



Board Work Session Agenda

Tuesday, March 04, 2025 at 6:30 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom and In Person At Town Hall:

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

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

Call to Order and Roll Call

Review of Agenda

Business

1. Budget Listening Session: Public Comment (5 Min)
2. Budget Discussion: General Government, Public Works & Town Tax Rate
3. Community Safety Discussion - Ben Rockey Harris
4. Chalk Riot Design Discussion - Lindsay Ancellotti
5. Resolution 2025-02: Organizational Chart Discussion
6. Trash Discussion - Commissioner Givens
7. Salt Spreader Quote - Additional Expense
8. Walkable Watershed Update & Discussion
9. MOU Redlight Camera Program

Updates

Public Comments

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

Adjournment

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

To whom it may concern.

We have an epidemic of increasing pedestrian deaths in our state

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.ghsa.org%2fresources%2fPedestrians24&c=E,1,4mp8RdJl_YIZlhTjZa03RjlimtR8bp0yAZvqiglVhaPkeVfmuzH0MdSG70kLKy1-ILXbu4KofwtYh-VgQt2QIPq-ojWVmmZi3RHl4JmQg,,&typo=1] and in our nation - where ~20 American pedestrians are killed daily by dangerous driving and bad road design.[<https://slate.com/technology/2023/07/pedestrian-deaths-road-safety-traffic-accidents.html>]

Horrifically, our local community has recently suffered child pedestrian fatalities as a result of aggressive / reckless driving

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwjla.com%2fnews%2flocal%2fchildren-struck-vehicle-riverdale-park-elementary-school-prince-georges-county-elementary-school-crime-traffic-wounds-injuries-hospital-police-investigation-serious-tragic-morning-pgpd&c=E,1,kR8jVZssVU3vwqgKPBxzHgHS0sDbOBOIOehdk6OOzsgMAGvQjRJ1j4swgTBeT7P9qrCg-C13nQ1R87eXbM5HEB1FbagSt5v01OaYUMF_TJhWA18,&typo=1].

While it is positive that Riverdale has now installed speed bumps at that intersection, it was too late to save the lives of two children who were murdered by a driver.

Critically, pedestrian deaths, simply put, are entirely preventable

[<https://www.cdc.gov/pedestrian-bike-safety/about/pedestrian-safety.html>]

I was almost struck by Lexis that ran a stop sign last week at Parkwood and Bunker Hill. While it was therapeutic to curse them out and make a variety of obscene hand gestures at the driver after they slammed on the brakes, it did nothing to save lives or prevent future reckless driving behavior. Systemically saving lives is the responsibility of our elected officials.

With this in mind, I wish to make two suggestions towards your future budget.

After giving a lot of thought to the regular dangerous and aggressive driving I witness as one of our town's most dedicated pedestrians, these improvements would serve to vastly reduce the likelihood of a horrific tragedy occurring in front of our homes. These locations I've suggested, when combined with our present speed bumps, would make it much more difficult for vehicles to accelerate to fatal speeds

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fsmartgrowthamerica.org%2fwhat-are-complete-streets%2f&c=E,1,dDZVvqzrxN8fqXeQTp360ADXKbXzgVyHIB5Fn763OZuh9FzSuD8xaKdjJvtFN7z3aSchgp8ka1yWaS5e96G2Jdcuij362Q53Xgp93wMHRcerzRxaOOLVSA_i&typo=1].

As that site demonstrates, there is a chasm of consequences between what happens to a human being when hit by a car at 20mph versus one hit at 30mph. Pedestrians will be hit by cars, but as

I said before - we can prevent the fatality through better infrastructure:

1) installation of raised crosswalks at the locations in this attached map marked in red (11 crosswalks, 9 locations). As you can see in this study, raised crosswalks serve to vastly the reduce likelihood of pedestrian injuries or fatalities

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.craftontull.com%2finsights%2finfrastructure%2fraised-crosswalks-can-elevate-pedestrian-safety&c=E,1,R8SQsHSt26l8-CdRdzbf8GeAQwzjPTTFBg-bJ9XZgiyodw3ouj93GQJB_42oyQMj4E2XOJRPreGJ2RjNtHltinks3yn9v9Cv1V4Hen33uuApp6qv-eKEw1Hwh1w,&typo=1]

2) installation of speed humps (note the word I am using - not a speed bump) at the locations in this map marked in blue (8 locations). Speed humps have been also statistically demonstrated to reduce child fatalities

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fpmc.ncbi.nlm.nih.gov%2farticles%2fPMC1448312%2f&c=E,1,Vtl6q7kXUkjGB5yZlq3Xf_UBZ3F2la4usL_bWRIIXG0qCNbUFLTYQGmsXgK3Y84jTjpjQYqhhTBFcKiXAQwBxzcmRkgcRYO8hir4V1Zlu64xk,&typo=1]

These are not mutually exclusive suggestions, in a perfect world you should do both.

None of us want to see a dead child in front of our house. With that in mind, I look forward to hearing your plans to protect children, and everyone else in our community from traffic violence.

