



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

March 09, 2026 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## AGENDA

---

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

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

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

1. **Call to Order** (1 Minute)
2. **Approval of Agenda** (1 Minute)
3. **Approval of Minutes**
  - A. Town Council Work Session Meeting Minutes** | February 9, 2026 (2 Minutes)
4. **Financial Business**
  - A. ACTION ITEM** | Update on FY 2025 Audit – March 2026 (7 Minutes)
  - B. INFORMATION MEMO** | FY 2027 Budget Update and Council Budget Review | March 2026 (7 Minutes)
5. **New Business**
  - A. INFORMATION MEMO** | Port Town Sector Plan Update – March 2025 (15 Minutes)
  - B. INFORMATION MEMO** | Legislative Update Report for Session 2026 (10 Minutes)
  - C. INFORMATION MEMO | Draft Resolution 11-2026** | Rules of Procedure with addition of Virtual Attendance and Consent Agenda – March 2026 (5 Minutes)
  - D. ORDINANCE 16-2026** | Budget Amendment for consulting and network infrastructure 30k (5 Minutes)
  - E. ORDINANCE 17-2026** | Fiscal Year 2026 budget amendment for purchases related to trash and recycling receptacles in the amount not to exceed \$ 30,000. (5 Minutes)

- F. Resolution 13-2026** | A Joint Resolution of Intent for the Annexation of Properties Along Edmonston Road with the Town of Edmonston (5 Minutes)
- G. ACTION ITEM** | Approval and adoption of the Strategic Plan - Close Out Report | March 2026 (10 Minutes)
- H. ACTION ITEM** | Memorandum of Understanding with the Prince George's Gateway Development Authority (PGGDA) Bostwick House Activation and Improvements (10 Minutes)
- I. ACTION ITEM** | Approval of a Co-location Agreement with RedSpeed Maryland, LLC and the Town of Bladensburg on Automated License Plate Readers (ALPR) (3 Minutes)
- J. ACTION ITEM** | Approval of a contract for repairs to Bostwick House Stabilization and repairs, using Bond Bill funds to Colossal Contractors: \$99,000.00 (5 Minutes)
- K. ACTION ITEM** | Approval of an Agreement with MNCPPC for Bostwick House (5 Minutes)
- L. ACTION ITEM** | Approval of a Contract with IACP for the Police Promotional Process and authorization for the Town Administrator to execute a contract not to exceed \$38,300. (5 Minutes)
- M.** Resolution 12-2026 A Resolution for the Town of Bladensburg declaring April as No Mow April
- N. RESOLUTION 14-2026** | Support of Joint Application with Aman Memorial Trust for PMAC ( 2 Minutes)
- O. Resolution 15-2026** | APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE BCCE PORT TOWNS COMMUNITY DEVELOPMENT CORPORATION (2 Minutes)
- P. Resolution 16-2026** | A Resolution of the Mayor and Council of the Town of Bladensburg in Support of HB 1142 / SB — Establishing the Task Force to Modernize County and Municipal Revenue Sources (2 Minutes)

## 6. Adjournment



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

February 09, 2026 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## MINUTES

### 1. Call to Order

Mayor James called the meeting to order at 5:32 PM.

### 2. Approval of Agenda

Mayor James called for a motion to approve the agenda.

Council Member Dixon made a motion to approve the agenda, which Council Member Brown seconded. The motion passed unanimously with a vote of 5–0.

### 3. Approval of Minutes

#### A. Town Council Work Session Meeting Minutes | January 12, 2026

Mayor James called for a motion to approve the minutes from the January 12, 2026 Work Session. Council Member Brown made a motion to approve the minutes, which Council Member Dixon seconded. The motion passed unanimously, 5–0.

### 4. Financial Business

#### A. Information Memo | FY 2026 Budget Update and FY 2027 Budget Update | February 2026 Minutes)

Treasurer Tinelli shared a presentation showing where the town is in the budget and what is next to prepare for the FY 27 budget. Revenues were discussed in detail, and a recommendation regarding colas and merits for employees was made.

#### B. Information Memo | Update on FY 2025 Audit – February 2026

Treasurer Tinelli will have a draft for the audit ready for the council in the March meeting. He noted that he had been working on this matter diligently with the Auditor.

## 5. New Business

### A. **COUNCIL ACTION** | Law Enforcement Officers Retirement Plan (LEOPS) Review | Update February 2026 (15 Minutes)

The council weighed the benefits and financial challenges of switching police officers to LEOPS, concluding it is not currently affordable despite clear operational advantages.

Acting Chief Frishkorn highlighted reduced overtime costs, lower workers' compensation claims, and improved officer wellness with younger retirements.

Council consensus was to delay LEOPS adoption, citing insufficient time to secure sustainable funding and incomplete legal clarity, with plans to revisit the option in future budget cycles.

### B. **COUNCIL ACTION** | Approval and authorization for the Administrator to purchase street signs

Town Administrator Bailey-Hedgepeth and Public Works Supervisor Mr. Hall presented the council with 3 estimates for new street signs and poles.

The council indicated that they preferred the packing that included new poles and more decorative sign holders. This purchase will enhance town beautification and safety within budget constraints. The funding will come from the Highway User Funds.

### C. **INFORMATION MEMO** | Data Center Update | February 2026

Mayor James asked the council to support with a letter of opposition to the data center project.

### D. **INFORMATION MEMO** | Bostwick House Update –February 2026

Town Administrator Bailey-Hedgepeth introduced Mr. Sower and Mr. Parker and presented a presentation to the mayor and council. A clear, phased plan is now in place to activate and preserve Bostwick House, focusing on community engagement and fundraising to support long-term restoration. Activation will proceed in phases, starting with cleaning and activating the grounds to build community awareness and momentum. Financial needs are significant, with an estimated minimum of \$5 million required for full project realization

### E. **COUNCIL ACTION** | Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400.

Mayor James spoke about the plan to engage Mercer Group to find an interim administrator to assist with the Town Administrator role once our current Town Administrator leaves for her next endeavor. She noted that the Town sought other firms, but the Mercer Group was the only firm to respond to their inquiries. This will be voted on at the 7 pm meeting.

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

Town Administrator Bailey Hedgepeth shared Resolution 08-2026, which allows the Town to amend our mission square policy and the 457 plan (Employee-only Contributions). This will give employees greater flexibility to take loans and other actions that help them accelerate their retirement savings (e.g., additional contributions for members 60-63).

- G. RESOLUTION 09-2026** | A resolution of the Mayor and Council of the Town of Bladensburg supporting an application to the FY 2027 Maryland Heritage Areas program for the Bostwick House outdoor activation and site planning grant

Town Administrator Bailey Hedgepeth shared Resolution 09-2026, a resolution for the Maryland Heritage Grant, for which a letter of intent to apply for funds has been submitted, and the grant will support the activation endeavors for the Bostwick House.

- H. RESOLUTION 10-2026** | A Resolution of Support for the Town of Bladensburg’s Application to the Green Streets, Green Jobs, Green Towns (G3) Grant Program

Town Administrator Bailey Hedgepeth shared Resolution 10-2026, a resolution of Support for the Green Streets, Green Jobs, and Green Towns grant program. The Town seeks funding to build improvements that were given planning grants. One includes submitting a grant for 57<sup>th</sup> Avenue.

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

The Council did not have a chance to discuss this matter at the work session, and it will be heard at the 7 PM meeting.

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

The Council did not have a chance to discuss this matter at the work session, and it will be heard at the 7 PM meeting.

- K. **BUDGET ORDINANCE 15-2026** | FISCAL YEAR 2026 BUDGET AMENDMENT FOR EMERGENCY PURCHASE AND REPAIRS TO THE ROOFTOP HEATING AND AIR CONDITIONING UNIT IN AN AMOUNT NOT TO EXCEED \$ 35,000.

The Council did not have a chance to discuss this matter at the work session, and it will be heard at the 7 PM meeting.

- L. **INFORMATION MEMO** | Rules of Procedure Virtual Attendance and Consent Agenda – February 2026

The Council did not have a chance to discuss this matter at the work session, and it will be heard at the 7 PM meeting.

- M. **INFORMATION MEMO** | Change to Section 403 of the Town Charter

This item was provided to the Council for information only and to give the Council information on the process for Charter Changes. The Council needed more time to review and process this matter.

- N. **INFORMATION MEMO** | Washington Metropolitan Council of Governments (COG) Update | February 2026

The Council did not have a chance to discuss this matter at the work session, and this is an information-only memo to update the Council on the recent action at COG.

6. **Adjournment**

Mayor James called for a motion to adjourn the meeting. Council Member Dixon moved to adjourn, and Council Member Brown seconded the motion. The motion passed unanimously (5-0), and the meeting was adjourned at 6:55 PM.



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Vito Tinelli, Treasurer
<b>Item Title: Action Item   Update on FY 2025 Audit – March 2026</b>	
Staff recommends approval of the FY 2025 Audit.	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b>
<b>Recommended Action:</b>	
Staff recommends approval of the FY 2025 Audit.	
<b>Item Summary:</b>	
<b>Presenter:</b> Vito Tinelli, Town Treasurer	
<b>Background:</b> The Town has completed its FY 2025 Town Audit and Financial Statement, as completed by LGWG. These are the Independent Accountants' Report on Applying Agreed Upon Procedures for the Coronavirus State and Local Fiscal Recovery Funds for the Year ending June 30, 2025.	
On March 2, 2026 the town received a update of the audit from LGWG. The town treasurer and auditor will be available at the March 9, 2026 meeting to answer any questions.	
<b>Budgeted Item:</b> Yes [X] No [ ] <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**Town of Bladensburg, Maryland**

**Financial Statements,  
Supplementary Information and  
Independent Auditor's Reports**

**For the Year Ended  
June 30, 2025**

DRAFT

**TOWN OF BLADENSBURG, MARYLAND**  
**Table of Contents**  
**June 30, 2025**

<u>DESCRIPTION</u>	<u>EXHIBIT</u>
Independent Auditor's Report	
Management's Discussion and Analysis	
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	A-1
Statement of Program Activities	A-2
Fund Financial Statements:	
Governmental Funds Financial Statements:	
Balance Sheet	A-3
Statement of Revenues, Expenditures, and Changes in Fund Balances	A-4
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Program Activities	A-5
Notes to Financial Statements	A-6
Required Supplementary Information:	
Budgetary Comparison Schedule - General Fund	B-1
Notes to Required Supplementary Information	B-2
Schedule of Proportionate Share of the Net Pension Liability and Related Ratios	B-3
Schedule of Required Contributions	B-4
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	

**Independent Auditor’s Report**

To the Mayor and Council of the  
Town of Bladensburg, Maryland

**Report on the Audit of the Financial Statements**

***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Bladensburg, Maryland, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town of Bladensburg, Maryland’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Bladensburg, Maryland, as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Bladensburg, Maryland and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bladensburg, Maryland’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Bladensburg, Maryland's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bladensburg, Maryland's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule – general fund, schedule of proportionate share of the net pension liability and related ratios and schedule of required contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February xx, 2026, on our consideration of the Town of Bladensburg, Maryland's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Bladensburg, Maryland's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Bladensburg, Maryland's internal control over financial reporting and compliance.

*LSWG, P.A.*

Rockville, Maryland  
February xx, 2026

DRAFT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Bladensburg, Maryland (the Town), we offer the Town of Bladensburg, Maryland's financial statements, this narrative overview and analysis of the financial activities of the Town of Bladensburg, Maryland for the fiscal year ended June 30, 2025. We encourage readers to consider the following information:

### Financial Highlights

#### Capital Investments and Funding

The Town's net position decreased by (\$2,660,502) in FY2025. This was an unprecedented one-time decrease for the following major items:

- The FY25 budget included a (\$575K) transfer from Fund Balance to offset investments back into the Town which were deferred from prior years.
- The Town experienced a (\$1.3M) loss from the Automated Traffic Program, which included funding from Speed and Red-Light Cameras. While the Town had budgeted for revenues exceeding \$2 million, actual revenue received was just over \$700,000.
- A (\$128K) transfer from fund balance was made to utilize unused Highway User Funds from prior years for current road construction projects.
- Accrued Compensated Balances increased (\$81K) for unused leave and sick pay. This is attributable to staffing growth and salary improvements.
- The State of Maryland Retirement and Pension System experienced an actuarial loss and increased servicing cost during the audit's measurement period. As a result, the Town's share of Pension Liabilities increased over \$1.3M reaching nearly \$4.3M, representing a 47% increase compared to the prior year. The Town incurred (\$504K) of additional pension expense against this liability.

#### American Rescue Plan Act

The Town is nearing the completion of its allocated \$4.9 million in ARPA funding received in FY2022. In FY2025, \$235,000 was spent on the following projects:

- Purchase of three police SUVs and two police radios;
- Food assistance programs; and
- Holiday assistance for senior citizens.

The Town has reserved the remaining \$500,000 for a joint flood mitigation project with Prince George's County. This initiative addresses the severe flooding event that impacted the Town in 2020.

#### Other Notable Highlights:

- Lighting Improvements - The Town completed Phase 1 of lighting on 57<sup>th</sup> Ave corridor with funding of \$150K from the Department of Housing and Community Development (DHCD) and \$50K Highway User Funds.

- Infrastructure Upgrades - Over \$300,000 in Community Development Block Grant (CDBG) funding was used for various projects, including bridge repairs, roadway milling and asphalt replacement, and sidewalk construction.
- Community Engagement and Events - The Town continues to provide exceptional services and fostering community engagement. In FY2025, numerous community events were hosted, including: National Night Out, Senior Picnic, Yule Log, Easter Eggstravaganza, Mental Health Awareness Event, the July 4th Fireworks at the Bladensburg Waterfront Park, Citizens Police Academy, Black History Month Celebration, Bladefest, Trunk or Treat, Rock the Block, Shop with-a-Cop, Back to School events, and Coffee with a Cop. These events demonstrate the Town's dedication to fostering a vibrant and inclusive community.

## OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town of Bladensburg, Maryland's basic financial statements. The Town's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Town of Bladensburg, Maryland's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the Town's assets and deferred outflows less liabilities and deferred inflows with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of program activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). Both government-wide financial statements report governmental activities of the Town that are principally supported by taxes and intergovernmental revenues. The governmental activities of the Town include general government, public works, and public safety. The government-wide financial statements report only on the Town of Bladensburg, Maryland.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Bladensburg, Maryland, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town are governmental funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Bladensburg, Maryland maintains two governmental funds: the general fund and a special revenue fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance.

The Town of Bladensburg, Maryland adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indication of a government’s financial position. The Town of Bladensburg, Maryland’s net position decreased \$2,660,502 from \$6,079,654 on June 30, 2024 to \$3,419,152 on June 30, 2025.

Approximately 35% of the Town of Bladensburg, Maryland’s total assets reflect its investment in capital assets (e.g., land, buildings, machinery, and equipment). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

**Town of Bladensburg, Maryland’s Net Position:**

	<u>Governmental Activities</u>
Current and Other Assets	\$ 5,335,231
Capital Assets, Net	<u>2,936,296</u>
Total Assets	8,271,527
Deferred Outflows	<u>2,123,921</u>
Current Liabilities	1,352,826
Non-Current Liabilities	<u>4,662,519</u>
Total Liabilities	<u>6,015,345</u>

Deferred Inflows	<u>960,951</u>
Invested in Capital Assets, Net of Related Debt	2,976,535
Restricted	423,370
Unrestricted	<u>19,247</u>
Total Net Position	<u>\$ 3,419,152</u>

Total assets and deferred outflows in fiscal year 2025 decreased \$1,420,465 as compared to fiscal year 2024. Liabilities and deferred inflows increased \$1,240,037 for this same period which resulted in an decrease of \$2,660,502 in net position.

The deferred outflows of \$2,123,921 is related to pension contributions and changes in actuarial assumptions related to the Pension Plan. The deferred inflows of \$960,951 are related to changes in the State Retirement's investment activity of \$310,809, and grant funds received but not spent of \$578,250, and business licenses for fiscal year 2026 of \$71,892. Additional information related to the pension plan can be found in Note 5 and information related to the deferred inflows can be found in Note 6.

Restricted net position represents unspent highway user revenue of \$423,370 at June 30, 2025.

**Governmental activities.** Governmental activities decreased the Town of Bladensburg, Maryland's net position by \$2,660,502.

#### Town of Bladensburg, Maryland's Changes in Net Position

	<u>Governmental Activities</u>
<b>Revenues:</b>	
Program Revenues:	
Charges for Services	\$ 962,027
Operating Grants and Contributions	998,166
Capital Grants and Contributions	680,974
General Revenues:	
Taxes	6,232,177
Other	<u>495,886</u>
Total Revenues	<u>9,369,230</u>
<b>Expenses:</b>	
General Government	2,919,210
Public Works	1,979,461
Public Safety	7,130,178
Interest	<u>883</u>
Total Expenses	<u>12,029,732</u>
Decrease in net position	(2,660,502)
Net Position July 1, 2024	<u>6,079,654</u>
Net Position June 30, 2025	<u>\$ 3,419,152</u>

## FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

The Town of Bladensburg, Maryland uses fund accounting to ensure and demonstrate compliance with finance related requirements.

**Governmental funds.** The focus of the Town of Bladensburg, Maryland's governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's general fund balance decreased \$2,072,831 to \$3,365,324. Fund balance consists of the following: nonspendable fund balance of \$120,400, restricted fund balance of \$423,370, committed fund balance of \$750,000 and unassigned fund balance of \$2,071,554. Details of fund balance can be found in Note 3(G) of the attached financial statements.

**General fund budgetary highlights.** Generally, budget amendments fall into one of three categories: (1) amendments made to adjust the estimates that are used to prepare the original budget once exact information is available; (2) amendments made to recognize new funding amounts from external sources, such as County and State grants; and (3) increases in appropriations that become necessary to maintain services.

During the fiscal year, the Town amended the budget on several occasions. These adjustments fall within all three categories noted above. See Exhibit B-1 for the detailed budget adjustments.

A comparison of the original and amended budget is as follows:

<b>General Fund:</b>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>
Revenues			
Taxes	\$ 6,185,810	\$ 6,355,000	\$ 6,229,916
Intergovernmental	1,852,622	1,852,622	698,917
Grant revenue	1,360,000	1,567,991	718,426
Other	<u>2,647,000</u>	<u>2,647,000</u>	<u>1,325,285</u>
Total	<u>12,045,432</u>	<u>12,422,613</u>	<u>8,972,544</u>
Expenditures	<u>12,753,736</u>	<u>12,997,727</u>	<u>11,450,882</u>
Total	<u>12,753,736</u>	<u>12,997,727</u>	<u>11,450,882</u>
Change in fund balance (excluding Other Financing)	<u>\$ (708,304)</u>	<u>\$ (575,114)</u>	<u>\$(2,478,338)</u>

The variance in each individual revenue and expenditure account can be found in Exhibit B-1 to the financial statements.

**DEBT**

The Town has equipment lease liabilities of \$213,263 and subscription liabilities of \$49,196 at June 30, 2025. As discussed in Note 3 to the financial statements, the Town’s net pension liability from its participation in the State of Maryland Employee Pension System is \$4,271,099.

**CAPITAL ASSETS**

At the end of fiscal year 2025, the Town’s governmental activities have invested \$2,936,296 in a variety of capital assets as reflected in the following schedule. These assets include land, buildings, equipment and computer software. Total depreciation expense for the 2025 fiscal year was \$525,104.

**Governmental Activities – Capital Assets**

	Governmental <u>Activities</u>
Non-Depreciable Assets	
Land	\$ 17,448
Capital Assets, being depreciated	
Buildings	1,673,805
Equipment	4,712,651
Improvements	<u>710,424</u>
Total capital assets, being depreciated	<u>7,096,880</u>
Total Capital Assets	7,114,328
Accumulated Depreciation on Capital Assets	<u>(4,178,032)</u>
Net Capital Assets	<u>\$ 2,936,296</u>

**Highlights and Economic Factors for Fiscal Year 2026 include:**

The Town has outlined key measures to reduce spending and increase revenues for Fiscal Year 2026. These initiatives include:

- Spending Reductions
  - Implementing a freeze on wages and vacant positions.
  - Increasing contributions to Town employees for their benefits.
  - Reducing reliance on contracted services, and
  - Limiting non-grant-related capital expenditures.
  
- Revenue Increases
  - Raising the Business Personal Property Tax rate on railroads and public utilities from \$2.75 per \$100 of assessed property to \$3.25 per \$100 of assessed property.
  - Raising the Business Personal Property Tax rate from \$2.09 per \$100 of assessed property to \$2.50 per \$100 of assessed property.

- Increasing the tax rate for apartments from \$0.80 per \$100 of assessed property to \$0.85 per \$100 of assessed property.
- Raising the tax rate for commercial and industrial properties from \$0.74 per \$100 of assessed property to \$0.82 per \$100 of assessed property.
- Keeping the residential tax rate unchanged for decades at \$0.74 per \$100 of assessed property.

The Town remains optimistic that an improving economy will also have a positive impact on its financial statements in the year ahead.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town of Bladensburg, Maryland's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Treasurer's office, Town of Bladensburg, Maryland, 4229 Edmonston Road, Bladensburg, MD 20710.

DRAFT

**Town of Bladensburg, Maryland**  
**Statement of Net Position**  
**For the Year Ended June 30, 2025**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash and cash equivalents - unrestricted	\$ 396,611
Cash and cash equivalents - restricted	500
Investments	2,211,015
Investments - restricted	1,310,678
Accounts receivable	347,668
Amounts due from other governments	640,421
Prepaid expenses	120,400
Right to use subscription assets - net of amortization	54,434
Right to use lease assets - net of amortization	253,504
Capital assets - net of depreciation	2,936,296
<b>Total Assets</b>	8,271,527
 <b>Deferred Outflows of Resources</b>	 2,123,921
<b>Liabilities</b>	
Accounts payable and accrued expenses	303,618
Accrued salary	168,629
Accrued compensated absences - current portion	779,545
Long-term liabilities:	
Due within one year	101,034
Due in more than one year	4,432,526
Accrued compensated absences - net of current portion	229,993
<b>Total Liabilities</b>	6,015,345
 <b>Deferred Inflows of Resources</b>	 960,951
<b>Net Position</b>	
Invested in capital assets, net of related debt	2,976,535
Restricted	423,370
Unrestricted	19,247
<b>Total Net Position</b>	\$ 3,419,152

The accompanying notes are an integral part of this statement.

**TOWN OF BLADENSBURG, MARYLAND**  
**Statement of Program Activities**  
**For the Year Ended June 30, 2025**

Functions/Programs Primary Government	Governmental Activities:	Expenses	Indirect Expense Allocation	Program Revenue		Governmental Activities	Net (Expense) Revenue and Changes in Net Position Primary Government
				Charges for Services	Operating Grants and Contributions		
General government	\$ 2,919,210	\$ 883	\$ 179,514	\$ 81,638	\$ 318,128	\$ (2,340,813)	\$ (2,340,813)
Public safety	7,130,178	-	782,513	330,380	49,186	(5,968,099)	(5,968,099)
Public works	1,979,461	-	-	586,148	313,660	(1,079,653)	(1,079,653)
Interest	883	(883)	-	-	-	-	-
Total Governmental Activities	12,029,732	-	962,027	998,166	680,974	(9,388,565)	(9,388,565)
Total Primary Government	\$12,029,732	\$ -	\$ 962,027	\$ 998,166	\$ 680,974	(9,388,565)	(9,388,565)
General Revenues							
Taxes							
State shared taxes						699,568	699,568
Property taxes						5,532,609	5,532,609
Intergovernmental revenue						2,372	2,372
Interest income						285,211	285,211
Miscellaneous						208,303	208,303
Total General Revenues						6,728,063	6,728,063
Change in Net Position						(2,660,502)	(2,660,502)
Net Position, Beginning of Year						6,079,654	6,079,654
Net Position, End of Year						\$ 3,419,152	\$ 3,419,152

The accompanying notes are an integral part of this statement.

**TOWN OF BLADENSBURG, MARYLAND**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2025**

	<b>General Fund</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 396,611
Restricted cash	500
Investments	2,211,015
Investments - restricted	1,310,678
Accounts receivable	347,668
Amounts due from other governments	323,328
Prepaid expenses	120,400
<b>Total Assets</b>	<b>4,710,200</b>
<b>Deferred Outflows</b>	-
<b>Liabilities</b>	
Accounts payable and accrued expenses	303,618
Accrued salaries	168,629
Accrued compensated absences - current portion	124,133
<b>Total Liabilities</b>	<b>596,380</b>
<b>Deferred Inflows</b>	<b>748,496</b>
<b>Fund Balances</b>	
Nonspendable	120,400
Restricted	423,370
Committed	750,000
Unassigned	2,071,554
<b>Total Fund Balances</b>	<b>\$ 3,365,324</b>
<b>Reconciliation of Total Governmental Fund Balances To Net Position of the Governmental Activities</b>	
Total Governmental Fund Balances	\$ 3,365,324
Right to use leased assets used in governmental activities are not financial resources and therefore not reported in the funds.	253,504
Grants receivable are not collected in the current period and therefore are not reported in the fund financial statements	317,093
Right to use subscription assets used in governmental activities are not financial resources and therefore not reported in the funds.	54,434
Long-term liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported in the funds.	(5,418,965)
Deferred inflows for property taxes not deferred in the statement of net position.	98,354
Deferred outflows of resources relating to pension contributions are not reported in the fund financial statements.	2,123,921
Deferred inflows of resources pertaining to net pension liability are not reported in the funds.	(310,809)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	2,936,296
<b>Net Position of Governmental Activities</b>	<b>\$ 3,419,152</b>

The accompanying notes are an integral part of this statement.

**TOWN OF BLADENSBURG, MARYLAND**  
**Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2025**

	<b>General Fund</b>
<b>Revenues</b>	
Taxes	\$ 6,229,916
Licenses and permits	73,473
Intergovernmental revenues	698,917
Grant revenues	718,426
Franchise fees	105,121
Service charges	783,433
Other revenues	363,258
Total Revenues	8,972,544
<b>Expenditures</b>	
General government	1,686,726
Public safety	7,148,486
Public works	1,832,176
American Rescue Plan Act	235,166
Grants - restricted	531,029
Debt service - interest	17,299
Total Expenditures	11,450,882
<b>Excess of Revenues Over (Under)</b>	
<b>Expenditures</b>	(2,478,338)
<b>Other Financing Sources</b>	
Lease financing	188,500
Insurance proceeds	217,007
Total Other Financing Sources	405,507
<b>Net Change in Fund Balance</b>	(2,072,831)
<b>Fund Balance - Beginning of Year - restated</b>	5,438,155
<b>Fund Balance - End of Year</b>	\$ 3,365,324

The accompanying notes are an integral part of this statement.

**TOWN OF BLADENSBURG, MARYLAND**  
**Reconciliation of the Statement of Revenues, Expenditures**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statement of Program Activities**  
**For the Year Ended June 30, 2025**

Net Change in Fund Balance - Governmental Funds	\$ (2,072,831)
Governmental funds report capital outlays as expenditures. However, in the statement of program activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded or is less than capital outlays in the current period.	(273,263)
Grants receivable in the Statement of Program Activities that do (do not) provide current financial resources and therefore are (are not) reported as revenues in the governmental funds.	264,169
Changes in deferred inflows of resources relating to property taxes do not provide current financial resources and are not reported as revenue in the funds.	2,260
Right to use lease assets, which were capitalized net of amortization are expensed in the governmental funds.	6,486
Right to use subscription assets, which were capitalized net of amortization are expensed in the governmental funds.	(1,092)
Difference between accrual and modified accrual in accounting for compensated absences.	(81,520)
Pension expense pertaining to net pension liability is not reported in the funds.	<u>(504,711)</u>
Net Change in Net Position	<u>\$ (2,660,502)</u>

The accompanying notes are an integral part of this statement.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies**

**A. Financial Reporting Entity**

The Town of Bladensburg (Town) was established in 1854 and incorporated in 1947 under the laws of the State of Maryland. The Town operates under a Mayor-Council form of government consisting of a Mayor and Town Council. The Town provides the following services as authorized by its charter: streets, recreation, public safety, public works and community promotion. The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental and financial reporting principles. The Town implemented accounting and financial reporting requirements of GASB Statements No. 34, Basic Financial Statements and Management’s Discussion and Analysis for States and Local Governments. GASB Statement No. 34 added the following components to the financial statements:

Management’s Discussion and Analysis – A narrative introduction and analytical overview of the government’s financial activities. This analysis is similar to analysis the private sector provides in their annual reports.

Government-Wide Financial Statements – These include financial statements prepared using full accrual accounting for all of the government’s activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. The government-wide statements include the Statement of Net Position and the Statement of Program Activities.

Statement of Net Position – The Statement of Net Position displays the financial position of the Town. All assets, deferred outflows, liabilities and deferred inflows of resources associated with the operation of the Town are included on the Statement of Net Position. The net position of a government is broken into three categories –1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted.

Statement of Program Activities – The Statement of Program Activities reports expenses and revenues in a format that focuses on the cost of each of the government’s functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants.)

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**A. Financial Reporting Entity (continued)**

Budgetary Comparison Schedules – Demonstrating compliance with the adopted budget is an important component of a government’s accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

The financial statements were prepared in accordance with GASB Statement No. 14, The Financial Reporting Entity, which establishes standards for defining and reporting on the financial reporting entity. The definition of the financial reporting entity is based upon the concept that elected officials are accountable to their constituents for their actions. One of the objectives of financial reporting is to provide users of financial statements with the basis for assessing the accountability of the elected officials. The financial reporting entity consists of the Town of Bladensburg. There are no organizations for which the Town is financially accountable and there are no component units of the Town.

**B. Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The reporting model focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary fund. The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Program Activities) report information on all of the non-fiduciary activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges for support. The Town does not have any business-type activities at this time. The Town currently has no fiduciary funds reportable in the government-wide financial statements.

The Statement of Program Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide statements are reported using the economic resources measurement focus, and the accrual basis of accounting. Reimbursements are reported as a reduction to expenses. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when the grantor eligibility requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Town considers revenue to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation debt principal and interest payments which are reported as expenditures in the year due. However, principal and interest on long-term debt, which has not matured, are recognized when paid.

Property taxes, franchise fees, utility taxes, licenses, intergovernmental revenues, and investment income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports unearned revenues on its governmental funds Balance Sheet. Unearned revenues arise from taxes levied in the current year which are for subsequent years' operations. For governmental fund financial statements unearned revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received before the Town has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for unearned revenue is removed from the Balance Sheet and revenue is recognized.

The Town reports the following governmental fund:

The General Fund – This is the Town's primary operating fund and it is major. It is used to account for all financial resources except those required to be accounted for in another fund.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position**

1. Deposits and Investments

Cash and cash equivalents, which are cash and short-term investments with maturities of three months or less, include cash on hand and demand deposit accounts.

2. Prepaid Expenses

Prepaid expenses record payments to vendors that benefit future reporting periods. Prepaid expenses are similarly reported in government-wide and fund financial statements.

3. Capital Assets

Capital assets, which include furniture, buildings, improvements/infrastructure, vehicles and equipment, furniture and equipment, and computer software assets are reported in the governmental column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

- Vehicles and equipment – 3 to 20 years
- Buildings – 25 to 50 years
- Furniture and equipment – 8 years
- Improvements/Infrastructure – 10 to 50 years
- Computer software – 3 to 7 years

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)**

4. Compensated Absences

The annual leave policy of the Town provides for the accumulation of earned vacation leave to full-time employees based upon length of service, with a limit of 360 hours per calendar year. Excess annual leave over a above 360 at the end of the calendar year will be forfeited. Upon termination of employment, an employee shall be paid for annual leave accumulated to the date of termination.

The Town’s sick leave policy provides for the accumulation of 120 hours of sick leave per year for full time employees. Unused sick leave carries over without limits. The Town allows employees upon termination to be paid for 50% of their sick leave to a maximum of \$12,000.

For the Town’s government-wide financial statements, an expenditure and a liability for compensated absences and salary-related payments are recorded as the leave is earned. The Town has assumed a first-in, first-out method of using accumulated compensated time. The portion of that time is estimated to be used in the next fiscal year has been designated as a current liability in the government-wide financial statements.

For the Town’s general fund financial statements, those amounts estimated to be liquidated with expendable available financial resources are reported as an expenditure and a liability of the general fund.

5. Property Taxes

Property taxes for the current year were assessed and collected by Prince George’s County and subsequently remitted to the Town. Property taxes are assessed on July 1<sup>st</sup> and are due and payable one half by September 30<sup>th</sup> and one half by December 31<sup>st</sup>. All unpaid taxes levied July 1<sup>st</sup> become delinquent on October 1<sup>st</sup> ad January 1<sup>st</sup>. The real property tax rate for the Town for fiscal year ended June 30, 2025 was \$.74 per \$100 of assessed value. The corporate and personal property tax rates for the Town for fiscal year June 30, 2025 was \$2.09 per \$100 of assessed value. Procedures for the collection of delinquent taxes by Prince George’s County are provided for in the laws of Maryland. Delinquent taxes are considered fully collectible and therefore no allowance for uncollectible taxes is provided.

Town of Bladensburg, Maryland  
Notes to the Financial Statements  
June 30, 2025

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

6. Leases

The Town recognizes has recorded right to use lease assets as a result of implementing Governmental Accounting Standards Board (GASB) Statement No. 87. The right to use assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right to use assets are amortized on a straight-line basis over the life of the related lease.

Key estimates and judgments related to leases include how the Town determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Town uses an estimated incremental borrowing rate as the discount rate for leases. The Town's estimated incremental borrowing rate is the Federal prime rate plus 2% at the commencement of the lease.

Right to use lease assets are reported in assets and lease liabilities are reported as long-term liabilities on the statement of net position.

7. Subscription Based Information Technology Arrangements (SBITA)

The Town has recorded right of use subscription assets as a result of implementing GASB 96 – *Subscription Based Information Technology Arrangements (SBITA)*. The right of use subscription assets are initially measured at the subscription liability plus payments associated with the SBITA contract made to the SBITA vendor at the commencement of the subscription term plus capitalized initial implementation costs. The right of use subscription assets should be amortized over the shorter of the subscription term or the useful life of the underlying IT assets.

Town of Bladensburg, Maryland  
Notes to the Financial Statements  
June 30, 2025

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

8. Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources on the government-wide financial statements. Net position is classified in the following categories:

*Invested in capital assets, net of related debt* – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

*Restricted net position* – This amount is restricted by creditors, grantors, contributors, laws or regulations of other governments.

*Unrestricted net position* – This amount is the net position that does not meet the definition of “Invested in capital assets, net of related debt” or “restricted net position”.

9. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Accordingly, actual results could differ from those estimates.

10. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. See Note 5 for deferred outflows related to GASB. 68.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. The separate financial

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 1 - Summary of Significant Accounting Policies (continued)**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)**

10. Deferred Outflows/Inflows of Resources (continued)

statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Town considers unearned property taxes and grant revenue collected but not spent to be deferred inflows of resources. See Note 5 for deferred inflows related to GASB No. 68 and Note 6 for deferred inflows related to grant revenue.

**Note 2 – Reconciliation of Government-Wide and Fund Financial Statements**

Explanation of certain differences between the governmental fund balance and the government-wide statement of net position:

The governmental fund balance sheet includes a reconciliation between fund balance – total government funds and net position – governmental activities as reported in the government-wide statement of net position.

**Note 3 – Detailed Notes on All Funds**

A. Deposits and Investments

Deposits

State statutes require all deposits be insured by the Federal Depository Insurance Corporation (FDIC) or fully collateralized.

Town administration is authorized to invest in those instruments authorized by Maryland Statutes.

At June 30, 2025, the carrying amount of the Town’s deposits was \$396,611 and the bank balances totaled \$428,961. Of the bank balances, the entire amount was either insured by Federal Depository Insurance Corporation (FDIC), or balances exceeding FDIC limits are collateralized at local banks.

Town of Bladensburg, Maryland  
Notes to the Financial Statements  
June 30, 2025

Note 3 – Detailed Notes on All Funds (continued)

A. Deposits and Investments (continued)

Investments – Maryland Local Government Investment Pool

The Town’s investments are categorized to give an indication of the level of custodial credit risk assumed by the Town at year-end. Category 1 includes investments that are insured or registered or where securities are held by the Town or its agent, in the Town’s name. Category 2 includes uninsured and unregistered investments for which the counterparty’s trust department or agent in the Town’s name holds the securities. Category 3 includes uninsured and unregistered investments where the securities are held by the financial institution’s trust department or agent, but not in the Town’s name. The Town holds no such investment at this time. The investments the Town holds are investments in the Maryland Local Government’s Investment Pool.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significantly unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2025:

MLGIP mutual funds of \$3,521,693 are valued using quoted market prices (Level 1 inputs).

B. Receivables

Receivables as of June 30, 2025 for the Town’s individual major governmental funds, in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

Receivables:	
Property taxes	\$ 276,272
Other receivables	71,396
Gross receivables	347,668
Less: allowance or uncollectible	-
Total receivables - Net	<u>\$ 347,668</u>

Governmental funds report unearned revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

C. Right to Use Assets

Lease Assets

The Town has recorded right to use lease assets for leased equipment. The related leases are discussed in the commitments subsection of this note. The right to use lease assets are being amortized on a straight line basis over the terms of the related leases.

Right to use activity for the fiscal year ending June 30, 2025 was as follows:

	<b><u>Beginning</u></b>	<b><u>Increases</u></b>	<b><u>Decreases</u></b>	<b><u>Ending</u></b>
	<b><u>Balance</u></b>			<b><u>Balance</u></b>
Right to Use Assets				
Tasers	\$ 136,745	\$ -	\$ -	\$ 136,745
Body camera	101,859	-	-	101,859
Vehicle camera	-	188,500	-	188,500
Equipment	56,084	-	-	56,084
Total Right to Use Assets	<u>294,688</u>	<u>188,500</u>	<u>-</u>	<u>483,188</u>
Less accumulated amortization for:				
Tasers	91,163	30,388	-	121,551
Vehicle camera	-	28,074	-	28,074
Body camera	35,651	20,372	-	56,023
Equipment	12,018	12,018	-	24,036
Total Accumulated Amortization	<u>138,832</u>	<u>90,852</u>	<u>-</u>	<u>229,684</u>
Right to Use Assets, Net	<u>\$ 155,856</u>	<u>\$ 97,648</u>	<u>\$ -</u>	<u>\$ 253,504</u>

Subscription Assets

The Town has entered into a subscription based information technology arrangement (SBITA) involving body camera software. The total cost of the Town’s subscription asset recorded is \$120,964 less accumulated amortization of \$66,530.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

C. Right to Use Assets (continued)

Future subscription payments under the SBITA agreement are as follows:

<u>Fiscal Year</u>	<u>Subscriptions</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 24,085	\$ 2,096	\$ 26,181
2027	25,111	1,070	26,181
2028	-	-	-
2029	-	-	-
2030	-	-	-
Total	<u>\$ 49,196</u>	<u>\$ 3,166</u>	<u>\$ 52,362</u>

D. Due from Other Governments

Due from other governments represent accrued revenue at June 30, 2025 consisting of the following:

Governmental Activities:

Primary Government	
General Fund:	
State	\$ 231,101
County	<u>92,227</u>
Total Primary Government	<u>\$ 323,328</u>

Governmental Funds:

Primary Government	
General Fund:	
State	\$ 548,194
County	<u>92,227</u>
Total Primary Government	<u>\$ 640,421</u>

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

E. Capital Assets

Capital asset activity for the year ended June 30, 2025 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities				
Capital assets, not being depreciated				
Land	\$ 17,448	\$ -	\$ -	\$ 17,448
Total capital assets, not being depreciated				
Capital assets being depreciated				
Buildings	1,602,422	71,383	-	1,673,805
Equipment	4,733,345	267,204	(287,898)	4,712,651
Improvements	842,007	-	(131,583)	710,424
Total capital assets being depreciated	<u>7,177,774</u>	<u>338,587</u>	<u>(419,481)</u>	<u>7,096,880</u>
Total capital assets	7,195,222	338,587	(419,481)	7,114,328
Less accumulated depreciation for:				
Buildings	1,019,898	41,463	-	1,061,361
Equipment	2,539,562	448,531	(202,476)	2,785,617
Improvements	426,203	35,110	(130,259)	331,054
Total accumulated depreciation	<u>3,985,663</u>	<u>525,104</u>	<u>(332,735)</u>	<u>4,178,032</u>
Net capital assets	<u>\$ 3,209,559</u>	<u>\$ (186,517)</u>	<u>\$ (86,746)</u>	<u>\$ 2,936,296</u>

Depreciation was charged to functions as follows:

Governmental activities	
General government	\$ 14,535
Public safety	369,109
Public works	<u>141,460</u>
Total governmental activities depreciation expense	<u>\$ 525,104</u>

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

F. Leases

The Town entered into agreements to lease certain equipment. The lease agreements qualify as other than short-term leases under GASB 87 and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of their inception.

The first agreement was executed on January 1, 2021, to lease police equipment and requires 5 annual payments, the first payment is \$7,688 followed by 4 annual payments of \$17,300. The initial lease liability was recorded in the amount of \$62,422. This lease expired in fiscal year 2025 and was not renewed.

The second agreement was executed on September 15, 2022, to lease certain police equipment and requires five annual payments of \$22,075. The initial lease liability was recorded in the amount of \$101,859. As of June 30, 2025, the value of the lease liability is \$41,437. The lease liability was measured at a discount rate of 4.25%, which is the prime rate plus 2% at lease inception. The right to use asset is discussed in more detail in the right to use assets section C of this note.

The third agreement was executed on March 1, 2023 for a copier and requires monthly payments of \$1,101. The initial lease liability was recorded in the amount of \$56,084. As of June 30, 2025, the value of the lease liability is \$33,265. The lease liability was measured at a discount rate of 4.19%. As a result of the lease, the Town has recorded a right to use asset with a net book value of \$32,048 on June 30, 2025. The right to use asset is discussed in more detail in the right to use assets section C of this note.

The fourth agreement was executed on November 1, 2024 for police vehicle cameras and requires annual payments of \$49,938. The initial lease liability was recorded in the amount of \$188,500. As of June 30, 2025, the value of the lease liability is \$138,562. The lease liability was measured at a discount rate of 4.11%. As a result of the lease, the Town has recorded a right to use asset with a net book value of \$160,425 on June 30, 2025. The right to use asset is discussed in more detail in the right to use assets section C of this note.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

F. Leases (continued)

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2025 are as follows:

<b>Year Ending</b>	<b>Principal</b>	<b>Interest</b>	
<b>June 30</b>	<b>Payments</b>	<b>Payments</b>	<b>Total</b>
2026	\$ 76,948	\$ 8,271	\$ 85,219
2027	79,717	5,501	85,218
2028	56,598	2,144	58,742
2029	-	-	-
2030	-	-	-
<b>Total</b>	<b>\$ 213,263</b>	<b>\$ 15,916</b>	<b>\$ 229,179</b>

The following summarizes the changes in long-term liabilities for the year ended June 30, 2025.

	<b>Balance</b>	<b>Increase /</b>	<b>Balance</b>	<b>Due within</b>
	<b>June 30, 2024</b>	<b>(Decrease)</b>	<b>June 30, 2025</b>	<b>one year</b>
Lease liabilities	\$ 122,103	\$ 91,160	\$ 213,263	\$ 76,949
Subscription liabilities	72,297	(23,101)	49,196	24,085
Pension liability	2,892,736	1,378,363	4,271,099	-
Accrued compensated absences	915,850	93,686	1,009,536	779,545
<b>Total</b>	<b>\$ 4,002,986</b>	<b>\$ 1,540,108</b>	<b>\$ 5,543,094</b>	<b>\$ 880,579</b>

G. Fund Balance

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

Nonspendable fund balance – such as fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable and property held for resale.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

G. Fund Balance (continued)

Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation.

Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council of the Town of Bladensburg.

Assigned fund balance – includes amounts to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance – is the residual classification for the government’s general fund and includes all spendable amounts not contained in the other classifications.

Fund balances for the Town’s governmental funds consisted of the following as of June 30, 2025:

Nonspendable Fund Balance

As of June 30, 2025, the Town has \$120,400 of prepaid expenses included in non-spendable fund balance.

Restricted Fund Balance

At June 30, 2025, this balance represents unspent highway user revenues in the amount of \$423,370.

Committed Fund Balance

The Town Council has established a reserve fund in the amount of \$750,000 (emergency fund).

Unassigned Fund Balance

All remaining fund balance in the general fund is unassigned. At June 30, 2025, this amount was \$2,071,554.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 3 – Detailed Notes on All Funds (continued)**

G. Fund Balance (continued)

Order of Fund Balance Spending Policy

The Town’s policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First non-spendable fund balance is determined. Then restricted fund balances for specific purposes are determined, followed by committed fund balance and assigned fund balance. Unassigned fund balance cannot fall to a negative balance.

**Note 4 – Commitment and Contingencies**

A. Risk Management

The Town is exposed to various risks of loss related to torts, theft of or damage to and destruction of assets, errors and omissions, and natural disasters. The Town’s general liability risks are financed through participation in the Local Government Insurance Trust which is a self-insurance pool.

This is a total risk and cost sharing pool for all participants. In the event that the Trust’s General Fund falls into a deficit that cannot be satisfied by transfers from the Trust’s capital and surplus accounts, the Trustees shall determine a method to fund the deficit. The Trust agreement empowers the Trustees to assess an additional premium to each deficit-year participant. Debt issues could also be used to fund a deficit.

Premiums are charged to the Town’s General Fund, with no provisions made for claim liability in addition to premiums, unless an assessment is made by the Trust. There have been no assessments during the year ended June 30, 2025. The Town paid annual premiums of approximately \$156,441. The amount of settlements have not exceeded coverage for each of the past three years.

B. Contingent Liabilities

Grants

The Town receives financial assistance from federal, state and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any unallowed disbursements resulting from such audits could become a liability of the Town. In the opinion of Town management, no material refunds will be required as a result of unallowed disbursements (if any), by the grantor agencies.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 5 – Retirement Plans**

Cost Sharing Multi-Employer Defined Benefit Plan

The Town previously adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB No. 68) which requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability and to more comprehensively and comparably measure the annual costs of pension benefits.

The Town has also previously adopted GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB No. 68*. GASB No. 71 requires that contributions to the pension plan subsequent to the measurement date be recognized as a deferred outflow of resources. The Town's fiscal year 2025 contribution of \$485,156 is therefore recognized as a pension-related deferred outflow of resources.

*Plan description* – On July 1, 2007, the Town entered into the State of Maryland Retirement and Pension System (System). The System was established by the State Personnel and Pensions Article of Annotated Code of Maryland. Responsibility for the System's administration and operation is vested in a 15 member Board of Trustees. The System provides retirement benefits to employees of participating governmental units. Pension benefits are calculated using both the highest three consecutive years' average final compensation (AFC) and the actual number of years of accumulated creditable service. In addition, the pension benefits attributable to service are subject to cost of living adjustments (COLA) that is based on the increase in the Consumer Price Index (CPI) and capped at 2.5% or 1% based on whether the market value investment return for the preceding calendar year was higher or lower than the investment return assumption used in the calculation. There is no indication that the plan is closed to new entrants. This system is handled by the Maryland State Retirement and Pension System, an agent that acts as a common investment and administrative agent for political subdivisions in the State of Maryland, and is, therefore, not reflected as a Town pension trust fund.

Under the terms of the Pension System, a member may retire after 30 years of service regardless of age, at age 65 with two years of service, at age 64 with three years of service, at age 63 with four years of service or at age 62 with at least five years of service. An employee may also take early retirement with reduced benefits at age 55 with 15 years of service.

A member is eligible for vesting after 5 years of service; however, the contribution must be left in the Pension System in order for benefits at age 62. Benefits under the Pension System are established under Titles 22 and 23, respectively, of the State Personnel and Pensions Article of the Annotated Code of Maryland.

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 5 – Retirement Plans (continued)**

Cost Sharing Multi-Employer Defined Benefit Plan (continued)

There are currently 52 active Town employees, 14 inactive Town employees and 16 retired Town employees in the System. Actual System contributions billed to the Town are used as a basis for determining each employer’s proportionate share of the collective pension amounts reported in the Schedule of Employer Allocations. The contribution rate for the year ended June 30, 2025 was 11.97%.

The Maryland Pension System issues an annual comprehensive financial report. The report can be obtained from the agency’s offices.

State Retirement and Pension System of Maryland  
120 E. Baltimore Street, Suite 1660  
Baltimore, Maryland 21202-1600

*Net Pension Liability* – the pension liability is determined using the individual entry age normal cost method. Under this method, actuarial present value of all future plan benefits that are expected to be paid to each active, terminated vested, and retired participant as of the measurement date is computed. For each active participant this is broken down between the portion that remains to be funded by future entry age normal costs based on a percentage of such participants expected future compensation, and the portion that is attributable to prior service. The latter is referred to as the entry age accrued liability.

*Discount rate* – a single discount rate of 6.80% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 6.80%. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on these assumptions, the System’s net position was projected to be available to make all projected future benefit payments of current plan members.

Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Town of Bladensburg, Maryland  
Notes to the Financial Statements  
June 30, 2025

Note 5 – Retirement Plans (continued)

Cost Sharing Multi-Employer Defined Benefit Plan (continued)

The net pension liability if the discount rate changes plus 1% or minus 1% from the discount rate used in the current projection is as follows:

	<b>1% Decrease (5.80%)</b>	<b>Discount Rate (6.80%)</b>	<b>1% Increase (7.80%)</b>
Town's net pension liability	<u>\$ 6,207,379</u>	<u>\$ 4,271,099</u>	<u>\$ 2,657,072</u>

*Other information* – the measurement period is July 1<sup>st</sup> through June 30<sup>th</sup>. The valuation date is June 30, 2024 as this was the latest period available. There are no changes to the benefit terms.

*Key Actuarial Assumptions* – The rate of return on investments is 6.80%. The inflation assumption was 2.5% for general and 3% for wage. Salary increases from 3% to 22.5%, including inflation. Various versions of the PB-2010 mortality tables with projected generational mortality improvements based on the MP-2021 fully generational mortality improvement scale were used. The amortization method is the level percentage of payroll, closed.

The Town’s annual required contribution was \$485,156 for the year ended June 30, 2025, which is the same as the annual pension cost. The contributions made for fiscal year ending June 30, 2025 was \$485,156.

*Deferred inflows and outflows* – With the implementation of GASB Statement 68, deferred inflows and outflows are reported on the Statement of Net Position. The deferred inflows consist of changes in pension investment activity in the amount of \$310,809, for the year ended June 30, 2025, and will be amortized to income over the next 5 years. The Town’s deferred outflows include changes in pension assumptions of \$2,123,921, for 2025 and will be amortized to expense over the next 5 years. The 2025 pension contribution was \$485,156. The pension contribution will reduce the net pension liability in the next fiscal year, and the changes in pension assumptions will be amortized over 23 years beginning July 1, 2015.

Money Purchase Plan

The Town established a 401A money purchase retirement plan to benefit employees by providing funds for retirement. All full time employees hired were required to contribute to the plan. In 2007, when the Town entered into the State of Maryland Retirement and Pension System, contributions to the 401A money purchase plan were no longer made. The 401A money purchase plan has a forfeiture amount of approximately \$116,000 which can be used to fund future contributions.

Town of Bladensburg, Maryland  
Notes to the Financial Statements  
June 30, 2025

Note 5 – Retirement Plans (continued)

457 Deferred Compensation Plan

The Town established a Governmental 457 deferred compensation plan available to all Town employees, which was established in accordance with Internal Revenue Code Section 457. This plan allows pretax deferrals from employees up to the maximum set by IRS regulations. Employees are fully vested in the pretax deferrals made to this plan.

Note 6 – Deferred Inflows

The American Rescue Plan Act (ARPA) was signed into Federal law in March of 2021, and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. This program provides financial support to State and Local governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses. These funds may be used to cover eligible program costs incurred during the period beginning on March 3, 2021 and ending on December 31, 2024, as long as the award funds incurred by December 31, 2024 are expended by December 31, 2026. Any funds not obligated or expended for eligible uses during this period must be returned to the U.S. Treasury.

The Town applied for and was awarded SLFRF funding passed through the State of Maryland in the amount of \$4,933,972 of which \$2,466,986 was received in August of 2021. On August 5, 2022, the Town received its second payment in the amount of \$2,466,986. Revenue recognition of these funds will be deferred until the related eligible expenditures are incurred.

Eligible expenditures incurred during the fiscal year was \$235,166. The remaining \$500,000 has been included in deferred inflows at June 30, 2025.

Deferred inflows consist of the following on the Statement of Net Position as of June 30, 2025:

Grant funds received but not yet spent	\$ 578,250
Business licenses	71,892
Actuarial assumptions and investment return on the State retirement plan	<u>310,809</u>
Total Deferred inflows	<u>\$ 960,951</u>

Deferred inflows consist of the following on the Balance Sheet – Governmental Funds as of June 30, 2025:

Grant funds received but not yet spent	\$ 578,250
Business licenses	71,892
Property taxes	<u>98,354</u>
Total Deferred inflows	<u>\$ 748,496</u>

**Town of Bladensburg, Maryland**  
**Notes to the Financial Statements**  
**June 30, 2025**

**Note 7 – Restatement – Correction of an Error**

During the fiscal year 2025 audit, an error in receivables was identified. An unbilled grant receivable of \$52,924 was improperly included in the general fund accounts receivable and revenue in fiscal year 2024. As a result, the Town recorded an adjustment to decrease assets and to decrease opening fund balance as follows:

General Fund:

Opening fund balance, as originally reported	\$ 5,491,079
Change for error correction	<u>(52,924)</u>
Opening fund balance, as restated	<u>\$ 5,438,155</u>

**Note 8 – Subsequent Events**

Management has evaluated subsequent events through February xx, 2026, the date that the financial statements were available to be issued. There were no significant events to report.

DRAFT

**REQUIRED SUPPLEMENTARY INFORMATION**

DRAFT

**Town of Bladensburg, Maryland  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
<b>Revenues</b>				
<b>Property Taxes</b>				
Real estate tax	\$ 4,440,810	\$ 4,560,000	\$ 4,573,744	\$ 13,744
Personal property tax	1,075,000	1,125,000	956,604	(168,396)
<b>State Shared</b>				
Income tax	650,000	650,000	697,342	47,342
Admissions and amusement tax	20,000	20,000	2,226	(17,774)
<b>Total Taxes</b>	<u>6,185,810</u>	<u>6,355,000</u>	<u>6,229,916</u>	<u>(125,084)</u>
<b>Licenses and Permits</b>				
County traders license	15,000	15,000	11,692	(3,308)
Local business license	80,000	80,000	61,781	(18,219)
<b>Total Licenses and Permits</b>	<u>95,000</u>	<u>95,000</u>	<u>73,473</u>	<u>(21,527)</u>
<b>Intergovernmental - state</b>				
Highway user revenue	327,766	327,766	299,493	(28,273)
Bond bill	1,200,000	1,200,000	-	(1,200,000)
State grant for police	300,000	300,000	374,566	74,566
<b>Total Intergovernmental - State</b>	<u>1,827,766</u>	<u>1,827,766</u>	<u>674,059</u>	<u>(1,153,707)</u>
<b>Intergovernmental - county</b>				
County disposal fee rebate	22,484	22,484	22,486	2
Financial - bank stock tax	2,372	2,372	2,372	-
<b>Total Intergovernmental - County</b>	<u>24,856</u>	<u>24,856</u>	<u>24,858</u>	<u>2</u>
<b>Total Intergovernmental</b>	<u>1,852,622</u>	<u>1,852,622</u>	<u>698,917</u>	<u>(1,153,705)</u>
<b>Grant Revenues</b>				
American Rescue Plan Act revenue	250,000	78,491	235,166	156,675
Federal earmark	1,000,000	1,000,000	-	(1,000,000)
CDBG construction grant	-	167,000	313,660	146,660
Other grants	10,000	172,500	19,600	(152,900)
Community legacy	100,000	150,000	150,000	-
<b>Total Grant Revenues</b>	<u>\$ 1,360,000</u>	<u>\$ 1,567,991</u>	<u>\$ 718,426</u>	<u>\$ (849,565)</u>

**Continued**

**Town of Bladensburg, Maryland  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2025**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
<b>Service Charges</b>				
Local fines	\$ 40,000	\$ 40,000	\$ 66,282	\$ 26,282
Copier fees	3,000	3,000	920	(2,080)
Automated traffic enforcement	1,500,000	1,500,000	716,171	(783,829)
Red light camera	537,000	537,000	-	(537,000)
Fingerprinting	1,000	1,000	60	(940)
<b>Total Service Charges</b>	<u>2,081,000</u>	<u>2,081,000</u>	<u>783,433</u>	<u>(1,297,567)</u>
<b>Franchise Fees</b>				
Cable franchise fees	120,000	120,000	105,121	(14,879)
<b>Total Franchise Fees</b>	<u>120,000</u>	<u>120,000</u>	<u>105,121</u>	<u>(14,879)</u>
<b>Other Revenues</b>				
Interest	250,000	250,000	285,211	35,211
Miscellaneous revenues	2,000	2,000	23,897	21,897
Insurance reimbursement	50,000	50,000	-	(50,000)
Vehicle deployment	7,000	7,000	12,900	5,900
Property rental	42,000	42,000	41,250	(750)
<b>Total Other Revenues</b>	<u>351,000</u>	<u>351,000</u>	<u>363,258</u>	<u>12,258</u>
<b>Total Revenues</b>	<u>\$ 12,045,432</u>	<u>\$ 12,422,613</u>	<u>\$ 8,972,544</u>	<u>\$ (3,450,069)</u>

Continued

**Town of Bladensburg, Maryland  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2025**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
<b>General Government</b>				
<b>Mayor, Council and Town Clerk</b>				
Compensation	\$ 464,374	\$ 464,374	\$ 483,758	\$ (19,384)
General administration	263,402	263,402	287,955	(24,553)
Capital outlay	-	-	18,056	(18,056)
<b>Total Mayor, Council and Town Clerk</b>	<u>727,776</u>	<u>727,776</u>	<u>789,769</u>	<u>(61,993)</u>
<b>Town Administration</b>				
Compensation	210,943	210,943	214,508	(3,565)
General administration	245,000	275,000	313,773	(38,773)
<b>Total Town Administration</b>	<u>455,943</u>	<u>485,943</u>	<u>528,281</u>	<u>(42,338)</u>
<b>Finance</b>				
Compensation	294,295	294,295	300,914	(6,619)
General administration	56,000	56,000	67,762	(11,762)
<b>Total Finance</b>	<u>350,295</u>	<u>350,295</u>	<u>368,676</u>	<u>(18,381)</u>
<b>Total General Government</b>	<u>1,534,014</u>	<u>1,564,014</u>	<u>1,686,726</u>	<u>(122,712)</u>
<b>Public Safety</b>				
<b>Police Department</b>				
Compensation	5,847,204	5,847,204	5,661,411	185,793
General administration	1,161,000	1,223,500	1,104,108	119,392
Capital outlay	300,000	150,594	382,967	(232,373)
<b>Total Police Department</b>	<u>7,308,204</u>	<u>7,221,298</u>	<u>7,148,486</u>	<u>72,812</u>
<b>Total Public Safety</b>	<u>\$ 7,308,204</u>	<u>\$ 7,221,298</u>	<u>\$ 7,148,486</u>	<u>\$ 72,812</u>

Continued

**Town of Bladensburg, Maryland  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2025**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>(Negative)</u>
<b>Public Works</b>				
Compensation	\$ 624,518	\$ 624,518	\$ 671,405	\$ (46,887)
General administration	530,000	536,000	685,185	(149,185)
Capital outlay	150,000	150,000	475,586	(325,586)
<b>Total Public Works</b>	<u>1,304,518</u>	<u>1,310,518</u>	<u>1,832,176</u>	<u>(521,658)</u>
<b>American Rescue Plan Act (ARPA)</b>				
Program expenses	250,000	67,491	68,477	(986)
Capital outlay	-	160,406	166,689	(6,283)
<b>Total American Rescue Plan Act</b>	<u>250,000</u>	<u>227,897</u>	<u>235,166</u>	<u>(7,269)</u>
<b>Debt Service</b>				
Interest		-	17,299	(17,299)
Principal	47,000	47,000	-	47,000
<b>Total Debt Service</b>	<u>47,000</u>	<u>47,000</u>	<u>17,299</u>	<u>29,701</u>
<b>Grants - Restricted</b>	<u>110,000</u>	<u>327,000</u>	<u>531,029</u>	<u>(204,029)</u>
<b>Capital Projects - Federal/State funds</b>	<u>2,200,000</u>	<u>2,300,000</u>	<u>-</u>	<u>2,300,000</u>
<b>Total Expenditures</b>	<u>\$ 12,753,736</u>	<u>\$ 12,997,727</u>	<u>\$ 11,450,882</u>	<u>\$ 1,546,845</u>

The accompanying notes are an integral part of this schedule.

**Exhibit B-2**

**Town of Bladensburg, Maryland**  
**Notes to Required Supplementary Information**  
**June 30, 2025**

**Note 1 – Summary of Significant Budget Policies**

The Town Council annually adopts a budget for the General Fund of the primary government. All appropriations are legally controlled at the departmental level for the General Fund. On June 10, 2024 the Town Council approved the original adopted budget for the fiscal year ended June 30, 2025. On July 14, 2025, the Town Council approved the revised budget reflected in the financial statements for fiscal year ended June 30, 2025.

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.

**Note 2 – Material Violations**

There were no material violations of the annual appropriated budgets for the General Fund for the fiscal year ended June 30, 2025. In addition, there were no excesses of budgetary expenditures for the period.

**TOWN OF BLADENSBURG, MARYLAND**  
**Schedule of Proportionate Share of the Net**  
**Pension Liability and Related Ratios**  
**For the Years Ended June 30,**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Town's portion of the net pension liability	0.0162%	0.0126%	0.0123%	0.0112%	0.0112%	0.0097%	0.0090%	0.0086%	0.0090%	0.0093%
Town's proportionate share of the net pension liability	\$ 4,271,099	\$ 2,892,736	\$ 2,463,599	\$ 1,701,734	\$ 2,537,553	\$ 2,008,956	\$ 1,882,379	\$ 1,860,574	\$ 2,123,363	\$ 1,940,687
Town's covered-employee payroll	\$ 4,645,978	\$ 4,429,393	\$ 3,842,323	\$ 3,087,871	\$ 2,571,758	\$ 2,324,182	\$ 2,579,516	\$ 2,222,369	\$ 2,089,953	\$ 2,143,542
Town's proportionate share of the net pension liability as a percentage of its covered-employee payroll	91.93%	65.31%	64.12%	55.11%	98.67%	86.44%	72.97%	83.72%	101.60%	90.54%
Plan fiduciary net position as a percentage of the total pension liability	72.08%	73.81%	76.27%	81.84%	70.72%	72.34%	71.18%	69.38%	65.79%	68.78%

The accompanying notes are an integral part of this schedule.

**TOWN OF BLADENSBURG, MARYLAND**  
**Required Supplementary Information**  
**Schedule of Required Contributions**  
**For the Years Ended June 30,**

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contribution	\$ 485,156	\$ 425,141	\$ 306,342	\$ 281,014	\$ 249,949	\$ 240,723	\$ 206,712	\$ 187,712	\$ 181,209	\$ 181,553
Contribution in relation to the contractually required contribution	<u>(485,156)</u>	<u>(425,141)</u>	<u>(306,342)</u>	<u>(281,014)</u>	<u>(249,949)</u>	<u>(240,723)</u>	<u>(206,712)</u>	<u>(187,712)</u>	<u>(181,209)</u>	<u>(181,553)</u>
Contribution deficiency (excess)	<u>\$ -</u>									
Town's covered-employee payroll	\$ 4,645,978	\$ 4,429,393	\$ 3,842,323	\$ 3,087,871	\$ 2,571,758	\$ 2,324,182	\$ 2,579,516	\$ 2,222,369	\$ 2,089,953	\$ 2,143,542
Contribution as a percentage of covered employee payroll	10.44%	9.60%	7.97%	9.10%	9.72%	10.36%	8.01%	8.45%	8.67%	8.47%

The accompanying notes are an integral part of this schedule.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Mayor and Council of the  
Town of Bladensburg, Maryland

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Town of Bladensburg, Maryland, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements and have issued our report thereon dated February xx, 2026.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Bladensburg, Maryland’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Bladensburg, Maryland’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Bladensburg, Maryland’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about Town of Bladensburg, Maryland’s financial statements are free from material misstatement, we performed tests of its compliance with certain

provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*LSWG, P.A.*

Rockville, Maryland

February xx, 2026

DRAFT



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Treasurer
---------------------------------------	--

**Item Title:** Information Memo | FY 2027 Budget Update and Council Budget Review| March 2026

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b> PowerPoint
---	--

**Recommended Action:**

This is a report for the Council and residents on the Town Budget update for March 9, 2026

**Item Summary:** This item is intended to provide the Town Council with additional context regarding the evolving FY 2026 budget and to preview key considerations as staff begins planning for FY 2027.

