



Commission Work Session Agenda

Tuesday, September 02, 2025 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/83916354066?pwd=oCDu9qnnXXWufSjzoVc52tOk50SoUv.1>

Phone: 301-715-8592 | Meeting ID: 839 1635 4066 | Passcode: 794759

Call to Order and Roll Call

Review of Agenda

Presentations

1. Parks & Recreation, MNCPPC Introduction - Lourdes Sulc, Regional Manager-Region II
2. Private Property Tree Report - Denise Hamler
3. Cottage City Business Inventory - Denise Hamler

Business

4. Motion To Suspend The Rules To Vote In A Work Session (Commission Vote)
5. Resolution 2025 - 07: Temporary Closure of 43rd Avenue & Approving Right of Entry Agreements (Commission Vote)
6. Resolution 2025 - 08: Cottage City Budget Adjustment FY 2026 (Commission Discussion)
7. Grant Manager Addendum With Alta CPA Group (Commission Discussion)
8. Office Assistant Job Description (Commission Discussion)
9. New Chief Hiring Process & Timeline (Commission Discussion)
10. Gateway Signs Into Cottage City (Commission Discussion)
11. New Port Towns CDC Appointments (Commission Discussion)

Updates & Additional Discussion

12. Chesapeake Bay Trust \$70,000.00 Grant - (Update from Town Manager)
13. Bulk Trash Collection & Holidays (Update from The Town Manager)
14. Chesapeake Bay Trust Veterans Engagement Mini Grant \$5,000.00 (Commission Discussion)
15. It Quotes (Commission Discussion)

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).

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's Private Property Tree Maintenance Program Stage 2 Report

Spring/Summer 2025

Final Report from Cottage City Green
Team's Tree Canopy Committee

Goal of the Program

The Pilot Project (2023-24) was launched with \$25,000 from Cottage City Commissioners from the town's ARPA Funds.

The program/request from the Green Team's Tree Canopy Committee was to help residents preserve our mature tree canopy and remove hazards posed by trees in need of maintenance and invasive plant removal on private property.

Due to the success, the Tree Committee requested additional \$20,000 for servicing more residents from remaining ARPA funds in 2025.

Stage 2 was launched in Spring of 2025. It was launched through promotions in the town newsletter & social media.

18 homeowners completed the first step of the application process. (March 2025)

13 homeowners completed the entire process after personal outreach (April 2025)

- * 13 homeowners completed the entire process/paperwork. Onsite visits were made to each property by Denise Hamler (Tree Canopy Co-leader/volunteer) and town's tree contractor American Landscaping Brian Martins.
- * The final work order was for 13 homeowners and included removal of diseased trees, dangerous limbs and invasive vines cut/trimmed. The initial bid was \$3000 over the budget and work order had to be re-evaluated coming in at \$20,000.
- * All the work was completed on August 25, 2025.
- * The contract, oversight & payment was made by Cottage City staff.



The program was well received by the residents:

“ The American Landscaping crew was professional and efficient and work they performed was excellent, they had to communicate with Pepco on power lines and never let up until all the permitting was approved.” BK, Parkwood

“This program is a wonderful initiative and I strongly believe it should be funded for a third round.” EC, 42nd Ave.

“ I appreciate the work removing the invasives on my trees, when I see neighborhoods with trees overrun with vines, I thank you again – please let us continue to find the funds to continue to eradicate these vines.” AR, Cottage Terrace

“ Even I did not know how severely my maple tree was suffocating the magnolia tree until after American Landscaping had done the work, share my photos with the commissioners as proof the Green Team’s program and efforts are reaping sustainable result” CK, 42nd Ave.

“ I want to extend my sincere appreciation for your efforts in keeping Cottage City a vibrant and green community. Your leadership and dedication makes a difference. EC, 42nd Ave.

Feedback

Lessons Learned & Next Steps

- 1) The 2-step process was cumbersome in Stage 1 and we were able to streamline it to make it easier in Stage 2.
- 2) We need to do more outreach to reach residents.
- 3) The program requires volunteer labor from the Tree Canopy Committee in follow-up with the residents and reviewing the applications; and communicating with American Landscaping and town manager.
- 4) There is a continued need for private property tree assistance since many residents cannot afford the high cost of tree work and our mature trees are in need of maintenance.

Recommendation

- 1) Consider allocating money in the town's 2026-27 budget for a third round of the program.

Many thanks to Cottage City and Tree Canopy Committee

Wanda Wheatley, Commissioner, Chair
Commissioner John Brooks, Co-leader
GreenTeam/Tree Canopy Committee
Cottage City Commissioners
John Hoatson, Town Manager
Elisabeth Taylor, Office Manager

On Behalf of the Green Team's Tree
Canopy Committee:
Team Leader: Denise Hamler
Barbara Klieforth
Laura Guischarde
Will Davidson

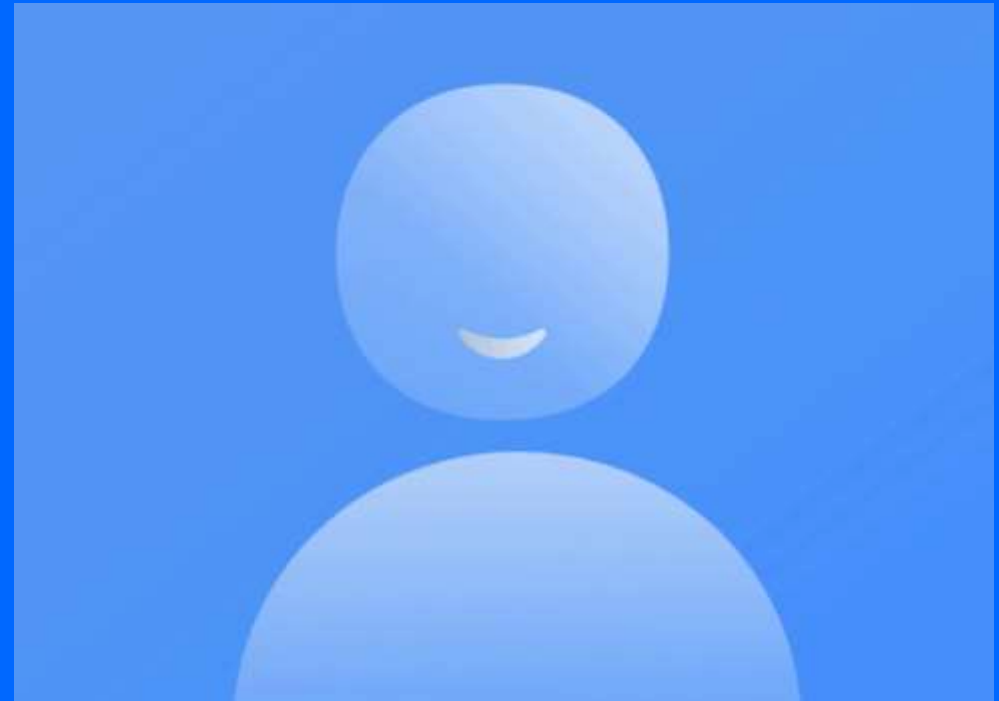
Thank you!

“ The American Landscaping crew were great. Their leader Luis is an artist. They used a system of ropes and pulleys, very carefully bringing down the large diseased tree bit by bit...Plus there were Pepco lines to navigate around. When they left at the end of the day the only clue that they had been there was the tree stump. AND now we have ample sun for our solar panels. A win-win.”

BK and LG on Parkwood

Questions can be addressed to
Denise Hamler at 240-476-4349
denisehamler@gmail.com

Item # 2.



Cottage City Business Inventory along Bladensburg Rd - #1

August 18, 2025

Submitted by Denise Hamler, Volunteer, on behalf of the
concerned community

3550 Bladensburg Rd
Access Road #1 in Eastgate
Industrial Park
R2R Automotive Repair Shop

- Auto Repair Business
- 13 cars on the lot waiting for repairs
- Bldg is in average condition



3552 Bladensburg Rd. Access Road #1 in Eastgate Industrial Park The Web Company

* Warehouse office bldg that has several businesses: Studio Burke DC; Sterling & Burke LTD; Charing Cross & Co.

- Cannot tell if it is occupied
- Condition of the property – average



3570 Bladensburg Rd. Access Road #1 in Eastgate Industrial Park IFC

- Large office and warehouse that appears to be empty – the doors are locked with chain.
- Property appears to be in average condition
- Property has two loading docks



Cell Tower in rear of Eastgate Industrial Park

- Operated by America Tower Corporation
- Has fence, padlocked gate and razer wire
- Next to the CSX railway



3520 Bladensburg Rd

No Name on Bldg

Vacant Bldg

- It is a large office building with 2 huge areas with parking lot and 2 loading docks.
- The property is not well kept – with weeds and bushes overgrown.
- The property is fenced and pad locked.



3500 Bladensburg Rd Corner Property NO NAME on Building

- Office Building - Occupied and appears to be in average condition
- 5 parking spots by the front door
- Well landscaped with trees along Bladensburg Rd



3640 Bladensburg Rd. No Name on the Building

- Vacant building – formerly auto related business. Fixing cabs on the weekend.
- Recently posted for NO OCCUPANCY due to problems with the property
- 3 abandoned cars and tow truck in the front parking lot.
- Building, parking lot and surrounding grounds in terrible condition
- Property posted by Inspector Graham from PG County on 6/18/2025 - not approved for occupancy. 202-510-7923



3450 Bladensburg Rd Castle – A Home Surplus Company

- A cabinet and door superstore
- Occupied with loading areas
- Random Parking – no parking spaces marked



3512 Bladensburg Rd
Access Road #1 in Eastgate
Industrial Park
AFRIK International Food
Warehouse

- Business is fully operational and cars and semis are parked in front of the bldg.
- Bldg appears to be in average condition



Abandoned Parking Garage – Access Road #2 Eastgate Industrial Park

- A two-story parking structure at the rear of the industrial park along the CSX train tracks
- The second floor is blocked off
- The first floor has random cars and trucks parked there.



3600 Bladensburg Rd Mr. Car Auto Sales

- Used vehicle auto sales
- Occupied
- Condition of bldg./business – POOR
- # Cars: 50 cars on lot
- QUESTIONS:
 - 1) What is the U&O for number of cars allowed on the property?
 - 2) What is the status of the two buildings on the property and what are they zoned for?
 - 3) History of issues with the property – run off and dumping into Dueling Creek that borders the property.



3342 Bladensburg Rd Aramark Warehouse

- Vacant
- Poor Condition
- Large warehouse and loading docks
- Large parking area in front
- Been Vacant for several years
- New roof being replaced (8/2025)



3342 Bladensburg Rd
REAR –2 businesses
H&H Bindery
Gruver Co.

- Vacant and padlocked
- Several security cameras and security lights installed in front and rear of property



3308 Bladensburg Rd JTR Automotive Group

- Auto repair and Auto sales
- Poor condition of bldg. and parking
- FLAG: there are approx. 60 abandoned and wrecked cars on the lot – no license tags
- Check to see what the U & O allows on the property



3320-3380 Bladensburg Rd Extra Space Storage

- Two buildings – A and B
- Storage spaces for rent and office
- Occupied and well maintained
- Only new construction in Cottage City in 20 yrs (or more)
- Landscaping and trees are will maintained
- In process of replacing the roofs (8/2025)



3454 Bladensburg Rd M&G Auto Body Repair and Office Eastgate Industrial Park

- Auto Repair Business and office
- Building and parking lot in poor condition
- 20 abandoned cars and trucks are parked at the side parking lot (no license tags)
- NOTE: there are also a Kelly Welding sign on the front of the building next to bay door



3554 Bladensburg Rd

Closed Business

Vacant Bldg

- Previously a furniture store – 2 story with parking in the rear and two loading docks
- For lease by KLNb 703-268-2727
- Property in poor condition



3566 Bladensburg Rd

XTRA Fuels Gas Station

- Auto related business – 24 hr gas station borders Dueling Creek
- Occupied
- Condition of Property: Poor
- Recently installed a wooden 6 ft fence along the perimeter of Dueling Creek
- Signage needs painting
- Problems with property:
 - 1) Gas Pumps are often out of order
 - 2) Large amount of trash is generated at the site and blows into the creek and woods.



Cottage City Business Inventory along Bladensburg Rd. #2

August 19, 2025

Submitted by Denise Hamler on behalf of the
community

3700-3708-3710- 3714 Rear 3708 Bladensburg Rd.

