



November Work Session Agenda

Tuesday, November 04, 2025 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom Webinar Only:

<https://us02web.zoom.us/j/89638294683?pwd=1Ebg44SqblQQptodgaFORDmBjVaW8U.1>

Webinar ID: 896 3829 4683

Call to Order and Roll Call

Review of Agenda

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).

Business

1. Discussion with Shadi Ayyoubi, Assistant Vice President, Divaris Real Estate Inc. Regarding 3800 Bladensburg Road (Old Port Town Motors Inc., Corner of Bladensburg Road & 38th Avenue) (Commission Discussion)
2. Community Garden Petty Cash Discussion (Commission Discussion)
3. Ordinance 2025-03: Street Sweeping (2nd Reading & Commission Discussion)
4. Financial Assistance For Cottage City Residents Impacted By The Government Shutdown / Furlough. (Commission Discussion)
5. Increased Donations for End Time Harvest Ministry and Brentwood Volunteer Fire Department Due To The County Budget Cuts (Commission Discussion)
6. Sunrise Solution Protection & Agreement Renewal (Town Telephone System) (Commission Discussion)
7. CivicPlus Statement of Work For Town Website (Commission Discussion)
8. Municipal Government Works Month Proclamation (Commission Discussion)
9. Ruby Bridges Walk to School Participation & Proclamation (Commission Discussion)

Updates

10. 43rd Avenue Stormwater Project Update
11. Police Review Panel Update
12. ICMA & MML Fall Conference Recap
13. Port Towns & BCCE (Bladensburg, Colmar Manor, Cottage City, & Edmonston Community Development Corporation) (Formerly Port Town CDC) Update

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.

TOWN OF COTTAGE CITY
ORDINANCE 2025-03

Item # 3.

**AN ORDINANCE ESTABLISHING A STREET SWEEPING PROTOCOL AND
ENFORCEMENT PROCEDURE**

Introduced by: Cottage City Commission

WHEREAS, the Town has authority under its Charter and ordinances to regulate and maintain the public ways and to prevent accumulation of debris, sediment, pollutants, and litter on Town streets; and

WHEREAS, street sweeping helps protect public health, safety, stormwater systems, and the aesthetic appearance of the Town; and

WHEREAS, a formal procedure for scheduling, notification, enforcement, and compliance would provide clarity and the delivery of efficient services to Cottage City Residents and Town Staff.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE COTTAGE CITY COMMISSION, that the Code of the Town of Cottage City as stated herein below is hereby repealed, enacted, adopted, revised and amended such that said Code and the provisions of said Code and particularly this revised Chapter 8 (Streets and Sidewalks) thereof shall henceforth read as follows:

* * *

CHAPTER 8. STREETS AND SIDEWALKS

* * *

~~§ 8-7. Violations and penalties.~~

~~Unless otherwise stated herein, any person, partnership, corporation, joint stock company, or syndicate who violates any provision of this chapter shall be deemed guilty of a municipal infraction and upon conviction thereof shall be fined in an amount not exceeding \$50. Each day such violation is committed or permitted to continue, shall constitute a separate offense and shall be punishable as such hereunder.]~~

§ 8-7. STREET SWEEPING.

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

Town of Cottage City Ordinance 2025 - __

A. PURPOSE AND AUTHORITY

1. THIS SECTION IS ADOPTED UNDER THE AUTHORITY GRANTED TO THE COMMISSION BY THE TOWN CHARTER INCLUDING §18(51) “SWEEPINGS” AND AS PART OF THE COMMISSION’S GENERAL POWERS TO REGULATE THE PUBLIC WAYS.
2. THE PURPOSE IS TO ESTABLISH A CLEAR PROCEDURE BY WHICH THE TOWN SHALL SCHEDULE STREET SWEEPING, NOTIFY RESIDENTS, ENFORCE COMPLIANCE, AND IMPOSE PENALTIES FOR VIOLATIONS, IN ORDER TO MAINTAIN CLEAN AND SAFE STREETS, REDUCE POLLUTANTS ENTERING THE STORMWATER SYSTEM, AND PRESERVE THE CHARACTER OF THE TOWN.

