



April Regular Town Hall Meeting Agenda

Wednesday, April 09, 2025 at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted as Hybrid: Town Hall & Zoom:

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

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

Call to Order and Roll Call

Consent Agenda

- [1.](#) Approval of Minutes: March 12, 2025 Regular Town Meeting
- [2.](#) Approval of Financials
- [3.](#) Public Safety Report
4. Public Works Report: Verbal

Commissioner Reports

5. Ward 1
6. Ward 2
7. Ward 3
8. Ward 4
9. At-Large

Presentation & FY 2026 Budget Items

- [10.](#) Presentation By Paycom - Michael Galgano
- [11.](#) Commercial Tax Rate Discussion
12. Public Comment: Budget

Old Business

- [13.](#) Resolution 2025-04: Authorizing Town Manager To Coordinate Usage of Town Shuttle / Van (Commission Vote)
- [14.](#) Town Hall Lawn Maintenance Contracts (Commission Vote)
- [15.](#) Damaged Trash Shed (Commission Discussion)

New Business

- [16.](#) Resolution 2025-05: Elected Official Protocol (Commission Discussion & Vote)
- [17.](#) Sale of Used Public Works Equipment (Commission Discussion & Vote)

18. CCPD Patrolling (Commission Discussion)

Updates

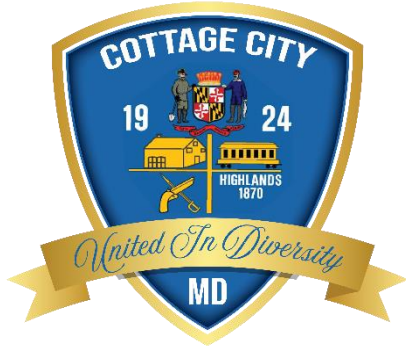
19. Town Manager Update

Public Comments

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

Adjournment

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



Regular Town Hall Meeting Minutes

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

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This Meeting Will Be Hosted on Zoom & In Person at Town Hall:

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

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

Call to Order

Attendees

1. Ward 1-Commissioner Young
2. Ward 2- Commissioner Henderson
3. Ward 3- Commissioner Wheatley
4. Ward 4- Commissioner Givens
5. At-Large Report- Commissioner Brooks
6. John Hoatson-Town Manager
7. Anthony Ayers- Chief of Police
8. Todd Frankenfield- Alta CPA Group
9. Kevin Best- Town Attorney
10. Joseph Pruden- Congressman Glenn Ivey's Office
11. Lindsay Ancellotti-Chalk Riot (Via Zoom)
12. Lucia Proctor-Resident (Via Zoom)
13. Denise Hamler-Resident (Via Zoom)
14. Josh Durant- Resident (Via Zoom)
15. Laura Guischard-Resident (Via Zoom)

Pledge of Allegiance

Consent Agenda

1. Approval of Minutes

Commissioner Chair Wheatley stated that the minutes for January and February will stay as they are with the edits she provided.

2. Approval of Financials: February

Commissioner Comments on the Consent Agenda Items

Ward 1:

Commissioner Young asked about the cost of Cottage City's 100th celebration (Cottage City Community Day)

The Town Manager did respond to Commissioner Young's statement; the Town Manager stated that there is no need to worry about the overages on Cottage City Day. There were donations made for Cottage City Day, and once everything comes through, as Todd has mentioned it will balance out on the revenue side.

Commissioner Givens responded to Commissioner Young's question. He explained how the process of a budget works and stated that maybe they can pose that the information be reflective of the donations for the 100th anniversary.

Ward 2:

No comments

Ward 3:

No comments

Ward 4:

No comments

At-Large

No comments

Motion to Approve the January and February Minutes and the Financial Report for February 2025

The Motion was made by Commissioner Brooks and seconded by Commissioner Henderson. Young-Abstained, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion Passed.

1. Public Safety Report

Chief of Police Athony Ayers stated that currently the department is working on passing out information on the streets that were hit with auto theft. They are informing the residents not to leave valuables in their vehicles and to make sure they are locking their doors. There are individuals going around the town grabbing on-door handles, if the doors are open, they are rummaging through the car trying to get change or anything of value. The Chief mentioned that if the residents are parked outside their house and have handicap placards to remove them from the inside of the car because people are breaking into the cars to steal those and sale them. The Chief mentioned that due to government workers returning to work to avoid traffic the GPS and WAZE are instructing them to cut through the town. The Chief and Police staff are passing out literature to the people who are coming down the road. They are doing this in an effort to try and change the pattern which is currently on. The citations will begin on Tuesday April 1, 2025, for violators.

The Chief requested volunteers for the Easter event and if anyone would like to volunteer, they can contact him or the Town Manager, John Hoatson.

During the Police Safety Report the Town Manager also stated that he has been in contact with Google Maps to let them know about the sign that was installed. Local traffic only so

hopefully that can be updated in their system, and it won't direct people through the town. He also stated that he plans to stay on top of the situation until it is rectified.

During the Police Safety Report Commissioner Chair Wheatley inquired if the Town Manager also notified Waze. She also asked if the Chief of Police, town attorney Kevin Best, and the Town Manager could investigate to see if in the future they should put speed cameras on the residential streets. She also recommended that a study be done in reference to speeding.

During the Police Safety Report the Town Manager responded to Commissioner Chair Wheatley and informed her that he would investigate reporting the issue to Waze.

Commissioner's Comments on the Public Safety Report

Ward 1:

Commissioner Young asked if it could be possible to get a red light put there.

Chief Ayers commented and stated that they can't put a red light there and he is working on getting the button flashes. He will follow up at the next meeting in reference to the flashing lights.

Ward 2:

Commissioner Henderson agreed with Commissioner Wheatley and stated that he also recommends doing the study. Commissioner Henderson also stated that people are coming down on 38th and Parkwood Street where there is a sign that states you can't come down the road between the hours of 4 PM- 7 PM. Commissioner Henderson feels that someone needs to enforce at the other end of the street so that people won't disregard the sign.

Ward 3:

No additional comments

Ward 4:

Commissioner Givens stated that if they were to make the street a one-way which must be done by ordinance through the town that would inconvenience most of the town residents. The town's residents need to really consider how they would like to go about the situation in reference to the traffic.

At-Large:

Commissioner Brooks asked the Chief of Police if the residents that were turning onto Cottage Terrace were able to continue forward.

The Chief of Police stated that we must find a balance on how they will instruct and move the traffic so that the residents can be satisfied. Once the citations start on April 1, 2025, hopefully that will deter nonresidents from using these roads.

Commissioner Brooks stated that the town has an infrastructure problem, and this does need to be limited. There is a lot more traffic coming in and the streets in the town aren't meant for it. Is it possible to cite people randomly until they get the hint?

The Chief of Police stated that on April 1, 2025, him and the Police officers will be outside everyday writing citations for several weeks. He stated that he may need to rearrange the schedules so that it can be coverage. He also stated that he will be getting a new sign that states residents only. The Chief stated that Senator Augustine is working on getting stop sign enforcement cameras. This will be beneficial to the town because a stop sign enforcement camera can be placed on 40th Place and the four-way stop as well as the three-way stop on Parkwood and 37th Place.

Residents Comments:

Lenny Ortiz stated that he understands that the Police need to do their job, also that the residents should be able to come through because after sitting in traffic all day you want to be able to get to your home as quickly as possible. He also stated that when he leaves out early in the morning, he has seen people speeding up 40th place going up to 60 MPH. They also run the stop signs and that is why there needs to be more Police officer's enforcements and different time frames.

Commissioner Chair Wheatley also commented after the resident and stated that she agrees with him because when she leaves out early as well, she sees people flying down Bunker Hill to get to 38th Avenue. She stated that people are running the stop signs constantly not even making a stop and roll just speeding through. She also stated that the Officers schedules need to be switched around and it might help.

Mr. Romero, who lives at 4205 Cottage Terrace, stated as a suggestion maybe they can provide the residents with hangers for their vehicles so that the Police can recognize they are residents, and they can keep going on their way.

The Chief of Police commented that he still has money in his budget that can go towards the purchase of the placards to hang in the residents' cars and give out three hangers to each resident once they prove they are residents of the town.

Commissioner Young also commented that she agrees with the placards and that the meeting should be advertised more so that the residents can share their input. She also stated that the speed bumps would be good and also that more speed signs need to be added in.

Brandon Pecker of 4002 Cottage Terrace inquired would the studies that is being referred to in the meeting be because of the chilling effect or deterrent of people not speeding due to the presence of the cameras; or measuring the revenue that would be generated by the violation of the law.

The Chief of Police commented that it regulates how many vehicles without any cameras or signage go through that area at a speed greater than 12 mph over the speed limit. It does create deterrents for reckless and hazardous driving, and it also creates revenue.

Resident Brandon Pecker stated that the study can't measure chilling effect or deterrent of people not speeding due to the presence of the cameras.

Resident Josh Durant asked if the Town could communicate with the residents about the new traffic patterns, and that he appreciates the cones and signs on Parkwood Street. Will Cottage Terrace be permanently closed between 4 PM- 7 PM? There should've been prior communication before today. He does appreciate the goal of reducing traffic. Waze is owned by Google so they should share the same information. With the traffic existing and the cones and signs, there was no way for residents to safely turn around down the street today.

The Town Manager stated that he will put it on Constant Contact. The measures today were about awareness, really making sure everyone was aware of what is coming starting April 1, 2025, the enforcements will start for the non-residential people.

2. Public Works Report (Verbal Update)

Commissioner Givens stated that they went around the town and cleaned the streets, and they are looking much better now. Commissioner Givens also thanked the residents for cooperating and moving their vehicles when there were signs stating no parking. Commissioner Givens stated that he wanted to introduce an opportunity for a street sweeper since the budget season is approaching. Commissioner Givens stated that the town is looking for a skilled worker for the Public Works Department, like a handy man. The job announcement closes on Monday March 17, 2025.

Commissioner Givens stated that the current trash cans in the town cost \$500.00 and there is a need for trash cans around the town. Commissioner Givens stated that he is requesting that the Commission consider the barrel method. The barrel method is a steel 55-gallon drum. The cost is \$20.00 on Facebook Market Place, and they range from \$20.00-\$40.00 depending on the seller. The lid prices would range from \$75.00 to \$120.00, which is the lowest price for metal ones. Commissioner Givens stated that this would also be an opportunity for local artists in the town to promote their artistry by designing and painting the barrels. Commissioner Givens is requesting that the Commissioners give him between 9-11 barrels so that it can be more trash cans in the neighborhood. Commissioner Givens also stated that there is a need for more dog poo bag stations. Commissioner Givens stated that he also wants to add hand sanitizer to the dog stations as well. Commissioner Givens stated that we purchased plastic boards so that we can post notifications around the town so that we can get more participation from the town residents when there are events.

Ward 1

Commissioner Young thanked Commissioner Givens for all that he does, she also stated that it would be a good idea to add the information in the newsletter and tell residents about the doggie stations, hand sanitizers like a reminder.

Ward 2

Commissioner Henderson thanked Commissioner Givens for all the hard work and effort he has put into the town. Commissioner Henderson stated that Commissioner Givens is a hard-working guy and Commissioner Henderson thanked Commissioner Givens again.

Ward 3

Commissioner Chair Wheatley also thanked Commissioner Givens for all the hard work he has put into the town. Commissioner Chair Wheatley also asked Commissioner Givens the cost of the barrels.

Commissioner Givens informed Commissioner Chair Wheatley that the cost of the barrels is \$20.00, and the tops of the barrels can range from \$75.00 to \$120.00. Plus, if the Artist charges a fee or it can have the Cottage City logo or painted a color.

Ward 4

Commissioner Givens stated that he wants to thank Officer Perez and Joe Mayo for helping. Commissioner Givens stated that he isn't out there by himself and that sometimes either Officer Perez or Joe is driving the truck. Commissioner Givens stated that there will be a system put in place to move forward so that the town can be cleaned efficiently and that everything can be accomplished.

At-Large Report

No comment.

Resident Josh Durant stated that he would also like to thank Commissioner Givens, Commissioner Brooks, as well as Joe Mayo, Officer Perez, and the Chief for helping during the transition of the Public Works Department. Josh also stated that he is excited about the skilled Public Works Laborer who will be hopefully coming on board soon. Josh also stated that he is happy Commissioner Givens has serviced the equipment that hasn't been done in a long time, we discovered a lot of deficiencies in that department, so the necessary changes are being made, and we are moving forward.

Commissioner Reports**Ward 1:**

No comment.

Ward 2:

Commissioner Henderson stated that he was happy to see the ladder removed from the corner house on 40th Avenue and that the car that was up on a jack that was very hazardous was taken down. Commissioner Henderson also wanted to know if the drainage issue was fixed on the back of Mr. Kopecki's house.

The Town Manager responded to Commissioner Henderson and informed him that they are currently working on the issue with Charles P. Johnson & Associates, Inc. (CPJ) "the Architecture firm the town hired" and D&F Construction to work out that issue. The Town Manager stated that once they come out and assess the situation, he does believe that it will be an easy remedy for the situation.

Ward 3:

Commissioner Chair Wheatley wanted to give a quick update. Commissioner Chair Wheatley stated that she did attend the Maryland Mayors Association (MMA) in Annapolis last week. They discussed the use of Artificial Intelligence (AI) to use AI to catch up on

minutes, also Maryland Municipal League offering training to the municipalities, assistance with goal setting, strategic planning, and team building working through difficult situations. Commissioner Chair Wheatley stated that they offer these services at a discounted rate. Municipalities less than 10,000 residents, the cost would be \$2,500.00 and if you have more than 10,000 residents the cost would be \$4,000.00. Commissioner Chair Wheatley stated that they talked about the executive orders and how that will affect the budget. Commissioner Chair Wheatley stated that she will share more information with the Commissioners later.

Ward 4:

Commissioner Givens asked the Commissioners would they prefer the plastic or metal dome, and how many barrels they are authorizing for purchase.

Commissioner Chair Wheatley Stated that she recommends the metal tops vs the plastic because with animals it can be an issue to have plastic. Commissioner Chair Wheatley then asked the price difference between plastic vs metal.

Commissioner Givens stated that the price for the metal tops ranges from \$121.00-\$160.00. Commissioner Givens also stated that he feels the price for the barrels and the cost of the metal tops are cheaper than the cost of one regular trash can.

Commissioner Brooks stated that he thinks metal trash cans would be a better option for the long run. Commissioner Brooks suggested that Commissioner Givens buy eleven trash barrels.

