



Regular Town Hall Meeting Agenda

Wednesday, March 12, 2025 at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This Meeting Will Be Hosted On Zoom & In Person At Town Hall:

<https://us02web.zoom.us/j/82573671277?pwd=Unl6eEJrNTVoNjFmTHIJLzViZlITdz09>

Phone: 301-715-8592 | Meeting ID: 82573671277 | Passcode: 361522

Call to Order and Roll Call

Pledge of Allegiance

Consent Agenda

- [1.](#) Public Safety Report
- [2.](#) Public Works Report (Verbal Update)
- [3.](#) Approval of Financials: February
- [4.](#) Approval of Minutes

Commissioner Reports

- [5.](#) Ward 1
- [6.](#) Ward 2
- [7.](#) Ward 3
- [8.](#) Ward 4
- [9.](#) At-Large Report

Remarks and FY 2026 Budget Discussion

- [10.](#) Joseph Pruden, Congressman Glenn Ivey Office Remarks
- [11.](#) Budget Discussion: Police Department, Grants & Capital Improvement Projects

Old Business

- [12.](#) Resolution 2025-02: Organizational Chart (Commission Vote)
- [13.](#) Final Chalk Riot Design (Commission Vote)
- [14.](#) MOU Red Light Cameras (Commission Vote)
- [15.](#) Salt Spreader Quotes (Commission Vote)

New Business

- [16.](#) Proclamation: Tree City USA (Reading)

Town Manager Report

[17.](#) Walkable Watershed Update

18. 43rd Avenue Stormwater Maintenance Project

19. Old Firehouse Project: 3805 38th Avenue

20. House Located at 3813 Cottage Terrace

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Adjournment

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 session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



February 2024

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

February

911 Disconnect	15
Accident	2
Animal Complaint Combined	1
Assist	2
Break In In Progress	0
Check Welfare	6
Check Welfare Combined	0
Death Report	1
Disorderly	8
Domestic	0
Family Dispute	0
Fight	1
Fraud	0
Gunshots	0
Hit And Run	2
Lost Property	0
Loud Music Complaint	1
Misc. Police Incident	5
Missing Person	0
Neighbor Complaint	0
Noise Complaint	2
Notification	1
Overdose	0
Party Complaint	1
Premise Check	11
Property Alarm Commercial	3
Property Damage	0
Reported Citizen Robbery	0
Residential Alarm	1
Stolen Veh	2
Suspect Stop	1
Suspicious Auto	0
Suspicious Occ Auto	0
Suspicious Person	2
Theft Report	8
Theft from Auto	1
Traffic Complaint	0
Trespassing Complaint	0
Unknown Trouble	0
Vandalism	0
Vehicle Accident Combined	1
Total	84

COTTAGE CITY POLICE DEPARTMENT

COMPLAINTS/CRISIS HANDLED

The Cottage City Towers, an apartment building located in the town, is owned and managed by the Prince George's County Housing Authority. The Cottage City Police Department has a memorandum of understanding (MOU) with the Prince George's County Police to respond to calls for service within the county-owned property and building.

Over the past several months, there have been numerous complaints and calls for police and fire services regarding the occupant(s) of apartment 208. The tenant's name is Zachary Clark, and in January and February of 2024, he had over forty calls for service.

Most of the calls are made by Mr. Clark himself, requesting services for theft, check welfare, and neighbor complaints. Additionally, some apartment residents have expressed concerns for their safety due to Mr. Clark's loud yelling and bizarre behavior.

I have spoken to Mr. Clark as well as my staff. He shows signs of mental health issues and has stated to us that he uses PCP and other drugs. Officers and the fire department personnel have transported Mr. Clark to the area hospitals for overdoses and emergency psychiatric evaluations.

Officers and residents of the apartment complex have brought to the attention of the management, including Ms. Yates and the last manager, about these issues. However, despite being notified, no action was taken. The managers were provided with the dates and times of the incidents, along with written complaints from the residents.

It has been observed that several of Mr. Clark's 911 calls are false. As a result, the Fire Dispatch has now flagged the address and will not respond until they receive a request from the police or another valid phone number.

I have requested a meeting with the Prince George's County Housing Authority's Executive Director, Jessica Anderson-Preston, or someone from her team as soon as possible to discuss this safety matter. Mr. Clark's repeated false calls and bizarre actions are creating safety issues and putting a strain on public safety services.

COTTAGE CITY POLICE DEPARTMENT

PROJECTS

COMPLETED EVENTS / UPCOMING EVENTS PREPARATION

February Events:

- Black History Event Art Meeting with Art Teacher at MRES (February 2, 2024)
- Polar Bear Plunge (February 2, 2024)
- Testifying in Annapolis (February 6, 2024)
- Cottage City Work Session (February 6, 2024)
- Council Member Ivey's Teen Dating Event (February 12, 2024)
- Brentwood Coffee With the Chief (February 13, 2024)
- Meeting with the Art Teacher at MRES regarding Black History Event (February 13, 2024)
- Server Training for Black History Event (February 13, 2024)
- Cottage City Town Hall Meeting (February 14, 2024)
- Youth Safety Event – Rev. Addison (February 15, 2024)
- Cottage City Black History Event (February 17, 2024)
- State's Attorney's Municipal Retreat (February 22, 2024)
- Teen Lock-In – Teen Dating Violence Prevention Event (February 23 – 24, 2024)

March Events:

- Exploring outing to ice skating ring (March 4, 2024)
- Easter Extravaganza (March 23, 2024)

TRAINING

- PBAA Conference (February 29 – March 3, 2024)
 - o Sgt. Hayes

UPCOMING TRAINING

- None

CCPD EMPLOYERS

Meetings and training during the month. Explorers assisted with all Town events.

COTTAGE CITY POLICE DEPARTMENT

CODE COMPLAINT

See Code Monthly Report.

Town of Cottage City

Item # 3.

Balance Sheet

As of February 28, 2025

	TOTAL	
	AS OF FEB 28, 2025	AS OF FEB 29, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1006 Truist Checking x4589	0.00	0.00
1009 Truist Savings x1643	303,158.96	648,857.62
1010 Savings - Capital One	5,190.69	5,187.11
1014 US Bank x5954	13,775.00	14,175.00
1015 Petty Cash Fund	466.03	450.00
1055 Savings - PNC	738,163.20	701,204.08
1060 Truist MM x4603	101,955.28	101,945.11
1061 Truist Operating Checking x1118	599,421.71	589,253.28
1062 Truist Public Fund Checking x6369	193.46	1,373.40
1063 Truist Public Fund Checking x0549	0.00	1,226.70
1065 Capital One CD	98,967.97	98,967.97
1072 Bill.com Money Out Clearing	-747.00	7,436.96
1100 Truist - ARPA x0408	0.00	278,040.03
Total Bank Accounts	\$1,860,545.30	\$2,448,117.26
Accounts Receivable	\$85,416.23	\$76,106.22
Other Current Assets	\$55,667.00	\$57,832.00
Total Current Assets	\$2,001,628.53	\$2,582,055.48
TOTAL ASSETS	\$2,001,628.53	\$2,582,055.48
LIABILITIES AND EQUITY	\$2,001,628.53	\$2,582,055.48

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25

July 2024 - February 2025

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	425,116.14	430,069.00
4006 Real Estate Taxes - Commercial	328,110.36	339,519.00
4015 Personal Property Taxes	33,597.68	40,000.00
4025 Income Tax	53,903.02	105,000.00
4030 Highway User Tax	28,169.34	54,311.00
4035 Fines & Forfeitures	4,207.00	4,000.00
4040 Red Light Camera Fines	28,331.19	300,000.00
4041 Speed Camera Fines	241,257.85	245,000.00
4055 Franchise Fees (Cable TV)	9,687.10	18,000.00
4065 Licenses - Town	4,149.09	6,000.00
4075 Permits		1,000.00
4080 County Disposal Rebate		3,440.00
4085 Police Aid	17,912.00	26,550.00
4095 Interest Income	24,353.66	10,000.00
4100 Public Works - Abatements		2,000.00
4102 Town Hall Rental	1,050.00	1,800.00
4106 Solar Renewable Energy Credits		6,075.00
4107.1 Donations	1,600.00	3,000.00
4200 Miscellaneous	3,357.45	
Total 4000 Operating Revenue	1,204,801.88	1,595,764.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4112 PD Accountability Program	8,737.98	
4114 First Responder Camp/Community	15,578.07	10,500.00
4120 CDBG Grant - Infrastructure	352,409.78	753,225.00
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00
4135 Community Parks & Playgrounds	200.00	
4140 CB Trust - Urban Tree Grant	2,255.00	
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
4146 Community Engagement and Outreach Initiative	18,105.40	35,000.00
Total 4106.5 Grant Revenue	400,905.73	2,309,295.00
4201 Appropriated from Fund Balance		1,730,000.00
4202 Appropriated from Fund Balance ARPA		254,000.00
Total Income	\$1,605,707.61	\$5,889,059.00
GROSS PROFIT	\$1,605,707.61	\$5,889,059.00
Expenses		
5000 General Government		
5005 Salaries	75,675.47	140,000.00

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25

July 2024 - February 2025

	TOTAL	
	ACTUAL	BUDGET
5006 Overtime		2,500.00
5010 Commissioner Salaries	22,585.22	31,400.00
Total 5005 Salaries	98,260.69	173,900.00
5007 Temp Services	17,586.87	
5015 Payroll Taxes	7,458.62	11,200.00
5020 Life Insurance	1,048.64	4,000.00
5025 Health Insurance	6,384.56	24,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	5,832.64	1,700.00
5040 Audit Fee	14,144.30	12,000.00
5045 Bus Service	1,100.00	13,000.00
5065 Community Enhancement	2,000.00	
5065.3 End Time Harvest Ministries		2,000.00
5065.4 Cottage City Scholarship		2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team	32.30	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	2,032.30	14,600.00
5070 Community Garden	2,954.15	3,500.00
5080 Computer & Printers	300.00	
5085 Contractual Services (Accounting Fees)	27,065.50	34,000.00
5086 Cell Phone	232.61	1,000.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00
5105 Insurance - Town Hall		1,000.00
5107 IT Support	12,700.26	12,000.00
5115 Legal Fees	17,512.00	66,000.00
5120 Miscellaneous	7,026.19	1,500.00
5125 Membership Dues	2,440.71	2,400.00
5130 Commissioner Municipal Convention & Conf.	1,870.00	14,700.00
5135 Office Expense	17,491.62	26,000.00
5140 Printing & Legal Ads	1,270.64	1,000.00
5150 Special Events	361.36	
5150.1 Arts & Education		2,500.00
5150.10 Port Towns Meeting		300.00
5150.11 Adult Mixer	630.33	500.00
5150.12 English Classes		2,000.00
5150.13 Black History Month	1,393.29	800.00
5150.14 Hispanic Heritage Month		800.00