B. DEFINITIONS

FOR THE PURPOSES OF THIS ORDINANCE, THE FOLLOWING DEFINITIONS APPLY:

1. **“TOWN”** MEANS THE TOWN OF COTTAGE CITY, MARYLAND.
2. **“PUBLIC WAY”** MEANS ANY STREET, AVENUE, ROAD, HIGHWAY, PUBLIC THOROUGHFARE, LANE, OR ALLEY UNDER THE JURISDICTION OF THE TOWN, EXCLUDING THOSE MAINTAINED BY STATE.
3. **“STREET SWEEPING”** MEANS MECHANICAL OR MANUAL REMOVAL OF LOOSE DEBRIS, SEDIMENT, LEAVES, TRASH, OR OTHER MATTER FROM STREET SURFACES, CURBS, GUTTERS, AND DRAINAGE INLETS.
4. **“SWEEP ZONE”** MEANS A DESIGNATED GEOGRAPHIC AREA OR ROUTE WITHIN THE TOWN SCHEDULED FOR SWEEPING.
5. **“NO PARKING WINDOW”** MEANS THE PERIOD (I.E., DATE AND HOURS) DURING WHICH PARKING IS PROHIBITED ON A STREET SUBJECT TO SWEEPING.

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Town of Cottage City Ordinance 2025 - __

6. **“ENFORCEMENT OFFICER”** MEANS THE CODE COMPLIANCE OFFICER, POLICE DEPARTMENT, OR OTHER DESIGNEE OF THE TOWN.
7. **“VIOLATION”** MEANS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE (E.G. PARKING DURING THE NO PARKING WINDOW, OR DEPOSITING DEBRIS ON THE STREET) AND IS A MUNICIPAL INFRACTION.

C. SWEEPING SCHEDULE & ZONES

1. THE SUPERVISOR OF PUBLIC WORKS (OR DESIGNEE) SHALL DESIGN A SWEEPING SCHEDULE DIVIDING THE TOWN INTO ZONES (E.G. BY WARD OR STREET CLUSTERS).
2. EACH ZONE SHALL ENDEAVOR TO BE SWEEPED AT LEAST 1 TIME EACH MONTH DEPENDING ON RESOURCES DESIGNATED IN THE BUDGET.
3. THE SCHEDULE SHALL AVOID CONFLICT WITH MAJOR TOWN EVENTS, HOLIDAYS, AND INCLEMENT WEATHER.
4. THE TOWN MAY ADJUST THE SCHEDULE IN CASE OF EQUIPMENT FAILURE, STAFFING CONSTRAINTS, OR WEATHER; ANY CHANGES SHALL BE POSTED AND COMMUNICATED TO RESIDENTS PROMPTLY.

D. NOTIFICATION TO RESIDENTS

1. APPROXIMATELY 4 BUSINESS DAYS BEFORE SWEEPING IN A ZONE, THE TOWN MAY ISSUE A **“SWEEP NOTICE”** INCLUDING:
2.
 - (A) THE DATES AND HOURS OF SWEEPING FOR THE ZONE
 - (B) INSTRUCTIONS FOR MOVING VEHICLES, AVOIDING PLACEMENT OF DEBRIS IN THE STREET, AND CLEARING OBSTRUCTIONS
 - (C) CONTACT INFORMATION FOR INQUIRIES
3. NOTIFICATION SHALL BE BY AT LEAST TWO METHODS, SUCH AS:
 - (A) PUBLICATION ON THE TOWN WEBSITE
 - (B) NOTICE ON PUBLIC SIGNAGE.

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E. PARKING RESTRICTIONS; COMPLIANCE REQUIREMENTS

1. DURING THE “NO PARKING WINDOW,” VEHICLES MUST BE REMOVED FROM THE STREET OR PARKED ON THE OTHER SIDE OF THE STREET, NOT INTERFERING WITH SWEEPING.
2. RESIDENTS SHALL NOT DEPOSIT LEAVES, GRASS CLIPPINGS, YARD WASTE, OR OTHER DEBRIS ONTO THE STREET GUTTER OR IN THE PATH OF THE SWEEPER DURING THE SWEEP PERIOD.
3. OBJECTS SUCH AS PORTABLE BASKETBALL HOOPS, TRASH BINS, TOYS, OR OTHER OBSTACLES MUST BE CLEARED AWAY FROM THE CURB AREA, SO THE SWEEPER HAS UNOBSTRUCTED ACCESS.

