



Commission Work Session Agenda

Tuesday, February 04, 2025 at 6:30 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be Hybrid: Insert link here:

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

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

Call to Order and Roll Call

Review of Agenda

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

We want to hear from residents in regard to the FY 2026 Budget.

Business

1. Resolution 2025-02: Town of Cottage City Organizational Chart (Commission Discussion)
2. Resolution 2025-03: Essential Staffing (Commission Discussion)
3. Commission Priorities & Goals (Commission Discussion)
4. Strategic Planning Gateway Development Authority Project (Commission Discussion)
5. Job Description: DPW (Commission Discussion)
6. Speed Bump 41st Avenue and Parkwood (Commission Discussion)
7. Black History Month Celebrations (Commission Discussion)

Updates

8. American Landscaping Maintenance Agreement (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).

9. Motion To Suspend The Rules To Go Into A Closed Session (Commissioner Vote)

Motion To Go Into Closed Session:

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

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

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
RESOLUTION 2025-02

Item # 1.

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

Introduced by: Town of Cottage City Commission

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

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

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

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

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

INTRODUCED by the Cottage City Commission at a meeting held on Tuesday, February 4, 2025.

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

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

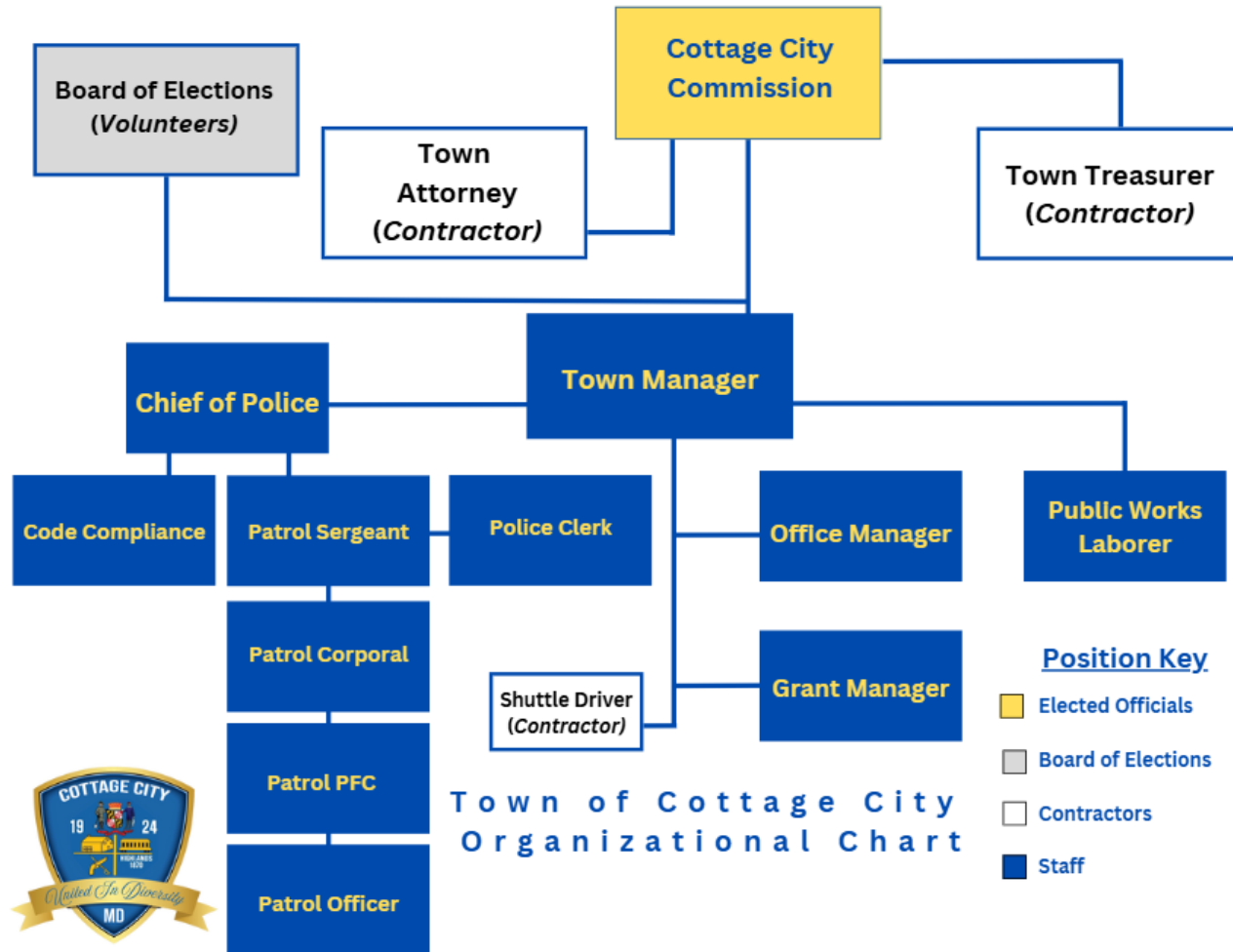
I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 12th Day of February, 2025 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2025-02 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2025-02

Item # 1.