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25

July 2024 - February 2025

	TOTAL	
	ACTUAL	BUDGET
5150.15 Woman's History Month		800.00
5150.16 Native American Heritage Event	114.00	600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.19 PGCMA - Town Sponsored Mtg		100.00
5150.2 Easter Egg Hunt		800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.3 Cottage City Day	17,907.09	12,000.00
5150.4 Halloween	425.95	750.00
5150.5 Breakfast with Santa	1,341.56	1,400.00
5150.55 July 4th Event		300.00
5150.6 Community Block Parties		1,000.00
5150.7 Refreshments	1,232.15	1,000.00
5150.8 Senior Harvest Dinner	735.18	500.00
5150.81 Seniors Camp		500.00
5150.9 Winter Employee Appreciation		2,000.00
Total 5150 Special Events	24,140.91	29,350.00
5160 Town Communications	6,347.32	8,000.00
5165 Town Hall Maintenance & Repairs	7,838.82	12,000.00
5170 Town Hall Utilities	21,322.16	21,500.00
5175 Staff Training	1,435.62	4,000.00
5180 Treasurer's Bond		175.00
5190 Bank Fees	15.00	
5196 Website Hosting	11,949.20	5,200.00
Total 5000 General Government	321,352.33	511,925.00
5200 Public Works		
5205 Salaries	81,492.75	200,000.00
5206 Overtime	287.28	5,000.00
Total 5205 Salaries	81,780.03	205,000.00
5210 Payroll Taxes	6,607.70	16,000.00
5211 Health Insurance	7,894.57	10,500.00
5212 Life Insurance	973.01	1,450.00
5213 Retirement Benefits		10,500.00
5215 Workers Comp Ins.	8,494.40	22,000.00
5230 Equipment Maint & Operating Exp	9,394.72	20,000.00
5232 Gasoline	3,390.84	8,000.00
5235 Highway Lighting	9,567.14	24,000.00
5237 MML & Training Expenses	1,570.90	2,000.00
5240 Abatements		2,000.00
5241 Cell Phone	2,424.84	500.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	22,835.00	7,500.00
5271 Maintenance	21,517.90	15,000.00
5272 Tree Maintenance	4,929.48	10,000.00

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25

July 2024 - February 2025

	TOTAL	
	ACTUAL	BUDGET
5280 Uniforms		800.00
5285 Vehicle Insurance	4,500.00	3,500.00
5287 Truck Maintenance	4,405.77	5,000.00
5305 Dumping Fees	20.00	2,400.00
5315 Mosquito Control	299.41	2,300.00
5320 Waste Collection & Disposal	50,631.70	118,100.00
5322 Code Software		3,500.00
Total 5200 Public Works	241,237.41	490,050.00
5400 Police Department		
5405 Salaries	232,329.98	366,000.00
5406 Overtime	261.77	10,000.00
Total 5405 Salaries	232,591.75	376,000.00
5415 Payroll Taxes	14,233.34	32,495.00
5420 Life Insurance	4,770.82	4,500.00
5425 Health Insurance	26,863.80	41,000.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	30,760.96	28,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	25,151.00	20,000.00
5478 Legal		3,000.00
5485 National Night Out	328.25	1,000.00
5490 Office Expense & Operating Cost	16,153.94	12,000.00
5495 Police Liability Insurance	11,500.00	11,500.00
5500 Police Supplies	200.60	2,000.00
5505 Training	1,648.12	6,000.00
5506 Training - Police Chief	2,468.45	6,000.00
5515 Uniforms & Accessories	2,417.43	12,000.00
5520 Vehicle Operation & Maintenance	2,127.46	15,000.00
5525 Gasoline - PD	9,705.30	21,500.00
5534 Police Community Outreach	2,982.09	8,000.00
5537 Lexipol Law Enforcement	434.65	4,413.00
5538 Police Explorer Program	853.21	5,000.00
5539 SilverTrac	2,835.00	2,160.00
5540 Axion Tasers	3,689.14	10,000.00
5541 In Car Camera Upgrades	1,840.50	2,700.00
5542 Lefta System		2,200.00
5543 Obvio		8,500.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program		152,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25

July 2024 - February 2025

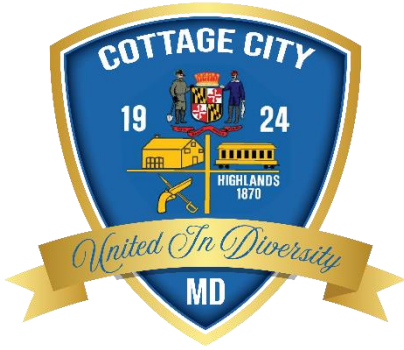
	TOTAL	
	ACTUAL	BUDGET
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees		98,000.00
Total 5600 Speed Camera		278,700.00
Total 5400 Police Department	393,555.81	903,468.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6006 DHCD - Community Surveillance Project	11,889.25	
6010 CDBG Grant - Infrastructure	293,477.78	753,225.00
6014 First Responder Camp/Community	2,537.88	10,500.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	13,666.45	35,000.00
6021 Cable - PEG - Broadcast Equip	9,311.82	10,570.00
6044 Fed-Stormwater	925.00	670,000.00
6052 Bond Bill Expenses Firehouse	29,200.00	500,000.00
6054 ARPA Grant Expense	52,661.72	
6054.1 Family Relief Program	22,936.66	30,000.00
6054.14 ARPA Community Garden	1,106.97	
6054.15 ARPA Food Bank	8,915.07	15,000.00
6054.7 Grant Writer Salary	45,884.92	65,000.00
6054.8 Grant Writer Fringe	12,203.80	24,250.00
Total 6054 ARPA Grant Expense	143,709.14	134,250.00
Total 6000 Grant Expenditures	504,717.32	2,488,545.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6505 Capital Equipment		11,000.00
6507 Town Hall Improvements		26,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		100,000.00
Total 6501 General Government Capital Outlays		227,000.00
6600 Public Works Capital Outlays		
6606 Facility Maintenance	2,661.61	7,500.00
6607 PW New Equipment		11,000.00
6615 Street Maintenance	401.03	12,500.00
Total 6600 Public Works Capital Outlays	3,062.64	31,000.00
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	23,055.90	18,200.00
Total 6700 Police Capital Outlays	23,055.90	18,200.00
Total 6500 Capital Outlays	26,118.54	276,200.00
Uncategorized Expense	10,476.12	
Total Expenses	\$1,497,457.53	\$4,670,188.00

Town of Cottage City

Item # 3.

Budget vs. Actuals: FY25
July 2024 - February 2025

	TOTAL	
	ACTUAL	BUDGET
NET OPERATING INCOME	\$108,250.08	\$1,218,871.00
NET INCOME	\$108,250.08	\$1,218,871.00



Town of Cottage City
REGULAR TOWN MEETING

Wednesday, January 08, 2025, at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted via Zoom Only Due to Weather

<https://us02web.zoom.us/j/82573671277?pwd=Unl6eEJrNTVoNjFmTHULzViZlITdz09>

Phone: 301-715-8592 | Meeting ID: 825 7367 1277 | Passcode: 361522

Call to Order 7:00 PM

Roll Call:

- 1.) Commissioner Chair Wheatley
- 2.) Ward 1-Commissioner Young
- 3.) Ward 2- Commissioner Henderson
- 4.) Ward 3- Commissioner Wheatley
- 5.) Ward 4- Commissioner Givens
- 6.) At-Large Report- Commissioner Brooks

Attendees:

- 1.) John Hoatson-Town Manager
- 2.) Todd Frankenfield- Alta CPA Group
- 3.) Michelle Kokolis -UMD EFC
- 4.) Bryan McKnight
- 5.) Aquilina Thurston-PayChex

Consent Agenda (4:40)

1. Public Safety Report -

Waiting for permit for redlight cameras. Once the permit is received the cameras will be back up. Town Manager sent email to the state. The state is working through the permit stages to get the permit push through.

2. Approval of Financials

Motion (8:39)

Motion to approve Public Safety Report & Financial Report for December.

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson Vote 5-5 Young, Henderson, Wheatley, Givens, & Brooks.

Commissioner Reports (9:40)

3. **Ward 1:**

No report

4. **Ward 2:**

40th Avenue right on the corner across from the Firehouse. There is a ladder that's been up on a building for two months. Safety Hazzard. The Town Manager will have someone investigate the situation.

5. **Ward 3:**

No Report. Commissioner Chair Wheatley thanks the Town Manager, Commissioner Brooks, Commissioner Givens, Chief Ayers, & Joe Mayo for the snow cleaning. Kudos to the contractors, they did a great job. There were no complaints.

6. **Ward 4:**

Commissioner Gives second the thank you and stated that the Chief, himself and John, put together a program for helping the elders remove the snow from their houses and throughout the town was successful.

7. **At-Large Report:**

Commissioner Brooks also gave thanks to the Town Manager John, Chief Ayers, himself, and Commissioner Givens for supporting the elderly with the snow removal. Commissioner Brooks is hopeful that they can get some volunteers in the future to assist with the snow removal for the elderly.

In the past Commissioner Chair Wheatley stated that a list was created to assist with the snow removal. Commissioner Brooks stated that he and Commissioner Givens have created a list.

Presentation (16:18)

8. **Walkable Watershed Presentation Michelle Kokolis, Bryan McKnight:**

Walkable Watershed Project is slated to end this coming April 2025. The goal is to get some projects in place before the end of the project. Features include:

- Improvements to Rain Garden
- Native Plant Garden
- Tree Removals Where Overcrowding Has Occurred
- Slope Stabilization / Reduced Stormwater Runoff
- Improved Drainage from Parking Lot to Rain Garden
- Retained or Relocated Cedar Tree
- Stone Separation Between Rain Garden and Native Plant Garden
- Native Plants
- Symmetry with Existing Garden on Other side of Entry
- Possible Seating Area
- Sample Plants: Winterberry Holly, Inkberry Holly, Northern Sea Oats Prairie Dropseed, Purple Love Grass, Black-eyed Susan, Foxglove Beardtongue.
- Funding in the Grant will be used for the initial reconstruction of the current Rain Garden. The Town matched funds will be used for the new projects. A decision needs to be made about which projects need to be pushed forward so that the plans can be made to get the projects pushed into action.