The council will receive the Introduction to the Budget, with presentations on the revenues and initial dive into all departments, providing an overview of each department’s budget requests for the upcoming fiscal year and an update from the March 2 2026 council session.

As part of this update, the focus will be on the Town Council and Event Budget along with a discussion of the overall taxing framework and introductory matters. Key points for Council consideration include:

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

A draft FY 2027 budget document presentation and a new format have been provided with this meeting packet. From March through May, staff will hold a series of budget work sessions with the Council to receive direction, incorporate feedback, and make refinements. Adoption of the budget ordinance is anticipated in May or June, depending on progress through the process.

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

**Considerations and Areas of Focus**

- **Employee Compensation:** No cost-of-living adjustment (COLA) or merit increases were implemented in FY 2026, this strategy helped to stabilize our budget at the cost of our employees. At Council’s direction, staff is evaluating whether, based on mid-year FY 2026 results, a partial restoration, one-time compensation, or other adjustment may be feasible. .
- **Capital and Fleet Needs:** Ongoing capital items, including vehicle replacements and capital improvements, have been addressed in part in FY 2026, but this will be an ongoing issue for FY 2027 and beyond. We are making adjustments to the overall FY 2027 to show that these changes are being considered for Council approval.

- **Staffing and Technology:** As part of the FY2027 budget, we are still suggesting that Council continue to keep some positions vacant in order to achieve some cost savings. This is a tough decision given that we are already a small team. In FY 2026, we also implemented changes that enabled us to automate certain functions.

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

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

## Town of Bladensburg FY27 Draft Budget

	FY25 Budget		FY26 Budget		FY27 Budget		% of Total	Inc. over FY26
<b>REVENUES</b>								
Real Estate Taxes	4,560,000	35%	5,034,415	41%	5,250,487	51%	4%	
Business Personal Property Taxes	1,125,000	9%	1,340,000	11%	1,425,000	14%	6%	
Income Tax and Other Taxes	650,000	5%	650,000	5%	700,000	7%	8%	
Other Local Taxes	20,000	0%	20,000	0%	5,000	0%	-75%	
Licenses and Permits	215,000	2%	205,000	2%	210,000	2%	2%	
Federal Funding	1,078,491	8%	1,500,000	12%	-	0%	-100%	
State Funding	1,827,766	14%	1,853,146	15%	754,000	7%	-59%	
County Funding	24,856	0%	24,856	0%	24,857	0%	0%	
Service Charges	2,081,000	16%	1,141,545	9%	1,653,000	16%	45%	
Other Revenues	351,000	3%	372,200	3%	275,000	3%	-26%	
Grants	489,500	4%	237,750	2%	-	0%	-100%	
Transfer from Speed Camera Fund Bal.		0%						
Transfer from Fund Balance	575,114	4%	-	-	-	0%		
<b>TOTAL REVENUES</b>	<b>12,997,727</b>	<b>100%</b>	<b>12,378,912</b>	<b>100%</b>	<b>10,297,344</b>	<b>83%</b>	<b>-17%</b>	
<b>EXPENDITURES BY DEPARTMENT</b>								
Mayor and Council	323,510	2%	333,788	3%	362,536	3%	9%	
Town Administrator	485,943	4%	484,975	4%	534,140	5%	10%	
Clerk	404,266	3%	438,022	4%	378,081	4%	-14%	
Finance	397,295	3%	379,597	3%	408,058	4%	7%	
Subtotal Administration	1,611,014	12%	1,636,382	13%	1,682,815	16%	3%	
Public Safety / Traffic Enforcement	7,359,704	57%	6,480,027	52%	7,384,131	69%	14%	
Public Works	1,310,518	10%	1,373,753	11%	1,647,680	15%	20%	
ARPA Projects	78,491	1%	500,000	4%	-	0%	-100%	
Grants - Restricted	327,000	3%	188,750	2%	-	0%		
Capital Projects - Federal/State Funds	2,311,000	18%	2,200,000	18%	-	0%	-100%	
<b>TOTAL EXPENDITURES</b>	<b>12,997,727</b>	<b>100%</b>	<b>12,378,912</b>	<b>100%</b>	<b>10,714,626</b>	<b>100%</b>	<b>-13%</b>	
<b>Surplus/(Deficit)</b>	<b>-</b>		<b>-</b>		<b>(417,282)</b>	<b>-4%</b>		

**Town of Bladensburg  
FY27 Draft Budgeted Revenues**

	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>	% inc.	Notes to Line Items
4000 · Property Taxes					
4020 · Real Estate Taxes	4,560,000	5,034,415	5,250,487	4%	Residential @ \$.0074, Commercial @ \$.0082, Apartments @ \$.0085
4040 · Business Personal Property Tax	795,000	950,000	1,000,000	5%	Assessed business personal property of \$38M x \$.0250 tax rate not inc. below
4060 · Personal Property Tax - Other	330,000	390,000	425,000	9%	Utility and Rail Road personal property assessments of \$12M x \$.0325
Total 4000 · Property Taxes	5,685,000	6,374,415	6,675,487	5%	
4100 · Income Tax	650,000	650,000	700,000	8%	Income Tax collected by the State and remitted to the Town
4200 · Other Local Taxes					
4220 · Admissions and Amusement Tax	20,000	20,000	5,000	-75%	Tax collected by the State and remitted to the Town for rentals, cover charges,
Total 4200 · Other Local Taxes	670,000	670,000	705,000	5%	and coin operated machines
4300 · Licenses and Permits					
4310 · Local Business Licenses	80,000	110,000	115,000	5%	Business license and apartment rental license fees
4320 · County Traders License	15,000	15,000	5,000	-67%	Share of County business licenses remitted to Town
4370 · Cable Franchise Fees	120,000	80,000	90,000	13%	Fees based on subscribership of Comcast and Verizon
Total 4300 · Licenses and Permits	215,000	205,000	210,000	2%	
4400 · Federal Funding (ARPA)	78,491	500,000	-	-100%	ARPA funding Community Initiatives
4410 · Federal Earmark	1,000,000	1,000,000	-	-100%	Senator Ben Cardin Earmark of \$1M, no use yet
Total 4400 · Federal Funding	1,078,491	1,500,000	-		
4500 · State Funding					
4510 · Highway User Revenues	327,766	327,766	324,000	-1%	State allocation for roads maintenance
4520 · Police Aid	300,000	325,380	330,000	1%	Annual grant from Governor's Office for Crime Control and Prevention
4540 · Police Grants			100,000		Overtime grants, COPS funding of 1/3 of two positions
4550 · State Bond Bill	1,200,000	1,200,000	-		State Bond Bill for Bostwick
Total 4500 · State Funding	1,827,766	1,853,146	754,000	-59%	
4600 · County Funding					
4620 · County Disposal Fee Rebate	22,484	22,484	22,485	0%	Rebate for using County dumps
4640 · Bank Stock	2,372	2,372	2,372	0%	Fixed amount received annually since 1960's in lieu of not taxing bank shares
Total 4600 · County Funding	24,856	24,856	24,857	0%	
4700 · Service Charges					
4720 · Local Fines/Fees	40,000	40,000	50,000	25%	Public Safety, Code, parking violations, and impound fees
4730 · Copier Fees	3,000	3,000	2,000	-33%	Fees collected for Police Reports and Public Information Act requests
4740 · Fingerprinting	1,000	1,000	1,000	0%	Service offered through Maryland's Criminal Justice Information Service
4780 · Red Light Enforcement	537,000	-	800,000		Fines generated for red light enforcement
4770 · Automated Traffic / Stop Signs	1,500,000	1,097,545	800,000	-27%	Fines generated for automated speed and stop sign enforcement
Total 4700 · Service Charges	2,081,000	1,141,545	1,653,000	45%	
4800 · Other Revenues					
4810 · Insurance Reimbursement	50,000	50,000	20,000	-60%	Annual rebate from health insurance and reimbursed costs for insured losses
4820 · Bus Shelter Advertising	-	-	1,000		Revenues remitted to us for advertising contracts on bus shelters
4830 · Property Rental	42,000	42,000	45,000	7%	Rental of Mango Café
4840 · Vehicle Deployment	7,000	28,200	24,000	-15%	Payroll deduction for Public Safety take home vehicles
4870 · Misc. Revenues	2,000	2,000	5,000	150%	Misc. receipts which do not fall in any above revenue accounts
4880 · Interest Earned	250,000	250,000	180,000	-28%	Interest earned through MD Local Government Investment Pooled accounts
Total 4800 · Other Revenues	351,000	372,200	275,000	-26%	
4900 · Restricted Revenues					
4950 · Community Legacy	150,000	-	-		Street lighting project completion
4960 · CDBG Construction Grant	167,000	188,750	-		
4970 · Other Grants	172,500	49,000	-		
Total 4900 · Restricted Revenues	489,500	237,750	-	-100%	
4998 · Transfer from Speed Camera Fund Balance					
4999 · Transfer from Fund Balance	575,114	-	-		Budget reconciliation to have a balanced budget when expenses > revenues
<b>Total Revenues</b>	<b>12,997,727</b>	<b>12,378,912</b>	<b>10,297,344</b>	-17%	

## Town of Bladensburg Mayor and Council FY27 Draft Budget

	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>	% inc.	<b>Notes to Line Items</b>
6000 · Compensation					
6010 · Regular Pay	62,708	61,568	63,427	3%	Compensation for the Mayor and (4) Council Members 7.65% employer tax on total pay Health, Dental, Vision insurance based upon enrollment in plans Contribution to MD State Retirement System Required liability insurance
6030 · FICA	4,797	4,710	4,852	3%	
6040 · Health Insurance	45,651	48,626	54,377	12%	
6050 · Pension	6,854	5,384	8,880	65%	
6060 · Workers Comp	500	500	500	0%	
<b>Total 6000 · Compensation</b>	<b>120,510</b>	<b>120,788</b>	<b>132,036</b>	<b>9%</b>	
6145 · Council Business Development	26,000	30,000	30,000	0%	Attendance for meetings and conferences to MML, NLC, PGCMA, AAMA
6160 · Employee Recognition	15,000	15,000	10,000	-33%	Staff recognitions, lunches, awards, and Christmas.
6210 · Council Projects	2,500	2,500	5,000	100%	Discretionary funding for local organizations and projects
6223 · Food Assistance			15,000		
6225 · Community Grants					
6226 · Fire Department Donation	30,000	30,000	30,000	0%	Annual donation to Bladensburg VFD
6227 · Scholarships	5,000	5,000	5,000	0%	Local students to attend college or vocational school/studies
6225 · Community Grants - Other	12,000	12,000	12,000	0%	\$2,000 grants given on an application basis
<b>Total 6225 · Community Grants</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>0%</b>	
6230 · Community Events	66,000	70,000	65,000	-7%	Events such as Fireworks, Yule Log, Black History Month Celebration, Food asst., etc.
6235 · Senior Citizen Projects	4,500	4,500	4,500	0%	\$1,500 donation given to the three Senior Housing Communities to fund events
6255 · Town Meetings	6,000	6,000	12,000	100%	Video production and recording of Town meetings and refreshments
6420 · Computer Expense	-	-	1,000		Replacement costs if needed
6550 · Insurance - Liability	2,000	4,000	6,000	50%	Elected official liability insurance through LGIT
6825 · Membership	20,000	20,000	20,000	0%	MML, National League of Cities, PGCMA, Metro Washington Council of Govts., etc.
6835 · Travel	14,000	14,000	15,000	7%	Travel and accommodations associated with meetings and conferences
<b>Total Expense</b>	<b>323,510</b>	<b>333,788</b>	<b>362,536</b>	<b>9%</b>	

**Town of Bladensburg**  
**Town Administrator FY27 Draft Budget**

	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27Budget</b>	% inc.	<b>Notes to Line Items</b>
6000 · Compensation					
6010 · Regular Pay	156,760	156,853	160,000	2%	(1) Town Administrator 7.65% employer tax on total pay Health, Dental, and Vision insurance based upon enrollment Contribution to MD State Retirement System Required liability insurance
6030 · FICA	11,992	11,999	12,240	2%	
6040 · Health Insurance	24,557	26,479	30,000	13%	
6050 · Pension	17,134	17,144	22,400	31%	
6060 · Workers Comp	500	500	500	0%	
<b>Total 6000 · Compensation</b>	<b>210,943</b>	<b>212,975</b>	<b>225,140</b>	<b>6%</b>	
6110 · Tuition Reimbursement	1,000	-	1,000		Continuing Education courses
6140 · Professional Development	4,000	3,000	2,000	-33%	Training and leadership conferences (MML, ICMA, etc.)
6255 · Town Meetings	5,000	5,000	-		Reclassified to Mayor and Council budget
6260 · Transportation	60,000	60,000	50,000	-17%	Port Towns Call-a- Bus local transportation service
6400 · Computer	-	-	-		
6560 · Legal	40,000	40,000	40,000	0%	Town Attorney fees and specialized legal counsel as/if needed
6580 · Contractual Services	125,000	125,000	180,000	44%	Consultants for Econ. Dev., lobbyist, grants, HR, Startegic Plan
6810 · Advertising	30,000	30,000	25,000	-17%	Quarterly newsletters, promotional activities
6820 · Website	4,000	4,000	4,000	0%	Website hosting and platform services
6825 · Membership	1,000	1,000	2,000	100%	Annual memberships for professional and trade organizations
6835 · Travel	5,000	4,000	5,000	25%	Per diem and tr Costs for attending conferences
<b>Total Expense</b>	<b>485,943</b>	<b>484,975</b>	<b>534,140</b>	<b>10%</b>	

**Town of Bladensburg**  
**Town Clerk FY27 Draft Budget**

	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>	% inc.	<b>Notes to Line Items</b>
6000 · Compensation					
6010 · Regular Pay	255,963	265,574	229,817	-13%	} Town Clerk 3/4 of year (1) Clerk (1) Deputy Clerk (1) Marketing Coordinator
6020 · Overtime	10,000	10,000	10,000	0%	
6030 · FICA	20,346	21,081	18,346	-13%	
6040 · Health Insurance	29,078	51,938	26,342	-49%	
6050 · Pension	27,977	29,027	32,174	11%	
6060 · Workers Comp	500	500	500	0%	
ARPA Funded					
<b>Total 6000 · Compensation</b>	<b>343,864</b>	<b>378,120</b>	<b>317,179</b>	<b>-16%</b>	
6110 · Tuition Reimbursement	2,000	2,000	2,000	0%	Continuing Education courses
6140 · Professional Development	3,000	2,000	2,000	0%	Training and leadership conferences
6240 · Memorials	2,000	2,000	1,000	-50%	Condolence gifts
6270 · Historic Promotion	2,402	2,402	2,402	0%	Annual dues to Anacostia Trails Heritage Area
6320 · Wireless Communications	-	-	-		
6400 · Computer	-	-	2,000		
6460 · Software Contract	15,000	15,000	15,000	0%	Licensing for PIA and meeting software
6570 · Equipment Lease	8,000	8,000	9,000	13%	Copier lease and usage costs and postage machine lease
6825 · Membership	500	500	1,000	100%	Annual memberships for professional and trade organizations
6835 · Travel	1,500	1,000	1,500	50%	Per diem and travel costs for attendance to seminars and conferences
6850 · Office Supplies	8,000	10,000	10,000	0%	Office consumables
6855 · Postage	3,000	2,000	2,000	0%	Town mailings
6880 · Election Costs	8,000	8,000	5,000	-38%	Costs for machines and ballots in case of vacancy
6890 · Utilities	7,000	7,000	8,000	14%	30% of electric, water, gas, and sewer for Town Hall, balance to Public Safety
<b>Total Expense</b>	<b>404,266</b>	<b>438,022</b>	<b>378,081</b>	<b>-14%</b>	

## Town of Bladensburg Finance FY27 Draft Budget

	<u>FY25 Budget</u>	<u>FY26 Budget</u>	<u>FY27 Budget</u>	% inc.	Notes to Line Items
6000 · Compensation					
6010 · Regular Pay	237,792	237,944	245,181	3%	(1) Treasurer (1) Accounting Assistant Insurance enrollments for Acct. Asst. Pension contribution + annual admin fee for all employees of \$7,800
6020 · Overtime	1,000	1,000	5,000	400%	
6030 · FICA	18,191	18,207	19,139	5%	
6040 · Health Insurance	10,821	9,933	11,913	20%	
6050 · Pension	25,991	26,013	34,325	32%	
6060 · Workers Comp	500	500	500	0%	
ARPA Funded					
Total 6000 · Compensation	<u>294,295</u>	<u>293,597</u>	<u>316,058</u>	8%	
6110 · Tuition Reimbursement	4,000	-	2,000		Continuing Education courses
6140 · Professional Development	2,000	2,000	2,000	0%	Training and leadership conferences to MDGFAO, MML, and MACO
6150 · Payroll Service	8,000	10,000	11,000	10%	Fees for payroll service, quarterly and annual tax filings, W-2's, and 1099's
6320 · Wireless Communications	-	-	-		
6400 · Computer	-	-	3,000		Hardware replacements
6460 · Software Contract	2,500	12,000	15,000	25%	Annual finance software licensing
6510 · Audit	15,000	15,000	25,000	67%	Annual audit plus single audit for ARPA funds - option 1 year extension
6520 · Bank Charges	5,000	5,000	5,000	0%	Banking fees
6530 · Bad Debts	8,000	8,000	8,000	0%	Write-off of uncollectable Personal Property taxes for businesses which closed
6550 · Insurance - Liability	10,000	15,000	20,000	33%	Liability and Umbrella Policies for Town, along with Fidelity and Crimes Coverage
6825 · Membership	500	500	500	0%	Annual memberships for professional and trade organizations
6835 · Travel	1,000	500	500	0%	Per diem and travel costs for attendance to seminars and conferences
Subtotal	<u>350,295</u>	<u>361,597</u>	<u>408,058</u>	13%	
6950 · Debt Service	47,000	18,000	-		Bond obligations
<b>Total Expense</b>	<u><b>397,295</b></u>	<u><b>379,597</b></u>	<u><b>408,058</b></u>	7%	

**Town of Bladensburg  
Public Safety FY27 Draft Budget**

	<b>FY25 Total</b>	<b>FY26 Total</b>	<b>FY27 Total</b>	% inc.	<b>Notes to Line Items</b>
6000 · Compensation					
6010 · Regular Pay	3,793,792	3,236,082	3,701,933	14%	Funding for: Chief of Police and (30) Law Enforcement Officers ( 7) Communications/PIO ( 3) Code Enforcement ( 2) Community Coord. and Executive Asst.
6020 · Overtime	350,000	400,000	440,000	10%	
6030 · FICA	317,842	277,707	316,858	14%	
6040 · Health Insurance	708,706	680,071	745,720	10%	
6050 · Pension	415,864	349,622	497,620	42%	
6060 · Workers Comp	250,000	230,000	240,000	4%	
<b>Total 6000 · Compensation</b>	<b>5,836,204</b>	<b>5,173,482</b>	<b>5,942,131</b>	<b>15%</b>	
6110 · Tuition Reimbursement	20,000	20,000	15,000	-25%	Reimbursement for new officers to attend training academy.
6120 · Uniforms	80,000	80,000	50,000	-38%	Uniforms, new officer bullet proof vests and outer carry vests
6130 · Recruitment	16,000	16,000	16,000	0%	Background checks, investigations, and psychological evaluations for new hires
6140 · Professional Development	50,000	50,000	50,000	0%	Training and leadership opportunities
6160 · Employee Recognition	14,000	10,000	15,000	50%	Commendations and recognitions
6226 · Fire Department Donation		20,000	20,000		Stipend for fire and EMS personnel
6230 · Community Events	20,000	20,000	20,000	0%	NNO, Movie in the Park, Shop w/Cop, Citizens Police Academy, Safe Streets, etc.
6310 · Telephone	32,000	32,000	16,000	-50%	All Town phone services run through Communications
6320 · Wireless Communications	60,000	60,000	70,000	17%	Mobile Data Terminals on cruisers, T-Mobile hotspots, wireless phones
6330 · Communications Contracts	40,000	40,000	47,000	18%	Licensing and upkeep of mobile radios radio tower
6350 · Internet Access	7,000	7,000	7,000	0%	Broadband access for Town Hall and for COPS office
6420 · Computer Expense	40,000	40,000	25,000	-38%	Hardware purchases and upgrades
6440 · IT Support	142,500	100,000	100,000	0%	Contractual services to manage computers, servers, hardware, and software
6460 · Software Contract	60,000	60,000	60,000	0%	Barracuda backup, Trend Micro, SonicWall, LIPDR, Records Management, etc.
6545 · Insurance - Auto	50,000	70,000	80,000	14%	Insurance on Town vehicles
6550 · Insurance - Liability	50,000	60,000	70,000	17%	Police liability
6570 · Equipment Lease	10,000	10,000	15,000	50%	Monthly copier lease and usage charges for (2) copiers and postage meter
6580 · Contractual Services	120,000	120,000	110,000	-8%	Equifax, Lexis Nexus, storage. Shot Spotter and Grants Mgr. under Speed Camera
6590 · Automated Traffic Enforcement	125,000	125,000	125,000	0%	Automated traffic enforcement service
6620 · Fuel	115,000	115,000	125,000	9%	Fuel for all Public Safety vehicles
6640 · Vehicle Repairs and Maintenance	40,000	40,000	50,000	25%	Maintenance and repairs to Public Safety vehicles
6650 · Vehicle Body Repairs	25,000	25,000	25,000	0%	Repairs paid for damage to vehicles, less deductible if applicable
6680 · Weapon Repairs and Supplies	15,000	15,000	15,000	0%	Firearm purchases and ammo for range
6825 · Membership	10,000	10,000	6,000	-40%	Memberships to professional and trade organizations
6835 · Travel	8,000	8,000	12,000	50%	Lodging and per diem for conferences, trainings, and seminars
6850 · Office Supplies	15,000	15,000	15,000	0%	Office consumables for Public Safety
6855 · Postage	3,000	5,000	6,000	20%	Mailings for investigations, complaints, and tickets
6865 · Supplies	20,000	20,000	20,000	0%	Vehicle and safety supplies and investigation kits
6870 · K9 Supplies	15,000	15,000	15,000	0%	Supplies and veterinarian care
6885 · Finger Printing	1,000	1,000	2,000	100%	Charges by CJIS to perform finger print scans
6890 · Utilities	20,000	20,000	20,000	0%	Utilities for Public Safety Office and Police Annex
<b>Subtotal</b>	<b>7,059,704</b>	<b>6,402,482</b>	<b>7,164,131</b>	<b>12%</b>	
6970 · Capital Outlay					
6975 · Capital Outlay - Speed Camera		77,545	220,000		(3) Public Safety equipped SUV's
6970 · Capital Outlay - Other	300,000	-	-		
<b>Total 6970 · Capital Outlay</b>	<b>300,000</b>	<b>77,545</b>	<b>220,000</b>	<b>184%</b>	
<b>Total Expense</b>	<b>7,359,704</b>	<b>6,480,027</b>	<b>7,384,131</b>	<b>14%</b>	
	TOTAL	TOTAL	TOTAL		

**Town of Bladensburg  
Public Works FY27 Draft Budget**

	<b>FY25 Budget</b>	<b>FY26 Budget</b>	<b>FY27 Budget</b>	<b>% inc.</b>	<b>Notes to Line Items</b>
6000 · Compensation					
6010 · Regular Pay	410,908	421,450	447,677	6%	(1) Supervisor (6) F/T Workers
6020 · Overtime	10,000	15,000	15,000	0%	
6030 · FICA	32,199	33,388	35,395	6%	
6040 · Health Insurance	86,499	107,361	118,433	10%	
6050 · Pension	44,912	46,054	62,675	36%	
6060 · Workers Comp	40,000	26,000	30,000	15%	
ARPA Funded					
<b>Total 6000 · Compensation</b>	<b>624,518</b>	<b>649,253</b>	<b>709,180</b>	<b>9%</b>	
6110 · Tuition Reimbursement	3,500	1,000	1,000	0%	Education opportunities
6120 · Uniforms	4,000	5,000	10,000	100%	Work and safety gear
6140 · Professional Development	2,000	2,000	5,000	150%	Training and leadership opportunities
6350 · Internet Access	3,000	3,000	3,000	0%	Internet access
6420 · Computer Expense	-	-	-		
6620 · Fuel	20,000	20,000	20,000	0%	Fuel for equipment and Public Safety trucks
6640 · Vehicle Repairs and Maint.	20,000	20,000	20,000	0%	Repairs and upkeep of trucks and attached equipment
6670 · Equipment Maintenance	10,000	10,000	15,000	50%	Repairs and upkeep of mowers and heavy equipment
6710 · Building Maintenance	50,000	50,000	60,000	20%	Repairs and upkeep of all Town facilities
6720 · Grounds Maintenance	30,000	30,000	40,000	33%	Upkeep of grounds around Town buildings, roads, parks, and right of ways
6740 · Street Lights	50,000	50,000	50,000	0%	Lighting costs for Town roads and paths
6750 · Sanitation Contract	250,000	300,000	330,000	10%	Contracted 2x weekly trash, 1x weekly bulk trash and yard waste, and composting
6760 · Landfill Fees	15,000	15,000	15,000	0%	Disposal costs of street and roadway debris
6770 · Building Supplies	12,000	12,000	12,000	0%	Building consumables - paper towels, water, cleaning supplies, etc.
6790 · Janitorial Services	36,000	25,000	25,000	0%	Contracted service for daily cleaning of Town buildings
6835 · Travel	500	1,500	1,500	0%	Costs associated with attending conferences and seminars
6860 · Shop Supplies	2,000	2,000	3,000	50%	Shop consumables
6890 · Utilities	28,000	28,000	28,000	0%	Electric, water, sewer, and gas for Public Works building and Bostwick
<b>Subtotal</b>	<b>1,160,518</b>	<b>1,223,753</b>	<b>1,347,680</b>	<b>10%</b>	
6970 · Capital Outlay					
6979 · Highway User Projects	150,000	150,000	150,000		Street repairs funded through Highway User Revenues
6970 · Capital Outlay - Other	-	-	150,000		New dump truck HUR
<b>Total 6970 · Capital Outlay</b>	<b>150,000</b>	<b>150,000</b>	<b>300,000</b>	<b>100%</b>	
<b>Total Expense</b>	<b>1,310,518</b>	<b>1,373,753</b>	<b>1,647,680</b>	<b>20%</b>	

Town of Bladensburg  
Profit & Loss Budget Overview

July 2026 through June 2027

	Administrator	Clerk	Finance	Total Mayor a...	Speed Camer... (Public Safety)	Public Safety ... (Public Safety)	Total Public S...	Total Public ...	Revenues	TOTAL
	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27				
<b>Ordinary Income/Expense</b>										
Income										
4000 · Property Taxes										
4020 · Real Estate Taxes								5,250,487	5,250,487	
4040 · Business Personal Property Tax								1,000,000	1,000,000	
4060 · Personal Property Tax - Other								425,000	425,000	
<b>Total 4000 · Property Taxes</b>								<u>6,675,487</u>	<u>6,675,487</u>	
4100 · Income Tax								700,000	700,000	
4200 · Other Local Taxes										
4220 · Admissions and Amusement ...								5,000	5,000	
<b>Total 4200 · Other Local Taxes</b>								<u>5,000</u>	<u>5,000</u>	
4300 · Licenses and Permits										
4310 · Local Business Licenses								115,000	115,000	
4320 · County Traders License								5,000	5,000	
4370 · Cable Franchise Fees								90,000	90,000	
<b>Total 4300 · Licenses and Permits</b>								<u>210,000</u>	<u>210,000</u>	
4400 · Federal Funding										
4500 · State Funding										
4510 · Highway User Revenues								324,000	324,000	
4520 · Police Aid								330,000	330,000	
4540 · Police Grants								100,000	100,000	
<b>Total 4500 · State Funding</b>								<u>754,000</u>	<u>754,000</u>	
4600 · County Funding										
4620 · County Disposal Fee Rebate								22,485	22,485	
4640 · Bank Stock								2,372	2,372	
<b>Total 4600 · County Funding</b>								<u>24,857</u>	<u>24,857</u>	
4700 · Service Charges										
4720 · Local Fines/Fees								50,000	50,000	
4730 · Copier Fees								2,000	2,000	
4740 · Fingerprinting								1,000	1,000	
4760 · Reimbursements										
4770 · Automated Traffic Enforcement								800,000	800,000	
4780 · Red Light Camera								800,000	800,000	
<b>Total 4700 · Service Charges</b>								<u>1,653,000</u>	<u>1,653,000</u>	
4800 · Other Revenues										
4810 · Insurance Reimbursement								20,000	20,000	
4820 · Bus Shelter Advertising								1,000	1,000	
4830 · Property Rental								45,000	45,000	
4840 · Vehicle Deployment								24,000	24,000	
4870 · Misc. Revenues								5,000	5,000	
4880 · Interest Earned								180,000	180,000	
<b>Total 4800 · Other Revenues</b>								<u>275,000</u>	<u>275,000</u>	
4900 · Restricted Revenues										
4997 · Transfer from HUR Fund Balance										
4998 · Transfer from Speed Camera Fund										
4999 · Transfer from Fund Balance										

Town of Bladensburg  
Profit & Loss Budget Overview

July 2026 through June 2027

	Administrator	Clerk	Finance	Total Mayor a...	Speed Camer... (Public Safety)	Public Safety ... (Public Safety)	Total Public S...	Total Public ...	Revenues	TOTAL
	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27				
<b>Total Income</b>									10,297,344	10,297,344
<b>Gross Profit</b>									10,297,344	10,297,344
<b>Expense</b>										
<b>6000 · Compensation</b>										
6010 · Regular Pay	160,000	229,817	245,181	63,427		3,701,933	3,701,933	447,677		4,848,035
6020 · Overtime		10,000	5,000			440,000	440,000	15,000		470,000
6030 · FICA	12,240	18,346	19,139	4,852		316,858	316,858	35,395		406,830
6040 · Health Insurance	30,000	26,342	11,913	54,377		745,720	745,720	118,433		986,785
6050 · Pension	22,400	32,174	34,325	8,880		497,620	497,620	62,675		658,074
6060 · Workers Comp	500	500	500	500		240,000	240,000	30,000		272,000
<b>Total 6000 · Compensation</b>	225,140	317,179	316,058	132,036		5,942,131	5,942,131	709,180		7,641,724
6110 · Tuition Reimbursement	1,000	2,000	2,000			15,000	15,000	1,000		21,000
6120 · Uniforms						50,000	50,000	10,000		60,000
6130 · Recruitment						16,000	16,000			16,000
6140 · Professional Development	2,000	2,000	2,000	30,000		50,000	50,000	5,000		91,000
6150 · Payroll Service			11,000							11,000
6160 · Employee Recognition				10,000		15,000	15,000			25,000
6210 · Council Projects				5,000						5,000
6220 · Community Initiatives										
6223 · Food Assistance				15,000						15,000
<b>Total 6220 · Community Initiatives</b>				15,000						15,000
6225 · Community Grants										
6226 · Fire Department Donation				30,000	20,000		20,000			50,000
6227 · Scholarships				5,000						5,000
6225 · Community Grants - Other				12,000						12,000
<b>Total 6225 · Community Grants</b>				47,000	20,000		20,000			67,000
6230 · Community Events				65,000		20,000	20,000			85,000
6235 · Senior Citizen Projects				4,500						4,500
6240 · Memorials		1,000								1,000
6255 · Town Meetings				12,000						12,000
6260 · Transportation	50,000									50,000
6270 · Historic Promotion		2,402								2,402
6310 · Telephone						16,000	16,000			16,000
6320 · Wireless Communications						70,000	70,000			70,000
6330 · Communications Contracts					47,000		47,000			47,000
6350 · Internet Access						7,000	7,000	3,000		10,000
6360 · Data Fees										
6420 · Computer Expense		2,000	3,000	1,000		25,000	25,000			31,000
6440 · IT Support						100,000	100,000			100,000
6460 · Software Contract		15,000	15,000		60,000		60,000			90,000
6510 · Audit			25,000							25,000
6520 · Bank Charges			5,000							5,000
6530 · Bad Debts			8,000							8,000
6545 · Insurance - Auto						80,000	80,000			80,000
6550 · Insurance - Liability			20,000	6,000		70,000	70,000			96,000
6560 · Legal	40,000									40,000
6570 · Equipment Lease		9,000				15,000	15,000			24,000
6580 · Contractual Services	180,000				110,000		110,000			290,000
6590 · Automated Traffic Enforcement					125,000		125,000			125,000
6620 · Fuel						125,000	125,000	20,000		145,000
6640 · Vehicle Repairs and Maintenance						50,000	50,000	20,000		70,000
6650 · Vehicle Body Repairs						25,000	25,000			25,000

# Town of Bladensburg Profit & Loss Budget Overview

July 2026 through June 2027

	Administrator	Clerk	Finance	Total Mayor a...	Speed Camer... (Public Safety)	Public Safety ... (Public Safety)	Total Public S...	Total Public ...	Revenues	TOTAL
	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27	Jul '26 - Jun 27				
6670 · Equipment Maintenance								15,000		15,000
6680 · Weapon Repairs and Supplies								15,000		15,000
6710 · Building Maintenance								60,000		60,000
6720 · Grounds Maintenance								40,000		40,000
6740 · Street Lights								50,000		50,000
6750 · Sanitation Contract								330,000		330,000
6760 · Landfill Fees								15,000		15,000
6770 · Building Supplies								12,000		12,000
6790 · Janitorial Services								25,000		25,000
6810 · Advertising	25,000									25,000
6820 · Website	4,000									4,000
6825 · Membership	2,000	1,000	500	20,000		6,000	6,000			29,500
6835 · Travel	5,000	1,500	500	15,000		12,000	12,000	1,500		35,500
6850 · Office Supplies		10,000				15,000	15,000			25,000
6855 · Postage		2,000				6,000	6,000			8,000
6860 · Shop Supplies								3,000		3,000
6865 · Supplies						20,000	20,000			20,000
6870 · K9 Supplies						15,000	15,000			15,000
6880 · Election Costs		5,000								5,000
6885 · Finger Printing						2,000	2,000			2,000
6890 · Utilities		8,000				20,000	20,000	28,000		56,000
6900 · Grants - Restricted										
<b>Total Expense</b>	<b>534,140</b>	<b>378,081</b>	<b>408,058</b>	<b>362,536</b>	<b>362,000</b>	<b>6,802,131</b>	<b>7,164,131</b>	<b>1,347,680</b>		<b>10,194,626</b>
<b>Net Ordinary Income</b>	<b>-534,140</b>	<b>-378,081</b>	<b>-408,058</b>	<b>-362,536</b>	<b>-362,000</b>	<b>-6,802,131</b>	<b>-7,164,131</b>	<b>-1,347,680</b>	<b>10,297,344</b>	<b>102,718</b>
<b>Other Income/Expense</b>										
<b>Other Income</b>										
<b>Other Expense</b>										
6950 · Debt Service										
6970 · Capital Outlay										
6979 · Highway User Projects								150,000		150,000
6970 · Capital Outlay - Other					220,000		220,000	150,000		370,000
<b>Total 6970 · Capital Outlay</b>					<b>220,000</b>		<b>220,000</b>	<b>300,000</b>		<b>520,000</b>
<b>Total Other Expense</b>					<b>220,000</b>		<b>220,000</b>	<b>300,000</b>		<b>520,000</b>
<b>Net Other Income</b>					<b>-220,000</b>		<b>-220,000</b>	<b>-300,000</b>		<b>-520,000</b>
<b>Net Income</b>	<b>-534,140</b>	<b>-378,081</b>	<b>-408,058</b>	<b>-362,536</b>	<b>-582,000</b>	<b>-6,802,131</b>	<b>-7,384,131</b>	<b>-1,647,680</b>	<b>10,297,344</b>	<b>-417,282</b>



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Emily Lutz, MNCPPC Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

**Item Title: INFORMATION MEMO | Port Town Sector Plan Update – March 2025**

This is a briefing on the Port Towns Sector Plan and an overview of the recently completed document

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Briefing Item
---	---

**Recommended Action:**

Review, comment, and provide direction to the MNCPPC on the Port Town Sector Plan

Presentation by Emily Lutz, Maryland-National Capital Park and Planning Commission (M-NCPPC)

The Town Council will receive a briefing from Emily Lutz of the Maryland-National Capital Park and Planning Commission (M-NCPPC) regarding the Draft Port Towns Sector Plan, a comprehensive planning document currently under review by the Prince George’s County Planning Board.

The draft plan is a 388-page document that outlines a long-term vision, policies, and implementation strategies for the Port Towns area, which includes the municipalities of Bladensburg, Colmar Manor, Cottage City, and Edmonston.

**Background**

The Port Towns Sector Plan was last adopted in 2008/2009, and the current draft represents the first comprehensive update in more than a decade. The new plan is intended to replace the previous sector plan and portions of earlier planning documents affecting the area.

The updated plan has been developed over approximately two years of planning, analysis, and community engagement, incorporating feedback from residents, business owners, municipal leaders, and regional stakeholders.

The sector plan area encompasses approximately 1,900 acres and includes major transportation corridors, established residential neighborhoods, commercial areas, employment centers, and environmental assets along the Anacostia River.

**Purpose of the Sector Plan**

- Sector plans are long-range planning documents used by Prince George’s County to guide:
- Land use and zoning recommendations
- Economic development and redevelopment opportunities
- Housing preservation and development
- Transportation and mobility improvements
  
- Environmental protection and open space planning
- Infrastructure investments and public facilities

The Port Towns Sector Plan is designed to implement the goals of Plan Prince George’s 2035, which designates the Port Towns area as a Neighborhood Center, encouraging targeted growth and revitalization while preserving existing communities.

**Key Themes in the Draft Plan**

The draft plan identifies several strategic priorities for the Port Towns:

- Economic Development and Revitalization
- Encourage reinvestment along major corridors such as Bladensburg Road, Annapolis Road, and Kenilworth Avenue
- Support redevelopment of underutilized commercial and industrial sites
- Strengthen local business districts and attract new mixed-use development
- Housing and Neighborhood Stability
- Preserve existing housing stock
- Encourage context-sensitive infill development
- Promote a mix of market-rate and workforce housing options
- Transportation and Mobility
- Improve pedestrian and bicycle connectivity
- Address safety and accessibility along major roadways
- Expand multimodal transportation options
- Environmental and Recreational Assets
- Enhance access to the Anacostia River and regional trails
- Protect natural resources and green infrastructure
- Expand parks and open space connections
- Placemaking and Community Identity
- Strengthen the unique character of each Port Town municipality
- Improve gateway corridors and community entrances
- Promote walkable civic and commercial centers

The overall vision of the draft plan is to create healthy, walkable, and environmentally sustainable communities that leverage the historic, cultural, and economic assets of the Port Towns while supporting coordinated regional growth.

**Next Steps**

Following review by the Planning Board, the draft sector plan will move through the County’s legislative approval process, including public hearings and review by the Prince George’s County Council sitting as the District Council.

The Council briefing will provide an opportunity for Town officials to:

- Receive an overview of the draft plan
- Understand potential implications for Bladensburg
- Provide feedback during the review process
- Identify priorities and opportunities for future redevelopment and infrastructure investment

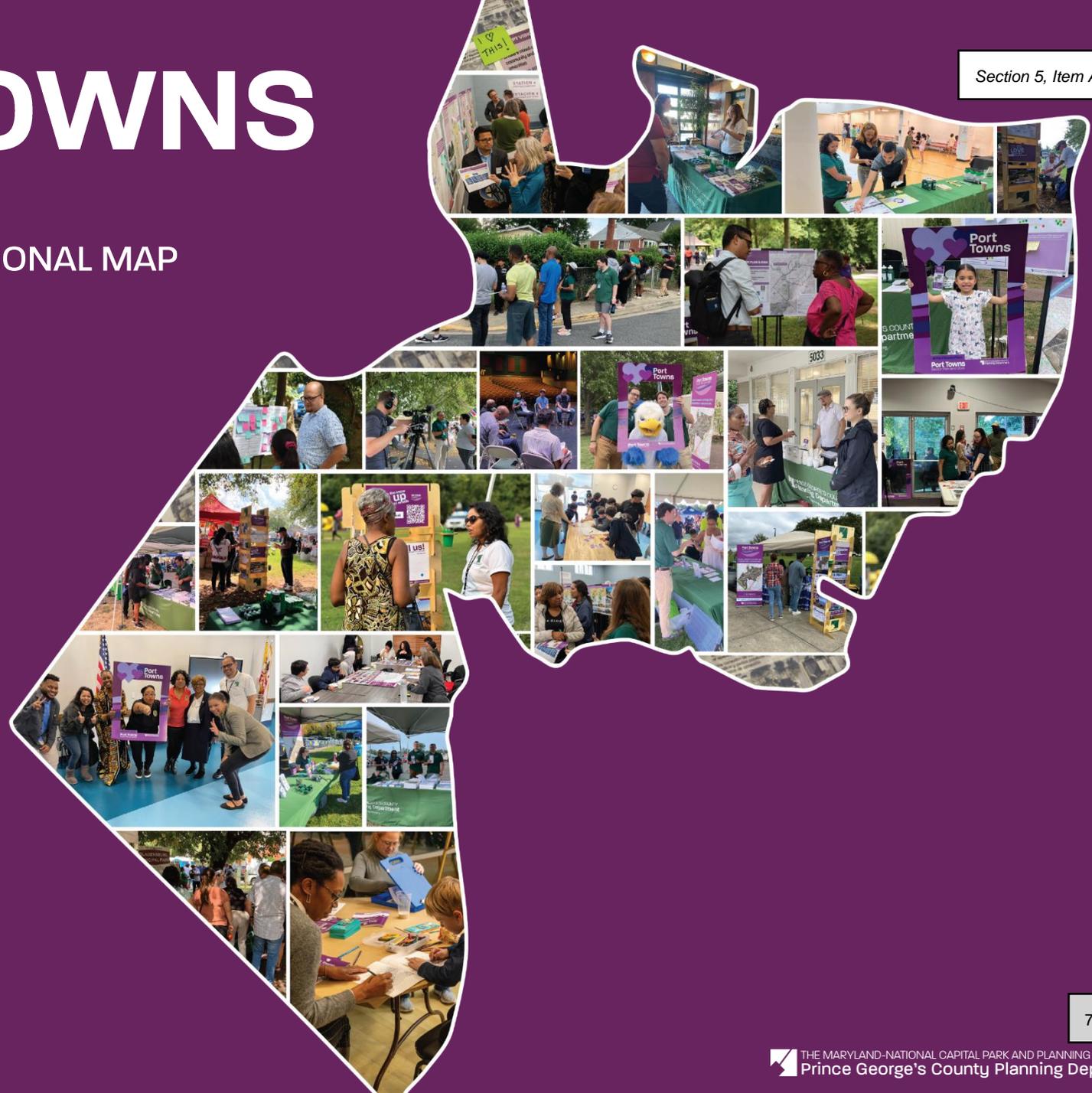
**Staff Recommendation** \ This briefing item is for information and discussion only. Staff recommends that the Mayor and Council receive the presentation and provide feedback as appropriate during the sector plan review process.

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

# PORT TOWNS

## SECTOR PLAN AND SECTIONAL MAP AMENDMENT

Section 5, Item A.



# Summary

**01.**

Project  
Background

**02.**

Sector Plan  
Recommendations

**03.**

Sectional Map  
Amendment

**04.**

Implementation  
Opportunities

**05.**

Implementing  
the Plan

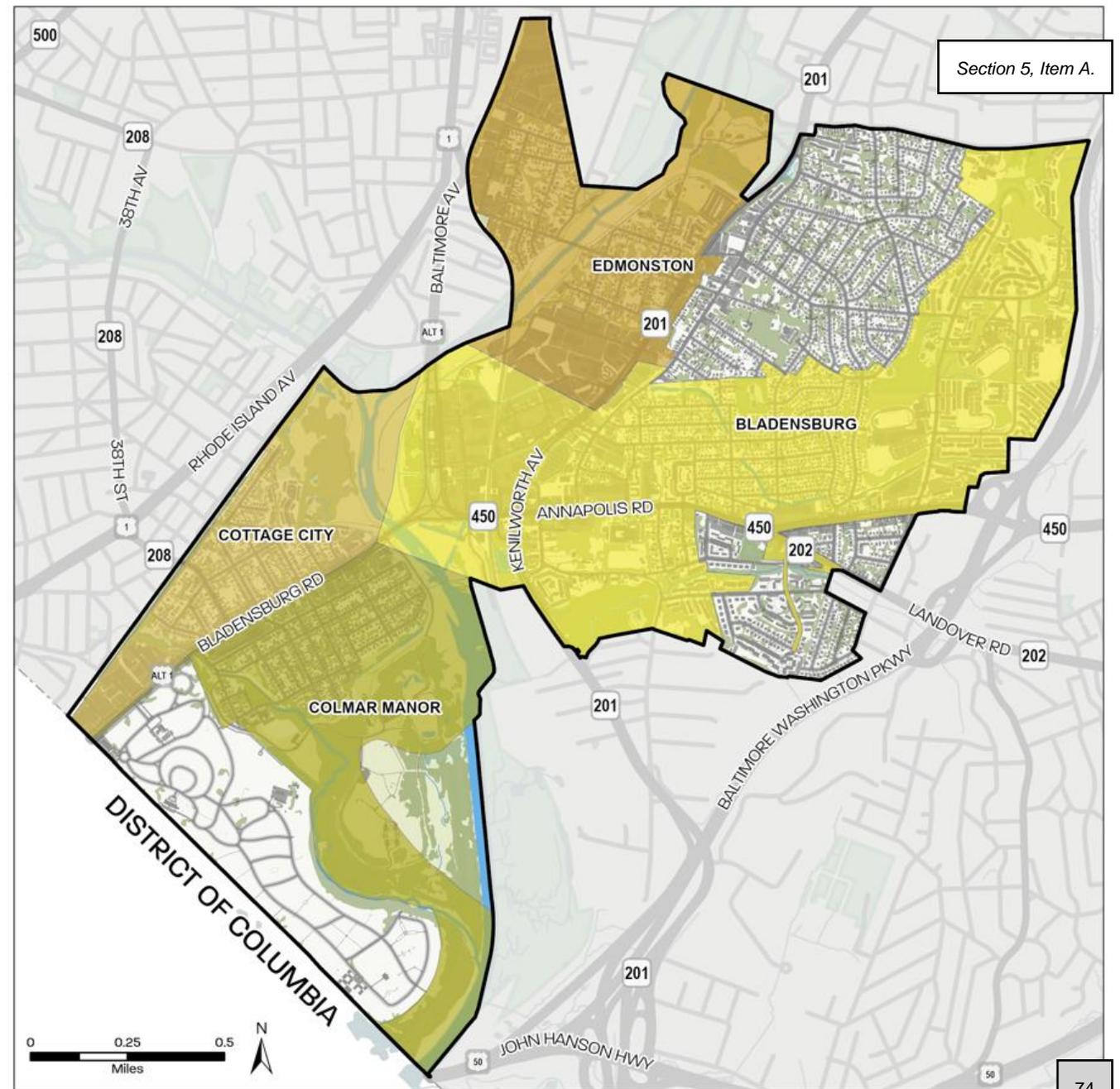
**06.**

Next Steps &  
Schedule

# Project Background

# Sector Plan Area

- District 5
- Subregion II
- Planning Areas 68 and 69



## Notable Event Dates



**TOWN HALL**  
**December 6, 2023**  
 Public Kickoff Meeting  
 Colmar Manor



**OPEN HOUSE**  
**March 20, 2024**  
 Open House  
 Edmonston



**WORKSHOP**  
**June 8, 2024**  
 Lariscy Spark Event/Workshop  
 Colmar Manor



**OPEN HOUSE/  
 WORKSHOP**  
**September 26, 2024**  
 Final Interactive Open House  
 Cottage City



## STEERING COMMITTEE

**January 25, 2024**  
 Steering Community Meeting  
 Virtual

**July 24, 2024**  
 Steering Community Meeting  
 Virtual



## POP-UPS

**August 1, 2024**  
 Coffee with Planners  
 Hyattsville

**August 8, 2024**  
 Autumn Woods  
 Bladensburg



## YOUTH OUTREACH

**December 19, 2023**  
 Colmar Manor Youth Council  
 Colmar Manor

**May 21, 2024**  
 Teen Action Group (TAG) Meeting  
 Bladensburg

**September 19, 2024**  
 End Time Harvest Ministries  
 Youth Council  
 Riverdale



## BRIEFINGS

**February 8, 2023**  
 Edmonston Council Briefing  
 Edmonston

**May 10, 2023**  
 Cottage City Council Briefing  
 Cottage City

**September 18, 2023**  
 Port Towns Quarterly Briefing  
 Cottage City

**January 30, 2024**  
 Port Towns Quarterly Briefing  
 Bladensburg

**March 14, 2024**  
 Colmar Manor Council Briefing  
 Colmar Manor

**March 26, 2024**  
 Port Towns Quarterly Briefing  
 Bladensburg

**July 10, 2024**  
 Cottage City Council Briefing  
 Cottage City

**September 24, 2024**  
 Port Towns Quarterly Briefing  
 Cottage City



## FOCUS GROUPS

**April 24, 2024**  
 CHCD and Public Facilities  
 Focus Group  
 Virtual

**April 24, 2024**  
 Land Use, Housing and  
 Neighborhoods, and Economic  
 Prosperity Focus Group  
 Virtual

**April 25, 2024**  
 Natural Environment and  
 Healthy Communities  
 Focus Group  
 Virtual

**April 25, 2024**  
 Transportation and Mobility  
 Virtual

**August 15, 2024**  
 Senior Focus Group  
 Bladensburg

**September 5, 2024**  
 Artist Focus Group  
 Publick Playhouse



**WALK AUDIT**  
**June 4, 2024**  
 TAG Walk Audit  
 Bladensburg



## COMMUNITY EVENTS

**July 22, 2023**  
 International Day  
 Bladensburg

**August 1, 2023**  
 National Night Out  
 Edmonston

**August 11, 2023**  
 Town Visioning Day  
 Colmar Manor

**September 7–10, 2023**  
 Prince George's County Fair  
 Upper Marlboro

**September 9, 2023**  
 Mexican Independence  
 Day Festival  
 Bladensburg

**September 16, 2023**  
 Hispanic Heritage Month  
 Bladensburg

**September 29, 2023**  
 Senior Day  
 Bladensburg

**September 30, 2023**  
 Festival del Rio Anacostia  
 Bladensburg

**52 stakeholder meetings**  
**(Winter 2022- Spring 2025)**

**October 28, 2023**  
 Bladefest  
 Bladensburg

**February 10, 2024**  
 Black History Month Event  
 Bladensburg

**May 4, 2024**  
 Cinco de Mayo  
 Bladensburg

**June 1, 2024**  
 Centennial Celebration  
 Edmonston

**July 5, 2024**  
 Bladensburg Fireworks:  
 The American Frontier  
 Bladensburg

**August 6, 2024**  
 National Night Out  
 Bladensburg

**August 24, 2024**  
 Cottage City Day  
 Cottage City

# Feedback Themes that Shaped the Plan



Design Complete and Connected Streets



Experience a Diverse Small-Town Community



Create Sense of Place



Promote Affordable Housing + Age in Place



Invest in Youth



Create Mixed-Use Areas



Encourage Healthy Food and Environment

# Sector Plan Recommendations



# Draft Plan Vision

Port Towns is an attractive community for residents of all ages and backgrounds, as well as an inviting destination for visitors from throughout the region. It exemplifies a thriving and collaborative relationship between communities showcasing a **unified identity** that respects and honors the area's **rich heritage**—its history, diversity, and natural assets. By harnessing its vibrant neighborhoods with **diverse residential options**, a robust commercial and industrial base, and expansive open spaces, Port Towns focuses change within its **mixed-use hubs** and corridors. This focus, combined with compatible infill development, strengthens the vibrancy and success of its neighborhoods. With a commitment to **multi-modal transportation** including enhanced pedestrian, bicycle, and transit connections—Port Towns provides seamless access to regional destinations and jobs, while ensuring that all communities enjoy abundant green spaces, trails, and the Anacostia River. As it looks ahead, Port Towns prioritizes resilience to climate change, implementing a sustainable long-range plan that enables **future generations** to thrive and prosper.

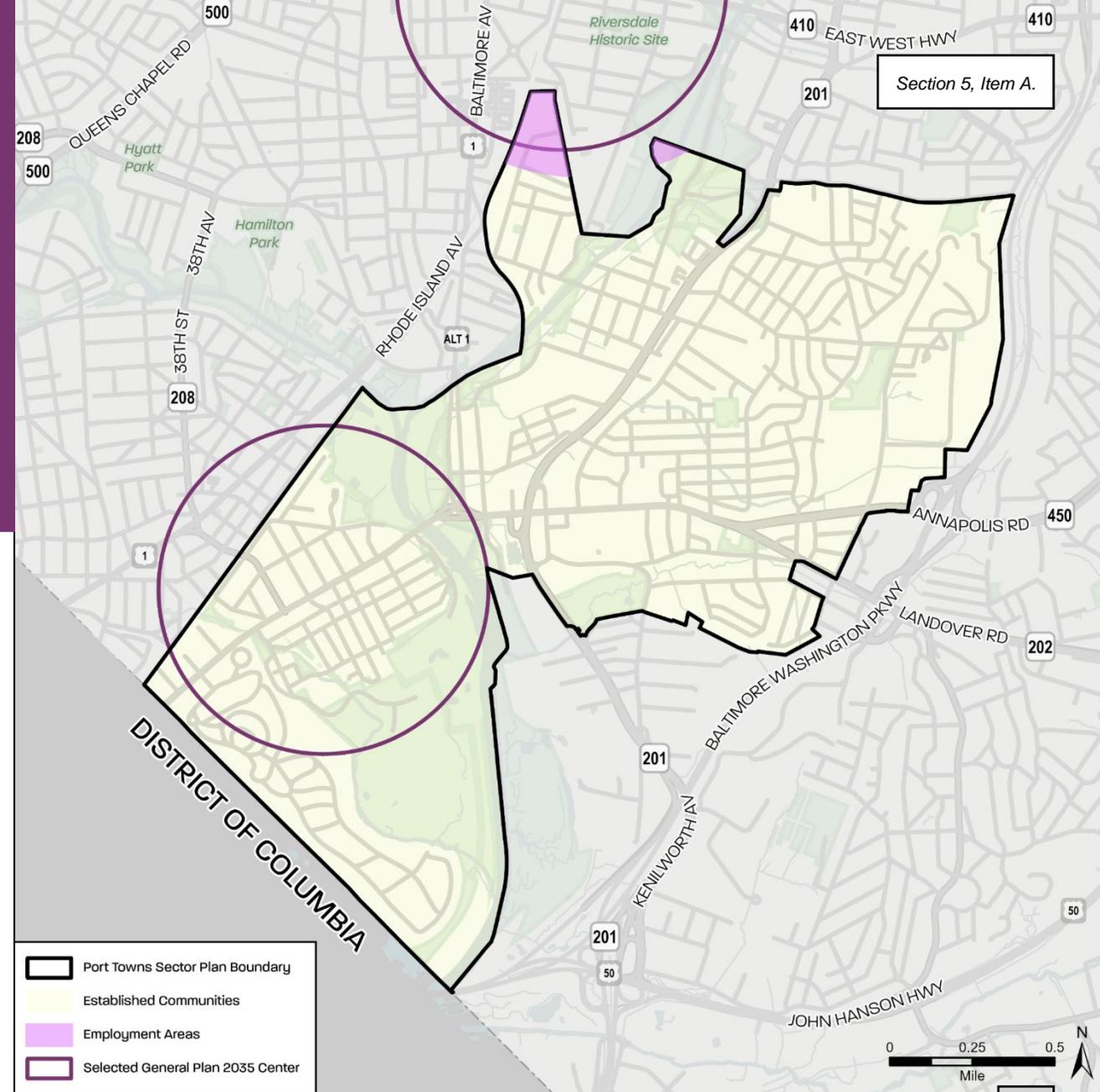
# Defining the Neighborhood Center Boundary

## What We Heard

Favorite places include Waterfront Park, Local Restaurants, Library

Small Town feel / compatible design

Wants walkable, connected, mixed use



# Defining the Neighborhood Center Boundary

## What We Heard

Favorite places include Waterfront Park, Local Restaurants, Library

Small Town feel / compatible design

Wants walkable, connected, mixed use



# Opportunities and Recommendations

Land Use



Transportation and Mobility



Housing and Neighborhoods



Healthy Communities



Placemaking



Economic Prosperity



Natural Environment



Community Heritage, Culture, and Design



Public Facilities



# WHAT WE HEARD

Encourage mixed-use development along major corridors

Transform/ Re-imagine industrial areas

More green spaces



More retail and commercial spaces

Connect housing to commercial and recreation

# RECOMMENDATIONS

» Vibrant Focal Areas

» Well Connected Neighborhoods



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



# WHAT WE HEARD



# RECOMMENDATIONS

- » Attract New / Support Small Businesses
- » Reimagine Industrial Areas



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



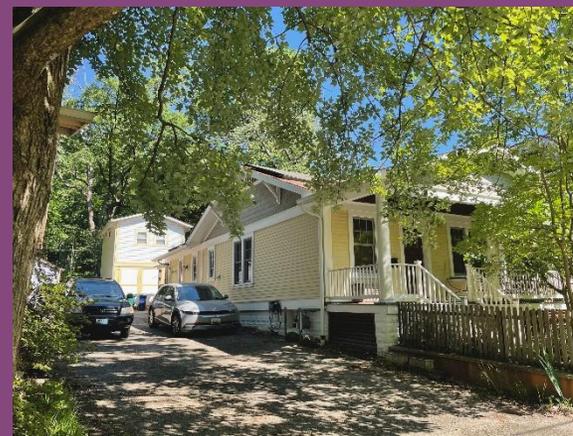
# WHAT WE HEARD

# RECOMMENDATIONS



» Housing Affordability & Diversity

» Emphasis on Anti-Displacement



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

# Future Land Use



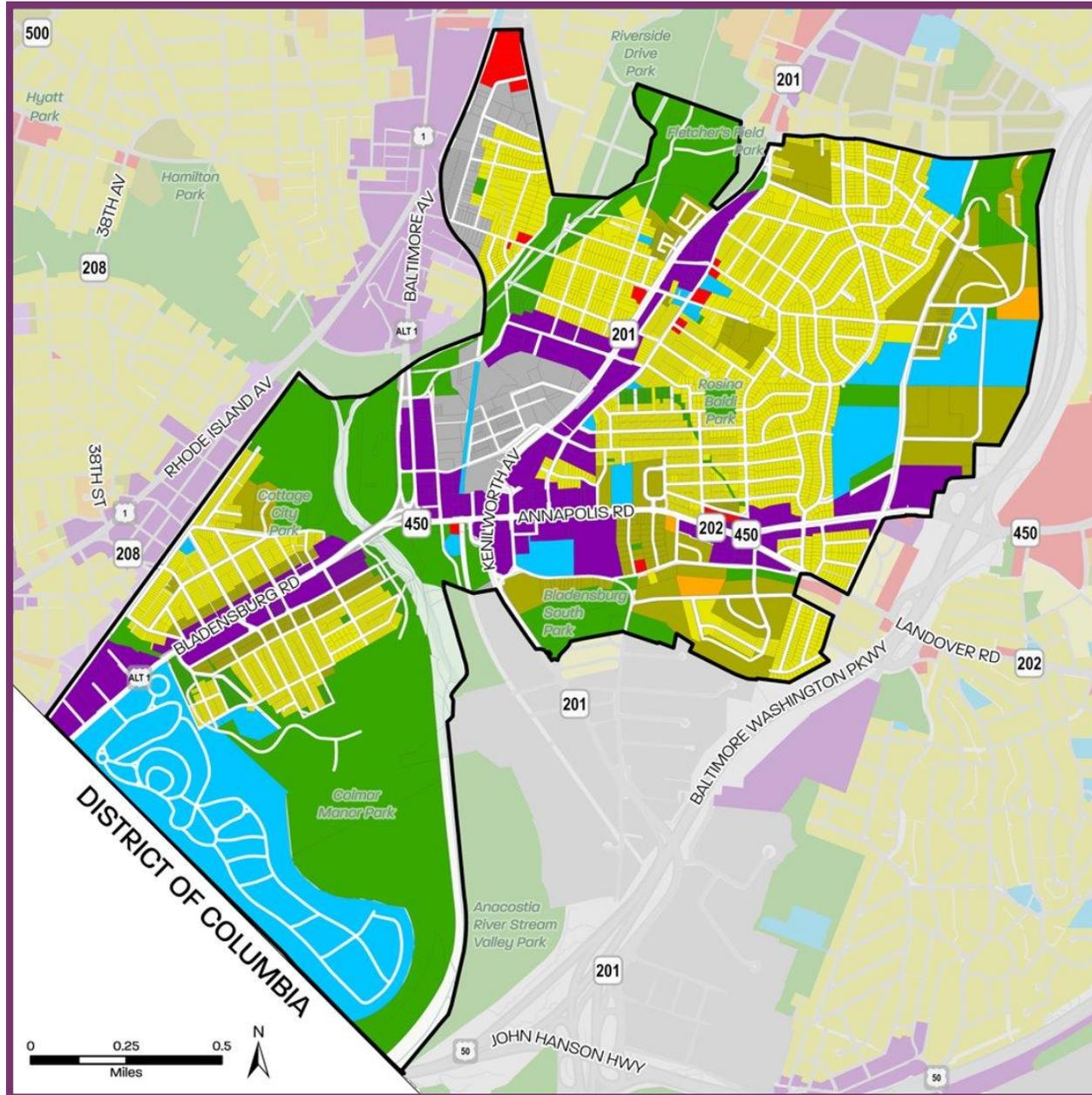
LAND USE



ECONOMIC PROSPERITY



HOUSING AND NEIGHBORHOODS





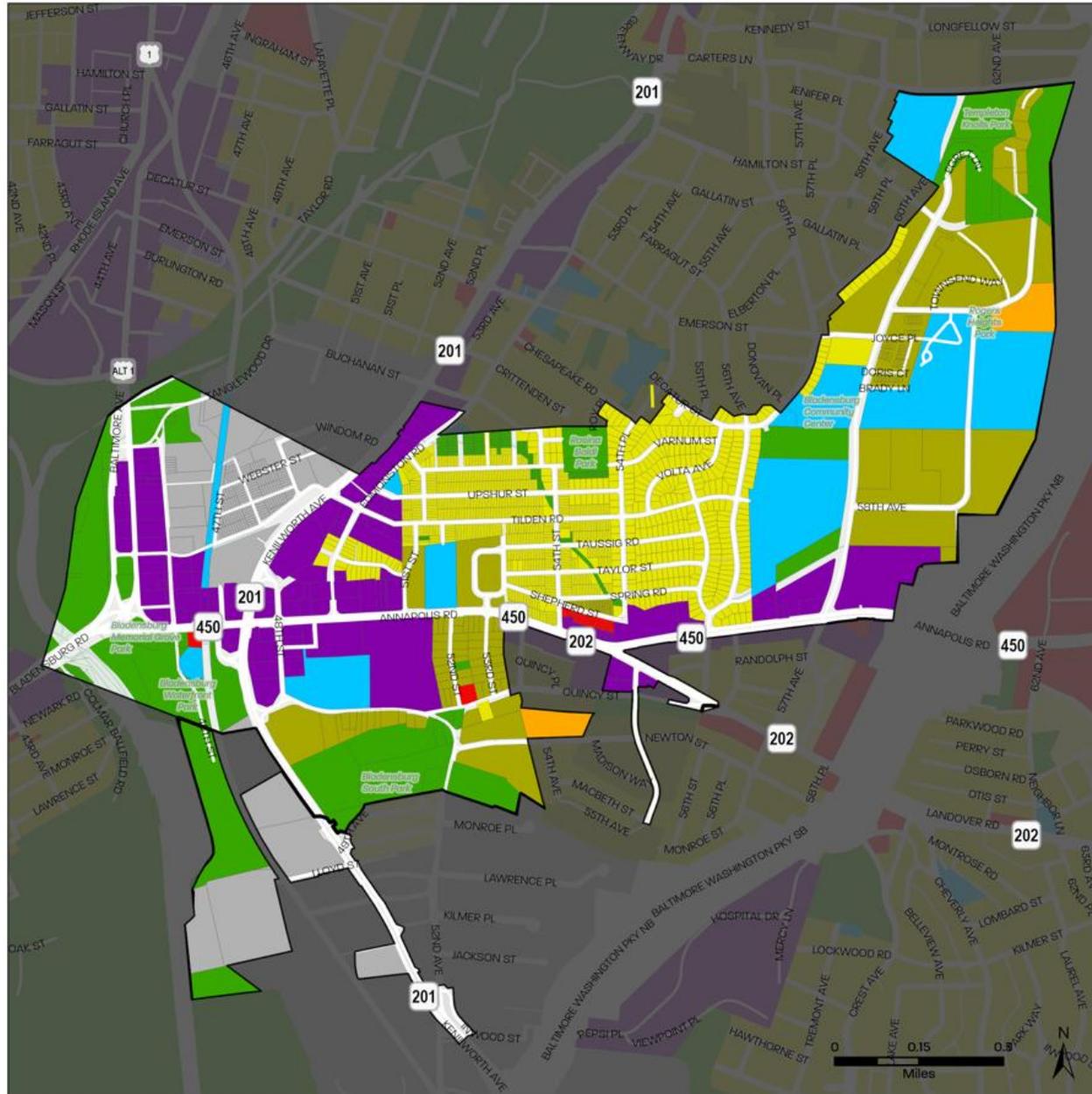
LAND USE



ECONOMIC PROSPERITY



HOUSING AND NEIGHBORHOODS



# Future Land Use

## Map Legend

-  Port Towns Sector Plan Boundary
-  Parks and Open Space
-  Residential Medium
-  Residential Medium-High
-  Residential High
-  Mixed Use
-  Commercial
-  Institutional
-  Industrial/Employment



# WHAT WE HEARD

# RECOMMENDATIONS

Promote green, complete, connected streets

Pedestrian safety for school children

Auto-oriented



Fragmented and narrow sidewalks

Promote safe multimodal transportation

» Multimodal Connectivity » Active Transportation



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



# WHAT WE HEARD

Improve healthcare access and health services

Better access to green space and recreation



More senior services

More health and wellness programming

Access to affordable and healthy food and local agriculture

# RECOMMENDATIONS

» Expand Access to Healthy Food

» Invest in Social Infrastructure



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



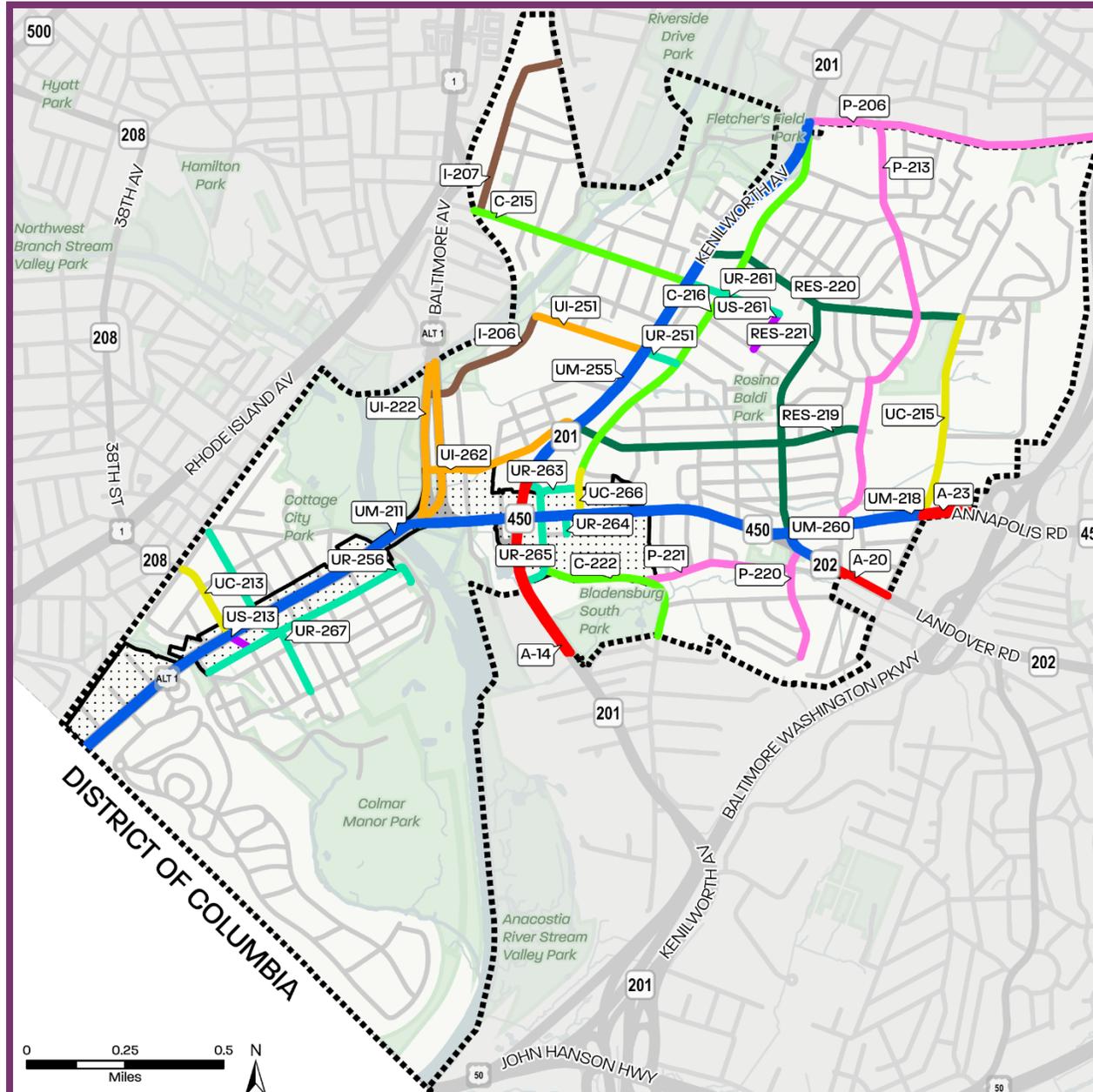
## TRANSPORTATION AND MOBILITY

- » Multimodal Connectivity
- » Active Transportation



## HEALTHY COMMUNITIES

- » Expand Access to Healthy Food
- » Invest in Social Infrastructure



## Proposed Facilities and USDS Designations

Section 5, Item A.

