



Regular Town Hall Meeting Agenda

Wednesday, January 08, 2025 at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom Only Due To Weather

<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.](#) Public Safety Report
- [2.](#) Approval of Financials

Commissioner Reports

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

Presentation

8. Walkable Watershed Presentation - Michelle Kokolis, Bryan McKnight
- [9.](#) Retirement Programs With Paychex - Aquilina Thurston

Old Business

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

New Business

- [11.](#) Resolution 2025-01: Budget Calendar (Commission Vote)
- [12.](#) New Computer Equipment Approval (Commission Vote)
13. Commission Goal Setting - Next 6 Months (Commission Discussion)
14. Mayor's Conference (Commission Consent)
15. Black History Month Program

Updates

16. Town Manager Update

Public Comments

Rules of Public Comment

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

Motion To Go Into Closed Session

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

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

Closing Statement

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

Open Session Following Closed Session

Adjournment

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



December, 2024

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

December

911 Disconnect	21
Accident	5
Animal Complaint	1
Break In Report	0
Check Welfare	1
Check Welfare Combined	1
Check Welfare Mental	1
CPR Combined	1
Disorderly	4
Domestic	2
DWI Driver	1
Family Dispute	1
Gunshots	2
Loud Music Complaint	2
Misc Calls	1
Misc. Police Incident	12
Missing Person	2
Noise Complaint	1
Party Complaint	2
Premise Check	6
Property Alarm Commercial	3
Property Damage	0
Residential Alarm	0
Sexual Assault Combined	0
Stolen Vehicle	0
Subject Stop	1
Suicide	1
Suspicious Auto	2
Suspicious Occ Auto	5
Text Request For Emergency Services	1
Theft From Auto	2
Theft J O	1
Theft Report	0
Treats Complaint	0
Traffic Complaint	0
Unknown Trouble	5
Vandalism	0
Vehicle Accident	2
Total	90

COTTAGE CITY POLICE DEPARTMENT

COMPLAINTS/CRISIS HANDLED

Disorderly House Complaint

- Location: 3715 37th Place
- Owner: Cinthya Castellano Canar

Cottage City Police Department, along with county inspectors, are taking steps to address the recurring issues at a property due to loud noise, disorderly behavior, and rental violations. Here's a summary of the situation:

1. **Complaint History:** The Cottage City Police Department received another complaint at the end of December about loud music and disorderly conduct at a specific property. This is not the first complaint; previous concerns have been raised regarding noise, overcrowding, and alcohol consumption.
2. **Previous Actions:** Earlier in the year, County Inspectors visited the property and issued warnings about rental violations, particularly related to the large number of individuals living there and the alcohol consumption. Despite initial warnings, the disturbances resumed.
3. **Current Investigation:** The County Inspectors have initiated an abatement case against the property owner due to continued violations. The police department is also investigating the incidents and has gathered enough evidence to potentially issue a citation for a loud noise violation.
4. **Notice to Parties Involved:** A formal letter was sent to both the property owner and the occupants, notifying them about the ongoing investigation and putting them on notice about the potential consequences if the disturbances continue.

In conclusion, both local law enforcement and county inspectors are actively addressing the situation, with steps toward legal action against the property owner, and a possible citation for the noise violation.

COTTAGE CITY POLICE DEPARTMENT

COMPLETED EVENTS / UPCOMING EVENTS PREPARATION

December Events:

- Neighborhood Watch Training (December 5, 2024)
- Dumpster Day (December 7, 2024)
- Mount Rainier Police Department's Shop with a Cop (December 7, 2024)
- Dumpster Day (December 8, 2024)
- Adult Mixer (December 13, 2024)
- Bladensburg Police Department's Shop with a Cop (December 14, 2024)
- Hyattsville Police Department's Shop with a Cop (December 14, 2024)
- Cottage City Children's Event (December 21, 2024)

January Events:

- Winter Break Youth Fun Day (January 2, 2025)
- Senior Bingo

TRAINING

- Firearms Training (12/02/2024)
 - o Cpl. Thompson
 - o Pfc. Perez
- Firearms Training (12/04/2024)
 - o Cpl. Thompson
 - o Pfc. Perez
- Firearms Training (12/09/2024)
 - o Cpl. Thompson
 - o Pfc. Perez
- Firearms Re-qualification (12/11/2024)
 - o Cpl. Thompson
 - o Pfc. Perez

UPCOMING TRAINING

- CCPD Training (January 23, 2025)

COTTAGE CITY POLICE DEPARTMENT

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

CODE COMPLIANCE

Bulk Trash Complaint

- Location: 3807 37th Avenue
- Owner: Taylor Denchfield

Here is a summary of the events and actions taken regarding the bulk trash issue at the listed location:

1. **Initial Complaint:** On Friday, December 27, 2024, the Cottage City Police Department received a complaint about bulk trash being left out in front of the property for several days, including an uncovered bed mattress, along with other trash and debris scattered on the street.
2. **Action Taken by Code Officer:** Code Officer Perez was sent to the location to address the issue. He requested that the occupants move the bulk trash to the rear of the property until the day before the next bulk trash pickup and informed them that the mattress needed to be covered for proper disposal by the trash company. Officer Perez left a warning notice on the door since no one answered when he arrived.
3. **Public Works Response:** On the same day, Cottage City's Public Works staff responded to clean up the street, removing any trash and debris.
4. **Follow-up Complaint:** On Monday, December 30, 2024, the complainant emailed to report that the bulk trash had not been removed and that trash remained on the street.
5. **Further Action:** Officer Perez, along with a Public Works staff member, returned to the location to remove the mattress. They spoke with the new occupants of the house, who explained that they had just moved in and that the bulk trash had been left by the previous occupants. The new occupants were informed about the proper procedures for trash and bulk pickup. After checking the area, no further trash was observed.

In conclusion, the issue appears to have been caused by the previous tenants, and the new occupants were educated on the proper disposal methods and bulk trash collection schedules. The problem has since been addressed.