Ben Rockey-Harris







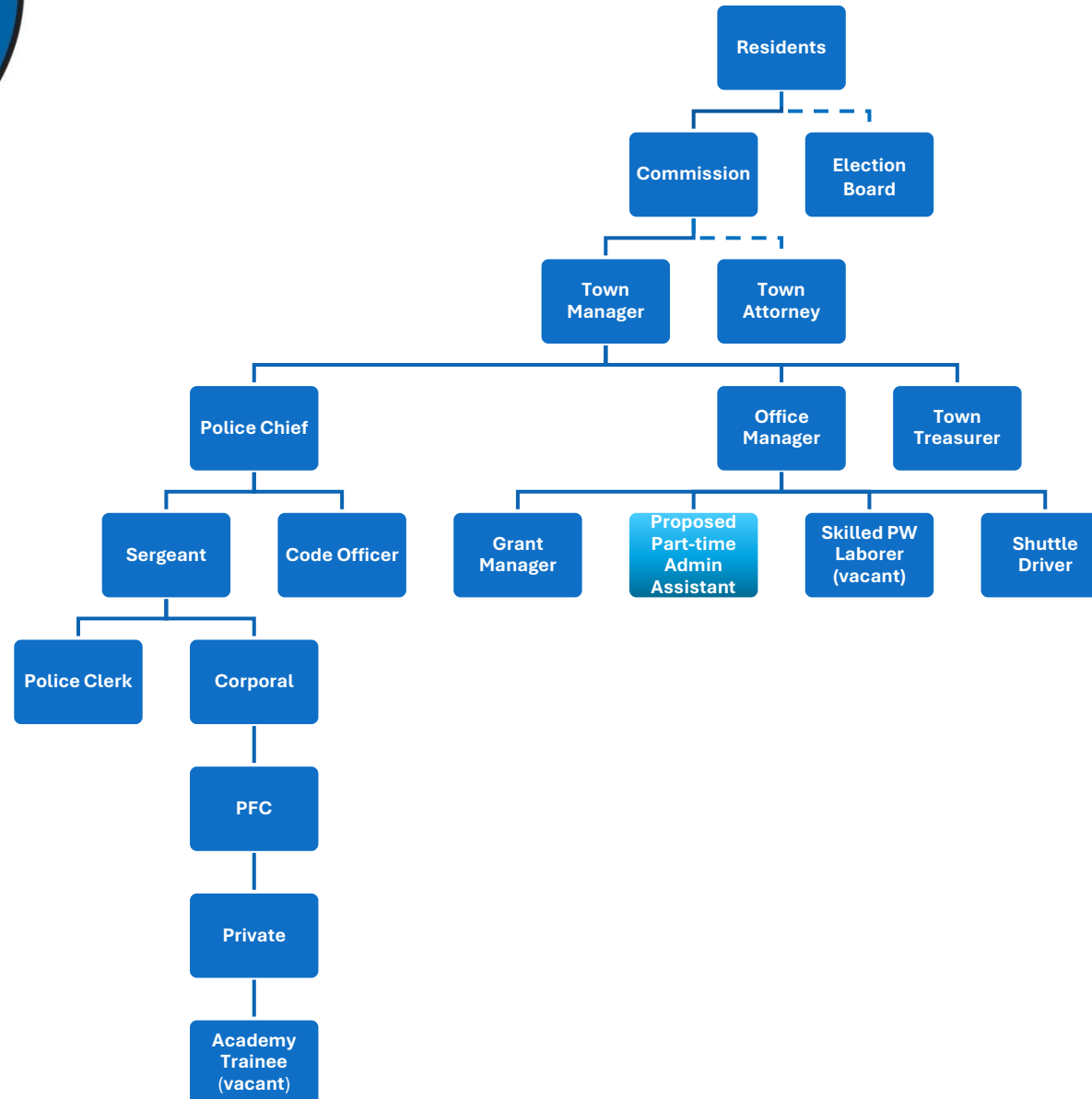






Town of Cottage City Organizational Chart

Item # 5.



Odyssey Shankle Bus and Truck Repair

5200 46th Avenue
Hyattsville, MD 20781
servicemngr@odyshank.com
(301) 699-8500

Estimate

2848

Date:

2/10/2025

Bill To

TOWN OF COTTAGE CITY
3820 40TH AVENUE
BRENTWOOD, MD 20722
P: 240-461-3835

Remit Payment To

Primary
5200 46th Avenue
Hyattsville, MD 20781

Service Order**Purchase Order****Authorizer**

2848

Item	Description	Quantity	Rate	Amount
Complaint: INSPECT SALT SPREADER CUTS OFF AFETR 10 SECONDS OF STARTING AND SALT SPREADER CONTROL HAS POWER BUT NOT SENDING POWER TO THE AUGER SALT SPREADER				
Cause:				
Labor	Recommended Correction: Chassis / Chassis /	1.00000	\$170.00	\$170.00
			Subtotal	\$170.00

Complaint: REPLACE SERVICE KIT, AUGER SHORT AND BEARING**Cause:** Customer request (Inspection)