- Multi-Unit Block – One Owner
- Two large apartment buildings
- Two homes – one converted to businesses and residences.
- For Sale - \$2.9 million (as of 8/2025)
- Parts pf the buildings are vacant
- The two homes appear to need renovations
- Landscaping is in need of maintenance
- Parking lot in the rear needs repaving



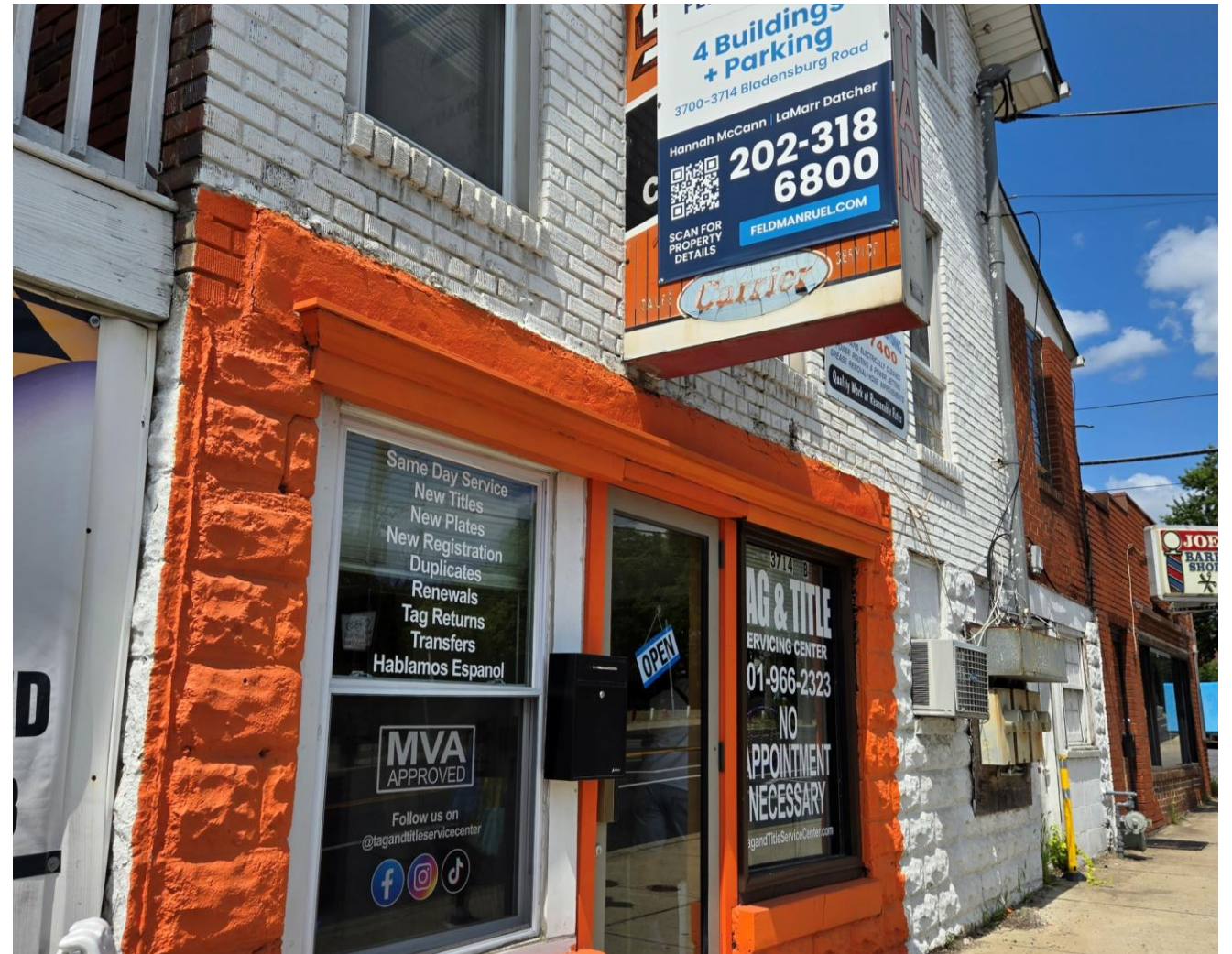
3714 A and B – Bladensburg Rd

Maryland Tag & Auto and Joe's #1 Barber Shop

- Buildings are for sale
- One owner – part of the block \$2.9 million (8/2025)
- Occupied
- Average to Poor Condition



3700-3714 Bladensburg Rd -for Sale – 4 bldgs



3800 Bladensburg Rd Formerly Port Town Auto

- Prime Corner property at Bladensburg Rd and 38th Ave.
- Been Vacant for 5 yrs (est)
- It is on the market – For lease with Divaris -571-389-7362
- The neighborhood would like to see this as a café, coffee shop or brew pup offering local spirits and food options.
- The building is in poor shape and has limited space.
- The parking lot is large but in need of repaving.



3804 Bladensburg Rd Universal Dialysis Center

- Medical building and medical servicing walk-in clients includes parking at side and rear of the building
- Occupied and in fair to good condition
- Parking lot needed repairs and repaving
- This business has been here and operating for years.
- NOTE: the bus stop in the front is always in need of maintenance and trash removal – it does not convey a good image of the building since it is medical facility – this needs to be addressed with appropriate personnel.



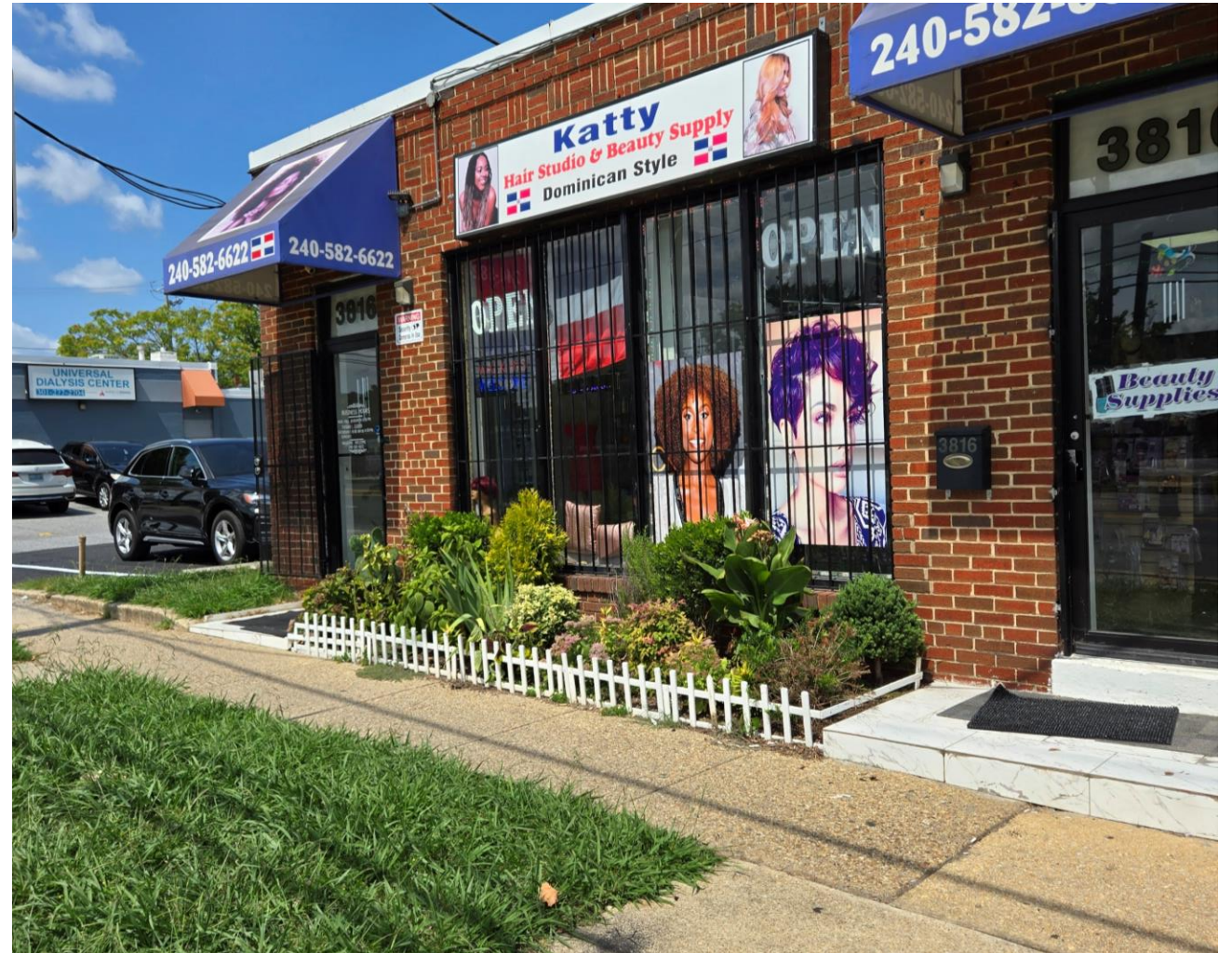
Rear of 3816 Bladensburg Rd. United Global Express

- Auto related car repair shop
- Occupied and doing work in the parking area outside the building and inside.
- Poor condition
- What is the U & O permitting for this business ?
- What is happening behind the privacy fence?



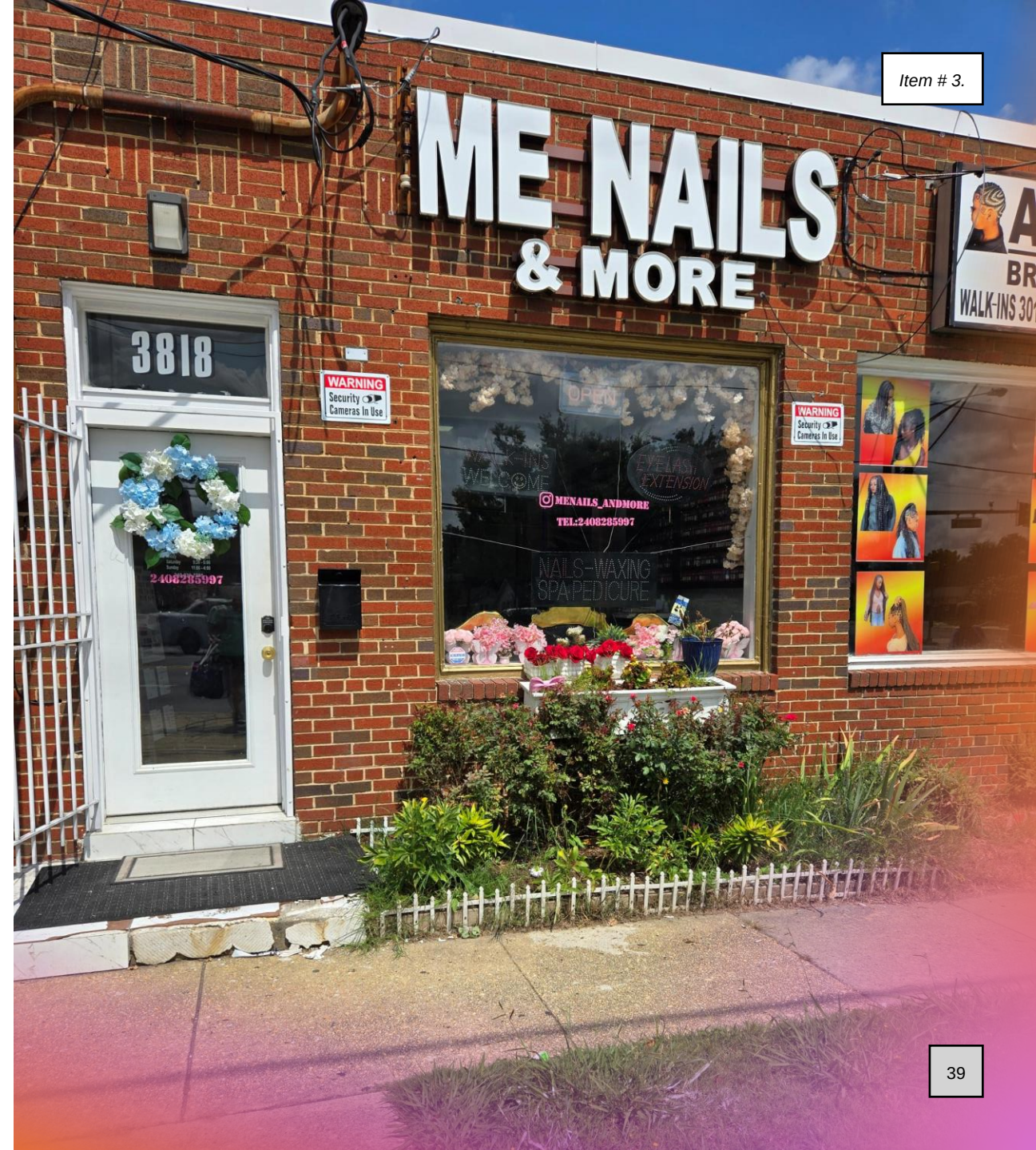
3816 Bladensburg Rd Katty Hair Studio & Beauty Shop

- Hair Salon
- Occupied
- Looks to be recently remodeled and landscaping is nice.
- **NOTE: This section of small retail shops turns over frequently – usually hair – barber shop – fitness related.**
- Parking is an issue.
- What else is contributing to the turn over?