Exhibit A



TOWN OF COTTAGE CITY
RESOLUTION 2025-03

Item # 2.

**A RESOLUTION OF THE COTTAGE CITY COMMISSION ESTABLISHING
ESSENTIAL STAFFING & MODIFIED SCHEDULES DURING TIMES OF NEED OR
EXIGENCY**

Introduced by: Town of Cottage City Commission

WHEREAS, the Town of Cottage City from time to time will require essential staff to report to work to address needs within the Town; and

WHEREAS, additional essential workers may be identified by the Commission along with the Town Manager; and

WHEREAS, the Town Manager has the authority to modify work schedules as necessary to support the various needs of the Town; and

WHEREAS, the Cottage City Police Department and Public Works employees are considered essential staff within the Town and can be called upon at any time to work during all weather conditions.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED that the Cottage City Commission hereby adopts the following policy:

1. When snow accumulation is above 3" all Cottage City Police & Public Works Employees shall report to the Town for duty unless excused in writing by the Town Manager.
2. The Town Manager will work with the Chief of Police to make sure work schedules are modified to make sure the needs of the Town are satisfied.

INTRODUCED by the Cottage City Commission at a Meeting held on Tuesday, February 4, 2025.

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

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 12th Day of February 2025 with __ Aye votes and __ Nay votes, the aforesaid Resolution 2025-01 passed.

John Hoatson, Town Manager

COTTAGE CITY – PUBLIC WORKS LABORER POSITION DESCRIPTION

General Statement of Duties: The Cottage City Public Works Skilled Laborer is responsible for the general maintenance and repair of all public streets, storm sewers (using 311 to coordinate with PG County), public buildings, town parks, and other facilities of public trust. Assists with other municipal services functions and operations, including on-call duty.

Distinguishing Features of the Position: This position requires flexibility in skill sets, job assignments, and applied time. This position is appointed by the Town Commission and reports to the Town Manager.

Infrastructure Maintenance:

- Performs department functions and operations, including Street maintenance operations; some snow removal; storm sewer maintenance coordination; and street sweeping.
- Performs full-depth patching or pothole filling.
- Performs basic carpentry such as drywall patch repair, basic power tool usage, etc.

Job Required, Knowledge, Skills, and Abilities:

- Knowledgeably operates all department-controlled equipment and vehicles.
- Operates Bobcat, dump trucks, cement cutters, leaf machine, power wash/jets, and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance of all department-controlled equipment and vehicles.
- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.
- Available for Town sponsored events on a scheduled basis and occasional weekend work or irregular hours as needed.
- Knowledge of maintenance and safe operation of equipment used by the Public Works Department.
- Ability and willingness to stay current with advanced technology through employer-provided training and/or formal classes.
- Ability to use computers.
- Ability to use small tools, including power tools.
- High school diploma or equivalent is required.
- Valid driver's license with a good driving record, is required.
- Knowledge of willingness to be trained on relative information of regulatory agencies: OSHA, DWD, MUTCD and DOT.

- Willingness to be CDL trained if requested.

Work Environment:

Working outside in the elements such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night laying salt during inclement conditions. Standing, walking, working, and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well catch basins, excavation sites and attics.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, interview, and reference check. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Public Works Skilled Laborer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The commission will discuss range of compensation regarding hourly pay.

Compensation - \$17.00 per hour up to \$21.00 per hour.

Job Types: Full-time

Benefits:

- Retirement plan – employer match
- Dental insurance

- Health insurance
- Life insurance
- Vision insurance

Schedule: 8-hour shift.

Work Location: One location

To apply, email your resume to townmanager@cottagemd.gov. All resumes must be received by March 1, 2023.