Labor	Recommended Correction: Chassis / Chassis / REPLACE SERVICE KIT, AUGER SHORT AND BEARING	7.00000	\$170.00	\$1,190.00
Parts	AUGER 5"X66" VMAXX	1	\$1,576.296	\$1,576.30
Parts	2-BOLT FLANGE BEARING	2	\$74.175	\$148.35
Parts	1/4"-20X3/4" SERRATED BOLT	1	\$17.96	\$17.96
Parts	3/8"- 16 SERRATED NUT	1	\$4.425	\$4.43
Parts	SHIPPING	1	\$174.21	\$174.21
Parts	AUGER BIT - A	1	\$63.00	\$63.00
Parts	FLAT WASHER - A	2	\$20.965	\$41.93
Parts	3/8 X 1 1/2 BOLT - A	20	\$6.375	\$127.50
Parts	3/8 X 1 1/2 NUT - A	20	\$3.75	\$75.00
			Subtotal	\$3,418.68

Complaint: REMOVE AND REPLACE MAXX SPREADER CONTROL UNIT, MOTOR AND HARNESS**Cause:** Customer request (Inspection)

Item	Description	Quantity	Rate	Amount
Labor	Recommended Correction: Chassis / Chassis / REMOVE AND REPLACE MAXX SPREADER CONTROL	8.00000	\$170.00	\$1,360.00
Parts	SPREADER CONTROL - A	1	\$1,448.436	\$1,448.44
Parts	MOTOR - A	1	\$564.187	\$564.19
Parts	HARNESS - A	1	\$243.292	\$243.29
Subtotal				\$3,615.92

HAZ MAT	1.500%	\$110.11
Credit Card Pass-Through fee	3.000%	\$223.52
Shop Supplies		\$136.00

Unit: mes-13989 VIN: 1FTWF31578EC87954

License Plate: md83815

2008FordF-350

Chassis: 47,503 Miles

Labor	\$2,720.00
Parts	\$4,484.60
HAZ MAT(1.50% of \$7,340.60)	\$110.11
Subtotal	\$7,450.71
Exempt (0% of \$0.00)	\$0.00
Credit Card Pass-Through fee (3.000% of \$7,450.71)	\$223.52
Total	\$7,674.23

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs, either verbally or in writing, you agree to pay in full for the work performed and parts required.

Customer Signature: _____

Printed Name: _____ Date: _____



TOWN OF COTTAGE CITY

3820 – 40th Avenue
Cottage City, Maryland 20722
(301) 779-2161 • Fax (301) 779-3525

March 23, 2022

Mr. Jake Reilly
National Fish and Wildlife Foundation
1133 Fifteenth St., N.W., Suite 100
Washington, D.C. 20005

Dear Mr. Reilly,

I'm writing on behalf of the Town of Cottage City in support of the Environmental Finance Center's (EFC) *Walkable Watersheds: Developing an Equitable Green Infrastructure Plan for the Port Towns of Prince George's County, MD* proposal. This project is important to the Town as we hope to gain an improved environment and an improved quality of life for our community.

Cottage City is a small, quiet community located on the border of Washington, DC. Cottage City that was developed beginning in 1870, under the name of "The Highlands". The area was incorporated in 1924 as The Town of Cottage City. With the coming of European settlers, the area became noted for its deep-water, Anacostia River Port. A few houses were developed beginning in 1904 with broad streets laid out in a grid and trees planted along the streets. In 1999, Cottage City was lauded by the Joint Center for Sustainable Communities for our collaboration with Prince George's County for the Port Towns Revitalization Initiative. Cottage City is a small ethnically mixed community with old cottage-style homes that sit on tree-lined streets. The community is an active and enthusiastic partner with Prince George's County in Port Towns Redevelopment Plan, an effort to revitalize the neighborhood while preserving our heritage.

Due to global warming, our Town has endured large storms that have caused significant flooding within the community. The Town is aggressively working on projects to reduce the stormwater management issues. This project will provide us with another tool to address these issues and will allow us to partner with other Port Towns that are having similar issues. We currently have several initiatives and programs that address stormwater management such as the following: Tree Canopy Committee, Green Team, Community Garden Club, Clean-Up initiatives, as well as being a member of the Anacostia Watershed Society. This project will aid in educating community residents on ways to reuse stormwater by installing rain barrels. It will also provide funding to translate written materials from English to Spanish to help educate our Hispanic residents.

We currently have a pet waste management program that has encouraged residents to get out and walk around the community with their pets and increased the overall health of our residents. We share a



TOWN OF COTTAGE CITY

3820 – 40th Avenue
Cottage City, Maryland 20722
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bike/walk trail with the nearby Port Town communities. To reduce our carbon imprint the Town has committed to reduce our gas powered fleet, to electric vehicles and hybrids.

As a key partner in this project, the Town of Cottage City will be committed to the following:

- Use of site transportation
- Use of office space
- Use of Town Hall for meetings and events
- Use of Town staff
- Use of areas to store project equipment and supplies
- Use of Town bobcat and other equipment to complete tasks

These in-kind donations are valued at \$50,000.00.