Town of Cottage City

Balance Sheet

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1006 Truist Checking x4589	0.00	0.00
1009 Truist Savings x1643	303,158.51	648,846.98
1010 Savings - Capital One	5,190.24	5,186.21
1014 US Bank x5954	13,775.00	16,175.00
1015 Petty Cash Fund	466.03	450.00
1055 Savings - PNC	733,000.00	694,885.99
1060 Truist MM x4603	101,954.49	101,943.44
1061 Truist Operating Checking x1118	537,838.56	623,008.46
1062 Truist Public Fund Checking x6369	223.46	683.39
1063 Truist Public Fund Checking x0549	0.00	1,256.68
1065 Capital One CD	98,967.97	98,967.97
1072 Bill.com Money Out Clearing	14,733.59	7,390.46
1100 Truist - ARPA x0408	0.00	330,815.15
Total Bank Accounts	\$1,809,307.85	\$2,529,609.73
Accounts Receivable	\$95,878.89	\$76,106.22
Other Current Assets	\$55,667.00	\$65,951.61
Total Current Assets	\$1,960,853.74	\$2,671,667.56
TOTAL ASSETS	\$1,960,853.74	\$2,671,667.56
LIABILITIES AND EQUITY	\$1,960,853.74	\$2,671,667.56

Town of Cottage City

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

July - December, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	335,959.01	430,069.00
4006 Real Estate Taxes - Commercial	278,110.36	339,519.00
4015 Personal Property Taxes	33,317.08	40,000.00
4025 Income Tax	53,903.02	105,000.00
4030 Highway User Tax	17,388.17	54,311.00
4035 Fines & Forfeitures	22,632.96	4,000.00
4040 Red Light Camera Fines	17,374.07	300,000.00
4041 Speed Camera Fines	181,156.70	245,000.00
4055 Franchise Fees (Cable TV)	6,191.17	18,000.00
4065 Licenses - Town	3,949.09	6,000.00
4075 Permits		1,000.00
4080 County Disposal Rebate		3,440.00
4085 Police Aid	8,956.00	26,550.00
4095 Interest Income	19,181.43	10,000.00
4100 Public Works - Abatements		2,000.00
4102 Town Hall Rental	1,050.00	1,800.00
4106 Solar Renewable Energy Credits		6,075.00
4107.1 Donations	1,600.00	3,000.00
4200 Miscellaneous	3,257.45	
Total 4000 Operating Revenue	984,026.51	1,595,764.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4114 First Responder Camp/Community	8,837.98	10,500.00
4120 CDBG Grant - Infrastructure		753,225.00
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
4146 Community Engagement and Outreach Initiative		35,000.00
Total 4106.5 Grant Revenue	12,457.48	2,309,295.00
4201 Appropriated from Fund Balance		1,730,000.00
4202 Appropriated from Fund Balance ARPA		254,000.00
Total Income	\$996,483.99	\$5,889,059.00
GROSS PROFIT	\$996,483.99	\$5,889,059.00
Expenses		
5000 General Government		
5005 Salaries	60,640.59	140,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	17,353.22	31,400.00

Town of Cottage City

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

July - December, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 5005 Salaries	77,993.81	173,900.00
5007 Temp Services	4,255.02	
5015 Payroll Taxes	6,108.33	11,200.00
5020 Life Insurance	692.74	4,000.00
5025 Health Insurance	3,990.35	24,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	1,328.61	1,700.00
5040 Audit Fee	14,144.30	12,000.00
5045 Bus Service	1,100.00	13,000.00
5065 Community Enhancement	2,000.00	
5065.3 End Time Harvest Ministries		2,000.00
5065.4 Cottage City Scholarship		2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team		1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	2,000.00	14,600.00
5070 Community Garden	950.57	3,500.00
5085 Contractual Services (Accounting Fees)	17,612.50	34,000.00
5086 Cell Phone	232.61	1,000.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00
5105 Insurance - Town Hall		1,000.00
5107 IT Support	8,234.09	12,000.00
5115 Legal Fees	8,588.00	66,000.00
5120 Miscellaneous	1,655.33	1,500.00
5125 Membership Dues	1,750.00	2,400.00
5130 Commissioner Municipal Convention & Conf.		14,700.00
5135 Office Expense	13,612.54	26,000.00
5140 Printing & Legal Ads		1,000.00
5150 Special Events		
5150.1 Arts & Education		2,500.00
5150.10 Port Towns Meeting		300.00
5150.11 Adult Mixer	630.33	500.00
5150.12 English Classes		2,000.00
5150.13 Black History Month		800.00
5150.14 Hispanic Heritage Month		800.00
5150.15 Woman's History Month		800.00
5150.16 Native American Heritage Event	114.00	600.00
5150.18 Port Towns Legislative Dinner		300.00

Town of Cottage City

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

July - December, 2024

	TOTAL	
	ACTUAL	BUDGET
5150.19 PGCMA - Town Sponsored Mtg		100.00
5150.2 Easter Egg Hunt		800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.3 Cottage City Day	18,117.25	12,000.00
5150.4 Halloween	425.95	750.00
5150.5 Breakfast with Santa	1,203.84	1,400.00
5150.55 July 4th Event		300.00
5150.6 Community Block Parties		1,000.00
5150.7 Refreshments	632.23	1,000.00
5150.8 Senior Harvest Dinner	735.18	500.00
5150.81 Seniors Camp		500.00
5150.9 Winter Employee Appreciation		2,000.00
Total 5150 Special Events	21,858.78	29,350.00
5160 Town Communications	4,744.02	8,000.00
5165 Town Hall Maintenance & Repairs	4,957.06	12,000.00
5170 Town Hall Utilities	15,179.12	21,500.00
5175 Staff Training	4,082.62	4,000.00
5180 Treasurer's Bond		175.00
5190 Bank Fees	80.67	
5196 Website Hosting	11,949.20	5,200.00
Payroll Fees	401.72	
Total 5000 General Government	231,092.99	511,925.00
5200 Public Works		
5205 Salaries	79,262.55	200,000.00
5206 Overtime	287.28	5,000.00
Total 5205 Salaries	79,549.83	205,000.00
5210 Payroll Taxes	7,604.32	16,000.00
5211 Health Insurance	5,917.79	10,500.00
5212 Life Insurance	677.73	1,450.00
5213 Retirement Benefits		10,500.00
5215 Workers Comp Ins.	7,937.28	22,000.00
5230 Equipment Maint & Operating Exp	2,785.12	20,000.00
5232 Gasoline	1,432.81	8,000.00
5235 Highway Lighting	4,238.48	24,000.00
5237 MML & Training Expenses	1,570.90	2,000.00
5240 Abatements		2,000.00
5241 Cell Phone	2,354.85	500.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	835.00	7,500.00
5271 Maintenance	20,367.28	15,000.00
5272 Tree Maintenance	4,813.00	10,000.00
5280 Uniforms		800.00
5285 Vehicle Insurance	4,500.00	3,500.00

