~Section PM 605 A (page 18, delete entire sub-section.)~~

~~Section PM 702.2 (page 19, delete entire sub-section.)~~

~~Section PM 702.3 (page 19, delete entire sub-section.)~~

~~Section PM 702.6 (page 19, delete entire sub-section.)~~

~~Section PM 702.7 (page 19, delete entire sub-section.)~~

~~Section PM 702.8 (page 19, delete entire sub-section.)~~

~~Section PM 707.1 (page 21, delete entire sub-section.)~~

~~50-4. Saving Clause. That nothing in this Ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this Ordinance; nor shall~~

~~any just or legal right or remedy of any character be lost, impaired or affected by this~~  
Ordinance.

~~§ 50-5. Date of Effect. That the Town Clerk shall certify to the adoption of this Ordinance, and~~  
~~cause the same to be published as required by law; and this Ordinance shall take effect and be~~  
~~in force from and after its approval as required by law.]~~ THE PRINCE GEORGE’S  
COUNTY, MARYLAND, HOUSING CODE, AS AMENDED, WHICH  
INCORPORATES THE INTERNATIONAL PROPERTY MAINTENANCE CODE WITH  
CERTAIN ADDITIONS, EXCEPTIONS, AND MODIFICATIONS, IS ADOPTED BY THIS  
REFERENCE AND MADE A PART OF THIS CHAPTER AS IF FULLY SET FORTH  
HEREIN. WHEN A CONFLICT ARISES, THE PROVISIONS OF THIS CODE SHALL  
CONTROL. THE NOTICE OF VIOLATION AND ENFORCEMENT AND PENALTY  
PROVISIONS OF CHAPTER 50, “MAINTENANCE CODE” ARE INCORPORATED  
HEREIN BY REFERENCE AND APPLY TO VIOLATIONS OF THIS CHAPTER.

**Section 2.** AND BE IT FURTHER ORDAINED that Chapter 68, “Housing  
Standards” be and it is hereby repealed as follows:

~~[The current Housing Code of Prince George's County, Maryland, as enacted and revised~~  
~~by the County Council, is hereby adopted to be and to continue in effect throughout the~~  
~~Town of Bladensburg. It is the intent of the Mayor and Council that any amendment made~~  
~~to the Housing Code for Prince George's County from time to time by the aforesaid~~  
~~Council members shall become effective elsewhere in the county.]~~

**Section 3.** AND BE IT FURTHER ORDAINED that Chapter 49, “Rental Housing  
Code” be and it is hereby enacted to read as follows:

CHAPTER 41 RENTAL HOUSING CODE

§ 49-1 SCOPE.

EVERY PORTION OF A BUILDING OR PREMISE USED OR INTENDED TO BE USED FOR RESIDENTIAL RENTAL PURPOSES SHALL COMPLY WITH THE PROVISIONS OF THIS CODE, IRRESPECTIVE OF WHEN SUCH BUILDING SHALL HAVE BEEN CONSTRUCTED, ALTERED OR REPAIRED. THIS CODE SHALL BE CONSTRUED LIBERALLY AND JUSTLY TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE.

§ 49-2DEFINITIONS.

IN THIS CHAPTER, THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED. WHERE TERMS ARE NOT DEFINED THEY SHALL HAVE THEIR ORDINARILY ACCEPTED MEANINGS SUCH AS THE CONTEXT MAY IMPLY. WORDS USED IN THE PRESENT TENSE INCLUDE THE FUTURE; WORDS USED IN THE MASCULINE GENDER INCLUDE THE FEMININE AND NEUTER, THE SINGULAR INCLUDES THE PLURAL AND THE PLURAL THE SINGULAR. WHENEVER THE WORDS "DWELLING OR DWELLING UNIT," "ROOMING UNIT," "RENTAL DWELLING", "MULTIPLE OR SINGLE-FAMILY DWELLING", "STRUCTURE" OR "PREMISES" ARE USED IN THIS CHAPTER, THEY ARE CONSTRUED AS THOUGH THEY WERE FOLLOWED BY THE WORDS "OR ANY PART THEREOF."

**BASEMENT** ANY PORTION OF A BUILDING LOCATED WHOLLY OR PARTIALLY UNDERGROUND HAVING ANY PORTION OR ALL OF ITS CLEAR FLOOR-TO-CEILING HEIGHT BELOW THE AVERAGE GRADE OF THE ADJOINING GROUND.

**BUILDING CODE** THE BASIC BUILDING CODE, LATEST EDITION, AND CURRENT CUMULATIVE SUPPLEMENT OFFICIALLY ADOPTED BY PRINCE GEORGE'S COUNTY AND THE TOWN OF BLADENSBURG FOR THE REGULATIONS OF CONSTRUCTION, ALTERATION, ADDITION, REPAIR, REMOVAL, DEMOLITION, USE, LOCATION, OCCUPANCY AND MAINTENANCE OF PREMISES, BUILDINGS AND STRUCTURES.

**CENTRAL HEATING** THE HEATING SYSTEM PERMANENTLY INSTALLED AND ADJUSTED SO AS TO PROVIDE THE DISTRIBUTION OF HEAT TO ALL HABITABLE ROOMS, BATHROOMS AND WATER CLOSET COMPARTMENTS FROM A SOURCE OUTSIDE OF THESE ROOMS.

**CODE ENFORCEMENT OFFICER** THAT PERSON APPOINTED BY THE MAYOR WITH CONSENT OF THE COUNCIL TO ENFORCE THE HOUSING CODE(S).

**CONDEMN** TO DECLARE A STRUCTURE, PREMISES OR EQUIPMENT UNSAFE OR UNFIT FOR USE OR OCCUPATION.

**DWELLING UNIT** ANY ROOM OR GROUP OF ROOMS LOCATED WITHIN A DWELLING INTENDED TO PROVIDE A COMPLETE SINGLE HABITABLE UNIT FOR ONE OR MORE PERSONS WITH FACILITIES WHICH ARE USED OR INTENDED TO BE USED FOR LIVING, SLEEPING, COOKING AND EATING.

**DWELLINGS** A BUILDING OR STRUCTURE USED FOR HUMAN OCCUPANCY, INCLUDING GARAGES AND OTHER APPURTENANCES.

**EMERGENCY** AN UNFORESEEN OCCURRENCE OR CONDITION, OR A RAPID DETERIORATION OF CIRCUMSTANCES, NECESSITATING IMMEDIATE ACTION TO AVERT IMMINENT DANGER TO LIFE, LIBERTY OR PROPERTY.

**EXTERIOR PROPERTY AREAS** THE OPEN SPACE ON THE PREMISES AND ON ADJOINING PROPERTY UNDER THE CONTROL OF OWNERS OR OPERATORS OF SUCH PREMISES.

**EXTERMINATION** THE CONTROL AND ELIMINATION OF INSECTS, RODENTS OR OTHER PESTS BY ELIMINATING THEIR HARBORAGE PLACES; BY REMOVING OR MAKING INACCESSIBLE MATERIALS THAT MAY SERVE AS THEIR FOOD; BY POISON SPRAYING, FUMIGATING, TRAPPING, OR BY ANY OTHER PEST ELIMINATION METHODS AS ALLOWED BY LAW.

**GARBAGE** THE ANIMAL, MINERAL AND VEGETABLE WASTE RESULTING FROM THE HANDLING, PREPARING, COOKING AND SERVING OF FOOD EXCLUSIVE OF RECOGNIZED INDUSTRIAL BY-PRODUCTS AND HUMAN AND ANIMAL FECES.

**GROSS FLOOR AREA** THE TOTAL AREA OF ALL HABITABLE SPACE IN A BUILDING OR STRUCTURE.

**HABITABLE SPACE** A ROOM OR ENCLOSED FLOOR SPACE USED OR INTENDED TO BE USED FOR LIVING, SLEEPING, COOKING OR EATING PURPOSES, EXCLUDING BATHROOMS, WATER CLOSET COMPARTMENTS, LAUNDRIES, PANTRIES, FOYERS OR COMMUNICATING CORRIDORS, CLOSETS AND STORAGE SPACES, WORKSHOPS AND OTHER ROOMS USED ONLY OCCASIONALLY.

**HOUSING CODE** ALL RULES AND REGULATIONS CONTAINED HEREIN OR PROMULGATED PURSUANT TO AUTHORITY HEREUNDER.

**INFESTATION** THE PRESENCE, WITHIN OR AROUND A DWELLING, OF INSECTS, RODENTS, VERMIN OR OTHER PESTS.

**MAINTENANCE** ACTS OF REPAIR AND OTHER ACTS TO PREVENT A DECLINE IN THE CONDITION OF GROUNDS, STRUCTURES, OTHER APPURTENANCES AND EQUIPMENT SUCH THAT THE CONDITION DOES NOT FALL BELOW THE STANDARDS ESTABLISHED BY THIS CODE AND OTHER APPLICABLE STATUTES, CODES AND ORDINANCES.

**MULTI-FAMILY DWELLING** ANY BUILDING CONTAINING TWO OR MORE DWELLING UNITS.

**OCCUPANT** ANY PERSON, OVER ONE YEAR OF AGE (INCLUDING THE OWNER OR OPERATOR AND DOMESTIC SERVICE EMPLOYEES) LIVING, SLEEPING, COOKING OR EATING IN OR HAVING ACTUAL POSSESSION OF OR SPACE WITHIN A DWELLING UNIT OR ROOMING UNIT.

**OPERATOR** AN OWNER OR REPRESENTATIVE OF THE OWNER WITH AUTHORITY TO OPERATE THE PREMISES.

**ORDINARY MINIMUM WINTER CONDITIONS** THE TEMPERATURE 15° F. ABOVE THE LOWEST RECORDED TEMPERATURE FOR THE PREVIOUS TEN-YEAR PERIOD.

**OWNER** ANY PERSON WHO, ALONE OR JOINTLY OR SEVERALLY WITH OTHERS:

A. SHALL HAVE LEGAL AND/OR EQUITABLE TITLE TO ANY DWELLING, DWELLING UNIT, OR ROOMING UNIT, WITH OR WITHOUT ACCOMPANYING ACTUAL POSSESSION THEREOF; OR

B. SHALL HAVE CHARGE, CARE, POSSESSION OR CONTROL OF ANY DWELLING UNIT OR ROOMING UNIT, AS OWNER OR AGENT OF THE OWNER, OR AS EXECUTOR, ADMINISTRATOR, TRUSTEE OR GUARDIAN OF THE ESTATE OF THE OWNER. ANY SUCH PERSON THUS REPRESENTING THE ACTUAL OWNER SHALL BE BOUND TO COMPLY WITH THE PROVISIONS OF THIS ORDINANCE, AND OF RULES AND REGULATIONS ADOPTED PURSUANT THERETO, TO THE SAME EXTENT AS IF THEY WERE THE OWNER.

**PERSON** ANY INDIVIDUAL, FIRM, CORPORATION, ASSOCIATION, PARTNERSHIP, LIMITED PARTNERSHIP, TRUST OR ESTATE.

**PLUMBING** THE PRACTICE, MATERIALS AND FIXTURES USED IN THE INSTALLATION, MAINTENANCE, EXTENSION AND ALTERATION OF ALL PIPING, FIXTURES, APPLIANCES AND APPURTENANCES WITHIN THE SCOPE

OF THE PLUMBING CODE INCLUDING BUT NOT LIMITED TO ALL OF THE FOLLOWING SUPPLIED FACILITIES AND EQUIPMENT: GAS PIPES, GAS-BURNING EQUIPMENT, WATER PIPES, WATER HEATING FACILITIES, GARBAGE DISPOSAL UNITS, WASTE PIPES, WATER CLOSETS, SINKS, INSTALLED DISHWASHERS, LAVATORIES, BATHTUBS, SHOWER BATHS, INSTALLED CLOTHES-WASHING MACHINES, CATCH BASINS, DRAINS, VENTS AND ANY OTHER SIMILAR SUPPLIES OR FIXTURES, TOGETHER WITH ALL CONNECTIONS TO WATER, SEWER OR GAS LINES.

**PLUMBING FIXTURE** A RECEPTACLE OR DEVICE WHICH IS EITHER PERMANENTLY OR TEMPORARILY CONNECTED TO THE WATER DISTRIBUTION SYSTEM OF THE PREMISES AND DEMANDS A WATER SUPPLY THEREFROM; OR DISCHARGES USED WATER, LIQUID BORNE WASTE MATERIALS OR SEWAGE EITHER DIRECTLY OR INDIRECTLY TO THE DRAINAGE SYSTEM OF THE PREMISES, OR WHICH REQUIRES BOTH A WATER SUPPLY CONNECTION AND A DISCHARGE TO THE DRAINAGE SYSTEM OF THE PREMISES.

**PREMISES** A LOT, PLOT OR PARCEL OF LAND INCLUDING THE BUILDING OR STRUCTURES THEREON.

**RENOVATION** A BUILDING AND ITS FACILITIES MADE TO CONFORM TO PRESENT DAY MINIMUM STANDARDS OF SANITATION, FIRE AND LIFE SAFETY.

**RENTAL DWELLING** A RENTED OR LEASED ROOM OR GROUP OF ROOMS LOCATED IN A SINGLE-FAMILY OR MULTI-FAMILY BUILDING FORMING A SINGLE HABITABLE UNIT OCCUPIED BY ONE OR MORE PERSONS WHICH IS INTENDED TO BE USED BY THE OCCUPANTS FOR LIVING OR SLEEPING.

**RUBBISH** ALL COMBUSTIBLE AND NONCOMBUSTIBLE WASTE MATERIALS, EXCEPT GARBAGE; AND THE TERM SHALL INCLUDE BUT NOT BE LIMITED TO THE RESIDUE FROM THE BURNING OF WOOD, COAL, COKE AND OTHER COMBUSTIBLE MATERIALS, PAPER RAGS, CARTONS, BOXES, WOOD EXCELSIOR, RUBBER, LEATHER, TREE BRANCHES, YARD TRIMMINGS, TIN AND ALUMINUM CANS, METALS, MINERAL MATTER, CLASS CROCKERY, AND DUST.

**SUPPLIED** PAID FOR, FURNISHED, OR PROVIDED BY OR UNDER THE CONTROL OF, THE OWNER OR OPERATOR.

**VENTILATION** THE PROCESS OF SUPPLYING AND REMOVING AIR BY NATURAL OR MECHANICAL MEANS TO OR FROM ANY SPACE.  
A. MECHANICAL VENTILATION BY POWER DRIVEN DEVICES.

B. NATURAL VENTILATION BY OPENING TO OUTER AIR THROUGH WINDOWS, SKYLIGHTS, DOORS, LOUVERS, OR STACKS WITHOUT WIND DRIVEN DEVICES.

**WORKMANLIKE** WHENEVER THE WORDS "WORKMANLIKE STATE OF MAINTENANCE AND REPAIR" ARE USED IN THIS CHAPTER, THEY SHALL MEAN THAT SUCH MAINTENANCE AND REPAIR SHALL BE MADE IN A REASONABLY SKILLFUL MANNER AND IN ACCORDANCE WITH INDUSTRY STANDARDS SO AS TO SECURE THE RESULTS INTENDED BY THIS CODE.

**YARD** AN OPEN SPACE SURROUNDING A BUILDING.

#### §49-3 RENTAL PROPERTY LICENSE AND RENEWALS.

A. RENTAL LICENSE. IT SHALL BE UNLAWFUL FOR ANY PERSON TO RENT OR LEASE ANY PREMISES, INCLUDING ANY SINGLE-FAMILY RENTAL DWELLING UNIT, MULTIPLE RENTAL DWELLING UNIT OR ROOMING UNIT WITHIN THE TOWN OF BLADENSBURG, WITHOUT HAVING FIRST OBTAINED A LICENSE OR TEMPORARY CERTIFICATE TO DO SO AS HEREINAFTER PROVIDED.

B. LICENSE APPLICATION FOR EXISTING RENTAL PROPERTY. ON OR BEFORE JULY 1, 2025, THE LEGAL OWNER OF RECORD OF A MULTI-FAMILY RENTAL PROPERTY, AND ON OR BEFORE JULY 1, 2026, THE LEGAL OWNER OF RECORD OF A SINGLE-FAMILY RESIDENCE, SHALL MAKE WRITTEN APPLICATION TO THE TOWN FOR AN ANNUAL RENTAL LICENSE UPON SUCH FORM OR FORMS AS THE TOWN SHALL FROM TIME TO TIME DESIGNATE. FOR ANY OTHER PROPERTY PROPOSED TO BE USED AS RENTAL PROPERTY, SUCH APPLICATION SHALL BE MADE AT LEAST 30 DAYS PRIOR TO THE EFFECTIVE DATE OF ANY LEASE. SAID FORMS SHALL INCLUDE THE OWNER'S ADDRESS FOR SERVICE OF ANY NOTICES REQUIRED UNDER THIS CHAPTER, A CELLPHONE NUMBER, AND AN EMAIL ADDRESS OR OTHER CONTACT MECHANISM FOR IMMEDIATE CONTACT. THE OWNER SHALL PROVIDE A COPY OF THE PRINCE GEORGE'S COUNTY USE AND OCCUPANCY PERMIT FOR THE PREMISES. THE APPLICATION SHALL BE SUBMITTED TOGETHER WITH A NON-REFUNDABLE RENTAL LICENSE APPLICATION FEE. THE AMOUNT OF SUCH FEE IS TO BE ESTABLISHED BY THE TOWN COUNCIL.

C. TEMPORARY CERTIFICATES. UPON RECEIPT OF A COMPLETED APPLICATION FOR A LICENSE, THE TOWN ADMINISTRATOR MAY ISSUE A NON-TRANSFERABLE "TEMPORARY CERTIFICATE" TO THE OWNERS OF PROPERTIES THAT ARE BEING RENTED ON THE EFFECTIVE DATE OF THIS CHAPTER, INDICATING THAT A LICENSE HAS BEEN DULY APPLIED FOR, AND THAT A NON-TRANSFERABLE LICENSE WILL BE ISSUED OR DENIED AFTER THE BUILDING, INCLUDING INTERIOR PORTIONS THEREOF, AND



PREMISES HAVE BEEN INSPECTED FOR COMPLIANCE WITH APPLICABLE PROVISIONS OF THE HOUSING CODE, AND AUTHORIZING OCCUPANCY UNTIL THE PROCESS HAS BEEN COMPLETED.

D. INSPECTIONS. ALL MULTI-FAMILY RENTAL PROPERTIES SHALL BE SUBJECT TO INSPECTION UPON APPLICATION FOR AND AT LEAST ONCE PER YEAR PRIOR TO RENEWAL OF THE RENTAL LICENSE, TO DETERMINE IF THEY ARE IN CONFORMANCE WITH THE CODE. ALL SINGLE-FAMILY DWELLINGS SHALL BE INSPECTED AT LEAST ONCE EACH YEAR, BEGINNING JULY 1, 2026, AT THE TIME OF APPLICATION FOR AND AT LEAST ONCE PER YEAR PRIOR TO RENEWAL OF THE RENTAL LICENSE. PERMISSION FOR SUCH INSPECTIONS, WITHOUT THE NECESSITY FOR OBTAINING ANY FURTHER PERMISSION OR JUDICIAL WARRANT, IS A CONDITION OF ANY LICENSE OR TEMPORARY CERTIFICATE. FAILURE TO ALLOW ENTRY FOR SUCH INSPECTION OR TO REQUIRE ANY TENANT TO ALLOW ENTRY FOR SUCH INSPECTION SHALL CONSTITUTE SUFFICIENT REASONS FOR THE DENIAL OR REVOCATION OF THE RENTAL LICENSE OR TEMPORARY CERTIFICATE. IN THE EVENT A STATE OF EMERGENCY HAS BEEN DECLARED FOR THE TOWN BY THE MAYOR AND COUNCIL, OR BY THE STATE OF MARYLAND OR PRINCE GEORGE'S COUNTY, PURSUANT TO STATE OR LOCAL LAW, THE REQUIRED INSPECTION MAY BE POSTPONED AND/OR ALTERED IN SCOPE BY RESOLUTION OF THE MAYOR AND COUNCIL.

E. REVOCATION OR DENIAL OF LICENSE. A LICENSE MAY BE REVOKED OR DENIED BY THE TOWN ADMINISTRATOR IF THE OWNER, AFTER 10 DAYS' NOTICE FROM THE TOWN, FAILS TO ELIMINATE OR TO INITIATE GOOD FAITH EFFORTS TO ELIMINATE VIOLATIONS OF THE HOUSING CODE. REVOCATION OR DENIAL OF A LICENSE SHALL BE IN ADDITION TO AND NOT IN SUBSTITUTION FOR, SUCH OTHER PENALTIES AS MAY BE PROVIDED FOR SAID VIOLATIONS ELSEWHERE IN THIS CODE.

F. LICENSE RENEWAL. LICENSES ISSUED HEREUNDER SHALL EXPIRE ONE YEAR FROM THE DATE OF ISSUANCE AND SHALL BE RENEWABLE ANNUALLY AT THE FEES SET BY THE TOWN COUNCIL BY RESOLUTION. APPLICATION FOR RENEWALS SHALL BE MADE AT LEAST 60 DAYS PRIOR TO THE EXPIRATION DATE.

G. DISPLAY OF LICENSES. LICENSES AND TEMPORARY CERTIFICATES ISSUED UNDER THIS SECTION SHALL BE PRODUCED ON THE DEMAND OF A TENANT OR PROSPECTIVE TENANT AND SHALL BE AVAILABLE AT REASONABLE TIMES FOR EXAMINATION BY THE CODE ENFORCEMENT OFFICER OF THE TOWN.

H. CHANGE OF CONTACT INFORMATION. THE OWNER SHALL PROMPTLY NOTIFY THE TOWN OF ANY CHANGE OF CONTACT INFORMATION.

I. LEAD RISK. PRIOR TO ISSUANCE OR RENEWAL OF A LICENSE, THE OWNER MUST PROVIDE PROOF OF COMPLIANCE WITH SECTION 6-801 *ET SEQ.* OF THE ENVIRONMENT ARTICLE, ANNOTATED CODE OF MARYLAND.

§49-4 OCCUPANCY REQUIREMENTS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES, INCLUDING ANY DWELLING OR ROOMING UNITS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS:

A. MINIMUM CEILING HEIGHTS. HABITABLE SPACE, INCLUDING ALL SPACE THAT WILL BE USED FOR HABITATION, SHALL HAVE A CLEAR CEILING HEIGHT OF NOT LESS THAN 7 FEET FOR AT LEAST 1/2 OF THE SPACE. IN ATTICS OR TOP HALF STORIES, THE CEILING HEIGHT SHALL BE NOT LESS THAN SEVEN FEET FOR AT LEAST 1/3 OF THE AREA OF SUCH SPACE WHEN USED FOR HABITATION. IN CALCULATING THE FLOOR AREA FOR ANY HABITABLE SPACE, ONLY THOSE PORTIONS OF THE FLOOR AREA OF THE ROOMS HAVING A CLEAR CEILING HEIGHT OF FIVE FEET OR MORE MAYBE INCLUDED.

B. REQUIRED SPACE IN DWELLING OR ROOMING UNITS. EVERY DWELLING OR ROOMING UNIT SHALL CONTAIN A MINIMUM GROSS FLOOR AREA OF NOT LESS THAN 150 SQUARE FEET FOR THE FIRST OCCUPANT, AND 100 SQUARE FEET FOR EACH ADDITIONAL OCCUPANT. THE FLOOR AREA SHALL BE CALCULATED ON THE BASIS OF THE TOTAL AREA OF ALL HABITABLE ROOMS.

C. REQUIRED SPACE IN SLEEPING ROOM. EVERY ROOM OCCUPIED FOR SLEEPING PURPOSES BY ONE OCCUPANT SHALL HAVE A MINIMUM GROSS FLOOR AREA OF AT LEAST 70 SQUARE FEET. EVERY ROOM OCCUPIED FOR SLEEPING PURPOSES BY MORE THAN ONE OCCUPANT SHALL CONTAIN AT LEAST 50 SQUARE FEET OF FLOOR AREA FOR EACH OCCUPANT THEREOF.

D. EACH DWELLING AND ROOMING UNIT SHALL PROVIDE CLOTHES CLOSET SPACE MEASURING AT LEAST SIX SQUARE FEET, WITH A HEIGHT OF AT LEAST FIVE FEET, FOR EACH ROOM USED FOR SLEEPING. IN ADDITION, AT LEAST ONE OTHER CLOTHES CLOSET OF LIKE SIZE SHALL BE PROVIDED ELSEWHERE IN THE DWELLING OR ROOMING UNIT.

E. LOCATION OF BATH AND SECOND SLEEPING ROOM. NO DWELLING UNIT CONTAINING TWO OR MORE SLEEPING ROOMS SHALL HAVE SUCH ROOM ARRANGEMENTS THAT ACCESS TO A BATHROOM OR WATER CLOSET COMPARTMENT INTENDED FOR USE BY OCCUPANTS OF MORE THAN ONE SLEEPING ROOM CAN BE HAD ONLY BY GOING THROUGH ANOTHER SLEEPING ROOM; NOR SHALL THE ROOM ARRANGEMENT BE SUCH THAT ACCESS TO A SLEEPING ROOM CAN BE HAD ONLY BY GOING THROUGH ANOTHER SLEEPING ROOM OR A BATHROOM OR WATER CLOSET COMPARTMENT.

F. OCCUPANCY OF DWELLING UNITS BELOW GRADE. NO DWELLING UNIT PARTIALLY BELOW GRADE SHALL BE USED FOR LIVING PURPOSES UNLESS:

(1) FLOORS AND WALLS ARE WATERTIGHT; AND

(2) TOTAL WINDOW AREA, TOTAL OPERABLE AREA AND CEILING HEIGHT ARE IN ACCORDANCE WITH THIS CODE.

§ 49-5 INSPECTION OF RENTAL DWELLINGS, DWELLING UNITS, ROOMING UNITS, AND PREMISES.

A. GENERALLY. THE CODE ENFORCEMENT OFFICER IS HEREBY AUTHORIZED TO ENFORCE THE PROVISIONS OF THIS CODE AND IS DIRECTED TO MAKE INSPECTIONS TO DETERMINE THE CONDITION OF RENTAL DWELLINGS, DWELLING UNITS, ROOMING UNITS, AND PREMISES LOCATED WITHIN THE TOWN OF BLADENSBURG, IN ORDER THAT THEY MAY PERFORM THEIR DUTY OF SAFEGUARDING THE HEALTH SAFETY AND WELFARE OF THE OCCUPANTS OF DWELLINGS AND OF THE GENERAL PUBLIC. FOR THE PURPOSE OF MAKING SUCH INSPECTIONS THE CODE ENFORCEMENT OFFICER IS HEREBY AUTHORIZED UPON PRESENTATION OF PROPER CREDENTIALS TO ENTER, EXAMINE, AND SURVEY AT ALL REASONABLE TIMES ALL RENTAL DWELLINGS AND PREMISES. THE OWNER OR OCCUPANT OF EVERY SUCH RENTAL DWELLING AND PREMISES OR THE PERSON IN CHARGE THEREOF, SHALL GIVE THE CODE ENFORCEMENT OFFICER FREE ACCESS TO SUCH RENTAL DWELLING AND PREMISES, AT ALL REASONABLE TIMES FOR THE PURPOSE OF SUCH INSPECTION, EXAMINATION AND SURVEY. EVERY OCCUPANT OF ANY SUCH RENTAL DWELLING OR PREMISES SHALL GIVE THE OWNER THEREOF, OR THEIR AGENT OR EMPLOYEE, ACCESS TO ANY PART OF SUCH DWELLING OR PREMISES, AT ALL REASONABLE TIMES FOR THE PURPOSE OF MAKING SUCH REPAIRS OR ALTERATIONS AS ARE NECESSARY TO EFFECT COMPLIANCE WITH THE PROVISIONS OF THIS CHAPTER, AND WITH ANY LAWFUL RULE OR REGULATION OR ORDER ISSUED PURSUANT TO THE PROVISIONS OF THIS CHAPTER.

B. ENTRY. IF ANY OWNER, OCCUPANT, OR OTHER PERSON IN CHARGE OF A STRUCTURE SUBJECT TO THE PROVISIONS OF THIS CODE PREVENTS REFUSES, IMPEDES, INHIBITS, INTERFERES WITH, RESTRICTS OR OBSTRUCTS ENTRY AND FREE ACCESS TO ANY PART OF THE STRUCTURE OR PREMISES WHERE INSPECTION AUTHORIZED BY THIS CODE IS SOUGHT, THE CODE ENFORCEMENT OFFICER (OR OTHER REPRESENTATIVES OF THE ADMINISTRATION) MAY SEEK, IN A COURT OF COMPETENT JURISDICTION, AN ORDER THAT THE OWNER, OCCUPANT OR OTHER PERSON IN CHARGE CEASE AND DESIST WITH SUCH INTERFERENCE AND/OR FOR AN ADMINISTRATIVE SEARCH WARRANT.

C. ALTERATIONS AND REPAIRS.

(1) THE CODE ENFORCEMENT OFFICER HAS THE AUTHORITY TO REQUIRE AND APPROVE ANY ALTERATIONS OR REPAIRS NECESSARY TO BRING A STRUCTURE OR PREMISES INTO COMPLIANCE WITH THIS CODE. THE DETERMINATION OF WHAT MAY BE NECESSARY TO BRING THE PREMISES

INTO COMPLIANCE SHALL TAKE INTO CONSIDERATION THE USE OF ALTERNATIVES AND EQUIVALENT APPROACHES AS PROVIDED FOR IN THIS CODE.

(2) THE CODE ENFORCEMENT OFFICER SHALL HAVE THE AUTHORITY TO APPROVE CHANGES IN ALTERATIONS OR REPAIRS IN THE FIELD WHEN CONDITIONS ARE ENCOUNTERED WHICH MAKE THE ORIGINALLY APPROVED WORK IMPRACTICAL, IF THE CHANGES IN APPROVED WORK CAN BE READILY DETERMINED TO BE IN COMPLIANCE WITH THIS CODE AND ARE REQUESTED BY THE PROPERTY OWNER OR THEIR AGENT BEFORE THE CHANGES.

(3) THE CHANGES SHALL BE SPECIFICALLY DOCUMENTED BY THE PROPERTY OWNER OR BY THEIR AGENT, DESCRIBING THE CHANGE IN WORK AND THE REASONS AND JUSTIFICATION FOR THE CHANGE, AND SHALL BE FILED WITH THE PERMIT FOR THE PROJECT.

#### § 49-6 UNFIT RENTAL PREMISES.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES WHICH IS NOT FIT FOR HUMAN HABITATION OR IS OTHERWISE IN VIOLATION OF THIS SECTION.

A. DANGEROUS STRUCTURES AND EQUIPMENT. ANY RENTAL DWELLING, PREMISES OR PART THEREOF, WHICH SHALL BE FOUND TO BE UNSAFE, UNLAWFUL OR TO HAVE ANY OF THE FOLLOWING DEFECTS MAY BE CONDEMNED AS UNFIT FOR HUMAN HABITATION AND SHALL BE SO DESIGNATED AND PLACARDED BY THE CODE ENFORCEMENT OFFICER. IT SHALL NOT BE RE-OCCUPIED WITHOUT APPROVAL FROM THE CODE ENFORCEMENT OFFICER. UNSAFE EQUIPMENT MAY BE CONDEMNED, PLACARDED AND PLACED OUT OF SERVICE PURSUANT TO THIS SECTION.

(1) ONE WHICH IS SO DAMAGED, DECAYED DILAPIDATED, UNSANITARY, UNSAFE, OR VERMIN-INFESTED THAT IT CREATES A SERIOUS HAZARD TO THE HEALTH OR SAFETY OF THE OCCUPANTS OR OF THE PUBLIC.

(2) ONE WHICH LACKS SUFFICIENT ILLUMINATION, VENTILATION, OR SANITATION FACILITIES, A FIRE PROTECTION AND WARNING SYSTEM, OR OTHER ESSENTIAL EQUIPMENT REQUIRED BY THIS CODE ADEQUATE TO PROTECT THE HEALTH OR SAFETY OF THE OCCUPANTS OR OF THE PUBLIC.

(3) ONE WHICH BECAUSE OF ITS GENERAL CONDITION OR LOCATION IS UNSANITARY, OR OTHERWISE DANGEROUS TO THE HEALTH OR SAFETY OF THE OCCUPANTS OR OF THE PUBLIC.

(4) ONE WHICH IS OCCUPIED BY MORE PERSONS THAN PERMITTED UNDER THIS CODE OR APPLICABLE LAW.

(5) ONE IN WHICH THE EQUIPMENT IS UNSAFE, INCLUDING ANY BOILER, HEATING EQUIPMENT, COOKING EQUIPMENT, ELEVATOR, MOVING STAIRWAY, ELECTRICAL WIRING, OR DEVICE, FLAMMABLE LIQUID CONTAINERS OR OTHER EQUIPMENT ON THE PREMISES OR WITHIN THE STRUCTURE WHICH IS IN SUCH DISREPAIR OR CONDITION THAT IT IS

FOUND BY THE CODE OFFICIAL TO BE A HAZARD TO THE LIFE, HEALTH, PROPERTY, OR SAFETY OF THE TENANTS OF THE PREMISES OF STRUCTURE.

(6) ONE WHICH IS NOT IN COMPLIANCE WITH TITLE 6, SUBTITLE 8 OF THE ENVIRONMENTAL ARTICLE, ANNOTATED CODE OF MARYLAND, AS AMENDED.

(7) ONE TO WHICH WATER SERVICE HAS BEEN STOPPED.

B. POSTING OF PLACARD. ANY RENTAL PREMISES OR PORTION THEREOF DECLARED AS UNFIT FOR HUMAN HABITATION HEREUNDER SHALL BE POSTED AT EACH ENTRANCE WITH A PLACARD BY THE CODE ENFORCEMENT OFFICER. IT SHALL BE UNLAWFUL FOR ANY PERSON TO ENTER SUCH RENTAL DWELLING, PREMISES OR PORTION THEREOF AFTER THE DATE SET FORTH IN THE PLACARD TO VACATE EXCEPT FOR THE REASON OF MAKING THE REQUIRED REPAIRS OR OF DEMOLISHING SAID PREMISES. THE PLACARD SHALL INCLUDE THE FOLLOWING:

(1) NAME OF TOWN;

(2) THE CHAPTER AND SECTION OF THE CODE UNDER WHICH IT IS ISSUED;

(3) AN ORDER THAT THE DWELLING OR MULTIFAMILY DWELLING SHALL BE VACATED BY A STATED DATE, AND MUST REMAIN VACANT UNTIL THE ORDER TO VACATE IS WITHDRAWN;

(4) THE DATE THAT THE PLACARD IS POSTED;

(5) A STATEMENT OF THE PENALTY FOR DEFACING REMOVAL OF THE PLACARD;

(6) A STATEMENT THAT "THIS BUILDING IS UNFIT FOR HUMAN HABITATION AND ITS USE OR OCCUPANCY HAS BEEN PROHIBITED BY THE TOWN OF BLADENSBURG" AND THE PLACARD SHALL BEAR THE SIGNATURE OF THE TOWN ADMINISTRATOR.

C. REMOVAL OF PLACARD OR NOTICE. NO PERSON SHALL DEFACE OR REMOVE THE PLACARD FROM ANY RENTAL DWELLING, PREMISES OR PORTION THEREOF WHICH HAS BEEN DECLARED OR PLACARDED AS UNFIT FOR HUMAN HABITATION EXCEPT BY AUTHORITY IN WRITING FROM THE CODE ENFORCEMENT OFFICER.

D. VACATING OF DECLARED BUILDINGS. ANY RENTAL DWELLING, PREMISES OR PORTION THEREOF DECLARED AS UNFIT FOR HUMAN HABITATION AND SO DESIGNATED AND PLACARDED SHALL BE VACATED WITHIN A REASONABLE TIME AS ORDERED BY THE CODE ENFORCEMENT OFFICER, AND IT SHALL BE UNLAWFUL FOR ANY OWNER OR OPERATOR TO LET ANY PERSON INHABIT SAID RENTAL DWELLING, PREMISES OR PORTION THEREOF WHICH HAS BEEN DECLARED AND PLACARDED BY THE CODE ENFORCEMENT OFFICER AFTER THE DATE SET FORTH IN THE PLACARD. THE CODE ENFORCEMENT OFFICER SHALL REMOVE SUCH PLACARD WHENEVER THE DEFECT OR DEFECTS UPON WHICH THE DECLARATION AND PLACARDING ACTION WERE BASED HAVE BEEN ELIMINATED.

E. NOTICE TO OWNER. WHENEVER THE CODE ENFORCEMENT OFFICER INTENDS TO CONDEMN A RENTAL DWELLING, PREMISES OR ANY PORTIONS THEREOF, AS UNFIT FOR HUMAN HABITATION, OR TO PLACE EQUIPMENT OUT OF SERVICE, THEY SHALL WHEN FEASIBLE GIVE PRIOR WRITTEN NOTICE TO THE OWNER. SUCH NOTICE TO THE OWNER SHALL:

- (1) BE IN WRITING;
- (2) INCLUDE A DESCRIPTION OF THE REAL ESTATE SUFFICIENT FOR IDENTIFICATION;
- (3) INCLUDE A STATEMENT OF THE REASONS WHY IT IS BEING ISSUED;
- (4) STATE THE DATE OCCUPANTS MUST VACATE THE DWELLING UNITS IF THE DEFECTS HAVE NOT BEEN ELIMINATED AND THE ORDER TO VACATE WITHDRAWN.

F. SERVICE OF NOTICE. NOTICE OF VIOLATION SHALL BE SERVED AS REQUIRED BY § 49-9.

G. SERVICE ON OCCUPANT. WHEN A CONDEMNATION ORDER IS SERVED ON AN OCCUPANT OTHER THAN THE OWNER OR PERSON RESPONSIBLE FOR SUCH COMPLIANCE, A REASONABLE TIME TO VACATE THE PROPERTY AFTER NONCOMPLIANCE SHALL BE STATED. OWNERS OR PERSONS RESPONSIBLE FOR COMPLIANCE MUST VACATE AT THE TIME SET FOR CORRECTION OF DEFECTS IF THERE IS FAILURE OF COMPLIANCE.

H. SEALING OF UNFIT STRUCTURE. IT SHALL BE THE RESPONSIBILITY OF THE OWNER OF THE PROPERTY TO REMOVE ALL UNSANITARY OR FLAMMABLE MATERIAL AND TO BOARD UP ALL WINDOWS AND DOORS AFTER A DWELLING HAS BEEN PROPERLY DETERMINED TO BE UNFIT FOR HUMAN HABITATION, IF SUCH BOARD UP IS DETERMINED BY THE CODE ENFORCEMENT OFFICER TO BE NECESSARY FOR REASONS OF HEALTH OR SAFETY. IN THE EVENT THAT THE OWNER OF THE PROPERTY FAILS TO PROPERLY SEAL THE STRUCTURE AGAINST UNLAWFUL ENTRY, THE TOWN OF BLADENSBURG SHALL TAKE ACTION TO REMOVE UNSANITARY OR FLAMMABLE WASTE MATERIAL AND TO BOARD UP ALL WINDOWS AND DOORS SO AS TO PREVENT ENTRANCE. THE COST OF SAID ACTION SHALL BE LIEN ON THE PROPERTY AND COLLECTIBLE IN THE SAME MANNER AS DELINQUENT TAXES.

I. FURTHER ACTION. IF, AFTER PROPER NOTICE HEREUNDER, THE OWNER FAILS TO CORRECT DEFECTS WHICH HAVE CAUSED THE RENTAL DWELLING, PREMISES, OR PORTION THEREOF TO BE UNFIT FOR HUMAN HABITATION, THE MAYOR AND COUNCIL MAY REQUEST ADDITIONAL ACTION FROM THE APPROPRIATE STATE AND OR COUNTY AUTHORITY.

J. COORDINATION OF ENFORCEMENT.

- (1) WHENEVER, IN THE OPINION OF THE CODE ENFORCEMENT OFFICER INITIATING AN INSPECTION UNDER THIS CODE, IT IS DEEMED NECESSARY OR DESIRABLE TO HAVE INSPECTIONS BY ANY OTHER GOVERNMENTAL OFFICIAL OR AGENCY, THE CODE ENFORCEMENT OFFICER SHALL MAKE A

REASONABLE EFFORT TO ARRANGE FOR THE COORDINATION OF THE INSPECTIONS SO AS TO MINIMIZE THE NUMBER OF VISITS BY INSPECTORS.

(2) THE CODE ENFORCEMENT OFFICER SHALL CONFER WITH THE OTHER GOVERNMENTAL OFFICIAL OR AGENCY FOR THE PURPOSE OF ELIMINATING CONFLICTING ORDERS BEFORE ANY ARE ISSUED.

(3) THE CODE ENFORCEMENT OFFICER MAY NOT, HOWEVER, CAUSE THE DELAY OF THE ISSUANCE OF ANY EMERGENCY ORDERS BY A GOVERNMENTAL OFFICIAL OR AGENCY WHICH THE GOVERNMENTAL OFFICIAL OR AGENCY DETERMINES MUST BE ISSUED.

#### § 49-7 EMERGENCIES.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES INCLUDING ANY DWELLING, ROOMS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS.

A. EMERGENCY ACTION. WHENEVER IN THE JUDGMENT OF THE CODE ENFORCEMENT OFFICER AN EMERGENCY EXISTS WHICH REQUIRES IMMEDIATE ACTION TO PROTECT THE PUBLIC HEALTH, SAFETY OR WELFARE, AN ORDER MAY BE ISSUED, DIRECTING THE OWNER, OCCUPANT, OPERATOR OR AGENT TO TAKE SUCH ACTION AS IS APPROPRIATE TO CORRECT OR ABATE THE EMERGENCY.

B. VACATING RENTAL DWELLINGS AND PREMISES. WHEN IN THE OPINION OF THE CODE ENFORCEMENT OFFICER, THERE IS A CLEAR AND PRESENT DANGER TO THE HEALTH OR SAFETY OF THE OCCUPANTS, THE CODE ENFORCEMENT OFFICER IS AUTHORIZED AND EMPOWERED TO ORDER AND REQUIRE THE OCCUPANTS TO VACATE THE SAME FORTHWITH. THEY SHALL CAUSE TO BE POSTED AT EACH ENTRANCE TO SUCH BUILDING A NOTICE READING AS FOLLOWS: "THIS BUILDING IS UNSAFE AND ITS USE OR OCCUPANCY HAS BEEN PROHIBITED BY THE TOWN ADMINISTRATOR", AND IT SHALL BE UNLAWFUL FOR ANY PERSON TO ENTER SUCH BUILDING STRUCTURE EXCEPT FOR THE PURPOSE OF MAKING THE REQUIRED REPAIRS OR OF DEMOLISHING THE SAME.

C. TEMPORARY SAFEGUARDS. WHEN, IN THE OPINION OF THE CODE ENFORCEMENT OFFICER, THERE EXISTS GROSSLY UNSANITARY CONDITIONS OR AN IMMEDIATE DANGER OF COLLAPSE OR FAILURE OF A RENTAL DWELLING, PREMISES OR ANY PART THEREOF WHICH WOULD ENDANGER LIFE, HE/SHE SHALL CAUSE THE NECESSARY WORK TO BE DONE TO RENDER SUCH BUILDING OR STRUCTURE OR PART THEREOF TEMPORARILY SAFE, WHETHER OR NOT THE LEGAL PROCEDURE HEREIN DESCRIBED HAS BEEN INITIATED.

D. CLOSING STREETS. WHEN NECESSARY FOR THE PUBLIC SAFETY, THE TOWN ADMINISTRATOR MAY TEMPORARILY CLOSE SIDEWALKS, STREETS, BUILDINGS, AND PROHIBIT THE SAME FROM BEING USED.

E. EMERGENCY REPAIRS. FOR THE PURPOSE OF THIS SECTION, THE TOWN ADMINISTRATOR SHALL EMPLOY THE NECESSARY LABOR AND

MATERIALS TO PERFORM THE REQUIRED WORK AS EXPEDITIOUSLY AS POSSIBLE.

F. COST OF EMERGENCY REPAIRS. IN ADDITION TO ANY OTHER REMEDY, COSTS INCURRED IN THE PERFORMANCE OF EMERGENCY WORK SHALL BE LIEN ON THE PROPERTY AND COLLECTED IN THE SAME MANNER AS DELINQUENT TAXES.

§ 49-8 TRANSFER OF OWNERSHIP.

IT SHALL BE UNLAWFUL FOR THE OWNER OF ANY RENTAL DWELLING, DWELLING UNIT OR ROOMING UNIT, STRUCTURE OR PREMISES WHO HAS RECEIVED A COMPLIANCE ORDER OR UPON WHOM A NOTICE OF VIOLATION UNDER THIS CODE HAS BEEN SERVED TO SELL, TRANSFER, MORTGAGE, LEASE TO ANOTHER OR OTHERWISE DISPOSE OF, SAID DWELLING OR ROOMING UNITS, STRUCTURE OR PREMISES TO ANOTHER UNTIL THE PROVISIONS OF THE COMPLIANCE ORDER OR NOTICE OF VIOLATION HAVE BEEN COMPLIED WITH, OR UNTIL SUCH OWNER SHALL FIRST FURNISH THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE A TRUE COPY OF ANY COMPLIANCE ORDER OR NOTICE OF VIOLATION ISSUED BY THE CODE ENFORCEMENT OFFICER AND SHALL FURNISH TO THE CODE ENFORCEMENT OFFICER A SIGNED AND NOTARIZED STATEMENT FROM THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE, ACKNOWLEDGING THE RECEIPT OF SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION AND FULLY ACCEPTING THE RESPONSIBILITY WITHOUT CONDITION FOR MAKING THE TIMELY CORRECTIONS OR REPAIRS REQUIRED BY SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION.

§ 49-9 VIOLATIONS.

A VIOLATION OF § 49-11C SHALL CONSTITUTE A PUBLIC NUISANCE, AND SHALL BE SUBJECT TO THE PROCEDURES AND REMEDIES SET OUT IN §91-11 OF THIS CODE. THE FOLLOWING PROVISIONS APPLY TO OTHER VIOLATIONS OF THIS CHAPTER.

A. NOTICE. WHENEVER THE CODE ENFORCEMENT OFFICER DETERMINES THAT THERE HAS BEEN OR IS A VIOLATION OF THE PROVISIONS OF THIS CODE, THEY SHALL GIVE NOTICE TO THE OWNER. SUCH NOTICE SHALL:

- (1) BE IN WRITING;
- (2) INCLUDE A DESCRIPTION OF THE REAL ESTATE SUFFICIENT FOR IDENTIFICATION;
- (3) INCLUDE A STATEMENT OF THE REASON OR REASONS WHY IT IS BEING ISSUED; AND
- (4) STATE THE TIME TO CORRECT THE CONDITIONS.

B. SERVICE OF NOTICE. THAT A DWELLING, PREMISES, OR EQUIPMENT IS IN VIOLATION SHALL BE AS FOLLOWS:

- (1) BY DELIVERY TO THE OWNER PERSONALLY OR TO THEIR AGENT; OR



(2) BY CERTIFIED MAIL ADDRESSED TO THE OWNER AT THE ADDRESS PROVIDED TO THE TOWN BY THE OWNER AS REQUIRED BY THIS CHAPTER WITH POSTAGE PREPAID THEREON WITH RETURN RECEIPT REQUESTED, OR IF SAID LETTER IS RETURNED WITH RECEIPT SHOWING NON-DELIVERY, THEN

(3) BY POSTING A COPY OF THE NOTICE IN A CONSPICUOUS PLACE ON THE PREMISES AFFECTED BY SUCH NOTICE.

C. PENALTY FOR VIOLATIONS. FAILURE TO COMPLY WITH A NOTICE OF VIOLATION OF THE PROVISIONS OF § 49-1 ET SEQ. OF THIS CHAPTER WITHIN THE TIME PERIOD PROVIDED SHALL CONSTITUTE A MUNICIPAL INFRACTION. EVERY PERSON, FIRM OR CORPORATION WHO SHALL BE ISSUED SUCH A MUNICIPAL INFRACTION SHALL BE SUBJECT TO A FINE OF NOT MORE THAN \$500. EVERY DAY THAT A VIOLATION CONTINUES AFTER DUE NOTICE HAS BEEN SERVED IN ACCORDANCE WITH THE TERMS AND PROVISIONS HEREOF SHALL BE DEEMED A SEPARATE OFFENSE. THE CODE ENFORCEMENT OFFICER IS AUTHORIZED TO ISSUE MUNICIPAL INFRACTION CITATIONS FOR VIOLATIONS OF THIS ARTICLE.

#### § 49-10 RIGHT TO APPEAL.

ANY PERSON AFFECTED BY ANY NOTICE WHICH HAS BEEN ISSUED IN CONNECTION WITH THE ENFORCEMENT OF ANY PROVISION OF THIS ARTICLE, OR OF ANY RULE OR REGULATION ADOPTED PURSUANT THERETO, MAY REQUEST AND SHALL BE GRANTED A HEARING ON THE MATTER BEFORE THE TOWN COUNCIL OR ITS DESIGNATED COMMITTEE.

#### § 49-11 MAINTENANCE OF EXTERIOR PROPERTY AREAS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES INCLUDING ANY DWELLING OR ROOM OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS:

A. ALL EXTERIOR PROPERTY AREAS SHALL BE MAINTAINED IN A CLEAN, SAFE AND SANITARY CONDITION FREE FROM ANY ACCUMULATION OF RUBBISH, WASTE OR GARBAGE, OR OTHER OFFENSIVE OR DIRTY MATERIAL.

B. ALL PREMISES SHALL BE GRADED AND MAINTAINED SO AS TO PREVENT THE ACCUMULATION OF STAGNANT WATER THEREON, OR WITHIN ANY BUILDING OR STRUCTURE LOCATED THEREON.

C. ALL EXTERIOR PROPERTY AREAS SHALL BE PROPERLY MAINTAINED AND NO WEEDS, BRIARS, BRUSH AND GRASS MORE THAN ~~ONE-FOOT TALL~~ **NINE INCHES TALL** (OTHER THAN GARDEN AND YARD PLANTING PROPERLY MAINTAINED BY THE OWNER OR OCCUPANT) SHALL BE ALLOWED TO ACCUMULATE OR GROW ON ANY PRIVATE PROPERTY ADJOINING ANY OF THE STREETS, ALLEYS OR LANES AND WITHIN 200 FEET THEREOF IN THE TOWN OF BLADENSBURG.

D. THE STORAGE OF WOOD AND OTHER MATERIALS NOT PROSCRIBED BY THIS ARTICLE SHALL BE ACCOMPLISHED IN A MANNER DESIGNED TO AVOID RODENTS, TERMITES AND OTHER INSECT INFESTATION. WOOD SHALL BE STORED AT LEAST 18 INCHES ABOVE THE GROUND.

E. ALL EXTERIOR PROPERTY AREAS SHALL BE KEPT FREE FROM INFESTATION BY RODENTS, VERMIN, INSECTS AND OTHER PESTS WHERE RODENTS, VERMIN, INSECTS AND OTHER PESTS ARE FOUND, THE SHALL BE PROMPTLY EXTERMINATED BY THE OWNER BY ACCEPTABLE PROCESSES WHICH WILL NOT BE INJURIOUS TO THE HEALTH OF HUMANS OR OTHER ANIMALS. AFTER EXTERMINATION, PROPER PRECAUTIONS SHALL BE TAKEN BY THE OWNER AND OCCUPANT TO PREVENT REINFESTATION.

F. EXTERIOR PROPERTY AREAS SHALL NOT BE UTILIZED FOR ANY PERIOD OF TIME FOR THE OPEN STORAGE OF BUILDING RUBBISH OR REFUSE, CONSTRUCTION MATERIALS OR EQUIPMENT, BATHROOM OR KITCHEN FIXTURES, GLASS, FURNITURE, APPLIANCES, AUTOMOTIVE PARTS, OR SIMILAR ITEMS OR MATERIALS, IRRESPECTIVE OF AGE OR CONDITION.

G. EXTERIOR STEPS AND WALKWAYS SHALL BE MAINTAINED FREE OF UNSAFE OBSTRUCTIONS OR HAZARDOUS CONDITIONS.

H. EVERY OCCUPANT OF A STRUCTURE OR PART THEREOF SHALL STORE AND DISPOSE OF ALL RUBBISH IN A CLEAN AND SANITARY MANNER BY PLACING IT IN APPROPRIATE RUBBISH CONTAINERS.

I. EVERY OCCUPANT OF A STRUCTURE OR PART THEREOF SHALL STORE AND DISPOSE OF GARBAGE OR OTHER ORGANIC WASTE IN A CLEAN AND SANITARY MANNER BY PLACING IT IN APPROPRIATE GARBAGE DISPOSAL FACILITIES OR GARBAGE STORAGE CONTAINERS.

J. IT SHALL BE THE RESPONSIBILITY OF ANY PROPERTY OWNER, RENTER, LESSEE, OR OTHER OCCUPANT, WHO SHALL POSSESS ANIMALS ON THE SAME PREMISES TO KEEP SAID ANIMALS IN A REASONABLY SANITARY CONDITION.

K. CONTINUING OR REPEATED INCIDENTS OF RODENT INFESTATION AS DETERMINED BY THE HOUSING CODE OFFICER SHALL REQUIRE THE INSTALLATION OF RODENT- AND VERMIN-PROOF WALLS. THE RODENT- AND VERMIN-PROOF WALLS SHALL BE INSTALLED IN ACCORDANCE WITH THE BUILDING CODE.

L. ALL TREES AND SHRUBBERY LOCATED ON EXTERIOR PROPERTY AREAS SHALL BE MAINTAINED IN SUCH A WAY SO AS NOT TO POSE A DANGER TO ADJOINING PROPERTY.

#### § 49-12 MAINTENANCE OF EXTERIOR STRUCTURE.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES INCLUDING ANY DWELLING OR ROOMS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS.

A. THE EXTERIOR OF A STRUCTURE SHALL BE MAINTAINED IN GOOD REPAIR, STRUCTURALLY SOUND AND SANITARY SO AS NOT TO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF THE OCCUPANTS AND SO AS TO PROTECT THE OCCUPANTS FROM THE ADVERSE EFFECTS OF THE ENVIRONMENT.

B. ALL SUPPORTING STRUCTURAL MEMBERS OF ALL STRUCTURES SHALL BE KEPT STRUCTURALLY SOUND, FREE OF DETERIORATION AND MAINTAINED CAPABLE OF SAFELY BEARING THE DEAD AND LIVE LOADS IMPOSED UPON THEM.

C. EVERY FOUNDATION, EXTERIOR WALL, ROOF, AND ALL OTHER EXTERIOR SURFACES SHALL BE MAINTAINED IN A WORKMANLIKE STATE OF MAINTENANCE AND REPAIR AND SHALL BE KEPT IN SUCH CONDITION AS TO EXCLUDE RODENTS.

D. ALL FOUNDATION WALLS SHALL BE MAINTAINED SO AS TO CARRY THE SAFE DESIGN AND OPERATING DEAD AND LIVE LOADS AND SHALL BE MAINTAINED FREE FROM OPEN CRACKS AND BREAKS, SO AS NOT TO BE DETRIMENTAL TO PUBLIC SAFETY AND WELFARE.

E. EVERY EXTERIOR WALL SHALL BE FREE OF HOLES, BREAKS, LOOSE OR ROTTING BOARDS OR TIMBERS, AND ANY OTHER CONDITIONS WHICH MIGHT ADMIT RAIN OR DAMPNESS TO THE INTERIOR PORTIONS OF THE WALLS OR TO THE OCCUPIED SPACES OF THE BUILDING. ALL EXTERIOR SURFACE MATERIALS, INCLUDING WOOD, COMPOSITION, OR METAL SIDING, SHALL BE MAINTAINED WEATHERPROOF AND SHALL BE PROPERLY SURFACE COATED WHEN REQUIRED TO PREVENT DETERIORATION.

F. THE ROOF SHALL BE STRUCTURALLY SOUND, TIGHT, AND NOT HAVE DEFECTS WHICH MIGHT ADMIT RAIN. ROOF DRAINAGE SHALL BE ADEQUATE TO PREVENT RAIN WATER FROM CAUSING DAMPNESS OR DETERIORATION IN THE WALLS OR INTERIOR PORTION OF THE BUILDING. ROOF WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CREATES A NUISANCE TO OWNERS OR OCCUPANTS OF ADJACENT PREMISES, OR THAT CREATES A PUBLIC NUISANCE.

G. ALL CORNICES, ENTABLATURE, BELT COURSES, CORBELS, TERRA COTTA TRIM, WALL FACINGS, AND SIMILAR DECORATIVE FEATURES SHALL BE MAINTAINED IN GOOD REPAIR WITH PROPER ANCHORAGE AND IN A SAFE CONDITION.

H. ALL CANOPIES, MARQUEES, SIGNS, METAL AWNINGS, STAIRWAYS, FIRE ESCAPES, STANDPIPE, EXHAUST DUCTS AND SIMILAR OVERHANG EXTENSIONS SHALL BE MAINTAINED IN GOOD REPAIR AND BE PROPERLY ANCHORED SO AS TO BE KEPT IN A SAFE AND SOUND CONDITION. THEY SHALL BE PROTECTED FROM THE ELEMENTS AND AGAINST DECAY AND RUST BY THE PERIODIC APPLICATION OF A WEATHER-COATING MATERIAL SUCH AS PAINT OR OTHER PROTECTIVE TREATMENT.

I. ALL CHIMNEYS, COOLING TOWERS, SMOKE STACKS, AND SIMILAR APPURTENANCES SHALL BE MAINTAINED STRUCTURALLY SAFE, SOUND, AND IN GOOD REPAIR. ALL EXPOSED SURFACES OF METAL OR WOOD SHALL BE PROTECTED FROM THE ELEMENTS AND AGAINST DECAY OR RUST BY PERIODIC APPLICATION OF WEATHER-COATING MATERIALS SUCH AS PAINT OR SIMILAR SURFACE TREATMENT.

J. EVERY STAIR, PORCH, FIRE ESCAPE, BALCONY, AND ALL APPURTENANCES ATTACHED THERETO SHALL BE SO CONSTRUCTED AS TO BE SAFE TO USE AND CAPABLE OF SUPPORTING THE ANTICIPATED LOADS AND SHALL BE MAINTAINED IN SOUND CONDITION AND GOOD REPAIR. EVERY STAIR, PORCH AND FIRE ESCAPE SHALL BE MAINTAINED FREE OF HAZARDOUS CONDITIONS SUCH AS SNOW, ICE, MUD AND OTHER DEBRIS. EVERY FLIGHT OF STAIRS WHICH IS MORE THAN FOUR RISERS HIGH SHALL HAVE A HANDRAIL ON AT LEAST ONE SIDE OF THE STAIR, AND EVERY OPEN PORTION OF A STAIR, FIRE ESCAPE, PORCH, LANDING OR BALCONY WHICH IS MORE THAN 30 INCHES ABOVE THE GRADE BELOW SHALL HAVE GUARD RAILS. EVERY HANDRAIL AND GUARD RAIL SHALL BE FIRMLY FASTENED AND CAPABLE OF BEARING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION.

K. EVERY WINDOW, DOOR AND FRAME SHALL BE CONSTRUCTED AND MAINTAINED IN SUCH RELATION TO THE ADJACENT WALL CONSTRUCTION SO AS TO EXCLUDE RAIN AND RODENTS AS COMPLETELY AS POSSIBLE, AND TO SUBSTANTIALLY EXCLUDE WIND FROM ENTERING THE DWELLING OR STRUCTURE.

L. EVERY WINDOW AND EXTERIOR DOOR SHALL BE FITTED REASONABLY IN ITS FRAME AND BE WEATHER TIGHT. WEATHER-STRIPPING SHALL BE USED TO EXCLUDE WIND OR RAIN FROM ENTERING THE DWELLING OR STRUCTURE AND SHALL BE KEPT IN SOUND CONDITION AND GOOD REPAIR.

M. EVERY REQUIRED WINDOW SASH SHALL BE FULLY SUPPLIED WITH APPROVED GLAZING MATERIALS WHICH ARE WITHOUT OPEN CRACKS AND HOLES.

N. EVERY WINDOW, OTHER THAN A FIXED WINDOW, SHALL BE CAPABLE OF BEING EASILY OPENED AND SHALL BE HELD IN POSITION BY WINDOW HARDWARE.

O. DURING THE PERIOD FROM APRIL 1 TO DECEMBER 1, EVERY DOOR AND WINDOW OR OTHER OUTSIDE OPENING USED FOR VENTILATION PURPOSES SHALL BE SUPPLIED WITH APPROVED TIGHT FITTING SCREENS OF NOT LESS THAN 16 MESH PER INCH MATERIAL, IN GOOD WORKING CONDITION. EVERY HINGED SCREEN DOOR SHALL HAVE A SELF-CLOSING DEVICE IN GOOD WORKING ORDER. SCREEN DOORS SHALL NOT BE REQUIRED FOR OUT SWINGING DOORS OR OTHER TYPES OF OPENINGS WHICH MAKE SCREENING IMPRACTICAL, PROVIDED OTHER APPROVED MEANS ARE EMPLOYED, AND FOR UNITS ABOVE THE 4TH FLOOR.

P. EVERY EXTERIOR DOOR AND ITS HARDWARE SHALL BE MAINTAINED IN GOOD CONDITION. DOOR LOCKS TO PROVIDE SECURITY AGAINST UNAUTHORIZED ENTRY SHALL BE REQUIRED ON ALL DOORS ENTERING DWELLING UNITS AND SHALL BE IN GOOD REPAIR AND CAPABLE OF TIGHTLY SECURING THE DOOR. ALL LOCKS MUST BE EASILY OPENED AND CLOSED WITHOUT THE USE OF A KEY FROM THE INTERIOR.

§ 49-13 INTERNAL STRUCTURE.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY NON-OWNER OCCUPIED PREMISES, OR ANY PREMISES WHICH IS OCCUPIED BY THE OWNER AND RENTED TO MORE THAN ONE OTHER PERSON, INCLUDING ANY DWELLING AND ROOMING UNITS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS.

A. THE INTERIOR OF A STRUCTURE AND ITS EQUIPMENT SHALL BE MAINTAINED IN GOOD REPAIR, STRUCTURALLY SOUND AND IN A SANITARY CONDITION SO AS NOT TO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF THE OCCUPANTS OR VISITORS, AND TO PROTECT THE OCCUPANTS FROM THE ENVIRONMENT.

B. THE SUPPORTING STRUCTURAL MEMBERS OF EVERY BUILDING SHALL BE MAINTAINED STRUCTURALLY SOUND, NOT SHOWING ANY EVIDENCE OF DETERIORATION WHICH WOULD RENDER THEM INCAPABLE OF CARRYING THE IMPOSED LOADS.

C. FLOORS, WALLS (INCLUDING WINDOWS AND DOORS), CEILINGS, AND OTHER INTERIOR SURFACES SHALL BE MAINTAINED IN GOOD, CLEAN, SANITARY AND STRUCTURALLY SOUND CONDITION, FREE OF HOLES, CRACKS, LOOSE PLASTER OR WALL PAPER, AND FLAKING OR SCALING PAINT, AND SHALL BE SUBSTANTIALLY INSECT AND RODENT PROOF. PAINT APPLIED TO THE INTERIOR SURFACES SHALL BE LEAD FREE.

D. EVERY TOILET, BATHROOM AND KITCHEN FLOOR SURFACE SHALL BE CONSTRUCTED AND MAINTAINED SO AS TO BE SUBSTANTIALLY IMPERVIOUS TO WATER AND SO AS TO PERMIT SUCH FLOOR TO BE EASILY KEPT IN A CLEAN AND SANITARY CONDITION.

E. IN EVERY BUILDING, BASEMENTS AND CRAWL SPACES SHALL BE MAINTAINED REASONABLY FREE FROM DAMPNESS TO PREVENT CONDITIONS CONDUCTIVE TO DECAY OR DETERIORATION OF THE STRUCTURE.

F. THE INTERIOR OF EVERY STRUCTURE SHALL BE MAINTAINED IN A CLEAN AND SANITARY CONDITION FREE FROM ANY ACCUMULATION OF RUBBISH, REFUSE OR GARBAGE. RUBBISH, GARBAGE, AND OTHER REFUSE SHALL BE PROPERLY KEPT INSIDE TEMPORARY STORAGE FACILITIES AS REQUIRED BY THIS CHAPTER.

G. GARBAGE OR REFUSE SHALL NOT BE ALLOWED TO ACCUMULATE OR BE STORED IN PUBLIC HALLS OR STAIRWAYS.

H. INSECT AND RODENT HARBORAGE. ALL STRUCTURES SHALL BE KEPT FREE FROM INSECT AND RODENT INFESTATION, AND WHERE INSECTS OR RODENTS ARE FOUND, THEY SHALL BE PROMPTLY EXTERMINATED BY APPROVED PROCESSES WHICH WILL NOT BE INJURIOUS TO HUMAN HEALTH. AFTER EXTERMINATION, PROPER PRECAUTIONS SHALL BE TAKEN TO PREVENT RE-INFESTATION.

I. EVERY DOOR AVAILABLE AS AN EXIT SHALL BE CAPABLE OF BEING OPENED EASILY FROM THE INSIDE WITHOUT THE USE OF A KEY.

J. ALL INTERIOR STAIRS AND RAILINGS AND OTHER EXIT FACILITIES OF EVERY STRUCTURE SHALL BE MAINTAINED IN SOUND CONDITION AND GOOD REPAIR. EVERY INSIDE STAIR SHALL BE SO CONSTRUCTED AND MAINTAINED AS TO BE SAFE TO USE AND CAPABLE OF SUPPORTING THE ANTICIPATED LOADS.

K. EVERY FLIGHT OF STAIRS WHICH IS MORE THAN FOUR RISERS HIGH SHALL HAVE A HANDRAIL ON AT LEAST ONE SIDE OF THE STAIR, AND EVERY OPEN PORTION OF A STAIR, LANDING OR BALCONY WHICH IS MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARD RAILS. EVERY HANDRAIL AND GUARD RAIL SHALL BE FIRMLY FASTENED AND CAPABLE OF BEARING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION.

§ 49-14 RESPONSIBILITIES OF OWNERS AND OCCUPIERS OF NON-OWNER-OCCUPIED RENTAL PROPERTY AND OWNER OCCUPIED RENTAL PROPERTY RENTED TO MORE THAN ONE OTHER PERSON.