Attorney Kevin Best inquired if there was a grant agreement in place. Michelle Kokolis -UMD EFC stated that there is an agreement between the four Port Towns. The University of Maryland has a formal grant agreement with the funder, which is the National Fish and Wildlife Foundation. This is a \$500,000 grant that was received to work with the four Port Towns and that covers everything

from the contractor's time, some supplies. The implementation funds that the University of Maryland are all covered in the grant agreement.

The four Port Towns as part of the proposal committed to a certain amount to match the project that is in writing. The Town did not actually sign the grant agreement with the funder they were just put into the grant project. Michelle Kokolis -UMD EFC stated that by April plans need to be in place and contractors would need to be established with whomever will be doing the work. There will be some flexibility, but they will need to be able to show that all the towns' matches are allocated and accounted for before the close out and final report with the funder by the end of April. Need information as soon as possible.

9. Retirement Programs with Paychex - Aquilina Thurston

Aquilina Thurston- PayChex Retirement Service Department for the State of Maryland.

PayChex is an administrator of 401k plans, which means that they oversee the setup, all the testing and movement of the money. It is incorporated into the PayChex portal. The employees can see their pay stubs, W2's, health benefits, and their Retirement plans. The employees can see how much their retirement is, if it goes up or down, what their deferral rate is where their money is located. What mutual funds do they possess and if they have any outstanding loans or outstanding rollovers from another retirement plan. PayChex would like to integrate the retirement plan with the payroll. The employees can keep the 457 also have 401K. 401K allows you to put up to 23.5% every year and it doesn't matter if the Town of Cottage City matches the employees. The 457 only lets you get up to 23.5% if the employees don't contribute. If The Town of Cottage City would contribute to the employees 401 K it would allow the employees to have a little bit more than 23.5%. If the employees wanted to make changes, they would be allowed to make a change each pay period. With the 401 K plan interest is compounded every day. Will check with the staff to see if they would be interested in the 401 K option with PayChex and will bring a presentation on the issue another day.

Old Business

10. Town of Cottage City Air Monitoring Program MOU (Tentative Commission Vote)

New Business (55:10)

11. Resolution 2025-01: Budget Calendar (Commission Vote)

Town Of Cottage City Resolution 2025 the commission is establishing a budget calendar for the fiscal year 2026. This outlines the calendar for the budget cycle for this upcoming fiscal year and 2026. Discussing the calendar and approving the calendar and at the next work session on February 4, 2025, hearing from the public. From 7:00 PM- 7:30 PM there will be a chance for the public to weigh on important things in the budget that need to be addressed. On February 12, 2025, the commissioner's priorities and goal settings at the regular town meeting. Mainly looking at the commission budget priorities. Tuesday March 4th at the work session the anticipated revenue expenses, and town tax rate discussion. March 12th the anticipated revenue expenses, department, departmental and CIP discussion. April 1, 2025, at the work session looking for the public comment about the proposed town tax rate schedule and if the CYTR hearing is applicable. April 9th at the regular town meeting discussions on the draft budget, ordinance and budget book. A budget book will be prepared to help the residents see where their money is being spent and to provide some clarity to the public and receive public comments. May 6th at the Commission work session it will be an introduction to the budget ordinance and public comment. It is important to have the public input on the budget ordinance and budget book. Tuesday July 1st the fiscal year 2026 budget will be in effect.

Motion (59:08)**Motion to approve Resolution 2025-01 Budget Calendar**

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson Vote 5-5 Young, Henderson, Wheatley, Givens & Brooks. Motion Passes no nays or abstentions.

12. New Computer Equipment Approval (Commission Vote)

Commissioner Chair Wheatley needs a brand-new laptop, she's having some technical issues with her current equipment. Her previous laptop was purchased back in 2022, she can't perform the necessary tasks. A quote was obtained from Peake Technology Partners to replace the laptop. The total cost with the setup items and upgrades is \$1,260.37 for a Dell latitude 14inch Laptop. Commissioner Chair Wheatley stated that she has contacted Peake Technology multiple times and they were unable to solve the problem. Microsoft office suites don't work at all, it's very difficult to open attachments also get regular documentation.

Motion (01:02:56)**Motion to approve New Computer Equipment**

The motion was made by Commissioner Givens and second by Commissioner Brooks Vote 5-5 Young, Henderson, Wheatley, Givens & Brooks. Motion Passes no nays or abstentions.

13. Commission Goal Setting - Next 6 Months (Commission Discussion)

The Town Manager asked what goals and priorities and projects the commissioners are looking to create for the Town of Cottage City. By the next scheduled meeting because some of the items may have budgetary implications. Commissioner Givens stated that he will work on a list. He also stated that he would like to get back to providing patrol during the morning and afternoon at the bus stops as a mandatory assignment. Creating a schedule with the working police officers ensuring that someone is there during that block of hours. The purpose is to keep any incidents from re-occurring. Commissioner Brooks wanted to discuss how to tailor and slow down traffic, he stated that he would discuss it more at the next work session. Commissioner Young stated that there are issues on 38th with people speeding through the street. Commissioner Henderson agreed about the people speeding on 38th and he also feels that in the future there will be issues with people riding motorbikes. Running the lights, not stopping at the stop signs and maybe hitting a child.

14. Mayor's Conference (Commission Consent)

The Mayor's Conference is coming up on March 6th & March 7th at the Governor Calvert House in Annapolis. The cost for the event is as follows: Registration \$195.00, Meals & Incidents \$120.00, Gas \$76.16 for to and from the total amount is \$391.16. Need to receive consent from the commission so that we can register Commissioner Chair Wheatley for the event. There is a consensus so Commissioner Chair Wheatley can be registered for the event.

15. Black History Month Program

Decided to have the Black History Program on February 22, 2025

Updates (01:19:22)**16. Town Manager Update**

Air Monitors Update: CEEJH Incorporated is becoming a non-profit organization so this may create delays with the project. The Town Manager will continue to work with them and provide updated information.

Leaf Machine Repair: The total cost of the repair is \$3,040.25.

Motion (01:23:25)

Motion to approve the repair of the leaf machine

The motion was made by Commissioner Brooks and second by Commissioner Henderson

Vote 5-5 Young, Henderson, Wheatley, Givens & Brooks. Motion Passes no nays or abstentions.

Public Comments (01:25:12)

Rules of Public Comment

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Motion To Go into Closed Session 01:27:02

17. This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)___ “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”; (7)___ “To consult with counsel to obtain legal advice”;

The Commission proposes to go into closed session following the January Regular Town Meeting to discuss the Architect and Firm for the Old Firehouse Project and Town Public Works and Public Safety Employees.

Motion (01:27:53)

The motion was made by Commissioner Brooks and second by Commissioner Henderson

Vote 4 -5 Young, Henderson, Wheatley, & Brooks. Motion Passes no nays or abstentions.

Closing Statement

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 a closed session.

Open Session Following Closed Session

Adjournment



Commission Work Session Minutes

Tuesday, February 04, 2025, at 6:30 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be Hybrid: Insert link here:

<https://us02web.zoom.us/j/89670225884?pwd=eklVZW03UElvNW03TzJFcjBOTmR2Zz09>

Phone: 301-715-8592 | Meeting ID: 896 7022 5884 | Passcode: 922160

Call to Order 6:37 PM (19:55)

Roll Call (20:25)

- 1.) Commissioner Chair Wheatley
- 2.) Ward 1-Commissioner Young
- 3.) Ward 2- Commissioner Henderson
- 4.) Ward 3- Commissioner Wheatley
- 5.) Ward 4- Commissioner Givens
- 6.) At-Large Report- Commissioner Brooks

Attendees:

- 1.) John Hoatson-Town Manager
- 2.) Chief Anthony Ayers
- 3.) Todd Frankenfield- Alta CPA Group
- 4.) Kevin Best-Attorney

Review of Agenda (22:54)

Budget Listening Session 7:00 PM until 7:30 PM - Each resident wishing to comment will have 5 minutes.

We want to hear from residents regarding the FY 2026 Budget.

Business:

1. **Resolution 2025-02: Town of Cottage City Organizational Chart (Commission Discussion)**
(23:10)

Resolution 2025-02 is the town's organizational chart; it will allow the Commissioners to reflect on the structure of the town. The chart shows the offices, departments, and positions as outlined in the organizational chart. This will be helpful as the budget season is approaching and it will be placed into the budget book. The purpose of the chart is to show the hierarchy and structure of the town.

2. Resolution 2025-03: Essential Staffing (Commission Discussion)

Resolution 2025-03: Essential Staffing establishes staffing during times of inclement weather. When there is snow accumulation above three inches, all Cottage City Police & Public Works employees shall report to the town for duty unless excused in writing by the Town Manager. The Town Manager & the Chief of Police will work together to make sure the schedules are modified and that the needs of the town are satisfied. The purpose of this is so that the staff can understand that they are required to attend work under these conditions. This will allow the staff to know if they are the essential staff.

3. Commission Priorities & Goals (Commission Discussion)

Commissioner's Priorities & goals: Commissioner Brooks stated that he would like to see more traffic calming measures. Commissioner Chair Wheatley stated that the town would like to purchase the stop signs with the flashing lights and put more speed bumps in the town. Traffic common devices and use some ARPA funds of \$5,000.00 to do street murals to help calm the traffic. Commissioner Givens stated that he would like to have reinstitution of the Police patrols at the bus stops. Not for them to sit at each bus stop but patrol in a certain pattern through the various bus stops. Street sweeping and trash and treats where the residents walk their dogs, they will pick up the trash and then they can receive the treats. Commissioner Chair Wheatley stated that she would like to have an emergency plan put in place for the town. Commissioner Chair Wheatley stated that she would like to see the bridge completed, also that the permits be in place so that the redlight camera system can be back up and working. Commissioner Brooks stated that Commissioner Givens was going to install a local traffic only sign at some point; also, that he would like to see the stop sign camera on Bunker Hill and 40th. Chief Ayers stated that someone is supposed to be coming out to fix the wiring on the stop sign and he will notify the commissioners once it has been fixed. Commissioner Chair Wheatley asked Chief Ayers also to investigate the speed monitors that are in the town like the one on Bunker Hill not too far from the towers. Chief Ayers stated that they took those down because the town is trying to get money to invest in the solar panel devices. Chief Ayers stated that they are working on trying to get that placed in this coming year's budget.