Town of Cottage City

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

July - December, 2024

	TOTAL	
	ACTUAL	BUDGET
5287 Truck Maintenance	3,181.97	5,000.00
5305 Dumping Fees	20.00	2,400.00
5315 Mosquito Control	194.13	2,300.00
5320 Waste Collection & Disposal	50,631.70	118,100.00
5322 Code Software		3,500.00
Total 5200 Public Works	198,612.19	490,050.00
5400 Police Department		
5405 Salaries	177,262.61	366,000.00
5406 Overtime	261.77	10,000.00
Total 5405 Salaries	177,524.38	376,000.00
5415 Payroll Taxes	11,026.44	32,495.00
5420 Life Insurance	3,705.24	4,500.00
5425 Health Insurance	18,977.78	41,000.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	22,626.11	28,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	25,151.00	20,000.00
5478 Legal		3,000.00
5485 National Night Out	268.78	1,000.00
5490 Office Expense & Operating Cost	13,931.66	12,000.00
5495 Police Liability Insurance	11,500.00	11,500.00
5500 Police Supplies	116.78	2,000.00
5505 Training	1,557.31	6,000.00
5506 Training - Police Chief	1,245.00	6,000.00
5515 Uniforms & Accessories	2,525.31	12,000.00
5520 Vehicle Operation & Maintenance	899.68	15,000.00
5525 Gasoline - PD	4,978.40	21,500.00
5534 Police Community Outreach	3,850.83	8,000.00
5537 Lexipol Law Enforcement	434.65	4,413.00
5538 Police Explorer Program	395.89	5,000.00
5539 SilverTrac	2,835.00	2,160.00
5540 Axion Tasers	3,689.14	10,000.00
5541 In Car Camera Upgrades	1,636.00	2,700.00
5542 Lefta System		2,200.00
5543 Obvio		8,500.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program		152,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees		98,000.00

Town of Cottage City

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

July - December, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 5600 Speed Camera		278,700.00
Total 5400 Police Department	308,875.38	903,468.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6006 DHCD - Community Surveillance Project	11,889.25	
6010 CDBG Grant - Infrastructure	293,477.78	753,225.00
6014 First Responder Camp/Community		10,500.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	10,647.89	35,000.00
6021 Cable - PEG - Broadcast Equip	7,961.82	10,570.00
6044 Fed-Stormwater	925.00	670,000.00
6052 Bond Bill Expenses Firehouse	25,000.00	500,000.00
6054 ARPA Grant Expense	52,661.72	
6054.1 Family Relief Program	22,183.91	30,000.00
6054.15 ARPA Food Bank	6,314.41	15,000.00
6054.7 Grant Writer Salary	36,441.72	65,000.00
6054.8 Grant Writer Fringe	7,896.78	24,250.00
Total 6054 ARPA Grant Expense	125,498.54	134,250.00
Total 6000 Grant Expenditures	475,400.28	2,488,545.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6505 Capital Equipment		11,000.00
6507 Town Hall Improvements		26,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		100,000.00
Total 6501 General Government Capital Outlays		227,000.00
6600 Public Works Capital Outlays		
6606 Facility Maintenance	2,719.13	7,500.00
6607 PW New Equipment		11,000.00
6615 Street Maintenance	401.03	12,500.00
Total 6600 Public Works Capital Outlays	3,120.16	31,000.00
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	23,055.90	18,200.00
Total 6700 Police Capital Outlays	23,055.90	18,200.00
Total 6500 Capital Outlays	26,176.06	276,200.00
Total Expenses	\$1,240,156.90	\$4,670,188.00
NET OPERATING INCOME	\$ -243,672.91	\$1,218,871.00
NET INCOME	\$ -243,672.91	\$1,218,871.00



401(k) Pricing Proposal

TOWN OF COTTAGE CITY

SERVICE	DESCRIPTION	FREQUENCY	COST
Setup Charges	<i>Includes:</i> ➤ Original Plan Document Creation/Maintenance ➤ Adoption Agreement ➤ Summary Plan Description ➤ Enrollment Kits ➤ Individual Account Set Up ➤ 800#/Online Access Set Up ➤ Enrollment Meeting ➤ Plan Design	One Time	\$1500 Can be spread over up to 36
Monthly Fee	IRS Gives TAX CREDIT of up to \$5500 for the first 3 years of the plan so a total \$16,500. ➤ Company Level Monitoring of Account ➤ Quarterly Management Reports ➤ Account Transfers to Money Manager ➤ Compilation of Form 5500 ➤ Electronic Data and Fund Management ➤ Quarterly ADP/ACP (2%)/Annual Top Heavy Testing ➤ Roth 401(k) Option ➤ Compilation of Census Data ➤ Reconciliation of Forms 1099 R & 945 ➤ Full Payroll Integration	Monthly	\$150.00
Participation Fee	➤ Commission-Free Investing ➤ Access to 800# and Online Access ➤ Daily Valuation of Accounts ➤ Immediate Account Transfer ➤ Quarterly Statements ➤ Prospectus and Enrollment Materials ➤ Profit Sharing and Match Disbursement ➤ Automatic Payroll Deductions ➤ Participant Loan Administration	Monthly	\$5.00 per participant

Aquilina Thurston

Cell: 703-861-5314

Email: athurston1@paychex.com

Thank You for Choosing Paychex!