### Map Legend

- Port Towns Sector Plan Boundary
- Neighborhood Center
- Arterial
- Collector
- Industrial
- Neighborhood Connector
- Neighborhood Residential
- Primary
- Residential
- Mixed-Use Boulevard
- Urban Industrial
- Shared Street



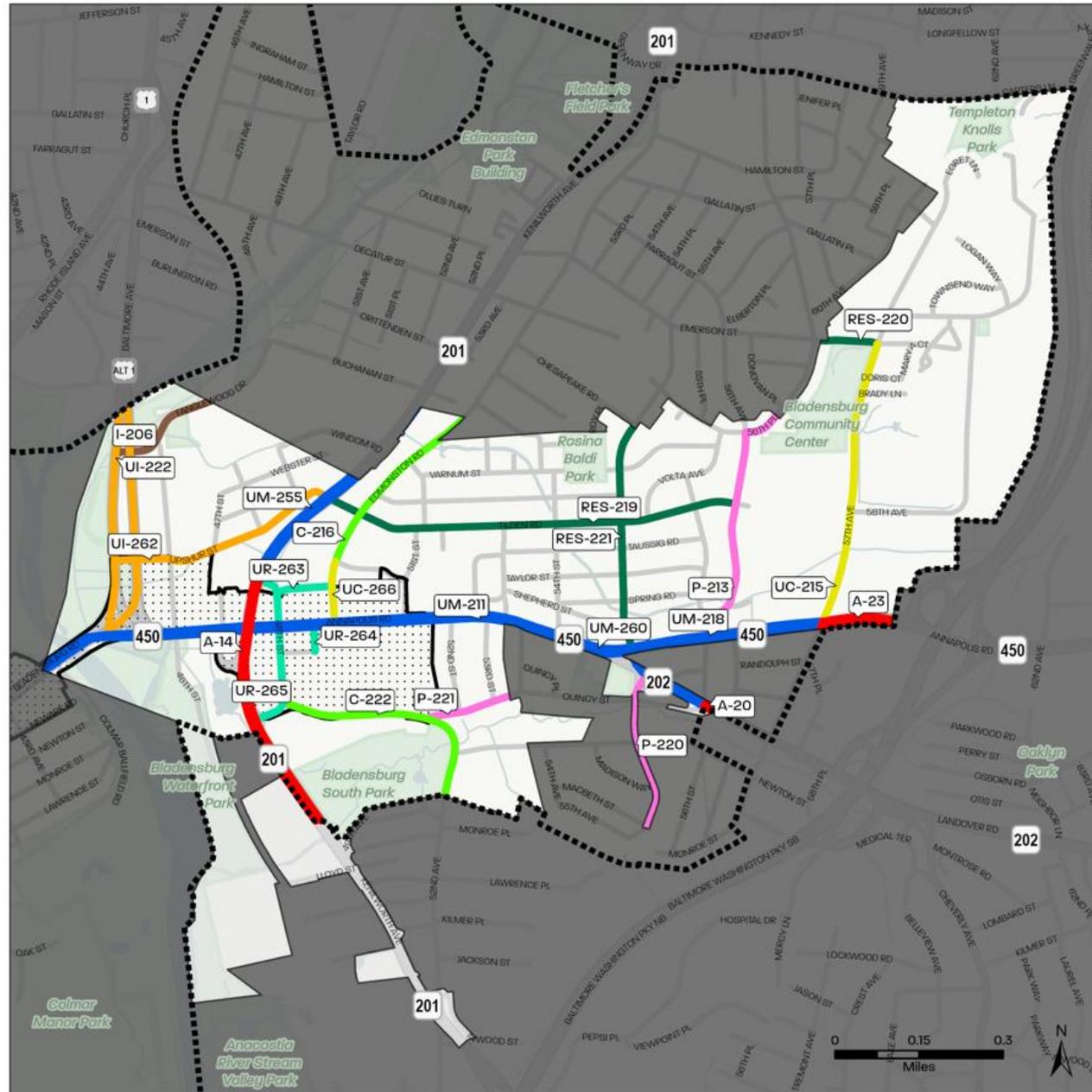
## TRANSPORTATION AND MOBILITY

- » Multimodal Connectivity
- » Active Transportation



## HEALTHY COMMUNITIES

- » Expand Access to Healthy Food
- » Invest in Social Infrastructure



# Proposed Facilities and USDS Designations

Section 5, Item A.

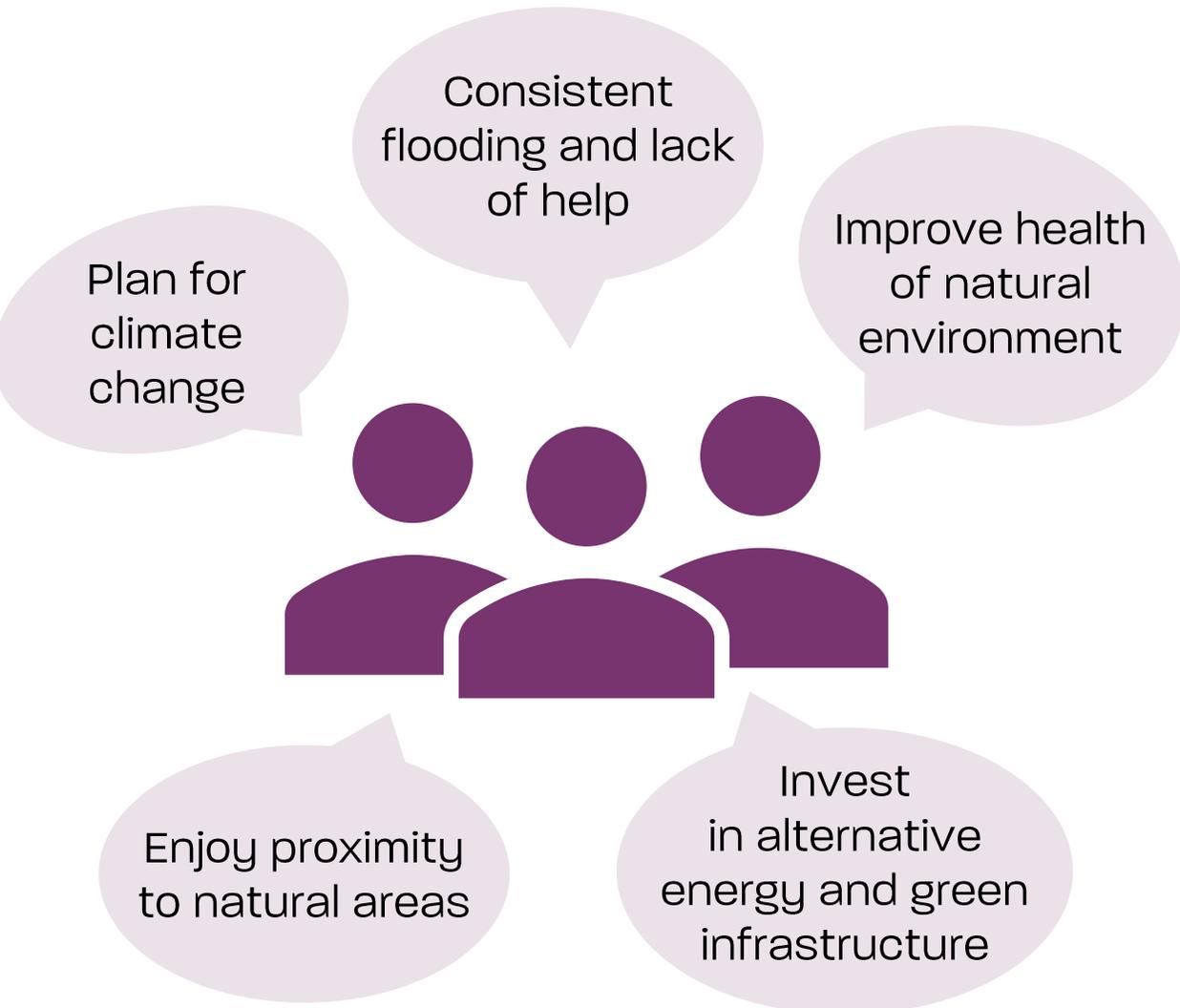
### Map Legend

- Port Towns Sector Plan Boundary
- Neighborhood Center
- Arterial
- Collector
- Industrial
- Neighborhood Connector
- Neighborhood Residential
- Primary
- Residential
- Mixed-Use Boulevard
- Urban Industrial
- Shared Street



# WHAT WE HEARD

# RECOMMENDATIONS



- » Green Infrastructure Investment
- » Greenway/Blueway Corridors



Photos by M-NCPPC

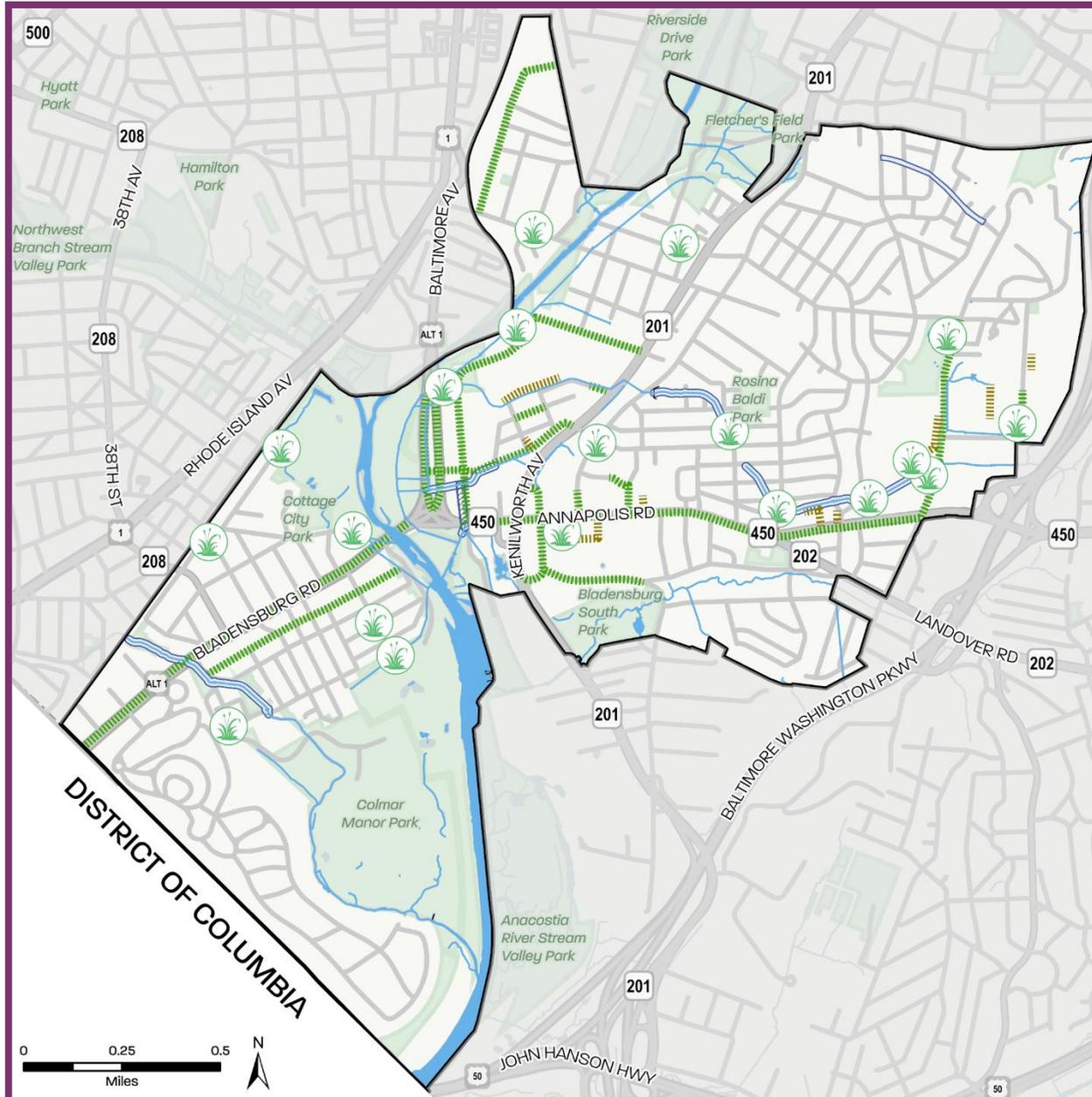
\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

# Priority Stormwater Infrastructure Projects



## NATURAL ENVIRONMENT

- » Green Infrastructure
- » Greenway/Blueway Corridors



### Map Legend

- Port Towns Sector Plan Boundary
- Green Infrastructure Streetscape
- Parking Lot Green Infrastructure
- Priority Green Infrastructure Projects
- Greenway/Blueway Corridor
- Proposed Stream Corridor Connection
- River and Streams

# Priority Stormwater Infrastructure Projects



## NATURAL ENVIRONMENT

- » Green Infrastructure
- » Greenway/Blueway Corridors



### Map Legend

- Port Towns Sector Plan Boundary
- Green Infrastructure Streetscape
- Parking Lot Green Infrastructure
- Priority Green Infrastructure Projects
- Greenway/Blueway Corridor
- Proposed Stream Corridor Connection
- River and Streams



# WHAT WE HEARD



# RECOMMENDATIONS

- » Expand Public Facilities
- » Continue Emergency Service Planning



Photos by M-NCPPC

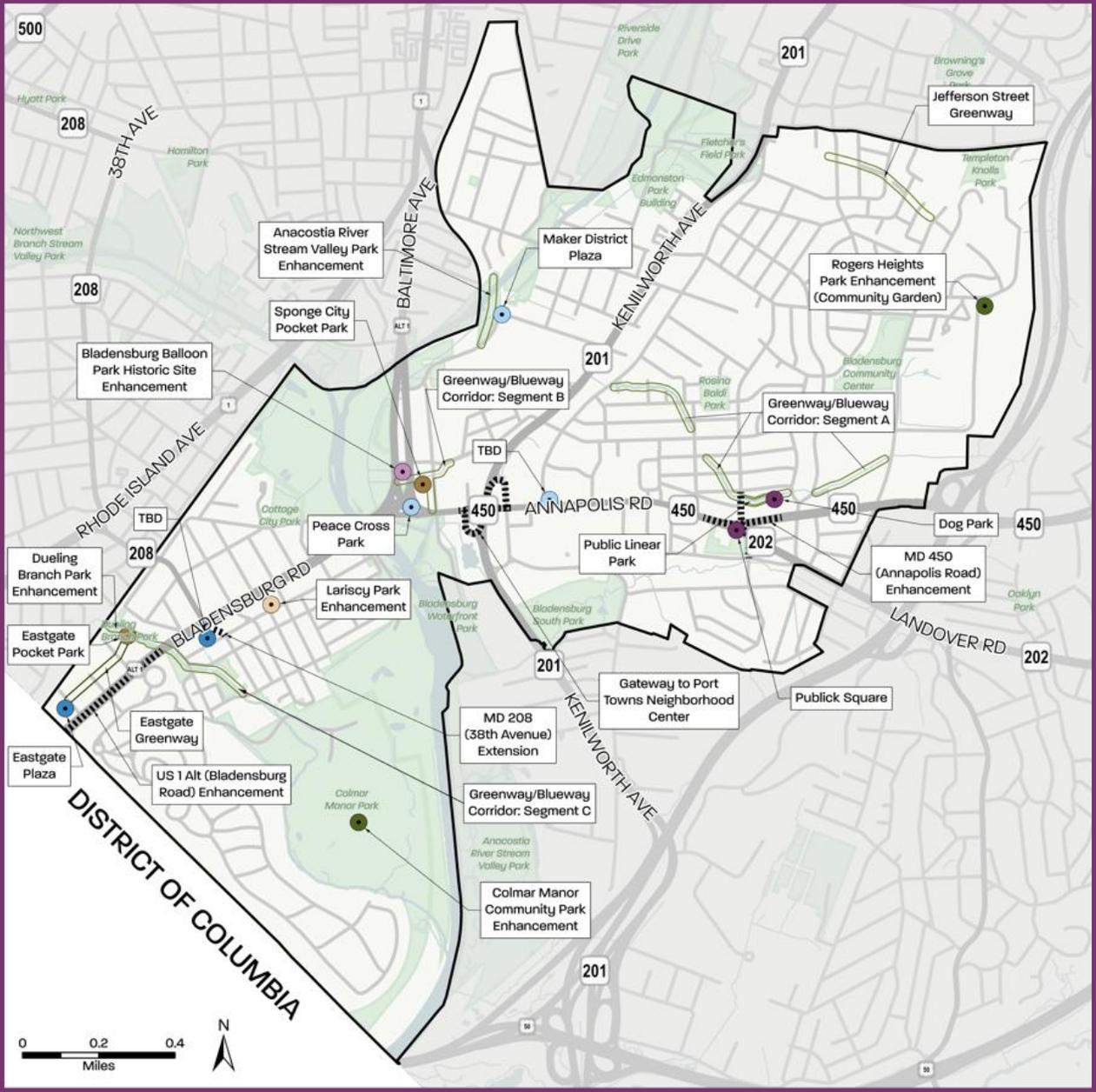
\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

# Recommended Parks, Recreation, and Open Space Facilities



## PUBLIC FACILITIES

- » Expand Public Facilities
- » Continue Emergency Service Planning



### Map Legend

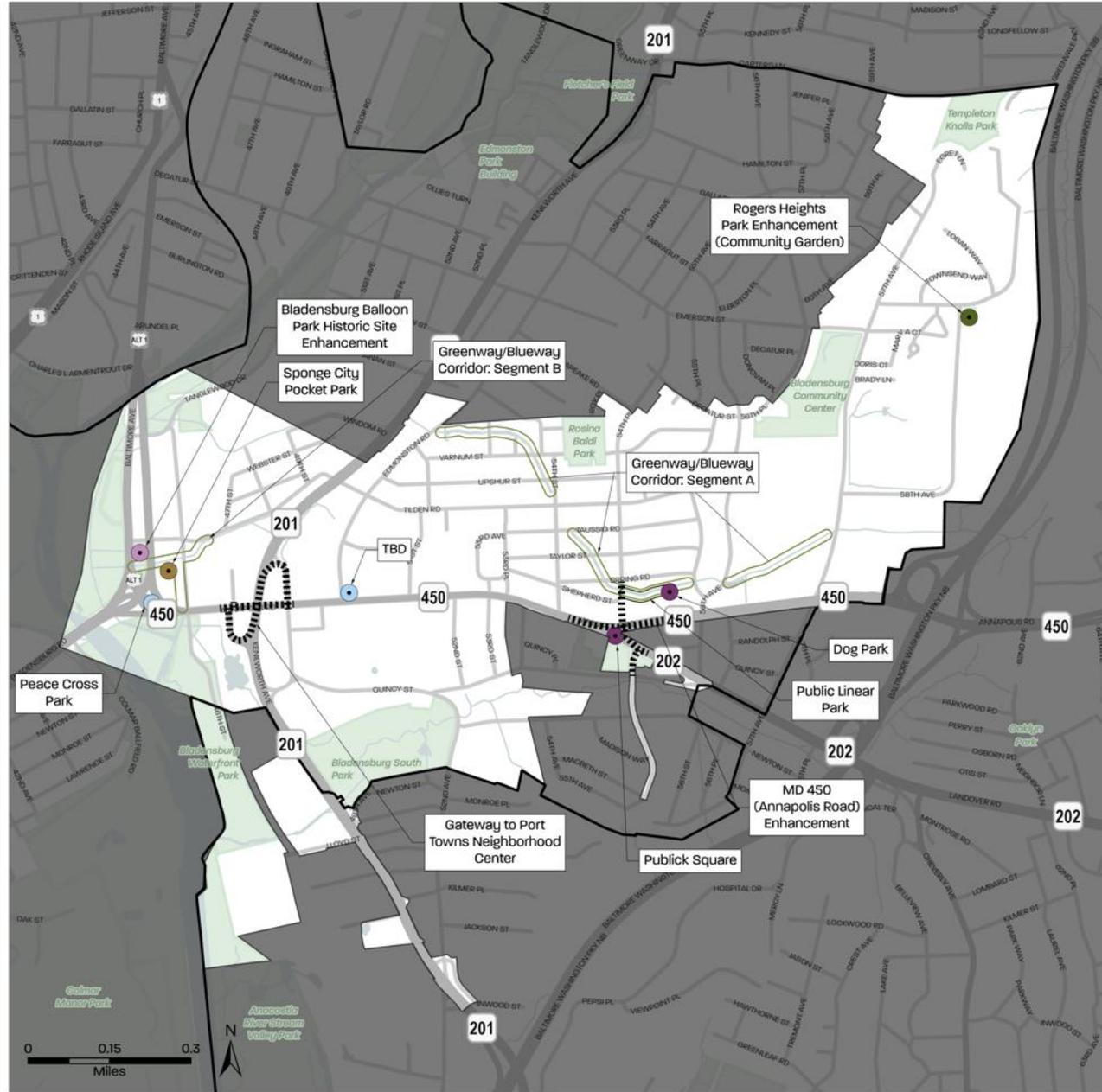
- Port Towns Sector Plan Boundary
- Street (Fixed)
- Greenway and Linear Park (Fixed)
- Greenway and Linear Park (Not Fixed)
- Community Park (Fixed)
- Plaza (Fixed)
- Plaza (Not Fixed)
- Pocket Park/Mini Park (Fixed)
- Pocket Park/Mini Park (Not Fixed)
- Special Facility (Fixed)
- Special Facility (Not Fixed)

# Recommended Parks, Recreation, and Open Space Facilities



## PUBLIC FACILITIES

- » Expand Public Facilities
- » Continue Emergency Service Planning



### Map Legend

- Port Towns Sector Plan Boundary
- Street (Fixed)
- Greenway and Linear Park (Fixed)
- Greenway and Linear Park (Not Fixed)
- Community Park (Fixed)
- Plaza (Fixed)
- Plaza (Not Fixed)
- Pocket Park/Mini Park (Fixed)
- Pocket Park/Mini Park (Not Fixed)
- Special Facility (Fixed)
- Special Facility (Not Fixed)



# WHAT WE HEARD

Preserve the area's cultural heritage and history

Built environment creates opportunity for crime

Enhance appears along corridors



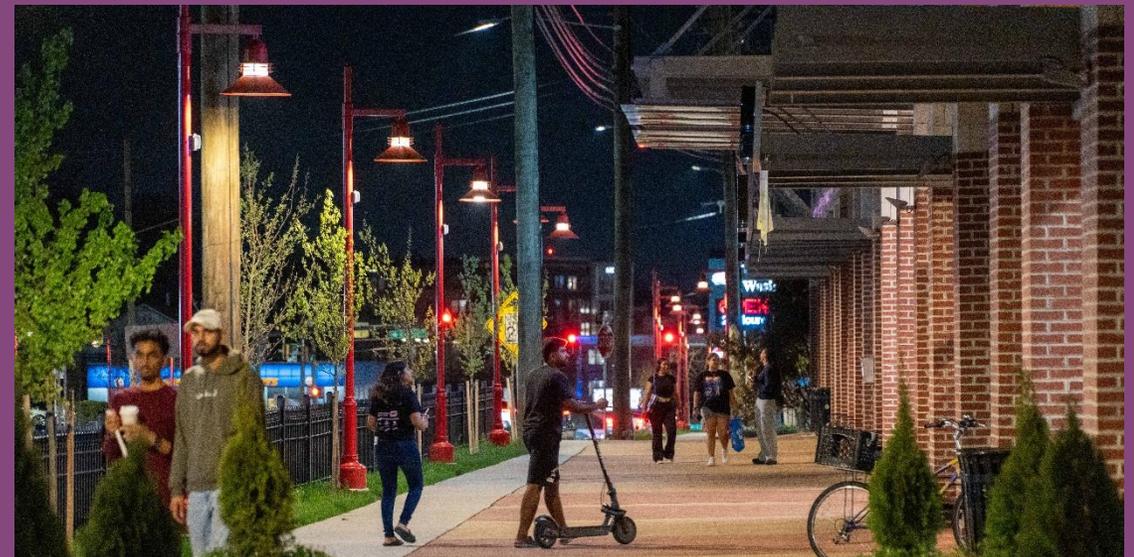
Incorporate and support art programming

New development should fit in with current character

# RECOMMENDATIONS

» Create a "Cultural Heritage Trail"

» Incorporate and Support Art



Photos by M-NOPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



# WHAT WE HEARD

# RECOMMENDATIONS

- » Destination Branding
- » Identify sites for future initiatives



Photos by M-NCPPC

\* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



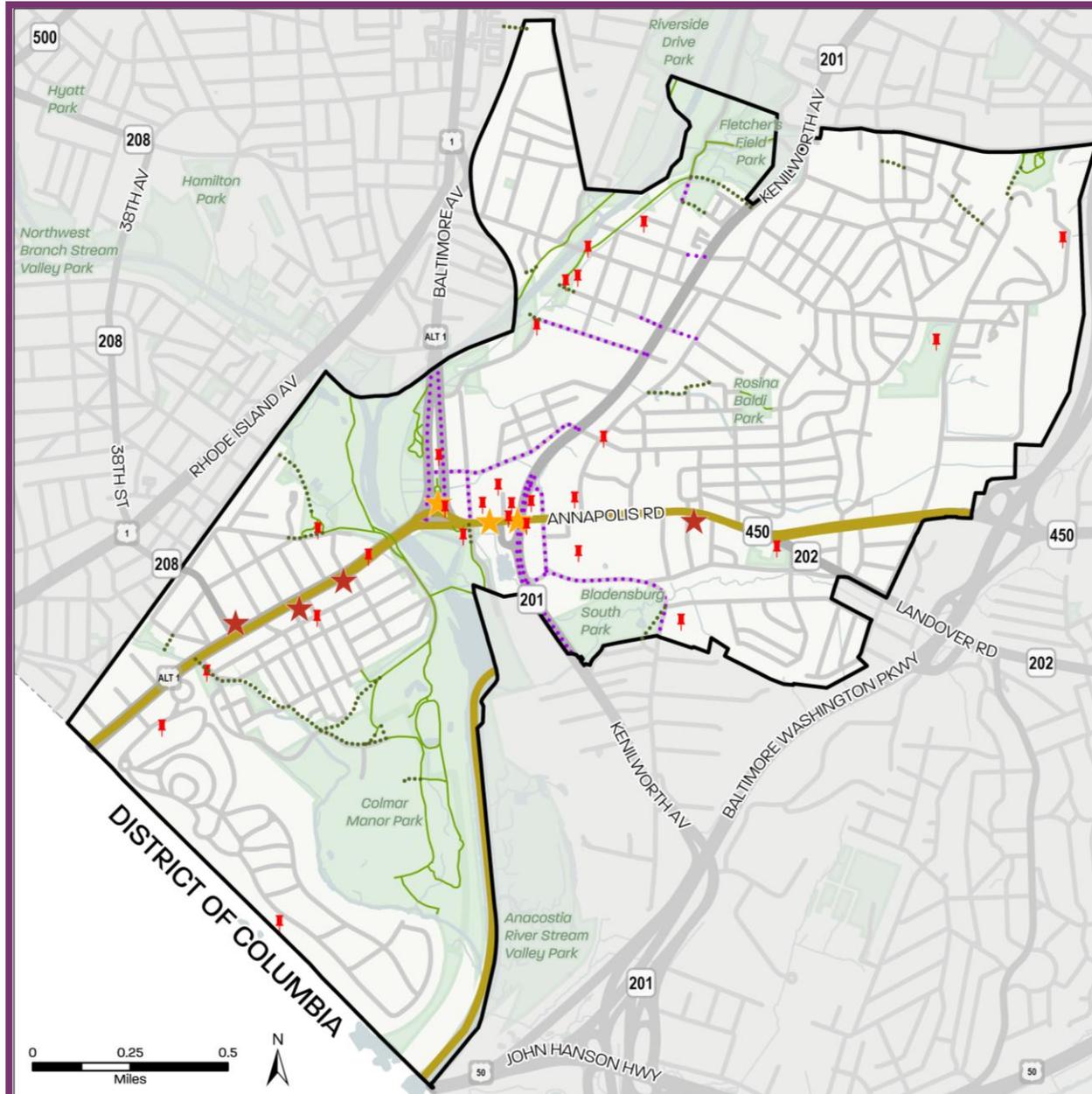
## COMMUNITY HERITAGE, CULTURE, & DESIGN

- » Create a “Cultural Heritage” Trail
- » Incorporate and Support Art



## PLACEMAKING

- » Destination Branding
- » Identify sites for future initiatives



Section 5, Item A.

## Placemaking Opportunities and Significant Locations

### Map Legend

- Port Towns Sector Plan Boundary
- Star Spangled Banner Historic Trail
- Existing Trails/Shared Use Paths
- Proposed Side Path
- Proposed Trail/Shared Use Path
- Significant Landmark
- Right-of-Way Placemaking Opportunities
- Vacant Lot Placemaking Opportunities



## COMMUNITY HERITAGE, CULTURE, & DESIGN

- » Create a “Cultural Heritage” Trail
- » Incorporate and Support Art



## PLACEMAKING

- » Destination Branding
- » Identify sites for future initiatives



Section 5, Item A.

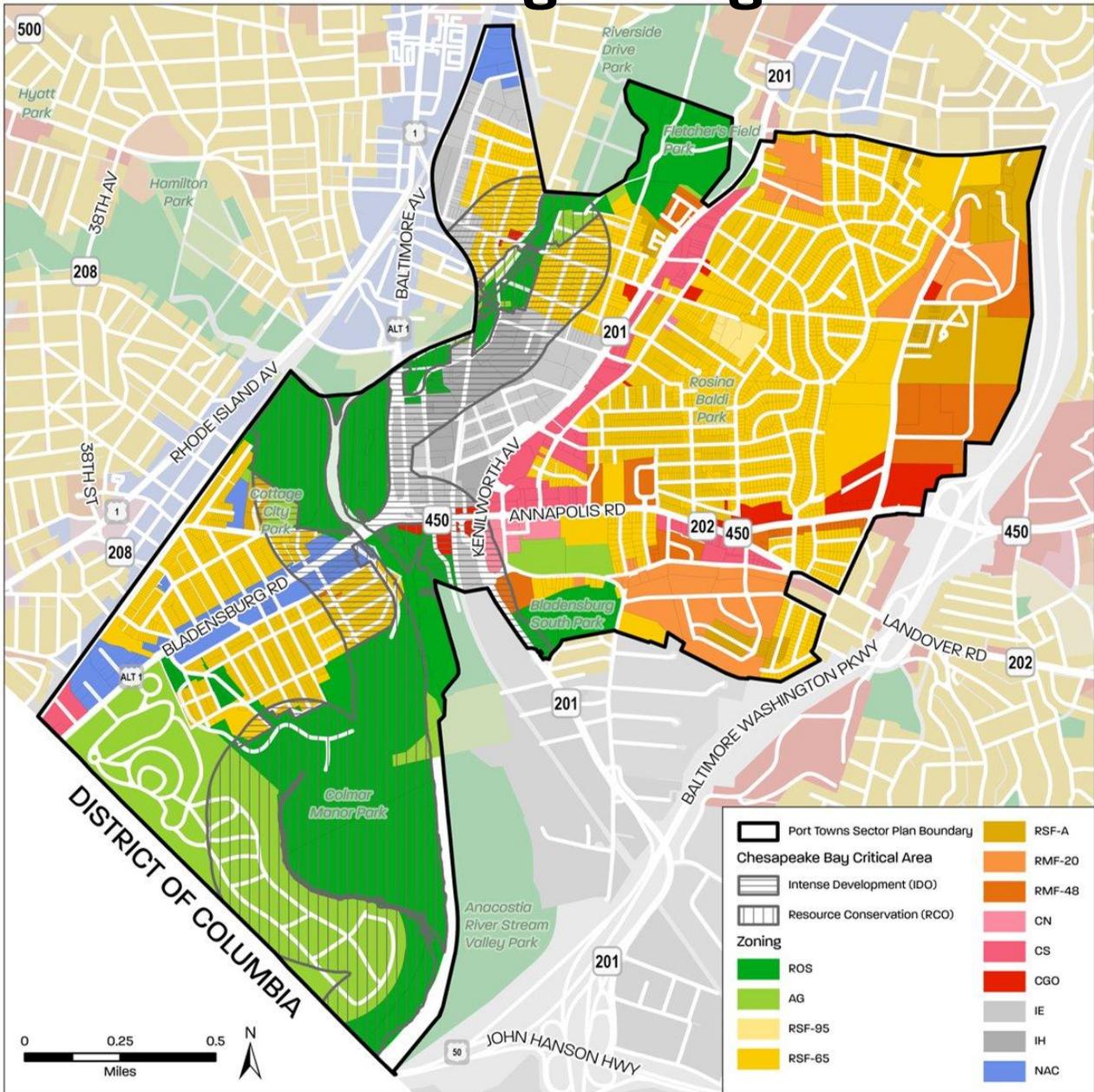
## Placemaking Opportunities and Significant Locations

### Map Legend

- Port Towns Sector Plan Boundary
- Star Spangled Banner Historic Trail
- Existing Trails/Shared Use Paths
- Proposed Side Path
- Proposed Trail/Shared Use Path
- Significant Landmark
- Right-of-Way Placemaking Opportunities
- Vacant Lot Placemaking Opportunities

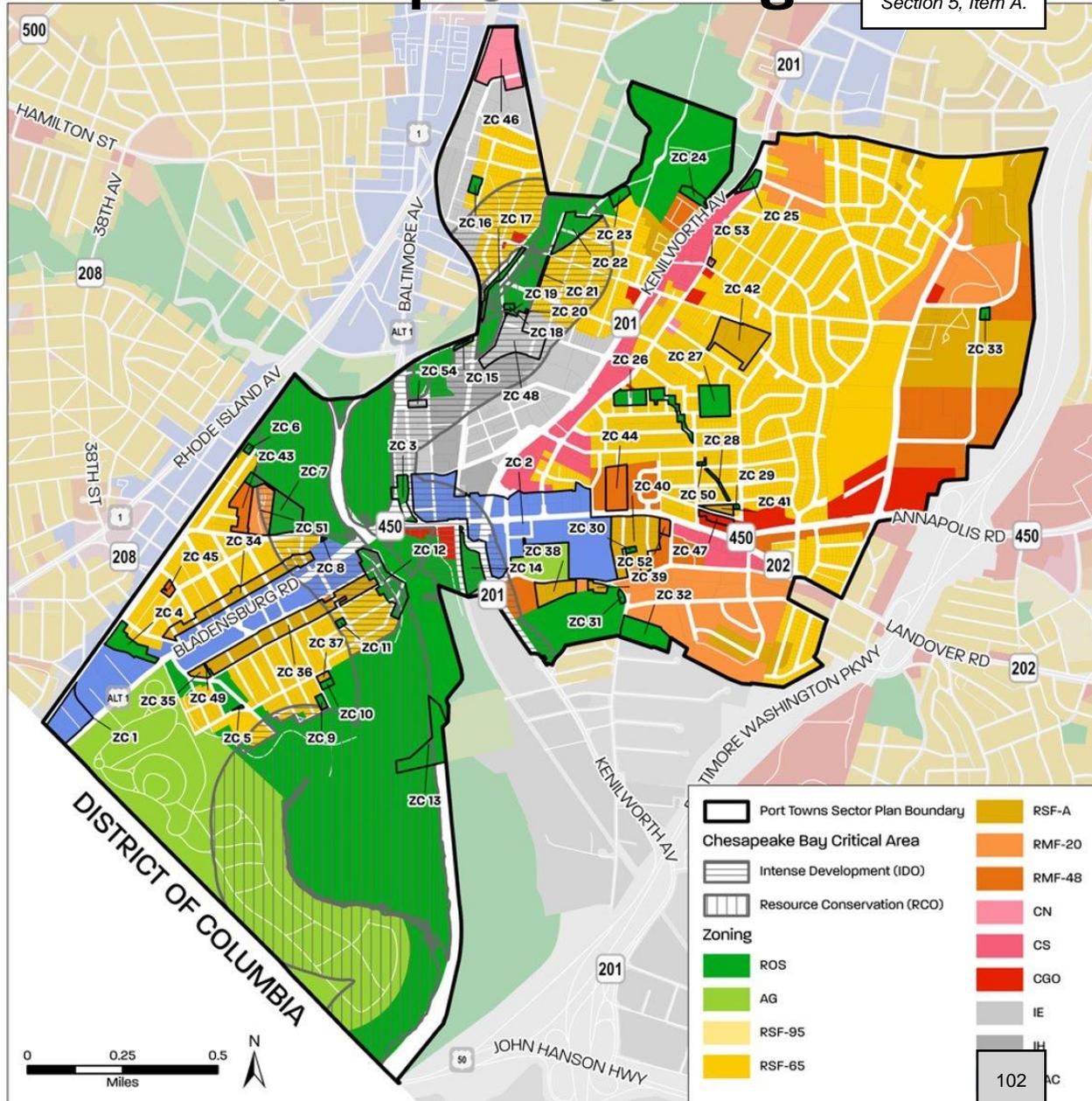
# Sectional Map Amendment

# Existing Zoning

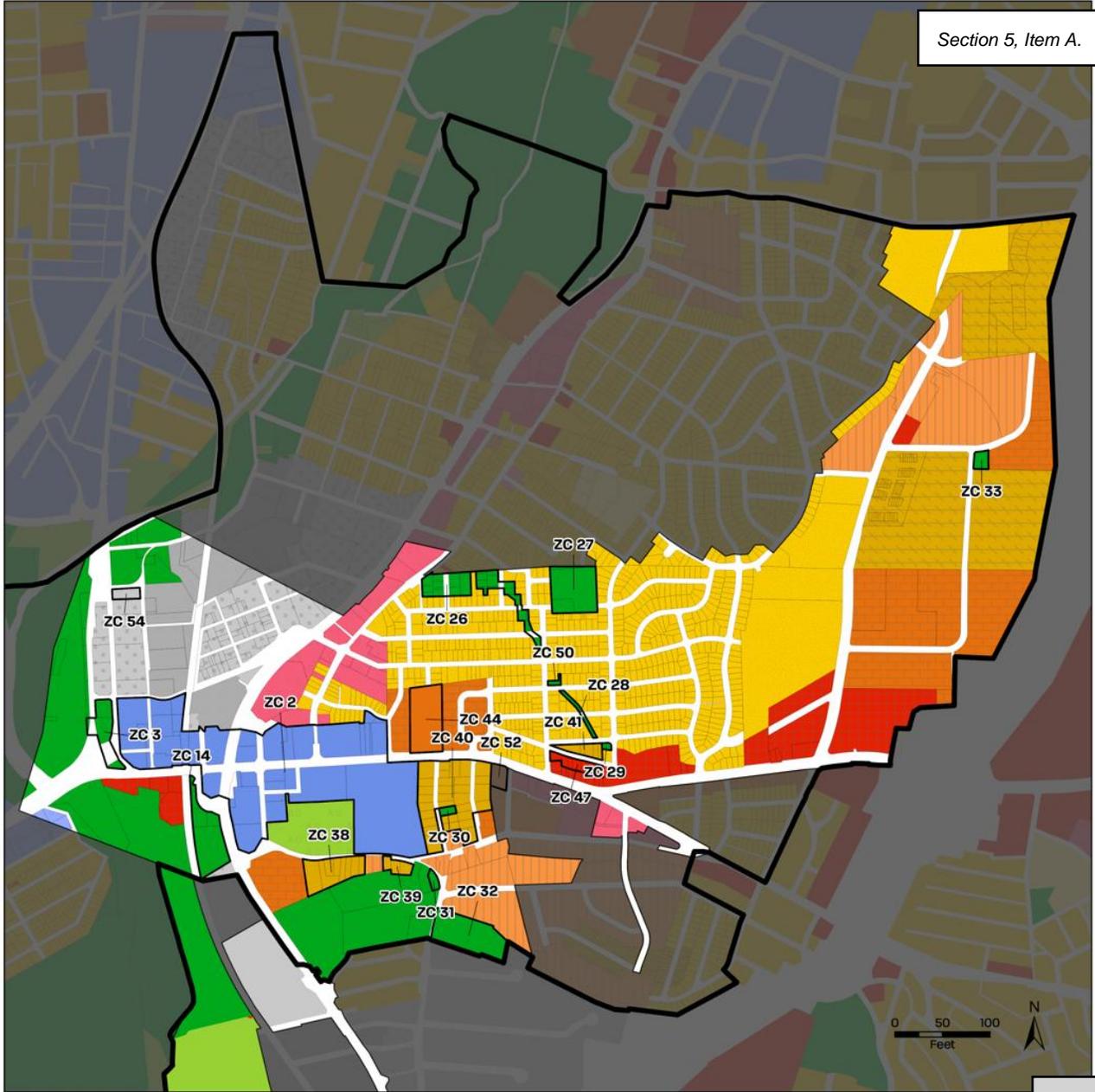


# Proposed Zoning

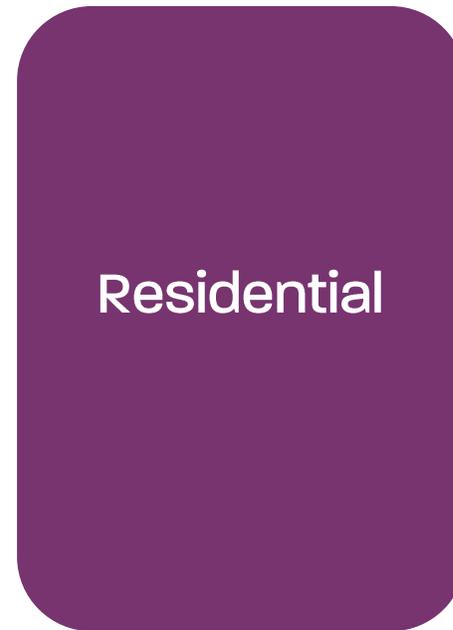
Section 5, Item A.



# Bladensburg Zoning Changes



# Zoning Changes Categories

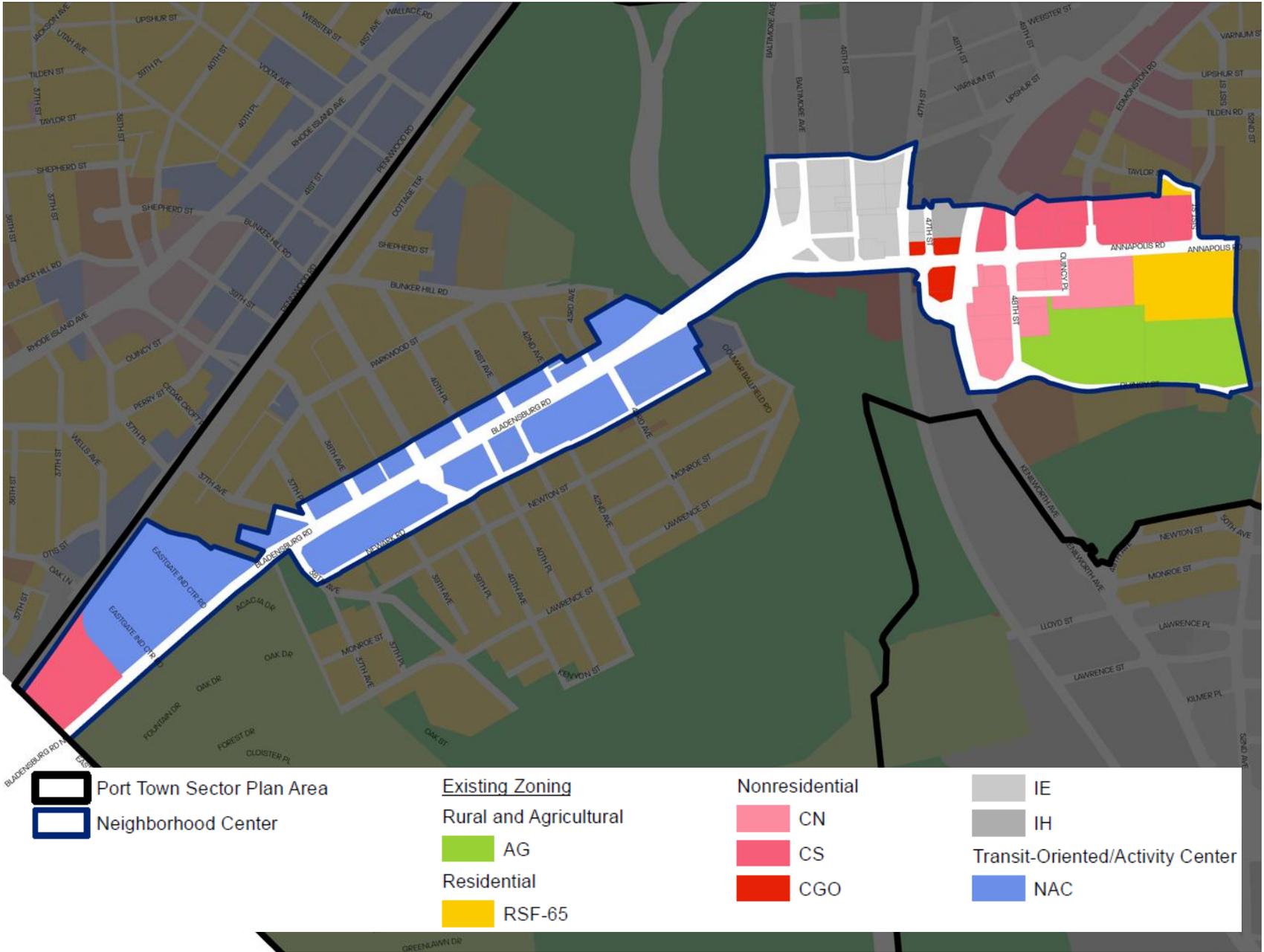


# Neighborhood Activity Center (NAC) Zone

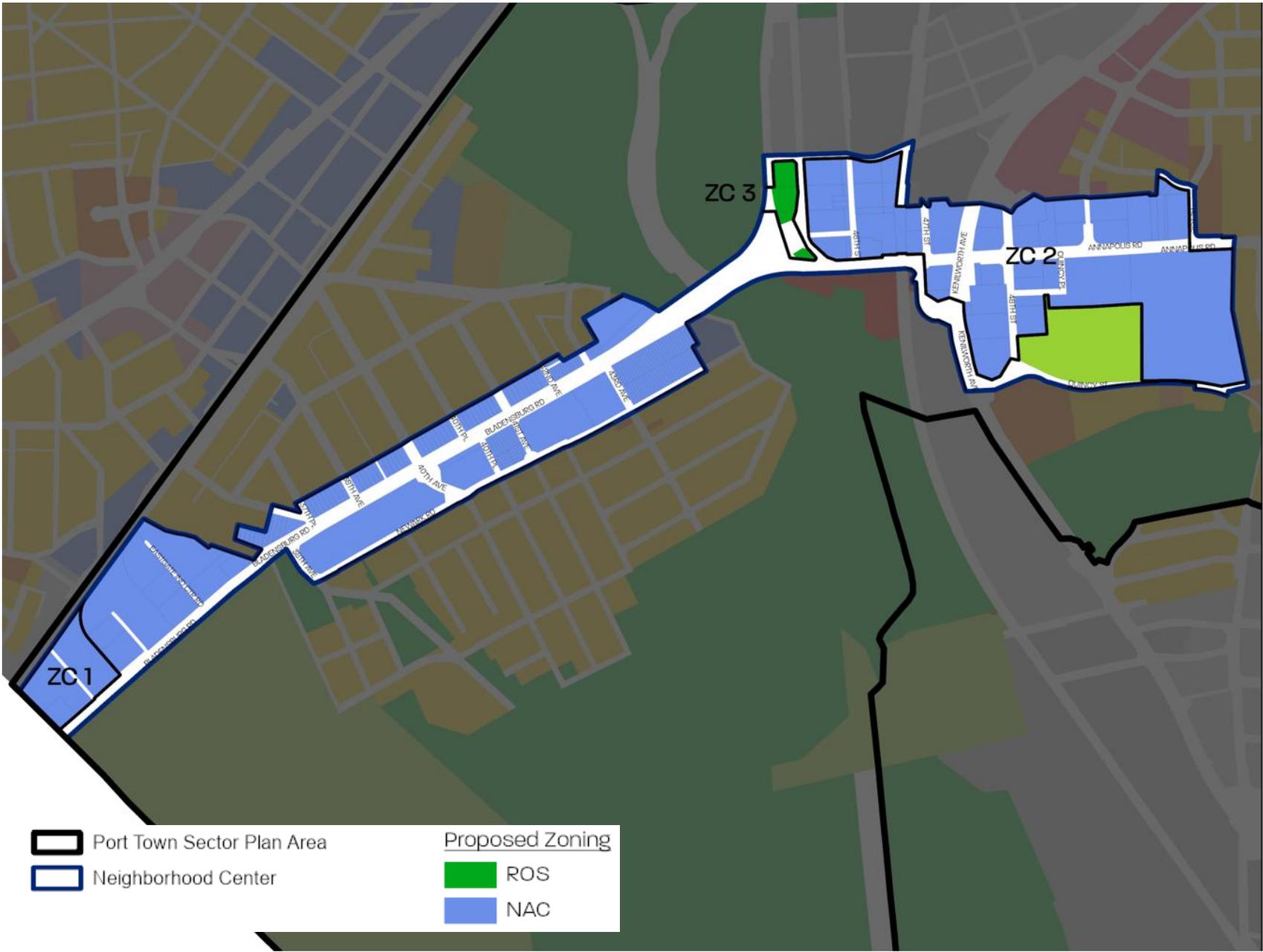
The purpose of the NAC Zone is to:

- Provide lands for mixed-use centers;
- Create walkable, bikeable, and well-connected areas; and
- Provide neighborhood serving uses.





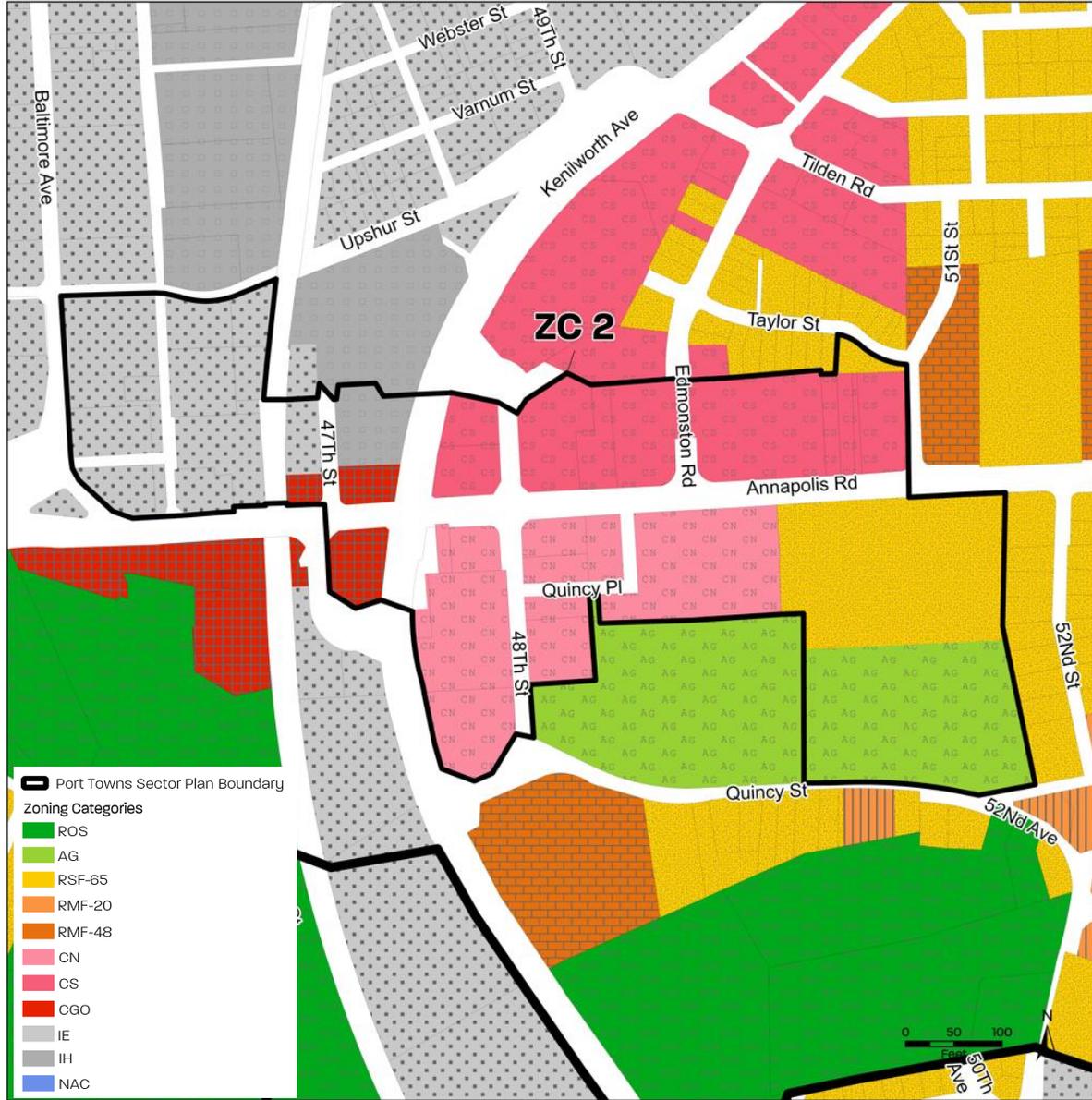
# Existing Zoning in Proposed Neighborhood Center



## Proposed Zoning in Neighborhood Center

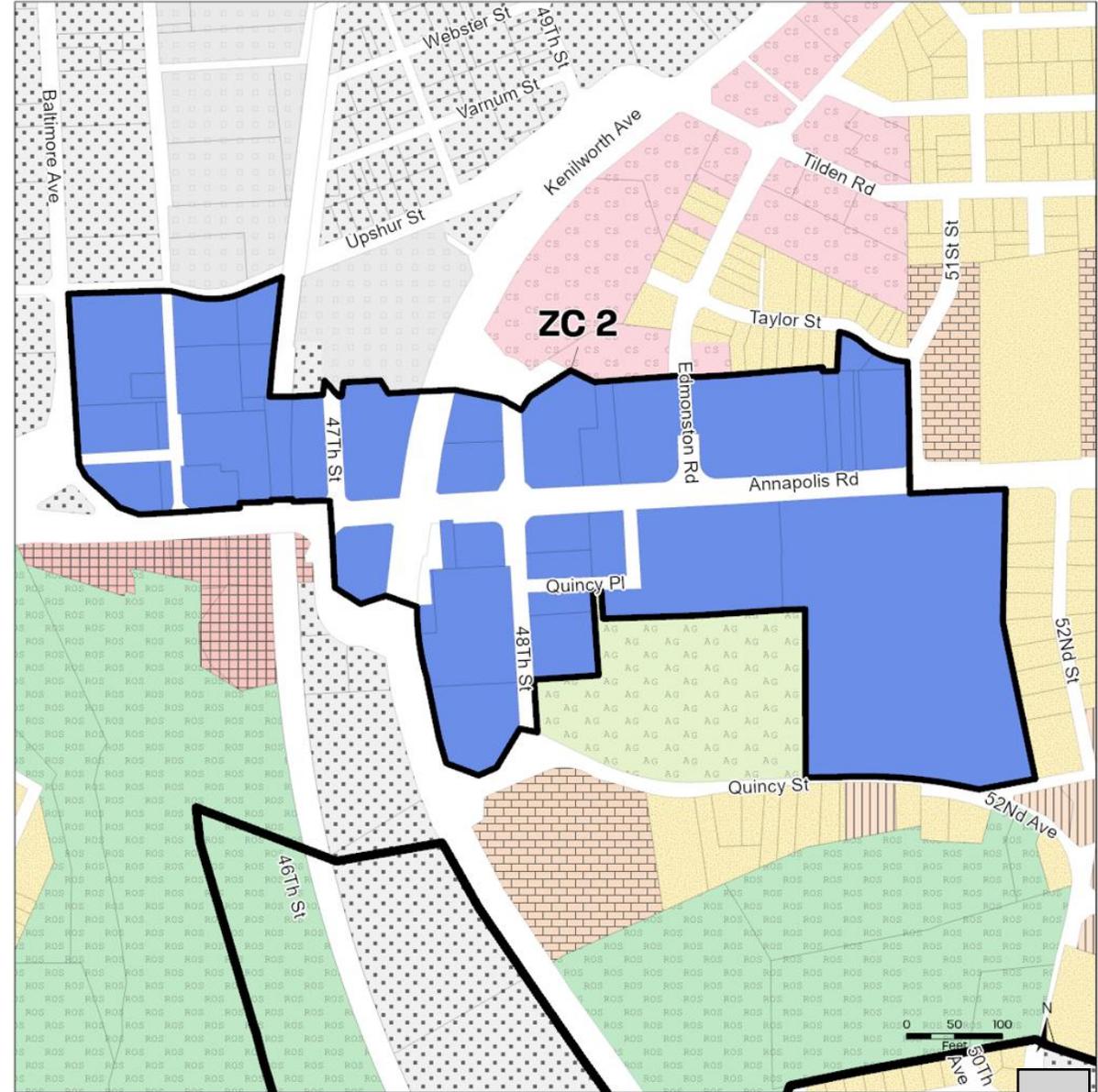
Property Inventory	
Zoning Class	Number of Parcels
NAC	55
ROS	4
<b>Total</b>	<b>59</b>

# Existing Zoning



# Proposed Zoning

Section 5, Item A.