All the Commissioners agreed with Commissioner Givens to purchase eleven barrels and tops.

At-Large:

Commissioner Brooks gave a shout out to The Green Team, he stated that they have been working with the Chesapeake Climate Action Network (CCAN) to cut the invasive vines from the trees. Commissioner Brooks also stated that he and Commissioner Givens would be tagging the drainage systems in the town so they can identify them so that it can prevent flooding in the town. Commissioner Brooks also stated that he spoke with the Chief of Police, and he informed him that it's a way to have the county come out frequently without having to keep putting in 311 tickets. Commissioner Brooks gave kudos to Commissioner Givens and the Chief of Police for clearing out the end of Cottage Terrace. Commissioner Brooks stated that it was a drain there and they were able to get all the invasive vines out of there and the Chief of Police put a ticket in with the county and they will be coming out June 9, 2025. Commissioner Brooks thanked everyone for doing an amazing job. Commissioner Brooks stated that the Town Manager (John Hoatson) is doing an amazing job.

The Town Manager made an announcement that Commissioner Brooks, and Denise Hamler (Green Team co-leader) received a grant from Chesapeake Bay trust for the Town of Cottage City and was awarded \$70,000.00 for maintenance of Cottage City vast tree canopy, and invasive species training for the community. The Town Manager thanked all that was involved with getting the grant.

Remarks and FY 2026 Budget Discussion

10. Joseph Pruden, Congressman Glenn Ivey Office Remarks:

Mr. Pruden is Congressman Ivey's Veterans and Military Affairs Liaison and a field representative. He came to the Town of Cottage City to relay a message from Congressman Ivey. Mr. Pruden stated that there will be resource fairs that Congressman Ivey will sponsor. If you are unable to attend the resource fair or if you are not sure you received the help you need, call the office. There will be a Congressional Art competition for high school students which can assist with paying for college if they win the competition. The deadline for the Art Competition is April 11th. There will be Military Academies, Congressman Ivey would like to submit as many people as possible for consideration to enter the Service Academies. The five academies that was discussed are the United States Military Academy of West Point, the Naval Academy in Annapolis, the Air Force Academy at Colorado Springs, the United States Merchant Marine Academy at Kings Point in New York and the Coast Guard Academy in Connecticut. The Coast Guard Academy in Connecticut doesn't require Congressional nominations to attend, the other four require it. You can go online and fill out the form to the academy of your choice to get the process started. The Congressman has (non-paid) internships that are geared towards high school students. It will be available from June to August, you can go online and fill out the application. There are grants (Community Funding Projects) available that you can apply for to assist with the placards and speed cameras. Once the information is available Mr. Pruden will send the information to the Town Manager.

11. Budget Discussion: Police Department, Grants & Capital Improvement Projects

The Chief of Police stated that everything in the budget will pretty much stay the same minus him wanting to transfer the \$8,000.00 for Avio (Staff Benefits). To Silver Track because Silver Track was brought out by another vendor and the price increased from \$2,000.00 to \$10,000.00.

Old Business

16. Resolution 2025-02: Organizational Chart (Commission Vote)

Motion to approve Resolution 2025-02: Organizational Chart

The motion was made by Commissioner Givens and seconded by Commissioner Brooks.

There was a unanimous vote by the Commissioners. Young, Henderson, Wheatley, Givens, & Brooks. Motion Passes no nays or abstentions.

17. Final Chalk Riot Design (Commission Vote)

Ward 1:

Commissioner Young stated that she likes red, yellow and blue with stars and stripes. Commissioner Young also stated that if there were going to be speed humps implemented into the roads that the speed humps should be put down first then have the designs painted.

Commissioner Brooks added that the speed humps don't have to be right at the stop signs. Commissioner Brooks stated that the speed humps can be pushed back some. Commissioner Brooks also stated that there is no need for a delay, the speed hump can be pushed back.

Ward 2:

Commissioner Henderson stated that he liked the orange train with the blue and vines coming out of the back.

Ward 3:

Commissioner Chair Wheatley stated that she does not have a preference but if she needs to pick, she likes both trains.

Ward 4:

Commissioner Givens stated that he likes the train with an orange background because it's bright and it fits perfectly.

At-Large:

Commissioner Brooks stated that he likes the orange train with the vines coming out of the back.

Commissioner Chair Wheatley asked how many they are installing. The Town Manager stated that they are installing one for the price of \$5,000.00.

Commissioner Givens stated that considering the price and quantity it should be placed at a different location. He suggested Parkwood Street.

Town Attorney Kevin Best stated that it didn't strike him as something being regulated by the Maryland Uniform Traffic Control Device Manual (MUTCD). Attorney Best stated that when you paint the curb, and you expect to give notice to the public not to park or whatever its regulated to be you can cite people for violating that painted image. Attorney Best stated that he believes that it may need to be a straight white line on either sides, because it can become an issue if someone violates it as a crosswalk. Attorney Best stated that the Commission might want to investigate the regulations for the MUTCD. Attorney Best stated that he is reading from the Maryland State Highway Administration (SHA) Bicycle and Pedestrian Design guidelines which are different from the MUTCD. Decorative crosswalk markings: some residents request decorative crosswalk markings because they find them to be more aesthetically pleasing than other types of crosswalk markings. In general, there is high visibility. Crosswalk markings are strongly preferred over decorative markings because they are easier for motorists to see. If decorative crosswalk markings are used in place of high visibility markings, they should be edged with 12-inch wide, reflective white lines. In addition, the decorative surface must be firm, stable, and slip resistant vertical displacement shall not exceed 1.4 inches, and the horizontal gaps shall not exceed one half inch. Attorney Best stated that he thinks the big thing is the 12-inch wide, reflective white strip on either side. So instead of being irregular yellow, it should be white on either side. Attorney Best stated that if you place more crosswalks in the town that will cause people to slow down.

Lindsay Ancellotti with Chalk Riot stated that they can definitely paint white on the outside if that is what is preferred, but it is legal either way.

Resident Lucy Proctor stated that she appreciates the presentation and time to explain the purpose of the work, however \$5,000.00 for temporary art is not a great budget choice. How many crosswalks could be painted on the streets with the \$5,000.00.

Resident Bill Kopecki stated that if you put a 12-inch-wide white stripe on either side of the painting it would change the aesthetics.

Commissioner Chair Wheatley stated that the town attorney Kevin Best stated that this is a requirement for them to do so.

18. MOU Red Light Cameras (Commission Vote)

Motion to approve MOU Red Light Cameras

The motion was made by Commissioner Givens and seconded by Commissioner Brooks.

There was a unanimous vote by the Commissioners. Young-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. Motion Passes no nays or abstentions.

19. Salt Spreader Quotes (Commission Vote)

Commissioner Givens asked the question does the Commission want to take the \$11,000 out of the current FY25 budget to pay for the salt spreader or move the money to the FY26 budget and take it out then.

Commissioner Brooks stated that he would prefer it to come out of this year's budget vs next year's budget.

Commissioner Givens stated that he would have all the information for next month's meeting.

The vote was tabled by the Commission and a third quote was requested from Commissioner Chair Wheatley.

New Business

20. Proclamation: Tree City USA (Reading)

The Town Manager stated that the Green Team has been working actively to get designation back for Tree City, U.S.A. and he did reach out to Daniel Coy through the State. and Daniel Coy is very excited that the town is working on the Tree City, U.S.A. Designation. One of the requirements, of course, is we have passed our urban tree ordinance. Our second requirement is the reading of the proclamation, which the Town Manager will do this evening. Next month the Town will hold Arbor Day on April 18th. There will be an event in the town. The Town Manager and Green Team are going to be coordinating and putting something together for this event.

Town Manager Report

21. Walkable Watershed Update

The Town Manager stated that recently he had a meeting with Michelle Kokolis, of the Environmental Finance Center (EFC). They discussed the Walkable Watershed projects that she presented to the Commission. It was determined in the meeting that currently Cottage City has only raised or earned \$2,093.57 of in-kind match. The town is supposed to come up with a \$50,000 in-kind match. To get these projects that we were supposed to get the town of Cotton City would have to come up with \$48,000. Having explained to Michelle that the town of Cottage City did not have \$48,000 to spend on these projects. Michelle went back to the National Fish and Wildlife Foundation (NFW) and was able to speak with them about getting everything in our proposal reduced for the town of Cottage City. The Town of Cottage City has \$2,093.57 for in-kind matches. The town of Cottage city needs to provide \$5,000 of in-kind match, which is now attainable. The Town will not need to convert any match to cash and will not be held responsible for the remaining \$45,000 of in-kind match. The towns' information will remain in the walkable watershed plan, as it is relevant to the other Port Towns, and the plan is already in draft form. The Town will not receive any projects or be part of any remaining grant activities. This means that the walkable watershed will not be rehabbing the existing rain garden, completing any design work for the new conservation landscaping or installing the stormwater planters. EFC Walkable Watershed will hold the rain barrel workshop that is scheduled for April 3rd as planned.

22. 43rd Avenue Stormwater Maintenance Project

The Town Manager stated that he has been working Charles P. Johnson and Son's (CPJ) and that if the timeline continues as it progresses the construction will begin in June 2025 and will end in August 2025. Lashan is working with her manager to see if the town can get an additional 2-month extension. The request for a proposal should be submitted by April. CPJ has spoken with the county, and they assured them that they will be able to push it through because they understand the time and the grant requirements that the town is under.

23. Old Firehouse Project: 3805 38th Avenue

The Town Manager stated that he is waiting for the State Architecture Board for an opinion, and to make the Commission aware the Board only meets once a month. The Town Manager did have a conversation with the State Architecture Board. They are in receipt of the letters that were sent to the board. The Town Manager is just waiting for a response. So as soon as he gets that response, he will keep the Commission apprised of what's going on.

24. House Located at 3813 Cottage Terrace

The town of Cottage City will be hosting a strategic planning event this spring regarding the concepts and thoughts about the house located at 3813 Cottage Terrace. The residents' feedback is essential to the project. The Department of Housing and Community Development has a Strategic demolition fund statewide grant, just to make you all aware, for demolition of the house the award amount can range from \$50,000 to 1 million. There is no cap. The average is normally \$250 to \$500,000 funding for fiscal year 26 would be open later this spring in May.

The Town Manager stated that they have identified dumpster day for Saturday April 26th and Sunday April 27th Saturday is cars only and Sunday is cars and pickup trucks from 9:00 AM until 3:00 PM.

Commissioner Givens stated that we can use volunteers to shuffle people through.

Public Comments

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

There were no public comments.

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

Motion to Adjourn the meeting.

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Young-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, & Brooks-Aye. Motion Passes no nays or abstentions.

Town of Cottage City

Item # 2.

Balance Sheet

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,165.98	648,863.12
1010 Savings - Capital One	5,191.53	5,187.51
1014 US Bank x5954	12,800.00	14,525.00
1015 Petty Cash Fund	466.03	450.00
1055 Savings - PNC	740,647.39	704,307.45
1060 Truist MM x4603	101,956.15	101,945.97
1061 Truist Operating Checking x1118	550,754.17	324,403.99
1062 Truist Public Fund Checking x6369	178.46	1,358.41
1063 Truist Public Fund Checking x0549 (deleted)	0.00	1,347.51
1065 Capital One CD	98,967.97	98,967.97
1072 Bill.com Money Out Clearing	1,067.00	7,030.96
1100 Truist - ARPA x0408 (deleted)	0.00	268,245.03
Total Bank Accounts	\$1,815,194.68	\$2,176,632.92
Accounts Receivable	\$91,368.54	\$76,106.22
Other Current Assets	\$55,667.00	\$73,269.79
Total Current Assets	\$1,962,230.22	\$2,326,008.93
TOTAL ASSETS	\$1,962,230.22	\$2,326,008.93
LIABILITIES AND EQUITY	\$1,962,230.22	\$2,326,008.93

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Operating Revenue				
4005 Real Estate Taxes - Residential	425,116.14	430,069.00	-4,952.86	98.85 %
4006 Real Estate Taxes - Commercial	328,110.36	339,519.00	-11,408.64	96.64 %
4015 Personal Property Taxes	50,890.62	40,000.00	10,890.62	127.23 %
4025 Income Tax	81,515.76	105,000.00	-23,484.24	77.63 %
4030 Highway User Tax	28,169.34	54,311.00	-26,141.66	51.87 %
4035 Fines & Forfeitures	21,562.97	4,000.00	17,562.97	539.07 %
4040 Red Light Camera Fines	29,981.19	300,000.00	-270,018.81	9.99 %
4041 Speed Camera Fines	260,870.10	245,000.00	15,870.10	106.48 %
4055 Franchise Fees (Cable TV)	9,687.10	18,000.00	-8,312.90	53.82 %
4065 Licenses - Town	4,149.09	6,000.00	-1,850.91	69.15 %
4075 Permits		1,000.00	-1,000.00	
4080 County Disposal Rebate		3,440.00	-3,440.00	
4085 Police Aid	17,912.00	26,550.00	-8,638.00	67.47 %
4095 Interest Income	26,851.58	10,000.00	16,851.58	268.52 %
4100 Public Works - Abatements		2,000.00	-2,000.00	
4102 Town Hall Rental	1,050.00	1,800.00	-750.00	58.33 %
4106 Solar Renewable Energy Credits		6,075.00	-6,075.00	
4107.1 Donations	2,100.00	3,000.00	-900.00	70.00 %
4200 Miscellaneous	3,449.85		3,449.85	
Total 4000 Operating Revenue	1,291,416.10	1,595,764.00	-304,347.90	80.93 %
4106.5 Grant Revenue				
41040 Bond Bill		500,000.00	-500,000.00	
4109 Maryland Heritage Authority (MHAA)		45,000.00	-45,000.00	
4110 Maryland Historical Trust (MHT)		100,000.00	-100,000.00	
4112 PD Accountability Program	8,737.98		8,737.98	
4114 First Responder Camp/Community	15,578.07	10,500.00	5,078.07	148.36 %
4120 CDBG Grant - Infrastructure	353,555.46	753,225.00	-399,669.54	46.94 %
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00	-6,950.50	34.24 %
4135 Community Parks & Playgrounds	200.00		200.00	
4140 CB Trust - Urban Tree Grant	2,255.00		2,255.00	
4141 MD DHCH - NED Grant		185,000.00	-185,000.00	
4144 Fed-Stormwater		670,000.00	-670,000.00	
4146 Community Engagement and Outreach Initiative	18,105.40	35,000.00	-16,894.60	51.73 %
Total 4106.5 Grant Revenue	402,051.41	2,309,295.00	-1,907,243.59	17.41 %
4201 Appropriated from Fund Balance		1,730,000.00	-1,730,000.00	
4202 Appropriated from Fund Balance ARPA		254,000.00	-254,000.00	
Uncategorized Income				
Total Income	\$1,693,467.51	\$5,889,059.00	\$ -4,195,591.49	28.76 %
GROSS PROFIT	\$1,693,467.51	\$5,889,059.00	\$ -4,195,591.49	28.76 %
Expenses				
5000 General Government				