Investment Chart

This chart includes important information to help you compare the investment options under your retirement plan. Additional information about your investment options and hardcopies can be obtained via the investment option's Web site(s) listed in the chart or by contacting Brian Hayes Murphy at 45 W Chesapeake Ave, Crisfield, MD 21817, 410-425-2253.

The investment options available within the plan may include certain trading guidelines, imposed by the Investment Company, that restrict or limit the frequency in which purchase, transfer or withdrawals may be made. Any restrictions or limitations are identified in Section II of the Investment Chart under the Shareholder-Type Fees section. This information may also be found in each investment option's prospectus, where applicable, or on the investment option's website.

Section I. Performance Information

The Variable Return Investments table focuses on the performance of investment options that do not have a fixed or stated rate of return. This table shows how these options have performed over time and allows you to compare them with an appropriate benchmark for the same time periods. Past performance does not guarantee how the investment option will perform in the future. Your investment in these options could lose money. Information about an option's principal risks is available on the Web site(s).

Variable Return Investments

Name/ Type of Option	Ticker Symbol	Average Annual Total Return as of 03/31/20				Benchmark			
		1yr.	5yr.	10yr.	Since Inception	1yr.	5yr.	10yr.	Since Inception
Bond Funds									
METROPOLITAN WEST TOTAL RETURN BOND I/ Intermediate - Term Bond	MWTIX	8.16%	3.22%	4.81%	5.99%	8.93%	3.36%	3.88%	N/A
		www.mwamllc.com				BBgBarc US Agg Bond TR USD			
PGIM HIGH YIELD Z/ High Yield Bond	PHYZX	(7.20%)	3.03%	5.66%	5.92%	(7.45%)	2.67%	5.50%	N/A
		www.jennisondryden.com				ICE BofA US High Yield TR USD			
SCHWAB TREASURY INFLATION PROTECTED SECURITIES INDEX/ Inflation Protected Bond	SWRSX	6.79%	2.55%	3.25%	3.74%	6.85%	2.67%	3.48%	N/A
		www.schwab.com				BBgBarc US Treasury US TIPS TR USD			
VANGUARD MORTGAGE BACKED SECURITIES INDEX ADML/ Intermediate - Term Bond	VMBSX	7.33%	2.87%	3.19%	3.15%	13.08%	3.63%	3.72%	N/A
		www.vanguard.com				BBgBarc US Government TR USD			

Name/ Type of Option	Ticker Symbol	Average Annual Total Return as of 03/31/20				Benchmark				Item # 9.
		1yr.	5yr.	10yr.	Since Inception	1yr.	5yr.	10yr.	Since Inception	
VANGUARD SHORT TERM FEDERAL ADMN/ Short Government	VSGDX	5.39%	2.05%	1.86%	3.19%	6.85%	2.25%	1.99%	N/A	
		www.vanguard.com				BBgBarc Government 1-5 Yr TR USD				
Equity Funds										
AMERICAN FUNDS EUROPACIFIC GROWTH R6/ Foreign Large Growth	RERGX	(12.70%)	0.91%	3.97%	6.69%	(7.31%)	2.10%	3.91%	N/A	
		www.americanfunds.com				MSCI ACWI Ex USA Growth NR USD				
DFA EMERGING MARKETS CORE EQUITY I/ Diversified Emerging Markets	DFCEX	(23.40%)	(2.01%)	0.12%	5.09%	(17.69%)	(0.37%)	0.68%	N/A	
		www.dfaus.com				MSCI EM NR USD				
DFA INTERNATIONAL CORE EQUITY I/ Foreign Large Value	DFIEX	(20.00%)	(1.22%)	2.39%	2.78%	(15.57%)	(0.64%)	2.05%	N/A	
		www.dfaus.com				MSCI ACWI Ex USA NR USD				
DFA US SMALL CAP I/ Small Blend	DFSTX	(27.15%)	(1.84%)	6.73%	8.56%	(23.99%)	(0.25%)	6.90%	N/A	
		www.dfaus.com				Russell 2000 TR USD				
GOLDMAN SACHS LARGE CAP GROWTH INSIGHTS INST/ Large Growth	GCGIX	(5.22%)	7.82%	12.09%	6.53%	0.91%	10.36%	12.97%	N/A	
		www.gs.com				Russell 1000 Growth TR USD				
JANUS HENDERSON TRITON I/ Small Growth	JSMGX	(21.11%)	3.20%	10.74%	13.05%	(18.58%)	1.70%	8.89%	N/A	
		www.janus.com				Russell 2000 Growth TR USD				
JHANCOCK MULTI-INDEX 2020 PRESERVATION R6/ Target Date 2020	JRWSX	0.41%	2.56%	N/A	3.80%	(1.99%)	3.58%	6.22%	N/A	
		www.jhfunds.com				Morningstar Lifetime Mod 2020 TR USD				
JHANCOCK MULTI-INDEX 2025 PRESERVATION R6/ Target Date 2025	JRESX	(0.95%)	3.19%	N/A	5.06%	(3.44%)	3.66%	6.61%	N/A	
		www.jhfunds.com				Morningstar Lifetime Mod 2025 TR USD				