ONLY THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE PROVISIONS OF THE CODE EXCEPT AS PROVIDED HEREIN.

A. EVERY OCCUPANT OF A STRUCTURE OR PART THEREOF SHALL KEEP THAT PART OF THE STRUCTURE OR PREMISES THEREOF, WHICH THAT OCCUPANT OCCUPIES, CONTROLS, OR USES IN A CLEAN AND SANITARY CONDITION. EVERY OWNER OF A DWELLING CONTAINING TWO OR MORE DWELLING OR ROOMING UNITS SHALL MAINTAIN, IN A CLEAN AND SANITARY CONDITION, THE SHARED OR PUBLIC AREAS OF THE DWELLING AND PREMISES THEREOF.

B. THE OCCUPANT OF A STRUCTURE OR PART THEREOF SHALL KEEP THE OWNER-SUPPLIED EQUIPMENT AND FIXTURES THEREIN CLEAN AND SANITARY, AND SHALL BE RESPONSIBLE FOR THE EXERCISE OF REASONABLE CARE IN THEIR PROPER USE AND OPERATION. THE OWNER SHALL MAINTAIN THE EQUIPMENT AND FIXTURES IN GOOD AND PROPER OPERATING CONDITION.

C. THE EQUIPMENT AND FIXTURES FURNISHED BY THE OCCUPANT OF A STRUCTURE SHALL BE PROPERLY INSTALLED, AND SHALL BE MAINTAINED IN GOOD WORKING CONDITIONS, KEPT CLEAN AND SANITARY, AND FREE OF DEFECTS, LEAKS OR OBSTRUCTIONS.

D. THE OWNER OF ANY PREMISES SHALL BE RESPONSIBLE FOR EXTERMINATION WITHIN THE STRUCTURE PRIOR TO RENTING, LEASING OR SELLING THE STRUCTURE.

E. THE TENANT-OCCUPANT OF ANY PREMISES SHALL BE RESPONSIBLE FOR THE CONTINUED RODENT-PROOF CONDITION OF THE STRUCTURE, AND IF THE TENANT-OCCUPANT FAILS TO MAINTAIN THE RODENT-PROOF CONDITION, THE COST OF EXTERMINATION SHALL BE THE RESPONSIBILITY OF THE TENANT-OCCUPANT.

F. THE OCCUPANT OF ANY PREMISES CONTAINING A SINGLE DWELLING UNIT SHALL BE RESPONSIBLE FOR THE EXTERMINATION OF ANY INSECTS, RODENTS OR OTHER PESTS IN THE STRUCTURE OR ON THE PREMISES.

G. EVERY OWNER, AGENT OR OPERATOR OF TWO OR MORE DWELLING UNITS OR ROOMING UNITS SHALL BE RESPONSIBLE FOR THE EXTERMINATION OF ANY INSECTS, RODENTS OR OTHER PESTS IN THE PUBLIC OR SHARED AREAS OF THE STRUCTURE AND PREMISES. WHEN INFESTATION IS CAUSED BY FAILURE OF AN OCCUPANT OF A UNIT OF THE TWO OR MORE DWELLING UNITS OR ROOMING UNITS TO PREVENT SUCH INFESTATION IN THE AREA OCCUPIED, THE OCCUPANT SHALL BE RESPONSIBLE FOR SUCH EXTERMINATION.

H. FOR ANY DWELLING CONTAINING TWO OR MORE DWELLING AND/OR ROOMING UNITS, IT SHALL BE THE RESPONSIBILITY OF THE OWNER TO SUPPLY ADEQUATE RUBBISH CONTAINERS AND GARBAGE DISPOSAL FACILITIES AND STORAGE CONTAINERS. IN ALL OTHER CASES, IT SHALL BE THE RESPONSIBILITY OF THE OCCUPANT TO FURNISH SUCH FACILITIES OR CONTAINERS.

I. EVERY OWNER OF A DWELLING OR DWELLING UNIT SHALL BE RESPONSIBLE FOR HANGING ALL SCREENS AND DOUBLE OR STORM DOORS AND WINDOWS WHENEVER THE SAME ARE REQUIRED UNDER THE PROVISIONS OF THIS ORDINANCE OR OF ANY RULE OR REGULATION ADOPTED PURSUANT THERETO, EXCEPT WHERE THE TENANT HAS AGREED TO SUPPLY SUCH SERVICES.

J. THE TENANT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF EQUIPMENT AND FIXTURES FURNISHED BY THE TENANT. THE EQUIPMENT AND FIXTURES SHALL BE PROPERLY INSTALLED AND SHALL BE MAINTAINED IN GOOD WORKING CONDITIONS, KEPT CLEAN AND SANITARY, AND FREE OF DEFECTS, LEAKS OR OBSTRUCTIONS.

§ 49-14 RESERVED.

§ 49-15 PLUMBING FACILITIES AND FIXTURE REQUIREMENTS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES INCLUDING ANY DWELLING OR ROOMS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS.

A. PLUMBING FACILITIES. THE OWNER OF THE STRUCTURE SHALL PROVIDE AND MAINTAIN SUCH PLUMBING FACILITIES AND FIXTURES IN COMPLIANCE WITH THIS SECTION.

(1) EVERY DWELLING AND/OR ROOMING UNIT SHALL INCLUDE ITS OWN PLUMBING FACILITIES WHICH ARE IN PROPER OPERATING CONDITION, CAN BE USED IN PRIVACY, AND ARE ADEQUATE FOR PERSONAL CLEANLINESS AND THE DISPOSAL OF HUMAN WASTE.

(2) EVERY DWELLING UNIT SHALL CONTAIN WITHIN ITS WALLS, AND EVERY ROOM UNIT SHALL HAVE DIRECT ACCESS TO A ROOM SEPARATE FROM HABITABLE SPACES, WHICH AFFORDS PRIVACY AND A WATER CLOSET SUPPLIED WITH COLD RUNNING WATER. A LAVATORY SHALL BE PLACED IN THE SAME ROOM AS THE WATER CLOSET OR LOCATED IN ANOTHER ROOM, IN CLOSE PROXIMITY TO THE DOOR LEADING DIRECTLY INTO THE ROOM IN WHICH SAID WATER CLOSET IS LOCATED. THE LAVATORY SHALL BE SUPPLIED WITH HOT AND COLD RUNNING WATER.

(3) EVERY DWELLING UNIT SHALL CONTAIN AND EVERY ROOM UNIT SHALL BE SUPPLIED WITH A ROOM WHICH AFFORDS PRIVACY TO A PERSON IN SAID ROOM AND WHICH IS EQUIPPED WITH A BATHTUB OR SHOWER SUPPLIED WITH HOT AND COLD RUNNING WATER.

(4) EVERY DWELLING UNIT SHALL CONTAIN AND EVERY ROOMING UNIT SHALL HAVE DIRECT ACCESS TO A KITCHEN SINK APART FROM THE LAVATORY REQUIRED UNDER SUBSECTION A(2), AND SUCH SINK SHALL BE SUPPLIED WITH HOT AND COLD RUNNING WATER.

(5) ALTERNATIVE PLUMBING FACILITIES AND FIXTURES FOR USE IN DWELLING OR ROOMING UNITS OF RENTAL HOUSING MAY BE ALLOWED AS APPROVED ON A CASE-BY-CASE BASIS BY THE TOWN COUNCIL.

(6) TOILET ROOMS AND BATHROOMS SHALL BE DESIGNED AND ARRANGED TO PROVIDE PRIVACY.

(7) TOILET ROOMS AND BATHROOMS SHALL NOT BE USED AS A PASSAGEWAY TO A HALL OR OTHER SPACE. A TOILET ROOM OR BATHROOM IN A DWELLING UNIT SHALL BE ACCESSIBLE FROM ANY SLEEPING ROOM WITHOUT PASSING THROUGH ANOTHER SLEEPING ROOM.

B. PLUMBING FIXTURES.

(1) ALL PLUMBING FIXTURES SHALL BE MAINTAINED IN A SAFE AND USABLE CONDITION. ALL PLUMBING FIXTURES SHALL BE OF APPROVED NONABSORBENT MATERIAL.

(2) WATER SUPPLY LINES, PLUMBING FIXTURES, VENTS AND DRAINS SHALL BE PROPERLY INSTALLED, CONNECTED AND MAINTAINED IN WORKING ORDER AND SHALL BE KEPT FREE FROM OBSTRUCTIONS, LEAKS AND DEFECTS AND CAPABLE OF PERFORMING THE FUNCTION FOR WHICH THEY ARE DESIGNED. ALL REPAIRS AND INSTALLATIONS SHALL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE APPLICABLE LAW.



(3) ALL PLUMBING FACILITIES SHALL BE MAINTAINED IN A CLEAN AND SANITARY CONDITION BY THE OCCUPANT SO AS NOT TO BREED INSECTS AND RODENTS OR PRODUCE DANGEROUS OR OFFENSIVE GASES OR ODORS.

(4) PLUMBING FIXTURES SHALL BE INSTALLED TO PERMIT EASY ACCESS FOR CLEANING BOTH THE FIXTURE AND THE AREA ABOUT IT.

#### C. WATER SYSTEM.

(1) EVERY SINK, LAVATORY, BATHTUB OR SHOWER, DRINKING FOUNTAIN, WATER CLOSET OR OTHER FACILITY SHALL BE PROPERLY CONNECTED TO EITHER A PUBLIC WATER SYSTEM OR TO AN APPROVED PRIVATE WATER SYSTEM. ALL SINKS, LAVATORIES, BATHTUBS AND SHOWERS SHALL BE SUPPLIED WITH HOT AND COLD RUNNING WATER.

(2) THE WATER SUPPLY SHALL BE MAINTAINED FREE FROM CONTAMINATION AND ALL WATER INLETS FOR PLUMBING FIXTURES SHALL BE LOCATED ABOVE THE OVERFLOW RIM OF THE FIXTURE. SHAMPOO BASIN FAUCETS, JANITOR SINK FAUCETS, AND OTHER HOSE BIBS OR FAUCETS TO AN APPROVED ATMOSPHERIC TYPE VACUUM BREAKER OR AN APPROVED PERMANENTLY ATTACHED HOSE CONNECTION VACUUM BREAKER.

(3) THE WATER SUPPLY SYSTEM SHALL BE INSTALLED AND MAINTAINED TO PROVIDE AT ALL TIMES A SUPPLY OF WATER TO PLUMBING FIXTURES, DEVICES, AND APPURTENANCES IN SUFFICIENT VOLUME AND AT PRESSURES ADEQUATE TO ENABLE THEM TO FUNCTION SATISFACTORILY.

(4) WHERE HOT WATER IS PROVIDED, WATER HEATING FACILITIES SHALL BE INSTALLED IN AN APPROVED MANNER, PROPERLY MAINTAINED, AND PROPERLY CONNECTED WITH HOT WATER LINES TO THE FIXTURES REQUIRED TO BE SUPPLIED WITH THE HOT WATER. WATER HEATING FACILITIES SHALL BE CAPABLE OF HEATING WATER TO SUCH A TEMPERATURE AS TO PERMIT AN ADEQUATE AMOUNT OF WATER TO BE DRAWN AT EVERY REQUIRED KITCHEN SINK, LAVATORY BASIN, BATHTUB, SHOWER, AND LAUNDRY FACILITY OR OTHER SIMILAR UNITS, AT A TEMPERATURE OF NOT LESS THAN 110° F.

(5) ALTERNATIVE SYSTEMS MAY BE ALLOWED AS APPROVED ON A CASE-BY-CASE BASIS BY THE TOWN COUNCIL.

#### D. SEWAGE SYSTEM.

(1) EVERY SINK, LAVATORY, BATHTUB OR SHOWER, DRINKING FOUNTAIN, WATER CLOSET OR OTHER FACILITY SHALL BE PROPERLY CONNECTED TO EITHER A PUBLIC SEWER SYSTEM OR TO AN APPROVED PRIVATE SEWAGE DISPOSAL SYSTEM.

(2) EVERY PLUMBING STACK, WASTE AND SEWER LINE SHALL BE SO INSTALLED AND MAINTAINED AS TO FUNCTION PROPERLY AND SHALL BE KEPT FREE FROM OBSTRUCTIONS, LEAKS AND DEFECTS TO PREVENT STRUCTURAL DETERIORATION OR HEALTH HAZARDS. ALL REPAIRS AND

INSTALLATIONS SHALL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE APPLICABLE LOCAL BUILDING CODE OR LOCAL PLUMBING CODE.

§ 13-217 FIRE SAFETY REQUIREMENTS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY PREMISES INCLUDING ANY DWELLING OR ROOM OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS. EXCEPT AS OTHERWISE PROVIDED, THE OWNER OF THE PREMISES SHALL PROVIDE AND MAINTAIN SUCH FIRE SAFETY FACILITIES AND EQUIPMENT IN COMPLIANCE WITH THESE REQUIREMENTS AND DIVISION 4 OF SUBTITLE 11 OF THE FIRE SAFETY LAW OF PRINCE GEORGE'S COUNTY, MARYLAND, AS AMENDED FROM TIME TO TIME, WITH THE EXCEPTION OF SECTION 11-293, WHICH IS INCORPORATED HEREIN AND ADOPTED BY REFERENCE. THIS SECTION ALSO INCORPORATES BY REFERENCE CHAPTER 24 OF THE NFPA 101 LIFE SAFETY CODE AND IS APPLICABLE TO ONE- AND TWO-FAMILY DWELLINGS AS DEFINED THEREIN. REFERENCES IN THE FIRE PREVENTION CODE OF PRINCE GEORGE'S COUNTY TO THE FIRE CHIEF OR AUTHORIZED REPRESENTATIVE SHALL BE CONSTRUED TO INCLUDE THE TOWN'S CODE ENFORCEMENT OFFICER. INSPECTIONS SHALL BE PERFORMED BY THE TOWN'S CODE ENFORCEMENT OFFICER, AND VIOLATIONS SHALL BE ENFORCED IN ACCORDANCE WITH THE PROVISIONS OF THIS ARTICLE. NOTHING HEREIN SHALL BE CONSTRUED AS PREVENTING COUNTY PERSONNEL FROM PERFORMING INSPECTIONS AND ENFORCING THE COUNTY'S FIRE SAFETY LAWS.

A. MEANS OF EGRESS.

(1) A SAFE, CONTINUOUS AND UNOBSTRUCTED MEANS OF EGRESS SHALL BE PROVIDED FOR EACH DWELLING UNIT AND ROOMING UNIT FROM THE INTERIOR OF THE PREMISES TO THE EXTERIOR AT A STREET, OR TO A YARD, COURT, OR PASSAGEWAY LEADING TO A PUBLIC OPEN AREA AT GRADE.

(2) EVERY DWELLING UNIT AND/OR ROOMING UNIT SHALL HAVE ACCESS DIRECTLY TO THE OUTSIDE OR TO AN EXIT ACCESS CORRIDOR THAT LEADS DIRECTLY TO THE OUTSIDE.

(3) ALL DOORS IN THE REQUIRED MEANS OF EGRESS SHALL BE READILY OPENABLE FROM THE INNER SIDE. EXITS FROM DWELLING UNITS SHALL NOT LEAD THROUGH OTHER SUCH UNITS, OR THROUGH TOILET ROOMS OR BATHROOMS.

(4) ALL REQUIRED AND ALL EXISTING FIRE ESCAPES SHALL BE MAINTAINED IN WORKING CONDITION AND STRUCTURALLY SOUND.

(5) ANY EXIT SIGNS SHALL BE MAINTAINED ILLUMINATED AND VISIBLE.

(6) EVERY SLEEPING ROOM SHALL HAVE AT LEAST ONE OPENABLE WINDOW OR EXTERIOR DOOR APPROVED FOR SECONDARY EMERGENCY EGRESS OR RESCUE. A SINGLE MEANS OF EGRESS MAY BE APPROVED BY

THE TOWN IN CASES OF FIREPROOF CONSTRUCTION AND OTHER APPROVED CIRCUMSTANCES.

**B. ACCUMULATIONS AND STORAGE.**

(1) WASTE, REFUSE, OR OTHER MATERIALS SHALL NOT BE ALLOWED TO ACCUMULATE IN STAIRWAYS, OR PASSAGEWAYS, DOORS, WINDOWS, FIRE ESCAPES, OR OTHER MEANS OF EGRESS.

(2) HIGHLY FLAMMABLE OR EXPLOSIVE MATTER, SUCH AS PAINTS, VOLATILE OILS AND CLEANING FLUIDS, OR COMBUSTIBLE REFUSE, SUCH AS WASTEPAPER, BOXES AND BAGS, SHALL NOT BE ACCUMULATED OR STORED ON RESIDENTIAL PREMISES EXCEPT IN REASONABLE QUANTITIES CONSISTENT WITH NORMAL USAGE.

(3) A DWELLING UNIT AND/OR ROOMING UNIT SHALL NOT BE LOCATED WITHIN A STRUCTURE CONTAINING AN ESTABLISHMENT HANDLING, DISPENSING OR STORING FLAMMABLE LIQUIDS WITH A FLASH POINT OF 100° F. OR LOWER, EXCEPT AS PROVIDED FOR IN THE APPLICABLE LAW.

**C. FIRE RESISTANCE RATINGS.**

(1) FLOORS, WALLS, CEILINGS, AND OTHER ELEMENTS AND COMPONENTS REQUIRED TO DEVELOP A FIRE RESISTANCE RATING SHALL BE MAINTAINED SO THAT THE RESPECTIVE FIRE RESISTANCE RATING OF THE ENCLOSURE, SEPARATION, OR CONSTRUCTION IS PRESERVED.

**D. FIRE PROTECTION SYSTEMS.**

(1) ALL FIRE PROTECTION SYSTEMS AND EQUIPMENT SHALL BE MAINTAINED IN PROPER OPERATING CONDITION AT ALL TIMES.

(2) FIRE ALARMS AND DETECTING SYSTEMS SHALL BE INSTALLED AND MAINTAINED AND BE SUITABLE FOR THEIR RESPECTIVE PURPOSES IN ALL RENTAL PREMISES.

(3) ALL RENTAL RESIDENCES SHALL BE PROVIDED WITH A MINIMUM OF ONE APPROVED SINGLE STATION SMOKE DETECTOR FOR EACH FLOOR OF THE PREMISES. IF THERE IS A SLEEPING AREA LOCATED ON ANY SUCH FLOOR, THE DETECTOR SHALL BE PLACED THEREIN. THE DETECTORS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS. WHEN ACTUATED, THE SMOKE DETECTOR SHALL PROVIDE AN ALARM SUITABLE TO WARN THE OCCUPANTS WITHIN EACH DWELLING AND/OR ROOMING UNIT.

(4) IT IS THE OCCUPANT'S RESPONSIBILITY TO MAINTAIN SMOKE DETECTORS IN GOOD WORKING ORDER, SUCH AS REPLACING BATTERIES.

(5) FIRE SUPPRESSION SYSTEMS IN UNITS SO EQUIPPED SHALL BE MAINTAINED IN GOOD CONDITION, FREE FROM MECHANICAL INJURY. SPRINKLER HEADS SHALL BE MAINTAINED CLEAN, FREE OF CORROSION AND PAINT, AND NOT BENT OR DAMAGED.

(6) HOSE STATIONS IN UNITS SO EQUIPPED SHALL BE IDENTIFIED AND ACCESSIBLE. THE HOSE SHALL BE IN PROPER POSITION, READY FOR OPERATION, DRY, AND FREE OF DETERIORATION.

(7) ALL PORTABLE FIRE EXTINGUISHER'S IN UNITS SO EQUIPPED SHALL BE VISIBLE AND ACCESSIBLE, AND MAINTAINED IN AN EFFICIENT AND SAFE OPERATING CONDITION.

E. FIRE DOORS.

(1) ALL REQUIRED FIRE RESISTANCE RATED DOORS OR SMOKE BARRIERS SHALL BE MAINTAINED IN GOOD WORKING ORDER INCLUDING ALL HARDWARE NECESSARY FOR THE PROPER OPERATION THEREOF. THE USE OF DOOR STOPS, WEDGES AND OTHER UNAPPROVED HOLD-OPEN DEVICES IS PROHIBITED.

§ 49-18LIGHT AND VENTILATION REQUIREMENTS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY NON-OWNER OCCUPIED PREMISES, OR ANY PREMISES WHICH IS OCCUPIED BY THE OWNER AND RENTED TO MORE THAN ONE OTHER PERSON, INCLUDING ANY DWELLING AND ROOMING UNITS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS. THE OWNER OF THE STRUCTURE SHALL PROVIDE AND MAINTAIN SUCH LIGHT AND VENTILATION CONDITIONS IN COMPLIANCE WITH THESE REQUIREMENTS.

A. LIGHT.

(1) ALL SPACES OR ROOMS SHALL BE PROVIDED SUFFICIENT LIGHT SO AS NOT TO ENDANGER HEALTH AND SAFETY. EVERY HABITABLE SPACE SHALL HAVE AT LEAST ONE WINDOW FACING DIRECTLY TO THE OUTDOORS OR TO A COURT EXCEPT IN A KITCHEN WHEN ARTIFICIAL LIGHT MAY BE PROVIDED IN ACCORDANCE WITH APPLICABLE LAW. A WINDOW SHALL BE DEEMED NOT TO FACE DIRECTLY OUTDOORS OR ONTO A COURT WHENEVER IT IS OBSTRUCTED BY A STRUCTURE THAT EXTENDS TO THE CEILING LEVEL AND IS LESS THAN THREE FEET FROM THE WINDOW. THE MINIMUM TOTAL WINDOW AREA MEASURED BETWEEN STOPS, SHALL BE 10% OF THE FLOOR AREA OF SUCH ROOM.

(2) EVERY COMMON HALL AND STAIRWAY IN EVERY BUILDING, OTHER THAN ONE AND TWO-FAMILY DWELLINGS, SHALL BE ADEQUATELY LIGHTED AT ALL TIMES WITH AN ILLUMINATION OF AT LEAST A 60-WATT STANDARD INCANDESCENT LIGHT BULB OR EQUIVALENT FOR EACH 200 SQUARE FEET OF FLOOR AREA, PROVIDED THAT THE SPACING BETWEEN SIGHTS SHALL NOT BE GREATER THAN 30 FEET. EVERY EXTERIOR STAIRWAY SHALL BE ILLUMINATED WITH A MINIMUM OF ONE-FOOTCANDLE AT FLOORS, LANDINGS AND TREADS.

(3) ALL OTHER SPACES SHALL BE PROVIDED WITH NATURAL OR ARTIFICIAL LIGHT OF SUFFICIENT INTENSITY AND SO DISTRIBUTED AS TO PERMIT THE MAINTENANCE OF SANITARY CONDITIONS, AND THE SAFE USE OF THE SPACE AND THE APPLIANCES, EQUIPMENT AND FIXTURES.

B. VENTILATION.

(1) ALL SPACES OR ROOMS SHALL BE PROVIDED SUFFICIENT NATURAL OR MECHANICAL VENTILATION SO AS NOT TO ENDANGER HEALTH AND SAFETY. WHERE MECHANICAL VENTILATION IS PROVIDED IN LIEU OF THE NATURAL VENTILATION, SUCH MECHANICAL VENTILATING SYSTEM SHALL BE MAINTAINED IN OPERATION DURING THE OCCUPANCY OF ANY STRUCTURE OR PORTION THEREOF. WHEN PART OF THE AIR PROVIDED BY A MECHANICAL VENTILATION SYSTEMS IS RETICULATED, THE PORTION OR VOLUME OF AIR RETICULATED SHALL NOT BE RETICULATED TO A DIFFERENT RESIDENTIAL SPACE OR OCCUPANCY OF DISSIMILAR USE FROM WHICH IT IS WITHDRAWN. ALL HABITABLE SPACES SHALL HAVE AT LEAST ONE EASILY OPENABLE WINDOW.

(2) EVERY BATHROOM AND WATER CLOSET COMPARTMENT SHALL COMPLY WITH THE LIGHT AND VENTILATION REQUIREMENTS FOR HABITABLE SPACES, EXCEPT THAT A WINDOW SHALL NOT BE REQUIRED IN BATHROOMS OR WATER CLOSET COMPARTMENTS EQUIPPED WITH AND APPROVED MECHANICAL VENTILATION SYSTEM. AIR EXHAUSTED BY A MECHANICAL VENTILATION SYSTEM FROM A BATHROOM OR WATER CLOSET COMPARTMENT MUST BE EXHAUSTED TO THE EXTERIOR AND MAY NOT BE RETICULATED TO ANY SPACE, INCLUDING THE SPACE FROM WHICH IT IS WITHDRAWN.

C. ALTERNATIVE DEVICES. IN PLACE OF THE MEANS FOR NATURAL LIGHT AND VENTILATION HEREIN PRESCRIBE, ALTERNATIVE ARRANGEMENT OF WINDOWS, LOUVERS, OR OTHER METHODS AND DEVICES THAT WILL PROVIDE THE EQUIVALENT MINIMUM PERFORMANCE REQUIREMENTS SHALL BE PERMITTED WITH COMPLYING WITH THE APPLICABLE LAW.

#### § 49-19 MECHANICAL AND ELECTRICAL REQUIREMENTS.

NO PERSON SHALL RENT OR LEASE TO ANOTHER FOR OCCUPANCY ANY NON-OWNER OCCUPIED PREMISES, OR ANY PREMISES WHICH IS OCCUPIED BY THE OWNER AND RENTED TO MORE THAN ONE OTHER PERSON, INCLUDING ANY DWELLING AND ROOMING UNITS OR PORTIONS THEREOF, WHICH DOES NOT COMPLY WITH THE FOLLOWING REQUIREMENTS. THE OWNER OF EACH PREMISES SHALL PROVIDE AND MAINTAIN SUCH MECHANICAL AND ELECTRICAL FACILITIES AND EQUIPMENT IN COMPLIANCE WITH THESE REQUIREMENTS.

##### A. HEATING AND REFRIGERATION FACILITIES.

(1) EVERY OWNER OF ANY STRUCTURE WHO RENTS, LEASES, OR LETS ONE OR MORE DWELLING UNITS OR ROOMING UNITS ON TERMS, EITHER EXPRESS OR IMPLIED, TO FURNISH HEAT TO THE OCCUPANTS THEREOF SHALL SUPPLY SUFFICIENT HEAT DURING THE PERIOD FROM OCTOBER 1 TO MAY 15 TO MAINTAIN A ROOM TEMPERATURE OF NOT LESS THAN 65° F. IN ALL HABITABLE SPACES, BATHROOMS, AND TOILET ROOMS DURING THE HOURS BETWEEN 6:30 A.M. AND 10:30 P.M. OF EACH DAY AND MAINTAIN A TEMPERATURE OF NOT LESS THAN 60° F. DURING OTHER

HOURS. WHEN, HOWEVER, THE EXTERIOR TEMPERATURE FALLS BELOW 0° F. AND THE HEATING SYSTEM IS OPERATING AT ITS FULL CAPACITY, A MINIMUM ROOM TEMPERATURE OF 60° F. SHALL BE MAINTAINED AT ALL TIMES. THE TEMPERATURE SHALL BE MEASURED AT A POINT THREE FEET ABOVE THE FLOOR AND THREE FEET FROM EXTERIOR WALLS.

(2) EVERY RESIDENTIAL PREMISES SHALL CONTAIN AT LEAST ONE COOKING AND BAKING FACILITY FOR THE PURPOSE OF PREPARING FOOD AND AT LEAST ONE REFRIGERATION UNIT ADEQUATE FOR THE TEMPORARY PRESERVATION OF PERISHABLE FOODS. SUCH REFRIGERATION UNIT SHALL BE CAPABLE OF MAINTAINING AN AVERAGE TEMPERATURE OF BELOW 45° F. HOT PLATES, TOASTER OVENS, MICROWAVE OVENS AND OTHER PORTABLE HEATING DEVICES DO NOT CONSTITUTE A COOKING AND BAKING FACILITY FOR PURPOSES OF THIS SECTION.

(3) ALL COOKING AND HEATING EQUIPMENT, COMPONENTS, AND ACCESSORIES IN EVERY HEATING, COOKING, AND WATER HEATING DEVICE SHALL BE MAINTAINED FREE FROM LEAKS AND OBSTRUCTIONS, AND KEPT FUNCTIONING PROPERLY SO AS TO BE FREE FROM FIRE, HEALTH AND ACCIDENT HAZARDS. ALL INSTALLATIONS AND REPAIRS SHALL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL APPLICABLE BUILDING CODE, OR OTHER LAWS OR ORDINANCES APPLICABLE THERETO. PORTABLE COOKING EQUIPMENT EMPLOYING FLAME IS PROHIBITED, EXCEPT FOR APPROVED RESIDENTIAL TYPE FOOD TRAYS OR SALVERS WHICH ARE HEATED BY A CANDLE OR ALCOHOL LAMP.

(4) ALL MECHANICAL EQUIPMENT SHALL BE PROPERLY INSTALLED AND SAFELY MAINTAINED IN GOOD WORKING CONDITION, AND BE CAPABLE OF PERFORMING THE FUNCTION FOR WHICH IT WAS DESIGNED AND INTENDED.

(5) ALL FUEL-BURNING EQUIPMENT SHALL BE CONNECTED TO AN APPROVED CHIMNEY, FLUE OR VENT PER MANUFACTURER'S INSTRUCTIONS.

(6) ALL REQUIRED CLEARANCES TO COMBUSTIBLE MATERIALS SHALL BE MAINTAINED.

(7) ALL SAFETY CONTROLS FOR FUEL-BURNING EQUIPMENT SHALL BE MAINTAINED IN EFFECTIVE OPERATION.

(8) A SUPPLY OF AIR FOR COMPLETE COMBUSTION OF THE FUEL AND FOR VENTILATION OF THE SPACE SHALL BE PROVIDED THE FUEL-BURNING EQUIPMENT.

(9) DEVICES PURPORTING TO REDUCE GAS CONSUMPTION BY ATTACHMENT TO A GAS APPLIANCE, TO THE GAS SUPPLY LINE THERETO, OR THE VENT OUTLET OR VENT PIPING THEREFROM SHALL NOT BE USED UNLESS LABELED FOR SUCH USE AND THE INSTALLATION IS SPECIFICALLY APPROVED.

(10) FIREPLACES, AND OTHER CONSTRUCTION AND DEVICES INTENDED FOR USE SIMILAR TO A FIREPLACE, SHALL BE STABLE AND STRUCTURALLY SAFE AND CONNECTED TO APPROVED CHIMNEYS.

(11) WHEN FACILITIES FOR INTERIOR CLIMATE CONTROL (HEATING, COOLING, AND/OR HUMIDITY) ARE INTEGRAL FUNCTIONS OF STRUCTURES USED AS DWELLING UNITS OR ROOMING UNITS SUCH FACILITIES SHALL BE MAINTAINED AND OPERATED IN A CONTINUOUS MANNER IN ACCORDANCE WITH THE DESIGNED CAPACITY.

#### B. ELECTRICAL FACILITIES.

(1) PROVIDED THAT THERE IS ELECTRIC SERVICE AVAILABLE, EVERY PREMISES OR PART THEREOF USED FOR HUMAN OCCUPANCY SHALL BE ADEQUATELY AND SAFELY PROVIDED WITH AN ELECTRICAL SYSTEM IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SECTION. THE PROVISIONS OF THIS SECTION SHALL BE CONSIDERED ABSOLUTE MINIMUM REQUIREMENTS. THE SIZE OF UNIT AND THE USAGE OF APPLIANCES AND EQUIPMENT SHALL BE USED AS A BASIS FOR DETERMINING THE NEED FOR ADDITIONAL FACILITIES IN ACCORDANCE WITH THE ELECTRICAL CODE ADOPTED BY THE LOCAL JURISDICTION.

(2) EVERY HABITABLE SPACE IN A DWELLING UNIT SHALL CONTAIN AT LEAST TWO SEPARATE AND REMOTE RECEPTACLE OUTLETS, ONE OF WHICH MAY BE A CEILING OR WALL TYPE ELECTRIC LIGHT FIXTURE. EVERY LAUNDRY AREA AND BATHROOM SHALL CONTAIN AT LEAST ONE GROUNDED TYPE RECEPTACLE. EVERY BATHROOM SHALL CONTAIN AT LEAST TWO RECEPTACLES AND EVERY KITCHEN SHALL HAVE THREE SEPARATE AND REMOTE OUTLETS, ONE OF WHICH MAY BE A CEILING OR WALL TYPE ELECTRIC LIGHT FIXTURE.

(3) EVERY PUBLIC HALL, INTERIOR STAIRWAY, WATER CLOSET COMPARTMENT, BATHROOM, LAUNDRY ROOM AND FURNACE ROOM SHALL CONTAIN AT LEAST ONE ELECTRIC LIGHTING FIXTURE.

(4) WHEN THE ELECTRICAL SYSTEM REQUIRES MODIFICATION TO CORRECT INADEQUATE SERVICE, THE SERVICE SHALL BE CORRECTED TO A MINIMUM OF 100 AMPERE, THREE WIRE SERVICE.

(5) ALL ELECTRICAL EQUIPMENT, WIRING AND APPLIANCES SHALL BE INSTALLED AND MAINTAINED IN A SAFE MANNER AND IN ACCORDANCE WITH ALL APPLICABLE LAWS. ALL ELECTRICAL EQUIPMENT SHALL BE OF AN APPROVED TYPE.

(6) WHERE IT IS FOUND, IN THE OPINION OF THE CODE ENFORCEMENT , THAT THE ELECTRICAL SYSTEM IN A STRUCTURE CONSTITUTES A HAZARD TO THE OCCUPANTS OR THE STRUCTURE BY REASON OF INADEQUATE SERVICE, IMPROPER FUSING, INSUFFICIENT OUTLETS, IMPROPER WIRING OR INSTALLATION, DETERIORATION OR DAMAGE, OR FOR SIMILAR REASONS, THE CODE OFFICIAL SHALL REQUIRE THE DEFECTS TO BE CORRECTED TO ELIMINATE THE HAZARD.

§ 49-20 ENFORCEMENT AUTHORITY.

A. IT SHALL BE THE DUTY AND RESPONSIBILITY OF THE TOWN TO ENFORCE THE PROVISIONS OF THIS CODE AS HEREIN PROVIDED.

B. THE MAYOR AND COUNCIL MAY WAIVE APPLICABILITY OF PROVISIONS OF THIS CHAPTER TO A UNIT OF RENTAL PROPERTY ON APPLICATION OF THE PROPERTY OWNER IF:

(1) ADEQUATE NOTICE IN A FORM AND MANNER SPECIFIED IN THIS CHAPTER IS AFFORDED ANY TENANT OF THE UNIT;

(2) THE TENANT IS AFFORDED IN OPPORTUNITY TO COMMENT ON THE APPLICATION EITHER IN WRITING OR IN PERSON; AND

(3) THE WAIVER WOULD NOT THREATEN THE HEALTH OR SAFETY OF ANY TENANT.

C. ANY CODE ENFORCEMENT OFFICER, OFFICIAL OR EMPLOYEE WHO ACTS IN GOOD FAITH AND WITHOUT MALICE IN THE DISCHARGE OF DUTIES OF ENFORCEMENT OF THIS CODE IS RELIEVED OF ALL PERSONAL LIABILITY FOR ANY DAMAGE THAT MAY OCCUR TO PERSONS OR PROPERTY AS A RESULT OF SUCH ACTS OR ALLEGED FAILURE TO ACT. FURTHER, THE CODE OFFICIAL SHALL NOT BE HELD LIABLE FOR ANY COSTS IN ANY ACTION, SUIT OR PROCEEDING THAT MAY BE INSTITUTED BY THE CODE OFFICIAL IN THE ENFORCEMENT OF THIS CODE. IN ANY OF THESE ACTIONS, THE OFFICIAL OR EMPLOYEE SHALL BE DEFENDED OR REPRESENTED BY THE JURISDICTION'S ATTORNEY AT LAW UNTIL THE FINAL TERMINATION OF THE PROCEEDINGS.

E. A PERSON MAY NOT BE DISPLACED BY ENFORCEMENT OF THIS CODE UNLESS ALTERNATE HOUSING IS PROVIDED.

§ 49-21 EXISTING STRUCTURES.

ALTERATIONS OR REPAIRS, OTHER THAN INCREASING THE HEIGHT OR AREA OF A STRUCTURE, MAY BE MADE TO ANY STRUCTURE WITHOUT REQUIRING THE EXISTING STRUCTURE TO COMPLY WITH ALL THE REQUIREMENTS OF A CODE FOR NEW CONSTRUCTION PROVIDED SUCH WORK CONFORMS TO THAT REQUIRED BY THIS CODE. ALTERATIONS OR REPAIRS SHALL NOT CAUSE AN EXISTING STRUCTURE TO BECOME UNSAFE OR ADVERSELY AFFECT THE PERFORMANCE OF THE BUILDING.

ALTERATIONS OR REPAIRS TO AN EXISTING STRUCTURE WHICH ARE NONSTRUCTURAL, AND DO NOT ADVERSELY AFFECT ANY STRUCTURAL MEMBER OR ANY PART OF THE STRUCTURE HAVING A REQUIRED FIRE RESISTANCE RATING, MAY BE MADE WITH THE SAME MATERIALS OF WHICH THE STRUCTURE IS CONSTRUCTED.

§ 49-22 INTERPRETATION AND WAIVER.

A. THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT SHALL DECIDE QUESTIONS OF INTERPRETATION OF THIS CODE, INCLUDING QUESTIONS RELATING TO UNIFORM, ENFORCEMENT BY



POLITICAL SUBDIVISIONS AND MAY AUTHORIZE ANY WAIVER OR EXEMPTION REQUESTED BY A LOCAL POLITICAL SUBDIVISION.

B. UPON WRITTEN REQUEST OF A LOCAL POLITICAL SUBDIVISION, THE DEPARTMENT MAY WAIVE OR VARY PARTICULAR PROVISIONS OF THIS CODE TO THE EXTENT THAT THE WAIVER IS NOT INCONSISTENT WITH ARTICLE 41 SECTION 257(C), ANNOTATED CODE OF MARYLAND IF:

- (1) GEOGRAPHIC DIFFERENCES OR UNIQUE LOCAL CONDITIONS JUSTIFY THE WAIVER;
- (2) THE WAIVER WOULD NOT THREATEN THE HEALTH OR SAFETY OF A TENANT; AND
- (3) THE APPLICATION OF THE PARTICULAR PROVISION TO THE LOCAL POLITICAL SUBDIVISION WOULD BE INEQUITABLE OR CONTRARY TO THE PURPOSES OF THE ACT.

§ 13-223LIMITATION UPON NUMBER OF OCCUPANTS.

NOT WITHSTANDING ANY OTHER PROVISION OF THIS ARTICLE, NO PERSON SHALL RENT OR LEASE ANY PREMISES OR DWELLING UNIT TO MORE THAN FIVE UNRELATED PERSONS, INCLUDING ANY OWNER-OCCUPIER, AND NO SUCH RENTED PREMISES SHALL BE OCCUPIED BY MORE THAN FIVE UNRELATED PERSONS, INCLUDING ANY OWNER-OCCUPIER.

§ 49-23 VALIDITY.

A. IF ANY SECTION, SUBSECTION, PARAGRAPH, SENTENCE, CLAUSE OR PHRASE OF THIS CODE SHALL BE DECLARED INVALID FOR ANY REASON WHATSOEVER, SUCH DECISION SHALL NOT AFFECT THE REMAINING PORTIONS OF THIS CODE WHICH SHALL CONTINUE IN FULL FORCE AND EFFECT, AND TO THIS END THE PROVISIONS OF THIS CODE ARE HEREBY DECLARED TO BE SEVERABLE.

B. THIS CODE SHALL NOT AFFECT VIOLATIONS OF ANY OTHER ORDINANCE, CODE OR REGULATION EXISTING PRIOR TO THE EFFECTIVE DATE HEREOF, AND ANY SUCH VIOLATION SHALL BE GOVERNED AND SHALL CONTINUE TO BE PUNISHABLE TO THE FULL EXTENT OF THE LAW UNDER THE PROVISIONS OF THOSE ORDINANCES, CODES OR REGULATIONS IN EFFECT AT THE TIME THE VIOLATIONS WAS COMMITTED.

§ 13-225RULES AND REGULATIONS.

THE COUNCIL SHALL PASS SUCH RULES AND REGULATIONS AS ARE CONSISTENT WITH THE PURPOSE INTENT AND ENFORCEMENT OF THIS ARTICLE.

**Section 4.** AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption.

**Section 5. AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable.

**INTRODUCED** by the Mayor and Town Council of the Town Bladensburg, at a regular meeting on **April 14, 2025** and thereafter this Ordinance was prominently posted in the Town Hall and available for inspection by the public.

**ADOPTED** by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on \_\_\_\_\_, 2025.

WITNESS

TOWN OF BLADENSBURG

\_\_\_\_\_  
Regine Watson, Clerk

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

First Reading: April 14, 2025  
Second Reading: May 12, 2025



## Agenda Item Summary Report

**Meeting Date:**  
May 12, 2025

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator  
Tyrone Collington, Police Department

**Item Title:** **ORDINANCE 13-2025** | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112, "VEHICLES AND TRAFFIC". BY ADOPTING §112-14, "STOP SIGN MONITORING SYSTEMS IN SCHOOL ZONES" TO AUTHORIZE USE OF STOP SIGN MONITORING CAMERAS IN SCHOOL ZONES.

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

**Documentation Attached:**  
Emergency Ordinance 12-2025  
List of Stop Sign Locations

**Recommended Action:**

**SECOND READING:** Staff recommends the approval of Emergency Ordinance 13-2025, amends Chapter 112 of the Town Code by adding §112-14, which officially permits the Town, through the Bladensburg Police Department, to operate stop sign cameras in school zones, as authorized by Maryland law (§21-707.1 of the Transportation Article).

**Summary:** This ordinance amends Chapter 112 of the Town Code by adding **§112-14**, which officially permits the Town, through the Bladensburg Police Department, to operate stop sign cameras in school zones, as authorized by Maryland law (§21-707.1 of the Transportation Article). The system aims to enforce compliance with stop signs and reduce traffic violations in high-risk areas.

Key elements of the ordinance include:

- Authorization for the Town to implement stop sign cameras in school zones, pending **site approval by the Prince George's County Council**.
- A requirement for **public notice** before the system becomes active is currently posted on the Town's website and in the PG POST on May 1, 2025, a local newspaper of record.
- Empowerment of the Town Council to designate specific stop sign enforcement locations by resolution.

This public safety measure reflects the Town's commitment to protecting pedestrians and encouraging safer driving behavior, especially around schools. As the process moves forward, updates on camera installation timelines and enforcement locations will be provided. **The Town will be updating a separate Ordinance on penalties, fees, and fines that will be brought to the Town Council in June 2025.**

If you have any questions regarding this matter, the Town Administrator or the Police Chief can answer them.

**Budgeted Item:** Yes [ ] No [X]  
**Budgeted Amount:** \$  
**One-Time Cost:** NA  
**Ongoing Cost:**

**Continued Date:**

**Council Priority:** Yes [ ] No [ ]

**Approved Date:**

# ORDINANCE 13-2025

## Code of the Town of Bladensburg

### AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112, “VEHICLES AND TRAFFIC”. BY ADOPTING §112-14, “STOP SIGN MONITORING SYSTEMS IN SCHOOL ZONES” TO AUTHORIZE USE OF STOP SIGN MONITORING CAMERAS IN SCHOOL ZONES.

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Bladensburg (hereinafter, the “Town”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

**WHEREAS**, §21-707.1 of the Transportation Article, Annotated Code of Maryland, as amended, authorizes the Town to operate a stop sign monitoring system to enforce the stop signs in school zones within the Town at sites approved by the Prince George’s County Council; and

**WHEREAS**, the Mayor and Council have determined that it is in the public interest that the Town adopt this enforcement mechanism for increased public safety and to request approval from the Prince George’s County Council to install a stop sign monitoring system in school zones at various intersections within the Town’s corporate limits.

**Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the Town of Bladensburg that Chapter 112, “Vehicles and Traffic”, §112-14, “Stop Sign Monitoring Systems in School Zones”, be and it is hereby enacted to read as follows:

CAPS	: Indicate matter added to existing law.
[Brackets]	: Indicate matter deleted from law.
Asterisks * * *	: Indicate matter remaining unchanged in existing law but not set forth in Ordinance
CAPS	: Indicate matter added in amendment
{Brackets}	: Indicate matter deleted in amendment

## **§112-14 STOP SIGN MONITORING SYSTEMS IN SCHOOL ZONES**

A. THE TOWN, THROUGH THE BLADENSBURG POLICE DEPARTMENT, IS AUTHORIZED TO OPERATE A STOP SIGN MONITORING SYSTEM TO ENFORCE COMPLIANCE WITH STOP SIGNS IN A SCHOOL ZONE IN CONFORMANCE WITH § 21-707.1, TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND, AS AMENDED, AT LOCATIONS APPROVED BY THE PRINCE GEORGE'S COUNTY COUNCIL.

B. BEFORE ACTIVATING A STOP SIGN MONITORING SYSTEM, NOTICE SHALL BE PUBLISHED ON ITS WEBSITE AND IN A NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN THAT THE TOWN THROUGH THE UNIVERSITY PARK POLICE DEPARTMENT HAS ADOPTED THE USE OF STOP SIGN MONITORING SYSTEM TO ENFORCE STOP SIGNS IN SCHOOL ZONES.

C. THE TOWN COUNCIL IS HEREBY AUTHORIZED TO DESIGNATE SCHOOL STOP SIGN ENFORCEMENT LOCATIONS CONSISTENT WITH THIS SECTION BY RESOLUTION.

**Section 2.** **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20) days from the date of its adoption.

**Section 3.** **AND BE IT FURTHER ORDAINED** that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the

Town that the remainder of the Ordinance shall be and shall remain in full force and effect,  
valid and enforceable.

**INTRODUCED** by the Mayor and Town Council of the Town Bladensburg, at a regular meeting on April 14 2025 and thereafter this Ordinance was prominently posted in the Town Hall and available for inspection by the public.

**ADOPTED** by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on May \_\_\_\_, 2025.

WITNESS

TOWN OF BLADENSBURG

\_\_\_\_\_  
Regine Watson, Clerk

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

First Reading: April 14, 2025

Second Reading: May 12, 2025

## **Stop Sign Camera Locations for Rotational Enforcement**

The following list identifies locations proposed for the implementation of stop sign cameras. These cameras will be deployed on a rotating basis, as needed, and will be moved to other locations within the list as necessary

- Newton St / 52<sup>nd</sup> Ave
- 48<sup>th</sup> St / Quincy St
- Quincy St West / 52<sup>nd</sup> Ave
- Quincy St East / 52<sup>nd</sup> Ave
- 51<sup>st</sup> St / Tilden Rd
- Tilden Rd / 53<sup>rd</sup> Pl
- 53<sup>rd</sup> Pl / Tilden Rd
- Tilden Rd West / 54<sup>th</sup> St
- Tilden Rd East / 54<sup>th</sup> St
- 54<sup>th</sup> St North / Tilden Rd
- 54<sup>th</sup> St South / Tilden Rd
- 54<sup>th</sup> Pl / Spring Rd
- 54<sup>th</sup> Pl North / Tilden Rd
- 54<sup>th</sup> Pl South / Tilden Rd
- Tilden Rd East / 54<sup>th</sup> Pl
- Tilden Rd West / 54<sup>th</sup> Pl
- 55<sup>th</sup> Ave / 56<sup>th</sup> Ave
- 56<sup>th</sup> Ave / 55<sup>th</sup> Ave
- 55<sup>th</sup> Ave North / Tilden Rd
- 55<sup>th</sup> Ave South / Tilden Rd
- Tilden Rd West / 55<sup>th</sup> Ave
- Tilden Rd East / 55<sup>th</sup> Ave

- 56<sup>th</sup> Ave North / Tilden Rd
- 56<sup>th</sup> Ave South / Tilden Rd
- Tilden Rd East / 56<sup>th</sup> Ave
- 56<sup>th</sup> Ave North/ 56<sup>th</sup> Pl
- 56<sup>th</sup> Place South / 56<sup>th</sup> Ave
- Decatur St West / 56<sup>th</sup> Ave
- 56<sup>th</sup> Pl North/ Emerson St
- Emerson St West / 56<sup>th</sup> Pl
- Emerson St East / 57<sup>th</sup> Ave
- 57<sup>th</sup> Ave North / Emerson St (South Side)
- 57<sup>th</sup> Ave South / Emerson St (South Side)
- Emerson St West / 57<sup>th</sup> Ave
- 57<sup>th</sup> Ave North / Emerson St (North Side)
- 57<sup>th</sup> Ave South / Emerson St (North Side)
- Emerson St East / 58<sup>th</sup> St
- Emerson St West / 58<sup>th</sup> St
- 58<sup>th</sup> St / Emerson St
- 57<sup>th</sup> Ave North / 58<sup>th</sup> Ave
- 57<sup>th</sup> Ave South / 58<sup>th</sup> Ave





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# TOWN OF BLADENSBURG

4229 Edmonston Road  
Bladensburg, Maryland



**First Reading:** May 12, 2025

**Second Reading:** June 9, 2025

## PROPOSED FY 2026 | BUDGET ORDINANCE NO: 01 – 2026

**AN ORDINANCE TO LEVY THE REAL PROPERTY AND PERSONAL PROPERTY TAX RATES AND APPROPRIATE AND ADOPT THE OPERATING BUDGET OF THE MAYOR AND TOWN COUNCIL OF BLADENSBURG, MARYLAND, FOR THE 2026 FISCAL YEAR OF JULY 1, 2025, THROUGH JUNE 30, 2026.**

**BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that pursuant to the authority contained in Article 501 of the Charter of the Town of Bladensburg, the Town Budget for the Fiscal Year 2026 is attached hereto and;

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Residential Single Family property tax levy** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at \$0.74 per \$100 of full value assessment on all taxable real property located within the corporate limits of the Town of Bladensburg; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Commercial property tax levy** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at \$0.82 per \$100 of full value assessment on all taxable real property located within the corporate limits of the Town of Bladensburg; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Industrial property tax levy** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at \$0.82 per \$100 of full value assessment on all taxable real property located within the corporate limits of the Town of Bladensburg; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Apartments property tax levy** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at \$0.85 per \$100 of full value assessment on all taxable real property located within the corporate limits of the Town of Bladensburg; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Business Personal Property tax levy** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at \$2.50 per \$100 of full value assessment on all taxable business personal property within the corporate limits of the Town of Bladensburg, besides Public Utilities and Railroads; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the **Business Personal Property tax levy for Public Utilities and Railroads** for the fiscal year commencing July 1, 2025, be, and the same is hereby set, at **\$3.25** per \$100 of full value assessment on all taxable business personal property within the corporate limits of the Town of Bladensburg; and

**BE IT FURTHER ENACTED AND ORDAINED** by the Mayor and Town Council of Bladensburg that the general operating budget for Fiscal Year 2026 is attached and will be and is hereby adopted; and

**BE IT FURTHER ENACTED AND ORDAINED** that upon adoption of this Ordinance, the same shall be authenticated by the signature of the Mayor and Town Clerk to be recorded among the Town books and kept for that purpose, and that a certified copy of the Ordinance shall be posted in the Town Hall in public view for a period of not less than ten (10) days after its passage; and

**BE IT FURTHER ENACTED AND ORDAINED** that this Ordinance shall be effective on the first day of July 2025. The requirement for reading this Ordinance at two (2) separate meetings was fulfilled on May 12, 2025, and June 9, 2025.


**INTRODUCED** by the Mayor and Council of the Town of Bladensburg at a Town Council meeting on May 12, 2025, and thereafter, this Ordinance was prominently posted in the Town Hall and available for inspection by the public.

**By Order of the Mayor and Town Council**

Attest:

\_\_\_\_\_  
Regine Watson, Town Clerk

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

<div></div> <div>Agenda Item Summary Report</div>	
Meeting Date: May 12, 2025	Submitted by: Michelle Bailey Hedgepeth, Town Administrator Regine Watson, Town Clerk
Item Title: Municipal Clerk’s Week   May 4 - 10	
Resolution 25-2025: A Resolution of the Town of Bladensburg Celebrating Municipal Clerk’s Week from May 4, 2025, to May 10, 2025.	
Work Session Item <input checked="" type="checkbox"/> ] Council Meeting Item <input checked="" type="checkbox"/> ]	Documentation Attached: Resolution
Recommended Action:	
Staff recommends the passage of this support resolution.	
<div>Item Summary:</div> <p>The Mayor and Council of the Town of Bladensburg proudly recognizes Municipal Clerks Week, observed nationally from <b>May 4 to May 10, 2025</b>. This week honors the essential contributions of Municipal Clerks who serve as the backbone of local government operations.</p> <p>In Bladensburg, we acknowledge the outstanding service of Regine Watson, our Town Clerk, and Jessica Amaya, Deputy Clerk. Both individuals play a vital role in maintaining accurate records, supporting public meetings, managing official documents, and ensuring transparency and accessibility in government functions.</p> <p>Municipal Clerks Week allows us to show our appreciation for their professionalism, attention to detail, and commitment to public service throughout the year.</p> <p>The Town sincerely thanks Ms. Watson and Ms. Amaya for their dedication to the community and excellence in service.</p>	
Budgeted Item: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ] NA Budgeted Amount: One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ]	Approved Date:



## Town of Bladensburg, Maryland RESOLUTION NO. 25 - 2025

**Date Introduced:** May 12, 2025

**Date Adopted:** May 12, 2025

**Date Effective:** May 12, 2025

**A Resolution of the Town of Bladensburg Celebrating Municipal Clerk Week, May 4 - 10, 2025**

**WHEREAS**, the Office of the Municipal Clerk is a vital part of local government, providing professional service to elected officials, staff, and the public; and

**WHEREAS**, Municipal Clerks serve as the official recordkeepers for municipalities, managing public records, elections, meeting agendas and minutes, and numerous civic functions with integrity, accuracy, and dedication; and

**WHEREAS**, the Town of Bladensburg proudly recognizes **Municipal Clerks Week**, an opportunity to honor and celebrate the valuable contributions of Municipal Clerks in local governance; and

**WHEREAS**, **Regine Watson**, our dedicated **Town Clerk**, and **Jessica Amaya**, who serves as **Deputy Clerk**, have shown outstanding commitment and professionalism in carrying out their responsibilities and supporting the mission of the Town throughout the year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Town of Bladensburg do hereby celebrate **Municipal Clerks Week** and extend their heartfelt appreciation to **Regine Watson** and **Jessica Amaya** for their continued service and dedication to the Town of Bladensburg and its residents.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of May 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson, Town Clerk

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



# *An Invitation to Celebrate Professional Municipal Clerks*

Section 10, Item A.

On behalf of the International Institute of Municipal Clerks, we would like to extend a heartfelt invitation to Mayors and City Managers to join us in celebrating the 56th Annual Professional Municipal Clerks Week May 4 to May 10, 2025

This annual observance offers a special opportunity to recognize and honor the critical role municipal clerks play in our communities. They are essential in ensuring transparency, efficiency, and the smooth operation of local government.

Municipal clerks are the backbone of local government operations, often working behind the scenes to oversee key functions like recordkeeping, election management, legislative documentation, and maintaining public trust through transparency and accountability. Their dedication is vital to the effective functioning of our municipalities.


We believe your recognition of municipal clerks would be a meaningful way to show appreciation for their hard work and commitment. Additionally, your participation will provide an opportunity to connect with clerks from across the region, exchange best practices, and explore ways to further support local governance.

We sincerely hope you can take part in this week of celebration. Your involvement will help highlight the invaluable contributions of municipal clerks to the communities they serve.

Thank you for considering this invitation. Here are a few ideas for how you can celebrate your clerks in your municipality: send flowers, treat them to breakfast or lunch, or celebrate at your Council Meeting. For additional information, please contact [janis@iimc.com](mailto:janis@iimc.com).





<div></div> <div>Agenda Item Summary Report</div>	
Meeting Date: May 12, 2025	Submitted by: Chief Collington, Police Chief Michelle Bailey Hedgepeth, Town Administrator
Item Title: Police Week: May 11-17, 2025	
Resolution 26-2025: A Resolution of the Town of Bladensburg Celebrating National Police Week, May 11 - 17, 2025, and Expressing Gratitude to the Bladensburg Police Department	
Work Session Item <input checked="" type="checkbox"/> ] Council Meeting Item <input checked="" type="checkbox"/> ]	Documentation Attached: Resolution
Recommended Action:	
Staff recommends the passage of this support resolution.	
<div>Item Summary:</div> <p>This is an annual resolution celebrating Police Week in the Town of Bladensburg.</p> <p>The Resolution has the following highlights:</p> <ol style="list-style-type: none"><li>1. The Town of Bladensburg hereby recognizes and celebrates National Police Week, May 11 - 17, 2025, in honor of the service and sacrifice of law enforcement officers.</li><li>2. The Town Council extends its sincere gratitude to Chief Tyrone Collington for his exemplary leadership, dedication, and commitment to the safety and well-being of the residents of Bladensburg.</li><li>3. The Town Council commends the members of the Bladensburg Police Department, including the Patrol, CID, Special Assignment Team, K-9 Unit, and Community Action Team, for their outstanding service and contributions to the community.</li><li>4. The Town Council acknowledges the importance of the various programs and initiatives implemented by the Bladensburg Police Department, particularly those aimed at youth engagement and fostering positive relationships between law enforcement officers and the community.</li><li>5. The Town Council encourages all residents to join in expressing appreciation for the efforts of Chief Tyrone Collington and the members of the Bladensburg Police Department during National Police Week and throughout the year.</li><li>6. This resolution shall take effect immediately upon its passage.</li></ol> <p>Chief Collington will answer any questions.</p>	
Budgeted Item: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ] NA Budgeted Amount: One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ]	Approved Date:



**Town of Bladensburg, Maryland**  
**RESOLUTION NO. 26 - 2025**

**Date Introduced:** May 12, 2025

**Date Adopted:** May 12, 2025

**Date Effective:** May 12, 2025

**A Resolution of the Town of Bladensburg Celebrating National Police Week, May 11 - 17, 2025, and Expressing Gratitude to the Bladensburg Police Department**

**Whereas**, the Town of Bladensburg recognizes the importance of honoring the dedication, service, and sacrifice of law enforcement officers across the nation during National Police Week; and

**Whereas**, National Police Week provides an opportunity to express appreciation for the contributions of law enforcement officers to public safety and to honor those who have lost their lives in the line of duty; and

**Whereas**, Chief Tyrone Collington has demonstrated exemplary leadership and dedication in his role as Police Chief of the Town of Bladensburg, working tirelessly to ensure the safety and well-being of our residents; and

**Whereas**, the Bladensburg Police Department, including the Patrol, Criminal Investigation Division (CID), Special Assignment Team, K-9 Unit, and Community Action Team, plays a vital role in maintaining public safety and enhancing community relations through various programs and initiatives, including youth engagement and police explorer programs;

**Now, therefore, be it resolved** by the Town Council of Bladensburg that:

1. The Town of Bladensburg hereby recognizes and celebrates National Police Week, May 11 - 17, 2024, in honor of the service and sacrifice of law enforcement officers.
2. The Town Council acknowledges the importance of the various programs and initiatives implemented by the Bladensburg Police Department, particularly those aimed at youth engagement and fostering positive relationships between law enforcement officers and the community.
3. The Town Council encourages all residents to join in expressing appreciation for the efforts of Chief Tyrone Collington and the members of the Bladensburg Police Department during National Police Week and throughout the year.




**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of May 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson  
Town Clerk

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

<div></div> <div>Agenda Item Summary Report</div>	
Meeting Date: May 12, 2025	Submitted by: Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
Item Title: Public Works Week: May 18-25, 2025	
Resolution 27-2025: A Resolution of the Town of Bladensburg Recognizing Public Works Week, May 18 - 24, 2025	
Work Session Item <input checked="" type="checkbox"/> ] Council Meeting Item <input checked="" type="checkbox"/> ]	Documentation Attached: Resolution
Recommended Action:	
Staff recommends the passage of this support resolution.	
<div>Item Summary:</div> <p>This is an annual resolution celebrating Public Works Week in the Town of Bladensburg.</p> <p>The Resolution has the following highlights:</p> <ol style="list-style-type: none"><li>1. The Town of Bladensburg hereby proclaims the week of May 18 - 24, 2025, as Public Works Week in recognition of the valuable contributions of public works professionals to our community.</li><li>2. The Town Council encourages all residents to celebrate Public Works Week and express gratitude to public works employees for their dedication and service.</li><li>3. The Town Council acknowledges the theme "People, Places and Purpose" and commits to supporting collaboration and innovation in addressing the infrastructure needs of the Town of Bladensburg.</li><li>4. The Town Council extends its appreciation to all public works employees for their hard work, professionalism, and commitment to maintaining and enhancing the infrastructure and services that contribute to the well-being and prosperity of our community.</li><li>5. This resolution shall take effect immediately upon its passage.</li></ol> <p>Purnell Hall will answer any questions.</p>	
Budgeted Item: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ] NA Budgeted Amount: One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes <input type="checkbox"/> ] No <input type="checkbox"/> ]	Approved Date:



**Town of Bladensburg, Maryland  
RESOLUTION NO. 27 - 2025**

**Date Introduced:** May 12, 2025

**Date Adopted:** May 12, 2025

**Date Effective:** May 12, 2025

**A Resolution of the Town of Bladensburg Recognizing Public Works Week, May 18 - 24, 2025**

**Whereas**, the Town of Bladensburg recognizes the vital role that public works infrastructure and services play in enhancing the quality of life for its residents and ensuring the functionality of the community; and

**Whereas**, the dedicated efforts of public works professionals contribute significantly to the safety, health, and well-being of our residents by maintaining and improving our infrastructure, including roads, bridges, parks, and Town facilities; and

**The** theme of Public Works Week 2025, “People, Purpose, Presence,” highlights three cornerstone ideals that motivate public works professionals to serve in their communities every day. Meeting the needs of people is what gives public works its sense of purpose. Many times, public works professionals will never meet those whose lives have been impacted because when things are going right, no one knows that public works is there but they provide essential work to our residents.; and

**Whereas**, Public Works Week provides an opportunity to educate the public about the importance of public works services and to recognize the hard work and commitment of the individuals who serve in these essential roles; and

**Whereas**, Public Works Week provides an opportunity for the Town Council to thank the hard work and dedication of Mr. Purnell Hall, Public Works Supervisor, for his efforts in making the Town a better place to live, work, and play; and

**Now, therefore, be it resolved** by the Town Council of Bladensburg that:

1. The Town of Bladensburg hereby proclaims the week of May 18 - 24, 2025, as Public Works Week in recognition of the valuable contributions of public works professionals to our community.

- 2. The Town Council encourages all residents to celebrate Public Works Week and thank public works employees for their dedication and service.
- 3. The Town Council extends its appreciation to all public works employees for their hard work, professionalism, and commitment to maintaining and enhancing the infrastructure and services that contribute to our community's well-being and prosperity.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of May 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson  
Town Clerk

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



# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Regine Watson, Town Clerk
<b>Item Title: Resolution 28-2025:</b> A RESOLUTION OF SUPPORT FOR AN APPLICATION FOR GRANT FUNDING FROM THE NATIONAL FISH AND WILDLIFE FOUNDATION FOR A CHESAPEAKE BAY PROJECT	
<b>Resolution 28-2025:</b> A RESOLUTION OF SUPPORT FOR AN APPLICATION FOR GRANT FUNDING FROM THE NATIONAL FISH AND WILDLIFE FOUNDATION FOR A CHESAPEAKE BAY PROJECT	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Resolution
<b>Recommended Action:</b>	
Staff recommends the passage of this support resolution.	
<p><b>Item Summary:</b> Staff is seeking Council approval for Resolution 028-2025 to support a grant application to the National Fish and Wildlife Foundation (NFWF). This application, submitted jointly with the Town of Edmonston, seeks \$150,000 in funding to study grey and green infrastructure solutions for long-standing flooding issues in the industrial areas of both towns.</p> <p>The flooding in these areas has been chronic and historic, affecting public safety, environmental quality, and economic stability. The proposed project will include technical engineering analysis and community outreach to identify sustainable infrastructure strategies supporting flood mitigation and ecological health.</p> <p>This collaborative initiative has received letters of support from fellow Port Towns, MNCPPC, local businesses, and community organizations. If funded, the project will enhance regional climate resilience, support Chesapeake Bay restoration goals, and promote economic and environmental revitalization in the impacted areas.</p> <p>The Town Administrator will be able to answer any questions on this matter.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



## Town of Bladensburg, Maryland RESOLUTION NO. 28 - 2025

**Date Introduced:** May 12, 2025

**Date Adopted:** May 12, 2025

**Date Effective:** May 12, 2025

### **A RESOLUTION OF SUPPORT FOR AN APPLICATION FOR GRANT FUNDING FROM THE NATIONAL FISH AND WILDLIFE FOUNDATION FOR A CHESAPEAKE BAY PROJECT**

**WHEREAS**, the Town of Bladensburg is committed to fostering sustainable development and environmental stewardship for the well-being of its residents and the long-term resilience of the Chesapeake Bay watershed; and

**WHEREAS**, the Town of Bladensburg, in collaboration with the Town of Edmonston, seeks to address the chronic and historic flooding issues that have significantly impacted the industrial areas of both municipalities; and

**WHEREAS**, this joint effort aims to conduct a comprehensive study of the area's existing grey and green infrastructure to propose viable, long-term solutions that prioritize environmental integrity and climate resilience; and

**WHEREAS**, the proposed project aligns with the mission of the National Fish and Wildlife Foundation (NFWF) and supports broader efforts to improve stormwater management, enhance water quality, and restore ecological function within the Chesapeake Bay watershed; and

**WHEREAS**, this initiative has garnered strong support from fellow Port Towns, local community organizations, the Maryland-National Capital Park and Planning Commission (MNCPPC), and the regional business community, highlighting its collaborative and community-centered approach; and

**WHEREAS**, the Town Council of Bladensburg has approved the submission of a \$150,000 grant application to NFWF. The grant will fund engineering analyses and robust community outreach to ensure inclusive, transparent, and equitable project planning and implementation.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Bladensburg, on this 12th day of May 2025, that the Town formally supports the joint grant

application to the National Fish and Wildlife Foundation for funding a critical infrastructure and environmental planning project in partnership with the Town of Edmonston.