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005 Salaries	82,829.31	140,000.00	-57,170.69	59.16 %
5006 Overtime		2,500.00	-2,500.00	
5010 Commissioner Salaries	25,201.22	31,400.00	-6,198.78	80.26 %
Total 5005 Salaries	108,030.53	173,900.00	-65,869.47	62.12 %
5007 Temp Services	26,401.62		26,401.62	
5015 Payroll Taxes	8,206.01	11,200.00	-2,993.99	73.27 %
5020 Life Insurance	1,113.33	4,000.00	-2,886.67	27.83 %
5025 Health Insurance	6,384.56	24,000.00	-17,615.44	26.60 %
5030 Retirement Benefits		7,000.00	-7,000.00	
5035 Workers Comp Ins.	10,226.64	1,700.00	8,526.64	601.57 %
5040 Audit Fee	14,144.30	12,000.00	2,144.30	117.87 %
5045 Bus Service	1,100.00	13,000.00	-11,900.00	8.46 %
5065 Community Enhancement				
5065.3 End Time Harvest Ministries	2,000.00	2,000.00	0.00	100.00 %
5065.4 Cottage City Scholarship		2,500.00	-2,500.00	
5065.5 Anacostia Watershed Donation		1,000.00	-1,000.00	
5065.6 Contribution to ATHA		1,000.00	-1,000.00	
5065.7 Fire Dept. Donation		1,000.00	-1,000.00	
5065.71 Green Team	362.86	1,200.00	-837.14	30.24 %
5065.73 Food Pantry		5,000.00	-5,000.00	
5065.9 Summer Camp		900.00	-900.00	
Total 5065 Community Enhancement	2,362.86	14,600.00	-12,237.14	16.18 %
5070 Community Garden	3,307.00	3,500.00	-193.00	94.49 %
5085 Contractual Services (Accounting Fees)	32,171.75	34,000.00	-1,828.25	94.62 %
5086 Cell Phone	232.61	1,000.00	-767.39	23.26 %
5087 Codification Services	995.00	2,000.00	-1,005.00	49.75 %
5090 Election Expenses		1,200.00	-1,200.00	
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00	-1,404.00	64.90 %
5105 Insurance - Town Hall		1,000.00	-1,000.00	
5107 IT Support	14,210.70	12,000.00	2,210.70	118.42 %
5115 Legal Fees	18,916.00	66,000.00	-47,084.00	28.66 %
5120 Miscellaneous	2,298.05	1,500.00	798.05	153.20 %
5125 Membership Dues	2,440.71	2,400.00	40.71	101.70 %
5130 Commissioner Municipal Convention & Conf.	2,613.49	14,700.00	-12,086.51	17.78 %
5135 Office Expense	21,325.60	26,000.00	-4,674.40	82.02 %
5140 Printing & Legal Ads	2,083.96	1,000.00	1,083.96	208.40 %
5150 Special Events	394.51		394.51	
5150.1 Arts & Education		2,500.00	-2,500.00	
5150.10 Port Towns Meeting		300.00	-300.00	
5150.11 Adult Mixer	630.33	500.00	130.33	126.07 %
5150.12 English Classes		2,000.00	-2,000.00	
5150.13 Black History Month	1,452.11	800.00	652.11	181.51 %
5150.14 Hispanic Heritage Month		800.00	-800.00	

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5150.15 Woman's History Month		800.00	-800.00	
5150.16 Native American Heritage Event	114.00	600.00	-486.00	19.00 %
5150.18 Port Towns Legislative Dinner		300.00	-300.00	
5150.19 PGCMA - Town Sponsored Mtg		100.00	-100.00	
5150.2 Easter Egg Hunt	509.59	800.00	-290.41	63.70 %
5150.20 PGEMW - Town Sponsored Mtg		100.00	-100.00	
5150.22 Juneteenth		300.00	-300.00	
5150.3 Cottage City Day	17,907.09	12,000.00	5,907.09	149.23 %
5150.4 Halloween	425.95	750.00	-324.05	56.79 %
5150.5 Breakfast with Santa	1,341.56	1,400.00	-58.44	95.83 %
5150.55 July 4th Event		300.00	-300.00	
5150.6 Community Block Parties		1,000.00	-1,000.00	
5150.7 Refreshments	1,472.81	1,000.00	472.81	147.28 %
5150.8 Senior Harvest Dinner	735.18	500.00	235.18	147.04 %
5150.81 Seniors Camp		500.00	-500.00	
5150.9 Winter Employee Appreciation		2,000.00	-2,000.00	
Total 5150 Special Events	24,983.13	29,350.00	-4,366.87	85.12 %
5160 Town Communications	6,680.58	8,000.00	-1,319.42	83.51 %
5165 Town Hall Maintenance & Repairs	7,954.64	12,000.00	-4,045.36	66.29 %
5170 Town Hall Utilities	27,280.70	21,500.00	5,780.70	126.89 %
5175 Staff Training	1,424.52	4,000.00	-2,575.48	35.61 %
5180 Treasurer's Bond		175.00	-175.00	
5190 Bank Fees	485.93		485.93	
5196 Website Hosting	11,949.20	5,200.00	6,749.20	229.79 %
Total 5000 General Government	361,919.42	511,925.00	-150,005.58	70.70 %
5200 Public Works				
5205 Salaries	81,492.75	200,000.00	-118,507.25	40.75 %
5206 Overtime	287.28	5,000.00	-4,712.72	5.75 %
Total 5205 Salaries	81,780.03	205,000.00	-123,219.97	39.89 %
5210 Payroll Taxes	6,607.70	16,000.00	-9,392.30	41.30 %
5211 Health Insurance	8,692.64	10,500.00	-1,807.36	82.79 %
5212 Life Insurance	1,159.34	1,450.00	-290.66	79.95 %
5213 Retirement Benefits		10,500.00	-10,500.00	
5215 Workers Comp Ins.	8,501.40	22,000.00	-13,498.60	38.64 %
5230 Equipment Maint & Operating Exp	12,036.54	20,000.00	-7,963.46	60.18 %
5232 Gasoline	3,456.09	8,000.00	-4,543.91	43.20 %
5235 Highway Lighting	9,567.14	24,000.00	-14,432.86	39.86 %
5237 MML & Training Expenses	6,970.90	2,000.00	4,970.90	348.55 %
5240 Abatements		2,000.00	-2,000.00	
5241 Cell Phone	2,805.02	500.00	2,305.02	561.00 %
5260 Roadway/Sidewalk Const. Maint. & Supplies	23,957.28	7,500.00	16,457.28	319.43 %
5271 Maintenance	23,703.72	15,000.00	8,703.72	158.02 %
5272 Tree Maintenance	4,929.48	10,000.00	-5,070.52	49.29 %

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5280 Uniforms		800.00	-800.00	
5285 Vehicle Insurance	4,500.00	3,500.00	1,000.00	128.57 %
5287 Truck Maintenance	8,228.65	5,000.00	3,228.65	164.57 %
5305 Dumping Fees	20.00	2,400.00	-2,380.00	0.83 %
5315 Mosquito Control	299.41	2,300.00	-2,000.59	13.02 %
5320 Waste Collection & Disposal	50,631.70	118,100.00	-67,468.30	42.87 %
5322 Code Software		3,500.00	-3,500.00	
Total 5200 Public Works	257,847.04	490,050.00	-232,202.96	52.62 %
5400 Police Department				
5405 Salaries	260,495.97	366,000.00	-105,504.03	71.17 %
5406 Overtime	261.77	10,000.00	-9,738.23	2.62 %
Total 5405 Salaries	260,757.74	376,000.00	-115,242.26	69.35 %
5410 Code Enforcement - Expenditures				
5410.4 Operating Cost	174.88		174.88	
Total 5410 Code Enforcement - Expenditures	174.88		174.88	
5415 Payroll Taxes	15,884.35	32,495.00	-16,610.65	48.88 %
5420 Life Insurance	5,474.13	4,500.00	974.13	121.65 %
5425 Health Insurance	29,659.56	41,000.00	-11,340.44	72.34 %
5430 Retirement		17,500.00	-17,500.00	
5435 Workers Comp Ins.	30,760.96	28,000.00	2,760.96	109.86 %
5440 Applicant Screening & Shots		1,000.00	-1,000.00	
5445 Auto Insurance	25,151.00	20,000.00	5,151.00	125.76 %
5478 Legal		3,000.00	-3,000.00	
5485 National Night Out	328.25	1,000.00	-671.75	32.83 %
5490 Office Expense & Operating Cost	17,952.88	12,000.00	5,952.88	149.61 %
5495 Police Liability Insurance	11,500.00	11,500.00	0.00	100.00 %
5500 Police Supplies	200.60	2,000.00	-1,799.40	10.03 %
5505 Training	2,327.71	6,000.00	-3,672.29	38.80 %
5506 Training - Police Chief	2,468.45	6,000.00	-3,531.55	41.14 %
5515 Uniforms & Accessories	2,712.52	12,000.00	-9,287.48	22.60 %
5520 Vehicle Operation & Maintenance	2,284.47	15,000.00	-12,715.53	15.23 %
5525 Gasoline - PD	9,685.52	21,500.00	-11,814.48	45.05 %
5534 Police Community Outreach	3,945.90	8,000.00	-4,054.10	49.32 %
5537 Lexipol Law Enforcement	2,742.10	4,413.00	-1,670.90	62.14 %
5538 Police Explorer Program	1,262.92	5,000.00	-3,737.08	25.26 %
5539 SilverTrac	2,835.00	2,160.00	675.00	131.25 %
5540 Axion Tasers	3,689.14	10,000.00	-6,310.86	36.89 %
5541 In Car Camera Upgrades	2,068.02	2,700.00	-631.98	76.59 %
5542 Lefta System		2,200.00	-2,200.00	
5543 Obvio		8,500.00	-8,500.00	
5555 Expenses to Speed Camera Program		-180,700.00	180,700.00	
5560 Red Light Camera Program		152,000.00	-152,000.00	
5600 Speed Camera				

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5600.1 Salaries		107,000.00	-107,000.00	
5600.2 Benefits		26,400.00	-26,400.00	
5600.3 Other Costs		35,200.00	-35,200.00	
5600.4 Vehicles		12,100.00	-12,100.00	
5600.5 Speed Camera Vendor Fees		98,000.00	-98,000.00	
Total 5600 Speed Camera		278,700.00	-278,700.00	
Total 5400 Police Department	433,866.10	903,468.00	-469,601.90	48.02 %
6000 Grant Expenditures				
6002 MD DHCD - NED Grant		185,000.00	-185,000.00	
6006 DHCD - Community Surveillance Project	11,889.25		11,889.25	
6010 CDBG Grant - Infrastructure	303,314.03	753,225.00	-449,910.97	40.27 %
6014 First Responder Camp/Community	2,537.88	10,500.00	-7,962.12	24.17 %
6016 Maryland Heritage Authority (MHAA)		90,000.00	-90,000.00	
6017 Maryland Historical Trust (MHT)		100,000.00	-100,000.00	
6018 Community Engagement and Outreach Initiative	16,627.13	35,000.00	-18,372.87	47.51 %
6021 Cable - PEG - Broadcast Equip	10,436.82	10,570.00	-133.18	98.74 %
6044 Fed-Stormwater	925.00	670,000.00	-669,075.00	0.14 %
6052 Bond Bill Expenses Firehouse	29,200.00	500,000.00	-470,800.00	5.84 %
6054 ARPA Grant Expense	56,930.00		56,930.00	
6054.1 Family Relief Program	23,686.66	30,000.00	-6,313.34	78.96 %
6054.15 ARPA Food Bank	11,481.84	15,000.00	-3,518.16	76.55 %
6054.7 Grant Writer Salary	50,924.92	65,000.00	-14,075.08	78.35 %
6054.8 Grant Writer Fringe	12,589.36	24,250.00	-11,660.64	51.91 %
Total 6054 ARPA Grant Expense	155,612.78	134,250.00	21,362.78	115.91 %
Total 6000 Grant Expenditures	530,542.89	2,488,545.00	-1,958,002.11	21.32 %
6500 Capital Outlays				
6501 General Government Capital Outlays				
6505 Capital Equipment		11,000.00	-11,000.00	
6507 Town Hall Improvements		26,000.00	-26,000.00	
6511 Maryland Heritage Authority Match (MHAA)		90,000.00	-90,000.00	
6512 Maryland Historical Trust Match (MHT)		100,000.00	-100,000.00	
Total 6501 General Government Capital Outlays		227,000.00	-227,000.00	
6600 Public Works Capital Outlays				
6606 Facility Maintenance	2,661.61	7,500.00	-4,838.39	35.49 %
6607 PW New Equipment		11,000.00	-11,000.00	
6615 Street Maintenance	401.03	12,500.00	-12,098.97	3.21 %
Total 6600 Public Works Capital Outlays	3,062.64	31,000.00	-27,937.36	9.88 %
6700 Police Capital Outlays				
6701 Capital Outlays - Police Dept	23,055.90	18,200.00	4,855.90	126.68 %
Total 6700 Police Capital Outlays	23,055.90	18,200.00	4,855.90	126.68 %
Total 6500 Capital Outlays	26,118.54	276,200.00	-250,081.46	9.46 %
Total Expenses	\$1,610,293.99	\$4,670,188.00	\$ -3,059,894.01	34.48 %

Town of Cottage City

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 2024 - March 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	\$83,173.52	\$1,218,871.00	\$ -1,135,697.48	6.82 %
NET INCOME	\$83,173.52	\$1,218,871.00	\$ -1,135,697.48	6.82 %

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



March, 2025

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

February

911 Disconnect	15
Accident	2
Animal Complaint	2
Check Welfare	5
Check Welfare Combined	2
Disorderly	6
Domestic	1
Family Dispute	0
Hit And Run	2
Lost Property	1
Loud Music Complaint	3
Lockout	0
Misc Police Incident	8
Missing Person	2
Noise Complaint	1
Party Complaint	1
Premise Check	5
Property Alarm Commercial	2
Residential Alarm	1
Stalking	1
Stolen Vehicle	2
Suspicious Auto	1
Suspicious Person	4
Theft From Auto	1
Theft Report	1
Traffic Complaint	3
Trespassing Complaint	1
Unknown Trouble	4
Vandalism	0
Vehicle Accident Combined	2
Total	79

COTTAGE CITY POLICE DEPARTMENT

COMPLAINTS/CRISIS HANDLED

Animal Complaint

Incident 1: Dog Attack

The Cottage City Police Department received a report concerning a tan male Pitbull residing at 3710 41st Avenue, Cottage City, MD. The complainant stated that the dog had jumped the fence and attacked both her dog and her boyfriend.