In closing, the Town of Cottage City encourages the National Fish and Wildlife Foundation to fund this proposal. Projects like this one play a critical role in helping communities such as ours meet their stormwater management and environmental goals.

Sincerely,

Wanda Wheatley
Chair Commissioner



Cottage City Town Hall

Landscape Concept Design
January 8, 2025

Project for:



Project by:



ENVIRONMENTAL
FINANCE CENTER



Hirschman Water &
Environment, LLC
Stormwater & Stewardship



This project is made possible through a grant from the National Fish and Wildlife Foundation, with support from EPA.

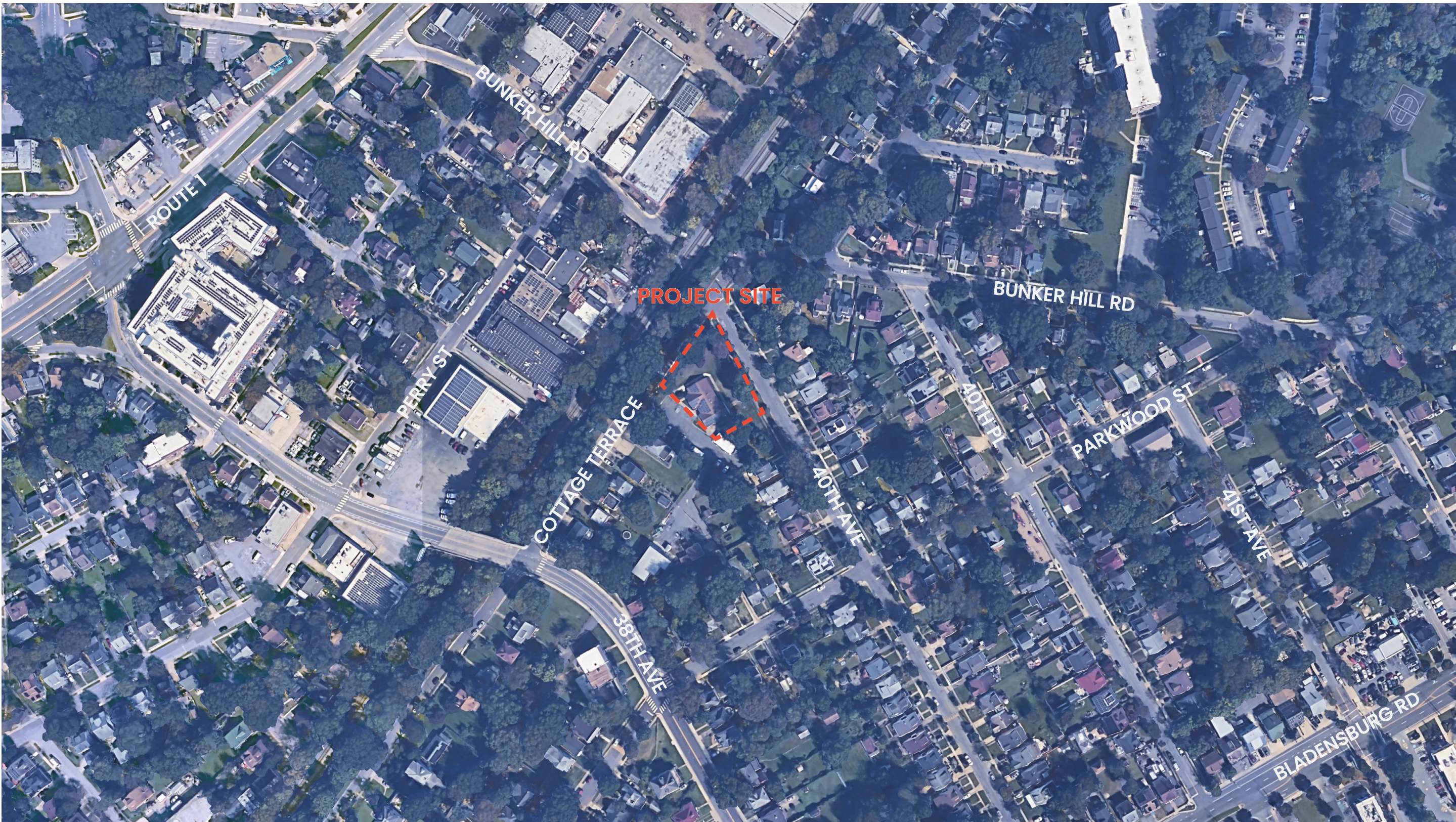
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1 Project Context 03