4. Strategic Planning Gateway Development Authority Project (Commission Discussion)

Strategic Planning Gateway Development Authority Project is a part of the brand-new gateway development authority that's just been created. Commissioner Chair Wheatley attended their meeting recently, and she and the Town Manager are working together to create a strategic plan for the Town of Cottage City. Commissioner Chair Wheatley stated that this is the project that Senator Augustine put in place; the budget for the program is 500,000.00. There are six municipalities that are participating, three of the port towns. Bladensburg, Colmar Manor, Cottage City, North Brentwood, Brentwood and Mt. Rainer. Each municipality will get some of the funds. Ronald Hopkins which is the president of the board is also the project manager. The project is for five years so there is an opportunity for some of the residents of Cottage City to run for the board because the membership is for one year. Part of being a part of this project is that the Town of Cottage City must provide a strategic plan so they can understand how the town will participate. The Gateway Development Authority is a project that helps local artists, and businesses with community development. Community enhancements, beautifications, really to make the community more attractive and draw in more business and to assist with small businesses. If the town doesn't participate, they will take the money back. Commissioner Young stated that something can be placed in the newsletter asking people for ideas and suggestions, also letting them know that this is on the horizon.

Commissioner Brooks stated that speaking with the community would be nice and seeing local sculptures would be nice and artwork. Commissioner Brooks stated that 38th and Bladensburg property is vacant, and it would be nice for development.

5. Job Description: DPW (Commission Discussion)

With the resignation of the employees the Town Manager is looking for a skilled laborer for the Public Works Department. The various duties consist of pulling trash maintaining the different task in Town Hall. Commissioner Givens stated that the position is a skilled set, the town needs a skilled laborer or handyman. An employee that is willing to be trained has a CDL license, and someone who is self-motivated. They will need to take a skills test and will also be on a probation period to make sure the person is consistent. Commissioner Young asked how the financing is different from the previous wherein employees were laid off and hours were cut. Commissioner Givens stated that there were funding issues and HR issues that couldn't be discussed in an open session. Commissioner Young inquired about what is going to be done in reference to code enforcement. Commissioner Givens stated that the police department is taking care of that. Commissioner Chair Wheatley stated that for the skilled laborer the pay will need to be set at a specific amount to have a skilled laborer. A discussion was had in reference to the pay for the position. The results were \$24.00-\$28.00 an hour Full time position.

Motion to suspend the rules to make a vote during the open session about the pay rate for the public works position.

Motion (02:21:24)

The motion was made by Commissioner Givens and seconded by Commissioner Henderson. Vote 5-5 Young, Henderson, Wheatley, Givens & Brooks. Motion Passes no nays or abstentions.

The rules were suspended so that a vote could be made in reference to the public works skilled laborer position to be posted on all social media, indeed, and all other appropriate locations.

Motion (02:22:25)

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. Vote 5-5 Young, Henderson, Wheatley, Givens & Brooks. Motion Passes no nays or abstentions.

6. Speed Bump 41st Avenue and Parkwood (Commission Discussion)

Jeff Wilkinson has reached out and he's having problems with people running the stop signs at 41st Avenue and Parkwood. There was an incident where some children were almost hit by vehicles running the stop sign. Mr. Wilkinson would like to discuss putting up a speed bump or anything that can prevent people from running the stop signs and would like to hear from the Commission on this point. Commissioner Givens stated that the quick short-term solution is to get the speed cameras out there and the long term is for him to get a petition started to get speed bumps placed on the street.

7. Black History Month Celebrations (Commission Discussion)

Black history program that is taking place February 22nd at Town Hall. The performers and catering have been secured. The Town Manager is also working on donations.

Updates

8. American Landscaping Maintenance Agreement (Commission Discussion)

American Landscaping Maintenance Agreement total \$17,897.00 if the Commission decides to go with the company. This will be for all ground maintenance: the grass mowing, the weekly wedding and edging for all the summer and spring months. Commissioner Gives recommended getting a couple more bids.

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the Board Work Session. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

9. Motion To Suspend the Rules to Go into A Closed Session (Commissioner Vote)

Motion To Go into Closed Session: (02:45:20)

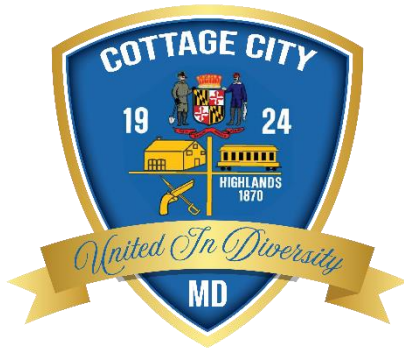
This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)___ “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”; (7)___ “To consult with counsel to obtain legal advice”.

The Commission plans to go into a closed session to discuss code compliance and grant expenditures with employees and the commission.

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Motion (02:45:20)

The motion was made by Commissioner Givens and seconded by Commissioner Henderson. Vote 5-5 Young, Henderson, Wheatley, Givens, & Brooks. Motion Pass no nays or abstentions.



Regular Town Hall Meeting Minutes

Wednesday, February 12, 2025, at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/82573671277?pwd=Unl6eEJrNTVoNjFmTHULzViZlITdz09>

Phone: 301-715-8592 | Meeting ID: 825 7367 1277 | Passcode: 361522

Call to Order 6:59 PM

Roll Call (07:35)

- 1.) Commissioner Chair Wheatley
- 2.) Ward 1-Commissioner Young
- 3.) Ward 2- Commissioner Henderson
- 4.) Ward 3- Commissioner Wheatley
- 5.) Ward 4- Commissioner Givens
- 6.) At-Large Report- Commissioner Brooks

Attendees:

- 1.) John Hoatson-Town Manager
- 2.) Todd Frankenfield- Alta CPA Group
- 3.) Kevin Best- Town Attorney
- 4.) Jason Hancock (Brentwood V.F.D.)

Pledge of Allegiance (08:06)

Review of Agenda No Changes (08:40)

Consent Agenda (09:22)

1. **Public Safety Report: There were no issues with the report.**
2. **Public Works Report (Verbal):**

Commissioner Givens stated that the repair of the salt spreader turned out to be \$2, 500.00 with Odyssey Shankle due to not receiving the needed maintenance over the years. It could've been avoided if it washed down at the end of every season and then sprayed with diesel fuel. Without that maintenance at every end of the season the equipment will rust. The leaf machine had to be repaired due to it not dumping the leaves and the cost for that was \$3,300.00. The cap was left off and motor water got into the system and damaged the hydraulic system. The snow was cleared, the Town Manager, Commissioner Brooks and Commissioner Givens started off the senior,

elderly and disabled volunteer program and helped with clearing their sidewalks and walkways. Once that was completed, they cleared the required paths owned by the Town of Cottage City. Commissioner Givens stated that they were working on getting the equipment up and operable and he has made some additional repairs to the equipment that was minor but all in the best interest of moving forward. Commissioner Givens stated that he is going to work with the Town Manager to get pre-paired for dumpster day and come up with a date for that event. Mr. Kopecky has been doing it for years so if there were any volunteers to assist with him to make sure people aren't throwing away hazardous and unwanted items in the dumpster that would be good. The Town Manager gave thanks to Commissioner Givens, Commissioner Brooks and Joe Mayo for really helping at this time. The Town Manager also stated that they are really getting organized in the Public Works warehouse and it looks good, and things are really starting to progress. Commissioner Givens stated that he thinks it's a great idea to start working on SOPs so that no matter who is in the positions they will have instructions on how to go about their assigned task. Commissioner Givens also stated that he will start working on the SOPs.

3. **Approval of Financials:**

The Commissioner's had no comment for Todd (treasurer). Todd stated that he would flag a loss year to date. January is the last month that property taxes come in, so after the revenue slows down for the rest of the fiscal year all we really do is pay for operations. It's showing a net loss through January due to a lot of outflows on the CBDG grant, which he saw the reimbursement being processed. The town will collect its grant spending as soon as the county processes the payment. Commissioner Young asked Todd would that make up the difference. Todd stated that he remembers it being like a hundred and sixty or a hundred and seventy thousand, which would put the town in a plus once it comes in.

4. **No Meeting Minutes for the Month of January:**

The Town Manager stated that we are in the process of pivoting too minutes and hopefully by the next meeting, you will have the minutes updated for 2025. He also stated that the 2024 minutes will be worked on also.

Motion (17:42)

Motion to approve the Public Safety, Public Works and January's Financials

The motion was made by Commissioner Givens and second by Commissioner Henderson. Vote 5-5: Young, Henderson, Wheatley, Givens, and Brooks. Motion passes no nays or abstentions.

Commissioner Reports (18:17)

5. **Ward 1:**

Commissioner Young stated that there have been complaints about people not using the bags for dogs because of the waste from the dogs around town. Commissioner Young stated that maybe it would be good to get new stations built and remind people online and in the newsletter. There were also complaints about rough dogs.

6. **Ward 2:**

Mr. Kopecki reported that when we had the big rain some of the water was running off where they repaired in the back alley mainly in his back yard and others. Commissioner Henderson will forward the photos to the Town Manager and the Town Manager informed Commissioner Henderson they will correct the problem.

7. **Ward 3:**

Commissioner Chair Wheatley stated that progress is being made with the Black History Month program and that she is really looking forward to bringing a great program for the community as it has been done in the past. Several residents did attend District 47th legislative night last Monday on the 3rd. The Towns shuttle driver did provide transportation for Cottage City residents and a few residents from Bladensburg. It was a good night, Commissioner Chair Wheatley stated that it was good seeing our Senator and delegates also seeing the sister municipalities all celebrating and hearing great news for the legislative leaders. Commissioner Chair Wheatley strongly encourages others to go out and participate at least once because it's very informative and a great way to hear about what is going on in Annapolis. Commissioner Chair Wheatley mentioned that Chief Ayers received an award for community service at the 47th legislative dinner and it didn't make the newsletter but maybe something can be sent out about it on constant contact a congratulations.

8. **Ward 4:**

Commissioner Givens stated that he believes that the town will need to consider putting six more doggy stations around the town. Commissioner Givens stated four doggy stations in ward one and at least one on this side of the town. Commissioner Givens also stated that there is a need for trash cans, and if there is no money in the budget this year then maybe it can be considered placing some in the budget for next year. Commissioner Givens also stated that he sent information about a street sweeper to the Commissioner Chair Wheatley and the Town Manager and will send the information to the other Commissioners. It's a pull behind and not as expensive as a ride on street sweeper. Commissioner Givens stated that he noticed that the red-light cameras were back in place where they were before, so he is assuming that the permits went through. Commissioner Givens stated that he isn't sure if they have been turned back on so he would like to find out if that is accurate.