This matter has been referred to Prince George's County Animal Management for further investigation and resolution.

Incident 2: Unleashed Dogs and Waste Disposal Issues

Residents in the Ward 1 area, specifically between 37th Avenue and Parkwood Street, have reported concerns regarding dog owners walking their dogs without leashes and failing to clean up after them.

In response, staff have created and distributed informational flyers to residents in the affected area to address these issues and encourage responsible pet ownership.

Bulling Complaint

Incident Report: Bullying and Altercation at Hyattsville Middle School

A resident and his wife visited the Cottage City Police Department to report an incident involving their daughter at Hyattsville Middle School, which could potentially impact our town. The parents stated that their daughter had been bullied at school and was physically attacked by two girls during dismissal.

In response, Sgt. Hayes and I visited the school to meet with the 8th-grade administrator to investigate the situation and collaborate on a resolution. The school administration reached out to all involved parties and arranged a mediation meeting with the students and their parents.

On March 26, 2025, the school's principal, administrators, the PGPD School Resource Officer, the involved students and their parents, and I participated in the mediation meeting. During the meeting, both sides had the opportunity to share their perspectives and discuss their involvement in the incident. After careful consideration and setting appropriate boundaries, the matter was resolved.

COTTAGE CITY POLICE DEPARTMENT

PROJECTS

COMPLETED EVENTS / UPCOMING EVENTS PREPARATION

March Events:

- No Events

April Events:

- Easter Extravaganza (April 19, 2025)
- Anacostia Watershed Society Clean-Up Day (April 26, 2025)

TRAINING

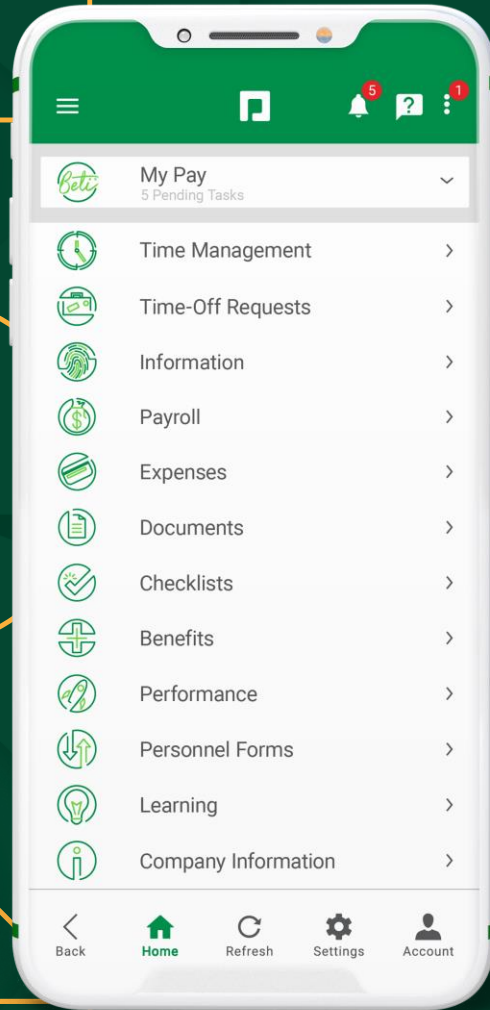
- PBAA Police Explorers Advisors Conference (February 26, 2025 – March 2, 2025)
 - o Sgt. M. Hayes
- CCPD Training (March 27, 2025)
 - o Chief A. Ayers
 - o Sgt. M. Hayes
 - o Cpl. D. Thompson
 - o Pfc. N. Moreno
 - o Pfc. A. Perez

UPCOMING TRAINING

- CCPD Training (April 3, 2025)
 - o Chief A. Ayers
 - o Sgt. M. Hayes
 - o Cpl. D. Thompson
 - o Pfc. N. Moreno
 - o Pfc. A. Perez
- MML Chiefs Conference and Training (April 22 - 26, 2025)
 - o Chief A. Ayers

CCPD EXPLORERS

Meetings and training during the month.



Board Presentation

Prepared for The Town of Cottage City

Agenda



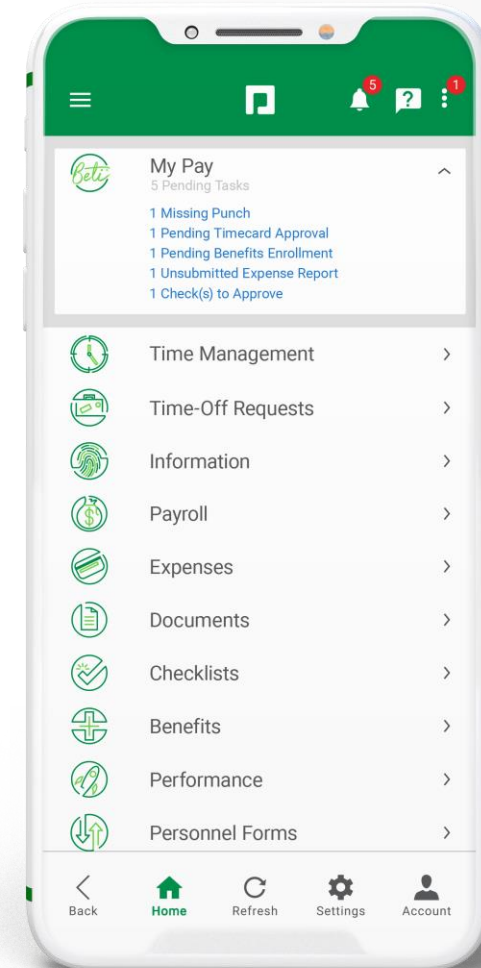
Paycom Overview
+ Product
Overview



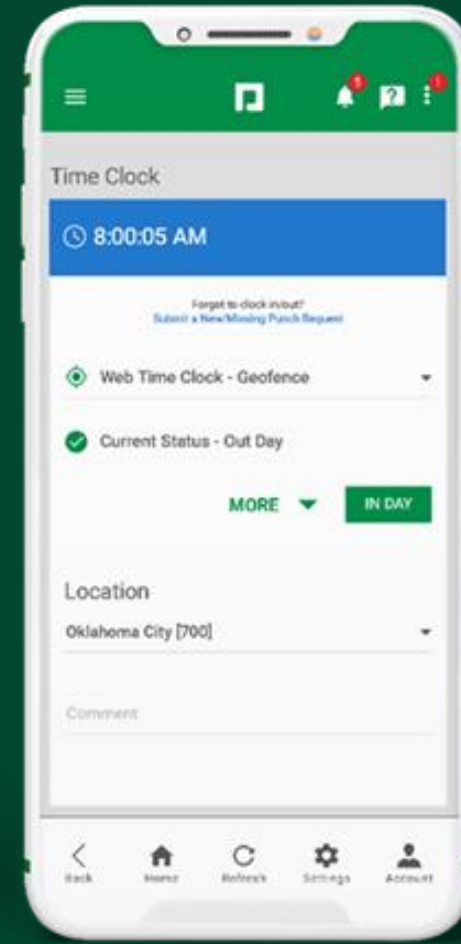
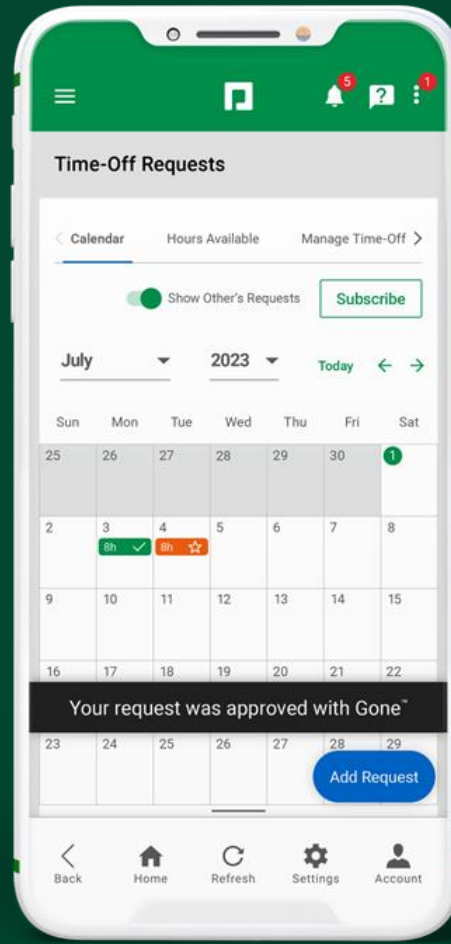
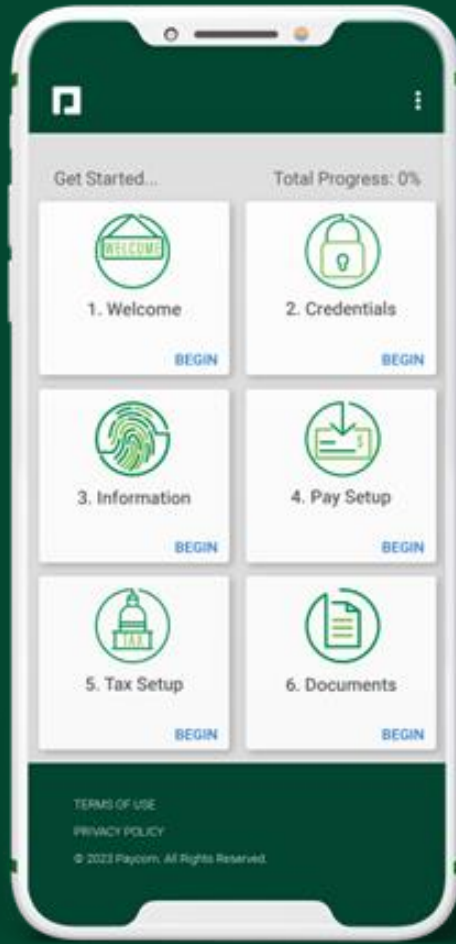
Implementation Plan +
Timeline



Pricing



User Interface



Implementation Overview

Week 1	Formalize Partnership with Paycom
Week 2	Collect Critical Items
Week 3	Paycom Team Extracts Data and Configurations Out of Current Systems
Week 4	New Client Setup – System Build-Out
Week 5	Logins, Data Verification, Training
Week 6	Tools Build-Out
Week 7	Employee & Manager Training
Week 8	Process First Payroll with Paycom
Week 9+	Additional Training

Proposals

Item # 10.

Company Summary					
Company Name	# of Checks/ Vouchers	Base/Per Check	Per Payroll Fee	Total Initial Investment	Annual Estimate
Town of Cottage City	10	\$355.99/ \$0.00	\$458.58	\$3,707.50	\$11,923.08
Total (USD)	10		\$458.58	\$3,707.50	\$11,923.08

Frequency Summary				
Company Name	Frequency	# of Checks/Vouchers	Per Payroll Fee	Annual Estimate
Town of Cottage City	Bi-Weekly	10	\$458.58	\$11,923.08
Total (USD)		10	\$458.58	\$11,923.08

Proposals

Item # 10.

				Over 20 Checks	
Solution		Base	Per Check	Per Payroll Fee	
● Background Screening				Per Use Fee	
	Single Application HCM System			Included	
	Dedicated Paycom Specialist			Included	
	Beti®			Included	
	- Approve My Check®			Included	
	- Payroll Automation			Included	
	- Payroll Dashboard			Included	
● Drug Testing				Per Use Fee	
● New Hire Reporting				Included	
	Employee Self-Service®			Included	
	- AskHere			Included	
	- Manager on-the-Go®			Included	
● Documents and Checklists				Included	
● - Self-Onboarding				Included	
● Time and Attendance				Included	
● Time-Off Accrual Tracking				Included	
● Time-Off Requests				Included	
	- Gone			Included	
	Payroll Processing			Included	
	- Check Vouchers			Included	
● - Federal Electronic Tax Depositing (941,940)				Included	
	- Deposit and File State Tax Deposits			Included	
	- Deposit and File SUTA (State Unemployment)			Included	
	- Quarterly Federal/State Deposit Statements			Included	
	- Quarterly 941s Signed and Filed			Included	
	- Jurisdiction Filing (6.00 USD per additional Jurisdiction)	Jurisdictions: 1		\$ -	
	- Position Seat Management			Included	
	- Direct Data Exchange®			Included	
	- Employment Predictor			Included	
	- Organizational Chart			Included	
	- My Analytics/Executive Dashboard			Included	
	- Tax Registration Service			Per Use Fee	

	Payroll Gross to Net	Included	
● General Ledger Concierge		Included	
● Advanced Report Center		Included	
● Workers Comp Tracking		Included	
● 401(k) Standard Report		Included	
	Enhanced Affordable Care Act	Included	
● Personnel Action Forms		Included	
	- Performance Discussion Forms	Included	

[illegible]

TOWN OF COTTAGE CITY

RESOLUTION: 2025-04

SESSION: Regular Town Meeting

DATED: April 9, 2025

A RESOLUTION APPROVING A POLICY TO AUTHORIZE THE TOWN MANAGER TO SCHEDULE THE USE OF THE TOWN SHUTTLE BUS / TOWN VAN WHEN A REQUEST IS MADE BY OUTSIDE INDIVIDUALS OR AGENCIES.