**BE IT FURTHER RESOLVED**, that the Town Administrator is authorized to take all necessary actions to facilitate the grant application, manage project implementation, and promote public engagement in alignment with the Town's commitment to sustainability, equity, and regional cooperation.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of May 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson  
Town Clerk

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



# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Regine Watson, Town Clerk
<b>Item Title: Resolution 29-2025:</b> A Resolution in support of the operating assistance grant application for technical assistance funding through the Maryland Department of Housing and Community Development (DHCD)	
<b>Resolution 29-2025:</b> A Resolution in support of the operating assistance grant application for technical assistance funding through the Maryland Department of Housing and Community Development (DHCD)	
<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Resolution
<b>Recommended Action:</b>	
Staff recommends the passage of this support resolution.	
<p><b>Item Summary:</b> The Town of Bladensburg, in coordination with the Towns of Colmar Manor, Cottage City, and Edmonston (collectively the Port Towns), seeks Council approval for Resolution 029-2025 in support of an Operating Assistance Grant application under the Maryland Department of Housing and Community Development’s (DHCD) Technical Assistance Grant (TAG) program.</p> <p>The Port Towns have formally established a Community Development Corporation (CDC) to promote joint economic and housing development initiatives across the region. The TAG application requests \$50,000 in funding to support operational and technical services critical to launching and sustaining the CDC's mission.</p> <p>The Port Towns have partnered with Common Resilience, an experienced economic development consultant, to assist with capacity-building, strategic planning, and implementation support. The TAG funding will directly support efforts to build out this joint infrastructure and align with the core priorities of the TAG program, including:</p> <ul style="list-style-type: none"><li>• Investing in designated Just Communities to ensure equitable development and fair housing,</li><li>• Supporting increased housing production (including affordable, middle-market, and mixed-income housing),</li><li>• Promoting generational wealth-building strategies like homeownership and small business support.</li></ul> <p>This effort builds on the Port Towns’ collective designation as a Sustainable Community, reaffirmed in 2024, and represents a key milestone in the region’s long-term economic revitalization strategy.</p> <p>The Town Administrator will be able to answer any questions on this matter.</p>	
<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>





## Town of Bladensburg, Maryland RESOLUTION NO. 29 - 2025

**Date Introduced:** May 12, 2025

**Date Adopted:** May 12, 2025

**Date Effective:** May 12, 2025

### **A RESOLUTION IN SUPPORT OF THE OPERATING ASSISTANCE GRANT APPLICATION FOR TECHNICAL ASSISTANCE FUNDING THROUGH THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)**

**WHEREAS**, the Town of Bladensburg is committed to sustainable economic growth, community revitalization, and equitable development for all residents; and

**WHEREAS**, the Town of Bladensburg, in partnership with the Towns of Colmar Manor, Cottage City, and Edmonston (collectively known as the Port Towns), has formally resolved to establish and support a unified **Community Development Corporation (CDC)** dedicated to fostering regional collaboration and driving inclusive economic transformation; and

**WHEREAS**, the Port Towns seek to secure **Technical Assistance Grant (TAG)** funding from the Maryland Department of Housing and Community Development (DHCD) in the amount of **\$50,000** to support operating and technical needs as part of their continued progress in economic development and housing strategy implementation; and

**WHEREAS**, the Towns have engaged **Common Resilience**, a reputable and experienced economic development organization, to provide professional support and technical guidance, building on their proven success with similar community and main street initiatives throughout the region; and

**WHEREAS**, the TAG program is designed to assist local governments and nonprofit partners in strengthening operational capacity and advancing critical goals in housing development, economic mobility, and community revitalization; and

**WHEREAS**, the Port Towns remain committed to the core values of the TAG program, including:

- Investing in **Just Communities**—ensuring that all residents, regardless of background, have access to fair housing, economic opportunity, and community resources;

- Increasing the supply of **mixed-income, middle-market, and affordable housing**;
- Supporting **generational wealth building** through homeownership, small business development, and legacy homeowner reinvestment; and

**WHEREAS**, the Port Towns are a designated **Sustainable Community** under DHCD and, through the 2024 community plan update, have prioritized the formation of the CDC and collaborative efforts to amplify regional economic outcomes; and

**WHEREAS**, the work to be performed by Common Resilience under the Technical Assistance Grant will provide critical infrastructure for the Port Towns CDC and accelerate shared economic development goals.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Town of Bladensburg, on this 12th day of May 2025, that the Town formally supports the submission of the Operating Assistance Grant application to the Maryland Department of Housing and Community Development for Technical Assistance funding in the amount of \$50,000.

**BE IT FURTHER RESOLVED**, that the Town Administrator is hereby authorized to prepare and submit the application on behalf of the Town and to take any actions necessary to implement the grant if awarded.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of May 2025 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Regine Watson  
Town Clerk

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



# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025		<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator	
Item Title: <b>CONTRACT APPROVAL:</b> Approval of a contract for repairs to Bostwick House - Wash House Stabilization, using MNCPPC Historic Preservation funds			
<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>		<b>Documentation Attached:</b> RFP Bostwick House – Wash House Site Photos Proposals	
<b>Recommended Action:</b> Staff recommends that the Council approve an agreement for stabilization work and repairs to the Bostwick House – Wash House. This project is partially funded by \$50,000 from MNCPPC Historic Preservation Funds.			
<b>Purpose &amp; Summary:</b> Here is a Summary of the RFB and information regarding the repairs to the Bostwick House   Wash House, which is funded for up to \$50,000 from MNCPPC Historic Preservation Funds.			
<b>Bid Release Date:</b> April 17, 2025 <b>Submittal Due Date:</b> May 5, 2025			
<b>Background:</b> Constructed in 1746 by Christopher Lowndes, the Bostwick House is one of Bladensburg’s few remaining pre-revolutionary structures and a significant piece of the Town's heritage. It was later home to Benjamin Stoddert, former Secretary of War and Secretary of the Navy. The Town of Bladensburg acquired the property in 1997 and entered into a perpetual historic preservation easement with the Maryland Historical Trust (MHT) and the MNCPPC Historic Preservation Commission (HPC). The site has since served educational, environmental, and public engagement purposes.			
<b>Project Scope:</b> This project focuses on rehabilitating and stabilizing the Wash House, a historic outbuilding adjacent to the main structure. To ensure compliance with preservation standards, all work will be performed under the oversight of MHT.			
<b>Key Work Items Include:</b> <ul style="list-style-type: none"><li>• <b>Window/Door Rehabilitation:</b><ul style="list-style-type: none"><li>○ Removal and restoration of existing sashes/doors</li><li>○ Rebuilding one double-hung window to match original design</li><li>○ Reinstallation with new sash cords and priming for final painting</li></ul></li><li>• <b>Exterior Trim and Woodwork:</b></li></ul>			

- Removal of rotted wood, restoration/replacement of eaves, fascia, cornices, and dentil trim
- Flashing replacement where missing or damaged
- **Painting:**
  - Scraping and preparation of all painted surfaces
  - Three-coat paint application using Sherwin-Williams materials
  - Full caulking and puttying prior to finish coats
- **Masonry Repairs:**
  - Repointing and replacement of cracked or missing bricks at door and window areas
  - Removal and replacement of failed grout along the east elevation

This project is essential in preserving the integrity of Bostwick’s historic assets and ensuring their continued use for educational and community programming.

**Winning Proposal Summary:**

The Town received two proposals, and at the time of posting, staff were still reviewing the bids. Both bidders information has been posted as hold for this item.

If you have any questions regarding this matter, the Town Administrator can answer them.

<b>Budgeted Item:</b> Yes [ <input type="checkbox"/> ] No [ <input checked="" type="checkbox"/> ] <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	<b>Approved Date:</b>

Site Photos:







Contractor / Builder  
Financial Proposal Form

REQUEST FOR PROPOSALS: BOSTWICK HOUSE WASH HOUSE STABALIZATION

FIRM / TEAM NAME:	Colossal Contractors, Inc.	
Description	Cost	
BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION	\$49,700.00	
TOTAL	\$49,700.00	


ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

Addendum Number and Date	Initials

We hereby submit our proposal to the *Aman Trust and Town of Bladensburg* for the *BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION*.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Construction Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of 60 calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

Proposal submitted by representative hereby designated as project contact:

NAME:	Juan R. Navarro
TITLE & FIRM NAME:	President            Colossal Contractors, Inc.
ADDRESS:	4601 Sandy Spring Rd. Burtonsville, MD 20866
PHONE:	(301) 476-9060
E-MAIL:	amedina@colossalcontractors.com
FEDERAL EIN #	52-2262833
DATE:	05/02/2025
SIGNATURE:	



## Contractor / Subcontractor Qualifications Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

**Project Identification: BOSTWICK HOUSE WASH HOUSE**


Company Name	Colossal Contractors, Inc.
Contact Name	Juan R. Navarro
Contact Title	President
Address, City, State, ZIP	4601 Sandy Spring Rd. Burtonsville, MD 20866
Phone / Fax	(301) 476-9060 / (301) 476-9064
Email	amedina@colossalcontractors.com
Website	www.colossalcontractors.com

1.	How many years has your organization been in business?	25 Years	
2.	How many years under your present name?	25 Years	
3.	What time periods under a previous business name? (List below)		
	Company Name	N/A	Dates
	Company Name		Dates
	Company Name		Dates
	Company Name		Dates
4.	Is your organization licensed to do business in the State of Maryland?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	Home Improvement	License Number 122805
	Expiration date	08-09-2026	
8.	Is your firm certified MBE in the State of Maryland?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	If yes, please explain:	
10.	List four or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects, or refer us to your website.</b> We may contact your references.	
a.	Project Name	Interior and Exterior Modifications to Brookside Nature Center
	Project Address	1400 Gallan Ave. Wheaton, MD 20902
	Years of Construction	approximately 5 months
	Client / Reference Name	MNCPPC / David Linton
	Client / Reference Phone or Email	(301) 495-2597 / david.linton@montgomeryparks.org
	Web link if available	
b.	Project Name	Health Suite Renovation at Beechfield E/M School
	Project Address	301 S. Beechfield Ave. Baltimore, MD 21229
	Years of Construction	approximately 2 months
	Client / Reference Name	Baltimore City Public Schools / Larry Conner
	Client / Reference Phone or Email	(443) 301-6425 / LWConner@bcps.md.us
	Web link if available	
c.	Project Name	Time & Materials Building & Grounds Improvement Services
	Project Address	Various Historic Mansions of the City of Rockville
	Years of Construction	2016 - On Going
	Client / Reference Name	City of Rockville / Noel Gonzalez
	Client / Reference Phone or Email	(240) 314-8728 (240) 383-6693 / ngonzalez@rockvillemd.gov
	Web link if available	
d.	Project Name	Building and Grounds Improvements Services
	Project Address	1700 E. Cold Spring Ln. Baltimore, MD 21251
	Years of Construction	2015 - On-Going
	Client / Reference Name	Morgan State University / Westley Sievers
	Client / Reference Phone or Email	(443) 885-3591 (410) 649-9474 / westley.sievers@morgan.edu
	Web link if available	
e.	Project Name	Building & Grounds Improvements Services
	Project Address	Various location in Montgomery County and Prince George's County
	Years of Construction	2020 - On-Going
	Client / Reference Name	MNCPPC / Yaneth Galindo
	Client / Reference Phone or Email	(301) 780-2391 (240) 832-8034 / yaneth.galindo@pgparks.com
	Web link if available	

11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualifications that will indicate ability to perform work required on this project.</i></b>		
a.	Name	Juan R. Navarro	
	Specialty / Trade	Project Coordinator	
	Project Role	Project Coordinator	
	Years of experience	35 Years	
	Years with this firm	25 Years	
	Involved in projects listed above?	Yes	
b.	Name	Ariel Rodriguez	
	Specialty / Trade	Architect	
	Project Role	Field Superintendent	
	Years of experience	35 Years	
	Years with this firm	18 Years	
	Involved in projects listed above?	Yes	
c.	Name	Silvio Aguirre	
	Specialty / Trade	Supervisor	
	Project Role	Supervisor	
	Years of experience	35 Years	
	Years with this firm	12 Years	
	Involved in projects listed above?	No	
d.	Name	Juan Carlos Torres	
	Specialty / Trade	Carpenter	
	Project Role	Carpenter	
	Years of experience	27 Years	
	Years with this firm	22 Years	
	Involved in projects listed above?	Yes	
12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b><i>Please attach brief resumes of each subcontractor firm, describing</i></b>		

	<b><i>specific experience and qualification that will indicate ability to perform work required on this project.</i></b>	
a.	Firm Name	N/A
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Involved in projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Firm Name	
	Specialty / Trade	
	Address, City, State, Zip	

		Phone	
		Email	
		Website	
		Years in business	
		Are you involved in the projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The undersigned certifies the truth and correctness of all statements.			
		Prepared by:	Juan R. Navarro
		Title:	President
		Signature:	

**Contractor / Builder**  
**Conflict of Interest Affidavit and Disclosure Form**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: 05/02/2025

By: Juan R. Navarro, President (Authorized Representative and Affiant)



# CERTIFICATE OF LIABILITY INSURANCE

Section 10, Item F.

DATE (MM/DD/YYYY)

2/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
HMS Insurance Associates, Inc.  
20 Wight Ave Suite 300  
Hunt Valley MD 21030

CONTACT NAME: Jeremy Teets  
PHONE (A/C No Ext): 410-785-1611 FAX A/C No.: 443-632-3472  
E-MAIL ADDRESS: Jeremy.Teets@marshmma.com

INSURED  
Colossal Contractors Inc.  
4601 Sandy Spring Rd  
Burtonsville MD 20866

COLOCON-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Harford Mutual Insurance Co	14141
INSURER B : Chesapeake Employers Insurance	11039
INSURER C : Zurich American Insurance	16535
INSURER D : Nautilus Insurance Company	17370
INSURER E : Princeton Excess	10786
INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 1952679603

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 5,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		MP10721889	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CA104592710	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$		CU10306553	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> Y N/A	4544154 WC6733151-10	12/18/2024 12/18/2024	12/18/2025 12/18/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D E	Pollution Liability Professional Liability Excess 5x5		CPP2042744-10 CPP2042744-10 82A3FF0004478-01	3/29/2024 3/29/2024 3/1/2025	3/29/2025 3/29/2025 3/1/2026	Each Occurrence/Agg \$1M/\$3M Each Claim 1,000,000 Limit 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# United States Environmental Protection Agency

This is to certify that

Colossal Contractors, Inc

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226

In the Jurisdiction of:

All EPA Administered Lead-based Paint Activities Program States, Tribes and Territories

This certification is valid from the date of issuance and expires June 03, 2026

LBP-66617-2

Certification #

February 28, 2023

Issued On



Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch



# United States Environmental Protection Agency

This is to certify that



Colossal Contractors, Inc.

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires July 09, 2025

NAT-66617-3

Certification #

May 20, 2020

Issued On



*Michelle Price*

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch

# United States Environmental Protection Agency

This is to certify that



Colossal Contractors, Inc

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires July 09, 2030

NAT-66617-4

Certification #

February 28, 2023

Issued On

A handwritten signature in black ink, appearing to read "Michelle Price".

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch

06/25/2024

Section 10, Item F.

MARYLAND HOME IMPROVEMENT COMMISSION

08 05 122805  
MESSAGE(S):

COLOSSAL CONTRACTORS INC

6354 06-18-2024



LICENSE \* REGISTRATION \* CERTIFICATION \* PERMIT

STATE OF MARYLAND

MARYLAND DEPARTMENT OF LABOR

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:

COLOSSAL CONTRACTORS INC

COLOSSAL CONTRACTORS INC  
05-122805  
4601 SANDY SPRING ROAD  
BURTONSVILLE MD 20866

Wes Moore  
Governor  
Aruna Miller  
Lt. Governor  
Portia Wu  
Secretary

IS AN AUTHORIZED: 05 - CONTRACTOR/SALESMAN (CORP/PART)

LIC/REG/CERT  
122805

EXPIRATION  
08-09-2026

EFFECTIVE  
N/A

CONTROL NO  
6279980

Signature of Bearer

Secretary

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

08 05 122805

6,279,980

08 05 122805  
MARYLAND HOME IMPROVEMENT COMMISSION  
1100 N. EUTAW STREET  
BALTIMORE, MD 21201

COLOSSAL CONTRACTORS INC  
COLOSSAL CONTRACTORS INC  
05-122805  
4601 SANDY SPRING ROAD  
BURTONSVILLE MD 20866

		LICENSE * REGISTRATION * CERTIFICATION * PERMIT		STATE OF MARYLAND		MARYLAND DEPARTMENT OF LABOR		Wes Moore Governor Aruna Miller Lt. Governor Portia Wu Secretary	
MARYLAND HOME IMPROVEMENT COMMISSION									
CERTIFIES THAT:									
COLOSSAL CONTRACTORS INC									
IS AN AUTHORIZED: 05 - CONTRACTOR/SALESMAN (CORP/PART)									
LIC/REG/CERT		EXPIRATION		EFFECTIVE		CONTROL NO			
122805		08-09-2026		N/A		6279980			
Signature of Bearer					Secretary				

90 County

# State of Maryland

## License

15354947

15237791

10253719



COLOSSAL CONTRACTORS INC  
4601 SANDY SPRING RD  
BURTONSVILLE MD 20866

COLOSSAL CONTRACTORS INC  
4601 SANDY SPRING RD  
BURTONSVILLE MD 20866

# 25

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE  
MO DAY YR  
03/25/2025

MONTHS PAID  
12

*Karen A. Bushell*

THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON **APRIL 30, 2026**

ISSUING FEES	2.00
TOTAL	17.00
AMOUNT PAID	17.00

ISSUED BY

KAREN A. BUSHELL, CLERK OF CIRCUIT COURT  
50 MARYLAND AVENUE, ROOM 1300  
ROCKVILLE, MARYLAND 20850 (240)777-9460

DAO

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



\*15\$150\$T15237791\$T15354947\*

Scan this one second



\*15.00\$M0.00\$M0.00\$M2.00\*



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www.colossalcontractors.com

**Town of Bladensburg  
4229 Edmonston Rd  
Bladensburg MD 20710**

**RE: Bostwick House Wash House Rehabilitation Project**

**May 5, 2025 @3:00 PM**



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www.colossalcontractors.com

May 2, 2025

**Town of Bladensburg  
4229 Edmonston Rd  
Bladensburg MD 20710**

**RE: Bostwick House Wash House Rehabilitation Project**

**Dear Sir or Madam:**

In regards to the above referenced project, Colossal Contractors is pleased to present our Technical Proposal package for your consideration.

The following is our principal information:

1. Contact Information  
Colossal Contractors, Inc  
4601 Sandy Spring Rd, Burtonsville MD 20866  
Tel: 301-476-9060 Fax 301-476-9064  
Authorized Persons:  
Juan R. Navarro, President [rnavarro@colossalcontractors.com](mailto:rnavarro@colossalcontractors.com)  
Ramon A. Cruz, Vice President [acruz@colossalcontractors.com](mailto:acruz@colossalcontractors.com)  
Carlos A. Tabares, Sec/Treasurer [ctabares@colossalcontractors.com](mailto:ctabares@colossalcontractors.com)  
2. FEI# 52-2262833  
3. eMM # 127711

Colossal Contractors, Inc, has thoroughly familiarized with the technical requirements of the **Bostwick House Wash House Rehabilitation Project**. We hereby acknowledge our clear understanding of all proposed scope of work.

Thank you for the attention given to our proposal.

**Sincerely,**

**Juan R. Navarro  
President**



## COMPANY PROFILE

Colossal Contractors, Incorporated was founded in May 2000 under the Laws of the State of Maryland by Juan R. Navarro, Ramon A. Cruz and Carlos A. Tabares. The company is registered as a "C" corporation. Its headquarters are in Montgomery County at 4601 Sandy Spring Rd, Burtonsville, MD 20866, with contact numbers (301) 476-9060 and fax (301) 476-9064.

Over the past twenty-five years, Colossal Contractors Inc. has offered a variety of services for Government, Commercial, Educational, and Residential markets including renovations, painting, carpentry, masonry services, temporary staffing and snow removal services. In all projects Colossal Contractors, Inc. has evolved into a professionally managed company with the objective of providing quality jobs on time. Our team of professionals has an average of 30 years of experience and about 50 skilled employees in various trades.

The bonding capacity has grown considerably, which has allowed us to undertake more complex projects. With current bonding up to One Million, for an individual job, and Two Million aggregate.

## Minority Status

Colossal Contractors, Inc. is currently a fully certified with Maryland State agencies including Maryland Department of Transportation, Prince Georges County, Montgomery County, Baltimore City and Virginia Small, Woman and Minority Program as Minority Small company.



## **Our Vision**

Offer the best quality services to obtain satisfied customers.

## **Our Mission**

Provide the best service at the most competitive prices focusing in quality work and customer service, while maintaining our professionalism and pride in our performance and been socially and environmentally conscious for the benefit our community.

## **Objectives**

Completed all contracts with 100% satisfaction within the contractual requirements.

## **Safety**

Colossal Contractors, Inc. conducts all operations safely to prevent accidents, injuries to persons, and to prevent damage to property. The company is proud of its high standards for our work, our people, and our efforts in providing a safe working environment.





## Minority Participation Plan

As a minority owned company, Colossal Contractors values the utilization of minority firms in any field.

We have participated in both sides of the procurement process both as Prime and Subcontractors in various local and State funded projects including agencies such as the Maryland State Highway Administration, Washington Suburban Sanitary Commission, City of Baltimore, and Anne Arundel County Public Schools, among others.

As source, we will utilize the DMBE directory to located firms willing to participate in the projects, providing them with all necessary technical and general information needed to create a working relationship beneficial for Maryland Stadium Authority, the minority contractor, and our company.

Colossal will provide and file all necessary paper work to document the participation of minority firms in our projects.



## Experience and Past Performance

The following are current and past contracts for work performed by Colossal Contractors involving multiple projects being carried out simultaneously at various locations.

### 1. Maryland Department of General Services

301 West Preston Street, Baltimore MD 21201

Contact Person: Craig Haynie 443-550-6248(office)

[Craig.haynie@maryland.gov](mailto:Craig.haynie@maryland.gov)

Title: Project Manager

Contracts: Renovation services at Jefferson Patterson Park and Museum

Scope of Work: Provide labor and materials to perform demo and install new cement lap siding, install new vapor barrier and new flashing at Jefferson Patterson Park and Museum.

Contract Dates: June 2017

Contract Amount: \$58,700.00

Performance Objectives satisfied: All projects were completed in a timely and satisfactory fashion.

Numbers of Employees: Crew 4 People in average

### 2. St. Mary's College of Maryland

1301 Seven Locks Road, Rockville, MD 20854

Contact Person: James S. Gott 240-895-4287

Title: Project Manager

Contracts: ARC Copper Siding

Scope of Work: Provide labor, materials and equipment to repair and replace damaged vertical copper siding panels at two locations at the ARC.

Contract Dates: May 2017

Contract Amount: \$20,000.00

Performance Objectives satisfied: All projects were completed in a timely and satisfactory fashion.

Numbers of Employees: Crew 4 People in average



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### 3. **Baltimore City Public Schools**

2221. Garret Avenue

Baltimore MD 22218

Contact Person: Mike Rozier 443-904-8530  
mdrozier@bcps.k12.md.us

Contracts: On Call General Services

Scope of Work: Renovation services at various schools of Baltimore City Public Schools.

Dates: March 2016 on Going

Contract Amount: \$250,000.00



## Past Projects & Similar Contracts

Colossal Contractors has experience to perform On Call General Contracting Services work with local government agencies, schools, and colleges. Please see below past and similar projects contracts.

AGENCY	<a href="#">CONTRACT Number</a>	PROJECT NAME
BALTIMORE COUNTY	<a href="#">B-1391</a>	On Call General Services
CITY OF ROCKVILLE UNDER BALTIMORE COUNTY CONTRACT	<a href="#">B50004645</a>	Masonry and Concrete Repairs Services
HOWARD COUNTY PUBLIC SCHOOLS SYSTEM	<a href="#">No. 003.14.B3</a>	On Call Concrete Services
MARYLAND STADIUM AUTHORITY	<a href="#">15-023</a>	Camden Yards Sports Complex: Concrete Maintenance and Repairs
MONTGOMERY COUNTY, MD	<a href="#">IFB # 1090023</a>	Restoration in Parking Facilities
Towson University	TU1945-19	On- Call General Contracting
CALVERT COUNTY PUBLIC SCHOOLS	04.000.17 SC	On Call General Contracting
HOWARD COUNTY, MD	<a href="#">No. 4400003150</a>	Bus Shelter Installation and Related Services



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www.colossalcontractors.com

## References

The following are current work performed by Colossal Contractors.

1.     **The Housing Authority of Prince Georges County**  
9200 Basil Court, Suite 500 Largo MD 20774  
Contact Person:   Michael Jackson 240-893-8110  
                          [mjackson2@co.pg.md.us](mailto:mjackson2@co.pg.md.us)  
Contracts:         Kitchen and Bath Renovation at various housing units  
Scope of Work:    Provided labor, materials and equipment to renovate bathrooms and  
                          kitchen to made them ADA compliant.

### 2. Charles County Public Schools

Contact Person:    Kimberly A. Hill 301-934-7410  
Project:            Painting & Carpentry Services-Time & Materials Task Order Contract  
Contract Dates:    July 1, 2022 to June 30<sup>th</sup>, 2026  
Contract Amount:   \$500,000.00

### 3.Morgan State University

Contact Person:    Premdat Kikilepersaud 443-885-3407  
Contract No.        Under B995  
Project:            Carpentry Services-On Call  
Contract Dates:    August 1, 2020 to August 1, 2025  
Contract Amount:   \$1,000,000.00



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#### **4.University of Maryland at College Park**

1602 Service Bldg, College Park, MD 20742

Contact Person: Rolando Melendez 301-405-7097

Title: Project Manager

Contract: On Call Painting Contracting services for the University of Maryland

Scope of Work Provide all labor, materials and equipment to perform interior and exterior painting services thru the Campus Building services.

Contract Dates: April 2016 thru Present

Amount: \$1,000,000.00

Geographic Area: Prince George's County

Performance Objectives satisfied: Maintenance of Academic, Residential and Faculty Facilities.

Numbers of Employees: Crew 4 People in average.

#### **5.The Maryland National Capital Park & Planning Commission**

4200 Ritchie Road Upper Marlboro MD 20722

Contact Person: Yaneth Galindo 301-780-2391 -240-832-8034

[yaneth.galindo@pgparks.com](mailto:yaneth.galindo@pgparks.com)

Title: Project Manager

Contracts: Time and material painting services, and Building and ground improvement services

Scope of Work: Renovation, painting including wall covering and Improvements services at MNCPPC locations in Montgomery and Prince George's Counties.

Contract Dates: November 2020 thru Present

Amount: \$2,500,000.00

Geographic Area: Montgomery County and Prince George's County

Performance Objectives satisfied: Beautification of recreational facilities

Numbers of Employees: Crew 4 People in average



## KEY PERSONNEL FORM

**Proposer:** Colossal Contractors, Inc.

1. **Person's Name:** Juan R. Navarro
2. **Position to be Assigned:** President – Project Coordinator
3. **Educational Background:** Montgomery College
  - 3.1 **Institution:** Montgomery College
  - 3.2 **Degree/Diploma/Certificate Major (if any):** Business Administration
4. **Employment History:**
  - 4.1 **Current Employer's Name:** Colossal Contractors, Inc.  
**Dates of Employment:** May 2000 – Present  
**Position Held:** President/Director of Operations
  - 4.2 **Prior Employer's Name:** Tito Contractors, Inc.  
**Dates of Employment:** 1989 – 2000  
**Position Held:** Director of Operations  
**Duration by Date:** 11 years
5. **Similar Project/Contract Experience**
  - 5.1 **Project Title:** Fleet Street Renovation of Houses  
**Project Description:** Perform complete renovation of houses 107, 105, 103, 101  
**Value of Project:** \$1,000,000.00  
**Start and Complete Dates:** 2019  
**Key Person's Role on the Project:** Project Manager  
**Owner Contact Person:** Tom Lyons  
**Telephone Number/ Email:** (301) 279- 8097  
[tom.lyons@montgomerycountymd.gov](mailto:tom.lyons@montgomerycountymd.gov)  
**Owner (Organization/Company Name):** Montgomery County, MD



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## 5.2 Project Title: Dawson Farm Park

Project Description: Repair wooden bridge at Dawson Farm Park

Value of Project: \$200,000.00

Start and Complete Dates: March 2020

Key Person's Role on the Project: Project Manager

Owner Contact Person: Noel Gonzalez

Telephone Number: (240)314-8728 [ngonzalez@rockvillemd.gov](mailto:ngonzalez@rockvillemd.gov)

Owner (Organization/Company Name): City of Rockville

## 5.3 Project Title: Sugar Ray Gym

Project Description: Renovation: Doors, floors, ceilings, electrical, painting

Value of Project: \$125,000.00

Start and Complete Dates: June 1, 2019 to September 30, 2019

Key Person's Role on the Project: Project Manager

Owner Contact Person: Kurk Hess

Telephone Number: 240-508-0251 or 301-780-2447 [kurk.hess@pgparks.com](mailto:kurk.hess@pgparks.com)

Owner (Organization/Company Name): Maryland National Capital Park and Planning Commission





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[www.colossalcontractors.com](http://www.colossalcontractors.com)

**5.4 Project Title:** Show Place Arena

**Project Description:** Renovation

**Value of Project:** \$250,000.000

**Start and Complete Dates:** February 2020 to June 2020

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Sulaimen Williams

**Telephone Number:** 301-78-2351 – 202-439-0245

[Sulaimen.williams@pgparks.com](mailto:Sulaimen.williams@pgparks.com)

**Owner (Organization/Company Name):** Maryland National Capital Park and Planning Commission

**5.5 Project Title:** Exterior Painting of Memorial Chapel – Lead Abatement

**Project Description:** Painted all previously painted surfaces that include wood and masonry trim, fascia, rake boards, overhands, keys, ceilings, handrails, bike racks, porticos, columns, and pilasters.

**Value of Project:** \$174,350.00

**Start and Complete Dates:** May 2019

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Rolando Mendez

**Telephone Number:** 301-405-7097 [rmendez@umd.edu](mailto:rmendez@umd.edu)

**Owner (Organization/Company Name):** University of Maryland



## KEY PERSONNEL FORM

**Proposer:** Colossal Contractors, Inc.

- 1. Person's Name:** Ariel Alfredo Rodríguez Cardenas
- 2. Position to be Assigned:** Field superintendent
- 3. Educational Background:** Architect

3.1 **Institution:** Colombia Nat. University

3.2 **Degree/Diploma/Certificate Major (if any):** Architecture

3.3 **Date of Degree:** 1990

**4. Employment History:**

4.1 **Current Employer's Name:** Colossal Contractors, Inc.

**Dates of Employment:** 2007 – Present

**Position Held:** Project Manager

4.2 **Prior Employer's Name:** KeyStone Plus Construction

**Dates of Employment:** 2005 – 2007

**Position Held:** Project Manager

**Duration by Date:** 2 years

4.3 **Prior Employer's Name:** R & P General Contractors

**Dates of Employment:** 2003 – 2005

**Position Held:** Vice President

**Duration by Date:** 2 years



## 5. Similar Project/Contract Experience

### 5.1 Project Title: Bus Shelter Installation and Related Services

**Project Description:** Assembly and installation of transit shelters, pedestrian access improvements, sidewalk installations, curbs, ADA curbs, ramps with truncated domes, and concrete pads for shelters.

**Value of Project:** \$1,200,000.00

**Start and Complete Dates:** October 01, 2015 to September 30, 2021

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Carrie Anderson-Watters

**Telephone Number/E-mail:** (410) 313- 3442 / (301) 503- 1227 /  
[bmuldoon@howardcountymd.gov](mailto:bmuldoon@howardcountymd.gov)

**Owner (Organization/Company Name):** Howard County, MD

### 5.2 Project Title: Interior & Exterior Modifications of Brookside Nature Center

**Project Description:** Widen existing road for fire department access, provide new stair connection, renovate men's and women's restrooms, office and reception areas at Brookside Nature Center.

**Value of Project:** \$225,355.52

**Start and Complete Dates:** December 2021 thru April 2022

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Project Manager

**Telephone Number/ E-mail:** (301) 495- 2597 / (240) 676-6842  
[David.linton@montgomeryparks.org](mailto:David.linton@montgomeryparks.org)

**Owner (Organization/Company Name):** Maryland National Capital Park & Planning Commission



**5.3 Project Title:** Renovation Men's and Women's Restrooms

**Project Description:** Provide labor, materials, and equipment to complete demolition, rebuilding of men's and women's restrooms, and bring up to ADA Requirements.

**Value of Project:** \$95,629.00

**Start and Complete Dates:** September 2020 thru November 2020

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** James Delaney

**Telephone Number/E-mail:** (443) 510-2827 / [jdelaney@menv.com](mailto:jdelaney@menv.com)

**Owner (Organization/Company Name):** Maryland Environmental Services

**5.4 Project Title:** Reasonable Modification Updates to Housing Units

**Project Description:** Complete renovation of different units to bring up to current ADA Requirements.

**Value of Project:** \$3000,000.00

**Start and Complete Dates:** January 2020 to Present

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Michael Jackson

**Telephone Number/ E-mail:** (240) 893- 8110 / [mjackson2@co.pg.md.us](mailto:mjackson2@co.pg.md.us)

**Owner (Organization/Company Name):** Housing Authority of Prince George's County



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**5.5 Project Title:** Society for Human Resource Management- Restroom Renovation

**Project Description:** Complete renovation of women's and men's first floor restroom including demolition, plumbing, electrical, carpentry, flooring, and painting.

**Value of Project:** \$300,000.00

**Start and Complete Dates:** May 2020 – February 2021

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Sulaimen Williams

**Telephone Number:** (202) 439-0245

**Owner (Organization/Company Name):** The Williams Group

**5.6 Project Title:** Park Water Treatment Plant Window Restoration and Office Construction

**Project Description:** Restoration of windows (exterior), construction of 2 new small offices, wood frame, drywall, ceiling tile system, carpet flooring, two wall mounted HVAC units, two windows, and 3 doors.

**Value of Project:** \$129,971.80

**Start and Complete Dates:** February 2022 – April 2022

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Charles Kulp

**Telephone Number:** (410) 548- 3170 / ckulp@salisbury.md

**Owner (Organization/Company Name):** City of Salisbury



## KEY PERSONNEL FORM

**Proposer:** Colossal Contractors, Inc.

1. **Person's Name:** Silvio H. Aguirre
2. **Position to be Assigned:** Supervisor
3. **Educational Background:** High School

3.1 **Institution:**

3.2 **Degree/Diploma/Certificate Major (if any):**

4. **Employment History:**

4.1 **Current Employer's Name:** Colossal Contractors, Inc.

**Dates of Employment:** April 2013 - Present

**Position Held:** Project Manager

4.2 **Prior Employer's Name:** Tito Contractors

**Dates of Employment:** 1990 thru 2013

**Position Held:** Project Supervisor, Project Manager, Director of Operations

**Duration by Date:** 23 years

5. **Similar Project/Contract Experience**

5.1 **Project Title:** Interior & Exterior Painting

**Project Description:** Prepare and patch drywall. Patch wood. Apply primer and two finish coats of paint to various facilities.

**Value of Project:** \$350,000.00

**Start and Complete Dates:** April 1, 2018 thru August 30, 2018

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Jose Fontana

**Telephone Number / E-mail:** (301) 206- 4202 / jose.fontana@wsscwater.com

**Owner (Organization/Company Name):** Washington Suburban Sanitary Commission



## 5.2 **Project Title:** Carpentry Services

**Project Description:** Built new drywall partitions. Installed vent, acoustical ceiling, and new doors and frames.

**Value of Project:** \$786,389.00

**Start and Complete Dates:** July 2019 to Present

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Al Lopez

**Telephone Number/ E-mail:** (703) 228- 3126 / [Alopez2@arlingtonva.us](mailto:Alopez2@arlingtonva.us)

**Owner (Organization/Company Name):** Arlington County, VA

## 5.3 **Project Title:** Interior & Exterior Painting

**Project Description:** Prepare and paint entire school buildings' interior and exterior for various schools.

**Value of Project:** \$341,300.00

**Start and Complete Dates:** June 2019 to August 2019

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Salvatore Passaro

**Telephone Number/ E-mail:** (757) 263- 2500 /  
[Salvatore.passaro@vbschools.com](mailto:Salvatore.passaro@vbschools.com)

**Owner (Organization/Company Name):** Virginia Beach City Public Schools



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## 5.4 Project Title: Concrete & Masonry Services

**Project Description:** Pour new sidewalk concrete, build new masonry walls, repair pavers sidewalk, and install new metal doors and frames.

**Value of Project:** \$157,014.00

**Start and Complete Dates:** 2019

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Robert Goff

**Telephone Number/ E-mail:** (571) 238- 5127 / [goff@fallschurchva.gov](mailto:goff@fallschurchva.gov)

**Owner (Organization/Company Name):** City of Falls Church

## 5.5 Project Title: Pump Station Painting

**Project Description:** Prep and paint pump metal pipes in various pumping stations

**Value of Project:** \$250,000.00

**Start and Complete Dates:** 2019

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Daniel Drallmeier

**Telephone Number/E-mail:** (240) 636- 2396 /  
[daniel.drallmeier@wsscwater.com](mailto:daniel.drallmeier@wsscwater.com)

**Owner (Organization/Company Name):** Washington Suburban Sanitary Commission





**5.6 Project Title: Upper Malboro District Court Paint**

**Project Description:** Paint Walls, Doors, Door Trim and Ceiling

**Value of Project:** \$ 76,000.00

**Start and Complete Dates:** July 2023/August 2023

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Victoria Nellis

**Telephone Number/E-mail:** 410 260 1263/Victoria.Nellis@mdcourts.gov

**Owner (Organization/Company Name):** Maryland Judiciary

**5.7 Project Title: Apple Pie Ridge ES Painting**

**Project Description:** Labor and Material. interior & exterior Painting Services

**Value of Project:** \$ 60,080.00

**Start and Complete Dates:** May 2022/July 2022

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Delbert Whitacre

**Telephone Number/E-mail:** 540 303 1116/Whitacde@fcpsk12.net

**Owner (Organization/Company Name):** Frederick County Public School

**5.8 Project Title: Metal Roof Repainting**

**Project Description:** Removal Existing Paint and Applying Primer and Applying New Paint for 3 Roofs

**Value of Project:** \$ 57,900

**Start and Complete Dates:** 03/22/22 / 05/22/22.

**Key Person's Role on the Project:** Project Manager



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**Owner Contact Person:** James Martinez [www.colossalcontractors.com](http://www.colossalcontractors.com)

**Telephone Number/E-mail:** 540 222 2317/Jmartinez@culpepercounty.gov

**Owner (Organization/Company Name):** Culpeper County

## 5.9 **Project Title: PWCS Kerrydale ES HIGH Project Completion**

**Project Description:** Provide and Install a Secured entrance, welding, Paint Walls, and doors and install new doors and Windows.

**Value of Project:** \$ 149,600

**Start and Complete Dates:** 03/23/23-08/18/23.

**Key Person's Role on the Project:** Project Manager

**Owner Contact Person:** Carrol Clark

**Telephone Number/E-mail:** 703 906 7228/Clarkecp@PWCS.edu

**Owner (Organization/Company Name):** Prince William County Public School



## KEY PERSONNEL FORM

**Proposer: Colossal Contractors, Inc.**

1. **Person's Name:** Juan Carlos Torres
2. **Position to be Assigned:** Carpenter
3. **Educational Background:**
  - 3.1 **Institution:**
  - 3.2 **Degree/Diploma/Certificate Major (if any):**
  - 3.3 **Additional Certifications:**  
OSHA 10 HOUR
4. **Employment History:**
  - 4.1 **Current Employer's Name:** Colossal Contractors, Inc.  
  
**Dates of Employment:** 2003 - Present  
  
**Position Held:** Mason Foreman
  - 4.2 **Prior Employer's Name:** Tito Contractors  
  
**Dates of Employment:** 1998 - 2003  
  
**Position Held:** Construction Worker (Carpentry)  
  
**Duration by Date:** 5 years
5. **Similar Project/Contract Experience**
  - 5.1 **Project Title:** Masonry Wall Opening Closeout  
  
**Project Description:** Provide labor and materials to close out with cinder block, the existing garage door opening. Provide and install new metal door, frame, and hardware. Prep and paint new door and frame.  
  
**Value of Project:** \$50,000.00  
  
**Start and Complete Dates:** April 2020  
  
**Key Person's Role on the Project:** Superintendent  
  
**Owner Contact Person:** Robert Goff  
  
**Telephone Number/ Email:** (571) 238- 5127 / [rgoff@fallschurchva.gov](mailto:rgoff@fallschurchva.gov)  
**Owner (Organization/Company Name):** City of Falls Church



## 5.2 **Project Title:** Garage 11

**Project Description:** Provide labor and materials to route and seal open SOG Cracks. Repair damaged concrete wall. Perform tuckpointing and full depth repair, mobilization, and scaffolding.

**Value of Project:** \$160,000.00

**Start and Complete Dates:** August 2019

**Key Person's Role on the Project:** Superintendent

**Owner Contact Person:** Timothy O'Gwin

**Telephone Number/ Email:** (240) 777- 8724 /  
[Tim.O'Gwin@montgomerycountymd.gov](mailto:Tim.O'Gwin@montgomerycountymd.gov)

**Owner (Organization/Company Name):** Montgomery County Government, MD

## 5.3 **Project Title:** Minor Building Repair and Construction at Stafford Park

**Project Description:** Install new Rip Rap Swale with #57 Stone and fill existing hole under concrete sidewalk with gravel. Install new concrete channel with drainage matching the existing one.

**Value of Project:** \$50,000.00

**Start and Complete Dates:** May 2020- June 2020

**Key Person's Role on the Project:** Mason Foreman

**Owner Contact Person:** Fernando Buena Ventura

**Telephone Number/ Email:** (571) 237- 1787 / [fbuenaventura@arlingtonva.us](mailto:fbuenaventura@arlingtonva.us)

**Owner (Organization/Company Name):** Arlington County, VA

## 5.4 **Project Title:** Essex Police Precinct #11 Basement Water Infiltration Project



## Colossal Contractors, Inc.

Section 10, Item F.

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**Project Description:** Set up temporary barrier & signage, excavate wall at the NE Corner of the building, backfill area where waterproofing is complete, and create a slope away from structure.

**Value of Project:** \$30,000.00

**Start and Complete Dates:** May-June 2020

**Key Person's Role on the Project:** Mason Foreman

**Owner Contact Person:** Brian McKinley

**Telephone Number/ Email:** (410) 887- 2915 /  
[BMckinley@baltimorecountymd.gov](mailto:BMckinley@baltimorecountymd.gov)

**Owner (Organization/Company Name):** Baltimore County Government

EGG Construction

1805 August Drive  
Silver Spring, MD 20902  
202.286.2464

Section 10, Item F.

# Estimate

Date	Estimate #
3/31/2025	844

Name / Address
Bostwick House 3901 48th Street Bladensburg, MD 20710

Project	
Description	Total
Wash House Repairs	
Division 1: General Site Conditions	9,000.00
1. Supervision for original contract.	
2. Provide site labor for maintaining property throughout course of project.	
3. Contractor supplied Sanitation Facilities throughout course of Project.	
4. Provide trash removal throughout course of Project -- dumpsters in driveway.	
5. Provide / maintain protection as needed.	
6. Test areas affected by construction for the presence of lead to improve compliance with EPA regulations and provide clearance test once project is complete.	
7. General conditions.	
NOTES:	
1. Excludes performance bonds.	
2. Assumes no permits required or sediment control measures.	
Roofing	5,000.00
1. Repair / replace copper gutters throughout.	
2. Repair flashing as needed throughout.	
Total	

EGG Construction  
1805 August Drive  
Silver Spring, MD 20902  
202.286.2464

Section 10, Item F.

# Estimate

Date	Estimate #
3/31/2025	844

Name / Address
Bostwick House 3901 48th Street Bladensburg, MD 20710

Project	
Description	Total
Window / Door Rehabilitation (allowance)  1. Remove sash / doors, strip, repair damaged wood, and repair hardware. 2. Remake one double hung window (milling to match existing windows) 3. Reinstall with new sash cords. 4. Prime windows, final painting to be completed in field.	18,900.00
<b>Total</b>	

EGG Construction

1805 August Drive  
Silver Spring, MD 20902  
202.286.2464

Section 10, Item F.

# Estimate

Date	Estimate #
3/31/2025	844

Name / Address
Bostwick House 3901 48th Street Bladensburg, MD 20710

Project	
Description	Total
Masonry Rehabilitation	6,000.00
Scope of Work:	
2.2 Cracked masonry in several places at entry door to building. General repointing required, and cracked or missing masonry requires replacement with similar brick.(Photos 2.5-2.7)	
2.3 Missing/failed grout below east elevation window. Remove failed grout and repoint. Cracked or missing masonry requires replacement with similar brick.(Photo 2.8)	
NOTES:	
Flaking and peeling paint shall be gently scraped and new uncovered cracking or structural de-stabilization be reported to Architect and Structural Engineer for review. Repoint existing open joints and excessively eroded joint work, after review by others. Damaged/missing brick masonry to be replaced with bricks matching existing in overall dimensions and layout. Stabilize cracked/shifted masonry, coordinate with Structural Engineer to install crack monitors to monitor movement. Mortar type,mix, and widths/striking/tooling patterns to match existing, and grout analysis to be provided for approval, with a 4' x 4' mockup provided for review.	
As the masonry issues raised are unknown conditions as of the writing, no price for the remediation specified can be provided with any accuracy until substantial paint removal has been conducted and the Structural Engineer and/or Architect have reviewed the structure to provided further guidance. Once additional guidance is provided a separate estimate will be generated for the additional masonry remediation needed. The additional estimate will include the construction of the mockup specified.	
Carpentry	4,500.00
1. Repair fascia / rake boards throughout Wash House. 2. Dutchman made with Sapele.	
Total	



1805 August Drive  
Silver Spring, MD 20902  
202.286.2464

## Estimate

Date	Estimate #
3/31/2025	844

Name / Address
Bostwick House 3901 48th Street Bladensburg, MD 20710

		Project
Description	Total	
Painting  1. Scrape existing painted surfaces to remove all loose material. 2. All wood trim and masonry to receive three (3) coats of paint (one coat of primer and two coats of acrylic satin paint). 3. All work is to be puttied and caulked as needed and to be sanded before and between coats of paint. 4. Material: Per specifications Sherwin Williams 5. Cost doesn't include stripping paint. 6. Windows / door to be removed and stripped off site.	10,000.00	
Subtotal	53,400.00	
Overhead	2,670.00	
Profit	5,340.00	
Total	61,410.00	
<b>Total</b>		\$61,410.00

**TOWN OF BLADENSBURG**  
**(in Partnership with The Aman Trust)**

**REQUEST FOR BID**  
**Bostwick House Wash House Rehabilitation Project**



**Issued by:**

**TOWN OF BLADENSBURG**  
**4229 Edmonston Road**  
**Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFB**

**Issue Date: April 17, 2025**  
**Proposal Due Date: May 5, 2025**

Advertisement

TOWN OF BLADENSBURG

BOSTWICK HOUSE WASH HOUSE REHABILITATION

BOSTWICK HOUSE  
3901 48TH St, BLADENSBURG, MARYLAND 20710

ISSUE DATE: April 17, 2025

DUE DATE AND TIME: May 5, 2025

The Town of Bladensburg and Aman requests bid proposals from qualified firms to provide Bostwick House – Wash House repairs items, as more fully described in these Request for Bid (“RFB”) documents.

The project is funded through a grant from M-NCCPC from its Historic Preservation Program. Proposals must be emailed before **May 5, 2025**, to Cawood Architecture, care of William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com). For a proposal packet, contact William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com) or (240)876-9172 or check the Town’s website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov) for more information.

Contract awarded to the lowest proposal from a qualified firm conforming to the project schedule. The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or other unlawful basis is expressly prohibited is expressly prohibited.

The Town reserves the right to reject any and all bids based on the best interest of the Town. For questions, please also contact the Town of Bladensburg @ [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov) or William Cawood at [william@cawoodarch.com](mailto:william@cawoodarch.com) or (240)876-9172.

**Contractor / Builder  
Request for Proposals**

**BOSTWICK HOUSE WASH HOUSE STABILIZATION**

**BOSTWICK HOUSE  
3901 48<sup>TH</sup> St, BLADENSBURG, MARYLAND 20710**

**ISSUE DATE: April 17, 2025**

**DUE DATE AND TIME: May 5, 2025**

The Aman Trust and the Town of Bladensburg invites interested and qualified firms to submit proposals for contracting services associated with the wash house of the Bostwick house located at 3901 48th St, Bladensburg, Maryland 20710.

Proposals must be emailed with a read receipt no later than May 5, 2025.

**INTRODUCTION/ BACKGROUND**

Bostwick was constructed in 1746 by Christopher Lowndes, a prominent citizen of colonial Bladensburg, and is one of the few surviving pre-revolutionary structures in the town. Later, it was the home of Benjamin Stoddert, who served as Secretary of War and Secretary of the Navy. In 1997, the house and its property were acquired by the Town of Bladensburg and entered into a historic easement with the Maryland Historical Trust and the MNCPPC Historic Preservation Commission (HPC) to protect the property. More recently, the building was a study site for the University of Maryland’s Graduate Program in Historic Preservation, a site for environmental programs for the Anacostia Watershed Society, as well as a museum and event site for the Town. The Aman Memorial Trust was formed in 1984 to promote the preservation of historic structures in Bladensburg. The project will be executed with the involvement and oversight of the State Historic Preservation Office (the Maryland Historical Trust, “MHT”).

The Maryland Historical Trust and MNCPPC HPC hold a perpetual preservation easement on the property, which restricts alterations to all structures and archeology on the site.

**SCOPE OF SERVICES**

Project work includes rehabilitating and stabilizing the Wash House, which is adjacent to the main home. Photos are included as part of **Attachment A**. The scope will consist of:

**Window / Door Rehabilitation**

- Remove sash / doors, strip, repair damaged wood, and repair hardware.
- Remake one double-hung window milling to match the existing windows.
- Reinstall with new sash cords.
- Prime windows, final painting to be completed in field.

#### **Eaves, Fascia, Cornices, and Dentil trim/woodwork:**

- Paint scraping, rotted/damaged wood removal, restoration/replacement of damaged wood, and repainting for exterior trim at the wash house.
- Replacement of missing or damaged flashing.

#### **Painting**

- Scrape existing painted surfaces to remove all loose material.
- All wood trim and masonry to receive three (3) coats of paint, one coat of primer, and two coats of acrylic satin paint.
- All work is to be puttied and caulked as needed and sanded before and between coats of paint.
- Material: Per specifications, Sherwin-Williams

#### **Masonry:**

- Cracked masonry in several places at the entry door to the building. General repointing required, and cracked or missing masonry requires replacement with similar brick.
- Missing/failed grout below east elevation window. Remove failed grout and repoint. Cracked or missing masonry requires replacement with similar brick.

#### **MHT and MNCPPC Requirements:**

##### **Woodwork, Windows, Doors**

The existing wood trim, windows, and doors must be salvaged to the greatest extent possible for use in the reconstruction. Full stripping of the woodwork is not permitted, and woodwork should be scraped back as required to remove loose or damaged paint.

Contractor to identify sub-contractor responsible for providing and repairing/restoring the woodwork for the project during the bid process. They should be experienced in the analysis, fabrication, and repair of historic woodwork, and with a minimum of 5 years field experience. Contractor to protect existing woodwork and trim during the project.

- Existing glazing in windows and doors to be retained, with new glazing for missing or damaged pieces to be fabricated from historical restoration glazing. Provide sample for Architect/MHT review. Two windows and one door are currently damaged and will need replacement woodwork and glazing.
- Existing caulking and glazing putty to be removed down to bare wood and replaced where deteriorated or failed due to age. Replace with similar materials.

- Fabrication of replacement woodwork to match existing, and should be limited to items that are damaged or rotted beyond salvaging or patching with dutchmen or epoxy resin.

### **Brick**

The existing bricks must be salvaged to the greatest extent possible for use in the reconstruction. Any new replacement bricks must match the historic bricks in-kind, matching the size, texture, finish, color, and scale. Photographs of the proposed new brick against the existing masonry must be submitted for comparison for review and approval by the project Architect and MHT prior to any replacement.

Contractor to identify sub-contractor responsible for providing and installing brick for the project during the bid process. The masonry installer should be experienced in the analysis, fabrication, and installation of historic brickwork, and with a minimum of 5 years field experience. Reinstall existing clay brick units as shown on the drawings. Existing brick has been separated and stored onsite for inspection during bid, and installation during the project. Contractor to verify that amount of brick onsite is sufficient for proposed scope of work, and to notify architect in writing if additional brick is required to complete the work. Additional brick required for the project to be reclaimed historic clay brick of similar dimensions, texture, and color, with preference given to local brick. It is intended that the original brick from the building will be used as face/finish brick and that additional non-historic brick to be used as backup units. Reproduction brick will be considered on a case-by-case basis and will be used in less visible areas first. Contractor to protect salvaged brick units during the project. Construct 2 separate mockups of proposed brickwork for Architect's and MHT and MNCPPC HPC review at least 10 working days prior to the commencement of brick installation. Samples of existing historic brick are available for analysis and matching. Brickwork shall be protected during installation from extremes of temperature and humidity, in accordance with accepted masonry practices-see BIA technical notes #1, latest addition.

### **Mortar**

Contractor to identify sub-contractor responsible for providing and installing mortar for the project during the bid process. The masonry installer should be experienced in the analysis, fabrication, and installation of historic mortar, and with a minimum of 5 years field experience. Provide and install lime-based mortar, suitable for use with historic clay brick, as shown on the drawings. ASTM C270 and U.S. Dept. of Interior Preservation Brief #2 Historic Masonry Buildings are to be used as reference for this project. Repointing mortar must match the existing historic mortar in size, design, color, texture, composition, vapor permeability, strength, joint width, joint profile, and other visual qualities of the remaining buttress. New mortar shall be lime based (Portland cement mixtures are not acceptable). Natural sand of comparable color and texture to historic brick to be used. Samples of existing historic mortar are available for analysis and matching. Provide actual sample for Architect's and MHT and MNCPPC HPC review and approval before work begins. Mortar shall be protected during installation from extremes of temperature and humidity, in

accordance with accepted masonry practices. Tenting and supplemental heating/cooling may be required for installation and should be included in bid.

- Pointing: Joints to be cut back, approximately 2 times the depth of the mortar from the brick face, with matching joint striking (samples provided for approval)
- Remove previous parging as found on façade and repoint joints.

**Paint**

The existing paint should be evaluated for condition, and stable painted surfaces must be salvaged to the greatest extent possible. Full-stripping of the woodwork is not permitted, and woodwork should be scraped back as required to remove loose or damaged paint. Contractor to identify sub-contractor responsible for painting during the bid process. They should be experienced in the analysis and repainting of historic structures, with a minimum of 5 years’ field experience. Contractor to protect existing surfaces from paint and debris during the project, and should assume lead safe precautions be utilized during the project, taking care to protect existing ground and landscaping from lead paint contamination.

- The removal of paint should be evaluated based on the Technical Preservation Brief no. 10, which classifies the severity of paint deterioration into Class I (least severe) to Class III (most severe).
- Only approved cleaners and strippers should be used. Any removal materials that are not on the approved list should be submitted for approval from MHT and the Architect at least 10 working days prior to use on the project.
- Only approved paint as noted in the Easement Request Application will be utilized, and requests for substitutions should follow the above procedure for approval.

The contractor is responsible for obtaining any permits required for the work.

All work must be executed in accordance with the Secretary of the Interior’s *Standards for Rehabilitation*. The contractor must be familiar with these *Standards* and must be willing to work with The Aman Trust, the project Architect, William H. Cawood of Cawood Architecture, and MHT and MNCPPC HPC to resolve all unanticipated conditions.

Please provide cost proposal using the attached financial proposal form and breakdown. Provide unit prices for additional work using the attached form. The Contractor may submit their standard quote sheet but must ALSO submit the filled out and signed cost proposal and unit prices forms.

The contract that results from this RFP will be a fixed-price contract.

Bid, performance, and payment bonds will be required if the contract price exceeds \$100,000.00.

**PRE-PROPOSAL CONFERENCE / SITE VISIT**

An optional pre-proposal conference can be arranged by contacting William Cawood. For more information, contact William H. Cawood, Cawood Architecture, 35 E. Main Street, Berryville, VA 22611, or email: [william@cawoodarch.com](mailto:william@cawoodarch.com)

**TIMETABLE**

The contractor should expect to begin the project immediately upon notification of contract award, anticipated no later than the third week of June 2025. It is anticipated that work should be substantially complete by September 30, 2025.

**QUALIFICATIONS**

- The contractor and any relevant subcontractors must demonstrate experience working with existing buildings, particularly historic buildings, and historic brickwork.
- The contractor and any relevant subcontractors must demonstrate experience working with historic windows, doors, and woodwork.
- The contractor and any subcontractors must hold a current license, applicable to the nature of the work.
- Please provide qualifications and references for contractor and any subcontractors on the attached form.
- The contractor and any subcontractors must be Equal Opportunity Employers.
- Contractors and any subcontractors will be required to be insured.

**SELECTION CRITERIA**

The contractor will be selected by a committee of stakeholders, based on the following factors, in order of descending importance:

1. Qualifications and references.
2. Ability to complete the project within the time allotted.
3. Cost.

The contract will be awarded to the lowest proposal from a qualified firm which can complete the project within the time allotted. The Town reserves the right to waive irregularities and to reject proposals.

**RFP PACKAGE**

The RFP package consists of:

1. This “Request for Proposals” document
2. “Contractor / Subcontractor Qualifications Statement” blank form
3. “Financial Proposal” blank form
4. “Conflict of Interest Affidavit and Disclosure” blank form
5. Town of Bladensburg BID Forms

Documents may be obtained electronically from the Architect. Please contact William H. Cawood, email: [william@cawoodarch.com](mailto:william@cawoodarch.com).



**PROPOSAL SUBMISSION**

Proposals must be sent by email with a read receipt (email preferred) no later than May 5, 2025.

**Late submissions will not be considered.**

A complete proposal submission consists of the following:

- 1. A completed and signed “Financial Proposal” form (one copy).
- 2. A completed “Contractor / Subcontractor Qualifications Statement” with no more than five pages of project-related supporting materials attached (one copy).
- 3. Completed “Conflict of Interest Affidavit and Disclosure”
- 4. Consultant’s estimate of start date and time frame for project (may be included in cover letter).
- 5. Copy of current license for contractor and any relevant subcontractors (one copy).
- 6. Copy of current insurance certificate for contractor and any relevant subcontractors (one copy).

Submit all proposal materials to the Architect: William H. Cawood, Cawood Architecture, email: [william@cawoodarch.com](mailto:william@cawoodarch.com) with a copy being sent to [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

**ATTACHMENT A**

Photos



Bostwick House Wash House RFB – Town of Bladensburg





Bostwick House Wash House RFB – Town of Bladensburg

**FAILURE TO INCLUDE ALL REQUIRED INFORMATION WILL RENDER THE PROPOSAL  
NON-RESPONSIVE.**

**NOTICES**

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

MBE / WBE firms are encouraged to respond to this solicitation.

The Consultant and any Subconsultants must be Equal Opportunity Employers.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award

**Right to Cancel**

The Town reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process, and/or the program outlined within it at any time, and notice shall be given in a timely manner thereafter. The Town reserves the right to reject any or all proposals and to exercise its sole discretion to best serve the interests of the Town.

**Contract Award**

Following a staff and consultant recommendation, the Mayor and Council of the Town of Bladensburg will make an award at the earliest possible date after the date set for receipt of proposals.

The successful bidder shall be required to execute a contract in a form satisfactory to the Town, in substantially the same form as attached hereto, within 20 days of the award of the contract. The Town reserves the right to cancel the award of the contract at any time prior to execution of the contract without liability on the part of the Town.

If the successful bidder fails to execute the contract as required, the award may be annulled and the contract awarded to the second lowest responsible bidder, and such bidder shall

fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the Town may reject all of the bids, as its interest may require.



Contractor / Builder  
Financial Proposal Form

REQUEST FOR PROPOSALS: BOSTWICK HOUSE WASH HOUSE STABALIZATION

FIRM / TEAM NAME:	
Description	Cost
BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION	
TOTAL	

ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.

Addendum Number and Date	Initials

We hereby submit our proposal to the **Aman Trust and Town of Bladensburg** for the **BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION**.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Construction Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of 60 calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

Proposal submitted by representative hereby designated as project contact:

NAME:	
TITLE & FIRM NAME:	
ADDRESS:	
PHONE:	
E-MAIL:	
FEDERAL EIN #	
DATE:	
SIGNATURE:	



## Contractor / Subcontractor Qualifications Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

### Project Identification: BOSTWICK HOUSE WASH HOUSE

Company Name	
Contact Name	
Contact Title	
Address, City, State, ZIP	
Phone / Fax	
Email	
Website	

1.	How many years has your organization been in business?	
2.	How many years under your present name?	
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of license	License Number
	Expiration date	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	If yes, please explain:	
10.	List four or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects, or refer us to your website.</b> We may contact your references.	
	a.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	b.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	c.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	d.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available
	e.	Project Name
		Project Address
		Years of Construction
		Client / Reference Name
		Client / Reference Phone or Email
		Web link if available

11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualifications that will indicate ability to perform work required on this project.</i></b>		
	a.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	b.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	c.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
	d.	Name	
		Specialty / Trade	
		Project Role	
		Years of experience	
		Years with this firm	
		Involved in projects listed above?	
12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b><i>Please attach brief resumes of each subcontractor firm, describing</i></b>		

	<b><i>specific experience and qualification that will indicate ability to perform work required on this project.</i></b>		
	a.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	

		Phone	
		Email	
		Website	
		Years in business	
		Are you involved in the projects listed above?	
		MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The undersigned certifies the truth and correctness of all statements.			
		<b>Prepared by:</b>	
		<b>Title:</b>	
		<b>Signature:</b>	

**Contractor / Builder**  
**Conflict of Interest Affidavit and Disclosure Form**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

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

By: \_\_\_\_\_ (Authorized Representative and Affiant)



# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Regine Watson, Town Clerk/Assistant Town Administrator Purnell Hall, Public Works Supervisor
<b>Item Title: CONTRACT APPROVAL:</b> Approval for a contract with Hyp-Tro Building Services, LLC for Janitorial Services	
<b>Approval for a Contract with Hyp-Tro Building Services, LLC for Janitorial Services</b>	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>]</b> <b>Council Meeting Item</b> <input checked="" type="checkbox"/> <b>[X]</b>	<b>Documentation Attached:</b> Hyp-Tro Proposal Overall Bid List
<b>Recommended Action:</b>	
Staff recommends that Council approve the award of the Janitorial Services contract to Hyp-Tro Building Services, LLC, and authorize the Town Administrator to sign the agreement.	
<p><b>Item Summary:</b> The Town has maintained a Janitorial Services contract with AMR for the past several years. Since the contract recently expired, the Town has continued services on a month-to-month basis. In alignment with the Town’s commitment to compliance with its procurement policies, a Request for Proposals (RFP) was issued in February 2025.</p> <p>The RFP was advertised on eMMA (State of Maryland) and the Town’s website. A total of 44 submissions were received, and the most responsive firms were selected for interviews. The firms interviewed included:</p> <ul style="list-style-type: none"><li>• Hyp-Tro Building Services, LLC</li><li>• Contractors Enterprises Inc.</li><li>• Family 1st Biohazard Solutions</li><li>• Office Care</li><li>• Morgan Service Solution</li></ul> <p>After evaluating all proposals and interviewing the three most responsive bidders and reviewing the references of the bidders, the staff recommends awarding the contract to <b>Hyp-Tro Building Services LLC</b>, which was determined to be the most responsive and responsible bidder. This contract was also the lowest bid.</p> <p>Contract Term: The proposed contract is for three (3) years, with the option to extend for two (1-year) renewal periods.</p> <p>Ms. Watson and Mr. Hall will be available to answer any questions about this contract and this process.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

JANITORIAL SERVICES AGREEMENT

Hyp-Tro Building Services, Inc. and Town of Bladensburg - 2025

**THIS JANITORIAL SERVICES AGREEMENT** (the “Agreement”) is effective this 12 day of May, 2025, by and between the TOWN OF BLADENSBURG (the “Town ”), a municipal corporation of the State of Maryland, whose address is 4229 Edmonston Road, Bladensburg, Maryland 20710 and Hyp-Tro Building Services, Inc., a Maryland corporation, hereinafter referred to as “Consultant,” whose address is 10411 Motor City Drive, Bethesda, MD 20817, each individually a party and, collectively, the parties.

**WHEREAS**, Consultant desires to provide janitorial services on a daily basis; and

**WHEREAS**, the Town desires that Consultant provide such services; and

**NOW, THEREFORE**, in consideration of the forgoing the premises and mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1.

**Appointment**. The Town hereby engages the Consultant, as an independent professional contractor and not as an agent or employee of the Town, to provide janitorial services as requested by the Town, and the Consultant hereby accepts such work, subject to the terms and provisions of this Agreement.
2.

**Scope of Services**. Pursuant to the Agreement, the Consultant agrees to furnish all the material and perform all the work in compliance with the requirements and standards contained in the Contract Documents, as defined herein. All work shall be performed in accordance with the industry standards. The consultant services included as part of this Agreement will include, upon request of the Town, the provision of services with respect to janitorial services. All services shall be described in a per task scope of work approved by the Town describing the services and a not-to-exceed cost, therefore, based on the monthly rate stated in this Agreement.
3.

**Term**. The term of this Agreement is two years from the effective date, with two additional, consecutive options, one year if approved by the Town. All work shall be performed



at the request of the Town. It is understood by the parties hereto that time is of the essence in the completion of the approved services under this Agreement.

4. **Contract Price.** The Town agrees to pay the Consultant, as consideration for the Consultant’s satisfactory performance of specific tasks approved by the Town, based on the monthly rate contained the Consultant’s proposal dated March 28, 2025, attached hereto as Exhibit A and incorporated herein by reference. The parties shall negotiate any increases in fees after the first two years of the term.