3818 Bladensburg Rd Me Nails

- Nail Salon and ?
- Occupied
- Building is fair condition
- Landscaping nice
- Limited parking
- Turn over on property an issue



3820-3822-3840 Bladensburg Rd – Vacant Properties

- The buildings have recently been closed
- “These buildings not approved for occupancy” posted by the Prince George’s County by Inspector Long on 7/21/2025 – 240-825-9158
- What is the reason for the closing of the properties ?
- Note: Need to contact the owner(s) of these properties.



3824 Bladensburg Rd TT Hair Braiding Shop

- Hair salon
- Occupied
- Poor condition

NOTE: Its in between 4 bldgs that have
have NO Occupancy signage

* Contact the owner(s) about the situation
here.



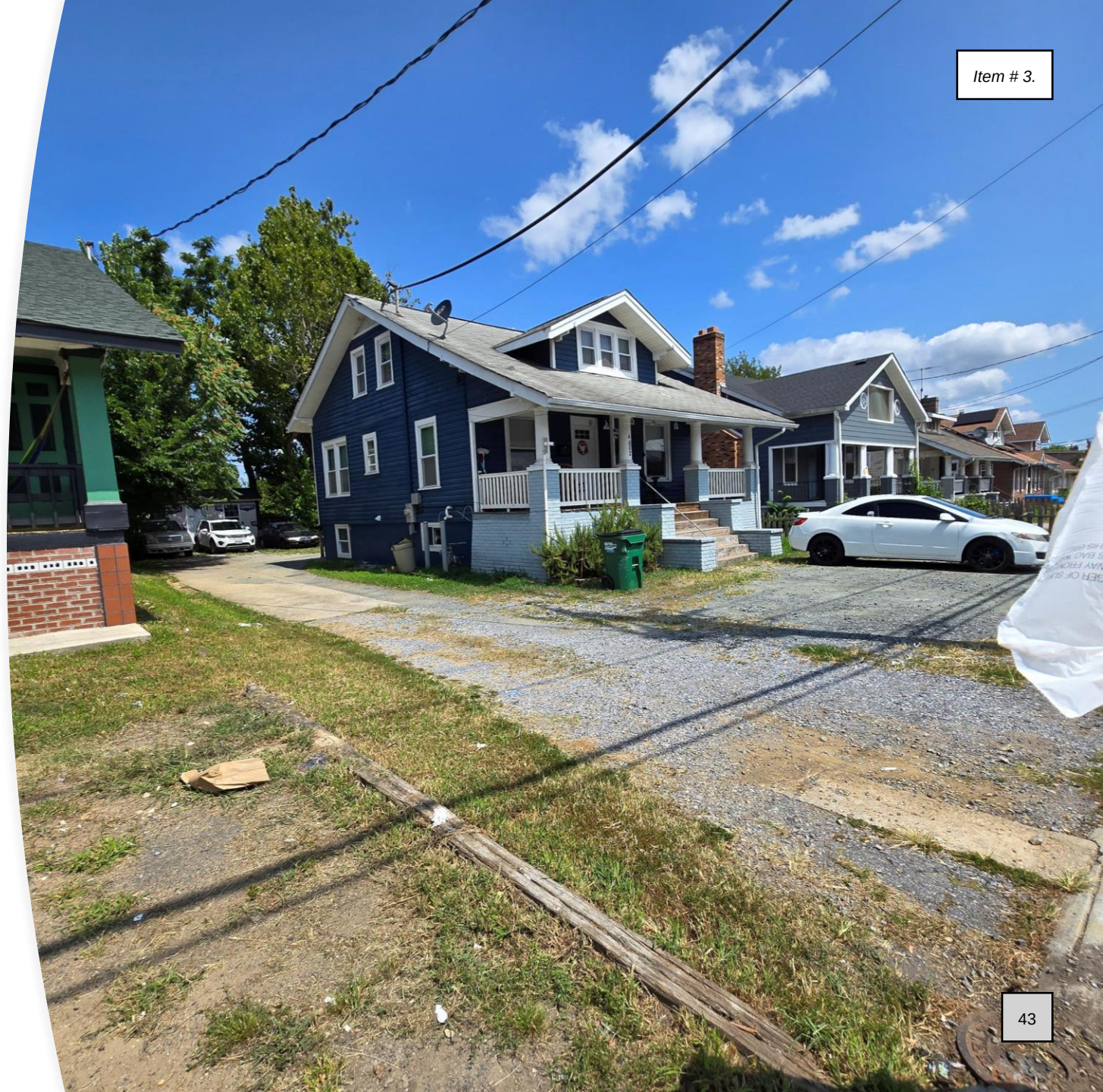
3840 Bladensburg Rd

Former site of Fire Station

- The building has been vacant for a number of years, once used by a local artist and as a church.
- What is the current U& O of the building and why was it posted NO Occupancy?

4000-4002-4004-4006- 4008-4009 Bladensburg Rd.

- This is zoned commercial and residential.
- The house are in varied states of maintenance.
- The parking is random and not well maintained.
- The landscaping is not well maintained
- The signage is not well maintained
- There are businesses in the rear of some of these buildings.
- What is the status of the U & O's of this block of businesses?



4012 Bladensburg Rd Tire Business

- Not sure what is happening on this lot
- Lots of tires stacked on the property
- What is the U&O of this business?
- Poor condition



4014 Bladensburg Rd Ameritech Tires

- Auto related repair shop and tire sales
- Selling and installation happening on the front parking area.
- Poor Condition of property and parking area



4016 -18 Bladensburg
Rd.

Parking lot in the rear &
front of the residences

- What is the U& O of the property ?
- Poor condition



4020 Bladensburg Rd Lamar Locksmith

- Auto related business
- Occupied as a business
- Parking area need improvements
- Poor Condition
- Poor signage



4022 Bladensburg Rd
???

Vacant corner property

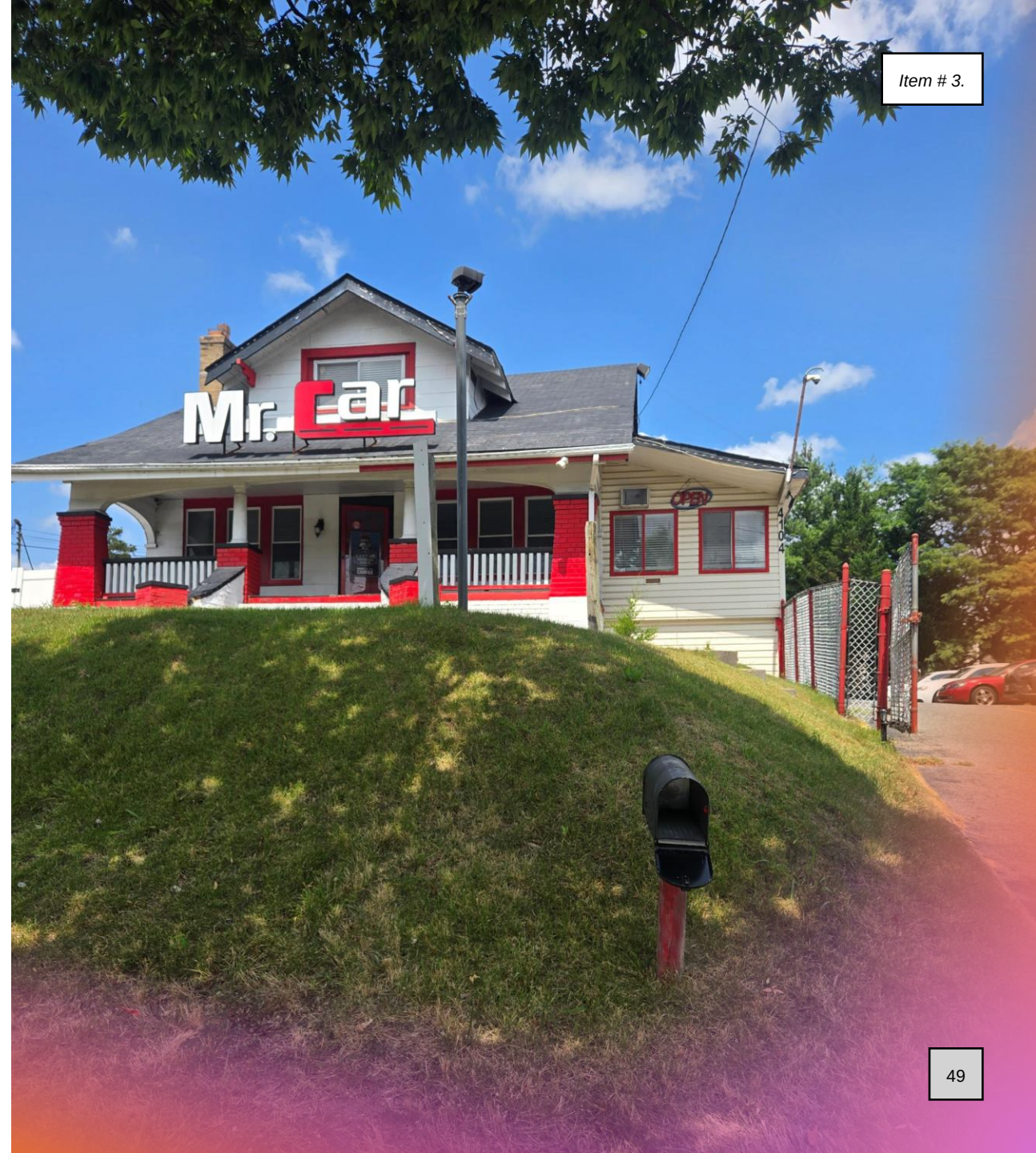
- Not sure what is happening on this property.
- Storage of vehicles and trash – debris in rear
- The fencing has razer wire in the rear parking yard.
- Property and building in poor condition



4104 Bladensburg Rd

Mr. Car Used Auto Sales

- Mr. Car has two businesses in Cottage City.
- This business is in a remodeled home.
- Average condition
- What is the U&O of the business ?
- How many vehicles are permitted on the property.
- At the time of visit there were approx. 22 vehicles on the lot
- There is a large white tent at the rear – are they doing car maintenance or repair work?



Mr. Car side parking area
where cars are parked
4104 Bladensburg Rd

* What is the occupancy of this property ?



