



July Work Session Agenda

Tuesday, July 01, 2025 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/81879198682?pwd=laTbjobtQrTambWGkYe9qLIYKTCqjv.1>

Phone: 301-715-8592 | Meeting ID: 818 7919 8682 | Passcode: 856695

Call to Order and Roll Call

Review of Agenda

Business

1. Resolution 2025-05: Mid Year Budget Amendments (Commission Discussion)
2. Tree Trimming & Removal (Commission Discussion)
3. Cottage City Day (Commission Discussion)
4. MML Fall Conference (Commission Discussion)

Public Comments

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

Adjournment

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

TOWN OF COTTAGE CITY

RESOLUTION 2025-05

Mid-Year Budget Amendments

A RESOLUTION concerning the Cottage City budget amendments for the Fiscal Year ending June 30, 2025.

WHEREAS, The Town of Cottage City adopted the FY2024-2025 Budget by Ordinance 2024-01 on June 12, 2024, which authorizes its subsequent amendment by resolution; and

WHEREAS, notwithstanding the above-referenced budget ordinance, the FY 2025 Budget is also presented and discussed in further detail by enumerating additional sub-categories and detailed line items pertaining to either revenues or expenditures (the “Detailed Budget”), and although not considered incorporated by reference or formally part of the FY 2025 Budget Ordinance, the Detailed Budget is required to reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Commissioners at the Town meeting wherein the FY 2025 Budget was approved; and

WHEREAS, The Town has identified the need to amend the Fiscal Year 2024-2025 Detailed Line Item Budget to account for added expenditures; and

WHEREAS the Town’s charter requires no public money may be expended without having been appropriated by the Commission, and any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective; and

WHEREAS the Town Manager and Commission have discussed and agreed on specific uses of the American Rescue Plan Funding, and this resolution provides the Town Treasurer the authority to revise the Fiscal Year 2024-2025 Detailed Line Item Budget.

BE IT RESOLVED, that this Resolution shall further amend the Fiscal Year 2024-2025 Detailed Line Item Budget to reflect the following changes to the Detailed Budget.

INCREASE REVENUES:

No change, ARPA revenues were received in fiscal years 22 and 23 and the Town has captured those revenues to the Town’s fund balance, Line 4202.

INCREASE / APPROPRIATE GRANT EXPENDITURES

CAPITALS	:	Indicate matter added to existing budget	Page 1 of 2
[Brackets]	:	Indicate matter deleted from existing budget	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	

6054.13	6054.13 ARPA Resident Tree Program	\$20,000
6054	6054 ARPA Grant Expense	\$59,000

TOTAL GRANT EXPENDITURES	\$79,000
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AND BE IT FURTHER RESOLVED, that Funds are allocated for the Cottage City Community Grant Program Fund Program / Police Accountability, Community and Transparency Program,

AND BE IT FURTHER RESOLVED, that this Resolution shall become effective immediately and may be signed by the Chair on behalf of the Cottage City Commission.

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

John Hoatson, Town Manager

CAPITALS	:	Indicate matter added to existing budget	Page 2 of 2
[Brackets]	:	Indicate matter deleted from existing budget	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	



American Landscaping Inc.

Item # 2.

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

Contract #2507011

July 1, 2025

Town of Cottage City
C/O John Hoatson, Town Manager
3820 40th Avenue
Cottage City, MD. 20722

Job: 3810 40th Avenue

301 779-2161
301 927-9225

SPECIFICATIONS

1. Prune limbs away from home by 8-10'

Clean up all debris resulting from our work and haul off site for proper disposal.

Price \$873.00 _____

Or

2. Cut down and remove Pine tree.

Cut stump to a low stump level.

Clean up all debris resulting from our work and haul off site for proper disposal.

Price \$1795.00 _____

END OF SPECIFICATIONS

We propose hereby to furnish materials and labor, complete in accordance with above specifications, for the sum of

Per above separate listed prices. Initial accepted item separately.

Payment to be made as follows: Billed and payable net 30 days.

Credit/debit card payments will be assessed at 2.9 % fee.

Read all specifications thoroughly. If there is anything you want 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 is based on a drive-by and an estimator did not meet you on site, we will only be bound by the boundaries and above specifications that we believe were to be included in this contract.

Notices and Licenses Information and Agreements: 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 will be completed during the time frame as specified. All work is to be completed in a workmanlike manner according to standard practices. Material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. **UNDERGROUND ROCKS AND DEBRIS CLAUSE:** If during work operations, excessive or large rocks and/or debris are found that prevent work from progressing smoothly or need to be removed prior to work continuing an extra charge will apply. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipe, we will leave the area exposed and notify customer. Once the repair has been made by other's we will return to fill in the area, if needed. Maryland Home Improvement License #4783. Salesmen: James Martins, William Beatty, and Brian Martins. Each contractor and subcontractor must hold a current Maryland Home Improvement Commission license. Anyone can ask the Commission about a contractor or subcontractor. www.dllr.state.md.us Maryland Home Improvement Commission, 500 North Calvert Street, Baltimore, Maryland 21202. 410-230-6309 and 1-888-218-5925. Formal mediation of disputes between homeowners and contractors is available through the Commission which administers the Guaranty Fund. This Fund may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors. A homeowner may request a contractor purchase a performance bond for additional protection against losses not covered by the Fund.

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 #15345219.

Professional Fertilizer Business License #MDA F-O877.

District of Columbia Business License #400324802383, Pesticide License #10283 & #25279.

Contract prices do not include District of Columbia sales tax. This tax will be added, if applicable.

Insurance coverages include: General Liability, Automobile and Workman's Compensation.

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) consent(s) to Maryland jurisdiction. This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature: _____ Via E-mail _____ Date: July 1, 2025
Karen Martins, President

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

Signature _____ Date _____

Print name _____

Title _____