The not-to-exceed contract price for each project or task shall be included in a town-approved per-task scope of work. The parties recognize that a specific project may require the Consultant to retain subcontractors. Fees for subcontractors must be pre-approved by the Town.

All out-of-pocket expenses by the Consultant, such as postage, reproduction, diagrams, photographs, blueprinting, courier service, etc., are included in the hourly billable rate. The Town shall pay the Consultant for approved tasks on a monthly basis or as necessary, subject to receipt and approval of an invoice by the Town. All services related to this Agreement will be provided by the Consultant on an as-requested basis as directed by the Town in writing. Such services shall be billed to the Town at hourly rates referenced herein.

5. **Contract Documents.** This Agreement and the following enumerated documents, which are incorporated by reference as if fully set forth herein, form the Agreement and are termed the Contract Documents:

- RFP for Janitorial Services
- Exhibit A – Consultant’s proposal
- Required affidavits and certifications
- Certificate(s) of Insurance and additional insured endorsement

6. **Other Payments; Expenses; Taxes.** The Town will not be responsible for any cost or expenses of operation of any kind associated with Consultant’s provision of services pursuant to this Agreement, except as set out herein. Consultant shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the Town

shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Consultant in connection with the performance of obligations under this Agreement except as set out herein.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes or any other governmental taxes or charges. The parties hereto further recognize that the Consultant, as an independent contractor of the Town, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Consultant is deemed not to be an independent contractor by any local, state, or federal governmental agency, Consultant agrees to indemnify and hold harmless the Town for any and all fees, costs, and expenses, including, but not limited to, attorneys fees incurred thereby.

7. **Insurance**. The consultant will purchase and maintain during the entire term of this Agreement general liability insurance, professional errors and omissions insurance, automobile, and workers' compensation insurance, if applicable, with limits of not less than those set forth below. On each policy, with the exception of the errors and omissions and Worker's Compensation, the Consultant will name the Town of Bladensburg as an additional insured and will provide an additional insured endorsement for all coverages except workers' compensation and professional errors and omissions.

A. **Comprehensive General Liability Insurance**

- (1) Personal injury liability insurance with a limit of \$2,000,000 for each occurrence/aggregate;
- (2) Property damage liability insurance with limits of \$500,000.00 for each occurrence/aggregate.

All insurance shall include completed operations and contractual liability coverage.

B. **Automobile Liability Coverage**. Automobile insurance for personal injury and property damage \$1,000.000 for each occurrence/ aggregate

C. Workers' Compensation Insurance. Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance, if applicable. All Corporations are required to provide Workers' Compensation Certificates of Insurance.

D. Professional errors and omissions. \$2,000.000 for each occurrence/ aggregate. The Consultant covenants to maintain insurance, in these amounts, which will insure all activities undertaken by the Consultant on behalf of the Town under this Agreement. The Town shall be provided with thirty days prior notice of changes that would reduce the coverage available. Copies of certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the Town prior to beginning work.

Provision of any insurance required herein does not relieve the Consultant of any of the responsibilities or obligations assumed by the Consultant in the contract awarded or for which the Consultant may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the Town's immunities or any damage limits applicable to municipal government as provided by law.

8. **Indemnification.** The Consultant shall indemnify and save harmless the Town, its officers, employees, and agents from all suits, actions, and damages or costs of every kind and description, including attorneys' fees, arising directly or indirectly out of the performance of the Agreement, whether caused by the negligent or intentional act or omission on the part of the Consultant, its agents, servants, employees and subcontractors.

9. **Permits, Licenses, Applicable Laws.** Consultant will be responsible for obtaining any and all licenses pertaining to performance of work under the Agreement. All services and materials provided by Consultant shall conform to all applicable laws and regulations. Requirements for obtaining permits shall be determined in each task order.

10. **Materials and Standard of Work.** All work performed and material provided pursuant to this Agreement shall be in conformance with standards and specifications applicable in the industry.

11. **Subcontracting.** The Consultant may not subcontract any work approved under this Agreement without the consent of the Town. If the Consultant wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and

a description of the work to be done. The Consultant is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the Town and the subcontractors.

**12. Accurate Information.** The Consultant certifies that all information provided in response to requests for information is true and correct. Any false or misleading information is grounds for the Town to terminate this Agreement.

**13. Construction and Legal Effect.** This Agreement, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Agreement shall have any effect unless made in writing and signed by both parties hereto.

**14. No Assignment.** This Agreement shall not be assigned or transferred by Consultant, whether by operation of law or in any other manner, without prior consent in writing from the Town. In the event of insolvency of either party, this Agreement shall terminate immediately at the election of the other party.

**15. Relief.** The Consultant recognizes the substantial and immediate harm that a breach or threatened breach of this Agreement will impose upon the Town and further recognizes that in such event monetary damages may be available to the Town. Accordingly, in the event of a breach or threatened breach of this Agreement, Consultant consents to the Town's entitlement to seek ex parte, preliminary, interlocutory, temporary or permanent injunctive, or any other equitable relief, protecting and fully enforcing the Town's rights hereunder and preventing the Consultant from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the Town from pursuing any other remedies available to the Town at law or in equity for such breach or threatened breach, including the recovery of damages from Consultant.

**16. Termination for Default.** Notwithstanding anything to the contrary herein, this Agreement may be terminated upon the failure of the Consultant to deliver work, supplies, materials or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents, each of which shall constitute a breach of this Agreement. In such event, the Town may give notice to the Consultant to cease work until the cause for such order has been eliminated. Should the Consultant fail to correct such default within 24 hours after receipt of notification, the Town may

terminate this Agreement. This provision shall not limit the Town in exercising any other rights or remedies it may have.

**17.    Termination for Convenience.** The performance of work or delivery of services under this Agreement may be terminated in whole or in part at any time upon written notice when the Town determines that such termination is in its best interest. The Town will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination.

**18.    Notices.** All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

To the Town:

Town Administrator  
Town of Bladensburg  
4229 Edmonston Road  
Bladensburg, MD 20710  
[mbaileyhedgepeth@bladensburgmd.gov](mailto:mbaileyhedgepeth@bladensburgmd.gov) or [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

To the Consultant:

Anthony Brudis, Principal  
Brudis & Associates, Inc.  
11000 Broken Land Parkway, Suite 450  
Columbia, MD. 21044  
[abrudis@brudis.com](mailto:abrudis@brudis.com)

**19.    Attorneys’ Fees and Costs.**  
The prevailing party as determined by a court of competent jurisdiction shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this Agreement, or for damages hereunder.

**20.    Enforcement Provisions.** The failure of the Town or Consultant, at any time, to enforce any of the provisions of this Agreement, or any right with respect thereto, will in no way be construed to be a waiver of such provisions or right, or in any way to affect the validity of this Agreement. The exercise by either party of any rights under this Agreement shall not

preclude or prejudice the subsequent exercise of the same or any other rights under this Agreement.

21. **Governing Law.** This Agreement shall be governed by the laws of the State of Maryland, excluding its conflict of law rules, as if this Agreement were made and to be performed entirely within the State of Maryland.

22. **Severability.** If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

23. **Materials.**
- A. Materials produced under or by reason of this Agreement shall be considered Official Products of Work owned by the Town of Bladensburg.
  - B. Materials independently developed and owned by the Consultant or by other authors and third parties, and which may be used by the Consultant in the fulfillment of this Agreement, remain the property of their authors or owners. Subsequent use of such materials by the Town shall require written permission of the Consultant or other author(s) thereof.
  - C. Information contained in records that may be given to the Consultant for review remains the property of the Town and may not be duplicated or distributed or otherwise published without its express consent. Material provided to the Consultant for review shall be returned to the Town upon completion of the task.
  - D. The Consultant understands that information and records provided to or made available about participants and clients or services during the performance of this Agreement are considered confidential and shall not be used for any purpose other than to perform the required services. Regardless of the data format, the Consultant agrees that it, and any of its employees and subcontractors, shall not disclose or allow disclosure of any such data or derivatives of it to any third party without the written permission of the Town. Any copies of such records made during performance of this Agreement shall be returned to the Town upon the expiration of the Agreement.

24. **Counterparts.** The parties may execute this Agreement in counterparts, which each such document shall, in the aggregate and when signed by both parties,

constitute one and the same instrument; and, thereafter, each counterpart shall be deemed an original instrument as against any party who has signed it. This Agreement shall not be valid or enforceable unless and until duly executed by a duly authorized officer of each party.

25. **Interpretation.** Any questions concerning conditions and specifications shall be directed to the Project Manager in writing. No interpretation shall be considered binding unless provided in writing to the Contractor by the Project Manager. By execution of this Agreement, the Contractor certifies that it understands the terms and specifications as set forth in the Contract Documents.

26. **Successors and Assigns.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, the Contractor shall not assign any right or obligation under this Agreement without the Town's express written consent, which may be withheld in the Town's sole discretion.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement under seal the day and year first above written.

ATTEST:

TOWN OF BLADENSBURG

By:

Michelle Bailey Hedgepeth, Town Administrator

WITNESS:

Brudis & Associates, INC.

By:

Name:

Title:

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson

Town Attorney





# Agenda Item Summary Report

<b>Date:</b> May 12, 2025		<b>Submitted by:</b> Chief Collington, Police Chief Michelle Bailey Hedgepeth, Town Administrator Regine Watson, Town Clerk	
<b>Item Title: CONTRACT APPROVAL:</b> Approval of Contract with NovoaGlobal for Stop Sign Camera Program			
<b>CONTRACT APPROVAL:</b> Approval of a Contract with NovoaGlobal for the Stop Sign Camera Program in the Town of Bladensburg in a form as approved by the Town Attorney.			
<b>Work Session Item [ X ]</b> <b>Council Meeting Item [X]</b>		<b>Documentation Attached:</b> Proposals Stop Sign Camera Contract with NovoaGlobal	
<b>Recommended Action:</b>			
Staff recommends the approval of this contract and requests that the Town Administrator and Police Chief be authorized to implement the Stop Sign Camera program. Staff is seeking Council approval to implement the program in the Town of Bladensburg in accordance with ORDINANCE 11-2025. Also, in a form that is approved by the Town Attorney.			
<b>Item Summary:</b> In February 2025, the Town of Bladensburg sought bids for a Stop Sign Camera program. After reviewing the three bids received, the Town engaged in negotiations with NovoaGlobal in April 2025. The Town is now ready to begin implementing the program, which was included in the FY 2026 Budget. We estimate the Stop Sign Camera Program will be fully implemented by Fall 2025, since this program requires County Approval.			
The Town received three proposals:			
<ul style="list-style-type: none"><li>• NovaGlobal</li><li>• SKF – Safety for Kids</li><li>• Obvio</li></ul>			
While NovoaGlobal’s bid was the highest, the Police Department and the Clerk recommend awarding the contract to NovoaGlobal for the following reasons:			
<ol style="list-style-type: none"><li>1. <b>Most responsive</b>, with a detailed and comprehensive implementation plan.</li><li>2. <b>Previous experience</b> with Mayland and mid-size local projects.</li><li>3. <b>Cost-neutral implementation</b>, which ensures no additional burden to the Town's budget.</li><li>4. <b>Clear and effective responses</b> to damaged equipment and replacement policies.</li></ol>			
Additionally, the Staff checked the references for the lowest bidder (SFK) and found the following issues:			
<ol style="list-style-type: none"><li>1. Previous Implementations: The previous implementations were on a much smaller scale, which may not fully meet the Town's needs, and they were not in the state of Maryland or the DMV.</li><li>2. Lack of responses from references: Two out of four references were unresponsive, and one did not have data on the number of citations or contract performance.</li></ol>			
Furthermore, staff found that OBVIO, the second-lowest bidder, was unresponsive due to its stance on damaged signs and lack of responsibility for inoperable equipment. Although their bid was lower, it was deemed unfeasible due to these issues and potential added costs related to a contract requirement that made the Town liable for damages to cameras, which was not mandated by competitors. The Council will also adopt a Stop Sign Ordinance.			

If you have any questions or need additional information on this matter, Chief Collington or the Town Administrator will be available to answer questions at the meeting.

<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> Monthly – Rental Fees	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

# NOVOAGLOBAL STOP SIGN CAMERA ENFORCEMENT PROGRAM

RFP - FY 004-2025

Due Date: March 14, 2025 at 3 PM.



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EXHIBITS

Exhibit 1 – RFP Submission Forms



# STOP SIGN Enforcement

## A. COVER LETTER

Attn: Clerk  
Town of Bladensburg  
4229 Edmonston Road  
Bladensburg, MD 20710

NOVOAGLOBAL, Inc.  
8018 Sunport Drive  
Suite 203  
Orlando, FL 32809

Office: (888) 666-4218  
[www.novoaglobal.com](http://www.novoaglobal.com)

March 14, 2025

**RE: RFP - FY 004-2025 Stop Sign Camera Enforcement Program**

Dear Members of the Evaluation Committee:

NovoaGlobal is pleased to submit our response to the Town of Bladensburg’s RFP - FY 004-2025 and offer our Stop Sign-Safe™, our Automated Stop Sign Camera Enforcement Program. Our program is 100% cost-neutral, no-risk, and high-performance to maximize program results.

NovoaGlobal was founded in 2010 as an MBE company and is a leading national developer/manufacturer of advanced “traffic infraction detection/enforcement” solutions with long-standing customer and partner relationships across the US, Canada, and Colombia.

Our company specializes in advanced technology that exceeds the requirements of our industry. Our innovative hardware and software development teams consistently push the envelope to create these advanced systems.

Our proposal guarantees the Town of Bladensburg a full turnkey solution from a well-respected national traffic enforcement company. NovoaGlobal is a financially stable Delaware Corporation with strong human and tech-

nological resources to design, construct, and maintain the Town's automated enforcement programs.

Our proposal complies with the requirements outlined in the Scope of Project in the Town's RFP, including:

- ✓ Assistance with intersection selection, including establishing baseline counts of stop sign cameras.
- ✓ Site design, installation, maintenance, and operation of automated camera systems at all selected intersections.
- ✓ Processing data prior to providing access to chargeable violations via a secure website to the Town Police Department for review and authorization of citations by qualified Police Department personnel by electronic signature for those events that meet specified criteria.
- ✓ Initial mailing of duly authorized citations to registered vehicle owners for payment.
- ✓ The Vendor will provide payment processing and collection functions using the vendor-provided system. The vendor will conduct Initial mailings to violators and follow-up mailings, including but not limited to: "determination of liability," "final determination of liability," "delinquent payment," "insufficient payment," "partial payment," "notice to appear at an administrative hearing" and "findings, decision & order."
- ✓ Maintenance of an online internet viewing capability for use by Police and members of the public who receive violations in the mail. Provision of expert testimony at court hearings.
- ✓ Provide public education materials for introducing the new system to the Town and will assist with developing a public information and community outreach campaign.
- ✓ Train town staff to be involved in the implementation of the program.
- ✓ Be able to provide additional video feeds from cameras to assist the Police with solving a crime.
- ✓ The Vendor shall apply for all necessary permits to implement the stop cameras.
- ✓ The Vendor must be able to provide a notification system acceptable to the Town, including approval of all forms and procedures.
- ✓ The vendor will have call center support for citation status questions, payments, and in-person hearing scheduling (preferably Maryland-based).

- ✓ The Vendor will be responsible for obtaining all registered owner information to issue a citation. The vendor will process data before providing access to chargeable violations via a secure interface to the Town Police Department for review and authorization of citations by electronic signature for those events that meet specified criteria.

Our nearest stop sign enforcement customer is the Town's neighbor, Washington, D.C. NovoaGlobal has proudly served the District of Columbia (MPD and DDOT) since 2012. Currently, our company operates Stop Sign Enforcement systems at thirty-three (33) active intersections across the District.

NovoaGlobal provides a fully managed program in D.C., which includes complete back office citation processing capability, a locally-based program management team, field service technicians, evidence managers, Q/A supervisor, and site maintenance.

NovoaGlobal's local office is just six (6) miles from the Town of Bladensburg, located at 6856 Eastern Ave. NW. Our office accommodates Field Technical Service Technicians who ensure the performance of our system 24/7.

NovoaGlobal would be proud to partner with the Town of Bladensburg to provide a fully managed Stop Sign Enforcement Program that is guaranteed to make the Town's stop sign intersections safer and significantly reduce the number of drivers running stop signs. Our proposal includes a 100% cost neutrality guarantee.

NovoaGlobal looks forward to the evaluation process and the opportunity of partnering with the Town of Bladensburg on this important project. Please do not hesitate to contact me if you require additional information on our credentials.

Sincerely,



Carlos E. Lofstedt  
President/CEO

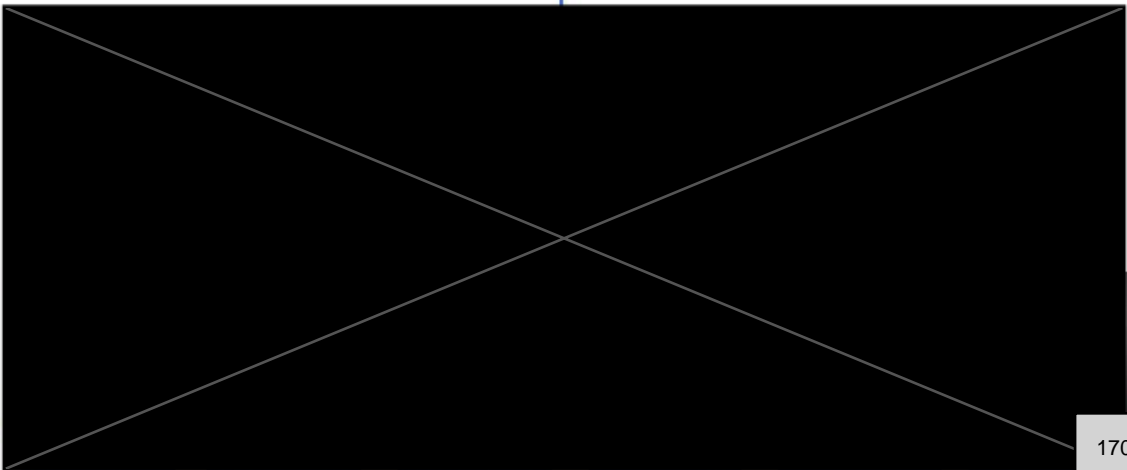
Mobile: (305) 812-2257  
Office: (888) 666-4218  
Email: [clofstedt@novoaglobal.com](mailto:clofstedt@novoaglobal.com)

## B. RESPONSIBLE CONTRACT PERSONNEL

NovoaGlobal Inc. is a developer and manufacturer of advanced automated photo enforcement solutions. NovoaGlobal has been providing full turnkey and custom solutions to customers in the US, Colombia, and the Caribbean since our incorporation in 2010. Our company is a privately held MBE and is:

- 🌐 Delaware Corporation
- 🌐 Principal Place of Business: Orlando, Florida
- 🌐 Satellite office in Washington, DC, 6 miles from the Town of Bladensburg
- 🌐 FEIN: 27-1617807
- 🌐 Carlos Lofstedt, sole shareholder & sole director since 2010
- 🌐 Financially stable and litigation free
- 🌐 An NLETS Strategic Partner
- 🌐 CJIS compliant (CJIS certified NLETS hosting) software & hosting
- 🌐 In-house R&D division
- 🌐 In-house assembly and test department
- 🌐 In-house violation processing and program management
- 🌐 Highly skilled technical support team
- 🌐 Nationwide customer supporting services.

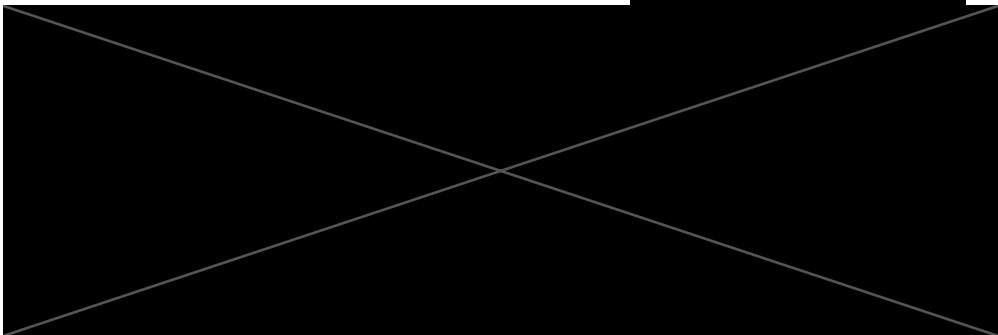
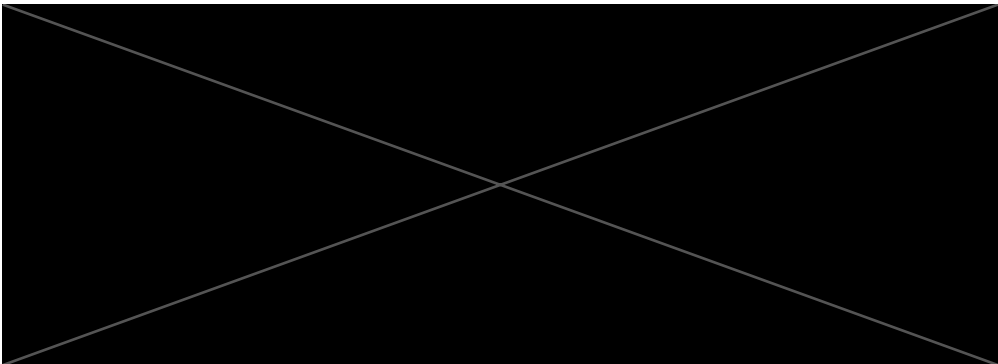
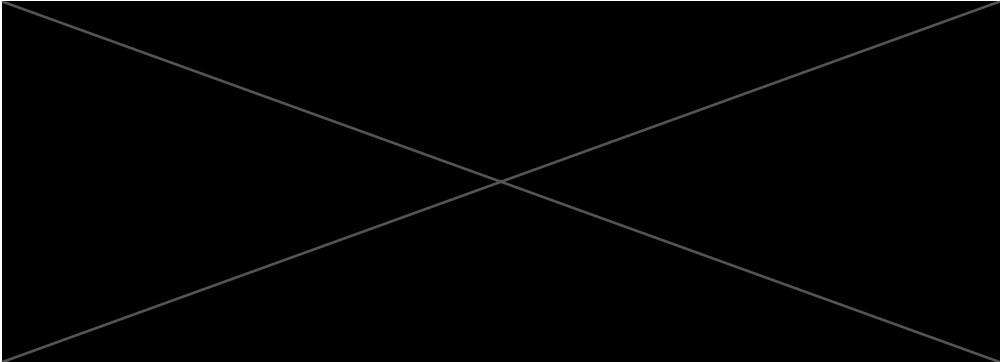
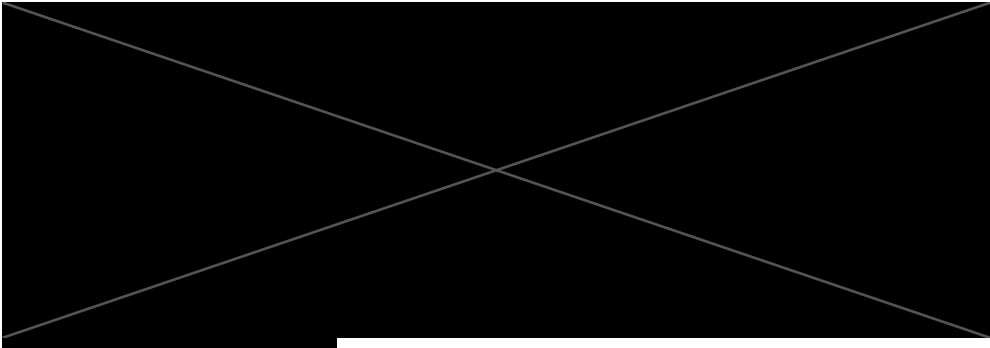
NovoaGlobal personnel and management who will be providing services to fulfill the Town’s automated enforcement proposal are extremely knowledgeable in their areas of expertise. Each member of our management team of photo enforcement experts has anywhere from 10 to 25 years of experience focused exclusively on the use of advanced technology to reduce traffic crashes, protect property, and save lives.





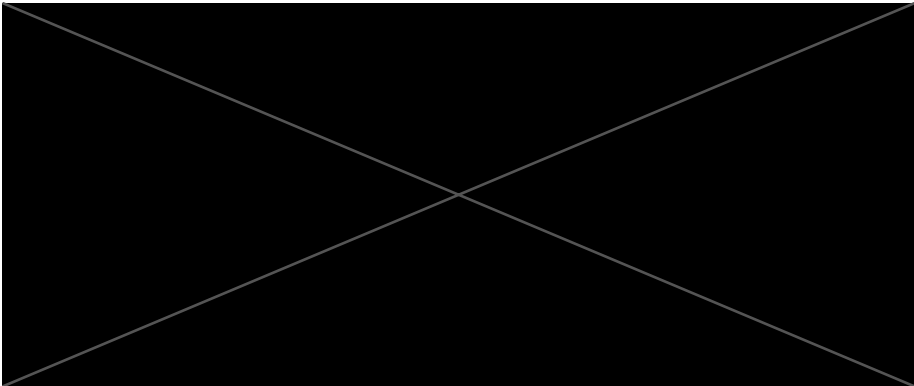
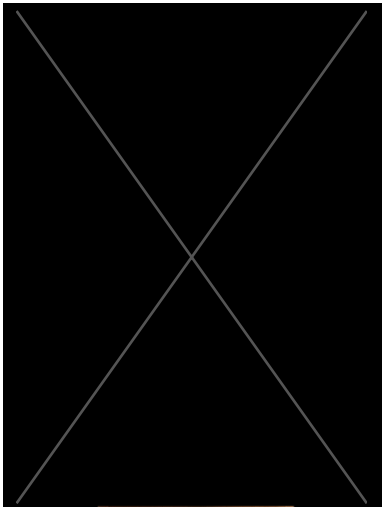
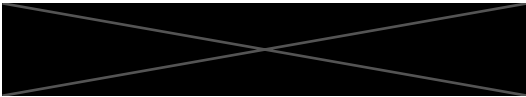
# EXECUTIVE MANAGEMENT TEAM

Section 10, Item H.

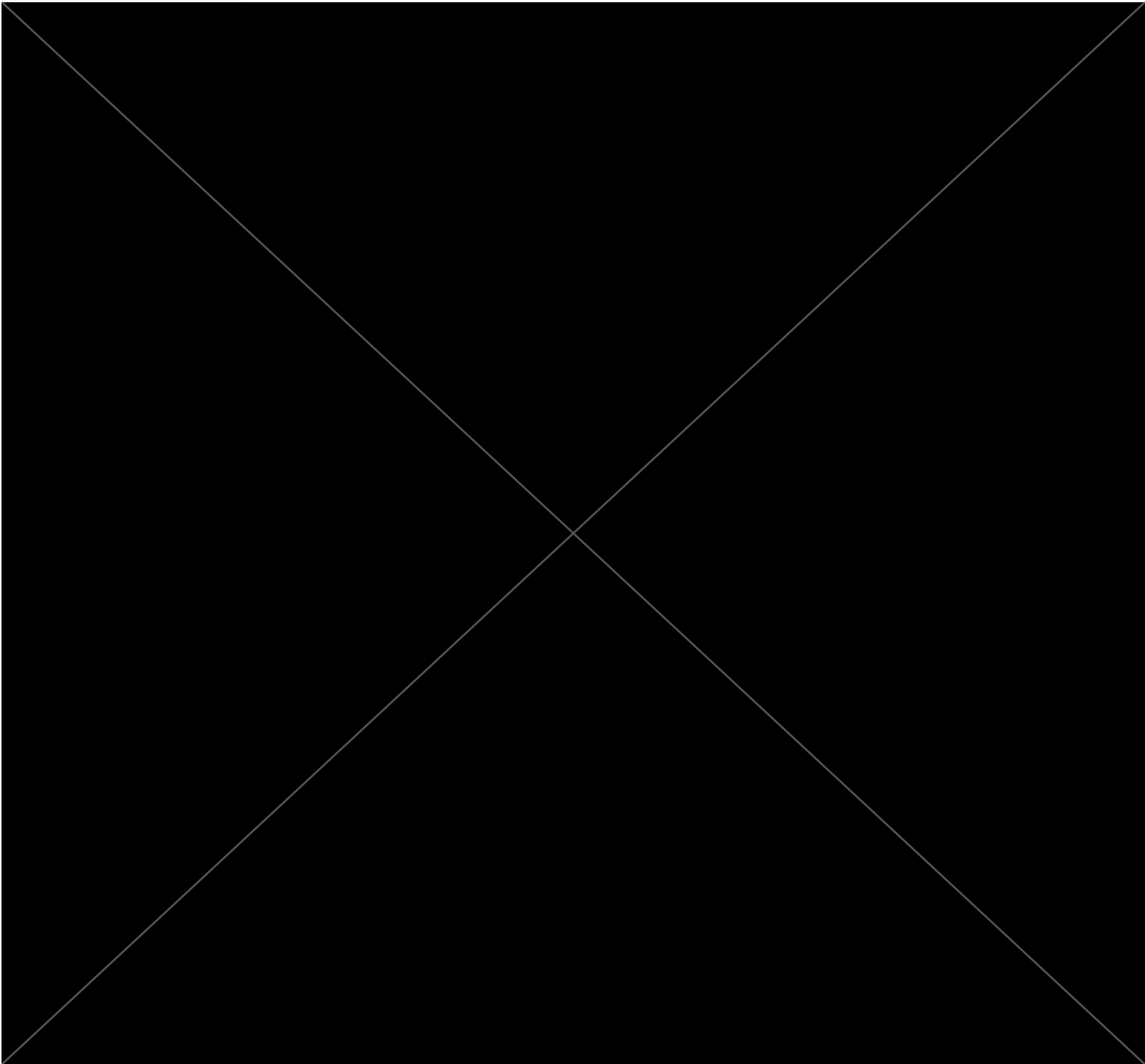




**PROJECT MANAGEMENT**



**SUPPORT STAFF**



Qualifications and Experience of Firm

NovoaGlobal focuses on putting safety first and emphasizes integrity in all dealings. Our focus is traffic safety enforcement with attention on saving lives. NovoaGlobal is large enough to deliver the most challenging photo enforcement program and small enough to guarantee the most personal, efficient, and effective service in the industry.

Our systems are currently operational in Tennessee, the District of Columbia, Washington State, Florida, Rhode Island and Alabama. Much of our maintenance service is automated so that issues can be solved remotely initially and then easily on site to trouble shoot and swap out equipment as needed. Our team has experienced supervisors to manage and oversee each aspect of the program.

NovoaGlobal invests heavily in the latest proven technologies and is always improving its offerings. Each NovoaGlobal system is configured and optimized individually and will produce the highest possible quality of imagery (video and still) and the most accurate speed measurements available in the industry.

Local Office


NovoaGlobal provides a fully managed program in D.C., which includes complete back office citation processing capability, a locally-based program management team, field service technicians, evidence managers, Q/A supervisor, and 24/7 on site maintenance.

NovoaGlobal’s local office is just six (6) miles from the Town of Bladensburg and is located at 6856 Eastern Avenue NW. Our office accommodates Field Technical Service Technicians who ensure the performance of our system 24/7.

Our company will be able to respond quickly to any issue retailed to our roadside equipment.

Additional Products Offer by our Company

In addition to conventional photo stop sign enforcement, speed enforcement, and red light enforcement, our company provides safety solutions never before seen in the industry, such as:

- |   |  |
|---|--|
|  Crosswalk-Safe™ |  ETicketing-Safe™ |
|  Railroad-Safe™  |  Oversize-Safe™   |
|  Gridlock-Safe™  |  LPR-Sec™         |
|  Park-Safe™      |  Video-Sec™.      |

Traffic safety technology is not merely our business; it is our passion. Our company works tirelessly to improve traffic safety every day. NovoaGlobal guarantees that the Town’s photo enforcement program is running at maximum performance levels at all times.

## C. PROPOSAL RESPONSE

NovoaGlobal specializes in advanced technology that exceeds the requirements of our industry. Our innovative hardware and software development teams consistently push the envelope to create these advanced systems.

A NovoaGlobal Stop Sign-Safe™ enforcement system is like no other in the industry. Each system is self-contained in a well-engineered, securely locked, fixed, or fully portable enclosure, with a sleek appearance, durability, and functionality. Our company offers both fixed system that can be mounted on any existing pole or our portable unit, which does not employ roadside cabinets.

Our image quality ensures the maximum number of violations are issued and license plates are clearly readable. The accompanying video clip of the violation provides additional evidence of a violation.

Our Pro-Center™ back office software is adapted for rapid filtering and automated color printing, including barcodes. Our printing equipment facilitates large scale daily mailing, including folding, inserting and sealing. Our back office personnel have customer service and accounting experience, and provide payment collections and reporting services.

The following sections correspond to the Town’s RFP outline and detail our ability to provide a complete turkey project with exceptional products and outstanding customer service to the Town.

## PREFERRED QUALIFICATIONS

### PQ 1: Project Timeline

NovoaGlobal has many years of successful deployment and operation of photo enforcement systems. Our company follows a standard process for each implementation in a new town or county to ensure consistent deployment of equipment, back office operations, and training Town staff to go live with the project.

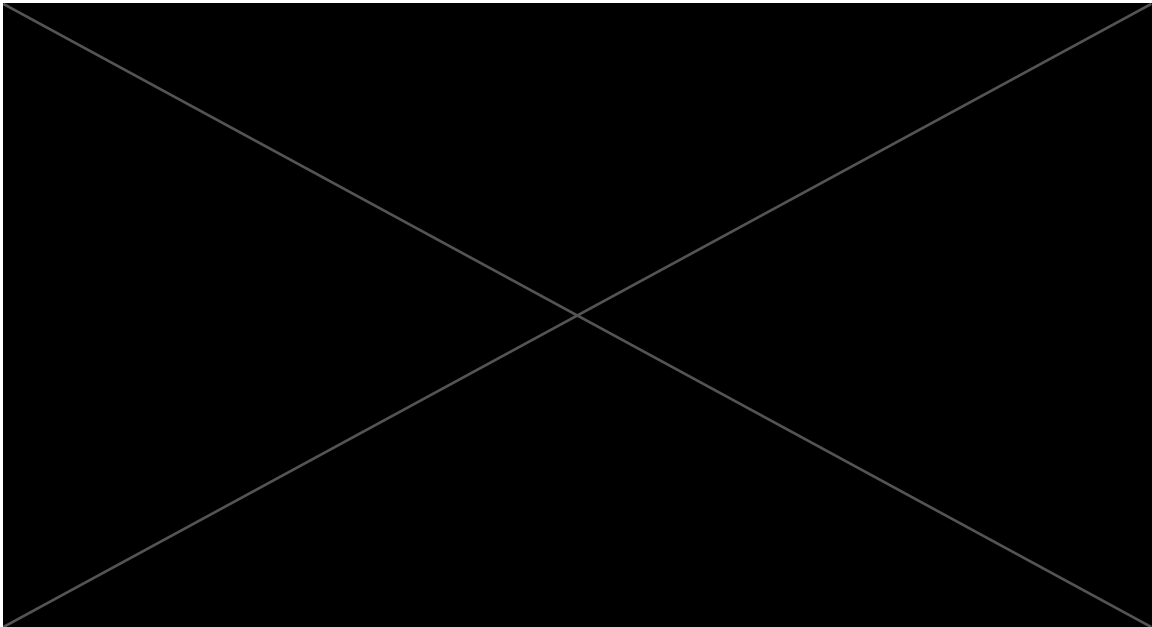
The start-up phase of the Town’s program will begin with a kick-off meeting with key project personnel, including the CEO, Senior Engineer, and Project Manager. The project plan will be reviewed and business rules established. These managers will communicate with corresponding Town personnel for site design, construction, deployment and testing, back office

## Program Schedules - Stop Sign Enforcement

setup and configuration, notice creation and approval, public awareness, website configuration, and training.

### Implementation Plan Approach

Our company always customizes delivery and implementation in accordance with the Town’s requirements. During implementation, there are three main processes that will run in parallel as can be seen on the following page.

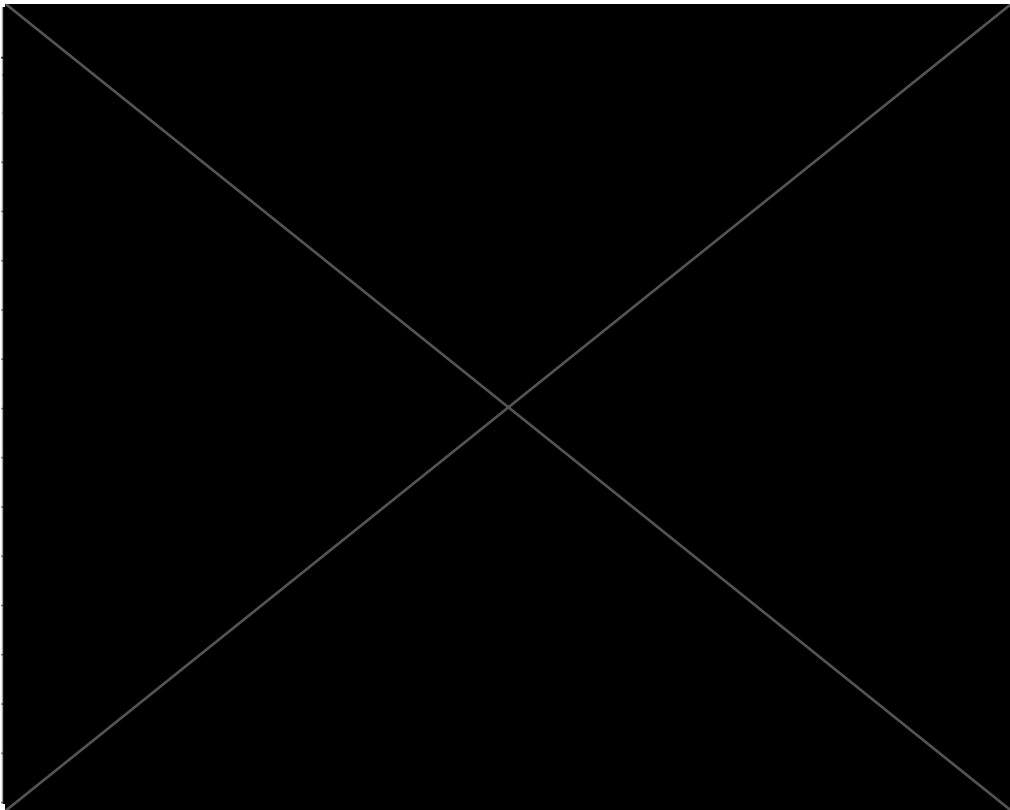
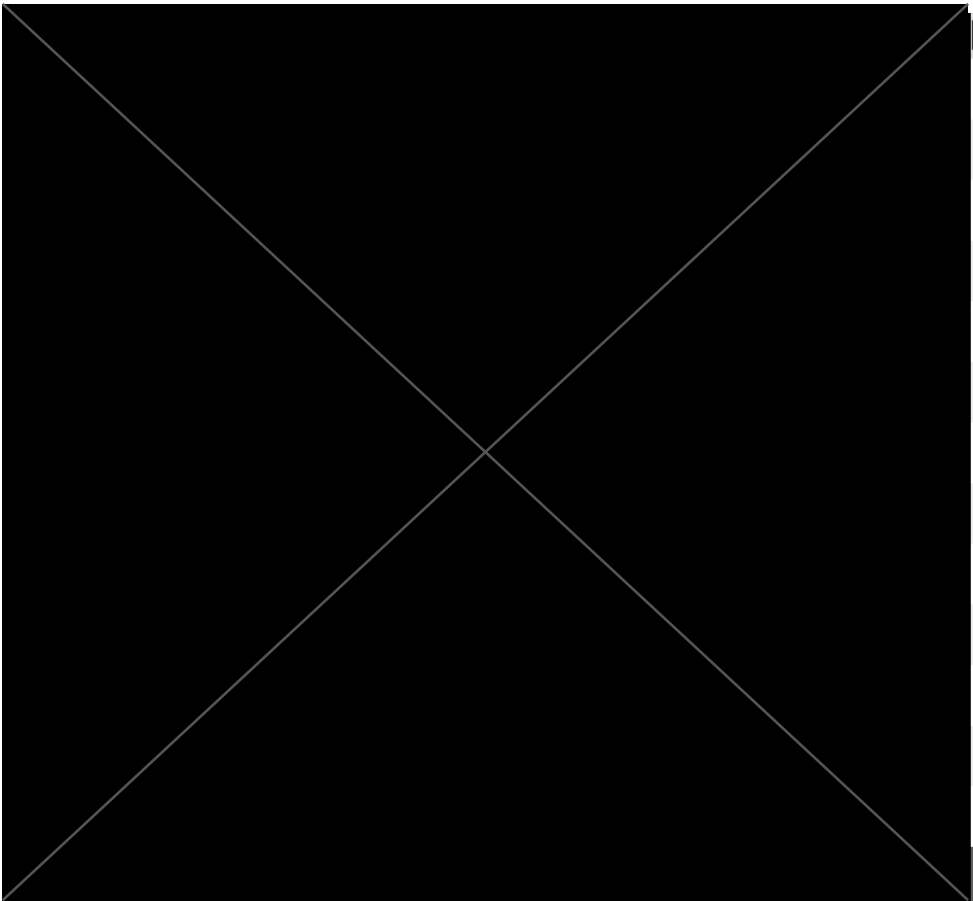


Of the three processes, the one that requires the most attention is the System Installation process. One unpredictable factor is the approval process, depending on the location of the systems, which might require municipality, county or state DOT approval.

Our implementation plan will have all systems fully operational and functional according to the Town’s requirements after receiving the “Notice to Proceed.” Naturally, installation schedules can be impacted by conditions or circumstances beyond our control. Serious inclement weather, unforeseeable delays in the approval process, and acts of God can delay implementation. Our company endeavors at all times to meet our schedule.

Sample Program Schedules are shown on the following page and outline all the tasks necessary to implement a complete photo enforcement project. The timeline is based on our experience and an estimated start date. NovoaGlobal will work with the Town to establish a timeline that meets the Town’s needs and requirements.

**PQ 2: Two Lanes of Enforcement**



The heart of all NovoaGlobal systems is our Dual Doppler Positional Radar. This advanced radar device effortlessly and accurately tracks the speed and position of multiple vehicles across multiple lanes simultaneously to determine stop sign violations. NovoaGlobal refined the most advanced radar technology developed for demanding defense industry applications to create this advanced device.

Our radar provides the technological core of our enforcement solutions and also provides stable, reliable, and accurate information necessary for traffic counts, video monitoring, incident detection, and much more. Our vehicle detection is completely non-intrusive and never requires intrusion into the road surface.

Operating on the K-band (24.05 - 24.25 GHz), this positional radar is the most advanced detection system in the world. Like handheld speed measurement devices, our radar uses the Doppler Effect to determine vehicle speed and therefore a stop sign violation. Unlike traditional radars, our product measures the exact speed and position of every vehicle in the enforcement zone 20 times per second.

When the system reads a speed and position, it predicts the position the vehicle should occupy on the next reading 50 milliseconds later. When that next reading occurs, if the actual position does not match exactly the predicted position, the system disregards both readings because it knows that one of the signals must be false. Very rapidly, our system is able to secure enough clean and confirmed signals to know the approaching vehicle's speed with certainty.



In order to create 100% certainty regarding the vehicle speed, our system incorporates an independent, secondary speed confirmation using a distance overtime calculation. The system knows every vehicle's exact position at all times. A basic algorithm calculates the time a vehicle takes to travel a specified distance within the enforcement zone. If the speed calculated using this secondary method is different from the radar measurement, the reading is discarded. It is, for all intents and purposes, impossible for the system to generate two identical incorrect speed readings using two entirely independent and different measurement methods.

The system is capable of detecting and capturing evidence of a stop sign violation by slow-moving vehicles. Although there is no minimum "threshold speed" for effective monitoring and evidence capture, the lower the speed the higher the false triggers. Our system is most accurate within  $\pm 1.0$  MPH up to 100 MPH range and  $\pm 1\%$  thereafter up to 185 MPH.



Our Dual Doppler Multi-Tracking Radar surpasses even the most reliable Laser/Lidar units. While Lidar technology is generally deemed as accurate and reliable, there are certain factors that can contribute to inaccuracies in its readings, such as calibration issues, bad weather, obstructions and reflective surfaces, long distances, and bad angles. These factors also may become a problem when a violator wants to challenge a Notice of Violation and use them as tools to avoid complying with the law.

Our Stop Sign-Safe™ system is flexibly designed to incorporate a host of advanced camera technologies that do not require additional cabinetry.

Our recommended solution provides:

- Ⓜ Compact design of 18"x18"x12"
- Ⓜ Easily installed on any pole
- Ⓜ Low power draw of 25W
- Ⓜ Non-intrusive multi-tracking radar
- Ⓜ 24MP still camera and HD video camera
- Ⓜ Built-in DVR capabilities
- Ⓜ Incorporate Amber Alert/Silver Alert program using our LPR-Sec.

Our ability to capture violations is limited only by the camera's shutter speed. Our standard system is capable of capturing at least three pictures per second.

### Small Footprint and Sleek Design

Our systems are fully enclosed in a sleekly designed enclosure with a double lock system. An optional alarm system can also be provided that can send an alarm based on an open door, vibration, or tilting. These enclosures are virtually tamper-proof.

An additional level of security is provided by the fact that the fixed Novoa-Global systems are fully self-contained and mounted on poles well above the reach of even the most determined vandal. Other fixed systems may mount their camera systems out of reach but have a pole or concrete pad-mounted cabinet where their computer systems and sensitive data reside, well within reach of intruders who might improperly access this sensitive information.

Our system enclosure, called D-Armor, is the smallest in the industry, with a footprint of 18"x18"x12" and a modern design that will blend well with your streetscape instead of polluting. NovoaGlobal's sleekly designed system offers the Town a small footprint while the entire system lends itself well to the goals of a minimally obtrusive system and lowering the impact to curbside and streetscapes.

### Image Capture and Quality

Our photo enforcement systems are flexibly designed to incorporate a host of advanced camera technologies. Our systems use only advanced, high-resolution digital color cameras with minimum output in excess of 24 MPix

per frame/image and full-motion digital video at up to 5 MPix and up to 30 frames per second.




As part of every violation evidence package, our systems provide a high-resolution (up to 5 megapixels) video clip at up to 30 frames per second that confirms the entire violation. This video clip is viewable by violators online and often results in immediate payment of the fine as it becomes clear that there is no defense for the violation. The length of the video is configurable at the Town’s discretion.


All violation images are in color, and the resolution is more than sufficient for the easy recognition of the violation when displayed on a standard color monitor. Our products use only the highest quality, commercial-grade cameras to capture three (3) images of each violation for inclusion on the citation notice. Three images are taken of the violation with a pre-configured distance or time in between. The final image of the license plate is extracted.

NovoaGlobal will archive all events in HD quality for ninety (90) days, and the video will be downloadable by the Town at any time, 24/7. Our company has the ability to store archived footage on our server for at least seven (7) years for violation video, notices or contest data.

Wide Range of Conditions

Stop Sign-Safe™ equipment is capable of deployment in a wide range of operating conditions; e.g., heavy traffic volumes, adverse weather conditions, road surface configurations, etc., and across five (5) moving lanes of traffic.

<div>Sun Glare</div> <div></div>	Circular polarization filters in combination with advanced algorithmic image “noise” cancellation features minimizes light photon scattering affects caused by sun and flash glare. The system filters sun and flash glare, producing crisp, readable images year-round in all conditions.
<div>Nighttime Operation</div> <div></div>	All safety systems are equipped with a purpose-built strobe lighting system. With multiple lighting options available, the standard system can illuminate multiple lanes in all weather and lighting conditions. This system has variable power output, allowing for decreasing power on smaller roads.
<div>All Weather conditions</div> <div></div>	Our photo enforcement systems function in every habitable climate in the world. In addition, the unique signal filtering capabilities of the radar allow systems to function in heavy fog, rain, and snow.

<div>Heavy Traffic Conditions</div> <div></div>	<div>Captures traffic across multiple lanes of travel. Tracks multiple vehicles simultaneously, while ignoring false triggers and reflected signals.</div>
--	--

Our traditional installation has one main cabinet that contains all equipment with the exception of the flash for a standard approach. If a flash is needed, the flash enclosure is mounted on the same pole or a separate pole only if required. Our flash uses 56W for less than a second, thus very little output that might affect drivers.

Please see sample image sets on the following pages.

Photo Stop Sign Violation

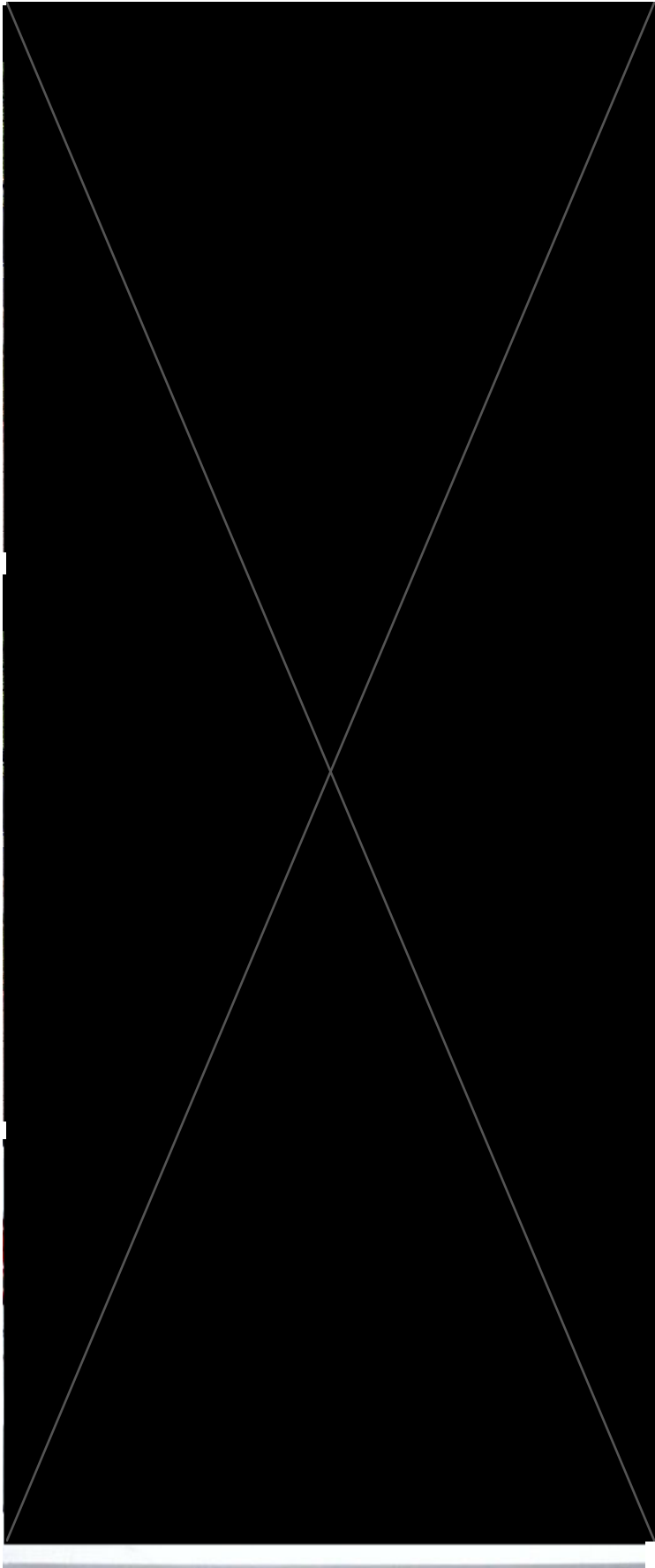


Photo Stop Sign Violation - Rain

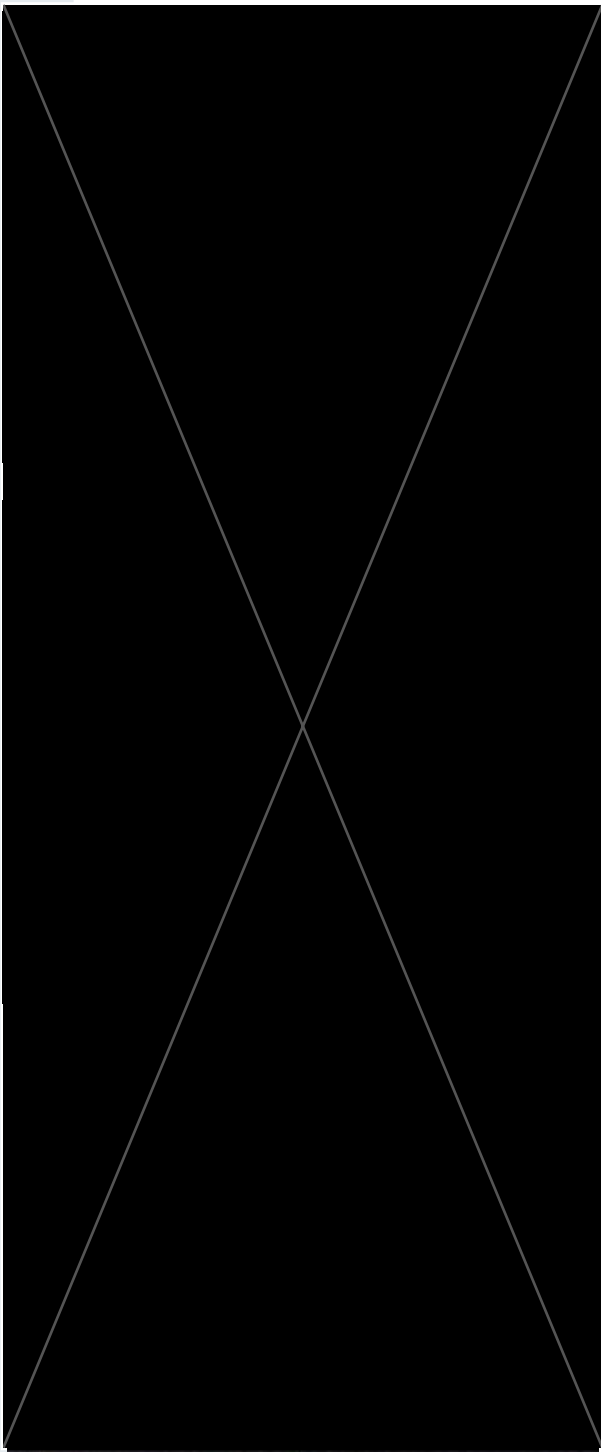
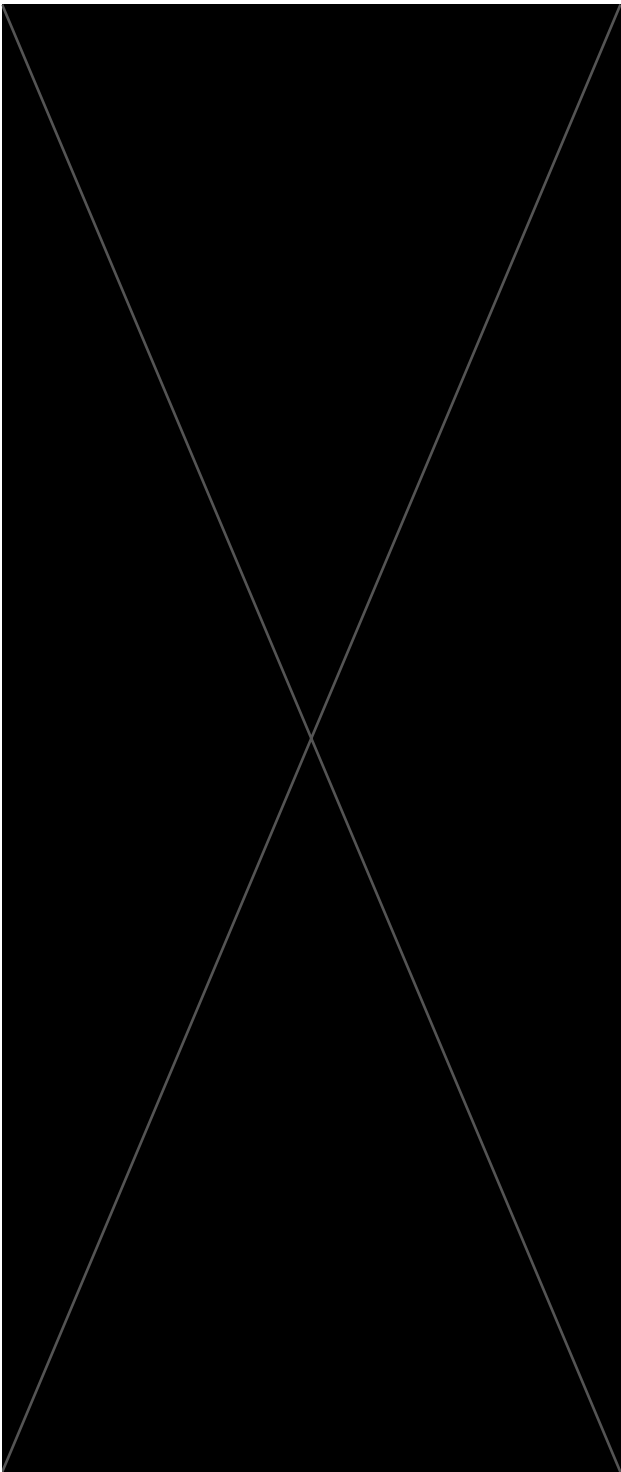
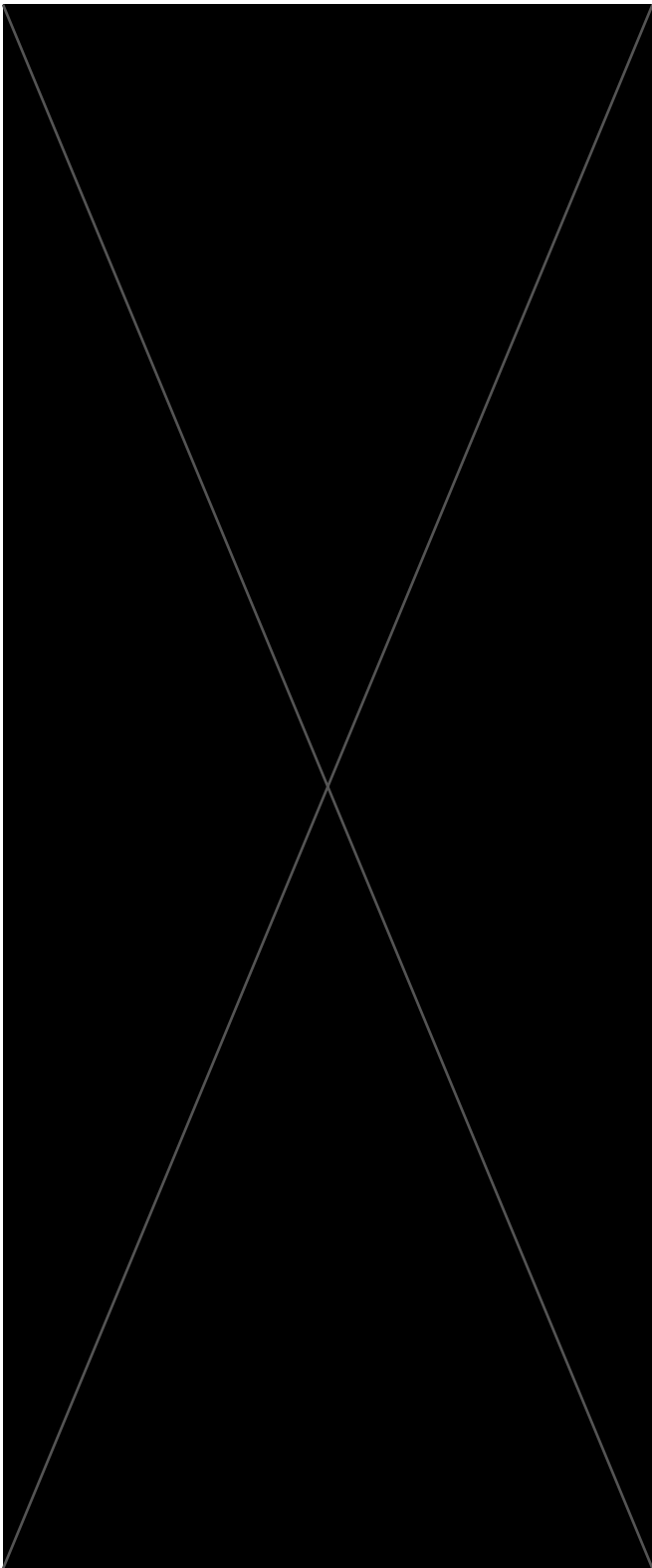


Photo Stop Sign Violation



Stop Sign Violation - Nighttime



Traffic Surveillance Viewing & Live Monitoring

Each system will capture and store streaming video, offering the ability to provide near-live traffic surveillance for incident management 24 hours a day, 7 days a week. Law enforcement is able to directly access this stored video via a web-based method and, utilizing our software, capture specific time frames of video.

- Each fixed system includes an IP addressable video camera that will provide law enforcement and Town personnel with ready access to each enforced intersection. In addition, our DVR capabilities allow Town personnel to download the video for any specified time span during the retention period.

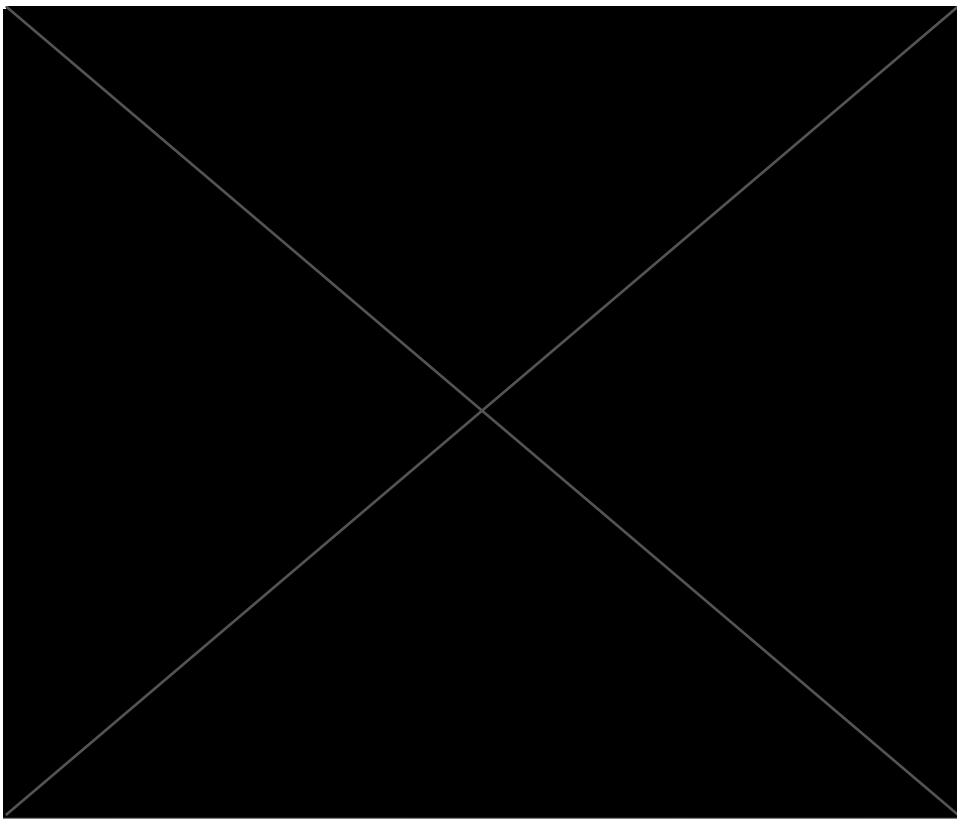
INTERSECTION LIVE VIEW

- Our DVR function will automatically upload a single image every 60 seconds at each location. By minimizing the number of video frames streamed during non-essential time periods, the Town has exceptional image quality without overtaxing its bandwidth availability.

MINUTE VIEW

- If any image indicates a problem, or if personnel wish to view the

Live Monitoring of Systems

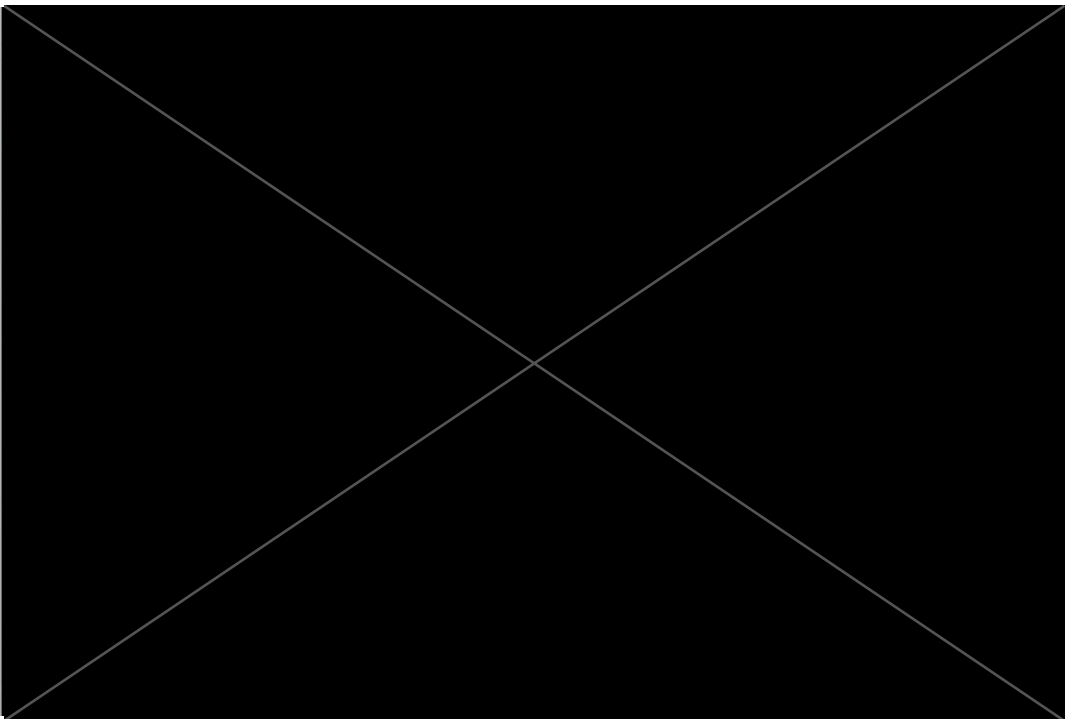


By simply specifying the start time and duration of any intersection event, the Town will be able to download any length of video required, at any time, 24 hours a day. Our DVR functionality is fully customizable and can be configured to meet the Town’s unique needs.