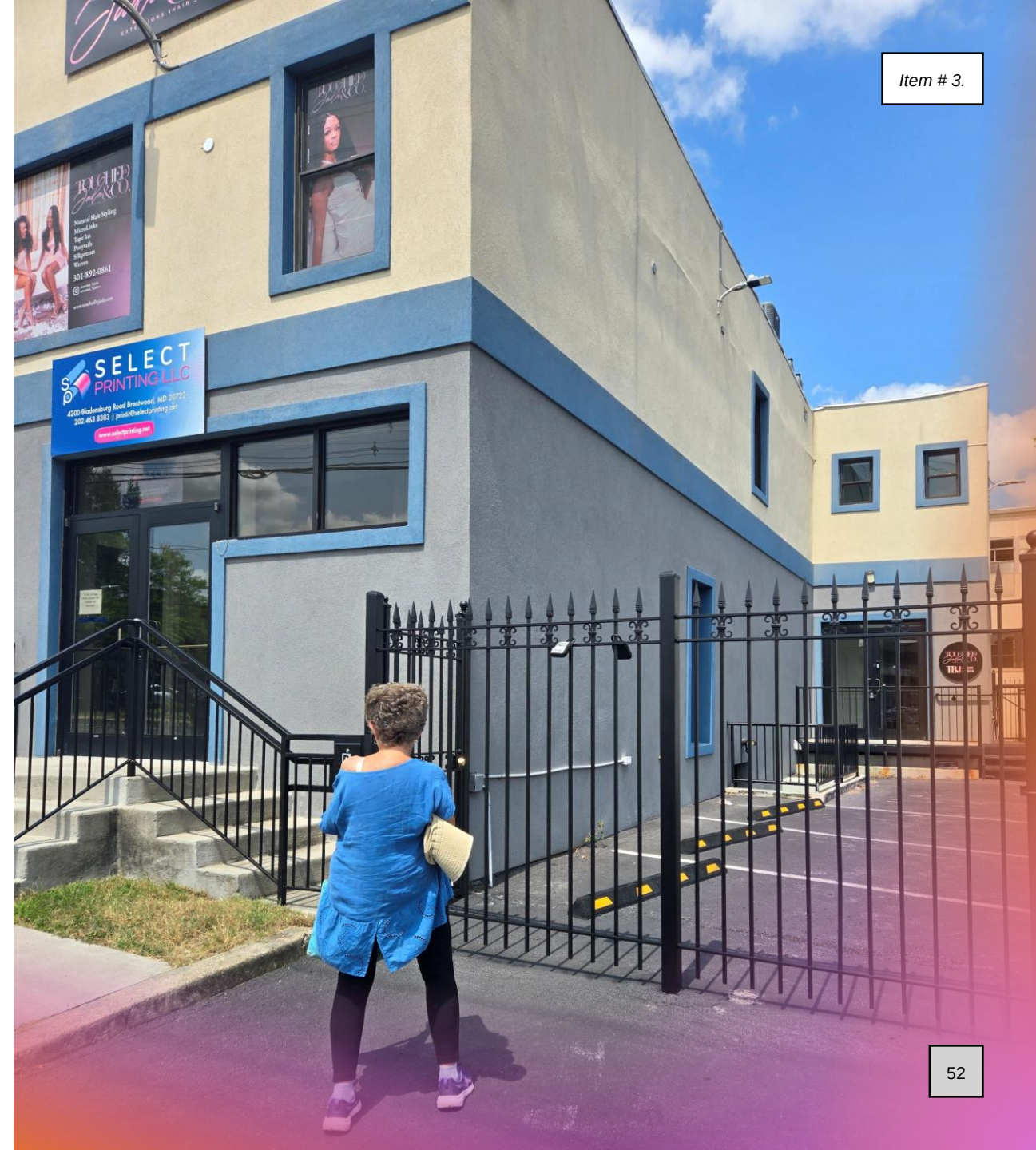
3703 42nd Ave. – rear of 4200 Bladensburg Rd

- Vacant building for lease
- Office building
- Semi renovated
- Appears in good shape



4200 A-B Bladensburg Rd Select Printing LLC and Touched by Jada

- Bldg recently completed renovated and now houses two businesses – printing and salon.
- Large well maintained parking area with fencing
- This is an excellent example of what can be done with property.



4204 Bladensburg Rd

Yangs Auto Repair

- Auto service business
- Office with two bays
- The property, parking area are in poor condition.
- Trash and auto debris throughout the property and building.
- At the time of visit we counted 25 vehicles on the property many do not have valid license tags.



4206 Bladensburg Rd Edwin Tire Shop

- Corner property with back storage bay being used to store tires
- The building appears to be in poor condition with storage of tires.
- At the time of visit they were replacing tires in the front parking area.
- What is the U & O of this property ?



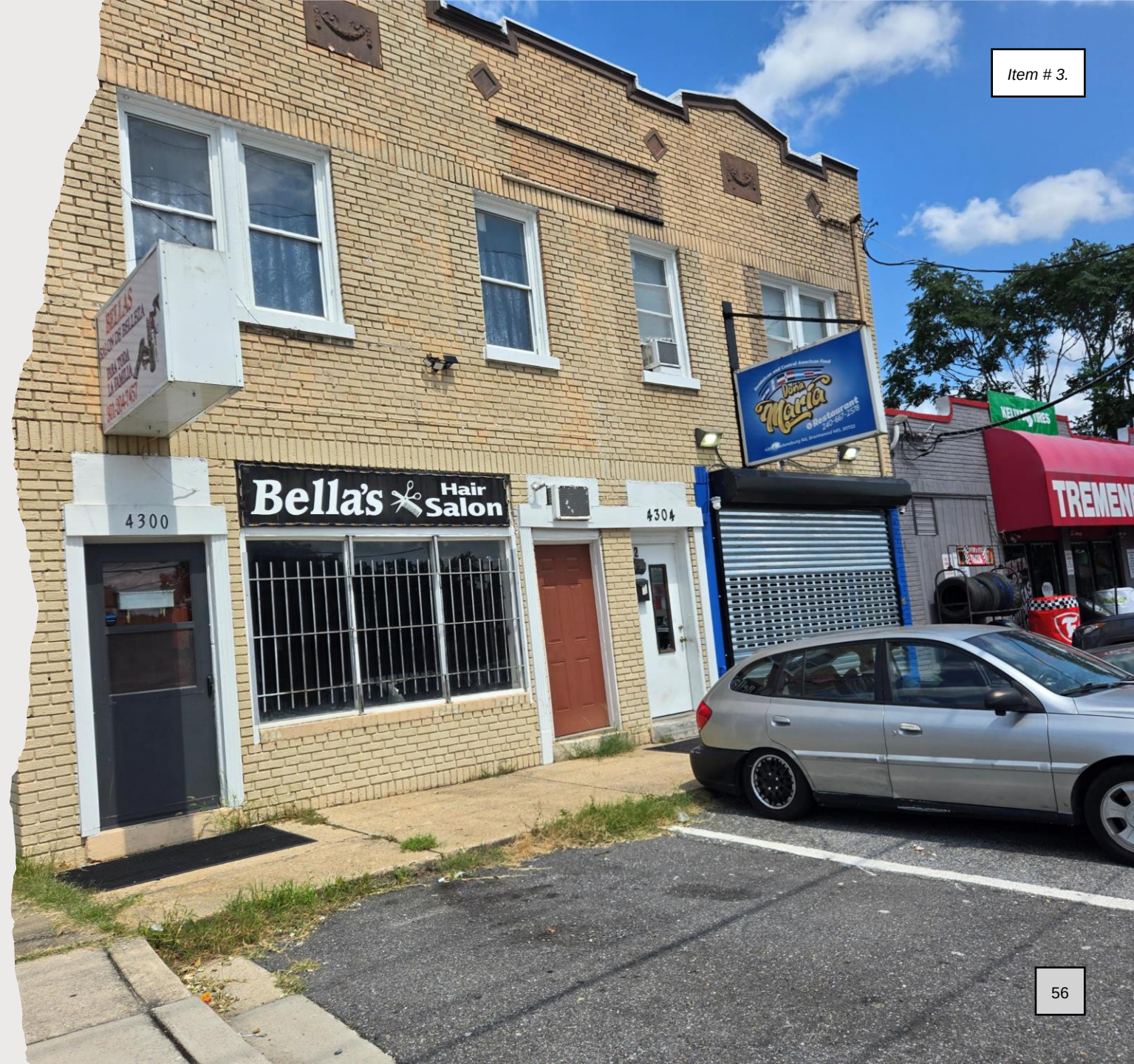
4100 Bladensburg Rd. Eurolux Auto Service

- Auto related service business
- History of the property – was closed for illegal activities and opened up again.
- What is the ownership of the property and U & O of the property
- There were approx. 20 vehicles on the property – the back of the property there are more abandoned vehicles.
- Many do not have valid license tags.
- Poor Condition of the building and parking
- Nice metal fencing



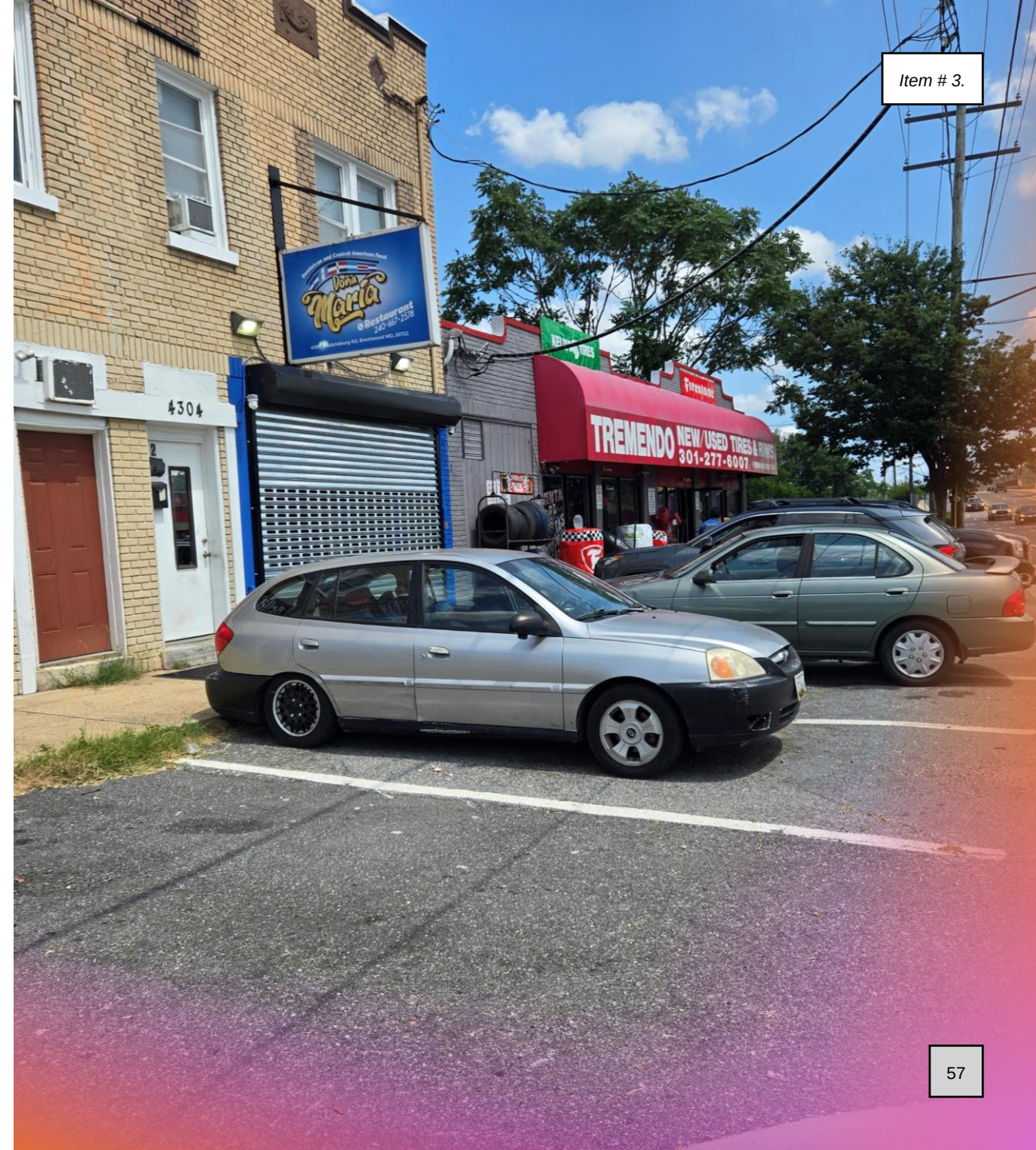
4300 – 4304 Bladensburg Rd
Bella's Hair Salon and Dona
Maria

- Hair salon and restaurant
- Vacant
- Trash on property and in need of repair and maintenance to building



4318 Bladensburg Rd Tremendo Used and New Tire Sales

- Auto related – tire sales and installation
- At the time of visit they were removing and installing new tire in the front three parking spaces on the street.
- NOTE: often the cars and workers are in Bladensburg Rd. – a dangerous situation.
- Poor signage and access to the property