WHEREAS, from time to time individuals or agencies approach the Town Manager to use the Town Shuttle Bus / Town Shuttle Van; and

WHEREAS, in an effort to expedite the approval process, the Town Commissioners have decided to come up with a Town policy; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners for the Town of Cottage City, sitting in a special or regular town meeting this 9th day of April, 2025 hereby adopts this policy to authorize the Town Manager to schedule the use of the Town Shuttle Bus / Town Van when a request is made by outside individuals, entities or agencies with the following conditions:

1. The Cottage City Commission shall authorize the Town Manager to approve the use of the Town Shuttle Bus/Town Van when a request is made by an outside entity or agency; however, the bus or van will not be approved for use by an unsponsored or unaffiliated individual unless expressly approved in writing by the Cottage City Commission.
2. An affiliated or sponsored operator must provide written documentation showing that he or she is properly authorized to drive a passenger vehicle on behalf of another municipality, entity, non-profit association, firm or corporation.
3. The authorized Individual/Agency/Entity is required to sign a liability waiver protecting the Town from liability in case of accident or injury while using the Town Shuttle Bus / Town Van.
4. A valid Certificate of Insurance must be provided to the Town Manager before an operator drives the Town vehicle. The Town Manager will make sure that all insurance information is up to date.
5. All operators driving a local government-owned vehicle must have a valid driver's license to drive the Shuttle Van. A proper CDL License (Class D) must be presented, copied, and kept on file for use of the Town Shuttle Bus.
6. Every accident on a public road must be reported to the nearest law enforcement agency, and a proper Vehicle Accident Report must be completed in its entirety. All accidents must

be reported immediately to the employee's supervisor and the Town Manager. The employee must provide a copy of the completed Motor Vehicle Accident Report.

7. Each time a vehicle is used, the Town Manager shall request the operator to conduct and document a brief interior inspection of the vehicle as verified by a Town employee. Exterior inspections including photographs should verify the condition of the tires, air pressure of the tires, overall condition of the exterior and verify the proper operation of the vehicle's exterior lights. (This inspection does not substitute for required D.O.T. inspections.) The operator shall inspect and include on a form the following items: 1.) Properly inflated tires, 2.) Sufficient amount of fuel, 3.) Correct oil level, 4.) Sufficient amount of windshield washer fluid, 5.) Clean windows when snow/dirt removed, and 6.) Sufficient amounts of other fluids (transmission, antifreeze, etc.).
8. If applicable, an accident report shall include the following: (1) the person's address and occupation at the time of accident. (2) Date of the accident and time it occurred. (3) Location where the accident occurred includes the address; identify the intersection, a building, a location within a building, or even a specific piece of equipment. (4) Provide a detailed description of the accident. Identify the object associated with the occurrence (car, truck, ladder, piece of playground equipment, or a specific chemical). (5) State the manner in which the injured person made contact with the object or substance. (6) State any unsafe acts and unsafe conditions.

FURTHER RESOLVED that the Commissioner-Chair or her designee shall be authorized to sign this Resolution, and that this Resolution shall take effect immediately.

INTRODUCED AND PASSED by the Cottage City Commission at a Special or Regular Meeting on April 9, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

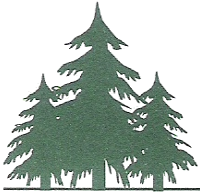
John Hoatson, Town Manager

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 9th day April, with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2025- 04 passed.

John Hoatson, Town Manager



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 # 14.

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

GROUNDS 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

PAGE 4 OF 4

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

OAKLAWN

LANDSCAPING



About Us





Welcome to OakLawn

Welcome to OakLawn Landscaping! We are delighted that you are considering our team for your landscaping needs. We want to personally extend our gratitude and assure you that our dedicated team is committed to providing exceptional care for your outdoor space.

At OakLawn Landscaping, we understand that maintaining a beautiful landscape requires expertise, attention, and a genuine love for nature. With years of experience in landscape maintenance, we have established ourselves as a trusted name in the industry. Our skilled team takes pride in using the finest techniques, top-quality materials, and eco-friendly practices to keep your landscape thriving. We offer a comprehensive range of maintenance services to meet your specific needs.

What sets us apart is our commitment to building lasting relationships with our clients. We believe in open communication and collaboration, ensuring that your preferences, concerns, and budget considerations are taken into account at every step. Our team will work closely with you to create a customized maintenance plan that aligns with your vision and keeps your landscape looking its best.

Thank you for considering OakLawn Landscaping as your trusted partner in landscape maintenance. We are confident that our expertise, dedication, and attention to detail will exceed your expectations. We look forward to the opportunity of caring for and enhancing your outdoor space, so you can enjoy its beauty year-round.

Mission & Vision

Mission

Our Mission is to develop our people, make happy customers, and create great look'n places.

Vision

To be the premier landscape company in the Washington DC, Maryland, and Virginia area.

360° Circle of Service



The 360° Circle of Service emphasizes four crucial stages: Design, Develop, Maintain, and Enhance. This framework ensures the longevity, efficiency, and continuous improvement of products or services. Let's explore each stage briefly.

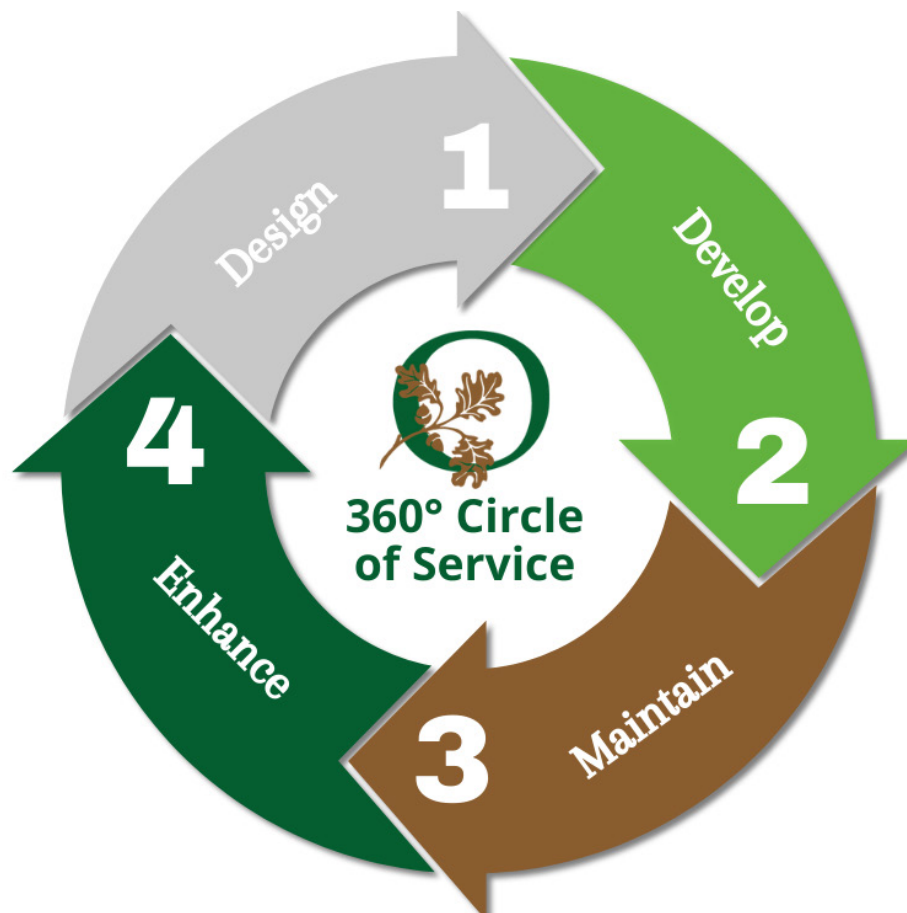
Design: Thorough planning and consideration of usability, scalability, and robustness.

Develop: Turning design concepts into a tangible product through coding, testing, and quality assurance.

Maintain: Preserving stability through proactive monitoring, regular updates, and user support.

Enhance: Continuous improvement based on feedback, market trends, and technological advancements.

The 360° Circle of Service provides a comprehensive approach to product maintenance, covering design, development, maintenance, and enhancement for sustainable success.



Licenses & Registrations



LICENSE * REGISTRATION * CERTIFICATION * PERMIT
STATE OF MARYLAND
MARYLAND DEPARTMENT OF LABOR

Lawrence J. Hogan, Jr.
Governor
 Boyd K. Rutherford
Lt. Governor
 Tiffany P. Robinson
Secretary

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:

SUPERIOR LAWN & GARDEN LLC

OAKLAWN
 05-128641
 12833 HIGHLAND ROAD
 HIGHLAND MD 20777

IS AN AUTHORIZED: **05 - CONTRACTOR/SALESMAN (CORP/PART)**

LIC/REG/CERT
 128641

EXPIRATION
 09-29-2024

EFFECTIVE
 N/A

CONTROL NO
 5931612

Tiffany P. Robinson

Signature of Bearer

Secretary

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

08 05 128641

5,931,612

08 05 128641

MARYLAND HOME IMPROVEMENT COMMISSION
 1100 N. EUTAW STREET
 BALTIMORE, MD 21201

SUPERIOR LAWN & GARDEN LLC
 OAKLAWN
 05-128641
 12833 HIGHLAND ROAD
 HIGHLAND

MD 20777

		LICENSE * REGISTRATION * CERTIFICATION * PERMIT STATE OF MARYLAND MARYLAND DEPARTMENT OF LABOR		Lawrence J. Hogan, Jr. Governor Boyd K. Rutherford Lt. Governor Tiffany P. Robinson Secretary
MARYLAND HOME IMPROVEMENT COMMISSION				
CERTIFIES THAT:				
SUPERIOR LAWN & GARDEN LLC				
IS AN AUTHORIZED: 05 - CONTRACTOR/SALESMAN (CORP/PART)				
LIC/REG/CERT 128641	EXPIRATION 09-29-2024	EFFECTIVE N/A	CONTROL NO 5931612	<i>Tiffany P. Robinson</i>
Signature of Bearer				Secretary

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
08/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Georgetown Insurance, an Alera Group Company 10010 Colesville Road Suite A Silver Spring MD 20901		CONTACT NAME: Patricia Rubini PHONE (A/C, No, Ext): (301) 681-9645 FAX (A/C, No): (301) 593-2590 E-MAIL ADDRESS: pattir@georgetownins.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Atlantic States Insurance	NAIC # 22586
INSURED Oaklawn Landscaping LLC P. O. Box 82 Highland MD 20777		INSURER B: Donegal Mutual Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES
CERTIFICATE NUMBER: 23-24 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Pesticide/Herbicide GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:	Y	Y	CPA8924615	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Herbicide/Pesticide \$ 100,000
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	CAA8924615	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 2,500
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	Y	Y	CXL8924615	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1000035579	12/31/2022	12/31/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

INFORMATION PURPOSES ONLY

CERTIFICATE HOLDER

 INFORMATION PURPOSES ONLY
 INFORMATION PURPOSES ONLY
 INFORMATION PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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References

**Robert Harnsberger**

INEOS Pigments
443-310-1608

Maria Ortiz

Kettle Cuisine
443-966-0533

Sari McLeod

Complete Management Services Inc
410-255-4255

Greg Stephen

WillScot Mobile Mini
240-814-4659

Taneesha Ford

Residences at St. Elizabeth East
445-866-1567

Chris Westerlund

Samson Properties
240-372-7654





What Our Customers Say!

"The Whiting-Turner Contracting Company has used Oaklawn Landscaping numerous times on projects for multiple services. Without question, they are always reliable, professional, punctual and cost efficient to numerous types of work that they offer. In addition, their attention to detail and their willingness to finish the job correctly no matter what cannot go unnoticed. I highly recommend their services for all the work they offer."

- The Whiting-Turner Contracting

Commercial Landscaping



As proud members of the Central Maryland community, we bring our deep expertise to managing complex commercial properties in the region. The diversity of services required by these properties is met with our reliable, well-coordinated approach. We prioritize clear communication and ensure your landscape never falls short of excellence.



Commercial Landscape Management

At OakLawn, we don't just maintain your commercial property; we manage it holistically. We provide a comprehensive range of landscaping services, making informed recommendations for all outdoor aspects. Our dedicated team ensures your property is both aesthetically pleasing and safe. By offering multiple services under one roof, we eliminate the need for you to engage multiple vendors, saving you time and effort.

We cater to all your landscaping needs, meaning you won't need to look elsewhere once you experience the high-quality work we deliver.

Landscape Maintenance



Our hallmark service, landscape management, spans both commercial and residential landscapes across the DMV area. We don't merely create beautiful landscapes and move on. We're here to provide year-round maintenance, recognizing that landscaping is an investment in your property deserving ongoing care. Key maintenance goals involve appropriate watering, monitoring hardscapes for potential issues, maintaining plant health, implementing landscape enhancements, and ensuring safety.

Maintenance Services

We offer a suite of services under our landscape maintenance umbrella, including:

- Garden Care
- Bed Maintenance
- Tree Care
- Annual Flower Rotation
- Watering
- Hardscape Maintenance



Landscape Enhancements



Routine maintenance is essential to preserve your property's core features, but to truly stand out in your locale, landscape enhancements are vital. Without periodic additions of fresh plants, mulch, and other features, your landscape could appear stagnant. Regularly updating your landscape invigorates your property, letting visitors appreciate your commitment to maintaining its beauty and vitality.