Name/ Type of Option	Ticker Symbol	Average Annual Total Return as of 03/31/20				Benchmark				Item # 9.
		1yr.	5yr.	10yr.	Since Inception	1yr.	5yr.	10yr.	Since Inception	
JHANCOCK MULTI-INDEX 2030 PRESERVATION R6/ Target Date 2030	JRHSX	(2.81%) www.jhfunds.com	3.64%	N/A	5.96%	(5.79%)	3.57%	6.87%	N/A	
JHANCOCK MULTI-INDEX 2035 PRESERVATION R6/ Target Date 2035	JRYSX	(5.16%) www.jhfunds.com	3.64%	N/A	6.32%	(8.69%)	3.29%	6.91%	N/A	
JHANCOCK MULTI-INDEX 2040 PRESERVATION R6/ Target Date 2040	JRRSX	(6.52%) www.jhfunds.com	3.63%	N/A	6.47%	(11.16%)	2.93%	6.78%	N/A	
JHANCOCK MULTI-INDEX 2045 PRESERVATION R6/ Target Date 2045	JRVSX	(7.32%) www.jhfunds.com	3.60%	N/A	6.49%	(12.64%)	2.63%	6.58%	N/A	
JHANCOCK MULTI-INDEX 2050 PRESERVATION R6/ Target Date 2050	JRISX	(7.43%) www.jhfunds.com	3.60%	N/A	6.46%	(13.22%)	2.47%	6.44%	N/A	
JHANCOCK MULTI-INDEX INCOME PRESERVATION R6/ Target Date Retirement	JRFSX	(0.55%) www.jhfunds.com	1.86%	N/A	2.38%	(1.38%)	2.82%	4.64%	N/A	

Name/ Type of Option	Ticker Symbol	Average Annual Total Return as of 03/31/20				Benchmark				Item # 9.
		1yr.	5yr.	10yr.	Since Inception	1yr.	5yr.	10yr.	Since Inception	
JOHN HANCOCK MULTI-INDEX 2060 PRESERVATION PORTFOLIO R6/ Target - Date 2060+	JTFOX	(7.53%) www.jhfunds.com	N/A	N/A	5.21%	(13.61%) Morningstar Lifetime Mod 2060 TR USD	2.29%	6.21%	N/A	
PRINCIPAL MID CAP R5/ Mid - Cap Growth	PMBPX	(8.95%) www.wamu.com/wmgrouppoffunds	5.80%	12.10%	9.38%	(9.45%) Russell Mid Cap Growth TR USD	5.61%	10.89%	N/A	
SCHWAB S&P 500 INDEX/ Large Blend	SWPPX	(6.99%) www.schwab.com	6.67%	10.44%	6.98%	(8.03%) Russell 1000 TR USD	6.22%	10.39%	N/A	
TIAA-CREF LIFECYCLE INDEX 2025 INST/ Target Date 2025	TLQIX	(3.11%) www.tiaa-cref.org	3.96%	6.83%	7.24%	(3.44%) Morningstar Lifetime Mod 2025 TR USD	3.66%	6.61%	N/A	
TIAA-CREF LIFECYCLE INDEX 2030 INST/ Target Date 2030	TLHIX	(4.60%) www.tiaa-cref.org	4.04%	7.17%	7.62%	(5.79%) Morningstar Lifetime Mod 2030 TR USD	3.57%	6.87%	N/A	
TIAA-CREF LIFECYCLE INDEX 2035 INST/ Target Date 2035	TLYIX	(6.07%) www.tiaa-cref.org	4.08%	7.46%	7.96%	(8.69%) Morningstar Lifetime Mod 2035 TR USD	3.29%	6.91%	N/A	
VANGUARD EQUITY INCOME ADML/ Large Value	VEIRX	(13.20%) www.vanguard.com	4.55%	9.61%	6.70%	(17.17%) Russell 1000 Value TR USD	1.90%	7.67%	N/A	
VANGUARD GROWTH AND INCOME ADML/ Large Blend	VGIAX	(8.81%) www.vanguard.com	6.05%	10.39%	5.71%	(8.03%) Russell 1000 TR USD	6.22%	10.39%	N/A	
VANGUARD INTERNATIONAL EXPLORER INV/ Foreign Small/Mid Growth	VINEX	(20.84%) www.vanguard.com	(1.49%)	3.44%	7.31%	(18.03%) MSCI World Ex USA SMID NR USD	(0.08%)	3.56%	N/A	

Name/ Type of Option	Ticker Symbol	Average Annual Total Return as of 03/31/20				Benchmark				Item # 9.
		1yr.	5yr.	10yr.	Since Inception	1yr.	5yr.	10yr.	Since Inception	
VANGUARD MID CAP INDEX FUND ADML/ Mid - Cap Blend	VIMAX	(16.65%) www.vanguard.com	2.08%	8.86%	8.21%	(18.31%) Russell Mid Cap TR USD	1.85%	8.77%	N/A	
Money Market Funds										
FEDERATED US TREASURY CASH RESERVES INST/ Money Market	UTIXX	1.79% www.federatedinvestors.com	0.98%	0.49%	2.43%	2.38% ICE BofA USD 3M Dep OR CM TR USD	1.42%	0.87%	N/A	

N/A- Please refer to the fact sheets on <http://www.paychexflex.com> by selecting Research Funds from your Home Page and clicking on the name of the investment option.

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Section II. Fee and Expense Information

The Fees and Expenses table shows fee and expense information for the investment options listed in the Variable Return Investments table. It lists the Total Annual Operating Expenses of the options in the Variable Return Investments table. Total Annual Operating Expenses are expenses that reduce the rate of return of the investment option. This table also shows Shareholder-Type Fees. These fees are in addition to Total Annual Operating Expenses. A portion of the expense ratio may be returned to Paychex or its subsidiaries in the form of revenue sharing. If an employer has elected the return of concessions feature for its plan the revenue share that would be returned to Paychex or its subsidiaries is returned directly to the participant who incurred the fee charged by the investment and an annual account fee is charged against plan assets. Administrative fees including annual account fees, may be paid directly by your employer or by the Plan as described in Part Two.