# Zoning Changes Categories



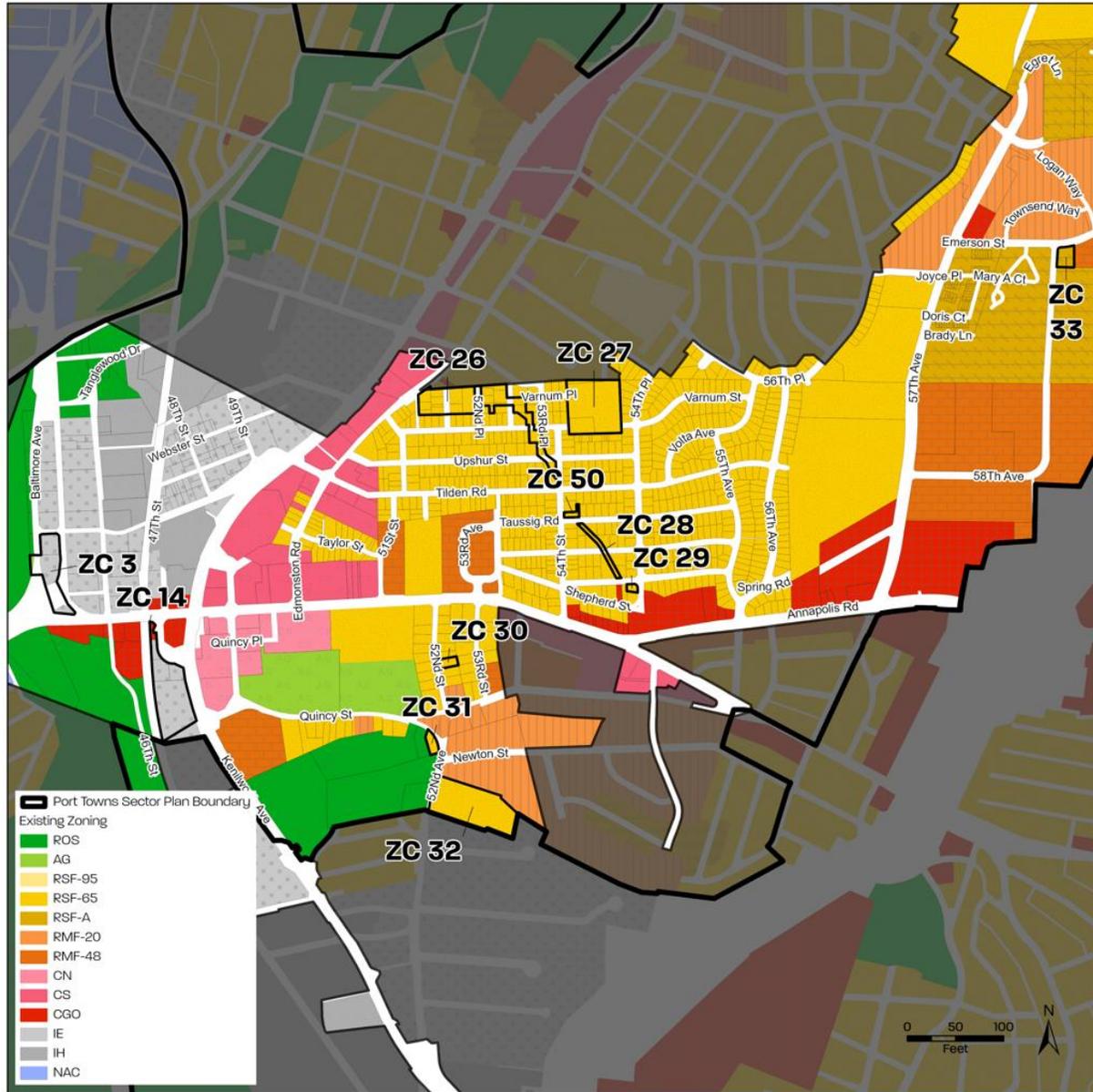
## Reserved Open Space (ROS) Zone

The purpose of the ROS Zone is to:

- Encourage preservation;
- Protect scenic and environmentally-sensitive areas;
- Retain areas for non-intensive uses; and
- Provide public, recreational, and agricultural uses.

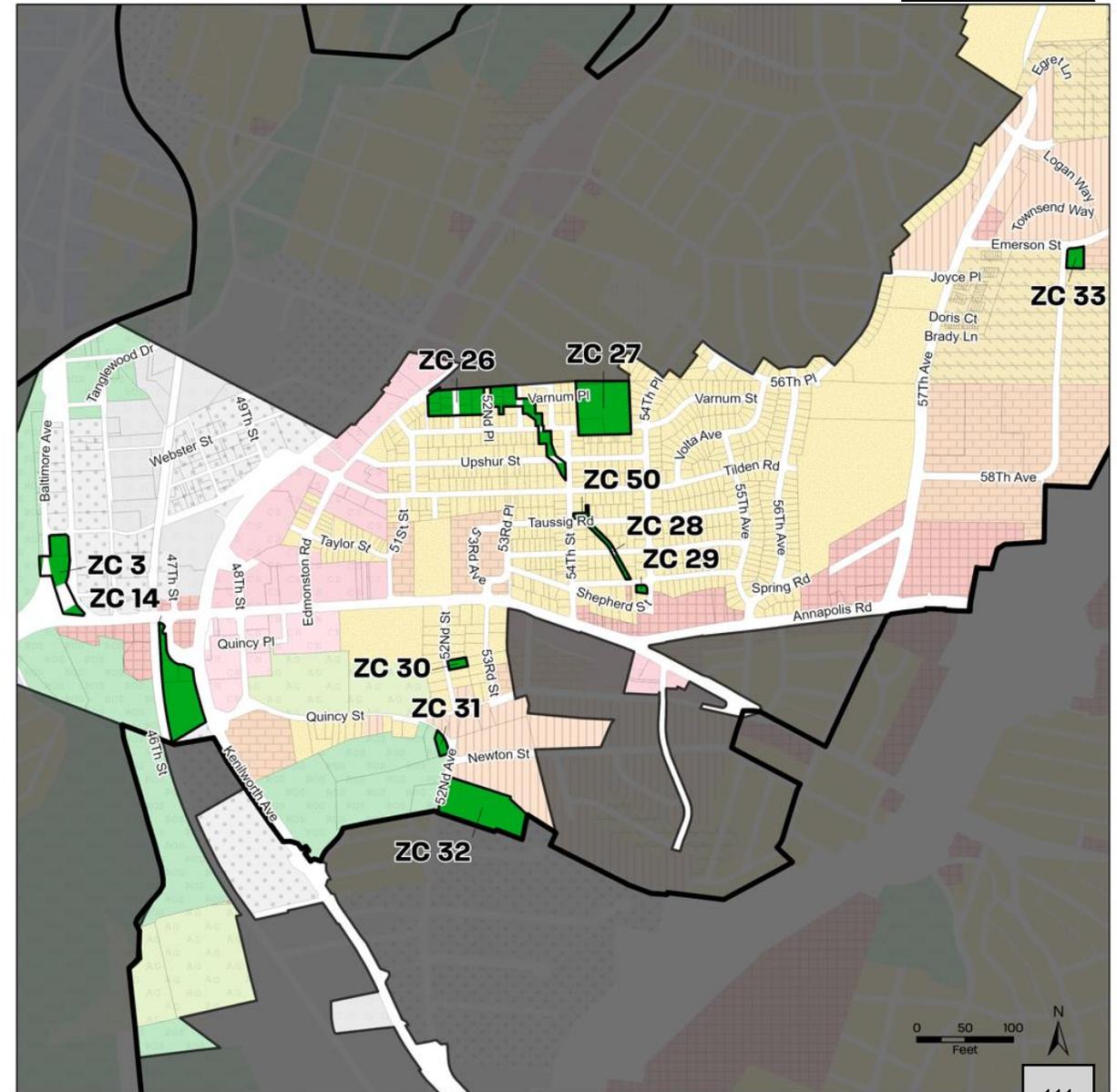


# Existing Zoning



# Proposed Zoning

Section 5, Item A.



# Zoning Changes Categories

Neighborhood  
Center

Open Space

Residential

Commercial/  
Industrial

## Residential, Multifamily-48 (RMF-48) Zone

The purpose of the RMF-48 Zone is to:

- Provide sites for high-density multifamily development; and
- Ensure compatible development and walkability.



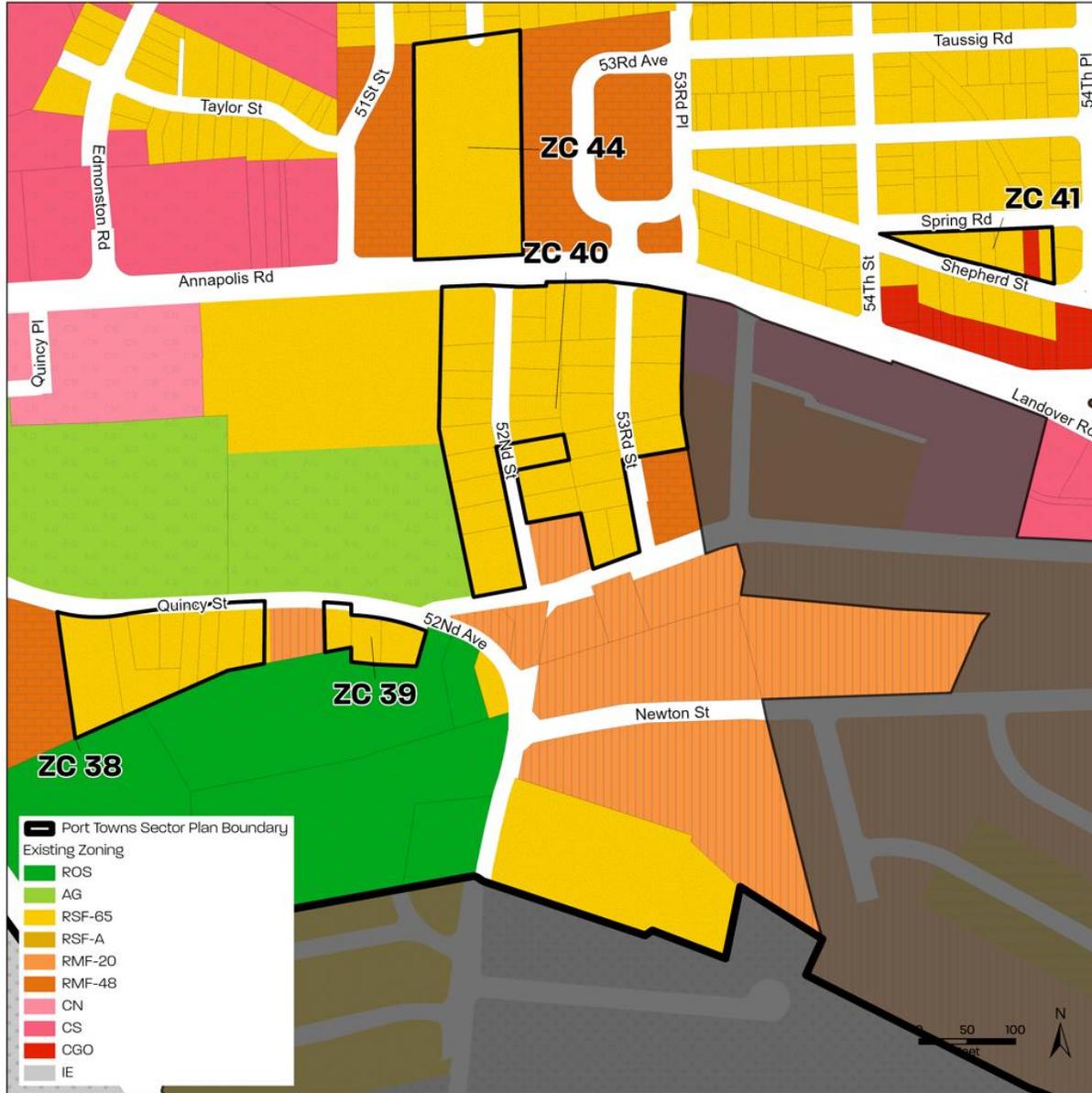
## Residential, Single-Family-Attached (RSF-A) Zone

The purpose of the RSF-A Zone is to:

- Encourage compatible residential development; and
- Provide walkable, pedestrian oriented areas.

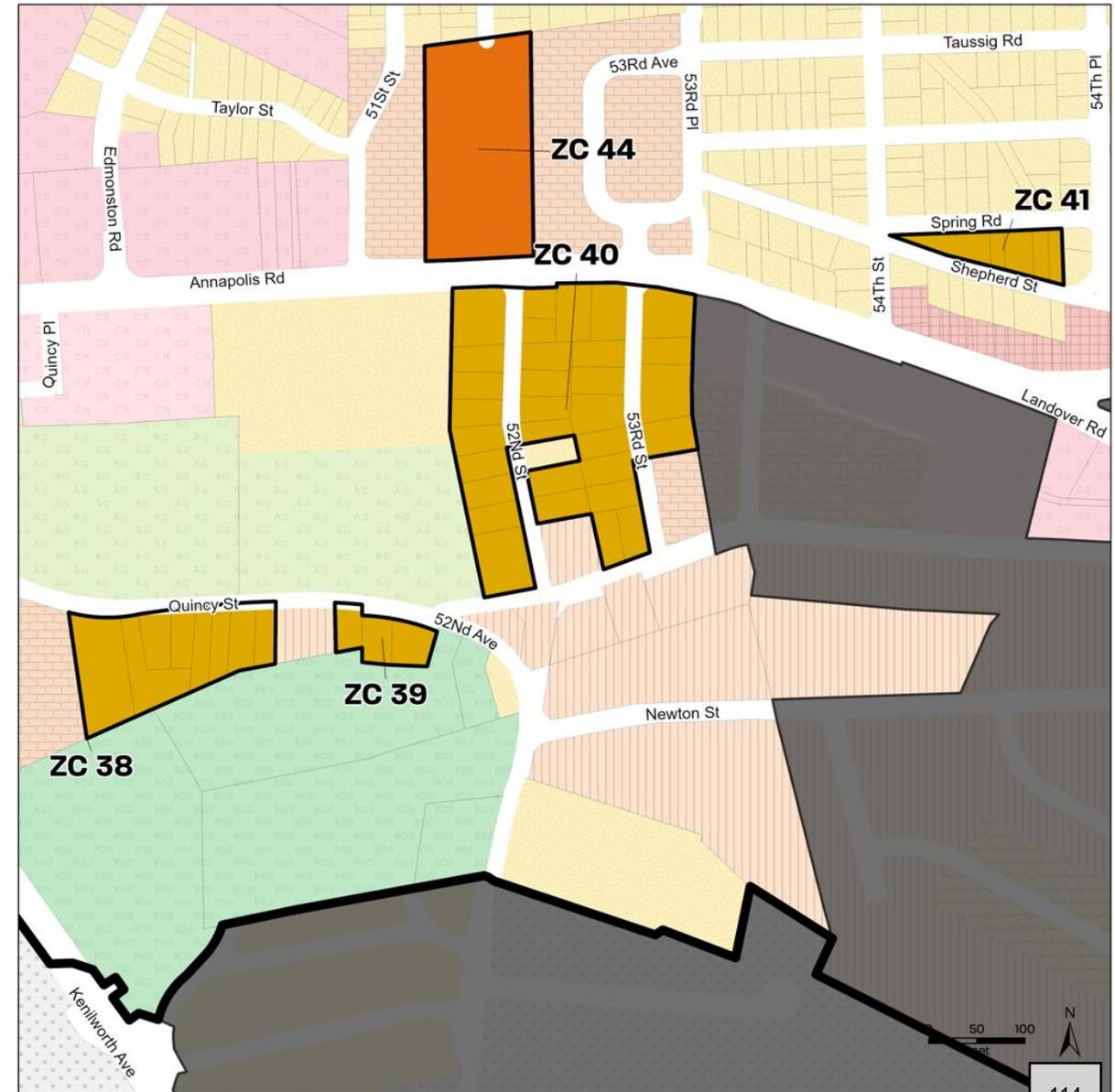


# Existing Zoning



# Proposed Zoning

Section 5, Item A.



# Zoning Changes Categories

Neighborhood  
Center

Open Space

Residential

Commercial/  
Industrial

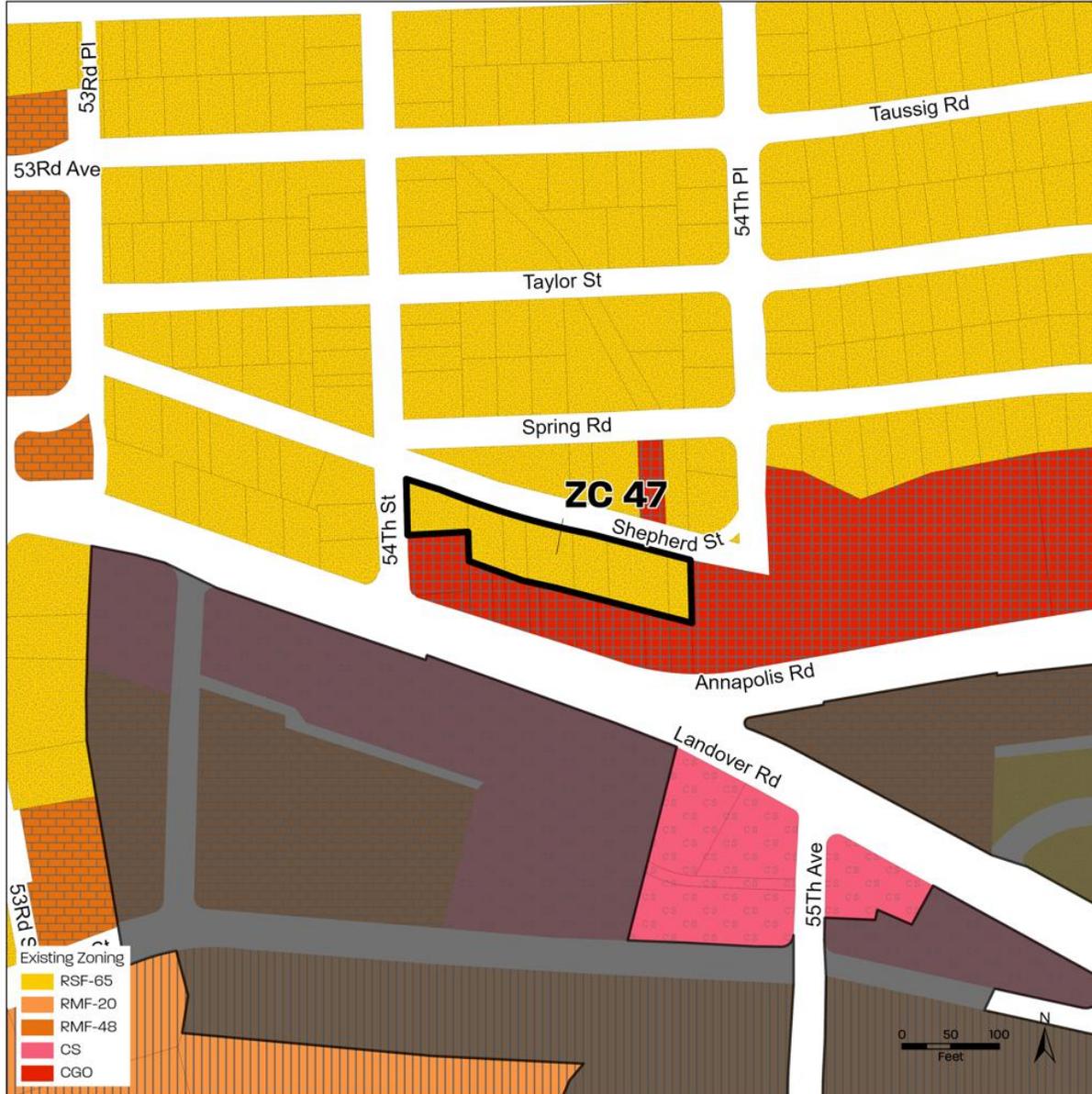
## Commercial, General, and Office (CGO) Zone

The purpose of the CGO Zone is to:

- Provide lands for a diverse range of business, civic, and mixed-use development; and
- Accommodate residential uses as part of mixed-use development.

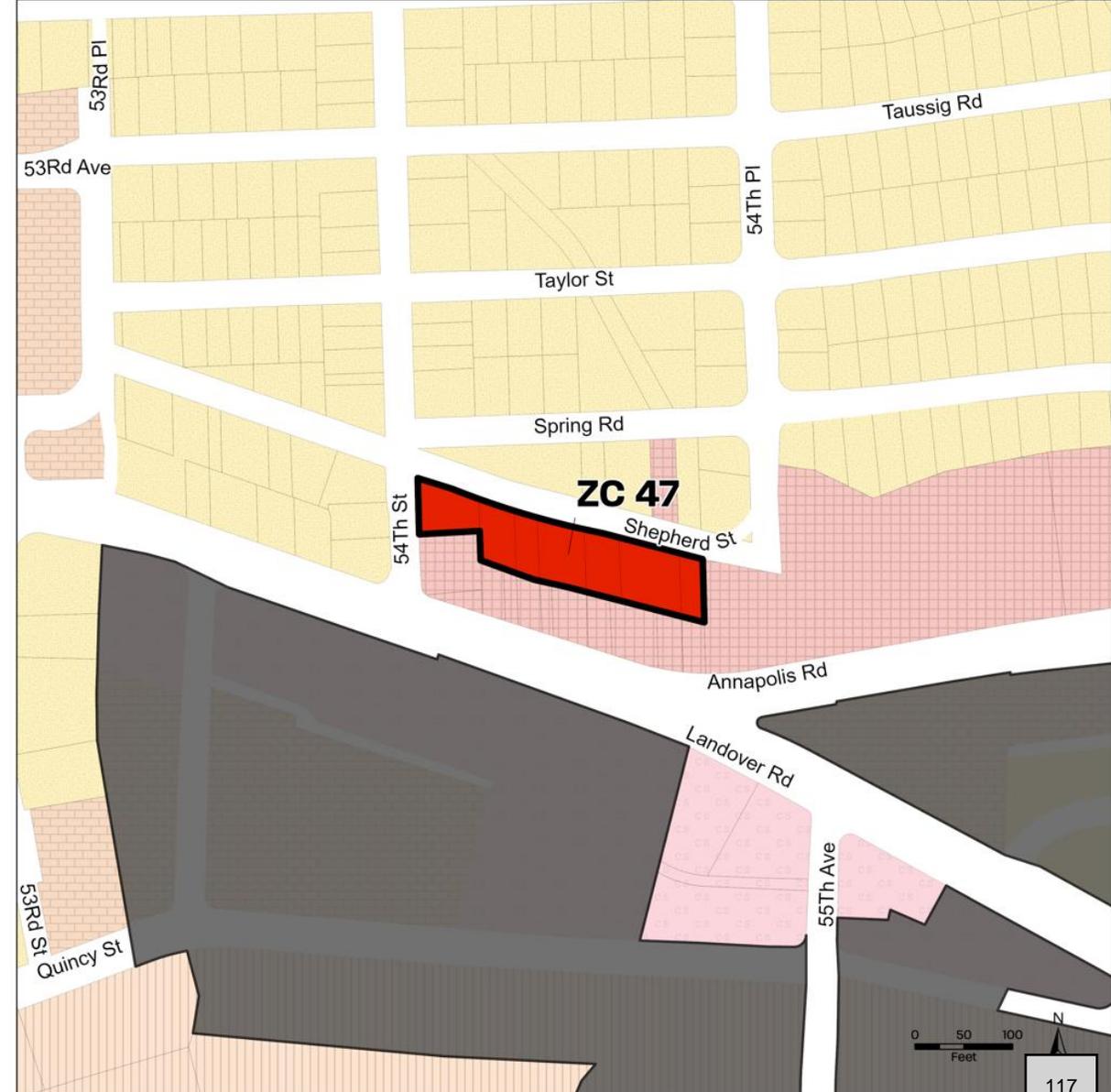


# Existing Zoning



# Proposed Zoning

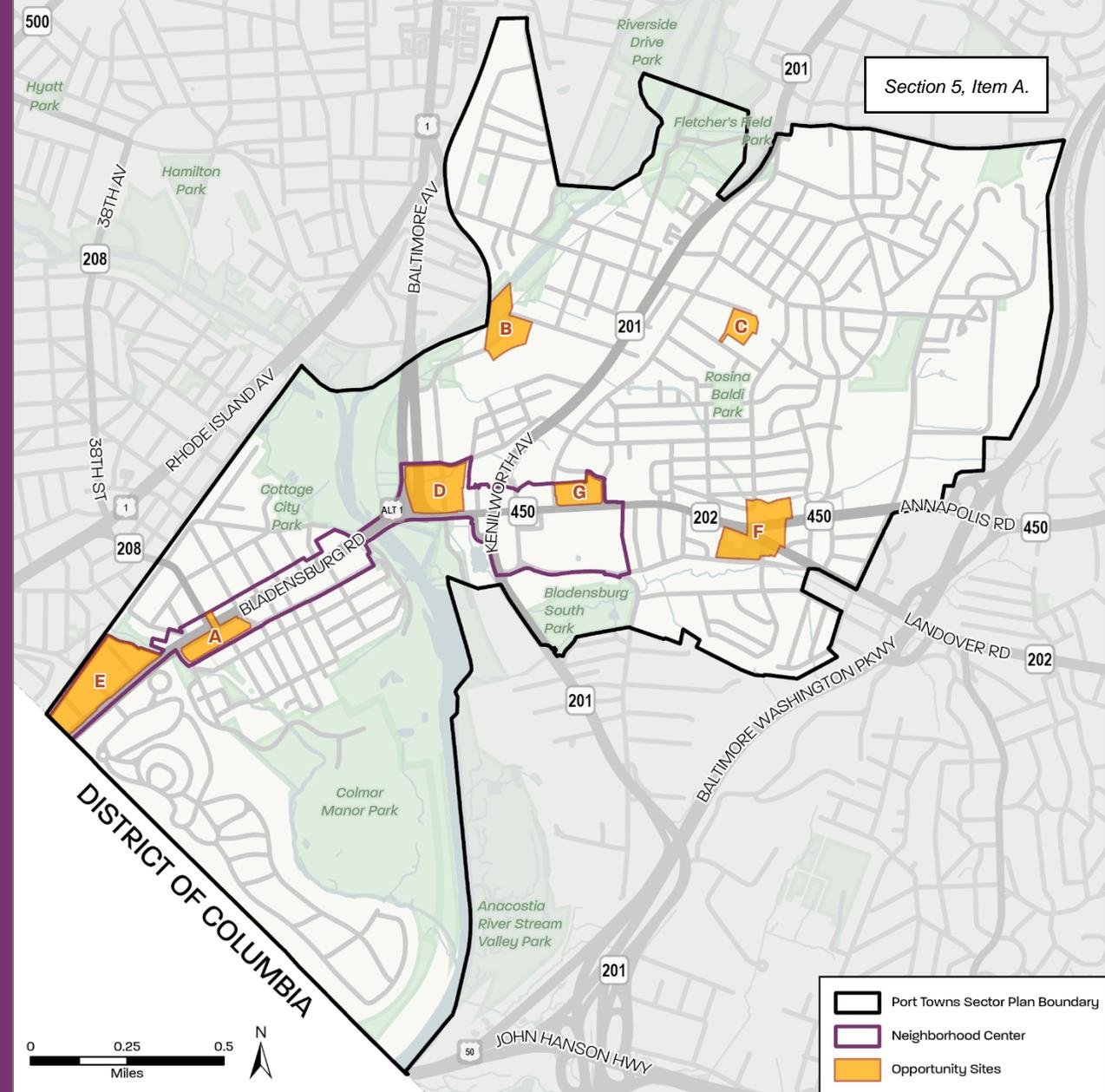
Section 5, Item A.



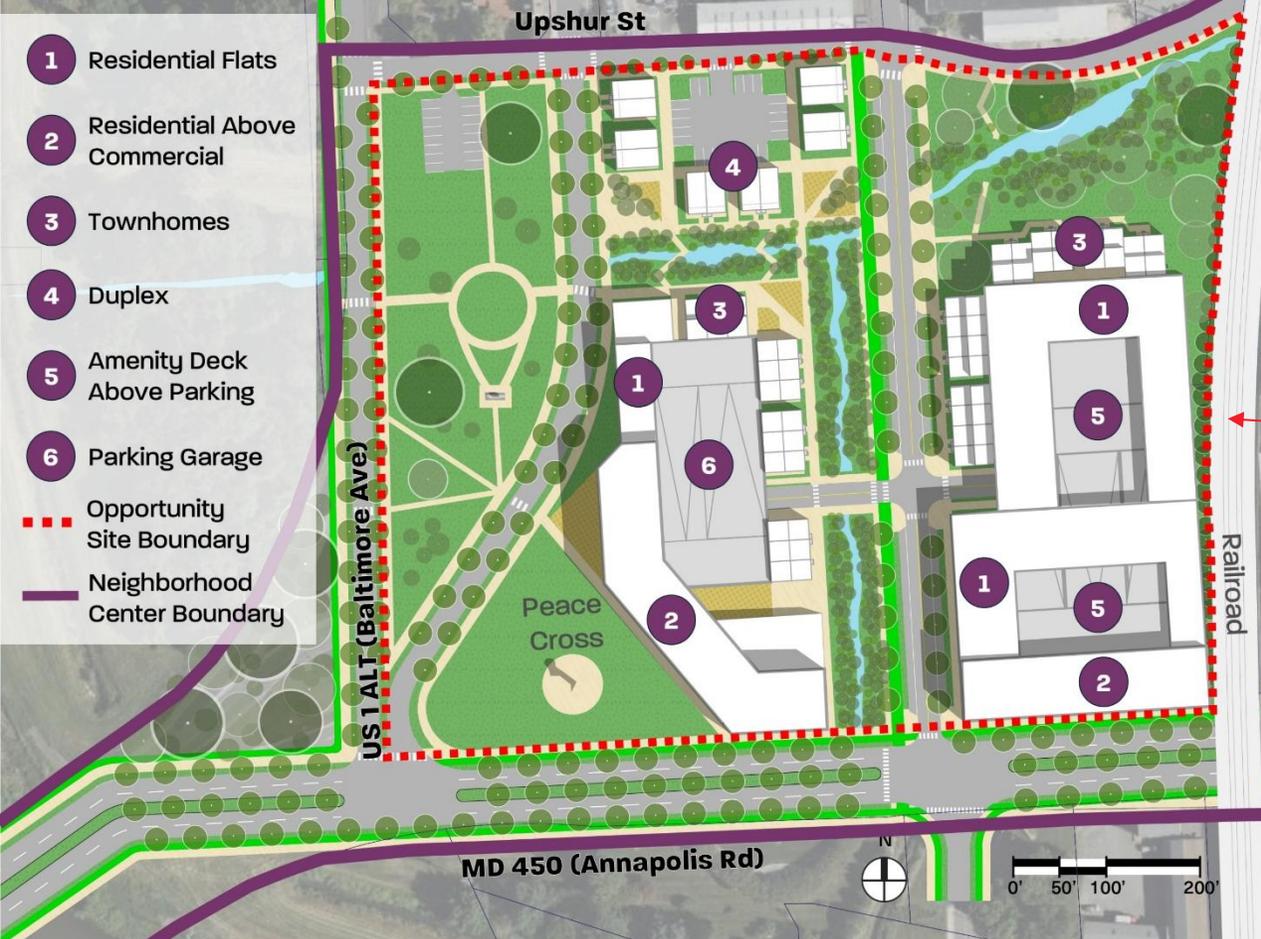
# What might implementation look like?

## OPPORTUNITY SITES

- SITE A: Port Towns Shopping Center
- SITE B: Buchanan Street Industrial Area
- SITE C: Residential Infill Along Decatur Street
- SITE D: Peace Cross Industrial Area
- SITE E: Eastgate Industrial Center
- SITE F: Publick Playhouse and Vicinity
- SITE G: Port of Bladensburg Shopping Center



# SITE D: PEACE CROSS INDUSTRIAL AREA



- Address: 4107 Baltimore Avenue
- Area: 7.75 acres
- Located **inside** the Neighborhood Center Boundary
- Current Zoning: IE, CBCAO (I-D-O)
- Proposed Zoning: NAC, ROS (and maintain CBCAO (I-D-O))



Site Plan by RHI (for illustration purposes only) | Photos by M-NCPPC

# SITE D: SPONGE CITY

Section 5, Item A.



121

Rendering by IFMM (for Illustration purposes only) | Photos from RHI

# SITE F: PUBLIC PLAYHOUSE AND VICINITY



- Address: 5445 Landover Road
- Area: 10.43 acres
- Located **outside** the Neighborhood Center Boundary
- Current Zoning: CS, CGO, RMF-48, and RSF-65
- Proposed Zoning: No Change



Site Plan by RHI (for illustration purposes only) | Photos by M-NCPPC

SITE F:  
**PUBLIC SQUARE GATEWAY**

Section 5, Item A.



Rendering by IFMM (for Illustration purposes only) | Photos from RHI

# SITE G: PORT OF BLADENSBURG SHOPPING CENTER



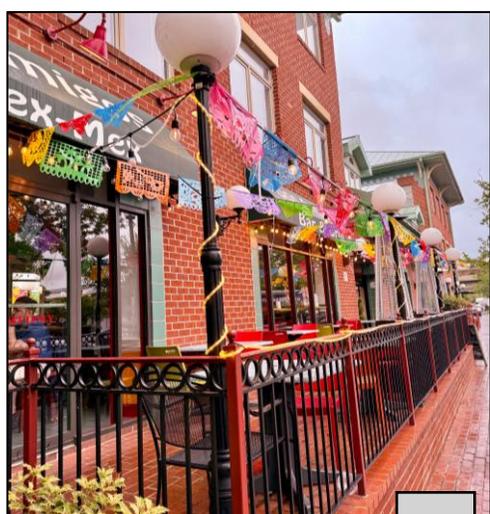
- Address: 4900 Annapolis Road
- Area: 4.74 acres
- Located **inside** the Neighborhood Center Boundary
- Current Zoning: CS and RSF-65
- Proposed Zoning: NAC



Site Plan by RHI (for illustration purposes only) | Photos by M-NCPPC

SITE G:  
**THE MERCANTILE**

Section 5, Item A.



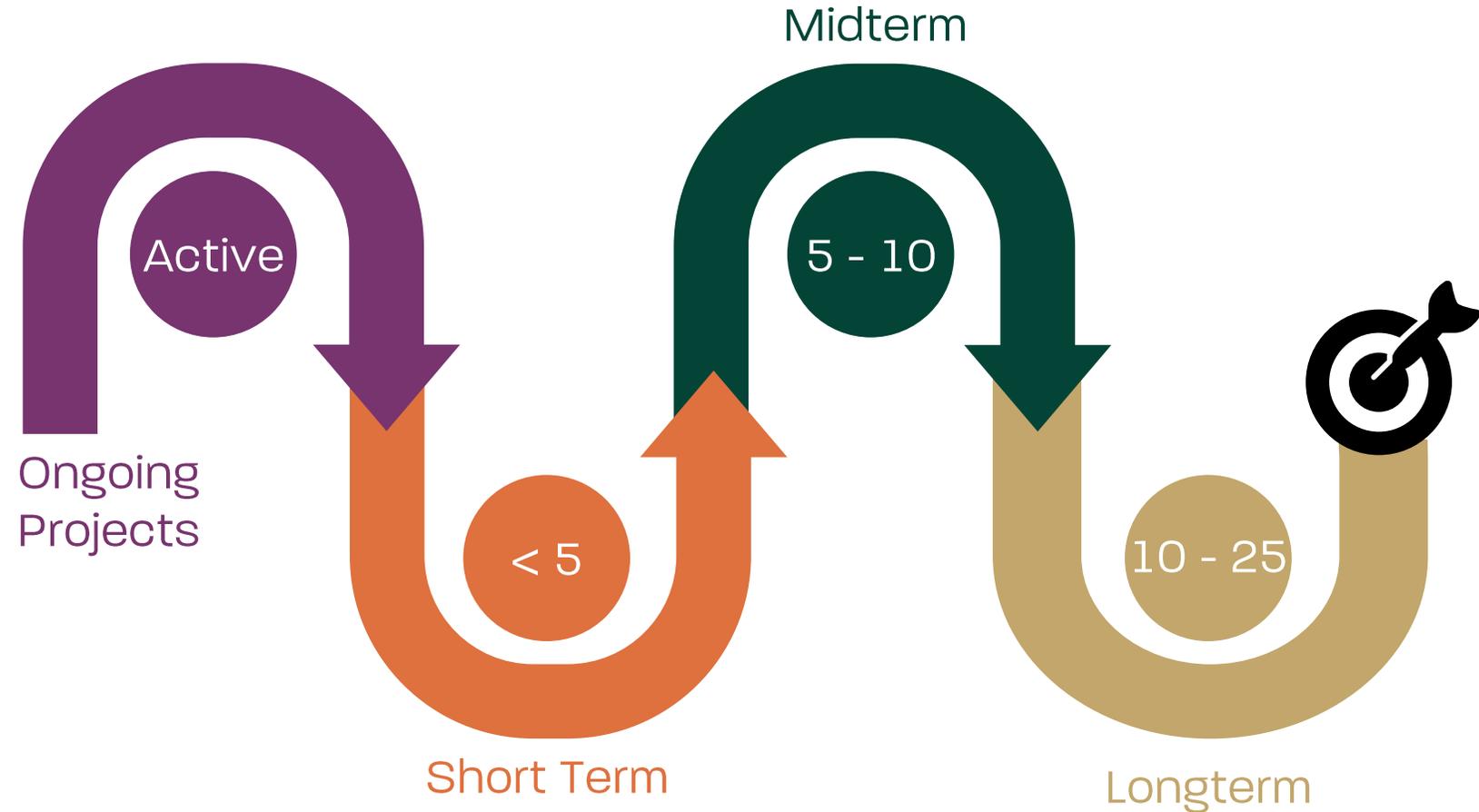
Rendering by IFMM (for Illustration purposes only) | Photos by RHI and M-NCPPC

# Implementing the Plan

# Implementation and Monitoring

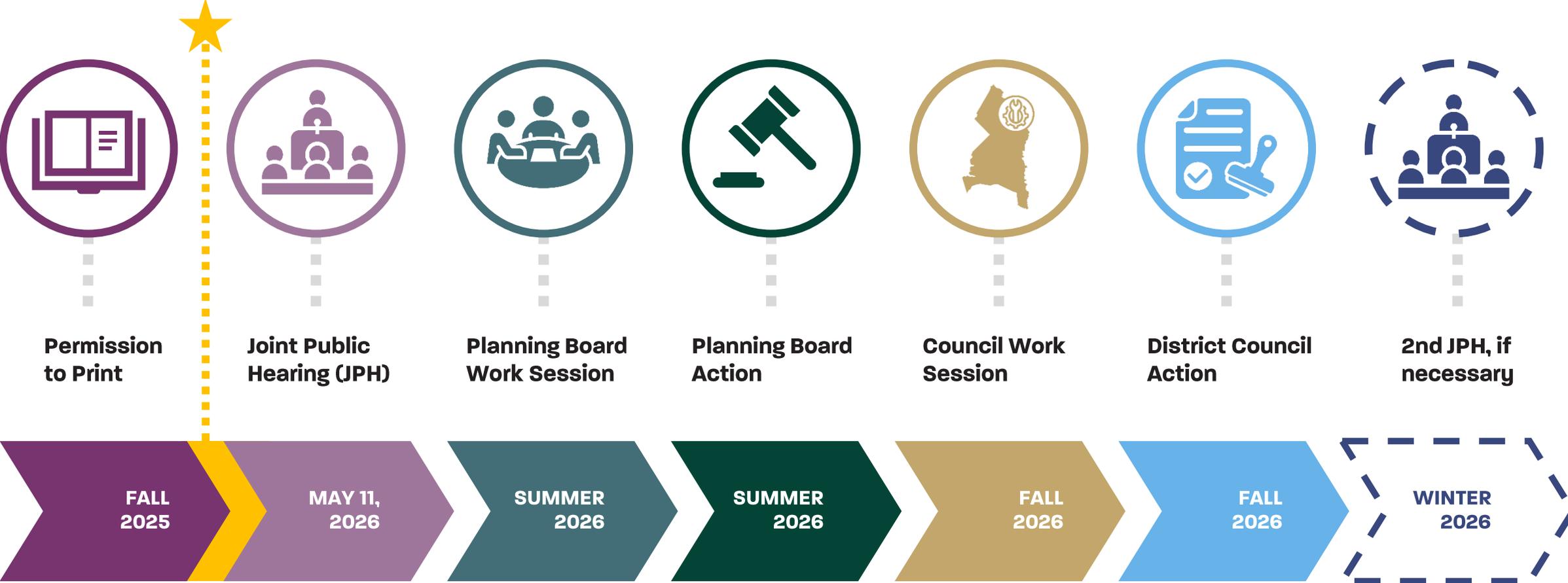
## This Plan Will Need:

- Agency and Stakeholder Action
- Sectional Map Amendment (SMA) Approval
- Capital Improvement Projects
- Private Investment
- Collaborative Partnerships



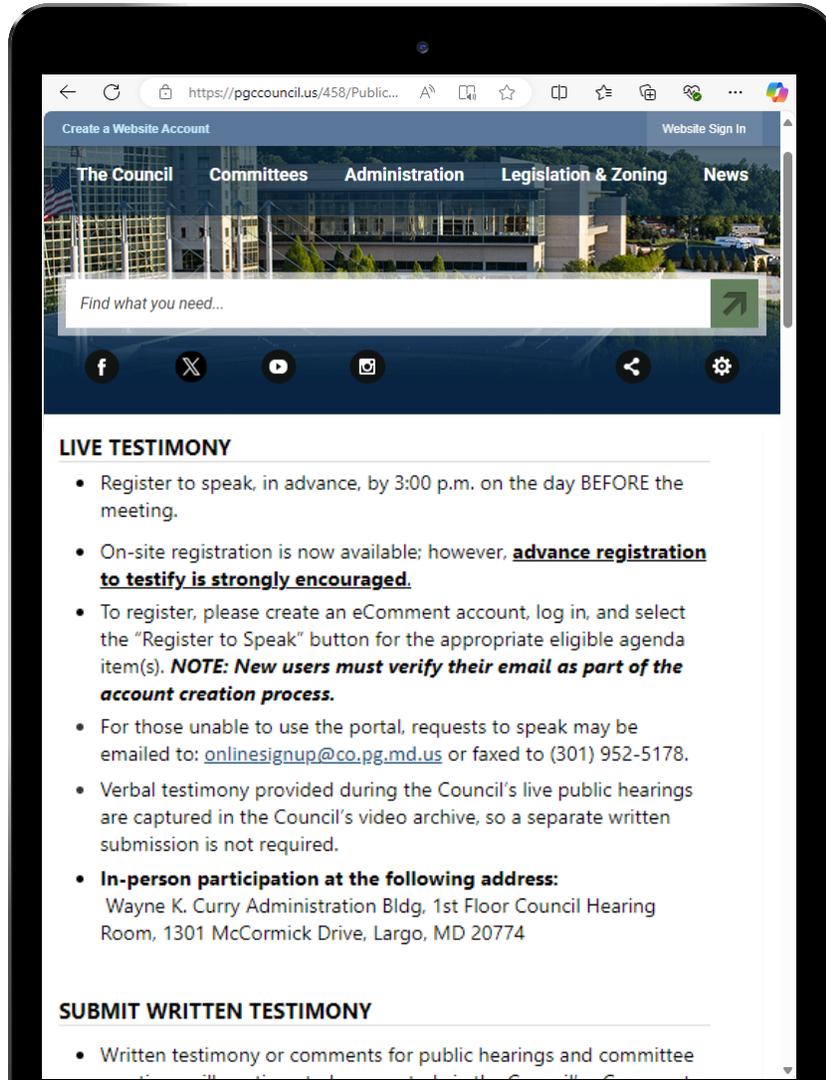
# Next Steps & Schedule

# Tentative Schedule



# How to Participate

<https://pgccouncil.us/Speak>



Continue Sector Plan Review

A button with a magnifying glass icon on an orange background and the text 'Continue Sector Plan Review' on a purple background.

Prepare Testimony

A button with a pencil icon on an orange background and the text 'Prepare Testimony' on a tan background.

Submit Testimony

A button with an envelope icon on an orange background and the text 'Submit Testimony' on a dark green background.

# Contact Information



**Emily Lutz**  
Project Manager  
[Emily.Lutz@ppd.mncppc.org](mailto:Emily.Lutz@ppd.mncppc.org)  
Phone (301) 952-3253



**Arnaldo Ruiz**  
Deputy Project Manager  
[Arnaldo.Ruiz@ppd.mncppc.org](mailto:Arnaldo.Ruiz@ppd.mncppc.org)  
Phone 301) 952-4523

Visit project website for updates [pgplan.org/porttowns](http://pgplan.org/porttowns)

Project Email [porttowns@ppd.mncppc.org](mailto:porttowns@ppd.mncppc.org)

Follow us / *Síguenos en* @PGPlanningMD • [pgplanning.org](http://pgplanning.org) • [planpgc2035.org](http://planpgc2035.org)





# Agenda Item Summary Report

<b>Meeting Date:</b> October 20, 2025	<b>Submitted by:</b> Jonathan Brown, LA Perez Michelle Bailey Hedgepeth, Town Administrator
--	---

**Item Title: COUNCIL ACTION | Legislative Priorities Report for Session 2026**

Review of the Final Legislative Priorities Report for Session 2026

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Revised Legislative Priorities – 2026
---	---

**Recommended Action:**

Review of the Final Legislative Priorities Report for Session 2026

**Item Summary:** Legislative priorities are specific issues or policies that we are advocating for from the County, State, and Federal Government.

Please see the attached revised Legislative Priorities for 2026. The staff and LA Perez consulting team are seeking the Council’s input on areas of interest and items that require attention during the 2026 legislative session.

LA Perez and the TA are organizing a tour for this fall with our delegation to showcase recent progress on various projects.

Mr. Brown or Mr. Perez can answer any questions at the Council Work Session meeting. The Town Administrator will provide an overview at the Council meeting at 7 PM.

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

<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>
---	-----------------------

Bill Title	Bill Number	Sponsor(s)	Status/Hearing Notes	General Notes
Vehicle Laws - Automated Enforcement - Reciprocal Agreements, Arrangements, and Declarations	<a href="#">HB 249 (SB 173)</a>	Chair, Environment and Transportation Committee	In the House - Hearing 2/12 at 1:00 p.m. (1/19)	<p>Allows Maryland to work with other states and jurisdictions to collect unpaid traffic camera tickets.</p> <p><b>Pro(s):</b> Closes a major enforcement loophole. Supports Vision Zero. Revenue increase. Regional consistency.</p> <p><b>Con(s):</b> May prioritize ticket collection over safety. Impacts low-income drivers. Due process concerns. Potential administrative burden.</p>
	<a href="#">SB 173 (HB 249)</a>	Chair, Judicial Proceedings Committee	In the Senate - Hearing 1/21 at 11:00 a.m. (1/13)	
MD Housing Certainty Act Land Use - Permitting - Development Rights (Maryland Housing Certainty Act)	<a href="#">HB 548 (SB 325)</a>	Behler	In the House - Hearing 2/19 at 1:00 p.m. (2/3)	<p>It “locks in” the rules for housing projects earlier in the approval process, and it delays when impact fees and excise taxes are collected.</p> <p><b>Pro(s):</b> Increases regulatory certainty. Aligns Maryland with neighbor states. Could speed housing production.</p> <p><b>Con(s):</b> Limits local flexibility. Fiscal strain on municipalities. Climate &amp; public safety concerns.</p>
	<a href="#">SB 325 (HB 548)</a>	Augustine	<p>In the Senate - Hearing 2/17 at 1:00 p.m. (1/23)</p> <p><b>NOTES FROM HEARING:</b> Testimony reflected broad agreement that Maryland has a housing shortage, but disagreement over whether SB 325 appropriately balances regulatory certainty for developers with local land use authority and infrastructure planning.</p>	
Traffic Control Signal Monitoring and Speed Monitoring Systems - Exemptions From Liability - Vehicle Rental Companies	<a href="#">SB 921 (HB 1522)</a>	Harris	In the Senate - Hearing 3/04 at 1:00 p.m. (2/12)	<p>The bill redefines the “owner” of a vehicle so that:</p> <ul style="list-style-type: none"> <li>• Rental companies can be held responsible.</li> <li>• Leasing companies can be held responsible.</li> <li>• Short-term lessees (under 6 months) can be held responsible.</li> <li>• Special registration plate holders can be held responsible.</li> </ul> <p>Under current law, these entities are never liable for automated camera tickets. Under this bill, they could be.</p> <p><b>Pro(s):</b> Improves accountability. Increases public safety revenue without raising taxes. Closes logistical loopholes.</p> <p><b>Con(s):</b> Costs may be passed to consumers. Risk of increased litigation. Expanding liability increases financial penalties in a system some consider overused.</p>
	<a href="#">HB 1522 (SB 921)</a>	Odom	In the House - Hearing 3/12 at 1:00 p.m. (2/13)	
Motor Vehicles - Out-of-State Drivers - Automated Enforcement (Out-of-State Driver Accountability Act)	<a href="#">HB 210 (SB 965)</a>	Foley	In the House - Favorable with Amendments Report by Environment and Transportation (3/2)	<p>Requires counties and municipalities that already use automated traffic enforcement cameras (speed cameras, red light cameras, school bus cameras, etc.) to submit a quarterly report to the State’s Vision Zero Coordinator.</p> <p><b>Pro(s):</b> Improves accountability for out-of-state drivers. No significant state cost. No New Fines or Penalties.</p> <p><b>Con(s):</b> No direct enforcement solution/doesn’t establish interstate enforcement mechanisms or withhold registrations</p>
	<a href="#">SB 965 (HB 210)</a>	Charles	In the Senate - First Reading Senate Rules (2/13)	
Land Use - Zoning - Limitations (Starter and Silver Homes Act of 2026)	<a href="#">HB 239 (SB 36)</a>	Chair, Economic Matters Committee	<p>In the House - Hearing 2/12 at 1:00 p.m. (1/19)</p> <p><b>NOTES FROM HEARING:</b> The Administration’s witnesses framed HB 239 as not eliminating single-family zoning, but</p>	This bill aims to make it easier to build smaller, typically less-expensive homes by limiting a set of local requirements that can increase land costs and block townhouses in single-family zones.

Bill Title	Bill Number	Sponsor(s)	Status/Hearing Notes	General Notes
			<p>removing barriers that prevent smaller/attached home types from being built (and argued this could help affordability by expanding supply/options).</p> <p>Some local leaders and housing officials raised concerns that:</p> <ul style="list-style-type: none"> <li>• There are no affordability requirements (so new units may still be priced out of reach), and there's risk of displacement if redevelopment targets lower-cost neighborhoods.</li> <li>• The bill could preempt local planning, limiting ability to match growth to infrastructure/schools/transportation capacity, and could undermine county-driven plans.</li> </ul>	<p><b>Pro(s):</b> Could increase the supply and variety of homes. Creates more consistent statewide rules. Targets specific "cost-adders" that can make entry-level construction difficult or uneconomic.</p> <p><b>Con(s):</b> limits a county/municipality's ability to tailor zoning/design standards. Affordability isn't guaranteed. Displacement and equity risks. Administrative burden for locals.</p>
	<a href="#">SB 36 (HB 239)</a>	Chair, Education, Energy the Environment Committee	In the Senate - Hearing 2/17 at 1:00 p.m. (1/27)	
Land Use - Residential Housing - Oversight, Regulation, and Taxation (Building Affordably in My Back Yard Act)	<a href="#">SB 267</a>	Brooks	In the Senate - Hearing 2/17 at 1:00 p.m. (Education, Energy, and the Environment) (1/23)	<p>SB 267 is a broad, multi-part housing bill that tries to increase housing supply (especially affordable housing) by:</p> <ol style="list-style-type: none"> <li>1. Setting <b>statewide housing production targets</b></li> <li>2. Creating more <b>certainty and speed</b> in development approvals</li> <li>3. Allowing <b>local tax incentives (and disincentives)</b> tied to housing</li> <li>4. Limiting investor purchases (temporarily)</li> <li>5. Studying infrastructure and state permitting barriers</li> </ol> <p><b>Pro(s):</b> Creates Housing Accountability. Adds Regulatory Certainty. Gives Local Governments More Tools.</p> <p><b>Con(s):</b> Significant State Preemption Concerns. Administrative Burden on Large Counties. Does Not Guarantee Affordability at Scale.</p>
Prince George's County Termination of Gas/Electric Service to Multi-Family Dwelling Units - Notification	<a href="#">HB 353</a>	Prince George's County Delegation	In the House - First Reading Environment and Transportation (1/19)	<p>Requires utilities to notify elected officials before terminating service (master/sub-meter multi-family units) for non-payment.</p> <p><b>Pro(s):</b> Increases transparency/early intervention; protects tenants from landlord non-payment.</p> <p><b>Con(s):</b> Added admin burden on utilities</p>
Prince George's County Supplemental Homeowner Property Tax Credit Required	<a href="#">HB 368</a>	Prince George's County Delegation	In the House - Hearing 2/03 at 1:00 p.m. (1/24)	<p>Supplements state homeowner tax credit for seniors (raises income/net worth/property thresholds).</p> <p><b>Pro(s):</b> Relieves fixed-income seniors facing high assessments (income to \$75K, net worth \$200K+).</p> <p><b>Con(s):</b> County funds admin/no state reimbursement; eligibility expansion costs.</p>

Bill Title	Bill Number	Sponsor(s)	Status/Hearing Notes	General Notes
Alcoholic Beverages – Class A Licenses for Grocery Stores	<a href="#">HB 415</a>	Prince George's County Delegation	In the House - Hearing 3/04 at 1:00 p.m. (Economic Matters) and Hearing canceled (Government, Labor, and Elections) (2/13)	<p>Allows certain grocery stores inside the Beltway to obtain Class A beer or beer &amp; wine licenses.</p> <p><b>Pro(s):</b> Increases convenience for residents by allowing alcohol sales at grocery stores.</p> <p><b>Con(s):</b> May negatively affect nearby small liquor stores and local businesses.</p>
Prince George's County - Crosswalk Monitoring Systems - Authorization PG 323-26	<a href="#">HB 1227</a>	Prince George's County Delegation	In the House - First Reading Environment and Transportation (2/11)	<p>Allows Prince George's County to use automated crosswalk cameras in school zones, but only if the County Council passes a local law approving it.</p> <p>These cameras would ticket drivers who fail to stop for pedestrians in a crosswalk, as already required under Maryland law (§ 21-502(a)(2))</p> <p><b>Pro(s):</b> Pedestrian Safety in School Zones. A \$40 fine is less punitive than many automated enforcement fines. Revenue Limited to Safety Purposes.</p> <p><b>Con(s):</b> Expansion of Automated Enforcement. Can disproportionately affect low-income residents. Initial startup expenses may be significant.</p>



# Agenda Item Summary Report

**Meeting Date:**  
March 9, 2026

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title: INFORMATION MEMO | Draft Resolution 11-2026 | Rules of Procedure with addition of Virtual Attendance and Consent Agenda – March 2026**

This is another set of drafts based on the February 9, 2026, meeting, and a memo on the use of a consent agenda or consent package.

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

**Documentation Attached:**  
Copies of other Rules  
Town of Bladensburg Rules of Procedure  
Redline and No Redline

**Recommended Action:**

This memo is for **INFORMATION ONLY**, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project. A draft Resolution with Redline and non-Redline versions

**Item Summary:** This updated item recommends two changes to the Council rules of procedure. No other changes to the rules have been submitted.

1. **Formalized language for Virtual Attendance** – This language was adopted from other local MD municipalities, who made this allowance after the pandemic
2. **Consent Agenda** – This would add the Consent Agenda item, which would consolidate routine and non-controversial items into a single motion. This has been explained in more detail.

**Consent Agenda Overview**

A Consent Agenda, sometimes referred to as a “consent calendar” or “consent package,” is a meeting tool that consolidates routine, non-controversial items into a single agenda item. These items are presented for approval in a single motion and vote, eliminating the need for multiple discussions on matters that do not require debate.

**Typical Consent Agenda items include:**

- Approval of meeting minutes from previous sessions
- Routine financial reports
- Resolutions of Support and Awareness
- Standard administrative approvals
- Committee reports not requiring deliberation
- Informational correspondence with no action required

**How It Works:**

1. Staff and/or an agenda committee identify routine items for inclusion.
2. At the meeting, the Mayor introduces the Consent Agenda and requests a motion to approve.
3. Any Councilmember may request that an item be removed for individual discussion.

4. The remaining items are approved collectively with one motion and a vote.

**Benefits to Council and the Public:**

- **Efficiency:** Saves time by consolidating approvals of routine matters.
- **Focus:** Frees up time for strategic discussion and decision-making on more substantive issues.
- **Streamlined Process:** Simplifies procedural steps and enhances meeting productivity.

**Rules of Procedure Revisions**

In addition to introducing the Consent Agenda, Town staff recommend updates to the Council’s Rules of Procedures. These include:

- **Remote Attendance & Hybrid Meetings:** Clarifying how Councilmembers may participate remotely when necessary.
- **Consistency Updates:** Correcting minor discrepancies and ensuring procedures align with current best practices.
- **Council Input:** Providing an opportunity for Councilmembers to suggest additional revisions or clarifications.

As part of our research, Town staff have collected recent revisions from the following municipalities: the City of Frederick, the Town of Cheverly, the Town of Capitol Heights, and the City of Aberdeen. These examples will be used as references in preparing draft amendments.

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

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

## Consent Agenda Overview

A Consent Agenda, sometimes referred to as a “consent calendar” or “consent package,” is a meeting tool that consolidates routine, non-controversial items into a single agenda item. These items are presented for approval in one motion and one vote, eliminating the need for multiple discussions on matters that do not require debate.

### Typical Consent Agenda items include:

- Approval of meeting minutes from previous sessions
- Routine financial reports
- Resolutions of Support and Awareness
- Standard administrative approvals
- Committee reports not requiring deliberation
- Informational correspondence with no action required

### How It Works:

1. Staff and/or an agenda committee identify routine items for inclusion.
2. At the meeting, the Mayor introduces the Consent Agenda.
3. Any Councilmember may request an item be removed for individual discussion.
4. The remaining items are approved collectively with one motion and vote.

### Benefits to Council and the Public:

- **Efficiency:** Saves time by consolidating approvals of routine matters.
- **Focus:** Frees up time for strategic discussion and decision-making on more substantive issues.
- **Streamlined Process:** Simplifies procedural steps and enhances meeting productivity.

### Rules of Procedure Revisions

In addition to introducing the Consent Agenda, Town staff recommend updates to the Council’s Rules of Procedures. These include:

- **Remote Attendance & Hybrid Meetings:** Clarifying how Councilmembers may participate remotely when necessary.
- **Consistency Updates:** Correcting minor discrepancies and ensuring procedures align with current best practices.
- **Council Input:** Providing an opportunity for Councilmembers to suggest additional revisions or clarifications.

As part of our research, Town staff have collected recent revisions from the following municipalities: City of Frederick, Town of Cheverly, Town of Capitol Heights, and City of Aberdeen. These examples will be used as references in preparing draft amendments.

**RULES OF PROCEDURE  
FOR THE  
TOWN COUNCIL  
OF THE  
TOWN OF BLADENSBURG, MARYLAND**



**Last Approved by Mayor and Town Council  
December 9, 2019**

**Revised: March 9, 2026**

**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT**

1.1 Authority 4  
 1.2 Applicability 4  
 1.3 Amendment 4  
 1.4 Recession and Suspension of Rules 4

**ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICIES**

2.1 Meetings Shall be Public 4  
 2.1. Maryland Open Meetings Act 4  
 2.2 Regular Meetings 5  
 2.3 Work Sessions 5  
 2.4 Special Meetings 5  
 2.5 Emergency Meetings 6  
 2.6 Closed Sessions 6  
 2.7 Recessed Meetings 6  
 2.8 Information Meetings 6  
 2.9 Public Hearings 6  
 2.10 Roll Call and Attendance 6  
 2.11 Remote Attendance 6  
 2.12 Quorum 7  
 2.13 Loss of Quorum 7  
 2.14 Conflict of Interest 7  
 2.15 Presiding Officer 7  
 2.16 Place of Meeting 8  
 2.17 Notice of Meeting 8  
 2.18 Conduct of Meetings 8  
 2.19 Dissents and Protests 8  
 2.20 Courtesy, decorum, Conduct & Order 8  
 2.21 Council May Discipline its Own Members 10  
 2.22 Motions 11  
 2.23 Other Motions 11  
 2.24 Rules of Discussion of Pending Questions 11

**ARTICLE 3. VOTING**

3.1 Voting Rules 11  
 3.2 Voting Disqualification 12

**ARTICLE 4. MINUTES & RECORD KEEPING**

4.1 Minutes of Meetings 12  
4.2 Record of Meetings 12

**ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

5.1 Suspension of Rules 13  
5.2 Enforcement of Rules & Procedures 13

**ARTICLE 6. THE AGENDA**

6.1 Agenda 13  
6.2 Order of Business 14

**ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

7.1 Purpose 14  
7.2 Agenda 14  
7.3 Documents and Exhibits Presented 15  
7.4 Technical Questions 15  
7.5 Audience Comments or Questions 15

**ARTICLE 8. GENERAL**

8.1 Council Requests 15  
8.2 Council Request for Funding 15  
8.3 Use of Staff Resources 15

**ARTICLE 9. PUBLIC STATEMENTS BY MAYOR & COUNCIL**

9.1 Representation or Position by Mayor & Council 15

**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT**

**1.1 Authority**

Article II, Section 207 - Rules of the Town Charter of the Town of Bladensburg, Maryland, grants the Town Council the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

**1.2 Applicability**

The rules of procedure adopted by the Town Council are applicable to Town Council meetings.

**1.3 Amendment**

These rules may be amended or new rules adopted, by a majority vote of the members of the Town Council present.

**1.4 Recession and Suspension of Rules**

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Town Council present.

**ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICES**

**2.1 Meetings Shall be Public**

A meeting occurs when a quorum of the Mayor and Town Council convenes to consider or transact public business.

All meetings of the Town Council shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Council from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

**Maryland Open Meetings Act**

*The Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a) provides “Whenever a public body meets in open session, the general public is entitled to attend”. That means that members of the public may come to a meeting and observe it. With one exception pertaining to the closing of a meeting, it does not mean that they are entitled to speak (City of New Carrollton v Rogers, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Ordinarily, the*

*management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233(2015) (stating that the Act does not regulate the presiding officer’s decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012)*

**2.2 Regular Meetings**

Regular meetings. The Council shall meet at such time as may be prescribed by ordinance or resolution, but not less frequently than once each month unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Council shall be open to the public, and the rules of the Council shall provide that citizens of the Town have a reasonable opportunity to be heard at any such meetings, pursuant to Article II, Town Government, Section 205-Meetings (b). Special meetings or work sessions are not regular meetings of the Council, but shall be open to the public unless closed according to state law.

Regular meetings of the Town Council shall ordinarily be on the second Monday of each month at 7:00 PM. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

**2.3 Work Sessions**

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolution, should not be done at a work session.**

Regular Work Sessions shall ordinarily be on the second Monday of each month at 5:30 P M. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, pursuant to Article II, Town Government, Section 205-Meetings (c) Work sessions are not regular meetings and no opportunity need be provided under Section 205 of the Charter for citizens to speak; or under the Maryland Open Meetings Act, Chapter 3-A- The Right to “attend” a meeting, Section 3-303(a).

**2.4 Special Meetings**

Special meetings are called by the Town Clerk upon written request of the Mayor, or two or more of the Council Members. Any such notice shall state the subject to be considered at the special meeting, and no other subject shall be considered, except by unanimous consent of all members present.

**2.5 Emergency Meetings**

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the

meeting is convened. Notice shall be provided also to the media and public by electronic notification.

**2.6 Closed Sessions**

The Mayor and Town Council may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting – Section 3-305-306 (c). Notice of Closed Session shall be given as required by law.

**2.7 Recessed Meetings**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Council.

**2.8 Information Meetings**

The Mayor and Town Council may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Mayor and Town Council will determine the rules governing presentations at such meetings.

**2.9 Public Hearings.**

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

**2.10 Roll Call and Attendance**

- A. A majority of the members of the council then in office shall constitute a quorum.
- B. Before the council proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Members must be physically present at the council chamber dais to vote. Proxy or absentee voting is not permitted.

**2. 11 Remote Attendance**

The Town Council recognizes the benefits of the fullest practicable attendance and participation by its members. However, in limited instances, the business of the Council may benefit from a Council member’s remote participation by means of audio or video conferencing (“remote attendance”).

- (a) Remote attendance by a member is considered an appearance towards a quorum.
- (b) Remote attendance by members should be announced by the presiding officer and will be reflected in the meeting minutes.
- (c) Council members attending remotely will participate and vote during the meeting as if they were physically present at the meeting. To ensure proper recording on a vote when a member is attending remotely, a roll call vote will be used. The Council member’s vote must be audibly provided so that any participant may hear their vote. The presiding officer will confirm the vote.
- (d) Council members appearing remotely shall comply with all applicable laws and procedures, including these Rules, as if they were physically present at the meeting.

**Nonemergency circumstances.** Under nonemergency circumstances, remote attendance is intended to be an alternative and relatively infrequently used method for participation by Council members. Remote attendance protocol and procedures under nonemergency circumstances are as described in this section.