Defining Landscape Enhancements

Upon assessing your property, several enhancement opportunities may become evident. Here are a few you might consider:

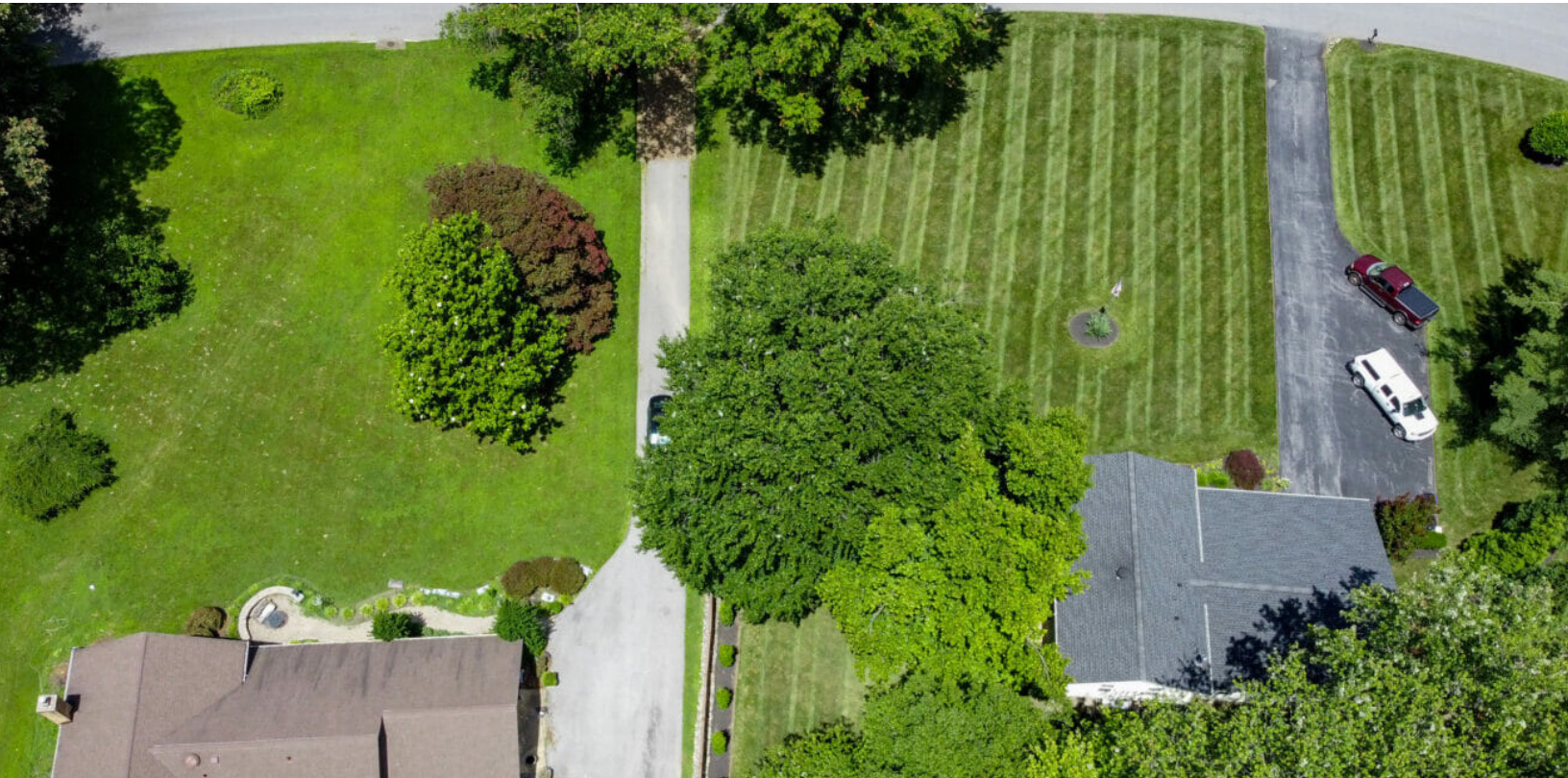
- Annual Flowers
- Mulch
- Flower Installation
- Decorative Rock
- Hardscapes



Lawn Care



Your lawn is a fundamental aspect of your landscape. Keeping it vibrant and green year-round involves much more than regular mowing and sporadic watering. Achieving an exceptional lawn requires an array of services to keep it in peak condition. At OakLawn, we view lawn care as an art form, treating every challenge with a solution-oriented mindset. With us, you are partnering with a team that always has the answers.



Lawn Care Services

There's a multitude of tasks to perform to ensure your lawn remains healthy. At OakLawn, we offer a comprehensive range of services such as:

- Mowing
- Edging
- Weed Control
- Leaf Removal
- Core Aeration
- Over-Seeding
- Watering



Irrigation Services

Every lawn, be it commercial or residential, needs water to thrive. The most effective way to do this is by installing an irrigation system, thereby maximizing your water efficiency. Not only does this method benefit your lawn, but it also results in significant savings by avoiding overwatering. While some might opt for manual watering, an OakLawn-installed irrigation system offers the convenience of an automated, hassle-free solution.

Irrigation Services

To optimize your irrigation system's performance, routine maintenance is key. Quick repair of any damages ensures that your system runs smoothly and prevents bigger issues from cropping up.

- Irrigation Installation
- Routine Maintenance
- Irrigation Repair

Preventative Maintenance

Trusting OakLawn with your irrigation system means placing your faith in an experienced team. Our technicians are well-versed in the latest irrigation technologies, guaranteeing the utmost efficiency and health of your turf. Routine maintenance not only prevents potential issues but also ensures that you're getting the best value for your money. Remove the guesswork and entrust your irrigation needs to OakLawn Landscaping.





Tree Services

Trees are an invaluable asset to any property, significantly elevating its aesthetic appeal while offering an additional layer of privacy and architectural structure. These living pillars create a serene ambiance, provide shade, and contribute to the overall ecological balance of your landscape. However, trees are complex organisms that require much more than just casual observation to thrive.

Tree Services

Our highly skilled technicians keep abreast of the latest practices in the tree care industry. To ensure the health and longevity of your trees, consider our comprehensive services:

- Trimming / Pruning
- Tree and Stump Removal
- Tree Fertilization



Prioritize The Health Of Your Trees

The health of your trees should never be left in the hands of an inexperienced or unreliable contractor. Arbor care is a complex field that, if mishandled, can lead to potential liability issues or even legal troubles. To avoid these risks, entrust your tree care needs to the dependable and proficient team at OakLawn.

Client:

John Hoatson
3820 40th Avenue
Cottage City, MD 20722

Prepared By:

Corey Rill
Business Development Manager
corey@oaklawnlandscaping.com
410-913-2754

Property Address:

Cottage City
3820 40th Avenue
Cottage City, MD 20722

Start Date: April 01, 2025

End Date: March 31, 2026

Description of Services & Pricing:

OakLawn Landscaping will provide services to the following areas as laid out in provide RFP:

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

Area 1 is the only section to receive services as provided in scope of services below.

Areas 2-9 will be maintain via mowing, string trimming, and clearing debris from hard surfaces. Areas 2-9 will not receive turf treatments or core aeration and overseeding.

Property Clean-ups

Early Season Clean-up

Area 1 only:

- General landscape debris will be removed from the turf, mulch beds, etc.
- Excessive branches from storm damage are not included.
- Cut back of perennials and roses.
- Application - Prior to Mowing Season

Turf Care & Maintenance

Mowing, Trimming & Blowing - Turf

Service to be provided to areas 1-9:

- Existing turf areas will be mowed on an average of every 6 - 14 days (weather permitting) during the growing season.
- In conjunction with each mowing, trimming shall be performed around the buildings, structures, and other obstacles within the turf area.
- String trimmers may leave a buffer of up to six inches (6") around obstacles that could be damaged such as plastic fencing, plastic posts, siding extending into the turf canopy, etc.
- Hard surfaces that accumulate debris from mowing service will be blown off.
- Pick up and removal of light/small trash prior to mowing.
- Application - Continuous

Turf Fertilizer & Weed Control

Area 1 only. Round 1 has been completed and is included as it will be completed in March 2026.

- Round 1: Nitrogen and potassium fertilization with pre-emergent crabgrass and annual weed control. Broadleaf weed control will be applied when weather conditions are conducive. Consistent 45 degree + soil temperatures will trigger the start of spring broadleaf weed control. Pre-emergent products should NOT be applied to areas recently seeded.
- Round 2: Nitrogen and potassium fertilizer with second pre-emergent crabgrass and annual weed control will be provided. Broadleaf weed control will be target applied as needed. Surface insect inspection and treatment if needed. Crabgrass post-emergent will also be used to control early germinated crabgrass up to the leaf stage. Pre-emergent products should NOT be applied to areas recently seeded.
- Round 3: Fall nitrogen and potassium fertilization applied in order to strengthen the grass after summer stresses. Weed control will be target applied where needed.
- Round 4: Winter fertility is applied in order to strengthen the grass prior to winter dormancy. This application will improve the spring health and greenup.

Core Aeration & Overseeding

Area 1 only:

- Core aeration will be completed on existing turf areas in two directions.
- This service involves perforating the soil with small holes to alleviate compaction, improve air circulation, and promote root growth, ultimately enhancing the overall health and vigor of the lawn or turf.
- Core aeration boosts nutrient absorption and water infiltration, fostering healthier turf and plant growth.
- Overseeding will be completed in conjunction with the Core Aeration service.
- Certified turf type tall fescue and/or shade seed mix will be spread over existing turf areas.
- Overseeding helps fill in thin and bare areas, improve density, and enhance overall turf appearance.
- Seed will be applied at a rate of approximately 4 pounds per thousand square feet.
- Application - Late Summer/Fall

IPM

- IPM is a science-backed approach for managing pests, reducing harm to people and the environment. It blends methods like biological control and habitat modification to prevent long-term damage. Pesticides are a last resort, used cautiously. Key principles involve identifying pests, setting monitoring guidelines, implementing controls, and assessing outcomes systematically. IPM monitoring evaluates, and provides possible solutions to address immediate pest issues and prevent long-term damage to the environment and reduce risks to human health. It reflects a responsible and systematic way of managing pests, prioritizing non-chemical methods whenever possible.
- IPM visits are routinely conducted as part of the standard scope of service. Any issues or observations of note will be communicated to the client.
- If chemical treatments are needed, they will be completed outside the standard scope of service at an additional charge.

Bed Maintenance

Bed Edging

Area 1 only:

- Tree rings and ornamental beds will be edged to a depth of approximately 3 inches, establishing a distinct boundary between the turf and landscape beds and tree rings.
- Oaklawn can not be held responsible for damages caused to buried utilities included but not limited to irrigation and lighting systems, invisible dog fencing, ect., by edging any bed, unless documented locations are provided.
- Approximate time of service - Prior to the mulching

Mulching w/ Pre-Emergent Application

Area 1 only:

- Existing weeds will be treated and/or removed from existing mulch areas before mulch application.
- A selective pre-emergent herbicide will be evenly spread in landscape beds and tree rings before installing new mulch.
- High quality, double shredded mulch, **Black dyed mulch**, will be evenly spread over existing landscape beds.
- Finished mulch depth will be approximately 2-3 inches including existing mulch.
- New mulch will not be installed against the base of trees or shrubs
- Areas of complete ground cover may not receive mulch
- Excessive mulch reduction is not included in the standard scope of work. If needed, a separate proposal will be provided.

Weeding Landscape Beds

Area 1 only:

- Weeds will be controlled using both physical and chemical removal methods.
- A non-selective, post-emergent herbicide will be used to control weeds growing in cracks of hard services to include, sidewalks, curbs, and parking areas.
- Treatment may be skipped if an area is not accessible due to vehicles or other obstacles.
- Approximate time of service - Every mowing visit

Power Edging

Stick Edging

Area 1 only:

- Concrete sidewalks and curbs (hard edges), throughout the serviceable area, will be edged with a mechanical edger or string trimmer with the appropriate guard in place.
- Resulting debris will be blown and dispersed into surrounding turf areas.
- Areas may be skipped if an area is not accessible due to vehicles or other obstacles.
- Approximate time of service - Every other mowing visit

Pruning Shrubs and Trees**Pruning & Trimming**

Area 1 only:

- Necessary shrubs on the property will be hand pruned and/or sheared to maintain their aesthetic qualities.
- Pruning and shearing are performed to keep plants within the bounds of the planting beds, to maintain shape and form, and to encourage vigorous new growth.
- Type of pruning will be at the discretion of Oaklawn.
- Service does not include corrective or reduction pruning.
- Approximate time of service- During the growing season as appropriate based on growth rates, flowering time, and natural form.

Tree Pruning

Area 1 only:

- Tree pruning is limited to trees in landscape beds or maintained turf with a diameter (caliper) of 6 inches or less, measured at a height of 24 inches.
- Pruning activities are restricted to within 10 feet from ground level, employing hand pruners, pole saws, or clippers. It's important to note that tree pruning excludes addressing damage from storms or natural occurrences.
- Pruning will address low hanging, declining, and/or dead branches.
- Sucker growth from the base and/or trunk shall be removed.
- Approximate time of service - As needed throughout the season

**COST OF SERVICES**

SERVICES	VISITS	SALES TAX	TOTAL PRICE
Early Season Clean-up	1	\$0.00	\$1,758.00
Mowing, Trimming & Blowing - Turf	24	\$0.00	\$5,496.00
Turf Fertilizer & Weed Control	4	\$0.00	\$820.00
Core Aeration & Overseeding	1	\$0.00	\$824.00
IPM	4	\$0.00	\$0.00
Bed Edging	1	\$0.00	\$250.00
Mulching w/ Pre-Emergent Application	1	\$0.00	\$1,253.00
Weeding Landscape Beds	24	\$0.00	\$2,328.00
Stick Edging	7	\$0.00	\$413.00
Pruning & Trimming	3	\$0.00	\$819.00
Tree Pruning	1	\$0.00	\$79.00
		\$0.00	\$14,040.00



PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
April	\$1,170.00	\$0.00	\$1,170.00
May	\$1,170.00	\$0.00	\$1,170.00
June	\$1,170.00	\$0.00	\$1,170.00
July	\$1,170.00	\$0.00	\$1,170.00
August	\$1,170.00	\$0.00	\$1,170.00
September	\$1,170.00	\$0.00	\$1,170.00
October	\$1,170.00	\$0.00	\$1,170.00
November	\$1,170.00	\$0.00	\$1,170.00
December	\$1,170.00	\$0.00	\$1,170.00
January	\$1,170.00	\$0.00	\$1,170.00
February	\$1,170.00	\$0.00	\$1,170.00
March	\$1,170.00	\$0.00	\$1,170.00
	\$14,040.00	\$0.00	\$14,040.00

OPTIONAL SERVICES**Annual Flower Installation****\$0.00**

- Spring annual flowers are installed in May or June, depending on weather conditions.
- Fall annual flowers are installed in September or October, depending on weather conditions.
- Beds will be cultivated and the appropriate amendments may be added if needed.
- Annual flowers will be watered one time at installation.
- Additional watering can be completed on a T&M basis.

T&M Clean Up**\$0.00**

- Cleanup of excessive debris from storms and/or natural disasters will be billed based on time and material rates listed below.
- Times will be rounded up to the nearest full hour and are calculated based on port to port, with a three (3) hour minimum.
- Current Hourly Rate
 - \$75.00 per man hour
 - \$225.00 dump fee per truck
- Approximate time of service - As Needed and Approved

Watering**\$0.00**

- Watering services for new or existing shrubs, trees, plants, new seed or new sod. Everyone knows that the weather doesn't always cooperate, and your expensive new landscape or lawn needs water to stay healthy. Our services will make sure your lawn or landscapes are staying hydrated when the weather isn't cooperating.
- This service can be completed on a scheduled routine or a on-call basis.
- Oaklawn can not be held responsible for damages to water spigots from normal use.
- The price is \$75.00 per man, per hour. There is a minimum charge of \$250 per visit, unless completed with another service.

Service Agreement

1. Entire Agreement. This Service Agreement contains the entire agreement between the Parties and supersedes all prior and contemporaneous negotiations, promises, understandings, commitments, proposals, or agreements, whether oral or written on the subject matter addressed herein. This Agreement may only be modified or amended by a writing signed by authorized representatives of both Parties.