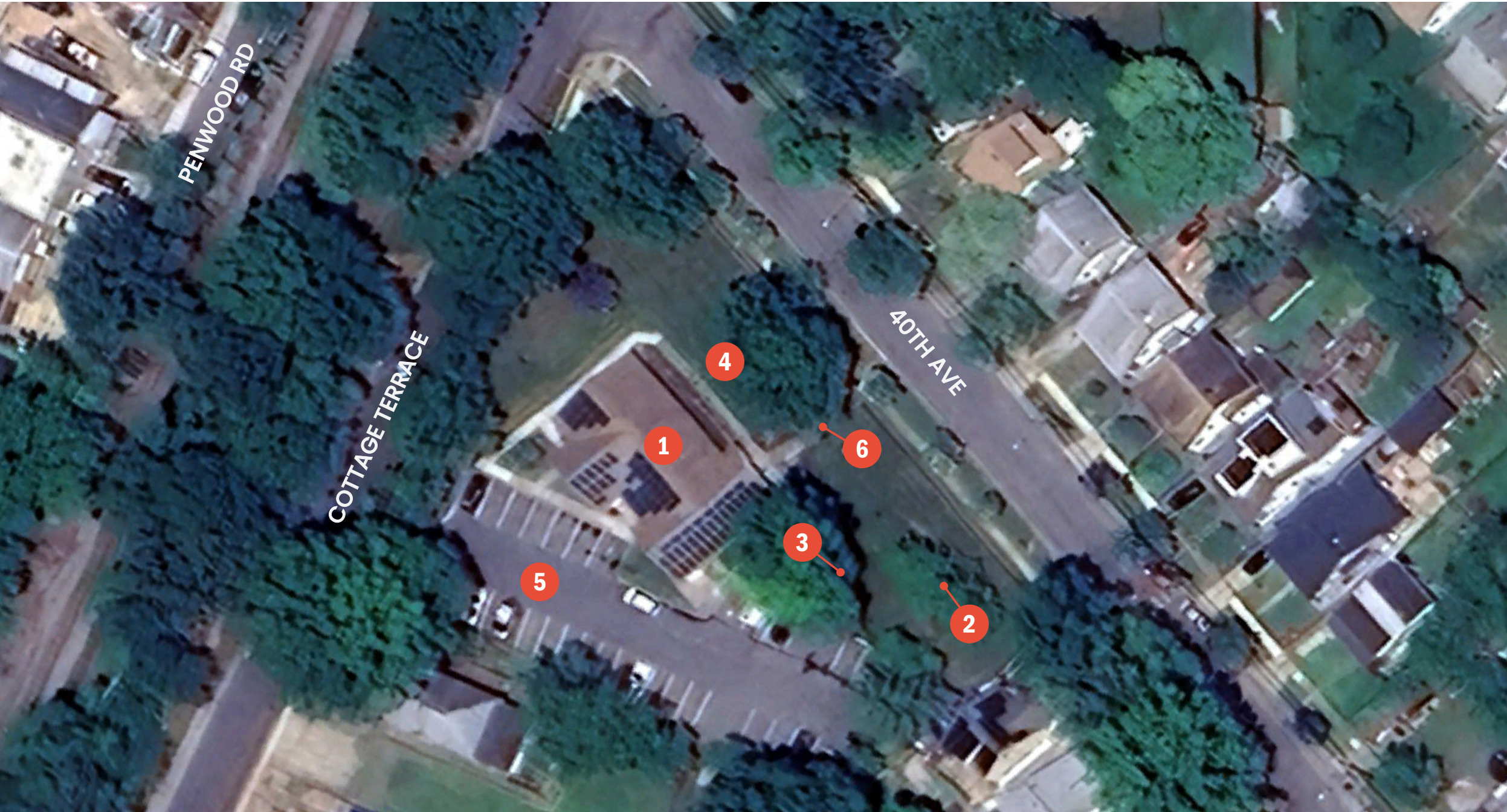
2 Concept Plan 07

Project Context

Context Map



Project Site



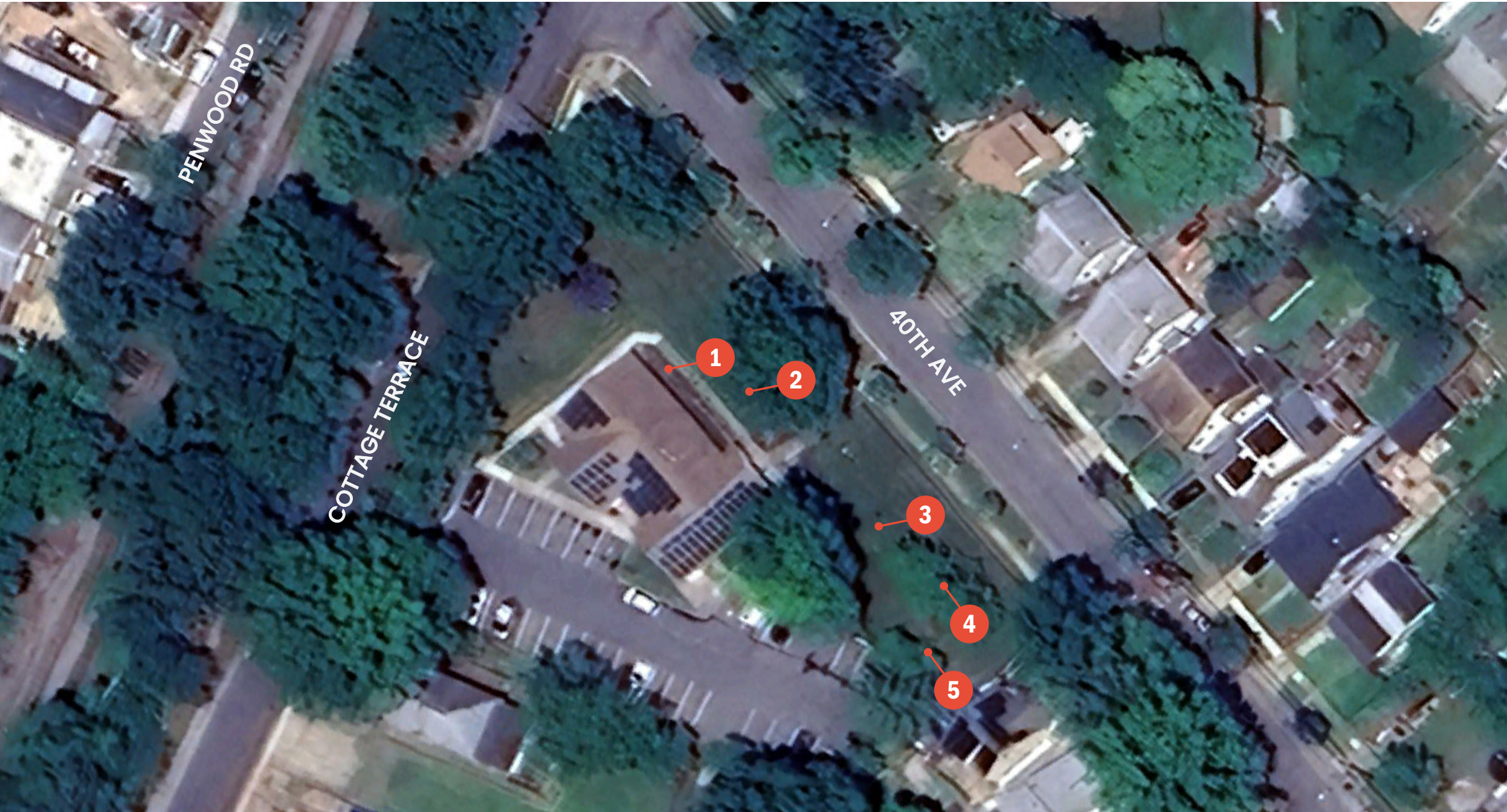
- 1 Cottage City Town Hall
- 2 Rain Garden
- 3 Picnic Shelter
- 4 Open Green Space
- 5 Parking lot
- 6 Front Stairs / Walkway

Existing Site Photos



Concept Plan

Concept Plan



- 1 Container Stormwater Planter
- 2 Native Plant Garden on Hillside Terrace
- 3 Native Plant Garden Extention to Rain Garden
- 4 Tree Removals in Existing Rain Garden
- 5 Improved Drainage from Parking Lot to Rain Garden