9. **At-Large Report:**

No Report

Old Business (24:34)

10. Resolution 2025-02: Town of Cottage City Organizational Chart (Commission Vote)

The Town Manager stated that the Resolution 2025-02: Town of Cottage City Organizational chart is a new town government organizational chart that is being introduced by the commission. The Town Manager received the previous feedback and has updated the chart to reflect the feedback. The Residents have been added along with the Commission and the elected board. The Town Manager has been added and under the Town Manager the Chief of Police, The Office Manager, The Town Attorney, and the Town Treasurer. The Office Manager will be responsible for the Grant Manager, The Skilled Public Works Laborer, and the Shuttle Driver. The Police Chief will be responsible for the Sergeant, the Corporal, the Private 1st class and the Private Code Officer. The Town Manager stated that they are proposing in the budget an Academy Trainee which will also fall under the Chief of Police. The Police Clerk would fall under the Sergeant. The Town Manager also stated that he recommends that a part-time admin assistant should be hired, and their duties would be working on the newsletter, making sure that the newsletter goes out in a timely manner, taking care of some clerical items within the office to free up work and for things to get done in a timely manner. The Town Manager stated that the admin assistant would have roughly 20-25 hours a week for this position. Commissioner Chair Wheatley stated that the Academy Trainee position is not an official position. Commissioner Chair Wheatley stated that Chief Ayers did ask for that position to be considered and the Commission stated that if it happened the Commission would make sure that a place would be made for the position in the budget, and she believed there was. Commissioner Chair Wheatley stated that the purpose of this position is to make sure that if one of the officers was to retire, leave or move to another position the Chief of

Police would have an opening to bring in an Academy Trainee at the starting position. Commissioner Chair Wheatley stated that this organizational chart just shows if the town was to bring in a Trainee who they would report to.

Commissioners' Comments in reference to the Organizational Chart:

Ward 1:

Commissioner Young stated that she isn't sure about the organizational chart because it's good to have flexibility in changing duties. In the past the Office Manager has done the Newsletter, and she isn't sure if it's necessary for an extra person to do that. In reference to the Police Clerk that she should be up under the Chief of Police and if he isn't around, he can assign her to report to whoever is there.

Commissioner Chair Wheatley stated that the Chief set up the Police Clerk being under the Sergeant and that if they were both out, she would report to whoever is acting in chain of command.

Ward 2:

No comments

Ward 3:

No comments

Ward 4:

Commissioner Givens stated that the Police Chart is incorrect because it should flow by rank.

Commissioner Brooks stated that usually the Sergeant would be second and the other police officers would fall under the Sergeant.

Commissioner Chair Wheatley stated that the updates for the structure of the Police Station need to be made.

Town Attorney Kevin Best stated that the structure for the Police Station needed to be updated also that he shouldn't be under the Town Manager because he is the gate keeper for the town and he reports to the Commission and the Election Board.

Town Manager will update the chart.

At-Large:

Commissioner Brooks inquired if the admin part-time position was a temporary position or long-term position. The position will be for 3 or 5 months.

Town Manager stated that the position is temporary until things are caught up.

11. Resolution 2025-03: Essential Staffing (Commission Vote)

The Town Manager stated that this resolution sets the standard when there is an emergency or when there is a need for the staff members to come in to resolve those issues in the town.

Town Attorney Kevin Best stated that The Chief of Police raised an issue that if we required the Police officers to come in, they would be subject to a call out pay or something to that effect. Kevin Best stated that he believes the Chief was referring to overtime pay for a non-exempt FLSA employee. The Fair Labor Standard Act requires non-salary employees who work in excess of an 8-hour day or at 40 hours a week to be paid time and one half. If the Police officers exceed the time of over 40 hours a week or what their cap is they will need to be paid time and a half.

Motion (48:12)

The motion to approve Resolution 2025-03: Essential Staffing

The Motion was made by Commissioner Givens and second by Commissioner Brooks.

Vote 5-5: Young, Henderson, Wheatley, Givens and Brooks. Motion passes no nays or abstentions.

12. Priorities Reminder:

More Traffic Calming Measures, Stop Signs with Flashing Lights, Speed Humps, Chalk Riot, Patrolling at Bus Stops, Street Sweeping-Trash & Treats, Re-establish a CERT Team in conjunction with the sister municipalities, Emergency Plan for the Town of Cottage City, Pedestrian Street Bridge Fix, Red light Cameras Back in Place, Dog waste and keeping dogs on their leash., Community Outreach Center and the Signage for the scoop and poop.

New Business (56:51)

13. Salt Spreader Quote (Commission Vote)

The estimate for the salt spreader to get repaired is \$2,562.00. It can help cut some of the cost by driving around and spreading the salt vs the contractors.

Motion (59:58)

The motion to approve the cost for the Salt Spreader in the amount of \$2,562.98

The motion was made by Commissioner Givens and second by Commissioner Henderson. Vote 5-5: Young, Henderson, Wheatley, Givens and Brooks. Motion passes no nays or abstentions.

14. Brentwood Volunteer Firefighters (Commission Discussion)

Is requesting the budgeted disbursement towards the maintenance of the 2022 fire engine equipment, recruitment, retention, and the required insurance due quarterly at a rate of \$1,900, with a \$2,500 deductible. The Brentwood Volunteer Firefighters are requesting \$10,000.00 dollars or any donation amount.

Jason Hancock (Brentwood V.F.D.) spoke about the budget constraints in Maryland and how that affects them receiving funding, thus why they requested donations.

15. Emerson House & Parkview Shuttle Pick-Up Request for BHM Program (Commission Consensus)

The commission gave permission for the town shuttle driver to pick up the seniors from the Emerson House and Parkview for the Black History Program.

Town Manager Update (01:16:34)

16. Town Manager Update

1. Bobcat Tire Replacement Quote

There were two flat tires on the Bobcat. One flat tire was replaced. Commissioner Givens requested because the tires are bald if the Commission would approve the cost of replacing the three tires for \$949.65

Motion (01:19:40)

Motion for tire replacement for the Bobcat

The Motion was made by Commissioner Givens and second by Commissioner Brooks. Vote 5-5: Young, Henderson, Wheatley, Givens and Brooks. Motion passes no nays or abstentions.

2. 43rd Avenue Stormwater Update

The Town Manager stated that he met Robin Barnhart and Mr. Ahmed with CPJ on Monday and they are currently working with DPIE on permitting for the project. Before the RFP can be released the permitting needs to be in place. The companies are working diligently to put a timeline in place so that it can be provided to Grant Funder. The project is supposed to be completed by June 30, 2025. Concerns were brought up in reference to getting the permit in time and being able to meet the deadline. The Town Manager requested that CPJ provide an accurate timeline so that he can update the Commissioners in reference to the project moving forward so that the grant funding won't be lost. The Town Manager is trying to get an extension.

3. PEPCO Streetlights

The Town Manager had a meeting with PEPCO regarding the street lights. The town currently has 123 streetlights that the town pays \$2,796.83. Now that they have completed their survey SHA State Highway wants to take the lights that were on their bucket and put them on the town. If that happens the town will increase to 20 additional streetlights at a 3.54% increase which will take the bill to \$2,895.71. It may need to be brought to MML for further discussion.

4. Bladensburg / Cottage City Bridge Lights

Lights on the Bladensburg/ Cottage City Bridge lights aren't PEPCO lights. The state Highway admission and Prince Georges County are responsible for these lights. The Town Manager is working on speaking with both companies to try and resolve who is responsible for repairing the lights.

Public Comment (01:37:36)

17. Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Denise Hamler stated that they have been working with Seacan on three invasive cleanups. First one was on February 1st at the Cottage City Park. 105 trees were working on getting vines off. There were 30 volunteers and over 12 bags of trash. The next event will be held on February 23rd. At Cottage City Park and then they will be going out to the residents' private property to work on their trees.

The Town Manager stated that he has reached out to the appropriate personnel in reference to the pedestrian bridge and will follow up again.

Will D stated that the four streetlights on the bridge over the train tracks on 38th are also out. The Town Manager stated that he will get that addressed as well.

Motion To Go into Closed Session (01:52:49)

Motion is not needed for close sessions because all parties are not available.

18. **Motion to Go into Closed Session**

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)___“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”; (7)___“To consult with counsel to obtain legal advice”.

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Motion (01:56:48)

Motion to adjourn was made by Commissioner Brooks and Second by Commissioner Givens. Vote 5-5: Young, Henderson, Wheatley, Givens, and Brooks.

Town of Cottage City
Draft Budget FY26
As of 3/10/26

	Total				FY26 Draft Budget Under Review
	Actual	Budget	over Budget	% of Budget	
Income					
4000 Operating Revenue			0.00		
4005 Real Estate Taxes - Residential	416,124.71	430,069.00	-13,944.29	96.76%	466,256.33
4006 Real Estate Taxes - Commercial	328,110.36	339,519.00	-11,408.64	96.64%	376,118.78
4015 Personal Property Taxes	33,338.48	40,000.00	-6,661.52	83.35%	40,000.00
4025 Income Tax	53,903.02	105,000.00	-51,096.98	51.34%	105,000.00
4030 Highway User Tax	28,169.34	54,311.00	-26,141.66	51.87%	54,311.00
4035 Fines & Forfeitures	4,207.00	4,000.00	207.00	105.18%	8,000.00
4040 Red Light Camera Fines	26,906.19	300,000.00	-273,093.81	8.97%	50,000.00
4041 Speed Camera Fines	220,619.42	245,000.00	-24,380.58	90.05%	300,000.00
4055 Franchise Fees (Cable TV)	9,687.10	18,000.00	-8,312.90	53.82%	18,000.00
4065 Licenses - Town	4,149.09	6,000.00	-1,850.91	69.15%	7,000.00
4075 Permits		1,000.00	-1,000.00	0.00%	0.00
4080 County Disposal Rebate		3,440.00	-3,440.00	0.00%	0.00
4085 Police Aid	17,912.00	26,550.00	-8,638.00	67.47%	26,550.00
4095 Interest Income	24,348.28	10,000.00	14,348.28	243.48%	25,000.00
4100 Public Works - Abatements		2,000.00	-2,000.00	0.00%	0.00
4102 Town Hall Rental	1,050.00	1,800.00	-750.00	58.33%	1,800.00
4106 Solar Renewable Energy Credits		6,075.00	-6,075.00	0.00%	0.00
4107.1 Donations	1,600.00	3,000.00	-1,400.00	53.33%	3,000.00
4200 Miscellaneous	3,357.45		3,357.45		
Total 4000 Operating Revenue	\$ 1,173,482.44	\$ 1,595,764.00	-\$ 422,281.56	73.54%	1,481,036.12
4106.5 Grant Revenue			0.00		
41040 Bond Bill		500,000.00	-500,000.00	0.00%	500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00	-45,000.00	0.00%	45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00	-100,000.00	0.00%	100,000.00
4112 PD Accountability Program	8,737.98		8,737.98		
4114 First Responder Camp/Community	10,855.71	10,500.00	355.71	103.39%	
4120 CDBG Grant - Infrastructure	37,257.25	753,225.00	-715,967.75	4.95%	400,815.00
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00	-6,950.50	34.24%	10,570.00
4141 MD DHCH - NED Grant		185,000.00	-185,000.00	0.00%	185,000.00
4144 Fed-Stormwater		670,000.00	-670,000.00	0.00%	670,000.00
4146 Community Engagement and Outreach Initiative	18,105.40	35,000.00	-16,894.60	51.73%	
Total 4106.5 Grant Revenue	\$ 78,575.84	\$ 2,309,295.00	-\$ 2,230,719.16	3.40%	1,911,385.00
4201 Appropriated from Fund Balance		1,730,000.00	-1,730,000.00	0.00%	
4202 Appropriated from Fund Balance ARPA		254,000.00	-254,000.00	0.00%	
Total Income	\$ 1,252,058.28	\$ 5,889,059.00	-\$ 4,637,000.72	21.26%	
Gross Profit	\$ 1,252,058.28	\$ 5,889,059.00	-\$ 4,637,000.72	21.26%	3,392,421.12