2. Agreement Acceptance. The Agreement constitutes Oaklawn Landscaping, LLC (hereafter referred to as "Oaklawn") offer to Client and shall become a binding contract upon acceptance by Client's signature on this Agreement and/or instruction to perform the Services by Client's authorized representative. The Parties agree that the provisions of the Agreement shall control and govern over any contract terms and/or Purchase Orders generated by Client and that such documentation may be issued by Client to, and accepted by, Oaklawn without altering the terms hereof.

3. Assignment. The Client may not assign this Agreement or transfer any right, interest, obligation, claim, or relief under this Agreement without the prior written consent of the other party. The client acknowledges that Oaklawn may subcontract portions of the Work to subcontractors.

4. Relationship of Parties. The legal relationship of Oaklawn to Client with respect to the Services shall be that of an independent contractor, not an agent or employee. Oaklawn is responsible for its own licenses, and insurance pertaining to its employees and operations.

5. Insurance. Oaklawn shall secure and maintain, throughout the performance of Services under this Agreement, General Liability, Workman's Compensation, Auto Liability & Umbrella Liability coverage. If required in writing by the Client, Oaklawn shall furnish Certificates of Insurance verifying such insurance.

6. Price, Quality, and Workmanship. The amounts in the "Payment Schedule" include all labor, materials, insurance, and equipment for the performance of the specified Services in the "Proposal". Materials supplied as part of this agreement are guaranteed to be as specified and all work shall be completed in a workmanlike manner. Unless otherwise stated in writing Oaklawn shall have the right to use the information provided by the client and/or their agents. The Client acknowledges that Oaklawn is not responsible for guaranteeing the suitability of any landscape design provided by others, or of the long-term viability of plant material utilized within that specified landscape design or of the site constraints (including watering restrictions) under which Oaklawn is required to perform its Services.

7. Agreement Renewal. Unless Client notifies Oaklawn regarding its intent to terminate Services prior to expiration of the "Initial Term", this Agreement will renew automatically for an additional 12 month term and will continue to renew at the end of each successive 12 month term unless canceled by either party in accordance with the "Termination" provision or by either party with written notice of not less than 30 days prior to the end of the "Initial Term" or any automatic term(s). Charges will increase by 3.0% at the commencement of each additional automatic twelve (12) month renewal term.

8. Payment Terms. Billing for Services occurs in advance at the first of each month in accordance with the "Payment Schedule" of this agreement. Payment for Service(s) is due upon receipt of monthly invoices. The Parties contractually agree that interest on all past due amounts shall accrue at 1.5% on all balances not paid within 30 days, this computes to an annual percentage rate of 18% or the allowable rate provided by law. Payments should be mailed to: Oaklawn Landscaping, LLC, PO Box 82, Highland, MD 20777, or electronically transferred directly into Oaklawn's financial banking institution. Oaklawn charges a 3% credit card processing fee.

9. Termination for Cause. If Oaklawn does not fulfill its obligation and fails to correct any such default within 30 days after receiving written notice specifying acts and omissions, the client has the right to terminate this agreement. In the event of a "Termination for Cause", Client shall notify Oaklawn of the termination date in writing and pay Oaklawn for all Services performed to the effective date of termination.

10. Default. If Client breaches its obligations under this Agreement to permit and cooperate with Oaklawn's performance

of its duties or Client fails to make payment for any Services within 30 days of receipt of Oaklawn's invoice, Oaklawn may, but shall not be obligated to, suspend Services until the breach is cured and/or until all arrearages have been paid in full. This Agreement will terminate automatically and without notice upon the insolvency of, or upon the filing of a bankruptcy petition by or against Client.

11. Claims. Oaklawn's responsibility regarding services that do not meet the warranty shall be limited, at Oaklawn's sole discretion, to either reperformance of the defective services and replacement of the defective materials without charge within 90 days of completion of the defective services and/or materials, or providing a credit to the client's account of monies paid by the client for the portion of services and/or materials determined to be defective. If the attached Proposal specifies a longer warranty period, that period will apply. Both parties will make good-faith efforts to resolve any claims within 30 days. If they cannot be resolved, any disputes arising from the agreement will be decided through the dispute resolution process outlined below. Each party will bear its own costs, including attorney's fees. However, the prevailing party will be entitled to collect reasonable costs and attorney's fees for enforcing this agreement as permitted by applicable law.

12. Dispute Resolution and Governing Law. By entering into this Agreement, the parties agree that the courts of the State of Maryland, shall have the sole and exclusive jurisdiction to entertain any action between the parties hereto and the parties hereto waive any and all objections to the venue being in the state courts located in Howard County, Maryland (and agree that the sole venue for such challenges shall be Howard County, Maryland).

13. Excusable Delays and Risk of Loss. Oaklawn will not be considered in breach of this Agreement or liable for damages due to delays, failure to perform any obligation under this Agreement, or losses caused by circumstances beyond its reasonable control (including but not limited to governmental restrictions or requirements, drought conditions, acts of God, severe or unusual weather, natural catastrophes, vandalism, or acts of third persons). The client assumes the full risk of loss attributable to all such occurrences, (including but not limited to the repair or replacement of landscaping and payment to Oaklawn of all amounts provided in this Agreement) even if Oaklawn may not have been able to provide all or any of its services during such occurrences or until the premises described under this Agreement has been restored to its previous condition. If the Property is located in an area that is or becomes subject to government-imposed water usage restrictions and/or specific watering times applicable to the Services, Oaklawn will comply with those restrictions. This compliance may affect the performance, viability, and appearance of plant materials and will be considered circumstances beyond Oaklawn's reasonable control.

14. Third-Party Indemnification. Client agrees to indemnify and hold harmless Oaklawn from any claims that arise from the conduct or actions of the Client. The indemnity rights and obligations outlined in this Agreement are the only ones between the parties, whether in law or equity, related to Oaklawn's services under this Agreement or any claims related to those services.

15. Liability Limitation. Except for the indemnification provision applicable to claims by third parties against Client, Oaklawn's total and cumulative liability to Client for any and all claims, losses, costs, expenses and damages, whether in contract, tort or any other theory of recovery, shall in no event exceed the amount Client has paid to Oaklawn for Services under this Agreement during the calendar year in which the claim first occurred. In no event shall Oaklawn be liable for incidental, consequential, special or punitive damages.

16. Indirect Damages. The Parties are not liable to each other or to any third party for any economic, consequential, incidental, or punitive damages (including but not limited to income, profits, loss of use, and financing) arising out of or relating to this Service Agreement or the performance of the Services.

17. Modification in Law. This Agreement is based on the laws and regulations that are in effect at the time of signing. If a government authority enacts new laws or changes regulations in a way that raises Oaklawn's expenses related to providing the services under this Agreement, Oaklawn reserves the right to inform the Client in writing about the substantial cost increase and to adjust the pricing accordingly as of the date when the increased costs take effect. Oaklawn is required to provide clear documentation supporting the cost increase and can only adjust the pricing to cover the actual expenses incurred.

18. Non-waiver. Oaklawn's delay or omission in exercising any right under this Agreement, or any partial exercise of any

right, will not be considered as a waiver of that right or any other right under this Agreement, as provided by law or equity. Any purported waiver of any right will only be effective if it is in writing and signed by an authorized representative of Oaklawn. A waiver on one occasion will not prevent Oaklawn from exercising that right on any other occasion. All rights of Oaklawn under this Agreement, whether at law or in equity, are cumulative, and the exercise of one right will not be considered as a bar to or waiver of any other right.

19. Severability. If any provision of this Contract will be held to be invalid or unenforceable for any reason, including by a court of law, the remaining provisions will continue to be valid and enforceable.

NOTE:

1. If certain items or details that you discussed with any Oaklawn representative and are not listed in this proposal, do not assume it is included in this Proposal.

1. The client is responsible for notifying Oaklawn Landscaping of any underground wiring including but not limited to Invisible Fencing, Piping, Drain Systems, or any other underground utilities or devices that we have not been notified of.

3. Oaklawn Landscaping is not responsible for damages to any underground utilities or devices that we have not been notified of.

4. MHIC License # 128641

5. This Proposal is good for 30 days unless otherwise written by Oaklawn Landscaping.

By signing below you agree to the initial service(s) and pricing as well as our Agreement for Service that is included with this proposal.

Signed:

Corey Rill

Date:

4/1/2025

Oaklawn Landscaping LLC

Signed:

Date:

Cottage City

Snow Removal



Winter in DMV area can be relentless, unleashing snow and ice that require immediate attention. As a commercial property owner, it's crucial to clear your property swiftly after a storm to ensure safe access. Safety is paramount, and managing liability is a key concern. You need a responsive service with clear communication, ready to handle your snow removal needs.

Why Choose Snow Removal Services?

Considering the inevitable winter storms, here are some compelling reasons to engage professional snow removal services:

- Reduce Slip/Trip/Fall Risks: Keep your premises safe for everyone.
- Ensure Accessibility: Allow employees and customers unhindered access to your facilities.
- Smooth Business Operations: Prevent disruptions to your business activities.





Contact OakLawn

Call: 301-854-0684

Email: info@oaklawnlandscaping.com

Send mail to:

P.O. Box 82, Highland, MD 20777

Office Hours:

Monday – Friday: 8AM-4PM

Saturday & Sunday: Closed



**SHAMROCK LAWN MAINTENANCE
PO BOX 703
Glenn Dale, MD 20769
PROPOSAL**

<u>Submitted to:</u> Town of Cottage City	<u>Work to be performed at:</u> Town Hall and Town Common areas and Town maintained properties
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We hereby propose to perform the following:

Town Hall(AREA 1):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

****Lawns areas will not be serviced during extremely dry conditions if this will cause damage to turf areas crews will still visit and ensure all edges, trimming and beds and lawns are clean from debris and trash.**

Twelve (12)- Eighteen(18) Stick-edgings of all curbs and sidewalks and clean up

Trash and Debris cleaned before and after each mowing.

Spring Mulching and Clean-up

One (1) full spring clean-up of leaves, debris and trash.

Shrub Trimming and Tree pruning

Spring Cleaning includes trim back perennials, edging, weeding and mulching of all mulched areas. 2" Shredded hardwood dyed black mulch applied. Chemical weed barrier applied to beds AKA Preen

Weed Control/Fertilizer:

Two(2) spring pre-emergent weed and crabgrass control.

Three (3) Summer post emergent and broadleaf weed control application to lawns.

One (1) Fall pelletized lime and winter feed Application.

Minimum Four (4) Sprayings of unwanted weeds/grass in mulch beds, sidewalks parking lots and drive areas. (as needed)

Fall Clean up: One (1) fall shrub trimming, grasses and perennials cut back and cleaned.

LEAF CLEAN-UP: Leaf clean-ups will be performed as needed and on-going throughout fall and as needed during winter. Minimum of five (5) leaf clean-ups.

Shrub and Tree Care: Shrubs and perennials will be cleaned and cut back as needed during growing months.

Trees: Low growth and suckers will be trimmed back as needed.

Trees and shrubs: will be fertilized during Spring clean-up/Mulching.

Aeration/Seeding: Fall core aeration and over-seeding will be performed 3 lbs of fine tall fescue(no contractor grade) seed per 1000 Square feet. Thatch cleaned raked and removed as needed.

Winter visits: Visits will be performed two times per month December through March to clean-up leaves, trash debris etc to ensure a tidy off season appearance. (Weather Permitting)

AREAS 2-9(Town Maintained Areas):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

Twelve (12) Stick-edgings of all curbs and sidewalks(where Required).

Trash and Debris cleaned before and after each mowing.

Leaf clean up as needed cleaned through December.

Winter visits: Visits will be performed two times per month December through March to clean up leaves, trash and debris etc. (Weather Permitting)

All material is guaranteed to be performed as specified, and in accordance for the specifications submitted for the above work, and completed in a substantial workmanlike manner for the sum of **\$10,000.00 per year**, with payments to be made as follows: Twelve(12) **payments of \$833.33 per month** . 4/11/25 through 3/31/26.

Respectfully Submitted: George Rogers, Owner, Shamrock Lawn Maintenance

Any alteration or deviation from above specifications involving extra costs will be executed upon written or verbal order, will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents and delays beyond our control. Liability Insurance carried through Nationwide Mutual Insurance Co.

ACCEPTANCE OF PROPOSAL

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE_____

Signature/Title_____

Share Cart Invitation From Givens

From The Home Depot <HomeDepot@order.homedepot.com>
 Date Mon 4/7/2025 1:35 PM
 To Town Manager <townmanager@cottagecitymd.gov>



Givens would like to:
 share their cart with you

[View Cart](#)

Givens's Cart

Item	In Store	Qty	Item Total
[/p/4-in-x-4-in-x-8-ft-2-Ground-Contact-Pressure-Treated-Southern-Yellow-Pine-Timber-194354/205220341?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e] 	[/p/4-in-x-4-in-x-8-ft-2-Ground-Contact-Pressure-Treated-Southern-Yellow-Pine-Timber-194354/205220341?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]4 in x 4 in. x 8 ft. #2 Ground Contact Pressure Treated Southern Yellow Pine Timber Model #194354 Store SKU #256276	Aisle 16 Bay 002	6 \$73.68
[/p/Sika-Sikadur-Crack-Fix-Epoxy-Resin-Sealing-System-for-Concrete-Cracks-in-Structural-Masonry-107655/204732364?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e] 	[/p/Sika-Sikadur-Crack-Fix-Epoxy-Resin-Sealing-System-for-Concrete-Cracks-in-Structural-Masonry-107655/204732364?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]Sikadur Crack Fix Epoxy Resin Sealing System for Concrete Cracks in Structural Masonry Model #107655 Store SKU #1000049727	Aisle 18 Bay 003	1 \$19.86
[/p/WeatherShield-2-in-x-2-in-x-8-ft-1-Pressure-Treated-Southern-Pine-Lumber-302477/100023713?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e] 	[/p/WeatherShield-2-in-x-2-in-x-8-ft-1-Pressure-Treated-Southern-Pine-Lumber-302477/100023713?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]WeatherShield 2 in. x 2 in. x 8 ft. #1 Pressure-Treated Southern Pine Lumber Model #302477 Store SKU #302477	Aisle 17 Bay 019	3 \$15.84
[/p/SAKRETE-80-lb-Gray-Concrete-Mix-65200390/100350291?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]	[/p/SAKRETE-80-lb-Gray-Concrete-Mix-65200390/100350291?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]SAKRETE	Aisle FW	25 \$149.50

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e] 80 lb. Gray Concrete Mix



Model #65200390

Store SKU #533829

Bay
003

Item # 15.