Color Digital Images for Citation

Configurable Data Bar

All enforcement images are imprinted with a “data bar” embedded in the information package comprising all of the relevant event data. The data bar is typically black with white letters. The data bar location can be anywhere on the image, including along the bottom edge of the frame but not obstructing the violation image. The image below shows the data bar located at the top of the screen.





A processor extracts the original “raw” digital still image and commences the review process that includes cropping of images for inclusion in a printed Citation and online image viewer.

For each violation, the system records the following:

- Ⓜ Two high-resolution digital color image(s) of the violating vehicle time-stamped at the configurable report line
- Ⓜ High-resolution digital color image of the vehicle’s license plate extracted from one of the enforcement images
- Ⓜ Digital color video of the entire event with configurable length
- Ⓜ Date, time, and year of violation
- Ⓜ Violation location identifiers
- Ⓜ Direction of travel



-  Vehicle speed
-  System identification number.

All data is clearly shown on the violation images and the printed citation.

Data and Storage

Captured data has different levels of security because our cameras and embedded processing units are part of a unified system. All pictures have a SHA3-512 to ensure the integrity of the pictures. The checksum information is embedded in the log files with a proprietary format. All the violation information with the log file, pictures, and images of the video are embedded in a tar archive, which also has a checksum. All violation information is immediately encrypted using Advanced Standard encryption technology standard for protecting vital data.

This encryption system exceeds the requirements of United States banks traded on the NYSE and other major stock exchanges. Immediately after capture, the encrypted data is transmitted to our ultra-secure data center over a virtual private network. Data transmission from the enforcement systems and the control center, the first part of our Back Office server application, is encrypted with RSA.

Our company will store and maintain all program data for at least one (1) year (longer for citations still in litigation) in a fully searchable, relational database that will allow the Town to find event data for individual violations or multiple classes of violations.

Our Pro-Center™ reporting module allows for nearly instant retrieval of citations by date, type, status, location, or any other characteristic with the ability to print statistical reports as needed. The Town will have access to this information with a few mouse clicks.

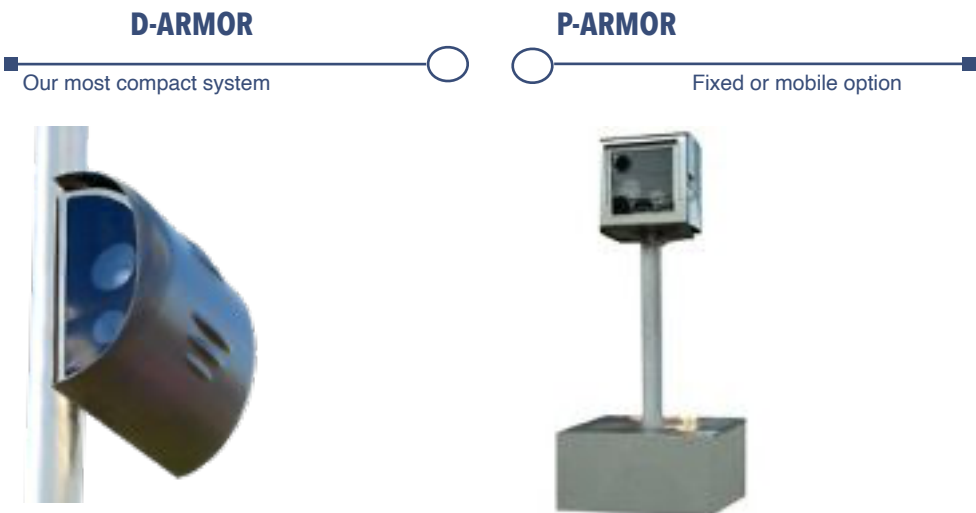
The Stop Safe-Safe™ system also records and reports traffic counts, violations per intersection, number of events captured, emergency responders, citations issued, rear license plate vehicles, false alerts, and more.

PQ 3: SHA Permits

NovoaGlobal will apply for an encroachment permit or any other required permits prior to installing any equipment or hardware within the right-of-way, modifying any Town or State-owned facility, or performing any sidewalk, shoulder, or lane closure.

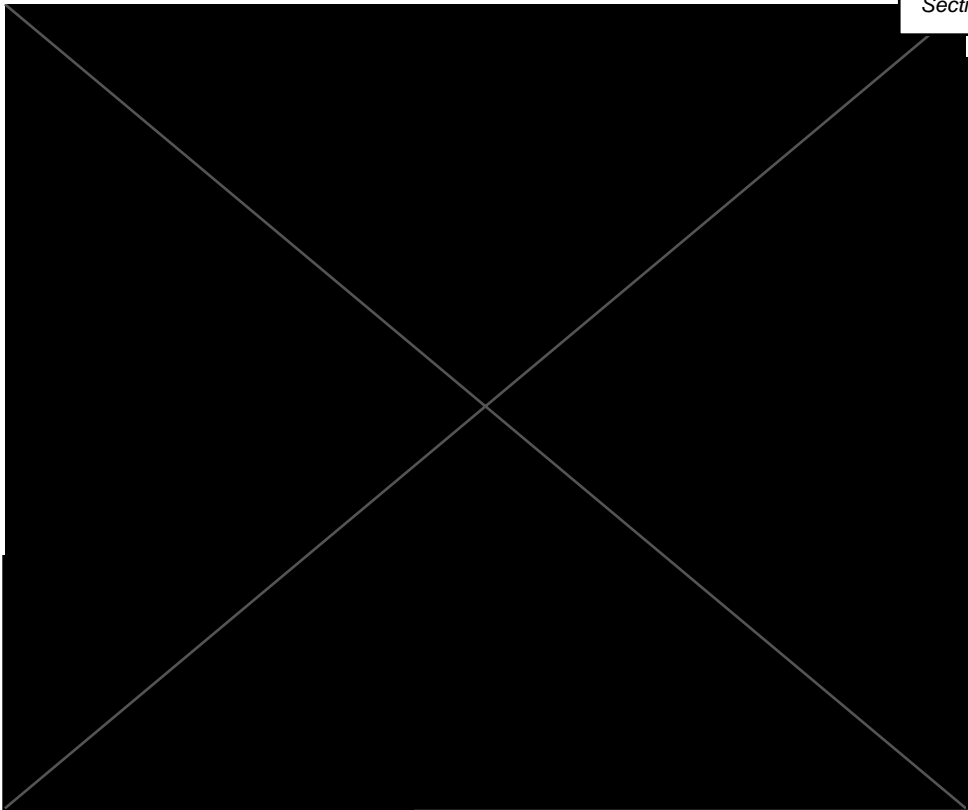
Roadside Units

Our systems are available in two different designs: D-Armor Fixed System and P-Armor Portable System. For a system with the highest flexibility and minimal intrusion, NovoaGlobal recommends our latest unit called D-Armor. It has a very small footprint and can be installed on any existing pole.



Our implementations do not require the installation or use of mast arms. Our installations have one main cabinet that contains all equipment with the exception of the flash. This cabinet is normally installed 130-170 ft from the stop line. The biggest benefit of our Stop Sign-Safe™ system is the small footprint. The D-Armor has a sleek, stylish design, a very small footprint, and can be installed on any existing pole. The dimensions are 18.7" X 12.6" X 18.6" and the normal power draw is very low, 25W and 30W for the strobe flash that lasts less than a second. Please see the hardware dimensions in the image on the following page.





All camera systems are non-intrusive to the roadway.

Fully Portable System

Our company has developed a completely self-contained portable system that combines the efficiency of a fixed system with the flexibility of a mobile system. The beauty of our advanced technology is the high degree of versatility.



Each portable system is designed to operate using heavy-duty, deep-cycle batteries and can operate continuously, unattended for more than three weeks before batteries need to be charged. The portable systems can also plug into a standard 110 V outlet and for any location where a portable system will be deployed regularly, it is a simple matter of running electricity to that site.

The portable system can be maneuvered easily into place by a single technician using a standard commercial dolly. Once in place, our trained technician can configure the system for appropriate enforcement in a few minutes and operation is completely autonomous until you desire that the system should be relocated or the batteries need to be charged. The amount of time it takes to relocate a system is barely more than the time it takes to drive from one site to the next.

Another key advantage of the portable systems is their enforcement flexibility. A portable unit can be installed for enforcement in one location and then moved to another location for enforcement without expensive and time-consuming permitting and construction of fixed systems.

Our new battery-operated solar system means exchanging batteries is almost never necessary. Our company offers this as a permanent portable solution that requires little setup time.

### Training Town Staff

NovoaGlobal believes a successful program involves the thorough training of all personnel involved. Our company will provide on-site, organized, classroom-style training for all personnel. Refresher courses and training for new personnel may be in person or through web classes. Our experts will be available anytime for consultation or additional training at no additional cost.

Our basic training course for all involved personnel covers:

- Ⓜ Understanding Photo Enforcement – The Law & The Science
- Ⓜ Understanding our Stop Sign Systems – Dual Doppler Positional Radar
- Ⓜ Using Pro-Center™ – Reviewing and Approving Citations, Communicating with Us and Generating Pre-Loaded or Customized Reports
- Ⓜ Dealing With the Public – Answers to Commonly Asked Questions, Myths & Misconceptions
- Ⓜ Due Process & Hearings – How to Present the Evidence, Respond to Questions, and Make Arguments to the Court.

### Law Enforcement Training

Our law enforcement training program builds on the basic course and will ensure that law enforcement personnel are thoroughly prepared to testify knowledgeably about the principles of our photo enforcement systems' equipment, operation, and citation processing steps. This training teaches officers how to deal with difficult questions, distinguish between factual and legal arguments presented by violators, address a skeptical judge, and ensure that the defendant is accorded all of his or her rights to a fair and impartial hearing.

Training personnel will review with law enforcement the types of questions or challenges raised in court and the appropriate rebuttals. This training will ensure that law enforcement personnel can testify about the authenticity of the citation and the reliability of the equipment and processes that produced it.

Court Personnel Training

NovoaGlobal will provide training to Court personnel to ensure the successful operation of the enforcement project. Topics include but are not limited to:

- Reliability of the photo enforcement systems
- Type of evidence that will be presented
- Chain of custody policies and procedures
- How our evidence packages are processed and delivered
- How to access the court interface to our back office systems
- How to review and understand the evidence presented in court
- How to divert difficult or abusive violators to our toll-free number.

Our initial program training will be conducted on-site with individual training binders for all personnel. A class size of no more than ten is preferable. If there are more than ten individuals that require any particular training session, our staff will break it into multiple sessions. All training materials will be provided for personnel in sufficient quantities . These materials provided at no additional cost.

All training, including refresher courses and follow-up training, is provided at no additional cost. Sample training outlines are shown below.

Public Information and Outreach Campaign

NovoaGlobal will assist the Town with promoting the program to accomplish the goals of encouraging traffic safety, increptasing public knowledge of camera enforcement systems, and the dangers associated with bad driving habits.

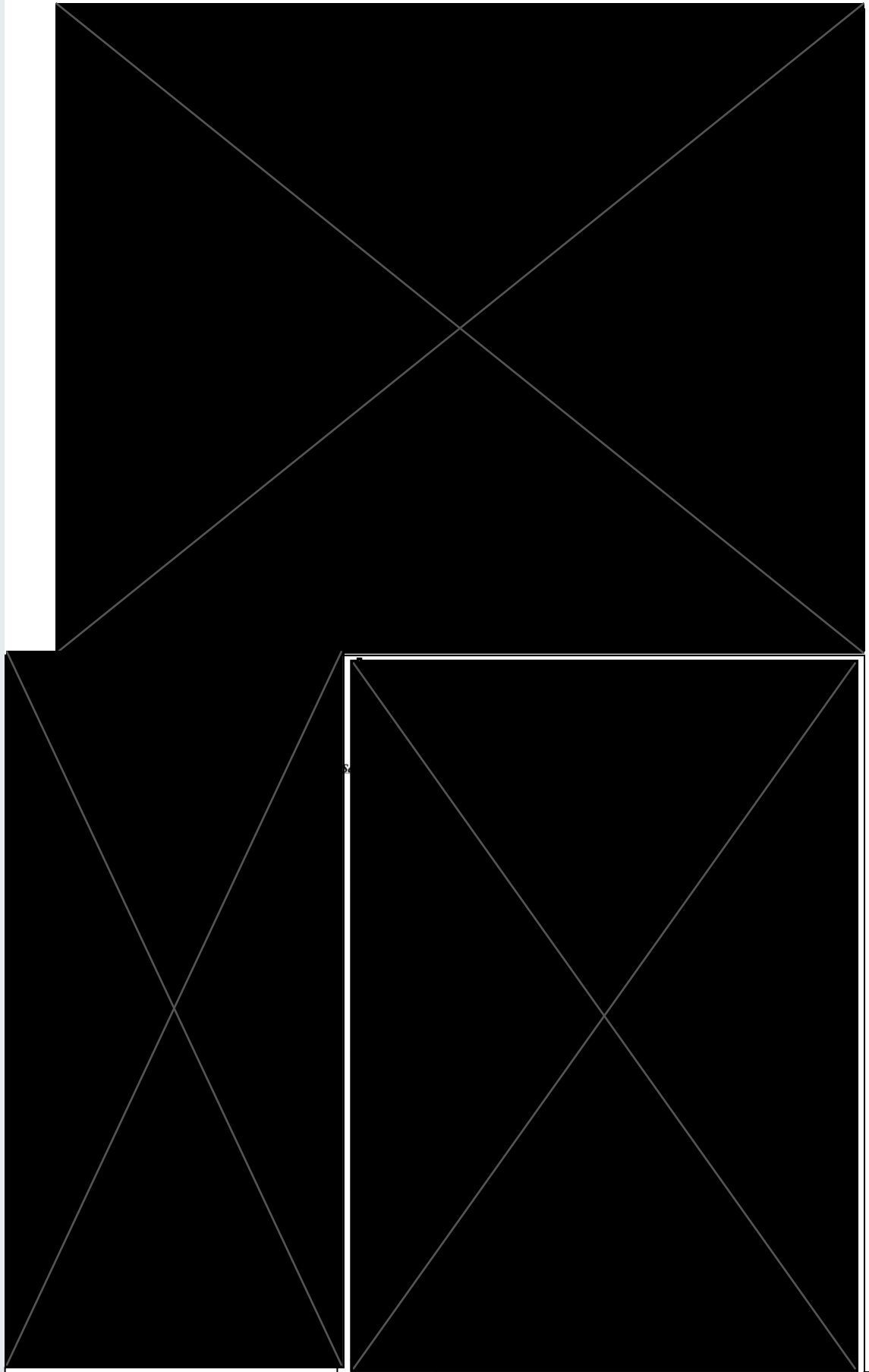
With each new program, NovoaGlobal produces initial public notice documents such as press releases and electric bill inserts as well as social media posts to promote and educate the public on the program. Our company will work with the Town to customize the best public relations outreach campaign for the purposes of public education, which may include:

- |                              |                      |
|------------------------------|----------------------|
| Press Releases               | Social Media Posts   |
| Utilities Inserts or Flyers  | Website Content      |
| Public Service Announcements | Local News Coverage. |

The following pages show samples of previously used public education materials.

## Informational Graphic - Stop Sign Enforcement

Section 10, Item H.



Press Release - Stop Sign Enforcement



Center Point, Alabama Restarts Automated Stop Sign Enforcement Program with Warning Period

*NovoaGlobal® to Provide Automated Stop Sign Enforcement Program Beginning July 11th with 30-Day Warning Period*

CENTER POINT, ALABAMA, USA, July 11, 2022 /EINPresswire.com/ -- The [City of Center Point, Alabama](#) restarts its [stop sign](#) camera program to encourage safe driving at dangerous stop sign intersections in the City. Officials worked with vendor [NovoaGlobal, Inc.](#) to re-install cameras where the most dangerous stop sign running occurs. The stop sign camera enforcement program will begin on Monday, July 11th with a 30-day warning period. This will give motorists time to change their driving habits before payable notices of violation begin with a fine of \$110.



Stop sign photo enforcement from NovoaGlobal



Stop sign running is a preventable cause of deadly collisions and life-altering injuries. We are proud to provide the latest technology to the City of Center Point"

*Carlos Lofstedt, President and CEO of NovoaGlobal*

Accidents from stop sign running are preventable. The following dangerous intersections will be monitored:

- 25th Avenue NE at 23rd Avenue NE (southwestbound)
- Bolly Reed Road NE and Reed Road NE (southbound and eastbound)

National statistics reveal that one-third of all intersection crashes in the United States occur at stop sign-controlled intersections.

The monitoring system captures photos and videos of vehicles that run stop signs. If a driver runs a stop sign, the driver receives a Notice of Violation from the Center Point Police Department sent to the car's registered owner. Photo evidence will be on the Notice of Violation and all photo and video evidence will be available online at [www.zerofatality.com](#) for the driver to review. During the initial warning period, drivers will receive the same violation notice but "Warning" will be stamped across the violation.

"Stop sign running is a preventable cause of deadly collisions and life-altering injuries," said Carlos Lofstedt, NovoaGlobal President and CEO. "We are proud to provide the latest technology to the City of Center Point in order to educate road users, enforce traffic laws, thus creating a safer community for Center Point's families and visitors."

Matina Vourvopoulos  
NovoaGlobal, Inc.  
+1 407-789-3607 ext. 3  
[email us here](#)

Visit us on social media:  
[Facebook](#)  
[Twitter](#)  
[LinkedIn](#)  
[Other](#)



Center Point, Alabama



NovoaGlobal Creating Safer Communities Logo

This press release can be viewed online at: <https://www.einpresswire.com/article/580295968>

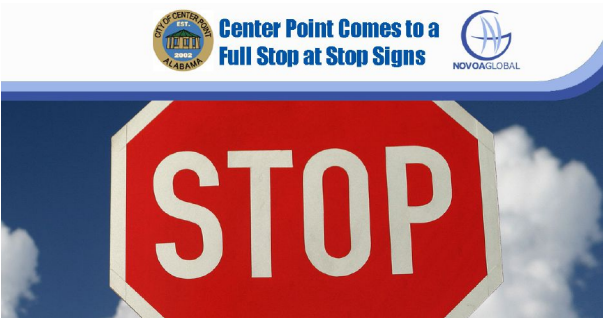


Social Media Posts - Center Point (AL) Police Department - Stop Sign Enforcement

SOCIAL MEDIA

Stop Sign Photo Enforcement Social Media

**Warning**  
Running a stop sign is dangerous! Center Point uses automated safety enforcement to reduce these violations and now we've installed even better technology. The stop sign units use radar to detect if a vehicle stopped at, rolled through, or ran a stop sign. For 30 days, warnings will be issued when vehicles fail to stop at a stop sign, then we start the real deal! You've been warned!



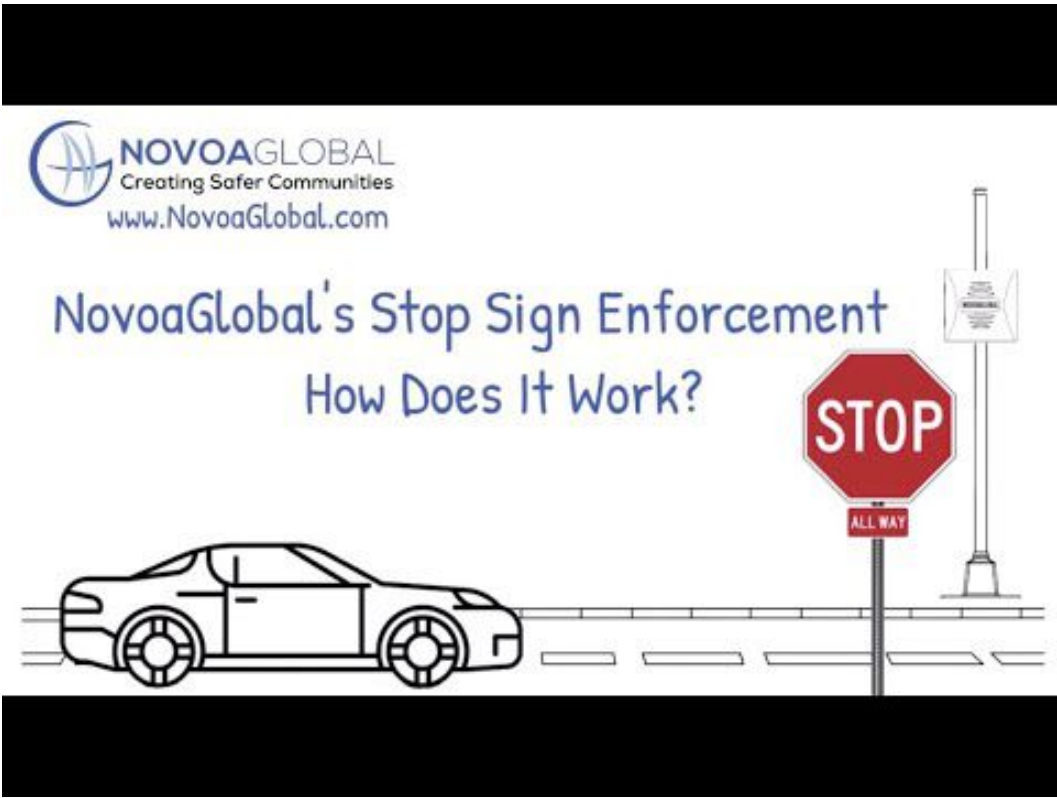
This is it! Center Point is now enforcing stop sign violations with photo enforcement using the latest technology. Center Point drivers should come to a complete stop before the line at a stop sign intersection. This gives you time to look around and ensure that you have the right of way before continuing. The stop sign units use radar to detect if a vehicle stopped at, rolled through, or ran a stop sign. Please drive safely.





Stop Sign Enforcement: How It Works Video Clip

Click on the image below to access video.



# OTHER SPECIFICATIONS (OS) & SCOPE OF SERVICES

The following sections address the Town’s RFP outline to provide services for the stop sign camera enforcement project.





## SITE SURVEY

NovoaGlobal will work closely with the Town to provide data for the Town to determine the locations of automated enforcement equipment. Our company understands the Town will select and approve all sites.

Our company uses portable devices to record stop sign violations, the date, and the time of vehicles on specific roadways. The devices are small, discrete, and easily attach to an existing pole. NovoaGlobal will monitor, at a minimum, for 16 hours to capture data of stop sign violations at Town selected locations. The data will be provided to the Town to determine whether the location would benefit from stop sign enforcement cameras.

## CAMERA SITE INSTALLATION

Our company will work with Town Police and the Maryland State Highway Administration to perform the following project related tasks:

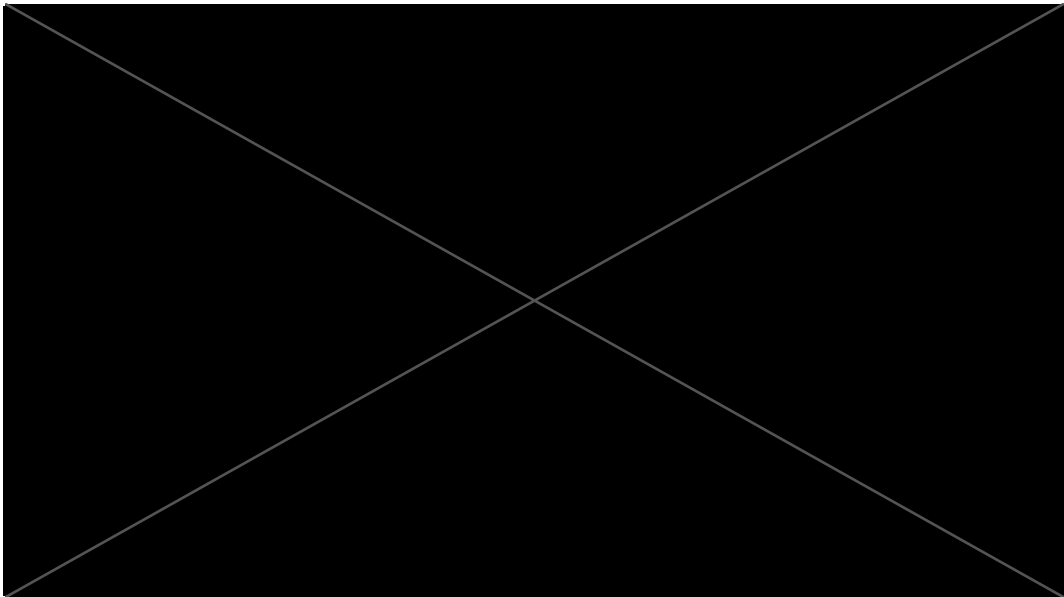
-  Obtain all permits
-  Prepare site design
-  Perform construction and installation of equipment
-  Maintain all roadside equipment.

NovoaGlobal understand the Town will provide access to power for the stop sign camera equipment. Telecommunications and all other equipment will be the responsibility of our company.

## SERVICE AND MAINTENANCE

NovoaGlobal offers continuous, automated monitoring of the systems in real-time. This information is available online to all personnel with secure access and allows our technicians to respond rapidly to any system issue.

Our Hawk-Center™, which is our web-based video monitoring system, provides 24/7 viewing capabilities. Our system automatically monitors and notifies appropriate personnel of any system issue, malfunction, or other problem that would cause the system to be inoperable. Below is a screenshot of our Hawk-Center’s ability to simultaneously monitor video at different locations while also determining at a glance the proper operation of the systems.



This screenshot shows the status of each of the systems. The green box would turn red if there was an issue with a system.

Each camera can be monitored simultaneously and color bars over the video offer a quick glance at the camera’s status of operation. Green indicates the system is in proper working condition, a yellow color bar indicates the system is in need of maintenance and a red color bar indicates the system is down and in need of repair service.

As part of our company offerings, all servicing and maintenance of roadside units will be performed by our technicians located in our D.C. office, just 6 miles from the Town. In the unlikely event that a component malfunctions, our trained technicians will rapidly identify the malfunctioning component and replace it with stock inventory. Any repair can be accomplished within hours with minimal enforcement time disruption.

Spare components will be housed in our Washington DC office, located just 6 miles from the Town. Our DC office has technicians that will be able to quickly address any issues with our roadside equipment.

NovoaGlobal will respond to equipment malfunctions within 24 hours. Repair or replacement of a roadside unit will be accomplished within 72 hours. Only when a system is destroyed or severely damaged will our company potentially require additional time.

Each Stop Sign-Safe™ system is fully contained in a single enclosure. The whole system can be removed or installed as easily as plugging in an electrical outlet. If a unit needs to be fully replaced, the simplicity of installation will ensure a rapid deployment of a new roadside unit.

**Routine Maintenance**

NovoaGlobal is committed to routine preventative maintenance and inspections on all systems. Our company will provide monthly physical site inspections/maintenance in addition to daily remote inspections. These in-

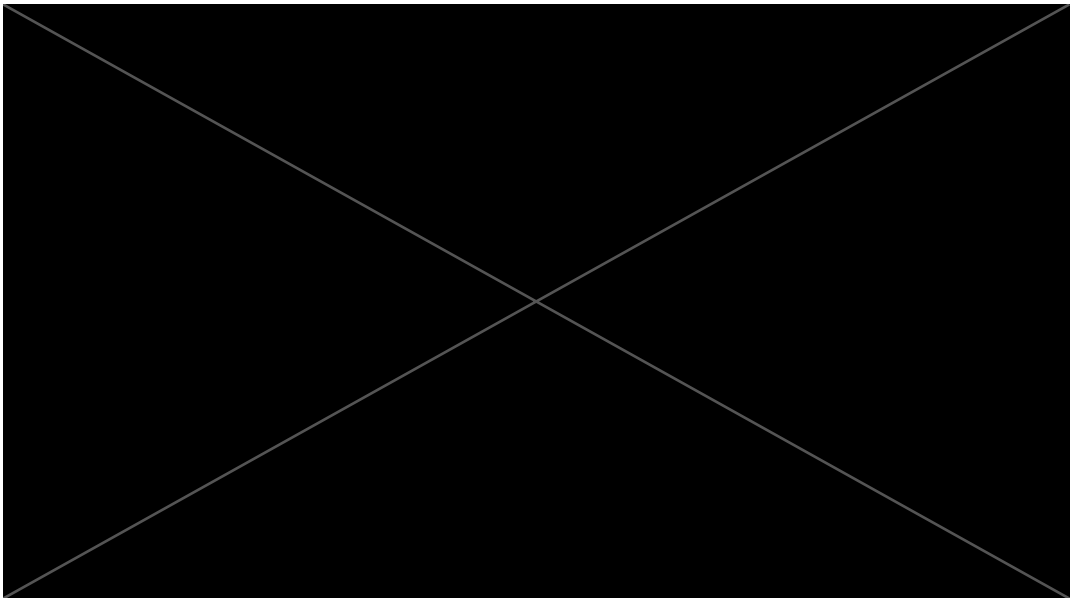
specions include testing the equipment to confirm all cameras are properly operating and successfully transmitting data to the servers.

Every unit performs a self-test upon start-up. In addition, each component is continuously monitored to ensure that it is operating within the manufacturer’s specifications. If any component is not functioning properly for any reason, the system automatically sends an electronic alert to our technical staff.

**Maintenance Logs**

Our company will keep up-to-date maintenance logs, including all system or equipment malfunctions and all software, hardware, or firmware modifications or upgrades. It will be available for review at any time and will be certified for court proceedings if necessary.

Below is a sample of our daily and monthly test and servicing.



Sample Field Service information for daily and monthly tests and servicing

**Remotely Configurable Systems**

Our Stop Sign-Safe™ system is fully configurable remotely and extremely automated. Each system includes an internal self-monitoring and alerting system that (a) performs a self-test upon start-up and after each event, and (b) monitors each component for operation in accordance with the manufacturer’s specifications as well as internal system temperature. Any radar failure will result in the automatic dismissal of the event and multiple failures will result in an alert being sent to our technicians for repair.

If the system discovers any component that is either not functioning or functioning outside of the manufacturer's specifications, our technicians are automatically alerted and promptly attempt remote maintenance. If remote maintenance is ineffective, our company will dispatch a technician to the site to address the issue or replace the malfunctioning component. Technicians located in our D.C. office will respond to any issue.

### Warrant and Maintain Equipment

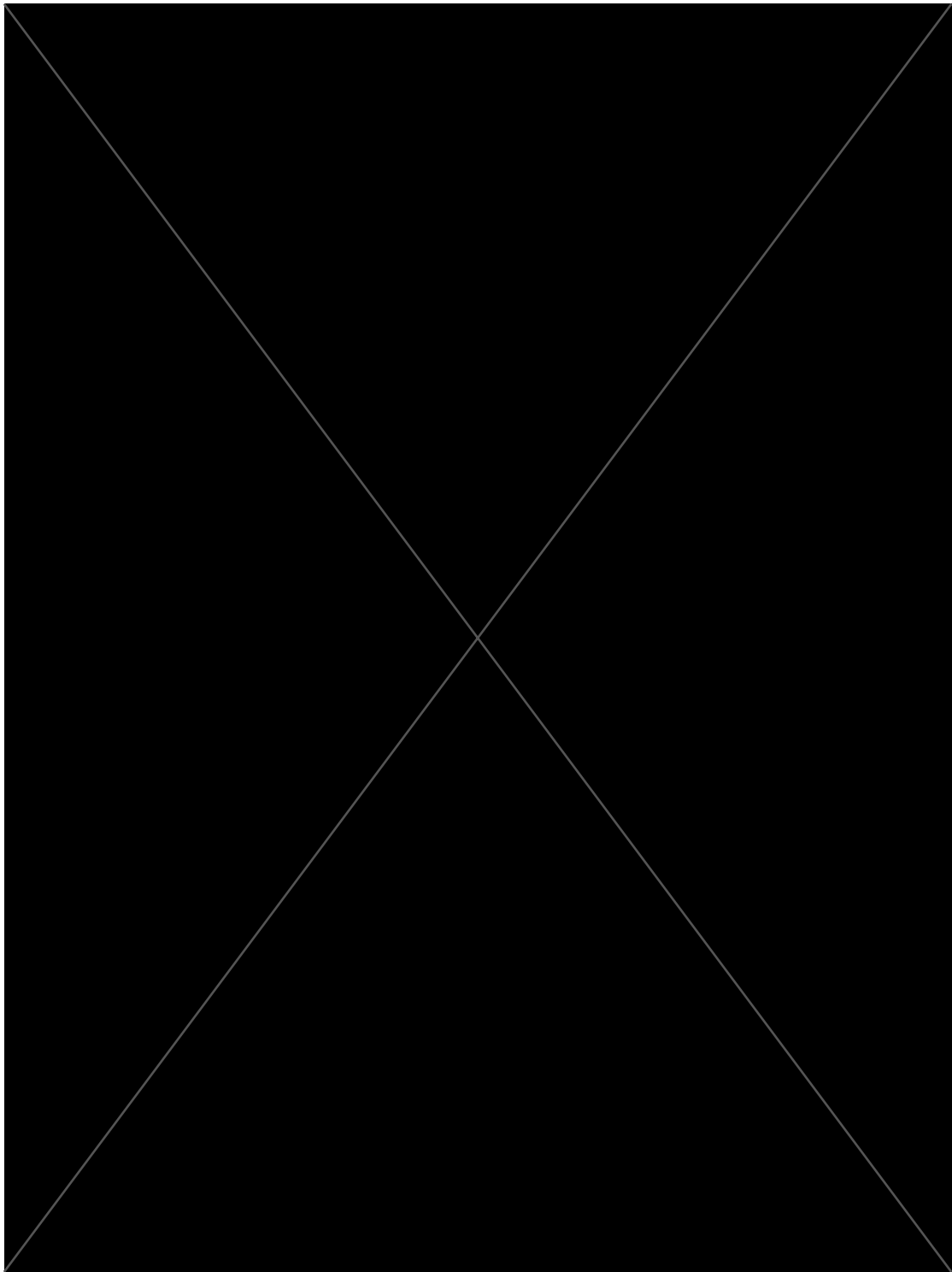
NovoaGlobal believes that a quality photo enforcement program should create minimal difficulty, stress, or expense for the Town. Accordingly, our company offers very durable equipment and a comprehensive maintenance program that ensures the smooth operation and longevity of the equipment. Our company maintains modular spare parts that will facilitate any repair and a stock of “hot swap” units, which are fully functional complete spare units available for immediate replacement of a non-functioning unit.

In order to achieve our goal of a seamless program for the Town, our company includes a comprehensive warranty for the duration of our contract.

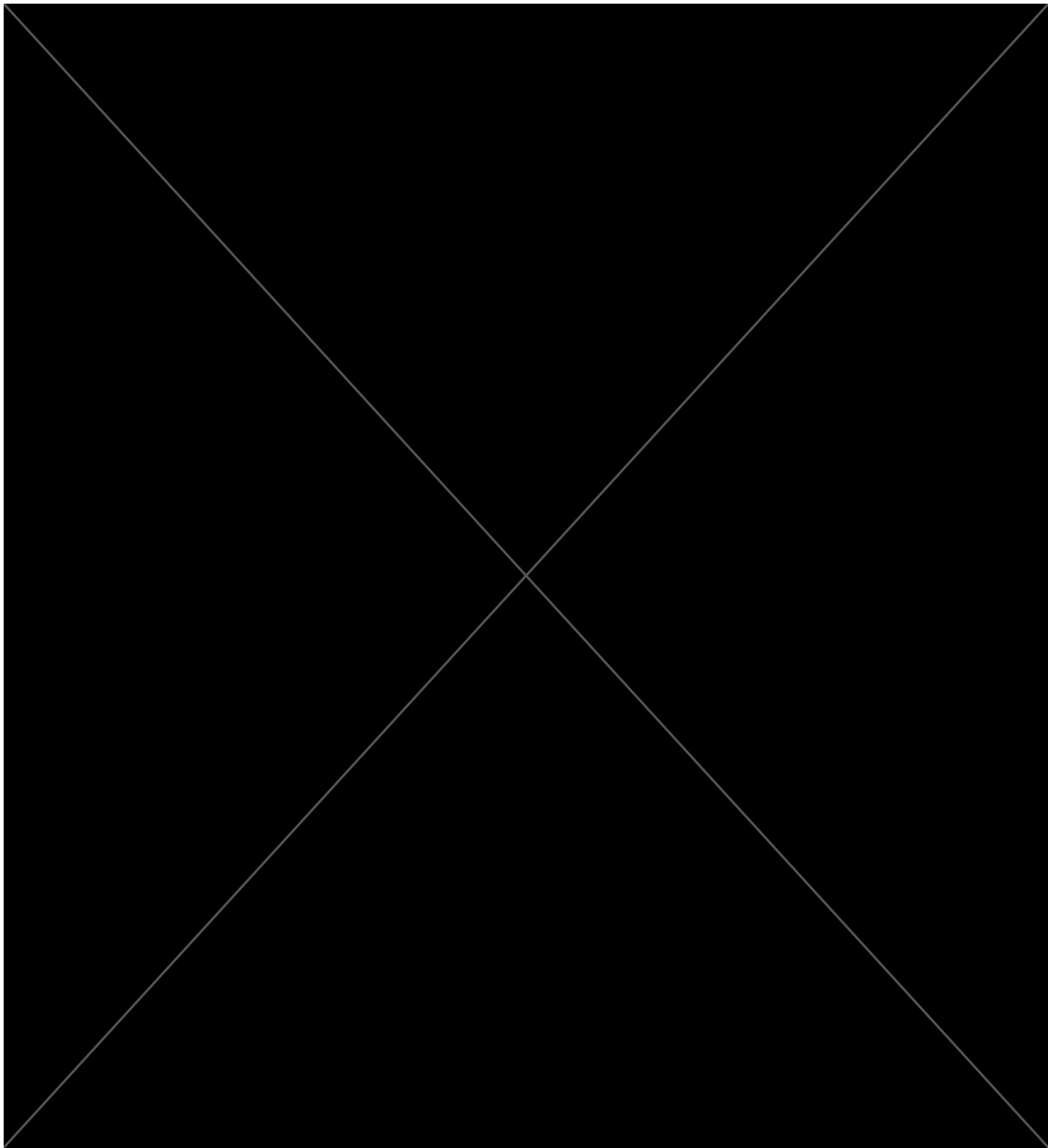
### VIOLATION SCREENING & CITATION DEVELOPMENT

NovoaGlobal will work closely with the Police Department to determine the elements that constitute a stop sign violation. Our company will also work with the Court, Police and Law Departments to determine the contents of the citation that will be mailed to the registered vehicle owners. Prior to issuing citations to violators, a 30-day warning period will occur for any new installations. During this time, our company will send a letter, subject to prior written approval of the Town, to violators notifying them of their offense. On the following pages, please find a sample notice of violation.

Sample Notice of Violation - Photo Stop Sign Enforcement

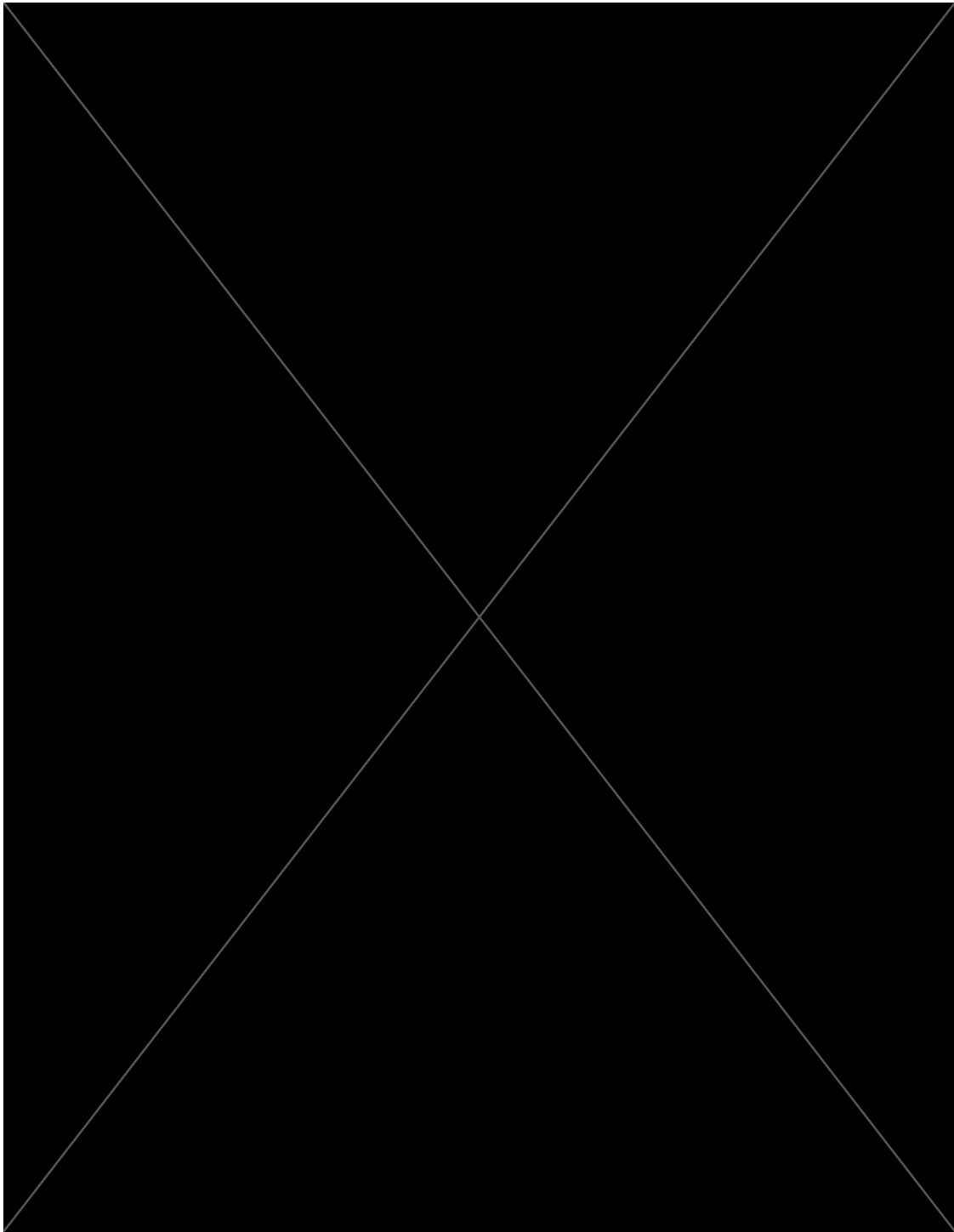


Sample Notice of Violation - Reverse Side



PO Box 593095  
Orlando, FL 32859-3095

Sample Warning - Photo Stop Sign Enforcement







## CITATION PROCESSING

At the heart of any successful photo enforcement program is citation processing. Our Pro-Center™ back office software is fully web-enabled and allows fully secure remote access 24/7 by authorized personnel. It meets and exceeds all of the Town's violation processing function requirements.

Our back office software provides:

- ④ Online review of violation images, videos, and data by violators using a unique password
- ④ Robust reporting capabilities provide access to all of your program's information
- ④ User-friendly, easy officer violation review portal that can be learned in minutes and used from any computer with internet access
- ④ Unique access for violators to pay their fine or request a hearing
- ④ Play video and view multiple scenes and plate images
- ④ View each image as a full-screen enlargement with a single click
- ④ Crop a license plate image area from the best image to show vehicle ID and then print the cropped plate image in the notice
- ④ Accept or reject violation and record the reason for rejection
- ④ Ability to print warning letters during the first 30 days of the program
- ④ Automatically generate printed violation notices
- ④ Track and notify if multiple violations for a single license plate
- ④ Store and archive all processed violation evidence in a secure database
- ④ 24/7 access to Court Evidence Package images as HD video or high resolution still shots
- ④ Secure access control and automatically generated electronic audit trails
- ④ Encryption and decryption management.

When the automated system captures photographic and video evidence of a traffic violation (an "event"), the electronic data is encrypted and transferred to our event processing center via a secure connection. The

event data then goes through several phases of review prior to mandatory review by an authorized law enforcement officer. Our company does not refer to an event as a citation until an authorized law enforcement officer has approved it.

**Event Processing**

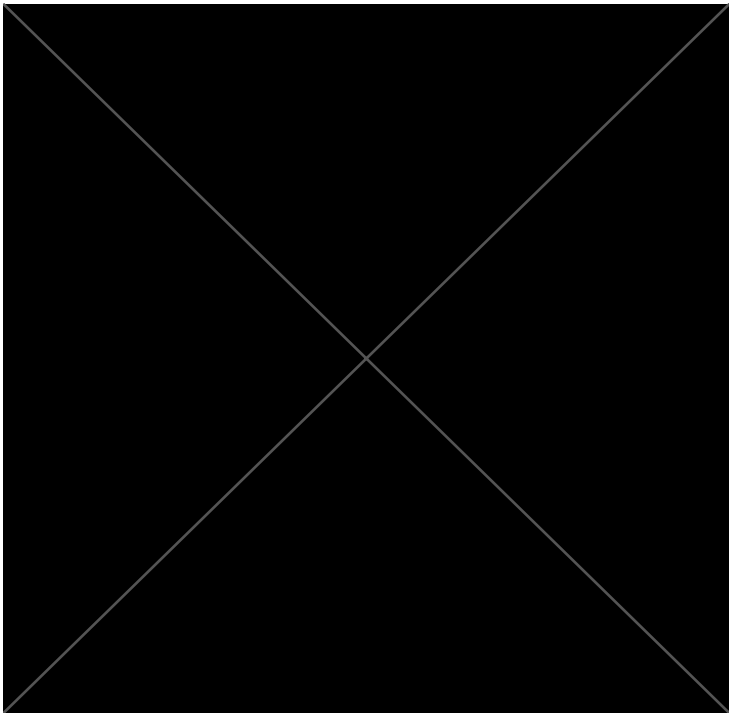
Event processing begins with the transfer and upload of events to the processing center. Once the events are uploaded to our “Control Center” server, the processing commences with the first level of review and quality assurance which is referred to as “Verification.”

An operator verifies image quality, discards any false triggers, and ensures that the event meets the violation criteria as defined by the Town. Events that meet the Town’s standards are then passed into the processing queue. Verification is completed within two days after the event.

An operator extracts the original “raw” digital still images, digital video, and violation data and commences the review process in accordance with the Town’s specific procedures, which include:

- ⌕ Reviewing multiple high-resolution still images and video to ensure that the images meet the clarity, color, and resolution standards
- ⌕ Enhancing image quality solely for improving visual inspection of the event, by lightening, darkening, or increasing the image contrast
- ⌕ Image cropping for inclusion in a printed citation and online image viewer
- ⌕ Extracting license plate information and obtaining registered owner information from the applicable motor vehicle departments
- ⌕ Verifying that the information from the applicable motor vehicle departments matches the image date, make, model, and color.

Our company will ensure that dedicated operators are trained on the Town’s specific requirements. Our operators apply the criteria for evidence suitability, image quality, and threshold compliance.



The initial review screen provides the processor with raw images and violation data from which the processor makes the initial determination of whether your violation

## Law Enforcement Approval

All violation events will be provided to law enforcement personnel to perform a final review and approval of each violation event prior to issuing a citation.

The system loads images in a timely manner (less than one minute) for approval by police personnel. As the citations are reviewed and approved, our back office software will automatically imprint the reviewing police officer's name and ID number into the citation.

Once the officer reviews the violation images, views the video, compares the violation data to the images, and confirms the registered owner information matches the violation data, the officer can approve the violation with a single click, or reject the violation by clicking the reject button and then selecting the rejection reason code. All rejections are tracked by reason code and can be reported by rejection, issuing system, or rejecting officer, as shown in the sample to the right.

## Citation Mailing

Once a violation has been confirmed by law enforcement, our technicians print and mail notices in accordance with the Town's designations to the registered owner of the violating vehicle. Our company will prepare the notice letter in a form approved by the Town and in accordance with legal requirements for all chargeable violations.

All undelivered or returned mail is processed by NovoaGlobal's personnel, logged to the applicable citation, or re-sent to any forwarding address. Bar codes are automatically scanned into our system and additional data is added to our back off software for the citation.

## DMV Information

In order to secure the identity of the registered owner of the vehicle involved in an alleged violation, our in-house operators review the event images and obtain the license plate number and state of issuance. Our company accesses the MD State Department of Licensing through our strategic partnership with the National Law Enforcement Telecommunications System (NLETS), as well as the expansive Lexis/Nexis database and various other state motor vehicle departments. Using our access to nationwide motor vehicle information, our operators obtain the most recent vehicle owner information.

Once our operators receive the registered owner information, they check the provided information against the photographic images to confirm the vehicle images match the provided information. Once confirmation is made, the registered owner information is imported into the citation for further review and confirmation by law enforcement.

## Customer Service

NovoaGlobal provides a 24/7 IVR system for payments and general inquiries. Our company also maintains a toll-free telephone number for the

public, staffed during normal business hours (Monday through Friday), to answer questions concerning the program or a specific complaint.

Our highly trained customer service staff are bilingual (English & Spanish). When anyone calls in needing language assistance, our representative will either immediately switch languages or transfer the caller to a representative with appropriate language skills. Instructions on accessing bilingual language representatives are also included in the citation.

Collections

Our company will work with the Town’s finance department to develop procedures that will meet financial accountability and customer service guidelines and ensure program integrity at every level.

NovoaGlobal will collect all fine payments by mail, telephone, in person, or the Internet. Our company will also create a portal into Pro-Center™, our back office, fully web-enabled software, for personnel who may collect payments from citizens.

All access to the Pro-Center™ back office software is Internet-based. Its operation requires a computer with Internet access and a commercially available web browser such as Chrome or Firefox. This will provide access to all Town departments that may need to access the information, including Finance, Police and Court personnel.

A separate account will be provided for all the program funds. All payments by check, credit card, debit card, e-check, ACH, phone, and in-person will go directly to that account. The Town will have access to this account to view all transactions and statements in real-time.

All inquiries, whether by telephone, email, or mail, are registered and permanently associated with the appropriate violation. Comments entered by our personnel or Town personnel will be accessible in the complainant’s violation record.

NovoaGlobal has dedicated personnel to process all incoming payments daily. Our online payment system updates our back office software in real-time and blocks any attempted duplicate payment on the same violation number. Any payments, adjustments, modifications, or other actions taken by the Court will also automatically be associated with the payment status of each violation.

Online Violator Access and Payment

NovoaGlobal’s Pro-Center™ back office software is fully web-enabled and allows secure remote access by members of the public who have received citations. Using a username and password (typically license plate number



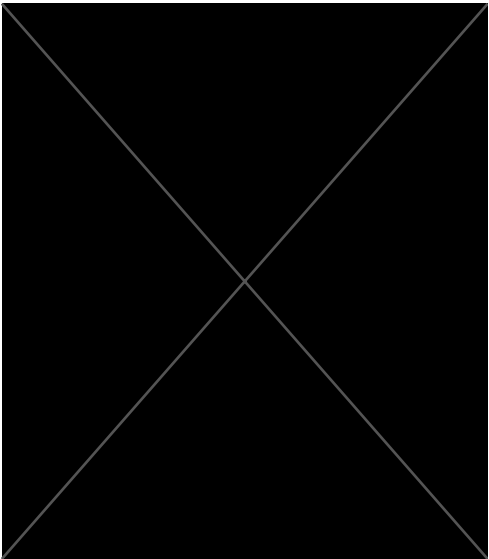
and violation number), members of the public are able to review the violation images, video, and data as well as pay their fine or request a hearing. The violation notices will include simple, step-by-step instructions for accessing a website where the violator will be able to click on a "Pay My Fine" icon. The fine is immediately charged to the account, and payment is directed to the payment account on a daily basis. The notices will also include instructions on how to make credit or debit card payments by use of a toll-free telephone number, in-person payments, or mailed payments. Pro-Center™ automatically calculates all fines, charges, and late fees.

Court Hearing Process

When court hearings are requested by alleged violators, NovoaGlobal personnel will assign appropriate court dates in our Pro-Center™ software to those contesting their citations and mail them confirmation in advance of the scheduled court date. Town Court personnel will have appropriate access to our system to review scheduled court appearances.

Our evidence packages are designed through our back office software based on requirements using a simple check box feature. The user may select all documents, videos, and images he or she would like included in the evidence packages. Evidence packages typically include:

- Ⓜ Date, Time, and Location of Violation
- Ⓜ Violation notices
- Ⓜ Second notices
- Ⓜ Violation images, including license plate
- Ⓜ Violation video
- Ⓜ Violator correspondence, affidavits, etc.
- Ⓜ System certification and calibration certificates
- Ⓜ Chain of evidence certificate ("Trace Violation")
- Ⓜ Multiple violator history, if any
- Ⓜ Payment history.



This example of the Trace Violation report details each time any person accessed the violation file and the specific action taken. The Trace Violation feature guarantees a proper chain of evidence.

Pro-Center™ includes a "Trace Violation" feature, which provides a web-accessible report of all actions taken on a violation event, including the date and time, user ID, and action taken. The Trace Violation report for each violation is available from any Internet-enabled computer to all specifically authorized personnel. It can also be included as part of the evidence package for contested violations.

Expert Witness Testimony






NovoaGlobal is committed to supporting the Town’s program with adjudication of the citation. Our company will provide personnel when required to testify at any hearings on the validity of any citations or the camera program in general. This includes personnel associated with system maintenance, printing/mailing citations, and all other aspects of the camera operation.




STATISTICS

Our Stop Sign-Safe™ system and Pro-Center™ back office software include state-of-the-art reporting capabilities that provide detailed reports on all aspects of the Town’s program. Many of these reports are pre-configured and may be suitable for all the Town’s needs. The reports are completely customizable and can be modified easily by officials or, at the Town’s request, our company will configure any type of report needed.

The photo enforcement systems record and preserve all event processing, authorization, adjudication, payment, and collection data. This information can be accessed through our back office software to create daily, weekly, annual, and full program reports. These reports may be generated automatically and delivered to the Town electronically at desired intervals. This will ensure the Town makes the most of the data it collects.

Our company will provide the Town with a monthly activity report that includes, at a minimum:

-  # of events recorded by intersection approach and in total
-  # of events forwarded to police
-  # of citations authorized and mailed by month of issuance
-  # of citations returned as undeliverable
-  #of citation paid by location.

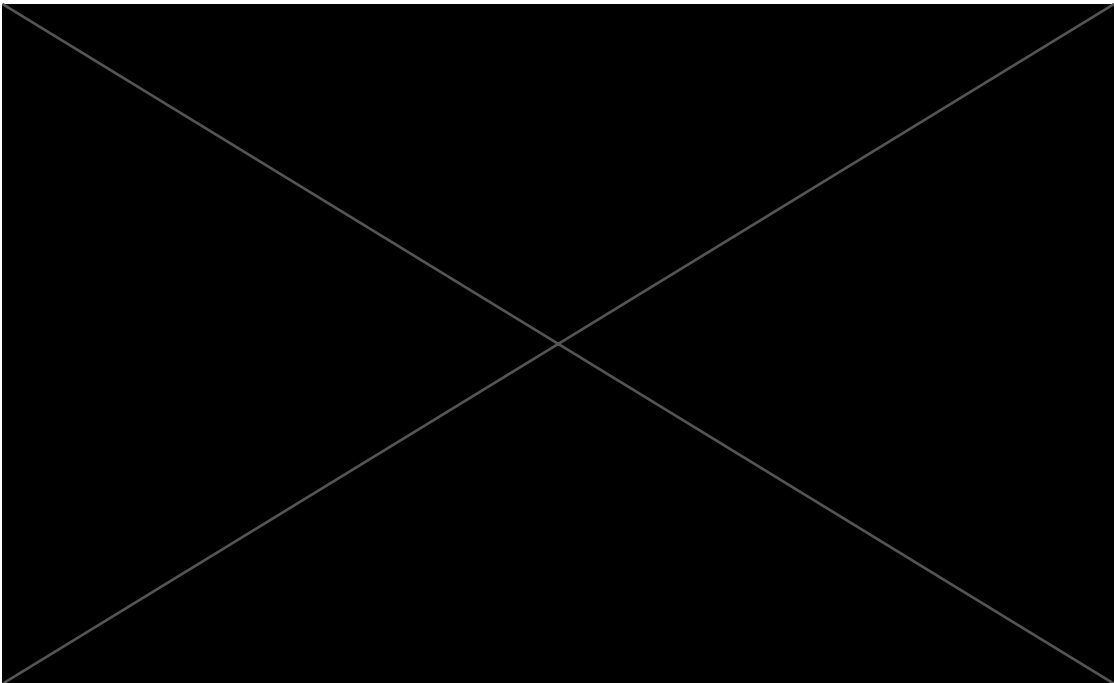
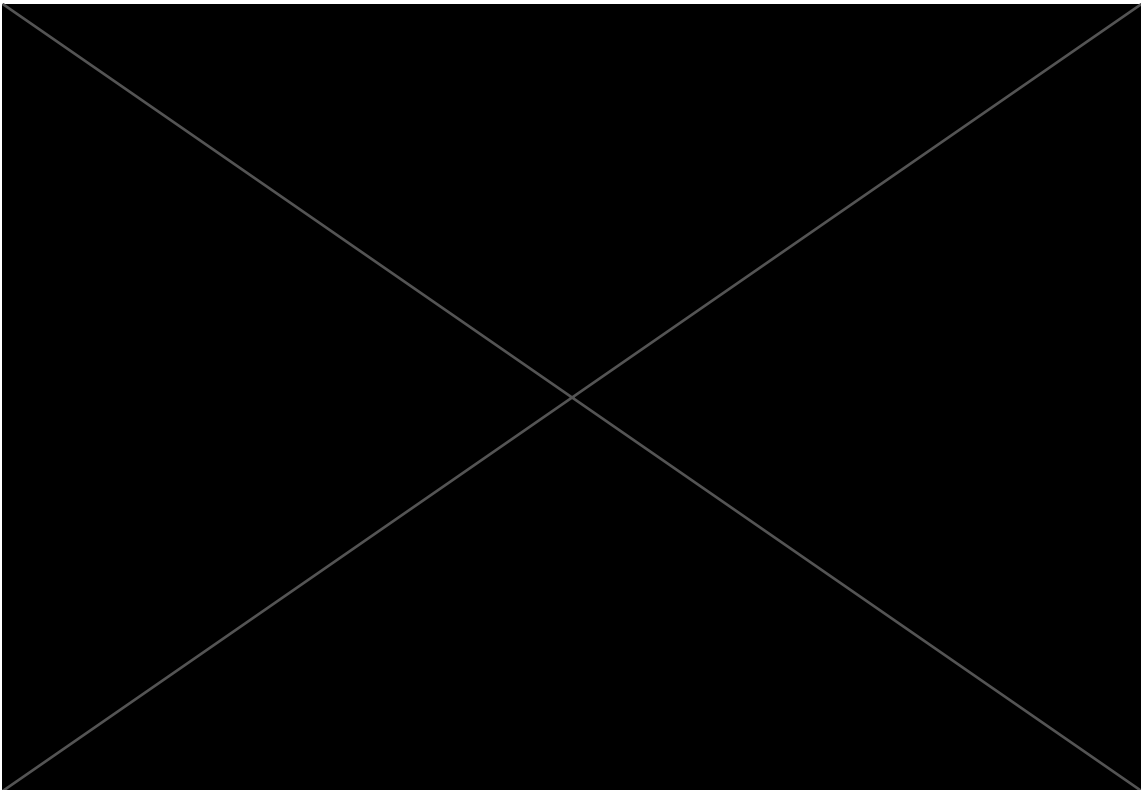
NOVOAGLOBAL’S REPORTING CAPABILITIES		
<div><div></div> Access from our secure, web-based portal at any time, day or night (24 x 7)</div> <div><div></div> Virtually unlimited reporting criteria</div> <div><div></div> Customized and scheduled as required</div>		
SAMPLE REPORTS		
OPERATIONS REPORTS	ADDITIONAL REPORTS	STATISTICS



NOVOAGLOBAL'S REPORTING CAPABILITIES		
<ul style="list-style-type: none"><li>Number of violations recorded, by enforcement site and in total</li><li>Count of violations where notices not prepared</li><li>Notices prepared and mailed</li><li>Status of notices issued (outstanding, canceled, reissued and so forth)</li><li>Number of Violations forwarded to the municipality and Audit Trails of all discarded or rejected violations and destroyed images.</li></ul>	<ul style="list-style-type: none"><li>Camera equipment hours of service and hours lost</li><li>Number and description of camera or other equipment malfunctions</li><li>Time spent by each Police Department user logged into the violation processing system and the number of processed violations by each user</li></ul>	<ul style="list-style-type: none"><li>Real-time traffic volume and vehicle counts</li><li>Real-time violation graphs and chart by individual lane, time of day, and day of week</li><li>Prosecutable image rate and traffic count statistical information of each system</li></ul>

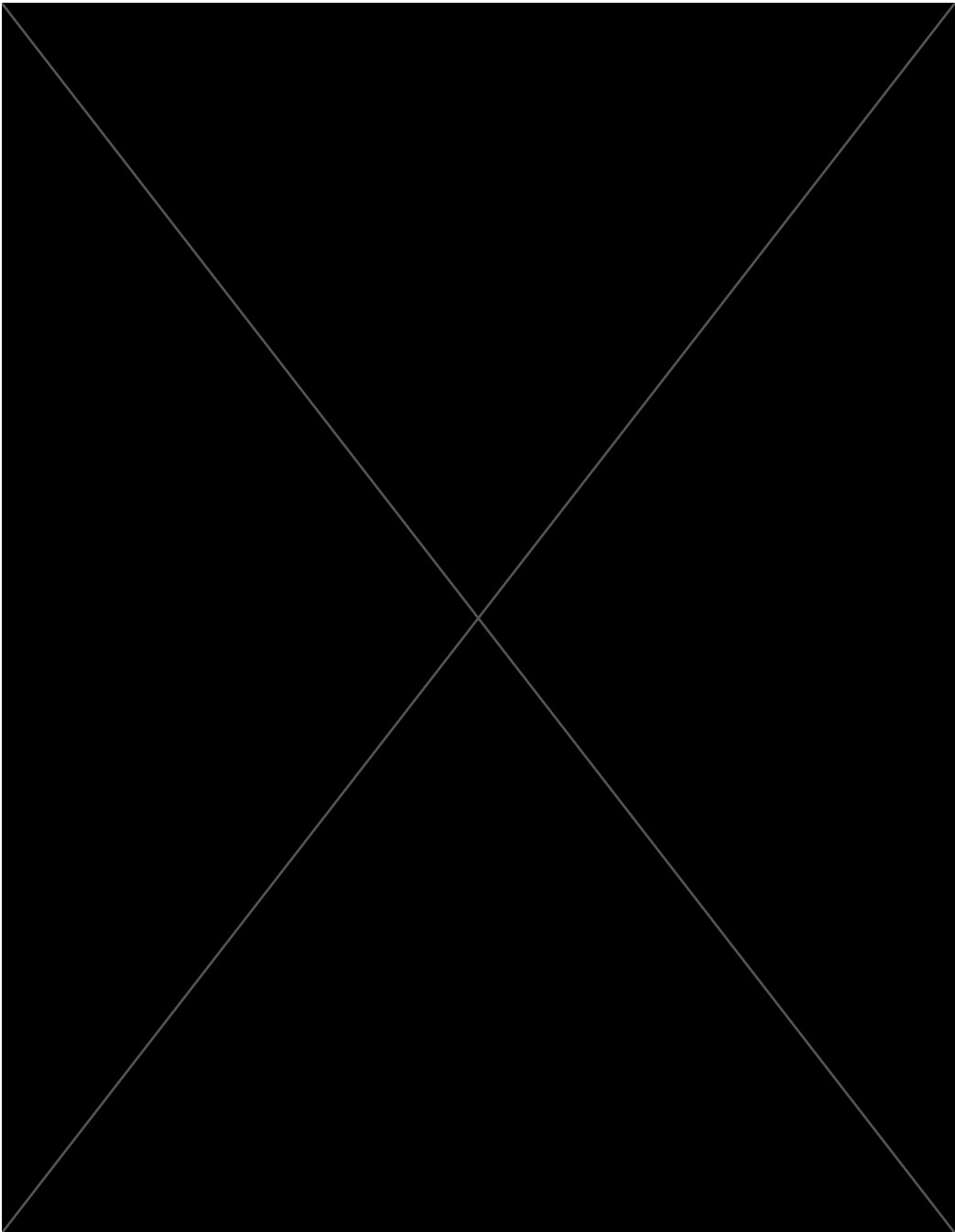
Some common report samples are shown on the following pages. Please do not hesitate to request samples of specific reports.