F. ENFORCEMENT & PENALTIES

1. THE ENFORCEMENT OFFICER IS AUTHORIZED TO ISSUE CITATIONS TO VEHICLES REMAINING ON THE STREET DURING THE NO PARKING WINDOW.
2. THE FIRST VIOLATION IN A CALENDAR YEAR SHALL INCUR A WARNING OR COURTESY NOTICE, UNLESS PRIOR NOTICE WAS ALREADY GIVEN. SUBSEQUENT VIOLATIONS MAY INCUR FINES ACCORDING TO THE SCHEDULE:
 - (A) 1ST VIOLATION (AFTER WARNING): FINE OF \$40.00,
 - (B) 2ND VIOLATION: FINE OF \$75.00, AND
 - (C) 3RD AND SUBSEQUENT VIOLATIONS: FINE OF \$100.00.
3. EACH DAY A VIOLATION CONTINUES CONSTITUTES A SEPARATE VIOLATION.
4. IN CASES OF NONCOMPLIANCE (E.G. VEHICLE BLOCKING SWEEP ROUTE AFTER WARNING OR NOTICE WHICH MAY INCLUDE POSTING A FINAL 24-HOUR NOTICE PRINTED ON RED PAPER OR OTHER MATERIAL AND PLACED ON THE WINDSHIELD), THE TOWN MAY TOW OR RELOCATE THE VEHICLE AT

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OWNER'S EXPENSE, CONSISTENT WITH CHAPTER 9 OF THE TOWN CODE, AND MAY RECOVER COSTS OF TOWING AND STORAGE.

5. IF A PROPERTY OWNER FAILS TO CORRECT DEBRIS DUMPING OR OBSTRUCTION VIOLATIONS UPON NOTICE, THE TOWN MAY PERFORM THE WORK AND ASSESS THE COST TO THE OWNER, SUBJECT TO COLLECTION BY MUNICIPAL LIEN IN THE SAME MANNER AS PROPERTY TAXES OR AS ALLOWED BY LAW.

G. EXEMPTIONS AND EXCEPTIONS

1. THE TOWN MAY ESTABLISH EXEMPTIONS FOR EMERGENCY VEHICLES, AUTHORIZED UTILITY WORK, OR OTHER NECESSARY MUNICIPAL OPERATIONS.
2. ON DAYS WHEN SWEEPING IS CANCELLED DUE TO WEATHER OR MECHANICAL FAILURE, ENFORCEMENT OF PARKING RESTRICTIONS SHALL BE SUSPENDED FOR THAT STREET FOR THAT DAY, AND SWEEPING WILL BE RESCHEDULED.
3. THE TOWN MAY DESIGNATE CERTAIN STREETS (E.G. ALLEYS, UNCURBED ROADS) AS NOT SUBJECT TO SWEEPING OR NO PARKING RESTRICTIONS, SO LONG AS THIS IS CLEARLY INDICATED TO RESIDENTS.

H. ADMINISTRATION

THE PUBLIC WORKS DEPARTMENT SHALL MAINTAIN RECORDS OF:

- (1) DATES WHEN EACH ZONE IS SWEPT,
- (2) NOTICES ISSUED AND METHODS USED,
- (3) CITATIONS ISSUED, VIOLATIONS, TOWS, AND COMPLIANCE, AND
- (4) COSTS OF ENFORCEMENT NONCOMPLIANCE WORK.

§ 8-8. VIOLATIONS AND PENALTIES.

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TOWN OF COTTAGE CITY
ORDINANCE 2025-03

Item # 3.

UNLESS OTHERWISE STATED HEREIN, ANY PERSON, PARTNERSHIP, CORPORATION, JOINT-STOCK COMPANY, OR SYNDICATE WHO VIOLATES ANY PROVISION OF THIS CHAPTER SHALL BE DEEMED GUILTY OF A MUNICIPAL INFRACTION AND UPON CONVICTION THEREOF SHALL BE FINED IN AN AMOUNT NOT EXCEEDING \$50. EACH DAY SUCH VIOLATION IS COMMITTED OR PERMITTED TO CONTINUE, SHALL CONSTITUTE A SEPARATE OFFENSE AND SHALL BE PUNISHABLE AS SUCH HEREUNDER.