Expenses

	Total				Under Review
	Actual	Budget	over Budget	% of Budget	
5000 General Government					
5005 Salaries	68,521.63	140,000.00	-71,478.37	48.94%	165,000.00
5006 Overtime		2,500.00	-2,500.00	0.00%	2,500.00
5010 Commissioner Salaries	19,969.22	31,400.00	-11,430.78	63.60%	35,000.00
Total 5005 Salaries	\$ 88,490.85	\$ 173,900.00	-\$ 85,409.15	50.89%	202,500.00
5007 Temp Services	14,786.31		14,786.31		
5015 Payroll Taxes	6,978.83	11,200.00	-4,221.17	62.31%	16,200.00
5020 Life Insurance	954.90	4,000.00	-3,045.10	23.87%	
5025 Health Insurance	5,586.49	24,000.00	-18,413.51	23.28%	14,000.00
5030 Retirement Benefits		7,000.00	-7,000.00	0.00%	7,000.00
5035 Workers Comp Ins.	1,438.64	1,700.00	-261.36	84.63%	1,700.00
5040 Audit Fee	14,144.30	12,000.00	2,144.30	117.87%	14,500.00
5045 Bus Service	1,100.00	13,000.00	-11,900.00	8.46%	
5065 Community Enhancement	2,000.00		2,000.00		
5065.3 End Time Harvest Ministries		2,000.00	-2,000.00	0.00%	2,000.00
5065.4 Cottage City Scholarship		2,500.00	-2,500.00	0.00%	2,500.00
5065.5 Anacostia Watershed Donation		1,000.00	-1,000.00	0.00%	1,000.00
5065.6 Contribution to ATHA		1,000.00	-1,000.00	0.00%	1,000.00
5065.7 Fire Dept. Donation		1,000.00	-1,000.00	0.00%	1,000.00
5065.71 Green Team		1,200.00	-1,200.00	0.00%	1,200.00
5065.73 Food Pantry		5,000.00	-5,000.00	0.00%	5,000.00
5065.9 Summer Camp		900.00	-900.00	0.00%	900.00
5065.XX Newsletter					1,000.00
Total 5065 Community Enhancement	\$ 2,000.00	\$ 14,600.00	-\$ 12,600.00	13.70%	15,600.00
5070 Community Garden	950.57	3,500.00	-2,549.43	27.16%	3,500.00
5085 Contractual Services (Accounting Fees)	27,065.50	34,000.00	-6,934.50	79.60%	44,000.00
5086 Cell Phone	232.61	1,000.00	-767.39	23.26%	1,500.00
5087 Codification Services	995.00	2,000.00	-1,005.00	49.75%	2,000.00
5090 Election Expenses		1,200.00	-1,200.00	0.00%	1,200.00
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00	-1,404.00	64.90%	4,000.00
5105 Insurance - Town Hall		1,000.00	-1,000.00	0.00%	
5107 IT Support	9,879.53	12,000.00	-2,120.47	82.33%	17,000.00
5115 Legal Fees	17,512.00	66,000.00	-48,488.00	26.53%	40,000.00
5120 Miscellaneous	1,773.04	1,500.00	273.04	118.20%	2,000.00
5125 Membership Dues	2,185.71	2,400.00	-214.29	91.07%	4,000.00
5130 Commissioner Municipal Convention & Conf.		14,700.00	-14,700.00	0.00%	14,700.00
5135 Office Expense	17,637.65	26,000.00	-8,362.35	67.84%	31,000.00
5140 Printing & Legal Ads	635.32	1,000.00	-364.68	63.53%	1,000.00

	Total				Under Review
	Actual	Budget	over Budget	% of Budget	
5150 Special Events			0.00		
5150.1 Arts & Education		2,500.00	-2,500.00	0.00%	-
5150.10 Port Towns Meeting		300.00	-300.00	0.00%	-
5150.11 Adult Mixer	630.33	500.00	130.33	126.07%	500.00
5150.12 English/Spanish Classes		2,000.00	-2,000.00	0.00%	2,000.00
5150.13 Black History Month		800.00	-800.00	0.00%	800.00
5150.14 Hispanic Heritage Month		800.00	-800.00	0.00%	800.00
5150.15 Woman's History Month		800.00	-800.00	0.00%	-
5150.16 Native American Heritage Event	114.00	600.00	-486.00	19.00%	600.00
5150.18 Port Towns Legislative Dinner		300.00	-300.00	0.00%	300.00
5150.19 PGCMA - Town Sponsored Mtg		100.00	-100.00	0.00%	-
5150.2 Easter Egg Hunt		800.00	-800.00	0.00%	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00	-100.00	0.00%	100.00
5150.22 Juneteenth		300.00	-300.00	0.00%	300.00
5150.3 Cottage City Day	18,117.25	12,000.00	6,117.25	150.98%	15,000.00
5150.4 Halloween	425.95	750.00	-324.05	56.79%	750.00
5150.5 Breakfast with Santa	1,341.56	1,400.00	-58.44	95.83%	1,400.00
5150.55 July 4th Event		300.00	-300.00	0.00%	-
5150.6 Community Block Parties		1,000.00	-1,000.00	0.00%	-
5150.7 Refreshments	947.59	1,000.00	-52.41	94.76%	1,000.00
5150.8 Senior Harvest Dinner	735.18	500.00	235.18	147.04%	500.00
5150.81 Seniors Camp		500.00	-500.00	0.00%	-
5150.9 Winter Employee Appreciation		2,000.00	-2,000.00	0.00%	-
5150.XX Events Signage					4,000.00
5150.XX Holiday Giveaways					<u>3,000.00</u>
Total 5150 Special Events	\$ 22,311.86	\$ 29,350.00	-\$ 7,038.14	76.02%	31,850.00
5160 Town Communications	4,744.02	8,000.00	-3,255.98	59.30%	8,000.00
5165 Town Hall Maintenance & Repairs	6,816.44	12,000.00	-5,183.56	56.80%	12,000.00
5170 Town Hall Utilities	20,078.49	21,500.00	-1,421.51	93.39%	34,420.27
5175 Staff Training	4,082.62	4,000.00	82.62	102.07%	4,000.00
5180 Treasurer's Bond		175.00	-175.00	0.00%	
5196 Website Hosting	11,949.20	5,200.00	6,749.20	229.79%	5,200.00
Total 5000 General Government	\$ 286,925.88	\$ 511,925.00	\$ (224,999.12)	56.05%	<u>532,870.27</u>

	Total				Under Review
	Actual	Budget	over Budget	% of Budget	
5200 Public Works			0.00		
5205 Salaries	81,492.75	200,000.00	-118,507.25	40.75%	54,080.00
5206 Overtime	287.28	5,000.00	-4,712.72	5.75%	-
Total 5205 Salaries	\$ 81,780.03	\$ 205,000.00	-\$ 123,219.97	39.89%	54,080.00
5210 Payroll Taxes	8,044.30	16,000.00	-7,955.70	50.28%	4,326.40
5211 Health Insurance	7,894.57	10,500.00	-2,605.43	75.19%	-
5212 Life Insurance	949.41	1,450.00	-500.59	65.48%	-
5213 Retirement Benefits		10,500.00	-10,500.00	0.00%	-
5215 Workers Comp Ins.	8,487.40	22,000.00	-13,512.60	38.58%	-
5230 Equipment Maint & Operating Exp	8,769.42	20,000.00	-11,230.58	43.85%	25,000.00
5232 Gasoline	3,520.62	8,000.00	-4,479.38	44.01%	8,000.00
5235 Highway Lighting	9,567.14	24,000.00	-14,432.86	39.86%	24,000.00
5237 MML & Training Expenses	1,570.90	2,000.00	-429.10	78.55%	
5240 Abatements		2,000.00	-2,000.00	0.00%	
5241 Cell Phone	2,354.85	500.00	1,854.85	470.97%	
5260 Roadway/Sidewalk Const. Maint. & Supplies	18,135.00	7,500.00	10,635.00	241.80%	7,500.00
5271 Maintenance	21,491.06	15,000.00	6,491.06	143.27%	35,000.00
5272 Tree Maintenance	4,813.00	10,000.00	-5,187.00	48.13%	10,000.00
5280 Uniforms		800.00	-800.00	0.00%	
5285 Vehicle Insurance	4,500.00	3,500.00	1,000.00	128.57%	3,500.00
5287 Truck Maintenance	4,405.77	5,000.00	-594.23	88.12%	
5305 Dumping Fees	20.00	2,400.00	-2,380.00	0.83%	2,400.00
5315 Mosquito Control	194.13	2,300.00	-2,105.87	8.44%	2,300.00
5320 Waste Collection & Disposal	50,631.70	118,100.00	-67,468.30	42.87%	121,643.00
5322 Code Software		3,500.00	-3,500.00	0.00%	
Total 5200 Public Works	\$ 237,129.30	\$ 490,050.00	-\$ 252,920.70	48.39%	243,669.40