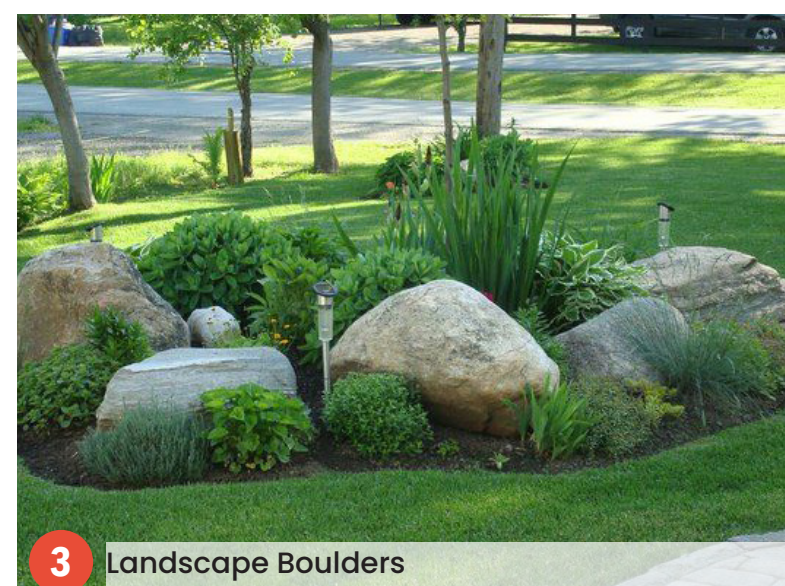
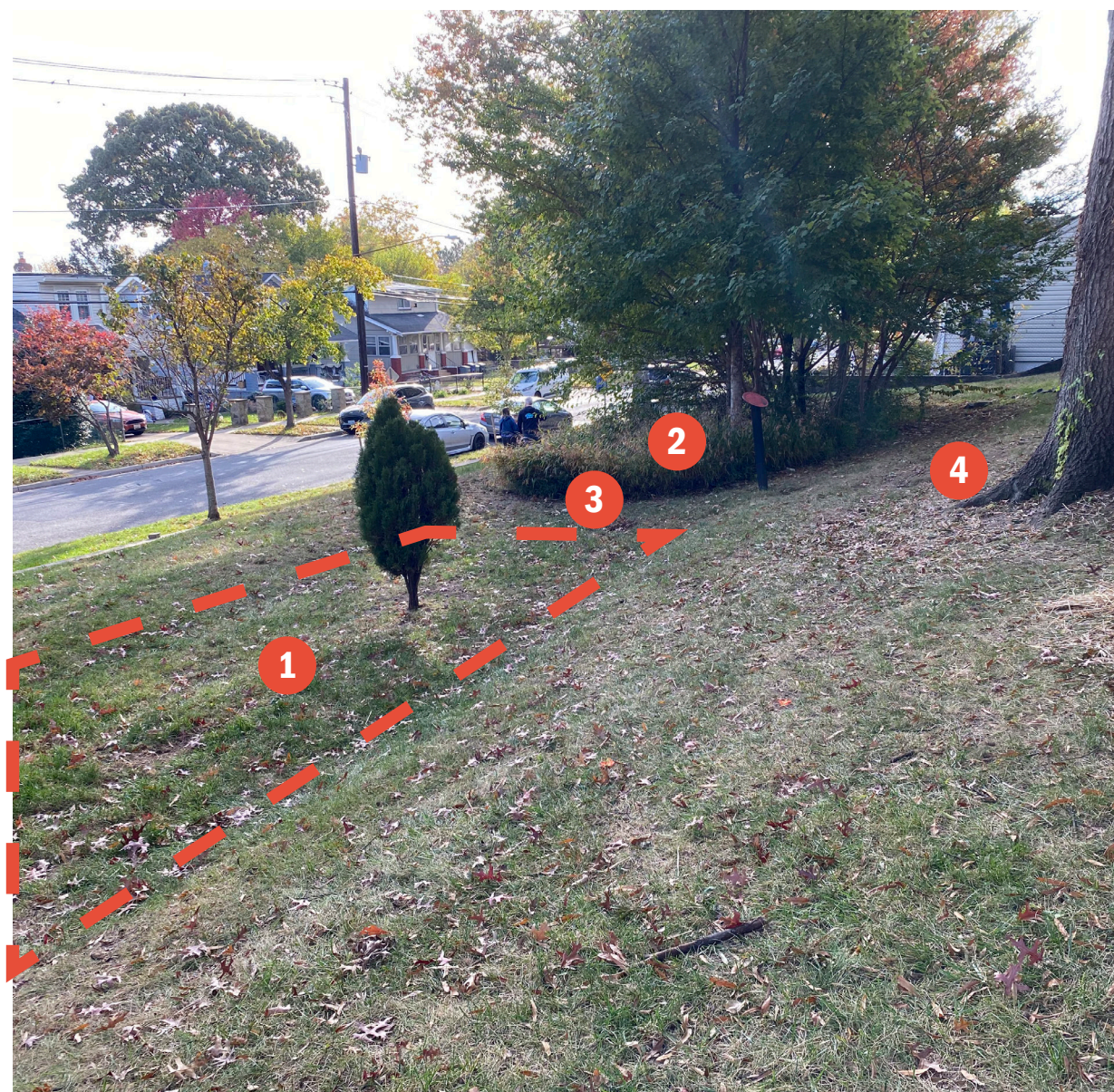
Concept Features – Container Stormwater Planter



Key Features:

- High-quality, Durable Container
- Stormwater Treatment
- Native Plants
- Downspout Connection

Concept Features – Rain Garden Improvements



Key Features:

- Improvements to Rain Garden
- Native Plant Garden
- Tree Removals Where Overcrowding has Occurred
- Slope Stabilization / Reduced Stormwater Runoff
- Improved Drainage from Parking Lot to Rain Garden
- Retained or Relocated Cedar Tree
- Stone Separation Between Rain Garden and Native Plant Garden

Concept Features – Native Plant Garden on Hillside Terrace



Key Features:

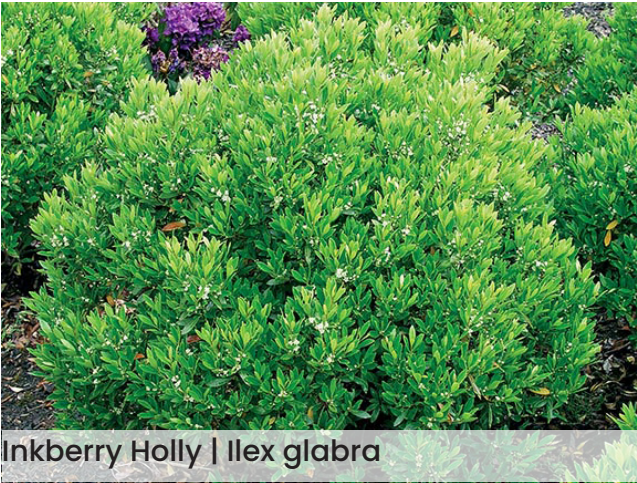
- Native Plants
- Symmetry with Existing Garden on Other Side of Entry
- Slope Stabilization / Reduced Stormwater Runoff
- Possible Seating Area

Native Plant Garden Type 1

CHARACTER IMAGE



SAMPLE PLANTS



Native Plant Garden Type 2

CHARACTER IMAGE



COTTAGE CITY TOWN HALL
JANUARY 8, 2025

SAMPLE PLANTS



Prairie Dropseed | *Sporobolus heterolepis*



Inkberry Holly | *Ilex glabra*



Purple Lovegrass | *Eragrostis spectabilis*

Native Plant Garden Type 3

CHARACTER IMAGE



COTTAGE CITY TOWN HALL
JANUARY 8, 2025

SAMPLE PLANTS



Questions



ENVIRONMENTAL
FINANCE CENTER



This project is made possible through a grant from the National Fish and Wildlife Foundation, with support from EPA.