* * *

AND BE IT FURTHER ORDAINED AND ENACTED, that severability is intended throughout and within the provisions of this Ordinance, and if any section, subsection, sentence, clause, phrase or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

AND BE IT FURTHER ORDAINED AND ENACTED, that the above substantive portion of this Ordinance adopting particularly new Section 8-7 of the Town Code shall be codified and included within the Code of the Town of Cottage City, whereby the entirety of previously enacted and codified portion of the Town Code, shall be repealed and replaced in its entirety by the sections and provisions written hereinabove as indicated by the legend including any strikeouts or capitalization to more explicitly indicate the amendatory language.

AND BE IT FURTHER ORDAINED AND ENACTED, that a fair summary of this ordinance shall be published at least once prior to the date of passage in a newspaper or newspapers having general circulation in the Town, and a fair summary of this ordinance shall be published at least once within ten days after the date of passage in a newspaper or newspapers having general circulation in the Town.

AND BE IT FURTHER ORDAINED AND ENACTED, that the Commissioner-Chair shall be authorized to sign this Ordinance on behalf of the Commission.

HAVING BEEN INTRODUCED AND HAVING BEEN READ as a regular ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of a majority of the whole number of members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on this 12th day of November 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

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Town of Cottage City Ordinance 2025 - ____

TOWN OF COTTAGE CITY
ORDINANCE 2025-03

Item # 3.

I HEREBY CERTIFY that the above Ordinance No. 2025-03 was passed by the required yeas and nays of the Cottage City Commission on the 12th day of November 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 November 2025 with ____ Aye votes and ____ Nay votes, the aforesaid Ordinance 2025-__ passed.

John Hoatson, Town Manager

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SUNRISE SOLUTIONS INC. PROTECTION + AGREEMENT

Company Name:	Town of Cottage City
Address:	3820 40th Avenue
City, State Zip:	Cottage City, MD 20722

Contract Date:	Contract Term:	Contract Type:	Telco Services:
11/02/2025	12 Month	Full Coverage	Y/N
Billing Cycle (Initial):	Quarterly: X	Yearly: _____	N/A
Billing Amount:	\$335.21		

TERMS AND CONDITIONS

1. **MAINTENANCE SERVICES:**

A) Pursuant to the Terms and Conditions of this Agreement, **Sunrise Solutions Inc. (SSI)** shall provide the customer during the term of this Agreement and with respect to the Equipment described in Schedule A Equipment Summary, the services summarized as follows:

I) Remedial maintenance services upon request by the Customer in order to restore the malfunctioning operating component part of the equipment to proper working order.

II) Priority response to the Customer request for remedial maintenance and/or service work over other types of **SSI** service arrangements.

B) **SSI** Emergency response objectives are as follows:

I) With respect to a major malfunction of the equipment (defined as no incoming or outgoing telephone service, no station to station service, or voice mail equipment failure affecting the majority of Company functions), **SSI** policy is to respond within two (2) hours from the time **SSI** first receives the Customer's request and will complete such repairs as soon as reasonably possible.

II) With respect to Minor Malfunction (any malfunction other than major malfunction) of the equipment, **SSI** policy is to respond within (8) business hours from the time **SSI** first receives the Customer's request for service and will complete such repairs as soon as reasonably possible between the hours of 8:30 AM and 5:00 PM, Monday through Friday, excluding holidays.

C) **SSI** responsibility with respect to the Maintenance Services shall be limited to the Customer's side of any Demarcation device connecting the Equipment to the telephone system operated by the local telephone utility. This includes VOIP carrier connections where the customer LAN/Data network is considered the Demarcation point.

(1)

_____ Initial

D) The Customer shall allow employees of **SSI** access to the premises and facilities where the Equipment is to be maintained at all hours consistent with the requirements of this Agreement.

E) Maintenance or service work performed on the equipment by others during the period of this agreement without written or verbal consent of **SSI** shall cause this agreement to become null, void, and may be subject to an early termination fee.

F) Maintenance does not include any services necessitated by, or of the type described in any of the following:

I) Labor and material costs of additions, changes and relocation; specification or engineering changes.