Fees and Expenses

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses As a %*	Per \$1000	Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Restricted Trading Period ****
Bond Funds							
METROPOLITAN WEST TOTAL RETURN BOND I/ Intermediate - Term Bond	MWTIX	0.44%	\$ 4.40	N/A	N/A	2 in 30 Days	N/A
Additional Description: None							
PGIM HIGH YIELD Z/ High Yield Bond	PHYZX	0.54%	\$ 5.40	N/A	90 Days	1 in 90 Days	90 Days
Additional Description: None							
SCHWAB TREASURY INFLATION PROTECTED SECURITIES INDEX/ Inflation Protected Bond	SWRSX	0.05%	\$ 0.50	N/A	N/A	N/A	N/A
Additional Description: None							
VANGUARD MORTGAGE BACKED SECURITIES INDEX ADML/ Intermediate - Term Bond	VMBSX	0.07%	\$ 0.70	N/A	30 Days	N/A	N/A
Additional Description: None							

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses		Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Res
		As a %*	Per \$1000				Tracking Period ****
VANGUARD SHORT TERM FEDERAL ADMN/ Short Government	VSGDX	0.10%	\$ 1.00	N/A	30 Days	N/A	N/A
Additional Description: None							
Equity Funds							
AMERICAN FUNDS EUROPACIFIC GROWTH R6/ Foreign Large Growth	RERGX	0.49%	\$ 4.90	N/A	N/A	N/A	N/A
Additional Description: None							
DFA EMERGING MARKETS CORE EQUITY I/ Diversified Emerging Markets	DFCEX	0.48%	\$ 4.80	N/A	N/A	1 in 30 Days	90 Days
Additional Description: None							
DFA INTERNATIONAL CORE EQUITY I/ Foreign Large Value	DFIEX	0.28%	\$ 2.80	N/A	N/A	1 in 30 Days	90 Days
Additional Description: None							
DFA US SMALL CAP I/ Small Blend	DFSTX	0.35%	\$ 3.50	N/A	N/A	1 in 30 Days	90 Days
Additional Description: None							
GOLDMAN SACHS LARGE CAP GROWTH INSIGHTS INST/ Large Growth	GCGIX	0.53%	\$ 5.30	N/A	N/A	1 in 90 Days	N/A
Additional Description: None							
JANUS HENDERSON TRITON I/ Small Growth	JSMGX	0.76%	\$ 7.60	N/A	N/A	N/A	N/A
Additional Description: None							

Item # 9.

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses As a %* Per \$1000	Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Res Trac Period ****	Item # 9.
JHANCOCK MULTI-INDEX 2020 PRESERVATION R6/ Target Date 2020	JRWSX	0.33% \$ 3.30	N/A	N/A	N/A	N/A	
Additional Description: None							
JHANCOCK MULTI-INDEX 2025 PRESERVATION R6/ Target Date 2025	JRESX	0.35% \$ 3.50	N/A	N/A	N/A	N/A	
Additional Description: None							
JHANCOCK MULTI-INDEX 2030 PRESERVATION R6/ Target Date 2030	JRHSX	0.36% \$ 3.60	N/A	N/A	N/A	N/A	
Additional Description: None							
JHANCOCK MULTI-INDEX 2035 PRESERVATION R6/ Target Date 2035	JRYSX	0.36% \$ 3.60	N/A	N/A	N/A	N/A	
Additional Description: None							
JHANCOCK MULTI-INDEX 2040 PRESERVATION R6/ Target Date 2040	JRRSX	0.36% \$ 3.60	N/A	N/A	N/A	N/A	
Additional Description: None							

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses As a %*	Per \$1000	Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Res Trac Period ****	Item # 9.
JHANCOCK MULTI-INDEX 2045 PRESERVATION R6/ Target Date 2045	JRVSX	0.37%	\$ 3.70	N/A	N/A	N/A	N/A	
Additional Description: None								
JHANCOCK MULTI-INDEX 2050 PRESERVATION R6/ Target Date 2050	JRISX	0.38%	\$ 3.80	N/A	N/A	N/A	N/A	
Additional Description: None								
JHANCOCK MULTI-INDEX INCOME PRESERVATION R6/ Target Date Retirement	JRFSX	0.34%	\$ 3.40	N/A	N/A	N/A	N/A	
Additional Description: None								
JOHN HANCOCK MULTI-INDEX 2060 PRESERVATION PORTFOLIO R6/ Target - Date 2060+	JTFOX	0.37%	\$ 3.70	N/A	N/A	N/A	N/A	
Additional Description: None								
PRINCIPAL MID CAP R5/ Mid - Cap Growth	PMBPX	0.85%	\$ 8.50	N/A	N/A	1 in 30 Days	30 Days	
Additional Description: None								
SCHWAB S&P 500 INDEX/ Large Blend	SWPPX	0.02%	\$ 0.20	N/A	N/A	N/A	N/A	
Additional Description: None								

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses		Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Res
		As a %*	Per \$1000				Trailing Period ****
TIAA-CREF LIFECYCLE INDEX 2025 INST/ Target Date 2025	TLQIX	0.10%	\$ 1.00	N/A	60 Days	N/A	N/A
Additional Description: None							
TIAA-CREF LIFECYCLE INDEX 2030 INST/ Target Date 2030	TLHIX	0.10%	\$ 1.00	N/A	60 Days	N/A	N/A
Additional Description: None							
TIAA-CREF LIFECYCLE INDEX 2035 INST/ Target Date 2035	TLYIX	0.10%	\$ 1.00	N/A	60 Days	N/A	N/A
Additional Description: None							
VANGUARD EQUITY INCOME ADML/ Large Value	VEIRX	0.18%	\$ 1.80	N/A	30 Days	N/A	N/A
Additional Description: None							
VANGUARD GROWTH AND INCOME ADML/ Large Blend	VGIAX	0.23%	\$ 2.30	N/A	30 Days	N/A	N/A
Additional Description: None							
VANGUARD INTERNATIONAL EXPLORER INV/ Foreign Small/Mid Growth	VINEX	0.39%	\$ 3.90	N/A	30 Days	N/A	N/A
Additional Description: None							
VANGUARD MID CAP INDEX FUND ADML/ Mid - Cap Blend	VIMAX	0.05%	\$ 0.50	N/A	30 Days	N/A	N/A
Additional Description: None							

Item # 9.