- (a) Generally, remote attendance is permitted at workshops, business meetings, regular meetings, special meetings, and closed meetings.
- (b) In no event may a Council member attend remotely unless necessary equipment is available. “Necessary equipment” means any telephone or other device equipped with a speaker function capable of broadcasting the member’s voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Council member to pose and answer questions. To ensure necessary equipment is available, a Council member seeking to attend a meeting remotely must contact the Town Clerk by 12 p.m. on the day of the meeting.

**Emergency circumstances.** One or more Council members may remotely attend a meeting (including workshop, regular meeting, special meeting, or closed session) via remote attendance under limited circumstances as set forth herein. There is no limit to the number of times a member may attend a meeting by remote attendance, and no limit to the number of members who may participate by remote attendance in a meeting. Remote attendance may occur during emergency circumstances as described in this section.

- (a) Remote attendance by one or more members is permitted, and may be required by the Mayor in lieu of in-person attendance, when action on an agenda item requires immediate action, remedy or discussion, and one or more of the following circumstances exists:

**2.12 Quorum**

A. Majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

B. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved, pursuant to Article II – Quorum-Section 208 of the Town Charter.

### **2.13 Loss of a Quorum**

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer or a Council member shall declare the meeting recessed until a quorum is reestablished.

B. Upon reestablishment of the quorum, the Mayor and the Town Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Mayor and the Town Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

### **2.14 Conflict of Interest**

a. A Council member prevented from voting by a conflict of interest shall file a conflict of interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

b. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Closed Sessions regarding the matter.

### **2.15 Presiding Officer**

The Mayor shall serve as the Presiding Officer for all meetings of the Town Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. In the absence of the Mayor Pro Tem, the Town Clerk shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

### **2.16 Place of Meeting**

a. All meetings of the Mayor and Town Council, unless otherwise determined, shall be held at the Town of Bladensburg Town Hall, Council Chambers 4229 Edmonston Road, Bladensburg, Maryland. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

### **2.17 Notice of the Meeting**

a. Written notice of all public meetings of the Town Council shall be posted on the bulletin board at Town Hall, posted on the Town's website and Cable Channel. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

### **2.18 Conduct of Meetings**

Councilmembers shall be recognized by the presiding officer before speaking. Other persons at the meeting of the Mayor and Council may speak when called upon or authorized.

### **2.19 Dissents and Protests**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and the reason therefor entered into the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance.

### **2.20 Courtesy, Decorum, Conduct and Order**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Town Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings.

1. Before a council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session*).
2. If a person fails to request to speak before speaking, the Mayor shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session, all council members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any

other person while speaking or refuse to obey the orders of the Mayor. Members of the Town Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.

3. Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
4. Call for orders of the day, this is simply another way of saying, “let’s return to the agenda.” If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
5. A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules.
6. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public Council meeting. Any concerns about conduct or performance of any Town employee(s) or Council appointee(s) shall be brought to the attention of the Town Administrator, or a Closed session of the Council may be requested to discuss the personnel matter.
7. Members of the Council shall not take positions on either national or foreign political issues that do not affect the Town.
8. Demonstration or Disorder Among Bystanders – If any confusion, demonstration or disorder arises in the Council Chambers, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.
9. Town Administrator and Members of Staff – The Town Administrator shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
10. Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Town Council meetings of the Mayor and Town Council according to procedures established by the Mayor and Council.
  - a. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in.
  - b. Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.

- c. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- d. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- e. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
- f. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- g. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
- h. No placards, banners or signs may be displayed in the council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- i. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

### **2.21 Council May Discipline its Own Members**

In the event a council member violates the Charter, these rules or any other ordinance of the Town, or acts in a manner that causes embarrassment or disgrace to the Town of Bladensburg, the Town Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Town Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Town Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Town Council chooses to take no action.
2. *Private Censure*. The Town Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.
3. *Public Censure*. The Town Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

### **2.22 Motions – when reduce to writing**

Every motion or proposition shall be reduced to writing on the call of any member, and shall a motion be made and seconded shall be deemed in possession of the Town Council and shall be

read by the Town Clerk previous to debate, and may be withdrawn at any time previous to the vote being taken.

**2.23 Other Motions**

1. Motion to Adjourn – This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority.
2. Motion to Recess – This motion, if passed, requires the Council to immediately take a recess. Normally, the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
4. Motion to Remove from the Table – This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.
5. Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

**2.24 Rules of Discussion of pending questions**

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the Town Administrator who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

**VOTING**

**3.1 Voting Rules**

When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town and State Ethic Laws.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such members holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

All voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay”. A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Council.

**3.2 Voting Disqualification.**

- 1. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
- 2. A member shall openly state an abstention due to a conflict of interest or bias.
- 3. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- 4. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- 5. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

**MINUTES AND RECORD KEEPING**

**4.1 Minutes of Meetings**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, *minutes shall not be available until approved by the Council in a regular meeting.* Approved minutes are also posted on the Town’s website. Minutes of closed sessions of the Council held in accordance with applicable state law *shall not be open to public inspection and shall remain sealed.*

**4.2 Record of Meetings**

The Town Clerk or the Town Clerk's designee shall be responsible for minutes of each Regular Meeting and Work session of the Mayor and Town Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

- 1. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- 2. Copies of resolutions, new or revised ordinances or other actions approved by the Mayor and Town Council.

**SUSPENSION AND AMENDMENT OF RULES**

**5.1 Suspension of Rules**

Any provisions of these rules not governed by federal, state law or the Town Charter may be temporarily suspended by a super majority vote of the Town Council and may be amended in a

similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminary approve the amendment.

## 5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any council member.

1. *Warning* - The Mayor may order any person (council member, staff member or audience member) in violation of these rules to be silent.
2. *Removal* - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
3. *Motion to Enforce*. Any council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

## THE AGENDA

### 6.1 Agenda.

1. The agenda shall outline the established order of business.
2. The Town Administrator shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the Town Administrator a description of the item in time for inclusion with the printed agenda.
3. At least two days before each regular meeting, the Town Clerk shall provide each member of Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
  - a. *Under Section 3-302 (C) of the Maryland Open Meetings Act, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted on. The Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.*
4. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
5. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Mayor and Town Council during the scheduled meeting.

6. Items of routine business that generally require no discussion by Council may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
7. All meeting agenda and amendments shall be approved the Mayor and Town Council at the beginning of the meeting. Items on the agenda can be approved by the Mayor and Town Council during the scheduled meeting.
8. Agendas for Regular Meetings and Work sessions shall be published on the Friday prior to the meeting.
9. Consent Agenda: The items on the consent agenda may be accepted by the consent of the Council by a single vote, unless any individual should request the item be removed for further discussion. Any item pulled for discussion will be considered by the Council after a vote on the consent agenda.

## 6.2 Order of Business

- I. Call to Order
- II. Opening Prayer (non-denominational)
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Public Comments
- VI. Mayor & Council Reports
- VII. Staff Reports
- VIII. Unfinished Business
- IX. Financial Business
- X. Consent Agenda
- XI. New Business
- XII. Adjournment

## WORK SESSION POLICIES AND PROCEDURES

### 7.1 Purpose.

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, should not be done at a work session.** The following rules shall prevail for the call and conduct of work session meetings.

### 7.2 Agenda.

Only a limited number of matters shall be considered by the Town Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

### 7.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Town Council all documents, exhibits, maps, plans, architectural drawings, specifications or other similar documents at least 72 hours before the beginning of the session.

**7.4 Technical Questions.**

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the Town Administrator, request the attendance of such staff members or outside experts as may be required to answer such questions.

**7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session.

**GENERAL**

**Council Requests**

**8.1 Council Requests**

Council requests that deal with policy issues and council requests that may be construed as direction shall be directed to the Town Administrator, except for general inquiries or questions, in which case the council may go to the department directors or key staff in the Town Administrators Office.

**8.2 Council Requests for Funding**

Council requests requiring funding must go through the Town Administrator and Town Treasurer. The Town Administrator and Town Treasurer shall respond in a timely manner.

**8.3 Use of Staff Resources.**

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Councilmember must be made through the Town Administrator unless already approved by the Mayor and Council.

**PUBLIC STATEMENTS BY MAYOR AND COUNCIL**

**9.1 Representation or position by Mayor or Councilmember.**

When the Mayor or a Councilmember gives a statement in their elected capacity on an issue affecting the Town, the Mayor or Councilmember shall first identify the adopted position of Mayor and Council with respect to that subject, if any. Thereafter, the Mayor or Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the Town.



**RULES OF PROCEDURE  
FOR THE  
TOWN COUNCIL  
OF THE  
TOWN OF BLADENSBURG, MARYLAND**



**Last Approved by Mayor and Town Council  
December 9, 2019**

**Revised: March 9, 2026**

**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT**

1.1 Authority	4
1.2 Applicability	4
1.3 Amendment	4
1.4 Recession and Suspension of Rules	4

**ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICIES**

2.1 Meetings Shall be Public	4
2.1. Maryland Open Meetings Act	4
2.2 Regular Meetings	5
2.3 Work Sessions	5
2.4 Special Meetings	5
2.5 Emergency Meetings	6
2.6 Closed Sessions	6
2.7 Recessed Meetings	6
2.8 Information Meetings	6
2.9 Public Hearings	6
2.10 Roll Call and Attendance	6
<u>2.11 Remote Attendance</u>	
2.12 Quorum	7
<del>2.13</del> Loss of Quorum	7
<del>2.14</del> Conflict of Interest	7
<del>2.15</del> Presiding Officer	7
<del>2.16</del> Place of Meeting	8
<del>2.17</del> Notice of Meeting	8
<del>2.18</del> Conduct of Meetings	8
<del>2.19</del> Dissents and Protests	8
<del>2.20</del> Courtesy, decorum, Conduct & Order	8
<del>2.21</del> Council May Discipline its Own Members	10
<del>2.22</del> Motions	11
<del>2.23</del> Other Motions	11
<del>2.24</del> Rules of Discussion of Pending Questions	11

**ARTICLE 3. VOTING**

3.1 Voting Rules	11
3.2 Voting Disqualification	12

**ARTICLE 4. MINUTES & RECORD KEEPING**

4.1 Minutes of Meetings	12
4.2 Record of Meetings	12

**ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

5.1 Suspension of Rules	13
5.2 Enforcement of Rules & Procedures	13

**ARTICLE 6. THE AGENDA**

6.1 Agenda	13
6.2 Order of Business	14

**ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

7.1 Purpose	14
7.2 Agenda	14
7.3 Documents and Exhibits Presented	15
7.4 Technical Questions	15
7.5 Audience Comments or Questions	15

**ARTICLE 8. GENERAL**

8.1 Council Requests	15
8.2 Council Request for Funding	15
8.3 Use of Staff Resources	15

**ARTICLE 9. PUBLIC STATEMENTS BY MAYOR & COUNCIL**

9.1 Representation or Position by Mayor & Council	15
---	----

**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT**

**1.1 Authority**

Article II, Section 207 - Rules of the Town Charter of the Town of Bladensburg, Maryland, grants the Town Council the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

**1.2 Applicability**

The rules of procedure adopted by the Town Council are applicable to Town Council meetings.

**1.3 Amendment**

These rules may be amended or new rules adopted, by a majority vote of the members of the Town Council present.

**1.4 Recession and Suspension of Rules**

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Town Council present.

**ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICES**

**2.1 Meetings Shall be Public**

A meeting occurs when a quorum of the Mayor and Town Council convenes to consider or transact public business.

All meetings of the Town Council shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Council from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

**Maryland Open Meetings Act**

*The Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a) provides “Whenever a public body meets in open session, the general public is entitled to attend”. That means that members of the public may come to a meeting and observe it. With one exception pertaining to the closing of a meeting, it does not mean that they are entitled to speak (City of New Carrollton v Rogers, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Ordinarily, the*

*management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233(2015) (stating that the Act does not regulate the presiding officer’s decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012)*

**2.2 Regular Meetings**

Regular meetings. The Council shall meet at such time as may be prescribed by ordinance or resolution, but not less frequently than once each month unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Council shall be open to the public, and the rules of the Council shall provide that citizens of the Town have a reasonable opportunity to be heard at any such meetings, pursuant to Article II, Town Government, Section 205-Meetings (b). Special meetings or work sessions are not regular meetings of the Council, but shall be open to the public unless closed according to state law.

Regular meetings of the Town Council shall ordinarily be on the second Monday of each month at 7:00 PM. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

**2.3 Work Sessions**

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council.

**The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolution, should not be done at a work session.**

Regular Work Sessions shall ordinarily be on the second Monday of each month at 5:30 P M. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, pursuant to Article II, Town Government, Section 205-Meetings (c) Work sessions are not regular meetings and no opportunity need be provided under Section 205 of the Charter for citizens to speak; or under the Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a).

**2.4 Special Meetings**

Special meetings are called by the Town Clerk upon written request of the Mayor, or two or more of the Council Members. Any such notice shall state the subject to be considered at the special meeting, and no other subject shall be considered, except by unanimous consent of all members present.

**2.5 Emergency Meetings**

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the

meeting is convened. Notice shall be provided also to the media and public by electronic notification.

## **2.6 Closed Sessions**

The Mayor and Town Council may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting – Section 3-305-306 (c). Notice of Closed Session shall be given as required by law.

## **2.7 Recessed Meetings**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Council.

## **2.8 Information Meetings**

The Mayor and Town Council may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Mayor and Town Council will determine the rules governing presentations at such meetings.

## **2.9 Public Hearings.**

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

## **2.10 Roll Call and Attendance**

- A. ~~A~~-A majority of the members of the council then in office shall constitute a quorum.
- B. ~~B~~-Before the council proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. ~~C~~-Members must be physically present at the council chamber dais to vote. Proxy or absentee voting is not permitted.

## **2.11 Remote Attendance**

The Town Council recognizes the benefits of the fullest practicable attendance and participation by its members. However, in limited instances, the business of the Council may benefit from a Council member's remote participation by means of audio or video conferencing ("remote attendance").

- (a) Remote attendance by a member is considered an appearance towards a quorum.
- (b) Remote attendance by members should be announced by the presiding officer and will be reflected in the meeting minutes.
- (c) Council members attending remotely will participate and vote during the meeting as if they were physically present at the meeting. To ensure proper recording on a vote when a member is attending remotely, a roll call vote will be used. The Council member’s vote must be audibly provided so that any participant may hear their vote. The presiding officer will confirm the vote.
- (d) Council members appearing remotely shall comply with all applicable laws and procedures, including these Rules, as if they were physically present at the meeting.

**Nonemergency circumstances.** Under nonemergency circumstances, remote attendance is intended to be an alternative and relatively infrequently used method for participation by Council members. Remote attendance protocol and procedures under nonemergency circumstances are as described in this section.

- (a) Generally, remote attendance is permitted at workshops, business meetings, regular meetings, special meetings, and closed meetings.
- (b) In no event may a Council member attend remotely unless necessary equipment is available. “Necessary equipment” means any telephone or other device equipped with a speaker function capable of broadcasting the member’s voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Council member to pose and answer questions. To ensure necessary equipment is available, a Council member seeking to attend a meeting remotely must contact the Town Clerk by 12 p.m. on the day of the meeting.

**Emergency circumstances.** One or more Council members may remotely attend a meeting (including workshop, regular meeting, special meeting, or closed session) via remote attendance under limited circumstances as set forth herein. There is no limit to the number of times a member may attend a meeting by remote attendance, and no limit to the number of members who may participate by remote attendance in a meeting. Remote attendance may occur during emergency circumstances as described in this section.

- (a) Remote attendance by one or more members is permitted, and may be required by the Mayor in lieu of in-person attendance, when action on an agenda item requires immediate action, remedy or discussion, and one or more of the following circumstances exists:

**2.11-12 Quorum**

A. Majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

B. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved, pursuant to Article II – Quorum-Section 208 of the Town Charter.

**2.12-13 Loss of a Quorum**

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer or a Council member shall declare the meeting recessed until a quorum is reestablished.

B. Upon reestablishment of the quorum, the Mayor and the Town Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Mayor and the Town Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

**2.14-14 Conflict of Interest**

a. A Council member prevented from voting by a conflict of interest shall file a conflict of interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

b. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Closed Sessions regarding the matter.

**2.15-15 Presiding Officer**

The Mayor shall serve as the Presiding Officer for all meetings of the Town Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. In the absence of the Mayor Pro Tem, the Town Clerk shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

a. All meetings of the Mayor and Town Council, unless otherwise determined, shall be held at the Town of Bladensburg Town Hall, Council Chambers 4229 Edmonston Road, Bladensburg, Maryland. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

### **2.17 Notice of the Meeting**

a. Written notice of all public meetings of the Town Council shall be posted on the bulletin board at Town Hall, posted on the Town's website and Cable Channel. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

### **2.18 Conduct of Meetings**

Councilmembers shall be recognized by the presiding officer before speaking. Other persons at the meeting of the Mayor and Council may speak when called upon or authorized.

### **2.19 Dissents and Protests**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and the reason therefor entered into the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance.

### **2.20 Courtesy, Decorum, Conduct and Order**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Town Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings.

1. Before a council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session*).
2. If a person fails to request to speak before speaking, the Mayor shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session, all council members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any

other person while speaking or refuse to obey the orders of the Mayor. Members of the Town Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.

3. Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
4. Call for orders of the day, this is simply another way of saying, “let’s return to the agenda.” If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
5. A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules.
6. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public Council meeting. Any concerns about conduct or performance of any Town employee(s) or Council appointee(s) shall be brought to the attention of the Town Administrator, or a Closed session of the Council may be requested to discuss the personnel matter.
7. Members of the Council shall not take positions on either national or foreign political issues that do not affect the Town.
8. Demonstration or Disorder Among Bystanders – If any confusion, demonstration or disorder arises in the Council Chambers, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.
9. Town Administrator and Members of Staff – The Town Administrator shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
10. Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Town Council meetings of the Mayor and Town Council according to procedures established by the Mayor and Council.
  - a. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in.
  - b. Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.

- c. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- d. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- e. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
- f. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- g. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
- h. No placards, banners or signs may be displayed in the council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- i. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

### **2.21 Council May Discipline its Own Members**

In the event a council member violates the Charter, these rules or any other ordinance of the Town, or acts in a manner that causes embarrassment or disgrace to the Town of Bladensburg, the Town Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Town Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Town Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Town Council chooses to take no action.
2. *Private Censure*. The Town Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.
3. *Public Censure*. The Town Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

### **2.22 Motions – when reduce to writing**

Every motion or proposition shall be reduced to writing on the call of any member, and shall a motion be made and seconded shall be deemed in possession of the Town Council and shall be

read by the Town Clerk previous to debate, and may be withdrawn at any time previous to the vote being taken.

### 2.23 Other Motions

1. Motion to Adjourn – This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. Motion to Recess – This motion, if passed, requires the Council to immediately take a recess. Normally, the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
4. Motion to Remove from the Table – This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.
5. Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

### 2.24 Rules of Discussion of pending questions

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the Town Administrator who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

## VOTING

### 3.1 Voting Rules

When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town and State Ethic Laws.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such members holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

All voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay”. A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Council.

### **3.2 Voting Disqualification.**

1. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
2. A member shall openly state an abstention due to a conflict of interest or bias.
3. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
4. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
5. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

## **MINUTES AND RECORD KEEPING**

### **4.1 Minutes of Meetings**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, *minutes shall not be available until approved by the Council in a regular meeting.* Approved minutes are also posted on the Town’s website. Minutes of closed sessions of the Council held in accordance with applicable state law *shall not be open to public inspection and shall remain sealed.*

### **4.2 Record of Meetings**

The Town Clerk or the Town Clerk's designee shall be responsible for minutes of each Regular Meeting and Work session of the Mayor and Town Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

1. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
2. Copies of resolutions, new or revised ordinances or other actions approved by the Mayor and Town Council.

## **SUSPENSION AND AMENDMENT OF RULES**

### **5.1 Suspension of Rules**

Any provisions of these rules not governed by federal, state law or the Town Charter may be temporarily suspended by a super majority vote of the Town Council and may be amended in a

similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminary approve the amendment.

## 5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any council member.

1. *Warning* - The Mayor may order any person (council member, staff member or audience member) in violation of these rules to be silent.
2. *Removal* - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
3. *Motion to Enforce*. Any council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

## THE AGENDA

### 6.1 Agenda.

1. The agenda shall outline the established order of business.
2. The Town Administrator shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the Town Administrator a description of the item in time for inclusion with the printed agenda.
3. At least two days before each regular meeting, the Town Clerk shall provide each member of Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
  - a. *Under Section 3-302 (C) of the Maryland Open Meetings Act, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted on. The Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.*
4. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
5. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Mayor and Town Council during the scheduled meeting.

- 6. Items of routine business that generally require no discussion by Council may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
- 7. All meeting agenda and amendments shall be approved the Mayor and Town Council at the beginning of the meeting. Items on the agenda can be approved by the Mayor and Town Council during the scheduled meeting.
- 8. Agendas for Regular Meetings and Work sessions shall be published on the Friday prior to the meeting.
- 9. Consent Agenda: The items on the consent agenda may be accepted by the consent of the Council by a single vote, unless any individual should request the item be removed for further discussion. Any item pulled for discussion will be considered by the Council after a vote on the consent agenda.

**6.2 Order of Business**

- I. Call to Order
- II. Opening Prayer (non-denominational)
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Public Comments
- VI. Mayor & Council Reports
- VII. Staff Reports
- VIII. Unfinished Business
- IX. Financial Business
- ~~IX-X.~~ Consent Agenda
- ~~X-XI.~~ New Business
- ~~XI-XII.~~ Adjournment

**WORK SESSION POLICIES AND PROCEDURES**

**7.1 Purpose.**

**Purpose.** Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, should not be done at a work session.** The following rules shall prevail for the call and conduct of work session meetings.

**7.2 Agenda.**

Only a limited number of matters shall be considered by the Town Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

**7.3 Documents and Exhibits to be Presented.**

When possible, staff shall make available to the Town Council all documents, exhibits, maps, plans, architectural drawings, specifications or other similar documents at least 72 hours before the beginning of the session.

#### **7.4 Technical Questions.**

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the Town Administrator, request the attendance of such staff members or outside experts as may be required to answer such questions.

#### **7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session.

### **GENERAL**

#### **Council Requests**

##### **8.1 Council Requests**

Council requests that deal with policy issues and council requests that may be construed as direction shall be directed to the Town Administrator, except for general inquiries or questions, in which case the council may go to the department directors or key staff in the Town Administrators Office.

##### **8.2 Council Requests for Funding**

Council requests requiring funding must go through the Town Administrator and Town Treasurer. The Town Administrator and Town Treasurer shall respond in a timely manner.

##### **8.3 Use of Staff Resources.**

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Councilmember must be made through the Town Administrator unless already approved by the Mayor and Council.

### **PUBLIC STATEMENTS BY MAYOR AND COUNCIL**

#### **9.1 Representation or position by Mayor or Councilmember.**

When the Mayor or a Councilmember gives a statement in their elected capacity on an issue affecting the Town, the Mayor or Councilmember shall first identify the adopted position of Mayor and Council with respect to that subject, if any. Thereafter, the Mayor or Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the Town.





**Town of Bladensburg, Maryland  
RESOLUTION NO. 11 - 2026**

**Date Introduced:** April 13, 2026

**Date Adopted:** April 13, 2026

**Date Effective:** April 13, 2026

**A Resolution Revising the Council Rules of Procedure**

**WHEREAS**, the Mayor and Town Council of the Town of Bladensburg previously adopted Rules of Procedure to govern the conduct of Council meetings and the general rules and policies of the Council; and

**WHEREAS**, the Rules of Procedure were last approved on **December 9, 2019**; and

**WHEREAS**, **Article II, Section 207 of the Charter of the Town of Bladensburg, Maryland** grants the Town Council the authority to determine, adopt, and amend its own Rules of Procedure; and

**WHEREAS**, the Rules of Procedure provide the framework for the orderly conduct of Council meetings, decision-making processes, and administrative practices of the Mayor and Town Council; and

**WHEREAS**, the Rules of Procedure may be amended, supplemented, or suspended by a majority vote of the members of the Town Council; and

**WHEREAS**, the Mayor and Town Council desire to modernize and clarify the Rules of Procedure to reflect current operational needs and best practices; and

**WHEREAS**, the proposed revisions include provisions to permit **virtual attendance by elected officials**, authorize **remote and hybrid Council meetings**, and establish consistent procedures supporting continuity of government; and

**WHEREAS**, the Town researched comparable municipal practices, including those of **Frederick, Chevy Chase, Capitol Heights, and Aberdeen**, to inform the recommended updates; and

**WHEREAS**, the revisions also establish a **Consent Agenda** process to allow routine matters—such as financial reports, resolutions of support, standard administrative items, committee reports not requiring deliberation, and informational correspondence requiring no formal action—to be considered collectively in the interest of efficiency; and

**WHEREAS**, adoption of these revisions will improve efficiency, modernize Council operations, and streamline meeting procedures while maintaining transparency and deliberative governance.

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

1. The Council Rules of Procedure are hereby **revised, amended, and supplemented** to incorporate provisions related to:
  - o Virtual attendance by Councilmembers;
  - o Authorization of remote and hybrid Council meetings; and
  - o Establishment of a Consent Agenda for routine matters not requiring deliberation.
2. The revised Rules of Procedure shall supersede prior versions to the extent of any inconsistency.
3. The Mayor and Town Council may further amend or suspend the Rules of Procedure in accordance with the Charter and the adopted Rules.
4. The Town Administrator is authorized to take any administrative actions necessary to implement the revised Rules of Procedure.

**SIGNED** this 13th day of April 2026.

Attest:

---

Michelle Bailey Hedgepeth, Town Administrator      Takisha D. James, Mayor  
 Acting Town Clerk



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Daniel Frishkorn, Acting Police Chief Michelle Bailey-Hedgepeth, Town Administrator Vito Tinelli, Town Treasurer
---------------------------------------	--

**Item Title: BUDGET ORDINANCE 16-2026** | Fiscal Year 2026 Budget amendment for police purchases related to network infrastructure and consulting services for the police promotional in an amount not to exceed \$ 30,000.

**BUDGET ORDINANCE 16-2026** | Fiscal Year 2026 Budget amendment for police purchases related to network infrastructure and consulting services for the police promotional in an amount not to exceed \$ 30,000.

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Ordinance 16-2026 Torch Networks
---	---

**Recommended Action:**

Approve Ordinance 016-2026 amending the FY26 Budget and authorize the Town Administrator to execute the associated contracts.

**Town Council Summary**

**FY26 Budget Amendment – Police Department Consulting & Network Infrastructure**  
Ordinance 016-2026 amends the FY26 Budget of the **Town of Bladensburg** to transfer funds from the Automated Speed Enforcement revenue line to specific Police Department expenditure categories to address operational, professional development, and infrastructure needs.

This budget amendment supports two primary initiatives: (1) enhancements to the Police Department promotional process and training, and (2) critical network and infrastructure upgrades at the Police Annex.

**Budget Transfers**

The ordinance authorizes the following transfers from Automated Speed Enforcement funds:

- **\$10,000** to the Building Repairs line item for Network Infrastructure
- **\$20,000** to the Police Department Professional Development line item

These transfers ensure appropriate allocation of funding within the FY26 budget to cover the identified expenses.

**Related Contract Item**

This ordinance accompanies two related expense actions:

**1. Police Promotional Process – ICP**

Council will consider approval of a contract authorizing the Town Administrator to enter into an agreement with **Industrial/Organizational Solutions (IOS)** (ICP) to implement a more comprehensive and structured promotional process within the Police Department.

The professional development allocation will support:

- Development of updated promotional testing standards
- Structured assessment components
- Enhanced evaluation criteria aligned with best practices

**2. Network & Infrastructure Upgrades – Police Annex**

Council will also consider approval of an agreement with **Torch Networks** for approximately **\$9,400** to perform network and infrastructure improvements at the Police Annex.

This work is necessary due to:

- Ongoing network disruptions
- Outdated wiring and infrastructure
- Reliability concerns affecting daily operations

The proposed scope includes network repairs, infrastructure updates, and related technical improvements to stabilize and modernize the annex’s systems.

**Fiscal Impact**

- Total budget reallocation: \$30,000
- Funding source: Automated Speed Enforcement revenue
- Estimated Torch Networks contract: \$9,400
- Promotional process contract: Separate approval item

This ordinance does not increase the overall FY26 budget but reallocates existing revenue to priority operational needs within the Police Department.

Staff are available to answer questions. The Town Administrator, Town Treasurer, and Police Chief are present for discussion.

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

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

**ORDINANCE NO. 016-2026: FISCAL YEAR 2026 BUDGET AMENDMENT FOR POLICE PURCHASES RELATED TO NETWORK INFRASTRUCTURE AND CONSULTING SERVICES FOR THE POLICE PROMOTIONAL IN AMOUNT NOT TO EXCEED \$ 30,000.**

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

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2026 for expenses and revenues associated with network infrastructure and consulting services:

1. Transfer funding from Automated Enforcement **\$30,000** for the use of funds associated with network infrastructure and consulting services; and
2. Building Repairs and Improvements Expenses by **\$10,000** for the expenses associated with network wiring for the Police Department Annex; and
3. Professional Development Expenses by **\$20,000** for the consulting expenses associated with the Police Promotional Process;

Overall Budget Impact: **\$30,000**

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

**ATTEST:**

By Order of the Mayor and Town Council

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

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

First Reading: March 9, 2026

Second Reading: -

Adopted: March 9, 2026

Effective: March 9, 2026

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

**ORDINANCE NO. 017-2026: FISCAL YEAR 2026 BUDGET AMENDMENT FOR PURCHASES RELATED TO TRASH AND RECYCLING RECEPTACLES IN AMOUNT NOT TO EXCEED \$ 30,000.**

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

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2026 for expenses and revenues associated with network infrastructure and consulting services:

1. Transfer funding from Highway User Funds \$30,000 for the use of expenses related to heavy-duty outdoor trash and recycling receptacles; and
2. Building Repairs and Improvements Expenses by \$30,000 for the expenses related to heavy-duty outdoor trash and recycling receptacles; and

Overall Budget Impact: \$30,000

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

**ATTEST:**

By Order of the Mayor and Town Council

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

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

First Reading:        March 9, 2026  
 Second Reading:     -  
 Adopted:             March 9, 2026  
 Effective:             March 9, 2026



# Agenda Item Summary Report

**Meeting Date:**  
March 9, 2026

**Submitted by:**  
Purnell Hall, Public Works Supervisor  
Michelle Bailey-Hedgepeth, Town Administrator  
Vito Tinelli, Town Treasurer

**Item Title: BUDGET ORDINANCE 17-2026** | Fiscal Year 2026 budget amendment for purchases related to trash and recycling receptacles in the amount not to exceed \$ 30,000.

**BUDGET ORDINANCE 17-2026** | Fiscal Year 2026 budget amendment for purchases related to trash and recycling receptacles in the amount not to exceed \$ 30,000.

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

**Documentation Attached:**  
Ordinance 17-2026

**Recommended Action:**

Approve Ordinance 017-2026 amending the FY26 Budget and authorize the Town Administrator to execute the associated contracts for Trash and Recycling receptacles.

**Council Summary**

**Authorization to Purchase Trash and Recycling Receptacles (Highway User Funds – Not to Exceed \$30,000)**

Staff is requesting Council authorization for the Town Administrator to approve the purchase of trash and recycling receptacles in an amount not to exceed **\$30,000**, utilizing available **Highway User Funds**. The Town has been coordinating with the Town of Edmonston regarding the procurement of **BigBelly** trash and recycling receptacles. Edmonston recently moved forward with a similar purchase and is pursuing grant funding to offset costs. At the time of Council publication, the Town had not yet received a finalized quote; therefore, this item is presented as a holding authorization to allow staff to proceed once pricing is confirmed.

Council has previously expressed interest in deploying **BigBelly** receptacles where feasible. Since the Town’s initial purchase more than a decade ago, pricing has decreased significantly, making this a more cost-effective option than in prior years.

**Rationale for BigBelly Receptacles**



BigBelly units are being considered for the following operational advantages:

- **Durability and Strength** – Constructed for high-traffic public environments.
- **Tamper Resistance** – Reduces vandalism and unauthorized access.
- **Fullness Indicators** – Equipped with monitoring features that signal when receptacles are full, improving collection efficiency.
- **Compaction Capability** – Solar-powered compaction increases capacity and reduces overflow.

**Operational Need**

Concerns regarding trash and debris have been raised by the Town's Green Team and other community stakeholders. Over the past several years, the Town has installed additional trash and recycling receptacles to encourage proper disposal. However, pedestrian activity and residential density have increased, particularly along heavy-use corridors, resulting in higher waste volumes.

The proposed purchase would target these high-traffic areas to:

- Reduce litter and overflow conditions
- Improve corridor cleanliness
- Enhance overall town beautification
- Increase operational efficiency in waste collection

This investment aligns with ongoing efforts to improve public space maintenance and community appearance.

If approved, the Town Administrator will proceed with final pricing review and authorize the purchase within the approved funding limit.

The Town Administrator is available to answer any questions.

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



All Together Better

Quote **Section 5, Item E.**  
HM / HM

Prices valid for 30 days from the above date.

### BIGBELLY SYSTEM QUOTATION

**Prepared By:**  
 Heath McArthur  
 Bigbelly Solar  
 150 A Street, Suite 103  
 Needham, MA 02494  
 (703) 906-0265  
 hmcarthur@bigbelly.com

**Bill To:**  
 Town of Bladensburg  
 4229 Edmonston Road  
 Bladensburg, MD 20710

**Ship To:**  
 Town of Bladensburg  
 4910 Tilden Road  
 Bladensburg, MD 20710

This order includes the following items:

QTY	ITEM	EXTENDED PRICE
8	Element/Element Double Station with Standard Bins and Installation Element (Left) with Single Stream Chute, Standard Bin Element (Right) with Trash Chute, Standard Bin	\$30,597.92
8	Non-Compactor Bags (box of 100)	\$510.40

Station pricing includes 1.5% volume discount based on quantity of 16 component(s)  
**Shipping & Handling (one time):** \$1,390.00

**Purchase Option**

<b>Total System Cost*:</b>	<b>\$32,498.32 USD</b>
<b>Deposit due with order:</b>	<b>\$11,374.41 USD</b>
Remainder Due Net 30 days from Invoice Date	

\* Total does not include applicable sales or use taxes.

Sincerely, Heath McArthur  
Bigbelly Solar, LLC

**ACH Transfer Info:** Cambridge Savings Bank ▪ Acct Name: Big Belly Solar, LLC ▪ Account # 11728865 ▪ Routing # 211371120  
**Wire Transfer Info:** Citibank ▪ Acct Name: Cambridge Savings Bank ▪ Account # 7116000000000093 ▪ Routing # 031100209 ▪ Int'l Swift # CITIUS33  
**P.O. Box:** Bigbelly Solar LLC, P.O. Box 849518 Boston, MA 02284-9518  
**Please include in wire payment notes:** For Further Credit to 11728865, Big Belly Solar, LLC

**Please note that all card transactions will be subject to an additional 3% handling fee.**

All Purchase Orders must reference the above Quote Number (upper right).

This Quotation is subject to the attached Terms and Conditions of Sale, which are attached hereto and incorporated herein, and expressly acknowledged and accepted by Customer as signified by the duly authorized signature below.

**ACCEPTED AND AGREED BY:**

CUSTOMER

By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



All Together Better

TERMS AND CONDITIONS OF SALE  
Version 9.24.2018

The following Terms and Conditions of Sale ("Agreement") are applicable to any order placed by Customer pursuant to a valid Bigbely Quotation ("Quotation") that is accepted by Bigbely ("Order"). Acceptance by Customer of this Agreement, which shall be signified by Customer's duly authorized signature on the face hereof, shall be required for Bigbely's acceptance of an Order.

1. **SCOPE OF AGREEMENT.** Bigbely, upon acceptance of an Order placed by Customer, will supply the products to be delivered ("Products") and services to be performed ("Services") as specified in the Quotation to Customer, pursuant to this Agreement and its attachments. Bigbely's acceptance of an Order is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Customer's purchase orders, acknowledgements or other documents. The details of the Products and Services (e.g. quantity, price, and product specifications) shall be set forth in the relevant Quotation.
2. **ON-SITE SERVICES.** In the event any on-site services (such as installation, warranty repairs) are required as part of the Products and Services, the additional terms set forth in Attachment A attached hereto shall also apply.
3. **PRICE AND PAYMENT.** (a) The prices payable by Customer for the Products and Services by Bigbely under this Agreement will be specified in the applicable Quotation. Unless otherwise expressly stated in a Quotation, all prices exclude shipping and applicable taxes, all of which are at Customer's expense. (b) Fees shall become payable upon Bigbely's acceptance of an Order, unless otherwise determined by Bigbely and agreed to in writing, and all payments shall be made without offset or deduction. Any amounts due from Customer under this Quotation or any related invoice, may not be withheld or offset by Customer against amounts due to Customer by Bigbely for any reason. All late payments made outside of the agreed upon payment terms will be subject to interest at the rate of the lesser of (i) eighteen percent (18%) per annum or (ii) the highest amount allowed under applicable law. Where upfront payment is required, Bigbely further reserves the right to withhold shipment of the Products and delay performance of the Services until full payment is made. Any failure by Bigbely to provide an invoice in a timely manner shall not affect Customer's obligation to make payments. (c) Upon reasonable request by Bigbely, Customer shall provide evidence of its financial capacity and such other information as Bigbely reasonably requests to determine credit status or credits limits. (d) Customer shall provide notice within five (5) business days of the occurrence of any event which materially affects Customer's ability to perform its obligations under this Agreement.
4. **SHIPPING AND DELIVERY.** Unless otherwise specified and agreed in an Order, Products and Services will be delivered FOB Origin (Bigbely's manufacturing facility) and will be shipped to Customer at the address provided via carriers selected by Bigbely at the Customer's expense. The Parties shall mutually agree on any applicable delivery requirements for all Products and Services specified on an applicable Quotation before such Order will be processed. If no delivery requirements are otherwise specified and agreed, Bigbely shall process any Order upon receipt of the signed Agreement and Customer's fulfillment of any other order processing requirements set forth by Bigbely in its sole discretion.
5. **INSPECTION AND ACCEPTANCE.** Customer shall promptly inspect the Products and Services upon delivery or completion. In the event Products or Services are received damaged, defective or not to specification, Customer shall provide Bigbely with prompt notice of the alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbely shall have a reasonable opportunity to cure any such alleged non-conformance.
6. **SOFTWARE LICENSE.** Customer's use of the software provided as a Product and Service ("Software") is subject to the CLEAN Software License Agreement that accompanies delivery of the Software. All applicable terms, provisions and agreements set forth in the CLEAN Software License Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. To the extent that the terms set forth in this Agreement are inconsistent with the terms of the CLEAN Software License Agreement, the terms set forth herein shall apply.
7. **WARRANTY.** Bigbely warrants the Products and Services provided pursuant to a Quotation and this Agreement against manufacturer defects or defects in workmanship, under normal use and service, subject to the exclusions, limitations and conditions set forth in the Bigbely Standard Limited Warranty.
8. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Quotation or this Agreement, the non-breaching party shall have the right to: (a) terminate the Quotation immediately upon written notice to the other party; and (b) seek to obtain injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Quotation or this Agreement shall not constitute a waiver of Bigbely's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Customer shall provide Bigbely with prompt notice of any alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbely shall have a reasonable opportunity to cure any such alleged non-conformance or breach.
9. **LIMITATION OF LIABILITY. IN NO EVENT SHALL BIGBELLY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES. BIGBELLY'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND ANY QUOTATION SHALL BE LIMITED TO THE TOTAL FEES PAID BY CUSTOMER UNDER THE QUOTATION UPON WHICH A CLAIM IS BASED.**
10. **INDEMNIFICATION.** Each party, as Indemnitor, shall indemnify, defend and hold harmless the other party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor's (or its agent's) breach of any representation, warranty, covenant, agreement, or obligation under the Quotation or this Agreement, or Indemnitor's (or its agent's) grossly negligent and/or willful acts or omissions in carrying out its obligations under the Quotation or the Agreement; provided that in no event shall Bigbely be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Customer (including the use of information, artwork, logos, and/or trademarks provided by Customer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party's own negligence or willful misconduct.
11. **CUSTOMER MATERIALS AND DATA.** (a) Customer represents and warrants that any matter it furnishes for the Products or performance of the Services by Bigbely does not infringe any copyright or trademark or other intellectual property rights of any third party nor does it otherwise violate any laws or infringe the rights of any third party. (b) Customer warrants that it has the right to use, and to have Bigbely use on behalf of Customer, any data provided to Bigbely by Customer, including specifically customer names, identifying information, addresses and other contact information and related personal information.
12. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, know-how, work product and information or other intellectual property embodying proprietary data existing and owned by Bigbely as of the date of the Quotation, or made or conceived by employees, consultants, representatives or agents of Bigbely during the term of this Agreement, shall be and remain at all times the sole and exclusive property of Bigbely. Customer will obtain no rights thereto other than the limited rights set forth in this Agreement. Without limiting the generality of the foregoing, the parties agree that Bigbely will own all Software, including all modifications, upgrades and enhancements thereto made during the term of this Agreement.
13. **FORCE MAJEURE.** Any delay or failure of either party to perform its obligations (other than Customer's payment obligation) shall be excused if such failure is caused by an extraordinary event or occurrence beyond the control of the nonperforming party, such as acts of God, fires, floods, windstorms, explosions, natural disasters, wars and sabotage. Each party shall promptly notify the other of the reason for the delay and use its best efforts in curing such cause and shall take all action practicable to minimize the adverse impact of the delay on the other party.
14. **GOVERNING LAW.** Each Quotation and this Agreement shall be governed and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, without reference to its conflicts of law principles. The Parties further agree (i) that any dispute, controversy or claim arising out of or related to this Agreement shall be brought and settled in the state or federal courts located in Boston, Massachusetts; (ii) to irrevocably submit to the exclusive jurisdiction of any such court; and (iii) to waive any right to a jury trial in any litigation arising out of or related to this Agreement.
15. **COMPLIANCE.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
16. **ASSIGNMENT.** Customer may not assign its rights or obligations under this Agreement without the prior written consent of Bigbely. Pursuant to a valid assignment, the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the Parties.
17. **AMENDMENT AND WAIVER.** This Agreement shall not be amended or modified in any way except by a subsequent written agreement signed by authorized persons of both Parties. Any amendment or waiver effected in accordance with this section shall be binding upon the Parties and their respective successors and assigns. The waiver by a Party of any breach by the other Party will not operate or be interpreted as a waiver of any other or subsequent breach, nor shall the failure or delay in exercising any right or seeking any remedy hereunder operate as a waiver thereof.
18. **SEVERABILITY.** If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable, in whole or in part, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, and the remaining provisions of this Agreement shall continue in full force and effect and not be affected thereby.
19. **SURVIVAL.** In the event any provision of the Quotation or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.
20. **NOTICE.** Any notice required to be delivered pursuant to this Agreement shall be deemed given when personally delivered to recipient thereof or mailed by registered mail or certified mail, return receipt requested, to the addresses on the Quotation or to such address as either party may designate in the future.
21. **TARIFF ADJUSTMENT.** If new or increased tariffs, duties, or similar governmental charges are imposed after Bigbely proposes a Quotation or after the executed Quotation is processed, and such charges materially increase the cost to Bigbely for goods or raw materials, Bigbely shall be entitled to adjust the prices charged to the Customer to reflect such increased costs. Customer shall then have the right to accept or cancel the order based on the unforeseen price change.
22. **ENTIRE AGREEMENT.** Each Quotation, together with this Agreement including the Attachments, constitute the entire agreement between the Parties regarding the subject matter hereof and merges and supersedes all prior agreements, oral and written, understandings, commitments and writings. Any Order, purchase order or other ordering or acceptance document issued by Customer is for administrative purposes only and does not form part of this Agreement or amend the terms hereof. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control. The Quotation or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.

23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original and together shall constitute one instrument.

ATTACHMENT A  
ADDITIONAL TERMS FOR ON-SITE SERVICES

In the event Bigbelly or its authorized service providers must come on-site to Customer's property in order to perform certain services as part of the Products or Services, the Parties agree that the following terms and conditions shall also apply, as applicable.

For purposes of this Attachment A, the 'Agreement' shall mean the Terms and Conditions of Sale executed between the Parties to which this Attachment A is affixed. The meaning of capitalized and undefined terms appearing herein shall be as set forth in the Agreement unless otherwise indicated. In the event of a conflict between this Attachment A and the Agreement, the terms and conditions of this Attachment A shall prevail solely with respect to the subject matter herein. The terms and conditions of this Attachment A are hereby incorporated into the Agreement by reference.

1. **INFORMATION AND ACCESS.** Customer agrees that Bigbelly's ability perform the Services under the Agreement in a timely manner is dependent upon access to Customer's installation information and locations. Deadlines imposed by the Agreement shall be extended in the event that Customer fails to provide such information and/or access to Bigbelly in a timely manner.
2. **SITE PREPARATION.** Customer agrees to provide a poured concrete pad if the intended installation surface does not meet Bigbelly's specifications. If Customer's installation surface does not meet such specifications, any additional cost associated with Bigbelly's efforts to properly prepare the surface will be at Customer's expense. It is the Customer's responsibility to remove, at Customer's expense, existing bins or any other items from the locations where Bigbelly stations will be installed.
3. **INSTALLATION.** Bigbelly will install the equipment at mutually agreed upon locations, including semi-permanent attachment to the ground. Installation will be in accordance with the delivery and installation schedule agreed to by the Parties prior to commencement of the Services.
4. **INSURANCE.** Bigbelly shall maintain, during its performance of the Services provided hereunder, liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Bigbelly. Bigbelly shall furnish copies of such insurance policies upon request.



All Together Better

Section 5, Item E.  
HM / HM

Prices valid for 30 days from the above date.

### BIGBELLY SYSTEM QUOTATION

**Prepared By:**  
 Heath McArthur  
 Bigbelly Solar  
 150 A Street, Suite 103  
 Needham, MA 02494  
 (703) 906-0265  
 hmcarthur@bigbelly.com

**Bill To:**  
 Town of Bladensburg  
 4229 Edmonston Road  
 Bladensburg, MD 20710

**Ship To:**  
 Town of Bladensburg  
 4910 Tilden Road  
 Bladensburg, MD 20710

This order includes the following items:

QTY	ITEM	EXTENDED PRICE
6	Sense/Element Double Station with Standard Bins and Installation Element (Left) with Single Stream Chute, Sense Hub (Right) with Trash Chute	\$28,444.20
6	Non-Compactor Bags (box of 100)	\$382.80

Station pricing includes 1.5% volume discount based on quantity of 12 component(s)  
**Shipping & Handling (one time):** \$1,180.00

<b>Purchase Option</b>	<b>Total System Cost*:</b>	<b>\$30,043.00 USD</b>
	<b>Deposit due with order:</b>	<b>\$10,515.05 USD</b>
	Remainder Due Net 30 days from Invoice Date	

\* Total does not include applicable sales or use taxes.

Sincerely, Heath McArthur  
Bigbelly Solar, LLC

**ACH Transfer Info:** Cambridge Savings Bank ▪ Acct Name: Big Belly Solar, LLC ▪ Account # 11728865 ▪ Routing # 211371120  
**Wire Transfer Info:** Citibank ▪ Acct Name: Cambridge Savings Bank ▪ Account # 7116000000000093 ▪ Routing # 031100209 ▪ Int'l Swift # CITIUS33  
**P.O. Box:** Bigbelly Solar LLC, P.O. Box 849518 Boston, MA 02284-9518  
**Please include in wire payment notes:** For Further Credit to 11728865, Big Belly Solar, LLC

**Please note that all card transactions will be subject to an additional 3% handling fee.**

All Purchase Orders must reference the above Quote Number (upper right).

This Quotation is subject to the attached Terms and Conditions of Sale, which are attached hereto and incorporated herein, and expressly acknowledged and accepted by Customer as signified by the duly authorized signature below.

**ACCEPTED AND AGREED BY:**

CUSTOMER

By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

TERMS AND CONDITIONS OF SALE  
Version 9.24.2018

The following Terms and Conditions of Sale ("Agreement") are applicable to any order placed by Customer pursuant to a valid Bigbely Quotation ("Quotation") that is accepted by Bigbely ("Order"). Acceptance by Customer of this Agreement, which shall be signified by Customer's duly authorized signature on the face hereof, shall be required for Bigbely's acceptance of an Order.

1. **SCOPE OF AGREEMENT.** Bigbely, upon acceptance of an Order placed by Customer, will supply the products to be delivered ("Products") and services to be performed ("Services") as specified in the Quotation to Customer, pursuant to this Agreement and its attachments. Bigbely's acceptance of an Order is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Customer's purchase orders, acknowledgements or other documents. The details of the Products and Services (e.g. quantity, price, and product specifications) shall be set forth in the relevant Quotation.
2. **ON-SITE SERVICES.** In the event any on-site services (such as installation, warranty repairs) are required as part of the Products and Services, the additional terms set forth in Attachment A attached hereto shall also apply.
3. **PRICE AND PAYMENT.** (a) The prices payable by Customer for the Products and Services by Bigbely under this Agreement will be specified in the applicable Quotation. Unless otherwise expressly stated in a Quotation, all prices exclude shipping and applicable taxes, all of which are at Customer's expense. (b) Fees shall become payable upon Bigbely's acceptance of an Order, unless otherwise determined by Bigbely and agreed to in writing, and all payments shall be made without offset or deduction. Any amounts due from Customer under this Quotation or any related invoice, may not be withheld or offset by Customer against amounts due to Customer by Bigbely for any reason. All late payments made outside of the agreed upon payment terms will be subject to interest at the rate of the lesser of (i) eighteen percent (18%) per annum or (ii) the highest amount allowed under applicable law. Where upfront payment is required, Bigbely further reserves the right to withhold shipment of the Products and delay performance of the Services until full payment is made. Any failure by Bigbely to provide an invoice in a timely manner shall not affect Customer's obligation to make payments. (c) Upon reasonable request by Bigbely, Customer shall provide evidence of its financial capacity and such other information as Bigbely reasonably requests to determine credit status or credits limits. (d) Customer shall provide notice within five (5) business days of the occurrence of any event which materially affects Customer's ability to perform its obligations under this Agreement.
4. **SHIPPING AND DELIVERY.** Unless otherwise specified and agreed in an Order, Products and Services will be delivered FOB Origin (Bigbely's manufacturing facility) and will be shipped to Customer at the address provided via carriers selected by Bigbely at the Customer's expense. The Parties shall mutually agree on any applicable delivery requirements for all Products and Services specified on an applicable Quotation before such Order will be processed. If no delivery requirements are otherwise specified and agreed, Bigbely shall process any Order upon receipt of the signed Agreement and Customer's fulfillment of any other order processing requirements set forth by Bigbely in its sole discretion.
5. **INSPECTION AND ACCEPTANCE.** Customer shall promptly inspect the Products and Services upon delivery or completion. In the event Products or Services are received damaged, defective or not to specification, Customer shall provide Bigbely with prompt notice of the alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbely shall have a reasonable opportunity to cure any such alleged non-conformance.
6. **SOFTWARE LICENSE.** Customer's use of the software provided as a Product and Service ("Software") is subject to the CLEAN Software License Agreement that accompanies delivery of the Software. All applicable terms, provisions and agreements set forth in the CLEAN Software License Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. To the extent that the terms set forth in this Agreement are inconsistent with the terms of the CLEAN Software License Agreement, the terms set forth herein shall apply.
7. **WARRANTY.** Bigbely warrants the Products and Services provided pursuant to a Quotation and this Agreement against manufacturer defects or defects in workmanship, under normal use and service, subject to the exclusions, limitations and conditions set forth in the Bigbely Standard Limited Warranty.
8. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Quotation or this Agreement, the non-breaching party shall have the right to: (a) terminate the Quotation immediately upon written notice to the other party; and (b) seek to obtain injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Quotation or this Agreement shall not constitute a waiver of Bigbely's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Customer shall provide Bigbely with prompt notice of any alleged deficiencies in the Products or performance of Services under the Quotation or this Agreement and Bigbely shall have a reasonable opportunity to cure any such alleged non-conformance or breach.
9. **LIMITATION OF LIABILITY. IN NO EVENT SHALL BIGBELLY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES. BIGBELLY'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND ANY QUOTATION SHALL BE LIMITED TO THE TOTAL FEES PAID BY CUSTOMER UNDER THE QUOTATION UPON WHICH A CLAIM IS BASED.**
10. **INDEMNIFICATION.** Each party, as Indemnitor, shall indemnify, defend and hold harmless the other party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor's (or its agent's) breach of any representation, warranty, covenant, agreement, or obligation under the Quotation or this Agreement, or Indemnitor's (or its agent's) grossly negligent and/or willful acts or omissions in carrying out its obligations under the Quotation or the Agreement; provided that in no event shall Bigbely be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Customer (including the use of information, artwork, logos, and/or trademarks provided by Customer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party's own negligence or willful misconduct.
11. **CUSTOMER MATERIALS AND DATA.** (a) Customer represents and warrants that any matter it furnishes for the Products or performance of the Services by Bigbely does not infringe any copyright or trademark or other intellectual property rights of any third party nor does it otherwise violate any laws or infringe the rights of any third party. (b) Customer warrants that it has the right to use, and to have Bigbely use on behalf of Customer, any data provided to Bigbely by Customer, including specifically customer names, identifying information, addresses and other contact information and related personal information.
12. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, know-how, work product and information or other intellectual property embodying proprietary data existing and owned by Bigbely as of the date of the Quotation, or made or conceived by employees, consultants, representatives or agents of Bigbely during the term of this Agreement, shall be and remain at all times the sole and exclusive property of Bigbely. Customer will obtain no rights thereto other than the limited rights set forth in this Agreement. Without limiting the generality of the foregoing, the parties agree that Bigbely will own all Software, including all modifications, upgrades and enhancements thereto made during the term of this Agreement.
13. **FORCE MAJEURE.** Any delay or failure of either party to perform its obligations (other than Customer's payment obligation) shall be excused if such failure is caused by an extraordinary event or occurrence beyond the control of the nonperforming party, such as acts of God, fires, floods, windstorms, explosions, natural disasters, wars and sabotage. Each party shall promptly notify the other of the reason for the delay and use its best efforts in curing such cause and shall take all action practicable to minimize the adverse impact of the delay on the other party.
14. **GOVERNING LAW.** Each Quotation and this Agreement shall be governed and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, without reference to its conflicts of law principles. The Parties further agree (i) that any dispute, controversy or claim arising out of or related to this Agreement shall be brought and settled in the state or federal courts located in Boston, Massachusetts; (ii) to irrevocably submit to the exclusive jurisdiction of any such court; and (iii) to waive any right to a jury trial in any litigation arising out of or related to this Agreement.
15. **COMPLIANCE.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
16. **ASSIGNMENT.** Customer may not assign its rights or obligations under this Agreement without the prior written consent of Bigbely. Pursuant to a valid assignment, the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the Parties.
17. **AMENDMENT AND WAIVER.** This Agreement shall not be amended or modified in any way except by a subsequent written agreement signed by authorized persons of both Parties. Any amendment or waiver effected in accordance with this section shall be binding upon the Parties and their respective successors and assigns. The waiver by a Party of any breach by the other Party will not operate or be interpreted as a waiver of any other or subsequent breach, nor shall the failure or delay in exercising any right or seeking any remedy hereunder operate as a waiver thereof.
18. **SEVERABILITY.** If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid or unenforceable, in whole or in part, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, and the remaining provisions of this Agreement shall continue in full force and effect and not be affected thereby.
19. **SURVIVAL.** In the event any provision of the Quotation or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.
20. **NOTICE.** Any notice required to be delivered pursuant to this Agreement shall be deemed given when personally delivered to recipient thereof or mailed by registered mail or certified mail, return receipt requested, to the addresses on the Quotation or to such address as either party may designate in the future.
21. **TARIFF ADJUSTMENT.** If new or increased tariffs, duties, or similar governmental charges are imposed after Bigbely proposes a Quotation or after the executed Quotation is processed, and such charges materially increase the cost to Bigbely for goods or raw materials, Bigbely shall be entitled to adjust the prices charged to the Customer to reflect such increased costs. Customer shall then have the right to accept or cancel the order based on the unforeseen price change.
22. **ENTIRE AGREEMENT.** Each Quotation, together with this Agreement including the Attachments, constitute the entire agreement between the Parties regarding the subject matter hereof and merges and supersedes all prior agreements, oral and written, understandings, commitments and writings. Any Order, purchase order or other ordering or acceptance document issued by Customer is for administrative purposes only and does not form part of this Agreement or amend the terms hereof. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control. The Quotation or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.

23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original and together shall constitute one instrument.

**ATTACHMENT A  
ADDITIONAL TERMS FOR ON-SITE SERVICES**

In the event Bigbelly or its authorized service providers must come on-site to Customer's property in order to perform certain services as part of the Products or Services, the Parties agree that the following terms and conditions shall also apply, as applicable.

For purposes of this Attachment A, the 'Agreement' shall mean the Terms and Conditions of Sale executed between the Parties to which this Attachment A is affixed. The meaning of capitalized and undefined terms appearing herein shall be as set forth in the Agreement unless otherwise indicated. In the event of a conflict between this Attachment A and the Agreement, the terms and conditions of this Attachment A shall prevail solely with respect to the subject matter herein. The terms and conditions of this Attachment A are hereby incorporated into the Agreement by reference.

1. **INFORMATION AND ACCESS.** Customer agrees that Bigbelly's ability perform the Services under the Agreement in a timely manner is dependent upon access to Customer's installation information and locations. Deadlines imposed by the Agreement shall be extended in the event that Customer fails to provide such information and/or access to Bigbelly in a timely manner.
2. **SITE PREPARATION.** Customer agrees to provide a poured concrete pad if the intended installation surface does not meet Bigbelly's specifications. If Customer's installation surface does not meet such specifications, any additional cost associated with Bigbelly's efforts to properly prepare the surface will be at Customer's expense. It is the Customer's responsibility to remove, at Customer's expense, existing bins or any other items from the locations where Bigbelly stations will be installed.
3. **INSTALLATION.** Bigbelly will install the equipment at mutually agreed upon locations, including semi-permanent attachment to the ground. Installation will be in accordance with the delivery and installation schedule agreed to by the Parties prior to commencement of the Services.
4. **INSURANCE.** Bigbelly shall maintain, during its performance of the Services provided hereunder, liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Bigbelly. Bigbelly shall furnish copies of such insurance policies upon request.



## Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title:</b>	
<b>Resolution 13-2026:</b> <i>A JOINT RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG AND THE MAYOR AND COUNCIL OF THE TOWN OF EDMONSTON ESTABLISHING A COORDINATED ANNEXATION STRATEGY FOR THE EDMONSTON ROAD CORRIDOR AND ADOPTING A PROCESS FOR INTERGOVERNMENTAL COOPERATION</i>	
<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.	
<b>Item Summary:</b> The Town of Bladensburg and the Town of Edmonston have developed a <b>Joint Resolution of Intent to Annex</b> properties along the Edmondson Road corridor. This action represents a collaborative effort between the two municipalities to proactively coordinate future annexation activities in a manner that benefits both communities.  This resolution formalizes an agreement between the Town of Bladensburg and the Town of Edmonston to cooperatively plan, communicate, and work together regarding future annexation proposals along the shared Edmondson Road boundary. The key parameters included in this agreement reflect discussions held between the two mayors and establish a framework ensuring that both towns can pursue orderly, equitable, and strategic growth.  The long-term goal of this cooperative approach is to set clear expectations and maintain strong municipal partnerships, allowing both towns to grow proactively while minimizing conflicts and fostering regional stability. This Joint Resolution demonstrates the Town of Bladensburg’s commitment to strengthening intergovernmental relationships, particularly with our closest neighbor, Edmonston, Maryland. It also reflects Bladensburg’s continued pledge to collaborate more effectively with surrounding jurisdictions on annexation matters.  The Town Administrator and the Town’s annexation consultant are available to answer any questions the Council may have regarding this resolution or the broader annexation process.	
<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. 13-2026**

**Town of Edmonston, Maryland - Resolution NO. 2026-01**

**Date Introduced: March 9, 2026/ March 11, 2026**

**Date Adopted: March 9, 2026 /March 11, 2026**

**Date Effective: March 9, 2026/March 11, 2026**

**TOWN OF BLADENSBURG, MARYLAND and the| TOWN OF EDMONSTON, MARYLAND**

**Bladensburg Joint Resolution No. 13, 2026**

**Edmonston Joint Resolution No. 2026-01**

**JOINT RESOLUTION NO. 01-2027**

**A JOINT RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG AND THE MAYOR AND COUNCIL OF THE TOWN OF EDMONSTON ESTABLISHING A COORDINATED ANNEXATION STRATEGY FOR THE EDMONSTON ROAD CORRIDOR AND ADOPTING A PROCESS FOR INTERGOVERNMENTAL COOPERATION**

**WHEREAS**, the Town of Bladensburg and the Town of Edmonston share a common boundary along the Edmonston Road corridor; and

**WHEREAS**, certain properties and residents located along Edmonston Road are presently situated outside the corporate limits of either municipality despite their geographic proximity and shared community identity within the Port Towns area; and

**WHEREAS**, residents within this corridor have expressed confusion regarding municipal jurisdiction and, in some instances, believe they reside within either Bladensburg or Edmonston, although no formal municipal boundary currently includes their properties; and

**WHEREAS**, the Mayor and Councils of Bladensburg and Edmonston desire to act in the spirit of intergovernmental cooperation to evaluate and pursue annexation of eligible properties along this corridor in a coordinated, strategic, and mutually beneficial manner; and

**WHEREAS**, coordinated annexation planning will strengthen municipal service delivery, enhance public safety coordination, improve infrastructure management, and support long-term economic development and corridor revitalization within the Port Towns region; and

**WHEREAS**, the municipalities intend to leverage resources, coordinate public works and public safety efforts, align redevelopment strategies, and pursue grant and infrastructure funding opportunities in a manner that benefits the region as a whole; and

**WHEREAS**, the Town of Bladensburg and the Town of Edmonston intend to work in coordination with elected representatives at the local, state, and federal levels to facilitate communication, ensure transparency, and provide accurate information to constituents throughout the annexation evaluation and outreach process; and

**WHEREAS**, the Maryland Municipal League Municipal Annexation Handbook provides guidance regarding statutory procedures and considerations governing annexation in Maryland; and

**WHEREAS**, nothing in this Resolution shall be construed as effectuating annexation, altering municipal boundaries, guaranteeing zoning classifications, or constituting a binding annexation agreement; and

**NOW, THEREFORE, BE IT JOINTLY RESOLVED**, by the Mayor and Council of the Town of Bladensburg and the Mayor and Council of the Town of Edmonston, as follows:

Section 1. Adoption of Memorandum of Understanding:

The municipalities may draft a Memorandum of Understanding to establish a cooperative framework for evaluating and pursuing the annexation of eligible properties located along the Edmonston Road corridor, however this resolution shall satisfy that intent for preliminary planning and execution among staff and elected representatives

Section 2. Geographic Understanding:

The municipalities agree to a coordinated approach whereby:

- a. The Town of Bladensburg shall evaluate and pursue annexation of eligible properties located on the east side of Edmonston Road; and
- b. The Town of Edmonston shall evaluate and pursue annexation of eligible properties located on the west side of Edmonston Road.

This geographic understanding is intended to prevent jurisdictional overlap, promote orderly municipal growth, and provide clarity to property owners and residents.

Section 3. Coordinated Strategy:

The municipalities shall collaborate in good faith to:

- a. Develop a coordinated annexation strategy consistent with Maryland law;
- b. Identify affected properties and property owners;
- c. Conduct outreach to residents, businesses, and stakeholders;
- d. Establish understandings regarding roadway maintenance, infrastructure responsibilities, stormwater coordination, public safety response, refuse collection, and municipal service delivery;
- e. Coordinate economic development planning, corridor revitalization, and joint pursuit of state and federal funding opportunities; and
- f. Ensure compliance with all applicable provisions of the Local Government Article, Subtitle 4-400.

Section 4. Implementation Timeline:

The annexation evaluation and outreach process shall commence in Spring 2026 and continue through 2027, or as necessary to complete statutory requirements and community engagement.

Section 5. Neutrality

This Resolution is limited solely to establishing a cooperative municipal strategy for evaluating annexation and regional coordination.

Section 6. Non-Binding Effect:

This Resolution expresses mutual intent and authorizes staff and elected officials to initiate procedural, legal, planning, and outreach steps required under Maryland law. It does not itself effectuate annexation, amend municipal boundaries, or create legally enforceable annexation rights.