Program Performance Reports

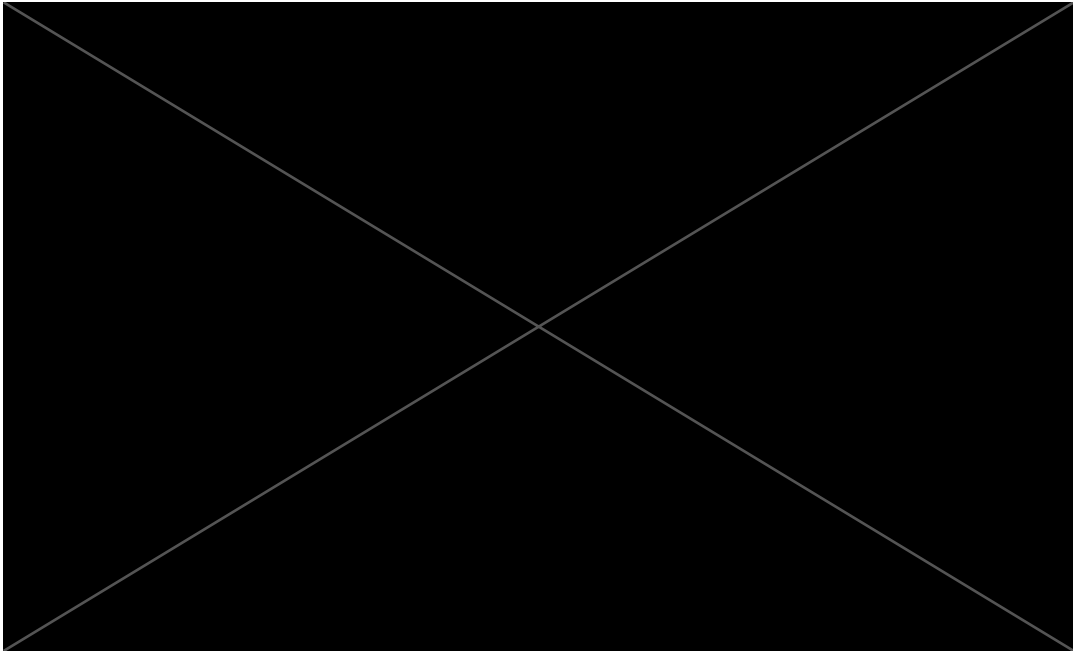




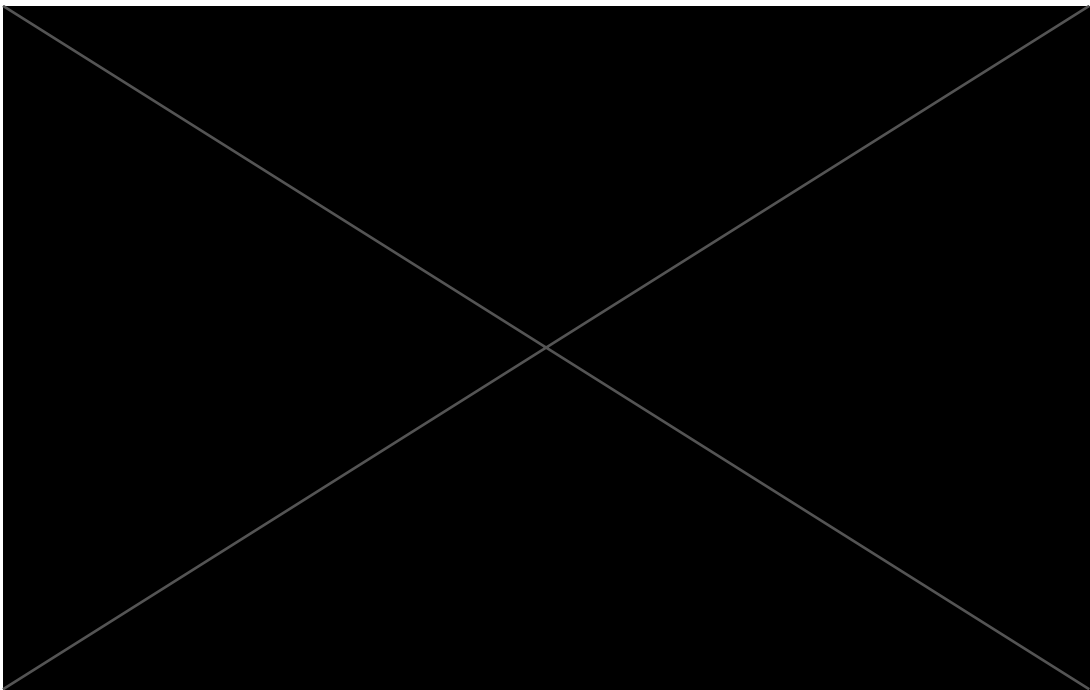
Rejection Report



Court Hearin Re ort



Reconciled Pa ments Re ort



# RATES AND PRICES

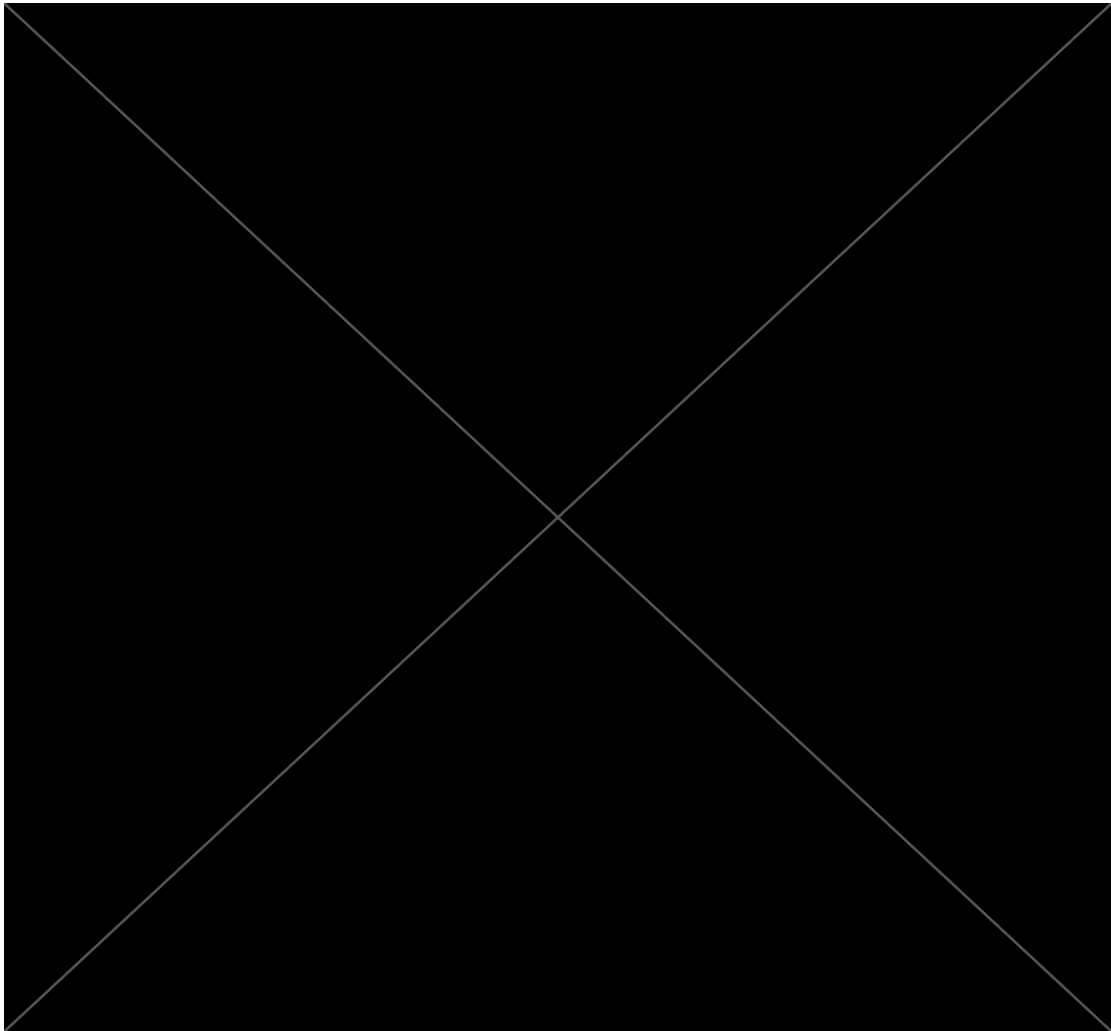
Our company has provided our financial proposal in a separate, electronic PDF file in our submission package.

# COST NEUTRALITY AGREEMENT

NovoaGlobal agrees to a cost neutrality guarantee, where revenue from citations will at least match the. Cost of our monthly fees. Should citation revenue fall short of the cost of our monthly fees, our company will absorb the cost difference.

# D. REFERENCES

NovoaGlobal is providing the following references to confirm our ability to deliver a complete, photo enforcement program to the Town. Please do not hesitate to request additional references if needed.



## F. BID FORM/FEE SCHEDULE

Our bid sheet with our pricing proposal is included in a separate file. All required forms for the Town’s RFP are included in Exhibit 1.



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## EXHIBITS

Exhibit 1 – RFP Forms

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# EXHIBIT 1

## FORMS

TOWN OF BLADENSBURG  
STOP SIGN CAMERA ENFORCEMENT PROGRAM  
Bid Proposal Form

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE: Friday, March 14, 2025  
TIME: 3:00 p.m. EST

NovoaGlobal, Inc.

(Name of Bidder)

I hereby submit the following proposal for **STOP SIGN CAMERA ENFORCEMENT PROGRAM**. Having carefully examined the Request for Qualifications, related documentation, the proposed Consultant Agreement and **Addenda Numbered**   N/A   (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.

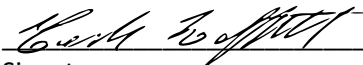
Provide unit and hourly pricing for specific tasks and personnel.

**SPECIAL TERMS AND CONDITIONS**

- A. Failure to properly and completely fill in all the blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with the bid price, the Bidder should provide an estimate of the budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date and that if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above-stated compensation.

NovoaGlobal, Inc.

Name of Bidder



Signature

04/14/2025

Date

Carlos Lofstedt, President and CEO

Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL

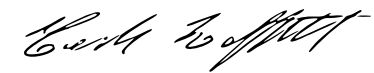
Non-Collusion Affidavit

Carlos Lofstedt, being duly sworn on oath, deposes and says:

That he/she is the President and CEO  
(Owner, Partner, Title if on behalf of a corporation)  
of NovoaGlobal, Inc.,  
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm, or corporation acting on its behalf; agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.



Carlos Lofstedt (SEAL)  
Name

Title President and CEO

Date: 04/14/2025

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES



I hereby affirm that:

1. I am the President and CEO (Title) and duly authorized representative of NovoaGlobal, Inc. (Name of Business Entity) whose address is 8018 Sunport Dr., Ste 203  
Orlando FL 32809 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977, is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.
6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information, and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State “none” below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved, and their position with the firm, and the sentence or disposition, if any.

\_\_\_\_\_

None

\_\_\_\_\_

I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

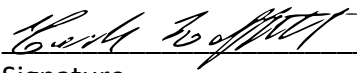
I further affirm that the business entity is properly registered to do business in the State of Maryland or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

04, 14, 2025

\_\_\_\_\_

Date



\_\_\_\_\_

Signature

Carlos Lofstedt

\_\_\_\_\_

Printed Name

TO BE SUBMITTED WITH PROPOSAL

**TOWN OF BLADENSBURG**  
**STOP SIGN CAMERA ENFORCEMENT PROGRAM**  
**Information Regarding the Submitter**

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: NovoaGlobal, Inc.  
(Individual/Firm/Corporation)

Business Address: 8018 Sunport Dr., Ste 203, Orlando, FL 32809  
\_\_\_\_\_

Telephone Number: (888) 666-4218

E-mail address: marketing@novoaglobal.com

2. Is the business incorporated?   X   Yes            No

Non-Corporation Business

3. If the response to item #2 above is No, list the name, business, and residence address of each individual with a 10% or greater financial interest in the business.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
_____	_____	_____
_____	_____	_____
_____	N/A	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Corporate Business Entities - Please answer items 4 and 5

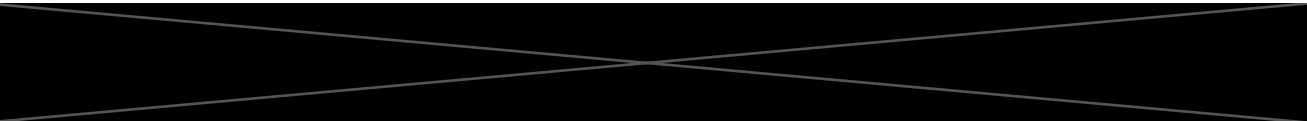
4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

<u>Name</u>	<u>Office</u>	<u>Residence and Business Address</u>	<u>Date Office Assumed</u>
Carlos Lofstedt	President	8018 Sunport Dr., Ste 203, Orlando, FL 32809	1/7/2010
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List the names of all members of the current Board of Directors, and their business and residence addresses.

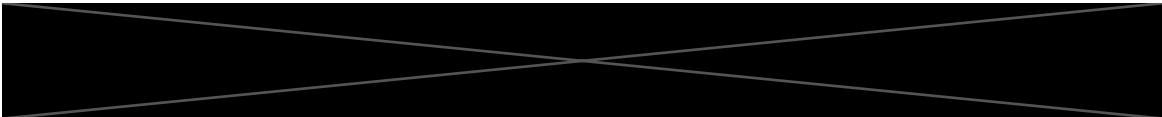
<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
<b>Carlos Lofstedt</b>	8018 Sunport Dr., Ste 203, Orlando, FL 32809	8859 Windsor Pointe Dr. Orlando, FL 32829

6. Please provide the following information concerning work that you have done within the last five years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
			

7. Bidders will answer the following questions: (The word “you” refers to any individual, partnership, partner, and/or corporation and its officers.)

- a. Have you ever failed to complete any work awarded to you?       **No**        
  
If yes, state where and why: \_\_\_\_\_
- b. Have you ever been affiliated with some other organization that failed to complete a contract?       **No**        
  
If yes, state the name of the individual and reason, therefore.  
\_\_\_\_\_
- c. With what other businesses are you affiliated?       **N/A**
- d. Please provide at least three (3) references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

  
\_\_\_\_\_

Dated this 14 day of March, 2025.

**NovoaGlobal, Inc.**  
Name of Submitter

By: 

Printed Name: **Carlos Lofstedt**

Title: **President and CEO**

**SERVICES AGREEMENT  
BETWEEN THE TOWN OF BLADENSBURG, MARYLAND  
AND NOVOAGLOBAL, INC. FOR  
TRAFFIC INFRACTION DETECTION & ENFORCEMENT PROGRAM**

This **SERVICES AGREEMENT** (the “**Agreement**”) made this \_\_\_\_\_ day of May, 2025, by and between NovoaGlobal, Inc., a Delaware corporation having a place of business at 8018 Sunport Drive, Suite 203, Orlando, Florida 32809 (“**NG**”), and the Town of Bladensburg, a Maryland municipal corporation, having an address at 4229 Edmonston Road, Bladensburg, Maryland 20710 (the “**Customer**” and together with NG, the “**Parties**” and each singularly a “**Party**”).

**WITNESSETH:**

**WHEREAS**, NG has the knowledge, possession, and ownership of certain equipment, licenses, and processes, referred to collectively as the NG Safety System for stop sign enforcement (the “**System(s)**”);

**WHEREAS**, the Customer desires to use the Systems to monitor and enforce Stop Sign, and other violations in accordance with applicable laws and ordinances; and

**WHEREAS**, the Parties desire to enter into this Agreement, whereby NG will (i) install and assist the Customer in the administration and operation of the Systems, as described in more detail on ***Exhibit A*** to this Agreement at the locations within the Customer’s jurisdiction, and provide to the Customer the services (the “**Services**”), all as more fully described on ***Exhibit A***, and (ii) in connection with the Services, license certain software and lease certain equipment to the Customer.

NOW, **THEREFORE**, in consideration of the mutual terms, covenants, and conditions contained herein, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

- 1. **RECITALS AND EXHIBITS.** The foregoing recitals are true and correct and are hereby incorporated in *haec verba*. All exhibits attached to this Agreement contain additional terms of this Agreement and are hereby incorporated in *haec verba*.
- 2. **INTENTIONALLY OMITTED.**
- 3. **SERVICES**
  - 3.1. NG agrees to use commercially reasonable efforts to install and provide to the Customer for the Term the Systems (the “**Equipment**”) and software (the “**Software**”) to be supplied and installed by NG in accordance with ***Exhibit A*** (including the provision of all construction drawings, permit applications and other documents required by applicable law for the installation and operation of the

System(s)). In addition, if and to the extent set forth in **Exhibits A, B, C, and D**, NG shall also supply to the Customer:

- 3.1.1.citation preparation processes that assist the Customer in complying with current applicable law;
  - 3.1.2.training of personnel designated by the Customer involved with the operation of the Systems and/or the enforcement and disposition of citations;
  - 3.1.3.expert witness testimony regarding the operation and functionality of the System; and
  - 3.1.4.other support services for the System as set forth in **Exhibit A**.
- 3.2. If and to the extent the Customer has or obtains during the Term custody, possession, or control over any of the Equipment or Software, the Customer agrees:
- 3.2.1.such Software, if manufactured or licensed by NG, is supplied under the license set forth in **Exhibit B** (the “License”) to which the Customer agrees;
  - 3.2.2.such Software, if manufactured by third parties, is supplied under third-party licenses accompanying the Software, which licenses the Customer acknowledges receiving and to which it hereby agrees; and
  - 3.2.3.such Equipment is supplied under the lease terms set forth in **Exhibit C** (the “Lease”) to which the Customer hereby agrees.
- 3.3. The Customer understands and agrees that (i) NG may, subject to the prior approval of the Customer, which approval shall not be unreasonably delayed, conditioned or withheld, subcontract with third parties for the provision or installation of part or parts of the Systems or Services and (ii) installation of the Systems requires the Customer’s cooperation and compliance with NG’s reasonable instructions (including but not limited to Customer’s provision of the personnel, equipment, engineering plans, and other resources as described in **Exhibit A** or as otherwise reasonably requested by NG) and reasonable access by NG (or such third parties) to Customer premises and systems and the Customer agrees to provide all of the foregoing to NG.
- 3.4. The Customer understands and agrees that the Systems will be owned by NG (or its designees). The Customer shall use its best efforts to assist NG to identify any third-party who is responsible for damage to the Systems or any part thereof.
- 3.5. NG shall coordinate its work with the Customer’s police, public works, engineering and finance departments and the Prince George’s County courts and Court clerk’s

office, and, as necessary or required, with the State Department of Transportation and any other department of the State, as requested.

#### **4. TERM**

The effective date of this Agreement shall be the date first written above (the “Effective Date”). The initial term (the “Initial Term”) of this Agreement, the License and the Lease shall begin upon the Effective Date, following full execution of the Agreement by the Parties, and end at the expiration of the third (3<sup>rd</sup>) years after the System is operational and issuing payable violations, (the “Commencement Date”), with the option on the part of the Customer of two additional, consecutive one-year renewals.

#### **5. TERMINATION AND EXPIRATION**

**5.1.** This Agreement may be terminated by mutual written consent of the Parties.

**5.2.** This Agreement may be terminated for cause, by either Party if the other Party fails in any material way to perform its obligations under the Agreement or otherwise defaults in the performance of any obligation under this Agreement and such failure or default continues for more than forty-five (45) days after written notice thereof to the defaulting Party.

**5.3.** NG may terminate this Agreement, without liability, on thirty (30) days advance written notice if NG concludes in its reasonable discretion that (i) potential or actual liability of NG to third parties (other than persons claiming to own Intellectual Property required for the operation of the System) arising out of or in connection with the System makes the program impractical, uneconomical, or impossible to continue.

**5.4.** The Customer may terminate this Agreement on thirty (30) days advance written notice if the Customer concludes in its reasonable discretion that (i) potential or actual liability of the Customer to third parties or NG arising out of or in connection with the System makes the program impractical, uneconomical, or impossible to continue; (ii) a change in state or federal law arising out of or in connection with the System makes the program impractical, uneconomical or impossible to continue; and/or (iii) the Systems cannot be installed or if the lease of the System is not funded by the Bladensburg City Council.

**5.5** The Customer may terminate this Agreement upon fifteen (15) days written notice to NG if more than 5% of Events issued by Customer are Erroneous Violations in any two consecutive quarters regardless of whether or not they fall in the same calendar year (January 1 through December 31), or if NG violates the law in implementing this Agreement.



**5.6** If the Contract is terminated by the Customer as provided in this Section 5, NG will be paid on a pro-rata basis for work satisfactorily performed. The termination will apply to all services, including collections.

5.7 Upon termination or expiration of this Agreement, , the Parties recognize that the Customer will have to process violations in the “pipeline,” and that NG accordingly must assist the Customer in this accord. Accordingly, the Parties shall take the following actions during the wind-down period, and shall have the following obligations, which obligations shall survive termination or expiration of the Agreement:

5.7.1 The Customer shall cease using the Software and Equipment in its possession, custody or control and shall (a) immediately allow NG a reasonable opportunity to remove such Equipment not to exceed sixty (60) days and (b) (i) immediately deliver to NG or irretrievably destroy, or cause to be so delivered or destroyed, any and all copies of such Software in whatever form and any written or other materials relating to such Software in the Customer’s possession, custody or control and within thirty (30) days deliver to NG a certification thereof or (ii) allow NG reasonable access to the System(s) on which such Software is loaded and permission to NG to remove such Software and documentation.

5.7.2 Unless directed by the Customer not to do so, NG shall continue to process all images taken by the Customer before termination and provide all services associated with processing in accordance with this Agreement and shall be entitled to reasonable fees specified in the Agreement as if the Agreement were still in effect.

5.8 Notwithstanding anything to the contrary contained herein, or in the License or the Lease, but except as provided in Section 25, the License and the Lease shall terminate upon the termination or expiration of this Agreement.

## **6. MONTHLY PAYMENT**

The Customer agrees to pay NG as follows (the “**Monthly Revenue Disbursement**”):

**6.1. Monthly Revenue Disbursement** as described in *Exhibit D* (Compensation & Pricing). Disbursements will be monthly in arrears for each approach at which a system has been installed, tickets issued, and payments received. Such disbursements shall be due on the first business day of the month following Commencement of Operations. For purposes of this agreement, “**Commencement of Operations**” shall mean the first full day that the System issues events for processing and notices of violation. It shall continue on the first business day of

each month for the Term or until this Agreement is terminated or such payment is modified in accordance with Section 4.2.

- 6.2. In the event that the United States Postal Service increases applicable First-Class Mail and/or Certified Mail postage, NG may invoice the Customer for the increased postage actually paid by NG in connection with this Agreement. For example, if First Class Mail postage were increased by \$0.02, and NG mailed 1,000 notices, NG would invoice the Customer \$20.00.
- 6.3. Payment of all fees and other charges owed pursuant to this Agreement is due as set forth above, and, to the extent invoice is required, within thirty (30) days after receipt of the invoice. Invoices will be sent to the Customer at:

[tcollington@bladensburgmd.gov](mailto:tcollington@bladensburgmd.gov)  
[cdaves@bladensburgmd.gov](mailto:cdaves@bladensburgmd.gov)

7. RESPONSIBILITIES OF THE CUSTOMER

- 7.1. The Customer shall provide NG with any “as built” drawings in electronic format (AutoCad) that are available at no cost to the Customer and shall consider for approval NG’s engineering drawings without unusual or unreasonable cost or delay.
- 7.2. The Customer shall diligently prosecute citations in court at its own expense. NG shall, at its own expense, participate in any proceeding challenging the use of the System or validity of its results and/or use of the U.S. Mails to deliver the citation.
- 7.3. The Customer will cooperate with NG in obtaining electrical connections at the roadside and NG shall pay all costs associated with such connection and shall pay for all power required by the System.
- 7.4. To allow for proper operation of the System, when known to the Customer, the Customer shall provide NG with advance written notice of any modifications proposed to intersections or roadways, including traffic signal operations, after installation of a System. In the event any such intersection or roadway modification requires a material change to the System, the Customer shall pay the costs reasonably incurred by NG to adapt the affected video monitoring system(s) or fixed speed enforcement unit(s) to make such video monitoring system(s) or fixed speed enforcement unit(s) compatible therewith. Notwithstanding the above, NG makes no guarantee that it will be able to make any such adaptation. In the event that NG is unable to adapt the affected System, then both parties shall be relieved of any further obligations under this Agreement with respect only to the affected

System. In addition, NG does not, and will not, make recommendations or otherwise manage the configuration or operation of the intersection traffic light system.

- 7.5. During the Term, except as expressly permitted by this Agreement the Customer shall not use the System, or allow the System's use by a third party, without the prior written permission of NG. Such permission shall not be unreasonably withheld by NG.

## 8. SUBCONTRACTORS

- 8.1. NG shall supervise and direct the Services described on *Exhibit A*, using NG's best skill and attention as approved by the Customer. NG shall be solely responsible for all methods, techniques, sequences, and procedures and shall coordinate all portions of the Services provided hereunder. Customer will deal only through NG, who shall be responsible for the proper execution of the Services.
- 8.2. Any subcontractor relationships or assignment not identified herein or in *Exhibit A* as part of this Agreement, must first be approved by Customer.
- 8.3. A subcontractor ("Subcontractor") is a person or organization that has a direct contract with NG to perform any of the Services. NG agrees that it is as fully responsible to Customer for the acts and omissions of Subcontractors and of persons either directly or indirectly employed by NG as it is for the acts and omissions of persons directly employed by it. Nothing contained in this Agreement, or any other document associated with the performance of the Services shall create any contractual relation between any Subcontractor and Customer.
- 8.4. NG shall assign only competent personnel to perform any portion of the Services. If at any time Customer, in its sole discretion, desires the removal of any person or persons assigned by NG to perform the Services, NG shall remove such person or persons immediately upon receiving written notice from Customer. If any person is identified in this Agreement (or any attachment hereto), NG shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of Customer.
- 8.5. NG shall be responsible to Customer for the acts and omissions of NG's employees, subcontractors, and their agents and employees, and any other persons performing any of the Services under a contract with NG.
- 8.6. NG agrees to bind every Subcontractor and every Subcontractor agrees to be bound by the terms of this Agreement as to that portion of the Services performed by Subcontractor, unless specifically noted to the contrary in a subcontract approved in writing by Customer. Subcontractor agrees to be bound to NG by the terms of this Agreement and to assume toward NG all of the obligations and responsibilities that NG assumes toward Customer. NG agrees to be bound to the Subcontractor by

all of the obligations that Customer assumes to NG under this Agreement as to the portion of the Services performed by Subcontractor.

9. LIMITED WARRANTY AND LIMITATION ON DAMAGES

- 9.1. NG warrants that the System's functionality will conform in all material respects to the description of the System set forth on *Exhibit A*.
- 9.2. EXCEPT AS SPECIFICALLY PROVIDED HEREIN, NG HEREBY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL, OR WRITTEN, WITH RESPECT TO THE SERVICES AND SYSTEM, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF TITLE, NON-INTERFERENCE WITH ENJOYMENT, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE AND ALL WARRANTIES IMPLIED FROM ANY COURSE OF DEALING OR USAGE OF TRADE. THE CUSTOMER ACKNOWLEDGES THAT EXCEPT AS EXPRESSLY PROVIDED HEREIN NO OTHER WARRANTIES HAVE BEEN MADE TO CUSTOMER BY OR ON BEHALF OF NG OR OTHERWISE FORM THE BASIS FOR THE BARGAIN BETWEEN THE PARTIES.
- 9.3. The Customer acknowledges and agrees that:
- 9.3.1.The Systems may not detect every violation;
- 9.3.2.Since the System may flag as a violation conduct that is in fact, not a violation, the output of the System will require review, and approval by personnel appropriately qualified and authorized by the Customer under applicable law prior to the issuance of any citation;
- 9.3.3.The System has no control over, and relies on the proper functioning of equipment for signal light changes, which equipment is provided by entities other than NG;
- 9.3.4.The proper functioning of the System requires the Customer’s full and complete compliance with the Systems’ operating instructions, which it hereby agrees to do; and
- 9.3.5.NG shall not be responsible for the configuration and/or operation of any intersection traffic light or school zone beacon systems if applicable. NG shall have no liability or obligations with respect thereto.

10. INDEMNIFICATION AND INSURANCE

- 10.1.** NG shall at all times comply with all federal, state and local laws, ordinances and regulations and shall comply with the maintenance procedures and manufacturer's recommendations for operation of the Systems which affect this Agreement, and shall indemnify and save harmless the Customer against any claims, arising from NG's violation of any such laws, ordinances and regulations or any claims arising from NG's performance of this Agreement, including as a result of the negligence or willful misconduct of NG, its officers and directors, agents, attorneys, and employees, but excluding any employees or agents of Customer.
- 10.2.** NG agrees to indemnify, defend, and hold harmless the Customer from any claim of damages (including the payment of reasonable attorneys' fees) by a third party arising solely from either (a) a finding that the System infringes any validly issued United States patent or (b) NG's negligence, provided that such claim of damages is not attributable to (i) any act or omission set forth in Section 9.3 or (ii) any third-party software or other third-party products used with, required for use of, or supplied under their own names with or as part of the System. If, as a final result of any litigation of which NG is obligated to indemnify, the use of the System by the Customer is prevented, in whole or in part, by an injunction, NG's sole obligation to the Customer as a result of such injunction shall be, at NG's option, either to (i) replace such part as has been enjoined, or (ii) procure a license for NG or the Customer to use same, or (iii) remove same and terminate this Agreement at no additional cost to the Customer.
- 10.3.** Notwithstanding anything in this Agreement to the contrary, NG assumes no obligation or liability for any claim of damages (including the payment of reasonable attorneys' fees) by a third party arising from or related to (i) any modification of the System made by the Customer that was not authorized by NG, (ii) the negligence or intentional act of the Customer, (iii) the failure to function properly of any hardware, software or equipment of any kind used by, in or on behalf of the Customer (other than that supplied by NG), (iv) the review and analysis of the System data output by the Customer personnel for citation preparation, or (v) the Customer's use and/or administration of any traffic signal.
- 10.4.** The rights of the Customer to seek indemnification under this Section 8 shall be conditioned upon (i) the Customer notifying NG promptly upon receipt of the claim or action for which indemnification is sought and (ii) the Customer's full cooperation with NG in the settlement or defense of such claim or action at no cost to the Customer. The Customer agrees not to charge NG for the time of the Customer's personnel engaged in such cooperation. Such cooperation shall include, but not be limited to, the Customer providing access for, and permission to, NG for the purpose of the replacement of such part or parts of Systems as NG

may deem necessary or desirable. The Customer may participate in the defense of any indemnified matter through counsel of its own choice.

**10.5.**NG shall maintain the following minimum scope and limits of insurance:

NG shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure NG against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. **Commercial General Liability Insurance**, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. **Automobile Liability Insurance**, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. **Worker’s Compensation Insurance and Employer’s Liability Insurance**, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. **Professional Liability Insurance**, with a limit of \$1,000,000 for each claim and aggregate.

NG shall not commence work on the goods/non-professional services until a Certificate of Insurance has been submitted to the Town showing proof that NG has obtained the necessary insurance coverage.

Certificates must specifically cite the following provisions:

- i. Customer, its agents, representatives, officers, directors, officials, and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
- ii. NG’s insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waive rights of recovery (subrogation) against Customer, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by NG under this Agreement.

If any of the above cited policies expire during the life of this Agreement, it is NG’s responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

**11. CHANGE ORDERS OR ADDITIONAL SERVICES.** Changes to Services and additional Systems may be added to this Agreement by mutual consent of the Parties in writing as an addendum to this Agreement. The Customer and NG agree that should legislation or local ordinance be enacted to enable new photo enforcement solutions within the Customer's jurisdiction, the Customer shall have the option to negotiate services and fees and issue a change order to cover such services.

**12. CONFIDENTIAL AND PROPRIETARY INFORMATION; PUBLIC RECORDS LAW COMPLIANCE.**

**12.1.**The Parties agree that they shall comply with the public records disclosure provisions of §§ 4-101 through 4-601, General Provisions Article, Annotated Code of Maryland.

**12.2.**NG agrees that:

**12.2.1.**All information obtained by NG through operation of the Systems shall be made available to the Customer at any time during NG's normal business hours, excluding Proprietary Information not reasonably necessary for the prosecution of citations or fulfillment of the Customer's obligations under this Agreement.

**12.2.2.**It shall not use any information acquired from the performance of the Services contemplated in this Agreement, including without limitation, information with respect to any violations, violators, information obtained from recorded images or information concerning the Customer's law enforcement activities for any purpose other than for the benefit of the Customer.

**12.3.**No information given by NG to the Customer will be of a confidential nature, unless specifically designated in writing as "Proprietary Information" and expressly exempt from public records disclosures required by §§ 4-101 through 4-601, General Provisions Article, Annotated Code of Maryland.

**12.4.**As used in this Agreement, the term "Proprietary Information" shall mean all trade secrets or confidential or proprietary information designated as such by NG, whether by letter or by the use of an appropriate proprietary stamp or legend, prior to or at the time any such trade secret or confidential or proprietary information is disclosed by NG to the Customer. In addition, the term "**Proprietary Information**" shall be deemed to include: (a) any notes, analyses, compilations, studies, interpretations, memoranda, or other documents prepared by the Recipient which contain, reflect or are based upon, in whole or in part, any Proprietary Information furnished to the Recipient.

- 12.5.**The Customer shall use the Proprietary Information only for the purpose of fulfilling its duties hereunder (the “**Purpose**”) and such Proprietary Information shall not be used for any other purpose without the prior written consent of NG. “Purpose” shall be deemed to not include any disclosure of the Proprietary Information to any person or entity. The Customer shall hold in confidence, and shall not disclose to any person or entity, any Proprietary Information nor exploit such Proprietary Information for its own benefit or the benefit of another without the prior written consent of NG.
- 12.6.**Notwithstanding anything contained in this Agreement to the contrary, this Agreement shall not prohibit the Customer from disclosing Proprietary Information to the extent required in order for the Customer to comply with applicable laws and regulations, provided that the Customer provides prior written notice of such required disclosure to NG.
- 12.7.**In accordance with §§ 4-101 through 4-601, General Provisions Article, Annotated Code of Maryland, NG shall:
- (a) Keep and maintain all records related to performance of services under this Agreement.
  - (b) Upon request from the Customer’s custodian of public records, provide the Customer with a copy of the requested records or allow the records to be inspected or copied within a reasonable time or as otherwise provided by law.
  - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the NG does not transfer the records to the Customer.
  - (d) Upon completion of the Agreement, transfer, at no cost, to the Customer all public records in possession of NG or keep and maintain public records related to the performance of services under this Agreement. If NG transfers all public records to the Customer upon completion of the Agreement, NG shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If NG keeps and maintains public records upon completion of the Agreement, NG shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Customer, upon request from the Customer’s custodian of public records, in a format that is compatible with the information technology systems of the Customer.



(e) IF NG HAS QUESTIONS REGARDING THE APPLICATION OF §§ 4-101 THROUGH 4-601, ANNOTATED. CODE OF MARYLAND, TO NG'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Town Clerk, Town of Bladensburg, 4229 Edmonston Rd, Bladensburg, Maryland 20710.

### 13. AUDIT PROVISION.

- 13.1.** All records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of NG, or any of NG's independent contractors, associates, and/or subcontractors, shall be made available for inspection and copying upon written request to the Customer. Additionally, said records shall be made available upon request by the Customer to any state, federal or other regulatory authorities and any such authority may review, inspect, and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. NovoaGlobal shall maintain and protect these records for no less than **seven (7) years** after the completion of the Project, or for any longer period of time as may be required by applicable law, good professional practice, and upon notice during the pendency of any claims or litigation arising from the Project.
- 13.2.** Customer, or its assigns, may audit all financial and related records (including digital) associated with the terms of the contract or agreement. Customer may further audit any of NG's records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement), or to identify conflicts of interest.
- 13.3.** NG shall at all times during the term of the contract or agreement, and for a period of seven (7) years after the end of the contract, keep and maintain records of the work performed pursuant to this contract or agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by NG. Documents shall be maintained by NG, which are necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with general accepted accounting principles. NG shall, at its own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the Customer at all reasonable times and without prior notice.
- 13.4.** The obligations of this Section shall be explicitly included in any subcontracts or agreements formed between NG and any subcontractors or suppliers of goods or

non-professional services to the extent that those subcontracts or agreements relate to fulfillment of NG’s obligations to the Customer.

- 13.5.**Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the Customer, unless the audit identifies significant findings that would benefit the Customer. NG will reimburse the Customer for the total costs of an audit that identifies significant findings that would benefit the Customer.
- 13.6.**This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the Customer may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

**14. INDEPENDENT CONTRACTOR; NO AGENCY.**

- 14.1.**It is understood that NG is an independent contractor and not an agent or employee of the Customer for any purpose including, but not limited to, federal tax and other state and federal law purposes. NG assumes responsibility for payment of all federal, state, and local taxes imposed or required of NG under unemployment insurance, Social Security, and income tax laws. NG shall be solely responsible for any worker’s compensation insurance required by law and shall provide the Customer with proof of insurance upon demand. In the event that NG is deemed not to be an independent contractor by any local, state, or federal governmental agency, NG agrees to indemnify and hold harmless the Customer for any and all fees, costs, and expenses, including, but not limited to, attorneys fees incurred thereby. The parties agree that the Customer shall not:
- 14.1.1.**Pay dues, licenses, or membership fees for NG; Control the method, manner, or means of performing Services under this Agreement, except as otherwise specified herein; or
  - 14.1.2.**Restrict or prevent NG from working for any other party.
  - 14.1.3.**Be responsible for the payment of any tax, license, fee, or payment owed by NG.
- 14.2.**Neither party has the right or the power to enter into any contract or commitment on behalf of the other party, including entering into agreements with third parties, exercising incidents of ownership with respect to property owned by the Party or executing contracts binding upon the other Party.
- 14.3.**NG is an independent contractor providing services to the Customer and the employees, agents and servants of NG shall in no event be considered to be the

employees, agents, or servants of the Customer. Except as expressly provided herein, this Agreement is not intended to create an agency relationship between NG and the Customer.

**15. NOTICES.**

**15.1.**Any notices or demands which under the terms of this Agreement or under any statute must or may be given or made by NG or the Customer shall be in writing and shall be given or made by personal service, email and first class mail, a nationally recognized overnight carrier, or by certified mail return receipt requested to the Parties at the address specified in the preamble to this Agreement and as set forth below.

**15.2.**Except as otherwise specified, all notices, payments and reports hereunder shall be deemed given and in effect as of the date of mailing or transmission, as the case may be, when sent by next day delivery or courier service, postage pre-paid, or three (3) days after the date of mailing when sent by first class mail, postage pre-paid, addressed in all such cases to the President of NG at the address in the preamble or the Chief of Police and Town Clerk of the Customer at the address set forth below, or to such other addresses as the Parties may from time to time give written notice of as herein provided.

Notices to Customer:

<b>Chief of Police,</b>	<b>Town of Bladensburg</b>
Tyrone Collington, Sr.	Town Clerk
<b>Phone:</b> 301-864-6080	Phone: (301)927-7048
<b>Email:</b> <a href="mailto:tcollington@bladensburgmd.gov">tcollington@bladensburgmd.gov</a>	<a href="mailto:clerk@bladensburgmd.com">clerk@bladensburgmd.com</a>

**16. NONDISCRIMINATION.** NG agrees to comply with all federal, state, and local non-discrimination laws and regulations. NG agrees not to discriminate against any participant in this Agreement on the basis of race, color, religion, sex, age, or national origin. NG further agrees to comply with all federal, state, and local laws regarding treatment and accommodations for individuals with disabilities.

**17. ASSIGNMENT.** Neither Customer nor NG shall assign any rights or duties under this Agreement without the prior written consent of the other Party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent NG from employing independent contractors, associates, and subcontractors to assist in the performance of the Services; however, other agreements to the contrary notwithstanding, in the event NG employs independent Contractors, associates, and subcontractors to assist in performance of the Services, NG shall be solely responsible

for the negligent performance of the independent contractors, associates, and subcontractors so employed.

18. **AMENDMENT AND MODIFICATION.** This Agreement may be modified or amended from time to time by the Parties, provided, however, that no modification or amendment hereto shall be effective unless it is stated in writing, specifically refers to this Agreement and is executed by both Parties.
19. **WAIVER.** A waiver by either Customer or NG of any breach of this Agreement shall be in writing. Customer's failure to insist on performance of any of the terms or conditions of this Agreement or to exercise any right or privilege, or Customer's waiver of any breach does not waive any other terms, conditions, or privileges, whether of the same or similar or different type.
20. **FORCE MAJEURE.** Neither Customer nor NG shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage; judicial restraint; discovery of unanticipated hazardous wastes; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Customer or NG under this Agreement, and acts or omissions of (i) non-subcontractor third-parties and (ii) third party equipment, telecommunications and software suppliers. Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the Agreement. If NG is delayed in the performance of the services for more than three hundred sixty-five (365) calendar days, either by the Customer or circumstances beyond its control, an equitable adjustment to the contract amount can be made to compensate for additional costs incurred.

For delays in performance by NG caused by circumstances which are within its control, such delays shall be documented and presented to the Customer at the conclusion of Term and acknowledged by both Customer and NG. Completed form shall be retained by Customer for a period of seven years and reviewed prior to NG selection for future Customer projects. In the event NG is delayed in the performance of Services because of delays caused by Customer, NG shall have no claim against Customer for damages or contract adjustment other than an extension of time.

22. **GOVERNING LAW; JURISDICTION; VENUE.** The parties agree that this Agreement is consummated, entered into, delivered and to be performed in Prince George County,

Maryland. Notwithstanding conflicts of laws provisions, this Agreement has been and is to be governed by, construed, interpreted, and enforced in accordance with the laws of the State of Maryland and the Codes of the Town of Bladensburg. In the event that any litigation is commenced by either party to enforce this Agreement, the action will be filed and litigated, if necessary, solely, and exclusively in a State or Federal court of competent jurisdiction located in Prince George County, Maryland. The parties waive any and all rights to have this action brought in any place other than Prince George County, Maryland, under applicable venue laws. The Parties hereby irrevocably waive any and all rights to have this action brought in any place other those stated herein. The Parties hereby irrevocably waive any claim that any such action has been brought in an inconvenient forum.

**23. ATTORNEY’S FEES AND COSTS.** Costs of said suit including reasonable attorney’s fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing Party by the other Party as awarded by a court of competent jurisdiction.

**24. GENERAL AND MISCELLANEOUS.**

- 24.1.**Time shall be of the essence of this Agreement.
- 24.2.**In this Agreement, wherever the singular and masculine are used, they shall be construed as if the plural or the feminine or the neuter had been used, where the context or the party or parties so requires, and the rest of the sentence shall be construed as if the grammatical and the terminological changes thereby rendered necessary had been made.
- 24.3.**Paragraph headings are provided as an organizational convenience and are not meant to be construed as material provisions of this Agreement.
- 24.4.**Preparation of this Agreement has been a joint effort of the Parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.
- 24.5.**This Agreement may be executed in counterparts, each constituting a duplicate original, but such counterparts shall constitute one and the same Agreement. The parties may sign in writing or by electronic signature. This Agreement shall not be valid or enforceable unless and until duly executed by a duly authorized officer of each party.
- 24.6.**The burdens of this Agreement shall be binding upon, and the benefits of this Agreement shall inure to, all successors in interest to the Parties to this Agreement from and after the Effective Date.

**24.7.** Each Party to this Agreement agrees to do, execute, acknowledge, and deliver or cause to be done, executed, acknowledged, and delivered all such further acts and assurances in a manner and to the degree allowed by law, as shall be reasonably requested by the other party in order to carry out the intent of and give effect to this Agreement. Without in any manner limiting the specific rights and obligations set forth in this Agreement or illegally limiting or infringing upon the governmental authority of the Customer, the Parties declare their intention to cooperate with each other in effecting the purposes of this Agreement, and to coordinate the performance of their respective obligations under the terms of this Agreement.

**24.8.** This Agreement represents the entire and integrated agreement between Customer and NG. All prior and contemporaneous communications, representations, and agreements by NG, whether oral or written, relating to the subject matter of this Agreement, are hereby incorporated into, and shall become a part of this Agreement.

**24.9.** This Agreement supersedes any agreements and understandings, whether written or oral, entered into by the Parties hereto prior to the Effective Date of this Agreement.

**25. SURVIVABILITY.** Termination or expiration of this Agreement shall not relieve either Party of their respective obligations, which are expressly noted to survive termination or expiration or under the following sections which shall survive termination and expiration: Sections 5.5, 6, 9.2, 9.3, 10, 12, 14, 21, 22, 23, 24, and this Section 25. Sections 4, 7 and 8 (but only to the extent Section 8 corresponds to Sections of the Agreement which survive) of the License and Sections 3, 4, 5, 6, 7, and 8 (but only to the extent Section 8 corresponds to Sections of the Agreement which survive) of the Lease shall survive any expiration or termination of this Agreement, the License, or the Lease.

**26. SEVERABILITY.** If any covenant or provision of this Agreement is, or is determined to be, invalid, illegal or unenforceable by a court of competent jurisdiction, then such covenant or provision will be ineffective only to the extent of such prohibition or invalidity. All remaining covenants and provisions of this Agreement shall nevertheless remain in full force and effect, and no covenant or provision of this Agreement shall be deemed to be dependent upon any covenant or provision so determined to be invalid, illegal or unenforceable unless otherwise expressly provided for herein. The invalidity of any provision of this Agreement or any covenant herein contained on the part of any party shall not affect the validity of any other provision or covenant hereof or herein contained which shall remain in full force and effect.

**27. CHANGES IN STATE LAW.** The Parties agree that this contract must conform to any revision in Maryland law. To the extent that there is a change in Maryland law, the Parties agree to amend this contract to comply therewith.

Each party acknowledges that it has read this Agreement and understands the terms and conditions herein. Further, the parties have caused this Agreement to be executed on its behalf by the authorized officer whose signature appears below under its name, to be effective as of the Effective Date.

**28. THIRD PARTY BENEFICIARIES.** This Agreement is entered into solely for the benefit of NG and the Customer. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals by their duly authorized representatives as of the day and year below.

NovoaGlobal, Inc.

\_\_\_\_\_  
Carlos Lofstedt  
President and CEO

Date \_\_\_\_\_

Town of Bladensburg

\_\_\_\_\_  
Takisha James  
Mayor  
Date \_\_\_\_\_

\_\_\_\_\_  
  
APPROVED AS TO LEGAL SUFFICIENCY

\_\_\_\_\_  
Suellen M. Ferguson, Town Attorney



**EXHIBIT A SERVICES**

NG shall provide the Customer with the Systems. In connection with furnishing the Systems, NG shall provide the following, each of which is more fully described below:

- 1. SITE INSTALLATION PLANNING; DESIGN AND EQUIPMENT INSTALLATION
- 2. TRAINING AND SUPPORT
- 3. CITATION PREPARATION AND PROCESSING SERVICES
- 4. MAINTENANCE
- 5. PUBLIC EDUCATION CAMPAIGN
- 6. EXPERT WITNESS TESTIMONY AND COURT TRAINING
- 7. REPORTING

**1. SITE INSTALLATION PLANNING, DESIGN AND EQUIPMENT INSTALLATION**

**1.1. *The Systems.***

1.1.1.NG will install up to forty (40) Systems (which shall remain the property of NG), monitoring such locations as the Customer and NG shall mutually agree. Up to forty (40) additional Systems may be added at the option of the Customer with NG’s consent. Each System shall comprise equipment capable of monitoring red light and/or speeding violations at a single approach to an intersection for up to three lanes of traffic. NG will install new Systems upon mutual agreement of the Parties.

**1.1.2.INTENTIONALLY OMITTED**

1.1.3.Nothing in this Section or Agreement shall obligate the Customer to purchase a minimum number of Systems.

1.1.4.*Substitution, Relocation, or Addition of a Site.* If NG or the Customer determine that one or more Sites selected for installation of a System is not for any reason appropriate for the System (and such determination is made at least fifteen (15) days prior to the commencement of installation of the System at any such intersection), then alternate intersection(s) may be substituted by written consent of the Parties.

1.1.5.*Timeframe for Installation of the System.* NG shall install and activate the Systems in accordance with an Implementation Plan to be mutually agreed to by NG and the Customer, which installation shall, at minimum, conclude

within sixty (60) days after all necessary permits and approvals are received by NG. NG shall use generally accepted industry standards and commercial efforts to install the System in accordance with the schedule set forth in the Implementation Plan. The Customer agrees that the estimated dates of installation and activation of the System set forth in the Implementation Plan are subject to delay based on conditions beyond the control of NG and are not guaranteed.

1.1.6. Installation/Ownership of the System. NG shall procure, install and provide support of Equipment at each of the agreed upon locations. As between NG and the Customer, all components for the System will remain the property of NG.

## 1.2. Installation

1.2.1. NG shall submit plans and specifications to the Customer for review and approval, which review, and approval will not be unreasonably withheld, conditioned or delayed. These plans and specifications shall be signed and stamped as approved by a professional engineer licensed to practice in the State in which the Customer is located if the same is required by law. NG shall provide at least three (3) sets of drawings of the wiring for the System circuitry.

1.2.2. All cameras and other equipment shall be enclosed in lockable, weather and vandal-resistant housing. All wiring shall be internal to equipment (not exposed) and if commercially reasonable and if capacity exists, underground in existing traffic signal conduits, except where required to directly interface with the traffic signals and electrical service. Separate conduits or overhead wiring may be used by NG if existing conduit(s) are at capacity. If existing conduits are used, the Customer will not unreasonably withhold, delay, or condition consent to such use.

1.2.3. The System may be mounted on or utilize support of existing traffic signal poles, arms, or other intersection structures where possible, subject to Customer review and approval, such review and approval not to be unreasonably withheld, delayed or conditioned.

1.2.4. The System poles, foundations, signs, and new infrastructure, as required, shall conform to applicable law.

1.3. Restoration of Intersections. Upon termination or expiration of the Agreement, NG shall remove the System and restore the affected public facilities including returning the intersections to their original condition; provided, however, that NG

shall not be required to remove any conduit, in-ground fixture, underground wiring, or other infrastructure that will require excavation or demolition. All costs incurred by NG thereby will be the responsibility of NG.

- 1.4. Compliance with Law. NG shall design and install the System in compliance with all currently existing federal, state, and local laws and regulations. NG covenants and agrees that its Systems shall, at all times, comply with all applicable laws, regulations, rules, and orders and in particular § 21-707.1, “Prince George’s County Stop Sign Monitoring Systems,” of the Transportation Article, Annotated Code of Maryland (“Legal Requirements”). NG shall continuously monitor the status of such Legal Requirements to ensure continuous compliance. In the event of any change in the Legal Requirements, NG shall modify or replace (at its sole cost) all or any portion of its non-compliant Systems. Any such modification shall be effected by NG in a reasonable period of time (not to exceed ninety (90) days for modification or one hundred eighty (180) days for complete system replacement) and NG’s failure to effect such modification or replacement in a timely manner shall be grounds for the Customer to terminate this Agreement for cause. Any such termination shall not relieve NG of its obligation to restore each site to its original condition.
2. **TRAINING OF CUSTOMER PERSONNEL.** After System installation, NG shall provide up to eight (8) hours of training for up to ten (10) persons at two (2) sessions at the Customer’s facilities to acquaint Customer personnel with System operation. Training shall consist of instructional and operational training as well as hands-on equipment exercises with an instructor. All necessary training materials and documentation will be provided by NG at NG’s expense. NG shall make all such training services available to the Customer prior to the end of the thirty (30) day period following the Installation Date. If the Customer requests additional courses or training, NG shall provide these on a cost reimbursement basis. Additionally, NG’s will provide and maintain a web-based training service that includes basic operation instructions as well any system or procedure changes to ensure continuity for court personnel and law enforcement end users.
3. **CITATION PREPARATION AND PROCESSING SERVICES**
  - 3.1. Citation Preparation and Processing. NG shall perform the initial review of all data generated at the roadside, process and format violations utilizing a computerized traffic citation program that shall store all information required for citation processing by state law, local law, and in accordance with court of jurisdiction specification, transfer the citations to the Customer Police Department’s computer for review and decision on whether or not to issue a citation. If NG is permitted by applicable law or regulation to do so, NG shall also review all DMV information and print and mail citation forms that have been

approved by the Customer Police Department for issuance. NG shall pay all mailing and postage costs, and such other miscellaneous costs and expenses as may be reasonably necessary to issue a citation and deliver it by U.S. mail. To the extent required by applicable law, NG shall obtain a certification of mailing issued by the Post Office. Notwithstanding anything to the contrary in the foregoing provisions of this Section 3.1, NG will not process nor support any citations not captured by the System and/or approved by the Customer.

- 3.2. Mailing of Citations. NG shall mail an original color Citation and at least one black and white reminder notice. Citations shall be mailed to the violator as soon as is reasonably practicable, and in no event longer than five (5) business days after being approved by the Customer and NG has been notified of such approval, and in compliance with the requirement that the citations shall be mailed not later than 2 weeks after the alleged violation. Up to three (3) reminder notices will be mailed in a time frame consistent with law and the Customer's direction. The form of the citation shall be subject to the approval of the Customer, which approval may not be unreasonably delayed, conditioned, or withheld.
- 3.3. Cooperation With Police and the Courts. NG shall be responsible for; and pay for the cost of issuing and mailing the citations served by regular mail, as approved by Customer, in accordance with applicable law. NG will pay any additional mailing requirements, such as certified mail, up front and charge the Customer at NG's cost for that certified mail. NG shall coordinate with the Customer and the Courts; and shall comply with the applicable law and court procedures regarding the mailing and other requirements necessary for the issuance and processing of the Citations. All citations shall be reviewed and approved by the Customer's Police Department prior to mailing. In addition, NG will cooperate with the Courts to set up the necessary communications, systems for processing and upon request establish procedures that will enable NG to send delinquent notices to those registered owners/drivers for whom such notices are appropriate.
- 3.4. Rental car and business vehicles. NG will coordinate with the Customer and Courts to establish an acceptable procedure to streamline and coordinate the processing, notification, and accountability of rental car violations and corporate vehicle violations.
- 3.5. Preparation of Evidence Packages. NG shall provide electronic copies of evidence packages in such form as may be reasonably agreed upon with the courts to enable the Customer to enforce its citations in court.
- 3.6. Access to License Information. NG shall maintain the ability to access the driver's license information and the registered owner residence address for all US registered

vehicles, and the per-request fee for information, if any, shall be paid by NG. If NG is unable to access such information, NG shall provide the make and license plate number of each violator to the Customer, which will obtain and input the information into the System, or provide such information to NG, within a reasonable period of time. Any costs incurred by the Customer in obtaining this information (including personnel costs) shall be reimbursed by NG.

- 3.7. Numbering System. NG, in coordination with the Customer, shall develop and implement an independent numbering system for automated citations and correlating the original violations with nominations.
- 3.8. Transmission of Information. NG shall make all citation information available via an electronic file using comma separated value files on a secure FTP site. NG shall maintain a documented chain of custody for all electronically transmitted information while the information is under NG' control.
- 3.9. Customer Service. NG shall provide an automated customer service telephone number to the public. Customer Service Representatives will be available Monday through Friday, from 10:00 a.m. to 5:00 p.m. ET, excluding holidays, in order to schedule violation video viewing appointments for the courts and to answer basic questions regarding the Customer's program.

#### 4. MAINTENANCE

- 4.1. Maintenance of System. Except as provided herein, NG shall Maintain the System (as such term is defined below); provided however, that NG shall not be responsible for any maintenance, repair or replacement required as a result of the negligence or intentional act of the Customer, its employees, agents, or independent contractors (other than NG) and/or (ii) any equipment or software not provided by NG. NG shall maintain a maintenance log that documents all service issues. To "Maintain the System" shall mean to keep or promptly return the System to a state of operation such that the System's functionality and operation conforms in all material respects to the description of the System set forth in this Exhibit. All problems shall be documented immediately, and repairs commenced within twenty-four (24) hours of the time NG receives notice thereof. NG shall also install all software revisions for Systems and Ticket Agent as and when developed and made commercially available by NG.
- 4.2. Equipment Checks. NG shall use commercially reasonable efforts to perform remote camera and equipment checks to confirm proper operation of computers, cameras, and communications network. Routine in-field camera equipment inspection will be done as needed. The System shall have the capability of on-line monitoring of all cameras at each intersection.

## 5. PUBLIC EDUCATION CAMPAIGN

5.1. Public Awareness Program. NG shall assist the Customer with a Public Awareness Program. Such assistance shall consist of:

5.1.1. Paying for and installing all signage required by State law and local ordinance or as otherwise required by resolution of the Customer's Town Council

5.1.2. Reasonable assistance for a media event to launch the community education program

5.1.3. Preparing, publishing, and printing a brochure for distribution

5.1.4. A reasonable amount of training for a Customer staffed speaker's bureau

5.1.5. Providing a toll-free customer service hotline which shall be staffed sufficiently during all regular business hours.

## 6. EXPERT WITNESS TESTIMONY AND COURT TRAINING

6.1. Expert Witness Testimony. NG shall provide expert witness testimony at its sole expense, as reasonably necessary, to testify regarding the accuracy and technical operation of the System as necessary for court challenges to the operation of the System.

6.2. Court Training. NG shall conduct a one-day workshop-orientation session for Municipal Court judges (and/or their designees), hearing officers, other appropriate court officials and the Customer prosecutor.

## 7. REPORTING

7.1. Monthly Report. NG shall submit to the Customer's Public Works/Traffic Engineering department a monthly Report on statistical information regarding traffic volumes, average speed, traffic congestion within thirty (30) days after the end of each calendar month and NG shall provide web access to such reports.

7.2. Additional Reports or Information. NG agrees to provide at no additional charge any reports and information requested by the Customer that are reasonably necessary for the Customer to evaluate the effectiveness of the System, respond to press inquiries, evaluate the effectiveness of the Customer's photo enforcement program or to respond to report requests from the Customer's legislative, executive, or judicial officials. Additional reports which the Customer may request shall include financial, technical, historical, violation, engineering or others as required.

7.3. Database. NG shall maintain a database with the following information per violation:

7.3.1. Location, date, and time

7.3.2. Number of seconds of yellow traffic signal and speed of vehicle

7.3.3. Vehicle description including license plate state and number

7.3.4. Applicable vehicle code section violated (if available to NG)

7.3.5. Citation prepared or reason for not preparing citation (if available to NG)

7.3.6. Registered vehicle owner's name and address, and related information required to prepare citations where violation is made by a driver other than registered owner (if available to NG) (Affidavit of Non-Liability)

7.3.7. Status of citation (outstanding, cancelled, reissued, paid, bail forfeited, traffic school, warrants issued, etc.) (if available to NG)

7.3.8. NG shall maintain at its sole expense all records, including, but not limited to all video recordings, which it generates or receives as a result of the performance of services pursuant to the Agreement for the period of time required by the Customer, and otherwise in accordance with Maryland Statutes and Customer Ordinances, as same be amended from time to time. Upon receipt of a request from the Customer for a copy of any record being maintained by NG, NG shall provide the requested record to the Customer within a reasonable time following such request, but in no event later than seven (7) days following the date the request is received by NG.

7.3.9. Accounting records necessary to support NG invoices shall be kept for seven (7) years from issuance date, and shall be available to the Customer or its authorized representative at mutually convenient times; and

7.3.10. All records which are requested by or otherwise sent to the Customer pursuant to this section shall be sent in electronic format, if reasonably practicable.

7.4. Additional Services (if requested by the Customer in writing):

7.4.1. Payment Processing Services. NG shall use reasonable commercial efforts which are mutually agreeable to the Customer's Town Administrator and the court system to receive citation fees from violators, deposit amounts collected into an appropriate bank account, provide accounting records to the Customer, and remit the amounts received as instructed by the

Customer. In addition, if approved by the Customer’s Town Administrator and the courts NG will provide an online payment portal for violators.

7.4.2.Intersection Assessment Program. NG will provide all equipment, including cameras, recording devices, detectors, and technical assistance to the Customer in order for the Customer to generate a video-based analysis of an intersection designed to evaluate the frequency of red-light violations for each approach at the targeted intersection. NG shall provide the type of media and for the duration required by the Customer to comply with Maryland law.

7.4.3.NG will install optional Video Monitoring Systems (VMS) in connection with any System at the request of the Customer. Such VMS shall include an IP addressable digital video camera inside a secure virtual private network, video streaming to the police department via secure, encrypted network to a supplied digital video recording device capable of storing at least thirty (30) days of video. Pricing for this option will be negotiated based on the Customer's selection of options (such as zoom cameras, PTZ cameras, license plate recognition and the like).

7.4.4.All citation data will be kept for a period of time consistent with the State of Maryland’s and the Town’s records retention requirements for public records.

8. **ERRONEOUS VIOLATIONS:**

If more than 5% of the Events from a System submitted by NG for review by the Customer in a calendar year are Erroneous Violations, NG shall be subject to liquidated damages for each Erroneous Violation issued and paid equal to 50% of the fine amount for the Erroneous Violation issued, plus any reimbursements paid by the Customer in excess of 50% of the fine amount paid for any such Erroneous Violation that is issued and paid.



## **EXHIBIT B**

### **LICENSE AGREEMENT FOR NG SAFETY SYSTEM SOFTWARE**

This LICENSE AGREEMENT (the “License”) is part of an agreement (the “Agreement”) (to which a copy of this License is attached as Exhibit B) between the Customer named in the Agreement and NovoaGlobal, Inc. (“NG”) for the NG software product identified above, which includes computer software and may include associated media, printed materials, and “online” or electronic documentation (the “SOFTWARE PRODUCT”). The SOFTWARE PRODUCT also includes any updates and supplements to the original SOFTWARE PRODUCT provided to the Customer by NG. Any software provided along with the SOFTWARE PRODUCT that is associated with a separate license agreement is licensed to the Customer under the terms of that license agreement. By execution of the Agreement, the Customer has agreed to be bound by the terms of this License. Such agreement by the Customer is an express condition to its ability to use the SOFTWARE PRODUCT.

1. GRANT OF LICENSE. The SOFTWARE PRODUCT is licensed, not sold. This License grants the Customer only the following rights: The Customer may use those copies of the SOFTWARE PRODUCT as installed by NG on its network (“Network”). A license for the SOFTWARE PRODUCT may not be shared or used concurrently on different Networks.
2. DESCRIPTION OF OTHER RIGHTS AND LIMITATIONS. The Customer may not reverse engineer, decompile, or disassemble the SOFTWARE PRODUCT, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation. The SOFTWARE PRODUCT is licensed as a single product. Its component parts may not be separated for use on more than one computer unless so installed by NG. The Customer may not rent, lease, transfer or lend the SOFTWARE PRODUCT. This License does not grant the Customer any rights in connection with any trademarks or service marks of NG. Without prejudice to any other rights, NG may terminate this License if the Customer fails to comply with the terms and conditions of this License. In such event, the Customer must permit NG reasonable access to its computer system for the purpose of removing all copies of the SOFTWARE PRODUCT or deliver to NG or destroy all copies of the SOFTWARE PRODUCT and all of its component parts.
3. SUPPORT SERVICES AND UPGRADES. NG may provide the Customer with support services related to the SOFTWARE PRODUCT (“Support Services”). Use of Support Services is governed by the Agreement. Any supplemental software code provided to the Customer as part of the Support Services shall be considered part of the SOFTWARE PRODUCT and subject to the terms and conditions of this License. With respect to technical information the Customer provides to NG as part of the Support Services, NG may use such information for its business purposes, including for product support and development. In particular, NG will not utilize such technical information in a form that personally identifies the Customer or any motor

vehicle, tag or person. If the SOFTWARE PRODUCT is labeled as an upgrade, the Customer must be properly licensed to use a product identified by NG as being eligible for the upgrade in order to use the SOFTWARE PRODUCT. A SOFTWARE PRODUCT labeled as an upgrade replaces and/or supplements the product that formed the basis for the Customer's eligibility for the upgrade. The Customer may use the resulting upgraded product only in accordance with the terms of this License. If the SOFTWARE PRODUCT is an upgrade of a component of a package of software programs that the Customer licensed as a single product, the SOFTWARE PRODUCT may be used and transferred only as part of that single product package and may not be separated for use on more than one computer.

4. COPYRIGHT. All title and intellectual property rights in and to the SOFTWARE PRODUCT (including but not limited to any images, photographs, animations, video, audio, music, text, and "applets" incorporated into the SOFTWARE PRODUCT), the accompanying printed materials, and any copies of the SOFTWARE PRODUCT are owned by NG or its suppliers. As between the Customer and NG, all title and intellectual property rights in and to the images and information which may be generated through use of the SOFTWARE PRODUCT is the Customer's property. All rights not expressly granted are reserved by NG.
5. DUAL-MEDIA SOFTWARE. The Customer may receive the SOFTWARE PRODUCT in more than one medium. Regardless of the type or size of medium the Customer receives, the Customer may use only one medium that is appropriate for its Network. The Customer may not use or install the other medium on another Network. The Customer may not loan, rent, lease, lend or otherwise transfer the other medium to another user.
6. BACKUP COPY. After installation of one copy of the SOFTWARE PRODUCT pursuant to this License, the Customer may keep the original media on which the SOFTWARE PRODUCT was provided by NG solely for backup or archival purposes. If the original media is required to use the SOFTWARE PRODUCT on the COMPUTER, the Customer may make one copy of the SOFTWARE PRODUCT solely for backup or archival purposes. Except as expressly provided in this License, the Customer may not otherwise make copies of the SOFTWARE PRODUCT or the printed materials accompanying the SOFTWARE PRODUCT.
7. COMPLIANCE WITH LAW AND EXPORT RESTRICTIONS. The Customer represents and agrees that it does not intend to and will not use, disseminate, or transfer in any way the SOFTWARE PRODUCT in violation of any applicable law, rule or regulation of the United States, or any State of the United States or any foreign country of applicable jurisdiction. Without limiting the foregoing, the Customer agrees that it will not export or re-export the SOFTWARE PRODUCT to any country, person, entity, or end user subject to U.S. export restrictions. The Customer specifically agrees not to export or re-export the SOFTWARE PRODUCT: (i) to any country to which the U.S. has embargoed or restricted the export of goods or services, which currently include, but are not necessarily limited to Cuba, Iran, Iraq,

Libya, North Korea, Sudan and Syria, or to any national of any such country, wherever located, who intends to transmit or transport the products back to such country; (ii) to any end-user who the Customer knows or has reason to know will utilize the SOFTWARE PRODUCT or portion thereof in the design, development or production of nuclear, chemical or biological weapons; or (iii) to any end-user who has been prohibited from participating in U.S. export transactions by any federal agency of the U.S. government.

8. OTHER PROVISIONS. Sections 3, 4, 7, 10, 18, 19, 20, 21 and 23 of the Agreement are hereby incorporated by reference as if herein set forth in full.