Name/ Type of Option	Ticker Symbol	Total Annual Operating Expenses As a %* Per \$1000	Shareholder- Type Fees	Round Trip Period **	Restriction Frequency ***	Res Trading Period ****	Item # 9.
Money Market Funds							
FEDERATED US TREASURY CASH RESERVES INST/ Money Market	UTIXX	0.20% \$ 2.00	N/A	N/A	N/A	N/A	
Additional Description: None							

* = Total Operating Expense before waivers/reimbursements as taken from the Operating Fees & Expenses table of the prospectus

** = period of time between purchase and redemption of shares of the same investment that qualifies it as a round trip transaction

*** = number of round trips permitted

**** = amount of time blocked from trading if policy is violated

The cumulative effect of fees and expenses can substantially reduce the growth of your retirement savings. Visit the Department of Labor's Web site for an example showing the long-term effect of fees and expenses at <http://www.dol.gov/ebsa/publications/undrstndgrtrmnt.html>. Fees and expenses are only one of many factors to consider when you decide to invest in an option. You may also want to think about whether an investment in a particular option, along with your other investments, will help you achieve your financial goals.

The information set forth in this document is based upon information that Paychex has received from unaffiliated third parties. Paychex has not verified the accuracy or completeness of the information and cannot be responsible for any inaccuracies in the information from third party sources. You must independently determine how to use and interpret the information set forth in this document, including whether you need the assistance of any professionals to assist you in your interpretation of that information and if so, the nature of professional assistance that you may need. Paychex is not responsible for the manner in which you interpret the information in this document.

Note: When using this document, be aware that some, and perhaps all, of the information may be time-sensitive.

To assist you in understanding your designated investment alternatives, a general glossary of terms can be found at <http://www.morningstar.com/InvGlossary/?CustId=&CLogin=&CType=&CName=> . In addition, the website provided with each investment alternative may contain its own glossary of terms relevant to that specific alternative, or a link to such a glossary.



How do you envision your retirement?

Spending time with
family and friends?

Volunteering in
your community?

Visiting all
50 states?



Where will your income come from?

Social Security?

Regular Savings?

Other Investments?

Your 401(k) Plan!

What is a 401(k) plan?

The term 401(k) refers to a section of the Internal Revenue Code that permits deferring taxes on retirement savings deducted directly from payroll.

The federal government and most state governments have enacted policies to permit federal income tax deferrals to encourage appropriate savings for retirement.

The pre-tax advantage

Saving with tax-deferred dollars means you don't pay federal or state taxes on the money you save until you withdraw it, usually at retirement.*

Withdrawals must begin no later than April 1 of the calendar year following the later of:

- The calendar year in which the participant attains age 72*
or
- Any individual that reached age 70½ prior to 12/31/21
(per the SECURE Act)
or
- The calendar year in which the participant retires

*In the state of PA, contributions are tax deferred on a federal basis, but taxable for state income rules.





Pre-tax Take-home Advantage

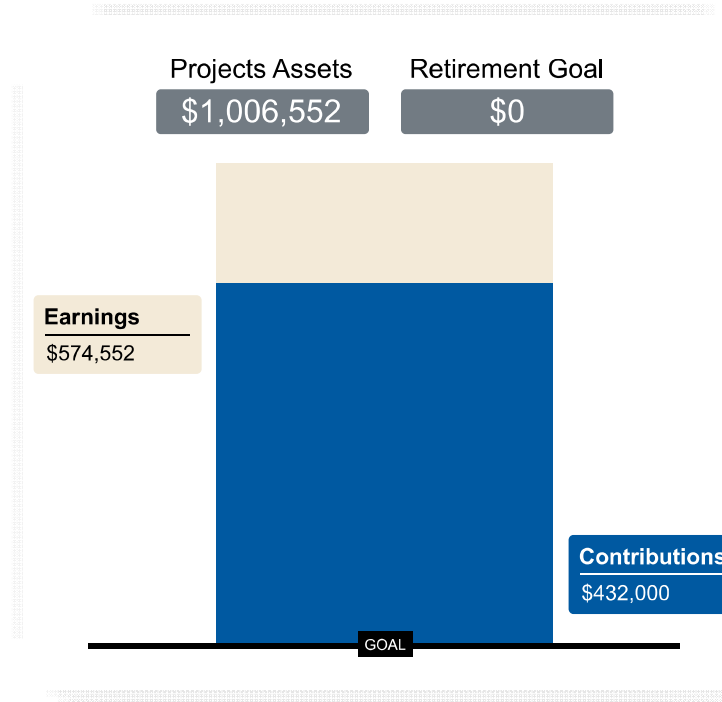
	Without 401(k)	Pre-tax deferrals
ANNUALIZED GROSS PAY	\$35,000	\$35,000
401(k)	0.00	-1,750
Taxable Pay	35,000	33,250
Federal Income Tax	-4,789	-4,526
FICA (7.65%)	-2,678	-2,678
Conventional Savings Account	-1,750	0.00
NET TAKE-HOME PAY	\$25,783	\$26,046

ANNUALIZED SAVINGS: \$263

Potential for \$1 million
by age 65, starting at age 50

Save for your retirement!

Start as early as you can
because you may be able to
save more money with less
money invested!



These calculations are provided for illustrative purposes only, and should only be used as a guideline. They are not representative of past or future performance and not a replacement for professional financial planning advice. Actual investment results will vary.

About You

Annual Salary

\$96,000

Tax Information

21.19%
Federal Rate

0%
State Rate

FL

Current Age

50

Retirement Age

65

Per Month Contribution

26 Percent

Employer Match Percentage

4%

Investment Return Percentage

10%

Manage Your 401(k) Account

By Laptop/PC, or any of your
mobile devices 24/7

Access online at:

<https://www.paychexflex.com>

Remember:
You're in Control!