MEMORANDUM OF UNDERSTANDING
BETWEEN
MARYLAND STATE POLICE
AND
TOWN OF COTTAGE CITY, MARYLAND
RED LIGHT CAMERA TECHNOLOGY USER AGENCY
GENERAL PROVISIONS

1. **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) between the Maryland State Police as the International Justice and Public Safety Network (Nlets) Criminal Justice Information Systems (CJIS) Systems Agency (CSA) and the Town of Cottage City, hereinafter referred to as the “parties”, is to memorialize the parties’ understanding regarding the transmitting, receiving, and storing of information distributed by Nlets for access to vehicle registration records.

2. **BACKGROUND:** Nlets provides the computerized, high-speed message switching system between the criminal justice community and state motor vehicle registration agencies. This infrastructure provides owner information on vehicles captured in numerous motor vehicle registration databases. This information is accessed for criminal justice enforcement purposes.

Criminal justice agencies in Maryland have instituted Red Light Camera Technology. Their vendors provide video equipment and software to search registration databases for vehicle owner information and take enforcement action. An Originating Agency Identifier (ORI) with limited Nlets access is required to perform this search and is issued to the criminal justice agencies for vendor access.

3. **AUTHORITY:** The CSA shall have the sole discretion to promulgate and retain any rules, regulations, and procedures necessary to the operation of the red light camera technology.

4. **SCOPE:** This MOU applies to the CSA issuing an ORI with limited Nlets access to the criminal justice agency specifically for vendor use to access vehicle owner information databases.

A. The CSA will:

1. Provide the User Agency with a Red Light Camera ORI with limited Nlets access;
2. Provide the User Agency with name and telephone number of a technical and administrative point of contact.

B. The User Agency will:

1. Use the ORI with limited Nlets access for criminal justice purposes pertaining to the Red Light Camera Technology;
2. Provide the CSA with the name and telephone number of a technical and administrative point of contact.

Administrative Contact Name _____
Phone / Email _____

Item # 9.

IT Contact Name _____
Phone / Email _____

5. DISCLOSURE AND USE OF INFORMATION: The vendor and agency use of this ORI will be limited to Red Light Camera activity only.

6. SECURITY AND PRIVACY OF DATA: The User Agency agrees to protect and prohibit dissemination of information received from this ORI access to any other vendor, agency, or any unauthorized person(s).

7. INDEMNIFICATION OF THE MARYLAND STATE POLICE: The User Agency agrees to indemnify the Maryland State Police, its officers and employees, to the extent permitted by law and subject to the limitations as set forth in the State Tort Claims Act, Title 12, Subtitle 1 of the State Government Article or the Local Government Tort Claims Act, Title 5, Subtitle 3 of Courts and Judicial Proceedings Article, Annotated Code of Maryland from and against all claims, demands, actions, suits, and proceedings by others, against all liability to others, including, but not limited to, any liability for damages by reason of, or arising out of any false arrest or imprisonment, or any other cause of action whatsoever, and therefrom, arising out of or involving any negligence on the part of the User in the execution of the Agreement. Nothing contained in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State or to provide indemnification for negligent acts by the Maryland State Police, their officers, employees, or agents.

8. TERM: All activities of the parties under this MOU will be carried out in accordance to the above-described provisions. The CSA reserves the right to immediately suspend the ORI whenever the security, privacy, uses or dissemination requirements established by this MOU are violated. The CSA may reinstate access in such instances upon receipt of proof the violation has been corrected. Either party may terminate this MOU upon 30 days written notification to the other party. Such notice will be subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:

1. The parties will continue participation up to the effective date of termination.
2. All project information, copies, thereof, and rights therein received under the provisions of this MOU prior to the termination will be destroyed within six months of the termination of this MOU.

9. The MOU, which consist of nine sections, will enter into effect upon signature of both parties and will remain in effect until terminated. The foregoing represents the understandings reached between the CSA and the User Agency.

In Witness, whereof, the parties hereto cause this MOU to be executed by proper officers and officials.

Maryland Red Light Camera Technology

USER AGENCY NAME _____ **Cottage City Police Department** _____

SIGNATURE OF AGENCY HEAD _____

Agency Head Name(Typed) ____Anthony Ayers_____

Title__Chief of Police_____

Date_____

MARYLAND STATE POLICE CJIS SYSTEMS AGENCY

BY _____

Name (Typed) Diana Riley

Title: CSO, CJIS Security

Officer _____

Date_____