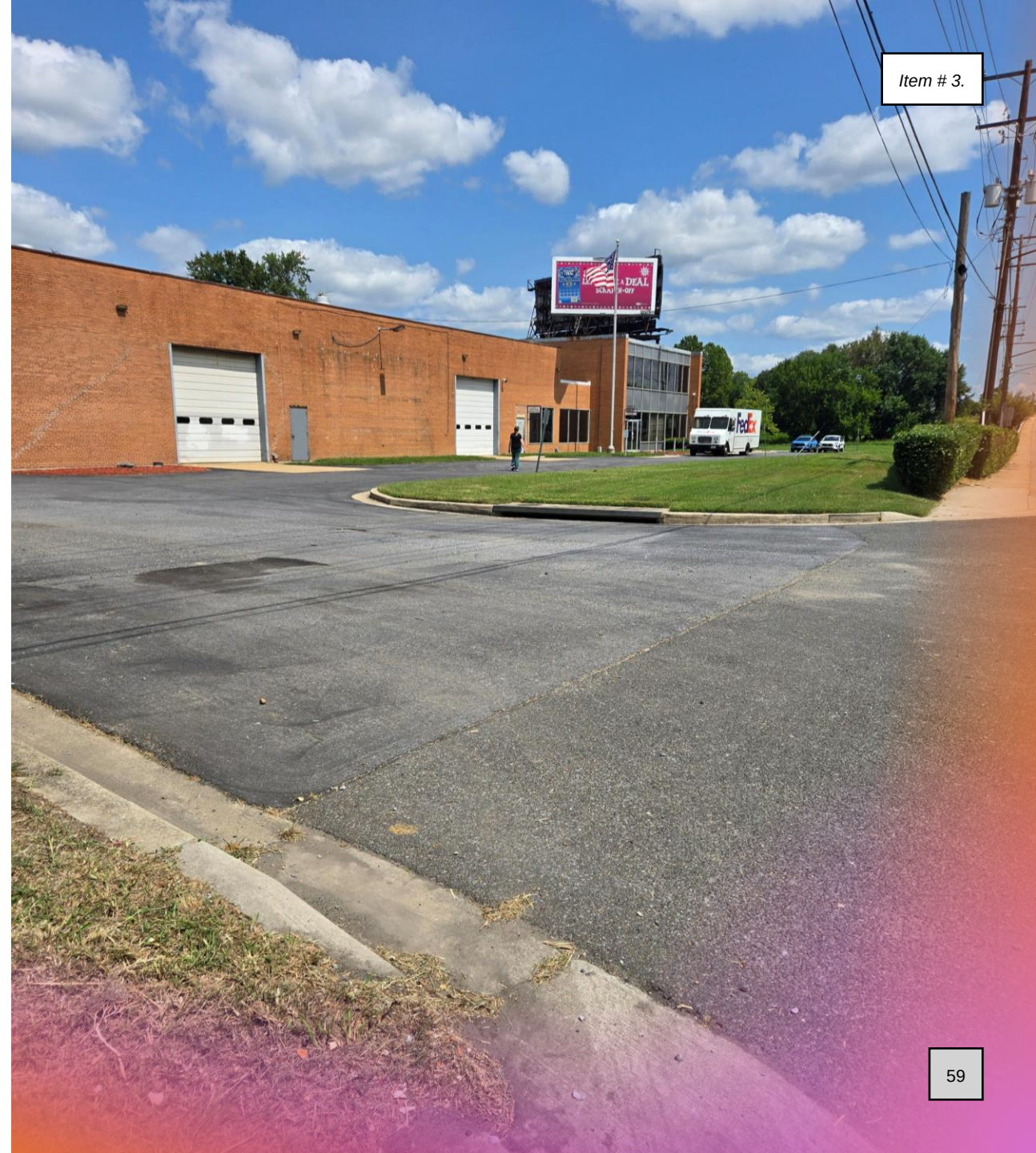
And then there's the allies behind the buildings that need attention

* Trash, debris, tires and abandoned cars litter the ally ways behind the Bladensburg Rd businesses.



4320 Bladensburg Rd Harley Electrical Building and storage lot

- Building, landscaping in good condition
- The storage area in the rear is hidden by fencing
- This is the most well maintained and successful business along the corridor
- We award them the first place trophy and hope we could have more like Harley.
- Congratulations



The End !
but only the
beginning.

Thank you for your attention to the
issues along the Bladensburg Rd
business corridor.

We look forward to working
together to attract new
businesses, remediate problem
areas, improve our tax base and
present an image of Cottage City
that is on the rise and worthy of
doing business in.

TOWN OF COTTAGE CITY
RESOLUTION 2025-07

Item # 5.

A RESOLUTION OF THE COTTAGE CITY COMMISSION APPROVING THE TEMPORARY CLOSURE 43RD AVENUE (MUN. ROUTE NO. 0430), FOR CONSTRUCTION PURPOSES WITH RESTRICTED PARKING AT CERTAIN TIMES; PROVIDING FOR THE ERECTION AND PLACEMENT OF ALL APPROPRIATE TRAFFIC CONTROL SIGNS AND DEVICES; PROVIDING THAT THE TOWN OF COTTAGE CITY POLICE DEPARTMENT AND ITS DESIGNEES SHALL ENFORCE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE; AND FURTHER APPROVING A CONSTRUCTION NOTICE TO RESIDENTS AND CERTAIN RIGHT OF ENTRY AGREEMENTS WITH CERTAIN PROPERTY OWNERS ABUTTING SAID RIGHT OF WAY

Introduced by: Cottage City Commission

WHEREAS, the Town of Cottage City is working in conjunction with Charles P. Johnson & Associates and other Contractor to improve and repair 43rd Avenue; and

WHEREAS, the improvements to 43rd Avenue may consist of 1.) Install storm drain system from the alley at the southwest property corner of 3702 43rd Avenue, to intersection of the alley with 43rd Avenue, to the front parking lot entrance of 4210 Bladensburg Road, and then connect to the existing County storm drain inlet on 43rd Avenue; 2.) Repave the alley from behind 3708 43rd Avenue to the intersection with 43rd Avenue. Part of the repaving will be to alter the alley grading to direct stormwater flows down the alley to the proposed storm drain inlet near the southwest property corner of 3702 43rd Avenue; 3.) Extend storm drain from the proposed storm drain inlet, at the intersection of the alley with 43rd Avenue, along the western side of 43rd Avenue towards Bunker Hill Road. The purpose of this storm drain is to tie the roof drains and sump pump discharges directly into the storm drainpipe; 4.) Replace the curb and gutter on both sides of 43rd Avenue from Bunker Hill Road to Bladensburg Road; 5.) Mill and Overlay the entire width of 43rd Avenue from Bunker Hill Road to Bladensburg Road; 6.) Repave section of alley behind 4300 Bladensburg Road that has standing water issues with concrete pavement section suitable for large trucks; and 7.) Each house on the western side of 43rd Avenue receives at least one stub out connection to the storm drainpipe; 8.) If roof down spout or sump pump discharges are already located at the property line, then the stub out connection will be connected to the existing discharge points; and

WHEREAS, the State Highway Administration has prepared a Route Number Index Map for Cottage City available at https://www.roads.maryland.gov/Town_Gridmaps/TownMap_039_CottageCity.pdf; and

WHEREAS, the duration of the construction period is anticipated to last for 8 weeks and the dates are subject to change depending on the weather: Projected construction dates are September 3rd through November 15, 2025; and

WHEREAS, pursuant to Section 66 of the Town Charter, the Town has control of all public ways in the Town except those that are under the jurisdiction of the State Highway Administration, and subject to the laws of the State of Maryland and said charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town; and

WHEREAS, Section 25-109 of the TR Art. of Md. Ann. Code grants to the legislative body of every local authority in Maryland, including the Town of Cottage City, as to highways under its

TOWN OF COTTAGE CITY
RESOLUTION 2025-07

Item # 5.

jurisdiction, general powers to designate through highways and place appropriate signs at specified locations; and

WHEREAS, Section 25-106 of the TR Art. states that “[o]n every highway under its jurisdiction, a local authority shall place and maintain those traffic control devices that it considers necessary to carry out the provisions of the Maryland Vehicle Law or local traffic ordinances or to regulate, warn, or guide traffic [and] each of these traffic control devices shall conform to the manual and specifications of the State Highway Administration,” and

WHEREAS, Section 6-9, having the catchphrase of “Peace and Good Order,” of the Code of the Town of Cottage City (the “Town Code”) requires that all persons must obey all rules and signs posted by authority of the Town on public property and rights of way; and

WHEREAS, Section 9-4, having the catchphrase of “Parking signs, traffic control devices, and notices,” of the Town Code, as amended, authorizes the Cottage City Commission to erect such signs, traffic control devices and notices regarding parking and traffic for the common good but that the order to take such action shall be issued by ordinance or written resolution and said ordinance or resolution or a fair summary thereof shall be published in the Town newsletter or a newspaper of general circulation in the Town; and

WHEREAS, the Cottage City Commission finds that the regulation of vehicular traffic is necessary to promote pedestrian and traffic safety, to advise motorists of the proper and safe use of the Town’s roadways, especially during construction or street repair projects, and to protect the public and the residents from hazardous conditions, and to accomplish other purposes in furtherance of the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED that the Cottage City Commission hereby approves, adopts, and orders the following: The Town or its contractor shall install temporary signage in accordance with the Maryland Manual of Uniform Traffic Control Devices (2011 ed.) to designate a No Parking Zone along all or portions of 43rd Avenue to be closed to traffic completely or partially for the time period needed to install certain infrastructure; and

BE IT FURTHER RESOLVED AND ORDAINED that the Cottage City Police Department and its designees are hereby authorized to enforce the provisions of Section 6-9 et seq. of the Code of the Town of Cottage City; and

BE IT FURTHER RESOLVED AND ORDAINED that a fair summary of this Resolution shall be published in the Town newsletter and on the Town website as soon as practical after the effective date of this Resolution; and

BE IT FURTHER RESOLVED AND ORDAINED that several right of entry agreements with abutting landowners of the aforementioned public ways are attached hereto, as Exhibits 1-4, and are hereby approved by said Commission as follows: **3702, 3704, 3706, 3708, 3710, 3712, & 3714 43rd Avenue**; and

TOWN OF COTTAGE CITY
RESOLUTION 2025-07

Item # 5.

BE IT FURTHER RESOLVED AND ORDAINED that the Commissioner-Chair shall be authorized to sign this Resolution on behalf of the Commission; and

AND BE IT FURTHER RESOLVED AND ORDAINED that this Resolution shall take effect immediately upon passage.

INTRODUCED by the Cottage City Commission at a Meeting held on September 2, 2025.

PASSED by the Cottage City Commission at a Meeting held on September 2, 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 2nd of September 2025 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2025-07 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2025-07

Item # 5.

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Prince George's County (Grantors) _____, thereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at 3702 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to **(i) remove a portion of the existing gravel driveway entrance, and (ii) replace with a mountable curb and gutter and concrete strip** based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, **Address: 3702 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0118935**, to **(i) remove a portion of existing gravel driveway entrance, and (ii) replace with a mountable curb and gutter and concrete strip** based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this _____ day of _____ the year 2025.

 Printed Name of Owner or Representative

 Signature

 Date

--- Below information to be filled out by the Town of Cottage City ---

3702 43rd Avenue Cottage City, Maryland 20722, Tax Account #0118935

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Godwin Friday Owinje (Grantors) [redacted] hereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at **3704 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.**

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to **(i) sawcut and remove a portion of existing asphalt driveway entrance, and (ii) replace with mountable curb, standard nosedown curb and a sloped concrete strip** based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, **Address: 3704 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0092411**, to **(i) sawcut and remove a portion of existing asphalt driveway entrance, and (ii) replace with mountable curb, standard nosedown curb and a sloped concrete strip** based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 29th day of August the year 2025.

Godwin Owinje
 Printed Name of Owner or Representative

[Signature]
 Signature

8/29/25
 Date

--- Below information to be filled out by the Town of Cottage City ---

3704 43rd Avenue Cottage City, Maryland 20722, Tax Account #0092411

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Juan Flores (Grantors) 9 thereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at **3706 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.**

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to (i) sawcut and remove a concrete driveway pad to existing concrete joint of existing driveway entrance, (ii) install mountable curb, sloped concrete strip, and concrete panels removed, and (iii) locate existing downspout at the left front corner (when facing the roadway) and install drainage system (pipes and associated bends) based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, Address: **3706 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0154229**, to (i) sawcut and remove a concrete driveway pad to existing concrete joint of existing driveway entrance, (ii) install mountable curb, sloped concrete strip, and concrete panels removed, and (iii) locate existing downspout at the left front corner (when facing the roadway) and install drainage system (pipes and associated bends) based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 8th day of 27th the year 2025.

Juan Flores
 Printed Name of Owner or Representative

J-F
 Signature
8-27-25
 Date

--- Below information to be filled out by the Town of Cottage City ---

3706 43rd Avenue Cottage City, Maryland 20722, Tax Account #0154229

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Carmelita Brown (Grantors) i thereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at **3708 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.**

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to (i) sawcut existing asphalt paving near shed (ii) install earth fill to provide positive drainage, (iii) install mountable curb, nose down curb, standard curb, gutter sloped concrete strip and reinstall asphalt paving, and (iv) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall as needed based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, Address: **3708 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0094433**, to (i) sawcut existing asphalt paving near shed (ii) install earth fill to provide positive drainage, (iii) install mountable curb, nose down curb, standard curb, gutter sloped concrete strip and reinstall asphalt paving, and (iv) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall as needed based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 27 day of AUG. the year 2025.

