



December 2025 Work Session Minutes

Tuesday, December 2, 2025, at 6:30 PM

Virtual Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted in person and on Zoom:

https://us02web.zoom.us/rec/share/OruOE_gL3T2o6NCy07JBOAugqCvkdH1lhPSWSNkDjS8V2R9w9Y6UkNmebX-BNHeZ.TYZVAw50kKenQpJj?startTime=1764718518000

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: p4kYD&0x

Call to Order at 6:35 PM

Attendees

1. Ward 2 - Commissioner Henderson
2. Ward 3 - Commissioner Wheatley
3. Ward 4 – Commissioner Givens
4. At-Large - Commissioner Brooks
5. John Hoatson - Town Manager
6. Ann Young – resident

Agenda

1. Call to Order (0:35)

All Commissioners except for Ward 1 Commissioner Salsich are present and accounted for. Commissioner Givens is adding the Holiday Cocktail party to the agenda.

2. Public Comments (2:18)

None.

3. Ordinance 2025-03 Street Sweeping (3:08)

Town Attorney has resolved inconsistencies with street sweeping ordinance enforcement procedures. Town of Cottage City Ordinance Number 2025-03, an ordinance establishing a street sweeping protocol and enforcement procedure introduced by the Cottage City Commission.

Commissioner Henderson proposed additional minor edits to prevent unnecessary medical information from being shared. Commissioners Given and Henderson think that the citing department should keep records.

4. Resolution 2025-11 Mid-Year Budget Adjustments (16:38)

Share Food program will get an additional \$5,000 and end in February and add \$20,805 which to ARPA Family Relief which would make 17 more families eligible and then end when that money runs out. This will mean that \$5,805 is not available in FY27.

Discussion ensued as to the future of the Food Share program and where the funding could come from. Commission was reminded that a lot of ARPA funding was used to pay a trash bill.

Ann Young wanted to know the balance in the accounts after all bills are paid.

5. Resolution 2025-12, Budget Calendar (31:26)

Proposed schedule for target events for budget season. No comments.

6. Axon Body Camera Quote (32:45)

Cottage City Police Department contract with Axon lapsed in November and needs to be renewed. There is a proposed five-year contract which would lower costs but have no penalty for early cancellation. First payment due in January is \$300.43. It should not wait until the new chief comes on board in February.

Commenter noted that \$30,000 is a lot of money. Only remaining balance of \$300.43 needs to be paid.

7. Donations for End Time Harvest Ministries (53:39)

Reverend Addison has asked for an additional \$500 on top of the \$2,000 already allocated to End Time Harvest Ministries. \$500 could be taken from the English class line item and given to End Time Harvest Ministries. Previous donation had not yet been sent. Commissioners are good with the additional donation.

8. Public Works Discussion (58:11)

Plan was to contract services out. FY23, 24, and 25 budget years included two full-time employees and one part-time employee. In FY26 it was only one full-time employee, leaving an additional \$90,000. Town Manager suggested hiring one additional part-time employee for 3 to 4 months. Snow removal contract is already effected. Commission generally agrees that one more temporary part-time employee would be a good idea. Commissioner Givens wondered if having a contract company would be a good option.

9. Holiday Mixer (1:19:21)

Commissioner Givens will be out of town and unable to host. The decision was that Town Hall staff host the event.

10. Move to a Closed Session (1:21:16)

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 interviews.

The motion to move to a closed session was made at 7:56 PM by Commissioner Givens and seconded by Commissioner Henderson. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Absent. Motion passes without nays or abstentions.

11. Report From Closed Session (1:23:12)

Three candidates for Chief of Police were interviewed. Candidate selected. Offer will be made.

12. Adjournment (1:24:33)

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 11:05 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.