Section 7. Exhibit:

The Maryland Municipal League Municipal Annexation Handbook is hereby incorporated by reference as Exhibit A for informational and procedural guidance.

**AND BE IT FURTHER RESOLVED**, that the Mayor and Council of the Town of Bladensburg and the Mayor and Council of the Town of Edmonston reaffirm their commitment to cooperative governance, strategic regional planning, and enhanced municipal service delivery for the benefit of the Port Towns community.

**ADOPTED** by the Mayor and Council of the Town of Bladensburg this \_\_\_ day of \_\_\_\_\_, 2026.

**ADOPTED** by the Mayor and Council of the Town of Edmonston this \_\_\_ day of \_\_\_\_\_, 2026

Attest:

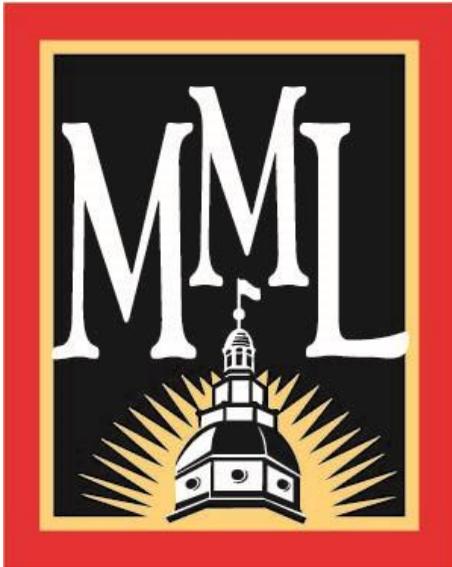
\_\_\_\_\_  
Michelle Bailey Hedgepeth  
Acting Town Clerk

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

Attest:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Tracy Gant, Mayor



THE  
MARYLAND  
MUNICIPAL  
LEAGUE

# Municipal Annexation Handbook

# Table of Contents

Introduction..... 3

Procedures..... 4-6

Annexation Considerations..... 7-8

Annexation Agreements..... 9

Annotated Code of Maryland, Local Government,  
Article Subtitle 4-400 ..... 10-18

Maryland Municipal Annexation Procedures Flow Chart..... insert

Annexation Checklist..... 19

# Municipal Annexation

## Introduction

Municipal annexation is the process of legally including within the corporate limits of a city or town an unincorporated area that is outside the municipality. For many cities and towns in Maryland, annexation of surrounding areas plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of their communities.

The Maryland Municipal League prepared this handbook to provide basic guidance to municipal government officials on procedures and considerations associated with municipal annexation in Maryland. This publication is not intended to provide in-depth analyses of annexation issues but rather to provide a brief overview of annexation procedures and considerations. Included for your information is the full text of Subtitle 4-400 of the Local Government Article of the *Annotated Code of Maryland* which makes up the primary source of Maryland law concerning annexation.

League staff members are available to answer any questions you may have relating to annexation.

# Procedures

## 1. Minimum Prerequisites

In order to be annexed to an existing municipality, an area must be contiguous and adjoining to the existing municipal corporate area and may not be located within another incorporated municipality. Also, annexation of the area may not create an enclave of unincorporated area that would be completely surrounded on all sides by land within the municipality upon completion of the annexation.

## 2. Annexation Petition/Consent

An annexation petition signed by at least 25% of the qualified voters along with the owners of 25% of total assessed property in the area to be annexed may be filed with the municipal legislative body. Alternatively, the legislative body may initiate an annexation by obtaining the consent of a like percentage of qualified voters and property owners.

## 3. Annexation Resolution

Upon verification that the annexation petition signatures meet the requirements of law and that all other prerequisites of the law have been met, the elected body should promptly introduce a resolution proposing the annexation. Similarly the elected body may initiate the resolution upon receipt of the consent of the required percentage of voters and property owners. The resolution should describe the area to be annexed together with any conditions or circumstances applicable to the proposed annexation.

## 4. Annexation Plan

A municipal governing body must prepare, adopt and make available to the public a plan detailing (1) the proposed land use or uses in the area to be annexed, (2) available land that could be used for anticipated public facilities that may be needed, (3) a schedule for extending municipal services to the area to be annexed, and (4) anticipated means of financing the extension of services. The plan must be provided at least 30 days prior to holding the public hearing required by law for an annexation to the county in which the municipality is located as well as to the Maryland Department of Planning and any regional and state planning agencies having jurisdiction within the county.

Legislation passed in 2006 (House Bill 1141) by the Maryland General Assembly added to the level of detail of an annexation plan for most cities and towns. For a municipality that exercises planning and zoning authority under Land Use Article of the *Annotated Code of Maryland*, by October 1, 2009 it must amend its comprehensive plan to include a growth element that serves as a basis for any annexation plan it prepares. Upon a showing of good cause, the Maryland Department of Planning may authorize extensions through October 1, 2010 for preparation of a municipal growth element. Once a comprehensive plan growth element is in place for a municipality, a municipal annexation plan must be consistent with growth element of the municipality. At that point, the required level of detail in an annexation plan could be much greater for municipalities that exercise planning and zoning authority than was required prior to the passage of House Bill 1141.

### **5. Proposed Annexation Publication, Hearing and Resolution Passage**

After introduction of the resolution, a municipality must publish at least four times at a minimum of weekly intervals in one or more newspapers of general circulation a notice of the proposed annexation; notice of the time and place of a hearing on the resolution must also appear in the newspaper advertisements. For annexations where the area to be annexed is 25 acres or less, the required publication need only be done twice at weekly intervals. A copy of the public notice must be provided to the county governing board and regional and state planning agencies as soon as it is initially published. At the hearing itself, the county and planning agencies must be afforded first right to be heard, after which the general public may make comment. After conducting the required hearing, the municipal elected body may pass (or reject) the resolution which becomes effective 45 days after its passage unless it is petitioned to referendum.

## **6. Petitions to Referendum**

Within the 45 days prior to the effective date of the resolution, any of three groups may petition the annexation resolution to referendum. At least 20% of the registered voters in the existing municipality or in the area to be annexed may petition the resolution to referendum; alternatively, a minimum of two-thirds of the county governing board may petition to call for a referendum on the annexation question. After verification of petition signatures or county governing board compliance with the law's requirements (whichever is applicable), the effectiveness of the resolution is suspended pending results of the referendum.

## **7. Annexation Referendum**

The annexation referendum may be held from 15 to 90 days following newspaper publication of notice of the referendum. The notice must occur a minimum of two times at a minimum of weekly intervals. Should the referendum pass, the annexation will become effective on the fourteenth day following the referendum. Which voters participate in a referendum is dependent upon where the referendum petition emanated. If the petition was submitted by the county governing body or the residents in the area to be annexed, the voters in the area to be annexed may participate in the referendum. If the petition was submitted by residents of the municipality, the voters in the municipality participate. If both circumstances exist, separate elections are held for both the existing municipal voters and for voters in the area to be annexed. In the case of two elections, both sets of voters must approve the referendum in order for the annexation to proceed.

## **8. Registration of Resolution and Boundaries**

Regardless of whether or not the annexation is brought to referendum, the annexation resolution and the new municipal boundaries of the municipality must be promptly sent to (1) the county clerk of courts in the county in which the annexation occurred, (2) the Department of Legislative Services, and (3) where applicable the Maryland-National Capital Park and Planning Commission.

# Annexation Considerations

## Why annex? What are the advantages of annexation?

- To extend municipal services to communities that are adjacent to existing city/town corporate limits and that may not have such services.
- To expand the size, population base, property tax assessable base, and—in some cases—the political influence of a city or town.
- To ensure local input into and control over future development around the periphery of existing municipal corporate boundaries and to facilitate implementation of the Maryland Growth Management Act which focuses future growth in and around existing urban centers.
- Through legal agreements with developers, to exact concessions that will meet adequate public facility requirements and provide added amenities (for example: roads, parks, affordable housing) that are beneficial to the community.
- To support economic and community development goals by negotiating annexation agreements to attract business, industry and housing development.
- To unify currently incorporated and fringe unincorporated areas that share common sociological, economic, cultural, and geographic characteristics.
- To provide residents of areas adjacent to cities and towns a direct role in local community affairs through access to municipal election voting rights and the opportunity to serve in municipal elected and appointed offices.
- To achieve logical city/town growth and boundaries.

## Why not annex? What are the possible drawbacks to annexation?

- The city or town may lack adequate financial, personnel or infrastructure resources to extend public services to the area to be annexed.
- Annexation of an area may prove to be a fiscal drain on the city or town where potential revenues to be raised from the area to be annexed do not meet the costs of providing municipal services to the area.
- Residents in a potential area to be annexed may wish to maintain a separate community identity rather than having their identity subsumed within that of the existing city or town.
- Residents in an area to be annexed may consider municipal government to be unneeded, undesirable, or duplicative and may not wish to pay added taxes or fees to pay for the costs of municipal public services.
- There are difficulties set forth in law in achieving a successful annexation, including the ability of the county to veto for five years significant changes in zoning classifications in an area to be annexed and the ability of various parties to petition an annexation to referendum where it can potentially be voted down.

## Annexation Zoning—The Five-Year Rule

Cities and towns authorized to exercise and exercising planning and zoning powers under Land Use Article of the Annotated Code of Maryland have exclusive authority over planning and zoning in newly annexed areas. However, Subsection 4-416(b) the Local Governments Article of the *Annotated Code* provides that no city or town may for five years following an annexation allow development of property within an annexed area if the development would be substantially different than the use authorized under county zoning at the time of the annexation. Also, for five years following an annexation, development density of newly annexed property may not be greater than 50% higher than would have been permitted under county zoning at the time of annexation. A county governing body may waive this requirement if its members so desire.

As a practical matter, the impact of this provision of law is to give county governments a major role in municipal annexations where substantial changes in land use are anticipated. Development projects dependent upon annexation and annexations themselves can be not just delayed, but derailed by action (or inaction) of the county to withhold approval of land use changes in some circumstances. It is recommended therefore that county planners and elected officials be contacted early in the annexation process to negotiate these issues when the possibility of such changes is under consideration.

# Annexation Agreements

An annexation agreement is a contract typically made between a city or town and the owner or owners of land or private developers of land in an area to be annexed. An agreement is used to overcome obstacles to potential annexations by exacting concessions from one or more of the parties involved prior to consenting to annexation. It normally sets out the terms and conditions under which an annexation is to occur as well as any special obligations of the parties relating to a proposed annexation.

Provisions included in annexation agreements frequently address the following:

- The intent of the parties to enter into a contract.
- On-site and off-site public improvements to be provided by the developer of land in the area to be annexed.
- Financial terms such as temporary or phased municipal property tax abatements or service fee reductions.
- Timetables for the extension and provision of public utilities and other services.
- Land use stipulations. (Note however that "contract zoning" or offering to guarantee a specified zoning classification as a precondition for annexation is prohibited in Maryland.)
- Construction and environmental protection requirements.
- Agreement enforcement provisions.
- Conditions for terminating the agreement under specified circumstances.

Given the legal complexities involved, it is strongly recommended that professional legal counsel be employed throughout the process of negotiating, drafting, and carrying out the provisions of any annexation agreement.

# Annotated Code of Maryland

## Local Government Article , Subtitle 4-400

### §4-401. **Enlargement of Municipal Corporate Boundaries Authorized**

- (a) Subject to subsections (b) and (c) of this section, the legislative body of a municipality may enlarge its boundaries by annexation as provided in this subtitle.
- (b) The power of annexation applies only to land that:
- (1) is contiguous and adjoining to the existing boundaries of the municipality; and
  - (2) does not create an unincorporated area that is bounded on all sides by:
    - (i) real property presently in the boundaries of the municipality;
    - (ii) real property proposed to be in the boundaries of the municipality as a result of the proposed annexation; or
    - (iii) any combination of real property described in item (i) or (ii) of this item.
- (c) A municipality may not annex land that is in another municipality.

### §4-402. **How Annexation Initiated**

An annexation proposal may be initiated by:

- (1) the legislative body of the municipality as provided in § 4-403 of this subtitle; or
- (2) a petition in accordance with § 4-404 of this subtitle.

### §4-403. **Initiation by Legislative Body**

- (a) Subject to subsection (b) of this section, an annexation resolution may be introduced in the legislative body of the municipality in accordance with:
- (1) the requirements and practices applicable to its legislative enactments; and
  - (2) the requirements of § 4-303(a) of this title.
- (b) Before an annexation resolution is introduced, the legislative body shall obtain consent from:
- (1) at least 25% of the registered voters who are residents in the area to be annexed;
- and

(2) the owners of at least 25% of the assessed valuation of the real property in the area to be annexed.

(c) The annexation resolution:

(1) shall describe by a survey of courses and distances the exact area to be annexed;

(2) may also describe by landmarks and other well-known terms the exact area to be annexed; and

(3) shall contain a complete and detailed description of the conditions and circumstances that apply to:

(i) the change in boundaries; and

(ii) the residents and property in the area to be annexed.

#### §4-404. **Annexation Petition**

(a) Subject to § 4-413 of this subtitle, an annexation petition shall be signed by:

(1) at least 25% of the registered voters who are residents in the area to be annexed; and

(2) the owners of at least 25% of the assessed valuation of the real property in the area to be annexed.

(b) After an annexation petition is presented to the legislative body of the municipality, the presiding officer of the legislative body shall verify:

(1) the signatures on the petition; and

(2) that the petition meets the requirements of subsection (a) of this section.

(c) (1) After verifying compliance with the requirements of this section, the presiding officer of the legislative body promptly shall cause a resolution proposing the change of boundaries as requested by the petition to be introduced in the legislative body.

(2) The annexation resolution shall conform to the form and content requirements of this subtitle.

#### §4-405. **Annexation Resolution**

(a) An annexation resolution shall provide that the residents in the area to be annexed and their property shall be added to the municipality, generally subject or not, as applicable, to specific provisions of the municipal charter.

(b) (1) Notwithstanding subsection (a) of this section, an annexation resolution may provide, for stated periods and under specific conditions, special treatment of the residents in the area to be annexed and their property as to:

*Annexation Procedures Flow Chart*

- (i) rates of municipal taxation; and
- (ii) municipal services and facilities.

(2) After an annexation resolution takes effect, any change in the provisions for special treatment for stated periods and under specific conditions may be made only by a resolution enacted under this subtitle.

#### §4-406. **Public Notice and Hearing**

(a) After an annexation resolution is introduced, the chief executive and administrative officer of the municipality shall publish notice in accordance with the requirements of this section that:

- (1) briefly and accurately describes the proposed annexation and the applicable conditions and circumstances; and
- (2) specifies the date, time, and place that the legislative body sets for the public hearing on the proposed annexation.

(b) (1) Public notice of the annexation resolution shall be published:

- (i) 1. at least four times; or
- 2. if the total area of the proposed annexation is 25 acres or less, at least two times;
- (ii) at not less than weekly intervals; and
- (iii) in at least one newspaper of general circulation in the municipality and the area to be annexed.

(2) The public hearing shall be:

- (i) set no sooner than 15 days after the final required publication of the public notice; and
- (ii) held in the municipality or the area to be annexed.

(c) Immediately after the first publication of the public notice, the municipality shall provide a copy of the public notice to:

- (1) the governing body of the county in which the municipality is located; and
- (2) any regional or State planning agency with jurisdiction in the county.

(d) The county and any regional or State planning agency with jurisdiction in the county has the right to be heard before the public at the hearing on the proposed annexation.

(e) (1) The public hearing may be rescheduled for or continued to a later date not more than 30 days after:

- (i) the date when the hearing was originally scheduled; or
- (ii) the date on which the hearing began but was not completed.

- (2) If the hearing is rescheduled or continued, public notice shall be published:
  - (i) at least 7 days before the date of the rescheduled or continued hearing; and
  - (ii) in a newspaper of general circulation in the municipality and the area to be annexed.
- (3) The public notice shall:
  - (i) briefly and accurately describe the area to be annexed; and
  - (ii) specify the date, time, and place of the rescheduled or continued public hearing.

**§4–407. Enactment and Effective Date**

- (a) After a public hearing, the legislative body of a municipality may enact an annexation resolution in accordance with its normal legislative procedure.
- (b) The annexation resolution may not take effect until at least 45 days after its enactment.

**§4–408. Petition of Resolution to Referendum by Residents of Areas to be Annexed**

- (a) Subject to § 4–413 of this subtitle, at any time within 45 days after enactment of an annexation resolution, at least 20% of the registered voters who are residents in the area to be annexed may petition the chief executive and administrative officer of the municipality in writing for a referendum on the resolution.
- (b) After a petition is presented to the chief executive and administrative officer, the officer shall verify:
  - (1) the signatures on the petition; and
  - (2) that the petition meets the requirements of subsection (a) of this section.
- (c) After verifying compliance with the requirements of this section, the chief executive and administrative officer, by proclamation, shall suspend the effectiveness of the annexation resolution pending the results of the referendum.

**§4–409. Petition of Resolution to Referendum by Residents of Municipality**

- (a) At any time within 45 days after enactment of an annexation resolution, at least 20% of the qualified voters of the municipality may petition the chief executive and administrative officer of the municipality in writing for a referendum on the resolution.
- (b) After a petition is presented to the chief executive and administrative officer, the officer shall verify:

- (1) the signatures on the petition; and
- (2) that the petition meets the requirements of subsection (a) of this section.
- (c) After verifying compliance with the requirements of this section, the chief executive and administrative officer, by proclamation, shall suspend the effectiveness of the annexation resolution pending the results of the referendum.

**§4-410. Petition of Resolution to Referendum by County Governing Body**

- (a) At any time within 45 days after enactment of an annexation resolution, the governing body of the county or counties in which the municipality is located, by at least a two-thirds majority vote, may petition the chief executive and administrative officer of the municipality for a referendum on the resolution.
- (b) After verifying compliance with the requirements of this section, the chief executive and administrative officer, by proclamation, shall suspend the effectiveness of the annexation resolution pending the results of the referendum.

**§4-411. Referendum Timing and Public Notice**

- (a) The chief executive and administrative officer of the municipality shall schedule a referendum on the annexation resolution and publish notice of the date, time, and place at which the referendum will be held.
- (b) The referendum shall be held:
  - (1) no sooner than 15 days and no later than 90 days after notices of the referendum are published; and
  - (2) at one or more places in:
    - (i) the municipality, for the referendum in the municipality; and
    - (ii) the area to be annexed, for the referendum in that area.
- (c) Public notice of the referendum shall be published:
  - (1) twice at not less than weekly intervals; and
  - (2) in at least one newspaper of general circulation in the municipality and

**§4-412. Conduct of Referendum**

- (a) The governing body of a municipality, by ordinance, resolution, or regulation, may provide for conducting and tabulating the results of a referendum held under this subtitle.
- (b) (1) The annexation resolution shall be submitted to:

- (i) a referendum of the qualified voters of the municipality if the petition for referendum was presented by the residents of the municipality;
  - (ii) subject to § 4-413 of this subtitle, a referendum of the registered voters who are residents in the area to be annexed if the petition for referendum was presented by the residents of the area to be annexed; or
  - (iii) separate referendums of the voters specified in items (i) and (ii) of this paragraph if a petition for referendum was presented by the residents of the municipality and the residents in the area to be annexed.
- (2) A petition for referendum presented by the governing body of a county shall be acted on in the same manner as a petition for referendum presented by the residents of the area to be annexed.
- (c) The ballot shall:
- (1) contain a summary of the annexation resolution; and
  - (2) provide for the voter to indicate a choice for or against the annexation resolution.
- (d) (1) If only one petition for a referendum is filed and if a majority of the persons voting on the annexation resolution vote for the resolution, the resolution takes effect on the 14th day after the referendum.
- (2) (i) If a referendum is conducted for both the residents of the municipality and the residents in the area to be annexed, the votes cast for the two referendums shall be tabulated separately to show the votes cast in the municipality and the area to be annexed.
- (ii) If in both referendums a majority of the persons voting on the annexation resolution vote for the resolution, the resolution takes effect on the 14<sup>th</sup> day after the referendum.
- (iii) If two referendums are held, the annexation resolution is void unless a majority in both referendums vote for the resolution.
- (e) The municipality shall pay for a referendum held under this subtitle.

#### **§4-413. Who May Sign Petition and Vote in Referendum in Special Circumstances**

If fewer than 20 residents in an area to be annexed are eligible to sign a petition for annexation and vote in a referendum under this subtitle, any person, including the two or more joint owners of jointly owned property, who owns real property in the area to be annexed may sign the petition and vote in the referendum.

#### §4-414. **Completed Annexation Notification Requirements**

- (a) (1) The chief executive and administrative officer of a municipality that has annexed property shall send a copy of the annexation resolution with the new boundaries to:
- (i) the clerk or similar official of the municipality;
  - (ii) (ii) the clerk of the court in any county in which the municipality is located;
  - (iii) (iii) the Department of Legislative Services in accordance with paragraph (2) of this subsection; and
  - (iv) (iv) for any municipality located in the regional district, the Maryland–National Capital Park and Planning Commission.
- (2) The annexation resolution shall be sent to the Department of Legislative Services within 10 days after the resolution takes effect.
- (b) Each official or agency that receives an annexation resolution under subsection (a) of this section shall:
- (1) keep on record the resolution with the new boundaries; and
  - (2) make the resolution available for public inspection during regular business hours.

#### §4-415. **Annexation Plan Requirements**

- (a) In addition to, but not as part of, an annexation resolution, the legislative body of the municipality shall adopt an annexation plan for the area to be annexed.
- (b) Except as provided in subsection (e) of this section, for an annexation that began before October 1, 2009, the annexation plan shall:
- (1) contain a description of the land use pattern proposed for the area to be annexed, which may include a county master plan already in effect for the area;
  - (2) describe the schedule to extend each municipal service performed in the municipality at the time of the annexation to the area to be annexed;
  - (3) describe the general methods by which the municipality anticipates financing the extension of municipal services to the area to be annexed; and
  - (4) be presented so as to demonstrate the available land for public facilities that may be considered reasonably necessary for the proposed use, including facilities for schools, water or sewage treatment, libraries, recreation, or fire or police services.
- (c) Except as provided in subsection (e) of this section, for annexation that begins on or after October 1, 2009, the annexation plan shall be consistent with the municipal growth element of the comprehensive plan of the municipality.

- (d) For purposes of subsections (b) and (c) of this section, an annexation begins when a proposal for annexation is initiated by:
- (1) resolution under § 4-403 of this subtitle; or
  - (2) petition under § 4-404 of this subtitle.
- (e) (1) On or after October 1, 2009, a municipality may submit an annexation plan under subsection (b) of this section if the municipality is granted an extension for the inclusion of a municipal growth element under § 3-304 of the Land Use Article.
- (2) After the expiration of a final extension granted under § 3-304 of the Land Use Article for the inclusion of a municipal growth element, an annexation plan shall be submitted in accordance with subsection (c) of this section.
- (f) At least 30 days before the public hearing on an annexation resolution required under § 4-406 of this subtitle, a copy of the annexation plan shall be provided to:
- (1) the governing body of any county in which the municipality is located;
  - (2) the Department of Planning; and
  - (3) any regional or State planning agency with jurisdiction in the county.
- (g) (1) The annexation plan shall be open to public review and discussion at the public hearing on the annexation resolution.
- (2) An amendment to the annexation plan does not:
- (i) amend the proposed annexation resolution; or
  - (ii) cause a reinitiation of the annexation procedure then in process.

#### §4-416. **Zoning within Annexed Area**

- (a) (1) Notwithstanding § 4-104(f) of this title, if an area is annexed to a municipality that has planning and zoning authority at the time of annexation, the municipality shall have exclusive jurisdiction over planning, subdivision control, and zoning in the area annexed.
- (2) Paragraph (1) of this subsection does not grant any planning or zoning power or subdivision control to a municipality that is not authorized to exercise planning or zoning power or subdivision control at the time of annexation.
- (b) Without the express approval of the county commissioners or county council of the county in which the municipality is located, for 5 years after an annexation by a municipality, the municipality may not allow development of the annexed land for land uses substantially different than the authorized use, or at a substantially higher density, not exceeding 50%, than could be granted for the proposed development, in accordance with the zoning classification of the county applicable at the time of the annexation.

(c) Notwithstanding § 4–204 of the Land Use Article and if the county expressly approves, the municipality may place the annexed land in a zoning classification that allows a land use or density different from the land use or density specified in the zoning classification of the county or agency with planning and zoning jurisdiction over the land prior to its annexation applicable at the time of the annexation.

# Annexation Checklist

1. \_\_\_\_\_ Receive written consent of (if initiated by municipal governing body) or petition from at least 25% of qualified voters and the owners of 25% of assessed property in area to be annexed.
2. \_\_\_\_\_ Present resolution to municipal governing body.
3. \_\_\_\_\_ Provide annexation plan to (1) the county governing body, (2) regional and state planning agencies at least 30 days prior to the public hearing, and (3) the Maryland Department of Planning.
4. \_\_\_\_\_ Publish notice of proposed annexation hearing as required.
5. \_\_\_\_\_ Provide immediately to the county governing body, to the regional planning agency where applicable and the Maryland Department of Planning a copy of the first hearing notice.
6. \_\_\_\_\_ Conduct public hearing at least 15 days after the final hearing notice is published.
7. \_\_\_\_\_ Pass the resolution.
8. \_\_\_\_\_ Wait 45 days to allow time for petition to annexation referendum.
9. \_\_\_\_\_ If no petition is received, promptly send the resolution and new boundaries to (1) the county clerk of courts, (2) the Department of Legislative Services, and (3) where applicable the Maryland-National Capital Park and Planning Commission.

## The Maryland Municipal League

The Maryland Municipal League, founded in 1936, represents 157 municipal governments and two special taxing districts throughout the State. A voluntary, nonprofit, nonpartisan association controlled and maintained by city and town governments, the League works to strengthen the role and capacity of municipal government through research, legislation, technical assistance, training, and the dissemination of information for its members. Through its membership in the National League of Cities, the League offers legislative representation in Washington, urban research programs, and a national municipal government information exchange.



### **MARYLAND MUNICIPAL LEAGUE**

**an association of cities and towns**

1212 West Street  
Annapolis, MD  
21401-3610

410/268-5514  
800/492-7121

E-mail – [mml@mdmunicipal.org](mailto:mml@mdmunicipal.org)  
WEB URL – [www.mdmunicipal.org](http://www.mdmunicipal.org)



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

**Item Title: ACTION ITEM: Approval and adoption of the Strategic Plan - Close Out Report | March 2026**

This item is a presentation and Council adoption of the closeout of the Strategic Plan 2016-2021.

<b>Work Session Item</b> [X ] <b>Council Meeting Item</b> [X]	<b>Documentation Attached:</b> Strategic Plan 2016-2021 Closeout Report Strategic Plan 2016-2021
--	--

**Recommended Action:**

Approval and adoption of the Closeout Report for the Strategic Plan for 2016-2021

**Summary:** The Town of Bladensburg's **2016-2021 Strategic Plan** established key priorities in **Economic Development, Public Safety, Infrastructure, and Collaboration and partnerships**, serving as a guiding framework for decision-making and resource allocation. Due to the pandemic and management transitions, several initiatives were delayed or adapted, necessitating a formal review of accomplishments and remaining priorities.

The closeout Strategic Plan Report will provide a roadmap for Bladensburg’s next steps and provide overdue closure on this project, which was delayed by the pandemic.

Why closeout the Strategic Plan 2016-2021 report?

The Council has changed significantly since the original plan was drafted. At that time, the Town adopted the following, which should be reviewed and updated by the Town Council periodically. Below is the current set of Core Values.

*Town of Bladensburg*

Core Values – 2016 – Present

**Mission:** The Town of Bladensburg is a vibrant and exciting destination that offers superior services and opportunities to all community stakeholders in a clean and safe environment, promoting redevelopment, investment, and diversity.

**Vision:** Bladensburg is an ethical and responsive government that provides high-quality customer service, committed to creating a culturally and economically viable community.

**Core Values:** Bladensburg CARES exemplifies the values we hold in delivering excellent public service to residents, property owners, and stakeholders of the Town. Collaboration – We value effective partnerships.

- Accountability – We recognize our individual and collective roles and responsibilities for service and program delivery.
- Responsiveness – We value prompt customer service.
- Ethics and Efficiency – We are ethical and efficient in our operations.
- Service Excellence to the Community – We value efficient, high-quality service in everything we do.

**Action and Next Steps:**

1. **Council Input** provided input over the last few months, and the item was presented at the March 2, 2026, Work Session
2. **Approve Closeout Report at March 9, 2026 Meeting**
3. **Approve a Budget for new Strategic Plan in FY 2027**
4. **Move Forward on the process for implementation and Action**

Council approval is requested to proceed with these steps, ensuring Bladensburg continues to build on past successes and effectively plans for the future. This summary is intended to provide background information and facilitate Council questions.

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



**(2016 - 2021)**

# STRATEGIC PLAN CLOSEOUT REPORT

**Prepared:**

March 2026

**Submitted By:**

Michelle Bailey-Hedgepeth  
*Town Administrator*



# TOWN COUNCIL INFORMATION



# MESSAGE FROM THE TOWN ADMINISTRATOR

Dear Mayor, Town Council, and the residents of Bladensburg,

The Town of Bladensburg’s 2016–2021 Strategic Plan established key priorities in Economic Development, Public Safety, Infrastructure, and Collaboration and Partnerships, providing an essential framework to guide policy direction, operational focus, and resource allocation. Over the course of the plan period, the Town experienced significant disruption, including the COVID-19 pandemic and management transitions, which delayed, modified, or incorporated several initiatives into ongoing operational work.

To ensure transparency and accountability, staff conducted a formal review of accomplishments and outstanding priorities. Draft updates were presented to the Town Council in February 2025 and September 2025 to support discussion and refinement of the closeout approach.

This document represents the formal closeout of the 2016–2021 Strategic Plan and is intended to provide a clear assessment of progress, identify initiatives that remain in progress, and establish the foundation for the Town’s next strategic planning cycle. Closing out the prior plan will allow the Council to initiate a new process that better aligns community goals, organizational priorities, funding strategies, and implementation timelines.

As the Town moves forward, this work is grounded in the Town’s Core Values and the principles of Bladensburg CARES, which emphasize service excellence, accountability, responsiveness, equity, and stewardship. These guiding principles will continue to shape the Town’s approach to strategic planning, community engagement, and long-term decision-making.

Over the last two and a half years, I have worked to close out many of the Town's goals, actions, and priorities. This report has provided an opportunity to celebrate accomplishments, reassess what could be done differently, and reflect on where the Town should be in 2035. I have provided a roadmap; the journey is yours to take. Respectfully submitted,

Michelle Bailey Hedgepeth, Town Administrator





01

# EXECUTIVE SUMMARY

The closeout review indicates that the Town made substantial progress across all four goal areas, with several initiatives completed, many continuing as ongoing operational priorities, and a limited number requiring renewed focus during the next strategic planning cycle.

Key findings include:

- **Economic Development:** Significant momentum was achieved through the hiring of an economic development consultant, formation of regional partnerships, redevelopment planning, and advancement of cultural and signature events. Many initiatives remain ongoing due to their long-term nature.
- **Public Safety:** Major policy improvements and facility planning occurred, including adoption of a new Property Maintenance Code and integration of infrastructure-related safety initiatives such as lighting and pedestrian improvements.
- **Infrastructure:** The Town completed baseline assessments, secured funding for capital improvements, implemented roadway and safety upgrades, and advanced gateway enhancements. Development of a Complete Streets framework remains a future priority.
- **Collaboration and Partnerships:** Strong progress was made in intergovernmental coordination, educational outreach, cultural programming, and communications expansion, with multiple initiatives fully completed.

Overall, the Strategic Plan successfully guided investment, partnerships, and operational priorities despite disruptions caused by COVID-19. The closeout highlights the need for a refreshed strategic framework that integrates capital planning, economic redevelopment, service delivery, and community engagement into a unified long-range vision.

02

# CORE VALUES

The Council has changed significantly since the original plan was drafted. At that time, the Town adopted the following, which should be reviewed and updated by the Town Council periodically.

Below is the current set of Core Values. Bladensburg CARES exemplifies the values we hold in delivering excellent public service to residents, property owners, and stakeholders of the Town.

**Mission**

The Town of Bladensburg is a vibrant and exciting destination that offers superior services and opportunities to all community stakeholders in a clean and safe environment, promoting redevelopment, investment, and diversity

**Collaboration**

We value effective partnerships

**Accountability**

We recognize our individual and collective roles and responsibilities for service and program delivery.

**Responsiveness**

We value prompt customer service

**Ethics and Efficiency**

We are ethical and efficient in our operations

**Service Excellence**

We value efficient, high-quality service in everything we do

**Vision**

Bladensburg is an ethical and responsive government that provides high-quality customer service, committed to creating a culturally and economically viable community.



# 03

## METHODOLOGY & OTHER FACTORS

The closeout report was developed through

- ◆ **Review of strategic plan tracking worksheets**
- ◆ **Status updates from departments and partner agencies**
- ◆ **Evaluation of completed projects, policy adoptions, and program outcomes**
- ◆ **Identification of initiatives transitioned into ongoing operational work**
- ◆ **Identification of deferred or partially completed initiatives**

Each strategy was categorized as Completed, In Progress, Ongoing, or Reassigned. The report provides an update for each area and action. Due to the Town's changing priorities, some items have been completed, and others have shifted as a result of the pandemic, which severely delayed some matters.

**04**

# GOAL A: ECONOMIC DEVELOPMENT

## Objective

Improve economic sustainability and redevelopment capacity

## Progress Highlights

- Engagement of an Economic Development consultant to guide redevelopment strategy
- Advancement of annexation analysis and corridor planning
- Legislative advocacy to expand municipal revenue tools
- Formation of regional economic partnerships, including Port Town collaborations
- Development of marketing initiatives and expansion of cultural tourism efforts
- Preservation initiatives related to historic assets.
- Expansion of signature community events and inclusive business policies

## Status Summary

- Majority of strategies: In Progress or Ongoing
- Nature of work reflects long-term redevelopment cycles rather than one-time completion

## Remaining Priorities

- Implementation of redevelopment policies
- Continued annexation strategy execution
- Business attraction tools and housing policy alignment
- Formal economic development implementation roadmap

Strategy	Status	Update
<p>Develop an economic development/redevelopment plan for key commercial areas in the Town (Coordinate with Collaboration and Partnerships, priority #10).</p>	<p>In Progress</p>	<p>The Town hired an ED Consultant in November 2023, and this person has taken steps to meet with Commercial Property owners. The Town revived the Business Roundtable in 2024, and the group has been meeting quarterly.</p>
<p>Identify and explore annexation alternatives and opportunities to expand the tax base of the Town.</p>	<p>In Progress</p>	<p>In 2023-2024, the Town updated previous material on Annexation, and we have worked on the annexation of county-owned parcels that will help expand the town's reach to other areas.</p>
<p>Work with the State legislators, Maryland National Capital Park and Planning, and Prince George’s County Planning Department to create and pass legislation that will provide Bladensburg with greater zoning and land use authority.</p>	<p>Ongoing and In Progress</p>	<p>Over the last few sessions, there has been legislation on this matter, and the Town has been supportive of these efforts. The Town will continue to support this matter.</p>
<p>Develop policies to attract quality housing opportunities.</p>	<p>In Progress</p>	<p>The Port Town Sector Plan, released in 2026, outlines opportunities and strategies for developing and redeveloping housing and mixed-use projects.</p>

Strategy	Status	Update
<p>Develop a marketing plan to promote and position Bladensburg as a commercial business destination, attract investment opportunities, and address job creation and workforce development.</p>	<p>In Progress</p>	<p>The BCCE Port Town CDC has been formed and met in Nov 2025 and Feb 2026. As part of their work, they assist the Town in marketing and developing materials for investments in jobs and the workforce. In 2025, the Town joined PGGDA Prince George's County Gateway Development Area). This group was formed to develop commercial and development issues in the Towns of Bladensburg, Colmar Manor, Cottage City, Mount Rainer, Brentwood, and North Brentwood.</p>
<p>Market and preserve the historic and cultural assets of the Town and region to attract visitors to Bladensburg.</p>	<p>In Progress</p>	<p>The work on the Bostwick house is underway. Bond Bill funding awarded in 2022 has been applied for access to funding while completing a portion of stabilization projects and the development of feasibility and use study. In May 2025, the Town held an outdoor event to invite people to the site and open it up as a place to gather and celebrate. Work with the Aman Memorial Trust has continued on opportunities to generate revenue so that Bostwick House can be more self-supporting.</p>

Strategy	Status	Update
Create and host an annual signature event for the Town.	Ongoing	This has been accomplished with the Independence Day and Bladensburg Day events. We have continued to work on various community events.
Develop inclusive policies, procedures, and programs that promote sustainability.	Ongoing	The Town has a series of policies and activities regarding green infrastructure and sustainability. The Town joined the Sustainable Maryland Program in 2019 and renewed in 2024. The Port Town is a Sustainable Community with DCHD. In 2024-2025, the Town was designated as a Tree City.
Develop and expand partnerships (local, regional, and state) that will support increased economic development	Ongoing	The BCCE Port Towns CDC has been formed, and projects have been funded by DCHD for a Façade Program and funding for wayfinding.



**05**

# GOAL AREA B: POLICE & PUBLIC SAFETY

## Objective

Use best practices to enhance public safety services and community trust

## Progress Highlights

- Advancement of police facility planning within broader Town Hall improvements.
- Expansion of community policing initiatives and outreach programs.
- Strengthened partnerships with regional safety stakeholders.
- Adoption of a new Property Maintenance Code.
- Safety initiatives integrated into infrastructure projects (lighting, pedestrian improvements).

## Status Summary

- Several initiatives | Completed
- Others transitioned into Infrastructure planning or ongoing operational work

## Remaining Priorities

- Facility modernization
- Data-driven policing strategies
- Continued neighborhood safety improvements

## Goal Area B: Police & Public Safety Update

Section 5, Item G.

Strategy	Status	Update
Expand the Police Department's facilities to better meet the needs of the department and the community.	In Progress	This is part of the overall Town Hall Plan. This will be moved to the new Strategic Plan as an action item.
Improve community-based policing and outreach to establish and build relationships.	Ongoing	The Town has developed community events and activities, and has a Community Services Division that organizes various events and activities that build relationships with our residents.
Develop and enhance partnerships with local, county, regional, and national public safety agencies, as determined by the needs of the community.	Ongoing	The Town has developed significant partnerships with state, local, and federal partners over the past few years.

## Goal Area B: Police & Public Safety Update

Section 5, Item G.

Strategy	Status	Update
Assess the need for additional street lighting.	Complete	The town has completed a plan for 57th Avenue lighting and has implemented Phase 1 and Phase 2 in late 2025 -2026.
Update the Property Maintenance Code to reflect the needs of the community.	Complete	New Property Maintenance Code adopted in May 2025. The Town has also begun the implementation of a new software package that will allow the Town to more effectively enforce items like Rental Licenses, Property Inspections, and follow up on other Code-related issues



06

# GOAL AREA C: INFRASTRUCTURE & ROADS

## Objective

Assess conditions and implement capital improvements supporting safety and quality of life

## Progress Highlights

- Completion of baseline infrastructure condition assessments.
- Securing bond and grant funding for capital projects.
- Continued pay-as-you-go improvements and roadway upgrades.
- Installation of safety enhancements, including LED signage and pedestrian improvements.
- Gateway and placemaking investments.

## Status Summary

- Multiple strategies | Completed
- Capital Improvement Plan Development | In Progress
- Complete Streets initiative: Limited progress/identification as future priority

## Remaining Priorities

- Formal CIP adoption and funding strategy
- Complete Streets framework
- Stormwater and resilience planning
- Traffic management strategy

Strategy	Status	Update
<p>Conduct a baseline conditions assessment of all buildings and facilities owned by the Town</p>	<p>Completed</p>	<p>The Town has successfully secured Bond Bill funds and is working toward replacing the Town Hall and Police facilities. Neighborhood Design Center has been providing professional support for this project since 2023 and has completed the Town Hall Project assessment.</p>
<p>Advocate for the development of a Stormwater Management Plan.</p>	<p>Completed</p>	<p>Throughout COVID and over the last several years, the Town has engaged the County on the plan for the Quincy / Edmonston Channel Projects. In 2023, the Town entered into an MOU with Prince George's to provide \$500,000 in ARPA funds for this project.</p>
<p>Develop a Capital Improvement Plan to fund facilities maintenance, purchase equipment and construct new infrastructure.</p>	<p>In Progress</p>	<p>The Town has continued with Pay-Go projects, but over the last several years, it has been successful in securing capital and traffic improvement projects</p>
<p>Assess the need for traffic improvements, including traffic calming and safety alternatives for streets maintained by the Town.</p>	<p>Ongoing</p>	<p>In 2023-2024, the Town installed LED stop signs and crosswalks, and the Town has taken on pavement markings. The Town has sought and received funding for various infrastructure projects, including sidewalk replacements, street overlays, and green infrastructure planning.</p>

Strategy	Status	Update
<p>Create a sense of place for key gateways and development areas by identifying the highest and best uses and accompanying improvements, including signage, landscaping, lighting, street furniture, etc.</p>	<p>Ongoing</p>	<p>Over the last few years, the Town has replaced its gateway signage and improved the landscaping at the gateways. They have invested in new trash cans and installed benches at key bus stops and throughout the town. The Town has also installed additional community art benches and focused its efforts on Beautification.</p>
<p>Develop a Complete Streets Plan to support multi-modal transportation access and options (Coordinate with Police and Public Safety, priority #4).</p>	<p>In Progress</p>	<p>There has been some progress on this Complete Street Plan, and we have worked with our engineering team on critical infrastructure improvements.</p>
<p>Improve the connectivity of pedestrian and vehicle traffic through enhanced traffic safety measures (Coordinate with Infrastructure and Roads, priority #6).</p>	<p>In Progress</p>	<p>The Town has implemented and will implement several sidewalk and roadway projects. Since FY 2024, several more are planned by the SHA (State Highway Administration) through FY 2027</p>



07

# GOAL AREA D: COLLABORATION & PARTNERSHIPS

## Objective

- Cultivate new partnerships and strengthen existing relationships

## Progress Highlights

- Expanded coordination with county, state, and regional organizations.
- Growth in workforce and trade partnerships.
- Increased cultural programming and community events.
- Strengthened relationships with educational institutions.
- Major expansion of communications capacity and social media presence.
- Completion of several partnership-focused initiatives

## Status Summary

- High rate of Completed initiatives
- Remaining items transitioned into ongoing relationship management

## Remaining Priorities

- Institutionalizing partnership frameworks
- Leveraging partnerships for economic and capital funding
- Continued regional advocacy

## Goal Area D: Collaboration & Partnerships Update

Strategy	Status	Update
Work with and encourage the Maryland-National Capital Park and Planning to identify ways to promote Bladensburg waterfront recreational opportunities and increase the number of visitors to the park.	Ongoing	Staff and the Town Council have worked with MNCPPC to support and create new events and activities at Bladensburg Waterfront Park.
Partner with Prince George’s County and Maryland agencies to protect Bladensburg’s historic and cultural assets	Ongoing	The Town has been active with the County and other MD agencies on various historical sites. The Town has made significant steps and progress on the Bostwick House project.
Identify and build relationships to increase workforce development opportunities	In Progress	The Town has been active with the Trade School Project and is currently working with Employ Prince George's on workforce development activities within the Town. In 2021, the Town received a \$1M earmark towards the development of a facility and workforce training for Bladensburg and area residents.
Support the expansion of cultural events and celebrations, especially in the Town of Bladensburg.	Ongoing	The Town has developed cultural and community events with the addition of the marketing specialist. We have grown and expanded our outreach to the community.

## Goal Area D: Collaboration & Partnerships Update

Strategy	Status	Update
Increase and strengthen existing partnerships	Ongoing	The town has continued to strengthen all community and local partnerships
Improve and strengthen relationships with county, state, and federal legislatures and agencies.	Completed	Town Council and staff have worked to strengthen relationships with governmental partners through the engagement of a legislative consulting team, and in 2025, the Town compiled a formal report outlining the Town's Legislative Priorities over the last two years.
. Improve outreach to educational institutions and community organizations.	Completed	This has been an ongoing process for the Town and has worked collaboratively with schools and community organizations. The Town has successfully worked with UMD on various projects, including work with PALS (Student-led Projects), EFC (Environmental Finance Center), and the School of Architecture on Classes and events at Bostwick House.

## Goal Area D: Collaboration & Partnerships Update

Section 5, Item G.

Strategy	Status	Update
Expand social media networks and platforms to inform and promote outreach to residents and stakeholders.	Completed	In 2017, the Town hired a marketing specialist, and since then, this position has expanded the Town's reach on social media and engagement.
Partner with the Maryland-National Capital Park and Planning Commission and the Prince George's County Planning Department to develop a master plan for Bladensburg (Coordinate with Economic Development, priority #1	Completed	In 2022, the Town completed an Economic Development Study, and in 2023, the Town began the Port Towns Sector Plan that includes Bladensburg, Cottage City, Colmar Manor, and Edmonston. The Port Towns Sector Plan, completed in 2026, is now in the public comment phase.



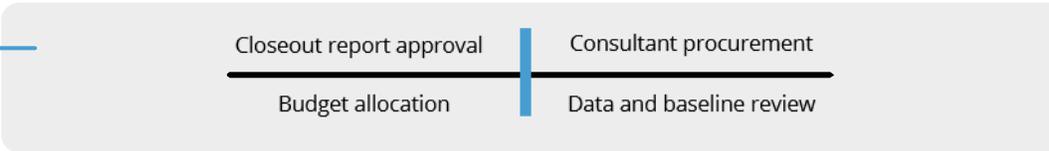
# STRATEGIC PLANNING PROCESS MAP & COMMUNITY INPUT



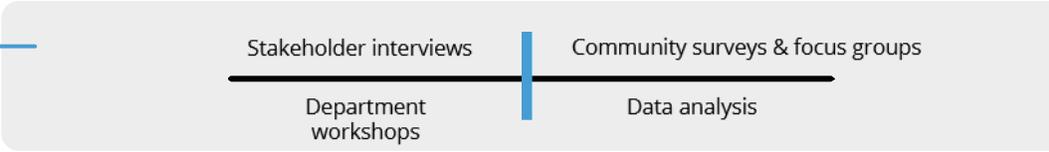
08

The next strategic planning cycle will build on lessons learned from the previous plan while strengthening community engagement and accountability for implementation.

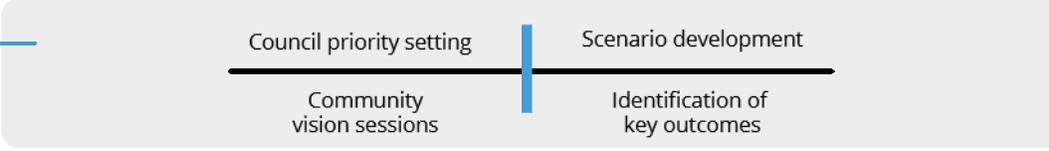
## Phase 1 - Preparation



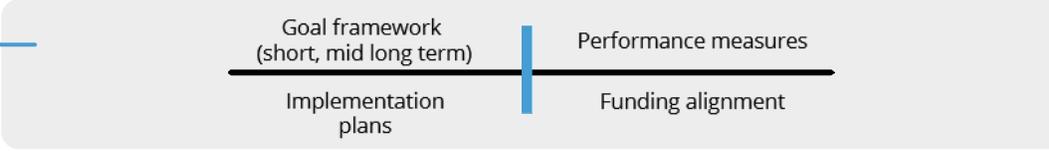
## Phase 2 - Discovery



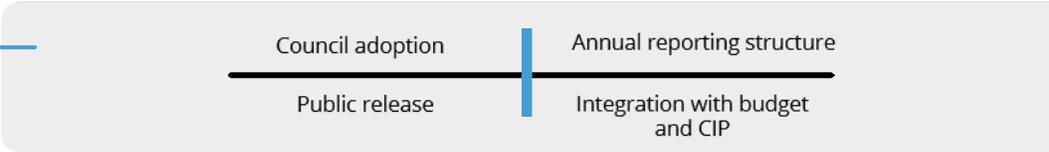
## Phase 3 - Visioning



## Phase 4 - Strategy Development



## Phase 5- Adoption & Implementation



09

# COMMUNITY INPUT APPROACH

Community input should directly shape priorities, metrics, and investment sequencing



Resident surveys (digital & paper)



Resident surveys (digital & paper)



Youth engagement sessions



Interactive dashboards for transparency



Partner organization workshops



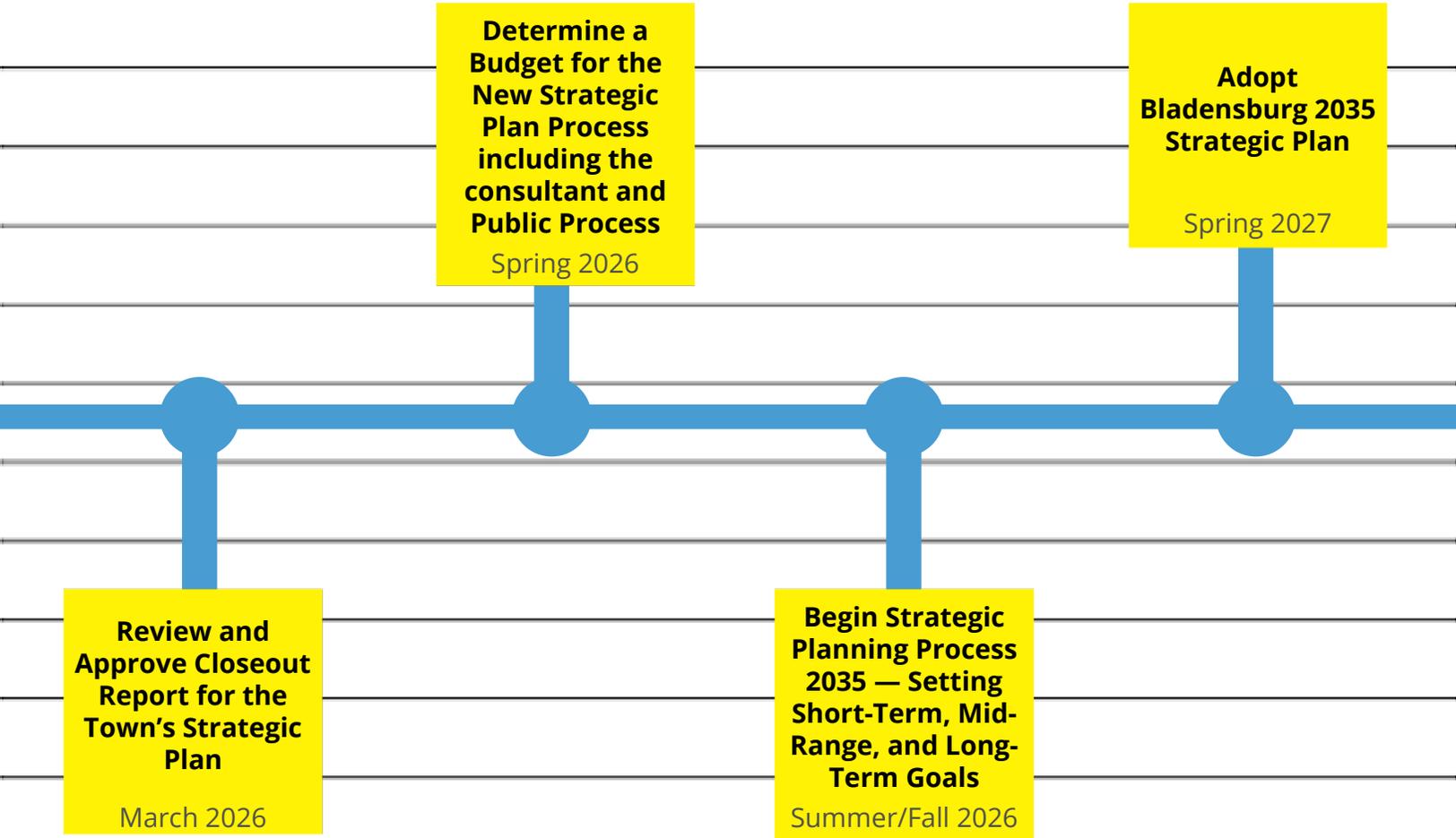
Multilingual outreach



Pop-up engagement at events

# 10

# NEXT STEPS



The 2016–2021 Strategic Plan provided an effective framework that guided the Town through a period of disruption while advancing redevelopment, infrastructure investment, policy modernization, and partnerships. The closeout demonstrates measurable progress, confirms the maturation of several initiatives into ongoing operations, and identifies critical priorities that should anchor the next strategic planning cycle. A new strategic plan will allow the Town to align fiscal capacity, capital investment, service delivery, and community vision into a coordinated roadmap through 2035



**Email**

*Admin@bladensburgmd.gov*



**Phone**

*(301) 927-7048*



**Address**

*Bladensburg Town Hall  
4229 Edmonston Road  
Bladensburg, Maryland 20710*



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Takisha D James, Mayor Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

**Item Title: ACTION ITEM** | Memorandum of Understanding with the Prince George’s Gateway Development Authority (PGGDA) Bostwick House Activation and Improvements

This proposed MOU allows the Town to access project funding from the PGGDA

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Draft MOU
---	---

**Recommended Action:**

- Authorize the Mayor and/or the Town Administrator** to finalize and execute the Memorandum of Understanding with the Prince George’s Gateway Development Authority, in a form approved by the Town Attorney.
- Approve the Town’s participation in the **Bostwick House Activation and Improvements project** under the PGGDA grant initiative.

Council Summary:

Staff is requesting Council approval for the Mayor and/or the Town Administrator to execute a **Memorandum of Understanding (MOU)** with the Prince George’s Gateway Development Authority (PGGDA) to support activation and site improvements at Bostwick House.

**Background** | The PGGDA is a regional collaborative composed of municipalities within the Prince George’s County **Gateway Arts and Port Towns area**, including:

- Bladensburg
- Colmar Manor
- Cottage City
- Brentwood
- North Brentwood
- Mount Rainier

The organization was established through legislative efforts led by Malcolm Augustine to promote **economic development, arts initiatives, and strategic investment** in the Gateway communities.

PGGDA recently received funding from the Maryland Department of Housing and Community Development (DHCD) to support projects within these municipalities. As a member jurisdiction, Bladensburg is eligible to participate in this funding initiative.

**Proposed Project**

Through this MOU, the Town proposes a project focused on **activation and site improvements at Bostwick House**, a historic property owned by the Town. The initiative is intended to support the continued preservation, visibility, and public use of the site.

The proposed grant funding is estimated to be **between \$75,000 and \$100,000** and may support activities such as:

- Activation programming and events
- Site improvements and visitor enhancements
- Planning and design elements to support public use of the property
- Other improvements that support long-term redevelopment and activation of the site

Mayor Takisha James has been working with PGGDA representatives over the past several months to identify opportunities to support the Bostwick House project through this initiative.

**Purpose of the MOU**

The Memorandum of Understanding outlines the **framework for the Town to develop and implement the proposed project** in coordination with PGGDA. The draft agreement provides guidance on the anticipated project scope, funding parameters, and partnership structure.

The attached draft MOU is being provided to Council for review and awareness. The final agreement will be reviewed and approved by the Town Attorney prior to execution.

**Action Requested**

Staff is requesting that the Mayor and Council:

3. **Authorize the Mayor and/or the Town Administrator** to finalize and execute the Memorandum of Understanding with the Prince George’s Gateway Development Authority, in a form approved by the Town Attorney.
4. Approve the Town’s participation in the **Bostwick House Activation and Improvements project** under the PGGDA grant initiative.

This project aligns with the Town’s ongoing efforts to **preserve and activate Bostwick House as a historic and cultural asset**, while leveraging external funding to support improvements and programming.

The Mayor and Town Administrator are available to answer any questions.

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

# MEMORANDUM OF UNDERSTANDING

Between **Prince George’s Gateway Development Authority** and the **Town of Bladensburg**

This Memorandum of Understanding (“MOU”) is entered into as of \_\_\_\_\_, by and between the **Prince George’s Gateway Development Authority (“PGGDA”)** and the **Bladensburg (“Municipality”)** (collectively, the “Parties”).

## I. PURPOSE

The purpose of this MOU is to establish a formal framework for collaboration between PGGDA and the Municipality to support and implement priority development projects identified in the Prince George’s Gateway Development Authority’s comprehensive planning efforts. These projects are intended to revitalize the Gateway corridor and improve the quality of life across the six participating municipalities through coordinated, place-based development.

## II. BACKGROUND

PGGDA was established pursuant to legislation enacted by the Maryland General Assembly in 2023 to promote coordinated economic development, infrastructure investment, and revitalization efforts across the Gateway communities of Prince George’s County.

The Municipality is a member jurisdiction of PGGDA and shares a common interest in advancing development initiatives that enhance residents’ quality of life, strengthen neighborhoods, expand economic opportunity, and improve transportation and connectivity.

This MOU affirms the Municipality’s commitment to working collaboratively with PGGDA to advance one or more priority projects within its jurisdiction.

## III. PROJECT IDENTIFICATION (MUNICIPALITY-SPECIFIC)

The Parties agree that the following project(s) has/have been identified for implementation and/or support by PGGDA within the Municipality:

**Project Name: Bostwick House Activation - Outdoor Improvements**

**Project Location: 3901 48th St, Bladensburg, MD 20710**

**Project Description:**  
See Attached Document

**Project Category (check all that apply):**

- Residents  
 Housing  
 Neighborhoods  
 Economic Development  
 Transportation

This section shall be customized for each Municipality and may be amended by mutual written agreement of the Parties as projects evolve.

**IV. MUNICIPAL COMMITMENTS**

The Municipality agrees to:

1. Work collaboratively with PGGDA in good faith to advance the identified project(s), including participation in planning, coordination, and implementation efforts.
2. Designate a primary municipal point of contact to facilitate communication and coordination with PGGDA.
3. Support project-related activities as appropriate, which may include community engagement, permitting coordination, data sharing, or alignment with municipal plans and priorities.
4. Provide timely documentation related to project site ownership, as outlined in Section V.

**V. PROJECT SITE OWNERSHIP AND ADDITIONAL MOUs****A. Municipal Ownership**

The Municipality hereby certifies the following regarding ownership of the identified project site:

- The project site is **owned by the Municipality**.  
 The project site is **not owned by the Municipality**.

If the project site is municipally owned, no additional site-control documentation is required unless otherwise requested by PGGDA or a funding entity.

**B. Non-Municipal Ownership**

If the project site is **not municipally owned**, the Municipality agrees to:

1. Secure an additional Memorandum of Understanding, Letter of Intent, or comparable written agreement between the Municipality and the property owner(s) confirming:

- The property owner’s awareness of the proposed project;
  - The property owner’s commitment to allow planning and/or implementation of the project; and
  - The property owner’s willingness to cooperate with PGGDA and the Municipality.
2. Provide a copy of such documentation to PGGDA as proof of site control or site cooperation prior to project advancement, funding applications, or implementation.

PGGDA reserves the right to determine whether submitted documentation satisfies project and funding requirements.

## **VI. PGGDA RESPONSIBILITIES**

PGGDA agrees to:

1. Provide strategic planning, coordination, and technical support related to the identified project(s).
2. Assist with identifying and pursuing funding opportunities, including federal, state, and private sources, as appropriate.
3. Facilitate coordination among Gateway municipalities to ensure alignment and maximize regional impact.
4. Support project implementation consistent with available resources, funding conditions, and statutory authority.

## **VII. TERM AND TERMINATION**

This MOU shall remain in effect for a period of **[X] years** from the effective date unless terminated earlier by either Party upon **[30/60] days’ written notice** to the other Party.

Termination of this MOU shall not affect obligations already incurred or documentation previously provided unless otherwise agreed in writing.

## **VIII. NON-BINDING AGREEMENT**

This MOU is intended to express the mutual understanding and good-faith intentions of the Parties. It does not create a legally binding obligation to fund or complete any specific project, nor does it obligate either Party to expend funds beyond those appropriated or otherwise available.

## **IX. AMENDMENTS**

This MOU may be amended only by written agreement signed by authorized representatives of both Parties.

# X. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date first written above.

---

**Prince George’s Gateway Development Authority**

By: \_\_\_\_\_  
Name:  
Title:  
Date:

---

**[City/Town of \_\_\_\_\_]**

By: \_\_\_\_\_  
Name:  
Title:  
Date:



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Daniel Frishkorn, Acting Police Chief Michelle Bailey-Hedgepeth, Town Administrator
---------------------------------------	--

**Item Title: ACTION ITEM | Approval of a Co-location Agreement with RedSpeed Maryland, LLC and the Town of Bladensburg on Automated License Plate Readers (ALPR)**

**Council Summary**  
**Co-Location Agreement with RedSpeed Maryland, LLC Automated License Plate Reader (ALPR) Installation**

<b>Work Session Item [X] Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Redspeed Co Location agreement
---	--

**Recommended Action:**

**Staff recommends Council approval of this Co-Location Agreement.** The agreement provides expanded investigative capability and enhanced public safety tools at no additional cost to the Town. The Town Administrator and Acting Chief Frishkorn will be available at the Council meeting to answer any questions regarding the agreement, implementation, or operational use of the ALPR system.

The Town of Bladensburg has negotiated a Co-Location Agreement with RedSpeed Maryland LLC that will allow the Town to install an Automated License Plate Reader (ALPR) camera on an existing RedSpeed traffic enforcement pole within Town limits. RedSpeed currently operates automated photo traffic enforcement equipment under contract with the Town, and this agreement authorizes the Police Department to co-locate ALPR equipment at one of those existing locations. Importantly, this is a no-cost agreement. RedSpeed has agreed to waive all co-location fees for the duration of the agreement, resulting in no monthly recurring cost to the Town. The Town remains responsible only for its standard insurance coverage and for any damage caused by Town personnel during installation or maintenance.

The agreement provides for an initial one-year term, automatically renewing month-to-month thereafter unless terminated by either party with thirty (30) days written notice. The agreement will automatically terminate if RedSpeed’s underlying contract with the Town expires. The Town does not obtain any property interest in the location; rather, it is granted access for the limited purpose of installing and operating its ALPR equipment.

This agreement enhances public safety operations by expanding the Town’s fixed License Plate Reader network. ALPR technology provides investigative support by capturing license plate data and associated vehicle metadata, which can assist officers in identifying vehicles connected to criminal activity or incidents occurring within the Town. Benefits include:

- Real-time alerts for stolen vehicles or vehicles associated with wanted individuals
- Investigative leads following violent crime, property crime, or hit-and-run incidents
- Time-stamped vehicle movement data to assist with case development
- Support for regional information sharing and coordinated law enforcement efforts

The Town of Bladensburg has been an early adopter of License Plate Reader technology, including both vehicle-mounted units and strategically placed fixed cameras. This co-location agreement expands coverage using existing infrastructure, strengthens redundancy in key corridors, and supports the Police Department’s ability to analyze crime patterns and respond efficiently to incidents. There is no additional financial obligation associated with this agreement beyond standard operational responsibilities. Each party retains responsibility for damages arising from its own negligence, and standard termination, force majeure, and liability provisions are included.

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

CO-LOCATION AGREEMENT

TOWN OF BLADENSBURG AND REDSPEED MARYLAND, LLC

**WHEREAS**, This Co-Location Agreement (“Agreement”) is entered into by and between RedSpeed Maryland LLC (“REDSPEED”) and Town of Bladensburg, **Maryland** (“Customer”), to be effective as of \_\_\_\_\_ (the “Effective Date”). The parties hereby agree as follows:

**WHEREAS**, REDSPEED operates automated photo traffic enforcement under Contract with the Customer (“Contract”) and occupies within the scope of such Contract certain Premises located at \_\_\_\_\_, which may be suitable for the placement and operation of Customer’s equipment;

**WHEREAS**, for the purpose of placing therein certain Automated License Plate Reader (“ALPR”) equipment and cabling (the “Equipment”), Customer desires access to the Premises for the purposes of co-locating upon the existing pole (“Pole”) thereupon its Equipment (the “Co-location”);

and **NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

**I. SERVICES.**

A. REDSPEED shall provide Customer the Services described on the Order Form attached hereto and incorporated herein as **Exhibit A**, the terms and conditions of which are by this reference incorporated in full herein, for the price and on the terms as set forth on the Order Form. A Statement of Work (“SOW”) for Co-location specified in Exhibit D shall be mutually agreed upon and finalized by the parties within ten (10) business days of the signing of this Agreement. Such SOW shall be attached hereto and incorporated herein as Exhibit D. Customer will timely provide to REDSPEED all information and documents necessary to develop and complete the

SOW, including but not limited to Customer's configuration, and the proposed location upon the Pole, and coordinate with REDSPEED in the development and completion of such SOW. REDSPEED reserves the unilateral right to deny installation of the Equipment based on the additional information and documents provided.