THE TOWN OF COTTAGE CITY PRESENTS

AFRICAN AMERICANS AND LABOR



CYNTHIA HENDERSON
COTTAGE CITY RESIDENT
& SPEAKER

REGGIE BAGLEY
SINGER

JODY WILDY
NAACP PRINCE GEORGE'S COUNTY
SPEAKER

FREE EVENT & REFRESHMENTS

COTTAGE CITY TOWN HALL
3820 40TH AVENUE
COTTAGE CITY, MD 20722
SATURDAY, FEBRUARY 22ND, 2025
2PM -4PM

LA CIUDAD DE COTTAGE CITY PRESENTA

AFROAMERICANOS Y TRABAJO



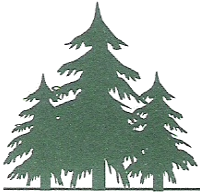
CYNTHIA HENDERSON
RESIDENTE
DE COTTAGE CITY
Y ORADORA

REGGIE BAGLEY
CANTANTE

JODY WILDY
NAACP DEL CONDADO DE PRINCE GEORGE
VOCERO

EVENTO Y REFRESCOS GRATUITOS

COTTAGE CITY TOWN HALL
3820 40TH AVENUE
COTTAGE CITY, MD 20722
SÁBADO 22 DE FEBRERO DE 2025
2PM -4PM



American Landscaping Inc.

15530 Peach Orchard Road • Silver Spring, MD 20905 • Phone: 301-384-4486 • Fax: 301-384-7937
www.AmericanLandscapingInc.net • AmericanLandInc@verizon.net

Item # 8.

CONTRACT #2411131

November 13, 2024

Town of Cottage City
c/o Mr. John Hoatson
3820 40th Avenue
Cottage City, Md. 20722

Properties:
Various Addresses

301 779-2161

GROUND MAINTENANCE CONTRACT

I. General Support Specifications

Work shall include all labor, materials, equipment, and supplies necessary to maintain areas listed in accord with our service schedule set forth below, and in a condition agreeably suitable to the approving agent and the contractor during the contract period.

Areas 2 through 9 include II A 1-3 only.
Area 1 includes all listed services.

1. Area around and in front of Town Hall
2. Common areas on Cottage Terrace
3. Garden area and area at dead end
4. Small lot across street from 3709 38th Street
5. Cottage Terrace and 38th Street (old fire house) along walk and hill
6. Area from 3705 Cottage Terrace up to stop sign at 38th Street
7. Triangle bump-out on Bladensburg Road
8. Path at railroad tracks up to stop sign at 38th Street.
9. 3813 Cottage Terrace

II. Maintenance Specifications

A. Lawn Areas

- 1) Lawn areas are to be mowed at a maximum height of 3" to 3 1/2" and maintained at this height throughout the season. Mowing shall be performed every 6-14 days as weather conditions dictate. Police property and pick up all light trash prior to mowing.
- 2) In conjunction with mowing, trimming shall be performed around building, trees, fences, etc. where mowers won't reach
- 3) Sweep all hard surfaces free of grass clippings following each mowing.
- 4) Weed flowerbeds around Town Hall of major weeds in-conjunction with mowing services. Remove any trash and debris from beds.

B. Sidewalks and Curbs

- 1) Edge all accessible sidewalks once each month in conjunction with mowing visits. Resulting debris from edging shall be removed from site.
- 2) Spray weed killer in cracks in sidewalks, driveways, etc. four times during the contract period.

C. Shrubbery

- 1) Trim all shrubs two times during the contract period to maintain shape.
- 2) Mulch all existing tree and shrub beds with a minimum of 2" shredded hardwood black dyed mulch once during the contract period. All beds will be edged to define prior to mulching. Apply Preen to beds to help control weed growth.
- 3) Fertilize shrubs one time during the contract period in conjunction with mulching.

D. Lawn Treatments: Required Pesticide License #2008, Professional Fertilizer License MDA-F 0877

- 1) Apply crabgrass pre-emergent control and fertilizer to lawn areas in the spring to help control crabgrass and apply Nutrients.
- 2) Fertilize entire lawn twice in the fall based on soil analysis.
- 3) Apply broadleaf weed control to lawn area three times during the contract period to help control broadleaf weeds.
- 4) Take soil analysis to determine fertilizer requirements as required by Nutrient Management Laws. Test will also give lime recommendations. Test is good for three years.
- 5) Core aerate lawn running machine in two directions for maximum aeration. Seed lawn with a sun mix certified grass seed using a Seed Slicer that will plant most seed in ground. Lightly rake up thatch and remove.

E. General Clean Up

- 1) Spring clean-up. Clean leaves and small sticks from lawn and beds prior to first mowing when possible and in conjunction with mulching. Cut back grasses and perennials.