	Total				Under Review
	Actual	Budget	over Budget	% of Budget	
5400 Police Department			0.00		
5405 Salaries	205,666.87	366,000.00	-160,333.13	56.19%	380,782.49
5406 Overtime	261.77	10,000.00	-9,738.23	2.62%	10,000.00
Total 5405 Salaries	\$ 205,928.64	\$ 376,000.00	-\$ 170,071.36	54.77%	390,782.49
5415 Payroll Taxes	12,778.51	32,495.00	-19,716.49	39.32%	23,446.95
5420 Life Insurance	4,424.70	4,500.00	-75.30	98.33%	8,343.72
5425 Health Insurance	24,114.77	41,000.00	-16,885.23	58.82%	45,473.57
5430 Retirement		17,500.00	-17,500.00	0.00%	17,500.00
5435 Workers Comp Ins.	26,366.96	28,000.00	-1,633.04	94.17%	30,000.00
5440 Applicant Screening & Shots		1,000.00	-1,000.00	0.00%	1,000.00
5445 Auto Insurance	25,151.00	20,000.00	5,151.00	125.76%	25,000.00
5478 Legal		3,000.00	-3,000.00	0.00%	
5485 National Night Out	268.78	1,000.00	-731.22	26.88%	1,000.00
5490 Office Expense & Operating Cost	14,630.75	12,000.00	2,630.75	121.92%	12,000.00
5495 Police Liability Insurance	11,500.00	11,500.00	0.00	100.00%	11,500.00
5500 Police Supplies	200.60	2,000.00	-1,799.40	10.03%	2,000.00
5505 Training	1,557.31	6,000.00	-4,442.69	25.96%	6,000.00
5506 Training - Police Chief	1,896.80	6,000.00	-4,103.20	31.61%	6,000.00
5515 Uniforms & Accessories	2,525.31	12,000.00	-9,474.69	21.04%	8,000.00
5520 Vehicle Operation & Maintenance	899.68	15,000.00	-14,100.32	6.00%	10,000.00
5525 Gasoline - PD	7,638.62	21,500.00	-13,861.38	35.53%	18,000.00
5534 Police Community Outreach	3,850.83	8,000.00	-4,149.17	48.14%	8,000.00
5537 Lexipol Law Enforcement	434.65	4,413.00	-3,978.35	9.85%	5,000.00
5538 Police Explorer Program	975.05	5,000.00	-4,024.95	19.50%	5,000.00
5539 SilverTrac	2,835.00	2,160.00	675.00	131.25%	11,000.00
5540 Axion Tasers	3,689.14	10,000.00	-6,310.86	36.89%	4,000.00
5541 In Car Camera Upgrades	1,636.00	2,700.00	-1,064.00	60.59%	2,700.00
5542 Lefta System		2,200.00	-2,200.00	0.00%	3,000.00
5543 Obvio		8,500.00	-8,500.00	0.00%	-
5555 Expenses to Speed Camera Program		-180,700.00	180,700.00	0.00%	
5560 Red Light Camera Program		152,000.00	-152,000.00	0.00%	
5600 Speed Camera			0.00		
5600.1 Salaries		107,000.00	-107,000.00	0.00%	
5600.2 Benefits		26,400.00	-26,400.00	0.00%	
5600.3 Other Costs		35,200.00	-35,200.00	0.00%	
5600.4 Vehicles		12,100.00	-12,100.00	0.00%	
5600.5 Speed Camera Vendor Fees		98,000.00	-98,000.00	0.00%	
5600.6 Due to State					
Total 5600 Speed Camera	\$ 0.00	\$ 278,700.00	-\$ 278,700.00	0.00%	
Total 5400 Police Department	\$ 353,303.10	\$ 903,468.00	-\$ 550,164.90	39.11%	654,746.73

	Total				Under Review
	Actual	Budget	over Budget	% of Budget	
6000 Grant Expenditures			0.00		
6002 MD DHCD - NED Grant		185,000.00	-185,000.00	0.00%	185,000.00
6006 DHCD - Community Surveillance Project	11,889.25		11,889.25		
6010 CDBG Grant - Infrastructure	293,477.78	753,225.00	-459,747.22	38.96%	400,815.00
6014 First Responder Camp/Community		10,500.00	-10,500.00	0.00%	
6016 Maryland Heritage Authority (MHAA)		90,000.00	-90,000.00	0.00%	90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00	-100,000.00	0.00%	100,000.00
6018 Community Engagement and Outreach Initiative	12,203.99	35,000.00	-22,796.01	34.87%	
6021 Cable - PEG - Broadcast Equip	8,411.82	10,570.00	-2,158.18	79.58%	10,570.00
6044 Fed-Stormwater	925.00	670,000.00	-669,075.00	0.14%	670,000.00
6052 Bond Bill Expenses Firehouse	29,200.00	500,000.00	-470,800.00	5.84%	500,000.00
6054 ARPA Grant Expense	52,661.72		52,661.72		
ARPATree Program					
6054.1 Family Relief Program	22,183.91	30,000.00	-7,816.09	73.95%	
6054.15 ARPA Food Bank	8,906.60	15,000.00	-6,093.40	59.38%	
6054.7 Grant Writer Salary	40,844.92	65,000.00	-24,155.08	62.84%	70,000.00
6054.8 Grant Writer Fringe	10,032.84	24,250.00	-14,217.16	41.37%	22,000.00
Total 6054 ARPA Grant Expense	\$ 134,629.99	\$ 134,250.00	\$ 379.99	100.28%	92,000.00
Total 6000 Grant Expenditures	\$ 490,737.83	\$ 2,488,545.00	-\$ 1,997,807.17	19.72%	2,048,385.00
6500 Capital Outlays			0.00		
6501 General Government Capital Outlays			0.00		
6505 Capital Equipment		11,000.00	-11,000.00	0.00%	
6507 Town Hall Improvements		26,000.00	-26,000.00	0.00%	45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00	-90,000.00	0.00%	90,000.00
6512 Maryland Historical Trust Match (MHT)		100,000.00	-100,000.00	0.00%	66,700.00
Total 6501 General Government Capital Outlays	\$ 0.00	\$ 227,000.00	-\$ 227,000.00	0.00%	201,700.00
6600 Public Works Capital Outlays			0.00		
6606 Facility Maintenance	2,738.20	7,500.00	-4,761.80	36.51%	-
6607 PW New Equipment		11,000.00	-11,000.00	0.00%	-
6615 Street Maintenance	401.03	12,500.00	-12,098.97	3.21%	-
Total 6600 Public Works Capital Outlays	\$ 3,139.23	\$ 31,000.00	-\$ 27,860.77	10.13%	
6700 Police Capital Outlays			0.00		
6701 Capital Outlays - Police Dept	23,055.90	18,200.00	4,855.90	126.68%	-
Total 6700 Police Capital Outlays	\$ 23,055.90	\$ 18,200.00	\$ 4,855.90	126.68%	
Total 6500 Capital Outlays	\$ 26,195.13	\$ 276,200.00	-\$ 250,004.87	9.48%	
Uncategorized Expense	22,606.50		22,606.50		
Total Expenses	\$ 1,416,897.74	\$ 4,670,188.00	-\$ 3,253,290.26	30.34%	3,735,451.39
Net Operating Income	-\$ 164,839.46	\$ 1,218,871.00	-\$ 1,383,710.46	-13.52%	
Net Income	-\$ 164,839.46	\$ 1,218,871.00	-\$ 1,383,710.46	-13.52%	(343,030.28)

TOWN OF COTTAGE CITY
RESOLUTION 2025-02

Item # 12.

**A RESOLUTION OF THE TOWN OF COTTAGE CITY ADOPTING A NEW TOWN
GOVERNMENT ORGANIZATIONAL CHART**

Introduced by: Town of Cottage City Commission

WHEREAS, Section 58 of the Town Charter (Authority To Employ Personnel) states that the Town may employ such officers and employees as it deems necessary to execute the powers and duties provided by this charter or other State law and to operate the town government; and

WHEREAS, Section 60 of the Town Charter (Unclassified and Classified Service) states that the civil service of the Town shall be divided into the unclassified and classified service, and the unclassified service shall comprise the following offices and positions, the commissioners; the clerk-treasurer (if any), town manager and the town attorney; the heads of all offices, departments, and agencies and members of the town boards and commissions; Part-time, temporary, and unpaid offices and positions; Part-time, temporary, and unpaid offices and positions, which shall not be included within the merit system; and

WHEREAS, the Commission wishes to reflect the structure of the Town set out in the town Charter and Code showing the offices, departments and positions as outlined in the organizational chart, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED that the Cottage City Commission hereby adopts the following Organizational Chart for the Town of Cottage City:

AND BE IT FURTHER RESOLVED, by the Cottage City Commission that this Resolution shall be in effect immediately upon its passage and approval.

INTRODUCED by the Cottage City Commission at a meeting held on Wednesday, March 12, 2025.

PASSED by the Cottage City Commission at a Meeting held on Wednesday, March 12, 2025.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

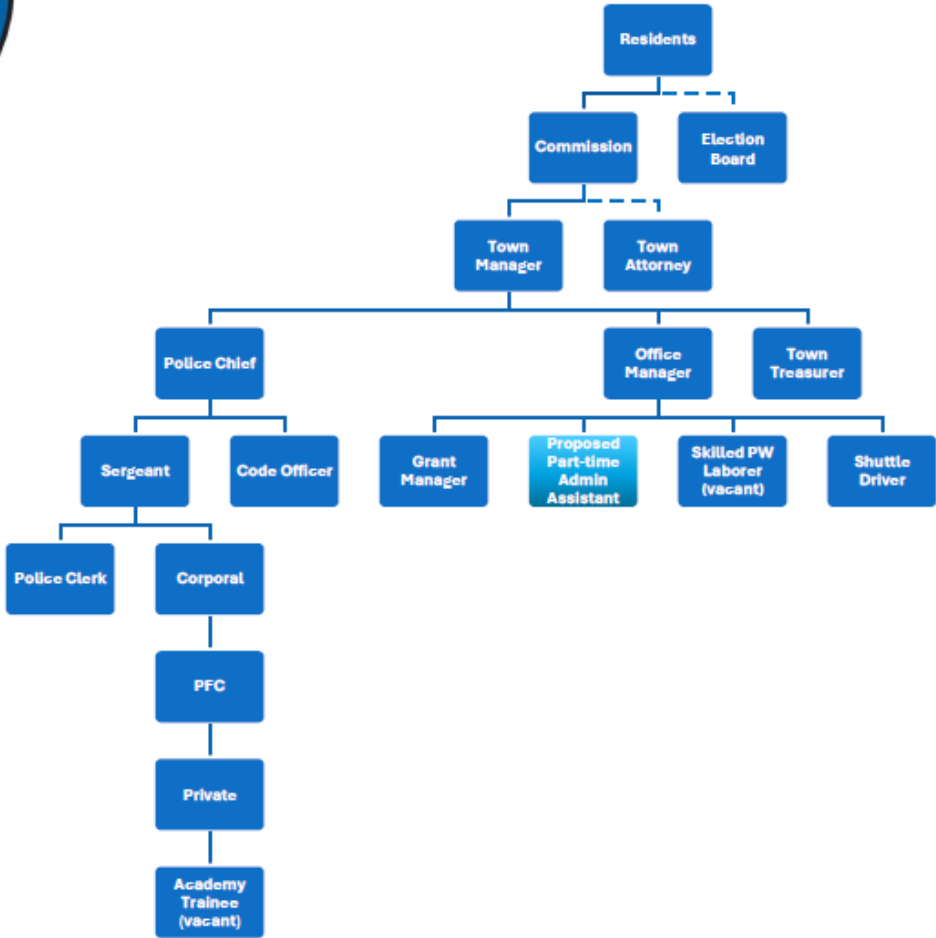
I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 12th Day of March, 2025 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2025-02 passed.