**EXHIBIT C**  
**LEASE AGREEMENT FOR NG SAFETY SYSTEMS**

This LEASE AGREEMENT (the “Lease”) is part of an agreement (the “Agreement”) (to which a copy of this Lease is attached as Exhibit C) between the Customer named in the Agreement and NovoaGlobal, Inc. The Parties hereto agree as follows:

1. LEASE. NG hereby leases to the Customer and the Customer hereby leases from NG, subject to the terms and conditions of this Lease, such items of System equipment (together with all attachments, replacements, parts, additions, substitutions, repairs, accessions, and accessories incorporated therein and/or affixed thereto, the “Equipment”) that the Customer obtains possession, custody or control of pursuant to the Agreement.
2. USE AND LOCATION. The Equipment shall be used and operated by the Customer only in connection with the operation of the System by qualified employees of and in accordance with all applicable operating instructions, and applicable governmental laws, rules, and regulations. The Customer shall not part with control or possession of the Equipment without NG’ prior written consent.
3. CONDITION. NG shall maintain the Equipment in good condition and working order in accordance with Section 5.A of Exhibit A. The Customer shall not damage the Equipment or make any alterations, additions, or improvements to the Equipment without NG’s prior written consent unless such alterations, additions or improvements do not impair the commercial value or the originally intended function or use of the Equipment and are readily removable without causing material damage to such Equipment so as to return the Equipment to its original state, less ordinary wear and tear. Any alteration, addition or improvement not removed prior to the return of the Equipment shall without further action become the property of NG, provided, however, that any alterations, additions, and improvements which would reduce the value of the Equipment must be removed prior to the return of such Equipment.
4. RETURN. Upon the expiration or earlier termination of the Agreement, the Customer shall allow NG reasonable access to remove the Equipment at NG’s expense.
5. OWNERSHIP, LIENS. The Equipment is and shall at all times be the property of NG. The Customer agrees to take all action necessary or reasonably requested by NG to ensure that the Equipment shall be and remain personal property. Nothing in this Lease, the Agreement or any Exhibit shall be construed as conveying to the Customer any interest in the Equipment other than its interest as a lessee hereunder. If at any time during the term hereof, NG wishes to place on the Equipment labels, plates or other markings evidencing ownership, security, or other interest therein, the Customer shall allow NG reasonable access therefore and keep the same displayed on the Equipment.
6. NO CUSTOMER SUBLEASE; ASSIGNMENT. The Customer shall not assign or in any way dispose or otherwise relinquish possession or control of all or part of its rights or obligations

under this lease or enter into any sub-lease of all or any part of the equipment without the written consent of NG.

Section 10, Item H.

7. OTHER PROVISIONS. Sections 3, 4, 7, 10, 18, 19, 20, 21, and 23 of the Agreement are hereby incorporated by reference as if herein set forth in full.

EXHIBIT D

COMPENSATION AND PRICING

**PRICING**

Pricing for NG Safety Systems relating to fixed photo enforcement shall be as follows:

- \$4,000 per System per month.

If a third party LPR is used, NG will fund the camera system, and the customer will enter into a direct agreement with third party in question

Pricing for NG Safety Systems relating to portable photo enforcement shall be as follows:

- \$4,473 per system per month.

The monthly rental fee per System will be reduced on a pro rata basis by the number of days in any monthly period during which the System(s) is non-functional, except when caused by Force Majeure events as defined herein. In the event of non-compliance due to a Force Majeure event, NG will use reasonable commercial efforts to resolve the issue, including without limitation to repair vandalism, and return to full function as soon as possible. For so long as such efforts are not undertaken, the pro rata reduction will continue, in addition to any other remedies available to the Customer.

Pricing excludes certified mailing, which will be charged at cost.

**BUSINESS ASSUMPTIONS FOR ALL PRICING OPTIONS**

- Except where a balance remains unpaid due to a deficit in the gross cash received as described herein, Customer agrees to pay NG within thirty (30) days after the invoice or Monthly report is received. A monthly late fee of 1 % is payable for amounts remaining unpaid sixty (60) days from date of invoice or monthly report if such delay is the responsibility of the Customer.
- Required Payment Convenience Fees will not be considered to be revenue received and are the responsibility of the violator.
- Required Refund Fees will not be considered to be revenue received and are the responsibility of the violator.
- Violations sent to a Collection agency will have an additional charge as negotiated with the chosen collection agency.
- Additional construction cost for movement of a location will be charged at cost but will covered by our cost neutrality clause so the Town is not required to pay out of pocket.

**COST NEUTRALITY**

The Parties recognize that stop sign monitoring systems have not been used prior to this Agreement in the Town of Bladensburg. The intent of this paragraph is to ensure that NG receives fair payment for its services, but also to avoid the Customer incurring debt as part of its stop sign enforcement. During the term of the Agreement, payments by the Customer may be made to NG under a Flexible Payment Plan if the total funds collected from use of the System(s) are insufficient to cover the \$4,000 or \$4,473 per camera monthly fee. Under the Flexible Payment Plan, the Customer may defer certain payments due and owing to NG during the Term of the Agreement. If at the end of the Term sufficient funds have not been collected by the Customer to pay the accrued balance then due to NG, NG agrees to waive its right to recovery with respect to any balance owing to NG at the end of that Term.

This Flexible Payment Plan will be applied as follows: NG will maintain an accounting of any net balances owed NG each month during the Term. If the total amount of funds collected from all Systems combined during a month exceeds the amount of the NG invoice for the same month, the Customer shall pay NG the total amount due on the invoice. If the total amount of funds collected from all Systems combined during a month is less than the amount of the NG invoice for the System(s) for the same month, the Customer shall pay NG only the amount collected during the same month and Customer may defer payment of the remaining balance. If opting to use a Flexible Payment Plan, Customer will provide NG with sufficient information about payments received directly by the Customer to accurately determine the amount of funds collected. Payments due NG will be reconciled by applying funds collected in subsequent months, first to the accrued balance and then to the subsequent monthly invoice. If at any time the NG invoices, including any accrued balance are fully repaid, Customer will retain all additional funds collected. Any funds in excess of the total balance due (whether reserved in cash or not by Customer) will be available to offset future NG invoices during the term of the Agreement. Customer agrees and understands the Flexible Payment Plan shall be applied in the aggregate across all installed Systems and will not be applied on a per System basis or on a per month basis.

Limitations. The Flexible Payment Plan shall not apply if: (1) Customer elects not to enforce all legally enforceable Violations; (2) Customer directs NG to install a camera at a site where violation rates are projected by NG to be below the rate required by NG for an acceptable installation; (3)

Customer waives and/or fails to timely process more than ten percent (10%) of valid V forwarded to the Police for acceptance according to this Agreement; (5) Customer does not provide NG with access to an accurate accounting of all payments received other than directly by NG; or (6) Customer does not deploy and use the System a minimum of 50% of the eligible time authorized by law, except when such non-deployment is not within the control of the Customer.







## Agenda Item Summary Report

<b>Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Chief Collington, Police Chief Vito Tinelli, Town Treasurer
<b>Item Title: CONTRACT APPROVAL:</b> Approval of Contract with MuniCollect for Collection Services for the Town of Bladensburg.	
<b>CONTRACT APPROVAL:</b> Approval of Contract with MuniCollect for Collection Services for the Town of Bladensburg.	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> MCOA Agreement Staff Memo
<b>Recommended Action:</b>	
Staff recommends the approval of this contract and requests that the Town Administrator be authorized to implement the collection program. This is net-zero cost contract for the Town. The fees for these services are paid by the user.	
<b>Item Summary:</b> The Town has reached out to the following vendors to assess available services and determine the best fit: <ul style="list-style-type: none"> <li>MuniCollect</li> <li>Municipal Collection Agency, Ltd.</li> <li>Municipal Collection Services</li> <li>First Services</li> </ul> <p>Each of these companies has extensive experience working with local governments, and all offer cost-neutral or no-cost service models, with fees passed through to the responsible party.</p> <p>Town Staff found that MuniCollect has several local contracts and is familiar with collections in the State of Maryland. In June 2025, staff will introduce changes to penalties, fees, and fines to revise the Town Code and add the collection fees to the overall schedule.</p> <p>If you have any questions or need additional information on this matter, Mr. Tinelli, Chief Collington or the Town Administrator will be available to answer them at the meeting.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> Monthly – Rental Fees	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

# ***COLLECTION SERVICES AGREEMENT***

## ***Municipal Collections of America, Inc***

This COLLECTION SERVICES AGREEMENT, made the \_\_\_\_ day of \_\_\_\_\_, 2025 by and between Municipal Collections of America, Inc, (MCOA) an Illinois corporation, and the City of Bladensburg, Maryland, a municipal corporation in the State of Maryland (hereinafter referred to as THE MUNICIPALITY).

WHEREAS, MCOA is an Illinois corporation duly licensed to operate as a collection agency in the State of Maryland, and;

WHEREAS, MCOA possesses the personnel, experience, expertise, and equipment to effectively aid THE MUNICIPALITY in collecting the said fines through an effective collection process and;

WHEREAS, THE MUNICIPALITY may wish to list certain other debts with MCOA for collection from time to time and MCOA may wish to accept such claims for collection. MCOA retains the right to reject any debt submitted for collection and will provide explanation for such action if taken.

MCOA and THE MUNICIPALITY do hereby agree as follows:

### ***ARTICLE I***

THE MUNICIPALITY agrees that any debts and/or fines listed for collection with MCOA will be collected and administered pursuant to all the terms and conditions in this Agreement.

All municipal debts and fines listed for collection will be forwarded to MCOA, using the forms and procedures designated by MCOA.

Upon request of MCOA, THE MUNICIPALITY will provide certified copies of any documentation deemed necessary for use by MCOA in its collection efforts in a timely manner.

MCOA will acknowledge receipt of any violations listed for collection within five days thereof.

### ***ARTICLE II***

MCOA agrees to use its best efforts and any lawful means which in its judgment and discretion it believes will result in the collection of the debts/fines which are listed for collections. This may include the use of collection letters, phone calls, skip-tracing, MVA Flagging, or any other program or method made available by local ordinance or State statute.

### ***ARTICLE III***

No fees will be payable to MCOA unless money is collected, at which time MCOA will be paid as follows:

Upon listing for collection. A minimum thirty-five percent (35%) cost of collection (the "Debt Collection Fee") will be added to the outstanding balance owed to THE MUNICIPALITY. Upon collection of the debt, a twenty-five and 93/100 percent (25.93%) collection fee is retained by MCOA (the "Service Fee") from the full balance recovered and the original balance prior to the addition of the Debt Collection Fee shall be paid to THE MUNICIPALITY, or its designated agents. THE MUNICIPALITY reserves the right to increase the Debt

Collection Fee pursuant to local law but in no event shall the Service Fee retained by MCOA deviate from the percentage stated herein unless approved by the Mayor and Council and agreed to by the parties in writing

Any debts that are not eligible for adding on the cost of collection will be recovered with MCOA receiving 25% of the proceeds.

## ***ARTICLE IV***

Upon THE MUNICIPALITY'S listing of the violation for collection, MCOA shall have the exclusive right to collect the amounts owed thereunder until such time as it determines the debt is uncollectable or THE MUNICIPALITY requests return of the violation to THE MUNICIPALITY. Any inquiries concerning any debt listed for collections, including attempts to make payment, shall be referred at the earliest possible time to MCOA.

MCOA will deposit any money collected in THE MUNICIPALITY'S separate bank trust account established for that purpose.

After deduction of the fees allowable by this Agreement, MCOA will forward to THE MUNICIPALITY, its share of any amounts collected. Remittance to the MUNICIPALITY will be made by the 15<sup>th</sup> of the month for any amounts collected by the last day of the preceding month.

In the event that any funds are paid to THE MUNICIPALITY for violations which have been listed for collection, THE MUNICIPALITY will report such collections to MCOA daily for accounting under this Article.

## ***ARTICLE V***

THE MUNICIPALITY hereby authorizes MCOA to accept a negotiated settlement on any violations listed for collection. However, unless otherwise authorized by the MUNICIPALITY, any such settlements shall be no less than 100% of the available balance.

Should THE MUNICIPALITY make any settlement or otherwise takes any action in derogation of MCOA's exclusive right to collect on any violation listed for collection, then MCOA shall be entitled to payment in full, as delineated in Article III hereof, based on the full amount of the violation, as listed. Any such payments which may become due may be deducted from the MUNICIPALITY'S next monthly payment from MCOA.

## ***ARTICLE VI***

MCOA agrees to indemnify and hold THE MUNICIPALITY harmless against any and all liability, costs and expenses including attorney fees, occasioned by claims or suits for loss or damages arising out of the acts of the agents, servants or employees of MCOA during the term of this Agreement. MCOA shall defend and indemnify THE MUNICIPALITY from any claim or action arising out of MCOA's performance or non-performance of its obligations under this agreement, including but not limited to any violation of the Fair Debt Collection Practice Act, any law dealing with the credit rating of any individual, and other applicable laws arising out of the acts or omissions of MCOA or its agents or employees. Conversely, THE MUNICIPALITY agrees to indemnify and hold MCOA harmless against any and all liability, costs and expenses including attorney fees, occasioned by the claims or suits for loss or damages arising out of the acts of THE MUNICIPALITY, its servants or employees.

Further, the MUNICIPALITY warrants and represents to MCOA that any debt listed for collection will be a legal and valid debt owed to the MUNICIPALITY; and in addition to the indemnities listed above, the MUNICIPALITY agrees to indemnify and hold MCOA harmless against any and all liability, costs, and expenses including attorneys' fees occasioned by claims or suits under the Federal "Fair Debt Collection Practices Act", due to the breach of these warranties and representations.

## ***ARTICLE VII***

This Agreement is for a period of 24 months from the date first above written, however, it shall continue under the same terms and conditions for additional one-year periods until termination by either party, by notice given in writing to the other party, at least sixty days prior to termination. MUNICIPALITY may terminate this Agreement for any reason, at any time during the initial term by providing at least sixty days prior notice.

However, in the event of any termination of the Agreement by either party, THE MUNICIPALITY shall have the option of requesting MCOA to continue any outstanding collection efforts on debts until the debt is either paid or determined to be uncollectible under the same terms of this Agreement.

## ***ARTICLE VIII***

At least once per year, MCOA will return to THE MUNICIPALITY such violations which it determines, in its sole judgment and discretion, to be uncollectible.

## ***ARTICLE IX***

Any notices to be given pursuant to this Agreement shall be deemed as served when placed in the United States Mail, with postage prepaid, sent by certified mail, return receipt requested; to the address designated, in writing, by either party. Until such time as a different address is designated notices shall be sent as follows:

If to MCOA,	Municipal Collections of America, Inc. 3348 Ridge Road Lansing, Illinois 60438
If to THE MUNICIPALITY,	Town of Bladensburg 4229 Edmonston Rd Bladensburg, MD 20710

## ***ARTICLE X***

This Agreement contains the entire agreement between the parties hereto and supersedes any prior agreements or understandings between the parties. This agreement may only be altered or modified by written instrument signed by both parties.

## ***ARTICLE XI***

This Agreement, or any right or interest under this Agreement, shall not be assigned, nor shall any work or obligation to be performed under this Agreement (an "assignment") be delegated, voluntarily, by operation of law or otherwise, without the parties' prior written consent. Any attempted assignment in contravention of this Section shall be void and ineffective. The terms of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the permitted respective successors and assigns of the parties hereto.

## ***ARTICLE XII***

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, without regards to conflicts of laws principles. The parties hereby irrevocably consent to the jurisdiction of the state and federal courts located in Prince George's County, Maryland, in any action arising out of or

relating to this Agreement and waive any other venue to which either party may be entitled by domicile or otherwise.

### ***ARTICLE XIII***

(a) This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, no signatory hereto shall be bound until both parties named below have duly executed, or caused to be duly executed, a counterpart of this Agreement.

(b) The person signing on behalf of each party represents that he or she has the right and power to execute this Agreement.

### ***ARTICLE XIV***

This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter.

### ***ARTICLE XV***

If any part of this Agreement is ruled unenforceable or invalid, the remainder of the Agreement shall continue to be valid and deemed enforceable against the parties. In the event of a ruling of invalidity or unenforceability of any part of this Agreement, the parties shall work in good faith to modify the Agreement to effectuate the original intent of the parties.

### ***ARTICLE XVI***

(a) No waiver by a party of any breach shall be effective unless in writing, and no waiver shall be construed as a waiver of any succeeding breach, whether or not of the same or a different term or condition;

(b) This Agreement shall be construed as to its fair meaning and not strictly for or against either party.

(c) The headings hereof are descriptive only and not to be construed in interpreting the provisions hereof.

(d) Each party shall comply in all respects with all applicable legal requirements governing the duties, obligations, and business practices of that party and shall obtain any permits or licenses necessary for its operations. Neither party shall take any action in violation of any applicable legal requirement that could result in liability being imposed on the other party.

**ARTICLE XVII**

This Agreement may not be modified or amended except by written instrument executed by the parties hereto that explicitly refers to the amendment of this Agreement and that is signed by authorized representatives of both parties.

**ARTICLE XVIII**

The parties hereto are independent contractors, and nothing contained in this agreement is intended, and shall not be construed, to place the parties in a relationship of partners, principal and agent, employer/employee or joint venture. Unless otherwise specifically authorized herein, MCOA shall not have any right, power or authority to bind or obligate MUNICIPALITY.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement of the date first above written.

**MCOA**

**THE MUNICIPALITY**

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

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

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE: \_\_\_\_\_

# Policy Memo

**To:** Town Council

**Date:** May 1, 2025

**From:** Michelle Bailey Hedgepeth, Town Administrator

**Subject:** Collection Services | Background



Dear Mayor and Council,

**Introduction:** The Town of Bladensburg currently does not utilize a third-party collection agency to manage outstanding debts related to Automated Traffic Enforcement citations (Speed, Red Light, and Stop Sign), parking tickets, other citations, or fees. As a result, our internal staff and vendors are responsible for managing the entire follow-up process, which is time-consuming and yields a lower collection rate for debts not paid after 90 days. This memo outlines the importance of engaging a third-party collection service to enhance our revenue recovery efforts and align our practices with those of other municipalities in Prince George’s County.

**Municipal Benchmarking:** Several neighboring towns within Prince George’s County already utilize third-party municipal collection agencies to streamline their processes and improve collections. These include:

- **Mount Rainier**
- **Colmar Manor**
- **Forest Heights**
- **Cottage City**
- **Seat Pleasant**
- **New Carrollton**
- **Edmonston**

Many of these municipalities have partnered with **MuniCollect**, a well-regarded service provider in this space.

**Why This Is Important for the Town:** The use of a third-party collection agency will significantly improve our ability to collect outstanding revenue owed to the Town and alleviate the administrative burden on our current staff. Key benefits include:

- **Increased Revenue Recovery:** Professional collectors have proven systems and processes to increase recovery rates.
- **Operational Efficiency:** Town staff can redirect time and resources from collection efforts to core service delivery.
- **Legal Support and Compliance:** State law allows municipalities to utilize third-party collectors and pass along collection fees to the debtor, making the process cost-neutral for the Town.
- **Consistency and Accountability:** Engaging a third-party vendor ensures consistent follow-up, documentation, and escalated enforcement where needed.

**Services Provided by Municipal Collection Agencies:** Municipal collection vendors typically offer a full range of services including:



- **Debt Collection and Monitoring**
- **Flagging and Reporting to State and Financial Agencies**
- **Customized Reporting and Analytics**
- **Customer Communication and Dispute Resolution**
- **Compliance with Local and State Statutes**

**Vendors Contacted:** The Town has reached out to the following vendors to assess available services and determine the best fit:

- **MuniCollect**
- **Municipal Collection Agency, Ltd.**
- **Municipal Collection Services**
- **First Services**

Each of these companies has extensive experience working with local governments, and all offer cost-neutral or no-cost service models, with fees passed through to the responsible party.

### **Proposed Implementation Timeline**

#### **Council Action and Contracting**

- **May 2025:** Selection and Contract Execution with Preferred Vendor
- **June 2025:** Council Review and Adoption of Enabling Legislation (Ordinance)

#### **Implementation Phase**

- **May - June 2025:** Staff Execution of Contract
- **July – August 2025:** Internal Operations Planning and Training
- **August – September 2025:** Rollout of Third-Party Collection Services

**Conclusion:** Implementing a third-party municipal collections process is a critical step toward improving the Town's fiscal health and aligning with best practices across the region. It represents a responsible, cost-neutral approach to revenue recovery that can increase compliance, improve efficiency, and support delivering essential public services. Staff recommends moving forward with enabling legislation and vendor selection in the upcoming months to remain on track for implementation by the start of the next fiscal quarter.

**Respectfully submitted,**



Michelle Bailey Hedgepeth, Town Administrator

C: Leadership Team



## Agenda Item Summary Report

**Meeting Date:**

April 14, 2025  
May 12, 2025

**Submitted by:**

Michelle Bailey Hedgepeth, Town Administrator  
Vito Tinelli, Town Treasurer

**Item Title: Discretionary Funds FY 2025 | Town Council Awards – April / May 2025**

This item allows the Town Council to designate the organizations to which they would like to donate their annual discretionary funds.

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

**Documentation Attached:****Recommended Action:**

Approval and Town Council member input on groups to which each Council member will allocate their donation of \$500.00 each.

**Town of Bladensburg | Town Council Discretionary Funds**

Every year, each town Council member designates a group, activity, or charity to which they would like to donate \$500.00. Each member will note on the record the name of the organization and the amount up to \$500 per member.

Town Staff will issue a check for this donation. The Town Administrator and Treasurer will ensure that the funds are sent to the organization in a timely manner.

Council Member	Organization
Mayor Takisha James	
Councilmember Trina Brown	
Councilmember Kalisha Dixon	
Councilmember Marilyn Blount	
Councilmember Carrol McBryde	

**Budgeted Item:** Yes ☒ **X]** No ☐ **[ ]****Budgeted Amount:** \$ 2,500**One-Time Cost:** \$500.00 per Awardee**Ongoing Cost:****Continued Date:****Council Priority:** Yes ☐ **[ ]** No ☐ **[ ]****Approved Date:**



# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Town Treasurer												
<b>Item Title: Soaring Eagle Scholarship FY 2025   Town Council Awards – May 2025</b>													
This item awards scholarships to Bladensburg residents graduating from High School and college students who are pursuing higher education.													
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> <b>Flyer</b> <b>Information on Applicants</b>												
<b>Recommended Action:</b>													
Approval is required to allocate scholarships of \$1000.00 to each student.													
<b>Town of Bladensburg   Town Council Scholarship Funds</b>  Every year, the town designates \$500.00 in funding for Bladensburg high school graduates and college students. The Town advertised the scholarship online and contacted the local schools for applicants.  Once the Council approves these applicants, town staff will issue a check. The Town Administrator and Treasurer will promptly ensure the funds are sent to the student.  <table><tr><td><b>Student Name</b></td><td><b>High School/College</b></td></tr><tr><td><b>Fadil Odjouola</b></td><td>Bladensburg High School</td></tr><tr><td><b>Briana Delcid</b></td><td>Bladensburg High School</td></tr><tr><td><b>Rosa Cienfuegos</b></td><td>Bladensburg High School</td></tr><tr><td><b>Gianna Burns-Ferguson</b></td><td>Spelman College</td></tr><tr><td><b>Pharice Brown</b></td><td>Montgomery College</td></tr></table>		<b>Student Name</b>	<b>High School/College</b>	<b>Fadil Odjouola</b>	Bladensburg High School	<b>Briana Delcid</b>	Bladensburg High School	<b>Rosa Cienfuegos</b>	Bladensburg High School	<b>Gianna Burns-Ferguson</b>	Spelman College	<b>Pharice Brown</b>	Montgomery College
<b>Student Name</b>	<b>High School/College</b>												
<b>Fadil Odjouola</b>	Bladensburg High School												
<b>Briana Delcid</b>	Bladensburg High School												
<b>Rosa Cienfuegos</b>	Bladensburg High School												
<b>Gianna Burns-Ferguson</b>	Spelman College												
<b>Pharice Brown</b>	Montgomery College												
<b>Budgeted Item:</b> Yes [ X ] No [ ] <b>Budgeted Amount:</b> \$ 5,000 <b>One-Time Cost:</b> \$1000.00 per Scholarship <b>Ongoing Cost:</b>	<b>Continued Date:</b>												
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>												



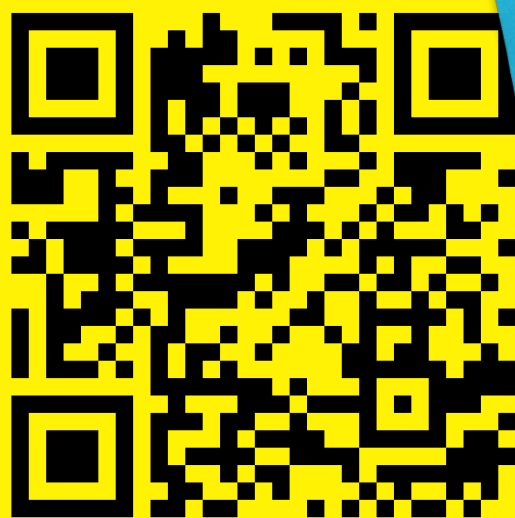
# TOWN OF BLADENSBURG SOARING EAGLE SCHOLARSHIP



## Eligibility

- Residency: Must be a resident of Bladensburg
- Academic Standing: Must have a minimum GPA of 2.5
- Enrollment: Must be seeking higher education at a post-secondary institution

Scan to  
Apply



5

**\$1000**

**Scholarships!**

- Deadline: April 30, 2025





# Town of Bladensburg FY25 Soaring Eagle Scholarship Winner Descriptions

## Fadil Odjouola – Bladensburg High School

Fadil Odjouola, a senior at Bladensburg High School with a 3.9 GPA, is an aspiring computer engineer driven by a passion for research and innovation. As president of the Future Engineers Club, he has led projects in coding, 3D printing, and robotics, while mentoring peers in workshops and competitions. Fadil has participated in the ESTEEM SER-Quest program, gaining hands-on research experience, and is an active member of BDPA’s coding team. His commitment to academic excellence, leadership, and community engagement reflects his vision to create practical, impactful solutions in technology and beyond.

## Briana Delcid – Bladensburg High School

Briana’s inspiring journey at Bladensburg High School is a testament to resilience and determination. Once struggling academically, she transformed her GPA from below 1.0 to 3.6, setting her sights on a 4.0 and a future in healthcare. Motivated by personal loss, Briana plans to attend Montgomery College this fall to pursue a degree in Diagnostic Medical Sonography, with a vision to provide essential pregnancy resources in her community. A CNA-certified student and dedicated volunteer, Briana also balances work, school leadership, and athletics as a defender on the girls’ soccer team. Her commitment to personal growth and community impact defines her success.

## Rosa Cienfuegos – Bladensburg High School

Rosa Cienfuegos is a 2025 graduate of Bladensburg High School with a heartfelt commitment to nursing and helping others through both medical care and emotional support. Known for her warmth, teamwork, and dedication, Rosa excels in the classroom and beyond, running her own photography business and volunteering in her community. She aspires to become a registered nurse or nurse anesthetist, aiming to be a reliable and compassionate presence for patients in their most vulnerable moments.

**Gianna Burns-Ferguson – Spelman College**

Gianna Burns-Ferguson, a motivated student at Spelman College, is pursuing a Bachelor of Arts in Psychology with a Mental Health Concentration, expected to graduate in May 2026. She is deeply committed to mental health advocacy and community service. As an Advisory Board Member for the HBCU Healers Project, she collaborates on initiatives aimed at improving mental health within HBCU communities. Gianna has demonstrated strong leadership as the Director of Events for Breaking the Cycle Global’s AUC Division, where she organized community service events across Spelman, Morehouse, and Clark Atlanta University. She is also the President of Mahogany N Motion, where she manages operations and performances while fostering external partnerships. Gianna’s dedication extends to mental health advocacy as an intern with Silence the Shame, where she contributed to podcasts and hosted events to raise awareness among college students.

**Pharice Brown – Montgomery College**

Pharice Brown is a dedicated advocate for accessibility and a proud Bladensburg native pursuing an Associate of Arts and ASL certification at Montgomery College. Inspired early by her connections with the Deaf community, Pharice is committed to becoming a licensed ASL interpreter with a deep understanding of Deaf culture and values. An active participant in Deaf events and a consistent Dean’s List honoree, she also brings extensive leadership experience from roles in local civic groups and volunteer initiatives. Pharice plans to champion accessibility improvements in Bladensburg, ensuring inclusive communication and support for Deaf residents.

## Town Treasurer's Report – April FY25

This financial overview summarizes the Town's fiscal performance through April of Fiscal Year 2025. It outlines key trends and performance across major revenue and expenditure categories.

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### Revenues

Overall, revenues are trending below expectations, primarily due to delayed capital project activity and underperformance in Automated Traffic Enforcement programs. Below is a breakdown of key revenue categories:

- **Real Property and Business Personal Property Taxes:**  
Most property tax revenue has already been collected, with receipts exceeding last year's figures. Additional Business Personal Property Tax revenue is anticipated in May and June, aligned with annual filing deadlines.
- **Income and Other Taxes:**  
Revenue is in line with prior year performance. The remaining income tax revenue is expected in Q4, coinciding with April and June tax deadlines.
- **Licenses and Permits:**  
Increased business license renewals are expected in May and June. Cable franchise fee revenues are tracking approximately \$40,000 below last year, reflecting ongoing declines in cable subscriptions.
- **Federal Funding:**  
Federal revenues to date include \$79,000 in ARPA funds. The \$1 million federal earmark remains unused as of April, which skews revenue comparisons against the budget.
- **State and County Funding:**
  - **Highway User Revenues:** Less than 50% of the expected funds have been received. The balance typically arrives later in the year, although potential impacts from the State's budget deficit are a concern.
  - **Bond Bill:** \$1.2 million has been allocated, with \$500,000 earmarked for Bostwick House repairs. Approximately \$200,000 in work has been completed, with reimbursement pending.
  - **County Funding:** These smaller allocations are typically received in the final months of the fiscal year.
- **Automated Traffic Enforcement (Speed Cameras):**  
Revenue is significantly underperforming, with only one-third of the projected collections realized.

- **Red Light Camera Program:**

Revenues are now expected in June due to earlier contractual delays. These delays have materially impacted revenue timelines.

 *Note:* Both traffic enforcement programs are intended to fully fund the Public Safety department. Underperformance in this area will have a substantial impact on year-end financials.

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## **Expenses**

Through the first three quarters, total expenditures are under budget—primarily due to low capital project spending tied to federal and state funding. Department-level highlights include:

- **Mayor and Council:**

Spending remains within budget, with slight increases from last year due to expanded Town event programming.

- **Administration:**

Spending is on track. Increases over last year are attributed to filling vacant clerical roles and higher legal and consulting costs related to annexation and capital planning.

- **Public Safety and Traffic:**

Operating slightly under budget. Personnel costs are higher due to promotions and increased overtime, some of which is reimbursed through grants noted in State and County Funding.

- **Public Works:**

Expenditures are above budget due to emergency repair costs and trailer rentals following damage to department facilities. These expenses are expected to be reimbursed by insurance. Compensation increases reflect the addition of two full-time staff.

- **Capital Projects:**

Spending includes: 57th Avenue lighting upgrades (Community Legacy funding); Safety improvements near Bladensburg High School; Bridge work under the CDBG PY48R grant; and nearly \$200,000 in Bostwick House work (Bond Bill-funded)

- **ARPA Funds:**

ARPA funds have been fully allocated, with \$500,000 reserved for a flood mitigation project.

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## **Conclusion**

The Town's financial position remains stable, with controlled spending offsetting delayed revenues. However, the significant underperformance of Automated Traffic Enforcement and the delay in federal and bond reimbursements could present challenges as we close out the fiscal year.

For questions or further clarification, please contact the Finance Department.

Vito Tinelli

Treasurer

[vtinelli@bladensburgmd.gov](mailto:vtinelli@bladensburgmd.gov)



# Town of Bladensburg

## FY25 Financial Report

	April YTD	FY25 Budget	Variance	Prev. Year	Diff.
<b>REVENUES</b>					
Real Property Tax	4,469,463	4,560,000	98%	4,166,616	7%
Business Pers. Property Tax	911,772	1,125,000	81%	877,594	4%
Income and Other Tax	348,786	670,000	52%	351,815	-1%
Licenses and Permits	84,534	215,000	39%	122,503	-31%
Federal Funding (ARPA and Earmark)	79,124	1,078,491	7%	1,430,316	-94%
State and County (HUR, Police Aide, Bond Bill)	366,593	1,852,622	20%	339,926	8%
Service Charges	25,576	44,000	58%	12,796	100%
Automated Traffic Enforcement (Speed and Red Light)	489,800	2,037,000	24%	1,008,939	-51%
Other Revenues	410,656	351,000	117%	443,503	-7%
Restricted Grants	432,204	489,500	88%	9,500	4450%
Fund Balance Transfer	-	575,114	0%		0%
<b>Total Income</b>	<b>7,618,508</b>	<b>12,997,727</b>	<b>59%</b>	<b>8,763,508</b>	<b>-13%</b>
<b>EXPENSES by Dept and Major Category</b>					
<b>Mayor and Council</b>					
Compensation	100,315	120,510	83%	85,754	17%
General Expenses	171,503	203,000	84%	167,683	2%
<b>Subtotal Mayor and Council</b>	<b>271,818</b>	<b>323,510</b>	<b>84%</b>	<b>253,437</b>	<b>7%</b>
<b>Administration (Town Admin, Clerk, and Finance)</b>					
Compensation	695,416	849,102	82%	496,317	40%
General Expenses	363,256	391,402	93%	199,540	82%
Debt Service/ Capital Outlay	35,355	47,000	75%	65,863	-46%
<b>Subtotal Administration</b>	<b>1,094,027</b>	<b>1,287,504</b>	<b>85%</b>	<b>761,720</b>	<b>44%</b>
<b>Public Safety and Traffic Enforcement</b>					
Compensation	4,534,364	5,847,204	78%	4,092,916	11%
General Expenses	981,444	1,223,500	80%	1,017,488	-4%
Capital	187,367	150,594	124%	1,120,561	-83%
<b>Subtotal Public Safety</b>	<b>5,703,175</b>	<b>7,221,298</b>	<b>79%</b>	<b>6,230,965</b>	<b>-8%</b>
<b>Public Works</b>					
Compensation	545,233	624,518	87%	373,050	46%
General Expenses	561,244	536,000	105%	519,021	8%
Capital	147,983	150,000	99%	268,643	-45%
<b>Subtotal Public Works</b>	<b>1,254,460</b>	<b>1,310,518</b>	<b>96%</b>	<b>1,160,714</b>	<b>8%</b>
<b>Other</b>					
<b>ARPA Projects</b>	<b>247,082</b>	<b>227,897</b>	<b>108%</b>	<b>1,412,430</b>	<b>-83%</b>
<b>Grant Expenses (CDBG, Community Legacy, Other)</b>	<b>525,629</b>	<b>327,000</b>	<b>161%</b>	<b>39,443</b>	<b>1233%</b>
<b>Long Term Capital Projects</b>	<b>204,474</b>	<b>2,300,000</b>	<b>9%</b>	<b>15,324</b>	<b>1234%</b>
<b>Subtotal Other</b>	<b>977,185</b>	<b>2,854,897</b>	<b>34%</b>	<b>1,467,197</b>	<b>-33%</b>
<b>Total Expenses</b>	<b>9,300,665</b>	<b>12,997,727</b>	<b>72%</b>	<b>9,874,033</b>	<b>-6%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(1,682,157)</b>	<b>-</b>	<b>-13%</b>	<b>(1,110,525)</b>	<b>51%</b>

# Town of Bladensburg

## FY25 Financial Report

Budget Ordinances since adoption	Expense	Revenues	Ordinance
Increase Public Safety Expenses for hiring of (2) new officers	125,000		05-2025
Increase Public Safety Grants (not yet posted until hired)		125,000	05-2025
Increase Capital Projects for MD Smart Energies Grant	100,000		06-2025
Increase Other Grant Revenues		100,000	06-2026
Increase Public Safety IT Support for Cyber Technology Grant	22,500		07-2025
Increase Other Grant Revenues		22,500	07-2025
Increase Public Safety Software for license plate readers	20,000		08-2025
Increase Public Safety Computer for license plate readers	20,000		08-2025
Increase Other Grant Revenues for Edward Byrne Memorial		40,000	08-2025
ARPA December re-allocation and reduce revenues and expenses			10-2025
Decrease ARPA Community Initiatives and increase capital	(121,509)		10-2025
Decrease ARPA Federal revenues		121,509	10-2025
Transfer between departments for Capital Items - no net effect			
Reclass (3) vehicles and (2) radios to ARPA Capital	149,403		10-2025
Reduce Speed Camera Capital to for ARPA expenditures		149,403	10-2025

Town of Bladensburg  
Mayor and Council FY25  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	49,728	62,708	79%
6030 · FICA	3,655	4,797	76%
6040 · Health Insurance	43,292	45,651	95%
6050 · Pension	3,640	6,854	53%
6060 · Workers Comp		500	
Total 6000 · Compensation	100,315	120,510	83%
6140 · Professional Development			
6145 · Council Business Developm...	19,835	26,000	76%
Total 6140 · Professional Developme...	19,835	26,000	76%
6160 · Employee Recognition	14,188	15,000	95%
6210 · Council Projects	500	2,500	20%
6225 · Community Grants			
6226 · Fire Department Donation	22,500	30,000	75%
6227 · Scholarships		5,000	
6225 · Community Grants - Other	2,000	12,000	17%
Total 6225 · Community Grants	24,500	47,000	52%
6230 · Community Events	71,794	66,000	109%
6235 · Senior Citizen Projects	4,500	4,500	100%
6255 · Town Meetings	5,550	6,000	92%
6320 · Wireless Communications			
6550 · Insurance - Liability	2,820	2,000	141%
6825 · Membership	18,973	20,000	95%
6835 · Travel	8,843	14,000	63%
Total Expense	271,818	323,510	84%
Net Ordinary Income	-271,818	-323,510	84%
Net Income	-271,818	-323,510	84%

Town of Bladensburg  
Town Administrator FY25  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	127,064	156,760	81%
6030 · FICA	9,557	11,992	80%
6040 · Health Insurance	21,504	24,557	88%
6050 · Pension	13,656	17,134	80%
6060 · Workers Comp		500	
Total 6000 · Compensation	171,781	210,943	81%
6110 · Tuition Reimbursement		1,000	
6140 · Professional Developm...	2,186	4,000	55%
6160 · Employee Recognition	2,658		
6230 · Community Events			
6255 · Town Meetings	1,956	5,000	39%
6260 · Transportation	35,099	60,000	58%
6320 · Wireless Communicatio...			
6560 · Legal	82,549	40,000	206%
6580 · Contractual Services	99,399	125,000	80%
6810 · Advertising	23,129	30,000	77%
6820 · Website	2,700	4,000	68%
6825 · Membership	1,310	1,000	131%
6835 · Travel	2,509	5,000	50%
Total Expense	425,277	485,943	88%
Net Ordinary Income	-425,277	-485,943	88%
Net Income	-425,277	-485,943	88%

Town of Bladensburg  
Town Clerk FY25  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	199,346	255,963	78%
6020 · Overtime	7,330	10,000	73%
6030 · FICA	15,269	20,346	75%
6040 · Health Insurance	40,899	29,078	141%
6050 · Pension	18,206	27,977	65%
6060 · Workers Comp		500	
Total 6000 · Compensation	281,051	343,864	82%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	6,294	3,000	210%
6240 · Memorials	316	2,000	16%
6270 · Historic Promotion		2,402	
6320 · Wireless Communications			
6460 · Software Contract	11,187	15,000	75%
6570 · Equipment Lease	5,170	8,000	65%
6825 · Membership	857	500	171%
6835 · Travel	2,680	1,500	179%
6850 · Office Supplies	10,619	8,000	133%
6855 · Postage	1,065	3,000	36%
6880 · Election Costs	4,174	8,000	52%
6890 · Utilities	6,279	7,000	90%
Total Expense	329,690	404,266	82%
Net Ordinary Income	-329,690	-404,266	82%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	18,056		
Total Other Expense	18,056		
Net Other Income	-18,056		
Net Income	-347,746	-404,266	86%

Town of Bladensburg  
Finance FY25  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	192,476	237,792	81%
6020 · Overtime	2,040	1,000	204%
6030 · FICA	14,835	18,191	82%
6040 · Health Insurance	9,426	10,821	87%
6050 · Pension	23,807	25,991	92%
6060 · Workers Comp		500	
Total 6000 · Compensation	242,584	294,295	82%
6110 · Tuition Reimbursement		4,000	
6140 · Professional Developm...	1,545	2,000	77%
6150 · Payroll Service	8,632	8,000	108%
6320 · Wireless Communicatio...			
6460 · Software Contract	3,747	2,500	150%
6510 · Audit	25,000	15,000	167%
6520 · Bank Charges	4,889	5,000	98%
6530 · Bad Debts	882	8,000	11%
6550 · Insurance - Liability	16,302	10,000	163%
6825 · Membership	125	500	25%
6835 · Travel		1,000	
Total Expense	303,705	350,295	87%
Net Ordinary Income	-303,705	-350,295	87%
Other Income/Expense			
Other Expense			
6950 · Debt Service			
6960 · Debt Service - Interest	17,299	47,000	37%
6950 · Debt Service - Other			
Total 6950 · Debt Service	17,299	47,000	37%
Total Other Expense	17,299	47,000	37%
Net Other Income	-17,299	-47,000	37%
Net Income	-321,004	-397,295	81%

**Town of Bladensburg**  
**General and Administrative Combined**  
**July 2024 through April 2025**

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>6000 · Compensation</b>			
6010 · Regular Pay	518,886	650,515	80%
6020 · Overtime	9,370	11,000	85%
6030 · FICA	39,662	50,529	78%
6040 · Health Insurance	71,829	64,456	111%
6050 · Pension	55,669	71,102	78%
6060 · Workers Comp		1,500	
<b>Total 6000 · Compensation</b>	<b>695,416</b>	<b>849,102</b>	<b>82%</b>
6110 · Tuition Reimbursement		7,000	
6140 · Professional Developm...	10,025	9,000	111%
6150 · Payroll Service	8,632	8,000	108%
6160 · Employee Recognition	2,658		
6230 · Community Events			
6240 · Memorials	316	2,000	16%
6255 · Town Meetings	1,956	5,000	39%
6260 · Transportation	35,099	60,000	58%
6270 · Historic Promotion		2,402	
6320 · Wireless Communicati...			
6460 · Software Contract	14,934	17,500	85%
6510 · Audit	25,000	15,000	167%
6520 · Bank Charges	4,889	5,000	98%
6530 · Bad Debts	882	8,000	11%
6550 · Insurance - Liability	16,302	10,000	163%
6560 · Legal	82,549	40,000	206%
6570 · Equipment Lease	5,170	8,000	65%
6580 · Contractual Services	99,399	125,000	80%
6810 · Advertising	23,129	30,000	77%
6820 · Website	2,700	4,000	68%
6825 · Membership	2,292	2,000	115%
6835 · Travel	5,189	7,500	69%
6850 · Office Supplies	10,619	8,000	133%
6855 · Postage	1,065	3,000	36%
6880 · Election Costs	4,174	8,000	52%
6890 · Utilities	6,279	7,000	90%
<b>Total Expense</b>	<b>1,058,672</b>	<b>1,240,504</b>	<b>85%</b>
<b>Net Ordinary Income</b>	<b>-1,058,672</b>	<b>-1,240,504</b>	<b>85%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
6950 · Debt Service	17,299	47,000	37%
6970 · Capital Outlay	18,056		
<b>Total Other Expense</b>	<b>35,355</b>	<b>47,000</b>	<b>75%</b>
<b>Net Other Income</b>	<b>-35,355</b>	<b>-47,000</b>	<b>75%</b>
<b>Net Income</b>	<b>-1,094,027</b>	<b>-1,287,504</b>	<b>85%</b>

**Town of Bladensburg**  
**Public Safety and Automated Traffic Enforcement FY25**  
**July through February 2025**

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	2,784,954	3,804,792	73%
6020 · Overtime	365,078	350,000	104%
6030 · FICA	233,359	317,842	73%
6040 · Health Insurance	629,801	708,706	89%
6050 · Pension	318,671	415,864	77%
6060 · Workers Comp	202,500	250,000	81%
Total 6000 · Compensation	4,534,364	5,847,204	78%
6110 · Tuition Reimbursement		20,000	
6120 · Uniforms	42,219	80,000	53%
6130 · Recruitment	14,795	16,000	92%
6140 · Professional Development	26,984	50,000	54%
6160 · Employee Recognition	10,582	14,000	76%
6230 · Community Events	29,930	20,000	150%
6310 · Telephone	25,388	32,000	79%
6320 · Wireless Communications	57,824	60,000	96%
6330 · Communications Contracts	43,893	40,000	110%
6350 · Internet Access	4,642	7,000	66%
6360 · Data Fees			
6420 · Computer Expense	1,418	40,000	4%
6440 · IT Support	78,272	142,500	55%
6460 · Software Contract	48,617	60,000	81%
6545 · Insurance - Auto	60,836	50,000	122%
6550 · Insurance - Liability	50,263	50,000	101%
6570 · Equipment Lease	38,213	10,000	382%
6580 · Contractual Services	102,465	120,000	85%
6590 · Automated Traffic Enforcement	140,958	125,000	113%
6620 · Fuel	108,688	115,000	95%
6640 · Vehicle Repairs and Maintenance	35,350	40,000	88%
6650 · Vehicle Body Repairs	1,771	25,000	7%
6670 · Equipment Maintenance			
6680 · Weapon Repairs and Supplies	8,863	15,000	59%
6825 · Membership	3,812	10,000	38%
6835 · Travel	2,165	8,000	27%
6850 · Office Supplies	7,658	15,000	51%
6855 · Postage	3,867	3,000	129%
6860 · Shop Supplies			
6865 · Supplies	1,573	20,000	8%
6870 · K9 Supplies	14,759	15,000	98%
6885 · Finger Printing	990	1,000	99%
6890 · Utilities	14,651	20,000	73%
Total Expense	5,515,808	7,070,704	78%
Net Ordinary Income	-5,515,808	-7,070,704	78%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	187,367	150,594	124%
Total Other Expense	187,367	150,594	124%
Net Other Income	-187,367	-150,594	124%
Net Income	-5,703,175	-7,221,298	79%



Town of Bladensburg  
Public Works FY25  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	347,034	410,908	84%
6020 · Overtime	17,671	10,000	177%
6030 · FICA	27,629	32,199	86%
6040 · Health Insurance	93,980	86,499	109%
6050 · Pension	36,418	44,912	81%
6060 · Workers Comp	22,500	40,000	56%
Total 6000 · Compensation	545,233	624,518	87%
6110 · Tuition Reimbursement		3,500	
6120 · Uniforms	4,054	4,000	101%
6140 · Professional Development	140	2,000	7%
6350 · Internet Access	1,850	3,000	62%
6570 · Equipment Lease	43,315		
6620 · Fuel	16,994	20,000	85%
6640 · Vehicle Repairs and Maintenance	6,498	20,000	32%
6670 · Equipment Maintenance	1,387	10,000	14%
6710 · Building Maintenance	126,215	50,000	252%
6720 · Grounds Maintenance	18,819	30,000	63%
6740 · Street Lights	17,459	50,000	35%
6750 · Sanitation Contract	249,602	250,000	100%
6760 · Landfill Fees	13,341	15,000	89%
6770 · Building Supplies	9,332	12,000	78%
6790 · Janitorial Services	26,216	36,000	73%
6835 · Travel	1,462	500	292%
6860 · Shop Supplies	275	2,000	14%
6890 · Utilities	24,286	28,000	87%
6900 · Grants - Restricted			
6940 · Highway User Projects			
Total 6900 · Grants - Restricted			
Total Expense	1,106,477	1,160,518	95%
Net Ordinary Income	-1,106,477	-1,160,518	95%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6979 · Highway User Projects	147,983	150,000	99%
6970 · Capital Outlay - Other			
Total 6970 · Capital Outlay	147,983	150,000	99%
Total Other Expense	147,983	150,000	99%
Net Other Income	-147,983	-150,000	99%
Net Income	-1,254,460	-1,310,518	96%

**Town of Bladensburg**  
**Grants and Long-Term Capital Projects FY24**  
**July 2024 through April 2025**

	<u>Jul '24 - Apr 25</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4400 · Federal Funding		1,000,000	
4500 · State Funding		1,200,000	
4900 · Restricted Revenues			
4950 · Community Legacy - Restric...	74,940	150,000	50%
4960 · CDBG Construction Grant	256,354	167,000	154%
4970 · Other Grants	24,350	10,000	244%
4900 · Restricted Revenues - Other			
Total 4900 · Restricted Revenues	<u>355,643</u>	<u>327,000</u>	<u>109%</u>
Total Income	<u>355,643</u>	<u>2,527,000</u>	<u>14%</u>
Gross Profit	355,643	2,527,000	14%
Expense			
6900 · Grants - Restricted			
6920 · Community Legacy	192,827	150,000	129%
6930 · CDBG	318,411	167,000	191%
6935 · Other Grants	9,891	10,000	99%
6900 · Grants - Restricted - Other	<u>4,500</u>		<u>100%</u>
Total 6900 · Grants - Restricted	<u>525,629</u>	<u>327,000</u>	<u>161%</u>
Total Expense	<u>525,629</u>	<u>327,000</u>	<u>161%</u>
Net Ordinary Income	-169,986	2,200,000	-8%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6972 · Long Term Capital Projects	<u>204,474</u>	<u>2,300,000</u>	<u>9%</u>
Total 6970 · Capital Outlay	<u>204,474</u>	<u>2,300,000</u>	<u>9%</u>
Total Other Expense	<u>204,474</u>	<u>2,300,000</u>	<u>9%</u>
Net Other Income	<u>-204,474</u>	<u>-2,300,000</u>	<u>9%</u>
Net Income	<u><u>-374,460</u></u>	<u><u>-100,000</u></u>	<u><u>374%</u></u>

Town of Bladensburg  
FY24 Actuals vs. Budget  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	4,469,463	4,560,000	98%
4040 · Business Personal Property Tax	581,218	795,000	73%
4060 · Personal Property Tax - Other	330,554	330,000	100%
Total 4000 · Property Taxes	5,381,236	5,685,000	95%
4100 · Income Tax	346,782	650,000	53%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax	2,004	20,000	10%
Total 4200 · Other Local Taxes	2,004	20,000	10%
4300 · Licenses and Permits			
4310 · Local Business Licenses	21,235	80,000	27%
4320 · County Traders License	3,848	15,000	26%
4370 · Cable Franchise Fees	59,451	120,000	50%
Total 4300 · Licenses and Permits	84,534	215,000	39%
4400 · Federal Funding			
4410 · Federal Earmark		1,000,000	
4400 · Federal Funding - Other	79,124	78,491	101%
Total 4400 · Federal Funding	79,124	1,078,491	7%
4500 · State Funding			
4510 · Highway User Revenues	132,345	327,766	40%
4520 · Police Aid	162,690	300,000	54%
4540 · Police Grants	69,186		
4550 · Bond Bill		1,200,000	
Total 4500 · State Funding	364,221	1,827,766	20%
4600 · County Funding			
4620 · County Disposal Fee Rebate		22,484	
4640 · Bank Stock	2,372	2,372	100%
Total 4600 · County Funding	2,372	24,856	10%
4700 · Service Charges			
4720 · Local Fines/Fees	25,136	40,000	63%
4730 · Copier Fees	440	3,000	15%
4740 · Fingerprinting		1,000	
4770 · Automated Traffic Enforcement	489,800	1,500,000	33%
4780 · Red Light Camera		537,000	
Total 4700 · Service Charges	515,376	2,081,000	25%
4800 · Other Revenues			
4810 · Insurance Reimbursement	101,323	50,000	203%
4830 · Property Rental	30,000	42,000	71%
4840 · Vehicle Deployment	10,700	7,000	153%
4870 · Misc. Revenues	11,880	2,000	594%
4880 · Interest Earned	256,754	250,000	103%
Total 4800 · Other Revenues	410,656	351,000	117%
4900 · Restricted Revenues			
4950 · Community Legacy - Restricted	150,000	150,000	100%
4960 · CDBG Construction Grant	256,354	167,000	154%
4970 · Other Grants	25,850	172,500	15%
4900 · Restricted Revenues - Other			
Total 4900 · Restricted Revenues	432,204	489,500	88%

Town of Bladensburg  
FY24 Actuals vs. Budget  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
4999 · Transfer from Fund Balance		575,114	
Total Income	7,618,509	12,997,727	59%
Gross Profit	7,618,509	12,997,727	59%
Expense			
6000 · Compensation			
6010 · Regular Pay	3,700,602	4,928,923	75%
6020 · Overtime	392,119	371,000	106%
6030 · FICA	304,306	405,367	75%
6040 · Health Insurance	838,902	905,312	93%
6050 · Pension	414,399	538,732	77%
6060 · Workers Comp	225,000	292,000	77%
Total 6000 · Compensation	5,875,327	7,441,334	79%
6110 · Tuition Reimbursement		30,500	
6120 · Uniforms	46,273	84,000	55%
6130 · Recruitment	14,795	16,000	92%
6140 · Professional Development			
6145 · Council Business Development	19,835	26,000	76%
6140 · Professional Development - Ot...	37,149	61,000	61%
Total 6140 · Professional Development	56,983	87,000	65%
6150 · Payroll Service	8,632	8,000	108%
6160 · Employee Recognition	27,428	29,000	95%
6210 · Council Projects	500	2,500	20%
6220 · Community Initiatives			
6221 · Housing Assistance			
6222 · Business/Non-Profit Assistance			
6223 · Food Assistance	50,522	50,000	101%
6224 · Monitoring	1,439	891	161%
6220 · Community Initiatives - Other	10,863	11,000	99%
Total 6220 · Community Initiatives	62,823	61,891	102%
6225 · Community Grants			
6226 · Fire Department Donation	22,500	30,000	75%
6227 · Scholarships		5,000	
6225 · Community Grants - Other	2,000	12,000	17%
Total 6225 · Community Grants	24,500	47,000	52%
6230 · Community Events	101,724	86,000	118%
6235 · Senior Citizen Projects	4,500	4,500	100%
6240 · Memorials	316	2,000	16%
6255 · Town Meetings	7,506	11,000	68%
6260 · Transportation	35,099	60,000	58%
6270 · Historic Promotion		2,402	
6310 · Telephone	25,388	32,000	79%
6320 · Wireless Communications	57,824	60,000	96%
6330 · Communications Contracts	43,893	40,000	110%
6350 · Internet Access	6,492	10,000	65%
6360 · Data Fees			
6420 · Computer Expense	1,418	40,000	4%
6440 · IT Support	78,272	142,500	55%
6460 · Software Contract	63,551	77,500	82%
6510 · Audit	25,000	15,000	167%
6520 · Bank Charges	4,889	5,000	98%
6530 · Bad Debts	882	8,000	11%
6545 · Insurance - Auto	60,836	50,000	122%
6550 · Insurance - Liability	69,385	62,000	112%
6560 · Legal	82,549	40,000	206%
6570 · Equipment Lease	86,699	18,000	482%

Town of Bladensburg  
FY24 Actuals vs. Budget  
July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
6580 · Contractual Services	210,739	250,600	84%
6590 · Automated Traffic Enforcement	140,958	125,000	113%
6620 · Fuel	125,682	135,000	93%
6640 · Vehicle Repairs and Maintenance	41,847	60,000	70%
6650 · Vehicle Body Repairs	1,771	25,000	7%
6670 · Equipment Maintenance	1,387	10,000	14%
6680 · Weapon Repairs and Supplies	8,863	15,000	59%
6710 · Building Maintenance	126,215	50,000	252%
6720 · Grounds Maintenance	18,819	30,000	63%
6740 · Street Lights	17,459	50,000	35%
6750 · Sanitation Contract	249,602	250,000	100%
6760 · Landfill Fees	13,341	15,000	89%
6770 · Building Supplies	9,332	12,000	78%
6790 · Janitorial Services	26,216	36,000	73%
6810 · Advertising	23,129	30,000	77%
6820 · Website	2,700	4,000	68%
6825 · Membership	25,076	32,000	78%
6835 · Travel	17,659	30,000	59%
6850 · Office Supplies	18,277	23,000	79%
6855 · Postage	4,932	6,000	82%
6860 · Shop Supplies	275	2,000	14%
6865 · Supplies	1,573	20,000	8%
6870 · K9 Supplies	14,759	15,000	98%
6880 · Election Costs	4,174	8,000	52%
6885 · Finger Printing	990	1,000	99%
6890 · Utilities	45,216	55,000	82%
6900 · Grants - Restricted			
6920 · Community Legacy	192,827	150,000	129%
6930 · CDBG	318,411	167,000	191%
6935 · Other Grants	9,891	10,000	99%
6940 · Highway User Projects			
6900 · Grants - Restricted - Other	4,500		100%
Total 6900 · Grants - Restricted	525,629	327,000	161%
Total Expense	8,550,103	10,189,727	84%
Net Ordinary Income	-931,593	2,808,000	-33%
Other Income/Expense			
Other Expense			
6950 · Debt Service	17,299	47,000	37%
6970 · Capital Outlay			
6972 · Long Term Capital Projects	230,455	2,311,000	10%
6979 · Highway User Projects	147,983	150,000	99%
6970 · Capital Outlay - Other	354,825	300,000	118%
Total 6970 · Capital Outlay	733,263	2,761,000	27%
Total Other Expense	750,562	2,808,000	27%
Net Other Income	-750,562	-2,808,000	27%
Net Income	-1,682,156		100%

Town of Bladensburg  
Profit & Loss by Class

July 2024 through April 2025

	Administrator	ARPA	Capital Projects	Clerk	Finance	Grants - Restri...	Mayor and Cou...	Public Safety	Public Works	Revenues	Speed Camera ...	TOTAL
Ordinary Income/Expense												
Income												
4000 · Property Taxes												
4020 · Real Estate Taxes										4,469,463		4,469,463
4040 · Business Personal Property Tax										581,218		581,218
4060 · Personal Property Tax - Other										330,554		330,554
Total 4000 · Property Taxes										5,381,236		5,381,236
4100 · Income Tax										346,782		346,782
4200 · Other Local Taxes												
4220 · Admissions and Amusement Tax										2,004		2,004
Total 4200 · Other Local Taxes										2,004		2,004
4300 · Licenses and Permits												
4310 · Local Business Licenses										21,235		21,235
4320 · County Traders License										3,848		3,848
4370 · Cable Franchise Fees										59,451		59,451
Total 4300 · Licenses and Permits										84,534		84,534
4400 · Federal Funding										79,124		79,124
4500 · State Funding												
4510 · Highway User Revenues										132,345		132,345
4520 · Police Aid										162,690		162,690
4540 · Police Grants										69,186		69,186
Total 4500 · State Funding										364,221		364,221
4600 · County Funding												
4640 · Bank Stock										2,372		2,372
Total 4600 · County Funding										2,372		2,372
4700 · Service Charges												
4720 · Local Fines/Fees										25,136		25,136
4730 · Copier Fees										440		440
4770 · Automated Traffic Enforcement											489,800	489,800
Total 4700 · Service Charges										25,576	489,800	515,376
4800 · Other Revenues												
4810 · Insurance Reimbursement										101,323		101,323
4830 · Property Rental										30,000		30,000
4840 · Vehicle Deployment										10,700		10,700
4870 · Misc. Revenues										11,880		11,880
4880 · Interest Earned										256,754		256,754
Total 4800 · Other Revenues										410,656		410,656
4900 · Restricted Revenues												
4950 · Community Legacy - Restricted						150,000						150,000
4960 · CDBG Construction Grant						256,354						256,354
4970 · Other Grants						25,850						25,850
Total 4900 · Restricted Revenues						432,204						432,204
Total Income						432,204				6,696,506	489,800	7,618,509
Gross Profit						432,204				6,696,506	489,800	7,618,509
Expense												
6000 · Compensation												
6010 · Regular Pay	127,064			199,346	192,476		49,728	2,544,574	347,034		240,380	3,700,602
6020 · Overtime				7,330	2,040			316,922	17,671		48,156	392,119
6030 · FICA	9,557			15,269	14,835		3,655	211,723	27,629		21,636	304,306
6040 · Health Insurance	21,504			40,899	9,426		43,292	593,514	93,980		36,287	838,902
6050 · Pension	13,656			18,206	23,807		3,640	297,044	36,418		21,627	414,399
6060 · Workers Comp								192,500	22,500		10,000	225,000
Total 6000 · Compensation	171,781			281,051	242,584		100,315	4,156,278	545,233		378,086	5,875,327
6120 · Uniforms								42,219	4,054			46,273
6130 · Recruitment								14,795				14,795
6140 · Professional Development												
6145 · Council Business Development							19,835					19,835
6140 · Professional Development - Other	2,186			6,294	1,545			22,382	140		4,602	37,149
Total 6140 · Professional Development	2,186			6,294	1,545		19,835	22,382	140		4,602	56,983
6150 · Payroll Service					8,632							8,632
6160 · Employee Recognition	2,658						14,188	10,582				27,428
6210 · Council Projects							500					500
6220 · Community Initiatives												
6223 · Food Assistance		50,522										50,522
6224 · Monitoring		1,439										1,439
6220 · Community Initiatives - Other		10,863										10,863
Total 6220 · Community Initiatives		62,823										62,823
6225 · Community Grants												

Town of Bladensburg  
Profit & Loss by Class

July 2024 through April 2025

	Administrator	ARPA	Capital Projects	Clerk	Finance	Grants - Restri...	Mayor and Cou...	Public Safety	Public Works	Revenues	Speed Camera ...	TOTAL
6226 · Fire Department Donation							22,500					22,500
6225 · Community Grants - Other							2,000					2,000
Total 6225 · Community Grants							24,500					24,500
6230 · Community Events							71,794	29,930				101,724
6235 · Senior Citizen Projects							4,500					4,500
6240 · Memorials				316								316
6255 · Town Meetings	1,956						5,550					7,506
6260 · Transportation	35,099											35,099
6310 · Telephone								25,388				25,388
6320 · Wireless Communications								57,824				57,824
6330 · Communications Contracts								41,903			1,990	43,893
6350 · Internet Access								4,642	1,850			6,492
6420 · Computer Expense								99			1,319	1,418
6440 · IT Support								39,136			39,136	78,272
6460 · Software Contract				11,187	3,747			33,142			15,475	63,551
6510 · Audit					25,000							25,000
6520 · Bank Charges					4,889							4,889
6530 · Bad Debts					882							882
6545 · Insurance - Auto								60,836				60,836
6550 · Insurance - Liability					16,302		2,820	50,263				69,385
6560 · Legal	82,549											82,549
6570 · Equipment Lease				5,170				38,213	43,315			86,699
6580 · Contractual Services	99,399	8,875						19,215			83,250	210,739
6590 · Automated Traffic Enforcement											140,958	140,958
6620 · Fuel								108,688	16,994			125,682
6640 · Vehicle Repairs and Maintenance								35,350	6,498			41,847
6650 · Vehicle Body Repairs								1,771				1,771
6670 · Equipment Maintenance									1,387			1,387
6680 · Weapon Repairs and Supplies								8,863				8,863
6710 · Building Maintenance									126,215			126,215
6720 · Grounds Maintenance									18,819			18,819
6740 · Street Lights									17,459			17,459
6750 · Sanitation Contract									249,602			249,602
6760 · Landfill Fees									13,341			13,341
6770 · Building Supplies									9,332			9,332
6790 · Janitorial Services									26,216			26,216
6810 · Advertising	23,129											23,129
6820 · Website	2,700											2,700
6825 · Membership	1,310			857	125		18,973	3,812				25,076
6835 · Travel	2,509			2,680			8,843	2,165	1,462			17,659
6850 · Office Supplies				10,619				7,658				18,277
6855 · Postage				1,065				3,867				4,932
6860 · Shop Supplies									275			275
6865 · Supplies								1,573				1,573
6870 · K9 Supplies								14,759				14,759
6880 · Election Costs				4,174								4,174
6885 · Finger Printing								990				990
6890 · Utilities				6,279				14,651	24,286			45,216
6900 · Grants - Restricted												
6920 · Community Legacy						192,827						192,827
6930 · CDBG						318,411						318,411
6935 · Other Grants						9,891						9,891
6900 · Grants - Restricted - Other						4,500						4,500
Total 6900 · Grants - Restricted						525,629						525,629
Total Expense	425,277	71,698		329,690	303,705	525,629	271,818	4,850,992	1,106,477		664,816	8,550,103
Net Ordinary Income	-425,277	-71,698		-329,690	-303,705	-93,426	-271,818	-4,850,992	-1,106,477	6,696,506	-175,016	-931,593
Other Income/Expense												
Other Expense												
6950 · Debt Service					17,299							17,299
6970 · Capital Outlay												
6972 · Long Term Capital Projects		25,981	204,474									230,455
6979 · Highway User Projects									147,983			147,983
6970 · Capital Outlay - Other		149,403		18,056				49,938			137,429	354,825
Total 6970 · Capital Outlay		175,384	204,474	18,056				49,938	147,983		137,429	733,263
Total Other Expense		175,384	204,474	18,056	17,299			49,938	147,983		137,429	750,562
Net Other Income		-175,384	-204,474	-18,056	-17,299			-49,938	-147,983		-137,429	-750,562
Net Income	-425,277	-247,082	-204,474	-347,746	-321,004	-93,426	-271,818	-4,900,930	-1,254,460	6,696,506	-312,445	-1,682,156

# Bladensburg Police

## Department Monthly Report



***“Building Leadership and Partnerships  
through the lenses of 21<sup>st</sup> Century  
Community Policing and Engagement”***

**April 2025**

Find us on-line at

**[www.BladensburgMD.gov](http://www.BladensburgMD.gov)**



Submitted by:

**Tyrone Collington, Sr.**  
*Chief of Police*

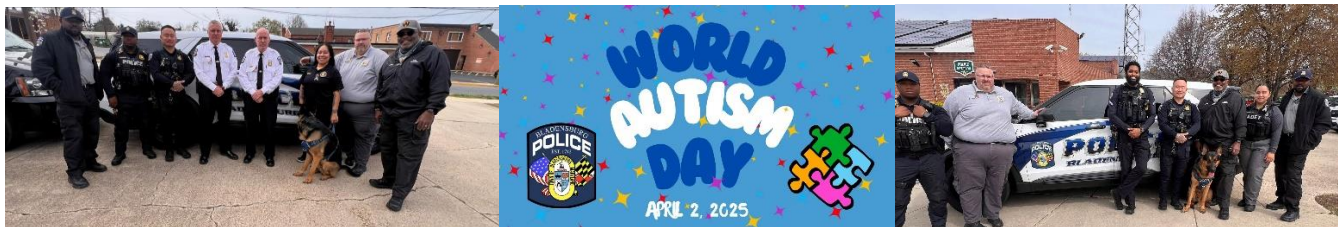


**Community Action Team’s Outreach, Announcements, and Upcoming Events**

*Our Community Action Team’s Mission is to stay connected to the community as a conduit to provide residents with the best resources to meet their needs. Especially during these tough Covid-19 pandemic challenges that are affecting families socially, economically, and financially. They do an impeccable job for our community and for the Town of Bladensburg!*

**Wednesday, April 2, 2025 – World Autism Awareness Day**

April 2<sup>nd</sup> is World Autism Awareness Day, a special day dedicated to raising awareness about autism, inclusion, and acceptance. The Bladensburg Police Department is wearing autism ribbons to show support and to honor the experiences and strengths of individuals on the autism spectrum.