II) Labor and material cost for replacement of those component parts subject to normal wear and tear as a result of use which does not affect the operational condition of the equipment.

III) Negligent, willful or intentional acts of the customer.

IV) Accident, casualty, neglect, misuse or any cause other than normal use in the manner intended by the parties hereto as described in the Equipment specifications.

V) An act or event occurring external to the Equipment which causes, either directly or indirectly, a failure or malfunction in the Equipment, including without limitations, failures or malfunctions of the trunk or toll lines, cable or other equipment connecting the Equipment to the telecommunications system of the operations telephone utility or abnormal power fluctuations or failures, which adversely affect the Equipment.

VI) Repair or maintenance or increase in normal service time resulting from Customer's failure to provide a suitable Equipment environment as required in the Equipment specification or any other failure of the Customer to fully perform its responsibilities under this Agreement;

VII) Any other acts or events which may adversely affect the performance of the Equipment occasioned by the acts of the Customer or any other third party, or the use by the Customer or any third party of the Equipment in the combination with any other apparatus, device or other system not supplied, or approved as to such combined use of **SSI** or the use by Customer of any item of the Equipment in a manner not intended by the parties hereto or specified by **SSI**.

G) Additional items:

- I) System inventory report at beginning of contract.
- II) Yearly System inventory to true up the system components as listed in the Schedule A of this contract that may have been added or deleted over the term of the previous year that would impact the cost of this service agreement.
- III) 5% discount on all new equipment ordered while under contract for this location.
- IV) (2) Hours of complimentary move, add or change labor every 6 months.
- V) Manufacturer updates as needed to the software release provided at installation.
- VI) Contract is effective upon installation and customer acceptance

(2)

_____ Initial

- VII) Travel charges will be waived for Protection Plus customers for any and all on site repair, Moves, Adds, Changes (MAC), or maintenance of covered equipment included in the attached Schedule A.
- VIII) Travel charges will apply for Protection Plus Switch Only Customers for an equipment not covered on the attached Schedule A.

H) Any work performed that falls within Section G of this agreement or is considered New, Move, Add or Change work, will be billed based on rates and terms detailed in Schedule B.

2. **TERM AND PAYMENT:**

A) The term of this Agreement shall commence as of the date set forth above and will cover a period of one (1) year, unless a period other than one (1) year is expressly stipulated in the space provided above hereto. The term of this Agreement shall be for a minimum one year and shall continue for successive additional periods of one year based on selected contract period. This Agreement shall automatically renew for successive periods of one (1) year following initial contract period unless thirty (30) days prior to the expiration of the then current term, either party provides written notice to the other party that it does not intend to renew this Agreement. In addition to the preceding termination right, provider shall have the right on an annual basis to increase or decrease the periodic maintenance charge based on the addition or deletion of equipment due to customer equipment needs. Any changes to the maintenance pricing will be in a written notice of such increase or decrease to the other party at least forty-five (45) days prior to the annual renewal date. If this agreement is terminated prior to any of the preceding terms; a true up penalty will incur.

B) First payment for new systems installed by SSI is due 12 months from date of acceptance based on agreed upon billing cycle and the stipulations of Section 2-D.

C) First payment for existing systems is due within thirty (30) days from the date of SSI invoice as stipulated in Section 2-D.

D) Payments due from the Customer to **SSI** hereunder shall be made within thirty (30) days from the date of **SSI invoice**; therefore in the event payment is not made within thirty (30) days, **SSI** shall not be obligated to perform pursuant to this Agreement.

E) If Notice of a dispute as to charges is not received, in writing, by [SSI/Contractor/Company] within Forty-Five (45) Days after date of invoice, such invoice shall be deemed to be correct and binding upon the Customer. Customer must pay all undisputed charges per the terms of the Agreement.

3. **TAXES:**

The Maintenance Service rate(s) or other charges incurred by the Customer in this Agreement do not include any federal, state or local privilege, use, sales or excise taxes paid or payable by either **SSI** or Customer with respect to the Agreement or any of the services performed or material, equipment or other items provided by **SSI** which shall be borne by **SSI**.