Velma Conyers
 Printed Name of Owner or Representative

Velma Conyers
 Signature

AUG 27 2018
 Date

--- Below information to be filled out by the Town of Cottage City ---

3708 43rd Avenue Cottage City, Maryland 20722, Tax Account #0094433

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Colleen M. Kelley and Debra A. Cordes (Grantors) hereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at **3710 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.**

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to **(i) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall as needed** based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

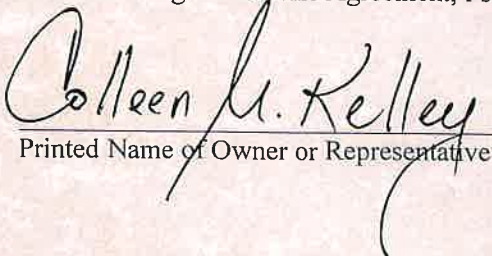
This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, **Address: 3710 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0148403**, to **(i) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall as needed** based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

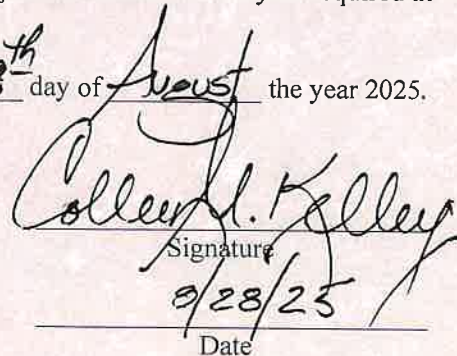
In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 28th day of August the year 2025.


 Printed Name of Owner or Representative


 Signature
8/28/25
 Date

--- Below information to be filled out by the Town of Cottage City ---

3710 43rd Avenue Cottage City, Maryland 20722, Tax Account #0148403

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Elizabeth K. Marby and Cristina E. Jimenez (Grantors) 0 thereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at 3712 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to **(i) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall, fence line and disturbing existing tree on property as needed** based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, **Address: 3712 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0164350**, to **(i) install drainage system (pipes and associated bends) by removing and reinstalling existing wooden retaining wall, fence line and disturbing existing tree on property as needed** based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 27th day of August the year 2025.

Elizabeth K. Marby
 Printed Name of Owner or Representative

Elizabeth K. Marby
 Signature

8/27/2025
 Date

--- Below information to be filled out by the Town of Cottage City ---

3712 43rd Avenue Cottage City, Maryland 20722, Tax Account #0164350

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

STORMWATER MAINTENANCE PROJECT
43rd Avenue
ENTRY AGREEMENT
WITH THE TOWN OF COTTAGE CITY

Stephen A. Crockett Jr. (Grantors) hereby grants permission to the Town of Cottage City (Grantee), its personnel and contractors, may have to enter upon my property, located at **3714 43rd Avenue, in the Town of Cottage City, Maryland, Prince George's County.**

I understand that the Town of Cottage City will perform the work in a neat and workmanlike manner, and the contractor will put forth the best effort to **(i) install drainage system (pipes and associated bends)** based on the engineer's final approved design. I agree the Town will formally notify me of the exact time and dates that the construction is expected to affect the grantor's property, and will advise me of alternate parking locations if the property should be inaccessible.

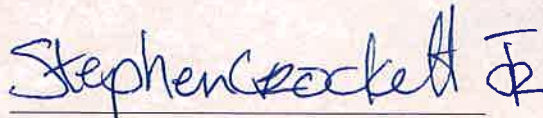
This entry agreement shall in no way be construed as the conveyance of real property from one party to the other, nor is it to be construed as the conveyance of any rights other than the right of the Town of Cottage City and/or its contractor to enter that portion of the Grantor's land, **Address: 3714 43rd Avenue, Cottage City, Maryland 20722 Tax Account #: 0103176**, to **(i) install drainage system (pipes and associated bends)** based on the engineer's final approved design. At the termination of construction, the permission granted herein shall terminate and cease to exist.

In signing this agreement Grantor relinquishes any rights for possible compensation in order to expedite the construction of this project. This agreement does not allow for the staging of heavy equipment on grantor's property.

Grantee will take all reasonable measures and exercise reasonable effort to prevent damage to Grantor's property and will instruct its contractor to do the same. In the event Grantee's contractor damages Grantor's property, Grantee will instruct its contractor to restore said property to the same or as similar a condition to the original as is possible and reasonable. Grantee requires that its contractors carry and maintain liability coverage for damage to Grantor's property, if any, due to or as a consequence of contractor's work pursuant to the contract.

It is hereby understood and agreed that all utility companies having facilities within the area covered by this agreement are hereby given permission to move and/or adjust the facilities as may be required in connection with the proposed project.

In acknowledgment of this Agreement, I set my hand this 8 day of Aug. the year 2025.



Printed Name of Owner or Representative



Signature

8/22/25

Date

--- Below information to be filled out by the Town of Cottage City ---

3714 43rd Avenue Cottage City, Maryland 20722, Tax Account #0103176

APPROVED FOR THE TOWN OF COTTAGE CITY, on this 27th day of August, 2025. By:

Wanda Wheatley, Commissioner Chair

TOWN OF COTTAGE CITY

RESOLUTION 2025-08

Budget Amendment

A RESOLUTION concerning the Cottage City budget amendments for the Fiscal Year ending June 30, 2026.

WHEREAS, the Town of Cottage City adopted the FY2024-2025 Budget by Ordinance 2024-01 on June 12, 2024, which authorizes its subsequent amendment by resolution; and

WHEREAS, notwithstanding the above-referenced budget ordinance, the FY 2026 Budget is also presented and discussed in further detail by enumerating additional sub-categories and detailed line items pertaining to either revenues or expenditures (the “Detailed Budget”), and although not considered incorporated by reference or formally part of the FY 2026 Budget Ordinance, the Detailed Budget is required to reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Commissioners at the Town meeting wherein the FY 2026 Budget was approved; and

WHEREAS, The Town has identified the need to amend the Fiscal Year 2025-2026 Detailed Line Item Budget to account for added expenditures; and

WHEREAS the Town’s charter requires no public money may be expended without having been appropriated by the Commission, and any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective; and

WHEREAS the Town Manager and Commission have discussed and agreed on amending the Fiscal Year 2025-2026 Detailed Line Item Budget to increase the Community Garden appropriation, from the unused ARPA funding in the amount of \$11,448.

WHEREAS the Town Manager and Commission have discussed and agreed on amending the Fiscal Year 2025-2026 Detailed Line Item Budget to account for the Town’s share of joining the CDC in the amount of \$15,000.

WHEREAS this proposed increase in Fiscal Year 2025-2026 appropriations or Town spending will decrease the amount of Fund Balance or savings available for use in future budget years.

BE IT RESOLVED, that this Resolution shall further amend the Fiscal Year 2025-2026 Detailed Line Item Budget to reflect the following changes to the Detailed Budget.

.....

CAPITALS	:	Indicate matter added to existing budget	Page 1 of 2
[Brackets]	:	Indicate matter deleted from existing budget	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	

PROPOSED INCREASE IN REVENUES:

No change,

PROPOSED INCREASED / APPROPRIATION/ REALLOCATED EXPENDITURES

5071	5071 Community Garden-24 ARPA	\$11,448
5065.2	5065.2 Port Towns CDC	\$15,000

TOTAL ADDITIONAL APPROPRIATIONS	\$26,448
--	-----------------

AND BE IT FURTHER RESOLVED, that this Resolution shall become effective immediately and may be signed by the Chair on behalf of the Cottage City Commission.

TOWN OF COTTAGE CITY, MARYLAND

By: _____
Wanda Wheatley, Commission-Chair

CERTIFICATION

I, HERBY CERTIFY, as the duly Town Manager of the Town of Cottage City, Maryland, that on the 10th day of September, 2025, with ___Aye votes___ Nay votes, ___Absent, the aforesaid Resolution 2025-08 Budget Amendment Passed.

By: _____
John Hoatson, Town Manager

CAPITALS	:	Indicate matter added to existing budget
[Brackets]	:	Indicate matter deleted from existing budget
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

Page 2 of 2

**Addendum 1 to
AGREEMENT BETWEEN ALTA CPA GROUP, LLC
And the Town of Cottage City, Maryland for
Grant Management**

This Contract Amendment (hereinafter referred to as this “Addendum 1”) to the Agreement between Alta CPA Group, LLC and the Town of Cottage City, Maryland for Grant Management (the “Original Agreement”), is made as of this 1st day of September, 2025 by and between Alta CPA Group, LLC located at 59 Franklin Street, 2nd Floor, Annapolis Maryland (“Alta”), and The Town Cottage City Maryland, a Maryland municipal corporation (hereinafter referred to as the “Municipality”) (individually, a “Party”, and collectively, the “Parties”).

WHEREAS on or about December 16, 2022, the Parties entered into the original agreement.

WHEREAS the Parties desire to enter into this Addendum 1 to assign certain responsibilities to Alta CPA Group.

WHEREAS the Parties have provided their mutual consent to this Addendum 1 to the Original Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the above recitals which are incorporated herein by reference and made a substantive part hereof, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Municipality and Alta CPA Group agree as follows:

Term of Contract Addendum - This Contract addendum is for a period of ten months and shall continue through June 30, 2026, at which point both parties can agree to amend or extend the contract as drafted. Either party may cancel this contract with thirty (30) days’ notice to the other party.

Additional Services to be Provided – Additional duties assigned to the contractor from this addendum, The Contractor will assume the duties of the previous Town Grant Manager, these duties include, solicitation of new and renewal of existing grant awards, grant reconciliation, invoicing and reporting, grant project planning and grant budgeting. The Parties agree that Alta may subcontract any of the services it provides to the Municipality in accordance with applicable law and regulation.

Fees- In accordance with the Town’s FY26 budget, and the Town’s cost of staffing the prior position, the additional monthly fee will be \$7,740 for the term of this contract addendum.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first above written.

ALTA CPA GROUP, LLC

By: _____
Name: Todd Frankenfield
Title: Member
Date: _____

TOWN OF COTTAGE CITY

By: _____
Name: Wanda Wheatley
Title: Chair, Town of Cottage City Commission
Date: _____



PROFESSIONAL SERVICES CONTRACT

This Agreement made as of the 9th day of November 2022, between, Alta CPA Group, LLC (the "Contractor") and Town of Cottage City, MD (the "Company").

WHEREAS the Company desires to engage the Contractor for accounting services for the period and upon subject to the terms herein provided; and

WHEREAS the Contractor is willing to agree to be contracted by the Company upon and subject to the terms herein provided:

NOW, THEREFORE, in consideration of the premises, the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

Term of Contract - This Contract is for a period of twelve months and shall continue through October 31, 2023, at which point both parties can agree to amend or extend the contract as drafted. Either party may cancel this contract with thirty (30) days' notice to the other party.

Services to be Provided - The Contractor will provide accounts payable and invoice processing, monthly financial recording, reconciliation, and reporting, administer payroll through the Town's third-party subscription, support Town management in preparing for the audit and conversations with the Town's auditors and in drafting the annual budget and other tasks as assigned. As our services our limited in nature, we do not audit any of the information you provide to us. If we notice that an amount appears unusual or out of the ordinary, we will call it to your attention, but our engagement cannot be relied upon to disclose errors, fraudulent financial reporting, misappropriation of assets, or illegal acts that may have occurred. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our engagement that fraud may have occurred. We will also report to the appropriate level of management any evidence or information that comes to our attention regarding illegal acts that may have occurred, unless they are clearly inconsequential. By your signature below, you understand and agree that you are responsible for preventing and detecting fraud. Should you wish us to expand our procedures to include additional work and investigations, we will arrange this with you in a separate engagement letter.

Additional Services to be Provided - We will procure and administer a vendor to process the Town's 1099's and other software packages as needed and pass-through billing to Town of Cottage City, MD.

Fees - Our fees will be \$2,000 monthly based on 18 hours at our discounted billing rates, plus incidental out-of-pocket expenses. For additional services, our partner discounted hourly rate is \$150 per hour, accountant discounted hourly rate is \$100. In the event assigned tasks require more time than allotted, we will provide an invoice estimate for approval prior to completing the assigned tasks. All invoices are due and payable upon presentation. We will bill on a monthly basis, billings become delinquent if not paid within 15 days of the invoice date. If billings are past due in excess of 30 days, at our election, we

59 Franklin Street, 2nd Floor
Annapolis, MD 21401

may stop all work until your account is brought current or withdraw from this engagement. Town of Cottage City, MD acknowledges and agrees that we are not required to continue work in the event of Town of Cottage City, MD's failure to pay on a timely basis for services rendered as required by this engagement letter. Town of Cottage City, MD further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Town of Cottage City, MD's failure to pay on a timely basis for services rendered as required by this engagement letter, Alta CPA Group, LLC shall not be liable for any damages that occur as a result of our ceasing to render services.