F. Insects and Disease

Price to be based at \$68.00 per hour for application plus chemicals. \$102.00 minimum labor charge. Property will be inspected regularly. If there are any problems detected, property manager will be notified to obtain authorization for any treatment.

III. Notices and License Information and agreements

The estimated start date is based on the maintenance items you select. Work will be performed accordingly over the contract period at the appropriate times.

Due to the nature of our work, starting and completion dates are dependent on weather and ground conditions and on material availability. Time is not of the essence. All work to be completed in a workmanlike manner according to standard practices. All material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked because it is impossible to see what is underground. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipes, then we will leave the area exposed and notify customer. Once the repair has been made by others we will return to fill in the area if needed.

Maryland Department of Agricultural Pesticide Regulation Section Ornamentals and Turf and Industrial Weed Categories. Pesticide Business License #2008. Pest Control Applicator Certificate #2008-9090.

State of Maryland Department of Natural Resources Forest Services Licensed Tree Expert License #830.

State of Maryland Construction and Traders License #15243755.

Professional Fertilizer License #MDA F-0877

Our workers are covered by Workman's Compensation Insurance.

We carry General Liability and Automobile Insurance.

A service charge of 2% per month will be added to overdue balances until paid. In the event it becomes necessary to take legal action for collection the person(s) signing this contract either personally or as a representative agree(s) to pay this debt in full along with all reasonable legal fees, clerical fees of no less than \$75.00 and court costs. This agreement shall be governed by the laws of Maryland, and signer(s) consents to Maryland jurisdiction.

This proposal may be withdrawn if not accepted within 30 days.

TO ACCEPT RETURN ONE SIGNED AND DATED COPY OF THIS CONTRACT WITH DEPOSIT IF REQUIRED.

Please read all specifications thoroughly. If there is anything you wanted done that is not listed please ask for a revised proposal that specifically states the work you want included. Do not sign the proposal if the work listed is in any way different from what you want. If this proposal was based on a drive by and an estimator did not meet you on site directly then we will only be bound by the boundaries and above specifications that we believed were to be included in this contract.

AMERICAN LANDSCAPING INC.

CONTRACT #2411131 – TOWN OF COTTAGE CITY

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IV. MAINTENANCE PRICE SCHEDULE

Service	Price Each	Approx. per Season	Yearly	Accept
II A 1-3 Mowing	424.00	26	11,024.00	
II A 4 Weekly Weeding	34.00	26	884.00	
II B 1 Edging	10.00	7	70.00	
II B 2 Hard Surfaces - Weed Control	35.00	4	140.00	
II C 1 Shrub Trimming	675.00	2	1,350.00	
II C 2 Edge and Mulch	1682.00	1	1,682.00	
II C 3 Shrub Fertilization*	68.00	1	68.00	
II D 1 Crabgrass Control & Fertilizer	170.00	1	170.00	
II D 2 Lawn Fertilizer	148.00	2	296.00	
II D 3 Broadleaf Weed Control	106.00	3	318.00	
II D 4 Soil test	22.00	1	22.00	
II D 5 Aeration & Seeding	1,873.00	1	1,873.00	
II E 1 Spring Clean-Up	Included	1	included	
II F Insect & Disease		As needed		
If all items are accepted Total Estimated Annual Charges			17,897.00	

NOTE: NUMBER OF MOWINGS WILL BE DETERMINED BY WEATHER CONDITIONS.

INITIAL BESIDE EACH ITEM YOU DESIRED TO HAVE INCLUDED.

IF CONTRACT IS SIGNED WITHOUT ITEMS BEING INITIALED IT WILL BE CONSIDERED THAT ALL ITEMS ARE BEING ACCEPTED.

QUANTITIES LISTED CAN BE ADJUSTED BASED ON SEASONAL CONDITIONS

*ITEMS ARE BASED ON DOING IN CONJUNCTION WITH OTHER WORK.

A FUEL SURCHARGE MAY BE ADDED IF FUEL PRICES EXCEED \$4.00 PER GALLON.

V. CONTRACT AGREEMENT

Contract shall begin February 15, 2025 and continue through December 20, 2026

Completed work will be billed once monthly and payable net 20 days.

Eleven or twelve equal monthly payments can be made if desired.

A service charge of 2% per month will be added to overdue invoices.

Contract may be cancelled with 20 days written notice.

Via E-Mail 11/13/2024
 KAREN MARTINS, PRESIDENT DATE

Note: Contracts may be accepted via e-mail but will carry the same weight as if personally signed.

AUTHORIZED ACCEPTANCE PRINT NAME DATE

TITLE