4. **LIMITATION OF LIABILITY:**

The Customer agrees that neither **SSI** nor its Sub-Contractor shall be liable for any loss or damage to the Equipment or other property or injury or death to the Customer's agents, employees, or other customers arising in the connection with maintenance

(3)

_____ Initial

Services provided by **SSI** or it's sub-contractors under this agreement unless such loss, injury, death or damage results solely from the negligence or willful misconduct of **SSI** officer, employees or agents or those of **SSI** Sub-Contractor

IN NO EVENT SHALL **Sunrise Solutions Inc.** OR its SUBCONTRACTOR BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY LOSS BY CUSTOMER OF BUSINESS, REVENUES OR GOODWILL), ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT.

5. **FORCE MAJEURE:**

The timeliness of performance by **SSI** of Maintenance Services hereunder or the performance of any other obligations of **SSI** under this Agreement is in every case subject to delays caused by an Act of God, war, riot, fire, explosion, accident, flood, sabotage, inability to obtain fuel or power, government laws, regulations or orders, act or injunction, (whether or not such labor event is within the reasonable control of **SSI**). In the event of such delay, the period of time for performance of services affected by such delay will be extended to reflect the effective delay occasioned thereby.

6. **ASSIGNMENT:**

SSI may assign, sub-contract, transfer or otherwise dispose of, in whole or in part, any of its interest, rights or obligations under this Agreement including without limitation, **SSI** obligation to provide Maintenance Services or other services. If assigned, assignee will be subject to the same terms and conditions as are set forth herein.

Customer shall not assign or sub-contract any part or all of its interests hereunder except upon the prior written consent of **SSI** which consent shall not be unreasonably withheld, and any attempted assignment or sub-contracting without **SSI** prior written consent shall be null and void.

7. **Waiver of jury trial clause:**

CUSTOMER HEREBY EXPRESSLY WAIVES THE RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING BROUGHT AGAINST CUSTOMER RELATING TO THIS AGREEMENT.

8. **Mediation clause:**

A) The parties agree to attempt to resolve any dispute, claim or controversy arising out of or relating to this Agreement by mediation, which shall be conducted under the then current mediation procedures of the Maryland Courts Business & Technology mediators or any other procedure upon which the parties may agree. The parties further agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including arbitration or other dispute resolution procedures.

B) Either party may commence the mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

(4)

_____ Initial

C) The parties further acknowledge and agree that mediation proceedings are settlement negotiations, and that, to the extent allowed by applicable law, all offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties or their agents shall be confidential and inadmissible in any arbitration or other legal proceeding involving the parties; provided, however, that evidence which is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

D) The provisions of this section may be enforced by any Court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees and expenses, including reasonable attorneys' fees, to be paid by the party against whom enforcement is ordered.

9. Contract binding in Maryland clause:

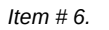
This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, County of Anne Arundel, in any action or proceeding arising out of or relating to this Agreement

CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ ALL OF THE PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS AND CONDITIONS AGREED UPON. THERE ARE NO REPRESENTATIONS, WARRANTIES, OR STIPULATIONS, WRITTEN OR ORAL, NOT HEREIN CONTAINED. NO MODIFICATION OF THIS AGREEMENT MAY BE MADE EXCEPT BY A WRITING EXECUTED BY AN OFFICER OF Sunrise Solutions, THIS AGREEMENT SHALL NOT BE EFFECTIVE UNTIL SIGNED BY AN OFFICER OF SUNRISE SOLUTIONS INC.

Customer:	Town of Cottage City	Sunrise Solutions, Inc.	
Name:		Name:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

(5)

_____ Initial



SCHEDULE A

[illegible]

Customer:			Sunrise Solutions, Inc.	
Name:			Name:	
Signature:			Signature:	
Title:			Title:	
Date:			Date:	

_____ Initial

SCHEDULE B

Labor rates and terms for New, Move, Add or Change work covered under Section G.