401(k) Administration Task List

With Paychex' Unique *Payroll Integration*,
The Following 401(k) Administrative Tasks Are **Eliminated**

- Report all salary deferral changes to the 3rd Party Administrator (TPA).
- Report all salary deferral changes to Paychex (so the employee's paycheck is accurate).
- Every pay period, calculate every employee's salary deferral.
- Every pay period, report every employee's salary deferral to TPA.
- Every pay period, calculate every employee's company match.
- Every pay period, report every employee's company match to TPA.
- Every pay period, audit the reports provided by the TPA showing which employees deferred money into the 401(k) and which employees received company contributions.
- Every pay period, write a check to TPA for employees' contributions.
- Every pay period, report all new employees to TPA, including social security number, date of hire, date of birth, and salary deferral percentage.
- Every pay period, report all terminated employees to TPA.
- Every pay period, report all changes of employee address to TPA.
- Constantly track employees' eligibility to participate in the plan. (Have they worked for the required minimum time to be eligible; worked more than the required minimum number of hours in the past year; reached the minimum age; and/or worked enough hours since returning from a "break in service" (layoff or other time away from the company). {Note: we've seen many plans that are out of compliance because they allowed employees to either enroll too soon, too late, or not at all.})
- Complete the paper or online annual census every January listing all employees, addresses, earnings, deferrals, company contributions, birth dates, hire dates, etc. This census must be accurate to the penny, for every employee.
- Respond to the TPA's audit of the completeness and accuracy of the census. The numbers often do not match the amounts actually contributed: when they do not you (not the TPA) must audit the data to find and correct all errors so the numbers are precisely correct.
- Audit the Form 5500 tax filing for accuracy before sending to IRS.
- Correcting payroll mistakes requires correcting 401(k) deferrals.
- Correcting 401(k) deferral mistakes requires correcting payroll.
- Setup loan repayment deductions from payroll.
- Record loan repayments (for up to ten years).
- Track loan amortization (for up to ten years).
- File Form 1099 with IRS when employees leave company without fully paying back loan.
- Send 401(k) distribution paperwork to employees when they leave the company.

TOWN OF COTTAGE CITY
RESOLUTION 2025-01

Item # 11.

**A RESOLUTION OF THE COTTAGE CITY COMMISSION ESTABLISHING A BUDGET
CALENDAR FOR THE FISCAL YEAR 2026 BUDGET PROCESS**

Introduced by: Town of Cottage City Commission

WHEREAS, Section 39 of the Town of Cottage City Charter States, “The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. Before adopting the budget the commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality. The commission may insert new items or may increase or decrease the items of the budget. If the commission increases the total proposed expenditures it shall also increase the total anticipated revenues in an amount at least equal to the total proposed expenditures. The budget shall be prepared and adopted in the form of an ordinance”; and

WHEREAS, the Commissioners must adopt a budget for the Town of Cottage City that includes revenues and expenditures for Fiscal Year 2026, beginning July 1, 2025, and ending June 30, 2026;and

WHEREAS, the deadline for the Commissioners to adopt a Town Budget for Fiscal Year 2026 is June 30, 2025; and

WHEREAS, it is necessary to inform the public about the proposed budget, conduct a public hearing on the proposed budget, and allow citizens to review and comment on the proposed budget before final adoption of the budget ordinance; and

WHEREAS, the Commissioners must also take into consideration the constant yield tax rates (“CYTR”) for the classes of real property in the Town, and depending on tax rate proposed the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

WHEREAS, the Commissioners desire to establish a budget calendar for the FY 2026 budget preparations and adoption processes; and

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED that the Cottage City Commission hereby adopts the following budget calendar for the preparation and adoption of the Town of Cottage City Budget for Fiscal Year (“FY”) 2026:

Date	Meeting Type	Topic
Wed, Jan 8, 2025	Regular Town Meeting	Preliminary Budget Calendar Discussion
Wed, Jan 8, 2025	Regular Town Meeting	Budget Calendar Approval Res 2025-01

TOWN OF COTTAGE CITY
RESOLUTION 2025-01

Item # 11.

Tue, Feb 4, 2025	Commission Work Session	Listening Session 7:00 PM until 7:30 PM Commissioner Priorities & Goal Setting
Wed, Feb 12, 2025	Regular Town Meeting	Commission Budget Priorities Discussion
Tue, March 4, 2025	Commission Work Session	Anticipated Revenue, Expenses, Town Tax Rate Discussion
Tue, March 12, 2025	Regular Town Meeting	Anticipated Revenue, Expenses, Departmental & CIP Discussion
Tue, April 1, 2025	Commission Work Session	Public Comment – Proposed Town Tax Rates Schedule (CYTR Hearing, if applicable)
Wed, April 9, 2025	Regular Town Meeting	Draft Budget Ordinance, Budget Book & Public Comment
Tue, May 6, 2025	Commission Work Session	Introduce Budget Ordinance & Public Comment
Wed, May 14, 2025	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Tue, July 1, 2025		FY 2026 Budget In Effect

INTRODUCED by the Cottage City Commission at a Meeting held on Wednesday, January 8, 2025.

PASSED by the Cottage City Commission at a Meeting held on January 8, 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 8th Day of January, 2025 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2025-01 passed.

John Hoatson, Town Manager

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

LAPTOP CONFIGURATIONS

Description	Price	Qty	Ext. Price
PEAKE-LD14_Laptop 	\$1,032.31	1	\$1,032.31
808-3105 	\$153.06	1	\$153.06
PEAKE-PC-SETUP  * Receive PC * Unbox & Bench PC * Load PC with Client Image * Repackage PC for Delivery * Deliver PC to Client * Transfer data (as applicable) * Decommission equipment (as applicable) * Extract HDD/SSD from applicable equipment and hold for 30 days in secure location before data destruction. * Provide client with Certificate of Destruction (upon request) * Dispose of/recycle applicable equipment.	\$75.00	1	\$75.00

Subtotal: **\$1,260.37**