Document Retention - It is our policy to keep records related to this engagement for seven years. However, Alta CPA Group, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Alta CPA Group, LLC shall be free to destroy our records related to this engagement.

Non-Hire of Company Employees - Notwithstanding any other provision of this Agreement, upon termination of the Contract, the Company agrees as follows. Company is prohibited to hire Contractor's employees that are providing the services in the attached detailed description of services during the tenure of the Contract and for a period of twelve (12) months after expiration of Contract. The Company will not, during the period of Contractor's contract services provided in the attached detailed description of services and for a period of twelve (12) months after expiration of Contract for any reason, solicit or attempt to induce, directly or indirectly, any employee of the Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first above written.

ALTA CPA GROUP, LLC

TOWN OF COTTAGE CITY, MD

By: Todd R Frankenfield

Name: Todd Frankenfield

Title: Member

Date: 12/19/2022

By: Carol Richardson

Name: Carol Richardson

Title: Town Manager

Date: December 16, 2022



42988 Fairgrounds Rd
Leonardtown, MD 20650
301-904-6458

August 12th, 2025

Town of Cottage City
3820 40th Ave
Cottage City, MD 20

Re: Grant Specialist - Via - Alta CPA

Greetings,

Municipal Grant Services has a proven track record of delivering results and is an excellent choice for this contract. Please find attached Mr. O'Connor's resume and outstanding references. Mr. John O'Connor, Principal and Managing Member of Municipal Grant Services, will be the sole individual assigned to submit grants on behalf of the Town and will serve as the primary point of contact. Over the past decade, Mr. O'Connor has secured more than \$45,000,000 in funding for various local governments throughout the State of Maryland. He has successfully submitted well over 500 grants for both nonprofit organizations and government entities, maintaining an exceptional success rate. These awards include Capital Infrastructure grants, public safety grants, capital project grants, Project Open Space funding, DNR waterway grants, and many others. What distinguishes Municipal Grant Services from other grant writing firms is our full-service approach we handle the entire process from start to finish. This includes researching funding opportunities, drafting competitive applications, and providing full or partial grant administration to ensure compliance and successful project delivery. Municipal Grant Services offers turnkey grant operations, consulting, and project management services that minimize the administrative burden on Town staff. Our experience, work product, and client references demonstrate that we are the premier grant writing agency in Maryland, with the training, knowledge, and expertise to deliver measurable results for the Town of Cottage City.

We look forward to the opportunity to work with you and deliver funding success for the Town.

A handwritten signature in black ink that reads "John E O'Connor". The signature is written in a fluid, cursive style.

John E O'Connor
Managing Member

OBJECTIVE

To secure a contractual grant writing position for the Town of Cottage City, Maryland with full responsibility to manage, supervise, implement programs, and work closely with Staff through the prime contractor, Elected officials, Town management, members of the public, and colleagues in the field to facilitate funding related to public safety funding, infrastructure funding, municipal facility construction funding, DHCD funding, LEED Funding, Technology Funding, and other funding available to the municipal corporation.

SUMMARY OF QUALIFICATIONS

Accomplished professional with over 20 years of experience who employs state-of-the-art concepts and demonstrates the ability to contribute significantly to a company or organization. A result-oriented professional with excellent in-depth experience in local, state, and national security regulations, budget management, audits, grant writing, and other protocols. Skilled in all areas of government operations, budget management, policies and procedures, administration, and emergency preparedness. Excellent track record and reputation for taking the initiative, executing directives, and implementing strategic planning.

Expertise in:**Grants Management****Reporting/Instruction****MPCTC Standards****Human Resources****Human Relation Skills****Policy and Procedure****Public Safety Management****Financial Management****Project Management****Government Audits****Government Budgeting****Personnel Management****Community Organizations****Capital Projects****Municipal Annexation****Budget Management****Organizational Skills****Program Management****PROFESSIONAL ACCOMPLISHMENTS AND EXPERIENCE****TOWN OF FOREST HEIGHTS, Forest Heights, MD****PROJECT/GRANTS MANAGER**

Effectively upholds the position of Project Manager for the Town of Forest Heights. Works closely with staff, public, outside entities, contractors, other municipal governments to promote the orderly and efficient operation of the town government related to large scale capital projects. Responsibilities include enacting comprehensive plans, contracts, capital project sheets, grants, legislation. Broad authority and responsibility in overseeing a capital plan, budget, and projects through completion. Budget oversight is provided for capital projects. Has Secured over 10M in Grant Funding for the Town.

CITY OF DISTRICT HEIGHTS, District Heights, MD**2014 – 2016 DEPUTY CHIEF OF POLICE**

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR).

- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

ST. MARY'S COUNTY GOVERNMENT, Leonardtown, MD

2014 – 2023

COUNTY COMMISSIONER

Effectively upheld the position of County Commissioner for St. Mary's County and works closely with the other County Commissioners towards the orderly and efficient operation of the county government. Responsibilities include enacting comprehensive plans, overseeing the county's annual budget and finance, debts, contracts and the appointment of department heads and staff in departments. Possess the executive power collectively with the other county commissioners and has broad authority in overseeing an operating budget of over \$325M, and over 1700 employees. Budget oversight is provided for corrections, the Sheriff's Department, States Attorney's Office, and several other state and local entities.

OPTOTRAFFIC, Lanham, MD

2014 – 2016

CHIEF OPERATING OFFICER

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR) and participates in the general management of the company in close support of the Chief Executive Officer.

- **Drove customer satisfaction while maintaining a reasonable cost structure and ensures compliance with governmental, ISO, and management expectations.**
- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

LAW ENFORCEMENT INSTITUTE of MARYLAND

2007 – 2014

EXECUTIVE DIRECTOR

Developed continuing education courses for the law enforcement community and was responsible for the supervision and management of over 75 law enforcement officers and instructors. Ensured that programs were based on current research, national standards, and best practice. Determined the type of instruction necessary and coordinated and supervised the presentations by various instructors. Spoke before service groups and interested groups of citizens on all aspects of law enforcement and law enforcement training. Assisted in analyzing the training needs of various police and enforcement agencies and adjusts training to these needs. Personally, designs training programs based on the needs of the law enforcement community.

- **Considerable knowledge of professional employee training practices, adult learning theory and practice.**
- **Contributing Author, Firearms Training for the State of Maryland for the Governor's gun control act of 2013.**
- **Knowledge of best practices in law enforcement principles, procedures and techniques, Motor Vehicle Laws, accident and criminal investigation methods and techniques.**
- **Trained over 4,500 Law Enforcement Officers from various federal, local, and state agencies**

SEAT PLEASANT POLICE DEPARTMENT

2010-2012

2016-2021

SERGEANT SPECIAL OPERATIONS and TRAFFIC UNIT

Provided management functions including enacting a K-9 program start up at no cost to the SPPD and sustainment, grant administration for technology integration, and maintained significant roles in major projects designed to upgrade the efficiency and effectiveness of police operations. Developed and successfully implemented security policies, and programs in addition to coordinating personnel development, training, operational plan development, and major incident command. Resolved technical and operational problems, eliminating redundancies resulting in cost savings.

- **Authored Grants which resulted in \$5.5 Million in awarded funds in three years**
- **Monitored all grant requirements and fund expenditures to maintain grant eligibility and report it via quarterly reports to the USDOJ, Seat Pleasant Police Department and Seat Pleasant City Council.**
- **Continued to foster a working and growing relationship with local businesses and community groups ensuring that their needs were met with positive results and a trustworthy relationship.**

FAIRMOUNT HEIGHTS POLICE DEPARTMENT

2009 – 2010

ACTING CHIEF of POLICE

Spearheaded the planning, directing, and controlling the activities of all lower ranking sworn police officers and civilian personnel in the performance of their duties. Responded to the scene of major incidents, whether of a criminal nature or natural disaster, and to assumed field command and remained there until the situation is under control. Supervision was exercised over a large group of subordinates or a small group, and the complexity of work may vary, and the scope of responsibility varied. Responsible for the development and implementation of traffic and security operational plans associated with large scale events, to include entertainment venues

- **Reduced personnel expenses within the budget through better manpower allocation and improved communication, thus reducing overtime expenditures.**
- **Identified and analyzed problems, leading to successful solutions and the implementation of action plans.**
- **Initiated and develop strategic plans to fight crime and work in partnership with surrounding jurisdictions, and exercised immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.**
- **Implemented Non-Standard practices for combating prostitution on the Eastern Avenue corridor working in partnership with the command staff of the Metropolitan Police District of Columbia, Prince George's County Police, and the Citizens Against Prostitution.**

Seven (7) years U.S. Army military career comprised of the following assignments and some of the missions executed:

- 212Th Military Police Detachment, Fort Belvoir, VA
Military Police Sergeant Working Dog Handler/Trainer
- 87th Military Police Detachment Criminal Investigation Division
Investigator Sergeant, Covert Narcotics Unit
- 118TH Military Police Company Law Enforcement Duty, Fort Bragg NC
Patrol Supervisor, Sergeant
- 108Th Military Police Company – Team Leader, Fort Bragg
- **Managed a squad of experienced investigators, Undercover Narcotic officers and major case investigations associated with the violent crimes of murder, robbery, rape, and sex offenses. Squad investigated all suspicious deaths, suicides, missing persons, and police related shootings in conjunction with the Criminal Investigative Division Agents. I led and supervised a staff of 8 investigators.**
- **Patrol Supervisor in an Airborne Military Police Company in direct support of XVIII Airborne Corps; ensures soldiers and equipment are prepared for Law Enforcement Operations. Worked hand in hand with the Fayetteville Police Department narcotics team, and patrol division.**
- **Trained, counseled, and focused on combat readiness, teamwork, and soldier welfare. Deployed in support of Operation Iraqi Freedom. Wrote the training curriculum for the first Iraq Police Academy used as the foundation for the Police Academy resulting in training over 1,500 Iraqi Police. Iraq currently has over 30 academies.**

AWARDS/COMMENDATIONS

MILITARY AWARDS

Purple Heart, Army Commendation Medal with Valor Device (2nd Award), Army Achievement Medal (8th Award), Army Good Conduct Medal (2nd Award), National Defense Service Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Kosovo Campaign Medal, Iraq Campaign Medal, Army Service Ribbon, Combat Action Badge, Parachutist Badge

LAW ENFORCEMENT AWARDS

Meritorious Action Award x 2
 Law Enforcement Valor Award
 Good Conduct Award x 3
 Meritorious Unit Citation
 Law Enforcement Service Award
 2019 State of Maryland Law Enforcement Instructor of the Year
 2021 State of Maryland Law Enforcement Instructor of the Year

EDUCATION

B.S Degree, Management, 2014, the Johns Hopkins University, Baltimore, Maryland
A.A. Degree, Criminal Justice, 2010, Kaplan University, Chicago, Illinois

TECHNICAL EXPERIENCE

Proficient with PC/Mac, Quick Books, ADP, Payroll Management, MS Word, PowerPoint, Access, Outlook, Publisher, Proficient with Excel, Movie Editor, Photoshop, Police RMS, Grant Management System, E-Tickets, ACRS,

EXPERT WITNESS

Court Recognized Expert, Automated Enforcement, **Forest Heights v. Eastover Auto.**
 Maryland Circuit and District Court 2012

Court Recognized Expert, Narcotics Investigations, **United States v. Sosa 2005**, Fort Bragg, NC

PUBLISHED ARTICLES

“Set up and Accuracy Testing for Automated Speed Enforcement” By John E O’Connor 2012
International Association of Chiefs of Police

SPECIALIZED TRAINING

Bachelors in science, Management, The Johns Hopkins University
Johns Hopkins University Public Safety Executive Leadership Institute Graduate
FBI, LEEDA, Law Enforcement Leadership Training
Advances Investigations Training, United States Army, US Marshalls
Expert Enhanced Law Enforcement Instructor, MPCTC
OC Instructor and Less than Lethal Instructor MPCTC
Emergency Vehicle Operator Instructor, MPCTC
Firearms Instructor Type I, II, III, IV, MPCTC
K-9 Handler, US Army; K-9 Instructor, MPCTC
Federal Narcotics Investigations, US Army, US Marshall Service
NYPD Undercover Narcotics Investigations, New York City Police Department
Police First Line Supervisors School, FTCC and MPCTC
First Line Administrator Training, MPCTC
Vehicular Homicide Investigator Level I, II, III (Accident Reconstructionist), PGPD
State of Maryland Certified Traffic Safety Specialist, MDOT
Field Training Officer, MPCTC; Field Training Officer Instructor, MPCTC
Narcotics Interdiction School, Fayetteville Tech
Highway Narcotics Interdiction School, Fayetteville Tech
Multi-jurisdictional Counter drug task force, US Army
Private Pilot Single Engine Land, FAA
Unmanned Aerial System Pilot, Part 107, FAA
Motor Vehicle Carrier Enforcement, Maryland State Police
Advanced DWI detection school, US Army FTCC
Emergency Vehicle Operator Instructor, MPCTC
Grants Management
Fiscal Management and Budgeting processes
Motorola Records Management System, Instructor Certified, PGPD