Labor Category:	Hourly Rate:
Regular business hours: (8:30am to 5pm Monday through Friday excluding Holidays)	\$140.00
After regular business hours and weekends:	\$210.00
Holidays:	\$280.00
Travel Charge: (Protection Plus Full Coverage)	\$0.00
Travel Charge: (Protection Plus Switch Only MAC Request)	\$75.00

For Emergency Service: 410-573-0555 24x7x365
 For Routine service: 410-573-0555 or E-mail to: eticket@getsomesun.net
 For Moves, Adds or Changes: 410-573-0555 or E-mail to: eticket@getsomesun.net

(7)

_____ Initial

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-109881-1

10/16/2025 10:05 AM

12/15/2025

Client:

Town of Cottage City, MD

Bill To:

COTTAGE CITY TOWN, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Aleeda Crawley		aleeda.crawley@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (https://www.cottagecitymd.gov/)
1.00	Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Group Training	3 seats of pre-scheduled joint training sessions up-to 3-hours per session
1.00	Migration Premium Implementation	Includes full setup and configuration of the website with design meeting consultation and unique design application

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	Municipal Websites Central : Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.cottagecitymd.gov/

QTY	PRODUCT NAME	DESCRIPTION
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.cottagecitymd.gov/

List Price - Initial Term Total	USD 15,122.00
Total Investment - Initial Term	USD 7,186.00
Annual Recurring Services (Subject to Uplift)	USD 4,686.00

Initial Term	7/24/2026 - 7/23/2027, Renewal Term 7/24 each calendar year
Initial Term Invoice Schedule	\$2,500 invoiced at signing. Remaining balance invoiced 7/24/2026.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-109881-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:_____
Printed Name:_____
Title:_____
Title:_____
Date:_____
Date:_____
Organization Legal Name:_____
Billing Contact:_____
Title:_____
Billing Phone Number:_____
Billing Email:_____
Billing Address:_____
Mailing Address: (If different from above)_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

Town of Cottage City, Maryland
Proclamation
Municipal Government Works Month
November, 2025

WHEREAS, the State of Maryland is home to 157 municipalities, each providing essential services that enhance the quality of life for residents and strengthen our local communities; and

WHEREAS, municipal governments are the level of government closest to the people, delivering vital services such as public safety, infrastructure maintenance, parks and recreation, water and wastewater management, and community development; and

WHEREAS, the Maryland Municipal League (MML), representing all 156 incorporated municipalities and two special taxing districts, works to promote effective and responsive local government through advocacy, education, and collaboration; and

WHEREAS, the MML's annual "Municipal Government Works" (MGW) campaign celebrates the hard work, innovation, and dedication of Maryland's municipal officials and employees who make our towns and cities better places to live, work, and play; and

WHEREAS, during the month of November, municipalities across Maryland join together to highlight the valuable services they provide and to increase public awareness of the importance of municipal government in our everyday lives;

NOW, THEREFORE, The Cottage City Commission hereby proclaim November, 2025 as Municipal Government Works Month in Cottage City, Maryland and I encourage all residents to learn more about their municipal government and to recognize the dedicated service of local officials and employees across Maryland.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of The Town of Cottage City to be affixed this 12th day of November, 2025.

Wanda Wheatley,
Commissioner Chair, Ward 3
Town of Cottage City



Town of Cottage City, Maryland
Proclamation
Ruby Bridges Walk to School Day
November 14, 2025

WHEREAS, on November 14, 1960, six-year-old Ruby Bridges courageously became the first Black student to integrate an all-white elementary school in the South, attending William Frantz Elementary School in New Orleans, Louisiana; **and**

WHEREAS, Ruby Bridges' bravery in the face of adversity became a defining moment in the American Civil Rights Movement and inspired generations to continue the pursuit of equality and justice for all; **and**

WHEREAS, the Town of Cottage City recognizes the importance of teaching our children about the power of courage, kindness, and perseverance in overcoming injustice; **and**

WHEREAS, the Ruby Bridges Foundation continues to promote the values of respect, inclusion, and community engagement that reflect the principles upon which our town is built; **and**

WHEREAS, students, families, educators, and community members across the nation participate in Ruby Bridges Walk to School Day to honor Ruby's legacy and reaffirm our shared commitment to diversity, unity, and equal opportunity in education.

NOW, THEREFORE, BE IT PROCLAIMED, that the Cottage City Commission of the Town of Cottage City, Maryland, do hereby proclaim November 14, 2025, as Ruby Bridges Walk to School Day in Cottage City, and encourage all residents to participate in this observance by joining together in the spirit of unity, respect, and hope for a more equitable future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Cottage City to be affixed this 12th Day of November 2025.

Wanda Wheatley,
Commissioner Chair, Ward 3
Town of Cottage City