B. Customer's Equipment shall be placed where designated by REDSPEED on the Pole within the Premises ("Customer Environment").

C. In connection with the Customer Environment made available herein, REDSPEED shall perform services that support the overall operation of the at no additional charge to Customer. Customer shall not access the Equipment of Premises without permission of REDSPEED, nor place any Equipment in the Customer Environment which is unsafe or creates any type of hazard.

D. Prior to each visit by Customer to the Customer Environment, Customer shall notify the REDSPEED Network Control Center of the time and date that it intends to visit the Customer Environment. Customer's access shall be subject to the landlord's uniformly applied security measures. excluding holidays, and in emergency situations, REDSPEED will use commercially reasonable efforts to provide Customer with escorted access.

E. Customer acknowledges that it is receiving Services only and is not entitled to occupy the Premises or the Customer Environment other than as provided herein. Further, Customer has not been granted any real property interests in the Customer Environment or the Premises. REDSPEED warrants and represents that it has the authority to enter into this Agreement and that it has the authority to grant the rights specified herein to Customer for Customer Environment. The Equipment shall not be deemed or become fixtures in the Premises.

## II. TERM OF AGREEMENT, TERMINATION, AND RENEWAL.

A. Subject to Section II.B, the term of the Agreement shall be ***One (1) year from the Effective***

***Date, which term shall renew automatically, month to month,*** until Customer or REDSPEED provides thirty (30) days written notice to the other party (“Agreement Term”).

Notwithstanding the foregoing to the contrary, the renewal term will terminate on the earlier of these dates: (i) the expiration of REDSPEED’s underlying Contract for the Premises, or (ii) the earlier termination of the Contract.

B. In the event that REDSPEED’s Contract terminates, REDSPEED’s Contract expires prior to the end of the term of this Agreement, and will automatically terminate.

C. Upon termination or expiration of the Agreement, Customer agrees to remove the Equipment and other property that has been installed by Customer or its agents. In the event such Equipment or property has not been removed within thirty (30) days of the effective termination or expiration date, the Equipment shall be deemed abandoned, and Customer shall lose all rights and title thereto.

D. In the event the Premises become the subject of a taking by eminent domain by any authority having such power, either party shall have the right to terminate this Agreement with no further liability to the other party. REDSPEED shall attempt to give Customer reasonable advance notice of the removal schedule. Customer shall have no claim against REDSPEED for any relocation expenses, any part of any award that may be made for such taking, or the value of any unexpired term or renewed periods that result from a termination by REDSPEED under this provision, or any loss of business from full or partial interruption or interference due to any termination. However, nothing contained in this Agreement shall prohibit Customer from seeking any relief or remedy against the condemning authority in the event of an eminent domain proceeding or condemnation that affects the Customer Environment.

### **III. PRICES AND PAYMENT TERMS AND PRICE REVIEW.**

A. REDSPEED shall commence the monthly recurring billing on the Customer Environment in

the amount of \$ 0.00. RedSpeed agrees to waive all fees for this unit for the duration of the Agreement.

B. Customer agrees to reimburse REDSPEED for all reasonable repair or restoration costs associated with damage or destruction caused by Customer, its personnel, its agents or its suppliers/contractors or Customer's visitors during the Term or any renewal or as a consequence of its removal of the Equipment or property installed in the Customer Environment.

#### **IV. ADDITIONAL TERMS GOVERNING THE CONNECTION; INSTALLATION OF EQUIPMENT.**

A. REDSPEED offers Customer access to the Internet. Customer hereby acknowledges that the Internet is not owned, operated, managed by, or in any way affiliated with REDSPEED or any of its affiliates, and that it is a separate network of computers independent of REDSPEED. Customer's use of the Internet is solely at Customer's own risk and is subject to all applicable local, state, national, and international laws and regulations. Access to the Internet is dependent on numerous factors, technologies, and systems, many of which are beyond REDSPEED's authority and control.

B. REDSPEED's network may only be used for lawful purposes. REDSPEED reserves the right to monitor Customer's activity for internal network utilization and reliability purposes only. REDSPEED's utilization and reliability monitoring does not include examination of Customer payload data, unless (i) such examination is deemed necessary to troubleshoot a Customer issue, and the Customer consents to such examination; or (ii) such examination is pursuant to any judicial order, search warrant, or statutory requirement, in which event REDSPEED shall provide notice thereof to Customer, to the extent that the judicial order, search warrant, or statutory requirement permits said notice. Any monitoring by REDSPEED is subject to the confidentiality provision set forth in this Agreement. The transmission of any material in violation of any federal, state, or other applicable law or regulation is prohibited. Such laws

include laws governing copyright, trade secrets, and obscenity. REDSPEED may terminate the Connection(s); and such termination of the Connection(s) shall not be subject to the cure period specified in Section VI.A. In the event REDSPEED terminates a Connection pursuant to this Section IV.C., Customer will pay REDSPEED a fee equal to the minimum charge for that Connection for the lesser of (i) for two months or (ii) the remainder of the nine (9) month review term, whichever is less. Customer will have no further liability to REDSPEED related to the terminated Connection.

C. Customer's usage of other networks connected to REDSPEED's network must comply with the rules appropriate for that other network. REDSPEED exercises no control whatsoever over the content of the information passing through its network.

D. Routine maintenance and periodic system repairs, upgrades and reconfigurations may result in temporary impairment or interruption in the Connection. Notice for any routine maintenance shall be provided to the technical contacts provided by Customer.

E. Customer shall not make any construction changes or material alterations to the interior or exterior portions of the Customer Environment, including any cabling or power supplies for the equipment, without obtaining REDSPEED's written approval, not to be unreasonably withheld. REDSPEED reserves the right to perform and manage any construction or material alterations within the Premises and Customer Environment at reasonable rates to be negotiated between the Parties hereto.

F. The Customer Environment, installation of Equipment, and access to the Premises shall at all times be subject to Customer's adherence to the generally accepted industry standards, security rules, and rules of conduct established by REDSPEED for the Premises. Customer agrees not to erect any signs or devices on the exterior portion of the Customer Environment without submitting the request to REDSPEED and obtaining REDSPEED's written approval.

G. All costs of cooling, power, or other equipment associated with fulfilling the SOW, which may be made to accommodate Customer servers, will be limited to the costs in Exhibit A.

## **V. INSURANCE.**

Customer agrees to maintain, at its expense, during the entire time this Agreement is in effect at least the following insurance (i) Comprehensive General Liability Insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury or property damage, (ii) Employers Liability in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence, and (iii) Workers' Compensation in an amount not less than that prescribed by statutory limits. Upon request subsequent to the Effective Date, Customer shall furnish REDSPEED with certificates of insurance and evidence of property which evidence the minimum levels of insurance set forth herein and which name REDSPEED as an additional insured.

## **VI. DEFAULT.**

A. Upon the occurrence of a material breach by Customer of any provision hereunder, which is not remedied within thirty (30) days after REDSPEED provides Customer written notice thereof, REDSPEED reserves the right, in addition to any other remedies which may be available to it, to terminate this Agreement and the services provided to Customer hereunder. In addition, upon the occurrence of any uncured material breach hereunder by Customer, the remaining unpaid balance of the amortized installation charges specified in Exhibit A and thirty-five percent (35%) of the cumulative total of the balance of all monthly payments (at the levels existing at the time of Customer's uncured breach) remaining on this Agreement shall immediately become due and payable. Notice of monetary default may be sent in any written form allowed pursuant to Section XII. Collection of the amounts specified in this section shall constitute REDSPEED's sole and exclusive remedy for Customer's uncured breach of this Agreement, and REDSPEED agrees that it will not seek any additional damages arising from Customer's uncured breach of this Agreement. Payment of the above amounts by Customer shall be contingent upon REDSPEED simultaneously executing a Contract of further liability in a form acceptable to Customer.

Upon the occurrence of a material breach by REDSPEED of any provision hereunder, which is not remedied within thirty (30) days after Customer provides REDSPEED written notice thereof, Customer reserves the right, in addition to any other remedies which may be available to it, to terminate this Agreement upon written notice to REDSPEED with no further liability to REDSPEED other than payment of all amounts due and owing to REDSPEED through the date of such termination inclusive of any credits that apply to Customer.

B. At any time during the term of this Agreement, REDSPEED may, at REDSPEED's sole option, immediately terminate this Agreement if Customer is not then maintaining the Equipment solely for the agreed purpose.

#### **VII. WARRANTIES, REMEDIES AND DISCLAIMERS.**

A. REDSPEED shall defend Customer against any and all claims, cost, expenses or liability (including reasonable attorney's fees) to the extent arising out of its use of the Premises.

B. Customer shall defend REDSPEED against any and all claims, costs, expenses, or liability (including reasonable attorney's fees) to the extent arising out of Customer's use of the Services, or its operation of the Equipment within the Customer Environment.

C. Each Party shall be liable to the other for damage to property and death or injury to persons if such damage, loss, or injury is caused by the negligent or willful acts or omissions of such Party, or its officers, employees, servants, agents, affiliates or contractors, or by the malfunction of any Equipment supplied or operated by said Party.

#### **VIII. ASSIGNMENT OR TRANSFER.**

A. Neither party may assign this Agreement or any portion hereof without the other party's prior written consent, which consent shall not be unreasonably withheld, provided that, either party may assign this Agreement or a portion thereof (i) in the event of a merger, (ii) a sale of all or substantially all of its assets; or (iii) to any affiliate. Subject to the foregoing, this

Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. In the event of an assignment by Customer, the assignee shall be of comparable or better credit standing than Customer, as determined by REDSPEED in its reasonable opinion. In the event of an assignment by REDSPEED, the assignee shall be a service provider of comparable or better quality, as determined by Customer in its reasonable opinion.

B. Notwithstanding anything to the contrary herein, either party may terminate this Agreement upon one (1) months' notice to the other party if either party undergoes a merger, is acquired, or experiences a Change of Control, provided that such notice of termination must be sent to the other party within sixty (60) days of the effective date of the Change of Control or else such right to terminate shall be deemed waived. Such termination will be without further liability on the part of either party. A Change of Control shall mean, with respect to a party, the occurrence of any of the following events: (a) any consolidation or merger of such party with or into any other entity in which the holders of such party's outstanding shares immediately before such consolidation or merger do not, immediately after such consolidation or merger, retain stock representing a majority of the voting power of the surviving entity or stock representing a majority of the voting power of an entity that wholly owns, directly or indirectly, the surviving entity; (b) the sale, transfer or assignment of securities of such party representing a majority of the voting power of all of such party's outstanding voting securities to an acquiring party or group; or (c) the sale of all or substantially all of such party's assets.

## **IX. MODIFICATION**

This Agreement may be modified only by a written instrument signed by the party against which the modification is being enforced.

## **X. LIMITATION OF LIABILITY.**

A. In no event shall REDSPEED, REDSPEED affiliates, Customer, or any of the parties' respective officers or employees, be liable, one to the other, for any loss of profit or revenue or for

indirect, incidental, special, punitive or exemplary damages incurred or suffered by each other, arising from this Agreement or pertaining to Customer's use or occupancy of the Customer Environment including, without limitation, damages arising from interruption of electrical power or HVAC services.

#### **XI. NOTICES.**

Any notice required to be given hereunder shall be in writing and shall be deemed to have been delivered when deposited in the United States mail (registered or certified mail), return receipt requested, with adequate postage affixed, or delivered to a national overnight courier service and addressed to the persons set forth herein.

**REDSPEED: Robert Liberman, RedSpeed Maryland LLC 450 Eisenhower Ln N, Lombard, IL 20148**

**Customer: Takisha D James, Mayor -Town of Bladensburg 4229 Edmonston Rd, Bladensburg, MD 20743**

#### **XIII. FORCE MAJEURE.**

Neither party shall be responsible for any failure to perform its obligations under this Agreement, except for Customer's obligation to pay for services provided by REDSPEED and received by Customer, if such failure is caused by war, labor strike, terrorist act, fire, flood, earthquake, act of government or other events similar events beyond the reasonable control of the other party. If a Force Majeure event continues for a period of 60 days or longer, either party may terminate this agreement upon notice to the other party and without further liability.

#### **XIV. APPLICABLE LAW.**

This Agreement is deemed to be entered into in the State of ***Maryland and shall not become a binding obligation of REDSPEED until it has been executed by an officer of REDSPEED. The parties agree that any dispute arising under this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.***

**XV. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement of the parties hereto with respect to the matters covered hereby and supersedes any other prior or simultaneous agreement related to such matter.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date first above written.

Signed by the duly authorized representative of the CUSTOMER

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

Witness: \_\_\_\_\_

Name: Takisha D James

Michelle Bailey Hedgepeth

Designation: Mayor, Town of Bladensburg

Town Administrator

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

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

Signed by the duly authorized representative  
of REDSPEED

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

Item Title: **ACTION ITEM:** Approval of a contract for repairs to Bostwick House Stabilization and repairs, using Bond Bill funds to Colossal Contractors: \$99,000.00

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Proposals
--	---

**Recommended Action:**

Staff recommends that the Council approve an agreement for stabilization work and repairs to the Bostwick House funded by Bond Bill Funds. The Council authorizes the Town Administrator to execute a contract with Colossal Contractors: \$99,000.00.

**Purpose & Summary:**

**Bid Release Date:** February 09, 2026 9:00 AM

**Submittal Due Date:** March 02, 2026 3:00 PM

**Background:**

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.

**Project Scope:**

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.

Project work includes rehabilitating and stabilizing the West (front) façade of the structure. The scope will consist of:

- West (Front) Facade Windows-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting.
- 3 Doors-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting. 2 doors require replacement (Basement and under Front Porch)

- 5 Dormers- paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting. Replacement of missing or damaged flashing.
- Eaves, Fascia, Cornices, and Dentil trim/woodwork: Paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting for exterior trim at West (front) façade. Replacement of missing or damaged flashing.
- Masonry: Replacement of missing or damaged brickwork and repointing of the West façade brickwork, to include front porch stair piers, porch piers, and kitchen buttress wall. Replace missing or damaged flashing.
- Kitchen Chimney: Replacement of missing or damaged brickwork and repointing of chimney brickwork, to include the end wall of the kitchen wing. New mortar crown with flashing under, and new terracotta flue. New metal rain cap to match the existing metal cap. • Exterior Electrical Repairs

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

**Proposal Summary:**

EGG Construction: No bid sent by deadline

WMG Construction: \$407,000.00. (Excludes masonry and electrical)

**Colossal Contractors: \$99,000.00**

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

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

## Contractor / Builder Financial Proposal Form

**REQUEST FOR PROPOSALS: BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION**

<b>FIRM / TEAM NAME:</b>	Colossal Contractors, Inc.	
<b>Description</b>	<b>Cost</b>	
BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION	\$99,000.00	
TOTAL	\$99,000.00	

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

Addendum Number and Date	Initials
N/A	

We hereby submit our proposal to the ***Aman Trust and Town of Bladensburg*** for the ***BOSTWICK HOUSE WEST FAÇADE STABILIZATION 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:**

<b>NAME:</b>	Juan R. Navarro
<b>TITLE &amp; FIRM NAME:</b>	President Colossal Contractors, Inc.
<b>ADDRESS:</b>	4601 Sandy Spring Road Burtonsville, MD 20866
<b>PHONE:</b>	(301) 476-9060
<b>E-MAIL:</b>	amedina@colossalcontractors.com
<b>FEDERAL EIN #</b>	52-2262833
<b>DATE:</b>	02/26/2026
<b>SIGNATURE:</b>	

## 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 WEST FACADE STABILIZATION AND REHABILITATION**

Company Name	Colossal Contractors, Inc.
Contact Name	Juan R. Navarro
Contact Title	President
Address, City, State, ZIP	4601 Sandy Spring Road Burtonsville, MD 20866
Phone / Fax	P: (301) 476-9060 / F: (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)	
	N/A	
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	Do you have a professional license in the State of Maryland?	<input checked="" type="radio"/> Yes <input type="radio"/> No

	Type of license	Construction Firm	License Number	15354947
	Expiration date	04/30/2026		
8.	Is your firm certified MBE in the State of Maryland?	<input checked="" type="radio"/> Yes	<input type="radio"/> 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?	Yes	<input checked="" type="radio"/> 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	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		
	b.	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		
	c.	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	
d.	Project Name	Time & Materials Building & Grounds Improvement Services
	Project Address	Various Historic Mansions throughout 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	
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	
9.	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 qualification 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	37 Years
	Years with this firm	25 Years
	Involved in projects listed above?	Yes

	b.	Name	Ariel Rodriguez
		Specialty / Trade	Architect
		Project Role	Project Manager
		Years of experience	36 Years
		Years with this firm	19 Years
		Involved in projects listed above?	Yes
	c.	Name	Silvio Aguirre
		Specialty / Trade	Supervisor
		Project Role	Supervisor/Field Superintendent
		Years of experience	36 Years
		Years with this firm	13 Years
		Involved in projects listed above?	No
	d.	Name	Juan Carlos Torres
		Specialty / Trade	Carpenter/ Field Superintendent
		Project Role	Carpenter
		Years of experience	28 Years
		Years with this firm	23 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 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?	Yes No
	b.	Firm Name	N/A
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	Yes No
	c.	Firm Name	N/A
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	Yes No

	d.	Firm Name	N/A
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Are you involved in the projects listed above?	
		MBE?	Yes No
The undersigned certifies the truth and correctness of all statements.			
		Prepared by:	Juan R. Navarro
		Title:	President
		Signature:	



**KEY PERSONNEL FORM**  
www.colossalcontractors.com

**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:** Summer Painting at John F. Kennedy HS  
**Project Description:** Preparation and painting of the entire school, parking lot, and playground.  
**Value of Project:** \$737,966.64  
**Start and Complete Dates:** 2024  
**Key Person's Role on the Project:** Project Coordinator  
**Owner Contact Person:** Aaron Cochran  
**Telephone Number/ Email:** (301) 217-5307  
[Aaron\\_Cochran@mcpsmd.org](mailto:Aaron_Cochran@mcpsmd.org)  
**Owner (Organization/Company Name):** Montgomery County Public Schools



## 5.2 Project Title: Rockville Mansion Ceiling Replacement

Project Description: Demolition and installation of new kitchen ceiling drywall, and insulation. Ceiling painting.

Value of Project: \$12,000.00

Start and Complete Dates: 2023

Key Person's Role on the Project: Project Coordinator

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: Masonry Repairs at DuFief ES

Project Description: Pressure washing of building. Masonry repairs to walls. Tuckpointing. Replacement of EIFs.

Value of Project: \$87,900.00

Start and Complete Dates: 2023

Key Person's Role on the Project: Project Coordinator

Owner Contact Person: Celestino Henriquez-Rodriguez

Telephone Number: (240) 740-6564 / (240) 441-4018  
[celestino\\_henriquez-rodriquez@mcpsmd.org](mailto:celestino_henriquez-rodriquez@mcpsmd.org)

Owner (Organization/Company Name): Montgomery County Public Schools



4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

[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:** 2023

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

**Owner Contact Person:** Yaneth Galindo

**Telephone Number:** (301) 780-2391 / (240) 832-8034

[Yaneth.Galindo@pgparks.com](mailto:Yaneth.Galindo@pgparks.com)

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

**5.5 Project Title:** 25321 Frederick Rd. Barns

**Project Description:** Paint entire big and small barns, including siding, roof, windows, doors, and ceilings. Scrape loose paint. Repair all damaged wood on barn ceilings and trim. Repair mold. Use EPA Guidelines to handle lead.

**Value of Project:** \$40,000.00

**Start and Complete Dates:** 2024

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

**Owner Contact Person:** Timothy Crump

**Telephone Number:** (301) 670-8046 / (240) 876-6955

[Timothy.Crump@montgomeryparks.org](mailto:Timothy.Crump@montgomeryparks.org)

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



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

www.colossalcontractors.com

## KEY PERSONNEL FORM

### Proposer: Colossal Contractors, Inc.

- 1. **Person's Name:** Ariel Alfredo Rodríguez Cardenas
- 2. **Position to be Assigned:** Project Manager
- 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



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

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

## 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 / [cawatters@howardcountymd.gov](mailto:cawatters@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



4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
www.colossalcontractors.com

**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](mailto: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/ Field Superintendent
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



4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
**Owner (Organization/Company Name):** Washington Suburban Sanitary Commission  
[www.colossalcontractors.com](http://www.colossalcontractors.com)

## 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



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
www.colossalcontractors.com

## 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



# Colossal Contractors, Inc.

---

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

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



**KEY PERSONNEL FORM**

**Proposer: Colossal Contractors, Inc.**

- 1. Person's Name:** Juan Carlos Torres
- 2. Position to be Assigned:** Supervisor/ 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 2022  
**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 2022

**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 2024

**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



## Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

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

**5.4 Project Title:** Essex Police Precinct #11 Basement Water Infiltration Project

**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:** June 2023

**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

**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: 02/26/2026

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

**TO BE SUBMITTED WITH BID**

**TOWN OF BLADENSBURG  
Bid Proposal Form**

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE:  
TIME: 5:00 p.m. EST

Colossal Contractors, Inc.  
(Name of Bidder) Bostwick House West Facade Stabilization and Rehabilitation Project  
hereby submits the following proposal for \_\_\_\_\_. Having carefully examined the Request for Proposals, 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 blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

Colossal Contractors, Inc.  
Name of Bidder

	02/26/2026
Signature	Date

Juan R. Navarro, President  
Name and Title of Individual Authorized to Bind Bidder

# COLOSSAL CONTRACTORS, INC

4601 Sandy Spring Rd. Burtonsville MD 20866  
 Phone (301) 476 9060 Fax (301)476 9064

PROPOSAL

Section 5, Item J.

Quotation # **27087**

DATE February 27, 2026  
 PG 1 of 2

**Bill To:**  
 Name William Cawood  
 Company Name Town of Bladensburg  
 Street Address 4229 Edmonston Rd.  
 City, ZIP Code Bladensburg, MD 20710  
 Phone (240) 876-9172  
 Email [william@cawoodarch.com](mailto:william@cawoodarch.com)  
**Job Location** **Bostwick House West Façade Stabilization and Rehabilitation**  
**3901 48th St. Bladensburg, MD 20710**

DESCRIPTION	AMOUNT
<p>Colossal Contractors, Inc. will provide labor and materials to perform the following scope of work as per the specifications listed in the RFB for Bostwick House West Façade Stabilization Rehabilitation Project issued February 9, 2026:</p> <p>-West (Front) Facade Windows-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting.</p> <p>-3 Doors-paint scraping, removal of rotted/damaged wood, replacement of broken glazing, restoration/replacement of damaged wood, and repainting. 2 doors require replacement (Basement and under Front Porch)</p> <p>-5 Dormers- paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting. Replacement of missing or damaged flashing.</p> <p>-Eaves, Fascia, Cornices, and Dentil trim/woodwork: Paint scraping, removal of rotted/damaged wood, restoration/replacement of damaged wood, and repainting for exterior trim at West (front) façade. Replacement of missing or damaged flashing.</p> <p>-Masonry: Replacement of missing or damaged brickwork and repointing of West façade brickwork, to include front porch stair piers, porch piers, and kitchen buttress wall. Replace missing or damaged flashing.</p>	
<b>TOTAL</b>	

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate

**Authorized Signature** Juan R. Navarro, President.

***Acceptance of Proposal***  
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance**

**Signature**

**THANK YOU FOR YOUR BUSINESS!**

# COLOSSAL CONTRACTORS, INC

4601 Sandy Spring Rd. Burtonsville MD 20866  
 Phone (301) 476 9060 Fax (301)476 9064

PROPOSAL

Quotation # **27087**

**Bill To:**

Name William Cawood  
 Company Name Town of Bladensburg  
 Street Address 4229 Edmonston Rd.  
 City, ZIP Code Bladensburg, MD 20710  
 Phone (240) 876-9172  
 Email [william@cawoodarch.com](mailto:william@cawoodarch.com)  
 Job Location **Bostwick House West Façade Stabilization and Rehabilitation**  
**3901 48th St. Bladensburg, MD 20710**

DATE February 27, 2026  
 PG 2 of 2

DESCRIPTION	AMOUNT
-Kitchen Chimney: Replacement of missing or damaged brickwork and repointing of chimney brickwork, to include end wall of kitchen wing. New mortar crown with flashing under, and new terracotta flue. New metal rain cap to match existing metal cap.	
-Exterior Electrical Repairs	
3 Masons 20 days x \$ 800.00	\$ 16,000.00
3 Carpenters 10 days x \$ 800.00	\$ 8,000.00
4 Painters 20 days x \$ 1,000.00	\$ 20,000.00
Electrical Work	\$ 10,000.00
Materials	\$ 19,000.00
Equipment	\$ 9,500.00
Profit & Overhead 20%	\$ 16,500.00
<b>Total</b>	<b>\$ 99,000.00</b>
<b>Start Date:</b> 10 Days After Notice To Proceed	
<b>Timeframe:</b> 30 Days	
<b>TOTAL</b>	<b>\$ 99,000.00</b>

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate

**Authorized Signature** Juan R. Navarro, President.

**Acceptance of Proposal**  
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Date of Acceptance**  
**Signature**

**THANK YOU FOR YOUR BUSINESS!**

**TO BE SUBMITTED WITH PROPOSAL**

**Non-Collusion Affidavit**

Juan R. Navarro, being duly sworn on oath, deposes and says:

That he/she is the President  
(Owner, Partner, Title if on behalf of a Corporation)

of Colossal Contractors, 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.

Juan R. Navarro  
Name

President  
Title

02/26/2026  
Date:



TO BE SUBMITTED WITH PROPOSAL

**AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES**

I hereby affirm that:

- 1. I am the President (Title) and duly authorized representative of Colossal Contractors, Inc. (Name of Business Entity) whose address is

4601 Sandy Spring Rd. Burtonsville, MD 20866 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 actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

02/26/2026  
Date

Signature

Juan R. Navarro, President  
Printed Name

**TO BE SUBMITTED WITH BID**

**TOWN OF BLADENSBURG**

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: Colossal Contractors, Inc.  
(Individual/Firm/Corporation)

Business Address: 4601 Sandy Spring Road  
Burtonsville, MD 20866

Telephone Number: ( 301 ) 476-9060

E-mail address: amedina@colossalcontractors.com

2. Is the business incorporated?  Yes  No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

<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>
Juan R. Navarro	President	4601 Sandy Spring Road Burtonsville, MD 20866	May 1, 2000
Ramon A. Cruz	Vice-President	4601 Sandy Spring Road Burtonsville, MD 20866	May 1, 2000
Carlos A. Tabares	Secretary	4601 Sandy Spring Road Burtonsville, MD 20866	May 1, 2000

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>
Juan R. Navarro, President	4601 Sandy Spring Road	Burtonsville, MD 20866
Ramon A. Cruz, Vice-President	4601 Sandy Spring Road	Burtonsville, MD 20866
Carlos A. Tabares, Secretary/Treasurer	4601 Sandy Spring Road	Burtonsville, MD 20866

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
--------------------	-----------------	----------------	----------------------------------

Please See Attached

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 N/A yes, state where and why:

b. Have you ever been affiliated with some other organization that failed to complete a contract? N/A

If yes, state name of individual and reason therefor. N/A

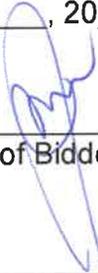
c. With what other businesses are you affiliated? N/A

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

Please See Attached

- e. Identify all sub successful bidders, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this 26<sup>th</sup> day of February, 2026

  
\_\_\_\_\_  
Name of Bidder

By:

\_\_\_\_\_  
Printed Name: Juan R. Navarro

Title: President



# Colossal Contractors, Inc.

Section 5, Item J.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
www.colossalcontractors.com

02-27-26

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

**RE: Bostwick House Façade Stabilization and Rehabilitation**

**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

Colossal Contractors, Inc, has thoroughly familiarized with the Technical requirements of the **Bostwick House Façade Stabilization and Rehabilitation**. We hereby acknowledge our clear understanding of all propose work including addendum #1

Thank you for the attention given to our proposal.

Sincerely,

  
**Juan R. Navarro  
President**



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

[www.colossalcontractors.com](http://www.colossalcontractors.com)  
**Work in Progress**

Colossal Contractors has experience performing On Call General Contracting Services work with local government agencies, schools, and colleges.

Please see below past and similar projects contract.

<b>AGENCY</b>	<u>CONTRACT Number</u>	PROJECT NAME
<b>BALTIMORE COUNTY</b>	<u>B-1391</u>	On Call General Services \$1,000,000.00
<b>CITY OF ROCKVILLE UNDER BALTIMORE COUNTY CONTRACT</b>	<u>B50004645</u>	Masonry and Concrete Repairs Services \$1,000,000.00
<b>HOWARD COUNTY PUBLIC SCHOOLS SYSTEM</b>	<u>No. 003.14.B3</u>	On Call Concrete Services \$500,000.00
<b>MARYLAND STADIUM AUTHORITY</b>	<u>15-023</u>	Camden Yards Sports Complex: Concrete Maintenance and Repairs \$500,000.00



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
www.colossalcontractors.com

<b>Towson University</b>	TU1945-19	On- Call General Contracting \$1,000,000.00
<b>CALVERT COUNTY PUBLIC SCHOOLS</b>	04.000.17 SC	On Call General Contracting \$500,000.00



4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064  
[www.colossalcontractors.com](http://www.colossalcontractors.com)

## 1. Morgan State University

1700 East Cold Spring Lane Baltimore MD 21251

Contact Person: West Sievers 443-885-3591 / 410-649-9474

[westtley.sievers@morgan.edu](mailto:westtley.sievers@morgan.edu)

Contracts: Building and ground improvement services

Scope of Work: Renovation services at various facility and residential buildings of the University

Contract Dates: April 2015 thru Present

Amount: \$1,0000.00

## 2. Baltimore City Public Schools

200 North Avenue Baltimore MD 21218

Contact Person: Maurice A. Gaskins

[MAgaskins@bcps.k12.md.us](mailto:MAgaskins@bcps.k12.md.us)

Contracts: Multi-trade building renovation and repair services

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

Contract Dates: April 2016 thru Present

Amount: \$1,000,000.00



4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

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

### 3. CITY OF ROCKVILLE

**30 Courthouse Square Suite 100 Rockville MD**

**Contact Person: Noel Gonzalez (240)314 8728 – (240)383-6693**

**[Ngonzalez@rockvillemd.gov](mailto:Ngonzalez@rockvillemd.gov)**

**Contracts: Time and material Building and ground improvement services**

**Scope of Work: Renovation, carpentry, painting, masonry, electrical, HVAC,  
plumbing, and Improvements services at the City of Rockville**

**Contract Dates: June 2010 – on going**



# 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, 2030

NAT-66617-4

Certification #

February 28, 2023

Issued On

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch



**THIS IS TO CERTIFY THAT**

**Colossal Contractors, Inc.**

**HAS MET THE LEAD PAINT SERVICES  
ACCREDITATION REQUIREMENTS FOR**

**Residential, Commercial and Public Building**



**START DATE: 08/26/2025**

**ACCREDITATION #: 107488 RC**

**EXPIRY DATE: 08/26/2027**

**08/26/2025  
DATE APPROVED**

**ADMINISTRATOR, LEAD PAINT ACCREDITATION  
MARYLAND DEPARTMENT OF THE ENVIRONMENT**

**STATE OF MARYLAND**

06/25/2024

Section 5, Item J.

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

Wes Moore  
Governor  
Aruna Miller  
Lt. Governor  
Portia Wu  
Secretary

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:

COLOSSAL CONTRACTORS INC

COLOSSAL CONTRACTORS INC

05-122805

4601 SANDY SPRING ROAD

BURTONSVILLE

MD 20866

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		Wes Moore Governor	
STATE OF MARYLAND		STATE OF MARYLAND		Aruna Miller Lt. Governor	
MARYLAND DEPARTMENT OF LABOR		MARYLAND DEPARTMENT OF LABOR		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

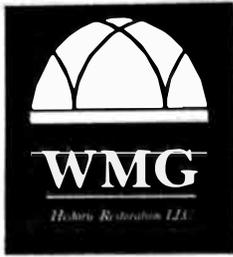


\*158150\$115237791\$115354947\*

Scan this one second



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



WMG Historic  
157 Bridgeton Pkwy  
Mullica Hill, NJ 08062  
609-202-4418

Section 5, Item J.

[www.wmgrestoration.com](http://www.wmgrestoration.com)  
[information@wmgrestoration.com](mailto:information@wmgrestoration.com)

March 2, 2026

William H. Cawood  
Cawood Architecture  
[william@cawoodarch.com](mailto:william@cawoodarch.com)

Dear Mr. Cawood:

Attached, please find WMG's pricing for the Bostwick House West Facade Stabilization and Rehabilitation Project.

Per your request we have enclosed the following documents:

- Completed and signed Financial Proposal form
- Completed Contractor qualifications statement
- Completed Conflict of Interest Affidavit and Disclosure
- Current Licenses: NJ, Phila, PA
- Current Women Owned Small Business certificate
- Sample Certificate of insurance.

*Please note: WMG estimates a 6 month duration for the completion of the scope. We recommend starting no later than May in order to meet the substantial completion date of October 1, 2026.*

Please do not hesitate to contact us if there is any additional information you need. I can be reached directly at (609) 202-4418 or by email at [rebekah@wmgrestoration.com](mailto:rebekah@wmgrestoration.com).

Thank you for your consideration of this proposal.

Best,

Rebekah Gallant, owner  
WMG Historic Restoration

cc. [clerk@bladenseburgmd.gov](mailto:clerk@bladenseburgmd.gov)

## Contractor / Builder Financial Proposal Form

**REQUEST FOR PROPOSALS: BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION**

<b>FIRM / TEAM NAME:</b>	WMG HISTORIC RESTORATION	
<b>Description</b>	<b>Cost</b>	
BOSTWICK HOUSE WEST FAÇADE STABALIZATION AND REHABILITATION		
TOTAL	\$407,000.	

**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. *(Exclude all masonry + electrical)* *M.J.*
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:	Michael Gallant
TITLE & FIRM NAME:	WMB Historic Restoration
ADDRESS:	157 Bridgton Pike Ste 200-315 Mullica Hill NJ 08062
PHONE:	609-202-4418
E-MAIL:	wmgrestoration@gmail.com
FEDERAL EIN #	27-2760171
DATE:	2-27-26
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 WEST FACADE STABILIZATION AND REHABILITATION**

Company Name	WMC Historic Restoration
Contact Name	Michael Gallant
Contact Title	owner
Address, City, State, ZIP	157 Bridgton Pike Ste 200-315 Mullica Hill NJ 08062
Phone / Fax	609. 202. 4418
Email	wmcgrestoration@gmail.com
Website	wmcgrestoration.com

1.	How many years has your organization been in business?	15+
2.	How many years under your present name?	15+
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland?	<input checked="" type="radio"/> Yes    No
5.	Do you have a professional license in the State of Maryland?	<input checked="" type="radio"/> Yes    No

	Type of license	Contractor	License Number	13VH0589100
	Expiration date	3.31.26		
8.	Is your firm certified MBE in the State of Maryland?	<input checked="" type="radio"/> Yes <input type="radio"/> 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?	Yes <input checked="" type="radio"/> 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 <u>Secretary of the Interior's Standards</u> (if applicable). <b>Attach photographic documentation of these projects, or refer us to your website.</b> We may contact your references.			
	a.	Project Name	Liberty Park	
		Project Address	1 Audrey Zupp Dr. Jersey City NJ	
		Years of Construction	1889 - 1895	
		Client / Reference Name	DPHC NJ	
		Client / Reference Phone or Email	Larry Tutela Larry.Tutela@dep.nj.gov	
		Web link if available		
	b.	Project Name	Hancock House	
		Project Address	3 Front St. Hancock Bridge NJ	
		Years of Construction	1780 - 1784	
		Client / Reference Name	DPHC - NJ	
		Client / Reference Phone or Email	Larry Tutela	
		Web link if available		
	c.	Project Name	Powel House	
		Project Address	244 S. 3rd St. Philadelphia PA	
		Years of Construction	1765	

	Client / Reference Name	Justin Detweiler
	Client / Reference Phone or Email	610.388.0111
	Web link if available	
d.	Project Name	Ford Mansion
	Project Address	30 Washington Pl. Merristown NT
	Years of Construction	1770 - 74
	Client / Reference Name	NPS
	Client / Reference Phone or Email	Blaise Harper 609.970.6004
	Web link if available	
e.	Project Name	Brinckford Deskler Morris
	Project Address	Germanstown PA
	Years of Construction	1752 - 60
	Client / Reference Name	NPS
	Client / Reference Phone or Email	RAAD: Marc Mayerson 732.268.7748
	Web link if available	wmgrestoration.com
9.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</b>	
a.	Name	Michael Gullett
	Specialty / Trade	Carpentry
	Project Role	Supervisor
	Years of experience	20+
	Years with this firm	20+
	Involved in projects listed above?	Yes

	b.	Name	Vadym Feschenko
		Specialty / Trade	Carpentry / Millwork
		Project Role	Carpenter
		Years of experience	20+
		Years with this firm	5
		Involved in projects listed above?	Yes
	c.	Name	Dan Dilks
		Specialty / Trade	Carpentry / Painting
		Project Role	on site super
		Years of experience	5
		Years with this firm	4
		Involved in projects listed above?	Yes
	d.	Name	Malachi Clark
		Specialty / Trade	Painter
		Project Role	Painter
		Years of experience	10
		Years with this firm	5
		Involved in projects listed above?	Yes
12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b>Please attach brief resumes of each subcontractor firm, describing specific experience and qualification that will indicate ability to perform work required on this project.</b>		
	a.	Firm Name	NA
		Specialty / Trade	
		Address, City, State, Zip	

		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	Yes No
	b.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	Yes No
	c.	Firm Name	
		Specialty / Trade	
		Address, City, State, Zip	
		Phone	
		Email	
		Website	
		Years in business	
		Involved in projects listed above?	
		MBE?	Yes 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?	Yes No
The undersigned certifies the truth and correctness of all statements.		
	Prepared by:	<i>Michael Callant</i>
	Title:	<i>owner</i>
	Signature:	<i>Michael Callant</i>

## 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: 2.27.26

By: Michael Bellant (Authorized Representative and Affiant)



**TO BE SUBMITTED WITH BID**

**TOWN OF BLADENSBURG  
Bid Proposal Form**

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE:  
TIME: 5:00 p.m. EST

Michael J. Gallant, Owner

\_\_\_\_\_  
(Name of Bidder)

hereby submits the following proposal for WMG Historic Restoration. Having carefully examined the Request for Proposals, 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 blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

Michael J. Gallant

Name of Bidder

*Michael J. Gallant*

3/2/2026

Signature

Date

Michael J. Gallant, owner WMG Historic Restoration, LLC

Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL

Non-Collusion Affidavit

Michael J. Gallant, being duly sworn on oath, deposes and says:

That he/she is the  
Owner

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of WMG Historic Restoration, LLC  
\_\_\_\_\_  
(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.

Michael J. Gallant (SEAL)  
Name

Title Owner

Date: March 2, 2026

TO BE SUBMITTED WITH PROPOSAL.

**AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES**

I hereby affirm that:

1. I am the owner (Title) and duly authorized representative of

WVG Historic Restoration, LLC (Name of Business Entity) whose address is

157 Bridgeton Pike, Suite 200-315

Mullica Hill, NJ 08062

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 actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

March 2, 2026

Date

*Rebekah K. Gallant*

Signature

Rebekah K. Gallant

Printed Name

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: WMG Historic Restoration, LLC (Individual/Firm/Corporation)

Business Address: 157 Bridgeton Pike, Suite 200-315 Mullica Hill, NJ 08062

Telephone Number: (609) 202-4418

E-mail address: michael@wmgrestoration.com

2. Is the business incorporated? [x] Yes [ ] No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Table with 3 columns: Name, Business Address, Residence Address. Includes blank rows for data entry.

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.

Table with 4 columns: Name, Office, Residence and Business Address, Date Office Assumed. Includes entries for Rebekah Gallant and Michael Gallant.

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>
<u>no</u>		

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

<u>FOR WHOM PERFORMED</u>	<u>CONTRACT AMOUNT</u>	<u>DATE COMPLETED</u>	<u>CONTACT'S NAME/ TELEPHONE NUMBER</u>
<u>CRRNJ Terminal, Spartan Construction, NJ DPMC</u>	<u>\$1.2M</u>	<u>Sept 5, 2025</u>	<u>Lou Balmann 973-309-3512 GC</u>
<u>Hancock House, WJ Gross, NJ DPMC</u>	<u>\$250,000</u>	<u>October 30, 2025</u>	<u>Bill Gross 609-330-4026 GC</u>
<u>Ford Mansion, Wick House, National Park Service</u>	<u>\$350,000</u>	<u>August 2025</u>	<u>Besty Holland, 978-941-2200 NPS</u>
<u>Bringhurst Deshler Morris House, National Park Service</u>	<u>\$375,000</u>	<u>October 2023</u>	<u>Winston Clement, 267-582-9242 NPS</u>
<u>Grumblethorpe, Phila Society for Preservation of Landmarks</u>	<u>\$180,000</u>	<u>October 2025</u>	<u>Will Morris, 610-388-0111 Architect</u>

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 name of individual and reason therefor. \_\_\_\_\_

\_\_\_\_\_

c. With what other businesses are you affiliated? n/a

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

Bostwick House, Window Restoration 2024-2025, William Cawood 240.876.9172  
Bringhurst Deshler Morris, First Bank, Second Bank: National Park Service, Independence National Park: Winston Clement  
267-582-9242 CRRNJ Terminal, Hancock House- NJ DPMC, Larry Tutela, 609-633-7576

- e. Identify all sub successful bidders, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform. n/a

Dated this 2 day of March, 2026.

WMG Historic Restoration, LLC  
Name of Bidder

By: *Michael J. Gallant*  
Michael J. Gallant  
Printed Name:

Title: owner

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE HOME IMPROVEMENT CONTRACTORS

WMG HISTORIC RESTORATION LLC
Michael Gallant
157 Bridgeton Pike
Suite 200-315
Mullica Hill NJ 08062

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Business Cont

New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE HOME IMPROVEMENT CONTRACTORS

WMG HISTORIC RESTORATION LLC
Home Improvement Business Cont

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE
03/26/2025 TO 03/31/2026
VALID

LICENSEE SIGNATURE
Michael Gallant

DIRECTOR SIGNATURE
Cari Zaris

13VH05859100
License/Registration/Certificate #

03/26/2025 TO 03/31/2026
VALID

13VH05859100
LICENSE/REGISTRATION/CERTIFICATION #

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
HOME IMPROVEMENT CONTRACTORS
PO BOX 45016
NEWARK, NJ 07101

Signature of Licensee/Registrant/Certificate Holder
Michael Gallant

DIRECTOR
Cari Zaris

PLEASE DETACH HERE

WMG HISTORIC RESTORATION LLC
YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 13VH 05859100 . EXPIRATION DATE 2026
PLEASE USE IT IN ALL CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS USE THIS SECTION TO REPORT ADDRESS CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED BELOW.

HOME IMPROVEMENT CONTRACTORS
PO BOX 45016
NEWARK, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE AVAILABLE TO THE PUBLIC.

PRINT YOUR NEW MAILING ADDRESS BELOW.
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL CORRESPONDENCE.

HOME [ ]
BUSINESS [ ]

HOME [ ]
BUSINESS [ ]

TELEPHONE INCLUDE AREA CODE

TELEPHONE INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be within reasonable proximity of your original license/registration/certificate at your principal office or place of business.



City of Philadelphia  
Department of  
Licenses & Inspections  
P.O. Box 53310  
Philadelphia, Pa. 19105

**DISPLAY PROMINENTLY**  
If required by law

WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
SUITE 200-315  
MULLICA HILL, NJ 08062  
USA

3527 Contractor

WMG Historic Restoration LLC

THIS LICENSE IS GRANTED TO THE PERSON OR COMPANY FOR THE PURPOSE STATED ABOVE. IT IS SUBJECT TO IMMEDIATE CANCELLATION BY THIS DEPARTMENT FOR VIOLATIONS OF CITY ORDINANCES AND REGULATIONS.

LICENSE CODE	LICENSE NO.	COMMERCIAL ACTIVITY LIC.	EXPIRES ON	ISSUED ON
3527	47932	728495	2/20/2027	1/27/2026

**LIMITS & CONDITIONS:**

- Contractors and subcontractors (including individuals and business entities) must have valid licenses. All subcontractors working under a permit must be submitted to the Department.
- Contractors cannot sell or transfer their license or permit to another person.
- Contractors must provide accurate information on any license or permit application with the Department.
- Contractors must get all required permits for construction work and comply with approved permit documents.
- Contractors must maintain information at each job site as required by the Philadelphia Code.
- Contractors must display their Contractor License number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
- Contractors must maintain complete financial and construction records (including plans) for each job performed for four years after completion of the job.
- Contractors must follow all provisions of The Philadelphia Code.
- Contractors must remain current on all City of Philadelphia taxes and fines. Failure to do so may result in the denial of permits and/or license renewals.

**LICENSE**

1010401006612990

Please find attached your Home Improvement Contractor's Certificate suitable for framing along with a wallet card copy.

If you have any questions or have changes to the information you provided on your registration form, contact the Pennsylvania Office of Attorney General at 717-772-2425 or HIC@attorneygeneral.gov. For further information on the home improvement law visit www.attorneygeneral.gov.



*M. M. A. H.*  
Michelle A. Henry, Attorney General

MICHAEL GALLANT  
157 BRIDGETON PIKE  
STE. 200-315  
MULLICA HILL NJ 08062

This form acknowledges receipt of your \$50.00 application fee, required under Pennsylvania's Home Improvement Consumer Protection Act. Please keep this form for your records.

Section 5, Item J.

COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF ATTORNEY GENERAL

THIS IS TO CERTIFY THAT

WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
STE. 200-315  
MULLICA HILL NJ 08062

HAS REGISTERED IN PENNSYLVANIA AS A HOME IMPROVEMENT CONTRACTOR  
11/7/2026  
VALID UNTIL  
PA066216  
REGISTRATION NUMBER

*M. M. A. H.*  
MICHELLE A. HENRY, ATTORNEY GENERAL

SIGNATURE OF REGISTRATION CERTIFICATE HOLDER

# Commonwealth of Pennsylvania

Office of Attorney General

THIS IS TO CERTIFY THAT

WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
STE. 200-315  
MULLICA HILL NJ 08062

HAS REGISTERED IN PENNSYLVANIA AS A HOME IMPROVEMENT CONTRACTOR

11/7/2026  
VALID UNTIL

PA066216  
REGISTRATION NUMBER

*Michael K. Gallant*  
SIGNATURE OF REGISTRATION CERTIFICATE HOLDER

*M. M. A. H.*  
MICHELLE A. HENRY, ATTORNEY GENERAL



WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

## WMG HISTORIC RESTORATION, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Center - East, a WBENC Regional Partner Organization.

Certification Granted: November 3, 2021

Expiration Date: November 3, 2026

WBENC National Certification Number: WBE2102905

Authorized by Elizabeth M. Walsh, President  
Women's Business Enterprise Center - East

**WBENC EAST**  
WOMEN'S BUSINESS ENTERPRISE CENTER

NAICS: 238990  
UNSPSC: 30171604



Great Lakes  
Women's  
Business  
COUNCIL



WBENC METRO NY  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC METRO NW  
WOMEN'S BUSINESS ENTERPRISE CENTER



WBENC FLORIDA  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC ORV  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC PACIFIC  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC W  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC SOUTH  
WOMEN'S BUSINESS ENTERPRISE CENTER

WBENC WEST  
WOMEN'S BUSINESS ENTERPRISE CENTER





- Grant Award: \$25,000
- Funding Type: Non-capital program grant
- Use: Consulting services and planning-level documentation
- No required capital expenditure at this stage

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



# PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

Section 5, Item K.

1616 McCormick Drive, Largo, Maryland 20774 • [pgplan.org/HPC](http://pgplan.org/HPC) • 301-952-3680 • [historicpreservation@ppd.mnccppc.org](mailto:historicpreservation@ppd.mnccppc.org)

January 23, 2026

Michelle Bailey-Hedgepeth  
Town Administrator  
Town of Bladensburg  
3901 48<sup>th</sup> Street  
Bladensburg, MD 20710

Dear Ms. Bailey-Hedgepeth:

Please be advised that the Prince George's County Historic Preservation Commission approved Non-Capital Grant Application 2025-006 at its meeting on January 20, 2026, to provide \$25,000 in funding for the creation of a conditions assessment for the stables at Bostwick (Historic Site 69-005-09). The Historic Preservation Commission congratulates you on your award. Further information, including a grant contract to be completed and signed, will be forthcoming from Historic Preservation Section staff.

Sincerely,

A handwritten signature in cursive script that reads "John Peter Thompson".

John Peter Thompson, Chairman  
Historic Preservation Commission

**NON-CAPITAL GRANT PROGRAM CONTRACT**

**THIS NON-CAPITAL GRANT PROGRAM CONTRACT** (hereinafter the “Contract”) made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (“Effective Date”), by and between Town of Bladensburg (hereinafter the “Grantee”) and The Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, Maryland 20737 (hereinafter the “Commission”).

**RECITALS**

WHEREAS, the Commission administers a program dedicated to the preservation, enhancement, and protection of historic properties in Prince George’s County pursuant to the Maryland Land Use Article, Sections 26-101 through 26-107, and Subtitle 29 of the Prince George’s County Code; and

WHEREAS, Grants from the Prince George's County Non-Capital Grant Program (“Grant Program”) are designed to preserve, protect and enhance historic properties, encourage others to preserve, protect and enhance historic properties and to promote interest in and the study of historic properties; and

WHEREAS, Grants are subject to the availability of funds; and

WHEREAS, Grants are awarded to support projects that identify, preserve, promote and protect the historic, cultural, and archeological resources of Prince George’s County; and

WHEREAS, the Grantee is a not-for-profit organization that has historic preservation, heritage tourism, genealogy, history, or archeology among its primary missions, and/or is the owner or contract purchaser of a designated Prince George’s County Historic Site, Historic Resource, a contributing resource in a locally designated Historic District, and/or a contributing resource in a National Register Historic District or determined eligible for listing in the National Register by the Maryland Historical Trust; and

WHEREAS, the Grantee and the Commission recognize the architectural, historic, and cultural values (hereinafter “conservation and preservation values”) and significance of the Subject Project, and have the common purpose of conserving and preserving the aforesaid conservation and preservation values and significance of the Project; and

WHEREAS, the terms of this Contract require the Grantee to undertake certain obligations with respect to the Project, and also require the Commission to perform certain administrative and supervisory functions with respect to the Project; and

WHEREAS, the Parties intended to execute this Contract prior to the commencement of the event that was the subject of this Contract but the administrative process to execute this Contract was not completed; and

WHEREAS, the Parties continued to operate under the terms of the grant award from the date of the award on January 20, 2026 to the present; and

WHEREAS, due to necessary and other business considerations, the Parties desire to affirm the Contract.

NOW THEREFORE, the Parties agree as follows:

**1. GRANT AWARD.** The grant shall be **TWENTY FIVE DOLLARS AND ZERO CENTS (\$25,000.00)** (“Grant Award”), payable in cash or certified funds pursuant to the terms of this Contract. Upon acceptance of this Grant Award, the Grantee represents that it has the funds on hand to complete the project or an agreement with a lender to acquire the necessary funds for project completion.

**2. PURPOSE.** The purpose of the Contract is to provide funding for the creation of a conditions assessment for the Stables at Bostwick (Historic Site 69-005-09, as described in the Non-Capital Grant Program staff memo dated January 13, 2026 and Historic Preservation Commission approval letter dated January 23, 2006 (collectively attached hereto as **Exhibit C**).

**3. ELIGIBLE ACTIVITIES.** Eligible activities are subject to the Commission’s approval, must conform with the *Prince George’s County Historic Preservation Commission Non-Capital Grant Program Policies, Procedures, and Guidelines (Exhibit A)*, and may include, but are not limited to, the following: plans and reports, cultural resource surveys, planning and project development assistance; inventories of historic resources and associated record-keeping; archeological reports; engineering reports; research concerning historic context or the protection of architectural, archeological, or cultural resources; preparation of nomination forms for the National Register in accordance with Maryland Historical Trust standards, guidelines, and documentation requirements; pre-development reports to provide historical, architectural, and archeological context; plans for the design or development of historic districts and properties; community education initiatives related to a historic property or site; public programs that present aspects of Prince George’s County life, history, or culture; original research and scholarly writing regarding Prince George’s County life, history, and culture, leading to publications, public programs, or exhibits; the curation of artifacts, archives, and collections; school programs concerning Prince George’s life, history, and culture that encourages collaboration between teachers and preservation or history organizations, or museums.

**4. INELIGIBLE ACTIVITIES.** While the Commission reserves the right to declare certain activities as ineligible, such activities shall include, but not be limited to, the following: entitlement project requirements or other regulatory obligations; capital expenditures for building construction, “bricks and mortar” rehabilitation, restoration, preservation, stabilization, or the temporary, long-term, or permanent closure of historic buildings; organizational overhead costs, including existing staff salaries, legal fees, charges for deficits or overdrafts; interest expenses or other financing costs; damage judgments arising from construction or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise; projects that have been awarded prior to the date of the award, projects that serve a religious purpose or promote or advance the beliefs or interests of religious creeds or practices; endowments; acquisition of objects for collections; prizes and awards; lobbying-related expenses; projects associated with an organization’s fundraising activities; expenses for entertainment, including food and beverage.

**5. PAYMENT.** Grant Program funds are awarded only as reimbursable payments to the Grantee. Upon execution of this Contract, the Grantee shall submit a detailed scope of work to the Commission’s Historic Preservation Section. Upon approval of the Scope of Work, the Grantee may commence work. At regular intervals throughout the project, the Grantee may request reimbursement by submitting documentation of project progress and project expenditures, as set forth in this Paragraph. Requests for reimbursement shall not be made more than once per month and at least once per quarter, within thirty (30) days of the end of the quarter.

Upon receipt of adequate documentation and the Non-Capital Grant Reimbursement Form (attached hereto as **Exhibit B**), the Commission shall reimburse the Grantee for amounts specified in the reimbursement request. When reimbursement requests are made, the Grantee must document the expenditures made with match dollars as well as those made with grant dollars. The Grantee must provide copies (not originals) of records, documents, and other evidence in support of all costs and expenses. The Commission will retain twenty percent (20%) of the grant funds until the Grantee's final report, final request for reimbursement, and all documentation is approved. All expenditures (grant dollars, cash match, and in-kind matches) must be made after the date of the Grant Award per the Prince George's County Historic Preservation Commission's adopted Non-Capital Grant Program Policies, Procedures, and Guidelines. Expenditures made prior to the date of the Grant Award cannot be reimbursed; nor can they be counted as a match.

**6. MATCH REQUIREMENTS.** Grantee must provide a fifty percent (50%) cash match for every dollar of Grant funds in excess of \$5,000.00, either in the form of monetary payment, a grant award from other funders, an in-kind match of goods or services, or any combination of these sources. Grantee is not required to have match dollars in hand at the time of execution of this Contract, but the match dollars and/or in-kind match must be available, as appropriate, so that the project can be completed within the two-year performance period.

**7. MODIFICATIONS.** The Grantee agrees that the Commission reserves all rights to reassess the grant award and approvals and decline grant reimbursement, withdraw conditional grant approval, and/or require additional documentation and/or assurances.

**8. FINANCIAL SECURITY.** The Commission may require the Grantee to open a separate bank account specifically designated for the Project and to deposit the entire grant and matching funds in said account. The Commission reserves the right to audit the Grantee's accounts relating to the grant funds and payments to contractors. The Commission reserves the right to demand and receive the return of any funds not spent in accordance with the Grant Program's Guidelines (**Exhibit A**) or other stipulations and, by submission of the Application, the Grantee agrees to this provision.

**9. INDEMNIFICATION.** The Grantee will indemnify, save harmless, and defend the Commission from and against all actions, liability, claims, suits, damages, cost or expense of any kind that may arise, or be alleged to have arisen, out of or in connection with the Grantee's performance of, or failure to perform, any of the obligations under the terms of this Agreement.

**10. RECITALS.** The Recitals are hereby incorporated into this Contract.

**11. FINAL AGREEMENT.** This Contract contains the final and entire agreement between the parties hereto, and neither they nor their agents shall be bound by any terms, conditions, or representations not expressly contained herein.

**12. EXTENT OF CONTRACT.** Payments made under this Grant Award are terminated two (2) years from the date this Contract is executed. The Grantee understands that the Commission through its Grant Program will not make payment for costs incurred after the aforesaid termination date. This Contract may be terminated by the Grantee prior to any expenditure of awarded monies; whereupon the Commission shall have no further obligations to the Grantee with respect to this Contract or the underlying Grant Program Application filed by the Grantee.

**13. PROFESSIONAL STANDARDS.** All Grant Program projects will follow professional standards. The Grantee will follow all applicable federal and state laws, regulations, guidelines, and technical standards. Architectural and archeological research and survey and documentation projects must be

consistent with the Standards and Guidelines for Architectural and Historical Investigations in Maryland or the Standards and Guidelines for Archeological Investigations in Maryland, and the Prince George's County Planning Board's Guidelines for Archeological Review. Those performing architectural and archeological research, and survey and documentation projects must meet the minimum requirements of the Secretary of the Interior's Professional Qualification Standards under 36 CFR 61. Grantees must demonstrate their intention and ability to adhere to these standards, as applicable. Copies of these standards and guidelines shall be provided by the Commission.

**14. TIME OF PERFORMANCE.** All expenditures of grant funds, cash match, and in-kind matches must occur within the two-year performance period as set forth in the Grant Program Guidelines (**Exhibit A**). The two (2) year performance period begins the date the Grant Award is awarded.

**15. FINDING OF NON-COMPLIANCE.** If the Commission finds that the Grantee does not meet the requirements of the Grant Program or the terms of this Contract, the Commission may seek remedies for non-compliance including, but not limited to, suspension or return of the Grant Award. The Commission shall be empowered to institute legal or other remedial action governing enforcement procedures. The Commission shall also have available all legal and equitable remedies to enforce the Grantee's obligations hereunder, and in the event the Grantee is found to have violated any of its obligations, the Grantee shall reimburse the Commission for any cost or expenses incurred in connection therewith, including all court costs and attorney's fees. The exercise by the Commission of one remedy hereunder shall not have the effect of waiving or limiting any other remedy and the failure to exercise any remedy shall not have the effect of waiving or limiting the use of any other remedy or the use of such remedy at any other time.

**16. SUCCESSORS/ASSIGNS.** The parties agree that this Contract shall be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

**17. DAMAGES.** The Grantee will defend, hold and save the Commission, its officers, agents, and employees, and any appointed body or commission and its members harmless from any and all suits, claims, and demands of any nature or kind, including expenses for or on account thereof, for injury to persons or damage to property sustained by a person or persons resulting in whole or in part from the performance or omission of any employee, agent, or representative or contractor or sub-contractor of the Grantee or from any action arising from the performance of work associated with the Grant Application or this Agreement.

**18. NOTICES.** It is hereby further understood and agreed that all notices to be given shall be deemed received on the date of actual receipt in the case of overnight delivery, or three (3) business days after deposit in the U.S. mail under this Contract and will be given by U.S. certified mail, return receipt requested, or by reputable overnight delivery service as follows:

*To the Grantee:*  
Town of Bladensburg  
3901 48<sup>th</sup> Street  
Bladensburg, MD 20710

*To the Commission:*  
The Maryland-National Capital Park and Planning Commission  
Prince George's County Planning Department  
Historic Preservation Section  
1616 McCormick Drive  
Largo, MD 20774

**19. GOVERNING LAW AND SEVERABILITY.** This Contract shall be governed by and construed in accordance with the laws of the State of Maryland. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such provision shall be ineffective to the extent of such invalidating, illegality or unenforceability without invalidating the remainder of this Contract which shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Jurisdiction and venue are hereby agreed among the parties to lie within the State Courts of Prince George’s County, Maryland.

**20. AMENDMENTS.** This Contract shall only be modified or amended in writing, signed by all parties, no less than thirty (30) days prior to the expiration of the Contract.

**[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed and delivered, the day and year first written above.

GRANTEE:

\_\_\_\_\_  
Town of Bladensburg  
By:

DATE: \_\_\_\_\_

THE MARYLAND-NATIONAL CAPITAL PARK  
AND PLANNING COMMISSION

ATTEST:

THE MARYLAND-NATIONAL CAPITAL PARK  
AND PLANNING COMMISSION

\_\_\_\_\_  
Gavin Cohen  
Secretary-Treasurer

By: \_\_\_\_\_  
William Spencer  
Acting Executive Director

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
Approved for Legal Sufficiency

**Exhibit A**

**[PRINCE GEORGE’S COUNTY HISTORICAL PRESERVATION COMMISSION NON-CAPITAL GRANT PROGRAM POLICIES, PROCEDURES, AND GUIDELINES]**

**PRINCE GEORGE'S COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**NON-CAPITAL GRANT PROGRAM**  
***POLICIES, PROCEDURES, AND GUIDELINES***

Revised April 20, 2021

- I. **Introduction.** The Prince George's County Historic Preservation Commission's Non-Capital Grant Program (Grant Program) provides grants to support projects that identify, preserve, promote, and protect the historic, cultural, and archeological resources of Prince George's County for the benefit of the public and to encourage the revitalization of communities. These grants are intended to help produce and disseminate information, stimulate public discussion about preservation, make technical expertise accessible, and encourage community partnerships. The Grant Program can be used to pay for the costs of professional services such as preservation and planning consultants, planning studies, design work, and educational, outreach, and conservation projects involving architectural, archeological or cultural resources.

The Grant Program provides three categories of grant awards 1) up to \$5,000; 2) between \$5,000 and \$25,000; and 3) up to \$5,000 for maintenance of threatened, "abandoned" historic cemeteries. Grant awards are provided to nonprofits, municipalities, individual owners, or contract purchasers of eligible properties in Prince George's County and for eligible projects identified herein. Grant awards up to \$5,000 are considered Mini-Grants and no match is required; grants above \$5,000 (up to \$25,000) require a 50% match for any amount over \$5,000 in either cash or in-kind contributions (for example, a grant award of \$5,500 will require a match of \$250, 50% of the \$500 value of the award that exceeds \$5,000). At its discretion, the HPC may also provide funding through this program to protect and preserve other historic cemeteries.

The Non-Capital Grant Fund is sponsored by the Prince George's County Government and administered by the County's Historic Preservation Commission (HPC) and The Maryland-National Capital Park and Planning Commission, Countywide Planning Division's Historic Preservation Section (M-NCPPC).

- II. **Program Requirements.** Architectural and archeological research, survey and documentation projects must be consistent with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or the *Standards and Guidelines for Archeological Investigations in Maryland* and the Prince George's County Planning Board's *Guidelines for Archeological Review*.

Those performing architectural and archeological research, and survey and documentation projects must meet the minimum requirements of the Secretary of the Interior's *Professional Qualification Standards* under 36 CFR 61.

For projects involving only one historic property (i.e. Historic Structure Reports, preservation/restoration plans, feasibility studies, etc.), the subject resource must be a designated Prince George's County Historic Site, Historic Resource, Historic District or a contributing resource therein or must be listed in the National Register of Historic Places as a contributing resource or must be determined by the Director of the Maryland Historical Trust (MHT) to be eligible for such listing.

For projects focused on the dissemination of information such as a lecture, workshop, conference, tour, or public event, funds cannot be used to defray the cost of attending such an event but rather the production, implementation, and promotion of such an event. Event-related expenses cannot be used to defray food and beverage expenses but can be used for hard costs such as equipment or venue rental and speaker honoraria. For projects with GIS or spatial data development components, the recipient must provide copies of all databases, image files and GIS files developed under the grant to M-NCPPC.