[/p/Everbilt-Anti-Sag-Gate-Kit-24426/327600050?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Everbilt-Anti-Sag-Gate-Kit-24426/327600050?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abc754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

Model #24426

Store SKU #862088

Aisle 13
Bay 015

1 \$15.47

[/p/Linzer-5-in-Block-Deck-Polyester-Blend-Flat-Stain-Brush-3350-5/202061388?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Linzer-5-in-Block-Deck-Polyester-Blend-Flat-Stain-Brush-3350-5/202061388?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

5 in. Block Deck Polyester Blend Flat Stain Brush

Model #3350-5

Store SKU #112385

Aisle 07
Bay 004

2 \$33.94

[/p/Everbilt-Black-Extra-Heavy-Duty-Gate-Flip-Latch-33575/327600244?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Everbilt-Black-Extra-Heavy-Duty-Gate-Flip-Latch-33575/327600244?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

Black Extra Heavy-Duty Gate Flip Latch

Model #33575

Store SKU #568488

Aisle 13
Bay 015

1 \$29.93

[/p/BEHR-PREMIUM-1-Gal-Satin-Clear-Water-Based-Interior-Exterior-Spar-Urethane-Wood-Sealer-B820001/311625248?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/BEHR-PREMIUM-1-Gal-Satin-Clear-Water-Based-Interior-Exterior-Spar-Urethane-Wood-Sealer-B820001/311625248?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

PREMIUM 1 Gal. Satin Clear Water-Based Interior/Exterior Spar Urethane Wood Sealer

Model #B820001

Store SKU #1005131721

Aisle
Bay

3 \$176.94

[/p/Everbilt-5-8-in-x-4-1-2-in-Chain-Link-Fence-Lag-Screw-Hinge-328506EB/312373097?

cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Everbilt-5-8-in-x-4-1-2-in-Chain-Link-Fence-Lag-Screw-Hinge-328506EB/312373097?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

5/8 in. x 4-1/2 in. Chain Link Fence Lag Screw Hinge

Model #328506EB

Store SKU #1005654022

Aisle 19
Bay 020

2 \$4.82

[/p/WeatherShield-5-4-in-x-6-in-x-12-ft-Standard-Ground-Contact-Pressure-Treated-Pine-Decking-Board-253919/206968439?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/WeatherShield-5-4-in-x-6-in-x-12-ft-Standard-Ground-Contact-Pressure-Treated-Pine-Decking-Board-253919/206968439?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]

5/4 in. x 6 in. x 12 ft. Standard Ground Contact Pressure-Treated Pine Decking Board

Model #253919

Store SKU #1001754827

Aisle 48
21

\$459.84

Bay
004

[/p/Everbilt-1-5-8-in-x-5-8-in-Galvanized-Steel-Metal-Frame-Hinge-Chain-Link-Fence-Fitting-328612EB/313173429?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Everbilt-1-5-8-in-x-5-8-in-Galvanized-Steel-Metal-Frame-Hinge-Chain-Link-Fence-Fitting-328612EB/313173429?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]Everbilt

1-5/8 in. x 5/8 in. Galvanized Steel Metal Frame Hinge Chain Link Fence Fitting

Model #328612EB

Store SKU #1005978854

Aisle
Bay

Item # 15.

[/p/Everbilt-Chain-Link-Fence-42-in-W-x-72-in-H-Galvanized-Steel-Walk-Gate-328304EB/313173529?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Everbilt-Chain-Link-Fence-42-in-W-x-72-in-H-Galvanized-Steel-Walk-Gate-328304EB/313173529?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]Everbilt

Chain Link Fence 42 in. W x 72 in. H Galvanized Steel Walk Gate

Model #328304EB

Store SKU #1005653970

Aisle 19
Bay 022

\$156.00

[/p/Wooster-2-1-2-in-Pro-Nylon-Polyester-Thin-Angle-Sash-Brush-0H21430024/206852296?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Wooster-2-1-2-in-Pro-Nylon-Polyester-Thin-Angle-Sash-Brush-0H21430024/206852296?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]Wooster

2-1/2 in. Pro Nylon/Polyester Thin Angle Sash Brush

Model #0H21430024

Store SKU #1001725083

Aisle 07
Bay 004

\$26.94

[/p/BEHR-PREMIUM-1-gal-ST-112-Barn-Red-Semi-Transparent-Waterproofing-Exterior-Wood-Stain-and-Sealer-507701/203939527?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/BEHR-PREMIUM-1-gal-ST-112-Barn-Red-Semi-Transparent-Waterproofing-Exterior-Wood-Stain-and-Sealer-507701/203939527?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]BEHR

PREMIUM 1 gal. #ST-112 Barn Red Semi-Transparent Waterproofing Exterior Wood Stain and Sealer

Model #507701

Store SKU #639476

Aisle 05
Bay 021

\$95.96

[/p/HANDY-16-OZ-PAINT-CUP-1500-CT/202245288?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/HANDY-16-OZ-PAINT-CUP-1500-CT/202245288?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]HANDY

16 OZ. PAINT CUP

Model #1500-CT

Store SKU #638752

Aisle 07
Bay 004

\$2.97

[/p/Wooster-11-in-Pro-Clear-Plastic-Deluxe-Tray-Liner-3-Pack-0HR3320110/203584675?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/Wooster-11-in-Pro-Clear-Plastic-Deluxe-Tray-Liner-3-Pack-0HR3320110/203584675?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]Wooster

11 in. Pro Clear Plastic Deluxe Tray Liner (3-Pack)

Model #0HR3320110

Store SKU #721680

Aisle 07
Bay 010

\$3.48

[/p/DECKMATE-9-x-3-in-Tan-Star-Flat-Head-Wood-Deck-Screw-5-lbs-Box-365-Piece-115985/306587120?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]



[/p/DECKMATE-9-x-3-in-Tan-Star-Flat-Head-Wood-Deck-Screw-5-lbs-Box-365-Piece-115985/306587120?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]DECKMATE

#9 x 3 in. Tan Star Flat-Head Wood Deck Screw 5 lbs.-Box (365-Piece)

Model #115985

Store SKU #1003274830

Aisle 15
Bay

016

\$29.97

[/p/The-Home-Depot-5-Gallon-Orange-Homer-Bucket-05GLHD2/100087613?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

[/p/The-Home-Depot-5-Gallon-Orange-Homer-Bucket-05GLHD2/100087613?cm_mmc=ecc_-THD_SHARE_CART_-V1_M1_CA_-]

Product_URL&em_id=9abe754d2492fe396a3abdad4b13dfb0f567b597036511759bc30ee176942e5e]The

Aisle 06
Bay EC2

\$15.92

Product_URL&em_id=9abe754d2492fe396a3abd4b13dfb0f567b597036511759bc30ee176942e5e] Home Depot 5 Gallon Orange Homer Bucket
Model #05GLHD2
Store SKU #131227



Item # 15.

[/p/1-4-in-x-3-5-in-x-8-ft-Cedar-Board-V-Plank-6-per-package-8203015/202106509?cm_mmc=ecc-_-THD_SHARE_CART-_-V1_M1_CA-_-

Product_URL&em_id=9abe754d2492fe396a3abd4b13dfb0f567b597036511759bc30ee176942e5e] Product_URL&em_id=9abe754d2492fe396a3abd4b13dfb0f567b597036511759bc30ee176942e5e]1/4
in. x 3.5 in. x 8 ft. Cedar Board V-Plank (6 per package)
Model #8203015
Store SKU #957356



Aisle 23
Bay 019

2 \$53.96

Subtotal \$1,372.47
Shipping \$0
Sales Tax \$0
Est. Total \$1,372.46

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BURNER AND STAINLESS STEEL
DOORS

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TOWN OF COTTAGE CITY

RESOLUTION: 2025-05

SESSION: Regular Town Meeting

DATED: April 9, 2025

A RESOLUTION APPROVING AN ELECTED AND APPOINTED OFFICIAL POLICY
CONCERNING CONFIDENTIAL INFORMATION

WHEREAS, pursuant to § 15-2 of the Town Code (Ethical standards), in order to avoid becoming involved or implicated in a conflict of interest or impropriety or, just as important, an appearance of conflict of interest or impropriety, elected officials, appointees and Town employees shall not use information acquired in confidence by reason of their official position from a Town customer, supplier, lessee or contractor for other than Town purposes; and

WHEREAS, pursuant to § 15-6 of the Town Code (Disclosure and use of confidential information), other than in the discharge of official duties, an elected or appointed official or employee may not disclose or use confidential information that the official or employee acquired by reason of the official's or employee's public position and that is not legally disclosable or available to the public; and

WHEREAS, the Cottage City Commission finds that the individual commissioners and other officials act as custodians of the Confidential Information generated by the Town of a Department thereof, and therefore the sharing of this information is an exception to disclosure under Maryland's Public Information Act; and

WHEREAS, the Town's disclosure and sharing of any information, including Confidential Information with a Town employee or official is not intended to be a waiver of any privilege held by the Town, including, but not limited to, the deliberative process privilege, the executive privilege, the attorney-client privilege, or the joint or common interest privilege; and

WHEREAS, Confidential Information must at all times be used and maintained so as to prevent any disclosure to people or entities not authorized by the Town to receive, view or use the information; and

WHEREAS, disclosure of Confidential Information to unauthorized parties may create a security risk, invade personnel privacy, pose a threat to public safety and welfare, bring distrust for the government or ill repute, cause litigation or otherwise adversely impact Cottage City.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners for the Town of Cottage City, sitting in a special or regular town meeting on this 9th day of April 2025 hereby adopts the following policy:

1. The term "Confidential Information" includes, without limitation: (i) personal or sensitive information obtained from a Town of Cottage City Department/Agency ("Department") or office; (ii) personal or sensitive information gleaned from a review of materials or documents at the Town or from communications with Town personnel, Town employees,

Town retirees, and other Town insured individuals; (iii) deliberative communications by Town personnel, contractors or agents; and/or (iv) any other matter that could conceivably be deemed confidential or privileged under any law or rule. The term “Confidential Information” is intended to have the broadest meaning as permitted by law or any applicable rules.

2. During and after the period of the official’s service to the Town of Cottage City, the official and recipient of Town information (the “Recipient”) understands and agrees that the Recipient shall maintain the secrecy and confidentiality of the Confidential Information and shall not: (i) divulge, furnish or make accessible to anyone or in any way use, for the Recipient’s own benefit or for the benefit of anyone else (other than with the Town’s permission in the ordinary course of the Town’s business during the period of the Recipient’s assignment with the Town), any Confidential Information, (ii) take or permit any action to be taken which would reduce the value of the Confidential Information to the Town, or (iii) use the Confidential Information in a manner that would cause the Recipient to derive any financial benefit from the Confidential Information.
3. All Confidential Information related to or gained in pursuit of or in connection with the business of the Department or any office of the Town Government is to be considered the private property of the Town. Confidential Information is not to be used, republished or discussed inside or outside the Department or other office except for purposes related to the business of the Department or office. The Recipient agrees that any misuse of Confidential Information, or breach of the agreement referenced below, as determined in the sole discretion of the Department or office, may result in the immediate censure or removal of the Recipient from his or her assignment or office with the Town and the Department’s reporting of such misuse to the Cottage City Commission. The Town reserves the right to seek all remedies available by law and in equity. If the Recipient becomes aware of any unauthorized access to, disclosure of, use of, or damage to the Confidential Information, the Recipient shall within forty-eight (48) hours notify the Department or other office of all facts known to it concerning such unauthorized access, disclosure, use, or damage.
4. Each commissioner and appointed official shall comply with all applicable federal, state, and local confidentiality requirements regarding personal information and all applicable federal, state, and local confidentiality laws and requirements regarding protected health information. The officials subject to this policy shall agree that any actions brought hereunder shall be brought in a court of competent jurisdiction in Prince George’s County.
5. Each commissioner and appointed official shall sign an agreement, whereby the individual agrees to comply with this policy and asserts that she/he has not engaged in any practice or entered into any past or ongoing agreement that would be considered a conflict of interest with this Agreement. The Recipient agrees to refrain from entering into all such practices or agreements during the term of said Agreement (and any extensions thereto) that could give rise to a conflict of interest. Furthermore, the individual asserts that she/he has fully disclosed to the Town any and all practices and/or agreements of whatever nature

or duration that could give rise to a conflict of interest and will continue to do so during the term of this Agreement and any extensions thereto.

6. As part of this confidentiality policy or protocol, each commissioner and appointed official shall not forward or share Town emails to their private email accounts, private electronic devices or the private email accounts of another party.

AND BE IT FURTHER RESOLVED, that this Resolution shall continue in full force and effect at all times and shall survive after an individual commissioner has completed their elected term in office.

AND BE IT FURTHER RESOLVED that the Commissioner-Chair or her designee shall be authorized to sign this Resolution, and that this Resolution shall take effect immediately.

INTRODUCED AND PASSED by the Cottage City Commission at a Special or Regular Meeting on April 9, 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 9th day April, with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2025- 05 passed.

John Hoatson, Town Manager





Cottage City Police Department
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)927-9225 Fax: (301)927-2299



Item # 18.

INTER-OFFICE MEMORANDUM

To: John Hoatson, Town Manager

From: Anthony L. Ayers, Sr., Chief of Police *ALA*

Date: 04/01/2025

Ref: Using unarmed security to assist with visibility patrolling of the Town.

In order to address gaps in visibility patrolling, we are exploring the possibility of engaging a security company to provide unarmed security officers with marked vehicles for patrols throughout the Town. The patrols will be scheduled during late-night hours, early mornings, and Sundays to increase overall presence.

We are considering **Stay Alert Security Services**, a reputable company based in Bowie, Maryland. They have offered to provide one unarmed security officer and a marked security vehicle for three 4-hour shifts per week. The cost for these services ranges from \$25 to \$30 per hour, which covers both the officer and the vehicle. Stay Alert Security Services is fully bonded and holds a \$2 million insurance premium.

The patrol shifts will rotate weekly, and the company will provide the Town with a monthly schedule and detailed patrol logs. The security officers will report any illegal or nuisance activities directly to the Cottage City Police Department (CCPD) and will contact 911 Communications for any police or emergency services that may be required. Immediate notifications of any incidents will be sent to either myself or my designated representative.

This arrangement aims to enhance security coverage and visibility throughout the Town. Please let me know if you have any questions or require additional information.

Estimated Monthly Cost: \$1,440.00
Estimated Annual Cost: \$17,280.00