John Hoatson, Town Manager

Exhibit A



Town of Cottage City
Organizational Chart













MEMORANDUM OF UNDERSTANDING
BETWEEN
MARYLAND STATE POLICE
AND
TOWN OF COTTAGE CITY, MARYLAND
RED LIGHT CAMERA TECHNOLOGY USER AGENCY
GENERAL PROVISIONS

1. **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) between the Maryland State Police as the International Justice and Public Safety Network (Nlets) Criminal Justice Information Systems (CJIS) Systems Agency (CSA) and the Town of Cottage City, hereinafter referred to as the “parties”, is to memorialize the parties’ understanding regarding the transmitting, receiving, and storing of information distributed by Nlets for access to vehicle registration records.

2. **BACKGROUND:** Nlets provides the computerized, high-speed message switching system between the criminal justice community and state motor vehicle registration agencies. This infrastructure provides owner information on vehicles captured in numerous motor vehicle registration databases. This information is accessed for criminal justice enforcement purposes.

Criminal justice agencies in Maryland have instituted Red Light Camera Technology. Their vendors provide video equipment and software to search registration databases for vehicle owner information and take enforcement action. An Originating Agency Identifier (ORI) with limited Nlets access is required to perform this search and is issued to the criminal justice agencies for vendor access.

3. **AUTHORITY:** The CSA shall have the sole discretion to promulgate and retain any rules, regulations, and procedures necessary to the operation of the red light camera technology.

4. **SCOPE:** This MOU applies to the CSA issuing an ORI with limited Nlets access to the criminal justice agency specifically for vendor use to access vehicle owner information databases.

A. The CSA will:

1. Provide the User Agency with a Red Light Camera ORI with limited Nlets access;
2. Provide the User Agency with name and telephone number of a technical and administrative point of contact.

B. The User Agency will:

1. Use the ORI with limited Nlets access for criminal justice purposes pertaining to the Red Light Camera Technology;
2. Provide the CSA with the name and telephone number of a technical and administrative point of contact.

5. **DISCLOSURE AND USE OF INFORMATION:** The vendor and agency use of this ORI will be limited to Red Light Camera activity only.

6. **SECURITY AND PRIVACY OF DATA:** The User Agency agrees to protect and prohibit dissemination of information received from this ORI access to any other vendor, agency, or any unauthorized person(s).

7. **INDEMNIFICATION OF THE MARYLAND STATE POLICE:** The User Agency agrees to indemnify the Maryland State Police, its officers and employees, to the extent permitted by law and subject to the limitations as set forth in the State Tort Claims Act, Title 12, Subtitle 1 of the State Government Article or the Local Government Tort Claims Act, Title 5, Subtitle 3 of Courts and Judicial Proceedings Article, Annotated Code of Maryland from and against all claims, demands, actions, suits, and proceedings by others, against all liability to others, including, but not limited to, any liability for damages by reason of, or arising out of any false arrest or imprisonment, or any other cause of action whatsoever, and therefrom, arising out of or involving any negligence on the part of the User in the execution of the Agreement. Nothing contained in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State or to provide indemnification for negligent acts by the Maryland State Police, their officers, employees, or agents.

8. **TERM:** All activities of the parties under this MOU will be carried out in accordance to the above-described provisions. The CSA reserves the right to immediately suspend the ORI whenever the security, privacy, uses or dissemination requirements established by this MOU are violated. The CSA may reinstate access in such instances upon receipt of proof the violation has been corrected. Either party may terminate this MOU upon 30 days written notification to the other party. Such notice will be subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:

1. The parties will continue participation up to the effective date of termination.
2. All project information, copies, thereof, and rights therein received under the provisions of this MOU prior to the termination will be destroyed within six months of the termination of this MOU.

9. The MOU, which consist of nine sections, will enter into effect upon signature of both parties and will remain in effect until terminated. The foregoing represents the understandings reached between the CSA and the User Agency.

In Witness, whereof, the parties hereto cause this MOU to be executed by proper officers and officials.

Maryland Red Light Camera Technology

USER AGENCY NAME _____ **Cottage City Police Department** _____

SIGNATURE OF AGENCY HEAD _____

Agency Head Name(Typed) _____ **Anthony Ayers** _____

Title _____ **Chief of Police** _____

Date _____

MARYLAND STATE POLICE CJIS SYSTEMS AGENCY

BY _____

Name (Typed) **Diana Riley**

Title: **CSO, CJIS Security**

Officer _____

Date _____

Patio, Lawn & Garden › Snow Removal › De-Icers & Salt Spreaders › Salt Spreaders



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- Vehicle Application: Minimum bed length 75" (6'3"). Designed for standard bed (6'+) or longer 3/4T and larger trucks with minimum 10K GVWR
 - Durable 14" poly spinner broadcasts material up to 30 ft.; features a high flow chute and is removable for cleaning and storage. Includes a stainless steel auger for longevity
 - Patented double-wall poly hopper in black finish resists rust and dents, ideal for handling bulk salt or a 50/50 sand/salt mix with its 12V DC-powered electric drive
 - In-cab control for independent auger and spinner speeds, plus vibrator control. Equipped with auger auto reverse to clear jams, making it efficient and user-friendly
 - Includes essential accessories: vibrator, top screen, tarp, tie downs, and remote auger bearing grease kit. Forklift slots simplify loading and transport for added convenience
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Catalog Page **N/A**

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Manufacturer Part Number **32300**

Product Type **Tailgate Spreader**

Compatible Vehicle Type **Truck**

Power Source **Vehicle Battery-Powered**

Spreader Type **Broadcast**

Capacity **13.5 cu ft**

For Use With

**50/50 Salt/Sand Mix; Bagged Ice Melters; Bulk Salt; Calcium Chloride Pellets; Calcium
Flakes; Liquid Brine; Sand**

Mount Type **Bed**

Primary Application **Snow Removal and De-Icing**

Max Spread Width **40 ft**

Frame Material **Steel**

Hopper Material **Poly**

Spinner Size **12 in**

Includes **Control; Fitted Lid; Mounting Hardware; Power Cables and Controller**

Features

**Dual Variable-Speed Control; Fitted Tarp; Removable Chute Assembly; Spinner Drive
Assembly; Ton Screen**



Arbor Day Proclamation

Item # 16.

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our Town increase property values, enhance the economic vitality of the business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

Now, therefore, We, The Commission of The Town of Cottage City, do hereby proclaim, Friday, April 18, 2025, as Arbor Day in The Town of Cottage City, and we urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands, and

Further, We urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 12th Day of March, 2025.

Wanda Wheatley
Commissioner Chair, Ward 3

Ann Marshal Young
Commissioner, Ward 1

Reney Henerson
Commissioner, Ward 2



Demetrius Givens
Commissioner, Ward 4

John Brooks
Commissioner, At-Large



TOWN OF COTTAGE CITY

3820 – 40th Avenue
Cottage City, Maryland 20722
(301) 779-2161 • Fax (301) 779-3525

March 23, 2022

Mr. Jake Reilly
National Fish and Wildlife Foundation
1133 Fifteenth St., N.W., Suite 100
Washington, D.C. 20005

Dear Mr. Reilly,

I'm writing on behalf of the Town of Cottage City in support of the Environmental Finance Center's (EFC) *Walkable Watersheds: Developing an Equitable Green Infrastructure Plan for the Port Towns of Prince George's County, MD* proposal. This project is important to the Town as we hope to gain an improved environment and an improved quality of life for our community.

Cottage City is a small, quiet community located on the border of Washington, DC. Cottage City that was developed beginning in 1870, under the name of "The Highlands". The area was incorporated in 1924 as The Town of Cottage City. With the coming of European settlers, the area became noted for its deep-water, Anacostia River Port. A few houses were developed beginning in 1904 with broad streets laid out in a grid and trees planted along the streets. In 1999, Cottage City was lauded by the Joint Center for Sustainable Communities for our collaboration with Prince George's County for the Port Towns Revitalization Initiative. Cottage City is a small ethnically mixed community with old cottage-style homes that sit on tree-lined streets. The community is an active and enthusiastic partner with Prince George's County in Port Towns Redevelopment Plan, an effort to revitalize the neighborhood while preserving our heritage.

Due to global warming, our Town has endured large storms that have caused significant flooding within the community. The Town is aggressively working on projects to reduce the stormwater management issues. This project will provide us with another tool to address these issues and will allow us to partner with other Port Towns that are having similar issues. We currently have several initiatives and programs that address stormwater management such as the following: Tree Canopy Committee, Green Team, Community Garden Club, Clean-Up initiatives, as well as being a member of the Anacostia Watershed Society. This project will aid in educating community residents on ways to reuse stormwater by installing rain barrels. It will also provide funding to translate written materials from English to Spanish to help educate our Hispanic residents.

We currently have a pet waste management program that has encouraged residents to get out and walk around the community with their pets and increased the overall health of our residents. We share a



TOWN OF COTTAGE CITY

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bike/walk trail with the nearby Port Town communities. To reduce our carbon imprint the Town has committed to reduce our gas powered fleet, to electric vehicles and hybrids.

As a key partner in this project, the Town of Cottage City will be committed to the following:

- Use of site transportation
- Use of office space
- Use of Town Hall for meetings and events
- Use of Town staff
- Use of areas to store project equipment and supplies
- Use of Town bobcat and other equipment to complete tasks

These in-kind donations are valued at \$50,000.00.

In closing, the Town of Cottage City encourages the National Fish and Wildlife Foundation to fund this proposal. Projects like this one play a critical role in helping communities such as ours meet their stormwater management and environmental goals.

Sincerely,

Wanda Wheatley
Chair Commissioner