- III. **The Application Process.** Applications will be submitted to the HPC and copies of submitted applications will be forwarded to the HPC-appointed Non-Capital Grant Committee ("Grant Committee") to review and evaluate applications and recommend grant awards. The Grant Committee will evaluate each application based on recommendations from HPC staff. The recommendations of the Grant Committee will be forwarded to the HPC, which will vote on the Grant Committee's recommendations at a public meeting. Projects will then be funded based on availability of funds. Some projects may not be funded; some projects may not receive the full amount requested.
- IV. **Eligible Applicants.** An organization seeking funds must have historic preservation, heritage tourism, genealogy, history, or archeology among its primary and motivating purposes, and/or must be the owner or contract purchaser of a designated county Historic Site, Historic Resource, a contributing resource in a locally designated Historic District, and/or a contributing resource in a National Register Historic District or determined eligible for listing in the National Register by MHT. Eligible applicants may include:
- A. Municipal governments within Prince George's County;
  - B. 501(c)(3) educational institutions within Prince George's County;
  - C. 501(c)(3) charitable organizations, as defined by the Internal Revenue Code, whose purposes include preserving the county's history, preservation, or acquisition of historic properties, structures, facilities, sites, areas, or objects for preservation purposes. Charitable organizations submitting applications must include up-to-date documentation of their tax-exempt status. Organizations must be incorporated and operating for at least two consecutive years prior to the submission of the grant application (except for those nonprofit organizations established specifically for the purpose of historic preservation or organized for the benefit of preserving an individual property. Eligible charitable organizations must serve a public educational purpose and have bylaws, membership, elected officers, and conduct regularly scheduled meetings.
  - D. Religious organizations organized and incorporated under the laws of the State of Maryland conducting business within Prince George's County. The corporation shall be organized exclusively for religious, charitable, or educational, purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
  - E. Residents of Prince George's County or contract purchasers of eligible property within Prince George's County.
- V. **Ineligible Applicants.** Organizations and others that are *not* eligible to apply include:
- A. Museums and historic sites operated by M-NCPPC;
  - B. Museums and historic sites operated by county, state or federal government agencies;
  - C. For-profit organizations or corporations; and
  - D. County, state, or federal governments.
- VI. **Ownership of Project Properties.** The applicant must hold the property in fee simple ownership; or if the applicant is not the owner, the applicant must be able to provide evidence of a ratified contract for purchase, or the consent of the owner.
- VII. **Eligible Activities.** The following eligible activities are broadly defined and include examples of the kinds of projects that may be considered for funding. Eligible activities generally include, but are not limited to, the following:
- A. Plans and Reports. The preparation of architectural plans, designs, specifications, and cost estimates.
  - B. Cultural Resource Surveys. Surveys may be organized by municipal limits, by historic theme, or by property or site types. Grants may be used to prepare documentation associated a determination of eligibility for the National Register and for designation as a Prince George's County Historic Site. Examples of projects include historic sites surveys; architectural surveys; archeological surveys; and thematic surveys.

- C. Planning and Project Development Assistance. Grants are available for support for developing strategies for the preservation, restoration, or rehabilitation of a Historic Site or Resource. Grants are for predevelopment studies and planning for eligible properties. Community, municipal or regional preservation plans are also eligible for funding. Eligible planning activities include, but are not limited to:
- i. Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan;
  - ii. Hiring a preservation planner to produce historic district design guidelines or community pattern book;
  - iii. Preparation of preservation plans for a municipality or neighborhood;
  - iv. Hiring an organizational development consultant to facilitate a strategic planning retreat for the board of a nonprofit preservation organization;
  - v. Hiring a real estate development consultant to produce an economic feasibility study for the adaptive reuse of a threatened resource;
  - vi. Historic American Buildings Survey/Historic American Engineering Record documentation;
  - vii. Sponsoring a community forum to develop a shared vision for the future of historic preservation in the neighborhood;
  - viii. Preparation of preservation plans for the treatment of archeological sites; and
  - ix. Preparation of plans for adaptive use of historic properties.
- D. Inventory of historic resources and maintenance of comprehensive records of these resources (e.g., database development).
- E. Archeological reports and/or surveys and/or reports that identify potential locations of archeological sites. Projects can take the form of surveys, excavations, and artifact analyses, National Register Nominations, preservation and management plans. Archeological activities may not be associated with county, state or federal compliance projects.
- F. Engineering reports.
- G. Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources.
- H. Preparation of nomination forms for the National Register in accordance with the MHT standards, guidelines and documentation requirements. Examples of projects include nominations for individual historic properties and districts; multiple property nominations; and nominations for archeological sites.
- A. Pre-development reports to provide the historical, architectural, and archeological research necessary to properly and adequately document both the historic significance and the existing physical condition of the materials and features of a property or site. Pre-development work must be performed to ensure projects are historically appropriate.
- B. Plans for historic districts which may include recommendations for streetscape improvements, landscaping, traffic flow, parking, building use, guidelines for new construction, and gateways.
- I. Development and publication of design guidelines for planning and reviewing changes to locally designated historic properties and new construction in historic districts.
- J. Community education initiatives related to a historic property or site. Funding is available for the development of programs such as lectures, workshops, conferences, tours, and public events along with associated educational materials related to eligible properties or projects in order to actively engage the public.

- K. Public Programs. Funding may be requested for the research, development and execution of public programs that present some aspect of the Prince George's County life, history or culture. Examples of projects include interpretive exhibits; interpretative signs or plaques; special programs and commemorative events; website/web application development; walking and driving tours; wayfinding (the process of using spatial and environmental information to find our way in the built environment); and publications.
- L. Research and Writing. Funding to support original research and scholarly writing on some aspect of county life, history and culture leading to publications, public programs or exhibits. Examples of projects include research and writing and oral and documentary histories.
- M. The curation of artifacts, archives and collections;
- N. School Programs. Funding may be requested for the development or implementation of school-related projects dealing with some aspect of Prince George's County life, history and culture which encourages collaboration between teachers and preservation organizations, history organizations and museums. Examples of eligible education and outreach activities include: sponsoring a workshop related to historic preservation issues in the community; sponsoring workshops related to historic building restoration and rehabilitation work and green technology/energy efficiency issues for owners of historic properties; curriculum projects and teacher's guides relating to historic preservation or community heritage for schoolchildren; scholarly research on neighborhoods to be presented to the public-at-large; and producing heritage education materials directly related to architectural, archeological or cultural resources, ranging from publications to multimedia presentations;
- O. Abandoned Cemetery Maintenance. Funding up to \$5,000 may be requested for non-capital preventative maintenance of cemetery grounds to protect archeological remains, human remains, and burial markers from damage caused by vegetation overgrowth, dead trees, and other hazards. These funds are not be used for larger projects or for the "brick and mortar" maintenance of monuments, fences, or other structures, but can include certain types of cleaning. "Abandoned cemeteries" are defined as cemeteries that, over time, have been separated from their original owner(s) and are cemeteries for which no legally responsible party can be found. These cemeteries can be formerly church-owned or can be located on private property. These grant funds cannot be used to address compliance-related conditions such as those that arise from a development application, a fine, or a lien based on an identifiable lack of maintenance.

VIII. **Ineligible Activities.** The following activities and expenses are *not* eligible for funding under this program:

- A. Non-Capital grant funds cannot be used for entitlement project requirements or other regulatory obligations.
- B. Capital expenditures for building construction, "bricks and mortar" rehabilitation, restoration, preservation, stabilization, or mothballing of historic buildings;
- C. Organizational overhead costs, including existing staff salaries;
- D. Legal fees;
- E. Charges for deficits or overdrafts;
- F. Interest expenses (or other financing costs);
- G. Damage judgments arising from construction or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise;
- H. Projects that have been initiated prior to the date of the award;
- I. Projects that serve a religious purpose or promote or advance the beliefs or interests of religious creeds or practices;
- J. Endowments;
- K. Acquisition of objects for collections;
- L. Prizes and awards;

- M. Lobbying-related expenses;
- N. Projects associated with an organization's capacity-building activities;
- O. Expenses for entertainment, including food and beverage;
- P. Work including research and preparation of plans and reports performed outside the approved project period, including publication of previously completed manuscripts;
- Q. Mitigation activities performed as a condition or precondition for obtaining a county, state or federal permit or license.

- IX. **Grant Management**. An organization or individual seeking funds must demonstrate that they shall:
- A. Monitor the expenditure of project funds to contractors, firms, and other organizations and submit receipts upon completion of the project;
  - B. Report mid-project to the HPC on project progress and verify expenditures to date to the Grant Administrator;
  - C. Prepare a statement showing the amount of cash, in-kind contributions, or combination thereof, comprising the organization's required dollar-for-dollar match;
  - D. Submit vouchers documenting the value of in-kind matching contributions at a rate of \$25 per hour for professional assistance and \$15 for all other persons involved in the project;
  - E. Submit a final project report before the disbursement of the final grant award amount.

- X. **Grant Awards and Matching Requirements**. The actual number and size of grants will depend on available funding and the number and quality of proposals. The Grant Committee reserves the right to reject any and all proposals. Grant-supported project expenditures cannot begin until the successful applicant has received a fully executed Grant Agreement. For Mini-Grants, an initial grant installment payment of no more than 50% of the grant award will be made available upon execution of the Grant Contract.

For grants in excess of \$5,000, a 50% match is required for each dollar over the first \$5,000. This match may consist of cash, a grant award from other funders, an equivalent dollar value of in-kind contributions or a combination of all three. In-kind matches of labor and materials are permitted. The match may consist of cash, donated services, or the use of equipment. All in-kind services must be verified by a letter of support from the identified provider. Match funding may be raised and spent during the grant period. Applicants are encouraged to leverage funding opportunities by the pooling of resources among different funding streams to support cross-agency collaboration.

All eligible organizations and individuals have the option to submit an application at the funding level of their choice. The Mini-Grant is especially designed to provide competitive funding opportunities for smaller organizations and individuals with projects with a more limited scope.

All grant recipients must register as a vendor with the Maryland-National Capital Park and Planning Commission in order to receive any disbursements from grant awards, including the submission of an IRS form W-9. For each tax year in which reimbursement payments are made, M-NCPPC will issue the grant recipient an IRS Form 1099 to provide the total amount of award payments made that calendar year, which may impact your income tax liability. M-NCPPC employees do not provide tax advice, and it is recommended that you consult with your tax professional if you have any questions or concerns regarding possible tax liability.

- XI. **Eligible Costs**. Grant funds must be used for costs *directly* related to research, survey, planning and educational activities involving architectural, archeological or cultural resources. Any costs included in the project budget must be justified in the project narrative. You must support your grant request costs with estimates/bids from professionals. You are encouraged to obtain as many bids as you like to compare price versus value, but you must include at least two bids for each work item with your application, with only one of those selected and reflected in your budget. Eligible costs include:

- A. Consultant Fees: Consultant fees are eligible as lump sum contracts; however, the application and budget must detail and justify all work items included under the contract.
- B. Contractual Services: Contractual services may include items such as photography, printing and production costs. The budget and project narrative must detail and justify these costs.
- C. Materials and Supplies: The project narrative must detail these costs.
- D. Travel: Mileage costs must be billed using current IRS Standard Mileage Rates. Other travel costs must be reasonable and appropriate for the geographic region.

XII. **Criteria for Evaluation.** Each grant application will be evaluated by Historic Preservation Section staff and the HPC Grant Committee on the merits of its methods, goals, and products, with careful attention to the budget and demonstrated experience and administrative capability of the applicant in managing grant funds. *Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of the grant program, the County's Historic Sites and Districts Plan, and the local preservation community, and that the grant will be managed carefully in a professional manner.* All grant applications will be presented to the HPC for approval. Grant applications will be evaluated using the following criteria:

- A. **Project Impact/Educational Outreach Value.** The project stimulates or prompts other historic preservation projects or programs throughout the community, or raises awareness of historical, architectural, archeological, or cultural resources and promotes the preservation of such resources. (20 points)
- B. **Significance.** The architectural, archeological, or cultural significance of the resource (National Register, local designation). (20 points)
- C. **Innovation Value.** The project has potential to be a model and/or produce a unique product. (20 points)
- D. **Urgency.** Resource imminently endangered. (10 points)
- E. **Protective Value.** The project contributes to the long-term preservation, conservation, or documentation of the architectural, archeological, or cultural resources of the County. (20 points)
- F. **Administrative/Professional Capability.** Personnel for the project has the necessary training, education, and experience to carry out specific project goals. The project sponsor and administrative personnel have a record of successfully administering grant monies, meeting project deadlines, and following established procedures. The grant application is filled out clearly and concisely. (10 points)

XIII. **Submittal Deadlines and Review Schedule.** At this time, completed applications will be accepted for review on a rolling basis. The Grant Committee will normally evaluate applications within 30 days in receipt. The Grant Committee shall submit its findings and recommendations to the HPC for review and approval at a regularly scheduled public meeting. The HPC will then make final approval on the grant awards. All applicants are notified of the HPC's decision within fourteen (14) days of final approval. At its discretion, the Historic Preservation Commission may establish more formal application submittal deadlines.

XIV. **Maximum Number of Awards.** Eligible applicants may apply for and may receive one grant at a time. Applicants may apply for an additional grant if a prior project has been success fully completed.

XV. **Conditions for Receiving Grant Funds.** All applicants selected for funding under this program must complete and sign a Grant Contract. The contract stipulates the scope of work and project schedule, as well as schedules for project reports and reimbursement requests. Recipients must agree to fulfill several other conditions relating to the grant program before any funding is disbursed. These include but are not limited to:

- A. Project Timetable. It is expected that all work on funded projects will be complete d within 12 months of appropriation of grant funds. If a project has been delayed due to extenuating circumstances, a six-month extension may be granted at the discretion of M-NCPPC.

- B. Accountability. Grant recipients shall have regulations and internal operating procedures in place prior to awarding grants.
- C. Progress Reports. The applicant shall submit to the Grant Administrator an Interim and Final Report, outlining all work completed on the project. The Final Report shall be submitted with the final request for payment, together with appropriate work products.

XVI. **Procedure for Payment.** All grant recipients must register as a vendor with the Maryland-National Capital Park and Planning Commission in order to receive any disbursements from grant awards. To receive reimbursement, the grantee must submit itemized records, including copies of bills and invoices (stamped "paid"), of eligible expenditures to the Grant Administrator. The record submitted must itemize the cost of labor and materials, and describe the work performed. Reimbursement for the qualified itemized costs will be disbursed to the grantee upon review and acceptance by the Grant Administrator.

XVII. **Selection Process.** The selection process is competitive. The Grant Administrator will be available for consultation during the grant preparation/application process. The Grant Administrator will compile the applications to review for completeness. The Grant Committee will make recommendations of awards to the HPC, which will be reviewed and approved by the HPC at a regularly scheduled public meeting.

**Exhibit B**

**[NON-CAPITAL GRANT PROGRAM REIMBURSEMENT FORM]**



# Progress Report and Reimbursement Request rev. 03/2025

## *Prince George's County Historic Preservation Non-Capital Grant Program*

### INVOICES MUST INCLUDE THE FOLLOWING INFORMATION:

- Vendor/Contractor's Address
- Customer Address
- Invoice Date
- Invoice Number
- Due Date
- Contract/project number
- Itemized description of services performed with cost and total cost

In addition, please submit electronic copies of canceled checks or credit card /bank statements showing both sides of the check or the relevant transaction. Grant expenses must reflect the scope of work detailed in the contract and may not include overhead expenses or expenses such as fuel for travel, drinking water and meals. Photographs showing the completed work as applicable must be submitted with this request. You may use the table provided on the following page to list your invoices or submit your own spreadsheet, keeping the same basic format as the provided table. If you have any questions, please contact Daniel Tana at [daniel.tana@ppd.mncppc.org](mailto:daniel.tana@ppd.mncppc.org) or by phone at 301.952.3574. Please email the Progress Report, Reimbursement Request and all attachments to:

Daniel Tana, Planner III  
 Historic Preservation Section, Countywide Planning Division  
 Prince George's County Planning Department  
 THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
 1616 McCormick Drive  
 Largo, MD 20774

For each row on the following page, the values entered should follow this pattern:

**Total Cost – Match (Cash and/or In-Kind) = Reimbursement Request**

Ex. Total Cost - Match = Reimbursement Request

\$35,000 - \$10,000 = \$25,000

INVOICES AND OTHER REQUIRED PROOF OF PAYMENT MUST BE ATTACHED IN THE ORDER IN WHICH THEY ARE ENTERED BELOW

50% Match For Any Award Amount Over \$5,000

Section 5, Item K.

Invoice Date	Invoice #	Vendor	Description of Work Item	Total Cost	Cash	Value of In-Kind Match and Description, If Any	Reimbursement Request
Totals:							

I certify that all project work has been accomplished in accordance with the appropriate standards, as required by the Non-Capital Grant Program Contract.

I certify that to the best of my knowledge and belief, this report is true in all aspects, is in agreement with official accounting records, and that all disbursements have been made for the purposes of this contract.

\_\_\_\_\_  
Signature of legally authorized representative

\_\_\_\_\_  
Please print name and date

\_\_\_\_\_  
Contract #

\_\_\_\_\_  
Vendor #

\_\_\_\_\_  
Project Name

For M-NCPPC Staff Use Only

\_\_\_\_\_  
CWPD HP Supervisor Approval - Sign and Date

\_\_\_\_\_  
CWPD Division Chief Approval - Sign and Date

Reimbursement Effective Start Date: \_\_\_\_\_

Reimbursement Effective End Date: \_\_\_\_\_

**Exhibit C**

**NON-CAPITAL GRANT PROGRAM STAFF MEMO (C-1) and  
HISTORIC PRESERVATION COMMISSION APPROVAL LETTER (C-2)**



## NON-CAPITAL GRANT PROGRAM

### MEMORANDUM

**DATE:** January 13, 2026

**TO:** Historic Preservation Commission

**VIA:** Thomas Gross, Supervisor, Historic Preservation Section  
Kacy Rohn, HPC Liaison, Historic Preservation Section

**FROM:** Daniel Tana, Planner III, Historic Preservation Section

**RE:** **Non-Capital Grant Program Application 2025-006  
Bostwick Stables Conditions Assessment**

Applicant: Town of Bladensburg  
3901 48<sup>th</sup> Street  
Bladensburg, MD 20710

### **Background**

The applicant has submitted an application for a non-capital grant in the amount of \$25,000 to fund the creation of a conditions assessment for the stables at Bostwick (Historic Site 69-005-09). The stable building is located within the Environmental Setting of the Historic Site, and received funding from the Historic Property Grant Program in Fiscal Year 2010 to partially fund the replacement of the roof. Bostwick was built in 1746 for Christopher Lowndes and was later occupied by Benjamin Stoddert, his son-in-law and first Secretary of the Navy. Bostwick was listed on the National Register of Historic Places in 1975 and is protected by easements held by the Maryland Historical Trust and the Maryland-National Capital Park and Planning Commission. The property is owned by the Town of Bladensburg.

### **Scope of Request**

The requested non-capital grant funds would support hiring Encore Sustainable Architects to prepare measured drawings; conduct field surveys with the end goal of preparing a comprehensive existing conditions report; provide schematic designs and estimated cost reports for the planned future use of the property as an events center, community café, wine/beer garden, and recreation area; identify permit requirements; participate in formal meetings with the project committee, which consists of the Aman Memorial Trust and the Town of Bladensburg; and the preparation of a final report and executive summary of these plans.

### **Recommendations**

Based on the information provided by the applicant and the Historic Preservation Commission's adopted

Non-Capital Grant Guidelines, staff recommends the approval of a Non-Capital Grant in the amount of **\$25,000.00**. The application can be found to address the following evaluation criteria:

- (A) **Project Impact/Educational Outreach Value.** The project stimulates or prompts other historic preservation projects or programs throughout the community, or raises awareness of historical, architectural, archeological, or cultural resources and promotes the preservation of such resources.

*The future enhanced use of the Historic Site would raise the profile of the resource in the community, bring in new visitors, and raise awareness of the resource and related historic resources in the Town and adjacent communities.*

- (B) **Significance.** The architectural, archeological, or cultural significance of the resource (National Register, local designation).

*The subject property is a designated Prince George's County Historic Site and listed on the National Register of Historic Places. The main house is the earliest surviving building in the Town of Bladensburg.*

- (E) **Protective Value.** The project contributes to the long-term preservation, conservation, or documentation of the architectural, archeological, or cultural resources of the County.

*By helping to fund the creation of a conditions assessment, the grant award will contribute to the long-term preservation of the resource and will result in new documentation of the property's structures and architectural features.*

- (F) **Administrative/Professional Capability.** Personnel for the project has the necessary training, education, and experience to carry out specific project goals. The project sponsor and administrative personnel have a record of successfully administering grant monies, meeting project deadlines, and following established procedures. The grant application is filled out clearly and concisely.

*The project committee (the Town of Bladensburg and the Aman Memorial Trust) have managed several preservation projects at Bostwick and have demonstrated their administrative and professional capability. The identified consultant architect, Ward Bucher, AIA, principal of Encore Sustainable Architects, also has a long history of expertise with historic architecture.*

#### Attachments

2025-006 Non-Capital Grant Program Application

cc: Michelle Bailey-Hedgepeth  
Town Administrator  
Town of Bladensburg  
3901 48<sup>th</sup> Street  
Bladensburg MD 20710

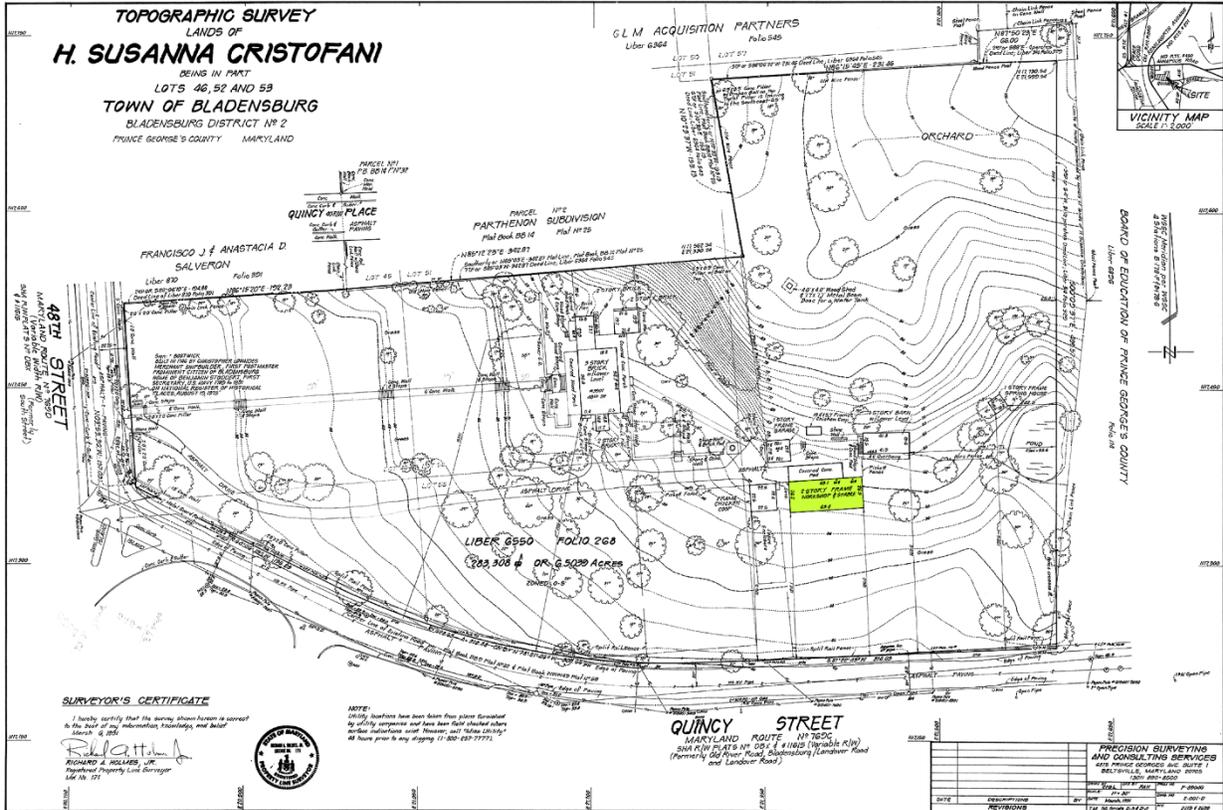


Figure 1: Topographic survey of Bostwick, with the stable building highlighted.



Figure 2: South elevation of the stable building.



Figure 3: Partial view of the north elevation and porch of the stable building.



Figure 4: Large covered porch area on the north elevation of the stable building.



Figure 5: Bostwick stable building interior, first level looking southeast.



Figure 6: Bostwick stable building interior, upper level looking east.



# PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

Section 5, Item K.

1616 McCormick Drive, Largo, Maryland 20774 • [pgplan.org/HPC](http://pgplan.org/HPC) • 301-952-3680 • [historicpreservation@ppd.mnccppc.org](mailto:historicpreservation@ppd.mnccppc.org)

January 23, 2026

Michelle Bailey-Hedgepeth  
Town Administrator  
Town of Bladensburg  
3901 48<sup>th</sup> Street  
Bladensburg, MD 20710

Dear Ms. Bailey-Hedgepeth:

Please be advised that the Prince George's County Historic Preservation Commission approved Non-Capital Grant Application 2025-006 at its meeting on January 20, 2026, to provide \$25,000 in funding for the creation of a conditions assessment for the stables at Bostwick (Historic Site 69-005-09). The Historic Preservation Commission congratulates you on your award. Further information, including a grant contract to be completed and signed, will be forthcoming from Historic Preservation Section staff.

Sincerely,

A handwritten signature in cursive script that reads "John Peter Thompson".

John Peter Thompson, Chairman  
Historic Preservation Commission



# Bladensburg Police Department Promotional Process Proposal

## Abstract

Attached is a proposal for a written examination and assessment center costs for the Bladensburg Police Department.



## **Summary**

The following proposal includes a promotional written examination and assessment center for the Bladensburg Police Department.

## **Assessment Center Assessors**

The Ure Consulting Group requests that the Bladensburg secure “outside” assessors. For the proposed assessment center, seven (7) assessors would be required from 8:00 a.m. to 5:00 p.m. (est.) on the day of assessments. Locating quality assessors is critical for a successful assessment center and we are finding it increasingly more challenging to locate assessors, due to a number of reasons, including everyone is very busy and currently committed to internal police department projects. For the proposed assessment center, seven (7) assessors and one (1) alternate would be required from 8:00 a.m. to 5:00 p.m. (est.) on the days of assessments.

In cases where assessors need to travel significant distances, Ure Consulting Group will arrange their lodging and include the actual cost in the final invoice. When booking accommodations, we prioritize convenience, competitive rates, and hotels that offer government rates. Additionally, it is recommended that the agency provide gift cards for assessors staying overnight.

## **Potential Assessment Center Exercises and Associated Dimensions** **(Number of exercises is dependent on the number of candidates)**

- **Leaderless Group Exercise**
  - Leadership
  - Problem Solving and Analysis
  - Interpersonal Dynamics
- **Professional Interview Exercise**
  - Leadership
  - Problem Solving and Analysis
  - Oral Communications
- **Graphic Biography Exercise**
  - Leadership
  - Oral Communications
- **Community Engagement Exercise**
  - Problem Solving and Analysis
  - Oral Communications
- **Written Exercise**
  - Job Knowledge
  - Written Communications
- **Role Play Exercise**
  - Problem Solving
  - Interpersonal Dynamics

**Assessment Center Scoring**

Our system utilizes consensus-based scoring rather than mathematical averaging. Though this is more time-consuming, we are committed to this model as we believe it provides the best opportunity for candidates to receive a fair score from the assessors.

**Assessment Center Location**

Moving forward, we would recommend that a possible site be identified as soon as possible. Logistically, we would require, at minimum, four rooms. On-site A/V equipment is a plus but not necessary. Three rooms would be assigned as exercise rooms, and one room would be assigned as the candidate “down room.”

**Assessment Center Projected Costs – Sergeant and Corporal**

Type	Description	Pricing
<p><b>Single Rank One-Day Assessment Center for Sergeant (Per Day)</b></p>	<p>Development and administration of an assessment center up to 9 candidates. Includes:</p> <ul style="list-style-type: none"> <li>• Development of exercises</li> <li>• Candidate feedback forms</li> <li>• Rank order list of candidates</li> <li>• Candidate Orientation session the day prior</li> </ul>	<p>\$7900</p>
<p><b>Single Rank One-Day Assessment Center for Corporal (Per Day)</b></p>	<p>Development and administration of an assessment center up to 9 candidates. Includes:</p> <ul style="list-style-type: none"> <li>• Development of exercises</li> <li>• Candidate feedback forms</li> <li>• Rank order list of candidates</li> <li>• Candidate Orientation session the day prior</li> </ul>	<p>\$7900</p>
<p><b>Single Rank One-Day Assessment Center for Lieutenant (Per Day)</b></p>	<p>Development and administration of an assessment center up to 9 candidates. Includes:</p> <ul style="list-style-type: none"> <li>• Development of exercises</li> <li>• Candidate feedback forms</li> <li>• Rank order list of candidates</li> </ul> <p>Candidate Orientation session the day prior</p>	<p>\$7900</p>



organizations to test on specific subject content, including policies and procedures. Therefore, we not only utilize, but embrace each agency's self-selected reading material, including policies and procedures. We also stand ready to provide reading material recommendations based on what we have seen to be highly successful in the Police service, particularly in Texas.

**Unused Paper Promotional Examination “Buy-Back”**

Our business model does not include a “buy-back” process for unused examinations. Our model is designed to develop a custom examination, priced based on a “project cost” and not per item/examination. We find this works extremely well, especially with promotional examinations for smaller and midsize public safety agencies.

**Appeal Process**

We stand behind our process and realize that some exam candidates may appeal questions. We are very proud that this is quite a rarity with our exam questions; however, should an appeal(s) arise with your agency, we will respond quickly with an analysis as to the appeal nature and provide a (quick) comprehensive recommendation. There is no additional fee for this service.

***This proposal is valid for a period of 90 days from the date of issuance.***

***End of Proposal***

# Promotional Assessment Services

## Bladensburg, MD

Contact information for the  
International Association of Chiefs of Police

Professional Services  
44 Canal Center Plaza, Suite 200  
Alexandria, VA 22314  
[professionalservices@theIACP.org](mailto:professionalservices@theIACP.org)  
1 (800) THE IACP

## Contents

Association (Firm) Information .....1  
    International Association of Chiefs of Police (IACP) .....1  
Assessment Services .....3  
    Job Analysis .....3  
    Written Exam .....3  
    Option 1: Assessment Center Development and Administration .....4  
    Option 2: Assessment Center Development Technical Assistance .....6  
Project Timeline .....8  
Cost Proposal .....9  
Book List:.....10

## Association (Firm) Information

### International Association of Chiefs of Police (IACP)

International Association of Chiefs of Police  
44 Canal Center Plaza, Suite 200  
Alexandria, VA 22314  
(703) 836-6767 or 1-800-THE-IACP  
[www.theiacp.org](http://www.theiacp.org)

The International Association of Chiefs of Police (IACP) is the world's largest and most influential professional association for police leaders. With more than 35,000 members in over 177 countries, the IACP is a recognized global leader in policing. Since 1893, the association has been advancing leadership and professionalism in policing worldwide.

IACP is a 501(c) 3 non-profit corporation, chartered in the District of Columbia (1943) and headquartered in Alexandria, Virginia. It has a full-time staff of 145 employees. In addition to chiefs of police and law enforcement personnel of other ranks, IACP members include criminal justice researchers, university faculty, and members of many other professions. IACP promotes the highest standards of performance and conduct within the police profession.

The IACP differs from private firms that offer assessment services. We are motivated by our commitment to improving the law enforcement profession. Assisting law enforcement agencies in the promotion of this leadership helps us attain that goal. The IACP helps agencies identify highly qualified leaders whose management style and knowledge of law enforcement are consistent with the priorities of your department. The key components and benefits to engaging the services of IACP include:

- **Credibility.** IACP commands preeminent status among police executive associations. This confers special prestige and credibility to these studies. Government officials, the public, and law enforcement officers and officials highly respect and value the findings and recommendations of IACP.
- **Exclusive Focus.** IACP concentrates its efforts exclusively on law enforcement matters. IACP does not diffuse its interests and capacities. The obligation of IACP is to law enforcement innovation and professionalism, and this is a driving force in these efforts.
- **Performance Record.** The range of engagements conducted by IACP, and the number of repeat clients, attest to the product value and client satisfaction. IACP has worked with law enforcement clients of every conceivable size, structure, and mission, and the IACP team is equipped to deal with any issue or circumstance affecting your organization and community.
- **Resource Depth.** IACP staff comprises nearly 140 former police executives and practitioners, social scientists, technology specialists, management analysts, and trainers, who possess collectively, 21st century policing capacities in every facet of law enforcement policy and practice. Augmented by a national and international network of

consultants and committee members, IACP staff and resources are unsurpassed in depth and quality.

- **Innovations Leadership.** Developing and discovering contemporary approaches and innovations to stimulate law enforcement effectiveness and productivity and to protect communities is central to the IACP mission. IACP continually assesses the needs of the law enforcement profession, and the public served, and the IACP consciously and continuously expands the portfolio of staff and expertise, accordingly, allowing IACP to provide the most up to date and comprehensive services to clients.

## Assessment Services

The IACP will develop a promotional exam with an assessment center for the ranks of corporal, sergeant, and lieutenant for the Bladensburg Police Department.

The procedures described below outline the IACP approaches to the promotional assessment process. The written exam is comprised of 100 multiple choice questions sourced from internal and external reading materials decided on by the agency in coordination with IACP. In the assessment center, candidates participate in a series of exercises that simulate critical aspects of the target job. The assessment center candidates will participate in three exercises. Trained assessors observe each candidate's performance and evaluate the candidates' behavior on predefined dimensions that relate to success on the job.

### Job Analysis

A job analysis is a complete definition of a target job including a comprehensive list of tasks, duties, and responsibilities, as well as a list of minimum knowledge, skills, and abilities required to perform the job. The IACP will perform a job analysis for each rank being tested.

**Data Collection:** The department will provide the IACP with existing information concerning the target jobs (job descriptions, class specifications, training manuals, SOPs, etc.). IACP will conduct a review of these materials and draw on them with new data collection to complete each job analysis.

IACP representatives will make observations and conduct interviews with subject matter experts. Special attention will be given to the human behavior required in the position. Data will be collected concerning:

- Tasks, duties, and responsibilities
- Knowledge, skills, and abilities
- Examples of effective and ineffective job behavior

**Survey:** Based on the data collected in previous steps, the IACP will develop and administer a job analysis survey to incumbents. Information will be collected and integrated by the IACP and reviewed for accuracy by subject matter experts at your agency.

The results of the job analysis inform the development of the written examination and assessment center exercises to ensure they reflect the requirements of the target rank. This provides the method for content validation.

### Written Exam

Written examinations are multiple-choice tests covering the domain of job knowledge required for the promotional rank.

**Reading List:** The reading list is an important first step in the process. IACP will work with the Bladensburg Police Department to craft a balanced list of sources, both internal and external, that

are appropriate for the target rank. This list should be finalized and distributed to candidates at least 3 months prior to exam administration.

**Study Guide:** These guides include a list of sources for the examination, sample items, and instructions to help candidates prepare for the examination. Study guides are provided to candidates well before test administration.

**Test Development:** Test development is directly based on job analysis information, providing the basis for content validity. Multiple-choice job knowledge items will be developed from sources on the reading list.

**Administration:** The department can self-administer the exam on their own under structured conditions. IACP will provide all instructions and materials needed for administration.

**Test Security:** The IACP will maintain tight security parameters for all testing materials. During the test development process, only IACP staff and item writers will have access to the test materials. During the test administration process, test materials will be stored in a secure location with only authorized user access. Candidates will not be allowed into the testing space with electronics or other non-approved materials.

**Review:** Candidates can review their examinations under controlled conditions. IACP will consider any appeal or comments and make recommendations.

**Results and Documentation:** Candidate scoresheets will be sent back to the IACP for computer scoring of test responses. All work conducted will be documented, and a complete score report given to the organization.

### Option 1: Assessment Center Development and Administration

Based on information obtained in the job analysis, IACP can develop the following exercises which evaluate dimensions that reflect the requirements of the target job. The IACP can develop exercises that represent these unique situations and provide information as to the abilities of candidates to deal effectively with such challenges.

#### Exercise Types:

- In-Basket
- Structured Interview
- Analysis Presentation
- Role Play
- Scenario

#### *In-Basket*

The In-Basket exercise closely simulates the day-to-day supervisory and decision-making activities performed by the target rank. The exercise presents candidates with many problems at varying levels of complexity. The candidates are given scenarios typically handled at the target rank and instructed to provide appropriate responses in writing. These scenarios may be presented in the

form of a letter, email, memo, graph, table, or other internal document. Each of the items will require a response from the candidate, and some items are related.

#### *Structured Interview*

This exercise allows the candidate to respond to questions regarding their skills and experience. The questions are a mix of behavioral questions (in which candidates describe their relevant skills and experience) and performance-based questions (in which candidates respond to scenarios that are commonly handled by the target rank).

#### *Analysis/Community Presentation*

Candidates are presented with background information on a selected relevant topic and directed to prepare a presentation. They are given a designated period to give their presentation, which is followed by a question-and-answer session designed to challenge their presentation. The Analysis Presentation exercise simulates public presentations and/or presentations to command staff or subordinates.

#### *Role Play*

The role play exercise simulates a meeting between the candidate and a citizen, a subordinate employee, or a stakeholder of some kind. Although the exercise is a simulation, candidates reveal their supervisory/interpersonal skills in establishing rapport with the role player, uncovering relevant information, assessing the problem, listening carefully to the role player's responses and making use of that information, and coming up with a solution that will address the problem.

#### *Scenario*

This exercise is a simulation that gives candidates a challenging scenario that is unfolding. Using available information, candidates assess the situation and deploy resources to most effectively manage the situation. Candidates must adapt to changing circumstances, displaying sound decision making and problem solving.

**Dimensions Evaluated:** Candidates are systematically evaluated based on benchmarks tied to a series of behavioral dimensions that capture the leadership competencies necessary to successfully act as a police leader.

- Oral Communication
- Written Communication
- Delegation and Control
- Interpersonal Insight
- Problem Solving
- Planning and Organization
- Judgement
- Decisiveness

### **Assessment Center Administration**

The IACP can administer an assessment center, including the following aspects:

**Candidate Orientation:** A virtual orientation session will be conducted for candidates. The orientation will describe the process and include illustrative examples. The duration of the orientation is approximately one hour.

**Assessor Recruitment:** Either the IACP or the department will be responsible for the recruitment of assessors. The total number of assessors needed is directly based on the number of candidates going through the assessment center.

**Assessor Training:** Assessors will participate in training conducted by the IACP. The core of this training will be practice and feedback, using the actual exercises to be used and the associated assessor report forms. Training takes half a day to one full day.

**Assessment Center Administration:** Assessment center candidates will participate in exercises during an all-day, intensive period of assessment.

All activities will be scheduled in advance, and an IACP Administrator will monitor all procedures.

**Test Security:** The IACP will maintain tight security parameters for all testing materials. During the assessment center development process, only IACP staff and exercise developers will have access to the test materials. At the start of assessor training, assessors are educated on the importance of test security and sign a non-disclosure agreement. Once the scoring process is over, only IACP staff will have access to the test materials.

**Report Writing/Scoring:** Each assessor reviews the data collected on a candidate to assign a numerical score on the job-related dimensions measured by the assessment center exercises. The scores are made independently and without discussion with other assessors. Not only are the numerical scores recorded, but ratings are supported by specific examples of behavior observed in each exercise.

### **Assessment Center Results and Documentation**

Following the conclusion of the assessment center, the IACP will prepare a final report for the agency that includes a summary of candidate performance data. Information concerning candidates includes an overall summary score as well as ratings and behavioral information concerning each candidate's strengths and weaknesses in performance-related dimensions.

**Data Integration:** After the completion of exercises and report writing, data concerning candidates is combined. This integration is accomplished by statistical combination of data. The final rating on each performance dimension is based on multiple raters evaluating performance in different situations. The result is a comprehensive picture of each candidate's capabilities and a quantitative evaluation on job-related dimensions.

**Candidate Feedback:** Individual feedback reports consist of a candidate's competency and total score compared to the average of the group. These reports will be prepared by the IACP for distribution to participating candidates.

### **Option 2: Assessment Center Development Technical Assistance**

IACP can assist the Bladensburg Police Department in developing their own assessment center and will provide a subject matter expert (SME) for up to 60 hours to provide technical assistance.<sup>1</sup>

---

<sup>1</sup> Additional technical assistance beyond the 60 hours is available at an hourly rate.

The technical assistance will include a two-day (approximately 16 hours) training on all elements of an assessment center, including assessment center administration, how to develop exercises with measurable dimensions and benchmarks, assessor recruitment and training, report writing and scoring, and data integration. Following the training, the SME will be available to the Bladensburg Police Department throughout the development and administration process to provide guidance and to address any question the department may have.

## Project Timeline

IACP typically needs about four (4) months to create and administer the services outlined in this proposal. Below are the timelines for the Corporal, Sergeant, and Lieutenant promotional processes.

### Written Exam with Assessment Center

Activity	Estimated Timeframe
Kick-off Call for Project Planning	Month 1
Job Analysis (Interviews, Surveys)	Month 1 and 2
Candidate Orientation	Month 2
Written Exam and Assessment Center Development	Month 2 and 3
<b>Written Exam Administration</b>	<b>Month 3</b>
Challenge Period (optional)	5 -7 days
<b>Written Exam Scores</b>	5 business days after challenge period or receipt of answer sheets
<b>Assessment Center Administration</b>	<b>Month 4</b>
Assessment Center Scores and Feedback Reports	2 weeks after administration

## Cost Proposal

The proposal includes all developmental, administrative, and travel costs for IACP staff.

Promotional Process	Cost
<b>OPTION 1</b>	
Semi-custom Written Exam for CPL/SGT and LT	\$12,500
Assessment Center for CPL, SGT, and LT	\$25,800
<b>Total Written Exam &amp; Assessment Center for CPL, SGT, and LT</b>	<b>\$38,300</b>
<b>OPTION 2</b>	
Semi-custom Written Exam for CPL/SGT and LT	\$12,500
Assessment Center Development Technical Assistance (60hrs)*	\$10,800
<b>Total Written Exam &amp; Assessment Center TA for CPL, SGT, and LT</b>	<b>\$23,300</b>

\* Additional subject matter expertise beyond the 60 hours is available at the rate of \$150/hr. Prior to engaging in any additional hours, IACP will first obtain written approval from the department.

If the agency is not able to secure volunteer assessors from area agencies, the IACP may bring on experienced assessors for a maximum of \$850 daily honoraria, which, plus cost of travel, would be reimbursed back to IACP by the Bladensburg Police Department.

## Book List:

This merely lists some of the most frequently utilized books we maintain item banks for. Exams can be made from any combination of these books, as well as custom items written from department policy/books not featured here.

### **General Leadership Books:**

*Start with Why* – Simon Sinek

*Extreme Ownership* - Jocko Willink, Leif Babin

*HBR's 10 Must Reads on Emotional Intelligence* – Various

*Lincoln on Leadership: Executive Strategies for Tough Times* – Donald T. Phillips

*The Dichotomy of Leadership* – Jocko Willink, Leif Babin

*It's Your Ship: Management Techniques* – Michael Abrashoff

*Leadership on the Line* – Ronald A. Heifetz, Marty Linsky

### **Police Specific (Textbooks):**

*Supervision of Police Personnel (9th Ed.)* – Iannone & Bernstein

*Effective Police Supervision (9th Ed.)* – Miller, More & Braswell

*Criminal Investigation: The Art and the Science (9th Ed.)* - Lyman

*Managing and Leading Today's Police (4th Ed.)* – Kenneth J. Peak, Ronald Glensor, Larry K. Gaines

*Police Field Operations (8th Ed.)* - Thomas Francis Adams

*Police Administration (10th Ed.)* - Gary W. Cordner

### **Police Specific (Non-Textbooks):**

*Law Officer's Pocket Manual (2023 Edition)* – Miles, Richardson, Scudellari

*Quick Reference Legal Guide for Law Enforcement (2022-2023 Session)* – Legal and Liability Risk Management Institute

*Emotional Survival for Law Enforcement (Revised Edition)* – Kevin M. Gilmartin

*Essential Leadership Lessons from the Thin Blue Line* – Dean Crisp

*"Good to Great" Policing: Application of Business Management Principles in the Public Sector* – Wexler, Wycoff, Fischer.

*21<sup>st</sup> Century Taskforce Report* – U.S. Government

*Leadership Lessons from the Thin Blue Line (2017)* - Dean Crisp



**International Association of Chiefs of Police**

44 Canal Center Plaza, Suite 200  
Alexandria, VA 22314

Direct: 703-836-6767  
Main Line: 800-THE-IACP  
Fax: 703-836-4543

**[www.theIACP.org](http://www.theIACP.org)**

A large, decorative graphic consisting of a white wave shape with a teal border, curving across the middle of the page.

# **PROMOTIONAL TESTING SERVICES PRICING SHEET**

- 4 Exercise Assessment Center - Static Tactical** (Maximum of 8 candidates per day):
  - One Day - \$9,500 (\$2,300 each additional day).

- 
- 4 Exercise Assessment Center – Video Tactical (Fire), Dynamic Tactical (LE, Corr)** (Maximum of 8 candidates per day):
    - One Day - \$12,900 (\$3,000 each additional day).

- 
- Virtual Candidate Workshop - \$500**  
(WA State Agencies will have State tax added to this service).

- 
- Work Performance Rating**
    - One day: \$2,400 (Plus \$2,000 for each additional day).

- 
- Semi-Customized Written Examination for Washington State Agencies**  
\$2,100 for the first ten candidates (minimum charge);  
\$100 for each additional candidate. *70 test bank/  
30 custom questions.*

- 
- Semi-Customized Written Examination for Non - Washington State Agencies**  
\$3,500 for the first ten candidates (minimum charge);  
\$100 for each additional candidate. *30 test bank/  
70 custom questions.*

- 
- Fully Customized Written Examination**  
\$4,200 for the first ten candidates (minimum charge);  
\$100 for each additional candidate. *100 custom  
questions.*

- 
- Supervisory Skills & Abilities Promotional Test.**  
\$6,500 for up to 5 candidates, plus \$2,000 for each additional day; up to 5 candidates each day.

- 
- Command Skills & Abilities Promotional Test.**  
\$7,500 for up to 4 candidates, plus \$2,000 for each additional day; up to 4 candidates each day.

- Other Services:**
  - Onsite Written Exam Proctoring - \$100/hr
  - Virtual Remote Written Test Delivery and Proctoring Fee - \$1,500 (not including test).  
(WA State Agencies will have tax added to the service fee only).
  - Performance Profile Indicator (PPI) - \$200 per candidate.

### *Invoicing.*

PST will invoice the agency within 30 days of the work being completed.

### *Credit Card.*

A three percent (3%) fee will be added at the time of payment made using a credit card to cover processing fees.

---

### *Additional Costs:*

---

*PST's actual costs incurred for travel, meals (per diem no receipts), lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the current federal standard mileage rate per mile. A 4% surcharge is added to these expenses to cover administrative fees. Washington State sales tax is NOT charged.*



# Agenda Item Summary Report

**Meeting Date:**  
March 9, 2026

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

**Item Title: ACTION ITEM |** Approval of a Contract with IACP for the Police Promotional Process and authorization for the Town Administrator to execute a contract not to exceed \$38,300.

**ACTION ITEM |** Approval of a Contract with IACP for the Police Promotional Process and authorization for the Town Administrator to execute a contract not to exceed \$38,300.

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

**Documentation Attached:**  
Other Quotes for Services

**Recommended Action:**  
Staff recommends Council approval of a contract with IACP for the Police Promotional Process. Funding for this contract will come from Professional Development Funds and Automated Enforcement

### Council Summary

Staff is requesting Council approval to enter into a contract with the International Association of Chiefs of Police (IACP) to conduct the Town’s Police Department promotional process, and authorization for the Town Administrator to execute a contract in an amount not to exceed \$38,300.

### Procurement Process

The Town issued three solicitations for professional services to conduct the promotional process. After review, staff is recommending award to IACP based on qualifications, experience, and national reputation in administering legally defensible and professionally recognized law enforcement promotional assessments.

The IACP is the world’s largest professional association for police leaders, representing more than 35,000 members in over 177 countries. Established in 1893, the organization is widely recognized as a global authority in advancing leadership, ethics, and professionalism in policing.

### Rationale for External Administration

Acting Chief Frishkorn has requested that the promotional process be administered by an independent, third-party organization to ensure:

- Fairness and impartiality
- Credibility with sworn personnel
- Legal defensibility
- Transparency in evaluation standards
- Alignment with industry best practices

Promotional processes in law enforcement are often highly sensitive matters, as they directly affect:

- Career advancement
- Compensation
- Supervisory authority
- Department morale
- Organizational culture

Historically, promotional procedures have been a source of concern among officers. Utilizing an independent, nationally recognized organization helps mitigate perceptions of bias and strengthens institutional trust.

**Operational Need**

There are currently two acting supervisory positions, one of which is approaching two years in acting status.

Additional supervisory vacancies are anticipated.

The Department does not currently have an active eligibility list.

Approval of this contract will:

- Establish a two-year promotional eligibility list
- Provide structured, standardized testing and assessment
- Support long-term succession planning
- Reinforce professional standards and organizational stability

**Fiscal Impact**

The contract amount will not exceed \$38,300, subject to final confirmation of the scope.

**Recommendation**

Staff recommends approval of the contract with the International Association of Chiefs of Police and authorization for the Town Administrator to execute the agreement. This action supports transparency, professionalism, and organizational integrity within the Police Department.

The Town Administrator and Acting Chief are available to answer any questions.

<b>Budgeted Item:</b> Yes [ ] No [ X ] <b>Budgeted Amount:</b> 18,300 Professional Development / 20,000 Automated Speed Enforcement <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title:</b>	
<b>Resolution 12-2026:</b> <i>A Resolution for the Town of Bladensburg declaring April as No Mow April</i>	
<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.	
<b>Item Summary:</b> In response to an idea that was brought up by Lois Kenkel and supported by the Town’s Green Team the Town will be asking the Council to support a “No Mow April”. The Town will provide signage to residents who choose to participate and they penalties for exceeding the height of grass will be suspended.  Code Enforcement Supervisor Rhinehart spoke with the municipalities of <b>College Park, University Park, and Greenbelt</b> about their implementation of these programs which support pollinators in the early spring.  The Resolution has the following highlights: 1. The month of April shall be officially declared "No Mow April" in the Town of Bladensburg. 2. During the month of April, residents are encouraged to refrain from mowing their lawns to support pollinator habitats and promote biodiversity. 3. Penalties for exceeding the height of grass in residential areas during the month of April shall be temporarily suspended for residents who notify the Town of their intent to participate. 4. The Town of Bladensburg shall actively promote No Mow April through public announcements, social media campaigns, and community events to raise awareness and encourage participation. 5. Residents are encouraged to utilize resources and information provided by the town to adopt pollinator-friendly lawn care practices beyond the month of April. 6. This resolution shall take effect immediately upon its passage.  If there are any questions the Town Administrator will answer any questions.	
<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost: NA</b> <b>Ongoing Cost: NA</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



**Town of Bladensburg, Maryland  
RESOLUTION NO. 12-2026**

**Date Introduced: March 9, 2026**

**Date Adopted: March 9, 2026**

**Date Effective: March 9, 2026**

**A Resolution for the Town of Bladensburg declaring April as No Mow April**

**Whereas**, the Town of Bladensburg recognizes the vital role that pollinators play in our local ecosystem, contributing to the health and diversity of our natural environment and

**Whereas**, excessive mowing of grass and vegetation can disrupt pollinator habitats, diminish biodiversity, and contribute to soil erosion and

**Whereas**, promoting pollinator-friendly practices aligns with the town's commitment to environmental sustainability and stewardship of natural resources; and

**Whereas**, residents of Bladensburg have expressed a desire to support pollinators and adopt more environmentally friendly lawn care practices; and

**Whereas**, current regulations and penalties for exceeding the height of grass in residential areas may discourage residents from allowing their lawns to grow to a length conducive to supporting pollinators;

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

1. The month of April shall be officially declared "No Mow April" in the Town of Bladensburg.
2. During the month of April, residents are encouraged to refrain from mowing their lawns to support pollinator habitats and promote biodiversity.
3. Penalties for exceeding the height of grass in residential areas during the month of April shall be temporarily suspended for residents who notify the Town of their intent to participate.
4. The Town of Bladensburg shall actively promote No Mow April through public announcements, social media campaigns, and community events to raise awareness and encourage participation.

5. Residents are encouraged to utilize resources and information provided by the town to adopt pollinator-friendly lawn care practices beyond the month of April.

6. This resolution shall take effect immediately upon its passage.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_ Day of March, \_\_\_\_\_ 2026 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Michelle Bailey-Hedgepeth  
Town Administrator/ Acting Town Clerk

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



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

**Resolution 14-2026 | A Resolution of the Mayor and Council of the Town of Bladensburg supporting a joint application with the Amen Memorial Trust to the Planning Management Assistance Program (PMAC) of the Maryland-National Capital Park and Planning Commission for a feasibility and activation study of the outdoor spaces and stables at the Bostwick House.**

**Support for Joint PMAC Application – Bostwick House Outdoor Activation Study**

<b>Work Session Item [X ]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Resolution
--	--

**Recommended Action:**

Adopt Resolution 14-2026 in support of the joint PMAC application for the Bostwick House outdoor feasibility and activation study.

Summary:

Resolution 14-2026 authorizes the Mayor and Council of the Town of Bladensburg to formally support a joint application with the Amen Memorial Trust to the Planning Management Assistance Program (PMAC) administered by the Maryland-National Capital Park and Planning Commission.

The proposed PMAC application seeks technical assistance to conduct a feasibility and activation study of the outdoor spaces and stables at the historic Bostwick House.

The study is intended to:

- Evaluate previously developed renderings and conceptual plans for the stables and surrounding grounds
- Assess opportunities for public activation, events, and community programming
- Analyze infrastructure considerations, including restrooms, parking, environmental constraints, and site access
- Develop a planning framework that can support future capital fundraising and phased improvements

The Town and the Amen Memorial Trust have partnered on preservation and revitalization efforts at Boswick House and continue to pursue opportunities to enhance the site’s accessibility, sustainability, and long-term viability. The PMAC program provides professional planning and policy analysis assistance to local governments and nonprofit organizations and does not require a direct financial appropriation from the Town for consultant services.

Approval of Resolution 14-2026 demonstrates the Town’s formal support for the joint application and affirms continued collaboration with the Amen Memorial Trust on future fundraising and implementation efforts.

<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> TBD <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. 14-2026

**Date Introduced:** March 9, 2026

**Date Adopted:** March 9, 2026

**Date Effective:** March 9, 2026

A Resolution of the Mayor and Council of the **Town of Bladensburg** supporting a joint application with the Amen Memorial Trust to the Planning Management Assistance Program (PMAC) of the **Maryland-National Capital Park and Planning Commission** for a feasibility and activation study of the outdoor spaces and stables at the **Bostwick House**.

**WHEREAS**, the Bostwick House is a historic asset within the Town of Bladensburg, and the Town supports its continued preservation, activation, and public use; and

**WHEREAS**, the Town of Bladensburg and the Aman Memorial Trust have partnered in the renovation and revitalization of the Bostwick House property and have sought opportunities to increase public accessibility and long-term financial sustainability of the site; and

**WHEREAS**, the Planning Management Assistance Program (PMAC), administered by the Maryland-National Capital Park and Planning Commission, provides technical assistance and professional planning services to local governments and nonprofit organizations for projects and policy initiatives; and

**WHEREAS**, the Town and the Aman Memorial Trust desire to submit a joint application to the PMAC program for a study and report evaluating the activation potential of the Bostwick House stables and surrounding outdoor areas; and

**WHEREAS**, the proposed study will evaluate previously prepared renderings and conceptual drawings and assess opportunities for the use of the stable barn and exterior spaces for public events and community programming; and

**WHEREAS**, the study will further analyze potential ancillary improvements, including restroom facilities, parking considerations, environmental constraints, and other infrastructure elements necessary to support public activation; and

**WHEREAS**, the purpose of the study is to develop a comprehensive and actionable project framework that may be presented to future funding sources and used to guide phased implementation efforts;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Town of Bladensburg hereby support the submission of a joint application with the Amen Memorial Trust to the Maryland-National Capital Park and Planning Commission’s Planning Management Assistance Program for a feasibility and environmental study related to the activation of the Bostwick House stables and outdoor areas.

**BE IT FURTHER RESOLVED**, that the Town Council and the Amen Memorial Trust shall continue to collaborate on planning, fundraising, and implementation efforts to ensure the long-term viability and public benefit of the Bostwick House property.

Attest:

\_\_\_\_\_  
Michelle Bailey-Hedgepeth  
Town Administrator/ Acting Town Clerk

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



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth. Town Administrator
<b>Item Title: Resolution 15-2026   A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BLADENSBURG APPOINTING NEIL RYAN TO THE BOARD OF DIRECTORS OF THE BCCE PORT TOWNS COMMUNITY DEVELOPMENT CORPORATION.</b>	
A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BLADENSBURG APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE BCCE PORT TOWNS COMMUNITY DEVELOPMENT CORPORATION	
<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>	
Selection and Approval of members to the BCCE Port Towns CDC.	
<p><b>Background:</b> In April 2024, the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston jointly resolved to form the BCCE Port Towns Community Development Corporation (CDC). The purpose of the CDC is to foster economic development, support community revitalization efforts, and enhance the overall quality of life for residents across the four Port Towns.</p> <p>The structure of the CDC requires each participating municipality to appoint two representatives to serve on the Board of Directors. Representation includes:</p> <ul style="list-style-type: none"> <li>• One member of the Town Council was appointed in Fall 2025, Council Member Blount, and</li> <li>• One community or business representative with expertise and demonstrated interest in the CDC’s goals and objectives is being recommended for approval tonight, Neil Ryan from EM Block.</li> </ul> <p>Additionally, the CDC framework provides for one at-large appointment made by the collective body.</p> <p>These appointments ensure the Town of Bladensburg has full participation in the governance of the BCCE Port Towns CDC and continues to play an active role in guiding regional strategies for economic growth, revitalization, and community development. Appointees will collaborate with representatives from the other Port Towns to establish policies, oversee programs, and advance initiatives that benefit the entire Port Towns area.</p> <p><b>Recommendation:</b> It is recommended that the Council select members and pass the resolution appointing the Business representative, Neil Ryan, to the BCCE Port Towns CDC Board of Directors.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>



## Town of Bladensburg, Maryland

### RESOLUTION NO. 15-2026

**Date Introduced:** March 9, 2026

**Date Adopted:** March 9, 2026

**Date Effective:** March 9, 2026

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BLADENSBURG APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE BCCE PORT TOWNS COMMUNITY DEVELOPMENT CORPORATION**

**WHEREAS**, the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston resolved in 2024 to form the BCCE Port Towns Community Development Corporation (CDC); and

**WHEREAS**, the purpose of the BCCE Port Towns CDC is to support economic development, community revitalization, and to enhance the quality of life for the residents of the Port Towns; and

**WHEREAS**, pursuant to the governance structure of the BCCE Port Towns CDC, each participating Town shall appoint two members to the Board of Directors, with one member appointed by the body at large; and

**WHEREAS**, each Town shall appoint (1) one member of its Town Council and (1) one community or business representative with expertise and demonstrated interest in the goals and objectives of the CDC; and

**WHEREAS**, the Town of Bladensburg wishes to confirm its appointments to the BCCE Port Towns CDC Board of Directors for the initial two-year term beginning October 1, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of the Town of Bladensburg that the following individuals are hereby appointed to serve as members of the Board of Directors of the BCCE Port Towns Community Development Corporation:

**Neil Ryan, Community/Business Representative for the Town of Bladensburg**

**BE IT FURTHER RESOLVED**, that the term of service for each appointee shall be for a period of two (2) years, commencing October 1, 2025, and continuing until September 30, 2027, or until such time as a successor is duly appointed.

**ADOPTED** by the Mayor and Town Council of the Town of Bladensburg at a duly called meeting held on **March 9 2026**.

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

Attest:

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

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



# Agenda Item Summary Report

<b>Meeting Date:</b> March 9, 2026	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	---

**Resolution 16-2026** | A Resolution of the Mayor and Council of the Town of Bladensburg in Support of HB 1142 / SB — Establishing the Task Force to Modernize County and Municipal Revenue Sources

**Support for proposed legislation by MML for a Revenue Study on Sales Tax Share**

<b>Work Session Item</b> [X ] <b>Council Meeting Item</b> [X]	<b>Documentation Attached:</b> Resolution
--	--

**Recommended Action:**

Staff recommends adoption of Resolution 16-2026 in support of establishing the Task Force to Modernize County and Municipal Revenue Sources.

Summary:

Resolution 16-2026 expresses the Mayor and Council’s support for **HB 1142 / SB**, legislation before the Maryland General Assembly that would establish a **Task Force to Modernize County and Municipal Revenue Sources**.

The purpose of this legislation is to examine Maryland’s current local revenue structure and recommend strategies to ensure that municipalities and counties have modern, flexible, and sustainable funding sources to support essential services.

**Background**

Municipal governments such as Bladensburg provide critical frontline services to residents, including:

- Public safety and policing
- Road and infrastructure maintenance
- Code enforcement and neighborhood services
- Community programming and economic development

These services rely on stable and diversified revenue streams. However, municipalities are currently experiencing increasing financial pressures due to rising costs for construction materials, fuel, equipment, and labor, as well as growing state-mandated obligations.

At the same time, Maryland's existing revenue framework has not been comprehensively updated in decades and remains heavily reliant on **property taxes** as the primary local funding source.

### Revenue Structure Challenges

Maryland municipalities face several structural limitations, including:

- Maryland is one of **only six states** that does not share sales tax revenue with local governments or allow municipalities to collect it directly.
- Local governments are therefore heavily dependent on property taxes to fund services.
- The current system does not reflect the modern shift toward a service-based and digital economy, where economic activity may not generate traditional local tax revenue.

Despite municipalities serving as centers of economic activity, commerce, and tourism, the current tax structure does not always return a proportional share of revenue to the communities that support that growth.

### Purpose of the Task Force

The proposed Task Force would provide a data-driven and non-partisan forum to:

- Evaluate the adequacy of existing county and municipal revenue sources
- Examine inequities in the current tax structure
- Identify modern revenue options aligned with today’s economy
- Recommend strategies that strengthen fiscal resilience for local governments without overburdening property owners

### Resolution Action

Through Resolution 16-2026, the Mayor and Council formally:

- Express support for the passage of HB 1142 / SB
- Urge the appropriate legislative committees to issue a **favorable report** on the legislation
- Direct that copies of the resolution be transmitted to the State legislators representing Bladensburg and to the Maryland Municipal League.

### Recommendation

Staff recommends adoption of Resolution 16-2026 in support of establishing the Task Force to Modernize County and Municipal Revenue Sources.

If approved, the resolution will be transmitted to the Town’s legislative delegation and relevant state partners.

The Town Administrator is available to answer any questions.

<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> TBD <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. 16-2026

**Date Introduced:** March 9, 2026

**Date Adopted:** March 9, 2026

**Date Effective:** March 9, 2026

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG IS IN SUPPORT OF HB 1142 / SB, ESTABLISHING THE TASK FORCE TO MODERNIZE COUNTY AND MUNICIPAL REVENUE SOURCES.

**WHEREAS**, Bladensburg provides essential frontline services to its residents, including public safety, infrastructure maintenance, and other community services, all of which rely on stable and diversified revenue streams; and

**WHEREAS**, municipal governments are facing unprecedented inflationary pressures on construction materials, fuel, and labor, alongside increasing state-mandated costs, making the need for modern and flexible revenue sources more urgent than ever; and

**WHEREAS**, Maryland’s municipalities are the primary drivers of economic activity and tourism in the State, yet the current tax structure fails to reinvest a fair share of the wealth generated within municipal borders back into the local infrastructure that supports that very growth; and

**WHEREAS**, Maryland is one of only six states that fails to share tax revenue from the sale of goods or services with local governments or allow those governments to collect it themselves, creating an over-reliance on property taxes; and

**WHEREAS**, the current local revenue structure in Maryland has not been comprehensively updated in decades and does not reflect the modern shift toward a service and digital-based economy; and

**WHEREAS**, the proposed Task Force would provide a data-driven, non-partisan forum to study these inequities and recommend solutions that ensure municipal governments can remain fiscally resilient without overburdening local property owners.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Bladensburg:

1. **Support for Legislation:** The Bladensburg formally supports the passage of HB 1142 and urges the House Ways and Means Committee and the Senate Budget and Taxation Committee to issue a Favorable Report.

**2. Communication of Resolution:** A copy of this resolution shall be transmitted to:

- 1. The Senator representing District 47A
- 2. Each Delegate representing District 47A
- 3. Staff at the Maryland Municipal League

Resolution 16-2026 is ADOPTED this 9<sup>th</sup> day of March, 2026.

Attest:

\_\_\_\_\_  
Michelle Bailey-Hedgepeth  
Town Administrator/ Acting Town Clerk

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