



## December 2025 Regular Town Meeting Minutes

Tuesday, December 10, 2025, at 7:00 PM

Virtual and In-Person Meeting

3820 40th Avenue Cottage City, Maryland 20722

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This meeting was hosted on Zoom:

[https://us02web.zoom.us/rec/share/yIC\\_8b0dVIEMh8-gTnLIKPlrA6UXc-iCiA8MaS4HFynX-eSl103eB8ngnoX0PFM.hBfKSz1lHZaNiFza?startTime=1765411228000](https://us02web.zoom.us/rec/share/yIC_8b0dVIEMh8-gTnLIKPlrA6UXc-iCiA8MaS4HFynX-eSl103eB8ngnoX0PFM.hBfKSz1lHZaNiFza?startTime=1765411228000)

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: Q2z&uuSY

### **Call to Order at 7:00 PM**

#### **Attendees**

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. At-Large - Commissioner Brooks
4. John Hoatson - Town Manager
5. Kevin Best – Town Attorney
6. Brandon Pecoraro – resident

#### **Agenda**

##### **1. Call to Order and Pledge of Allegiance (0:06)**

All Commissioners except for Ward 3 Commissioner Wheatley and Ward 4 Commissioner Givens are present and accounted for. Discussion of Community Garden petty cash is going to be tabled as Denise Hamler was not present.

##### **2. Public Comments (6:19)**

Brandon Pecoraro wants to ensure that the Town give notice before street sweeping and does not believe that the vote is procedurally in order as there was no public notice in a newspaper and would not fall in the window for adopting an ordinance after introduction.

##### **3. Consent Agenda (11:02)**

Approval of October and November minutes and November financial, public safety, and public works reports.

Commissioner Henderson proposed a motion for approval of the October and November minutes and the November financial, public safety, public works reports. Commissioner Salsich seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

**4. Commissioner Reports (14:27)**

Ward 1 – No report.

Ward 2 – Commissioner Henderson is concerned about the lack of a code enforcement officer as residents are blocking the sidewalks, putting out bulk trash on the wrong days, and leaving their dogs off leash.

Ward 3 – Absent.

Ward 4 – Absent.

At-Large – Movie nights went well.

**5. Old Business – Ordinance for Street Sweeping (17:59)**

Commission agrees with Mr. Pecoraro about the language and wants to see the changes previously agreed upon in the text. According to Town ordinance, cars are supposed to be moved at least every 72 hours. Vote is tabled.

**6. Old Business – Resolution 2025-11 Budget Amendment (28:31)**

A resolution concerning the Cottage City budget amendments for the fiscal year ending June 30th, 2026. Food bank would get \$5,605 which will extend the program through February and ARPA family relief funding would get \$20,805. This would decrease the Town's balance by \$5,805 in FY27.

Discussion ensued as to what would happen with the food bank, with consensus being that it will end in February.

**Commissioner Brooks proposed a motion to move forward with the budget amendment. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**Commissioner Brooks proposed a motion to end the food share program after February and end the ARPA Family Relief. Commissioner Henderson seconded. Salsich-Nay, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion fails with two ayes, one nay, and no abstentions. Motion tabled.**

**7. Old Business – Resolution 2025-12 Budget Calendar (43:36)**

A resolution establishing a calendar to work on the budget for FY27.

**Commissioner Henderson proposed a motion to move forward with this schedule. Commissioner Salsich seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**8. Old Business – Axon Body Camera Contract (47:51)**

Town needs \$300.43 to keep contract going through January and in July the amount due would be \$5,708.09. Contract is cancellable at any point.

**Commissioner Henderson proposed a motion to move forward with Axon Body Camera contract. Commissioner Salsich seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**9. Old Business – Additional Donation to End Time Harvest Ministries (51:26)**

End Time Harvest Ministries needs an additional \$500 which will come from the Spanish-English classes line. End Time Harvest Ministries will request \$2,500 yearly going forward.

**Commissioner Brooks proposed a motion to move forward with this one-time donation. Commissioner Salsich seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**10. Old Business – Hiring a new Public Works Employee (54:01)**

New person to be hired for 32 hours a week for \$18.50 per hour for three months. The other option is to extend contract with American Landscaping for snow removal in case of large snowfalls. Discussion of hiring a new employee is tabled.

**Commissioner Salsich proposed a motion to move forward with a contract with American Landscaping to cover snow removal. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**11. New Business – Town Hall Parking Lot Lights (1:04:37)**

Kolb Electric has submitted quote for \$5,896 to dig up asphalt and re-run wiring.

**Commissioner Henderson proposed a motion to suspend three-bid process. Commissioner Salsich seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**Commissioner Salsich proposed a motion to move forward with a contract with Kolb Electric to replace Town Hall parking lot lights. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**12. Town Manager Updates – Police Clerk (1:09:38)**

Have reached out to Robert Half & Associates to fill the Police Clerk vacancy on a full-time interim basis, preferably someone who is bilingual for \$24/hour.

Discussion ran to proposal of having a clerk full-time vs. a public works person full-time and having a seasonal code compliance officer for the spring and summer.

After some discussion Commission supports the idea that this be a part-time position for \$24/hour.

**Commissioner Salsich proposed a motion to move forward with hiring a part-time police clerk for \$24/hour for 30 hours a week. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**13. Town Manager Updates – Mr. Blue Proclamation (1:31:53)**

Mr. Blue of Colmar Manor passed away on November 18. He used to drive the shuttle for the Port Towns. Should there be a proclamation for him and Mrs. Blue to thank him for his service and extend our condolences?

There was consensus to attend the funeral and create a proclamation.

**14. Town Manager Updates – Peake Technology Partners Firewall (1:34:08)**

Firewall is expired. Meraki MX64 Cloud Managed Security Firewall is \$504.90 for the year.

**Commissioner Henderson proposed a motion to move forward with renewing the firewall contract for one year with Peake Technology Partners in the amount of \$504.90. Commissioner Salsich seconded. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**15. Town Manager Updates – Snow Angels Program (1:36:55)**

Town Manager would like to start a Snow Angel Program to help senior residents with shoveling snow. Town needs a waiver of liability. There would be a spring luncheon to recognize the residents. Commission agrees to move forward.

**16. Town Manager Updates – Sale of the Truck (1:40:30)**

A resident was the first high bidder when they offered the full asking price of \$4,500 for the 2008 Ford pickup truck. Commission agreed that the truck should be sold to them.

**17. Move to a Closed Session (1:43:07)**

Closed session proposed to be able to discuss personnel matters under Article 3-305 (b), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction, any other personnel matter that affects one or more specific individuals, to consult with attorney to obtain legal advice, and with staff or consultants or other individuals about pending or potential litigation.

The Commission is going into closed session to conduct Police Chief offer of employment.

**The motion to move to a closed session was made at 8:45 PM by Commissioner Salsich and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**

**18. Report From Closed Session (1:45:35)**

Commission discussed the appointment, employment, promotion, discipline, function, compensation.

**19. Adjournment (1:47:59)**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed sessions the Chair will announce the reasons, and a report will be issued at a future meeting disclosing the reasons for such closed session.

**The motion to adjourn was made at 9:43 PM by Commissioner Salsich and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.**