**Tuesday, April 8, 2025 – 7- Eleven - Coffee with a Cop**

Chief Collington and the Bladensburg Police Department truly enjoyed connecting with our community at our local 7-Eleven this morning (4199 Kenilworth Ave). It was a pleasure to chat about upcoming events and hear the thoughts and concerns of our community.



**Tuesday, April 8, 2025 – National Library Week & Workers Day**

The Second week of April was National Library Week. Tuesday, the 8<sup>th</sup> was National Library Workers Day. The Bladensburg Police Department would like to express our gratitude to the AMAZING staff at the Bladensburg Branch Library! The staff and their services inspire, educate, and connect us all.







**April 13 – 19, 2025 – Public Safety Telecommunicators Week**

A HUGE shoutout to the incredible men and women who serve as public safety telecommunicators. We appreciate the hard work and dedication that these compassionate individuals display each and every day.



**Thursday, April 17, 2025 – Park View Apartments – Easter Luncheon**

Our phenomenal seniors at the Park View Apartments invited the Bladensburg Police Department to fellowship and break bread with them at their Easter Luncheon. We laughed and thoroughly enjoyed ourselves.



**Saturday, April 19, 2025 – David C. Harrington Park - Eggstravaganza**

We had a blast hunting for eggs and enjoying games with our amazing community at our annual Eggstravaganza! Thank you to all of our staff, volunteers, guests, explorers and community for such a memorable event.







**Monday, April 21, 2025 – Emerson House Apartments – Community Egg Hunt**

*A heartfelt thank you goes out to Councilwoman Blount and the Emerson House team for allowing us to be part of the fantastic Easter Egg Hunt.*

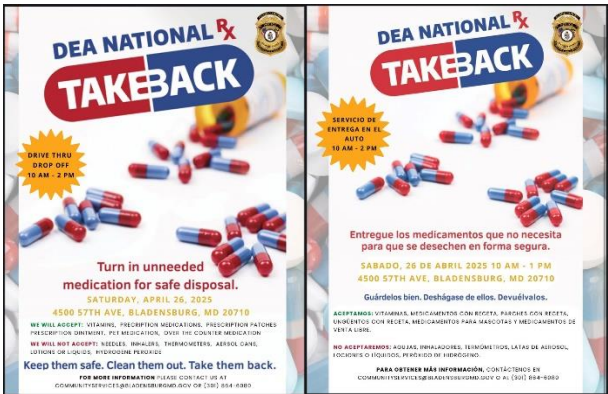






**Saturday, April 26, 2025 – National DEA Drug Take Back Day**

The Bladensburg Police Department hosted a drug collection site at 4500 57th Ave in the Town of Bladensburg on Saturday April 26, 2025. DEA’s National Prescription Drug Take Back Day reflects DEA’s commitment to Americans’ safety and health, encouraging the public to remove unneeded medications from their homes as a measure of preventing medication misuse and opioid addiction from ever starting. Please be on the lookout for the next one in October.

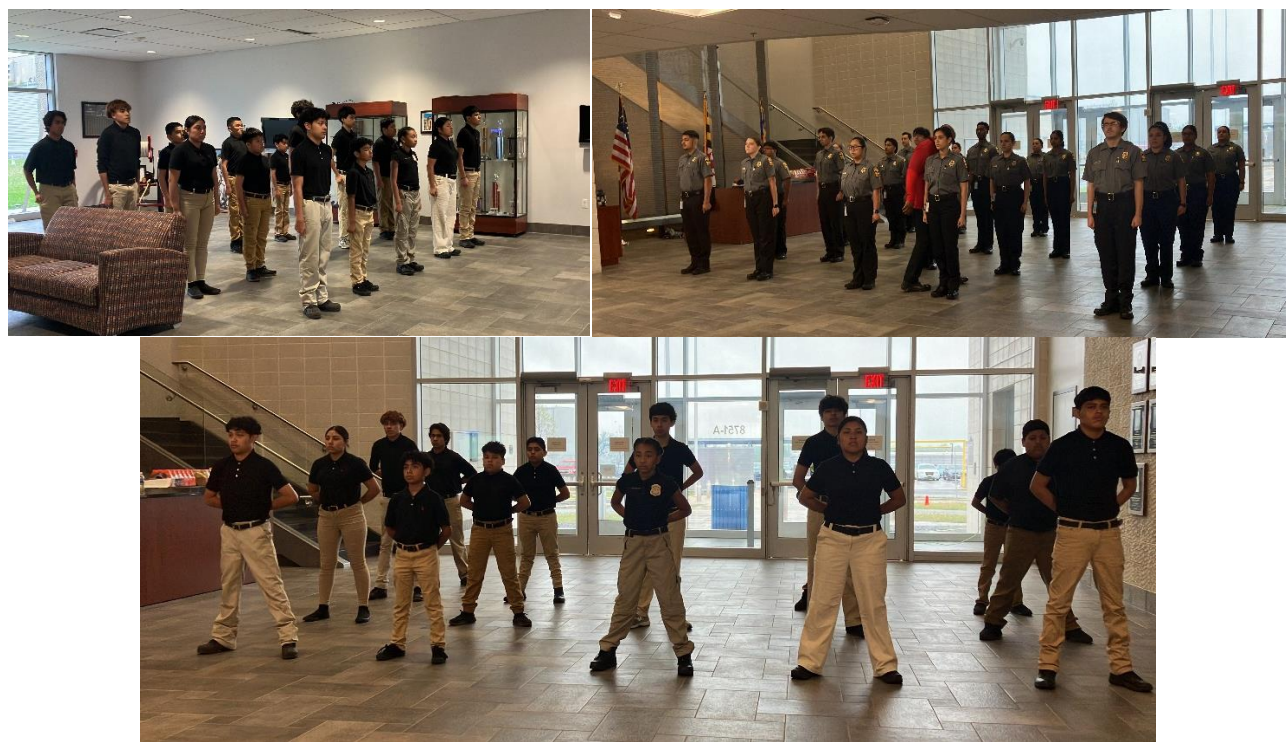


**Saturday, April 26, 2025 – Montgomery County Public Safety Training Academy – Police Explorers Training**

On Saturday, April 26, 2025, Police Explorer Post 1745 rose bright and early to experience what it means to be a cadet in the Academy. Montgomery County Police Cadets and Officers worked with our explorers to teach them drills, additional signals, presentation, and discussed with them the importance of taking the right steps towards achieving their future goals.







**Tuesday, April 29, 2025 – International High School at Langley Park – Career Day**

Chief Collington and the Bladensburg Police Department were pleased to engage with the students during the International High School at Langley Park's Career Day. We appreciated the opportunity to discuss the various programs and career opportunities available with the Bladensburg Police Department. We are excited to see the youth thrive and succeed in their desired fields.



**Wednesday, April 30, 2025 – Bladensburg Volunteer Firehouse – Bladensburg Citizens' Police Academy**

Our Community Action Team had the pleasure of launching the 6<sup>th</sup> session of our annual Citizens Police Academy. We truly hope that everyone enjoyed their first class and look forward to teaching and learning from our community.





Bladensburg Police Department  
**CALLS FOR SERVICE TOTALS**  
4/1/2025 To 4/30/2025

Incident Type	Total
911 DISCONNECT	30
ACCIDENT	37
ADDED INFORMATION	20
ANIMAL COMPLAINT	6
ARMED PERSON	2
ASSAULT REPORT	2
ASSIST	20
ASSIST FIRE EMS	1
ATT SUICIDE COMBINED	1
BLS COMBINED	2
BREAK IN IN PROGRESS	1
BREAK IN REPORT	5
CDS COMPLAINT	1
CHECK WELFARE	19
CHECK WELFARE COMBINED	6
CHILD CUSTODY	2
DEATH REPORT	1
DEPT ACCIDENT PD	2
DISORDERLY	25
DOMESTIC	18
DOMESTIC COMBINED	4
DOMESTIC STANDBY	1
ESCORT	1
FAMILY DISPUTE	4
FIELD OPS	1
FIGHT	2
FIGHT COMBINED	1
FOOT PATROL	10
FOUND	1
FRAUD	2
GUNSHOTS	9

HIT AND RUN	9
HIT AND RUN W/INJURY COMBINED	1
IMPOUND	2
JUVENILE COMPLAINT	5
LOCK OUT	1
LOITERING COMPLAINT	6
LOST PROPERTY	5
LOUD MUSIC COMPLAINT	20
MISC CALLS	2
MISC POLICE INCIDENT	39
MISSING PERSON	1
MOTORCYCLE ACCIDENT COMBINED	1
NEIGHBOR COMPLAINT	1
NOISE COMPLAINT	16
NOTIFICATION	2
PARENTAL / CUSTODIAL ABDUCTION	1
PARK CALLOUT	2
PARKING ENFORCMENT	10
PEDESTRIAN STRUCK COMBINED	2
PREMISE CHECK	469
PROPERTY ALARM	8
PROPERTY ALARM COMMERCIAL	9
PROPERTY DAMAGE	11
REPORTED CIT ROBBERY	1
RESIDENTIAL ALARM	4
ROBBERY	1
SCHOOL RESOURCE	2
SEXUAL ASALT REPORT	1
SHOPLIFTING	1
SIGNAL 100	1
SPECIAL ASSIGNMENT	1
STOLEN VEH	15
SUBJECT STOP	1
SUICIDE	1
SUSPICIOUS AUTO	17
SUSPICIOUS OCC AUTO	2
SUSPICIOUS PERSON	26



THEFT FROM AUTO	6
THEFT FROM AUTO J O	1
THEFT REPORT	14
TRAFFIC COMPLAINT	3
TRAFFIC HAZARD	1
TRANSFER TO BLADENSBURG CITY	19
TRESPASSING COMPL	10
UNKNOWN TROUBLE	17
VANDALISM	3
VEHICLE ACCIDENT COMBINED	8
WARRANT INVEST	1
WARRANT SERVICE	1
Total Calls -->	1018

Bladensburg Police  
REPORT OF UCR PART 1 OFFENSES

4/1/2025 To 4/30/2025

UCR Offense Type	Total
Assault (Aggravated)	2
Burglary/Breaking and Entering	5
Motor Vehicle Theft	10
Robbery	1
Theft (From Building)	1
Theft (From Motor Vehicle)	4
Theft (Other)	1
Theft (Package/Parcel)	2
Theft (Parts/Accessories From Motor Vehicle)	2
Theft (Shoplifting)	1
Total Part 1 Offenses >>	29

Bladensburg Police  
REPORT OF UCR PART 1 OFFENSES

3/1/2025 To 3/31/2025

UCR Offense Type	Total
Assault (Aggravated)	2
Burglary/Breaking and Entering	3
Motor Vehicle Theft	4
Robbery	2
Sex Offense (Rape)	1
Theft (From Motor Vehicle)	8
Theft (Other)	5
Theft (Package/Parcel)	4
Theft (Parts/Accessories From Motor Vehicle)	8
Theft (Shoplifting)	5
Total Part 1 Offenses >>	42



## NEWS AND INFORMATION

April 19th marked the conclusion of Public Safety Telecommunicators Week, a time dedicated to honoring the incredible work of our dispatchers. Chief Collington took the opportunity to express gratitude by giving each dispatcher a small token of appreciation. While this week has come to an end, our appreciation for the dedication and hard work each dispatcher brings to their role remains unwavering. Thank you to all the unsung heroes in Public Safety—your efforts truly make a difference every single day!









# MESSAGE FROM THE CHIEF



## Strengthening Public Relations for a Safer, Vibrant Community

I would like to extend my deepest appreciation to the dedicated men and women of the Bladensburg Police Department for their unwavering commitment to delivering 21st Century police services to the residents of Bladensburg and the surrounding communities.

Our success in maintaining a safe and vibrant community is a direct result of the strong partnerships and lasting friendships we have built. These connections allow us to work together for the betterment of our town, and for that, I am profoundly grateful.

Serving as your Chief of Police is both a privilege and an honor. I am humbled by the opportunity to work in such a wonderful town—a place that embodies community spirit, where people live, work, and visit with pride. I look forward to continuing our collaborative efforts with the Town of Bladensburg Council, enhancing safety and fostering growth.

Since 2020, we have faced unprecedented challenges—first with the Covid-19 pandemic, and then with the economic, social, and financial hardships that affected both our department and the broader community. Many of us have experienced personal losses, and we continue to keep those who have lost loved ones in our thoughts and prayers.

In 2021, we also witnessed the shocking events at the U.S. Capitol, where an attack on democracy struck at the heart of our nation and our law enforcement community. We are forever grateful to the brave first responders who acted swiftly to protect lawmakers and staff during such a critical moment in our history.

As we look toward the future, our focus remains on strengthening our relationships with the community, our staff, and our law enforcement partners. The safety and well-being of our residents will always be our top priority, and we are committed to upholding the trust you have placed in us.

On behalf of the entire Bladensburg Police Department, I wish you and your family a safe, remaining year ahead. Together, we will continue building a stronger, safer, and more united community.

*“Change is not for the faint of heart. Change requires tenacity, respect, trust, and a willingness to learn. Respect for those impacted by the change and trust that both the leader and the led are working together for the good of the organization.”* (Author unknown)

## Bladensburg Police Department's Internal Affairs Division Investigations and Patrol Statistics

It is the policy of the Bladensburg Police Department to deliver effective law enforcement services to the community, that fosters a relationship of mutual trust and confidence which must exist between the Police Department and the community. Actions of Departmental employees that conflict with the mission of the Department can erode trust and have a negative impact on the Department's standing in the community. The review or investigation of all public complaints of employee misconduct is vital to maintaining the relationship between the Department and the community. The Department recognizes its obligation to inform the public about its complaint filing procedures and acknowledges each individual's right to file a complaint against an employee. It is the policy of the Bladensburg Police Department to accept all complaints of employee misconduct at all levels of the Department, determine the validity of the allegation(s), investigate complaints in a fair and impartial manner, and to impose disciplinary action, if necessary, in a uniformed and timely fashion.

As Chief of Police, I want to remind our residents they can report their complaints or compliments to the Bladensburg Police Department several ways; email at: **BladensburgPolice@bladensburgmd.gov**, in-person at **4910 Tilden Rd. Bladensburg, MD. 20710**, My Bladensburg free app, or by telephone at **(301) 864-6080**.

Our Internal Affairs Commander will contact you in a timely manner and keep residents abreast of the process. We remind our residents that if you see something, say something!

# Bladensburg Police Departmental Organization Structure

## **Office of the Chief**

- Executive Assistant – **Vacant at this time**
- Custodian of Records / P.I.O. - **Ms. Kimberly Greene**
- Training Coordinator/Property and Evidence Custodian- **Commander-Lt. D. Frishkorn**
- Logistics
- Administrative Duties
- Payroll

## **Deputy Chief**

Major C. Dickerson

- Manages the daily operations of the Police Department
- C.E.R.T. Coordinator

## **Operations Division / Internal Affairs**

### **Lt. R. Poole**

- Four Patrol Teams
- Traffic Officer – **Sgt. R. Harris** - Responsible for managing our Speed Camera Program
- Code Enforcement
- Canine **Officer C. Burnett** and Blood Hound Officer **T. Merrit**
- Bicycle Patrols
- Traffic Safety Program **Sgt. R. Harris**
- Fleet Management -**Shaun Rinehart**

## **Four Teams are supervised by four Sergeants.**

- Shifts are 12 hours in duration.
- Daywork/Night rotation occurs every 8 weeks.
- Currently there is one opening for one Lieutenant
- Our Emergency Communications Center is currently fully staffed.

## **Support Services / Criminal Investigations Division Commander**

### **Lt. B. Goins**

- Criminal Investigator
- Property/Evidence
- Communications
- Community Action Team Coordinator – **Ms. L. Monfort**
- Special Assignment Team Coordinator – **A/Cpl. A. Thornton**
- Records
- Validations
- Vice/Narcotics Investigations
- Criminal Investigations



# Highlights for Code Enforcement April 2025



There were **6** bulk trash reminder notices issued to residents for heavy trash at the curb.

1. Code Enforcement removed **-65** signs from poles, **29** from right of ways; total signs Removed year –to- date is **193**
2. There were **13** abandoned vehicles in the residential area, **4** in the business area, **9** in the apartment areas and **2** vehicle were impounded. Year –to- date we have had **60** abandoned vehicles and **3** vehicle has been impounded.
4. There were **0** grass violation notices issued
5. Code Enforcement received **5** Graffiti complaint.

## Other Code Enforcement Activities:

- **Code Enforcement received 3 citizen concerns from the GO Gov. App.**
- Code Supervisor assisted with career day at Bladensburg Elementary and International H.S.
- Code Supervisor assisted with Police Department interviews.
- Code Staff attended the Coffee with a cop at 7-11.
- Issued at Noise violation citation to Mango Café
- Code Supervisor Rinehart and Staff attended the following meetings / training:
  - Senior Staff Meeting's
  - Mayor and Council Meeting
  - Budget Meeting's
  - Traumatic Brain 5K Meeting.
  - Met with a resident REF: Noise from Commercial properties.

If you have a question or concern please feel free to contact our office at 301-927-0330





Town of Bladensburg  
Town Clerk Report

Town Meetings & Town Community Events

Date Range: 5/1/2025 to 5/31/2025

Meeting / Event	Location / Date / Time
Work Session	May12, 2025, at 5:30 pm
Town Council Meeting	May 12, 2025, at 7:00 pm
Mental Health Awareness	May 15, 2025, at 6:00 pm
Memorial Day Ceremony	May 26, 2025, at 11:00 am

Clerk’s Department:

Personnel Files Update

All personnel files have been thoroughly updated and organized.

Public Information Act (PIA) Requests

We are currently collaborating with CivicPlus to implement an online platform for managing future requests, with plans to have the software live on the website before June.

General Code Project

We are working with the Town Attorney and Shuan to finalize the project, ensuring all editorial changes are approved. The goal is to have the updated software fully operational by June.

Procurement:

RFQ / RFP #	Description	Important Dates / Notes
RFP- FY 005-2025	Janitorial Services	We received 38 Submissions and have chosen the top and most responsive bidder. This contract will be presented to the Council at the June meeting.
RFP- 10-2025	CDBG PY 50 Sidewalk Project	The RFP closed on May 2 <sup>nd</sup> , 2025. We hope to have this for approval on the June Council meeting.



Town of Bladensburg  
Town Clerk Report

Grants:

Grant #	Description	Important Dates / Notes
CDBG PY 50	Sidewalks Project	The RFP has been posted and bids are due back May 2, 2025.

Marketing Department:

- Bladensburg Waterfront Park Community Day**  
We hosted a table at the Bladensburg Waterfront Park’s Community Day on April 26. This event was a wonderful opportunity to explore nature and learn more about the park. Families enjoyed kids’ activities, free professional portraits, and free boat rides. Despite the rain, it was a fantastic day for all!
- Arbor Day Celebration**  
In celebration of Arbor Day, the Town and the Rotary Club planted red maple saplings throughout Bladensburg on April 26. Earlier that week, GreenWorks also planted dozens of new trees, expanding our town’s tree canopy. We are grateful to all of our partners for helping to keep Bladensburg green.
- “Keep Bladensburg Beautiful” Posters**  
Thanks to Public Works, new “Keep Bladensburg Beautiful” posters have been installed in the Big Belly Trash Cans around the community. These serve as important reminders to stop littering, dispose of waste properly, and keep our town clean.
- Eggstravaganza**  
The Bladensburg Police Department hosted an egg-cellent Eggstravaganza! The community had a fantastic time, and this continues to be one of the standout annual events. Kudos to the Police Department for organizing such a fun day!
- Bladensburg Business Roundtable**  
Our Bladensburg Business Roundtable took place on April 28. Attendance and engagement continue to grow, and we are excited to build on this quarterly meeting to discuss opportunities and gather feedback from our business community. Save the date for the next Roundtable: Monday, July 28 at 12:00 PM at Bladensburg Town Hall.
- Asian American & Pacific Islander Heritage Month & Mental Health Awareness Month**  
May is Asian American & Pacific Islander (AAPI) Heritage Month, and we are proud to recognize the diverse cultures, contributions, and histories of the AAPI community in



Town of Bladensburg  
Town Clerk Report

Bladensburg.

We are also observing Mental Health Awareness Month. Join us for a **Film Screening & Panel Discussion** at the Publick Playhouse on Thursday, May 15, from 6:00-8:00 PM. We will screen *We Lead By Example: The Dr. Clifford Thomas Story* by Renee Green, focusing on self-defense and anti-bullying. The event will also feature a demonstration by the Tae Kwon Do Ramblers and a mental health panel discussion.

7. **Class of 2025 Yard Signs**

We are bursting with pride for the incredible Class of 2025! The Town of Bladensburg is thrilled to offer FREE yard signs for Bladensburg graduates—whether from elementary, middle, high school, college, or trade school. Request your sign today and help us celebrate your graduate’s achievements! Submit your request by Friday, May 23, at [www.bladensburgmd.gov](http://www.bladensburgmd.gov).

8. **Discover Bostwick: Community Event**

Thank you to everyone who joined us at the historic Bostwick House! This event was an important opportunity for the community to provide input on the future of the Bostwick House site and its role within Bladensburg. We are grateful for your energy, ideas, and enthusiasm in shaping this vision.

Here’s a snapshot of some of the thoughtful feedback we received:

**How can Bostwick House preserve and celebrate the area's history and cultural identity?**

- Host community events and art exhibits.
- Offer regular Bostwick tours to share the house’s and Bladensburg’s history.
- Develop programs to interpret the lives of enslaved persons.

9. **Thoughts on improving pedestrian access and safety around Bostwick House:**

- Keep Quincy Street pedestrian-only.
- Install crosswalks with lights, and enhance lighting and signage.
- Add public art, murals, and sidewalk access to the house.

10. **What events or activities would you like to see at Bostwick House?**

- Concerts, movie nights, and Bostwick Day events with colonial reenactments and animals.
- Community art/music/performances.
- Wedding rentals, dinners, urban garden beds, and unique features like goats for grazing and soil aeration, beekeeping for local honey, and game days.

11. **How can Bostwick House support local businesses, economic development, and artists?**

- Use local caterers and restaurants for events.
- Provide free or low-cost vending, networking opportunities, and coworking spaces.
- Host art galleries and entrepreneurship events.



# Town of Bladensburg

## Town Clerk Report

12. **Opinions on hosting civic functions and new residential units at Bostwick House:**

- Many support using the house for town meetings, community gatherings, and concerts.
- Some residents expressed a preference for prioritizing business development and community spaces over additional housing.

13. **In summary:** The community’s feedback overwhelmingly highlights a desire for Bostwick House to be revitalized as an open, welcoming space—serving as a park-like setting that hosts events, fosters community engagement, and preserves local history, while maintaining its natural, accessible feel.

A special thank you to the Prince George’s County Planning Department, Too Much Talent Band, Bladensburg Police Department & Public Works, Bladensburg Branch Library, and Carecen for helping to make this event a success. We look forward to seeing even more residents at future Bostwick House engagements!

14. **Memorial Day Ceremony**

Join us for the Memorial Day Ceremony on Monday, May 26, at 11:00 AM at Bladensburg Memorial Grove Park. The Town of Bladensburg and American Legion Colmar Manor Post 131 will honor those who made the ultimate sacrifice for our freedom. This year’s ceremony includes the unveiling of an updated Pearl Harbor Memorial and will be followed by a luncheon.

15. **Upcoming Deadlines**

- **Beautiful Bladensburg Yard Contest** – May 16
- **Youth Poster Contest** – May 16
- **Community Grant Program** – May 15

*General Items:*

The Clerk’s Department has met with Election Systems (ES) to discuss preparations for the 2025 election, including software, voting machines, and ballots. We’ve communicated our specific needs, and preparations are actively underway. A revised election timeline has already been reviewed with the company, and we are in the process of finalizing a new contract.

On April 16th, we met with the newly appointed Ethics Commission, who participated in a training session conducted by the Town Attorney. This session provided an opportunity for new members to ask questions and gain a clear understanding of their roles and responsibilities.

Additionally, the Board of Supervisors of Elections (BOSOE) met on April 30th and approved both the updated 2025 Judge’s Manual and the Candidate Certificate.





## Town of Bladensburg

### Town Clerk Report

We will continue working closely with all stakeholders to ensure a smooth and successful election process and will keep the Council informed of key developments.

***Regine R. Watson***





# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Board of Supervisors of Elections (BOSOE) Update – Approval of Judge Manual and Candidate Certificate</b>	
Board of Supervisors of Elections (BOSOE) Update – Approval of Judge Manual and Candidate Certificate	
<b>Work Session Item [ ]</b> <b>Council Meeting Item [ ]</b>	<b>Documentation Attached:</b> Judge Manual Candidate Certificate
<b>Recommended Action:</b>	
<b>INFORMATION ONLY</b> – This report is provided to inform the Council of operational updates from the Board of Supervisors of Elections (BOSOE). No action is required at this time.	
<p>The BOSOE held a meeting on April 30, 2025, during which the Board formally approved the new Election Judge Manual and an updated the Candidate Certificate, two key components in ensuring a transparent, fair, and well-organized municipal election process.</p> <p>The newly adopted Election Judge Manual is a comprehensive resource that outlines the roles, responsibilities, and procedures for election judges serving during Town elections. The manual includes:</p> <ul style="list-style-type: none"><li>• Election Day Procedures</li><li>• Voter Assistance Protocols</li><li>• Conflict Resolution Guidance</li><li>• Ballot Handling and Security</li><li>• ADA Compliance and Voter Accessibility Standards</li></ul> <p>The manual ensures that all election judges are uniformly trained and well-prepared to maintain the integrity of the election process. It also promotes consistency in voter experience, reinforces compliance with state and local election laws, and includes checklists and contact references to support judges on Election Day.</p> <p>The updated Candidate Certificate is a critical document required of all individuals filing to run for elected office in the Town of Bladensburg. The new version:</p> <ul style="list-style-type: none"><li>• Clarifies eligibility requirements</li><li>• Includes a clear affidavit attesting to the truthfulness of submitted information</li><li>• Defines disqualifying conditions</li><li>• Aligns with the Town Charter and current election law</li></ul> <p>This revised certificate provides transparency for candidates and ensures proper vetting of all applicants prior to ballot placement.</p> <p>Special thanks are extended to the BOSOE for their diligent work in preparing these important</p>	

materials. The Town Clerk is available to provide additional information or answer any questions from Council.

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

# **Board of Supervisors of Elections and Election Judges Day of Election Manual**

October 2025



# CHAPTER 1 - General Information

## Election Judge’s Role

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with Federal, State and Town law, you must perform all the duties assigned to you by the Town of Bladensburg Board of Supervisors of Elections (“BOSOE”) and perform your duties faithfully and diligently, and without partiality, partisanship, or prejudice.

## Supervision

Election judges are supervised by the members of the BOSOE.

## Qualifications for Election Judges

You may serve as an election judge if you are:

- 1. Age 18 or older.
- 2. A registered voter in the State of Maryland;
- 3. Physically and mentally able to work a 15-hour day;
- 4. Able to sit and/or stand for an extended period; and
- 5. Able to speak, read, and write English.

You **cannot** be an election judge **and** a:

- 1. Candidate, or currently hold a public or political office, including State and county political party central committees; or
- 2. Chairman, campaign manager, or treasurer for a political or candidate committee.

***While acting as an election judge, you must always remain candidate neutral.***

## Attendance & Vacancies

If you agree to serve as an election judge and cannot do so because of an emergency,

notify an election supervisor immediately.

## Election Judge Wages Taxable

Election Judges will be paid \$150.00 for the day. For federal and state income tax purposes, election judges' wages are taxable. That is, the election judge must pay income tax on the wages they earn as an election judge. If income taxes are not withheld from the election judge's paycheck, the election judge is responsible for reporting and paying any relevant federal and state income taxes.

## Election Judge Oath

All election judges, including the BOSOE, and all staff who will assist with the election, must take an oath and sign the oath form prior to serving. *Need to provide oath form*

## Duties of Election Judges

**Election Judges**, also referred to as poll workers, perform necessary tasks to keep the polling facility operational on Election Day. Their duties include:

- Assisting in the opening of the polls
- Checking voter identification for certain first-time voters
- Issuing ballots
- Monitoring the casting of ballots
- Monitoring all activity in and around the polling facility
- Giving general instructions to voters on the voting equipment and process
- Referring all issues to a member of the BOSOE
- Assisting in the closing of the polls
- Any other duties as assigned by the Chair of the BOSOE

**Election Supervisors:** The BOSOE, appointed by the Mayor and Council, are the supervisory officials responsible for ensuring an orderly election. They have varied responsibilities including:

- Checking the polling places prior to Election Day to determine the location of the voting equipment
- Planning the set-up and flow of the polling place
- Assigning work to election judges
- Supervising the opening of the polling place
- Explaining to voters how to use voting equipment
- Substituting for election judges when necessary
- Maintaining peace and protecting the integrity of the voting process
- Making all necessary telephone calls to the Election Office
- Closing the polls
- Collecting the supplies at the end of a voting day.

- Canvass of ballots

## Election Judge's Responsibilities

As an election judge, you must:

1. Work together to **ensure that the polling place opens on time as required;**
2. Accept directions from the members of the BOSOE and consent to the occasional change in assignments as needed; and
3. Work as a team with the members of the BOSOE and other election judges to:
  - a. Maintain the integrity and confidentiality of the voting process;
  - b. Ensure the polling place is secure;
  - c. Ensure the voting equipment is secure, functioning properly, and available to all voters;
  - d. Ensure the voted and unvoted ballots are always secure;
  - e. Help reduce errors and omissions by voters by providing clear instructions;
  - f. Complete election-related paperwork accurately; and
  - g. Comply with the policies and procedures detailed in this manual.
  - h. Treat each person who enters the polling location with respect and courteous service.
  - i. Maintain a professional demeanor and project a pleasant attitude. Be positive and supportive of the voter, even under difficult circumstances.

## Rules for All Election Judges

1. Always wear the name tag provided by the Town while in the polling place.
2. Do not deviate from the approved Election Judge Manual without the written approval of the BOSOE
3. Ensure all paperwork is completed as required.
4. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the Chair of the BOSOE or designee. Do not use voting equipment that has missing or damaged

- tamper tape or seal.
5. Monitor and secure all election materials and equipment throughout the day. Do not leave your assigned station unattended.
6. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the “no electioneering zone” to the Chair of the BOSOE or designee.
7. Do not allow any unauthorized person to touch the voting equipment.
8. If you have a problem with the voting equipment, notify the Chair of the BOSOE or designee.
9. Ensure ALL ballots are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, as instructed.
10. Do not share confidential supervisor passwords with anyone; keep them in a sealed envelope until needed.
11. Ensure ALL memory sticks or other data storage media are returned to the BOSOE with all materials as instructed by the Chair of the BOSOE.

## Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they don’t appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when they finish voting;
3. Periodically checking the polling place to ensure that a voter has not left personal items or campaign materials;
4. Periodically checking the voting equipment.
5. Ensuring that voters do not leave the polling place with a ballot.

Keeping in mind that the unvoted ballots and the scanners are never to be left unattended during voting hours, election judges who are not currently monitoring those items should police the voting booths periodically for items left behind by voters and for an accumulation of pens (pens should be returned to the ballot table).

## General Rules for Poll Operations

1. Serve all voters promptly and courteously. Be alert for voters needing assistance.
2. As you move through the polling place, remain aware of the voters’ right to privacy as they mark or cast their ballots and position yourself to respect that privacy.
3. Do not leave the polling place at any time. Bring your medications, food, and drinks for the entire day.

- 4. No smoking inside the site or at the polling place entrance.
- 5. Do not place, or permit voters to place, containers of liquids on the check-in table, the ballot table, or scanning units or any other electronic equipment or surfaces and/or containers bearing paper. Set your beverages out of the way, where they are not likely to be knocked over or otherwise cause a problem.
- 6. Dress comfortably and appropriately.
- 7. Only voters and people approved by the BOSOE (e.g., election judges, Town Clerk town staff, challengers, and watchers) are allowed in the polling place. Do not bring family members with you when you come to work. Conversations with voters you know should be very brief and focused on the election process.
- 8. Refer questions from the media and challengers and watchers to the Chair of the BOSOE.

Only electronic devices such as cellular phones, tablets and pagers that are issued or authorized by the BOSOE may be used in the polling place, and these may be used for election-related purposes only.

### Removal of an Election Judge

The BOSOE will promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

The BOSOE shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional by the Board. Removal from the office may result in the loss of compensation and future consideration for the office

### Election Judges' Voting

If you haven't voted by absentee ballot, ask an election supervisor to assign someone to cover your position while you cast your vote.

### Other Questions

If you have specific questions, please ask an election supervisor.

### Election Dates & Voting Hours

#### Election Day:

Monday, October 6, 2025, at the Bladensburg Town Hall. Polls open at 7:00 a.m.

and close at 7:00 p.m.

### Arrival Time

Election judges are expected to arrive at their assigned polling place no later than **one hour before the scheduled poll opening time**, unless otherwise authorized by the Chair of the BOSOE.

### Closing Time for Polls

All voters who are in the check-in line by the scheduled poll closing time for that day, as noted above, are permitted to vote. After the last person has voted, the polls are officially closed.

Extended voting hours may be ordered by the Chair of the BOSOE in case of Emergencies. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote.

### Children Accompanying Voter

Children 17 years of age and under are allowed to accompany a voter in the voting area so long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

### Electronics & Printed Material in the Polling Place

The use of electronic communication devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cellular telephones, tablets, pagers, and computer equipment, except that cellular telephones, pagers, or computer equipment issued or authorized by the BOSOE may be used in the polling place but only for election purposes. Law enforcement officers and emergency personnel may also use such equipment when acting in their official capacities.

Voters may bring printed materials into the polling place. This includes sample ballots, voters' guides from newspapers, and campaign literature. **Voters may use electronic devices while waiting in line outside of the polling room.**

### Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter to serve as a placeholder, and allow the voter who needs assistance to sit until the placeholder reaches the check-

in judge.



**Never ask or require a voter to provide proof of a disability.** A voter's disability may not be apparent to you.

## Voters Requesting Instructions

If a voter requests instructions on how to use voting equipment or about the voting process, election judges may give instructions. Election judges are prohibited from suggesting how the voter should vote on any contest.

## Voters with Visual Impairment

1. As soon as you come in contact with a visually impaired voter, tell the voter your name and that you are an election judge.
2. Read any required information to the voter.
3. Ask first. If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to sighted voters (e.g., obstacles, turning left, etc.).
4. **Service animals are allowed in all buildings.** If a person uses a service animal, walk on the opposite side of the voter, away from the animal. **Do not pet or otherwise distract a service animal** (and be alert to others attempting to do so).
5. Explain how the voter can get your attention if needed, and tell them when you are leaving.

## Voters with Impaired Mobility

Ask before pushing or touching a voter's wheelchair or equipment. Respect that people who use wheelchairs or equipment consider the equipment a part of their personal space.

## Voters with Impaired Speech or Hearing

1. A voter who cannot speak can give the check-in judge their required information by writing it. Follow the voter's cues to determine whether speaking or writing is the most effective method of communication.
2. Speak directly to the voter, using short, simple sentences. Ask one question at a time. This same guidance applies to writing instead of speaking.
3. If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having

difficulties understanding, provide the voter with a pen and paper and ask the voter to write down what he or she said.

4. Speak directly to a person (*“What is your name?”*), not to their interpreter (*“What is his name?”*).

## Voters with Cognitive Disabilities

A voter with a cognitive disability may have difficulty comprehending, reading, writing, or communicating. The voter may choose to have someone assist him or her while voting. **Do not challenge a voter’s cognitive ability.**

Be prepared to repeat what you say and take time to understand the voter and make sure that the voter understands you.

## CHAPTER 4 - People & Activities in the Polling Place

### Electioneering

With the exception of a designated area, electioneering is prohibited in the polling place and within 100 feet of the entrance and exit to the polling place (the “no electioneering zone”). No campaigning, political activity, or posting or distributing of campaign materials may take place within the “no electioneering zone.”

Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party. The ban on electioneering **does not** apply to political messages on clothing, buttons, badges, or the like worn by a **voter** who is on his or her way into the polling place or inside the polling place to vote. Voters are allowed to wear clothing, buttons, or the like with a political message but are not allowed to linger in the polling place or within the “no electioneering zone.”

Throughout the day, the Chair of the BOSOE and any judge so assigned will monitor the activity outside the polling place and instruct anyone electioneering within the “no electioneering zone” to stay outside the marked boundary. If anyone persists in not complying, the Chair of the BOSOE will call local law enforcement and request that those individuals be removed from the property.

If you see lawn signs or signs of electioneering activity within the “no electioneering zone,” inform the Chair of the BOSOE.

Election judges should immediately remove political materials voters have left behind in the polling place.



# Challengers & Watchers .

Designated individuals may serve as challengers and as watchers. Challengers and watchers represent candidates or proponents and opponents of ballot issues. Accredited challengers and watchers are election observers who have access to polling places to observe all election day and early voting day activities. A challenger or watcher must be a registered voter in the Town of Bladensburg. No more than one challenger or watcher for any candidate or proposal can be in the polling place at one time.

To be an accredited challenger and watcher, an individual must have a *Challenger & Watcher Certificate* (see *Appendix 1 – Forms*) completed on or before September 9 in any election year by one of the following persons or entities:

- a. The BOSOE;
- b. A candidate;
- c. Any other group of voters supporting or opposing a proposition on the ballot.

Challengers and watchers have the right to:

- 1. Be in the polling room at least 1/2 hour before the polls open;
- 2. Be in the polling room at any time when the polls are open;
- 3. Be in the polling room during the completion of all tasks associated with closing the polls. To do this, challengers and watchers must be inside the polling room before the polls close.
- 4. Maintain a list of registered voters who have voted and take the list outside of the polling place;
- 5. Be positioned where they can see and hear each voter as the voter checks in to vote, and can observe the activities in the polling room;
- 6. Be present for the count of the votes.

Election supervisors will determine where challengers and watchers will be positioned. They are **not** required to place challengers and watchers directly behind the check-in table.

Challengers and watchers can:

- Challenge a voter’s identity; and the right of an individual to vote may be challenged only on the grounds of **identity**. The challenge must be made before the individual is issued a ballot.
- Periodically throughout the day, request one of the election supervisors to

accompany them to a ballot scanner not currently being used by voters, to verify the tamper tape and see the public counter.

The Chair of the BOSOE has the discretion to determine if the polling place is too busy at the time of a request, and then comply with the request during non-peak voting times.

Except as described above, a challenger or watcher may **not** move about the polling place during voting hours. A challenger or watcher who wants to talk with a voter must do so outside the polling place **and** outside the “no electioneering zone.”

In addition, a challenger or watcher **cannot** attempt to:

- Find out how a voter voted or intends to vote;
- Talk with any voter in the polling room;
- Assist any voter in voting;
- Interfere with the election process or impede a voter’s access to an election judge;
- Physically handle an original election document; or
- Use a cell phone, tablet, laptop or other electronic equipment in the polling place.

The Chair of the BOSOE may ask the challengers and watchers to leave a polling place before it opens if the election supervisors agree their presence will prevent the timely opening of the polling place.

The Chair of the BOSOE may remove any challenger or watcher who interferes with the work of the judges, violates the prohibitions listed above, or does not follow an election judge’s order.

## Closing the Polls

The Chair of the BOSOE will inform you when the polls are closed, **and** all voting is completed. When you have completed the tasks listed below for your assigned position, gather up all supplies and do any other closing tasks requested by an election supervisor.



Candidate Certificate

Election Date | October 6, 2025, Town Clerk’s Office.

All Applications must be turned into the Town Clerk by August 22, 2025 by 4:00 p.m.

APPLICANT INFORMATION					
First:		Middle:		Last:	
Address:				Apt:	
City: Bladensburg		State: Maryland		Zip Code: 20710	
Cell Phone:		Home Phone:		E-mail Address:	
Position Filing for Mayor <input type="checkbox"/> or Council Member <input type="checkbox"/> Ward I <input type="checkbox"/> Ward II <input type="checkbox"/>					
Are you a registered voter? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Are you a resident of Bladensburg, MD? YES <input type="checkbox"/> NO <input type="checkbox"/> How long? <b>Please attach proof of residency to this Certificate.</b> <i>Candidates must provide evidence of residency within the Town’s corporate limits, such as a mortgage, lease, tax return, or other government document.</i>					
Are you at least 25 years old for Council Member or 30 years old for Mayor? YES <input type="checkbox"/> NO <input type="checkbox"/>					
DISCLAIMER AND SIGNATURE					
I understand that any false or misleading information in this document will result in my candidacy being suspended and my name not being placed on the ballot.					
I certify that my answers are true and accurate to the best of my knowledge.					
Signature:				Date:	

OFFICE USE ONLY	
Received By:	
Date:	Time:
Sent to the BOSOE	Date:
Approved by the BOSOE	Date:
Sent to Ethics Commission	Date:
Approved to Ethics Commission	Date:

When submitting this application, please ensure you attach your completed **financial disclosure form** and bring your **original form of identification** for verification.

Department of Public Works  
Report for April, 2025



Submitted By  
Purnell Hall

Public Works activities for April, 2025:

During the month of April, Public Works worked on the following activities:

- 1. Public Works did a great job clearing out overgrown vegetation on the Edmonston lot.
- 2. Mr. Fuentes and Mr. Hall assisted with the Arbor Day event.
- 3. Public Works washed all Big Bellies, and installed new signage.



- 4. Maryland Department of the Environment (SWPPP) did their quarterly inspection at Public Works.
- 5. Public Works has been working hard on installing plants around Town.



- 6. Public Works has started cutting grass/ picking up litter around the Peace Cross area.





7. Public Works has been cleaning up the PW building, so we can start back working out of the building. Everything has been completed.

8. Due to the rain that came in the building. Public Works repaired the bathroom.



Measured in tons

Brush	1.53
Building material	1.97
Condominium bulk pick up	2.43

Ground Maintenance:

The Public Works crew is committed to keeping the Town clean and beautiful and as a result we have picked up litter in the following areas of the Town.

- a. Annapolis Road Pedestrian Tunnel
- b. The Industrial Area
- c. The alley-way in between 55<sup>th</sup> Ave. and 56<sup>th</sup> Ave.

Meetings:

- 1. Department Head meeting
- 2. Janitorial facilities tour

**Please Help Keep Bladensburg Clean we CARE!**

- In order for the Department of Public Works to keep the Town clean and litter free, we need a little help from our residents as well.
1. Pick up litter in front of your property. (Curb line as well)
  2. Please put trash/recycling in the proper container with the lid closed. It helps keep the Town neat and clean.



If you have leaves for pick up, please place them in paper yard waste bags or trash cans marked with and X for pick up on **MONDAYS.**



**Resident's Please Don't Litter in your community.....**



**Notice: Styrofoam is not recyclable. Please put Styrofoam out on the trash collection day. (Tuesday and Friday)**



**Reminder: Recycling is collected on Mondays with Yard Waste.**

**Please make sure you put your trash and recycling out the night before the collection day.**

Bulk Trash collection: **Every Friday** you must call 301-773-2069 Thursday before 2pm to be added to the list for Friday pick up. Remember mattresses/box spring must be covered.







# TOWN ADMINISTRATOR MONTHLY MEMO

May 2025

Dear Town Council, Residents, Business owners, and Employees of the Town of Bladensburg;

**Welcome to May!** Summer is almost here, and the Town is heating up with activities and opportunities. This month's message will center around some of the town's Major items and activities.

May is a busy month in the Town; We have three recognitions this month for various members of our staff:

- **Municipal Clerks Week** | May 4-10, 2025
- **Police Week** | May 11- 17, 2025
- **Public Works Week** | May 18-24, 2025

I am grateful for the work that our staff does. The Council will recognize these weeks at the next Council Meeting on May 12, 2025.



**FY 2026 Budget** | As we navigate ongoing economic and political shifts, I remain deeply committed to ensuring financial responsibility and community well-being guide our decisions. The rising costs of goods and services, coupled with anticipated utility rate adjustments, have posed challenges, but they also present a valuable opportunity for us to reassess priorities, strengthen fiscal practices, and invest where it matters most.

Throughout April 2025, we diligently reviewed and revised the FY 2026 budget, including during the Special Work Session held on April 29. At that meeting, the Town Council introduced additional adjustments designed to address the projected shortfall. These changes reflect our shared commitment to balancing the budget while continuing to deliver high-quality services to our residents.

From the outset of the budget process, we have intentionally weighed the need for increased revenues against the importance of sustaining essential operations and programs. While initial drafts incorporated cost-of-living and merit-based salary increases, we have since explored a range of responsible options — including targeted expenditure reductions, strategic use of available grant funding, and selective adjustments to revenue sources — to reduce financial pressure without compromising service levels.

One example includes carefully examining our grant activity to maximize reimbursements and refining approaches to property and business tax rates to ensure equity and fairness. The most

recent draft, completed on May 5, maintains the residential property tax rate at \$0.74 while requiring more equitable contributions from commercial and multifamily properties. We have also enacted a freeze on non-essential hiring and capital purchases, adjusted health insurance deductions, cut discretionary spending, and shifted to a 37.5-hour work week to help manage personnel costs in the administrative areas only. We are committed to retaining a high level of Public Safety coverage for the community.

While a modest budget gap remains, the recent changes reflect meaningful progress. We understand that tougher choices may be needed, but we approach this challenge with a sense of shared purpose, transparency, and commitment to long-term stability. With continued input and collaboration from the Council and our residents, I am confident we will finalize a budget that reflects our values, sustains core services, and supports the Town’s future resilience.

**Upcoming FY 2026 Budget Sessions:**

- Tax Rate Hearing – May 12, 2025
- Introduction of Budget Ordinance – May 12, 2025
- Final Adoption of the Budget Ordinance – June 9, 2025

**Green Team Update** | April was a vibrant and meaningful month for the Town of Bladensburg as we celebrated Earth Day and Arbor Day through community-centered greening efforts. Together with our Port Towns partners and Eco City Farms, we hosted a joint event on April 26, 2025, focused on tree planting, environmental education, and sustainable practices. That same day, the Town proudly hosted an information booth at the Bladensburg Waterfront Park Green Event, where we connected with residents and shared ideas for building a greener future.



In addition, the Town launched its second annual “No Mow April” initiative — lovingly known this year as “No More April.” This program supports pollinators by pausing mowing in designated areas, allowing wildflowers and beneficial native plants (often labeled as weeds) to flourish. By letting these plants grow, we create essential habitats and food sources for bees, butterflies, and other pollinators that are critical to our ecosystem.

We’re grateful for the growing support from residents and community partners and look forward to continuing our sustainability work together throughout the year.



**Keep Bladensburg Beautiful – Youth Poster Contest!** Calling all young artists! The Keep Bladensburg Beautiful – Youth Poster Contest is now open, giving students a chance to showcase their creativity while promoting a cleaner, greener community. This exciting competition invites youth to design a poster that highlights the importance of keeping Bladensburg beautiful through recycling, litter prevention, and community pride.

**Important Dates:**

- ✍ Submission Deadline: May 16, 2025
- 🏆 Winner Announcement & Awards Ceremony: June 9, 2025, at the Bladensburg Town Council Meeting

**Who Can Enter?**

Students of all ages in Bladensburg are encouraged to participate. Whether you love drawing, painting, or digital art, this is your chance to inspire positive change through creativity!

**How to Enter:**

Create a poster that reflects the theme of keeping Bladensburg clean and green. Use bold colors, clear messaging, and creative designs!

Submit your artwork with your name, age, school, and contact information to Town Hall (4229 Edmonston Rd, Bladensburg, MD) or email a high-resolution image of your artwork to [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov). Winners will be notified in advance and honored at the Town Council Meeting on June 9, 2025. The winning artwork will be displayed in public spaces to inspire the entire community!

Let’s work together to **Keep Bladensburg Beautiful**—one poster at a time!

**COG Updates:** As Town Administrator, I remain active in the WCOG meetings, which we gather monthly to discuss regional issues. In May, Administrators will meet to look at the Chesapeake Bay Trust. At the April 2nd meeting, we discussed the Homeland Security Funding and FEMA programs and the impacts on the local government's budget from the recent Federal reductions in force. These meetings continue to be helpful in getting a gauge on where things are going and what we can expect.

**Business Roundtable:** The Town held its Quarterly Business Roundtable on April 28, 2025. During this last meeting, we were able to attract some new businesses and discuss updates from the most recent State legislative session. In the near future, we will be working with the other Port Towns to partner with us on this project and create a Port Towns Business

Roundtable as we develop the new Community Development Corporation (CDC) for the Port Towns.



**Bostwick House Event | Discover Bostwick:** The Discover Bostwick event was held on May 3, 2025, to highlight the historical and cultural significance of the Bostwick property while engaging the local community in a family-friendly, interactive outdoor event. Activities will primarily focus on the lawn and include tours of the orchard and exterior displays showcasing the property’s history. This is the first event that will be held to open up the site to residents. This is the first in a series of events where the Town will seek input on the future operations

and use of the site. The Town has been working on a series of stabilization efforts to improve the appearance of the house and mitigate the further deterioration of the property. The hope is to find uses that will support the long-term sustainability and usage.

**Town Hall Update:** On April 29, 2025, the Neighborhood Design Center (NDC) updated the Town Council. This update sought additional Council input on design elements such as styles, colors, and facility sizes. The most recent update reflected reductions in the size of the building for affordability.

**Upcoming Town Events:** Below are the Town Events that will occur in May and June. Please look out for information on the various Town social media platforms:

**Memorial Day Ceremony & New Pearl Harbor Memorial Unveiling**

- Date: Monday, May 26
- Time: 11:00 am to 12:00 pm
- Location: Bladensburg Memorial Grove Park

**Juneteenth: Paint & Unity**

- Date: Friday, June 20
- Time: 5:00 pm to 7:00 pm
- Location: David C. Harrington Park

**Town Annexation Update:** The Town of Bladensburg is taking a bold step forward with its revised annexation plan, which reflects a focused and strategic approach to growth. While the Hospital Hill site is no longer part of the proposed area, the Town is actively finalizing a resolution to expand our municipal boundaries in alignment with community priorities and long-term planning goals.

A Public Hearing on the revised annexation was held on April 14, 2025, where the item was formally introduced. A follow-up hearing is scheduled for June 2025, providing continued public input and engagement opportunities. That same evening, the Council also advanced the

annexation of the Publick Playhouse site, which is expected to be finalized at the **May 12, 2025**, Council Meeting.

This annexation initiative is a pivotal move to strengthen Bladensburg’s economic foundation. By welcoming adjacent properties into the town, we aim to enhance municipal services, improve public safety, and expand access to community programs and infrastructure investment. These strategic expansions not only support local economic development but also reinforce our commitment to environmental stewardship and long-term fiscal health.

The Town remains committed to a transparent, inclusive, and forward-thinking annexation process. We invite all residents and stakeholders to stay engaged as we continue shaping a more connected, resilient, and prosperous Bladensburg.

More updates will follow as we make progress on this exciting initiative.  
Best Regards,

**Michelle Bailey Hedgepeth,**

Michelle Bailey-Hedgepeth, Town Administrator





# Agenda Item Summary Report

<b>Meeting Date:</b> May 12, 2025	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Town Hall Update   Neighborhood Design Center   May 2025</b>	
This report is for Information only and is for the Council/community to review the attached report for development of the Bladensburg Town Hall Project.	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b> April 29, 2025 Presentation
<b>Recommended Action:</b>	
<b>Information Only</b>   This report is an update on the actions taken by the Town on the new Town Hall Process.	
<p><b>Item Summary:</b> The Town of Bladensburg continues to advance the conceptual design process for a future Town Hall in partnership with the Neighborhood Design Center (NDC). On April 29, 2025, the Town Council participated in a design input session to provide feedback on preliminary concepts for the new facility, which is envisioned at approximately 28,000 square feet. The project aims to support current operational needs and accommodate future community growth. Key topics discussed included:</p> <p><b>Council Chamber Design:</b> The Council expressed concerns about the initially proposed 60-person seating capacity, recommending an expansion to accommodate 150–200 attendees. A fixed dais and the potential to combine the chamber with adjacent community space for larger events were also favored.</p> <p><b>Office Space Planning:</b> Discussions emphasized the need for dedicated workspaces for the mayor and council, with a preference for ward-based offices over shared areas. Cost considerations were noted, with the Town’s bonding capacity possibly capped at \$18 million. Staff highlighted the value of flexible, efficient layouts.</p> <p><b>Design Aesthetic:</b> Council members preferred a traditional architectural style with natural lighting. For interiors, the Council selected furniture with flexible seating and preferred office layout Option 6, featuring frosted glass for privacy and visibility.</p> <p><b>Next Steps:</b> NDC will prepare a summary report reflecting Council feedback and develop detailed floor plans and furniture layouts. Two Council review sessions are planned, followed by a community engagement meeting focused on public-facing and shared spaces.</p> <p>Staff will coordinate the next meeting with NDC, and regular updates will be shared as the project progresses.</p> <p>Staff will set up a meeting for the Town Council to engage with NDC on the project, and updates will be provided throughout the process.</p>	
<b>Budgeted Item:</b> Yes [X ] No [ ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost: Annual Cost</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

# Bladensburg Town Hall Project

ENGAGEMENT SESSION



the  
Neighborhood  
DesignCenter





# Table of Contents

- 1 PROJECT OVERVIEW**
- 2 NEEDS ASSESSMENT REVIEW**
- 3 ADJACENCY MAPPING**
- 4 DESIGN STYLE**





## PROJECT CONTEXT



# PROJECT INFORMATION

Section 11, Item E.

This project will explore design concepts for a new Bladensburg Town Hall, estimated at around 29,000 sq. ft. (to be confirmed).

The building will provide spaces for both Town Hall administration services, as well as operation space for the Bladensburg Police Department .



# SITE 1: EXISTING TOWN HALL

CC

Section 11, Item E.

The existing town hall and police department are located at 4229 Edmonston Road.

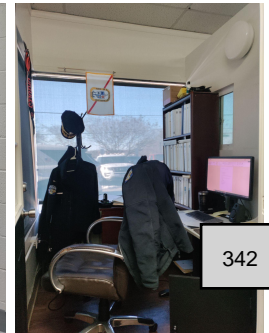
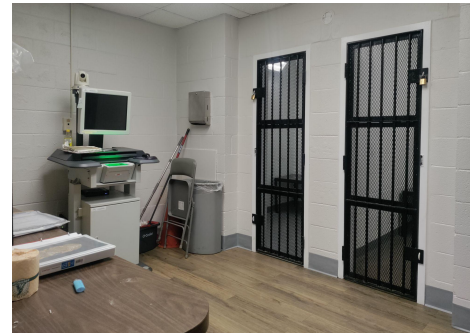




# SITE 1: EXISTING TOWN HALL

IN Section 11, Item E.

- **Operational Challenges:** Lack of communal spaces
- **Privacy Concerns:** Existing layout compromises individual workspace privacy especially in police station.
- **Space & Storage Needs:** The existing Town Hall and police department require additional space and storage.
- **Improved Circulation:** A more efficient layout is needed for better workflow and accessibility.
- **Future Expansion:** The new facility must accommodate operational growth and evolving community needs.



# SITE 1: EXISTING TOWN HALL

CC Section 11, Item E.

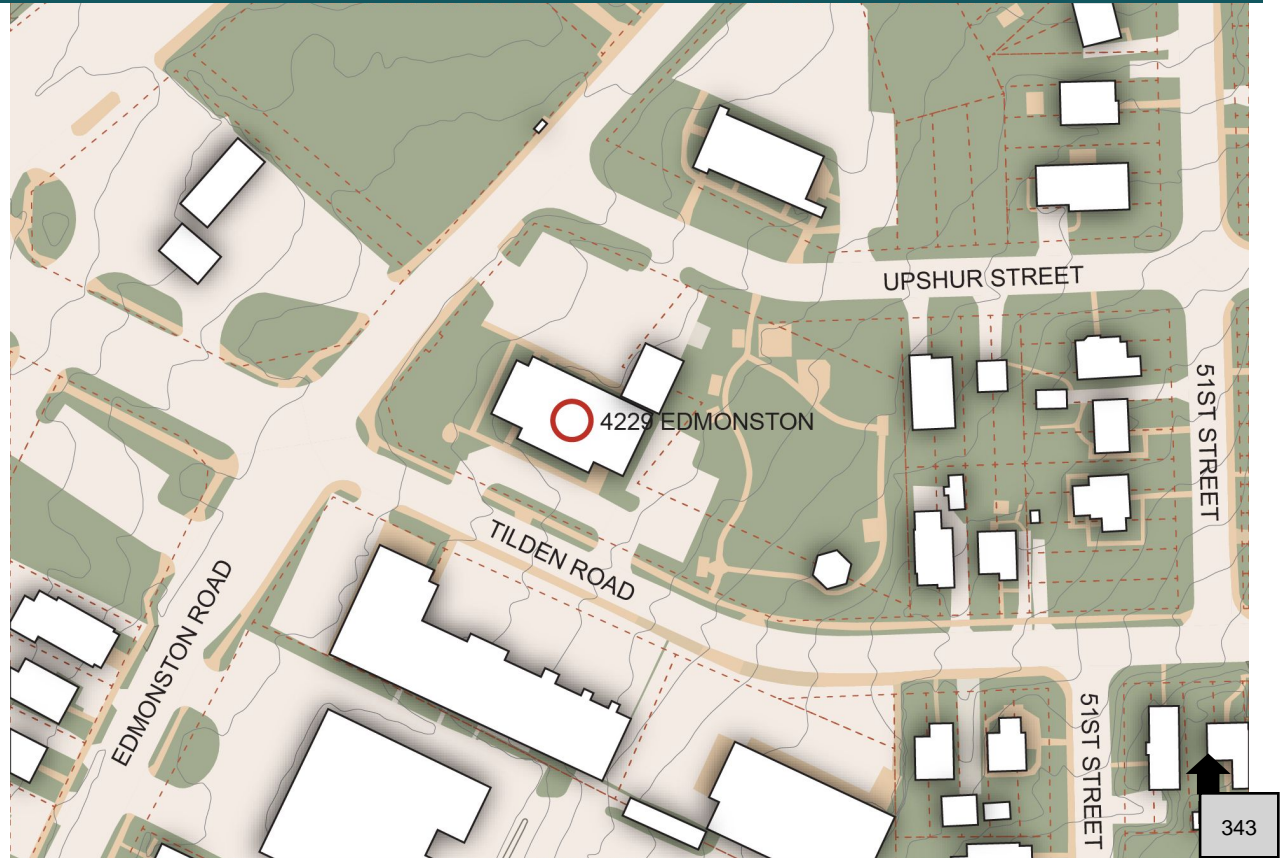
## LEGEND



Property line



Contour Lines



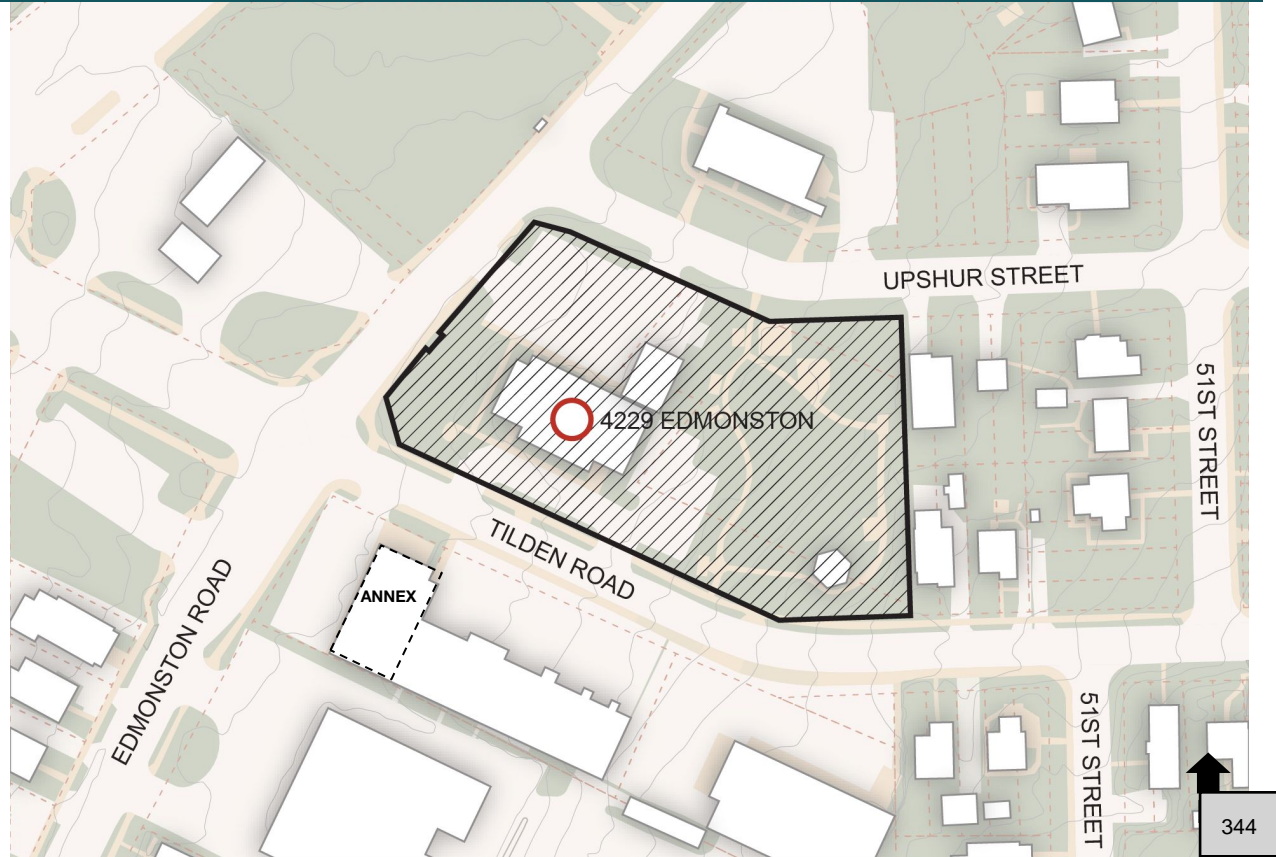
# SITE 1: EXISTING TOWN HALL

# DEVELOPMENT POT

Section 11, Item E.

Potential development site  
including adjacent park.

Potential to move some uses  
to Annex Building



## ADVANTAGES

- Good location: along main corridor - better visibility and community engagement
- Prominent intersection
- Proximity to greenspace and public park
- No zoning amendments required
- Less site work compared to Site 2: Bostwick Site

## DISADVANTAGES

- Requires phased construction and relocation of existing operations

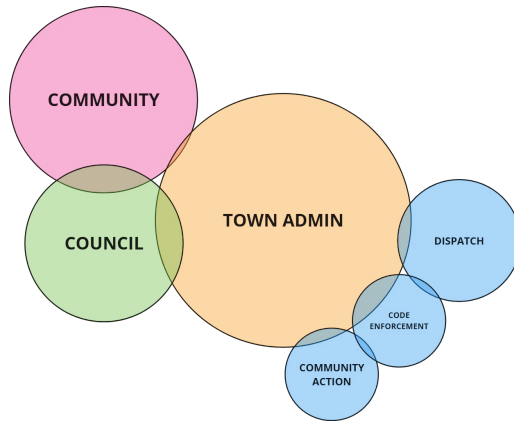
## PROGRAM ANALYSIS



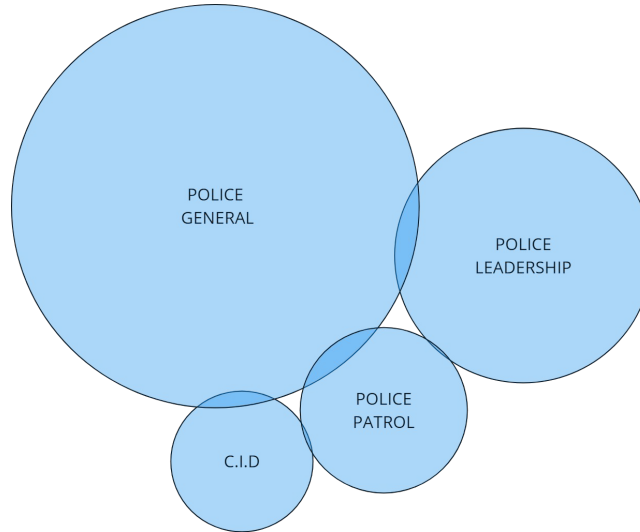
# POSSIBLE PROGRAM DISTRIBUTION

Section 11, Item E.

## FIRST FLOOR



## SECOND FLOOR



**22,995  
TOTAL  
SQFT**

## TOWN HALL

Community	2905
Council	2250
Town Admin	3035
<b>TOTAL</b>	<b>8,190 sqft</b>

## Programmatic Needs

## POLICE

Police Shared	8040
Police Patrol	1950
Dispatch	1530
Police Leadership	3050
CID	920
Code Enforcement	770
Community Action	770
<b>TOTAL</b>	<b>14,760</b>

## Council

Council Chamber Flex	1,500
Council Recess Space	400
Council Flex Office Space	250
Cable / AV Room	100
<b>TOTAL</b>	<b>2,250 sqft</b>

## Programmatic Needs





## Council

Council Chamber Flex	1,500
Council Recess Space	400
Council Flex Office Space	250
Cable / AV Room	100
<b>TOTAL</b>	<b>2,250 sqft</b>

## Programmatic Needs

Existing Council Chamber ~ 1000sqft

### ◆ General Capacity by Layout Type

Layout Style	Sq Ft per Person	People in 1,500 sq ft	Notes
 Theater/Audience Style	8–12 sq ft/person	125–185 people	Chairs only, rows, tight layout
 Classroom Style	15–20 sq ft/person	75–100 people	Tables + chairs, facing front
 Boardroom/Council Style	20–25 sq ft/person	60–75 people	Central table + perimeter space
 Full Council Chamber Setup	Varies widely	40–60 people (realistic)	Dais + public seating + circulation