MUNICIPAL GRANT SERVICES REFERENCES

Demetrious Harris
City Administrator
City of Seat Pleasant, MD
Dharris@seatpleasantmd.gov

Mr. Marcus Jones
SA to DCAO PG County Gov
Town of Forest Heights, MD
202-839-0480
Marcus.Jones@co.pg.md.us

Anthony Rease
Director
Emergency Managment PG County
Anthony.Rease@co.pg.md.us
202-300-3788

Krythlyn Rhoda
Senior Grants Specialist
City of Seat Pleasant
KRhoda@SeatPleasantmd.gov
240-883-1357

Ronald Tarpley
Chief of Police
City of District Heights
TarpleyR@DistrictHeights.org
202-361-1109

Colby Phippin Commissioner
President Town of Hebron, MD
Colby.Phippin@gmail.com
443-235-6735

Regis Bryant
Chief of Police
City of Glenarden
RBryant@CityofGlenarden.org
240-398-1254

Michelle Bailey-Hedgepeth
Town of Bladensburg
667-392-7642

Office Assistant

Job Title: Office Assistant (Bilingual – English & Spanish)

Location: Cottage City, Maryland

Employment Type: Part-Time

Position Summary:

We are seeking a detail-oriented and highly organized Office Assistant who is fluent in both English and Spanish. The ideal candidate will provide administrative and clerical support to ensure efficient operation of the office, facilitate communication with Spanish-speaking clients and staff, and maintain a professional and welcoming environment.

Key Responsibilities:

- Answer emails, and other correspondence in both English and Spanish
- Translate documents, emails, and other materials between English and Spanish as needed mainly for the monthly Newsletter and Social media posts
- Prepare the minutes for various town meetings in both English and Spanish
- Support management and staff with special projects or assignments
- Answer and direct phone calls when there is a need for you to be in office
- Greet and assist visitors, clients, and employees in a professional manner
- Ensure confidentiality of sensitive information

Qualifications:

- High school diploma or equivalent (Associate's degree preferred)
- Proven experience as an office assistant, administrative assistant, or similar role
- Fluency in both spoken and written Spanish and English
- Strong verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and basic office equipment
- Exceptional organizational and time-management skills
- Ability to multitask and prioritize tasks in a fast-paced environment
- Strong interpersonal skills and customer service orientation

Preferred Skills:

- Prior experience translating and interpreting in a professional setting
- Consistently maintains a positive attitude, respectful communication, appropriate attire, and discretion when handling confidential information.

Salary & Benefits:

- Competitive pay based on experience

How to Apply:

Please submit your resume and a brief cover letter highlighting your bilingual experience to townhall@cottagecitymd.gov.



Town of Cottage City Residents Want To Serve On A Review Panel?

Assist The Town of Cottage City
Pick A New Chief of Police



Nominations Being Accepted For
The Town Commissioners



Selection Will Be Made By The Commission

Submit Names By: September 30, 2025

Email: townhall@cottagecitymd.gov

Questions: 301.779.2161





Residentes de la ciudad de Cottage City

¿Desea formar parte de un comité de revisión?

Apoye al municipio de Cottage City en la selección de un nuevo jefe de policía.



Se aceptan nominaciones para los comisionados municipales.



La Comisión realizará la selección.

Envíe sus nombres antes del 30 de septiembre de 2025.

Correo electrónico: townhall@cottagecitymd.gov

Preguntas: 301.779.2161





Current Gateway Signs



Item # 12.

Proposal

Milton's Tree Care Services LLC
 3700 Bethwood Ct
 Upper Marlboro, MD 20772
 (301) 675-8147

Monday, August 18, 2025

Job Name
Town of Cottage City

Town of Cottage City
 Mr. John Hoatson
 3820 40th Ave
 Brentwood, MD 20722
Mobile:301-779-2161

Salesperson: Milton Munoz

Email: miltonstreecareservices@gmail.com

Phone: 3016758147

Worksite: 3820 40th Ave
 Brentwood, MD 20722

#	Item	Description	Qty	Cost
1	Contract	Tree Service	1	\$68,000.00

- 3 Pine trees by the parking lot**
- Remove trees safely
 - Grind stumps
 - Haul branches and wood away

Area 1 (RED)

- Remove all small and large trees small
- No stump grinding
- Haul branches and wood away

Area 2 (GREEN)

- Remove all trees within the discussed area, including both small and large trees inside the square
- No stump grinding
- Haul branches and wood away

Area 3 (FUCHSIA)

- Remove all bamboo and grind its stumps
- Haul debris away

Area 4 at end of 4223 Cottage terrace

- Mulberry tree on the corner by the street
- Remove tree
- No stump grinding
- Haul branches and wood away

Area 5

(between 4200 & 4122 Cottage Terr)

- Remove the vines and a fallen tree
- No stump grinding
- Haul branches and wood away

Subtotal: \$68,000.00

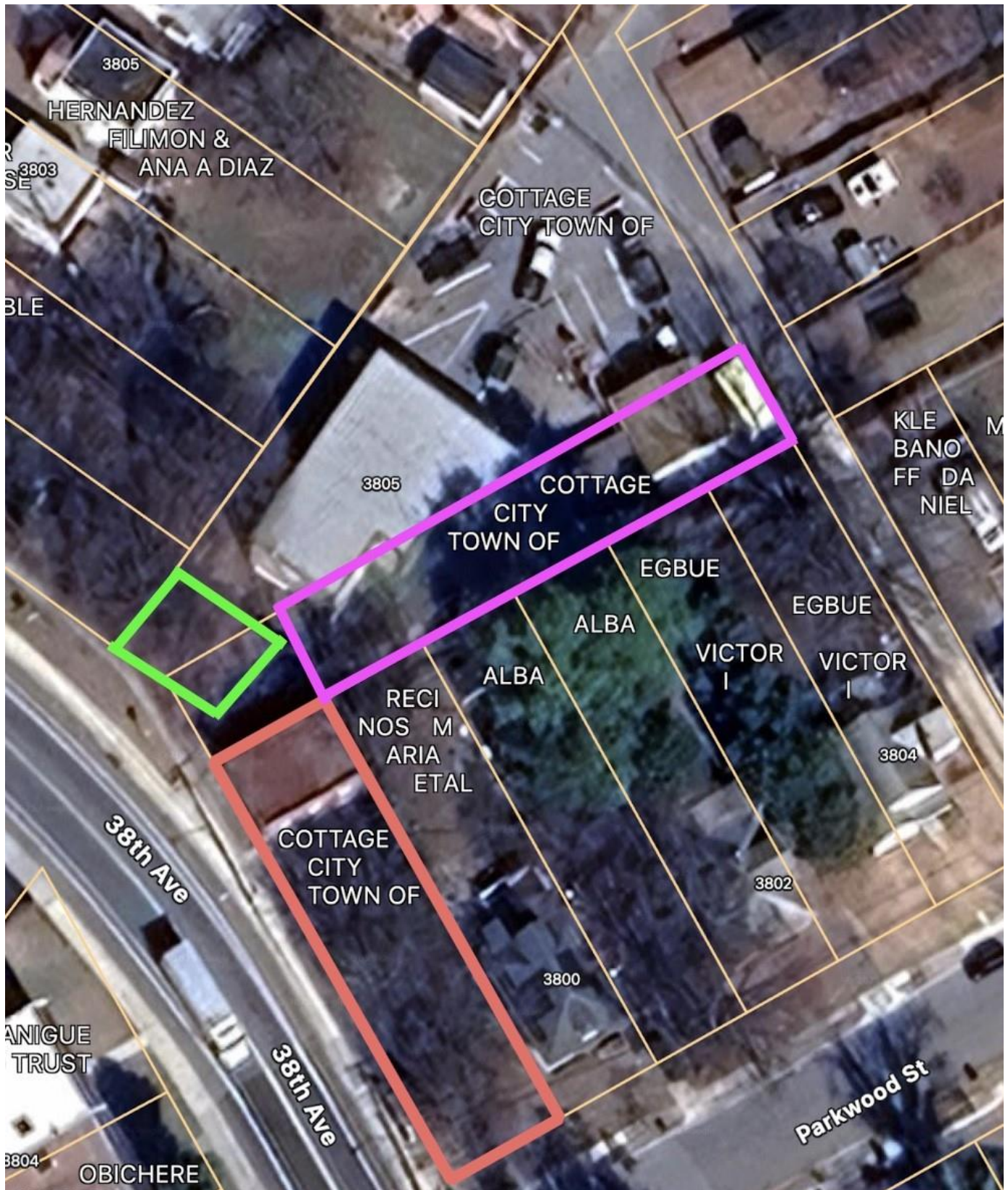
Tax: \$0.00

Total: \$68,000.00

Signature

Date

Town of Cottage City Map:





We have prepared a quote for you

1042922 - COT - Town Hall - One (1) Replacement PC

Quote # 025513 Version 1

PREPARED FOR
Cottage City



P: (410) 777-8331 E: jbarr@peaketechnology.com W: www.peaketechnology.com

Desktop Configurations

Description	Price	Qty	Ext. Price
Dell Optiplex Desktop Computer / Micro / I5-14500T / 16GB / 256GB. 	\$1,102.19	1	\$1,102.19
Dell Upgrade from 3Y Next Business Day to 3Y ProSupport - 24 x 7 - On-site - Technical - Physical 	\$56.84	1	\$56.84
DisplayPort to DisplayPort Cable 	\$11.36	1	\$11.36

Subtotal: **\$1,170.39**



P: (410) 777-8331 E: jbarr@peaketechnology.com W: www.peaketechnology.com

1042922 - COT - Town Hall - One (1) Replacement PC



Prepared by:

PEAKE Technology Partners

Jim Barr
(866) 35-PEAKE
jbarr@peaketechnology.com

Prepared for:

Cottage City

3820 40th Avenue
Cottage City, MD 20722
John Hoatson
(301) 779-2161
townmanager@cottagecitymd.gov

Quote Information:

Quote #: 025513

Version: 1
Delivery Date: 09/02/2025
Expiration Date: 09/23/2025

Quote Summary

Description	Amount
Desktop Configurations	\$1,170.39

Subtotal: **\$1,170.39**

Estimated Tax: **\$70.22**

Total: **\$1,240.61**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

PEAKE Technology Partners

Cottage City

Signature: _____

Name: Jim Barr

Title: Technical Account Manager

Date: 09/02/2025

Signature: _____

Name: John Hoatson

Date: _____



We have prepared a quote for you

COT - Windows 10 In-Place Upgrades

Quote # 025519 Version 1

PREPARED FOR
Cottage City



P: (410) 777-8331 E: jbarr@peaketechnology.com W: www.peaketechnology.com

Products & Services

Description		Price	Qty	Ext. Price
Scope of Work: - Remotely upgrade eligible workstation operating systems from Windows 10 to Windows 11. - Workstations that cannot be remotely upgraded will be identified for replacement. - All upgrades will be performed during non-production hours.				
Upgrade Windows 10 Pro to Windows 11 Pro 		\$35.00	10	\$350.00

Subtotal: **\$350.00**



P: (410) 777-8331 E: jbarr@peaketechnology.com W: www.peaketechnology.com

COT - Windows 10 In-Place Upgrades



Prepared by:

PEAKE Technology Partners

Jim Barr
(866) 35-PEAKE
jbarr@peaketechnology.com

Prepared for:

Cottage City

3820 40th Avenue
Cottage City, MD 20722
John Hoatson
(301) 779-2161
townmanager@cottagecitymd.gov

Quote Information:

Quote #: 025519

Version: 1
Delivery Date: 09/02/2025
Expiration Date: 09/23/2025

Quote Summary

Description	Amount
Products & Services	\$350.00

Total: **\$350.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

PEAKE Technology Partners

Cottage City

Signature: _____

Name: Jim Barr

Title: Technical Account Manager

Date: 09/02/2025

Signature: _____

Name: John Hoatson

Date: _____